

**CITY OF MONROE
ORDINANCE NO. 010/2017**

AN ORDINANCE OF THE CITY OF MONROE,
WASHINGTON, AMENDING THE BUDGET FOR FISCAL
YEAR 2017 TO ACCOUNT FOR ACTUAL BEGINNING
FUND BALANCES AND NEW REVENUES AND
EXPENDITURES; PROVIDING FOR SEVERABILITY; AND
ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City Council adopted the budget for fiscal year 2017 through Ordinance No. 024/2016 on December 13, 2016; and

WHEREAS, the beginning fund balances set forth in the 2017 budget were only estimates in 2016 and are now known amounts; and

WHEREAS, certain expenditures, the necessity and/or amount of which were largely unexpected by the City, have come to light; and

WHEREAS, new revenues and corresponding expenditures need to be realized in and reflected by the adopted budget through an amendment thereof; and

WHEREAS, per RCW 35A.33.120, the City Council finds that it is in the best interest of the City to decrease, revoke, or recall all or portions of the total appropriations provided for certain funds as set forth in the previously adopted budget, and to re-appropriate the same for another purpose or purposes, as provided herein.

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

Section 1. Findings. The above recitals and the content of Exhibit A, B, C, and D, attached hereto and incorporated herein by the reference as if set forth in full, are hereby adopted as finding in support of this ordinance. The City Council further adopts by reference the Agenda Bill Nos. 17-072 and AB17-075 as findings.

Section 2. Budget Amendment. The budget for the fiscal year 2017 is hereby amended as follows:

Fund	Name	Amended Beginning Balance	Original Budgeted Revenues	Amended Revenues	Original Budgeted Expenditures	Amended Expenditures	Amended Restricted Fund Balance	Amended Undesignated Fund Balance
001	General Fund	\$ 3,383,932	\$ 13,280,049	\$ 13,280,049	\$ 13,699,309	\$ 13,736,291	\$ 2,609,737	\$ 317,953
002	Contingency Fund	275,762	751,786	774,033	90,000	90,000	916,795	43,000
008	Donation Fund	5,194	4,450	4,450	6,700	6,700	-	2,944
105	Street Fund	323,761	646,820	646,820	773,834	773,834	-	196,747
109	Tourism Fund	76,897	75,345	75,345	110,517	110,517	-	41,725
114	Narcotics Fund	27,104	10,000	10,000	30,000	30,000	-	7,104
117	Real Estate Excise Tax Fund	1,165,923	804,434	804,434	883,193	883,193	-	1,087,164
203	Governmental Debt Fund	4,100	223,365	223,365	224,021	224,021	-	3,444
307	General Capital Projects	6,451,859	2,407	2,407	3,000,000	3,000,000	-	3,454,266
317	Parks CIP Fund	976,378	443,544	443,544	694,163	744,163	25,589	650,170
318	Street CIP Fund	857,413	4,706,130	4,706,130	4,694,539	4,694,539	-	869,004
319	North Kelsey Development	1,397,086	7,857	7,857	148,251	148,251	-	1,256,692
411	Water Fund	3,696,326	4,300,758	7,200,375	6,094,704	9,010,830	456,967	1,428,904
412	Water CIP Fund	2,802,535	2,128,109	2,128,109	1,745,001	1,745,001	23,582	3,162,061
421	Sewer Fund	2,512,798	7,454,931	13,754,098	8,422,380	14,757,410	410,723	1,098,763
422	Sewer CIP Fund	4,558,793	4,024,581	4,024,581	3,485,439	3,485,439	150,406	4,947,529
431	Stormwater Fund	457,649	1,707,131	2,507,025	1,626,004	2,430,452	170,239	363,983
432	Stormwater CIP Fund	1,008,491	6,726	6,726	531,605	531,605	4,567	479,045
441	Solid Waste Fund	1,389,990	-	343,000	1,110,743	1,732,990	-	-
450	Revenue Bond Reserve	1,935,851	10,815	10,815	50,000	50,000	1,891,026	5,640
510	Info Tech Services Fund	259,783	471,686	471,686	532,476	532,476	75,000	123,993
520	Equipment & Fleet Fund	3,619,260	1,813,549	1,813,549	1,917,656	1,917,656	3,351,734	163,419
530	Facilities Management Fund	86,746	1,213,465	1,213,465	1,257,026	1,257,026	40,000	3,185
	Totals	\$ 37,273,631	\$ 44,087,938	\$ 54,451,863	\$ 51,127,561	\$ 61,892,394	\$ 10,126,365	\$ 19,706,735

Section 3. 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 4. 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 25th day of April, 2017.

First Reading April 18, 2017
Adoption: April 25, 2017
Published: April 28, 2017
Effective: May 3, 2017

CITY OF MONROE, WASHINGTON:

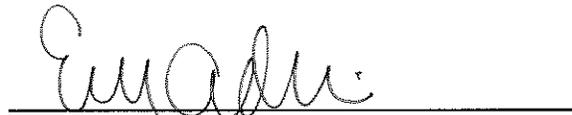


Jeff Rasmussen, Mayor Pro Tem

(Seal)

ATTEST:

APPROVED AS TO FORM:



Elizabeth M. Adkisson, MMC, City Clerk



J. Zachary Leil, City Attorney

**EXHIBIT A
2017 Budget Amendment #1 - Detail**

Item #	Amount	Funds	Description	Account Numbers
		GENERAL FUND		
		Planning Department		
1	\$ 36,982	Expenditure	Increase Permit Technician position from part time to full time, as approved by council 4/4/17	95% 001.000.110.558.60.10.00, 5% 001.000.110.559.30.10.00
		Police Department		
2	\$ 1,527	Fund Balance decrease	Decrease restricted fund balance for photo enforcement funds from \$80,415 to \$78,888 to reflect actual activity in 2016 (original budget had estimates)	001.000.000.508.11.00.00
3	\$ 9,269	Fund Balance increase	Increase restricted fund balance for PD sales tax funds from \$231,364 to \$240,633 to reflect actual activity in 2016 (original budget had estimates)	001.000.000.508.13.00.00
		CONTINGENCY FUND		
4	\$ 22,247	Transfer	Increase interfund transfer from Solid Waste Fund from \$750,000 to \$772,247 due to residual activity in the Solid Waste Fund	002.000.000.397.44.10.00
		PARKS CIP FUND		
5	\$ 50,000	Fund Balance decrease & Expenditure	Move \$50,000 from fund balance to appropriated expenditures for Lake Tye Park playground equipment & installations, as approved by council 2/28/17, and additional contingency appropriation for demo/pre-construction sit work	317.000.000.508.80.00.00 & 317.000.010.594.76.63.17
		WATER FUND		
6	\$ 2,899,617	Revenue	Refund Revenue Bonds to save on future interest payments, as approved by council 11/15/16	411.000.000.393.00.00.00 \$2,610,000, 411.000.000.392.00.00.00 \$289,616
7	\$ 2,916,126	Expenditure	Refund Revenue Bonds to save on future interest payments, as approved by council 11/15/16	411.000.130.592.34.89.00 \$34,725, 411.000.130.599.34.70.00 \$2,881,401
		SEWER FUND		
8	\$ 6,299,167	Revenue	Refund Revenue Bonds to save on future interest payments, as approved by council 11/15/16	421.000.000.393.00.00.00 \$5,670,000, 421.000.000.392.00.00.00 \$629,167

EXHIBIT B
2017 Budget Amendment #1

Fund	Fund Name	Budgeted Beginning Balance		Actual Beginning Balance		Budgeted Revenues		Amended Revenues		Budgeted Expenditures		Amended Expenditures		Budgeted Restricted Fund Balance		Budgeted Undesignated Fund Balance		Amended Restricted Fund Balance		Amended Undesignated Fund Balance		
001	General Fund	3,016,155	3,383,932	13,280,049	13,280,049	751,786	774,933	13,699,309	13,736,291	2,595,708	1,187	2,609,737	933,176	1,187	2,595,708	1,187	2,609,737	933,176	1,187	2,609,737	1,187	317,953
002	Contingency Fund	271,390	275,762	751,786	774,933	4,450	4,450	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000	43,000
008	Donation Fund	4,628	5,194	4,450	4,450	4,450	4,450	6,700	6,700	6,700	6,700	6,700	6,700	6,700	6,700	6,700	6,700	6,700	6,700	6,700	6,700	2,944
105	Street Fund	285,151	323,761	646,820	646,820	646,820	646,820	773,834	773,834	773,834	773,834	773,834	773,834	773,834	773,834	773,834	773,834	773,834	773,834	773,834	773,834	196,747
109	Tourism Fund	79,229	76,897	75,345	75,345	75,345	75,345	110,517	110,517	110,517	110,517	110,517	110,517	110,517	110,517	110,517	110,517	110,517	110,517	110,517	110,517	41,725
114	Narcotics Fund	27,847	27,104	10,000	10,000	10,000	10,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	7,104
117	Real Estate Excise Tax Fund	1,020,436	1,165,923	804,434	804,434	804,434	804,434	883,193	883,193	883,193	883,193	883,193	883,193	883,193	883,193	883,193	883,193	883,193	883,193	883,193	883,193	1,087,164
203	Governmental Debt Fund	4,401	4,100	223,365	223,365	223,365	223,365	224,021	224,021	224,021	224,021	224,021	224,021	224,021	224,021	224,021	224,021	224,021	224,021	224,021	224,021	3,444
307	General Capital Projects	6,447,611	6,451,859	2,407	2,407	2,407	2,407	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,454,266
317	Parks CIP Fund	776,137	976,378	443,544	443,544	443,544	443,544	694,163	744,163	694,163	744,163	694,163	744,163	694,163	744,163	694,163	744,163	694,163	744,163	694,163	744,163	650,170
318	Street CIP Fund	1,399,406	857,413	4,706,130	4,706,130	4,706,130	4,706,130	4,694,539	4,694,539	4,694,539	4,694,539	4,694,539	4,694,539	4,694,539	4,694,539	4,694,539	4,694,539	4,694,539	4,694,539	4,694,539	869,004	
319	North Kelsey Development	1,387,187	1,397,086	7,857	7,857	7,857	7,857	148,251	148,251	148,251	148,251	148,251	148,251	148,251	148,251	148,251	148,251	148,251	148,251	148,251	148,251	1,256,692
411	Water Fund	2,645,904	3,696,326	4,300,758	4,300,758	4,300,758	4,300,758	6,094,704	9,010,830	456,967	394,991	456,967	394,991	456,967	394,991	456,967	394,991	456,967	394,991	456,967	1,428,904	
412	Water CIP Fund	2,857,027	2,802,535	2,128,109	2,128,109	2,128,109	2,128,109	1,745,001	1,745,001	23,582	3,216,553	23,582	3,216,553	23,582	3,216,553	23,582	3,216,553	23,582	3,216,553	23,582	3,162,061	
421	Sewer Fund	2,392,390	2,512,798	7,454,931	13,754,938	7,454,931	13,754,938	8,422,380	14,757,410	410,723	1,014,218	410,723	1,014,218	410,723	1,014,218	410,723	1,014,218	410,723	1,014,218	410,723	1,014,218	1,098,763
422	Sewer CIP Fund	6,362,336	4,558,793	4,024,581	4,024,581	4,024,581	4,024,581	3,485,439	3,485,439	150,406	6,751,072	150,406	6,751,072	150,406	6,751,072	150,406	6,751,072	150,406	6,751,072	150,406	4,947,529	
431	Stormwater Fund	447,772	457,649	1,707,131	2,507,925	1,707,131	2,507,925	1,626,004	2,430,452	170,239	358,660	170,239	358,660	170,239	358,660	170,239	358,660	170,239	358,660	170,239	358,660	363,983
432	Stormwater CIP Fund	1,032,081	1,008,491	6,726	6,726	6,726	6,726	531,605	531,605	4,567	502,635	4,567	502,635	4,567	502,635	4,567	502,635	4,567	502,635	4,567	479,045	
441	Solid Waste Fund	1,110,743	1,389,990	343,000	343,000	343,000	343,000	1,110,743	1,732,990	-	-	-	-	-	-	-	-	-	-	-	-	-
450	Revenue Bond Reserve	1,934,444	1,935,851	10,815	10,815	10,815	10,815	50,000	50,000	1,891,026	4,233	1,891,026	1,891,026	4,233	1,891,026	4,233	1,891,026	1,891,026	4,233	1,891,026	5,640	
510	Info Tech Services Fund	298,088	259,783	471,686	471,686	471,686	471,686	532,476	532,476	75,000	162,298	75,000	162,298	75,000	162,298	75,000	162,298	75,000	162,298	75,000	123,993	
520	Equipment & Fleet Fund	3,543,048	3,619,260	1,813,549	1,813,549	1,813,549	1,813,549	1,917,656	1,917,656	3,351,734	87,207	3,351,734	3,351,734	87,207	3,351,734	87,207	3,351,734	3,351,734	87,207	3,351,734	163,419	
530	Facilities Management Fund	183,190	86,746	1,213,465	1,213,465	1,213,465	1,213,465	1,257,026	1,257,026	126,000	13,629	126,000	13,629	126,000	13,629	126,000	13,629	126,000	13,629	126,000	3,185	
	Totals	37,526,601	37,273,631	44,087,938	54,451,863	44,087,938	54,451,863	51,127,561	61,892,394	10,214,717	20,272,261	10,214,717	20,272,261	10,214,717	20,272,261	10,214,717	20,272,261	10,214,717	20,272,261	10,214,717	19,706,735	

Exhibit C
2017 Beginning Cash Balance vs. Budgeted Beginning Balances

Fund	Description	Budgeted Beginning Balance	Actual Cash Beginning Balance	Difference	Comments
001	General Fund	3,016,155	3,383,932	367,777	Revenues higher than estimated (mostly Community Development) by approximately \$250,000, and expenditures across the board came in under budget by approximately \$118,000.
002	Contingency Fund	271,390	275,762	4,372	
008	Donation Fund	4,628	5,194	566	
105	Street Fund	285,151	323,761	38,610	ROWDP Permit Fee revenue higher than estimated
109	Tourism/Lodging Tax Fund	79,229	76,897	(2,332)	
114	Narcotic/Drug Buy Fund	27,847	27,104	(743)	
117	REET Fund	1,020,436	1,165,923	145,487	Tax revenue higher than estimated. More property sold than predicted.
203	Governmental Debt Fund	4,401	4,100	(301)	
307	General CIP Fund	6,447,611	6,451,859	4,248	
317	Parks CIP Fund	776,137	976,378	200,241	Impact fees approximately \$132,000 more than estimated & received unbudgeted RCO state grant for \$90,000.
318	Street CIP Fund	1,399,406	857,413	(541,993)	Capital construction project expenditures, while still under budget, were more than estimated.
319	North Kelsey Development Fund	1,387,187	1,397,086	9,899	
411	Water Fund	2,645,904	3,696,326	1,050,422	Water sales approximately \$980,000 more than estimated & expenditures across the board were \$70,000 less than estimated
412	Water CIP Fund	2,857,027	2,802,535	(54,492)	Capital fee revenue was \$284,000 more than estimated and TBD revenues of \$200,000 were unbudgeted & capital construction project expenditures were \$500,000 more than estimated. This nets to approximately (\$60,000).
421	Sewer Fund	2,392,390	2,512,798	120,408	Sewer revenues \$43,000 more than estimated and expenditures were \$77,000 less than estimated.
422	Sewer CIP Fund	6,362,336	4,558,793	(1,803,543)	Capital fee revenue was \$467,000 more than estimated and Energy Retrofit Program Rebate revenue of \$110,000 was unbudgeted & capital construction project expenditures were \$2,380,000 more than estimated. This nets to approximately (\$1,803,000).
431	Stormwater Fund	447,772	457,649	9,877	
432	Stormwater CIP Fund	1,032,081	1,008,491	(23,590)	Capital Construction project expenditures \$12,000 more than estimated and salary/payroll taxes & benefits were \$11,000 more than estimated.
441	Solid Waste Fund	1,110,743	1,389,990	279,247	ACH payment to Republic Services did not go through and was returned. Eventually paid in 2017.
450	Revenue Bond Reserve Fund	1,934,444	1,935,851	1,407	
510	Info Technology Fund	298,088	259,783	(38,305)	Building Permit Tech fee revenue \$17,000 more than estimated & expenditures \$55,000 more than estimated.
520	Fleet & Equipment Fund	3,543,048	3,619,260	76,212	Sale of surplus items revenue \$32,000 more than estimated & expenditures for supplies & service charges were \$44,000 less than estimated.
530	Facilities Management Fund	183,190	86,746	(96,444)	Salary expenditure \$10,000 more than estimated, payroll taxes/benefits \$5,000 more than estimated, operating costs \$73,000 more than estimated
		37,526,601	37,273,630	(252,971)	

Exhibit D - 2017 Salary Ranges

Department	Title	Salary Range - 2017
Administration	City Administrator	9015 - 13326
Administration	City Clerk	4783 - 7008
Administration	Executive Assistant	4680 - 6107
Administration	HR Director	7522 - 11533
Administration	IT Desktop Support	4559 - 5819
Finance	Customer Service	3847 - 4909
Finance	AP/AR	4299 - 5486
Finance	Utility Billing	4299 - 5486
Finance	Financial Analyst	4579 - 5906
Finance	Finance Director	7522 - 11533
Municipal Court	Court Administrator	6736 - 8904
Municipal Court	Court Clerk	4299 - 5486
Municipal Court	Court Security Officer	650 - 1000
Municipal Court	Judge (Contract)*	4064 - 4800
Parks & Rec	Parks Maintenance	4298 - 5485
Parks & Rec	Parks & Rec Administrative Tech	4579 - 5707
Parks & Rec	Parks Lead	4728 - 6035
Parks & Rec	Parks Supervisor	5254 - 6705
Parks & Rec	Parks Director	7522 - 11533
Community Development	Permit Technician	4579 - 5707
Community Development	Building Inspector/Plans Examiner	4559 - 6175
Community Development	Assistant Planner	4450-5500
Community Development	Associate Planner	4956 - 6294
Community Development	Senior Planner	5697 - 7625
Community Development	Permit Supervisor	5254-6705
Community Development	Building Official	5904 -7200
Community Development	Community Development Director	7522-11533
Community Development	Planning Asst (Part-Time)	20/hour
Police Dept.	Customer Service Assistant	4299 - 5486
Police Dept.	Customer Service Specialist	3847 -4909
Police Dept.	Data Specialist/Armorer	4299 - 5486
Police Dept.	Executive Assistant	4579-5707
Police Dept.	Investigative Support	4579-5707
Police Dept.	Code Enforcement	4579-5707
Police Dept.	Evidence Technician	4579 - 5707
Police Dept.	Police Officer	5418 -7073
Police Dept.	Administrative Manager	6736-8904
Police Dept.	Sergeant	7270-8836
Police Dept.	Administrative Bureau Director	7522-11533
Police Dept.	Deputy Chief	7522 - 11533
Police Dept.	Police Chief	8718 - 12300
Public Works Department	Utility System Specialist	4512 - 5757
Public Works Department	Cross Connection Control	4512 - 5757
Public Works Department	WWTP Operator	4512 - 5757
Public Works Department	PW Administrative Tech	4579 - 5707
Public Works Department	Engineering Admin Specialist	3847 - 4909
Public Works Department	Construction Document Supervisor	5254 - 6705