

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Adopting Ordinance No. 812 - Amending the 2018 Budget and Salary Table to Include Appropriations and the Classification of B&O Tax Analyst Necessary to Implement the Business & Occupation Tax
<b>DEPARTMENT:</b>	Administrative Services
<b>PRESENTED BY:</b>	Sara Lane, Administrative Services Director Rick Kirkwood, Budget Supervisor
<b>ACTION:</b>	<input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

**PROBLEM/ISSUE STATEMENT:**

At the December 4, 2017 City Council meeting, Ordinance No. 808 providing for a Business & Occupation (B&O) Tax in the City of Shoreline was approved. During this meeting, a discussion was held regarding the practical considerations and options for tax administration, particularly relating to business licensing and tax collection, and that staff would bring a budget amendment before the City Council in early 2018 for the expenses associated with the administrative costs and the addition of a 1.00 full-time equivalent (FTE) position. The effective date of Ordinance No. 808 is January 1, 2019, which provides adequate time for an implementation process comprised of the selection of a system of record; an online filing option for tax collection; and, staffing to administer the collection, maintenance and auditing of the tax.

Staff has begun the implementation process and will analyze costs and benefits of each option; however, the 2018 budget must be amended to provide the necessary resources. Therefore, staff is requesting that the 2018 budget be amended to provide the necessary appropriations and add the classification of B&O Tax Analyst to Range 50 of the Salary Table. Proposed Ordinance No. 812 provides for this budget amendment. On January 8, staff presented this proposed ordinance to the City Council and Council asked questions that have been addressed in this staff report. Council also provided direction to staff to bring the ordinance back for adoption.

**FINANCIAL IMPACT:**

The addition of personnel and other expenditures necessary to administer the B&O Tax requires that the 2018 budget be amended by increasing the total FTE count by 1.00 and the General Fund's appropriations by \$445,000, as follows:

Item	2018 One-Time Total
System of Record Purchase/Implementation	\$200,000
FileLocal Membership/Setup	\$35,000
Retail Lockbox / Printing Set-Up	\$30,000
B&O Tax Analyst (1.00 FTE for 10 Months)	\$130,000
Consulting Support	\$50,000
<b>Total</b>	<b>\$445,000</b>

The ongoing costs related to collection of the B&O Tax are estimated to total approximately \$245,000 and will be reflected in the 2019 budget.

The following table summarizes the impact of this budget amendment and the resulting 2018 appropriation for the General Fund:

Fund	2018 Current Budget (A)	Budget Amendment (B)	Amended 2018 Budget (C) (A + B)
General Fund	\$46,500,862	\$445,000	\$46,945,862
All Other Funds	33,437,832	0	33,437,832
<b>Total</b>	<b>\$79,938,694</b>	<b>\$445,000</b>	<b>\$80,383,694</b>

### **RECOMMENDATION**

Staff recommends that the City Council adopt Ordinance No. 812 amending the 2018 Budget to include appropriations and a 1.0 FTE increase and the Salary Table to include the classification of B&O Tax Analyst.

Approved By: City Manager **DT** City Attorney **MK**

## **BACKGROUND**

At the December 4, 2017 City Council meeting, Ordinance No. 808 providing for a Business & Occupation (B&O) Tax in the City of Shoreline with an effective date of January 1, 2019 was approved. The staff report for this Council action can be found at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2017/staffreport120417-8b.pdf>.

During this meeting, a discussion was held regarding the practical considerations and options for tax administration, particularly relating to business licensing and tax collection, and that staff would bring a budget amendment before the City Council in early 2018 for the expenses associated with the administrative costs and the addition of a 1.00 full-time equivalent (FTE) position. Staff has begun the implementation process and will analyze costs and benefits of each of the following options; however, the 2018 budget must be adopted to provide the resources necessary.

### ***System of Record***

The City would need to maintain all filing history, accounts receivables, delinquencies, and audit information for each taxpayer account. Generally, the City's financial system is not able to fulfill the requirements for tax administration so a separate tax administration system would need to be procured, implemented and integrated to the licensing and collection systems. Staff is currently exploring two options and attended two product demonstrations on January 10 and 11, 2018.

### ***Tax Collection***

The City will need provision for the collection taxes. While most cities offer an online filing option, either independently or through *FileLocal*, no City currently mandates online filing. Therefore, the City would likely need to plan for costs associated with online filing, through *FileLocal*, as well as printing, mailing and a lockbox service, similar to what is currently used for wastewater utility payments. While an online filing system like *FileLocal* is used by business to file taxes with most jurisdictions, it does not serve as the system of record.

### ***Staffing for Implementation/Administration/Audit***

Additional consulting and personnel resources are required to implement and administer collection, maintenance and auditing of the B&O Tax. While this function will be housed in the Budget Office within the Administrative Services Department, consulting and/or additional personnel resources are needed to assist with outreach, education and system implementation as well as ongoing administration and compliance. A 1.00 FTE B&O Tax Analyst with a start date of March 1, 2018 is requested to perform most of this work. In order to ensure the tax is being collected correctly, staff will develop an audit program, which would likely require hiring independent auditors to supplement internal staff for more complex audits or as workload requires.

Therefore, staff is requesting that the 2018 budget be amended to provide the necessary appropriations and add the classification of B&O Tax Analyst to Range 50 of the Salary Table. The Human Resources Department performed a classification review

and will finalize a new job description for this proposed position. Proposed Ordinance No. 812 provides for this budget amendment.

### ***Implementation Steps***

The following are the major steps that will be completed in order to implement a B&O Tax in Shoreline:

- Budget amendment for implementation costs (*tonight's item*)
- Refine the administration plan as follows:
  - Contract with Washington State for administration
  - Implement a system of record
  - Partner with *FileLocal* to provide joint filing
  - Develop a communication plan
- Implement administration plan including staff training (*2<sup>nd</sup> & 3<sup>rd</sup> Quarter 2018*)
- Business communication and education (*2018 and ongoing*)

## **RESPONSES TO CITY COUNCIL QUESTIONS**

As part of the City Council's discussion there were two questions regarding the use of independent contractors for the audit program as well as the classification for this position.

### ***Audit Program***

As the B&O Tax Analyst Classification Description (Attachment C) notes, this position will be responsible for a variety of tasks related to the administration of the City's B&O tax, including Audit. A review of audit programs in other Cities reveals the use of both internal staff and independent contractors for tax compliance and auditing. The use of independent contractors for certain aspects of this program would allow the City to outsource the need for more advanced audit skills for complex audits as well as supplement staffing should workload dictate the need. Because Audit Programs are generally revenue producing, the cost of independent contractors is typically recovered from the revenue generated by the Audit.

### ***Position Classification***

When establishing the salary range for this position, Human Resources considered the tasks performed by this position as well as the City compensation for positions conducting similar tasks. Using a weighted average the position was placed in the best fit salary range of 50, which is equivalent to a Management or Budget Analyst classifications. Evaluation of several comparative cities confirmed that Tax Analysts are typically in comparable ranges within their classification systems.

## **ALTERNATIVES ANALYSIS**

### **Alternative 1: Take no action (Not Recommended)**

If the City Council chooses to not approve this amendment there will be no formal support for implementation and administration of the B&O Tax. Without a 1.00 FTE B&O Tax Analyst and consulting support, existing staff will not be able to implement the B&O Tax. Without a system of record and online tax filing option, existing staff will be unable to administer collection, maintenance and auditing of the B&O Tax

Alternative 2: Adopt Ordinance No. 812 with Amendments

The City Council could amend Ordinance No. 812 to provide for two part time positions, including the associated appropriations and addition of the classification of B&O Tax Analyst to Range 50 of the salary table, to implement and administer the B&O tax program instead of one full time position. This would allow for a 0.5 FTE Finance Technician position to handle more routine aspects of administration and a 0.5 FTE B&O Tax Analyst position to handle the more complex account review and auditing and analytical functions. Staff are not recommending this approach because the additional cost of benefits for a second employee negates any cost savings from the lower level position and because of concerns about the ability to attract qualified candidates with the specific technical skills needed at a 0.5 FTE.

Alternative 3: Adopt Ordinance No. 812 (Recommended)

Adoption of proposed Ordinance No. 812 will amend the 2018 budget to provide the necessary appropriations and addition of the classification of B&O Tax Analyst to Range 50 of the Salary Table.

**FINANCIAL IMPACT**

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<b>Total</b>	<b>\$445,000</b>

The ongoing costs related to collection of the B&O Tax are estimated to total approximately \$245,000 and will be reflected in the 2019 budget.

The following table summarizes the impact of this budget amendment and the resulting 2018 appropriation for the General Fund:

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Fund	2018 Current Budget (A)	Budget Amendment (B)	Amended 2018 Budget (C) (A + B)
General Fund	\$46,500,862	\$445,000	\$46,945,862
All Other Funds	33,437,832	0	33,437,832

<b>Fund</b>	<b>2018 Current Budget (A)</b>	<b>Budget Amendment (B)</b>	<b>Amended 2018 Budget (C) (A + B)</b>
<b>Total</b>	<b>\$79,938,694</b>	<b>\$445,000</b>	<b>\$80,383,694</b>

### **RECOMMENDATION**

Staff recommends that the City Council adopt Ordinance No. 812 amending the 2018 Budget to include appropriations and a 1.0 FTE increase and the Salary Table to include the classification of B&O Tax Analyst.

### **ATTACHMENTS**

- Attachment A: Proposed Ordinance No. 812
- Attachment B: Proposed 2018 Salary Table
- Attachment C: B&O Tax Analyst Classification Description

**ORDINANCE NO. 812**

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, AMENDING THE 2018 FINAL BUDGET, INCLUDING THE GENERAL FUND AND THE 2018 BUDGETED POSITIONS AND FULL-TIME EQUIVALENT EMPLOYEE LIST OF THE 2018 FINAL BUDGET.**

WHEREAS, with the adoption of Ordinance No. 808 the City Council authorized the imposition of a Business and Occupation Tax within the City of Shoreline; and

WHEREAS, given the adoption of Ordinance No. 808 it has been determined that additional staff is needed within the Administrative Services Department to administer the collection, maintenance and auditing of the Business and Occupation Tax; and

WHEREAS, City staff have determined that it is appropriate to add a new classification specification, B&O Tax Analyst, to the Salary Table to provide for needed additional staff; and

WHEREAS, the 2018 Final Budget for the City of Shoreline was adopted by Ordinance No. 806 and the additional staffing and operating budget support needs for the imposition of a Business and Occupation Tax were unknown at the time the 2018 Final Budget was adopted; and

WHEREAS, the 2018 Final Budget, which includes the appropriations from the General Fund and a listing of budgeted employee positions and employee allocation by department, needs to be amended to reflect the additional full-time equivalent (FTE) employee, as well as its salary and benefit costs and operating budget support to fulfill these needs;

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, DO ORDAIN AS FOLLOWS:**

**Section 1. Amendment – 2018 Final Budget.** The City of Shoreline hereby amends the 2018 Final Budget, as adopted by Ordinance No. 806, by making the following amendments:

The classification “B&O Tax Analyst” is added to Range 50 of the 2018 Salary Table.

Appropriations for the General Fund are increased by \$445,000 and for the Total Funds to \$80,383,694, as follows:

Fund	Current Appropriation	Revised Appropriation
General Fund	<del>\$46,500,862</del>	\$46,945,862
Street Fund	2,376,815	
Code Abatement Fund	130,000	
State Drug Enforcement Forfeiture Fund	18,243	

Fund	Current Appropriation	Revised Appropriation
Public Arts Fund	195,246	
Federal Drug Enforcement Forfeiture Fund	13,000	
Property Tax Equalization Fund	0	
Federal Criminal Forfeiture Fund	0	
Transportation Impact Fees Fund	221,400	
Park Impact Fees Fund	50,000	
Revenue Stabilization Fund	0	
Unltd Tax GO Bond 2006	1,697,925	
Limited Tax GO Bond 2009	1,661,417	
Limited Tax GO Bond 2013	260,635	
General Capital Fund	5,187,668	
City Facility-Major Maintenance Fund	153,213	
Roads Capital Fund	11,130,166	
Surface Water Capital Fund	6,925,565	
Wastewater Utility Fund	2,297,901	
Vehicle Operations/Maintenance Fund	772,302	
Equipment Replacement Fund	328,836	
Unemployment Fund	17,500	
Total Funds	<b>\$79,938,694</b>	<b>\$80,383,694</b>

**Section 2. Amendment – City of Shoreline Regular FTE Count.** The City of Shoreline hereby amends the 2018 Final Budget to increase the number of full-time equivalent employees (FTE) for the Administrative Services Department by 1.00 FTE. All reference to total FTEs for the City and the FTEs by department within the 2018 Final Budget shall be amended to reflect this increase.

**Section 3. Corrections by City Clerk or Code Reviser.** Upon approval of the City Attorney, the City Clerk and/or the Code Reviser are authorized to make necessary corrections to this ordinance, including the corrections of scrivener or clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering and references.

**Section 4. Severability.** Should any section, subsection, paragraph, sentence, clause, or phrase of this ordinance or its application to any person or situation be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance or its application to any person or situation.

**Section 5. Publication and Effective Date.** A summary of this Ordinance consisting of the title shall be published in the official newspaper. This Ordinance shall take effect five days after publication.



**PASSED BY THE CITY COUNCIL ON JANUARY 22, 2018**

\_\_\_\_\_  
Mayor \_\_\_\_\_

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Jessica Simulcik Smith  
City Clerk

\_\_\_\_\_  
Margaret King  
City Attorney

Date of Publication: \_\_\_\_\_, 2018

Effective Date: \_\_\_\_\_, 2018

# Attachment B

City of Shoreline  
 Range Placement Table  
 2.5% Between Ranges; 4% Between Steps

June '16 cpi-U 256.098  
 June '17 cpi-U 263.756  
 % Change 3.00%  
 90% of % Change: 2.70%

Mkt Adj: 2.70%  
 Effective: January 20, 2018

The hourly rates represented here have been rounded to 2 decimal points and annual rates to the nearest dollar. Pay is calculated using 5 decimal points for accuracy and rounded after cal

Range	Title	FLSA Status	Min						Max
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
1			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage
2			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage
3			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	13.11 27,274
4			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	13.44 27,955
5			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	13.25 27,552	13.78 28,654	
6			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	13.06 27,155	13.58 28,241	14.12 29,371	
7			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	13.38 27,834	13.92 28,947	14.47 30,105	
8			n/a due to changes in WA State Min Wage	n/a due to changes in WA State Min Wage	13.19 27,432	13.72 28,529	14.26 29,671	14.84 30,858	
9			n/a due to changes in WA State Min Wage	13.00 27,037	13.52 28,118	14.06 29,243	14.62 30,412	15.21 31,629	
10			n/a due to changes in WA State Min Wage	13.32 27,712	13.86 28,821	14.41 29,974	14.99 31,173	15.59 32,420	
11			13.13 27,313	13.66 28,405	14.20 29,541	14.77 30,723	15.36 31,952	15.98 33,230	
12			13.46 27,996	14.00 29,115	14.56 30,280	15.14 31,491	15.75 32,751	16.38 34,061	
13			13.80 28,696	14.35 29,843	14.92 31,037	15.52 32,279	16.14 33,570	16.78 34,912	
14			14.14 29,413	14.71 30,589	15.29 31,813	15.91 33,085	16.54 34,409	17.20 35,785	
15			14.49 30,148	15.07 31,354	15.68 32,608	16.30 33,913	16.96 35,269	17.63 36,680	
16			14.86 30,902	15.45 32,138	16.07 33,423	16.71 34,760	17.38 36,151	18.08 37,597	
17			15.23 31,674	15.84 32,941	16.47 34,259	17.13 35,629	17.81 37,055	18.53 38,537	
18			15.61 32,466	16.23 33,765	16.88 35,116	17.56 36,520	18.26 37,981	18.99 39,500	
19			16.00 33,278	16.64 34,609	17.30 35,993	18.00 37,433	18.72 38,931	19.47 40,488	
20			16.40 34,110	17.05 35,474	17.74 36,893	18.45 38,369	19.18 39,904	19.95 41,500	
21			16.81 34,963	17.48 36,361	18.18 37,816	18.91 39,328	19.66 40,901	20.45 42,537	

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Range	Title	FLSA Status	Min						Max
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
22			17.23	17.92	18.64	19.38	20.16	20.96	
			35,837	37,270	38,761	40,311	41,924	43,601	
23			17.66	18.37	19.10	19.87	20.66	21.49	
			36,733	38,202	39,730	41,319	42,972	44,691	
24			18.10	18.83	19.58	20.36	21.18	22.02	
			37,651	39,157	40,723	42,352	44,046	45,808	
25			18.55	19.30	20.07	20.87	21.71	22.57	
			38,592	40,136	41,741	43,411	45,147	46,953	
26			19.02	19.78	20.57	21.39	22.25	23.14	
			39,557	41,139	42,785	44,496	46,276	48,127	
27			19.49	20.27	21.08	21.93	22.80	23.72	
			40,546	42,168	43,855	45,609	47,433	49,330	
28			19.98	20.78	21.61	22.48	23.37	24.31	
			41,560	43,222	44,951	46,749	48,619	50,564	
29			20.48	21.30	22.15	23.04	23.96	24.92	
			42,599	44,303	46,075	47,918	49,834	51,828	
30			20.99	21.83	22.71	23.61	24.56	25.54	
			43,664	45,410	47,227	49,116	51,080	53,123	
31	Senior Lifeguard	Non-Exempt, Hourly	21.52	22.38	23.27	24.20	25.17	26.18	
			44,755	46,545	48,407	50,343	52,357	54,452	
32			22.05	22.94	23.85	24.81	25.80	26.83	
			45,874	47,709	49,617	51,602	53,666	55,813	
33			22.61	23.51	24.45	25.43	26.45	27.50	
			47,021	48,902	50,858	52,892	55,008	57,208	
34	Administrative Assistant I	Non-Exempt, Hourly	23.17	24.10	25.06	26.06	27.11	28.19	
	Public Disclosure Specialist	Non-Exempt, Hourly	48,196	50,124	52,129	54,214	56,383	58,638	
	WW Utility Administrative Assist I	Non-Exempt, Hourly							
	WW Utility Customer Service Rep	Non-Exempt, Hourly							
35			23.75	24.70	25.69	26.72	27.78	28.90	
			49,401	51,377	53,432	55,570	57,793	60,104	
36	Parks Maintenance Worker I	Non-Exempt, Hourly	24.34	25.32	26.33	27.38	28.48	29.62	
	PW Maintenance Worker I	Non-Exempt, Hourly	50,636	52,662	54,768	56,959	59,237	61,607	
37	Finance Technician	Non-Exempt, Hourly	24.95	25.95	26.99	28.07	29.19	30.36	
	Recreation Specialist I	Non-Exempt, Hourly	51,902	53,978	56,137	58,383	60,718	63,147	
	WW Utility Accounting Technician	Non-Exempt, Hourly							
38	Administrative Assistant II	Non-Exempt, Hourly	25.58	26.60	27.66	28.77	29.92	31.12	
	Facilities Maintenance Worker I	Non-Exempt, Hourly	53,200	55,328	57,541	59,843	62,236	64,726	
39		Non-Exempt, Hourly	26.22	27.26	28.36	29.49	30.67	31.90	
			54,530	56,711	58,979	61,339	63,792	66,344	
40	Parks Maintenance Worker II	Non-Exempt, Hourly	26.87	27.95	29.06	30.23	31.44	32.69	
	Permit Technician	Non-Exempt, Hourly	55,893	58,129	60,454	62,872	65,387	68,002	
	PW Maintenance Worker II	Non-Exempt, Hourly							
	WW Utility Maintenance Worker	Non-Exempt, Hourly							

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41	Recreation Specialist II	Non-Exempt, Hourly	27.54	28.65	29.79	30.98	32.22	33.51	
	Senior Finance Technician	Non-Exempt, Hourly	57,290	59,582	61,965	64,444	67,022	69,703	
	Special Events Coordinator	Non-Exempt, Hourly							
	Public Art Coordinator	Non-Exempt, Hourly							
42	Administrative Assistant III	Non-Exempt, Hourly	28.23	29.36	30.54	31.76	33.03	34.35	
	Communication Specialist	Non-Exempt, Hourly	58,723	61,072	63,514	66,055	68,697	71,445	
	Environmental Program Specialist	Non-Exempt, Hourly							
	Facilities Maintenance Worker II	Non-Exempt, Hourly							
	Human Resources Technician	Non-Exempt, Hourly							
	Legal Assistant	Non-Exempt, Hourly							
	Records Coordinator	Non-Exempt, Hourly							
	Transportation Specialist	Non-Exempt, Hourly							
43	Payroll Officer	Non-Exempt, Hourly	28.94	30.10	31.30	32.55	33.85	35.21	
	Purchasing Coordinator	Non-Exempt, Hourly	60,191	62,598	65,102	67,706	70,415	73,231	
44	Assistant Planner	EXEMPT, Annual	29.66	30.85	32.08	33.36	34.70	36.09	
	Engineering Technician	Non-Exempt, Hourly	61,696	64,163	66,730	69,399	72,175	75,062	
45	CRT Representative	Non-Exempt, Hourly	30.40	31.62	32.88	34.20	35.57	36.99	
	PRCS Rental & System Coordinator	Non-Exempt, Hourly	63,238	65,767	68,398	71,134	73,979	76,939	
	Recreation Specialist III - Aquatics	Non-Exempt, Hourly							
46	Deputy City Clerk	Non-Exempt, Hourly	31.16	32.41	33.71	35.05	36.46	37.91	
	GIS Technician	Non-Exempt, Hourly	64,819	67,412	70,108	72,912	75,829	78,862	
	IT Specialist	Non-Exempt, Hourly							
	Plans Examiner I	Non-Exempt, Hourly							
	Senior Facilities Maintenance Worker	Non-Exempt, Hourly							
	Senior PW Maintenance Worker	Non-Exempt, Hourly							
	Senior Parks Maintenance Worker	Non-Exempt, Hourly							
	Staff Accountant	EXEMPT, Annual							
	Surface Water Quality Specialist	Non-Exempt, Hourly							
	Senior WW Utility Maintenance Worker	Non-Exempt, Hourly							
47	Code Enforcement Officer	Non-Exempt, Hourly	31.94	33.22	34.55	35.93	37.37	38.86	
	Construction Inspector	Non-Exempt, Hourly	66,439	69,097	71,861	74,735	77,725	80,834	
	Executive Assistant to City Manager	EXEMPT, Annual							
48	Associate Planner	EXEMPT, Annual	32.74	34.05	35.41	36.83	38.30	39.83	
			68,100	70,824	73,657	76,604	79,668	82,854	
49	Asset Management Functional Analyst	EXEMPT, Annual	33.56	34.90	36.30	37.75	39.26	40.83	
	PRCS Supervisor I - Recreation	EXEMPT, Annual	69,803	72,595	75,499	78,519	81,659	84,926	
50	<u>B&amp;O Tax Analyst</u>	EXEMPT, Annual	34.40	35.77	37.20	38.69	40.24	41.85	
	Budget Analyst	EXEMPT, Annual	71,548	74,410	77,386	80,482	83,701	87,049	
	Combination Inspector	Non-Exempt, Hourly							
	Community Diversity Coordinator	EXEMPT, Annual							
	Community Diversity Coordinator	Non-Exempt, Hourly							
	Emergency Management Coordinator	EXEMPT, Annual							
	Environmental Services Analyst	EXEMPT, Annual							
	Management Analyst	EXEMPT, Annual							
	Neighborhoods Coordinator	EXEMPT, Annual							
	Plans Examiner II	Non-Exempt, Hourly							
Utility Operations Specialist	Non-Exempt, Hourly								
	WW Utility Specialist	Non-Exempt, Hourly							
51			35.26	36.67	38.14	39.66	41.25	42.90	
			73,337	76,270	79,321	82,494	85,793	89,225	
52	Senior Human Resources Analyst	EXEMPT, Annual	36.14	37.59	39.09	40.65	42.28	43.97	
	Web Developer	EXEMPT, Annual	75,170	78,177	81,304	84,556	87,938	91,456	

# Attachment B

City of Shoreline  
 Range Placement Table  
 2.5% Between Ranges; 4% Between Steps

June '16 cpi-U 256.098  
 June '17 cpi-U 263.756  
 % Change 3.00%  
 90% of % Change: 2.70%

Mkt Adj: 2.70%  
 Effective: January 20, 2018

The hourly rates represented here have been rounded to 2 decimal points and annual rates to the nearest dollar. Pay is calculated using 5 decimal points for accuracy and rounded after cal

Range	Title	FLSA Status	Min						Max
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
53	Communications Program Manager	EXEMPT, Annual	37.04	38.52	40.07	41.67	43.33	45.07	
	CRT Supervisor	EXEMPT, Annual	77,049	80,131	83,336	86,670	90,137	93,742	
	PRCS Supervisor II - Aquatics	EXEMPT, Annual							
	PRCS Supervisor II - Recreation	EXEMPT, Annual							
54	CMO Management Analyst	EXEMPT, Annual	37.97	39.49	41.07	42.71	44.42	46.20	
	Grants Administrator	EXEMPT, Annual	78,975	82,134	85,420	88,837	92,390	96,086	
	Plans Examiner III	Non-Exempt, Hourly							
	PW Maintenance Superintendent	EXEMPT, Annual							
	Senior Planner	EXEMPT, Annual							
	Senior Management Analyst	EXEMPT, Annual							
55	Engineer I - Capital Projects	EXEMPT, Annual	38.92	40.47	42.09	43.78	45.53	47.35	
	Engineer I - Development Review	EXEMPT, Annual	80,950	84,188	87,555	91,058	94,700	98,488	
	Engineer I - Surface Water	EXEMPT, Annual							
	Engineer I - Traffic	EXEMPT, Annual							
56	Budget Supervisor	EXEMPT, Annual	39.89	41.49	43.15	44.87	46.67	48.53	
	City Clerk	EXEMPT, Annual	82,974	86,293	89,744	93,334	97,067	100,950	
	Parks Superintendent	EXEMPT, Annual							
57	Network Administrator	EXEMPT, Annual	40.89	42.52	44.22	45.99	47.83	49.75	
	IT Projects Manager	EXEMPT, Annual	85,048	88,450	91,988	95,667	99,494	103,474	
		EXEMPT, Annual							
58			41.91	43.59	45.33	47.14	49.03	50.99	
			87,174	90,661	94,288	98,059	101,981	106,061	
59	Engineer II - Capital Projects	EXEMPT, Annual	42.96	44.68	46.46	48.32	50.26	52.27	
	Engineer II - Development Review	EXEMPT, Annual	89,353	92,928	96,645	100,511	104,531	108,712	
	Engineer II - Surface Water	EXEMPT, Annual							
	Engineer II - Traffic	EXEMPT, Annual							
	IT Systems Analyst	EXEMPT, Annual							
	Structural Plans Examiner	EXEMPT, Annual							
	Limited Term Sound Transit Project Manager	EXEMPT, Annual							
	Wastewater Manager	EXEMPT, Annual							
60	Community Services Manager	EXEMPT, Annual	44.03	45.79	47.63	49.53	51.51	53.57	
	Fleet and Facilities Manager	EXEMPT, Annual	91,587	95,251	99,061	103,023	107,144	111,430	
	Permit Services Manager	EXEMPT, Annual							
	Recreation Superintendent	EXEMPT, Annual							
61			45.13	46.94	48.82	50.77	52.80	54.91	
			93,877	97,632	101,537	105,599	109,823	114,216	
62			46.26	48.11	50.04	52.04	54.12	56.28	
			96,224	100,073	104,076	108,239	112,568	117,071	
63	Building Official	EXEMPT, Annual	47.42	49.31	51.29	53.34	55.47	57.69	
	City Traffic Engineer	EXEMPT, Annual	98,630	102,575	106,678	110,945	115,383	119,998	
	Economic Development Program Manager	EXEMPT, Annual							
	Intergovernmental Program Manager	EXEMPT, Annual							
	Planning Manager	EXEMPT, Annual							
	SW Utility & Environmental Svcs Manager	EXEMPT, Annual							
64	Finance Manager	EXEMPT, Annual	48.60	50.55	52.57	54.67	56.86	59.13	
			101,095	105,139	109,345	113,719	118,267	122,998	
65	Assistant City Attorney	EXEMPT, Annual	49.82	51.81	53.88	56.04	58.28	60.61	
	Development Review and Construction Manager	EXEMPT, Annual	103,623	107,768	112,078	116,561	121,224	126,073	
	Engineering Manager	EXEMPT, Annual							
	Transportation Services Manager	EXEMPT, Annual							

# Attachment B

City of Shoreline  
 Range Placement Table  
 2.5% Between Ranges; 4% Between Steps

June '16 cpi-U 256.098  
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Range	Title	FLSA Status	Min					Max	
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
66	Information Technology Manager	EXEMPT, Annual	51.06 106,213	53.11 110,462	55.23 114,880	57.44 119,476	59.74 124,255	62.13 129,225	
67	Utility & Operations Manager	EXEMPT, Annual	52.34 108,869	54.43 113,223	56.61 117,752	58.88 122,462	61.23 127,361	63.68 132,455	
68			53.65 111,590	55.80 116,054	58.03 120,696	60.35 125,524	62.76 130,545	65.27 135,767	
69	City Engineer	EXEMPT, Annual	54.99 114,380	57.19 118,955	59.48 123,714	61.86 128,662	64.33 133,809	66.90 139,161	
70			56.37 117,240	58.62 121,929	60.96 126,806	63.40 131,879	65.94 137,154	68.58 142,640	
71			57.77 120,171	60.09 124,977	62.49 129,977	64.99 135,176	67.59 140,583	70.29 146,206	
72			59.22 123,175	61.59 128,102	64.05 133,226	66.61 138,555	69.28 144,097	72.05 149,861	
73	Human Resource Director	EXEMPT, Annual	60.70 126,254	63.13 131,304	65.65 136,557	68.28 142,019	71.01 147,700	73.85 153,608	
74			62.22 129,411	64.71 134,587	67.29 139,971	69.99 145,569	72.78 151,392	75.70 157,448	
75	Administrative Services Director Parks, Rec & Cultural Svcs Director Planning & Community Development Director Public Works Director	EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual	63.77 132,646	66.32 137,952	68.98 143,470	71.73 149,209	74.60 155,177	77.59 161,384	
76	Assistant City Manager City Attorney	EXEMPT, Annual EXEMPT, Annual	65.37 135,962	67.98 141,401	70.70 147,057	73.53 152,939	76.47 159,056	79.53 165,419	

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

**DEFINITION**

To administer the Business and Occupation tax program as well as other miscellaneous tax programs; providing taxpayer assistance and education, account maintenance and ensuring compliance with the tax and business license codes.

**SUPERVISION RECEIVED AND EXERCISED**

Receives limited direction from the assigned supervisor or manager.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

1. Assist in establishing the Business and Occupation tax program and subsequently administering the program. Representative work will include assistance with developing policies, procedures, codes and other operating protocols related to the program.
2. Serve as the functional expert and business analyst for the tax computer system; relying on the information technology division for technical support and collaborating with the IT Analyst. Representative work will include installation, testing, debugging, troubleshooting, managing interfaces and working with vendors.
3. Serve as a tax subject matter expert, collaborating with the City Attorney to interpret relative tax law and court decisions. Additionally, maintain tax statistics and information resources.
4. Provide customer assistance and service to tax payers on the most complex questions that cannot be routinely answered by other staff. Representative work will include explaining tax code and how to file taxes, providing information and tax rates, and developing and providing taxpayer education and outreach programs.
5. Review customer accounts and tax filings for accuracy and compliance with code. Representative work will include detailed taxpayer account reconciliations, identification of refunds, reviewing transactions and business licenses, and identification of unregistered businesses.
6. Conduct routine tax compliance audits, Representative work will include:
  - determining the audit scope, examination procedures, professional investigative and auditing techniques to verify and interpret source documents, evaluate accounting and reporting records,
  - conducting interviews to acquire an understanding of business activities, accounting systems, reports, documents and tax reporting procedures;
  - performing calculations and determining whether the correct tax and license fees have been paid;
  - preparing audit worksheets, schedules, reports and files, and
  - educating taxpayers and explaining complex tax law in a clear, concise manner.
7. Remain aware of past due taxes and take action on complex account delinquencies that cannot be resolved through routine efforts. Work with delinquent taxpayers and unregistered businesses to promote tax-filing and license registration compliance.
8. As needed and assigned, provide analytical and/or coordination support for other departmental functions. Representative assignments might be assisting the budget office during peak times, or monitoring trends, or analyzing data.

Page 1 of 2

**Marginal Functions:**

1. Participate in special projects as assigned.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Principles and methods of conducting tax audits.

Government tax software.

Principles and methods of performing statistical analyses.

City and State tax laws and regulations; specific experience in Washington State and Local Tax laws preferred.

General accounting techniques.

Principles and procedures of record keeping.

Principles of business letter writing and basic report preparation.

Understanding of general and industry specific business and accounting practices.

**Ability to:**

Reconcile routine accounting transactions and taxpayer accounts.

Establish and maintain effective working relationships with external and internal customers and coworkers

Analyze transactions and complex financial information.

Prioritize and manage many projects and tasks simultaneously, with numerous interruptions, and meet strict deadlines.

Proficiently use Windows based word processing, spreadsheet and database software; including but not limited to template use, formulas, and queries.

Maintain and disseminate confidential information in a professional manner in accordance with statute and policy for the city and other impacted agencies.

Propose changes and streamline processes.

Work both independently and cooperatively with customers, co-workers, other City Staff, and other outside agencies as required.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Two years of increasingly responsible experience in accounting, taxation, finance or closely related field; specific state or local tax experience preferred.

Experience performing financial audits preferred.

**Training:**

Equivalent to a bachelor's degree from an accredited college or university with major course work related to business and accounting.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; may travel from site to site; exposure to computer screens.

**Note:**

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
3. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.
4. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.