

# ORDINANCE NO 1140

## AN ORDINANCE OF THE CITY OF ROSLYN, WASHINGTON, ADOPTING THE 2018 BUDGET AND SALARY SCHEDULE

**WHEREAS**, as required by law the City Council held Public Hearings and Discussions for the 2018 Budget on October 24, 2017, November 14, 2017, and November 28, 2017; and

**WHEREAS**, the 2018 budget is funding the basics; and

**WHEREAS**, the City Council now wishes to adopt by reference, in accordance with RCW 35A.33.075, a final budget for 2018 which provides for total aggregate revenue and total aggregate expenditures; and

**WHEREAS**, the City Council desires to adopt a Salary Schedule for 2018;

**WHEREAS**, the City Council desires to adopt a Cost Allocation Plan for 2018;

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

**Section 1.** The Following 2018 Budget is hereby adopted.

	Description	Expenditure
001	General Fund	\$ 1,283,563.12
101	Street Fund	\$ 581,882.18
102	Tourism Support Fund	\$ 4,000.00
103	REET Fund	\$ -
200	Debt Service Fund	\$ 26,155.20
300	Capital Improvement Fund	\$ 263,048.27
401	Sewer O&M Fund	\$ 262,170.23
402	Water O&M Fund	\$ 320,943.44
403	Storm O&M Fund	\$ 51,806.55
407	Sewer Bond Reserve Fund	\$ -
408	Water Bond Reserve Fund	\$ -
411	Sewer Debt Service Fund	\$ 76,028.00
412	Water Debt Service Fund	\$ 119,913.68
431	Sewer Capital Fund	\$ 18,000.00
432	Water Capital Fund	\$ 274,000.00
433	Storm Capital Fund	\$ 928,820.00
500	ER&R Fund	\$ -
632	Transfer Out to Close	\$ -
	<b>Total</b>	<b>\$ 5,241,559.61</b>

**Section 2.** The Following 2018 Salary Schedule is hereby adopted.

Position	A	B	C	D	E	F
Public Works Director	\$ 24.6317	\$ 25.9281	\$ 27.2928	\$ 28.7292	\$ 30.2413	\$ 31.7534
Public Works Crewmember 1 - Senior Level	-----	-----	-----	-----	\$ 22.2301	\$ 23.4002
Public Works Crewmember 2	\$ 18.6873	\$ 19.6708	\$ 20.7062	\$ 21.7415	\$ 22.8285	\$ 23.9700
Public Works Crewmember 3	\$ 18.6873	\$ 19.6708	\$ 20.7062	\$ 21.7415	\$ 22.8285	\$ 23.9700
Entry Level Public Works Crewmember	\$ 16.8653	\$ 17.7529	-----	-----	-----	-----
Planner/Permit Coordinator	\$ 24.8174	\$ 26.1235	\$ 27.4297	\$ 28.8012	\$ 30.2413	\$ 31.7533
Treasurer	\$ 24.6935	\$ 25.9931	\$ 27.3612	\$ 28.8013	\$ 30.2413	\$ 31.7534
Clerk	\$ 22.4243	\$ 23.6045	\$ 24.8469	\$ 26.1546	\$ 27.4623	\$ 28.8354
Entry Level Clerk	\$ 20.2379	\$ 21.3031	-----	-----	-----	-----
Deputy Clerk-Treasurer	\$ 17.6473	\$ 18.5297	\$ 19.4562	\$ 20.4290	\$ 21.4504	\$ 22.5229
Entry Level Clerk-Treasurer	\$ 15.2444	\$ 16.0066	\$ 16.8069	-----	-----	-----
Librarian	\$ 17.6473	\$ 18.5297	\$ 19.4562	\$ 20.4290	\$ 21.4504	\$ 22.5229
Entry Level Librarian	\$ 15.2063	\$ 16.0066	\$ 16.8070	-----	-----	-----

**Section 3.** The Attached 2018 Cost Allocation Plan is hereby adopted.

**Section 4. Severability.** Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

**Section 4. Effective Date.** This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 26<sup>th</sup> DAY OF DECEMBER, 2017.**

CITY OF ROSLYN



Brent Hals, Mayor

Attest/Authenticated:



Brandi Taklo, Clerk



# City of Roslyn

## 2018 Cost Allocation Plan

### SALARIES, TAXES, & BENEFITS

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Staff tracks their hours independently and provides the City Treasurer with their timesheets. The employee's immediate supervisor as well as the Mayor then approve the timesheets, and the time is allotted as indicated. Taxes and Benefits are then calculated to coincide with the hours as reported. For budgeting purposes, an estimate of how the hours will be spent over the next year is made, and may be amended throughout the year as needed.

### ATTORNEY COSTS

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Beginning in 2015, the City Attorney will be charging on an hourly basis. When the City receives an invoice, the City Treasurer will review the charges and assign them to the appropriate department.

### CLERK/TREASURER SUPPLIES

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We used the budgeted salary percentages for the City Clerk to determine the following cost allocation of her supplies:

- 51% to the General Fund
- 23% to the Street Fund
- 11% to the Water Fund
- 13% to the Sewer Fund
- 2% to the Storm Fund

### PLANNER SUPPLIES

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We used the budgeted salary percentages for the City Planner/Treasurer to determine the following cost allocation of her supplies:

- 80% to the General Fund
- 8% to the Water Fund
- 8% to the Sewer Fund
- 4% to the Storm Fund

## PUBLIC WORKS DIRECTOR SUPPLIES

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We used the budgeted salary percentages for the City Public Works Director to determine the following cost allocation of his supplies:

- 9% to the General Fund
- 15% to the Street Fund
- 50% to the Water Fund
- 16% to the Sewer Fund
- 10% to the Storm Fund

## MAYOR/COUNCIL COSTS

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We used the 2015-2016 Agenda Bill Log to determine the percentage of workload that each department sends to Council for their consideration and determine the following cost allocation for their supplies:

- 51% to the General Fund
- 23% to the Street Fund
- 11% to the Water Fund
- 13% to the Sewer Fund
- 2% to the Storm Fund

## COPIER COSTS

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Due to the fact the majority of printing jobs are the monthly bills, meeting packets, and reporting, any costs incurred related to the copier will be broken down as follows:

- 30% to the General Fund
- 10% to the Street Fund
- 20% to the Water Fund
- 20% to the Sewer Fund
- 20% to the Storm Fund

## INFORMATION TECHNOLOGY

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Due to the fact that the majority of the City's computer usage is Water, Sewer, or General Fund, any costs incurred by City Staff related to information technology that is not specific to one task (such as website, or computer software) will be broken down as follows:

- 30% to the General Fund
- 10% to the Street Fund
- 20% to the Water Fund
- 20% to the Sewer Fund
- 20% to the Storm Fund

## INSURANCE

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Due to the fact that the majority of the City's liability is Water, and Sewer, any costs incurred by City Staff related to insurance will be broken down as follows:

- 30% to the General Fund
- 10% to the Street Fund
- 20% to the Water Fund
- 20% to the Sewer Fund
- 20% to the Storm Fund

## STRUCTURE-RELATED COSTS

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Structure-Related Costs are to be distributed based on the current average usage of the structure, so each one is different, and will include items including, but not limited to heating fuel, electricity, Phone, internet, and maintenance.

- City Shop – 105 E Dakota Ave
  - 20% to the General Fund
  - 20% to the Street Fund
  - 20% to the Water Fund
  - 20% to the Sewer Fund
  - 20% to the Storm Fund
- Fire Hall – 203 S 1<sup>st</sup> St
  - 100% to the General Fund
- Old City Hall – 201 S 1<sup>st</sup> St
  - 51% to the General Fund
  - 23% to the Street Fund
  - 11% to the Water Fund
  - 13% to the Sewer Fund
  - 2% to the Storm Fund
- Bank Building – 100 E Pennsylvania Ave
  - 100% to the General Fund
- Parks – 300 N 7<sup>th</sup>, Runje Field/Kitchen/Gazebo/Playground, Preschool Park, Firemen's Park, Jensen Cabin
  - 100% to the General Fund
- Coal Mine Trail
  - 100% to the Street Fund
- Sanitary Facilities
  - 50% to the General Fund
  - 25% to the Water Fund
  - 25% to the Sewer Fund

- Roslyn Cemetery Complex – Memorial Dr.
  - 100% to the General Fund
- WWTP 1,000,000 gallons – 833 Alliance Rd
  - 100% to the Sewer Fund
- Water Tanks/Filtration/Clearwells – 7881 St Rte 903, 421 N 7th
  - 100% to the Water Fund
- City Star – 801 N E St
  - 100% to the General Fund

## VEHICLE COSTS

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Vehicle costs include, but are not limited to, the cost of fuel, maintenance, and licensing. Any costs that are department specific (such as road sand) will be assigned to the corresponding department.

- 2013 Ford Escape
  - 100% to the Equipment R&R Fund
- 1936 Chevrolet Fire Truck
  - 100% to the General Fund
- 1981 GMC Brush Truck
  - 100% to the General Fund
- 1982 Ford Fire Truck
  - 100% to the General Fund
- 1995 Chevrolet Ambulance
  - 100% to the General Fund
- 2010 Ford F150
  - 40% to the Water Fund
  - 40% to the Sewer Fund
  - 20% to the Storm Fund
- 2011 Ford F350 w/Sander
  - 25% to the General Fund
  - 25% to the Water Fund
  - 25% to the Sewer Fund
  - 25% to the Storm Fund
- 2002 Freightliner Fire Truck
  - 100% to the General Fund
- 2015 Ford Fire Brush Truck
  - 100% to the General Fund

## EQUIPMENT COSTS

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Equipment costs include, but are not limited to, the cost of fuel, and maintenance.

- 1989 John Deere 310 Loader Backhoe
  - 25% to the Street Fund
  - 25% to the Water Fund
  - 25% to the Sewer Fund
  - 25% to the Storm Fund
- 1996 John Deere 444G Wheel Loader
  - 25% to the Street Fund
  - 25% to the Water Fund
  - 25% to the Sewer Fund
  - 25% to the Storm Fund
- 1996 John Deere 772 Motorgrader
  - 33% to the Street Fund
  - 33% to the Water Fund
  - 33% to the Sewer Fund
- 1992 Portable Conveyor
  - 100% to the Water Fund
- 2008 672D John Deere Motor Grader
  - 33% to the Street Fund
  - 33% to the Water Fund
  - 33% to the Sewer Fund
- Riding Lawn Mowers
  - 100% to the General Fund