

# ORDINANCE 1788

## **AN ORDINANCE OF THE CITY OF NORTH BEND, WASHINGTON, ADOPTING THE 2023-2024 BIENNIAL BUDGET AND SALARY SCHEDULE; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

**WHEREAS**, State law requires the City to adopt a budget and provides procedures for the filing of estimates, a preliminary budget, public hearings, and final fixing of the budget; and

**WHEREAS**, the City Council of the City of North Bend adopted Ordinance 1528 on May 20, 2014 establishing a biennial budget process in accordance with the provisions of RCW Chapter 35A.34; and

**WHEREAS**, the City Council has stipulated that the biennial budget will be implemented as two one-year financial plans, that actual expenditures in the first year may not exceed the first year plan appropriations, that second year plan appropriations shall only be expended in the second year, and that any appropriation changes will require City Council approval; and

**WHEREAS**, a preliminary biennial budget for the fiscal years 2023-2024 has been prepared and filed, public hearings were held on November 1, 2022 and November 15, 2022 for the purposes of fixing the final budget, and the City Council has deliberated and has made adjustments and changes deemed necessary and proper; and

**WHEREAS**, the City Council now wishes to adopt by reference, in accordance with RCW 35A.34.120, a final budget which provides for totals of estimated revenues and appropriations for each separate fund and the aggregate totals for all such funds combined; and

**WHEREAS**, the City Council also desires to adopt a Salary Schedule for 2023;

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

**Section 1. 2023-2024 Biennial Budget Adoption.** The Biennial Budget for the City of North Bend, a copy of which is on file with the City Clerk, is hereby adopted by the City Council as the revenue and expenditure authority for the 2023-2024 biennium. Set forth in summary form in Exhibits A-1 and A-2 (2023 and 2024 Annual Budgets) are the totals of the estimated revenues and expenditures for each separate fund and the aggregate totals for all such funds combined.

**Section 2. 2023 Salary Schedule Adoption.** The City Council hereby adopts the 2023 Salary Schedule as shown in Exhibit B. 2024 Salary Schedules will be adopted as part of the Mid-Biennium Modification.

**Section 3. Submittal.** The City Clerk and/or Finance Director are directed to transmit a certified copy of this ordinance and the final 2023-2024 Biennial Budget Document to the Division of Municipal Corporations of the Office of the State Auditor and to the Association of Washington Cities.

**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 5. Effective Date.** This ordinance shall be published in the official newspaper of the City and shall take effect and be in full force on January 1, 2023.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF NORTH BEND, WASHINGTON, AT A REGULAR MEETING THEREOF, THIS 6<sup>TH</sup> DAY OF DECEMBER, 2022.**

**CITY OF NORTH BEND:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Rob McFarland, Mayor**

\_\_\_\_\_  
**Lisa Marshall, City Attorney**

**ATTEST/AUTHENTICATED:**

Published: December 16, 2022  
Effective: January 1, 2023

\_\_\_\_\_  
**Susie Oppedal, City Clerk**

**EXHIBIT A-1**  
**2023 ANNUAL BUDGET**

<b>Fund</b>	<b>Fund Name</b>	<b>Beginning Fund Balance</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Ending Fund Balance</b>
001	General Fund	\$ 4,800,379	\$ 11,030,124	\$ 10,984,052	\$ 4,846,452
101	Street Operations Fund	\$ -	919,207	911,500	\$ 7,706
102	Capital Streets Fund	\$ -	431,483	419,915	\$ 11,568
103	Streets Overlay Fund	\$ 799,979	535,120	897,779	\$ 437,320
106	Impact Fees & Mitigation Fund	\$ 11,796,044	4,191,030	3,148,713	\$ 12,838,361
107	Hotel/Motel Tax Fund	\$ 55,861	15,000	-	\$ 70,861
108	Economic Development Fund	\$ -	255,400	246,571	\$ 8,829
116	Park Improvement Fund	\$ 427,135	162,403	325,000	\$ 264,539
117	Park Maintenance Reserve Fund	\$ 40,290	10,680	-	\$ 50,970
125	Development Projects Fund	\$ 651,195	500,000	248,560	\$ 902,635
130	ARPA Fiscal Recovery	\$ 1,759,057	-	846,000	\$ 913,057
190	Transportation Benefit District Fund	\$ 2,205,234	654,151	275,000	\$ 2,584,385
216	2011 Fire Station Bond Fund	\$ -	191,926	149,660	\$ 42,266
217	2012 LTGO (TBD) Bond Fund	\$ 2,569	-		\$ 2,569
218	2015 LTGO Bond Fund	\$ (0)	200,000	191,769	\$ 8,231
220	2018 LTGO Bond Fund	\$ -	246,000	245,350	\$ 650
310	Municipal Projects Fund	\$ 16,519	8,396,285	6,575,000	\$ 1,837,804
320	Capital Improvements (REET) Fund	\$ 4,292,799	1,857,360	621,000	\$ 5,529,159
401	Water Utility Fund	\$ 3,400,600	3,476,096	4,772,783	\$ 2,103,913
402	Sewer Utility Fund	\$ 25,353,548	5,529,288	15,478,116	\$ 15,404,720
404	Storm Drainage Utility Fund	\$ 2,591,354	1,054,357	1,589,929	\$ 2,055,783
404	Flood Operations Fund	\$ 475,701	203,056	349,999	\$ 328,758
405	Solid Waste & Recycling Fund	\$ 537,422	113,352	109,496	\$ 541,278
451	ULID #6 Bond Redemption Fund	\$ 1,526,540	871,923	923,552	\$ 1,474,912
452	ULID #6 Bond Reserve Fund	\$ -	-	-	\$ -
501	Equipment Operating Fund	\$ 50,000	378,042	329,134	\$ 98,908
501	Technology Operating Fund	\$ 50,000	426,710	449,374	\$ 27,336
502	Equipment Reserve Fund	\$ 1,600,132	110,540	610,000	\$ 1,100,672
502	Technology Reserve Fund	\$ 252,395	44,400	33,180	\$ 263,615
<b>GRAND TOTAL:</b>		<b>\$ 62,684,754</b>	<b>\$ 41,803,933</b>	<b>\$ 50,731,432</b>	<b>\$ 53,757,255</b>

**EXHIBIT A-2**  
**2024 ANNUAL BUDGET**

<b>Fund</b>	<b>Fund Name</b>	<b>Beginning Fund Balance</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Ending Fund Balance</b>
001	General Fund	\$ 4,846,452	\$ 11,252,634	\$ 11,427,540	\$ 4,671,545
101	Street Operations Fund	\$ 7,706	951,725	957,075	\$ 2,356
102	Capital Streets Fund	\$ 11,568	365,793	226,589	\$ 150,772
103	Streets Overlay Fund	\$ 437,320	548,775	918,918	\$ 67,177
106	Impact Fees & Mitigation Fund	\$ 12,838,361	4,358,671	3,043,649	\$ 14,153,384
107	Hotel/Motel Tax Fund	\$ 70,861	15,600	-	\$ 86,461
108	Economic Development Fund	\$ 8,829	268,066	258,421	\$ 18,474
116	Park Improvement Fund	\$ 264,539	168,900	-	\$ 433,438
117	Park Maintenance Reserve Fund	\$ 50,970	11,107	-	\$ 62,077
125	Development Projects Fund	\$ 902,635	520,000	258,502	\$ 1,164,132
130	ARPA Fiscal Recovery	\$ 913,057	-	700,000	\$ 213,057
190	Transportation Benefit District Fund	\$ 2,584,385	680,317	275,000	\$ 2,989,702
216	2011 Fire Station Bond Fund	\$ 42,266	199,603	149,660	\$ 92,210
217	2012 LTGO (TBD) Bond Fund	\$ 2,569	-	-	\$ 2,569
218	2015 LTGO Bond Fund	\$ 8,231	202,500	191,769	\$ 18,962
219	2016 LTGO (LOC) Bond Fund	\$ -	-	-	\$ -
220	2018 LTGO Bond Fund	\$ 650	246,000	245,350	\$ 1,300
310	Municipal Projects Fund	\$ 1,837,804	11,169,094	10,275,000	\$ 2,731,898
320	Capital Improvements (REET) Fund	\$ 5,529,159	1,567,654	546,000	\$ 6,550,814
401	Water Utility Fund	\$ 2,103,913	4,270,803	5,141,436	\$ 1,233,280
402	Sewer Utility Fund	\$ 15,404,720	5,807,999	6,898,929	\$ 14,313,790
404	Storm Drainage Utility Fund	\$ 2,055,783	3,059,719	3,489,863	\$ 1,625,639
404	Flood Operations Fund	\$ 328,758	214,141	366,264	\$ 176,634
405	Solid Waste & Recycling Fund	\$ 541,278	117,886	114,895	\$ 544,269
451	ULID #6 Bond Redemption Fund	\$ 1,474,912	906,800	969,730	\$ 1,411,982
452	ULID #6 Bond Reserve Fund	\$ -	-	-	\$ -
501	Equipment Operating Fund	\$ 98,908	396,944	345,340	\$ 150,512
501	Technology Operating Fund	\$ 27,336	448,046	470,842	\$ 4,540
502	Equipment Reserve Fund	\$ 1,100,672	116,031	-	\$ 1,216,703
502	Technology Reserve Fund	\$ 263,615	46,611	34,839	\$ 275,387
<b>GRAND TOTAL:</b>		<b>\$ 53,757,255</b>	<b>\$ 47,911,420</b>	<b>\$ 47,305,612</b>	<b>\$ 54,363,063</b>

**EXHIBIT B****2023 Salary Ranges**

Position Title	Monthly Salary Range		FTEs
	Low	High	
Mayor and Council			
Mayor	4,000	N/A	1 Elected
Council Member	550	N/A	7 Elected
Management (Exempt)			
City Administrator	14,116	17,501	1.00
Deputy City Administrator	12,987	16,081	1.00
City Attorney	12,647	15,752	0.00
Community & Economic Development Director	11,858	15,244	1.00
Finance Director	11,858	15,244	1.00
Public Works Director	11,858	15,244	1.00
Administrative Services Director	10,336	14,116	1.00
Deputy Public Works Director	10,336	14,116	1.00
IT Manager	10,336	14,116	1.00
City Engineer	10,271	13,154	1.00
Capital Projects/Grants Manager	9,661	12,798	1.00
PW Operations Manager	9,007	10,442	0.00
Building Official	8,807	11,286	1.00
Deputy Finance Director	8,807	11,286	0.00
Development Review Manager	8,370	11,124	0.00
PW Project Manager	8,370	11,124	1.00
SCADA Supervisor	8,273	10,606	1.00
Wastewater Treatment Plant Manager	8,273	10,606	1.00
Water Operations Manager	8,273	10,606	1.00
Economic Development Manager	8,051	10,114	1.00
City Clerk	7,976	10,071	1.00
Accounting Operations Manager	7,733	9,823	1.00
Communications Manager/PIO	7,123	9,364	1.00
Senior Financial Analyst	7,112	9,034	0.00
HR Assistant/Emergency Management Coordinator	6,286	8,176	1.00
Public Works Bargaining Unit			
Senior Lead Technician	7,403	9,007	1.00
Lead Parks Technician	6,627	8,062	0.00
Lead Streets Technician	6,627	8,062	1.00
Lead Water System Operator	6,627	8,062	1.00
Lead WWTP Operator	6,627	8,062	1.00
Wastewater Treatment Plant Operator II	6,274	7,633	0.00
Water System Operator	6,168	7,504	3.00
Mechanic	6,016	7,319	1.00
Wastewater Treatment Plant Operator I	5,835	7,099	4.00
Maintenance Worker	5,624	6,842	6.00
Wastewater Treatment Plant Operator-in-Training	5,424	6,599	0.00
Maintenance Worker - Entry	5,435		0.00
Maintenance (Seasonal)	\$15.65/hr	\$19.44/hr	
Professional, Technical, Clerical Bargaining Unit			
Principal Planner	8,230	10,012	1.00
Senior Planner	7,873	9,579	2.00
Senior Long Range Planner/2-year term	7,873	9,579	0.00
Senior GIS Analyst	7,130	9,743	1.00
PW Cotnract Specialist / Office Coordinator	6,800	7,800	1.00
GIS Analyst	6,638	8,340	0.00
Building Inspector	6,734	8,193	1.00
Public Works Infrastructure Inspector	6,734	8,193	1.00
Associate Planner	6,663	8,106	0.00
Long Range Planner/2-year term	6,663	8,106	0.00
Mapping CAD Technician	6,501	7,909	0.00
Staff Accountant	6,397	7,784	2.00
Deputy City Clerk	6,396	7,781	1.00
Records Coordinator	6,231	7,581	0.00
Special Events & Visitor Information Coordinator	6,130	7,458	0.00
Payroll Officer	6,079	7,397	0.00
Office Coordinator / Permit Technician	5,769	7,020	1.00
Permit Tech / Planning Assistant	5,769	7,020	1.00
Public Works Office Coordinator	5,769	7,020	0.00
Accounting Assistant II	5,662	6,889	0.00
Business License & Tax Coordinator	5,662	6,889	0.00
Utilities Coordinator	5,662	6,889	1.00
Administrative Assistant	4,953	6,025	0.00
Accounting Assistant I	4,866	5,921	1.00
Total FTEs			52.00

ATTACHMENT - A

2023 Human Services/Community Organization Requests						
	2020 Funded	2021 Funded	2022 Funded	2023 Request	Recommendation	Council Approved
Boxley Music Fund (Jazz Clubs NW)	\$ 3,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
Eastside Baby Corner	750	1,500	2,000	2,500	2,500	2,500
Empower Youth (SVCN)	3,000	15,000	15,000	25,000	25,000	20,000
Encompass	13,000	20,000	20,000	30,000	30,000	30,000
Friends of the Trail	6,000	6,000	6,000	6,000	6,500	6,500
Friends of Youth	3,000	3,000	5,000	10,000	10,000	10,000
Mamma's Hands			15,000	15,000	15,000	15,000
Mt Si Senior Center	37,500	37,500	37,500	50,000	50,000	50,000
Si View Community Foundation				5,000		5,000
Snoqualmie Valley Food Bank	22,000	30,000	35,000	40,000	40,000	40,000
Snoqualmie Valley Little League				25,000		
Snoqualmie Valley Shelter Services	4,500	4,500	20,000	20,000	20,000	20,000
Snoqualmie Valley Youth Activity Center				20,000		
Supportive Community For All				10,000		
Trail Youth	3,500	3,500	5,000	10,000	6,000	7,500
Total Requested/Recommended	\$ 96,750	\$ 128,500	\$ 168,000	\$ 276,000	\$ 212,500	\$ 214,000
Human Services Reserve Fund					\$ 50,000.00	
Total of Funding	\$ 96,750	\$ 128,500	\$ 168,000	\$ 276,000	\$ 262,500	\$ 214,000

Community Organization Funding in Base Budget						
Meadowbrook Farm	10,000	10,000	25,000	\$ 30,000	\$25,000	\$25,000
Sno Valley Historical Museum	3,000	5,000	5,000	20,000	\$15,000	\$15,000
Total of Funding	\$ 13,000	\$ 15,000	\$ 30,000	\$50,000	\$40,000	\$ 40,000

<b>Grand Total</b>	\$109,750	\$143,500	\$198,000	\$326,000	\$302,500	\$254,000
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**New Request**  
Amount Increased from \$25K to \$30K by  
Council Motion on 12/6/22

Updated - December 6, 2022