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**Council Meeting Date: July 09, 2001**

**Agenda Item: 7(b)**

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

<p><b>AGENDA TITLE:</b> Approval of Expenses and Payroll as of June 29, 2001 <b>DEPARTMENT:</b> Finance <b>PRESENTED BY:</b> Al Juarez, Financial Operations Supervisor </p>
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**EXECUTIVE / COUNCIL SUMMARY**

It is necessary for the Council to approve expenses formally at the meeting. The following claims expenses have been reviewed by C. Robert Morseburg, Auditor on contract to review all payment vouchers.

**RECOMMENDATION**

Motion: I move to approve Payroll and Claims in the amount of \$1,312,820.73 specified in the following detail:

Payroll and benefits for May 27 through June 09 in the amount of \$288,180.21 paid with check/voucher numbers 5767-5809, 240001-240122, and benefit checks 9054 through 9063.

**The following claims examined by C. Robert Morseburg paid on June 15, 2001:**

Expenses in the amount of \$108,141.85 paid on Expense Register dated 06/08/01 with the following claim checks: 8961-8963 and

Expenses in the amount of \$-4,100.53 reversed on Expense Register dated 06/08/01 with the following claim checks voided: 8963 and

Expenses in the amount of \$44,959.11 paid on Expense Register dated 06/11/01 with the following claim checks: 8964-8985 and

Expenses in the amount of \$9,454.24 paid on Expense Register dated 06/11/01 with the following claim checks: 8986-9000 and

Expenses in the amount of \$266,309.20 paid on Expense Register dated 06/12/01 with the following claim checks: 9001-9008 and

Expenses in the amount of \$20,994.80 paid on Expense Register dated 06/13/01 with the following claim checks: 9009-9032 and

**The following claims examined by C. Robert Morseburg paid on June 22, 2001:**

Expenses in the amount of \$16,052.52 paid on Expense Register dated 06/15/01 with the following claim checks: 9033-9053 and

Expenses in the amount of \$2,995.63 paid on Expense Register dated 06/18/01 with the following claim checks: 9064-9074 and

Expenses in the amount of \$151,096.32 paid on Expense Register dated 06/18/01 with the following claim checks: 9075-9076 and

Expenses in the amount of \$32,565.49 paid on Expense Register dated 06/18/01 with the following claim checks: 9077-9092 and

Expenses in the amount of \$4,517.66 paid on Expense Register dated 06/19/01 with the following claim checks: 9093-9102 and

Expenses in the amount of \$1,108.56 paid on Expense Register dated 06/20/01 with the following claim checks: 9103 and

Expenses in the amount of \$17,267.03 paid on Expense Register dated 06/20/01 with the following claim checks: 9104-9122 and

Expenses in the amount of \$78,612.51 paid on Expense Register dated 06/21/01 with the following claim checks: 9123-9140 and

**The following claims examined by C. Robert Morseburg paid on June 29, 2001:**

Expenses in the amount of \$-581.55 reversed on Expense Register dated 06/13/01 with the following claim checks voided: 9014 and

Expenses in the amount of \$156,841.16 paid on Expense Register dated 06/25/01 with the following claim checks: 9141-9155 and

Expenses in the amount of \$3,218.00 paid on Expense Register dated 06/26/01 with the following claim checks: 9156-9157 and

Expenses in the amount of \$49,645.88 paid on Expense Register dated 06/26/01 with the following claim checks: 9158-9163 and

Expenses in the amount of \$39,552.00 paid on Expense Register dated 06/27/01 with the following claim checks: 9164-9167 and

Expenses in the amount of \$1,480.47 paid on Expense Register dated 06/27/01 with the following claim checks: 9168-9173 and

Expenses in the amount of \$1,981.87 paid on Expense Register dated 06/27/01 with the following claim checks: 9174-9186 and

Expenses in the amount of \$173.25 paid on Expense Register dated 06/27/01 with the following claim checks: 9187 and

Expenses in the amount of \$1,566.58 paid on Expense Register dated 06/28/01 with the following claim checks: 9188 and

Expenses in the amount of \$18,424.87 paid on Expense Register dated 06/28/01 with the following claim checks: 9189-9198 and

Expenses in the amount of \$2,363.60 paid on Expense Register dated 06/28/01 with the following claim checks: 9199-9200.

Approved By: City Manager \_\_\_\_\_ City Attorney \_\_\_\_\_

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

<b>AGENDA TITLE:</b> Adoption of Ordinance No. 278 Reclassifying Three Finance Positions to Two New Classifications
<b>DEPARTMENT:</b> Human Resources
<b>PRESENTED BY:</b> Marci Wright, Human Resources Director <i>MW</i>

**EXECUTIVE / COUNCIL SUMMARY**

**Issue Statement:** The City's original Classification and Compensation Study established the classifications of Finance Assistant I and Finance Assistant II. The Finance Department currently has 3 Finance Assistant II positions: one processing payroll; one performing accounts payable/accounts receivable; and one supporting purchasing. The Finance Department requested a review of the positions to determine whether the work performed by these employees continued to fit within the existing classification.

**Analysis:** Human Resources reviewed the duties currently performed by the three positions. We determined the existing classification no longer adequately described the work being performed. In addition, we identified that the payroll work differs significantly from the work performed by the other two positions. Therefore, we recommend creating a new Payroll Officer classification. We believe the remainder of the work continues to fit together in a revised classification, retitled Finance Technician. After conferring with Finance, Human Resources also determined we no longer needed a classification describing an additional lower level of work and we recommend eliminating the classification of Finance Assistant I.

After drafting the revised classifications, we surveyed our ten comparable jurisdictions to determine whether the current salaries were appropriate. (Current salary is Range 31). Based on survey results we recommend an increase for each classification: Payroll Officer to Range 35 and Finance Technician to Range 33.

For future salary setting purposes, we plan to add the Payroll Officer as a benchmark classification and to establish the salary range for the Finance Technician as 5% below the Payroll Officer.

The City's Personnel Policies Section 5.07.B. Classification Review states "any changes in classification that would increase an employee's pay rate will be retroactive to the date of submittal of the request." Based on this provision, we propose to make the

reclassifications effective March 19, 2001, the date the Finance Department submitted the requests for review.

**Fiscal Impact:** The 2001 cost to implement the reclassifications is approximately \$3,500 and can be absorbed within the current department budget.


### **RECOMMENDATION**

Staff recommends that Council adopt Ordinance No. 278 reclassifying the Finance Assistant II position processing payroll to the new classification of Payroll Officer and reclassifying the 2 Finance Assistant II positions performing accounts payable/accounts receivable and purchasing to Finance Technician and adding these two new classifications to the City of Shoreline Classification and Compensation Plan.

### **ATTACHMENTS**

Attachment A - Ordinance No. 278 Reclassifying Three Positions In The Finance Department (One Finance Assistant II to a New Classification Entitled Payroll Officer And Two Finance Assistant II Positions to a New Classification Entitled Finance Technician) and Amending Ordinance 270 Revising the City of Shoreline's Classification and Compensation Plan to Add These Classifications

Approved By:

City Manager  City Attorney 

ORDINANCE NO. 278

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, RECLASSIFYING THREE POSITIONS IN THE FINANCE DEPARTMENT (ONE FINANCE ASSISTANT II TO A NEW CLASSIFICATION ENTITLED PAYROLL OFFICER AND TWO OTHER FINANCE ASSISTANT II POSITIONS TO A NEW CLASSIFICATION ENTITLED FINANCE TECHNICIAN) AND AMENDING ORDINANCE 270 REVISING THE CITY OF SHORELINE'S CLASSIFICATION AND COMPENSATION PLAN TO ADD THESE CLASSIFICATIONS.**

WHEREAS, City staff have determined it is appropriate to reclassify the Finance Assistant II position processing payroll within the Finance Department to a Payroll Officer; and

WHEREAS, City staff have determined it is appropriate to reclassify the two other Finance Assistant II positions within the Finance Department (performing accounts payable/accounts receivable and purchasing) to Finance Technician; and

WHEREAS, the City of Shoreline wishes to revise its Classification and Compensation Plan to add two new classifications to be known as Payroll Officer and Finance Technician to reflect the revised duties of these positions; now therefore

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

**Section 1. Amendment.** The City of Shoreline Classification and Compensation Schedule, and Exhibit A to Ordinance 270 amending the City's Classification and Compensation Plan, are amended as set forth in Exhibit A attached hereto.

**Section 2. Amendment.** The City of Shoreline 2001 Budget, *Finance Department -2001 Position Summary*, adopted by Ordinance 254 is amended to read as set forth in Exhibit B attached hereto.

**Section 3. Salary Adjustment.** Salaries of employees filling positions reclassified by this Ordinance on or after March 19, 2001 shall be adjusted and compensation paid as though this Ordinance had been in effect on March 19, 2001.

**Section 4. Effective Date.** A summary of this Ordinance consisting of its title shall be published in the official newspaper of the City. This Ordinance shall take effect five days after passage and publication.

**ADOPTED BY THE CITY COUNCIL ON July 9, 2001.**

\_\_\_\_\_  
Mayor Scott Jepsen

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Sharon Mattioli, CMC  
City Clerk

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Ian Sievers  
City Attorney

City of Shoreline  
Range Placement Table  
2.5% Between Ranges; 4% Between Steps  
January 1, 2001

Exhibit A

Range #	Title	Pay Period	Maximum					
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1		Hourly	7.25	7.55	7.85	8.16	8.49	8.83
		Payperiod	580	604	628	653	679	706
		Annual	15,090	15,710	16,329	16,971	17,657	18,365
2		Hourly	7.45	7.73	8.04	8.36	8.69	9.04
		Payperiod	596	619	643	669	695	723
		Annual	15,489	16,086	16,728	17,392	18,077	18,808
3		Hourly	7.62	7.93	8.24	8.57	8.91	9.28
		Payperiod	609	634	660	686	713	742
		Annual	15,843	16,484	17,148	17,834	18,542	19,294
4		Hourly	7.81	8.13	8.45	8.79	9.14	9.51
		Payperiod	625	650	676	703	731	761
		Annual	16,241	16,905	17,569	18,277	19,007	19,781
5		Hourly	8.01	8.33	8.67	9.01	9.37	9.74
		Payperiod	641	666	694	721	750	780
		Annual	16,661	17,325	18,033	18,741	19,494	20,268
6		Hourly	8.21	8.53	8.88	9.23	9.61	9.99
		Payperiod	657	683	711	739	768	799
		Annual	17,082	17,746	18,476	19,206	19,980	20,777
7	Lifeguard/Instructor I	Hourly	8.43	8.75	9.11	9.47	9.85	10.24
		Payperiod	674	700	728	757	788	820
		Annual	17,524	18,210	18,940	19,693	20,489	21,308
8		Hourly	8.64	8.98	9.33	9.71	10.10	10.50
		Payperiod	691	718	746	777	808	840
		Annual	17,967	18,675	19,405	20,202	20,998	21,839
9	Lifeguard/Instructor II	Hourly	8.84	9.20	9.56	9.95	10.35	10.77
		Payperiod	707	736	765	796	828	861
		Annual	18,387	19,140	19,892	20,688	21,529	22,392
10		Hourly	9.07	9.44	9.81	10.20	10.61	11.03
		Payperiod	726	755	785	816	848	883
		Annual	18,874	19,626	20,401	21,219	22,060	22,945
11		Hourly	9.29	9.67	10.05	10.46	10.87	11.31
		Payperiod	743	774	804	837	870	905
		Annual	19,317	20,113	20,910	21,750	22,613	23,521

Range #	Title	Pay						Maximum	
		Period	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
12		Hourly	9.52	9.90	10.31	10.71	11.15	11.60	
		Payperiod	762	792	825	857	892	928	
		Annual	19,803	20,600	21,441	22,281	23,189	24,118	
13		Hourly	9.77	10.16	10.56	10.99	11.42	11.88	
		Payperiod	781	813	845	879	914	951	
		Annual	20,312	21,131	21,972	22,857	23,764	24,715	
14		Hourly	10.01	10.40	10.83	11.27	11.71	12.18	
		Payperiod	801	832	866	901	937	974	
		Annual	20,821	21,640	22,525	23,432	24,361	25,335	
15		Hourly	10.25	10.67	11.10	11.54	12.00	12.48	
		Payperiod	820	854	888	923	960	998	
		Annual	21,330	22,193	23,078	24,007	24,959	25,955	
16		Hourly	10.52	10.95	11.38	11.83	12.31	12.80	
		Payperiod	842	876	911	946	985	1,024	
		Annual	21,883	22,768	23,675	24,605	25,600	26,618	
17		Hourly	10.79	11.21	11.66	12.13	12.62	13.12	
		Payperiod	863	897	933	970	1,009	1,049	
		Annual	22,436	23,321	24,251	25,224	26,242	27,282	
18	Senior Lifeguard	Hourly	11.04	11.49	11.95	12.42	12.92	13.45	
		Payperiod	883	919	956	994	1,034	1,076	
		Annual	22,967	23,897	24,848	25,844	26,884	27,968	
19		Hourly	11.32	11.78	12.24	12.73	13.24	13.78	
		Payperiod	905	942	980	1,019	1,060	1,102	
		Annual	23,543	24,494	25,468	26,486	27,548	28,654	
20		Hourly	11.61	12.07	12.55	13.06	13.58	14.13	
		Payperiod	928	966	1,004	1,045	1,087	1,130	
		Annual	24,140	25,114	26,109	27,171	28,256	29,384	
21		Hourly	11.89	12.37	12.87	13.38	13.91	14.48	
		Payperiod	951	990	1,030	1,071	1,113	1,158	
		Annual	24,738	25,733	26,773	27,835	28,942	30,114	
22		Hourly	12.20	12.68	13.19	13.72	14.27	14.84	
		Payperiod	976	1,014	1,055	1,098	1,141	1,187	
		Annual	25,379	26,375	27,437	28,543	29,672	30,867	
23		Hourly	12.50	13.00	13.52	14.06	14.63	15.21	
		Payperiod	1,000	1,040	1,082	1,125	1,170	1,217	
		Annual	25,999	27,039	28,123	29,251	30,424	31,641	
24		Hourly	12.82	13.32	13.86	14.41	14.99	15.58	
		Payperiod	1,025	1,065	1,109	1,153	1,199	1,247	
		Annual	26,663	27,703	28,831	29,982	31,176	32,415	



Range #	Title	Pay Period	Maximum					
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
25		Hourly	13.13	13.66	14.20	14.78	15.36	15.98
		Payperiod	1,050	1,093	1,136	1,182	1,229	1,278
		Annual	27,304	28,411	29,539	30,734	31,951	33,234
26		Hourly	13.46	14.00	14.55	15.14	15.74	16.38
		Payperiod	1,077	1,120	1,164	1,211	1,260	1,311
		Annual	27,990	29,119	30,269	31,486	32,747	34,075
27	Recreation Assistant I Teen Program Assistant Administrative Assistant I <del>Finance Assistant I</del>	Hourly	13.80	14.35	14.94	15.53	16.15	16.79
		Payperiod	1,104	1,148	1,195	1,242	1,292	1,343
		Annual	28,698	29,849	31,066	32,305	33,588	34,916
28		Hourly	14.15	14.71	15.30	15.91	16.55	17.21
		Payperiod	1,132	1,177	1,224	1,273	1,324	1,377
		Annual	29,428	30,601	31,818	33,101	34,429	35,801
29		Hourly	14.50	15.08	15.69	16.31	16.97	17.64
		Payperiod	1,160	1,207	1,255	1,305	1,357	1,411
		Annual	30,159	31,376	32,637	33,920	35,292	36,686
30		Hourly	14.86	15.46	16.07	16.72	17.38	18.08
		Payperiod	1,189	1,237	1,286	1,338	1,391	1,447
		Annual	30,911	32,150	33,433	34,783	36,155	37,615
31	Lead Teen Program Asst Park Maintenance Wrkr I Recreation Assistant II Administrative Assistant II <del>Finance Assistant II</del>	Hourly	15.23	15.85	16.48	17.14	17.82	18.53
		Payperiod	1,219	1,268	1,318	1,371	1,425	1,482
		Annual	31,685	32,969	34,274	35,646	37,062	38,545
32	Technical Assistant Public Wks. Maint. Worker I	Hourly	15.62	16.24	16.89	17.56	18.27	19.00
		Payperiod	1,249	1,300	1,351	1,405	1,461	1,520
		Annual	32,482	33,787	35,137	36,531	37,991	39,518
33	<u>Finance Technician</u>	Hourly	16.01	16.65	17.31	18.01	18.72	19.48
		Payperiod	1,281	1,332	1,385	1,441	1,498	1,558
		Annual	33,301	34,628	36,000	37,460	38,943	40,514
34		Hourly	16.40	17.06	17.74	18.46	19.19	19.96
		Payperiod	1,312	1,365	1,420	1,477	1,535	1,597
		Annual	34,119	35,491	36,907	38,390	39,916	41,510
35	Park Maintenance Wrkr II Facilities Maint. Worker II Administrative Assistant III <u>Payroll Officer</u>	Hourly	16.81	17.49	18.18	18.91	19.67	20.46
		Payperiod	1,345	1,399	1,454	1,513	1,574	1,637
		Annual	34,960	36,376	37,814	39,341	40,912	42,549
36		Hourly	17.24	17.92	18.65	19.38	20.16	20.97
		Payperiod	1,380	1,434	1,492	1,551	1,613	1,677
		Annual	35,867	37,283	38,788	40,315	41,930	43,612

Range #	Title	Pay Period	Maximum					
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
37	Public Wks. Maint. Worker II	Hourly	17.66	18.37	19.11	19.87	20.66	21.49
		Payperiod	1,413	1,470	1,528	1,590	1,653	1,719
		Annual	36,730	38,213	39,739	41,333	42,970	44,696
38		Hourly	18.09	18.82	19.57	20.36	21.18	22.02
		Payperiod	1,448	1,505	1,566	1,629	1,694	1,762
		Annual	37,637	39,142	40,713	42,350	44,054	45,802
39	Senior Park Maint Worker	Hourly	18.55	19.30	20.07	20.87	21.71	22.57
		Payperiod	1,484	1,544	1,606	1,670	1,737	1,806
		Annual	38,589	40,138	41,753	43,412	45,160	46,953
40	Deputy City Clerk	Hourly	19.02	19.79	20.57	21.40	22.25	23.15
		Payperiod	1,522	1,583	1,646	1,712	1,780	1,852
		Annual	39,562	41,155	42,793	44,519	46,289	48,147
41	CRT Representative	Hourly	19.50	20.29	21.09	21.94	22.81	23.72
	Exec Asst to the City Mgr	Payperiod	1,560	1,623	1,688	1,755	1,825	1,898
	Planner I	Annual	40,558	42,195	43,877	45,625	47,439	49,342
	Project Inspector I Surface Water Quality Specialist							
42	Computer/Network Specialist Sr. Public Works Maint. Worker	Hourly	19.99	20.79	21.62	22.48	23.37	24.32
		Payperiod	1,599	1,663	1,729	1,798	1,870	1,945
		Annual	41,576	43,235	44,961	46,754	48,612	50,581
43	Recreation Coordinator Teen Program Supervisor Right-of-Way Inspector Environmental Educator	Hourly	20.49	21.31	22.16	23.04	23.97	24.92
		Payperiod	1,639	1,705	1,773	1,843	1,917	1,994
		Annual	42,616	44,320	46,090	47,926	49,851	51,843
44	Plans Examiner I Code Enforcement Officer	Hourly	21.00	21.84	22.71	23.62	24.56	25.54
		Payperiod	1,680	1,747	1,817	1,889	1,965	2,043
		Annual	43,678	45,426	47,240	49,121	51,090	53,126
45	Grants Specialist Planner II	Hourly	21.52	22.38	23.28	24.21	25.18	26.19
		Payperiod	1,722	1,791	1,862	1,937	2,014	2,095
		Annual	44,762	46,554	48,413	50,360	52,374	54,476
46	Budget Analyst Management Analyst Staff Accountant	Hourly	22.05	22.95	23.86	24.81	25.81	26.84
		Payperiod	1,764	1,836	1,909	1,985	2,065	2,147
		Annual	45,868	47,727	49,630	51,599	53,679	55,825
47	Project Inspector II Human Resources Analyst Utility Coordinator	Hourly	22.63	23.52	24.47	25.43	26.46	27.52
		Payperiod	1,810	1,882	1,957	2,035	2,116	2,202
		Annual	47,063	48,922	50,891	52,905	55,029	57,242
48	Plans Examiner II Purchasing Officer Project Engineer (non-licensed)	Hourly	23.18	24.11	25.07	26.07	27.12	28.20
		Payperiod	1,854	1,928	2,006	2,086	2,169	2,256
		Annual	48,214	50,139	52,152	54,232	56,401	58,658

Range #	Title	Pay Period	Maximum					
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
49	Customer Resp. Team Superv. Coordinator Office of Neigh Facilities Coordinator Parks Superintendent Planner III Recreation Superintendent Surface Water Prog. Coord.	Hourly	23.76	24.71	25.70	26.72	27.80	28.90
		Payperiod	1,901	1,977	2,056	2,138	2,224	2,312
		Annual	49,431	51,400	53,458	55,582	57,817	60,118
50	Network Administrator Communications Specialist IS Project Manager	Hourly	24.35	25.32	26.34	27.39	28.49	29.63
		Payperiod	1,948	2,025	2,107	2,191	2,279	2,370
		Annual	50,648	52,661	54,785	56,976	59,255	61,623
51	Public Wks. Maint. Supervisor	Hourly	24.96	25.96	27.00	28.07	29.20	30.37
		Payperiod	1,997	2,076	2,160	2,246	2,336	2,430
		Annual	51,909	53,989	56,157	58,392	60,738	63,171
52	Plans Examiner III Senior Management Analyst Project Engineer (licensed)	Hourly	25.59	26.62	27.68	28.79	29.93	31.14
		Payperiod	2,048	2,129	2,214	2,303	2,395	2,491
		Annual	53,237	55,361	57,573	59,875	62,264	64,765
53	City Clerk	Hourly	26.23	27.28	28.37	29.51	30.69	31.91
		Payperiod	2,099	2,182	2,270	2,361	2,455	2,553
		Annual	54,564	56,733	59,012	61,379	63,835	66,380
54	Senior Budget Analyst Financial Operations Supervisor	Hourly	26.88	27.96	29.07	30.24	31.46	32.71
		Payperiod	2,151	2,236	2,326	2,419	2,516	2,617
		Annual	55,914	58,149	60,472	62,906	65,428	68,039
55	GIS Specialist Health/Human Services Mgr	Hourly	27.55	28.66	29.81	31.00	32.24	33.53
		Payperiod	2,204	2,293	2,385	2,480	2,579	2,682
		Annual	57,308	59,609	61,999	64,477	67,066	69,743
56	Capital Projects Manager Assistant to the City Manager Comm/Govt Relations Manager	Hourly	28.25	29.38	30.55	31.78	33.04	34.37
		Payperiod	2,260	2,351	2,444	2,542	2,643	2,750
		Annual	58,768	61,114	63,548	66,092	68,725	71,491
57	Database Administrator Economic Devel. Coord.	Hourly	28.96	30.12	31.32	32.57	33.87	35.23
		Payperiod	2,316	2,409	2,505	2,606	2,710	2,819
		Annual	60,229	62,640	65,141	67,752	70,451	73,283
58		Hourly	29.68	30.86	32.09	33.38	34.72	36.10
		Payperiod	2,374	2,469	2,568	2,671	2,778	2,888
		Annual	61,733	64,189	66,756	69,433	72,221	75,098
59	Public Works Ops Mgr Building Official Planning Manager	Hourly	30.42	31.65	32.90	34.22	35.59	37.01
		Payperiod	2,434	2,532	2,632	2,738	2,848	2,961
		Annual	63,282	65,827	68,438	71,181	74,036	76,978

Range #	Title	Pay Period	Maximum					
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
60		Hourly	31.18	32.42	33.72	35.07	36.48	37.93
		Payperiod	2,494	2,594	2,698	2,806	2,918	3,035
		Annual	64,853	67,442	70,141	72,951	75,872	78,903
61	Aurora Corridor Project Manager	Hourly	31.97	33.24	34.57	35.96	37.39	38.89
		Payperiod	2,557	2,659	2,766	2,876	2,991	3,111
		Annual	66,490	69,146	71,911	74,788	77,775	80,895
62	City Engineer Information Systems Manager	Hourly	32.76	34.08	35.45	36.86	38.33	39.86
		Payperiod	2,621	2,727	2,836	2,949	3,066	3,189
		Annual	68,150	70,894	73,726	76,669	79,722	82,908
63		Hourly	33.57	34.92	36.32	37.77	39.29	40.86
		Payperiod	2,686	2,794	2,905	3,022	3,143	3,269
		Annual	69,832	72,642	75,540	78,572	81,714	84,988
64	Asst. PADS Director	Hourly	34.42	35.80	37.23	38.72	40.26	41.88
		Payperiod	2,754	2,864	2,979	3,098	3,221	3,350
		Annual	71,602	74,456	77,443	80,541	83,749	87,112
65	Human Resources Director	Hourly	35.27	36.69	38.16	39.68	41.27	42.92
		Payperiod	2,822	2,935	3,053	3,174	3,302	3,434
		Annual	73,372	76,315	79,368	82,532	85,851	89,281
66		Hourly	36.16	37.60	39.12	40.68	42.31	44.00
		Payperiod	2,893	3,008	3,129	3,254	3,385	3,520
		Annual	75,208	78,218	81,360	84,612	87,998	91,516
67		Hourly	37.07	38.55	40.09	41.70	43.37	45.09
		Payperiod	2,966	3,084	3,208	3,336	3,470	3,607
		Annual	77,111	80,187	83,395	86,736	90,210	93,795
68		Hourly	37.99	39.51	41.08	42.73	44.44	46.22
		Payperiod	3,039	3,161	3,287	3,419	3,556	3,698
		Annual	79,014	82,178	85,453	88,883	92,445	96,140
69	Assistant City Manager	Hourly	38.94	40.50	42.12	43.81	45.55	47.38
	Finance Director	Payperiod	3,116	3,240	3,369	3,505	3,644	3,790
	Public Works Director	Annual	81,006	84,236	87,599	91,117	94,746	98,552
	Planning & Devel. Svcs. Director							
	Parks & Rec Director							
70	City Attorney	Hourly	39.91	41.51	43.18	44.90	46.70	48.56
		Payperiod	3,193	3,321	3,454	3,592	3,736	3,885
		Annual	83,019	86,338	89,812	93,396	97,136	101,008
71		Hourly	40.91	42.55	44.25	46.02	47.86	49.77
		Payperiod	3,273	3,404	3,540	3,682	3,829	3,982
		Annual	85,099	88,506	92,047	95,720	99,548	103,530

Range #	Title	Pay Period	Maximum					
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
72		Hourly	41.94	43.61	45.36	47.18	49.06	51.02
		Payperiod	3,356	3,489	3,629	3,774	3,925	4,082
		Annual	87,245	90,719	94,348	98,132	102,048	106,119
73		Hourly	42.99	44.71	46.50	48.36	50.28	52.30
		Payperiod	3,439	3,577	3,720	3,869	4,023	4,184
		Annual	89,414	92,998	96,715	100,588	104,592	108,774
74		Hourly	44.06	45.82	47.66	49.56	51.55	53.60
		Payperiod	3,525	3,665	3,813	3,965	4,124	4,288
		Annual	91,648	95,299	99,127	103,088	107,226	111,496
75		Hourly	45.17	46.98	48.85	50.81	52.84	54.94
		Payperiod	3,613	3,758	3,908	4,064	4,227	4,396
		Annual	93,950	97,711	101,605	105,677	109,903	114,284

Exhibit B

<b>POSITION SUMMARY</b>				
	<b>1998</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>
	<b>Budgeted</b>	<b>Budgeted</b>	<b>Budgeted</b>	<b>Budgeted</b>
	<b>Positions</b>	<b>Positions</b>	<b>Positions</b>	<b>Positions</b>
Finance Director	1.00	1.00	1.00	1.00
Financial Operations Supervisor	1.00	1.00	1.00	1.00
Procurement Officer	1.00	1.00	1.00	1.00
<del>Finance Assistant II</del> Finance Technician	0.00	0.00	0.00	0.63
Accountant	0.00	0.00	1.00	1.00
<del>Finance Assistant II</del> Finance Technician	1.00	1.00	1.00	1.00
<del>Finance Assistant II</del> Payroll Officer	1.00	1.00	1.00	1.00
Senior Budget Analyst	1.00	1.00	1.00	1.00
Budget Analyst	1.00	1.00	1.00	1.00
<del>Administrative Assistant II</del> Administrative Assistant III*	1.00	1.00	1.00	1.00
Information Services Manager	1.00	1.00	1.00	1.00
Database Administrator	1.00	1.00	1.00	1.00
GIS Specialist	1.00	1.00	1.00	1.00
Network Administrator	1.00	1.00	1.00	1.00
Computer/Network Specialist	1.00	1.00	1.00	1.00
Computer/Network Specialist	0.00	0.00	1.00	1.00
Information Systems Project Manager	0.00	0.00	0.00	1.00
	<b>13.00</b>	<b>13.00</b>	<b>15.00</b>	<b>16.63</b>

\* This change is simply correcting a typographical error contained on the Finance Department -2001 Position Summary

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

<b>AGENDA TITLE:</b>	Adoption of Ordinance No. 279 Reclassifying an Existing Administrative Assistant II Position to a New Classification of Communication Assistant
<b>DEPARTMENT:</b>	Human Resources
<b>PRESENTED BY:</b>	Marci Wright, Human Resources Director <i>MW</i>

**EXECUTIVE / COUNCIL SUMMARY**

**Issue Statement:** During 2000, the Administrative Assistant II in the City Clerk's Office began assuming additional duties connected with the City's government channel and web site. Because we did not know which of these duties were only temporary until we hired the City's new Communication Specialist, we approved the position for out of class pay. Our goal was to continue the out of class pay until the Communication Specialist was hired and on-going duties were assigned. Staffs from Community and Government Relations and the City Clerk have now determined the full scope of the additional tasks assigned to the Administrative Assistant II. The City Clerk requested review of the revised duties to determine whether the work performed by the employee in this position continued to fit within the existing classification of Administrative Assistant II.

**Analysis:** The position has assumed new duties in three areas: 1) Software management tasks relative to the City's government access channel, including using Framerate software; 2) maintaining City Council materials on the City's website; 3) staff support for hearing examiner. The most significant of these changes is the addition of the government access channel responsibilities. Taken as a whole, these changes warrant a new classification. Because the City does not have an existing classification that would adequately describe these duties, we propose to create a new classification, Communication Assistant.

Based upon previous survey information gathered when creating the Communication Specialist, we are aware there are insufficient similar positions in our comparable jurisdictions to make a survey for Communication Assistant useful. Therefore, we looked to comparable internal classifications to establish the salary recommendation for the new classification. We believe the overall combination of duties are similar to the level of duties performed by the Administrative Assistant III classification and we recommend establishing the salary for the Communication Assistant in the same range as the Administrative Assistant III. (Range 35)

Because the employee in the position has been receiving out of class pay and because applying retroactivity in this case would result in decreased compensation for the employee, we are not proposing any retroactivity for this reclassification.

**Fiscal Impact:** The 2001 cost to implement the reclassification is approximately \$1,400 and can be absorbed within the current department budget.

**RECOMMENDATION**

Staff recommends that Council adopt Ordinance No. 279 reclassifying the City Clerk's Office Administrative Assistant II position to the new classification of Communication Assistant, to be added to the City of Shoreline Classification and Compensation Plan.

**ATTACHMENTS**

Attachment A - Ordinance No. 279 Replacing The Administrative Assistant II Position In The City Clerk's Office With A New Classification Entitled Communications Assistant.

Approved By:      City Manager  City Attorney 



**ORDINANCE NO. 279**

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, REPLACING THE ADMINISTRATIVE ASSISTANT II POSITION IN THE CITY CLERK'S OFFICE WITH A NEW CLASSIFICATION ENTITLED COMMUNICATIONS ASSISTANT, AND AMENDING ORDINANCE 278 REVISING THE CITY OF SHORELINE'S CLASSIFICATION AND COMPENSATION PLAN TO ADD THIS CLASSIFICATION.**

WHEREAS, City staff have determined it is appropriate to reclassify the Administrative Assistant II position within the City Clerk's Office to add new duties relating to the City's web site and government channel; and

WHEREAS, the City of Shoreline wishes to revise its Classification and Compensation Plan to add a new classification to be known as Communication Assistant to reflect the revised duties of the position; now therefore

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

**Section 1. Amendment.** The City of Shoreline Classification and Compensation Schedule, and Exhibit A to Ordinance 278 amending the City's Classification and Compensation Plan, are amended as set forth in Exhibit A attached hereto.

**Section 2. Amendment.** The City of Shoreline 2001 Budget, *Office of the City Clerk -2001 Position Summary*, adopted by Ordinance 254 is amended to read as set forth in Exhibit B attached hereto.

**Section 3. Effective Date.** A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. This Ordinance shall take effect five days after passage and publication

**ADOPTED BY THE CITY COUNCIL ON July 9, 2001.**

\_\_\_\_\_  
Mayor Scott Jepsen

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Sharon Mattioli, CMC  
City Clerk

\_\_\_\_\_  
Ian Sievers  
City Attorney

**City of Shoreline  
Range Placement Table  
2.5% Between Ranges; 4% Between Steps  
January 1, 2001**

**Exhibit A**

Range #	Title	Pay Period	Maximum					
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1		Hourly	7.25	7.55	7.85	8.16	8.49	8.83
		Payperiod	580	604	628	653	679	706
		Annual	15,090	15,710	16,329	16,971	17,657	18,365
2		Hourly	7.45	7.73	8.04	8.36	8.69	9.04
		Payperiod	596	619	643	669	695	723
		Annual	15,489	16,086	16,728	17,392	18,077	18,808
3		Hourly	7.62	7.93	8.24	8.57	8.91	9.28
		Payperiod	609	634	660	686	713	742
		Annual	15,843	16,484	17,148	17,834	18,542	19,294
4		Hourly	7.81	8.13	8.45	8.79	9.14	9.51
		Payperiod	625	650	676	703	731	761
		Annual	16,241	16,905	17,569	18,277	19,007	19,781
5		Hourly	8.01	8.33	8.67	9.01	9.37	9.74
		Payperiod	641	666	694	721	750	780
		Annual	16,661	17,325	18,033	18,741	19,494	20,268
6		Hourly	8.21	8.53	8.88	9.23	9.61	9.99
		Payperiod	657	683	711	739	768	799
		Annual	17,082	17,746	18,476	19,206	19,980	20,777
7	Lifeguard/Instructor I	Hourly	8.43	8.75	9.11	9.47	9.85	10.24
		Payperiod	674	700	728	757	788	820
		Annual	17,524	18,210	18,940	19,693	20,489	21,308
8		Hourly	8.64	8.98	9.33	9.71	10.10	10.50
		Payperiod	691	718	746	777	808	840
		Annual	17,967	18,675	19,405	20,202	20,998	21,839
9	Lifeguard/Instructor II	Hourly	8.84	9.20	9.56	9.95	10.35	10.77
		Payperiod	707	736	765	796	828	861
		Annual	18,387	19,140	19,892	20,688	21,529	22,392
10		Hourly	9.07	9.44	9.81	10.20	10.61	11.03
		Payperiod	726	755	785	816	848	883
		Annual	18,874	19,626	20,401	21,219	22,060	22,945
11		Hourly	9.29	9.67	10.05	10.46	10.87	11.31
		Payperiod	743	774	804	837	870	905
		Annual	19,317	20,113	20,910	21,750	22,613	23,521

Range #	Title	Pay Period	Maximum					
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
12		Hourly	9.52	9.90	10.31	10.71	11.15	11.60
		Payperiod	762	792	825	857	892	928
		Annual	19,803	20,600	21,441	22,281	23,189	24,118
13		Hourly	9.77	10.16	10.56	10.99	11.42	11.88
		Payperiod	781	813	845	879	914	951
		Annual	20,312	21,131	21,972	22,857	23,764	24,715
14		Hourly	10.01	10.40	10.83	11.27	11.71	12.18
		Payperiod	801	832	866	901	937	974
		Annual	20,821	21,640	22,525	23,432	24,361	25,335
15		Hourly	10.25	10.67	11.10	11.54	12.00	12.48
		Payperiod	820	854	888	923	960	998
		Annual	21,330	22,193	23,078	24,007	24,959	25,955
16		Hourly	10.52	10.95	11.38	11.83	12.31	12.80
		Payperiod	842	876	911	946	985	1,024
		Annual	21,883	22,768	23,675	24,605	25,600	26,618
17		Hourly	10.79	11.21	11.66	12.13	12.62	13.12
		Payperiod	863	897	933	970	1,009	1,049
		Annual	22,436	23,321	24,251	25,224	26,242	27,282
18	Senior Lifeguard	Hourly	11.04	11.49	11.95	12.42	12.92	13.45
		Payperiod	883	919	956	994	1,034	1,076
		Annual	22,967	23,897	24,848	25,844	26,884	27,968
19		Hourly	11.32	11.78	12.24	12.73	13.24	13.78
		Payperiod	905	942	980	1,019	1,060	1,102
		Annual	23,543	24,494	25,468	26,486	27,548	28,654
20		Hourly	11.61	12.07	12.55	13.06	13.58	14.13
		Payperiod	928	966	1,004	1,045	1,087	1,130
		Annual	24,140	25,114	26,109	27,171	28,256	29,384
21		Hourly	11.89	12.37	12.87	13.38	13.91	14.48
		Payperiod	951	990	1,030	1,071	1,113	1,158
		Annual	24,738	25,733	26,773	27,835	28,942	30,114
22		Hourly	12.20	12.68	13.19	13.72	14.27	14.84
		Payperiod	976	1,014	1,055	1,098	1,141	1,187
		Annual	25,379	26,375	27,437	28,543	29,672	30,867
23		Hourly	12.50	13.00	13.52	14.06	14.63	15.21
		Payperiod	1,000	1,040	1,082	1,125	1,170	1,217
		Annual	25,999	27,039	28,123	29,251	30,424	31,641
24		Hourly	12.82	13.32	13.86	14.41	14.99	15.58
		Payperiod	1,025	1,065	1,109	1,153	1,199	1,247
		Annual	26,663	27,703	28,831	29,982	31,176	32,415

Range #	Title	Pay Period	Maximum					
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
25		Hourly	13.13	13.66	14.20	14.78	15.36	15.98
		Payperiod	1,050	1,093	1,136	1,182	1,229	1,278
		Annual	27,304	28,411	29,539	30,734	31,951	33,234
26		Hourly	13.46	14.00	14.55	15.14	15.74	16.38
		Payperiod	1,077	1,120	1,164	1,211	1,260	1,311
		Annual	27,990	29,119	30,269	31,486	32,747	34,075
27	Recreation Assistant I Teen Program Assistant Administrative Assistant I	Hourly	13.80	14.35	14.94	15.53	16.15	16.79
		Payperiod	1,104	1,148	1,195	1,242	1,292	1,343
		Annual	28,698	29,849	31,066	32,305	33,588	34,916
28		Hourly	14.15	14.71	15.30	15.91	16.55	17.21
		Payperiod	1,132	1,177	1,224	1,273	1,324	1,377
		Annual	29,428	30,601	31,818	33,101	34,429	35,801
29		Hourly	14.50	15.08	15.69	16.31	16.97	17.64
		Payperiod	1,160	1,207	1,255	1,305	1,357	1,411
		Annual	30,159	31,376	32,637	33,920	35,292	36,686
30		Hourly	14.86	15.46	16.07	16.72	17.38	18.08
		Payperiod	1,189	1,237	1,286	1,338	1,391	1,447
		Annual	30,911	32,150	33,433	34,783	36,155	37,615
31	Lead Teen Program Asst Park Maintenance Wrkr I Recreation Assistant II Administrative Assistant II	Hourly	15.23	15.85	16.48	17.14	17.82	18.53
		Payperiod	1,219	1,268	1,318	1,371	1,425	1,482
		Annual	31,685	32,969	34,274	35,646	37,062	38,545
32	Technical Assistant Public Wks. Maint. Worker I	Hourly	15.62	16.24	16.89	17.56	18.27	19.00
		Payperiod	1,249	1,300	1,351	1,405	1,461	1,520
		Annual	32,482	33,787	35,137	36,531	37,991	39,518
33	Finance Technician	Hourly	16.01	16.65	17.31	18.01	18.72	19.48
		Payperiod	1,281	1,332	1,385	1,441	1,498	1,558
		Annual	33,301	34,628	36,000	37,460	38,943	40,514
34		Hourly	16.40	17.06	17.74	18.46	19.19	19.96
		Payperiod	1,312	1,365	1,420	1,477	1,535	1,597
		Annual	34,119	35,491	36,907	38,390	39,916	41,510
35	Park Maintenance Wrkr II Facilities Maint. Worker II Administrative Assistant III Payroll Technician Communication Assistant	Hourly	16.81	17.49	18.18	18.91	19.67	20.46
		Payperiod	1,345	1,399	1,454	1,513	1,574	1,637
		Annual	34,960	36,376	37,814	39,341	40,912	42,549
36		Hourly	17.24	17.92	18.65	19.38	20.16	20.97
		Payperiod	1,380	1,434	1,492	1,551	1,613	1,677
		Annual	35,867	37,283	38,788	40,315	41,930	43,612

Range #	Title	Pay Period	Maximum					
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
37	Public Wks. Maint. Worker II	Hourly	17.66	18.37	19.11	19.87	20.66	21.49
		Payperiod	1,413	1,470	1,528	1,590	1,653	1,719
		Annual	36,730	38,213	39,739	41,333	42,970	44,696
38		Hourly	18.09	18.82	19.57	20.36	21.18	22.02
		Payperiod	1,448	1,505	1,566	1,629	1,694	1,762
		Annual	37,637	39,142	40,713	42,350	44,054	45,802
39	Senior Park Maint Worker	Hourly	18.55	19.30	20.07	20.87	21.71	22.57
		Payperiod	1,484	1,544	1,606	1,670	1,737	1,806
		Annual	38,589	40,138	41,753	43,412	45,160	46,953
40	Deputy City Clerk	Hourly	19.02	19.79	20.57	21.40	22.25	23.15
		Payperiod	1,522	1,583	1,646	1,712	1,780	1,852
		Annual	39,562	41,155	42,793	44,519	46,289	48,147
41	CRT Representative	Hourly	19.50	20.29	21.09	21.94	22.81	23.72
	Exec Asst to the City Mgr	Payperiod	1,560	1,623	1,688	1,755	1,825	1,898
	Planner I	Annual	40,558	42,195	43,877	45,625	47,439	49,342
	Project Inspector I Surface Water Quality Specialist							
42	Computer/Network Specialist Sr. Public Works Maint. Worker	Hourly	19.99	20.79	21.62	22.48	23.37	24.32
		Payperiod	1,599	1,663	1,729	1,798	1,870	1,945
		Annual	41,576	43,235	44,961	46,754	48,612	50,581
43	Recreation Coordinator Teen Program Supervisor Right-of-Way Inspector Environmental Educator	Hourly	20.49	21.31	22.16	23.04	23.97	24.92
		Payperiod	1,639	1,705	1,773	1,843	1,917	1,994
		Annual	42,616	44,320	46,090	47,926	49,851	51,843
44	Plans Examiner I Code Enforcement Officer	Hourly	21.00	21.84	22.71	23.62	24.56	25.54
		Payperiod	1,680	1,747	1,817	1,889	1,965	2,043
		Annual	43,678	45,426	47,240	49,121	51,090	53,126
45	Grants Specialist Planner II	Hourly	21.52	22.38	23.28	24.21	25.18	26.19
		Payperiod	1,722	1,791	1,862	1,937	2,014	2,095
		Annual	44,762	46,554	48,413	50,360	52,374	54,476
46	Budget Analyst Management Analyst Staff Accountant	Hourly	22.05	22.95	23.86	24.81	25.81	26.84
		Payperiod	1,764	1,836	1,909	1,985	2,065	2,147
		Annual	45,868	47,727	49,630	51,599	53,679	55,825
47	Project Inspector II Human Resources Analyst Utility Coordinator	Hourly	22.63	23.52	24.47	25.43	26.46	27.52
		Payperiod	1,810	1,882	1,957	2,035	2,116	2,202
		Annual	47,063	48,922	50,891	52,905	55,029	57,242
48	Plans Examiner II Purchasing Officer Project Engineer (non-licensed)	Hourly	23.18	24.11	25.07	26.07	27.12	28.20
		Payperiod	1,854	1,928	2,006	2,086	2,169	2,256
		Annual	48,214	50,139	52,152	54,232	56,401	58,658

Range #	Title	Pay Period	Maximum					
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
49	Customer Resp. Team Superv. Coordinator Office of Neigh Facilities Coordinator Parks Superintendent Planner III Recreation Superintendent Surface Water Prog. Coord.	Hourly	23.76	24.71	25.70	26.72	27.80	28.90
		Payperiod	1,901	1,977	2,056	2,138	2,224	2,312
		Annual	49,431	51,400	53,458	55,582	57,817	60,118
50	Network Administrator Communications Specialist IS Project Manager	Hourly	24.35	25.32	26.34	27.39	28.49	29.63
		Payperiod	1,948	2,025	2,107	2,191	2,279	2,370
		Annual	50,648	52,661	54,785	56,976	59,255	61,623
51	Public Wks. Maint. Supervisor	Hourly	24.96	25.96	27.00	28.07	29.20	30.37
		Payperiod	1,997	2,076	2,160	2,246	2,336	2,430
		Annual	51,909	53,989	56,157	58,392	60,738	63,171
52	Plans Examiner III Senior Management Analyst Project Engineer (licensed)	Hourly	25.59	26.62	27.68	28.79	29.93	31.14
		Payperiod	2,048	2,129	2,214	2,303	2,395	2,491
		Annual	53,237	55,361	57,573	59,875	62,264	64,765
53	City Clerk	Hourly	26.23	27.28	28.37	29.51	30.69	31.91
		Payperiod	2,099	2,182	2,270	2,361	2,455	2,553
		Annual	54,564	56,733	59,012	61,379	63,835	66,380
54	Senior Budget Analyst Financial Operations Supervisor	Hourly	26.88	27.96	29.07	30.24	31.46	32.71
		Payperiod	2,151	2,236	2,326	2,419	2,516	2,617
		Annual	55,914	58,149	60,472	62,906	65,428	68,039
55	GIS Specialist Health/Human Services Mgr	Hourly	27.55	28.66	29.81	31.00	32.24	33.53
		Payperiod	2,204	2,293	2,385	2,480	2,579	2,682
		Annual	57,308	59,609	61,999	64,477	67,066	69,743
56	Capital Projects Manager Assistant to the City Manager Comm/Govt Relations Manager	Hourly	28.25	29.38	30.55	31.78	33.04	34.37
		Payperiod	2,260	2,351	2,444	2,542	2,643	2,750
		Annual	58,768	61,114	63,548	66,092	68,725	71,491
57	Database Administrator Economic Devel. Coord.	Hourly	28.96	30.12	31.32	32.57	33.87	35.23
		Payperiod	2,316	2,409	2,505	2,606	2,710	2,819
		Annual	60,229	62,640	65,141	67,752	70,451	73,283
58		Hourly	29.68	30.86	32.09	33.38	34.72	36.10
		Payperiod	2,374	2,469	2,568	2,671	2,778	2,888
		Annual	61,733	64,189	66,756	69,433	72,221	75,098
59	Public Works Ops Mgr Building Official Planning Manager	Hourly	30.42	31.65	32.90	34.22	35.59	37.01
		Payperiod	2,434	2,532	2,632	2,738	2,848	2,961
		Annual	63,282	65,827	68,438	71,181	74,036	76,978

Range #	Title	Pay Period	Maximum					
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
60		Hourly	31.18	32.42	33.72	35.07	36.48	37.93
		Payperiod	2,494	2,594	2,698	2,806	2,918	3,035
		Annual	64,853	67,442	70,141	72,951	75,872	78,903
61	Aurora Corridor Project Manager	Hourly	31.97	33.24	34.57	35.96	37.39	38.89
		Payperiod	2,557	2,659	2,766	2,876	2,991	3,111
		Annual	66,490	69,146	71,911	74,788	77,775	80,895
62	City Engineer Information Systems Manager	Hourly	32.76	34.08	35.45	36.86	38.33	39.86
		Payperiod	2,621	2,727	2,836	2,949	3,066	3,189
		Annual	68,150	70,894	73,726	76,669	79,722	82,908
63		Hourly	33.57	34.92	36.32	37.77	39.29	40.86
		Payperiod	2,686	2,794	2,905	3,022	3,143	3,269
		Annual	69,832	72,642	75,540	78,572	81,714	84,988
64	Asst. PADS Director	Hourly	34.42	35.80	37.23	38.72	40.26	41.88
		Payperiod	2,754	2,864	2,979	3,098	3,221	3,350
		Annual	71,602	74,456	77,443	80,541	83,749	87,112
65	Human Resources Director	Hourly	35.27	36.69	38.16	39.68	41.27	42.92
		Payperiod	2,822	2,935	3,053	3,174	3,302	3,434
		Annual	73,372	76,315	79,368	82,532	85,851	89,281
66		Hourly	36.16	37.60	39.12	40.68	42.31	44.00
		Payperiod	2,893	3,008	3,129	3,254	3,385	3,520
		Annual	75,208	78,218	81,360	84,612	87,998	91,516
67		Hourly	37.07	38.55	40.09	41.70	43.37	45.09
		Payperiod	2,966	3,084	3,208	3,336	3,470	3,607
		Annual	77,111	80,187	83,395	86,736	90,210	93,795
68		Hourly	37.99	39.51	41.08	42.73	44.44	46.22
		Payperiod	3,039	3,161	3,287	3,419	3,556	3,698
		Annual	79,014	82,178	85,453	88,883	92,445	96,140
69	Assistant City Manager Finance Director Public Works Director Planning & Devel. Svcs. Director Parks & Rec Director	Hourly	38.94	40.50	42.12	43.81	45.55	47.38
		Payperiod	3,116	3,240	3,369	3,505	3,644	3,790
		Annual	81,006	84,236	87,599	91,117	94,746	98,552
70	City Attorney	Hourly	39.91	41.51	43.18	44.90	46.70	48.56
		Payperiod	3,193	3,321	3,454	3,592	3,736	3,885
		Annual	83,019	86,338	89,812	93,396	97,136	101,008
71		Hourly	40.91	42.55	44.25	46.02	47.86	49.77
		Payperiod	3,273	3,404	3,540	3,682	3,829	3,982
		Annual	85,099	88,506	92,047	95,720	99,548	103,530

Range #	Title	Pay Period	Pay					Maximum	
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
72		Hourly	41.94	43.61	45.36	47.18	49.06	51.02	
		Payperiod	3,356	3,489	3,629	3,774	3,925	4,082	
		Annual	87,245	90,719	94,348	98,132	102,048	106,119	
73		Hourly	42.99	44.71	46.50	48.36	50.28	52.30	
		Payperiod	3,439	3,577	3,720	3,869	4,023	4,184	
		Annual	89,414	92,998	96,715	100,588	104,592	108,774	
74		Hourly	44.06	45.82	47.66	49.56	51.55	53.60	
		Payperiod	3,525	3,665	3,813	3,965	4,124	4,288	
		Annual	91,648	95,299	99,127	103,088	107,226	111,496	
75		Hourly	45.17	46.98	48.85	50.81	52.84	54.94	
		Payperiod	3,613	3,758	3,908	4,064	4,227	4,396	
		Annual	93,950	97,711	101,605	105,677	109,903	114,284	



**POSITION SUMMARY**

	<b>1998 Budgeted Positions</b>	<b>1999 Budgeted Positions</b>	<b>2000 Budgeted Positions</b>	<b>2001 Budgeted Positions</b>
City Clerk	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00
<del>Administrative Assistant II</del> <u>Communication Assistant</u>	1.00	1.00	1.00	1.00
Administrative Assistant I	0.00	0.00	0.00	1.00
	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>4.00</b>

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

**AGENDA TITLE:** Resolution No. 177, Prescribing a Uniform Policy for the Submission of Grant Applications  
**DEPARTMENT:** Office of Health and Human Services  
**PRESENTED BY:** Rob Beem, Health and Human Services Manager  
Bethany Wolbrecht-Dunn, Grant Specialist

**EXECUTIVE / COUNCIL SUMMARY**

At the June 4, 2001 Council workshop, the Council discussed the proposed Grants Policy. The policy dictates the situations when specific Council approval is required prior to the submittal of a grant application. The proposed policy calls for staff to seek Council approval prior to submission of a grant or loan application in instances where:

- The grant will support programs or policies not specifically included in the Annual Operating or Capital Improvement Program budgets
- The grant or loan will require repayment to the grantor
- The grantor requires approval by the City Council

Council was unanimous in its support of this approach and asked staff to prepare the Grants Policy for inclusion in the City's Financial Policies and to bring the policy document back to the Council at a future meeting.

The City originally adopted the Shoreline Financial Management Policies in 1995. This action updates these policies by repealing Section I.B.2 and replacing it with Policy No. F01-01. This Policy sets forth guidance for the City's development and submission of applications for grants and loans.

**ATTACHMENT**

Attachment A: Grants Policies Adopted in 1995, Resolution # 037a

Attachment B: Proposed Grant Application Policy

Attachment C: Proposed Resolution No. 177

**RECOMMENDATION**

Staff recommends Council pass Resolution No. 177, amending the City Shoreline's Financial Management Policies.

Approved By: City Manager 

City Attorney 

## Resolution No. 037a Financial Policies I.B.2

2. Intergovernmental Grants. One of the needs of the budget process is for the City to have the capability to engage in a comprehensive policy review of the requirements, and in the case of operating grants, would provide the basis for a status of grants received. This ability would ensure compliance with grant requirements, and in the case of operating grants, would provide the basis for a review to determine whether the City would continue to fund the activity if the grant runs out.

At present, grant revenues are effectively consolidated with other revenues. However, the purpose of the grant, nature of the Federal or State mandates, and requirements imposed on the City by accepting the grant, are not clearly delineated when the budget is prepared. A separate authorization by Council of the grant application is necessary before the grant application can be processed. To build in the anticipation of future grants to a maintenance service level budget can prove dangerous unless much more is known about the funding status of the grant.

Systems must be revised so all budgeting for grant funds will recognize the purpose of the grant funding, nature of the mandates, requirements imposed on the City by accepting the funding, authorization, appropriation and allocation status of the funds and ensure these are clearly documented.

<b>City of Shoreline</b>		<b>POLICY &amp; PROCEDURE Grant and Loan</b>		
<b>Subject:</b> Grant Application Policy		<b>Number:</b> F01-01		
<b>Effective Date</b>	<b>Supersedes</b>	<b>Page</b>	<b>Department/Contact</b>	<b>Approved By</b>
July 10, 2001	Financial Management Policies Section I.B.2	1 of 3	Bethany Wolbrecht-Dunn, Health & Human Services	City Council, July 9, 2001 Res. No. 177

**1.0 PURPOSE:**

The purpose of this policy is to dictate the circumstances the City Manager will seek Council's review and approval prior to submitting a grant application.

**2.0 ORGANIZATIONS AFFECTED:**

All City of Shoreline departments involved with the submission of grant and loan applications for funding City programs and projects.

**3.0 REFERENCES:**

None.

**4.0 DEFINITIONS:**

None.

**5.0 PROCEDURES:**

- 5.1 The City intends to aggressively seek outside funding in order to maximize the impact of the City's programs and policies. The submission of a grant application is the first step towards the City's commitment for a program being supported by particular grant funding.
- 5.2 In seeking grants and other outside funding the City will balance the value of the additional resources with the City's ability to effectively manage the funds and sustain any activities begun with outside funding. Specifically, the City will analyze grant opportunities considering:
  - a. Match

- b. Cost/Benefit
  - c. Consistency with Work Plan
  - d. Sustainability of Activity
  - e. Consistency with Council Goals
  - f. Consistency with City Roles and Responsibilities
- 5.3 The City Manager is charged with the responsibility of determining which grants to seek provided that these grants will support programs and policies that are consistent with the City Council's overall policy and budget direction.
- 5.4 In the following circumstances the City Manager will seek Council's review and approval prior to submitting an application:
- a. Applications for grants to support program or policies not included in the Annual Operating or Capital Improvement Program budgets.
  - b. Applications for a grant or a loan which requires repayment to the grantor.
  - c. If so required by the grantor.
- 5.5 In exceptional circumstances the City Manager may authorize the submission of a grant application prior to receiving Council authorization. Notification to the Council regarding these situations will be made at the earliest opportunity.
- 5.6 Acceptance and contracting for successful grants will be governed by current purchasing and contract development policies.

**RESOLUTION NO. 177**

**A RESOLUTION OF THE CITY OF SHORELINE, WASHINGTON AUTHORIZING THE CITY MANAGER TO MAKE APPLICATION FOR GRANTS FOR BUDGETED PROGRAMS AND REPEALING SECTION I.B.2 OF THE FINANCIAL MANAGEMENT POLICIES AND ADDING POLICY F01-01**

WHEREAS, the City Council wishes to provide excellent financial management of the City's funds; and

WHEREAS, current Financial Policies require separate Council authorization of grant applications before processing grant applications because the purpose, mandates and requirements are not clearly delineated when the budget is prepared; and

WHEREAS, the City Council wishes to revise the Financial Policies associated with applying for grant funds to support City activities; NOW, THEREFORE,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, AS FOLLOWS:**

Section 1. The City Council hereby repeals section I.B.2 of the Financial Management Policies (Resolution No. 37a) and adds F01-01, a copy of which has been filed with the City Clerk and identified with Clerk's Receiving No. \_\_\_\_\_.

**ADOPTED BY THE CITY COUNCIL ON JULY 9, 2001.**

\_\_\_\_\_  
Scott Jepsen, Mayor

**ATTEST:**

\_\_\_\_\_  
Sharon Mattioli, CMC  
City Clerk