

ORDINANCE NO. 21-2016

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINGTON, WASHINGTON, ADOPTING THE CY2017 OPERATING AND CAPITAL BUDGET AND IMPLEMENTING THE CY2017 COST OF LIVING ADJUSTMENT FOR CITY EMPLOYEES.

WHEREAS, Chapter 35A.33 RCW requires the city to adopt an annual budget and provides procedures for the filing of estimates, a preliminary budget, deliberations, public hearings, and final adoption of the budget; and

WHEREAS, a preliminary budget for the year 2017 was prepared and filed with the City Clerk; and

WHEREAS, public hearings were scheduled and properly noticed for November 9, 2016, at 7:00 pm and November 22, 2016, at 7:00 pm for the purpose of making and adopting the final budget for the year 2017; and

WHEREAS, the City Council did hold said hearings and deliberated and made such changes as deemed necessary and proper; and

WHEREAS, the estimated expenditures set forth in said budget being all necessary to carry on the government of the City of Covington for the year 2017 and being sufficient to meet the needs of the City of Covington for this period;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COVINGTON, WASHINGTON, DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. The budget for the City of Covington, Washington, for the year 2017 is hereby adopted at the fund level in its final form and content as set forth in the document entitled "City of Covington 2017 Budget" dated November 22, 2016, a true and correct copy of which is attached hereto as Exhibit "A", and incorporated herein by reference.

Section 2. Estimated resources, including fund balances or working capital for each separate fund of the City of Covington for the year 2017, and aggregate totals for all such funds combined are set forth in summary form below and are hereby appropriated for expenditure at the fund level during the year 2017 as set forth below:

<u>FUND</u>	<u>AMOUNT</u>
General Fund	\$ 17,448,496
Street Fund	1,489,834
Development Services Fund	4,460,180
Surface Water Management Fund	10,310,425
Capital Investment Program Fund	16,601,102
Cumulative Reserve Fund	1,436,365
Contingency Fund	421,746
Real Estate Excise Tax Fund 1 st Qtr	250,550
Real Estate Excise Tax Fund 2 nd Qtr	250,550
Local Improvement District Fund	33,010
LID Guaranty Fund	33,010
Long-Term Debt Service Fund	1,181,742
Unemployment Reserve Fund	376,286
Equipment Replacement Fund	1,283,170
Total All Funds	\$ 55,576,466

Section 3. The 2017 budget provides funding for and it is hereby authorized that a 1.9937% Cost of Living Adjustment (COLA) for all regular (non-contract) city employees is to take effect on January 1, 2017.

Section 4. The 2017 budget provides funding for and it is hereby authorized that a step increase be awarded to all employees on that date which is one year from their date of hire or the date of their last step increase. The exact details of the step program are to be established by the City Manager, subject to the funded level in the budget.

Section 5. The 2017 Salary Schedule for authorized positions is attached hereto as Exhibit "B", and incorporated herein by reference.

Section 6. Any surplus funds remaining in the Local Improvement District Fund after all bonds have been paid shall be transferred to the LID Guaranty Fund. Upon certification by the Finance Director that the LID Guaranty Fund has sufficient funds currently on hand to meet all valid outstanding obligations of the fund and all other obligations of the fund reasonably expected to be incurred in the near future, then the surplus funds shall be transferred to the General Fund. The net cash of the LID Guaranty fund may be reduced to no less than ten percent of the net outstanding obligations guaranteed by the fund.

Section 7. The Parks and Recreation Department, Aquatics Division, is allowed to increase or decrease FTE's based on program demand.

Section 8. A complete copy of the final budget as adopted herein shall be transmitted to the Division of Municipal Corporations in the office of the State Auditor and to the Municipal

Research and Services Center of Washington. Three copies of the final budget as adopted herein shall be filed with the City Clerk and shall be available for use by the public.

Section 9. Upon the approval of the City Attorney, the City Clerk is authorized to make any necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any reference thereto.

Section 10. If any provision of this ordinance, or ordinance modified by it, is determined to be invalid or unenforceable for any reason, the remaining provisions of this ordinance, and ordinances and/or resolutions modified by it, shall remain in force and effect.

Section 11. This ordinance shall be in force and take effect five (5) days after its publication according to law.

Passed by the Council on this 22nd day of November 2016.



Mayor Jeff Wagner

ATTESTED:



Sharon Scott, City Clerk

PUBLISHED: December 2, 2016

EFFECTIVE: December 7, 2016

APPROVED AS TO FORM ONLY:



Sara Springer, City Attorney

2017

EXHIBIT A

City of Covington
Adopted Budget - By Fund
For the Fiscal Year 2017

	General Fund	Street Fund	Development Services Fund	Surface Water Management Fund	Capital Investment Program Fund	Cumulative Reserve Fund
Beginning Fund Balances (Projected), January 1, 2016	\$ 5,757,195	\$ 475,898	\$ 3,178,725	\$ 8,174,665	\$ 3,640,142	\$ 1,428,765
Projected Revenues:	11,683,191	937,340	1,281,455	2,135,860	4,473,279	7,600
Projected Expenditures:	(10,349,661)	(1,251,992)	(1,456,871)	(2,730,732)	(4,970,232)	-
Fund Transfers In:	33,010	76,586	-	-	225,956	2,000
Fund Transfers (Out):	(983,194)	(2,000)	-	-	-	-
Excess (Deficiency) of Revenues Over Expenditures	383,346	(240,056)	(175,416)	(594,872)	(270,997)	9,600
Base Budget Projected Ending Fund Balances, December 31, 2017	\$ 6,140,541	\$ 235,842	\$ 3,003,309	\$ 7,579,893	\$ 3,269,145	\$ 1,436,365
Decision Packages:						
Decision Packages Expenditures:	(375,792)	(39,885)	(26,200)	(81,640)	(8,361,725)	-
Related Revenues	(24,900)	-	-	-	7,985,919	-
Fund Transfers In:	-	-	-	-	375,806	-
Fund Transfers (Out):	(375,806)	-	-	-	-	-
Debt Proceeds:	-	-	-	-	-	-
Total Decision Packages	(776,498)	(39,885)	(26,200)	(81,640)	-	-
Assigned Ending Fund Balance	2,662,680	-	-	-	152,876	-
Adjusted Ending Fund Balances, December 31, 2017	\$ 2,881,363	\$ 195,957	\$ 2,977,109	\$ 7,498,053	\$ 3,116,269	\$ 1,436,365
Totals for Budget Ordinance Sources	\$ 17,448,496	\$ 1,489,834	\$ 4,460,180	\$ 10,310,425	\$ 16,601,102	\$ 1,436,365
Totals for Budget Ordinance Uses	\$ (17,448,496)	\$ (1,489,834)	\$ (4,460,180)	\$ (10,310,425)	\$ (16,601,102)	\$ (1,436,365)

2017

City of Covington
Adopted Budget - By Fund
For the Fiscal Year 2017

Contingency Fund	Real Estate Excise Tax Fund 1st Qtr%	Real Estate Excise Tax Fund 2nd Qtr%	L.I.D. 99-01 Fund	L.I.D. Guaranty Fund	Long-Term Debt Service Fund	Unemployment Insurance Reserve Fund	Equipment Replacement Fund	Total
\$ 421,746	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 320,498	\$ 1,075,308	\$ 24,370,838
-	250,550	250,550	33,010	-	-	55,790	205,999	21,314,824
-	-	-	-	-	(1,181,742)	(15,000)	(170,108)	(22,126,338)
-	-	-	-	33,010	1,181,742	-	-	1,552,314
-	(250,550)	(250,550)	(33,010)	(33,010)	-	-	-	(1,552,314)
-	-	-	-	-	-	40,790	35,891	(811,714)
\$ 421,746	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 361,286	\$ 1,111,197	\$ 23,559,124
-	-	-	-	-	-	-	-	(8,885,242)
-	-	-	-	-	-	-	1,865	7,982,884
-	-	-	-	-	-	-	-	375,806
-	-	-	-	-	-	-	-	(375,806)
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	1,865	(922,358)
-	-	-	-	-	-	-	-	2,835,556
\$ 421,746	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 361,286	\$ 1,113,062	\$ 19,801,210
\$ 421,746	\$ 250,550	\$ 250,550	\$ 33,010	\$ 33,010	\$ 1,181,742	\$ 376,286	\$ 1,283,170	\$ 55,576,466
\$ (421,746)	\$ (250,550)	\$ (250,550)	\$ (33,010)	\$ (33,010)	\$ (1,181,742)	\$ (376,286)	\$ (1,283,170)	\$ (55,576,466)

City of Covington
Employee Positions/Salary Range Schedule
For the Fiscal Year 2017

EXHIBIT B

Position	Salary Range Annual		
City Manager	\$ 152,000	-	\$ 181,496
Community Development Director	\$ 120,401	-	\$ 143,764
Finance Director	\$ 120,401	-	\$ 143,764
Parks & Recreation Director	\$ 120,401	-	\$ 143,764
Public Works Director	\$ 120,401	-	\$ 143,764
Chief Building Official	\$ 104,034	-	\$ 124,222
City Engineer	\$ 98,145	-	\$ 117,191
Development Review Engineer	\$ 87,350	-	\$ 104,301
Deputy Building Official	\$ 87,350	-	\$ 104,301
Senior Information Systems Administrator	\$ 84,877	-	\$ 101,347
City Clerk/Executive Assistant	\$ 82,405	-	\$ 98,395
Personnel Manager	\$ 80,074	-	\$ 95,613
Principal Planner	\$ 80,074	-	\$ 95,613
Senior Accountant	\$ 77,742	-	\$ 92,828
Maintenance Supervisor	\$ 77,742	-	\$ 92,828
Communications & Marketing Manager	\$ 77,742	-	\$ 92,828
Plans Examiner/Building Inspector	\$ 77,742	-	\$ 92,828
Recreation Manager	\$ 77,742	-	\$ 92,828
Senior Planner	\$ 75,541	-	\$ 90,199
Aquatic Supervisor	\$ 73,340	-	\$ 87,571
Senior Permit Center Coordinator	\$ 73,340	-	\$ 87,571
Surface Water Management Program Coordinator	\$ 71,222	-	\$ 85,044
Construction Inspector/Engineering Technician	\$ 69,189	-	\$ 82,615
Parks Project Manager	\$ 69,189	-	\$ 82,615

City of Covington
Employee Positions/Salary Range Schedule
For the Fiscal Year 2017

Position	Salary Range Annual		
Senior Lead Maintenance Worker	\$ 69,189	-	\$ 82,615
Associate Planner/Code Enforcement Officer	\$ 67,230	-	\$ 80,276
Personnel & Senior Human Services Planner	\$ 67,230	-	\$ 80,276
Programs Supervisor/Public Works	\$ 67,230	-	\$ 80,276
Accountant I	\$ 65,272	-	\$ 77,938
Engineering Technician/GIS Coordinator	\$ 65,272	-	\$ 77,938
Personnel & Human Services Analyst	\$ 63,425	-	\$ 75,734
Senior Deputy City Clerk	\$ 63,425	-	\$ 75,734
Lead Maintenance Worker	\$ 61,579	-	\$ 73,529
Senior Accounting Clerk	\$ 58,094	-	\$ 69,366
Aquatics Specialist	\$ 54,804	-	\$ 65,438
Athletics Specialist	\$ 54,804	-	\$ 65,438
Customer Service Specialist	\$ 54,804	-	\$ 65,438
Desktop Support Technician	\$ 54,804	-	\$ 65,438
Maintenance Worker II	\$ 53,254	-	\$ 63,589
Executive Department Assistant/Receptionist	\$ 50,239	-	\$ 59,987
Permit/Planning Technician	\$ 48,774	-	\$ 58,239
Office Technician II/Executive Office	\$ 47,394	-	\$ 56,590
Maintenance Worker I	\$ 47,394	-	\$ 56,590
Management Assistant	\$ 42,181	-	\$ 50,365
Recreation Instructor	\$ 40,298	-	\$ 48,119
Water Safety Instructor II	\$ 36,686	-	\$ 43,807
Specialty Instructor	\$ 34,610	-	\$ 41,327
Water Safety Instructor	\$ 34,610	-	\$ 41,327

City of Covington
Employee Positions/Salary Range Schedule
For the Fiscal Year 2017

Position	Salary Range Annual
Recreation Assistant	\$ 34,610 - \$ 41,327
Engineering/GIS Intern	\$ 30,629 - \$ 36,572
Finance Assistant	\$ 30,629 - \$ 36,572
Aquatics Lead	\$ 29,167 - \$ 34,826
Lifeguard II	\$ 29,167 - \$ 34,826
Maintenance Worker (Seasonal)	\$ 28,870 - \$ 34,472
Lifeguard	\$ 27,517 - \$ 32,856
Recreation Lead	\$ 27,517 - \$ 32,856
Referee	\$ 22,146 - \$ 26,443
Recreation Aide	\$12/hr flat rate
Office Assistant	\$12/hr flat rate
Intern - Parks & Recreation	\$1,000/stipend