



MONROE CITY COUNCIL

Agenda Bill No. 19-218

SUBJECT:	<i>Ordinance No. 021/2019, Adopting 2020 Budget; First Reading</i>			
DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
10/22/2019	Finance	Becky Hasart	Becky Hasart	New Business #2

Discussion: 10/08/2019, 10/15/2019, 10/22/2019
Public Hearing – Council: 10/08/2019 & 10/15/2019
First Reading: 10/22/2019
 11/12/2019-scheduled second reading
Attachments: 1. Ordinance No. 021/2019 Adopting the 2020 Budget
[Exhibit A – 2020 Budget Document](#)
 Exhibit B – 2020 Salary Schedule

REQUESTED ACTION: Move to accept for first reading Ordinance No. 021/2019, adopting the Budget for the Fiscal Year Ending December 31, 2020.

POLICY CONSIDERATIONS

RCW 35A.33 governs the budget process for optional municipal code cities, such as the City of Monroe. A balanced budget must be adopted prior to January 1, 2020, to continue City operations.

DESCRIPTION/BACKGROUND

The 2020 Recommended Budget was delivered to Council on September 24, 2019, and available to the public on September 30, 2019. This document outlines the revenue projections being made which supports the expenditures being requested for all funds of the City, including property taxes.

A Public Hearing was held on October 8, 2019, at which no comments were received.

Total 2020 Revenues (all funds) is proposed at \$63,188,610, with beginning fund balances totaling \$36,898,005, and overall available revenues for 2020 of \$100,086,615. Specific fund revenue sources and balances may be found beginning on page 26 of the 2020 Recommended Budget, which may be accessed on the City’s web site at www.monroewa.gov under Government-Departments-Finance-Budget and Financial Reports.

Total 2020 proposed General Fund revenues, before beginning fund balance, are projected at \$15,061,788. With beginning fund balance, total available resources for the General Fund is \$19,028,590. There is no proposed increase to property tax rates. Any increase in property tax revenues come from new construction only. Total property taxes are estimated to be \$3,275,000 based on an estimate of \$100 million for new construction.

A full breakdown of the General Fund revenues may be found beginning on page 31 of the 2020 Recommended Budget.

Adoption of the 2020 Property Tax Ordinance associated with the budget is scheduled to occur simultaneously with the 2020 Budget Ordinance.

FISCAL IMPACTS

Total City Budget - All funds - \$100,086,615.

The following chart details the proposed budget by fund for the 2020 fiscal year:

Fund	Beginning Fund Balance	Revenue	Expenditures	Ending Fund Balance	Total Fund
General Fund (001)	\$ 3,966,802	\$ 15,061,788	\$ 16,330,897	\$ 2,697,693	\$ 19,028,590
Contingency Fund (002)	973,386	108,513	0	1,081,899	1,081,899
Donation Fund (008)	5,975	5,850	7,075	4,750	11,825
Streets Fund (105)	373,541	1,099,747	1,112,189	361,099	1,473,288
Lodging Tax Fund (109)	64,246	81,000	120,000	25,246	145,246
Narcotics Fund (114)	35,469	78	15,600	19,947	35,547
Real Estate Excise Tax Fund (117)	3,446,875	953,270	307,380	4,092,765	4,400,145
Debt Service Fund (203)	3,413	3,047,156	3,047,108	3,461	3,050,569
General CIP Fund (307)	0	1,574,720	1,574,720	0	1,574,720
Parks CIP Fund (317)	1,287,752	6,564,257	7,591,514	260,495	7,852,009
Street CIP Fund (318)	1,026,613	4,885,567	5,644,428	267,752	5,912,180
N. Kelsey Development Fund (319)	2,553,517	434,047	2,987,564	0	2,987,564
Water O&M Fund (411)	667,746	6,744,771	6,759,365	653,152	7,412,517
Water CIP Fund (412)	5,238,061	2,238,659	5,131,259	2,345,461	7,476,720
Sewer O&M Fund (421)	1,397,789	7,789,008	8,371,989	814,808	9,186,797
Sewer CIP Fund (422)	7,477,672	2,463,322	860,862	9,080,132	9,940,994
Stormwater O&M Fund (431)	284,529	2,179,993	2,216,373	248,149	2,464,522
Stormwater CIP Fund (432)	431,724	3,508,634	3,461,432	478,926	3,940,358
Revenue Bond Debt Reserve Fund (450)	2,789,385	40,524	10,464	2,819,445	2,829,909
Information Technology Service Fund (510)	228,106	672,869	817,544	83,431	900,975
Fleet & Equipment Fund (520)	4,533,260	2,291,051	1,984,380	4,839,931	6,824,311
Facilities Management Fund (530)	112,144	1,443,786	1,480,729	75,201	1,555,930
Total All Funds	\$ 36,898,005	\$63,188,610	\$ 69,832,872	\$ 30,253,743	\$ 100,086,615

TIME CONSTRAINTS

A balanced budget must be adopted prior to the start of the next fiscal year, which is January 1, 2020.

ALTERNATIVES

1. Provide direction to the Mayor and Staff to make specific changes to the budget, after which the adjusted ordinance would be presented for consideration.
2. Do nothing. Without an adopted budget, the City would not be able to legally fund operations beginning January 1, 2020.

CITY OF MONROE
ORDINANCE NO. 021/2019

AN ORDINANCE OF THE CITY OF MONROE,
WASHINGTON, ADOPTING THE BUDGET FOR THE
FISCAL YEAR ENDING DECEMBER 31, 2020

WHEREAS, the Mayor of the City of Monroe, Washington, completed and placed on file with the City Clerk a proposed budget and estimate of the amount of the moneys required to meet the public expenses, bond retirement and interest, reserve funds, and expenses of government of said City for the fiscal year ending December 31, 2020; and

WHEREAS, a notice was published that the Council of said City would meet on the 8th and 15th day of October, 2019, and 12th day of November, 2019, at the hour of 7 p.m., in the Council Chambers of the City Hall of said City for the purpose of making and adopting a budget for said fiscal year and giving taxpayers within the limits of said City an opportunity to be heard upon said budget; and

WHEREAS, the said City Council did meet at said time and place and did then consider the matter of said proposed budget; and

WHEREAS, the said proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Monroe for the purposes set forth in said budget, and the estimated expenditures set for in said budget being all necessary to carry on the government of said City for said year and being sufficient to meet the various needs of said City during said period.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Budget Adoption. The budget for the City of Monroe, Washington, for the year 2020 is hereby adopted at the fund level in its final form and content as set forth in the attached budget document, Exhibit A.

Section 2. Estimated Revenues and Appropriations. Estimated resources for each separate fund of the City of Monroe, and aggregate expenditures for all such funds for the year 2020 are set forth in a summary form below; and are hereby appropriated for expenditure at the fund level during the year 2020 as set forth in the attached budget document, Exhibit A.

Fund	Beginning Fund Balance	Revenue	Expenditures	Ending Fund Balance	Total Fund
General Fund (001)	\$ 3,966,802	\$ 15,061,788	\$ 16,330,897	\$ 2,697,693	\$ 19,028,590
Contingency Fund (002)	973,386	108,513	0	1,081,899	1,081,899
Donation Fund (008)	5,975	5,850	7,075	4,750	11,825
Streets Fund (105)	373,541	1,099,747	1,112,189	361,099	1,473,288
Lodging Tax Fund (109)	64,246	81,000	120,000	25,246	145,246
Narcotics Fund (114)	35,469	78	15,600	19,947	35,547
Real Estate Excise Tax Fund (117)	3,446,875	953,270	307,380	4,092,765	4,400,145
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Sewer CIP Fund (422)	7,477,672	2,463,322	860,862	9,080,132	9,940,994
Stormwater O&M Fund (431)	284,529	2,179,993	2,216,373	248,149	2,464,522
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Revenue Bond Debt Reserve Fund (450)	2,789,385	40,524	10,464	2,819,445	2,829,909
Information Technology Service Fund (510)	228,106	672,869	817,544	83,431	900,975
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Total All Funds	\$ 36,898,005	\$ 63,188,610	\$ 69,832,872	\$ 30,253,743	\$ 100,086,615

Section 3. Salary Schedule. The 2020 salary schedule for authorized City of Monroe positions is set forth in the attached Exhibit B and is incorporated herein as if set forth in full.

Section 4. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 5. Transmittal. The City Clerk is directed to transmit a certified copy of the budget hereby adopted to the State Auditors' Office and to the Association of Washington Cities.

Section 6. Effective Date. This ordinance shall take effect five (5) days after publication.

PASSED by the City Council and APPROVED by the Mayor of the City of Monroe, at a regular meeting held this _____ day of _____, 2019.

First Reading: October 22, 2019
Final Reading:
Published:
Effective:

CITY OF MONROE, WASHINGTON:

(SEAL)

Geoffrey Thomas, Mayor

ATTEST:

APPROVED AS TO FORM:

Elizabeth M. Adkisson, MMC, City Clerk

J. Zachary Lell, City Attorney

Exhibit B

Department	Title	Salary Range	
		2020 Lower	2020 Higher
Administration	IT Desktop Support	4,948	6,316
Administration	Executive Assistant	5,079	6,628
Administration	City Clerk	5,192	8,000
Administration	HR/Fiscal Analyst	6,183	8,276
Administration	HR Director	8,164	12,516
Administration	City Administrator	9,784	14,463
Community Development	Planning Asst	4,561	5,821
Community Development	Assistant Planner	4,831	5,969
Community Development	Permit Technician	4,857	6,054
Community Development	Code Enforcement	4,857	6,054
Community Development	Building Inspector/Plans Examiner	4,948	6,999
Community Development	Associate Planner	5,379	6,831
Community Development	Permit Supervisor	5,574	7,113
Community Development	Senior Planner	6,183	8,276
Community Development	Building Official	6,411	8,764
Community Development	Principal Planner	6,603	9,027
Community Development	Community Development Director	8,164	12,516
Finance	Customer Service	4,561	5,821
Finance	AP/AR	4,561	5,821
Finance	Utility Billing	4,561	5,821
Finance	Senior Accting Technician	5,288	6,592
Finance	Finance Director	8,164	12,516
Municipal Court	Court Clerk	4,561	5,821
Municipal Court	Court Security Officer	25.19/hour	
Municipal Court	Court Administrator	7,311	9,663
Parks & Rec	Parks Maintenance	4,560	5,820
Parks & Rec	Parks Admin Tech	4,857	6,054
Parks & Rec	Parks & Rec Administrative Tech	4,857	6,054
Parks & Rec	Parks Lead	5,016	6,402
Parks & Rec	Parks Supervisor	5,574	7,113
Parks & Rec	Parks Senior Planner	6,183	8,276
Parks & Rec	Parks Director	8,164	12,830
Police Dept.	Customer Service Specialist	4,081	5,208
Police Dept.	Customer Service Assistant	4,561	5,821
Police Dept.	Data Asst/Armorer	4,561	5,821
Police Dept.	Executive Assistant	4,857	6,054
Police Dept.	Investigative Support	4,857	6,054
Police Dept.	Code Enforcement	4,857	6,054
Police Dept.	Evidence Technician	4,857	6,054
Police Dept.	Police Officer - 3%	6,360	7,729
Police Dept.	Administrative Manager	7,310	9,663
Police Dept.	Sergeant	7,638	9,283
Police Dept.	Administrative Bureau Director	8,164	12,516
Police Dept.	Deputy Chief	8,164	12,516
Police Dept.	Police Chief	9,462	13,982
Public Works Department	Engineering Admin Specialist	4,081	5,208
Public Works Department	Maintenance and Operations II	4,560	5,820
Public Works Department	PW Administrative Tech	4,857	6,054
Public Works Department	Utility System Specialist	4,786	6,108
Public Works Department	Cross Connection Control	4,786	6,108
Public Works Department	WWTP Operator	4,786	6,108
Public Works Department	Shop Specialist III	4,786	6,108
Public Works Department	Equipment Operator III	4,786	6,108

Exhibit B

Department	Title	Salary Range	
		2020 Lower	2020 Higher
Public Works Department	Facilities Specialist III	4,786	6,108
Public Works Department	Lab Specialist III	4,786	6,108
Public Works Department	Construction Inspector III	4,786	6,108
Public Works Department	Stormwater Compliance Coordinator	4,786	6,108
Public Works Department	Water Quality Lead IV	5,016	6,402
Public Works Department	Construction Inspector IV	5,016	6,402
Public Works Department	Utilities/Streets Site Lead	5,016	6,402
Public Works Department	GIS/CAD Specialist	5,355	7,134
Public Works Department	Civil Designer	5,355	7,577
Public Works Department	Construction Document Supervisor	5,574	7,113
Public Works Department	Construction Inspector Supervisor	5,574	7,113
Public Works Department	O&M Supervisor	5,574	7,113
Public Works Department	WWTP Supervisor	5,574	7,113
Public Works Department	Senior Engineer	6,146	8,994
Public Works Department	Deputy PW Director (PW Manager)	7,310	10,966
Public Works Department	WWTP Manager	7,310	10,556
Public Works Department	Deputy City Engineer (Design&Constr Mgr)	7,310	10,966
Public Works Department	Public Works Director	8,164	13,192