

**CITY OF SULTAN  
SULTAN WASHINGTON  
RESOLUTION 16-15**

A RESOLUTION PROVIDING FOR THE ALLOCATION OF WAGES  
AND BENEFITS FOR PAYROLL PURPOSES FOR THE 2017 FISCAL  
YEAR.

WHEREAS, as a part of the annual budget process the allocation of expenditures for wages and benefits must be determined to properly charge funds for services received and;

WHEREAS, staff has reviewed the current job responsibilities of the employees and the proposed work programs for 2017 and;

WHEREAS, the State Auditor has recommended that the Council adopt the distribution schedule to allocate expenditures for wages and benefits;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SULTAN, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. The following process will be used to ensure each fund is correctly charged for employee services.

1. During the annual budget process a review of staffing requirements will be completed by the Department Heads. Staff will review the current job responsibilities, the proposed work program for the next year and the adopted cost allocation plan to determine the appropriate fund to charge for the salaries and benefits. Staff time must be appropriated to the fund for which the employee performs the work. Allocation of Council time will be based on agenda items.
2. Mid-year, staff will the work program and the amount of time each staff member is working in the departments and funds.
3. At the end of the year, a final review of work programs and actual hours worked for each fund will be completed and budget adjustments will be made if required.

Section 2. The attached document entitled Allocation of Wages and Benefits for Payroll Purposes is hereby adopted by reference and will be used for the distribution of wages and benefits for the 2017 fiscal year.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 1<sup>st</sup> DAY OF DECEMBER 2016.

CITY OF SULTAN

  
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Carolyn Eslick, Mayor

ATTEST/AUTHENTICATED:

  
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Laura Koenig, City Clerk

SALARY AND BENEFIT DISTRIBUTION FOR 2017

Percentage Distribution by Fund

ENTERPRISE AND CAPITAL FUNDS		PARKS	STREET	CEMETERY	UTILITY WATER	UTILITY SEWER	GARBAGE	STORM WATER	BLDG MAINT	TOTAL		
CLASSIFICATION	FTE's	001	101	103	400	401	402	406	113	DIST.		
MAYOR/COUNCIL (7)	0.00		0.12		0.15	0.15	0.05	0.10		0.57		
ADMINISTRATOR	0.00	0.030	0.050	0.000	0.180	0.180	0.050	0.050	0.000	0.540		
CITY CLERK/DEP FIN	0.00	0.020	0.080	0.010	0.145	0.145	0.090	0.050	0.010	0.550		
UTILITY CLERK	1.00				0.260	0.190	0.240	0.250		0.94		
PERMIT TECH	0.00		0.000		0.040	0.030	0.040	0.040		0.150		
GRANT ADMIN.	1.00	0.150	0.100		0.050	0.050	0.000	0.000	0.000	0.350		
DEPUTY TREASURER	1.00	0.020	0.080	0.060	0.200	0.160	0.200	0.100	0.010	0.830		
UTILITY CLERK	1.00		0.020		0.260	0.190	0.240	0.250		0.96		
PUBLIC WORKS DIR	1.00	0.040	0.080	0.000	0.380	0.370	0.050	0.070	0.010	1.00		
FIELD/WWTP SUPERVISOR	1.00	0.100	0.080	0.010	0.220	0.240	0.250	0.050	0.050	1.00		
SEWER PLANT MANAGER	1.00					1.000				1.00		
WATER SYSTEM MANAGER	1.00	0.000	0.000	0.000	1.0000	0.000		0.000		1.00		
WATER PLANT OPERATOR	1.00	0.020	0.030	0.000	0.920	0.030	0.000			1.00		
WATER PLANT OPERATOR	1.00	0.040	0.060	0.020	0.750	0.050	0.070	0.010		1.00		
UTILITY WORKER	1.00	0.130	0.250	0.010	0.020	0.050	0.500	0.020	0.020	1.00		
WWTP OPERATOR	1.00	0.000	0.000			1.000	0.000			1.00		
UTILITY WORKER	1.00	0.370	0.200	0.010	0.010	0.100	0.250	0.010	0.050	1.00		
UTILITY WORKER	1.00	0.180	0.150	0.010	0.030	0.190	0.400	0.020	0.020	1.00		
PLANNING DIRECTOR	0.00		0.050		0.050	0.050				0.15		
SEASONAL HELP	1.00	0.800	0.200							1.00		
Code Enforcement	1.00	0.100	0.050	0.000	0.000	0.000	0.000	0.000	0.000	0.15		
<b>Sub Total FTE's</b>	<b>16.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.00</b>	<b>1.60</b>	<b>0.130</b>	<b>4.67</b>	<b>4.18</b>	<b>2.43</b>	<b>1.02</b>	<b>0.17</b>	<b>16.19</b>

GENERAL FUND	FINANCE	GRANTS	COUNCIL	EXEC	LEGAL	LAW	CODE	PLAN	BUILDING	TOTAL	
CLASSIFICATION	WAGES	514	514	511.10	0	515	521	539	559	560	
ADMINISTRATOR	1.00				0.370				0.09		0.460
CITY CLERK/DEP FIN	1.00	0.400				0.05					0.450
GRANTS	0.00		0.650								0.650
UTILITY CLERK	0.00	0.03				0.03					0.06
UTILITY CLERK	0.00	0.04			0.00	0.00					0.04
DEPUTY TREASURER	0.00	0.170		0.000							0.170
PLANNING DIRECTOR	1.00							0.80	0.05		0.85
PERMIT TECH	1.00							0.15	0.70		0.85
CODE ENFORCEMENT	1.00										0.85
MAYOR/COUNCIL (7)	0.00			0.43				0.85			0.43
<b>Sub Total FTE's</b>	<b>5.00</b>	<b>0.640</b>	<b>0.65</b>	<b>0.430</b>	<b>0.37</b>	<b>0.05</b>	<b>0.03</b>	<b>0.85</b>	<b>1.04</b>	<b>0.75</b>	<b>4.81</b>
<b>TOTAL FTE's</b>	<b>21.00</b>	<b>21.00</b>									

FTE = Full time equivalent employee