



City Council Agenda Bill

20303

Bill Number

Subject: Reclassification of Office Assistant II to Administrative Secretary in the Public Works Department

Summary Statement: Reclassification of the budgeted Office Assistant II position is necessary to provide sufficient administrative support to the Natural Resources Division. The reclassification better aligns division-level administrative services with the anticipated workload, including working independently on complex assignments, handling sensitive personnel files, establishing policies and procedures, and staffing boards and commissions.

Previous Council Action: None

Fiscal Impact: This reclassification will increase the position from Salary Grade 6 to Salary Grade 9

Funding Source: Fund 111 (Street), 410 (Water), 430 (Stormwater)

Attachments: Budget Ordinance

| Meeting Activity | Meeting Date | Staff Recommendation | Presented By | Time |
|---|--------------|----------------------|--------------------------|------|
| Committee Briefing Council Vote Requested | 10-Feb-2014 | Vote to Approve | Ted Carlson, PW Director | |

Council Committee:

Agenda Bill Contact:

Jon Hutchings, PW Assistant Director
778-7710

Committee Actions:

Finance and Personnel

Michael Lilliquist, Chair
Gene Knutson; Terry Bornemann

| Reviewed By | Initials | Date |
|----------------------------|----------|---------|
| Ted Carlson, PW Director | TAC | 1/28/14 |
| Brian Henshaw, Budget Mgr. | BFA | 1/28/14 |

| Legal | Initials | Date |
|-------|----------|---------|
| | pmn | 1-30-14 |
| Mayor | KL | 2-4-14 |

Council Action:

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE 2014 BUDGET RECLASSIFYING ONE PART-TIME POSITION IN THE PUBLIC WORKS DEPARTMENT, NATURAL RESOURCES GROUP, AND REALLOCATING EXPENDITURES IN THE STREET, WATER, AND STORMWATER FUNDS TO PROVIDE FOR THE ADDITIONAL COST.

WHEREAS, the Public Works Department has requested reclassification of a vacant position in the Natural Resources Group, and

WHEREAS, Public Works further requests a reallocation of existing expenditures to provide funding for the reclassification so that no additional appropriation is required.

NOW, THEREFORE, THE CITY OF BELLINGHAM DOES ORDAIN:

Effective January 1, 2014 one part-time position of Office Assistant 2, Plan B Grade 6, in the Public Works Department is hereby deleted. Effective January 1, 2014 one part-time position of Administrative Secretary, Plan B Grade 9, is hereby created. There is no change in FTEs as a result of this reclassification. Expenditures will be reallocated as shown below to provide funding for the additional cost.

Section 1. Expenditures in the amount of \$794.00 in the Street Fund are hereby reallocated. The source of funds will be credited from:

| | | | | |
|-----------------|-------|--------------------|---------------------|--------|
| <u>111</u> | | <u>STREET FUND</u> | | |
| | 5 611 | PW ADMINISTRATION | | |
| | | 111 | ADMINISTRATION - PW | |
| 111-56111111101 | | SALARIES & WAGES | \$ | 794.00 |

To be debited as follows:

| | | | | |
|-----------------|-------|-------------------------|----------------------------|---------------|
| <u>111</u> | | <u>STREET FUND</u> | | |
| | 5 628 | PW MAINT ADMINISTRATION | | |
| | | 311 | SSW - PLNG / ENVIRO POLICY | |
| 111-56283111101 | | SALARIES & WAGES | \$ | 666.00 |
| 111-56283112101 | | PERSONNEL BENEFITS | \$ | 128.00 |
| | | | \$ | <u>794.00</u> |

Section 2. Expenditures in the amount of \$1,588.00 in the Water Fund are hereby reallocated. The source of funds will be credited from:

| | | | |
|-----------------|-------|-----------------------------|-------------|
| <u>410</u> | | <u>WATER FUND</u> | |
| | 5 628 | NATURAL RESOURCES | |
| | 312 | SSW - ECOLOGY & RESTORATION | |
| 410-56283124103 | | ENGINEERING | \$ 1,588.00 |

To be debited as follows:

| | | | |
|-----------------|-------|-----------------------|--------------------|
| <u>410</u> | | <u>WATER FUND</u> | |
| | 5 628 | NATURAL RESOURCES | |
| | 311 | NAT. RES. - PLAN SVC. | |
| 410-56283111101 | | SALARIES & WAGES | \$ 1,331.00 |
| 410-56283112101 | | PERSONNEL BENEFITS | \$ 257.00 |
| | | | <u>\$ 1,588.00</u> |

Section 3. Expenditures in the amount of \$3,172.00 in the Storm and Surface Water Fund are hereby reallocated. The source of funds will be credited from:

| | | | |
|-----------------|-------|---|-------------|
| <u>430</u> | | <u>STORM/SURFACE WATER UTILITY FUND</u> | |
| | 5 628 | NATURAL RESOURCES | |
| | 311 | NAT. RES. - PLAN SVC. | |
| 430-56283114103 | | ENGINEERING | \$ 3,172.00 |

To be debited as follows:

| | | | |
|-----------------|-------|---|--------------------|
| <u>430</u> | | <u>STORM/SURFACE WATER UTILITY FUND</u> | |
| | 5 628 | NATURAL RESOURCES | |
| | 311 | NAT. RES. - PLAN SVC. | |
| 430-56283111101 | | SALARIES & WAGES | \$ 2,662.00 |
| 430-56283112101 | | PERSONNEL BENEFITS | \$ 510.00 |
| | | | <u>\$ 3,172.00</u> |

PASSED by the Council this _____ day of _____, 2014.

Council President

APPROVED by me this _____ day of _____, 2014.

Mayor

ATTEST: _____
Finance Director

APPROVED AS TO FORM:

Office of the City Attorney

Published:
