



CITY COUNCIL

AGENDA BILL # AB22-0041

**City of Algona
200 Washington Blvd.
Algona, WA 98001**

ITEM INFORMATION			
SUBJECT: 2022 Budget Amendment Ordinance 1208-22	Agenda Date: September 26, 2022		
	Department/Committee/Individual	Created	Reviewed
	Mayor		
	City Administrator		X
	City Attorney		
	City Clerk		X
	Finance Dept		
	PW/Utilities		
	Planning Dept		
	Community Services		
	Police Dept		
	Finance Committee		X
Planning Commission			
Civil Service Committee			
Cost Impact:			
Fund Source:			
Timeline:			
Staff Contact: Dana Parker, Deputy City Clerk			
Attachments:			
SUMMARY STATEMENT: This is the third and final review of the 2022 Budget Amendment Ordinance 1208-22.			
COMMITTEE REVIEW AND RECOMMENDATION:			
RECOMMENDED ACTION: Make a motion to pass.			
RECORD OF COUNCIL ACTION			
<i>Meeting Date:</i>	<i>Action:</i>	<i>Vote:</i>	

To: Mayor Dave Hill and City Council Members

From: Tara Dunford, CPA

Date: September 26, 2022

Re: Ordinance No. 1208-22 2022 Budget Amendment #1

ATTACHMENTS: Ordinance No. 1208-22; Exhibit A – Proposed Budget Amendment; Exhibit B – Authorized Positions; Exhibit C – Wage Scale

TYPE OF ACTION: Action. Recommended motion: “I move to adopt the attached ordinance 1208-22 amending the 2022 budget as outlined in Exhibits A, B, and C.”

Discussion:

This proposed budget amendment includes the following:

General Fund

- Addition of Corporal position in the Police Department. This position would replace a Police Officer position and would not change the overall number of authorized positions. The proposed pay rates for the Corporal position are 6% higher than the Police Officer rates. The annual cost increase, including benefits, is approximately \$6,500 per year.
- Increase City Clerk/Treasurer salary by 2.5%. This will bring the City Clerk/Treasurer salary to a rate which is 5% higher than step E of the highest-paid subordinate position (Community Connector). The annual cost of this increase, including benefits, is approximately \$2,400 per year.
- Increase Police Department professional services – HVAC replacement - \$32,000. This will be offset by a decrease in ending fund balance.
- Increase Planning professional services – Blueline - \$25,000 – offset by developer reimbursements (revenue).

Stormwater Fund

- Increase professional services – Stormwater Management Action Plan (SMAP) project not included in original budget - \$35,000. This will be offset by a decrease in fund balance. However, estimated revenues will still exceed amended budgeted expenditures after this adjustment and the net change in fund balance is projected to be positive.

CITY OF ALGONA, WASHINGTON

ORDINANCE NO. 1208-22

AN ORDINANCE OF THE CITY OF ALGONA, WASHINGTON, MAKING CERTAIN FINDINGS OF FACT AND AMENDING THE 2022 BUDGET ADOPTED WITH ORDINANCE NO. 1200-21 ON DECEMBER 13, 2021, AND PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE, AND FOR SUMMARY PUBLICATION BY ORDINANCE TITLE ONLY.

WHEREAS, the Algona City Council adopted the 2022 Budget with Ordinance No. 1200-21 on December 13, 2021; and

WHEREAS, unplanned and unbudgeted expenditures have been identified; and

WHEREAS, the City Council has determined that it is in the best interest of the City of Algona to increase the General Fund budget by \$57,000; and

WHEREAS, the City Council has determined that it is in the best interest of the City of Algona to increase the Stormwater Management Fund budget by \$35,000; and

WHEREAS, the increase in the General Fund expenditure budget net of an increase in projected revenues will decrease ending fund balance by \$32,000; and

WHEREAS, the increase in the Stormwater Management Fund budget will decrease ending fund balance by \$35,000, while still maintaining an overall increase in fund balance; and

WHEREAS, the City Council has determined that it is in the best interest of the City of Algona to reclassify one Police Officer position to a Corporal; and

WHEREAS, the City Council has determined that it is in the best interest of the City of Algona to increase the City Clerk/Treasurer salary by 2.5%.

NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF ALGONA, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. The above stated recitals are hereby adopted as the council's findings and reasons for the adoption of this ordinance.

Section 2. The 2022 budget, as adopted with ordinance 1200-21 is hereby amended with an increase of \$25,000 to revenues and \$92,000 to expenditures as detailed in the attached exhibit (Exhibit A – Proposed Budget Amendment) and positions are officially authorized as detailed in the attached exhibit (Exhibit B – Authorized Positions) and the wage scale is modified as detailed in the attached exhibit (Exhibit C – Wage Scale).

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 sentence, clause or phrase of this ordinance.

Section 4. Effective Date. This ordinance, being an exercise of power specifically delegated to the City legislative body, is not subject to referendum, and shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

Passed by the Algona City Council the _____ day of September 2022, and approved by the Mayor, the _____ day of September 2022.

ADD CITY'S SIGNATURE LINES/ATTEST

EXHIBIT A
2022 BUDGET AMENDMENT #1
Amending Section 2 of Ordinance 1200-21 and Page 11 of
the City of Algona 2022 Annual Budget

Revenues				
<u>Fund</u>	<u>Original Budget</u>	<u>Amended</u>	<u>Change</u>	
General	3,392,300	3,417,300	25,000	
Stormwater Management	480,000	480,000	-	
Expenditures				
<u>Fund</u>	<u>Original Budget</u>	<u>Amended</u>	<u>Change</u>	
General	3,769,900	3,826,900	57,000	
Stormwater Management	382,400	417,400	35,000	
Estimated Ending Fund Balance				
<u>Fund</u>	<u>Original Budget</u>	<u>Amended</u>	<u>Change</u>	
General	990,649	958,649	(32,000)	
Stormwater Management	1,761,476	1,726,476	(35,000)	

2022 BUDGET AMENDMENT #1 - DETAIL

GENERAL FUND

	<u>Original</u>	<u>Amended</u>	<u>Increase</u>
Building Permit Fees	45,000	55,000	10,000
Plan Check Fees	13,000	28,000	15,000
Total Adjustment to Revenue Projections			<u>25,000</u>
	<u>Original</u>	<u>Amended</u>	<u>Increase</u> <u>(Decrease)</u>
Professional Services - Police	34,000	66,000	32,000
Professional Services - Planning	258,000	283,000	25,000
Total Adjustment to Expenditure Budget			<u>57,000</u>
Ending Fund Balance	<u>960,649</u>	<u>928,649</u>	<u>(32,000)</u>
Total Adjustment to Ending Fund Balance			<u>(32,000)</u>

STORMWATER MANAGEMENT FUND

	<u>Original</u>	<u>Amended</u>	<u>Increase</u> <u>(Decrease)</u>
Professional Services	12,500	47,500	35,000
Total Adjustment to Expenditure Budget			<u>35,000</u>
Ending Fund Balance	<u>1,761,476</u>	<u>1,726,476</u>	<u>(35,000)</u>
Total Adjustment to Ending Fund Balance			<u>(35,000)</u>

EXHIBIT B

	Authorized Positions	
	<u>2022 Original</u>	<u>2022 Proposed</u>
		<u>Amendment</u>
<u>Administration:</u>		
City Administrator	--	--
City Clerk	1	1
Deputy City Clerk	1	1
Clerical Assistant	1	1
Community Connector	1	1
Permit Technician	--	--
Total Administration	<u>4</u>	<u>4</u>
<u>Police:</u>		
Police Chief	1	1
Police Clerk	1	1
Police Sergeant	1	1
Police Corporal	--	1
Police Officer	6	5
Reserve Officer	<i>part time</i>	<i>part time</i>
Total Police	<u>9</u>	<u>9</u>
<u>Public Works:</u>		
Public Works Director	1	1
Utility Superintendent	1	1
Utility Worker 2	1	1
Utility Worker 1	3	3
Total Public Works	<u>6</u>	<u>6</u>
City-Wide Total	<u>19</u>	<u>19</u>

Wage Scale

<i>Elected Officials</i>	<u>Annual</u>
Mayor	24,000
Councilmembers	3,600

<i>Non-Represented Full Time Positions</i>	<u>Annual Rates</u>				
	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Police Chief	126,598				
Public Works Director	99,041				
City Clerk/Treasurer	82,342				
Deputy Clerk/Treasurer	50,082	52,591	55,224	57,982	60,890

<i>Non-Represented Part Time/Temp</i>	<u>Hourly</u>
Police Reserve Officers	34.31
Temp EHM/Court Security	26.66

<i>Represented - Non-Uniform</i>	<u>Annual Rates Per Collective Bargaining Agreement</u>				
	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Police Clerk	52,594	55,229	57,851	60,749	63,793
Clerical Assistant	50,170	52,673	55,308	58,075	60,696
Community Connector	64,899	68,140	71,553	74,912	78,654
Utility Superintendent	64,596	67,824	71,210	74,767	78,509
Utility Worker 2	62,014	65,150	68,404	71,829	75,426
Utility Worker 1	53,832	56,454	59,274	62,238	65,347

<i>Represented - Uniform</i>	<u>Annual Rates Per Collective Bargaining Agreement</u>				
	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Police Sergeant	91,258	95,825	100,622	105,649	110,932
Police Corporal	73,791	77,479	81,357	85,425	89,696
Police Officer	69,614	73,093	76,752	80,590	84,619