

ORDINANCE NO. 671

AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, REPEALING ORDINANCES NO. 666, 659 AND 653, AND ESTABLISHING AUTHORIZED EMPLOYEE POSITIONS, PAY RANGES, AND BENEFITS FOR 2019.

WHEREAS, Ordinance No. 653 established authorized employee positions, pay ranges, and benefits for 2018 and Ordinances No. 659 and 666 amended Ordinance No. 653; and

WHEREAS, the City Council must establish authorized positions, pay ranges, and benefits on an annual basis; and

WHEREAS, concurrent with the adoption of the 2019/2020 Biennial Budget, the City Council intends to establish the number and types of employee positions, wage and salary rates and ranges, and benefits for its employees effective January 1, 2019;

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

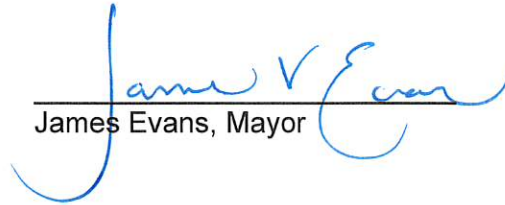
Section 1: For 2019, the number and titles of authorized Full-Time Equivalent employees (FTEs), including regular, non-regular, full-time, and part-time employees, shall be established at 43.15 FTEs, as detailed in Attachment A.

Section 2. The City Council hereby adopts the Employee Salaries, Wages, and Benefit Plans for each employee group, effective January 1, 2019 as shown in the following Attachments:
Attachment B: Non-Represented Regular Employees
Attachment C: Non-Regular Employees
Attachment D: Teamsters

Section 3. The effective date for payment of salary steps, ranges and benefits shall be in accordance with the City's Personnel Policies Manual or applicable approved collective bargaining agreement and shall apply and continue until amended by action of the City Council.

Section 4. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

ADOPTED BY THE CITY COUNCIL AND SIGNED IN AUTHENTICATION OF ITS
PASSAGE THIS 4TH DAY OF DECEMBER 2018.


James Evans, Mayor

ATTEST/AUTHENTICATED:


Katie Hanke, City Clerk

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY


Jeff Ganson, City Attorney

PASSED BY THE CITY COUNCIL: 12-04-2018
PUBLISHED: 12-10-2018
EFFECTIVE DATE: 01-01-2019
ORDINANCE NO. 671

ATTACHMENT A
Ordinance No. 671
City of Woodinville, Washington
2019 Authorized Positions

<u>EXECUTIVE DEPARTMENT</u>		<u>ADMINISTRATIVE SERVICES DEPARTMENT</u>	
City Manager	1.00	Finance Director	1.00
Assistant City Manager	1.00	Senior Accountant	1.00
Intergovernmental Affairs Coordinator	1.00	Accounting Clerk	3.00
Management Analyst	1.00	Procurement/Contract Manager	1.00
City Clerk	1.00	Information Systems Manager	1.00
Exec. Assistant/Dep. City Clerk	1.00	Information Systems Technician	0.50
Intern	0.10	Intern	0.10
EXECUTIVE SUBTOTAL	<u>6.10</u>	ADMIN. SERVICES SUBTOTAL	<u>7.60</u>
<u>PUBLIC WORKS DEPARTMENT</u>		<u>DEVELOPMENT SERVICES DEPARTMENT</u>	
Public Works Director	1.00	Development Services Director	1.00
Assistant Public Works Director	1.00	Planning Manager	1.00
Senior Engineer	2.00	Assistant Planner/Associate Planner	3.00
Senior Administrative Assistant	1.00	Senior Administrative Assistant	1.00
Engineer I/Field Engineer	2.00	Building Official	1.00
Engineering Technician	1.00	Building Inspector II	1.00
Maintenance Supervisor	1.00	Building Inspector I	1.00
Maintenance Worker III (Lead)	2.00	Permit Coordinator	1.00
Maintenance Worker II	5.00	Permit Technician II	1.00
Laborer I/Laborer II (3 Non-Regular Seasonal)	1.15	Intern	0.10
Intern	0.10	DEVELOPMENT SERVICES SUBTOTAL	<u>11.10</u>
PUBLIC WORKS SUBTOTAL	<u>17.25</u>		
<u>POLICE DEPARTMENT</u>			
Police Clerk	1.00		
Intern	0.10		
POLICE DEPARTMENT SUBTOTAL	<u>1.10</u>		
TOTAL CITY FULL TIME EQUIVALENT (FTE) STAFFING			<u>43.15</u>

Authorization to Exceed FTE's

For the purposes of maintaining continuity and efficiency of service, the City Manager is authorized to hire a replacement for key staff positions up to sixty (60) days in advance of that position becoming vacant. In such event, during any transition period during which both the current and new employee in a particular position are employed by the City, the FTE limitation shown above for such position shall be deemed increased by up to one FTE.

ATTACHMENT B

Ordinance No. 671

Pay Ranges for Non-Represented Regular Employees

Effective Date: January 1, 2019

Assigned Pay Range (1)	Position Title
25	Permit Technician II Information Systems Technician
30	Administrative Assistant, Senior Accounting Clerk Engineering Technician Police Clerk Assistant Planner
35	Building Inspector I
40	Permit Coordinator
42	Executive Assistant/Deputy City Clerk
49	Building Inspector II Associate Planner
55	Accountant, Senior Engineer I/Field Engineer Management Analyst Procurement/Contract Manager
61	Maintenance Supervisor
68	City Clerk Engineer, Senior Intergovernmental Affairs Coordinator
71	Building Official Information Systems Manager
80	Assistant Public Works Director Planning Manager
105	Assistant City Manager Director, Finance Director, Development Services Director, Public Works
CM	City Manager ⁽²⁾

(1) Refer to Salary Schedule – located below in Attachment B

(2) Refer to Employment Contract for specific benefits

ATTACHMENT B
Ordinance No. 671

SALARY SCHEDULE FOR NON-REPRESENTED REGULAR EMPLOYEES

Effective 1/1/2019

City of Woodinville, Washington

Range	Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Range
25	Annual	\$52,137	\$54,744	\$57,481	\$60,355	\$63,373	\$66,542	25
	Monthly	\$4,345	\$4,562	\$4,790	\$5,030	\$5,281	\$5,545	
	Hourly	\$25.07	\$26.32	\$27.64	\$29.02	\$30.47	\$31.99	
30	Annual	\$54,797	\$57,536	\$60,413	\$63,434	\$66,606	\$69,936	30
	Monthly	\$4,566	\$4,795	\$5,034	\$5,286	\$5,550	\$5,828	
	Hourly	\$26.35	\$27.66	\$29.05	\$30.50	\$32.02	\$33.62	
35	Annual	\$57,592	\$60,471	\$63,495	\$66,670	\$70,003	\$73,503	4
	Monthly	\$4,799	\$5,039	\$5,291	\$5,556	\$5,834	\$6,125	
	Hourly	\$27.69	\$29.07	\$30.53	\$32.05	\$33.66	\$35.34	
40	Annual	\$60,530	\$63,556	\$66,734	\$70,071	\$73,574	\$77,253	40
	Monthly	\$5,044	\$5,296	\$5,561	\$5,839	\$6,131	\$6,438	
	Hourly	\$29.10	\$30.56	\$32.08	\$33.69	\$35.37	\$37.14	
42	Annual	\$61,746	\$64,834	\$68,075	\$71,479	\$75,053	\$78,806	42
	Monthly	\$5,146	\$5,403	\$5,673	\$5,957	\$6,254	\$6,567	
	Hourly	\$29.69	\$31.17	\$32.73	\$34.37	\$36.08	\$37.89	
49	Annual	\$66,200	\$69,510	\$72,986	\$76,635	\$80,467	\$84,490	49
	Monthly	\$5,517	\$5,793	\$6,082	\$6,386	\$6,706	\$7,041	
	Hourly	\$31.83	\$33.42	\$35.09	\$36.84	\$38.69	\$40.62	
55	Annual	\$70,273	\$73,787	\$77,476	\$81,350	\$85,417	\$89,688	55
	Monthly	\$5,856	\$6,149	\$6,456	\$6,779	\$7,118	\$7,474	
	Hourly	\$33.79	\$35.47	\$37.25	\$39.11	\$41.07	\$43.12	
61	Annual	\$74,596	\$78,326	\$82,242	\$86,354	\$90,672	\$95,206	61
	Monthly	\$6,216	\$6,527	\$6,854	\$7,196	\$7,556	\$7,934	
	Hourly	\$35.86	\$37.66	\$39.54	\$41.52	\$43.59	\$45.77	
68	Annual	\$79,977	\$83,976	\$88,175	\$92,584	\$97,213	\$102,073	68
	Monthly	\$6,665	\$6,998	\$7,348	\$7,715	\$8,101	\$8,506	
	Hourly	\$38.45	\$40.37	\$42.39	\$44.51	\$46.74	\$49.07	
71	Annual	\$82,401	\$86,521	\$90,847	\$95,389	\$100,158	\$105,166	71
	Monthly	\$6,867	\$7,210	\$7,571	\$7,949	\$8,347	\$8,764	
	Hourly	\$39.62	\$41.60	\$43.68	\$45.86	\$48.15	\$50.56	
80	Annual	\$90,120	\$94,626	\$99,358	\$104,325	\$109,542	\$115,019	80
	Monthly	\$7,510	\$7,886	\$8,280	\$8,694	\$9,128	\$9,585	
	Hourly	\$43.33	\$45.49	\$47.77	\$50.16	\$52.66	\$55.30	
105	Annual	\$115,573	\$121,352	\$127,419	\$133,790	\$140,480	\$147,504	105
	Monthly	\$9,631	\$10,113	\$10,618	\$11,149	\$11,707	\$12,292	
	Hourly	\$55.56	\$58.34	\$61.26	\$64.32	\$67.54	\$70.92	
CM	Annual	\$173,156						CM
	Monthly	\$14,430						
	Hourly	\$83.25						

ATTACHMENT B
Ordinance No. 671

**Salaries, Wages, and Benefits for Non-Represented Employees
Benefits Effective January 1, 2019 for All Eligible Regular Employees**

1. Health Benefits

1.1 Medical

The City will contribute up to the following amounts towards monthly premiums for AWC HealthFirst 250 or AWC Kaiser Permanente Access PPO medical insurance plans for all regular employees:

COVERAGE CLASS	TOTAL MONTHLY CONTRIBUTION
EMPLOYEE ONLY	\$706.07
EMPLOYEE & SPOUSE	\$1,418.06
EMPLOYEE, SPOUSE, CHILD	\$1,768.81
EMPLOYEE, SPOUSE, 2+ CHILDREN	\$2,058.77
EMPLOYEE, CHILD	\$1,056.82
EMPLOYEE, 2+ CHILDREN	\$1,346.79

Regular Employees may use any unused portion of the City's contribution towards the employee's out-of-pocket costs for City provided dental and/or vision monthly premiums, as may be applicable.

1.2 High Deductible Medical Coverage Option

As an alternative to other medical coverage plans offered by the City, eligible employees may voluntarily opt to participate in the High Deductible Health Plan (HDHP) offered through AWC Regence. The City will contribute up to the following amounts for HDHP participants:

COVERAGE CLASS	MONTHLY PREMIUM CONTRIBUTION	MONTHLY HSA CONTRIBUTION	TOTAL MONTHLY CONTRIBUTION
EMPLOYEE ONLY	\$516.83	\$148.06	\$664.89
EMPLOYEE & SPOUSE	\$1,040.03	\$296.18	\$1,336.21
EMPLOYEE, SPOUSE, CHILD	\$1,302.38	\$366.95	\$1,669.33
EMPLOYEE, SPOUSE, 2+ CHILDREN	\$1,517.18	\$426.73	\$1,943.91
EMPLOYEE, CHILD	\$779.18	\$218.82	\$998.00
EMPLOYEE, 2+ CHILDREN	\$993.98	\$278.58	\$1,272.56

Regular Employees may use the difference between the total monthly contribution stated in 1.1 Medical and the total monthly contribution in 1.2 High Deductible Medical Coverage Option towards the employee's out-of-pocket costs for City provided dental and/or vision monthly premiums, as may be applicable.

1.3 Dental

The City will contribute up to the following amounts towards monthly premiums for AWC Delta Dental of Washington Plan J or AWC Willamette Dental Service \$10 Copay dental insurance plans for all regular employees:

COVERAGE CLASS	TOTAL MONTHLY CONTRIBUTION
EMPLOYEE ONLY	\$54.72
EMPLOYEE & SPOUSE	\$103.84
EMPLOYEE, SPOUSE, CHILD	\$165.52
EMPLOYEE, SPOUSE, 2+ CHILDREN	\$165.52
EMPLOYEE, CHILD	\$103.84
EMPLOYEE, 2+ CHILDREN	\$165.52

1.4 Vision Insurance

The City will contribute up to the following amounts towards monthly premiums for AWC Vision Service Plan \$10 Deductible Plan for all regular employees:

COVERAGE CLASS	TOTAL MONTHLY CONTRIBUTION
EMPLOYEE ONLY	\$9.52
EMPLOYEE & SPOUSE	\$19.04
EMPLOYEE, SPOUSE, CHILD	\$28.56
EMPLOYEE, SPOUSE, 2+ CHILDREN	\$28.56
EMPLOYEE, CHILD	\$19.04
EMPLOYEE, 2+ CHILDREN	\$28.56

1.5 AWC Employee Assistance Plan

Paid by City for all employees.

2. EMPLOYEE LEAVE TIME

2.1 Vacation Leave

Each regular full-time employee is entitled to accrue vacation leave as follows:

LENGTH OF SERVICE	HOURS OF LEAVE PER CALENDAR MONTH OF SERVICE	ANNUAL LEAVE IN DAYS PER YEAR OF SERVICE
0 - 12TH MONTH	6.67 hours	10
13TH - 48TH MONTH	8.67 hours	13
49TH - 84TH MONTH	10 hours	15
85TH - 132ND MONTH	12 hours	18
133RD + MONTHS	16 hours	24

2.2 Sick Leave

All regular full-time employees accrue sick leave benefits at the rate of eight (8) hours for each calendar month of continuous employment.

2.3 Bereavement Leave

Employees may be granted up to three (3) paid working days of bereavement leave per calendar year due to the death of an immediate family member. An employee may request to use additional paid time-off from accrued leave balances to deal with the death of an immediate family member subject to the approval of the Department Director and City Manager. The City will grant this leave in accordance with current Personnel Policy.

2.4 Holidays

Regular employees shall receive 11 holidays per calendar year as follows:

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veteran's Day
8. Thanksgiving Day
9. Day after Thanksgiving
10. Christmas Day
11. One Floating Holiday

2.5 Exempt Employee Leave

In addition to all other authorized leaves, the City Manager may grant up to 40 hours per year of paid Exempt Employee Leave to each exempt employee. Such grants of leave will be based upon extraordinary time, effort, and commitment of the employee in the performance of their job as determined in the sole discretion of the City Manager. The City Manager may grant between 0-40 hours per year to each qualifying exempt employee. The City will grant this leave in accordance with current Personnel Policy.

2.6 Other Leave

By Council adopted Personnel Policy there are a number of other leaves offered, such as Jury and Witness, Military-Related, and Domestic Violence leaves. The City will grant these leaves in accordance with current Personnel Policy.

3. MUNICIPAL EMPLOYEES BENEFIT TRUST (MEBT)

In-lieu of Social Security coverage, the City provides contributions to the MEBT. Eligibility and participation in MEBT shall be in accordance with the City of Woodinville Employees' Retirement Benefit Plan and Restated Agreement, amended December 22, 2015; or its successor agreements.

4. MISCELLANEOUS BENEFITS

4.1 Required Items

The City and employee shall pay for all required coverages, insurances, etc. in accordance with applicable federal and state laws, including but not limited to: Medicare, Unemployment, Workers Compensation, Paid Family and Medical Leave Program, etc.

4.2 ICMA 457 Deferred Compensation Plan/ICMA Roth 457 Plan

The City will make available a 457 Deferred Compensation Plan/Roth 457 Plan that allows employees to make voluntary contributions to tax-deferred retirement accounts through direct payroll deductions.

4.3 Term Life Insurance

\$10,000 of coverage paid by City.

4.4 Coffee and Tea

The City shall furnish coffee, tea, and other hot water-based drinks that are traditionally offered in office/business settings, to employees as a benefit of employment.

4.5 Flu Immunization

Available without cost to City employees, regular full-time and part-time, who work at least 20 hours per week, provided that the immunization shall only be available without cost to the employee on the day, place and time set forth through the Wellness Program at City Hall, and subject to the availability of flu vaccine.

4.6 Computer

De minimis use of the City computers for personal email or internet access is permissible as long as the use is in compliance with all current Information Technology Policies.

4.7 Proration of Benefits

Benefits for Regular Employees scheduled to work less than full-time (40 hours per week) shall be prorated based upon the time they are regularly scheduled to work in relation to the full-time workweek. For example, a Regular Employee who is regularly scheduled to work 20 hours per week, would be eligible for ½ of the benefits provided to full-time regular employees.

4.8 Automobile

The City will provide a monthly automobile allowance to defray the cost of using a personal vehicle for Woodinville business within 40 road miles of Woodinville City Hall. Travel beyond 40 miles will be reimbursed at normal Woodinville mileage rates.

- City Manager: \$400 per month
- Department Directors, Assistant City Manager, Intergovernmental Affairs Coordinator and Assistant Public Works Director: \$100 to \$200 per month as determined by the City Manager

ATTACHMENT C
Ordinance No. 671
Pay Ranges for Non-Regular Employees
Effective Date: January 1, 2019

Assigned Pay Range	Position Title
33	Laborer I
34	Office Assistant I
43	Laborer II
54	Office Assistant II Intern

Salaries, Wages, and Benefits for Non-Regular Employees
Benefits Effective January 1, 2019 for All Eligible Non-Regular Employees

1. Non-Regular Employee

A temporary worker, seasonal worker, or intern.

2. Required Items

Non-regular employees are at-will employees. Such employees shall accrue one hour of paid sick leave for every forty hours worked in accordance with RCW 49.46.210, but are not eligible for other forms of paid leave, paid holidays, health or life insurance coverage, or any other parts of the employee benefit package, except to the extent that may be required by State or Federal law.

The City and employee shall pay for all required coverages, insurances, etc. in accordance with applicable federal and state laws, including but not limited to: Medicare, Unemployment, Workers Compensation, Paid Family and Medical Leave Program, etc.

Ordinance No. 671

SALARY SCHEDULE FOR NON-REGULAR EMPLOYEES

Effective 1/1/2019

City of Woodinville, Washington

HOURLY PAY

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Range
33	\$16.50	\$17.32	\$18.19	\$19.10	\$20.05	\$21.06	33
34	\$16.66	\$17.50	\$18.37	\$19.29	\$20.26	\$21.27	34
43	\$18.23	\$19.14	\$20.09	\$21.10	\$22.15	\$23.26	43
54	\$20.33	\$21.35	\$22.42	\$23.54	\$24.72	\$25.95	54

ATTACHMENT D
Ordinance No. 671

**Classification Pay Range
Teamster-Represented Employees
Effective Date: January 1, 2019**

Classifications	Assigned Pay Range
Maintenance Worker II	B
Maintenance Worker III (Lead)	E

**Wages, and Benefits for Teamster-Represented Employees
Benefits Effective January 1, 2019 for All Eligible Teamster-Represented Employees**

Wages and benefits for this group shall be provided in accordance with the Collective Bargaining Agreement agreed and approved for this group. The current agreement was adopted on December 4, 2018 and covers the period of January 1, 2019 through December 31, 2021. These conditions shall not be amended or modified except as allowed in that Agreement or until a successor agreement is approved and properly executed.

Range	Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Range
B	Monthly	\$4,033	\$4,251	\$4,479	\$4,721	\$4,974	\$5,242	\$5,519	\$5,812	B
B	Hourly	\$23.27	\$24.53	\$25.84	\$27.24	\$28.70	\$30.24	\$31.84	\$33.53	B

Range	Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Range
E	Monthly	\$4,704	\$4,956	\$5,225	\$5,504	\$5,801	\$6,116	E
E	Hourly	\$27.14	\$28.59	\$30.14	\$31.76	\$33.47	\$35.28	E