

CITY OF MONROE
ORDINANCE NO. 006/2021

AN ORDINANCE OF THE CITY OF MONROE,
WASHINGTON, AMENDING THE BUDGET FOR FISCAL
YEAR 2021 TO ACCOUNT FOR ACTUAL BEGINNING
FUND BALANCES, NEW OR DECREASED REVENUES
AND EXPENDITURES; PROVIDING FOR SEVERABILITY;
AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City Council adopted the budget for fiscal year 2021 through Ordinance No. 015/2020 on November 10, 2020; and

WHEREAS, the beginning fund balances set forth in the 2021 budget were only estimates in 2020 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 findings in support of this ordinance.

Section 2. Budget Amendment. The budget for the fiscal year 2021 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	\$ 5,190,271	\$ 15,561,241	\$ 17,865,461	\$ 2,740,543	\$ 145,508	\$ 20,751,512
002	Contingency Fund	1,085,656	83,000	-	1,168,656	-	1,168,656
008	Donation Fund	13,134	5,250	10,875	7,509	-	18,384
105	Street Fund	571,395	1,098,332	1,064,406	180,950	424,371	1,669,727
109	Tourism Fund	74,591	40,150	35,000	-	79,741	114,741
114	Narcotics Fund	51,902	26	21,000	-	30,928	51,928
117	Real Estate Excise Tax Fund	5,104,294	926,720	5,103,274	-	927,740	6,031,014
203	Governmental Debt Fund	3,475	137,851	137,836	-	3,490	141,326
307	General Capital Projects	2,642	1,594,676	1,576,144	-	21,174	1,597,318
317	Parks CIP Fund	1,315,093	6,473,271	6,356,667	37,305	1,394,392	7,788,364
318	Street CIP Fund	2,072,039	5,543,623	6,732,393	-	883,269	7,615,662
319	North Kelsey Development	149,979	500	105,927	-	44,552	150,479
330	Building Fund	-	1,652,607	525,000	-	1,127,607	1,652,607
411	Water Fund	971,231	6,914,500	7,163,939	721,792	-	7,885,731
412	Water CIP Fund	7,247,257	1,516,663	6,190,385	-	2,573,535	8,763,920
421	Sewer Fund	1,526,072	8,419,972	8,938,244	791,726	216,074	9,946,044
422	Sewer CIP Fund	10,174,616	4,718,078	4,894,146	-	9,998,548	14,892,694
431	Stormwater Fund	444,288	2,452,625	2,559,141	270,203	67,569	2,896,913
432	Stormwater CIP Fund	525,596	3,519,634	3,461,432	-	583,798	4,045,230
450	Revenue Bond Reserve	2,827,344	5,500	-	2,832,844	-	2,832,844
510	Info Tech Services Fund	302,405	1,019,957	1,013,741	-	308,621	1,322,362
520	Equipment & Fleet Fund	5,295,570	1,911,215	1,298,728	5,572,964	335,093	7,206,785
530	Facilities Management Fund	138,454	1,471,009	1,559,645	-	49,818	1,609,463
	Totals	\$ 45,087,304	\$ 65,066,400	\$ 76,613,384	\$ 14,324,492	\$ 19,215,828	\$ 110,153,704

Section 3. Salary Schedule. The 2021 salary schedule for authorized City of Monroe positions is set forth in the attached Exhibit A 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. 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 13 day of July, 2021.

First Reading: June 22, 2021
Final Reading: July 13, 2021
Published: July 16, 2021
Effective: July 21, 2021

CITY OF MONROE, WASHINGTON:


Geoffrey Thomas (Jul 15, 2021 06:44 PDT)

Geoffrey Thomas, Mayor

ATTEST:

APPROVED AS TO FORM:



Rabecca R. Hasart, Interim City Clerk


Zach Lell (Jul 14, 2021 09:43 PDT)

J. Zachary Lell, City Attorney

EXHIBIT A

Department	Title	Salary Range	Salary Range
Administration	Public Records Officer (Part-time)	31/hour	40/hour
Administration	Intern	17.50/hour	27/ hour
Administration	City Administrator	9,872	14,593
Administration	HR Director	8,237	12,629
Administration	IT Manager	7,377	9,750
Administration	Management Analyst	5,624	7,177
Administration	IT Desktop Support	4,993	6,373
Administration	City Clerk	6,238	8,350
Community Development	Community Development Director	8,237	12,629
Community Development	Development Services Manager (Building Official)	7,377	9,750
Community Development	Planning Manager	7,377	9,750
Community Development	Principal Planner	6,662	9,108
Community Development	Senior Planner	6,239	8,350
Community Development	Permit Supervisor	6,344	8,094
Community Development	Plans Examiner	4,993	7,062
Community Development	Building Inspector	4,993	7,062
Community Development	Associate Planner	5,427	6,892
Community Development	Permit Technician	4,882	6,309
Community Development	Code Enforcement	4,882	6,309
Community Development	Assistant Planner	4,874	6,023
Community Development	Planning Asst	4,708	6,009
Finance	Finance Director/City Clerk	8,237	12,629
Finance	Finance Manager	7,377	9,750
Finance	Customer Service	4,708	5,873
Finance	AP/AR	4,708	5,873
Finance	Utility Billing	4,708	5,873
Municipal Court	Court Security Officer	25.19/hour	\$25.42/hour
Municipal Court	Court Administrator	7,377	9,750
Municipal Court	Court Clerk	4,708	6,009
Municipal Court	Probation Counselor	5,427	6,892
Parks & Rec	Parks Director	8,237	12,945
Parks & Rec	Parks Manager	7,376	9,750
Parks & Rec	Parks Supervisor	6,344	8,094
Parks & Rec	Parks Admin Tech	4,882	6,309
Parks & Rec	Parks & Rec Administrative Tech	4,882	6,309
Parks & Rec	Parks Maintenance	4,801	6,127
Parks & Rec	Parks Lead	5,436	6,127
Police Dept.	Police Chief	9,547	14,108
Police Dept.	Deputy Chief	8,237	12,629
Police Dept.	Commander	7,376	11,060
Police Dept.	Administrative Manager	7,376	9,750
Police Dept.	Sergeant	7,638	9,283
Police Dept.	Police Officer	6,360	7,729
Police Dept.	Investigative Support	4,882	6,309
Police Dept.	Code Enforcement	4,882	6,309

EXHIBIT A

Department	Title	Salary Range	Salary Range
Administration	Public Records Officer (Part-time)	31/hour	40/hour
Police Dept.	Evidence Technician	4,882	6,309
Police Dept.	Customer Service Assistant	4,708	6,009
Police Dept.	Data Asst/Armorer	4,708	6,009
Police Dept.	Executive Assistant	4,666	6,009
Police Dept.	Customer Service Specialist	-	-
Public Works Department	Public Works Director	8,237	13,311
Public Works Department	Deputy PW Director	7,376	11,065
Public Works Department	Deputy City Engineer	7,376	11,065
Public Works Department	Water & Sewer Operations Manager	7,376	10,651
Public Works Department	Senior Engineer	6,201	9,075
Public Works Department	Construction Inspector Supervisor	6,601	8,424
Public Works Department	WWTP Supervisor	6,601	8,424
Public Works Department	Construction Document Supervisor	6,287	8,022
Public Works Department	O&M Supervisor	6,287	8,022
Public Works Department	Civil Designer	5,403	7,645
Public Works Department	Construction Inspector III	5,954	7,600
Public Works Department	GIS/CAD Specialist	5,403	7,198
Public Works Department	Management Analyst	5,624	7,177
Public Works Department	Water Quality Lead IV	5,436	6,938
Public Works Department	Construction Inspector IV	5,436	6,938
Public Works Department	Utilities/Streets Site Lead	5,436	6,938
Public Works Department	Utility System Specialist	5,336	6,810
Public Works Department	Cross Connection Control	5,336	6,810
Public Works Department	WWTP Operator	5,336	6,810
Public Works Department	Shop Specialist III	5,336	6,810
Public Works Department	Equipment Operator III	5,336	6,810
Public Works Department	Facilities Specialist III	5,336	6,810
Public Works Department	Lab Specialist III	5,336	6,810
Public Works Department	Stormwater Compliance Coordinator	5,336	6,810
Public Works Department	PW Administrative Tech	4,882	6,309
Public Works Department	Maintenance and Operations II	4,801	6,127
Public Works Department	Seasonals	18 hour	20 hour
Public Works Department	Engineering Admin Specialist	4,708	6,009
		2021 Lower	2021 Higher

EXHIBIT B

2021 Beginning Cash Balance vs. Budgeted Beginning Balances

Fund	Description	Budgeted Beginning Balance	Actual Cash Beginning Balance	Difference	Comments
001	General Fund	3,886,207	5,190,272	1,304,065	Tax revenues came in higher than expected by approximately \$900K. Specifically, general sales taxes (exclusive of public safety) came in \$571K better than budget; utility taxes came in \$158K better than budget. Expenditures were less than budgeted by approximately \$690K due to the Mayor's emergency order, positions remaining empty during the pandemic, and various programs on hold during the lock downs.
002	Contingency Fund	1,082,314	1,085,656	3,342	N/A. Difference less than 0.5%.
008	Donation Fund	12,403	13,134	731	Expenditures less than anticipated.
105	Street Fund	465,372	571,396	106,024	Development related revenues came in higher than anticipated; expenditures were below budget.
109	Tourism/Lodging Tax Fund	29,580	74,591	45,011	Revenues were adjusted down due to COVID lockdowns. Most programs supported with LTAX were also cancelled.
114	Narcotic/Drug Buy Fund	51,702	51,902	200	N/A. Difference less than 0.5%.
117	REET Fund	1,106,896	5,104,295	3,997,399	Tax and interest revenue higher than estimated. Due to timing of the projects, budgeted transfers for Lake Tye Fields and North Hill Park have not yet occurred. These transfers will be included in the 2021 Budget Amendments.
203	Governmental Debt Fund	3,458	3,476	18	N/A. Difference was about 0.5%.
307	General CIP Fund	18,397	2,642	(15,755)	Difference due to timing of BGC costs versus reimbursement receipt.
317	Parks CIP Fund	5,009,874	1,315,093	(3,694,781)	Budgeted REET transfers for Lake Tye Fields and North Hill Park have not yet been executed due to timing for these projects.
318	Street CIP Fund	1,254,538	2,072,040	817,502	Impact fees were higher than anticipated; capital costs were less than estimated.
319	North Kelsey Development Fund	105,427	149,979	44,552	Interest earnings for all funds were higher than anticipated. Expenditures associated with development of the area were less than estimated.
411	Water Fund	976,924	971,232	(5,692)	N/A. Difference is 0.58%.
412	Water CIP Fund	4,887,240	7,247,257	2,360,017	Interest earnings and connection fees were higher than anticipated. Capital expenses were less than estimated.
421	Sewer Fund	1,309,998	1,526,073	216,075	Sales were higher than anticipated and expenses were below budget.
422	Sewer CIP Fund	9,676,212	10,174,616	498,404	Capital fees higher than anticipated and expenses less than estimated.
431	Stormwater Fund	376,719	444,288	67,569	Sales were higher than anticipated and expenses were below budget.
432	Stormwater CIP Fund	3,676,635	525,596	(3,151,039)	Due to timing of capital projects, reimbursement based grant revenues have not yet been received.
450	Revenue Bond Reserve Fund	2,818,211	2,827,345	9,134	N/A. Difference less than 0.5%.
510	Info Technology Fund	191,880	302,406	110,526	Expenses were less than estimated as this cost center shifted efforts to COVID related needs for IT infrastructure. Costs associated with COVID purchases were done through and reimbursed to the General Fund (CARES Act money).
520	Fleet & Equipment Fund	5,254,750	5,295,571	40,821	Sale of surplus items and interest revenue higher than anticipated. In addition, expenses were less than estimated.
530	Facilities Management Fund	94,761	138,455	43,694	Expenses were less than estimated as this cost center shifted efforts to COVID related needs. Costs associated with COVID purchases were done through and reimbursed to the General Fund (CARES Act money).
		42,289,498	45,087,314.92	2,797,817	

EXHIBIT C

2021 Non-General Fund Amendments Summary

Fund Number and Name	Changes
002 Contingency Fund	<ul style="list-style-type: none"> • Decrease transfer in from General Fund by \$8,000 (R) • Increase interest earnings by \$3,276 (R)
117 Real Estate Excise Taxes (REET)	<ul style="list-style-type: none"> • Add \$16,720 State REET revenue (R) • Reappropriate \$3,750,000 transfers (Lake Tye/North Hill) (E) • Reappropriate \$62,500 transfer for Gateway/Wayfinding program (E) • Increase \$85,107 budgeted sweep to Fund 330 Building Capital (E) • Transfer \$39,000 to Fund 317 (Parks Capital) for matching funds for purchase of passive park (E)
307 General Capital Projects Fund	<ul style="list-style-type: none"> • Increase both revenue and expense by \$361,000 for additional Boys & Girls Club (BGC) ECEAP grant • True up revenue carryover for BGC by \$195,921 (R) • True up expenditure carryover for BGC by \$192,544 (E)
317 Parks Capital Fund	<ul style="list-style-type: none"> • Reappropriate \$3,750,000 budgeted transfers (Lake Tye/North Hill) (R) • Reappropriate \$62,500 transfer for Gateway/Wayfinding program (R) • Transfer in \$39,000 from Fund 117 REET for matching funds for purchase of passive park (R) • Increase expenditures by \$39,000 for matching funds for purchase of passive park (E) • Acknowledge \$1,000,000 RCO grant for purchase of North Hill Park (R)
318 Streets Capital Fund	<ul style="list-style-type: none"> • Increase both expenditures and revenues by \$667,817 for additional Transportation Benefit District projects • Add \$113,000 grant for 147th Street Signal (R) • Increase \$129,000 147th Street Signal capital costs (E) • Add \$117,000 grant US2 Non-motorized Shared Path (R) • Increase \$150,000 capital costs for US2 Non-motorized Shared Path (E) • Increase \$409,000 estimates for ROW acquisitions (E) • Add \$590,000 grant Kelsey Street Railroad crossing improvements (R) • Increase \$607,000 capital costs Kelsey Street Railroad crossing improvements (E)
330 Building Capital Fund	<ul style="list-style-type: none"> • Transfer in \$1 million from General Fund (R) • Increase sweep transfer in \$85,107 from REET (R) • Remove \$800,000 potential land sales revenue (R)

EXHIBIT C

2021 Non-General Fund Amendments Summary

Fund Number and Name	Changes
412 Water Capital Fund	<ul style="list-style-type: none"> • Increase \$500,000 Dept of Corrections Reservoir carry over costs (E)
422 Sewer Capital Fund	<ul style="list-style-type: none"> • Add \$31,598 Wastewater Treatment Plant Odor Control Scrubber capital costs (E)
510 Information Technology Fund	<ul style="list-style-type: none"> • Transfer in \$242,274 from General Fund for IT Manager costs (R) • Increase \$76,508 for IT Manager pay and benefits (E)
530 Facilities Fund	<ul style="list-style-type: none"> • Add \$35,000 Card Key project costs carry over (E)

**EXHIBIT D
2021 Budget Amendment #1**

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	3,886,207	5,190,271	14,616,741	15,561,241	15,849,221	17,865,461	2,621,803	31,924	2,740,543	145,508
002	Contingency Fund	1,082,314	1,085,656	87,724	83,000	0	0	1,170,038	0	1,168,656	0
008	Donation Fund	12,403	13,134	5,250	5,250	10,875	10,875	6,778	0	7,509	0
105	Street Fund	465,372	571,395	1,098,332	1,098,332	1,064,406	1,064,406	180,950	318,348	180,950	424,371
109	Tourism Fund	29,580	74,591	40,150	40,150	35,000	35,000	0	34,730	0	79,741
114	Narcotics Fund	51,702	51,902	26	26	21,000	21,000	0	30,728	0	30,928
117	Real Estate Excise Tax Fund	1,106,896	5,104,294	910,000	926,720	1,166,667	5,103,274	0	850,229	0	927,740
203	Governmental Debt Fund	3,458	3,475	137,851	137,851	137,836	137,836	0	3,473	0	3,490
307	General Capital Projects	18,397	2,642	1,022,000	1,594,676	1,022,600	1,576,144	0	17,797	0	21,174
317	Parks CIP Fund	5,009,874	1,315,093	1,621,771	6,473,271	6,255,167	6,356,667	37,305	339,173	37,305	1,394,392
318	Street CIP Fund	1,254,538	2,072,039	4,055,806	5,543,623	4,769,576	6,732,393	0	540,768	0	883,269
319	North Kelsey Development	105,427	149,979	500	500	105,927	105,927	0	0	0	44,552
330	Building Fund	0	0	1,367,500	1,652,607	525,000	525,000	0	842,500		1,127,607
411	Water Fund	976,924	971,231	6,914,500	6,914,500	7,163,939	7,163,939	727,485	0	721,792	0
412	Water CIP Fund	4,887,240	7,247,257	1,516,663	1,516,663	5,690,385	6,190,385	0	713,518	0	2,573,535
421	Sewer Fund	1,309,998	1,526,072	8,419,972	8,419,972	8,938,244	8,938,244	791,726	0	791,726	216,074
422	Sewer CIP Fund	9,676,212	10,174,616	4,718,078	4,718,078	4,894,146	4,894,146	0	9,500,144	0	9,998,548
431	Stormwater Fund	376,719	444,288	2,452,625	2,452,625	2,559,141	2,559,141	270,203	0	270,203	67,569
432	Stormwater CIP Fund	3,676,635	525,596	308,946	3,519,634	3,348,229	3,461,432	0	637,352	0	583,798
450	Revenue Bond Reserve	2,818,211	2,827,344	5,500	5,500	0	0	2,823,711	0	2,832,844	0
510	Info Tech Services Fund	191,880	302,405	777,683	1,019,957	937,233	1,013,741	0	32,330	0	308,621
520	Equipment & Fleet Fund	5,254,750	5,295,570	1,911,215	1,911,215	1,298,728	1,298,728	5,572,964	294,273	5,572,964	335,093
530	Facilities Management Fund	94,761	138,454	1,471,009	1,471,009	1,524,645	1,559,645	0	41,125	0	49,818
	Totals	42,289,498	45,087,304	53,459,842	65,066,400	67,317,965	76,613,384	14,202,963	14,228,412	14,324,492	19,215,828












Ordinance 1st Amendment 2021 7-13-21

Final Audit Report

2021-07-15

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