

ORDINANCE NO. 25-2017

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINGTON, WASHINGTON, ADOPTING THE CY2018 OPERATING AND CAPITAL BUDGET AND IMPLEMENTING THE CY2018 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 2018 was prepared and filed with the City Clerk; and

WHEREAS, public hearings were scheduled and properly noticed for October 24, 2017, at 7:00 pm, November 14, 2017, at 7:00 pm and November 28, 2017, 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 2018 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 2018 is hereby adopted at the fund level in its final form and content as set forth in the document entitled "City of Covington 2018 Budget" dated December 12, 2017, 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 2018, 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 2018 as set forth below:

<u>FUND</u>	<u>AMOUNT</u>
General Fund	\$21,141,231
Street Fund	1,566,894
Development Services Fund	5,186,989
Surface Water Management Fund	10,551,939
Capital Investment Program Fund	31,929,111
Cumulative Reserve Fund	1,455,956
Contingency Fund	412,923
Real Estate Excise Tax Fund 1 st Qtr	378,646
Real Estate Excise Tax Fund 2 nd Qtr	378,646
Local Improvement District 99-01 Fund	32,465
Local Improvement District 99-01 Guaranty Fund	32,465
Long-Term Debt Service Fund	1,182,517
Unemployment Insurance Reserve Fund	446,236
Equipment Replacement Fund	<u>1,370,289</u>
Total All Funds	<u>\$76,066,307</u>

Section 3. The 2018 budget provides funding for and it is hereby authorized that a 3.0332% Cost of Living Adjustment (COLA) for all regular (non-contract) city employees is to take effect on January 1, 2018.

Section 4. The 2018 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 2018 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.

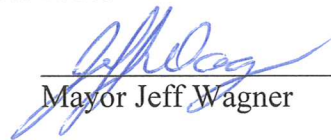
Section 7. A complete copy of the final budget as adopted herein shall be transmitted to the Division of Municipal Corporations in the office of the State Auditor and to the Municipal Research and Services Center of Washington. Three copies of the final budget as adopted herein shall be filed with the City Clerk and shall be available for use by the public.

Section 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.

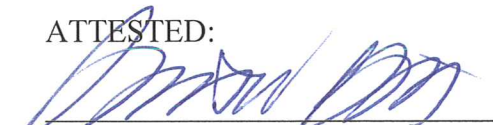
Section 10. This ordinance shall be in force and take effect five (5) days after its publication according to law.

Passed by the Council on this 12th day of December 2017.



Mayor Jeff Wagner

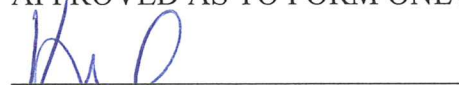
ATTESTED:



Sharon Scott, City Clerk

PUBLISHED: December 15, 2017
EFFECTIVE: December 20, 2017

APPROVED AS TO FORM ONLY:



Kathy Hardy, City Attorney

2018

EXHIBIT A

City of Covington
Adopted Budget - By Fund
For the Fiscal Year 2018

	General Fund	Street Fund	Development Services Fund	Surface Water Management Fund	Capital Investment Program Fund	Cumulative Reserve Fund
Beginning Fund Balances (Projected), January 1, 2018	\$ 5,696,282	\$ 354,707	\$ 4,058,549	\$ 8,142,375	\$ 6,252,066	\$ 1,440,956
Projected Revenues:	12,412,484	1,049,690	1,128,440	2,409,564	20,782,814	15,000
Projected Expenditures:	(10,929,272)	(1,278,749)	(1,645,900)	(2,356,667)	(24,186,550)	-
Fund Transfers In:	3,032,465	162,497	-	-	2,655,000	-
Fund Transfers (Out):	(2,574,514)	-	-	(725,000)	(3,000,000)	-
Excess (Deficiency) of Revenues Over Expenditures	1,941,163	(66,562)	(517,460)	(672,103)	(3,748,736)	15,000
Base Budget Projected Ending Fund Balances, December 31, 2018	\$ 7,637,445	\$ 288,145	\$ 3,541,089	\$ 7,470,272	\$ 2,503,330	\$ 1,455,956
Decision Packages:						
Decision Packages Expenditures:	(1,021,725)	(145,700)	(76,790)	(125,625)	(2,392,107)	-
Related Revenues	-	-	-	-	1,922,053	-
Fund Transfers In:	-	-	-	-	317,178	-
Fund Transfers (Out):	(317,178)	-	-	-	-	-
Debt Proceeds:	-	-	-	-	-	-
Total Decision Packages	(1,338,903)	(145,700)	(76,790)	(125,625)	(152,876)	-
Assigned Ending Fund Balance	3,029,509	-	-	-	-	-
Adjusted Ending Fund Balances, December 31, 2018	\$ 3,269,033	\$ 142,445	\$ 3,464,299	\$ 7,344,647	\$ 2,350,454	\$ 1,455,956
Totals for Budget Ordinance Sources	\$ 21,141,231	\$ 1,566,894	\$ 5,186,989	\$ 10,551,939	\$ 31,929,111	\$ 1,455,956
Totals for Budget Ordinance Uses	\$ (21,141,231)	\$ (1,566,894)	\$ (5,186,989)	\$ (10,551,939)	\$ (31,929,111)	\$ (1,455,956)

2018

City of Covington
Adopted Budget - By Fund
For the Fiscal Year 2018

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
\$ 412,923	\$ 28,396	\$ 28,396	\$ -	\$ -	\$ -	\$ 383,737	\$ 1,101,465	\$ 27,899,852
-	350,250	350,250	32,465	-	-	62,499	184,744	38,778,200
-	-	-	-	-	(1,182,517)	(15,000)	(52,266)	(41,646,921)
-	(350,250)	(350,250)	(32,465)	32,465	1,182,517	-	-	7,064,944
-	-	-	-	(32,465)	-	-	-	(7,064,944)
-	-	-	-	-	-	47,499	132,478	(2,868,721)
<u>\$ 412,923</u>	<u>\$ 28,396</u>	<u>\$ 28,396</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 431,236</u>	<u>\$ 1,233,943</u>	<u>\$ 25,031,131</u>
-	-	-	-	-	-	-	(162,000)	(3,923,947)
-	-	-	-	-	-	-	84,080	2,006,133
-	-	-	-	-	-	-	-	317,178
-	-	-	-	-	-	-	-	(317,178)
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	(77,920)	(1,917,814)
-	-	-	-	-	-	-	-	3,029,509
<u>\$ 412,923</u>	<u>\$ 28,396</u>	<u>\$ 28,396</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 431,236</u>	<u>\$ 1,156,023</u>	<u>\$ 20,083,808</u>
\$ 412,923	\$ 378,646	\$ 378,646	\$ 32,465	\$ 32,465	\$ 1,182,517	\$ 446,236	\$ 1,370,289	\$ 76,066,307
\$ (412,923)	\$ (378,646)	\$ (378,646)	\$ (32,465)	\$ (32,465)	\$ (1,182,517)	\$ (446,236)	\$ (1,370,289)	\$ (76,066,307)

City of Covington
Employee Positions/Salary Range Schedule
For the Fiscal Year 2018

EXHIBIT B

Position	Salary Range Annual		
City Manager	\$ 156,610	-	\$ 187,000
City Attorney	\$ 124,053	-	\$ 148,126
Community Development Director	\$ 124,053	-	\$ 148,126
Finance Director	\$ 124,053	-	\$ 148,126
Parks & Recreation Director	\$ 124,053	-	\$ 148,126
Public Works Director	\$ 124,053	-	\$ 148,126
Chief Building Official	\$ 107,190	-	\$ 127,991
City Engineer	\$ 101,122	-	\$ 120,745
Development Review Engineer	\$ 90,000	-	\$ 107,464
Deputy Building Official	\$ 90,000	-	\$ 107,464
Senior Information Systems Administrator	\$ 87,451	-	\$ 104,421
City Clerk/Executive Assistant	\$ 84,905	-	\$ 101,381
Operations & Maintenance Manager	\$ 84,905	-	\$ 101,381
Personnel Manager	\$ 82,503	-	\$ 98,513
Principal Planner	\$ 82,503	-	\$ 98,513
Senior Accountant	\$ 80,100	-	\$ 95,644
Maintenance Supervisor	\$ 80,100	-	\$ 95,644
Communications & Marketing Manager	\$ 80,100	-	\$ 95,644
Plans Examiner/Building Inspector	\$ 80,100	-	\$ 95,644
Recreation Manager	\$ 80,100	-	\$ 95,644
Senior Planner	\$ 77,832	-	\$ 92,935
Aquatic Manager	\$ 75,565	-	\$ 90,228
Senior Permit Center Coordinator	\$ 75,565	-	\$ 90,228
Surface Water Management Program Coordinator	\$ 73,382	-	\$ 87,622

City of Covington
Employee Positions/Salary Range Schedule
For the Fiscal Year 2018

Position	Salary Range Annual	
Associate Planner	\$ 73,382	- \$ 87,622
Construction Inspector	\$ 71,288	- \$ 85,122
Parks Project Manager	\$ 71,288	- \$ 85,122
Senior Lead Maintenance Worker	\$ 71,288	- \$ 85,122
Associate Planner/Code Enforcement Officer	\$ 69,269	- \$ 82,711
Personnel & Senior Human Services Planner	\$ 69,269	- \$ 82,711
Programs Supervisor/Public Works	\$ 69,269	- \$ 82,711
Accountant I	\$ 67,252	- \$ 80,303
Code Enforcement Officer	\$ 67,252	- \$ 80,303
Engineering Technician	\$ 67,252	- \$ 80,303
Personnel & Human Services Planner	\$ 65,349	- \$ 78,030
Senior Deputy City Clerk	\$ 65,349	- \$ 78,030
Lead Maintenance Worker	\$ 63,447	- \$ 75,759
Senior Accounting Clerk	\$ 59,856	- \$ 71,472
Aquatics Specialist	\$ 56,466	- \$ 67,424
Athletics Specialist	\$ 56,466	- \$ 67,424
Customer Service Specialist	\$ 56,466	- \$ 67,424
Desktop Support Technician	\$ 56,466	- \$ 67,424
Recreation Specialist	\$ 56,466	- \$ 67,424
Maintenance Worker II	\$ 54,869	- \$ 65,516
Executive Department Assistant/Receptionist	\$ 51,763	- \$ 61,807
Permit/Planning Technician	\$ 50,253	- \$ 60,005
Office Technician II/Executive Office	\$ 48,832	- \$ 58,308
Maintenance Worker I	\$ 48,832	- \$ 58,308

City of Covington
Employee Positions/Salary Range Schedule
For the Fiscal Year 2018

Position	Salary Range Annual	
Finance Assistant II	\$ 43,460	- \$ 51,893
Management Assistant	\$ 43,460	- \$ 51,893
Maintenance Aide	\$ 42,195	- \$ 50,383
Recreation Assistant	\$ 42,195	- \$ 50,383
Recreation Instructor	\$ 41,520	- \$ 49,577
Water Safety Instructor II	\$ 37,799	- \$ 45,134
Specialty Instructor	\$ 35,660	- \$ 42,580
Water Safety Instructor	\$ 35,660	- \$ 42,580
Office Assistant III	\$ 32,468	- \$ 38,767
Engineering/GIS Intern	\$ 31,558	- \$ 37,683
Finance Assistant I	\$ 31,558	- \$ 37,683
Aquatics Lead	\$ 30,052	- \$ 35,884
Lifeguard II	\$ 30,052	- \$ 35,884
Maintenance Worker (Seasonal)	\$ 29,746	- \$ 35,517
Office Assistant II	\$ 28,888	- \$ 34,494
Lifeguard	\$ 28,352	- \$ 33,853
Recreation Lead	\$ 28,352	- \$ 33,853
Referee	\$ 23,920	- \$ 28,562
Facility Attendant	\$24/hr flat rate	
Facility Monitor	\$12/hr flat rate	
Recreation Aide	\$12/hr flat rate	
Office Assistant I	\$12/hr flat rate	
Intern - Parks & Recreation	\$1,000/stipend	