



City of Stevenson

Leana Kinley, City Administrator

Phone (509)427-5970
FAX (509) 427-8202

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

To: Stevenson City Council
From: Leana Kinley, City Administrator
RE: Karl Russell Retro Salary
Meeting Date: October 17, 2019

Executive Summary:

Karl Russell was promoted to the new Building Inspector/Water System Manager position in August, 2015. Prior to the recent personnel changes staff was working on a revision of the job description with a subsequent salary adjustment, retroactive to June 1, 2019. The job description changes are no longer needed; however, the work was performed and the retroactive pay is now being submitted to council for review and consideration.

Overview of Items:

In the summer and fall of 2018, staff worked on clarifying roles between the Public Works Director, Building Inspector/Water System Manager, Community Development Director, Public Works Field Supervisor, and City Administrator. One outcome of this exercise was to have the Building Inspector/Water System Manager responsible for the water quality and the Public Works Director be responsible for water infrastructure. In June, 2019, a change was made to have the Building Inspector/Water System Manager be responsible for all things related to water, shifting the infrastructure responsibility from the Public Works Director.

During a review of salaries for Water System Manager positions in similarly sized cities, the average salary for the top end of the scale was \$78,588. Using that as a basis, the range of \$59,720-\$78,588 was determined to be the recommended range for the position. This equates to a 5% increase from the previous salary scale for the position. The revised scale was then applied to the payroll for Karl Russell from June 1, 2019 through September 24, 2019, the period of time where he was in the Building Inspector/Water System Manager position with the increased responsibility. The total retroactive pay is \$1,470.05.

Action Needed:

Motion to approve the retroactive pay for Karl Russell in the amount of \$1,470.05.