



# Snohomish County Council

## Legislation Details (With Text)

**File #:** 2023-0393      **Version:** 1

**Type:** Motion      **Status:** Approved

**File created:** 4/6/2023      **In control:** General Legislative Session

**On agenda:** 6/28/2023      **Final action:** 6/28/2023

**Title:** Motion 23-254, authorizing an increase in the number of employees authorized in the 2023 Annual Budget in the Airport Fund 410 by adding a management exempt position for the Airport Department

**Sponsors:** Airport, Nickolis Landgraff

**Indexes:**

**Code sections:** SCC 3.68 - Exempt Personnel, SCC 3.69 - The management and exempt employees compensation plan.

**Attachments:** 1. Motion 23-254, 2. Staff Report, 3. Matrix, 4. Job Description, 5. Memorandum, 6. Motion Assignment Slip

Date	Ver.	Action By	Action	Result
6/28/2023	1	General Legislative Session	Approved	Pass
6/20/2023	1	Planning and Community Development Committee	Moved to the GLS Consent Agenda	
6/20/2023	1	Administrative Session	Assigned	

### Executive/Council Action Form (ECAF)

**ITEM TITLE:**

Motion 23-254, authorizing an increase in the number of employees authorized in the 2023 Annual Budget in the Airport Fund 410 by adding a management exempt position for the Airport Department

**DEPARTMENT:** Airport

**ORIGINATOR:** Joshua Marcy

**EXECUTIVE RECOMMENDATION:** Approved by Neepaporn Bounjaktha 6/13/23

**PURPOSE:** To add a Division Manager position to the approved 2023 budget by authorizing an increase of 1.0 FTE in the Airport department to oversee the newly created Airport Administrative Programs Division.

**BACKGROUND:** .

- The Airport has a need for management oversight of recently added positions which do not fit under our current organizational structure.
- The addition of key administrative roles to oversee technological advances at the airport such as the implementation of Cartegraph, records management, IT support, and supported employment has created a need for this new division manager.
- The addition of an Administrative Programs Division Manager supports the County’s Service Technology Excellence Program (STEP) and Continuous Improvement efforts.
- The position reflects the need for changes to the Airport’s organizational structure now that commercial service is at Paine Field and is forecasted to grow.

- The title and pay appropriately reflect this position's level of responsibility.

**FISCAL IMPLICATIONS:**

EXPEND: FUND, AGY, ORG, ACTY, OBJ, AU	CURRENT YR	2ND YR	1ST 6 YRS
410.521680.1011 - Regular Salaries	\$136,973	\$136,973	\$821,832
410.521680.2013 - Personnel Benefits	\$47,940	\$47,940	\$287,640
<b>TOTAL</b>	<b>\$184,912</b>	<b>\$184,912</b>	<b>\$1,109,472</b>

REVENUE: FUND, AGY, ORG, REV, SOURCE	CURRENT YR	2ND YR	1ST 6 YRS
410.321680.0800 - Fund Balance	\$184,912	\$184,912	\$1,109,472
<b>TOTAL</b>	<b>\$184,912</b>	<b>\$184,912</b>	<b>\$1,109,472</b>

**DEPARTMENT FISCAL IMPACT NOTES:** Please note this is the full potential cost and the actual salary can be up to this amount.

**CONTRACT INFORMATION:**

ORIGINAL \_\_\_\_\_ CONTRACT# \_\_\_\_\_ AMOUNT \_\_\_\_\_  
 AMENDMENT \_\_\_\_\_ CONTRACT# \_\_\_\_\_ AMOUNT \_\_\_\_\_

**Contract Period**

ORIGINAL START \_\_\_\_\_ END \_\_\_\_\_  
 AMENDMENT START \_\_\_\_\_ END \_\_\_\_\_

**OTHER DEPARTMENTAL REVIEW/COMMENTS:** Reviewed/approved by Risk - Shelia Barker 4/6/23 and Finance - Nathan Kennedy 4/7/23