



AGENDA –Monday, September 27, 2021

5:00 p.m. Public Meeting

Long Beach City Hall

115 Bolstad Avenue West

Zoom Webinar ONLY

Meeting ID: 814 5330 4182

Password: 12345678

CITY OF LONG BEACH SPECIAL CITY COUNCIL MEETING

5:00 p.m.

CALL TO ORDER; PLEDGE OF ALLEGIANCE; AND ROLL CALL

Call to order	Mayor Phillips, Council Member Svendsen, Council Member McGuire,
And roll call	Council Member Murry & Council Member Hanson

BUSINESS

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| <ul style="list-style-type: none">• Executive Session – RCW 42.30.110 Performance of a Public Employee• AB 21-48 – Ordinance 998 - Adopting Salary Schedule |
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FUTURE CITY COUNCIL MEETING SCHEDULE

The Regular City Council meetings are held the 1 st and 3 rd Monday of each month at 7:00 PM and may be preceded by a workshop. October 4, 2021, October 18, 2021 and November 1, 2021

ADJOURNMENT

American with Disabilities Act Notice: The City Council Meeting room is accessible to persons with disabilities. If you need assistance, contact the City Clerk at (360) 642-4421 or advise City Administrator at the meeting.



**CITY COUNCIL
AGENDA BILL
AB 21-48**

Meeting Date: September 27, 2021

AGENDA ITEM INFORMATION

SUBJECT: Ordinance No. 998 Salary Schedule	Originator:	
	Mayor	
	City Council	
	City Administrator	DG
	City Attorney	JP
	City Clerk	
	City Engineer	
	Community Development Director	
	Finance Director	
	Fire Chief	
	Police Chief	
	Streets/Parks/Drainage Supervisor	
	Water/Wastewater Supervisor	
	Other:	
COST: NA		
SUMMARY STATEMENT: This ordinance outlines staff salaries based on job description and position.		
RECOMMENDED ACTION: Approve ordinance 998 adopting the presented salary schedule.		

CITY OF LONG BEACH

ORDINANCE NO. 998

**AN ORDINANCE OF THE CITY OF LONG BEACH WASHINGTON, ADOPTING
SALARY CLASSIFICATIONS & ESTABLISHING THE 2022 PAY TABLE.**

WHEREAS, the City of Long Beach is committed to a policy that places every employee on a pay scale; and

WHEREAS, the city must be financially responsible in implementing compensation plan changes; and

WHEREAS, the City Council has determined that it will have the final approval on all pay policy issues; and

WHEREAS, no change in any employee personnel status (rate of pay) is intended by this action.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LONG BEACH,
WASHINGTON, DOES ORDAIN AS FOLLOWS:**

Section 1. The City Council of the City of Long Beach, Washington, adopts the City of Long Beach Position Grades and Brief Descriptions, attached hereto as Exhibit "A."

Section 2. Each employee's pay shall remain unchanged through this action even though the position grade title may be modified.

Section 3. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining parts of this ordinance.

Section 4. Referendum and Effective Date. This Ordinance, being an exercise of a power specifically delegated to the city legislative body, is not subject to referendum, and shall take effect and is in full force five (5) days after its passage, approval and publication of an approved summary of the title as provided by law.

PASSED this 27th day of September 2021.

AYES

NAYS

ABSENT

ABSTENTIONS

Jerry Phillips, Mayor

Attest:

City Clerk

Exhibit "A"
City of Long Beach
Position Grades and Brief Descriptions

Administrative Position	Grade	Level
Non-Exempt Positions		
Administrative Assistant 1	1	Administrative Assistant/Billing Clerk
Administrative Assistant 2	2	Senior Administrative Assistant/Billing Clerk
Administrative Assistant 3	3	Senior Administrative Assistant/Billing Clerk
City Clerk 4	4	Deputy City Clerk
City Clerk 5	5	Senior City Clerk
City Treasurer 4	4	Deputy City Treasurer
City Treasurer 5	5	Senior City Treasurer
Building Inspector/Code Enforcement 4	4	Building Inspector
Building Inspector/Code Enforcement 5	5	Building Inspector
Exempt Positions		
Deputy City Administrator 7	7	Deputy City Administrator
Deputy City Administrator 8	8	Deputy City Administrator
Deputy City Administrator 9	9	Deputy City Administrator

Administrative Assistant 1: Administrative assistant/billing clerk. Performs many tasks independently. Proficient with word processing and spreadsheets. Expected to handle routine city business on the telephone and with visitors. Performs most tasks independently without guidance or supervision. Proficient with word processing and spreadsheets. Is able to post utility billing payments, B&O payments, financials and any other payment type.

Administrative Assistant 2: Senior Administrative assistant/billing clerk. Performs most tasks independently without guidance or supervision. Determines own priorities. Proficient with word processing and spreadsheets. Is able to post utility billing payments, B&O payments, financials and any other payment type. Can create and manage the Business and Occupation Tax program and acts as the Human Resource support to the City Clerk.

Administrative Assistant 3: Senior Administrative assistant/billing clerk. Performs most tasks independently without guidance or supervision. Determines own priorities. Proficient with word processing and spreadsheets. Is able to post utility billing payments, B&O payments, financials and any other payment type. Can create and manage the Business and Occupation Tax program and acts as the Human Resource support to the City Clerk. Can assist and act as back-up for accounts payable and payroll if necessary.

Deputy City Clerk 4: Deputy City clerk. Entry-level position. Performs some city clerk tasks independently, with minimum guidance or supervision, as assigned by the City Administrator. Performs or is capable of performing all duties equivalent to Administrative Assistant 3. Prepares the utility billing, leak adjustments and service orders. Supervises office staff as necessary, including setting priorities and work schedules.

Senior City Clerk 5: Senior City Clerk. City clerk. Performs most tasks independently, with minimum guidance or supervision, as assigned by the City Administrator. Performs or is capable of performing all duties equivalent to Deputy City Clerk. Prepares the utility billing, leak adjustments and service orders. Supervises office staff as necessary, including setting priorities and work schedules. This includes to manage the human resources and provide administrative support when needed. Drafts simple legislation that can be enacted into law without undue revision. Represents the city in outside meetings, as appropriate.

Deputy Treasurer 4: City treasurer. Entry-level position. Performs most treasurer tasks independently with guidance and supervision. Performs or is capable of performing all duties equivalent to Administrative Assistant 3. Trained in accounting and develops experience with accounting software and city transactions and budgeting.

Senior Treasurer 5: City treasurer. Performs treasurer tasks independently without guidance or supervision. Performs or is capable of performing all duties equivalent to Deputy City Treasurer. Has some advanced training in accounting and has experience with accounting software and city transactions and budgeting. Prepares and briefs the city budget to the mayor and City Council, including coordinating with department heads. Performs all the duties of the city clerk, if assigned.

Building Inspector 4: Building inspector. Performs most inspector tasks independently with or without guidance and supervision. Completes inspections and is familiar with the International Building Code and the Residential Building Code. Has some advanced training in building, code enforcement and has experience with permitting software. Does plan review, fire, and life safety review. Is also familiar with the design review, zoning ordinances and other planning aspects.

Building Inspector 5: City Inspector. Performs inspector tasks independently without guidance or supervision. Performs or is capable of performing all duties equivalent to Building Inspector 7. Has the Building Official credential or is actively working towards obtaining the credential. Acts as code enforcement officer, works with staff and city attorney to follow proper procedure to rectify code violations.

Deputy City Administrator 7: Deputy City Administrator. Performs all duties associated with community development, manages the building department, and responsible for Council correspondence. Must have a comprehension of municipal accounting, grant writing and loan administration. Assists in the preparation for the annual budget, prepares ordinances and resolution for adoption and attends relevant conferences.

Deputy City Administrator 8: Deputy City Administrator. Performs or is capable of performing all duties equivalent to Deputy City Administrator 7. Preparation of the annual budget prepares ordinances and resolution for adoption and attends relevant conferences.

Deputy City Administrator 9: Deputy City Administrator. Performs or is capable of performing all duties equivalent to Deputy City Administrator 8. Has at least 5 years of experience within local government.

Field Positions	Grade	
Non-Exempt Positions		
Utility Crew 1	1	Entry level
Utility Crew 2	2	Established (gaining experience)
Utility Crew 3	3	Experienced (works independently)
Utility Crew Lead in Training	3	Entry level
Utility Crew Lead 4	4	Experienced
Utility Crew Lead 5	5	Experienced (works independently)
Field Supervisor in Training	4	Entry level
Field Supervisor	5	Senior lead
Field Supervisor	6	Senior (works independently)
Plant Operator 4	4	Entry level
Plant Operator 5	5	Established (gaining experience)
Plant Operator 6	6	Experienced
Mechanic 3	3	Entry level
Mechanic 4	4	Experienced
Mechanic 5	5	Senior
Exempt Positions		
Public Works Director	7	Entry level
Public Works Director	8	Experienced
Public Works Director	9	Senior
Deputy Chief 6	6	Experienced
Deputy Chief 7	7	Experienced
Police Chief 8	8	Experienced
Police Chief 9	9	Experienced

Utility Crew 1: Entry-level utility worker. Receives direction and guidance from others. Acquiring training needed to complete basic functions of the job. Certificates and

accomplishments include flagger certification, first aid & AED training, Asbestos awareness certification.

Utility Crew 2: Experienced utility worker. Performs or is capable of performing all duties equivalent to Utility Crew 1. Works with some supervision and guidance. Acquiring training needed to complete advanced functions of the job. Certificates and accomplishments include either Cross Connection Specialist or water distribution specialist certification. Trained on and able to operate equipment related to duties safely and efficiently.

Utility Crew 3: Experienced utility worker. Performs or is capable of performing all duties equivalent to Utility Crew 2. Works independently. Certificates and accomplishments include Cross Connection Specialist and water distribution manager certification.

Utility Crew Lead in Training: Entry level Lead utility worker/supervisor. This is a probationary position for training of new Crew Leads. Probationary period is one year. Works independently and gives guidance to others. Has responsibility for one utility area (e.g. sewer collection or water distribution or streets, parks and drainage). Certificates and accomplishments relate to the utility area they supervise.

Utility Crew Lead 4: Lead utility worker/supervisor. Works independently and gives guidance to others. Has responsibility for one utility area (e.g. sewer collections and water distribution, streets and sidewalks, equipment). Certificates and accomplishments relate to the utility area they supervise. Ensures crews operate to City, State and federal standards.

Utility Crew Lead 5: Lead utility worker/supervisor. Works independently and gives guidance to others. Has responsibility for one utility area (e.g. sewer collections and water distribution, streets and sidewalks, equipment). Certificates and accomplishments relate to multiple disciplines, such as water distribution manager and Pesticides Certification as an example. Ensures crews operate to City, State and federal standards.

Field Supervisor 5: Field Supervisor. Receives some guidance and supervision from Public Works Director. Participates in all aspects of operations. Sets work priorities and tasking. Ensures quality and efficiency of operations. Makes continual improvements for efficiency and quality of operations. Takes a lead role in configuration management. Certificates and accomplishments relate to the utility area they supervise. Ensures crews operate to City, State and federal standards.

Field Supervisor 5: Field Supervisor. Receives some guidance and supervision from Public Works Director. Participates in all aspects of operations. Sets work priorities and tasking. Ensures quality and efficiency of operations. Makes continual improvements for efficiency and quality of operations. Takes a lead role in configuration management. Certificates and accomplishments relate to the utility area they supervise. Ensures crews operate to City, State and federal standards.

Field Supervisor 6: Senior Field supervisor. Works independently and supervises others. Ensures quality and efficiency of operations. Performs or is capable of performing all duties

equivalent to Field Supervisor 5. Works closely with the Public Works Director in planning improvements to city infrastructure. Acts as city liaison for construction projects. Sets priorities and assigns tasks. Ensures effective configuration management. Prepares the department budgets with some guidance. When needed reports to the appropriate state agencies. Certificates and accomplishments relate to the utility area they are supervise. Ensures crews operate to City, State and federal standards.

Plant Operator 4: Entry-level plant operator. Receives direction and guidance from senior Plant Operators. Capable of some plant operations and minor repairs without assistance. Communicates plant status to others. May perform other Public Works duties. Certificate would be Operator in Training through Water or Wastewater Treatment Plant Operator 1.

Plant Operator 5: Performs or is capable of performing all duties equivalent to Plant Operator 4. Provides some supervision and guidance to others. Capable of plant operations requiring the exercise of judgment, including making process adjustments and moderate repairs without supervision. Certificate Level is Water or Wastewater Treatment Plant Operator 1 minimum. Understands

Plant Operator 6: Senior plant operator/plant supervisor with at least five years of full-time plant operation experience combined with demonstrated supervisory experience. Performs or is capable of performing all duties equivalent to Plant Operator 5. Capable of plant operations requiring the exercise of judgment, including making any and all process adjustments and complex repairs at the plant and throughout the entire distribution system without supervision. Sets priorities and assists in preparing/managing the budget. Certificate would be Water or Wastewater Treatment Plant Operator 2 or greater. Ensures Plant operates to City, State and Federal requirements.

Mechanic 3: : Entry-level mechanic. Capable of performing a range of duties and responsibilities that can differ from day to day depending on the jobs that they are assigned. This can include anything from routine maintenance work to specialized repairs with some supervision and guidance.

Mechanic 4: Experienced mechanic. Capable of maintaining vehicles, equipment and city infrastructure equipment with minimum supervision and guidance. Performs or is capable of performing all duties equivalent to Mechanic 3. Sets own priorities. Supervises others, as necessary.

Mechanic 5: Senior mechanic. Capable of maintaining vehicles, equipment and city infrastructure equipment without supervision. Performs or is capable of performing all duties equivalent to Mechanic 4. Sets work schedules and priorities. Supervises others, as necessary.

Public Works Director 7: Entry-level utility manager. Receives guidance and supervision from others. Participates in some aspects of utility operations and management. Sets work priorities and tasking. Ensures quality and efficiency of operations. Participates in configuration management. Assists in developing the department budget.

Public Works Director 8: Experienced utility manager. Receives some guidance and supervision from others. Participates in all aspects of utility operations and management. Sets work priorities and tasking. Ensures quality and efficiency of operations. Makes continual improvements for efficiency and quality of operations. Takes a lead role in configuration management. Prepares the department budgets with guidance.

Public Works Director 9: Experienced utility manager/director. Works independently. Performs or is capable of performing all duties equivalent to Utility Manager 8. Works closely with the city engineer in planning improvements to city infrastructure. Acts as city liaison for construction projects. Provides management information on status of the city infrastructure and does tradeoff analysis in problem solving and in proposing changes. Ensures effective configuration management. Prepares the department budgets with some guidance.

Deputy Chief 6: Deputy Chief reports directly to the Police Chief. While the Chief is not on duty supervises subordinate personnel. Supports the Chief in training of all personnel and enforces the standard operating procedures of the Department. Maintain and provide the operation and accountability of all evidence, property and all other possessions of the Police Department. Prepare and maintain records of the Police Department or assist the Chief in doing so. Participate in certain personnel matters, such as labor negotiations, and personnel file retention. Makes recommendation to Police Chief on personnel actions.

Deputy Chief 7: Performs or is capable of performing all duties equivalent to Deputy Chief 6. Has been at least 10 years of law enforcement experience. Relieves the Chief of certain administrative duties to include reporting directly to the Mayor and Council when needed. Assists the Chief in the annual budget preparation.

Police Chief 8: Chief reports directly to City Administrator and is responsible for the entire Police Department. Manages, schedules and supervises all police employees. Prepares and manages the annual police department budget. Develops policies and procedures within the department in regard to operations, personnel, and disciplinary actions. Coordinates with other local, state and federal law enforcement agencies and ensures cooperation. Represents the City at various meetings, conferences and trainings. Reports to the Mayor and City Council monthly.

Police Chief 9: Performs or is capable of performing all duties equivalent to Chief 9. Has been at least 10 years of law enforcement experience. Develops and enforces all department procedures, task force leadership and special case investigation. Builds relationships with other agencies.

CITY OF LONG BEACH

ORDINANCE NO. 998 EXHIBIT B

2022 PAY TABLE (Effective January 1, 2022)

2022

City of Long Beach

Employee Annual Salary Scale

Step	1	2	3	4	5	6
Grade	Years to Step	1	1	1	2	2
1	36240	37690	39197	40765	42396	44092
2	40765	42396	44092	45855	47689	49597
3	45855	47689	49597	51581	53644	55790
4	51581	53644	55790	58021	60342	62756
5	58021	60342	62756	65266	67877	70592
6	65266	67877	70592	73416	76352	79406
7	73416	76352	79406	82583	85886	89321
8	82583	85886	89321	92894	96610	100474
9	92894	96610	100474	104493	108673	113020
10	104493	108673	113020	117541	122242	127132
11	117541	122242	127132	132217	137506	143006

2022

City of Long Beach

Hourly Employee Hourly Rate of Pay Scale

Step	1	2	3	4	5	6
Grade	Years to Step	1	1	1	2	2
1	17.42	18.12	18.84	19.60	20.38	21.20
2	19.60	20.38	21.20	22.05	22.93	23.84
3	22.05	22.93	23.84	24.80	25.79	26.82
4	24.80	25.79	26.82	27.89	29.01	30.17
5	27.89	29.01	30.17	31.38	32.63	33.94
6	31.38	32.63	33.94	35.30	36.71	38.18
7	35.30	36.71	38.18	39.70	41.29	42.94
8	39.70	41.29	42.94	44.66	46.45	48.30
9	44.66	46.45	48.30	50.24	52.25	54.34
10	50.24	52.25	54.34	56.51	58.77	61.12
11	56.51	58.77	61.12	63.57	66.11	68.75