

ORDINANCE NO. 20-15

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINGTON, WASHINGTON, ADOPTING THE CY2016 OPERATING AND CAPITAL BUDGET AND IMPLEMENTING THE CY2016 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 2016 was prepared and filed with the City Clerk; and

WHEREAS, public hearings were scheduled and properly noticed for October 27, 2015, at 7:00 pm and November 24, 2015, at 7:00 pm for the purpose of making and adopting the final budget for the year 2016; 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 2016 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 2016 is hereby adopted at the fund level in its final form and content as set forth in the document entitled "City of Covington 2016 Budget" dated December 8, 2015, 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 2016, 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 2016 as set forth below:

<u>FUND</u>		<u>AMOUNT</u>
General Fund	\$	15,344,516
Street Fund		1,577,571
Development Services Fund		4,052,507
Surface Water Management Fund		10,282,456
Capital Investment Program Fund		5,262,759
Cumulative Reserve Fund		1,429,679
Contingency Fund		421,746
Real Estate Excise Tax Fund 1 st Qtr		200,000
Real Estate Excise Tax Fund 2 nd Qtr		200,000
Local Improvement District Fund		34,350
LID Guaranty Fund		34,350
Long-Term Debt Service Fund		1,278,465
Unemployment Reserve Fund		329,968
Equipment Replacement Fund		1,121,547
Total All Funds	\$	<u>41,569,914</u>

Section 3. The 2016 budget provides funding for and it is hereby authorized that a 1.6072% Cost of Living Adjustment (COLA) for all regular (non-contract) city employees is to take effect on January 1, 2016.

Section 4. The 2016 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 2016 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 8th day of December, 2015.


Mayor Margaret Harto

ATTESTED:


Sharon Scott, City Clerk

PUBLISHED: December 11, 2015

EFFECTIVE: December 16, 2015

APPROVED AS TO FORM ONLY:


Sara Springer, City Attorney

2016

EXHIBIT A

City of Covington
Adopted Budget - By Fund
For the Fiscal Year 2016

	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	\$ 4,150,161	\$ 556,590	\$ 2,794,277	\$ 8,072,456	\$ 2,769,786	\$ 1,420,479
Projected Revenues:	11,160,005	809,295	1,258,230	2,210,000	1,130,866	3,200
Projected Expenditures:	(9,675,128)	(1,162,589)	(1,301,699)	(2,648,594)	(1,386,832)	-
Fund Transfers In:	34,350	211,686	-	-	-	6,000
Fund Transfers (Out):	(1,090,151)	(6,000)	-	-	-	-
Excess (Deficiency) of Revenues Over Expenditures	429,076	(147,608)	(43,469)	(438,594)	(255,966)	9,200
Base Budget Projected Ending Fund Balances, December 31, 2016	\$ 4,579,237	\$ 408,982	\$ 2,750,808	\$ 7,633,862	\$ 2,513,820	\$ 1,429,679
Decision Packages:						
Decision Packages Expenditures:	(512,145)	(81,664)	(144,020)	(113,660)	(1,547,900)	-
Related Revenues	-	-	-	-	1,302,107	-
Fund Transfers In:	-	-	-	-	60,000	-
Fund Transfers (Out):	(60,000)	-	-	-	-	-
Debt Proceeds:	-	-	-	-	-	-
Total Decision Packages	(572,145)	(81,664)	(144,020)	(113,660)	(185,793)	-
Assigned Ending Fund Balance	1,969,637	-	-	-	152,876	-
Adjusted Ending Fund Balances, December 31, 2016	\$ 2,037,455	\$ 327,318	\$ 2,606,788	\$ 7,520,202	\$ 2,175,151	\$ 1,429,679
Totals for Budget Ordinance Sources	\$ 15,344,516	\$ 1,577,571	\$ 4,052,507	\$ 10,282,456	\$ 5,262,759	\$ 1,429,679
Totals for Budget Ordinance Uses	\$ (15,344,516)	\$ (1,577,571)	\$ (4,052,507)	\$ (10,282,456)	\$ (5,262,759)	\$ (1,429,679)

2016

City of Covington
Adopted Budget - By Fund
For the Fiscal Year 2016

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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 278,254	\$ 954,003	\$ 21,417,762
-	200,000	200,000	34,350	-	-	51,714	167,544	17,225,204
-	-	-	-	-	(1,278,465)	(50,000)	(106,509)	(17,609,815)
-	-	-	-	34,350	1,278,465	-	-	1,564,851
-	(200,000)	(200,000)	(34,350)	(34,350)	-	-	-	(1,564,851)
-	-	-	-	-	-	1,714	61,036	(394,611)
\$ 421,746	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 279,968	\$ 1,015,039	\$ 21,033,141
-	-	-	-	-	-	-	-	(2,399,389)
-	-	-	-	-	-	-	-	1,302,107
-	-	-	-	-	-	-	-	60,000
-	-	-	-	-	-	-	-	(60,000)
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	(1,097,282)
-	-	-	-	-	-	-	-	2,122,513
\$ 421,746	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 279,968	\$ 1,015,039	\$ 17,813,346
\$ 421,746	\$ 200,000	\$ 200,000	\$ 34,350	\$ 34,350	\$ 1,278,465	\$ 329,968	\$ 1,121,547	\$ 41,569,914
\$ (421,746)	\$ (200,000)	\$ (200,000)	\$ (34,350)	\$ (34,350)	\$ (1,278,465)	\$ (329,968)	\$ (1,121,547)	\$ (41,569,914)

City of Covington
Employee Positions/Salary Range Schedule
For the Fiscal Year 2016

EXHIBIT B

Position	Salary Range	
	Annual	
City Manager	\$ 149,029	- \$ 177,948
Community Development Director	\$ 118,047	- \$ 140,954
Finance Director	\$ 118,047	- \$ 140,954
Parks & Recreation Director	\$ 118,047	- \$ 140,954
Public Works Director	\$ 118,047	- \$ 140,954
Chief Building Official	\$ 102,000	- \$ 121,793
City Engineer	\$ 96,227	- \$ 114,901
Development Review Engineer	\$ 85,643	- \$ 102,263
Deputy Building Official	\$ 85,643	- \$ 102,263
Senior Information Systems Administrator	\$ 83,218	- \$ 99,367
City Clerk/Executive Assistant	\$ 80,794	- \$ 96,473
Personnel Manager	\$ 78,509	- \$ 93,744
Principal Planner	\$ 78,509	- \$ 93,744
Senior Accountant	\$ 76,222	- \$ 91,014
Maintenance Supervisor	\$ 76,222	- \$ 91,014
Communications & Marketing Manager	\$ 76,222	- \$ 91,014
Plans Examiner/Building Inspector	\$ 76,222	- \$ 91,014
Recreation Manager	\$ 76,222	- \$ 91,014
Senior Planner	\$ 74,064	- \$ 88,437
Aquatic Supervisor	\$ 71,906	- \$ 85,860
Surface Water Management Program Coordinator	\$ 69,830	- \$ 83,381
Permit Center Coordinator	\$ 67,837	- \$ 81,001
Construction Inspector	\$ 67,837	- \$ 81,001
Parks Planner	\$ 67,837	- \$ 81,001

City of Covington
Employee Positions/Salary Range Schedule
For the Fiscal Year 2016

Position	Salary Range		
	Annual		
Associate Planner/Code Enforcement Officer	\$	65,916	- \$ 78,707
Programs Supervisor/Public Works	\$	65,916	- \$ 78,707
Accountant I	\$	63,996	- \$ 76,415
Engineering Technician/GIS Coordinator	\$	63,996	- \$ 76,415
Personnel & Human Services Analyst	\$	62,185	- \$ 74,254
Senior Deputy City Clerk	\$	62,185	- \$ 74,254
Maintenance Worker	\$	60,375	- \$ 72,092
Senior Accounting Clerk	\$	56,958	- \$ 68,011
Aquatics Specialist	\$	53,733	- \$ 64,159
Athletics Specialist	\$	53,733	- \$ 64,159
Recreation Specialist	\$	53,733	- \$ 64,159
Executive Department Assistant/Receptionist	\$	49,257	- \$ 58,816
Permit/Planning Technician	\$	47,821	- \$ 57,102
Customer Service Specialist	\$	46,468	- \$ 55,485
Office Technician II/Executive Office	\$	46,468	- \$ 55,485
Management Assistant	\$	41,356	- \$ 49,381
Water Safety Instructor II	\$	35,969	- \$ 42,948
Specialty Instructor	\$	33,933	- \$ 40,518
Water Safety Instructor	\$	33,933	- \$ 40,518
Recreation Assistant	\$	33,933	- \$ 40,518
Desktop Support Technician	\$	30,256	- \$ 36,128
Engineering/GIS Intern	\$	30,030	- \$ 35,857
Finance Assistant	\$	30,030	- \$ 35,857
Aquatics Lead	\$	28,597	- \$ 34,147

City of Covington
Employee Positions/Salary Range Schedule
For the Fiscal Year 2016

Position	Salary Range Annual
Lifeguard II	\$ 28,597 - \$ 34,147
Maintenance Worker (Seasonal)	\$ 28,306 - \$ 33,799
Lifeguard	\$ 26,979 - \$ 32,214
Recreation Lead	\$ 26,979 - \$ 32,214
Referee	\$ 21,713 - \$ 25,926
Recreation Aide	\$12/hr flat rate
Office Assistant	\$12/hr flat rate