

**ORDINANCE NO. 15-13**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINGTON, WASHINGTON, ADOPTING THE CY2014 OPERATING AND CAPITAL BUDGET AND IMPLEMENTING THE CY2014 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 2014 was prepared and filed with the City Clerk; and

WHEREAS, public hearings were scheduled and properly noticed for October 22, 2013, at 7:00 pm and November 26, 2013, at 7:00 pm for the purpose of making and adopting the final budget for the year 2014; 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 2014 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 2014 is hereby adopted at the fund level in its final form and content as set forth in the document entitled "City of Covington 2014 Budget" dated December 10, 2013, 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 2014, 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 2014 as set forth below:

<u>FUND</u>	<u>AMOUNT</u>
General Fund	\$12,756,537
Parks and Recreation Fund	2,179,266
Development Services Fund	2,779,730
Street Fund	1,281,687
Surface Water Management Fund	9,606,667
Capital Investment Program	3,559,518
Local Improvement District	36,991
LID Guaranty Fund	36,491
Unemployment Reserve Fund	224,481
Equipment Replacement Fund	657,421
Cumulative Reserve Fund	1,388,368
Contingency Fund	416,932
Real Estate Excise Tax Fund 1 <sup>st</sup> Qtr	240,100
Real Estate Excise Tax Fund 2 <sup>nd</sup> Qtr	240,100
Long-Term Debt Service Fund	<u>1,278,415</u>
<b>Total All Funds</b>	<b><u>\$36,682,704</u></b>

Section 3. The 2014 budget provides funding for and it is hereby authorized that a 1.1603% Cost of Living Adjustment (COLA) for all regular (non-contract) city employees is to take effect on January 1, 2014.

Section 4. The 2014 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 2014 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 Fund, 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.

Adopted by the Council on this 10<sup>th</sup> day of December, 2013.

  
\_\_\_\_\_  
Mayor Margaret Harto

ATTESTED:

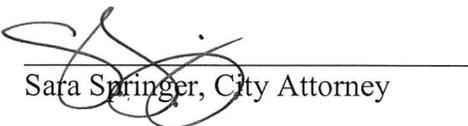
PUBLISHED: December 13, 2013



EFFECTIVE: December 18, 2013

\_\_\_\_\_  
Sharon Scott, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Sara Springer, City Attorney

2014

EXHIBIT A

City of Covington  
 Adopted - By Fund  
 For the Fiscal Year 2014

	General Fund	Street Fund	Development Services Fund	Parks Fund	Surface Water Management Fund	Capital Investment Program Fund	Cumulative Reserve Fund
Beginning Fund Balances (Projected), January 1, 2014	\$ 3,785,530	\$ 406,717	\$ 1,833,562	\$ 257,581	\$ 7,737,294	\$ 1,650,869	\$ 1,379,768
Projected Revenues:	8,934,516	595,640	946,188	1,251,006	1,820,058	1,908,649	8,600
Projected Expenditures:	(7,087,410)	(913,226)	(1,007,585)	(1,588,574)	(1,834,432)	(2,221,900)	-
Fund Transfers In:	36,491	279,330	-	586,284	-	-	-
Fund Transfers (Out):	(1,603,276)	-	-	(27,483)	-	(33,070)	-
Excess (Deficiency) of Revenues Over Expenditures	280,321	(38,256)	(61,417)	221,233	(14,374)	(346,321)	8,600
Base Budget Projected Ending Fund Balances, December 31, 2014	\$ 4,065,851	\$ 368,461	\$ 1,772,145	\$ 478,814	\$ 7,722,920	\$ 1,304,548	\$ 1,388,368
<b>Decision Packages:</b>							
Decision Packages Expenditures:	(234,466)	(36,711)	(67,077)	(273,045)	(131,586)	-	-
Related Revenues	-	-	-	66,295	49,315	-	-
Fund Transfers In:	-	-	-	18,100	-	-	-
Fund Transfers (Out):	(18,100)	-	-	-	-	-	-
Debt Proceeds:	-	-	-	-	-	-	-
Total Decision Packages	(252,566)	(36,711)	(67,077)	(188,650)	(82,271)	-	-
Assigned Ending Fund Balance	3,081,097	-	-	-	-	49,479	-
Adjusted Ending Fund Balances, December 31, 2014	\$ 732,188	\$ 331,750	\$ 1,705,068	\$ 290,164	\$ 7,640,649	\$ 1,255,069	\$ 1,388,368
Totals for Budget Ordinance Sources	\$ 12,756,537	\$ 1,281,687	\$ 2,779,730	\$ 2,179,266	\$ 9,606,667	\$ 3,559,518	\$ 1,388,368
Totals for Budget Ordinance Uses	(12,756,537)	(1,281,687)	(2,779,730)	(2,179,266)	(9,606,667)	(3,559,518)	(1,388,368)

# 2014

City of Covington  
Adopted - By Fund  
For the Fiscal Year 2014

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
\$ 416,932	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 181,940	\$ 516,793	\$ 18,166,986
-	240,100	240,100	36,991	-	-	42,541	132,128	16,156,497
-	-	-	(500)	-	(1,278,415)	(50,000)	(122,628)	(16,104,670)
-	(240,100)	(240,100)	(36,491)	36,491	1,278,415	-	-	2,217,011
-	-	-	-	(36,491)	-	-	-	(2,217,011)
-	-	-	-	-	-	(7,459)	9,500	51,827
\$ 416,932	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 174,481	\$ 526,293	\$ 18,218,813
-	-	-	-	-	-	-	-	(742,885)
-	-	-	-	-	-	-	8,500	124,110
-	-	-	-	-	-	-	-	18,100
-	-	-	-	-	-	-	-	(18,100)
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	8,500	(618,775)
-	-	-	-	-	-	-	-	3,130,576
\$ 416,932	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 174,481	\$ 534,793	\$ 14,469,462
\$ 416,932	\$ 240,100	\$ 240,100	\$ 36,991	\$ 36,491	\$ 1,278,415	\$ 224,481	\$ 657,421	\$ 36,682,704
(416,932)	(240,100)	(240,100)	(36,991)	(36,491)	(1,278,415)	(224,481)	(657,421)	\$ (36,682,704)

**City of Covington**  
**Employee Positions/Salary Range Schedule**  
**For the Fiscal Year 2014**

**EXHIBIT B**

<b>Position</b>	<b>Salary Range</b>	
	<b>Annual</b>	
City Manager	\$ 143,472	- \$ 171,312
Community Development Director	\$ 113,645	- \$ 135,697
Finance Director	\$ 113,645	- \$ 135,697
Parks & Recreation Director	\$ 113,645	- \$ 135,697
Public Works Director	\$ 113,645	- \$ 135,697
Chief Building Official	\$ 98,197	- \$ 117,252
Building Official	\$ 92,639	- \$ 110,616
City Engineer	\$ 92,639	- \$ 110,616
Development Review Engineer	\$ 82,449	- \$ 98,448
Senior Information Systems Administrator	\$ 80,115	- \$ 95,661
City Clerk/Executive Assistant	\$ 77,781	- \$ 92,874
Personnel Manager	\$ 75,581	- \$ 90,247
Principal Planner	\$ 75,581	- \$ 90,247
Senior Accountant	\$ 73,379	- \$ 87,617
Maintenance Supervisor	\$ 73,379	- \$ 87,617
Communications & Marketing Manager	\$ 73,379	- \$ 87,617
Plans Examiner/Building Inspector	\$ 73,379	- \$ 87,617
Recreation Manager	\$ 73,379	- \$ 87,617
Senior Planner	\$ 71,302	- \$ 85,138
Aquatic Supervisor	\$ 69,225	- \$ 82,658
Surface Water Management Program Coordinator	\$ 67,226	- \$ 80,272
Permit Center Coordinator	\$ 65,307	- \$ 77,980
Construction Inspector	\$ 65,307	- \$ 77,980
Parks Planner	\$ 65,307	- \$ 77,980

**City of Covington**  
**Employee Positions/Salary Range Schedule**  
**For the Fiscal Year 2014**

<b>Position</b>	<b>Salary Range</b>	
	<b>Annual</b>	
Associate Planner	\$ 63,458	- \$ 75,773
Accountant I	\$ 61,610	- \$ 73,566
Programs Supervisor/Public Works	\$ 63,458	- \$ 75,773
Code Enforcement Officer	\$ 61,610	- \$ 73,566
Engineering Technician/GIS Coordinator	\$ 61,610	- \$ 73,566
Personnel & Human Services Analyst	\$ 59,866	- \$ 71,483
Senior Deputy City Clerk	\$ 59,866	- \$ 71,483
Finance Specialist	\$ 58,124	- \$ 69,403
Maintenance Worker	\$ 58,124	- \$ 69,403
Assistant Planner	\$ 54,834	- \$ 65,474
Accounting Clerk	\$ 51,729	- \$ 61,767
Aquatics Specialist	\$ 51,729	- \$ 61,767
Executive Department Assistant/Receptionist	\$ 47,420	- \$ 56,622
Office Technician II/Executive Office	\$ 44,735	- \$ 53,415
Management Assistant	\$ 39,814	- \$ 47,539
Water Safety Instructor II	\$ 34,628	- \$ 41,347
Specialty Instructor	\$ 32,667	- \$ 39,006
Water Safety Instructor	\$ 32,667	- \$ 39,006
Recreation Assistant	\$ 32,667	- \$ 39,006
Engineering/GIS Intern	\$ 28,910	- \$ 34,519
Aquatics Lead	\$ 27,531	- \$ 32,875
Lifeguard II	\$ 27,531	- \$ 32,875
Maintenance Worker (Seasonal)	\$ 27,250	- \$ 32,538
Lifeguard	\$ 25,973	- \$ 31,013

**City of Covington**  
**Employee Positions/Salary Range Schedule**  
**For the Fiscal Year 2014**

<b>Position</b>	<b>Salary Range Annual</b>
Recreation Aide	\$12/hr flat rate
Office Assistant	\$12/hr flat rate