



MEMORANDUM

To: Administration and Finance Committee
Through: Carl Cole, City Manager
Gwen Pilo, Finance & Systems Director
From: William Appleton, Public Works Director
Date: May 9, 2019
Subject: Stormwater Compliance Manager Reclassification

Purpose:

To bring the proposed reclassification of the Stormwater Compliance Manager Position to a Maintenance and Operations Supervisor for Committee information and discussion. The reclassification of this position is part of the proposed reorganization/realignment of the Maintenance and Operations Division.

Background:

As part of the reorganization of the Public Works Maintenance and Operations Division, the Stormwater Compliance Manager position (an existing full time position) is being reclassified and realigned to provide Supervision for both stormwater compliance staff as well as stormwater maintenance staff. The reclassified position (Maintenance and Operations Supervisor-Stormwater) will work from the Maintenance facility and be responsible for direct oversight and supervision of all stormwater related activities including the NPDES phase II permit requirements.

Alignment of this position at the maintenance facility provides additional supervision that is necessary to ensure coverage both during normal operations as well as during weather related events requiring around the clock activity. The realignment supports: improved span of control, more efficient workflow, and improved accountability and responsiveness.

Budget Impacts:

The reclassification of this position will result in a wage grade increase from 61 (\$85,513 - \$109,464) to a 62 (\$87,651 – 112,200). The increase in salary will be more than offset by salary savings already realized, therefore no impact is expected to the 2019/2020 biannual budget. This position will be fully funded from the Surface Water fund (403).

Authority

SMC 2.65.030 states: “With written justification, the City Manager is authorized to adjust non-represented employee classification and compensation, subject to ratification by the

Administration and Finance Committee, when necessary in order to carry out sound personnel management and to accomplish objectives within the City's defined commitments".

RCW 35A (sections 13.080 through 13.102) provide the authority of the city manager to exercise general supervision over the administrative affairs of the code city, its departments and staff. Further, the city manager may prepare and submit to the council such reports as he or she may deem advisable to submit in exercising supervision over the administrative affairs. The city manager may not amend the adopted budget.

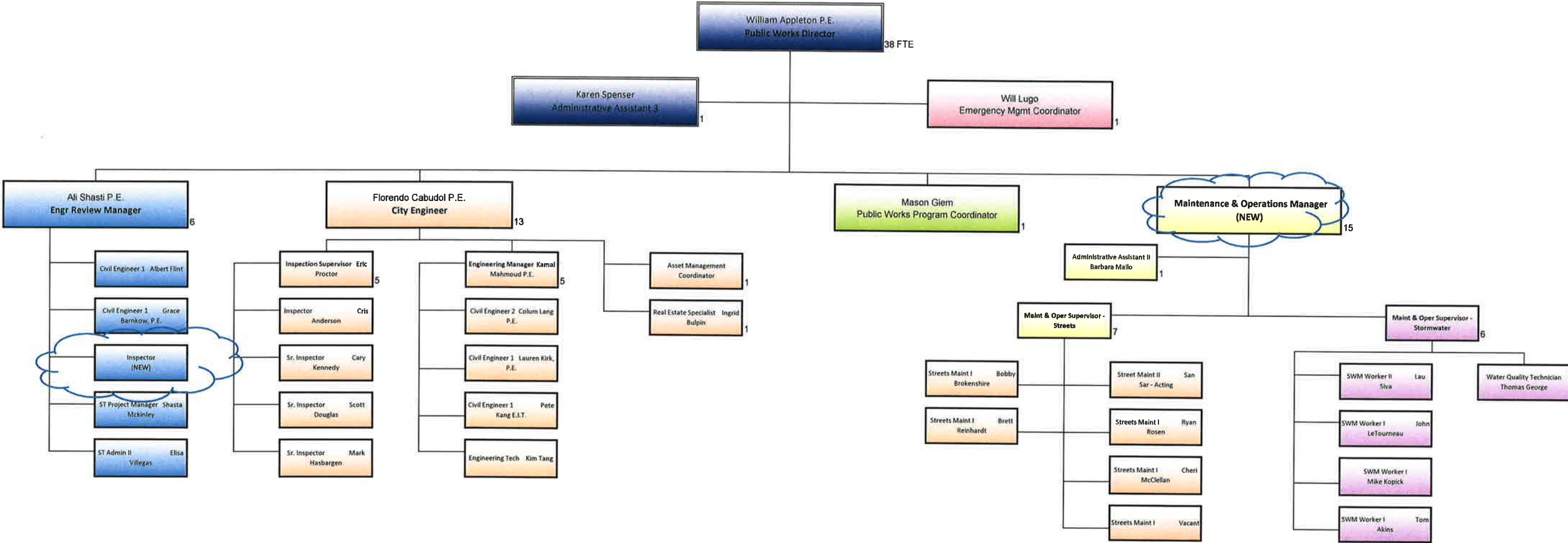
The proposed reclassifications do not require an amendment to the 2019-2020 biennial budget, is within the general authority of the city manager, and does not require formal Council action.

Approval

At its May 9, 2019 meeting, the Administration and Finance Committee ratified the proposed reclassifications and compensation as recommended above.

Ratified:  _____
Erin Sitterley, Chair

Proposed Public Works Organizational Chart



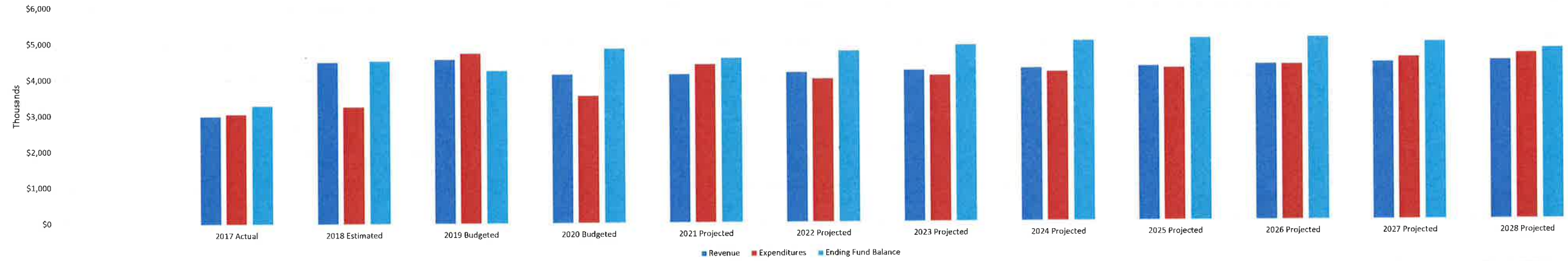
Expenditure Assumptions

- 3% Annual Increase in Salaries
- 2% Annual Increase in Other Services and Charges
- 1% Annual Increase in Supplies
- No gaps in staffing
- Full budget expenditure each year
- Annual Overlay is increased to \$1.2M
- Annual Sidewalk Program is increased to 2.25M
- 6-year TIP guides capital expenditures

Revenue Assumptions

- 3% Annual Revenue Growth
- Annual Grants of \$500,000 each year
- No major grants assumed

Surface Water Fund (Target Reserve \$3M)



Streets Fund (Target Reserve \$10M)

