

**ORDINANCE NO. 14-2018**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINGTON, WASHINGTON, ADOPTING THE CY2019 OPERATING AND CAPITAL BUDGET AND IMPLEMENTING THE CY2019 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 2019 was prepared and filed with the City Clerk; and

WHEREAS, public hearings were scheduled and properly noticed for November 13, 2018, at 7:00 pm and November 27, 2018 at 7:00 pm for the purpose of making and adopting the final budget for the year 2019; 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 2019 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 2019 is hereby adopted at the fund level in its final form and content as set forth in the document entitled "City of Covington 2019 Budget" dated December 11, 2018, 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 2019, 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 2019 as set forth below:

<u>FUND</u>	<u>AMOUNT</u>
General Fund	\$22,665,521
Street Fund	1,963,698
Development Services Fund	6,532,526
Surface Water Management Fund	11,007,503
Capital Investment Program Fund	16,336,382
Cumulative Reserve Fund	1,485,054
Contingency Fund	414,320
Real Estate Excise Tax Fund 1 <sup>st</sup> Qtr	501,500
Real Estate Excise Tax Fund 2 <sup>nd</sup> Qtr	501,500
Local Improvement District 99-01 Fund	30,350
Local Improvement District 99-01 Guaranty Fund	30,350
Long-Term Debt Service Fund	1,180,143
Unemployment Insurance Reserve Fund	521,178
Equipment Replacement Fund	<u>1,352,663</u>
<b>Total All Funds</b>	<b><u>\$64,522,688</u></b>

Section 3. The 2019 budget provides funding for and it is hereby authorized that a 3.6495% Cost of Living Adjustment (COLA) for all regular (non-contract) city employees is to take effect on January 1, 2019.

Section 4. The 2019 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 2019 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. 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. A copy of the final budget as adopted herein shall be filed with the City Clerk and shall be available for use by the public.

Section 8. 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.

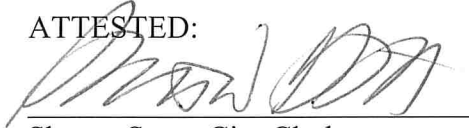
Section 9. If any provision of this ordinance, or ordinance modified by it, is determined to be invalid or unenforceable for any reason, the remaining provisions of this ordinance, and ordinances and/or resolutions modified by it, shall remain in force and effect.

Section 10. This ordinance shall be in force and take effect five (5) days after its publication according to law.

Passed by the Council on this 11<sup>th</sup> day of December 2018.

  
\_\_\_\_\_  
Mayor Jeff Wagner

ATTESTED:

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

PUBLISHED: December 14, 2018

EFFECTIVE: December 19, 2018

APPROVED AS TO FORM ONLY:

  
\_\_\_\_\_  
Kathy Hardy, City Attorney

2019

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EXHIBIT A

City of Covington  
Proposed Budget - By Fund  
For the Fiscal Year 2019

	General Fund	Street Fund	Development Services Fund	Surface Water Management Fund	Capital Investment Program Fund	Cumulative Reserve Fund
Beginning Fund Balances (Projected), January 1, 2019	\$ 9,115,649	\$ 165,859	\$ 4,917,454	\$ 8,353,003	\$ 4,387,943	\$ 1,465,054
Projected Revenues:	13,479,569	1,074,710	1,615,072	2,654,500	10,730,174	-
Projected Expenditures:	(12,240,311)	(1,369,021)	(1,858,931)	(2,531,215)	(11,336,890)	-
Fund Transfers In:	30,350	323,854	-	-	220,080	20,000
Fund Transfers (Out):	(521,077)	(20,000)	-	(200,000)	-	-
Excess (Deficiency) of Revenues Over Expenditures	748,531	9,543	(243,859)	(78,715)	(386,836)	20,000
Base Budget Projected Ending Fund Balances, December 31, 2019	\$ 9,864,180	\$ 175,402	\$ 4,673,595	\$ 8,276,288	\$ 4,001,307	\$ 1,485,054
<b>Decision Packages:</b>						
Decision Packages Expenditures:	(321,368)	(35,000)	(15,645)	(113,300)	(998,185)	-
Related Revenues	15,350	-	-	-	-	-
Fund Transfers In:	24,603	399,275	-	-	998,185	-
Fund Transfers (Out):	(698,730)	(399,275)	-	(299,455)	-	-
Debt Proceeds:	-	-	-	-	-	-
Total Decision Packages	(980,145)	(35,000)	(15,645)	(412,755)	-	-
Assigned Ending Fund Balance	6,371,699	-	-	-	-	-
Adjusted Ending Fund Balances, December 31, 2019	\$ 2,512,336	\$ 140,402	\$ 4,657,950	\$ 7,863,533	\$ 4,001,307	\$ 1,485,054
Totals for Budget Ordinance Sources	\$ 22,665,521	\$ 1,963,698	\$ 6,532,526	\$ 11,007,503	\$ 16,336,382	\$ 1,485,054
Totals for Budget Ordinance Uses	\$ (22,665,521)	\$ (1,963,698)	\$ (6,532,526)	\$ (11,007,503)	\$ (16,336,382)	\$ (1,485,054)

2019

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EXHIBIT A

City of Covington  
 Proposed Budget - By Fund  
 For the Fiscal Year 2019

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
\$ 414,320	\$ 8,742	\$ 8,741	\$ -	\$ -	\$ -	\$ 450,503	\$ 1,144,099	\$ 30,431,367
-	492,758	492,759	30,350	-	-	70,675	203,062	30,843,629
-	-	-	-	-	(1,180,143)	(15,000)	(55,960)	(30,587,471)
-	-	-	-	30,350	1,180,143	-	-	1,804,777
-	(501,500)	(501,500)	(30,350)	(30,350)	-	-	-	(1,804,777)
-	(8,742)	(8,741)	-	-	-	55,675	147,102	256,168
\$ 414,320	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 506,178	\$ 1,291,201	\$ 30,687,525
-	-	-	-	-	-	-	-	(1,483,498)
-	-	-	-	-	-	-	5,502	20,852
-	-	-	-	-	-	-	-	1,422,063
-	-	-	-	-	-	-	(24,603)	(1,422,063)
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	(19,101)	(1,462,646)
-	-	-	-	-	-	-	-	6,371,699
\$ 414,320	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 506,178	\$ 1,272,100	\$ 22,853,180
\$ 414,320	\$ 501,500	\$ 501,500	\$ 30,350	\$ 30,350	\$ 1,180,143	\$ 521,178	\$ 1,352,663	\$ 64,522,688
\$ (414,320)	\$ (501,500)	\$ (501,500)	\$ (30,350)	\$ (30,350)	\$ (1,180,143)	\$ (521,178)	\$ (1,352,663)	\$ (64,522,688)

**City of Covington**  
**Employee Positions/Salary Range Schedule**  
**For the Fiscal Year 2019**

**ORDINANCE NO. 14-2018**  
**EXHIBIT B**

<b>Position</b>	<b>Salary Range</b>	
	<b>Annual</b>	
City Manager	\$ 162,325	- \$ 193,824
City Attorney	\$ 128,580	- \$ 153,531
Community Development Director	\$ 128,580	- \$ 153,531
Finance Director	\$ 128,580	- \$ 153,531
Parks & Recreation Director	\$ 128,580	- \$ 153,531
Public Works Director	\$ 128,580	- \$ 153,531
Chief Building Official	\$ 111,102	- \$ 132,661
City Engineer	\$ 104,812	- \$ 125,151
IT Manager	\$ 96,082	\$ 114,727
Personnel Manager	\$ 96,082	- \$ 114,727
Deputy Building Official	\$ 93,285	- \$ 111,388
Development Review Engineer	\$ 93,285	- \$ 111,388
Principal Planner	\$ 90,642	- \$ 108,231
Aquatic Manager	\$ 88,004	- \$ 105,081
City Clerk/Executive Assistant	\$ 88,004	- \$ 105,081
Operations & Maintenance Manager	\$ 88,004	- \$ 105,081
Parks Planning & Development Manager	\$ 88,004	- \$ 105,081
Recreation & Cultural Arts Manager	\$ 88,004	- \$ 105,081
Surface Water Management Program Coordinator	\$ 85,514	- \$ 102,107
Communications & Marketing Manager	\$ 83,023	- \$ 99,133
Senior Accountant	\$ 83,023	- \$ 99,133
Senior Planner	\$ 80,672	- \$ 96,328
Construction Inspector/GIS Coordinator	\$ 78,323	- \$ 93,523
Programs Supervisor/Public Works	\$ 78,323	- \$ 93,523

**City of Covington**  
**Employee Positions/Salary Range Schedule**  
**For the Fiscal Year 2019**

<b>Position</b>	<b>Salary Range Annual</b>		
Senior Permit Center Coordinator	\$ 78,323	-	\$ 93,523
Senior Lead Maintenance Worker	\$ 73,890	-	\$ 88,229
Senior Deputy City Clerk	\$ 71,797	-	\$ 85,730
Personnel & Human Services Planner	\$ 71,797	-	\$ 85,730
Accountant I	\$ 69,706	-	\$ 83,233
Building Inspector	\$ 69,706	-	\$ 83,233
Engineering Technician	\$ 69,706	-	\$ 83,233
Assistant Planner/Code Enforcement Officer	\$ 65,762	-	\$ 78,523
Lead Maintenance Worker	\$ 65,762	-	\$ 78,523
Senior Accounting Clerk	\$ 62,040	-	\$ 74,080
Maintenance Worker II	\$ 60,284	-	\$ 71,984
Aquatics Specialist	\$ 58,527	-	\$ 69,884
Athletics Specialist	\$ 58,527	-	\$ 69,884
Customer Service Specialist	\$ 58,527	-	\$ 69,884
Desktop Support Technician	\$ 58,527	-	\$ 69,884
Recreation Specialist	\$ 58,527	-	\$ 69,884
Permit/Planning Technician	\$ 55,216	-	\$ 65,929
Executive Department Assistant/Receptionist	\$ 53,652	-	\$ 64,065
Aquatic Center Maintenance Technician	\$ 50,614	-	\$ 60,435
Office Technician II/Executive Office	\$ 50,614	-	\$ 60,435
Maintenance Worker I	\$ 50,614	-	\$ 60,435
Management Assistant	\$ 49,140	-	\$ 58,675
Recreation Assistant	\$ 47,747	-	\$ 57,012
Finance Assistant II	\$ 45,046	-	\$ 53,788

**City of Covington**  
**Employee Positions/Salary Range Schedule**  
**For the Fiscal Year 2019**

<b>Position</b>	<b>Salary Range Annual</b>
Aquatics Assistant	\$ 43,735 - \$ 52,222
Maintenance Aide	\$ 43,735 - \$ 52,222
Water Safety Instructor II	\$ 39,178 - \$ 46,781
Specialty Instructor	\$ 36,961 - \$ 44,133
Water Safety Instructor	\$ 36,961 - \$ 44,133
Maintenance Aide (Seasonal)	\$ 34,438 - \$ 41,121
Aquatics Lead	\$ 34,261 - \$ 40,910
Office Assistant III	\$ 33,653 - \$ 40,183
Intern	\$ 32,710 - \$ 39,057
Finance Assistant I	\$ 32,710 - \$ 39,057
Lifeguard II	\$ 31,149 - \$ 37,192
Office Assistant II	\$ 29,942 - \$ 35,752
Lifeguard	\$ 29,387 - \$ 35,089
Facility Attendant	\$24.88/hr flat rate
Facility Monitor	\$12.44/hr flat rate
Office Assistant I	\$12.44/hr flat rate
Recreation Aide II	\$15.55/hr flat rate
Recreation Aide I	\$13.99/hr flat rate
Recreation Instructor II	\$25.91/hr flat rate
Recreation Instructor I	\$23.32/hr flat rate
Recreation Lead II	\$18.14/hr flat rate
Recreation Lead I	\$16.07/hr flat rate
Referee II	\$17.62/hr flat rate
Referee I	\$15.55/hr flat rate