

ORDINANCE NO. 20-2019

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINGTON, WASHINGTON, ADOPTING THE CY2020 OPERATING AND CAPITAL BUDGET AND IMPLEMENTING THE CY2020 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 2020 was prepared and filed with the City Clerk; and

WHEREAS, public hearings were scheduled and properly noticed for November 12, 2019, at 7:00 pm and November 26, 2019 at 7:00 pm for the purpose of making and adopting the final budget for the year 2020; 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 2020 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 2020 is hereby adopted at the fund level in its final form and content as set forth in the document entitled "City of Covington 2020 Budget" dated December 10, 2019, 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 2020, 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 2020 as set forth below:

| <u>FUND</u> | <u>AMOUNT</u> |
|---|----------------------------|
| General Fund | \$23,474,621 |
| Street Fund | 1,447,680 |
| Development Services Fund | 6,697,544 |
| Surface Water Management Fund | 12,381,185 |
| Capital Investment Program | 30,532,618 |
| Cumulative Reserve Fund | 1,537,225 |
| Contingency Fund | 420,804 |
| Real Estate Excise Tax Fund 1 st Qtr | 567,357 |
| Real Estate Excise Tax Fund 2 nd Qtr | 567,356 |
| Long-Term Debt Service Fund | 1,182,168 |
| Unemployment Reserve Fund | 605,845 |
| Equipment Replacement Fund | <u>1,907,522</u> |
| Total All Funds | <u>\$81,321,925</u> |

Section 3. The 2020 budget provides funding for and it is hereby authorized that a 1.6847% Cost of Living Adjustment (COLA) for all regular (non-contract) city employees is to take effect on January 1, 2020.

Section 4. The 2020 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 2020 Salary Schedule for authorized positions is attached hereto as Exhibit "B", and incorporated herein by reference.

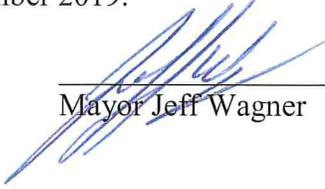
Section 6. A complete copy of the final budget as adopted herein shall be transmitted to the Division of Municipal Corporations in the office of the State Auditor and to the Municipal Research and Services Center of Washington. A copy of the final budget as adopted herein shall be filed with the City Clerk and shall be available for use by the public.

Section 7. 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 8. 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 9. This ordinance shall be in force and take effect five (5) days after its publication according to law.

Passed by the Council on this 10th day of December 2019.



Mayor Jeff Wagner

ATTESTED:

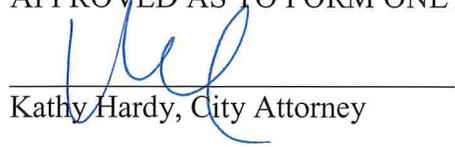


Sharon Scott, City Clerk

PUBLISHED: December 13, 2019

EFFECTIVE: December 18, 2019

APPROVED AS TO FORM ONLY:



Kathy Hardy, City Attorney

2020

City of Covington
Adopted Budget - By Fund
For the Fiscal Year 2020

| | General Fund | Street Fund | Development Services Fund | Surface Water Management Fund | Capital Investment Program Fund | Cumulative Reserve Fund |
|--|-----------------|----------------|---------------------------|-------------------------------|---------------------------------|-------------------------|
| Beginning Fund Balances (Projected), January 1, 2020 | \$ 9,717,760 | \$ 248,536 | \$ 4,996,451 | \$ 9,564,685 | \$ 5,904,277 | \$ 1,517,225 |
| Projected Revenues: | 13,756,861 | 690,000 | 1,701,093 | 2,816,500 | 23,996,426 | 20,000 |
| Projected Expenditures: | (12,856,484) | (1,195,241) | (2,195,362) | (2,558,817) | (26,105,904) | - |
| Fund Transfers In: | - | 509,144 | - | - | 484,110 | - |
| Fund Transfers (Out): | (1,040,709) | - | - | - | - | - |
| Excess (Deficiency) of Revenues Over Expenditures | (140,332) | 3,903 | (494,269) | 257,683 | (1,625,368) | 20,000 |
| Base Budget Projected Ending Fund Balances, December 31, 2020 | \$ 9,577,428 | \$ 252,439 | \$ 4,502,182 | \$ 9,822,368 | \$ 4,278,909 | \$ 1,537,225 |
| Decision Packages: | | | | | | |
| Decision Packages Expenditures: | (124,491) | (141,637) | (120,000) | (219,681) | (147,805) | - |
| Related Revenues | - | - | - | - | 147,805 | - |
| Fund Transfers In: | - | - | - | - | - | - |
| Fund Transfers (Out): | - | - | - | - | - | - |
| Debt Proceeds: | - | - | - | - | - | - |
| Total Decision Packages | (124,491) | (141,637) | (120,000) | (219,681) | - | - |
| Assigned Ending Fund Balance | 5,386,782 | - | - | - | - | - |
| Adjusted Ending Fund Balances, December 31, 2020 | \$ 4,066,155 | \$ 110,802 | \$ 4,382,182 | \$ 9,602,687 | \$ 4,278,909 | \$ 1,537,225 |
| Totals for Budget Ordinance Sources | \$ 23,474,621 | \$ 1,447,680 | \$ 6,697,544 | \$ 12,381,185 | \$ 30,532,618 | \$ 1,537,225 |
| Totals for Budget Ordinance Uses | \$ (23,474,621) | \$ (1,447,680) | \$ (6,697,544) | \$ (12,381,185) | \$ (30,532,618) | \$ (1,537,225) |
| % fund balance target | \$ 2,596,195 | \$ 133,688 | \$ 347,304 | | | |
| Fund balance policy | Meets 20% | Under 10% | Meets 15% | | | |
| Margin above/below the threshold | \$ 1,469,960 | \$ (22,886) | \$ 4,034,878 | | | |
| Debt Service Reserve | 1,182,168 | | | | | |
| Town Center Reserve | 2,327,940 | | | | | |
| Aquatic Center Reserve | 1,376,674 | | | | | |
| Park Reserve | 500,000 | | | | | |
| Total Reserved Fund Balance | 5,386,782 | | | | | |

2020

City of Covington
Adopted Budget - By Fund
For the Fiscal Year 2020

| Contingency Fund | Real Estate Excise Tax Fund 1st Qtr% | Real Estate Excise Tax Fund 2nd Qtr% | Long-Term Debt Service Fund | Unemployment Insurance Reserve Fund | Equipment Replacement Fund | Total |
|---------------------|--|--|-----------------------------------|--|----------------------------------|----------------------|
| \$ 420,804 | \$ 65,857 | \$ 65,856 | \$ - | \$ 524,453 | \$ 1,513,080 | \$ 34,538,984 |
| - | 501,500 | 501,500 | - | 81,392 | 206,448 | 44,271,720 |
| - | - | - | (1,182,168) | (15,000) | (57,344) | (46,166,320) |
| - | - | - | 1,182,168 | - | - | 2,175,422 |
| - | (567,357) | (567,356) | - | - | - | (2,175,422) |
| - | (65,857) | (65,856) | - | 66,392 | 149,104 | (1,894,600) |
| <u>\$ 420,804</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 590,845</u> | <u>\$ 1,662,184</u> | <u>\$ 32,644,384</u> |
| - | - | - | - | - | (213,400) | (967,014) |
| - | - | - | - | - | 187,994 | 335,799 |
| - | - | - | - | - | - | - |
| - | - | - | - | - | - | - |
| - | - | - | - | - | (25,406) | (631,215) |
| - | - | - | - | - | - | 5,386,782 |
| <u>\$ 420,804</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 590,845</u> | <u>\$ 1,636,778</u> | <u>\$ 26,626,387</u> |
| \$ 420,804 | \$ 567,357 | \$ 567,356 | \$ 1,182,168 | \$ 605,845 | \$ 1,907,522 | \$ 81,321,925 |
| \$ (420,804) | \$ (567,357) | \$ (567,356) | \$ (1,182,168) | \$ (605,845) | \$ (1,907,522) | \$ (81,321,925) |

City of Covington
Employee Positions/Salary Range Schedule
For the Fiscal Year 2020

| Position | Salary Range Annual | |
|--|------------------------|--------------|
| City Manager | \$ 165,060 | - \$ 197,089 |
| City Attorney | \$ 130,746 | - \$ 156,117 |
| Community Development Director | \$ 130,746 | - \$ 156,117 |
| Finance Director | \$ 130,746 | - \$ 156,117 |
| Parks & Recreation Director | \$ 130,746 | - \$ 156,117 |
| Public Works Director | \$ 130,746 | - \$ 156,117 |
| Chief Building Official | \$ 112,974 | - \$ 134,898 |
| City Engineer | \$ 106,578 | - \$ 127,260 |
| Planning Manager | \$ 103,561 | - \$ 123,658 |
| IT Manager | \$ 97,701 | \$ 116,661 |
| Personnel Manager | \$ 97,701 | - \$ 116,661 |
| Deputy Building Official | \$ 94,857 | - \$ 113,265 |
| Development Review Engineer | \$ 94,857 | - \$ 113,265 |
| CIP Project Manager | \$ 92,169 | - \$ 110,053 |
| Principal Planner | \$ 92,169 | - \$ 110,053 |
| Aquatic Manager | \$ 89,487 | - \$ 106,853 |
| City Clerk/Executive Assistant | \$ 89,487 | - \$ 106,853 |
| Operations & Maintenance Manager | \$ 89,487 | - \$ 106,853 |
| Parks Planning & Development Manager | \$ 89,487 | - \$ 106,853 |
| Permit Center Manager | \$ 89,487 | - \$ 106,853 |
| Recreation & Cultural Arts Manager | \$ 89,487 | - \$ 106,853 |
| Surface Water Management Program Coordinator | \$ 86,955 | - \$ 103,830 |
| Communications & Marketing Manager | \$ 84,422 | - \$ 100,806 |
| Senior Accountant | \$ 84,422 | - \$ 100,806 |

City of Covington
Employee Positions/Salary Range Schedule
For the Fiscal Year 2020

| Position | Salary Range | |
|---|---------------------|-------------|
| | Annual | |
| Senior Planner | \$ 82,031 | - \$ 97,950 |
| Construction Inspector/GIS Coordinator | \$ 79,643 | - \$ 90,228 |
| Programs Supervisor/Public Works | \$ 79,643 | - \$ 90,228 |
| Senior Engineering Technician | \$ 75,135 | - \$ 89,715 |
| Senior Lead Maintenance Worker | \$ 75,135 | - \$ 89,715 |
| Personnel & Human Services Planner | \$ 73,007 | - \$ 87,174 |
| Senior Deputy City Clerk | \$ 73,007 | - \$ 87,174 |
| Accountant I | \$ 70,880 | - \$ 84,634 |
| Building Inspector | \$ 70,880 | - \$ 84,634 |
| Engineering Technician | \$ 70,880 | - \$ 84,634 |
| Assistant Planner/Code Enforcement Officer | \$ 66,870 | - \$ 79,846 |
| Lead Maintenance Worker (III) | \$ 66,870 | - \$ 79,846 |
| Senior Recreation Specialist | \$ 63,085 | - \$ 75,327 |
| Maintenance Worker II | \$ 61,300 | - \$ 73,196 |
| Accounting Technician | \$ 59,513 | - \$ 71,061 |
| Aquatics Specialist | \$ 59,513 | - \$ 71,061 |
| Athletics Specialist | \$ 59,513 | - \$ 71,061 |
| Customer Service Specialist | \$ 59,513 | - \$ 71,061 |
| Desktop Support Technician | \$ 59,513 | - \$ 71,061 |
| Recreation Specialist | \$ 59,513 | - \$ 71,061 |
| Permit/Planning Technician | \$ 56,146 | - \$ 67,042 |
| Planning Technician | \$ 56,146 | - \$ 67,042 |
| Executive Department Assistant/Receptionist | \$ 54,556 | - \$ 65,142 |
| Aquatic Center Maintenance Technician | \$ 51,467 | - \$ 61,454 |

City of Covington
Employee Positions/Salary Range Schedule
For the Fiscal Year 2020

| Position | Salary Range Annual |
|---------------------------------------|--------------------------------|
| Office Technician II/Executive Office | \$ 51,467 - \$ 61,454 |
| Maintenance Worker I | \$ 51,467 - \$ 61,454 |
| Management Assistant | \$ 49,968 - \$ 59,664 |
| Recreation Assistant | \$ 48,551 - \$ 57,973 |
| Finance Assistant II | \$ 45,805 - \$ 54,694 |
| Aquatics Assistant | \$ 44,472 - \$ 53,102 |
| Maintenance Aide | \$ 44,472 - \$ 53,102 |
| Water Safety Instructor II | \$ 41,953 - \$ 50,094 |
| Specialty Instructor | \$ 39,699 - \$ 47,403 |
| Water Safety Instructor | \$ 39,699 - \$ 47,403 |
| Maintenance Aide (Seasonal) | \$ 35,018 - \$ 41,814 |
| Aquatics Lead | \$ 36,953 - \$ 44,124 |
| Customer Service Representative | \$ 36,953 - \$ 44,124 |
| Office Assistant III | \$ 34,220 - \$ 40,860 |
| Finance Assistant I | \$ 33,261 - \$ 39,716 |
| Lifeguard II | \$ 33,789 - \$ 40,346 |
| Office Assistant II | \$ 30,446 - \$ 36,354 |
| Lifeguard | \$ 31,997 - \$ 38,206 |
| Facility Attendant | \$25.30/hr flat rate |
| Facility Monitor | \$13.50/hr flat rate |
| Office Assistant I | \$13.50/hr flat rate |
| Recreation Aide II | \$16.83/hr flat rate |
| Recreation Aide I | \$15.24/hr flat rate |
| Recreation Instructor II | \$27.36/hr flat rate |

City of Covington
Employee Positions/Salary Range Schedule
For the Fiscal Year 2020

| Position | Salary Range Annual |
|-------------------------|--------------------------------|
| Recreation Instructor I | \$24.73/hr flat rate |
| Recreation Lead II | \$19.46/hr flat rate |
| Recreation Lead I | \$17.36/hr flat rate |
| Referee II | \$18.93/hr flat rate |
| Referee I | \$16.83/hr flat rate |