

**CITY OF MONROE  
ORDINANCE NO. 010/2019**

AN ORDINANCE OF THE CITY OF MONROE,  
WASHINGTON, AMENDING THE BUDGET FOR FISCAL  
YEAR 2019 TO ACCOUNT FOR ACTUAL BEGINNING  
FUND BALANCES AND NEW REVENUES AND  
EXPENDITURES; PROVIDING FOR SEVERABILITY; AND  
ESTABLISHING AN EFFECTIVE DATE

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WHEREAS, the City Council adopted the budget for fiscal year 2019 through Ordinance No. 027/2018 on December 11, 2018; and

WHEREAS, the beginning fund balances set forth in the 2019 budget were only estimates in 2018 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, a specific salary range was adjusted to better reflect market conditions; 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.

Section 2. Budget Amendment. The budget for the fiscal year 2019 is hereby amended as follows:

Fund	Name	Amended Beginning Balance	Amended Revenues	Amended Expenditures	Amended Restricted Fund Balance	Amended Undesignated Fund Balance	Total Budgeted Fund (Amended)
001	General Fund	\$ 4,422,551	\$ 15,434,217	\$ 17,124,501	\$ 2,574,255	\$ 158,012	\$ 19,856,768
002	Contingency Fund	856,744	119,683	-	976,427	-	976,427
008	Donation Fund	4,802	4,050	6,020	2,832	-	8,852
105	Street Fund	402,037	820,111	820,556	139,495	262,097	1,222,148
109	Tourism Fund	82,672	80,750	106,426	-	56,996	163,422
114	Narcotics Fund	53,882	10,000	25,600	-	38,282	63,882
117	Real Estate Excise Tax Fund	3,037,267	958,182	766,192	-	3,229,257	3,995,449
203	Governmental Debt Fund	3,363	206,910	206,870	-	3,403	210,273
307	General Capital Projects	1,357,912	27,158	1,385,070	-	-	1,385,070
317	Parks CIP Fund	952,548	714,034	940,166	33,753	692,663	1,666,582
318	Street CIP Fund	2,065,161	2,932,903	3,927,852	-	1,070,212	4,998,064
319	North Kelsey Development	908,488	1,809,757	164,728	-	2,553,517	2,718,245
411	Water Fund	1,242,170	6,627,042	7,230,853	638,359	-	7,869,212
412	Water CIP Fund	7,179,695	2,613,882	5,377,369	-	4,416,208	9,793,577
421	Sewer Fund	1,101,589	7,550,194	7,803,838	847,945	-	8,651,783
422	Sewer CIP Fund	7,621,514	2,019,979	1,899,981	-	7,741,512	9,641,493
431	Stormwater Fund	325,679	1,979,043	2,065,944	238,778	-	2,304,722
432	Stormwater CIP Fund	724,472	532,665	887,314	-	369,823	1,257,137
450	Revenue Bond Reserve	2,886,573	55,984	142,513	-	2,800,044	2,942,557
510	Info Tech Services Fund	306,352	639,662	798,375	-	147,639	946,014
520	Equipment & Fleet Fund	4,285,865	1,881,030	1,645,228	4,260,270	261,397	6,166,895
530	Facilities Management Fund	8,818	1,592,630	1,475,240	-	126,208	1,601,448
	<b>Totals</b>	<b>\$ 39,830,154</b>	<b>\$ 48,609,866</b>	<b>\$ 54,800,636</b>	<b>\$ 9,712,114</b>	<b>\$ 23,927,270</b>	<b>\$ 88,440,020</b>

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.

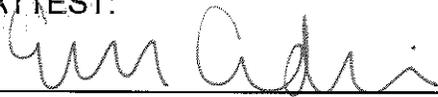
Section 4. Effective Date. This ordinance shall take effect five (5) days after publication.

PASSED by the City Council and APPROVED by the Mayor of the City of Monroe, at a regular meeting held this 11th day of June, 2019

First Reading: May 14, 2019  
 Final Reading: June 11, 2019  
 Published: June 11, 2019  
 Effective: June 11, 2019

(SEAL)

ATTEST:

  
 Elizabeth M. Adkisson, MMC, City Clerk

CITY OF MONROE, WASHINGTON:

  
 Geoffrey Thomas, Mayor

APPROVED AS TO FORM:

  
 J. Zachary Lell, City Attorney

**EXHIBIT A**  
**2019 Budget Amendment #1 - Detail**

Item #	Amount	Funds	Description	Cost Center
		<b>GENERAL FUND</b>		
1	\$ 53,275	Revenue	Increase to property taxes based on higher than estimated assessed values and new construction	001-000 Non Departmental
2	\$ (89,826)	Revenue	Decrease estimated sewer utility tax based on first quarter 2019 trending	001-000 Non Departmental
3	\$ 450,000	Expenditure	Transfer to N. Kelsey Fund 319 toward 2020 bond payment-offset by higher than anticipated beginning fund balance (BFB)	001-000 Non Departmental
4	\$ 87,000	Expenditure	Transfer to Fund 105 Street O&M to offset costs of snow event-offset by higher than anticipated BFB	001-000 Non Departmental
5	\$ 150,000	Expenditure	Transfer to Fund 530 Facilities. F530 cost recovery is on a two year lag and expenses continue to increase (utilities, repairs, etc.) Offset by higher than anticipated BFB	001-000 Non Departmental
6	\$ 10,000	Expenditure	HPAC facilitation (Approved with Agenda Bill 19-069)	001-001 Executive
7	\$ 5,300	Expenditure	Travel costs for Econ Dev trips with Econ Alliance Snohomish County	001-001 Executive
8	\$ 15,000	Expenditure	Increase for economic development contract (offset by higher than anticipated one time sales tax revenue in 2018)	001-100-001 Executive (Econ Dev) Department
9	\$ 25,000	Expenditure	Wayfinding signs planning/ designing (offset by higher than anticipated one time sales tax revenue in 2018)	001-100-001 Executive (Econ Dev) Department
10	\$ 1,500	Revenue	Springbrook training cost sharing with Mill Creek and Duvall	001-002 Finance
11	\$ 3,816	Expenditure	Springbrook training costs approved with Agenda Bill 19-003. Partial offset by cost sharing with Mill Creek and Duvall	001-002 Finance
12	\$ 5,000	Revenue	Washington Finance Officers Assn (WFOA) intern grant	001-003 Human Resources
13	\$ 5,000	Expenditure	Increase to intern program costs. Potential offset with WFOA grant.	001-003 Human Resources
14	\$ 3,800	Expenditure	Police 2018 back pay costs	001-004 Police

**EXHIBIT A**  
**2019 Budget Amendment #1 - Detail**

Item #	Amount	Funds	Description	Cost Center
		<b>LODGING TAX FUND</b>		
30	\$ (11,000)	Expenditure	Decreased awards budget. Specific awards will not be needed.	Fund 109 Lodging Tax
		<b>GENERAL CAPITAL FUND</b>		
31	\$ 12,030	Revenue	Increase anticipated interest earnings due to larger than anticipated beginning fund balance	Fund 307 General Capital
32	\$ 191,927	Expenditure	Increased transfer to F432 Stormwater Capital-monies remaining after PW Shop completion	Fund 307 General Capital
33	\$ 421,570	Expenditure	Carry over for PW shop construction offset by higher than anticipated BFB	Fund 307 General Capital
		<b>PARKS CAPITAL FUND</b>		
34	\$ 230	Expenditure	Benefit costs associated with Teamsters retirement audit	Fund 317 Parks Capital
35	\$ 144,000	Expenditure	Carry over parks planning costs offset by beginning fund balance	Fund 317 Parks Capital
		<b>STREETS CAPITAL FUND</b>		
36	\$ 497,500	Revenue	Increased street preservation reimbursements from the Transportation Benefit District (TBD)	Fund 318 Streets Capital
37	\$ 497,500	Expenditure	Increased street preservation costs to be offset by TBD reimbursement	Fund 318 Streets Capital
		<b>N KELSEY FUND</b>		
38	\$ 264,924	Revenue	Acknowledge land sale proceeds	Fund 319 N Kelsey
39	\$ 450,000	Revenue	Transfer in from General Fund for 2020 Bond Payment	Fund 319 N Kelsey
40	\$ 26,000	Expenditure	Costs associated with land sale and other misc land sale preparation work	Fund 319 N Kelsey
41	\$ 10,000	Expenditure	Cost estimates for five trips associated with covenant negotiations	Fund 319 N Kelsey
		<b>WATER O&amp;M FUND</b>		
42	\$ 303,980	Expenses	Increase anticipated transfer amount to Water CIP based on updated beginning fund balance and 12% O&M reserve target	Fund 411 Water O&M

**EXHIBIT A**  
**2019 Budget Amendment #1 - Detail**

<u>Item #</u>	<u>Amount</u>	<u>Funds</u>	<u>Description</u>	<u>Cost Center</u>
		<b>FACILITIES FUND</b>		
54	\$ 150,000	Revenue	Transfer in from General Fund. F530 cost recovery is on a two year lag and expenses continue to increase (utilities, repairs, etc.) Offset by higher than anticipated general fund BFB	Fund 530 Facilities
55	\$ 22,000	Expenses	Increase for potential rate increase to PSE/PUD bills	Fund 530 Facilities

**EXHIBIT B**  
**2019 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	
		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	Budgeted Restricted Fund Balance	Budgeted Undesignated Fund Balance	Amended Restricted Fund Balance	Amended Undesignated Fund Balance	Budgeted Restricted Fund Balance	Budgeted Undesignated Fund Balance	Amended Restricted Fund Balance	Amended Undesignated Fund Balance		
001	General Fund	3,692,539	4,422,551	15,384,768	15,434,217	16,202,224	17,124,501	2,543,319	331,764	2,574,255	158,012										
002	Contingency Fund	856,077	856,744	119,683	119,683	-	-	975,760	-	976,427	-										
008	Donation Fund	14,130	4,802	4,050	4,050	3,520	6,020	14,660	-	2,832	-										
105	Street Fund	293,246	402,037	733,111	820,111	733,556	820,556	124,705	168,096	139,495	262,097										
109	Tourism Fund	64,487	82,672	80,750	80,750	117,426	106,426	-	27,811	-	56,996										
114	Narcotics Fund	34,864	53,882	10,000	10,000	25,600	25,600	-	-	-	38,282										
117	Real Estate Excise Tax Fund	2,909,111	3,037,267	958,182	958,182	766,192	766,192	-	-	-	3,229,257										
203	Governmental Debt Fund	3,347	3,363	206,910	206,910	206,870	206,870	-	-	-	3,403										
307	General Capital Projects	756,445	1,357,912	15,128	27,158	771,573	1,385,070	-	-	-	-										
317	Parks CIP Fund	808,141	952,548	714,034	714,034	795,936	940,166	-	-	-	692,663										
318	Street CIP Fund	1,266,429	2,065,161	2,435,403	2,932,903	3,430,352	3,927,852	-	-	33,753	1,070,212										
319	North Kelsey Development	805,284	908,488	1,094,833	1,809,757	128,728	164,728	-	-	-	2,553,517										
411	Water Fund	938,190	1,242,170	6,627,042	6,627,042	6,926,873	7,230,853	-	-	638,359	-										
412	Water CIP Fund	7,225,796	7,179,695	2,309,902	2,613,882	5,377,369	5,377,369	-	-	-	4,416,208										
421	Sewer Fund	1,238,233	1,101,589	7,550,194	7,550,194	7,940,482	7,803,838	-	-	847,945	-										
422	Sewer CIP Fund	6,735,585	7,621,514	2,156,623	2,019,979	1,899,961	1,899,981	-	-	-	6,990,247										
431	Stormwater Fund	337,055	325,679	1,949,043	1,979,043	2,050,920	2,065,944	-	-	235,178	-										
432	Stormwater CIP Fund	707,084	724,472	355,714	532,665	887,314	887,314	-	-	-	175,484										
450	Revenue Bond Reserve	2,885,762	2,886,573	55,984	55,984	142,513	142,513	-	-	2,799,233	369,823										
510	Info Tech Services Fund	306,674	306,352	643,770	639,662	798,375	798,375	-	-	-	147,639										
520	Equipment & Fleet Fund	4,274,430	4,285,865	1,881,030	1,881,030	1,606,971	1,645,228	-	-	4,260,270	261,397										
530	Facilities Management Fund	86,521	8,818	1,442,630	1,592,630	1,453,240	1,475,240	-	-	-	126,208										
	<b>Totals</b>	<b>36,237,430</b>	<b>39,830,154</b>	<b>46,728,784</b>	<b>48,609,866</b>	<b>52,265,995</b>	<b>54,800,636</b>	<b>12,473,182</b>	<b>18,227,037</b>	<b>9,712,114</b>	<b>23,927,270</b>										

**Exhibit C**  
**2019 Beginning Cash Balance vs. Budgeted Beginning Balances**

Fund	Description	Budgeted Beginning Balance	Actual Cash Beginning Balance	Difference	Comments
001	General Fund	3,692,539	4,422,551	730,012	Revenues higher than estimated (mostly sales taxes and building permits) and expenditures across the board came in under budget.
002	Contingency Fund	856,077	856,744	667	N/A. Difference less than 0.5%.
008	Donation Fund	14,130	4,802	(9,328)	Purchase of K9 occurred prior to year end; had been anticipated for the beginning of 2019.
105	Street Fund	293,246	402,037	108,791	Development related revenues came in higher than anticipated; expenditures were below budget.
109	Tourism/Lodging Tax Fund	64,487	82,672	18,185	Expenditures less than anticipated. Specific awardees chose not to pursue their projects.
114	Narcotic/Drug Buy Fund	34,864	53,882	19,018	Revenue and expenditure levels are volatile depending on activity.
117	REET Fund	2,909,111	3,037,267	128,156	Tax and interest revenue higher than estimated. Budgeted transfers for capital have not yet occurred.
203	Governmental Debt Fund	3,347	3,363	16	N/A. Difference less than 0.5%.
307	General CIP Fund	756,445	1,357,912	601,467	PW Shop construction expenditures carried over into 2019.
317	Parks CIP Fund	808,141	952,548	144,407	Park planning expenditures were less than anticipated.
318	Street CIP Fund	1,266,429	2,065,161	798,732	Impact fees were higher than anticipated; capital costs were less than estimated.
319	North Kelsey Development Fund	805,284	908,488	103,204	Interest earnings for all funds were higher than anticipated. Expenditures were less than estimated.
411	Water Fund	938,190	1,242,170	303,980	Water sales were higher than anticipated.
412	Water CIP Fund	7,225,796	7,179,695	(46,101)	Capital projects bills can in sooner than anticipated (prior to year end). Budget carry over will not be needed and all expenses for 2018 were within budget.
421	Sewer Fund	1,238,233	1,101,589	(136,644)	Revenue estimated and billed in December but cash not yet received.
422	Sewer CIP Fund	6,733,585	7,621,514	887,929	Capital fees higher than anticipated and expenses less than estimated.
431	Stormwater Fund	337,055	325,679	(11,376)	Revenue estimated and billed in December but cash not yet received.
432	Stormwater CIP Fund	707,084	724,472	17,388	Expenses were less than estimated.
450	Revenue Bond Reserve Fund	2,885,762	2,886,573	811	N/A. Difference less than 0.5%.
510	Info Technology Fund	306,674	306,352	(322)	N/A. Difference less than 0.5%.
520	Fleet & Equipment Fund	4,274,430	4,285,865	11,435	Sale of surplus items and interest revenue higher than anticipated. In addition, expenses were less than estimated.
530	Facilities Management Fund	86,521	8,818	(77,703)	Utility payments to outside vendors were higher than anticipated. Cost recovery is done on a two year look back, so revenues will always lag behind actual expenses.
		<b>36,237,430</b>	<b>39,830,154</b>	<b>3,592,724</b>	

Exhibit D - 2019 Amended Salary Schedule

Department	Title	Salary Range	
		2019 Lower	2019 Higher
Administration	IT Desktop Support	4,837	6,174
Administration	Executive Assistant	4,965	6,479
Administration	City Clerk	5,075	7,820
Administration	HR Director	7,980	12,235
Administration	City Administrator	9,564	14,138
Community Development	Planning Asst	4,561	5,821
Community Development	Assistant Planner	4,722	5,835
Community Development	Permit Technician	4,744	6,054
Community Development	Building Inspector/Plans Examiner	4,837	6,842
Community Development	Associate Planner	5,258	6,677
Community Development	Permit Supervisor	5,574	7,113
Community Development	Senior Planner	6,044	8,090
Community Development	Building Official	6,267	8,567
Community Development	Principal Planner	6,455	8,824
Community Development	Community Development Director	7,980	12,235
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	5,201	6,278
Finance	Finance Director	7,980	12,235
Municipal Court	Court Clerk	4,561	5,821
Municipal Court	Court Security Officer	24/hour	
Municipal Court	Court Administrator	7,147	9,446
Parks & Rec	Parks Maintenance	4,560	5,820
Parks & Rec	Parks Admin Tech	4,857	6,054
Parks & Rec	Parks & Rec Administrative Tech	4,744	6,054
Parks & Rec	Parks Lead	5,016	6,402
Parks & Rec	Parks Supervisor	5,574	7,113
Parks & Rec	Parks Senior Planner	6,044	8,090
Parks & Rec	Parks Director	7,980	12,542
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	4,744	6,054
Police Dept.	Investigative Support	4,744	6,054
Police Dept.	Code Enforcement	4,744	6,054
Police Dept.	Evidence Technician	4,744	6,054
Police Dept.	Police Officer	5,995	7,285
Police Dept.	Administrative Manager	7,146	9,446
Police Dept.	Sergeant	7,713	9,374
Police Dept.	Administrative Bureau Director	7,980	12,235
Police Dept.	Deputy Chief	7,980	12,235
Police Dept.	Police Chief	9,249	13,668
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	4,744	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
Public Works Department	Facilities Specialist III	4,786	6,108