

ORDINANCE NO. 1998-03-007

AN ORDINANCE RELATING TO THE 1998 BUDGET AND APPROPRIATING \$5,673.00 IN ADDITIONAL RESOURCES IN VARIOUS FUNDS FOR THE PURPOSE OF IMPLEMENTING THE EFFECT OF JOB AUDITS THAT HAVE BEEN RECENTLY COMPLETED, FROM ESTIMATED ENDING UNRESERVED BALANCE.

WHEREAS, a number of job audits and reviews of new positions were still in process at the time of adoption of the 1998 budget; and

WHEREAS, some of the job audits and reviews have now been completed and are ready for Council approval;

NOW, THEREFORE, THE CITY OF BELLINGHAM DOES ORDAIN:

**Section 1.** The sum of \$1,938.00 is hereby reduced in the General Fund for the purpose of making adjustments in the Legal Department. The source of funding will be from:

103-	General Fund	
	Legal Department	
	1045 Legal Services Program	
	Legal Administration	
	1101 Salaries & Wages	- \$ 2,722.00
	2101 Personnel Benefits	<u>784.00</u>
		- \$ 1,938.00

To be credited as follows:

700-	General Fund	
	Non-Departmental Department	
	0665 Ending Unreserved Balance	\$ 1,938.00

The following position changes will be made in Plan E:

A. Effective 1/1/98 delete one part-time position of Legal Assistant at an estimated 200 points, .625 FTE.

B. Effective 1/1/98 delete one part-time position of Victim Advocate at an estimated 240 points, .5 FTE.

C. Effective 1/1/98 add one full-time position of Victim/Witness Advocate/Case Coordinator, 239 points, 1.0 FTE.

City of Bellingham  
CITY ATTORNEY  
210 Lottie Street  
Bellingham, WA 98225  
Telephone (360) 676-6903

D. Effective 2/1/98 increase the position of Legal Secretary from 203 to 220 points.

**Section 2.** The sum of \$1,853.00 is hereby appropriated in the General Fund for the purpose of upgrading positions in the Judicial and Support Services Department to reflect the job audit results. The source of funding will be from:

700-	General Fund	
	Non-Departmental Department	
	0665 Ending Unreserved Balance	\$ 1,853.00

To be credited as follows:

104-	General Fund	
	Judicial and Support Services Department	
	1010 Municipal Court Program	
	Municipal Court	
	1101 Salaries & Wages	\$ 1,596.00
	2101 Personnel Benefits	<u>257.00</u>
		\$ 1,853.00

The following position changes will be made in Plan B effective 1/1/98:

A. Delete one position of Accounting Assistant 2 in Grade 7 and add one position of Accounting Assistant 3 in Grade 8, no net change in FTE's.

B. Delete one position of Office Assistant 3 in Grade 7 and add one position of Court Process Technician in Grade 9, no net change in FTE's.

C. Delete four positions of Accounting Assistant 1 in Grade 6 and add four positions of Accounting Assistant 2 in Grade 7, no net change in FTE's.

**Section 3.** The sum of \$535.00 is hereby appropriated in the General Fund for the purpose of upgrading a position in the Human Resources Department to reflect the job audit results. The source of funding will be from:

700-	General Fund	
	Non-Departmental Department	
	0665 Ending Unreserved Balance	\$ 535.00

To be credited as follows:

119-	General Fund	
	Human Resources Department	
	1885 Payroll Services Program	
	Budgeting, Accounting, Auditing	

City of Bellingham  
CITY ATTORNEY  
210 Lottie Street  
Bellingham, WA 98225  
Telephone (360) 676-6903

1101	Salaries & Wages	\$ 457.00
2101	Personnel Benefits	<u>78.00</u>
		\$ 535.00

The following position change will be made in Plan E effective 1/1/98:

A. Delete one part-time position of Human Resources Office Assistant at 135 points, .6 FTE.

B. Add one part-time position of Payroll Support Clerk at 145 points, .6 FTE.

**Section 4.** The sum of \$2,289.00 is hereby appropriated in the Street Fund for the purpose of funding the cost increase to move the PW Superintendent/Maintenance position from the S & P bargaining unit to the Exempt pay plan. The source of funding will be from:

410-	Street Fund	
	P.W. Street Division	
	0665 Ending Unreserved Balance	\$ 2,289.00

To be credited as follows:

410-	Street Fund	
	P.W. Street Division	
	4785 Roadway Maintenance Program	
	Roadway Maintenance	
	1101 Salaries & Wages	\$ 658.00
	2101 Personnel Benefits	257.00
	4945 Street Payments & Transfers Program	
	Other Jobbing & Contract Work	
	1101 Salaries & Wages	986.00
	2101 Personnel Benefits	<u>388.00</u>
		\$ 2,289.00

The following position changes will be made effective 1/1/98:

A. In the S & P Plan delete one position of PW Superintendent/Maintenance at 499 points, 1.0 FTE.

B. In the Exempt Plan add one position of PW Superintendent/Maintenance at 499 points, 1.0 FTE.

**Section 5.** The sum of \$1,002.00 is hereby appropriated in the Street Fund for the purpose of a job audit increase in the Public Works Administration Division. The source of funding will be from:

City of Bellingham  
 CITY ATTORNEY  
 210 Lottie Street  
 Bellingham, WA 98225  
 Telephone (360) 676-6907

410-	Street Fund		
	P.W. Street Division		
	0665 Ending Unreserved Balance		\$ 1,002.00

To be credited as follows:

401-	Street Fund		
	P.W. Administration Division		
	3555 P.W. Maintenance Administration Program		
	Other Jobbing & Contract Work		
	1101 Salaries & Wages	\$	863.00
	2101 Personnel Benefits		<u>139.00</u>
		\$	1,002.00

The following position changes will be effective 2/1/97 in Plan B:  
 A. Delete one position of Office Assistant 3 in Grade 7, 1.0 FTE.  
 B. Add one position of Administrative Secretary in Grade 9, 1.0 FTE.  
 C. The retroactive portion of this change in 1997 was paid in 1997.

**Section 6.** The sum of \$1,150.00 is hereby appropriated in the Building Services Fund to provide for the 1997 retroactive compensation paid to the Building Official in 1998 due to his promotion and to fund an additional month of his 1998 step increase. The source of funding will be from:

107-	Building Services Fund		
	Building Services Division		
	0665 Ending Unreserved Balance		\$ 1,150.00

To be credited as follows:

107-	Building Services Fund		
	Building Services Division		
	2035 Building Services Program		
	Protective Inspection Administration		
	1101 Salaries & Wages	\$	995.00
	2101 Personnel Benefits		<u>155.00</u>
		\$	1,150.00

The effective date of the change on September 12, 1997 will remove .3 FTE of the Asst. Bldg Official/Permit Facilitator position from 1997 in Plan B Grade 15.

**Section 7.** The sum of \$782.00 is hereby appropriated in the General Facilities Reserve Fund and the 1980 Fire Construction Fund for the purpose of providing for the 1997 retroactive payment for the Facilities Development Manager

City of Bellingham  
 CITY ATTORNEY  
 210 Lottie Street  
 Bellingham, WA 98225  
 Telephone (360) 676-6902

position that was created effective October 1, 1997 which adds .3 FTE in the S & P Plan at 467 points with a 5% market adjustment. The source of funding will be from:

Subsection A.

116-	General Facility Reserve Fund	
	Facilities Administration Division	
	0665 Ending Unreserved Balance	\$ 312.00

To be credited as follows:

510-	General Facility Reserve Fund	
	Fire Department	
	5110 Fire Services Facility Program	
	Fire Control Facilities	
	1101 Salaries & Wages	\$ 270.00
	2101 Personnel Benefits	<u>42.00</u>
		\$ 312.00

Subsection B.

504-	1980 Fire Construction Fund	
	Fire Department	
	0665 Ending Unreserved Balance	\$ 470.00

To be credited as follows:

504-	1980 Fire Construction Fund	
	Fire Department	
	7620 Fire Services Facility Program	
	Capital Expense - Fire Control	
	1101 Salaries & Wages	\$ 406.00
	2101 Personnel Benefits	<u>64.00</u>
		\$ 470.00

**Section 8.** The following position changes are being made in the Street Division of the Public Works Department effective January 1, 1998. The impact was built into the Street budget so no additional dollars will be needed. The changes are as follows:

A. In Plan B delete one position from the Utility, Skilled Worker I series Grades 8, 10, 1.0 FTE.

B. In the S & P Plan add one position of Maintenance Supervisor - Streets at 327 points, 1.0 FTE.

**Section 9.** The following position change will be made in the Purchasing and Materials Management Division of the Public Works Department effective February 11, 1998. There is no change in salary level, so no appropriation is required.

A. In Plan B delete the position of Fleet Replacement Coordinator in Grade 12, .89 FTE for 1998.

B. In Plan B add the position of Senior Buyer in Grade 12, .89 FTE for 1998.

PASSED by Council this 2nd day of March, 1998.

Bob Ryan  
Council President

APPROVED by me this 9th day of March, 1998.

Mark Asch  
Mayor

ATTEST: Lynn Carpenter  
Finance Director

APPROVED AS TO FORM:  
Ken Sturwood  
Office of the City Attorney

Published: 3-12-98

**CITY OF BELLINGHAM, WASHINGTON**

**ORDINANCE NUMBER:** 1998-03-007

**COUNCIL BILL NUMBER:** 12358

**AGENDA BILL NUMBER:** 13423

**AGENDA BILL INTRODUCED:** 2/23/98

**FIRST & SECOND READINGS:** 2/23/98

**THIRD & FINAL READING:** 3/2/98

**PUBLISHED:** 3-12-98

cc: Paula

Werry

Archer

3-9-98 sent to Jackie ITSD