

**CITY OF MONROE**  
**ORDINANCE NO. 018/2022**

AN ORDINANCE OF THE CITY OF MONROE,  
WASHINGTON, AMENDING THE BUDGET FOR FISCAL  
YEAR 2022 TO ACCOUNT FOR NEW OR DECREASED  
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 2022 through Ordinance No. 011/2021 on November 9, 2021; 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, and C 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 2022 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	\$ 8,427,622	\$ 19,344,087	\$ 21,873,340	\$ 5,744,411	\$ 153,958	\$ 27,771,709
002	Contingency Fund	1,169,260	104,100	-	1,273,360	-	1,273,360
008	Donation Fund	21,335	9,250	9,250	21,335	-	30,585
105	Street Fund	776,466	1,163,551	1,357,726	582,291	-	1,940,017
109	Tourism Fund	162,440	70,000	150,000	82,440	-	232,440
114	Narcotics Fund	55,972	4	41,000	14,976	-	55,976
117	Real Estate Excise Tax Fund	1,913,345	2,106,300	3,674,514	345,131	-	4,019,645
203	Governmental Debt Fund	3,495	137,261	137,241	3,515	-	140,756
307	General Capital Projects	21,202	1,202,560	1,202,560	21,202	-	1,223,762
317	Parks CIP Fund	996,654	1,966,372	2,228,493	734,533	-	2,963,026
318	Street CIP Fund	1,839,096	6,424,562	7,746,993	516,665	-	8,263,658
319	North Kelsey Development	148,547	105	148,652	-	-	148,652
330	Building Fund	1,606,704	1,940,811	1,929,040	1,618,475	-	3,547,515
411	Water Fund	1,437,252	7,328,114	7,320,732	1,444,634	-	8,765,366
412	Water CIP Fund	5,024,254	1,470,153	2,799,118	3,695,289	-	6,494,407
421	Sewer Fund	1,073,856	8,735,583	8,996,716	812,723	-	9,809,439
422	Sewer CIP Fund	12,822,094	5,251,205	5,683,254	12,390,045	-	18,073,299
431	Stormwater Fund	501,975	2,930,749	3,084,981	347,743	-	3,432,724
432	Stormwater CIP Fund	549,887	4,148,072	3,980,881	717,078	-	4,697,959
450	Revenue Bond Reserve	2,843,121	-	761,276	2,081,845	-	2,843,121
510	Info Tech Services Fund	340,336	1,133,458	1,321,999	151,795	-	1,473,794
520	Equipment & Fleet Fund	6,269,673	1,486,367	2,580,697	5,175,343	-	7,756,040
530	Facilities Management Fund	24,045	1,678,589	1,550,622	152,012	-	1,702,634
	<b>Totals</b>	<b>\$ 48,028,631</b>	<b>\$ 68,631,253</b>	<b>\$ 78,579,085</b>	<b>\$ 37,926,841</b>	<b>\$ 153,958</b>	<b>\$ 116,659,884</b>

**Section 3. Salary Schedule.** The 2022 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.

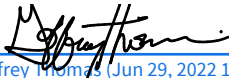
**Section 4. Severability.** If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause 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 28<sup>th</sup> day of June, 2022.

First Reading: June 14, 2022  
Final Reading: June 28, 2022  
Published: July 1, 2022  
Effective: July 7, 2022

CITY OF MONROE, WASHINGTON:


  
[Geoffrey Thomas \(Jun 29, 2022 14:57 PDT\)](#)

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Geoffrey Thomas, Mayor

ATTEST:

APPROVED AS TO FORM:

  
[Jodi Wycoff \(Jun 29, 2022 15:48 PDT\)](#)

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Jodi Wycoff, City Clerk

  
[Zach Lell \(Jun 29, 2022 11:56 PDT\)](#)

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J. Zachary Lell, City Attorney

EXHIBIT A

Department	Title	Salary Range Low	Salary Range High
Administration	Management Analyst	\$ 6,204	\$ 8,018
Administration	City Administrator	\$ 12,233	\$ 16,250
Administration	Records Specialist (Part-time)	\$35/hour	\$43/hour
Administration	Human Services Coordinator	\$ 4,967	\$ 6,339
City Clerk	City Clerk	\$ 6,816	\$ 8,809
Community Development	Plans Examiner	\$ 6,281	\$ 8,018
Community Development	Planning Admin/Permit Assistant	\$ 4,967	\$ 6,339
Community Development	Permit Technician	\$ 5,151	\$ 6,656
Community Development	Code Enforcement	\$ 5,151	\$ 6,656
Community Development	Associate Planner	\$ 5,626	\$ 7,271
Community Development	Building Inspector	\$ 5,876	\$ 7,594
Community Development	Permit Supervisor	\$ 6,693	\$ 8,968
Community Development	Planner	\$ 6,281	\$ 8,018
Community Development	Senior Planner	\$ 6,816	\$ 8,809
Community Development	Planning Manager	\$ 7,959	\$ 10,286
Community Development	Development Services Manager	\$ 7,959	\$ 10,286
Community Development	Community Development Director	\$ 10,568	\$ 13,657
Finance	Customer Service	\$ 4,967	\$ 6,339
Finance	AP/AR	\$ 4,967	\$ 6,339
Finance	Utility Billing	\$ 4,967	\$ 6,339
Finance	Finance Technician	\$ 5,151	\$ 6,656
Finance	Finance Manager	\$ 7,959	\$ 10,286
Finance	Finance Director	\$ 10,568	\$ 13,657
Human Resources/Information Technology	HR Coordinator	\$31.04 per hour	\$39.61 per hour
Human Resources/Information Technology	IT Desktop Support	\$ 5,203	\$ 6,724
Human Resources/Information Technology	Management Analyst	\$ 6,204	\$ 8,018
Human Resources/Information Technology	IT Manager	\$ 7,959	\$ 10,286
Human Resources/Information Technology	HR Director	\$ 10,568	\$ 13,657
Municipal Court	Court Clerk	\$ 4,967	\$ 6,339
Municipal Court	Court Administrator	\$ 7,959	\$ 10,286
Municipal Court	Court Security Officer	\$24/hour	\$26.82/hour
Municipal Court	Court Probation Counselor	\$ 5,725	\$ 7,271
Parks & Rec	Parks Admin Asst	\$ 4,967	\$ 6,339
Parks & Rec	Parks Maintenance II	\$ 5,065	\$ 6,464
Parks & Rec	Parks Lead	\$ 5,735	\$ 7,320
Parks & Rec	Parks Supervisor	\$ 6,693	\$ 8,968
Parks & Rec	Parks Manager	\$ 7,959	\$ 10,286
Parks & Rec	Parks Director	\$ 10,568	\$ 13,657
Police Dept.	Executive Assistant	\$ 5,151	\$ 6,656
Police Dept.	Customer Service Assistant	\$ 4,967	\$ 6,339
Police Dept.	Investigative Support	\$ 5,151	\$ 6,656
Police Dept.	Code Enforcement	\$ 5,151	\$ 6,656
Police Dept.	Evidence Technician	\$ 5,151	\$ 6,656
Police Dept.	Police Officer	\$ 6,417	\$ 7,798
Police Dept.	Sergeant	\$ 8,318	\$ 10,109
Police Dept.	Administrative Manager	\$ 7,959	\$ 10,286
Police Dept.	Commander	\$ 9,033	\$ 11,674
Police Dept.	Deputy Chief	\$ 10,568	\$ 13,657
Police Dept.	Police Chief	\$ 11,651	\$ 15,057
Public Works Department	Engineering Admin Assistant	\$ 4,967	\$ 6,339
Public Works Department	Maintenance and Operations II	\$ 5,065	\$ 6,464
Public Works Department	PW Administrative Tech	\$ 5,151	\$ 6,656
Public Works Department	Utility System Specialist	\$ 5,629	\$ 7,185
Public Works Department	Cross Connection Control	\$ 5,629	\$ 7,185
Public Works Department	WWTP Operator	\$ 5,629	\$ 7,185
Public Works Department	Shop Specialist III	\$ 5,629	\$ 7,185
Public Works Department	Equipment Operator III	\$ 5,629	\$ 7,185
Public Works Department	Facilities Specialist III	\$ 5,629	\$ 7,185
Public Works Department	Stormwater Compliance Coordinator	\$ 5,629	\$ 7,185
Public Works Department	GIS/CAD Specialist	\$ 5,876	\$ 7,594
Public Works Department	Civil Designer	\$ 6,241	\$ 8,065
Public Works Department	Water Quality Lead IV	\$ 5,735	\$ 7,320
Public Works Department	Construction Inspector IV	\$ 5,735	\$ 7,320

Approved 4-26-2022

## EXHIBIT A

Department	Title	Salary Range Low	Salary Range High
Public Works Department	Utilities/Streets Site Lead	\$ 5,735	\$ 7,320
Public Works Department	Management Analyst	\$ 6,204	\$ 8,018
Public Works Department	Construction Inspector III	\$ 6,281	\$ 8,018
Public Works Department	Construction Document Supervisor	\$ 6,693	\$ 8,539
Public Works Department	O&M Supervisor	\$ 6,693	\$ 8,539
Public Works Department	Construction Inspector Supervisor	\$ 7,026	\$ 8,968
Public Works Department	WWTP Supervisor	\$ 7,026	\$ 8,968
Public Works Department	Senior Engineer	\$ 7,959	\$ 10,109
Public Works Department	Engineering Services Manager	\$ 7,959	\$ 10,286
Public Works Department	Public Works Operations Manager	\$ 8,695	\$ 11,237
Public Works Department	City Engineer	\$ 9,033	\$ 11,674
Public Works Department	Public Works Director	\$ 11,096	\$ 14,340

**EXHIBIT B  
2022 Budget Amendment #1**

Fund	Name	Beginning Balance		Revenues		Expenditures		Fund Balance		Fund Balance	
		Budgeted	Actual	Budgeted	Amended	Budgeted	Amended	Budgeted	Budgeted	Amended	Amended
		Beginning	Beginning	Revenues	Revenues	Expenditures	Expenditures	Restricted	Undesignated	Restricted	Undesignated
		Balance	Balance					Fund Balance	Fund Balance	Fund Balance	Fund Balance
001	General Fund	4,347,614	8,427,622	18,966,760	19,344,087	20,264,343	21,873,340	2,958,495	91,536	5,744,411	153,958
002	Contingency Fund	1,172,156	1,169,260	91,600	104,100	0	0	1,263,756	0	1,273,360	0
008	Donation Fund	22,014	21,335	9,250	9,250	9,250	9,250	22,014	0	21,335	0
105	Street Fund	696,733	776,466	1,163,551	1,163,551	1,357,726	1,357,726	502,558	0	582,291	0
109	Tourism Fund	138,740	162,440	70,000	70,000	150,000	150,000	58,740	0	82,440	0
114	Narcotics Fund	55,972	55,972	4	4	21,000	41,000	34,976	0	14,976	0
117	Real Estate Excise Tax Fund	2,358,175	1,913,345	1,106,300	2,106,300	2,476,445	3,674,514	988,030	0	345,131	0
203	Governmental Debt Fund	3,505	3,495	137,261	137,261	137,241	137,241	3,525	0	3,515	0
307	General Capital Projects	19,263	21,202	1,202,560	1,202,560	1,202,560	1,202,560	19,263	0	21,202	0
317	Parks CIP Fund	815,533	996,654	915,172	1,966,372	973,793	2,228,493	756,912	0	734,533	0
318	Street CIP Fund	1,668,892	1,839,096	5,838,989	6,424,562	6,758,282	7,746,993	749,599	0	516,665	0
319	North Kelsey Development	116,079	148,547	0	105	116,079	148,652	0	0	0	0
330	Building Fund	1,549,307	1,606,704	273,619	1,940,811	893,040	1,929,040	929,886	0	1,618,475	0
411	Water Fund	744,807	1,437,252	7,328,114	7,328,114	7,320,732	7,320,732	752,189	0	1,444,634	0
412	Water CIP Fund	5,609,913	5,024,254	1,470,153	1,470,153	2,799,118	2,799,118	4,280,948	0	3,695,289	0
421	Sewer Fund	1,007,800	1,073,856	8,735,583	8,735,583	8,996,716	8,996,716	746,667	0	812,723	0
422	Sewer CIP Fund	11,878,765	12,822,094	5,251,205	5,251,205	5,683,254	5,683,254	11,446,716	0	12,390,045	0
431	Stormwater Fund	427,692	501,975	2,930,749	2,930,749	3,084,981	3,084,981	273,460	0	347,743	0
432	Stormwater CIP Fund	1,418,677	549,887	4,148,072	4,148,072	3,980,881	3,980,881	1,585,868	0	717,078	0
450	Revenue Bond Reserve	2,844,844	2,843,121	0	0	761,276	761,276	2,083,568	0	2,081,845	0
510	Info Tech Services Fund	433,919	340,336	738,658	1,133,458	1,087,946	1,321,999	84,631	0	151,795	0
520	Equipment & Fleet Fund	6,190,930	6,269,673	1,486,367	1,486,367	2,580,697	2,580,697	5,096,600	0	5,175,343	0
530	Facilities Management Fund	83,768	24,045	1,528,589	1,678,589	1,550,622	1,550,622	61,735	0	152,012	0
	<b>Totals</b>	<b>43,605,098</b>	<b>48,028,631</b>	<b>63,392,556</b>	<b>68,631,253</b>	<b>72,205,982</b>	<b>78,579,085</b>	<b>34,700,136</b>	<b>91,536</b>	<b>37,926,841</b>	<b>153,958</b>

## EXHIBIT C

## 2022 Beginning Cash Balance vs. Budgeted Beginning Balances

Fund	Description	Budgeted Beginning Balance	Actual Cash Beginning Balance	Difference	Comments
001	General Fund	4,347,614	8,427,622	4,080,008	Tax revenues came in higher than expected. Specifically, general sales taxes (exclusive of public safety) came in \$632K better than budget; utility taxes came in \$163K better than budget. Revenue associated with development was higher than expected by \$284K. And the City received its first tranche of ARPA money, which carried over into fiscal year 2022 to award. In addition to higher than expected revenues, expenditures were less than budgeted by approximately \$1.3 million. A good portion of expenditure savings is due to staffing turnover and the challenges with filling approved positions.
002	Contingency Fund	1,172,156	1,169,260	(2,896)	N/A. Difference less than 5%.
008	Donation Fund	22,014	21,335	(679)	N/A. Difference less than 5%.
105	Street Fund	696,733	776,466	79,733	Development related revenues came in higher than anticipated; expenditures were below budget.
109	Tourism/Lodging Tax Fund	138,740	162,440	23,700	Revenues were adjusted down due to COVID lockdowns. Most programs supported with LTAX were again cancelled in 2021.
114	Narcotic/Drug Buy Fund	55,972	55,972	-	N/A. Difference less than 5%.
117	REET Fund	2,358,175	1,913,345	(444,830)	Budgeted beginning fund balance included receiving the \$1M RCO grant reimbursement for North Hill Park. The RCO grant will be received in 2022, which is reflected in this budget amendment. Without the RCO grant, revenues were higher than anticipated due to increased real estate sales activity in Monroe.
203	Governmental Debt Fund	3,505	3,495	(10)	N/A. Difference less than 5%.
307	General CIP Fund	19,263	21,202	1,939	Final costs associated with BGC not received before end of fiscal year 2021.
317	Parks CIP Fund	815,533	996,654	181,121	Impact fees were higher than anticipated; capital costs were less than estimated due to timing on actual construction.
318	Street CIP Fund	1,668,892	1,839,096	170,204	Impact fees were higher than anticipated; capital costs were less than estimated due to timing on actual construction.
319	North Kelsey Development Fund	116,079	148,547	32,468	Interest earnings for all funds were higher than anticipated. Expenditures associated with development of the area were less than estimated.
330	Building Fund	1,549,307	1,606,704	57,397	N/A. Difference less than 5%.
411	Water Fund	744,807	1,437,252	692,445	Water revenues were higher than budgeted by approx. \$500K as were development related revenues.
412	Water CIP Fund	5,609,913	5,024,254	(585,659)	Capital maintenance projects anticipated to carry over into 2022 were completed prior to year end.
421	Sewer Fund	1,007,800	1,073,856	66,056	Sales were higher than anticipated and expenses were below budget.
422	Sewer CIP Fund	11,878,765	12,822,094	943,329	Capital fees higher than anticipated and expenses less than estimated.
431	Stormwater Fund	427,692	501,975	74,283	Sales were higher than anticipated and expenses were below budget.
432	Stormwater CIP Fund	1,418,677	549,887	(868,790)	Due to timing of capital projects, reimbursement based grant revenues have not yet been received.
450	Revenue Bond Reserve Fund	2,844,844	2,843,121	(1,723)	N/A. Difference less than 5%.
510	Info Technology Fund	433,919	340,336	(93,583)	Carryover COVID related expenses carried over into 2021.
520	Fleet & Equipment Fund	6,190,930	6,269,673	78,743	N/A. Difference less than 5%.
530	Facilities Management Fund	83,768	24,045	(59,723)	Utility costs associated with city owned facilities were higher than anticipated. Cost recovery is done on a two year lookback basis, so revenues do not keep up with expenses.
		<b>43,605,098</b>	<b>48,028,631</b>	<b>4,423,533</b>	











# Ordinance 018 2022 1st Amendment 2022 6-28-22

Final Audit Report

2022-06-29

Created:	2022-06-29
By:	Jodi Wycoff (jwycoff@monroewa.gov)
Status:	Signed
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## "Ordinance 018 2022 1st Amendment 2022 6-28-22" History

-  Document created by Jodi Wycoff (jwycoff@monroewa.gov)  
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