

City of Roy

Final Annual Budget

2024

Adopted 12/15/2023

Table of Contents

Mayor’s Budget Message.....	3
Elected Officials.....	5
Staff.....	5
Organizational Chart	6
Budget Development Process.....	7
Budget Calendar.....	8
Budget Principles	9
City-Wide Budget Summary.....	11
Historical Staffing.....	12
Wage Scale.....	13
General Fund.....	14
Water Funds.....	15
Remaining Funds.....	16

Mayor's Budget Message

December 2024

From the Office of Mayor Kimber Ivy - City of Roy

Dear Residents & Council of Roy,

I submit for your consideration the 2024 final annual budget for the City of Roy. Any Proposed 2024 appropriations are based off year end projections for 2023.

To say that I am honored to stand with you as the appointed Mayor of our beloved City would be an understatement. The gratitude I have for our community entrusting me with the responsibility of leading Roy is both a privilege and a solemn duty that I do not take lightly. Our team has worked hard creating and fine-tuning one of the most important and comprehensive documents that any city can have, the annual budget. This document guides our city and sets the path forward for what we would like to accomplish in the coming year. A city's budget is a living, breathing document that adapts as we progress through the year. These necessary changes and updates are set into motion by regular budget review and amendments throughout the designated budgetary period. This document does not consider monies from grants or other outside funding sources. These types of contributions are added to the budget through the aforementioned budget amendments.

I would like to recognize the hard work and dedication that our city staff members have shown over the past year as the team has undergone a significant change in administration. This change signifies a new chapter in our city's history. With this fresh start, I am committed to creating a cohesive team of dedicated individuals who will work tirelessly to improve the quality of life for all of our residents. Our collective goal is to move forward, embracing the challenges and opportunities that are ahead, while still preserving the unique character and charm that is the heart of Roy.

The coming year will be one made up of tough decisions and challenges we must overcome. My goal is to face these obstacles hand in hand as a community. Working together to become a more unified, fiscally mindful and an altogether stronger City for not only our current residents but also looking toward our future. This team would like to see the City of Roy as a thriving, successful City, full of rich history and a welcoming community. But to achieve this, we need your help. We need our city to engage, encourage and empower each other to be the best neighbors, volunteers, civil servants and activists around, or otherwise we risk losing what we have worked so hard to make our home.

With this budget message, I will outline our vision for the upcoming fiscal year and the financial plan that will help us achieve our goals. The priorities of this budget reflect our commitment to the betterment of Roy, while ensuring that we have listened to the guiding words of our community and council.

1. Investing in Infrastructure: Our city's roads, bridges, and utilities are the livelihood of our community. We will allocate resources to ensure they are well-maintained and, where necessary, upgraded to meet the needs of our population.
2. Enhancing Public Safety: The safety and security of our residents is paramount. We will support our law enforcement agents and provide them with the tools and training needed to keep us safe.
3. Promoting Economic Development: We will actively seek opportunities to attract new businesses while supporting our existing local entrepreneurs. A thriving economy benefits us all and ensures a sustainable future for our city.
4. Fostering Community Engagement: I believe that a strong community is built on the active participation of its residents. We will launch initiatives to engage you, our citizens, in shaping the future of Roy.
5. Preserving our Heritage: Our history and culture is what make us unique. We will work to preserve and celebrate our heritage through cultural events, historical preservation efforts, and community gatherings.

This budget reflects our commitment to fiscal responsibility. We will ensure that your hard-earned tax dollars are used efficiently and effectively to benefit our community. I encourage you to actively participate in this process. Your input and feedback are invaluable as we work together to shape the future of our city.

In closing, I want to thank you for your continued support, patience, and understanding as we navigate the path ahead. Together, we can make Roy a beacon of progress and prosperity while preserving the spirit of what makes our home so special.

Sincerely,

Kimber Ivy

Mayor of Roy

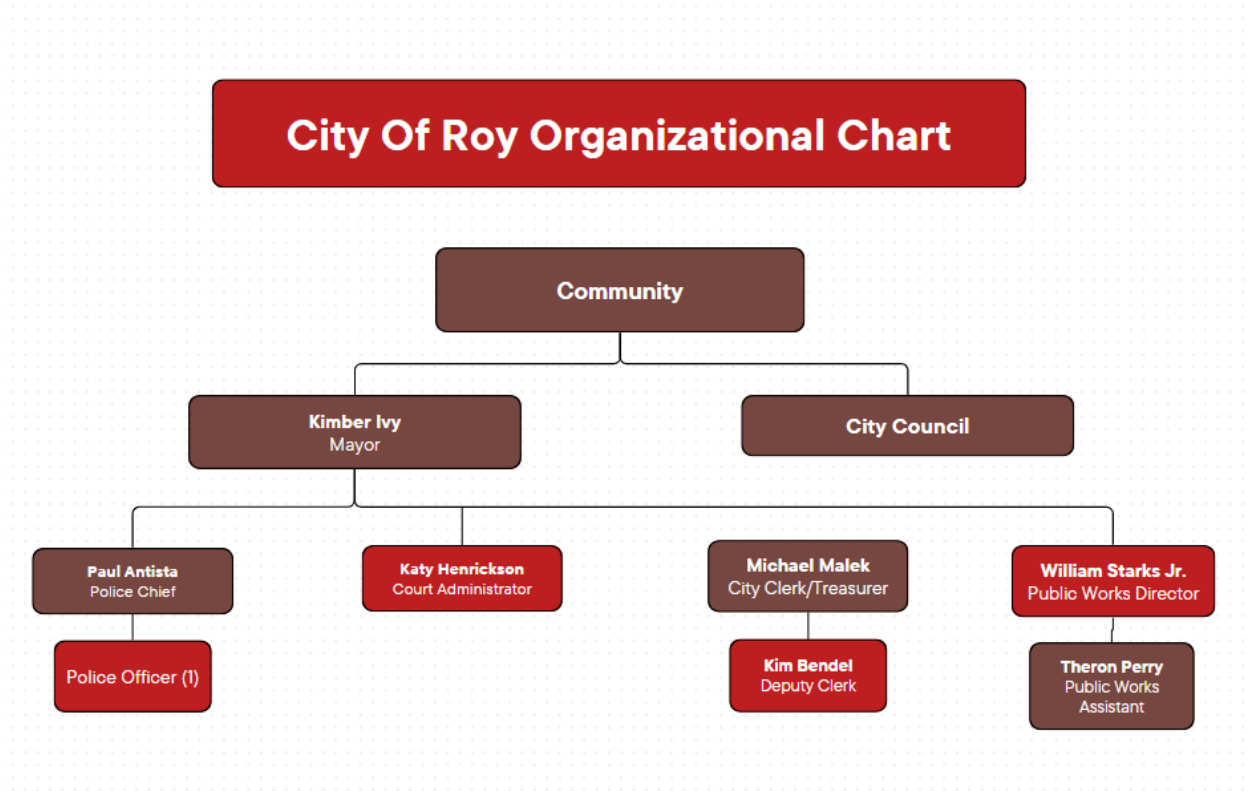
Elected Officials

		<u>Term Expires:</u>
Kimber Ivy	Mayor (Appointed)	December 31, 2025
Rachel Chavez	Council Position #1	December 31, 2025
Yvonne Starks	Council Position #2 (Mayor Pro-Tem)	December 31, 2027
Jim Rotondo	Council Position #3	December 31, 2025
Harvey Gilchrist	Council Position #4	December 31, 2027
William Starks	Council Position #5	December 31, 2025

Staff

Paul Antista	Police Chief
Drew Pearson	Police Officer
William Starks Jr.	Public Works Director
Theron Perry	Public Works Assistant
Michael Malek	City Clerk- Treasurer
Kim Bendel	Deputy Clerk
Katy Henrickson	Court Clerk
Thomas Ellington	Court Judge

Organizational Chart



Budget Development Process

The budget includes financial planning and legal authority to obligate public funds. Additionally, the budget provides policy direction by the City Council to the staff and community.

The budget serves four functions:

It is a Policy Document

The budget functions as a policy document in that the decisions made within the budget will reflect the general principles or plans that guide the actions taken for the future. As a policy document, the budget makes specific attempts to link desired goals and policy direction to the actual day-to-day activities of the City staff.

It is an Operational Guide

The budget of the city reflects its operations. Activities of each City fund or department have been planned, formalized and described in the following sections. This process will help to maintain an understanding of the various operations of the City and how they relate to each other and to the attainment of the policy issues and goals of the City Council.

It is a Link with the General Public

The budget provides a unique opportunity to allow and encourage public review of City operations. The budget describes the activities of the city, the purpose of those activities, future implications, and the direct relationship to citizens.

It is a Legally Required Financial Planning Tool

Preparing and adopting a budget is a state law requirement of all cities as stated in Title 35A of the Revised Code of Washington (RCW). The budget must be adopted as a balanced budget and must be in place prior to the beginning of the City's fiscal year. The budget is the legal authority to expend public funds and controls those expenditures by limiting the amount of appropriation at the fund level. The revenues of the City are estimated, along with available cash carry-forward, to determine funds available.

The City operates on a calendar-year basis. The city utilizes an incremental budgeting approach that assumes, for most functions of government, that the current year's budget is indicative of the base required for the following year. Any increases are incremental and based on needs defined by budget policies, emerging issues, Council goals and available resources.

Budget Calendar

July 29 – budget retreat.

August 1 – clerk sends formal budget request estimate to departments, with August 15 due date.

August 15 - budget numbers due from departments.

September 1 – preliminary budget prepared by staff and submitted to Mayor for review.

September 25 – preliminary revenue estimates presented to Council.

October 23 – Mayor’s proposed budget + budget message filed with clerk and presented to Council.

November 13

- public hearing, revenue sources.
- public hearing on preliminary budget
- first read, property tax ordinance
- informal presentations/discussion on any elements of budget, if necessary.

November 27

- second read, adoption, property tax ordinance.
- public hearing on final budget
- first read of budget ordinance
- informal presentations/discussion on any elements of budget, if necessary.

December 11 – second read of budget ordinance (budget adoption).

December 15 – Special Meeting to review and adopt budget ordinance.

After the budget is adopted, the City enters a budget implementation and monitoring stage. Throughout the year, expenditures are monitored by the City Clerk and department directors to ensure that funds are within the approved budget. As required by RCW 35A.33.140, the City Clerk provides the City Council with quarterly reports to keep them current with the City’s financial condition.

The Mayor is authorized to transfer budgeted amounts within a fund; however, any revisions that alter the total expenditures of a fund, or that affect the number of authorized employee positions, position titles, salary ranges or other conditions of employment must be approved by the City Council.

When the City Council determines that it is in the best interest of the City to increase or decrease the appropriation for a fund, it may do so by ordinance adopted by Council.

Budget Principles

General Principles

- Department directors have primary responsibility for formulating budget proposals in line with City Council and Mayor directions, and for implementing them once they are approved.
- The City Clerk Treasurer is responsible for coordinating the overall preparation and administration of the City's budget. This function is fulfilled in compliance with applicable State of Washington statutes governing local government budgeting practices.
- The City Clerk Treasurer assists department staff in identifying budget problems, formulating solutions and alternatives, and implementing any necessary corrective actions.
- If presented, Interfund charges will be based on recovery of costs associated with providing those services.
- Budget adjustments requiring City Council approval will occur through the ordinance process at the fund level prior to the end of the fiscal year.
- The City's budget presentation will be directed at displaying the City's budget in a Council and Citizen-friendly format.

Basis of Accounting

- Annual appropriated budgets are adopted for all funds on the cash basis of accounting.
- Budgets are adopted at the fund level that constitutes legal authority for expenditures. Annual appropriations lapse at the end of the fiscal period.
- The **General Fund** is the primary fund of the City. It accounts for all financial resources except those required or elected to be accounted for in another fund.
- **Special Revenue Funds** account for revenue sources that are legally restricted or designated to finance certain activities. Special revenue funds include the following:
 - *City Streets Fund
 - *Covid LRF Grant Fund
 - *Transportation Benefit District Fund
- **Capital Project Funds** account for major construction projects. Capital project funds include the following:

*Capital Improvement Fund
*Real Estate Excise Tax I

*Park Impact Fee Fund
*Real Estate Excise Tax II

- **Enterprise Funds** account for operations that provide goods and services to the general public and are supported primarily by user charges. Enterprise funds include the following:

*Water Operations & Maintenance Fund *Water Capital Improvement Fund

- The Equipment Replacement **Internal Service Fund** accounts for funding and replacement of vehicles and major equipment.

* Equipment Replacement

City-Wide Budget Summary

2024 Budget Summary

Fund	Beginning Fund Balance	Revenues	Expenditures	Increase (Decrease)	Ending Fund Balance
General	423,349	842,002	908,868	(66,866)	356,483
Donations to Roy	5	-	-	-	5
City Streets	(7,315)	55,909	45,589	10,320	3,005
Transportation Benefit District	108,610	18,000	18,000	-	108,610
COVID LFR Grant	154,515	-	-	-	154,515
Capital Improvement	61,563	-	-	-	61,563
Park Impact Fees	(382)	382	-	382	0
Real Estate Excise Tax I	178,758	17,000	-	17,000	195,758
Real Estate Excise Tax II	174,582	17,000	-	17,000	191,582
Water Operations	307,759	363,000	476,987	(113,987)	193,772
Water Capital Improvement	1,079,372	85,000	840,000	(755,000)	324,372
Equipment Replacement	9,062	-	-	-	9,062
Total	2,489,878	1,398,293	2,289,444	(891,151)	1,598,727

- Employee salaries and benefits include the following changes:
 - Cost of living (COLA) adjustments: 3% for all positions.
 - Employees covered at 100% with spouses & dependents covered at 95% by the city.
 - Medical – 4% - Per AWC
 - Dental – 0%
 - Vision – 0%

- Significant capital projects are:
 - \$240,000 – Water Tower (Water Capital Improvement Fund)
 - \$600,000 – Water Filtration (Water Capital Improvement Fund)

Historical Staffing

<u>Administration:</u>	<u>2020 Final</u>	<u>2021 Final</u>	<u>2022 Final</u>	<u>2023 Final</u>	<u>2024 Proposed</u>
City Clerk-Treasurer	1	1	1	1	1
Clerk Assistant	0	0	0.5	0	0
Deputy Clerk	1	1	0.5	0.5	1
Total Administration	2	2	2	1.5	2
<u>Police:</u>					
Police Chief	1	1	1	1	1
Police Officer	1	1	1	1	1
Total Police	2	2	2	2	2
<u>Court:</u>					
Judge	1	1	1	1	1
Court Clerk	0.55	0.55	0.55	0.55	0.55
Total Court	1.55	1.55	1.55	1.55	1.55
<u>Public Works:</u>					
Public Works Director	1	1	1	1	1
Public Works Assistant	1	1	1	1	1
Total Public Works	2	2	2	2	2
<u>Elected:</u>					
Mayor	1	1	1	1	1
City Council	5	5	5	5	5
Total Elected	6	6	6	6	6

Wage Scale

SALARY SCHEDULE 2024 Budget

CLASSIFICATION	SALARY / WAGE RANGES
Judge (0.02 FTE)	\$13,164 annual
Court Clerk Administrator (0.55 FTE)	\$23.60/Hr. - \$27.34/Hr.
*City Clerk-Treasurer (1.00 FTE)	\$82,248 annually - \$88,860 annually
*Deputy Clerk (1.00 FTE)	\$22.92/Hr. - \$24.68/Hr.
*Public Works Director (1.00 FTE)	\$31.25/Hr. - \$36.23/Hr.
*Public Works Assistant (1.0 FTE)	\$23.69/Hr. - \$27.50 hour
*Chief of Police (1.00 FTE)	\$107,688 annually - \$115,968 annually
Police Officer (1.00 FTE)	\$38.71/Hr. - \$42.94/Hr.
Records Analyst (0.03 FTE) – Special Project (6 Months)	\$20.00/Hr. - \$23.00/Hr.
MAYOR / COUNCIL	SALARY (annual) / STIPEND
Mayor	\$12,000 annual
Council	\$25 per meeting
CITY PAID BENEFITS	EMPLOYEE CLASS
Full Coverage Employee Medical monthly premium, all employees. Family Medical – Full Coverage In lieu of medical benefits - \$100 monthly	Full-time, prorated regular part-time
Employee and Family Dental plans – Full Coverage	Full-time, prorated regular part-time
Employee and Family Vision – Full Coverage	Full-time, prorated regular part-time
ComPsych EAP – Full Coverage monthly premium (included with any other health premium)	Full-time, prorated regular part-time, mayor, council
Contributions to PERS II, PERS III (.0953) or LEOFF II (.0532) retirement plans as required by state	As required according to position, typically if working more than 70 hours per month

The salary schedule is based on a 4 Step schedule with an anticipated 3% COLA Increase

*Distribution of payroll and benefits to multiple funds as follows:

- City Clerk-Treasurer - 70% to 001-General Fund, 30% to 402-Water Operations & Maintenance Fund
- Deputy Clerk - 40% to 001-General Fund, 60% to 402-Water Operations & Maintenance Fund
- Public Works Director budget 35% to 001-General Fund/Central Services, 5% to 001-General Fund/Park, 10% to 101-Street Fund, 50% to 402-Water Operations and Maintenance Fund
- Public Works Assistant budget 15% to 001-General Fund/Central Services, 5% to 001-General Fund/Park, 15% to 101-Street Fund, 65% to 402-Water Operations and Maintenance Fund
- Chief Of Police will act as Bailiff during court sessions. For designated hours recorded, the Chief will be paid from the General Fund Judicial budget.

General Fund

General Fund				
Description	2021 Actual	2022 Actual	2023 Projected	2024 Budget
Beginning Fund Balance	456,907	474,638	511,939	423,349
Taxes	532,677	592,610	580,821	586,449
Licenses & Permits	29,585	37,894	45,718	41,858
Intergovernmental Revenues	42,692	25,683	75,455	66,195
Charges For Services	10,962	22,142	49,730	22,720
Fines & Forfeitures	26,547	16,725	11,764	20,100
Misc Revenues	40,466	51,055	89,764	104,680
Non Revenues	11,266	6,105	11,239	-
Total Revenues	694,195	752,215	864,491	842,002
Council	4,806	4,752	13,640	6,750
Court	49,855	59,319	70,406	77,127
Mayor	12,318	14,915	18,950	19,260
Finance	124,131	108,471	155,305	168,515
Toffry Insurance/OASI	7,450		-	-
Legal	25,613	34,819	31,528	16,100
Central Services	99,520	137,804	185,780	106,897
Law Enforcement	286,966	299,868	305,310	354,368
Fire	8,576	1,289	696	4,400
Building & Planning	8,906	16,843	136,760	82,300
Culture & Recreation	36,239	19,158	19,706	33,153
Misc	2,084	17,676	-	-
Transfer to Streets	10,000	-	15,000	40,000
Total Expenditures	676,464	714,915	953,080	908,868
Revenues less expenditures	17,731	37,300	(88,589)	(66,866)
Ending Fund Balance Balance	474,638	511,939	423,349	356,483
	70%	72%	44%	39%

Water Funds

<i>Water Operating</i>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Actual</u>	<u>2023 Projected</u>	<u>2024 Budget</u>
Beginning Fund Balance	107,992	155,478	220,102	275,443	307,759
Base Rate	264,529	276,407	279,915	271,636	272,000
Capital	82,683	85,110	85,510	82,216	82,000
Other	5,408	22,461	14,256	24,298	9,000
Total Revenue	352,621	383,978	379,681	378,150	363,000
Admin	107,913	124,904	130,193	153,912	203,525
Operating Costs	81,795	89,318	108,593	110,221	189,462
Debt Service	32,763	19,801	-	-	-
Transfer to Capital	82,664	85,331	85,554	81,700	84,000
Total Expenditures	305,135	319,354	324,340	345,833	476,987
Increase (Decrease) in Fund Balance	47,486	64,624	55,341	32,317	(113,987)
Ending Fund Balance	155,478	220,102	275,443	307,759	193,772
Fund Balance as % of Expenditures	51%	69%	85%	89%	41%
<i>Water Capital</i>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Actual</u>	<u>2023 Projected</u>	<u>2024 Budget</u>
Beginning Fund Balance	695,697	781,603	868,546	964,796	1,079,372
Total Revenue	90,340	86,944	96,250	114,576	85,000
Total Expenditures	4,434	-	-	-	840,000
Increase (Decrease) in Fund Balance	85,906	86,944	96,250	114,576	(755,000)
Ending Fund Balance	781,603	868,546	964,796	1,079,372	324,372

Remaining Funds

<i>Donations to Roy</i>	<u>2023 Projected</u>	<u>2024 Budget</u>
Beginning Fund Balance	5	5
Total Revenue	-	-
Total Expenditures	-	-
Increase (Decrease) in Fund Balance	-	-
Ending Fund Balance	5	5
<i>City Streets</i>	<u>2023 Projected</u>	<u>2024 Budget</u>
Beginning Fund Balance	303	(7,315)
Intergovernmental Revenues	16,031	15,909
Transfers In	15,000	40,000
Total Revenue	31,031	55,909
Total Expenditures	38,650	45,589
Increase (Decrease) in Fund Balance	(7,619)	10,320
Ending Fund Balance	(7,315)	3,005
<i>Transportation Benefit District</i>	<u>2023 Projected</u>	<u>2024 Budget</u>
Beginning Fund Balance	95,390	108,610
Taxes	17,380	18,000
Miscellaneous	3,300	-
Total Revenue	20,680	18,000
Total Expenditures	7,460	18,000
Increase (Decrease) in Fund Balance	13,220	-
Ending Fund Balance	108,610	108,610

<i>COVID LFR Grant</i>	<u>2023 Projected</u>	<u>2024 Budget</u>
Beginning Fund Balance	155,717	154,515
Total Revenue	-	-
Total Expenditures	1,202	-
Increase (Decrease) in Fund Balance	(1,202)	-
Ending Fund Balance	154,515	154,515
<i>Capital Improvement</i>	<u>2023 Projected</u>	<u>2024 Budget</u>
Beginning Fund Balance	60,317	61,563
Miscellaneous	1,246	-
Total Revenue	1,246	-
Total Expenditures	-	-
Increase (Decrease) in Fund Balance	1,246	-
Ending Fund Balance	61,563	61,563
<i>Park Impact Fees</i>	<u>2023 Projected</u>	<u>2024 Budget</u>
Beginning Fund Balance	8,656	(382)
Miscellaneous	510	382
Total Revenue	510	382
Total Expenditures	9,548	-
Increase (Decrease) in Fund Balance	(9,038)	382
Ending Fund Balance	(382)	0

<i>Real Estate Excise Tax I</i>	<u>2023 Projected</u>	<u>2024 Budget</u>
Beginning Fund Balance	140,817	178,758
Taxes	16,100	17,000
Intergovernmental	17,541	-
Miscellaneous	4,300	-
Total Revenue	37,941	17,000
Total Expenditures	-	-
Increase (Decrease) in Fund Balance	37,941	17,000
Ending Fund Balance	178,758	195,758
<i>Real Estate Excise Tax II</i>	<u>2023 Projected</u>	<u>2024 Budget</u>
Beginning Fund Balance	154,455	174,582
Taxes	15,426	17,000
Miscellaneous	4,702	-
Total Revenue	20,127	17,000
Total Expenditures	-	-
Increase (Decrease) in Fund Balance	20,127	17,000
Ending Fund Balance	174,582	191,582
<i>Equipment Replacement</i>	<u>2023 Projected</u>	<u>2024 Budget</u>
Beginning Fund Balance	8,603	9,062
Miscellaneous	459	-
Total Revenue	459	-
Total Expenditures	-	-
Increase (Decrease) in Fund Balance	459	-
Ending Fund Balance	9,062	9,062