

**SEQUIM CITY COUNCIL
AGENDA BILL 21-049**

MEETING DATE: June 28, 2021

FROM: Sue Hagener, Administrative Services Director

SH
Initials

SUBJECT/ISSUE: Mid-Year 2021 Proposed Budget Amendments and Ordinance Authorizing Unforeseen Expenditures for 2021

Discussion dates	11/25/2019 – SHHC Contracts	8/10/2020 & 11/9/2020 – PD Union Contract Amendment for 2021	1/25/2021 – COVID Human Services Funding	3/8/2021 – Tourism Sustainability Grants
	6/2/2021 – City Manager Wage Range	6/14/2021 Amendments 1 st touch		
CATEGORY	<input type="checkbox"/> City Manager Report	<input type="checkbox"/> Information Only	Time Needed for Presentation 5 minutes	
	<input checked="" type="checkbox"/> Public Hearing	<input type="checkbox"/> Consent Agenda		
	<input type="checkbox"/> Unfinished Business	<input type="checkbox"/> New Business		
Reviewed by	Initials		Date	
Charisse Deschenes, Interim City Manager	CD		6.23.2021	
Kristina Nelson-Gross, City Attorney	KNG		6.24.2021	
Barbara Hanna, Communications and Marketing Director	BCH		6.24.2021	
Matt Klontz, Public Works Director	MDK		6/24/21	
Sheri Crain, Police Chief	slc		6/24/21	

PROBLEM/ISSUE STATEMENT

During the year, new budget items may evolve based on additional information that was not previously known or available when compiling the current year budget. Although these items are mostly brought forward to City Council as they occur, the budget amendment is only formalized periodically. City Council must hold a public hearing before adopting an ordinance to amend the budget which is tonight.

LIST OF ATTACHMENTS

1. [Mid-Year 2021 Budget Amendments by Fund – Summary](#)
2. [Mid-Year 2021 Budget Amendments by Type of Expense – Detail](#)
3. [2021 Amended Salary and Wage Schedule – Strikethrough](#)
4. [Proposed Adopting Ordinance](#)

DISCUSSION/ANALYSIS

This is the second touch and public hearing on the proposed mid-year 2021 budget amendments. All items have come before Council in previous meetings.

The unanticipated additional expenditures included in a budget amendment can be grouped into the following areas:

Type of Budget Amendment	Included
<u>Reclassifications, Closing of Funds and Transfers to Other Projects</u> – These items are primarily procedural to allow for better tracking of specific revenues and costs and to allow for the closing of completed projects and transferring excess funds to other projects. Council authority is needed to transfer monies between funds.	Yes
<u>Grants/Contribution Revenues and Expenses</u> – These items typically have a zero net impact in that revenues received are typically expended in the same budget year. When new grant funding is awarded, however, the City Council must authorize increased spending so that the grant money can be expended.	Yes
<u>Other Unforeseen Expenses</u> – These items are difficult to predict or cannot be estimated or reasonably foreseen during the budget development process.	Yes
<u>“Nondebatable” Emergencies</u> – These items require immediate expenditures to preserve order or public health, restore public property or meet mandatory expenditures required by new laws.	Yes

Specific Amendments

The following is a discussion of amendments also shown in the attached documents. Items identified as “**NEW**” were added after receiving Council direction at the meeting held June 14, 2021.

Unforeseen Expenses, Transfers, Reclassifications, Grants and Nondebatable Emergencies

Staff has added the following resources and expenditures related to unforeseen expenses:

- General Fund: The 2021 beginning fund balance exceeded expectations by \$348,000. Staff propose adding \$221,000 (updated by \$150,000 in **NEW** funds) of this excess to the budgeted balance. Staff also added \$250,000 in **NEW** sales tax receipts and \$150,000 in **NEW** development related receipts to cover the following items:
 - \$41,000 for the Sequim Health and Housing Collaborative (SHHC) expenses (base contract) for 2020 services paid in 2021 (a timing difference). Council approved these contracts for services provided from 2019 through 2021 on November 25, 2019.
 - \$30,000 for the City Manager Recruitment currently in process. Council approved this contract on April 30, 2021.
 - \$500,000 in **NEW** transfers out to the Rainy Day Fund to replenish it for prior year, and possibly current year, COVID expenditures.

- Hotel/Motel: \$50,000 for Tourism Sustainability Grants related to COVID as recommended by the Lodging Tax Advisory Committee (LTAC) and approved by Council on March 8, 2021. Although the LTAC approved for this to come out of fund balance, we believe it will be covered by American Rescue Plan Act (ARPA) grant money.
- Rainy Day Fund: The beginning fund balance exceeded expectations by \$138,000. Staff propose adding \$35,000 of this excess to the beginning fund balance for unspent money from the prior year. Staff also propose to increase revenues by \$400,000 in potential ARPA funds (increased by \$200,000 in **NEW** funds) and \$500,000 in **NEW** transfers in from the General Fund as noted above. These increases will be used to pay for the following items:
 - \$35,000 in COVID related childcare and food services provided by the Boys and Girls Club, expended in January 2021.
 - \$200,000 in additional COVID related SHHC expenses as approved by Council on January 25, 2021. Specifically, Council approved support for rental assistance, emergency hotel sheltering, the HOPE outreach team, supplies and maintenance for the outreach van and telemedicine services.
 - **NEW** \$200,000 was added for potential ARPA funded COVID recovery efforts.
- **NEW** American Rescue Plan Act Fund 180: This special revenue fund was created to account for the ARPA grant revenues of \$1,067,000 expected in 2021 as well as \$450,000 in potential ARPA covered expenditures, in the form of transfers out to other funds.

Staffing – Update the Wage and Salary Schedule

Staffing, in terms of the number of full-time equivalents (FTE), remains the same, however some “clean-up” of the schedule is needed. Most of these changes are the result of restructuring/reorganizing within the Police and Public Works Departments made possible by retiring personnel. Whenever an employee leaves the organization, it is City practice to evaluate opportunities for reorganizing/reallocating work and possibly advancement/movement of internal staff.

These changes are noted below:

Police Department

Changes include the following:

- Adding back 1 position to the schedule, the Deputy Chief of Police, by moving one sergeant position up into the non-represented staffing chart and reducing the sergeants FTE by 1.
- Accounting for the promotion of the Executive Administrative Assistant to PD Support Services Supervisor.
- Increase the sergeant and police officer wage ranges by a 1% cost of living adjustment. This was negotiated with the union (after budget documents were prepared) as a stop-gap for 2021 wages. Since union contracts expired at the end of 2020, and with COVID making opportunities for negotiating almost

impossible in 2020, it was agreeable to both parties to provide a modest COLA increase of 1% in 2021 while new contracts were renegotiated. This approach was approved by Council in a closed session on August 10, 2020 and then the amendment to the contract was ratified by Council on November 9, 2020.

Public Works

Changes include the following:

Accounting for the promotion of the PW Senior Management Analyst to Deputy Public Works Director. In the past, the City Engineer acted as the Deputy Director, however that very same City Engineer is now the Public Works Director and a person is needed to support this position and the department. Additional changes may be coming to the Engineering Department due to the resignation of one engineering staff member and movement of the City Engineer to the Director position. These changes are not currently known and will depend on the applicant pool being solicited to fill two vacant engineering positions.

City Manager

On June 2, 2021, Council requested staff to increase the City Manager's top wage range from \$149,223 to \$180,000. This change was requested to make the position more appealing to potential applicants in the ongoing recruitment process. One reason cited included Sequim's very difficult housing market with rising home prices. Although the \$180,000 is not data driven, unlike all other wage ranges on the schedule, the recruiting firm supporting the efforts to hire a new City Manager recommended this change to ensure we get the most qualified applicants to apply.

A strikethrough version of the Wage and Salary Schedule has been provided to easily identify added or changed items and ~~deleted items~~.

FINANCIAL IMPLICATIONS

Budget Amendments: The net impact by fund is summarized in the attached schedules.

Staffing Changes: Total annual impact of the reorganizations in the Police and Public Works Departments are negligible and will likely result in some savings to the organization, depending on the level at which new hires are brought into the organization. (Currently there are two open engineering positions and one open officer position).

RECOMMENDATION

Adopt the mid-year 2021 budget amendments as presented.

MOTION

I move to adopt the ordinance amending the 2021 budget as presented.

City of Sequim
Proposed Budget Amendments - Mid-Year 2021/Revised
Net Impact by Fund - Summary

Fund Name	Beginning Fund Balance			Revenue & Resources			Expense			Ending Fund Balance
	Mid-Year 2021		Proposed Budget	Mid-Year 2021		Proposed Budget	Mid-Year 2021		Proposed Budget	Proposed Budget
	2021 Budget	Amendment		2021 Budget	Amendment		2021 Budget	Amendment		
General Fund										
001 General Fund	2,525,746	221,000	2,746,746	11,498,920	350,000	11,848,920	11,371,376	571,000	11,942,376	2,653,290
Special Revenue Funds										
101-U Street UnRestricted	376,243		376,243	909,029		909,029	908,647		908,647	376,625
111-R Street Restricted	482,398		482,398	3,492,024		3,492,024	3,261,387		3,261,387	713,035
107-U Stormwater Operations	165,353		165,353	160,475		160,475	142,200		142,200	183,628
117-R Project Stormwater	184,523		184,523	357,617		357,617	418,528		418,528	123,612
115 Lodging Tax Hotel/Motel	493,693		493,693	358,000	50,000	408,000	397,523	50,000	447,523	454,170
120 Police Restricted	99,757		99,757	383,382		383,382	313,346		313,346	169,793
121 Police Asset Seizure	34,983		34,983	20,274		20,274	15,000		15,000	40,257
140 Parks Restricted	1,066,893		1,066,893	965,929		965,929	698,821		698,821	1,334,001
150 Real Estate Excise Tax	200,622		200,622	455,450		455,450	485,063		485,063	171,009
160 Gifting & Donations	24,778		24,778	45,500		45,500	45,161		45,161	25,117
164 Equipment Reserve	1,272,271		1,272,271	809,100		809,100	784,500		784,500	1,296,871
180 NEW Amercian Rescue Plan Act					1,067,000	1,067,000		450,000	450,000	617,000
199 Rainy Day Fund	1,420,737	35,000	1,455,737	6,000	900,000	906,000	0	435,000	435,000	1,926,737
Debt Service Fund										
206 Debt Service Fund - City Hall	330,144		330,144	665,000		665,000	657,926		657,926	337,218
Capital Funds										
306 Capital Facilities(Building) Fund	57,852		57,852	725,268		725,268	761,283		761,283	21,837
Enterprise Funds										
401-U Water UnRestricted	1,210,327		1,210,327	2,471,385		2,471,385	2,424,251		2,424,251	1,257,461
411-R Water Restricted	3,496,251		3,496,251	1,502,125		1,502,125	1,882,667		1,882,667	3,115,709
402-U Sewer UnRestricted	2,329,222		2,329,222	4,864,647		4,864,647	4,679,763		4,679,763	2,514,106
422-R Sewer Restricted	5,380,507		5,380,507	2,133,305		2,133,305	3,919,294		3,919,294	3,594,518
Internal Service Funds										
500 Unemployment Compensation	120,661		120,661	65,000		65,000	98,000		98,000	87,661
Trust, Agency & Permanent Funds										
611 Flexible Spending	10,147		10,147	45,000		45,000	45,000		45,000	10,147
621 Police Expendable Trust	0		0	20,000		20,000	20,000		20,000	0
631 Construction Deposits	0		0	0		0	0		0	0
635 Intergovernmental Agency Fund	11,790		11,790	178,627		178,627	168,327		168,327	22,090
645 Utility Security Deposits	0		0	0		0	0		0	0
701 Haller Park Fund	41,099		41,099	440		440	0		0	41,539
Total Net Impact	\$ 21,335,997	\$ 256,000	\$ 21,591,997	\$ 32,132,497	\$ 2,367,000	\$ 34,499,497	\$ 33,498,063	\$ 1,506,000	\$ 35,004,063	\$ 21,087,431

City of Sequim
Proposed Budget Amendments - Mid-Year 2021/Revised
Type of Expense - Detail

Fund	Fund Name	Revenue & Resources	(Expense)	Net Impact
Unforeseen Expenses, Grants, Transfers and Nondebatable Emergencies				
General Fund				
001-000	General Fund - Increase Fund Balance for Unspent 2020 Items - Humans Services Funding	41,000		
001-098	General Fund - Increase Expense for Unspent 2020 Items - Human Service Funding		(41,000)	
001-000	General Fund - Increase Fund Balance for Excess Funds	30,000		
001-098	General Fund - Increase Expense for City Manager Recruitment		(30,000)	
001-000	General Fund - NEW Increase Fund Balance	150,000		
001-000	General Fund - NEW Increase in Estimated Sales Tax	250,000		
001-000	General Fund - NEW Increase in Estimated Development Fees	100,000		
001-098	General Fund - Increase Transfers Out to Replenish Rainy-Day Fund		(500,000)	-
Special Revenue Funds				
115-000	Hotel/Motel - Increase in Grant Proceeds	50,000		
115-000	Hotel/Motel - Increase Expense for COVID Tourism Sustainability Grants		(50,000)	
180-000	NEW American Rescue Plan: Increase in Grant Proceeds	1,067,000	(450,000)	617,000
199-000	Rainy Day Fund - Increase Fund Balance for Unspent COVID Relief	35,000		
199-000	Rainy Day Fund - Increase in Grant Proceeds	200,000		
199-000	Rainy Day Fund - NEW Increase in Transfers In from General Fund	500,000		
199-000	Rainy Day Fund - NEW Increase in Grant Proceeds to Cover COVID Recovery	200,000		
199-000	Rainy Day Fund - Increase Expense for New Human Services Funding - COVID		(200,000)	
199-000	Rainy Day Fund - Increase Expense for Unspent Human Services Funding from 2020		(35,000)	
199-000	Rainy Day Fund - NEW Increase Expense for COVID Recovery (ARP Funded)		(200,000)	500,000
Totals		2,623,000	(1,506,000)	1,117,000

Salary & Wage Schedule 2021 AMENDED Budget

Division Dept	Union Range	Compensation Schedule by Job Title	FTE		Salary & Wage Range	
			budgeted	Minimum	< ---- >	Maximum
		Council	7	1,800	< ---- >	4,920
Non-Represented Exempt / Non-Exempt						
ADM		City Manager	1	131,185	< ---- >	<u>180,000</u>
ADM		Assistant City Manager	1	96,605	< ---- >	123,852
ADM		Admin Services Director/Treasurer	1	96,605	< ---- >	123,852
POL		Chief of Police	1	96,605	< ---- >	123,852
ADM		City Attorney	1	96,605	< ---- >	123,852
DCD		DCD Director	1	96,605	< ---- >	123,852
PW		Public Works Director	1	96,605	< ---- >	123,852
<u>PW</u>		<u>Deputy Public Works Director</u>	<u>1</u>	<u>82,855</u>	<u>< ---- ></u>	<u>106,225</u>
<u>POL</u>		<u>Deputy Chief Of Police</u>	<u>1</u>	<u>82,855</u>	<u>< ---- ></u>	<u>106,225</u>
PW		City Engineer	1	82,855	< ---- >	106,225
ADM		Comm. & Marketing Director	1	82,855	< ---- >	106,225
ADM		Deputy Admin Services Director	1	82,855	< ---- >	106,225
ADM		City Clerk	1	74,712	< ---- >	95,784
ADM		HR Manager	1	74,712	< ---- >	95,784
ADM		IT Program Manager	1	74,712	< ---- >	95,784
PW		PW Operations Manager	1	74,712	< ---- >	95,784
PW		PW Senior Management Analyst	1	74,712	< ---- >	95,784
PW		Utilities Manager	1	74,712	< ---- >	95,784
<u>POL</u>		<u>Support Services Supervisor</u>	<u>1</u>	<u>66,813</u>	<u>< ---- ></u>	<u>85,657</u>
ADM		Accounting Project Manager	1	66,813	< ---- >	85,657
PW		Engineering Project Manager	1	66,813	< ---- >	85,657
PW		Resources Manager	1	66,813	< ---- >	85,657
ADM		Parks & Arts Manager/CI Analyst	1	66,813	< ---- >	85,657
DCD		Development Review Engineer	1	54,002	< ---- >	69,234
PW		Associate Engineer	1	54,002	< ---- >	69,234
ADM		Paralegal	1	54,002	< ---- >	69,234
POL		Executive Admin Assistant	1	51,247	< ---- >	64,058
ADM		Legal Secretary	1	51,247	< ---- >	64,058
Seasonal, Temporary and/or Limited Part Time						
ADM	18	IT Tech II**	1	52,541	..B..C..D..	62,650
POL	20	Emergency Mngt Coordinator**	0.62	57,134	..B..C..D..	68,103
POL		Emergency Mngt Coordinator	0.38	\$23.91/hr	< ---- >	\$29.89/hr
ADM		Arts Coordinator	0.38	\$23.91/hr	< ---- >	\$29.89/hr
ADM		Comm. & Marketing Coordinator	0.38	\$23.91/hr	< ---- >	\$29.89/hr
PW		Seasonal Maint. Workers/Intern	1	\$14.50/hr	< ---- >	\$17.00/hr

Division Dept	Union Range	Compensation Schedule by Job Title	FTE budgeted	Salary & Wage Range		
				Minimum	< ---- >	Maximum
Union Represented						
Non-Uniformed						
				Step A	Effective 1/1/2021	Step E
DCD	26	Senior Planner	1	68,215	..B..C..D..	81,379
PW	21	Engineering Tech III	1	58,851	..B..C..D..	70,138
PW	21	WRF Lead	1	58,851	..B..C..D..	70,138
PW	20	Chief Mechanic	1	57,133	..B..C..D..	68,102
ADM	20	IT Systems Analyst	1	57,134	..B..C..D..	68,103
DCD	19	Building Inspector/Plans Examiner II	1	55,459	..B..C..D..	66,179
PW	19	Maint Worker III (Leads)	3	55,459	..B..C..D..	66,179
PW	19	WRF Operator IV	0	55,459	..B..C..D..	66,179
PW	19	Lead Water	1	55,459	..B..C..D..	66,179
DCD	17	Code Enforcement Officer	1	52,292	..B..C..D..	62,358
PW	17	Maint Worker III (Non-Leads)	1	52,292	..B..C..D..	62,358
PW	17	WRF Operator III	2	52,292	..B..C..D..	62,358
PW	16	Water Operator	2	50,777	..B..C..D..	60,570
PW	16	Maintenance Project Worker	1	50,777	..B..C..D..	60,570
PW	16	Facilities Maintenance Tech	1	50,777	..B..C..D..	60,570
PW	15	Maint Worker II	5	49,307	..B..C..D..	58,761
PW	15	WRF Operator II	1	49,307	..B..C..D..	58,761
ADM	15	Accounting Assistant III	1	49,307	..B..C..D..	58,761
DCD	14	DCD Specialist	2	47,859	..B..C..D..	57,087
ADM	13	Accounting Assistant II	1	46,435	..B..C..D..	55,391
PW	13	Eng/Admin Support Specialist II	1	46,435	..B..C..D..	55,391
POL	12	Police Specialist	3	45,123	..B..C..D..	53,785
PW	11	Maint Worker I	3	43,788	..B..C..D..	52,247
PW	11	Maint Worker/Custodian	1	43,788	..B..C..D..	52,247
ADM	10	Accounting Assistant I	1.75	42,545	..B..C..D..	50,709
ADM	9	Administrative Assistant II	1	41,278	..B..C..D..	49,194
Uniformed						
POL		Police Sergeant	4	<u>83,570</u>	<u>..B..C..D..</u>	<u>88,864</u>
POL		Police Officer	14	<u>63,402</u>	<u>..B..C..D..</u>	<u>75,314</u>
Total Employees (excluding Council)			86.51			

** Temporary position through COVID Recovery Period

By approving the budget Council authorizes the City Manager to adjust duties & salaries within the number of FTEs & within the budgeted salaries & benefits amounts.

ORDINANCE NO. 2021-___

AN ORDINANCE AUTHORIZING EXPENDITURES OF FUNDS FOR MATTERS NOT FORESEEN AT THE TIME OF FILING THE PRELIMINARY BUDGET FOR 2021 AND NOT PROVIDED FOR IN THE ANNUAL BUDGET FOR THAT YEAR.

WHEREAS, Certain necessary obligations have been incurred by the City of Sequim that were not and could not reasonably have been foreseen at the time of filing the preliminary budget and that require the expenditure of money not provided for in the annual budget, which obligations are set forth in the attached Exhibit “A”. The City has received or transferred revenues within the funds and departments set forth in Exhibit “A” or has fund balance in excess of the amounts budgeted for the years that are sufficient to pay these expenditures; and

WHEREAS, These expenditures qualify as one of the emergencies specifically enumerated in RCW 35A.33.080 or for budget amendments or transfers pursuant to RCW 35A.33.090 or 35A.33.120. These expenditures are considered emergency in nature or unexpended appropriated balances of a preceding budget and they could not reasonably have been foreseen at the time of filing the preliminary 2021 budget. They are needed to continue operations and other council authorized activities; and

WHEREAS, The City is updating the 2021 Salary and Wage schedule, “Exhibit B”, by accounting for reorganizations within the Police and Public Works Departments, increasing police and sergeant wage ranges in accordance with amended bargaining unit contracts and increasing the top wage range for the City Manager position to ensure applicants find the position desirable; and

WHEREAS, The City created a Tourism Sustainability Grant Program, and is expanding health and human services funding in direct response to the COVID-19 Public Health Crisis; and

WHEREAS, The City is rolling over unexpended General Fund funds to pay for health and human services for the prior year that were paid 2021, as well as expenses related to the City Manager recruitment; and

WHEREAS, The City is rolling over unexpended General Fund Funds and increasing sales tax and development revenues to pay for replenishing the Rainy Day fund for COVID-19 response and recovery; and

WHEREAS, The City is creating a new special revenue fund to account for American Rescue Plan Act grant funding and transferring some of this funding to pay for COVID recovery efforts; and

WHEREAS, The City conducted a public hearing on proposed amendments to the 2021 Budget on June 28, 2021;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SEQUIM, WASHINGTON, DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Approved. The budget amendments set forth in Exhibit “A”, attached hereto and incorporated by this reference are approved.

Section 2. Effective Date. This Ordinance shall become effective five days after publication of the ordinance, or a summary thereof, in the official newspaper of the City.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF SEQUIM, WASHINGTON,
at a regular meeting thereof held the 28th day of June, 2021.

William Armacost, Mayor

Attest:

Approved as to Form:

Sara McMillon, City Clerk

Kristina Nelson-Gross, City Attorney

Exhibit "A"
City of Sequim
2021 Budget Summary
Proforma w Mid-Year Budget Amendments

	A Budgeted Beginning Fund Balance	B Revenues/ Resources	C Expenses	D=B-C Surplus / (Deficit)	E=A+D Ending Fund Balance
General Fund					
001 General Fund	2,746,746	11,848,920	11,942,390	(93,470)	2,653,276
Special Revenue Funds					
101-U Street UnRestricted	376,243	909,029	908,645	384	376,627
111-R Street Restricted	482,398	3,492,024	3,261,387	230,637	713,035
107-U Stormwater Operations	165,353	160,475	142,198	18,277	183,630
117-R Project Stormwater	184,523	357,617	418,528	(60,911)	123,612
115 Lodging Tax Hotel/Motel	493,693	408,000	447,521	(39,521)	454,172
120 Police Restricted	99,757	383,382	313,343	70,039	169,796
121 Police Asset Seizure	34,983	20,274	15,000	5,274	40,257
140 Parks Restricted	1,066,893	965,929	698,821	267,108	1,334,001
150 Real Estate Excise Tax	200,622	455,450	485,063	(29,613)	171,009
160 Gifting & Donations	24,778	45,500	45,162	338	25,116
164 Equipment Reserve	1,272,271	809,100	784,500	24,600	1,296,871
180 American Rescue Plan Act	0	1,067,000	450,000	617,000	617,000
199 Rainy Day Fund	1,455,737	906,000	435,000	471,000	1,926,737
Debt Service Fund					
206 Debt Service Fund - City Hall	330,144	665,000	657,926	7,074	337,218
Capital Funds					
306 Capital Facilities(Building) Fund	57,852	725,268	761,283	(36,015)	21,837
Enterprise Funds					
401-U Water UnRestricted	1,210,327	2,471,385	2,424,249	47,136	1,257,463
411-R Water Restricted	3,496,251	1,502,125	1,882,667	(380,542)	3,115,709
402-U Sewer UnRestricted	2,329,222	4,864,647	4,679,751	184,896	2,514,118
422-R Sewer Restricted	5,380,507	2,133,305	3,919,294	(1,785,989)	3,594,518
Internal Service Funds					
500 Unemployment Compensation	120,661	65,000	98,000	(33,000)	87,661
Trust, Agency & Permanent Funds					
611 Flexible Spending	10,147	45,000	45,000	0	10,147
621 Police Expendable Trust	0	20,000	20,000	0	0
631 Construction Deposits	0	0	0	0	0
635 Intergovernmental Agency Fund	11,790	178,627	168,327	10,300	22,090
645 Utility Security Deposits	0	0	0	0	0
701 Haller Park Fund	41,099	440	0	440	41,539
	21,591,997	34,499,497	35,004,055	(504,558)	21,087,439

Salary & Wage Schedule 2021 AMENDED Budget

Division Dept	Union Range	Compensation Schedule by Job Title	FTE budgeted	Minimum	Salary & Wage Range < --- >	Maximum
Council			7	1,800	< --- >	4,920
Non-Represented Exempt / Non-Exempt						
ADM		City Manager	1	131,185	< --- >	180,000
ADM		Assistant City Manager	1	96,605	< --- >	123,852
ADM		Admin Services Director/Treasurer	1	96,605	< --- >	123,852
POL		Chief of Police	1	96,605	< --- >	123,852
ADM		City Attorney	1	96,605	< --- >	123,852
DCD		DCD Director	1	96,605	< --- >	123,852
PW		Public Works Director	1	96,605	< --- >	123,852
PW		Deputy Public Works Director	1	82,855	< --- >	106,225
POL		Deputy Chief Of Police	1	82,855	< --- >	106,225
PW		City Engineer	1	82,855	< --- >	106,225
ADM		Comm. & Marketing Director	1	82,855	< --- >	106,225
ADM		Deputy Admin Services Director	1	82,855	< --- >	106,225
ADM		City Clerk	1	74,712	< --- >	95,784
ADM		HR Manager	1	74,712	< --- >	95,784
ADM		IT Manager	1	74,712	< --- >	95,784
PW		PW Operations Manager	1	74,712	< --- >	95,784
PW		Utilities Manager	1	74,712	< --- >	95,784
POL		Support Services Supervisor	1	66,813	< --- >	85,657
ADM		Accounting Project Manager	1	66,813	< --- >	85,657
PW		Engineering Project Manager	1	66,813	< --- >	85,657
PW		Resources Manager	1	66,813	< --- >	85,657
ADM		Parks & Arts Manager/CI Analyst	1	66,813	< --- >	85,657
DCD		Development Review Engineer	1	54,002	< --- >	69,234
PW		Associate Engineer	1	54,002	< --- >	69,234
ADM		Paralegal	1	54,002	< --- >	69,234
ADM		Legal Secretary	1	51,247	< --- >	64,058
Seasonal, Temporary and/or Limited Part Time						
ADM	18	IT Tech II**	1	52,541	..B..C..D..	62,650
POL	20	Emergency Mngt Coordinator**	0.62	57,134	..B..C..D..	68,103
POL		Emergency Mngt Coordinator	0.38	\$23.91/hr	< --- >	\$29.89/hr
ADM		Arts Coordinator	0.38	\$23.91/hr	< --- >	\$29.89/hr
ADM		Com.m. & Marketing Coordinator	0.38	\$23.91/hr	< --- >	\$29.89/hr
PW		Seasonal Maint. Workers/Intern	1	\$14.50/hr	< --- >	\$17.00/hr

Continued...

Division Dept	Union Range	Compensation Schedule by Job Title	FTE budgeted	Salary & Wage Range Minimum < ---- > Maximum		
Union Represented						
Non-Uniformed						
				Step A	Effective 1/1/2021	Step E
DCD	26	Senior Planner	1	68,215	..B..C..D..	81,379
PW	21	Engineering Tech III	1	58,851	..B..C..D..	70,138
PW	21	WRF Lead	1	58,851	..B..C..D..	70,138
PW	20	Chief Mechanic	1	57,133	..B..C..D..	68,102
ADM	20	IT Systems Analyst	1	57,134	..B..C..D..	68,103
DCD	19	Building Inspector/Plans Examiner II	1	55,459	..B..C..D..	66,179
PW	19	Maint Worker III (Leads)	3	55,459	..B..C..D..	66,179
PW	19	WRF Operator IV	0	55,459	..B..C..D..	66,179
PW	19	Lead Water	1	55,459	..B..C..D..	66,179
DCD	17	Code Enforcement Officer	1	52,292	..B..C..D..	62,358
PW	17	Maint Worker III (Non-Leads)	1	52,292	..B..C..D..	62,358
PW	17	WRF Operator III	2	52,292	..B..C..D..	62,358
PW	16	Water Operator	2	50,777	..B..C..D..	60,570
PW	16	Maintenance Project Worker	1	50,777	..B..C..D..	60,570
PW	16	Facilities Maintenance Tech	1	50,777	..B..C..D..	60,570
PW	15	Maint Worker II	5	49,307	..B..C..D..	58,761
PW	15	WRF Operator II	1	49,307	..B..C..D..	58,761
ADM	15	Accounting Assistant III	1	49,307	..B..C..D..	58,761
DCD	14	DCD Specialist	2	47,859	..B..C..D..	57,087
ADM	13	Accounting Assistant II	1	46,435	..B..C..D..	55,391
PW	13	Eng/Admin Support Specialist II	1	46,435	..B..C..D..	55,391
POL	12	Police Specialist	3	45,123	..B..C..D..	53,785
PW	11	Maint Worker I	3	43,788	..B..C..D..	52,247
PW	11	Maint Worker/Custodian	1	43,788	..B..C..D..	52,247
ADM	10	Accounting Assistant I	1.75	42,545	..B..C..D..	50,709
ADM	9	Administrative Assistant II	1	41,278	..B..C..D..	49,194
Uniformed						
POL		Police Sergeant	4	83,570	..B..C..D..	88,864
POL		Police Officer	14	63,402	..B..C..D..	75,314
Total Employees (excluding Council)			86.51			

** Temporary position through COVID Recovery Period

By approving the budget Council authorizes the City Manager to adjust duties & salaries within the number of FTEs & within the budgeted salaries & benefits amounts.