



2022

Budget

PRELIMINARY



Office of the City Manager
818 East Edison Avenue
Sunnyside, Washington 98944
(509) 837-6300 Office

DATE: October 29, 2021

TO: Honorable Mayor and Distinguished Councilmembers

FROM: Elizabeth Alba, Interim City Manager

SUBJECT: 2022 Preliminary Budget Presentation

The City of Sunnyside's 2022 Preliminary Budget is presented for review and consideration. This balanced budget maintains important public services and shows results of the efforts to stabilize the City's financial condition. While continued work is necessary, the City has made considerable progress toward attaining financial security.

BACKGROUND

The budget consists of many "funds." Each fund is supported by specific sources of revenue. Some funds are healthier than others, but audit and finance rules generally prohibit mixing them.

In 2020 and 2021, budgeting has been difficult due to the global COVID-19 pandemic that saw a loss of lives, coupled with a global economic recession and increasing inflation rates. Staff has worked very hard to take all of these factors into consideration when preparing this budget.

With 41% of City spending, our General Fund is the largest fund. Historically, it has also been one of the weakest. The State Auditor recommends keeping an ending balance in the General Fund equal to 60 days of spending, which would be about \$2.5 million. This proposed budget accomplishes that, and increases it by nearly \$3 million, to an estimated total of \$5.5 million. While most of this increase is due to the American Rescue Plan Act funds, which have restricted spending requirements, it is also due to the fact that Sunnyside is growing. Growth directly impacts revenues collected by the City in the form of taxes, permits, and user fees. However, growth also requires additional resources and planning for future needs.

Council and staff have worked hard to strengthen our finances. In 2019, the year ended with all funds showing positive balances, and within its expenditure authority, for the first

time in more than a decade. Council adopted a plan to achieve a stable General Fund balance by setting aside additional resources each year, and this plan has been successful. Ending fund balances in 2018 were approximately \$306,000; in 2019, \$1.8 million; and in 2020, \$2.18 million. 2021 is estimated to end with \$4.3 million and 2022 is on target to end with \$5.5 million.

At the same time, Council has been clear that the budget should balance without having to raise general taxes, which the City has done, with exception of the annual ad valorem increase in property tax collections, which is the City's most stable funding source for operating expenses. Demand for services is increasing as the population grows, and expenses tend to out-pace revenues. Staff worked very hard to scrub the budget and achieve Council's goals.

The result is a balanced budget proposal without general tax increases that establishes a healthy ending fund balance and sustains important services. However, the City still has significant needs that are unaddressed.

REVENUES

In light of the City's financial position and the pandemic impacts noted above, the revenue is more volatile in the General Fund than the other City funds. About 65% of our General Fund revenues will come from property taxes, sales taxes, and utility taxes in 2022. Fortunately, these revenue streams have remained relatively stable throughout 2020 and 2021, and are expected to remain constant in 2022. Other sources of revenue include licenses, permits, intergovernmental revenues, fines and penalties, and service charges (court fees, police funeral escorts and security fees, fire safety inspections, plan review fees, etc.). These revenues have proven more vulnerable to the effects of the pandemic. Some had significant drops compared to past years, and those weaknesses will continue until the economy stabilizes.

While the enterprise and restricted funds saw revenue fluctuations in past years, most are stable. These funds are dedicated to such purposes as ensuring clean drinking water, effective stormwater management, safe wastewater treatment, quality ambulance services, and critical transportation infrastructure renewal and construction.

Projected revenue for the 2022 Preliminary Budget is approximately \$37.84 million, a \$1.9 million increase over the estimated revenues for 2021 of \$35.9 million.

EXPENSES

The expenditures supported by taxes are some of the most critical, which are found in the General Fund. General Fund expenditure estimates for 2022 can be estimated and categorized in the following service areas:

- General Government	\$2,289,000
- Public Safety	\$8,984,000
- Economic Environment	\$229,500
- Social Services	\$32,000
- Culture and Recreation	\$885,000
- Other Decreases and Obligations	\$1,892,000

The 2022 Preliminary Budget started with a maintenance-level budget, including inflation to estimate the costs of providing the same levels of services and staffing in 2022 as in 2021. Additional staffing was then added to address shortfalls in Police, Fire and Public Works.

With the additional revenue received from the ARPA, the following were funded in 2021:

- Utility Billing Assistance Program, \$300,000
- NOVATime Time Clock Solution, \$56,000
- Miscellaneous Authorized Expenses, \$115,000

This leaves \$1,876,000, left of the 2021 ARPA funds intact and the City will receive an additional \$2,347,000 in 2022 for a total of \$4,223,000 in unencumbered funds.

The 2022 Preliminary Budget reflects approximately \$14.3 million in General Fund expenditures. Enterprise and restricted funds add \$21.3 million in spending for a total 2022 Preliminary Budget of \$35.6 million, a \$4.4 million increase over the estimated expenditures for 2021 of \$31.2 million, (which was budgeted at \$32.6 million but benefited from savings due to unfilled positions left vacant by attrition).

PERSONNEL

In 2021 Council establish a new vacant firefighter/EMT position and added an additional Code Enforcement Office and Building Inspector. For the 2022 Preliminary Budget the General Fund appropriates the vacant Police Commander, Receptionist and 35% of an Assistant Fire Chief. The Street Fund appropriates an additional Fleet Maintenance Worker. The Water Fund appropriates one Seasonal Maintenance Worker and one Full-time Maintenance Worker. A Project Manager is appropriated out of all funds.

In addition, external factors drive certain personnel costs, such as health insurance premiums. State workers' compensation rates increased between 4% and 6% depending

on the job type. The 2022 Preliminary Budget reflects all CBAs approved for 2022 and assumes a 2.6% increase in employee compensation and benefits for non-represented employees.

EQUIPMENT RENTAL & REPLACEMENT

The City has prioritized replenishing the Equipment Rental and Replacement Fund. This budget represents continued cost sharing among all City funds to support vehicle maintenance. The beginning fund balance in this fund was \$0 at the beginning of 2021, and is on track to end 2022 with approximately \$450,000. City staff has requested council to consider funding the following requests, which have not been appropriated in the 2022 Preliminary Budget:

- Public Works
 - o 4 Service Vehicles
 - o 1 Lawn Mower
 - o 1 Vehicle Lift
 - o Push Camera
 - o Effluent Flow Meter
- Police
 - o 4 Patrol Vehicles

Other Enhancements

Additional enhancements that have been requested by staff but are unfunded in the 2022 Preliminary Budget include the following:

- Senior Center Flooring
- Enclosed Gable-Ends at the Pool
- South Hill Park Sprinkler System
- Bleacher Slab and Central Park
- ADA Lift at the Pool
- Pool Slide Shade
- HVAC at old Sewer Ops Building
- SCADA Server Upgrade
- Sidewalk Replacement Program
- Dispatch Remodel Project – Choices Building

**2022
CITY OF SUNNYSIDE
OFFICIALS**

CITY COUNCIL

Position	Name	Term Expires
#1	<i>Martin Beeler</i>	December 2025
#2	<i>Dean Broersma</i>	December 2025
#3	<i>Julia Hart</i>	December 2025
#4	<i>Francisco Guerrero</i>	December 2025
#5	Mike Farmer	December 2023
#6	James A. Restucci	December 2023
#7	Craig Hicks	December 2023

ADMINISTRATIVE STAFF

Position	Held By
Interim City Manager	Elizabeth Alba
Interim Director of Finance & Administrative Services	Jamison Horner
Police Chief	Al Escalera
Fire Chief	Ken Anderson
Director of Public Works	Shane Fisher
City Clerk/Executive Assistant	Jacqueline Renteria
City Attorney	Kerr Law Group, PLLC
Planning Supervisor	Mike Shuttleworth
Human Resources	Victoria Hernandez
Court Administrator	Vanessa Engquist
Parks & Recreation Coordinator	Gwen Weder

2022 Organization Chart

CITIZENS OF SUNNYSIDE

CITY COUNCIL

Mayor Francisco Guerrero, Deputy Mayor Dean Broersma, Julia Hart, Craig Hicks, James Restucci, Mike Farmer, and Martin Beeler

EXECUTIVE ASSISTANT/ DEPUTY CITY CLERK

Janeth Rangel

SUPERVISORS

Mitch Ziegler
Raul Sanchez
Jaime Alvarez
Daniel Tiliano

MAINTENANCE WORKERS

Alejandro Almaguer, Glenn Barnett, Alfredo Cerda, Pedro Cerda, Lorenzo Garza, Chance Graff, Silvano Hernandez, Don Howell, Kane Koerner, Oscar Mendoza, Jason Moore, Nick Morrow, Hugo Morales, Hipolito Nolasco, Randy Peters, Angel Prieto, Juan Quezada, and Jose Ruelas Jr.

PUBLIC WORKS DIRECTOR
Shane Fisher

SEASONAL MAINTENANCE WORKERS

SERGEANTS

Johnnie Gusby
Oliver Hernandez
Robert Layman
Erica Rollinger
Christopher Sparks

PATROL

Mikael Ausland, Jose Chiprez, Shawn Christensen, Robert Flores, Miguel Juarez, Skip Lemmon, Erick Otero, Shannel Perry-Strom, Jaime Prieto, Sam Ramos, Melissa Rodriguez, Josh Rosenow, Jose Sanchez, Chad Sholtys, Garrett Stephens, Jeremy Tucker, and Casandra Withers

CITY CLERK/EXECUTIVE ASSISTANT

Jacqueline Renteria

COMMANDER
Vacant

POLICE CHIEF
Al Escalera

EXECUTIVE ASSISTANT
Deena Alvord

COMMANDER
Scott Bailey

DATA ENTRY CLERK

Vicki Dobrauc

RECEPTIONISTS

Lilia Diaz, Vacant

CITY MANAGER
Elizabeth Alba

SERGEANTS

Joe Glossen
Andrew Guterrez

DETECTIVES
Darin Scott
Melissa Heeren
Kurt Berry

EVIDENCE CUSTODIAN/ CRIME ANALYST
Courtney Percival

CORRECTIONS OFFICERS

Arnaldo Contreras, Rudy Garcia, Joe Prieto, Gabino Saenz, Jr., Jared Spence, Joe Valencia, Lucas Velazquez, and Vacant.

DISPATCH

Maria Lemmon
Lupe Rodriguez
Elba Chumley
Charles Sanchez
Adrian Sandoval
Luis Valdez

YAKIMA COUNTY IT (CONTRACT)
Denton Cantwell & Grady Gouveia

SEASONAL POOL & RECREATION STAFF

RECREATION COORDINATOR
Gwen Weder

HUMAN RESOURCE ASSISTANT
Victoria Hernandez

FINANCE TECHNICIANS
Esmeralda Ochoa
Mary Ramirez
Laura Mendoza
Diany Montes-Althausser

FINANCE SUPERVISOR
Delilah Saenz

ADMINISTRATIVE SERVICE DIRECTOR
Jamison Horner

COURT SUPERVISOR
Vanessa Engquist

COURT CLERKS
Jessica Chavez, Selenia Nateras

APPOINTED JUDGE
Stephen Michels

BUILDING INSPECTORS
Andy Stamschr, Vacant

PERMIT TECH
Debbie Espinoza

PLANNING SUPERVISOR
Mike Shuttleworth

CODE ENFORCEMENT OFFICERS
David Driscoll and Javier Mendoza

CAPTAINS
Alejandro Barrera
Chad Den Boer
David Riddle

BATTALION CHIEF
Tony Castillo

ASSISTANT CHIEF/FIRE
Vacant

FIRE CHIEF
Ken Anderson

VOLUNTEER FIREFIGHTERS /EMS

ASSISTANT CHIEF/MSO
Vacant

FIREFIGHTERS/EMS

Miguel Barrios, Dennis Blumer, Kellison Dabling, Zach Durbin, Lucas Flodin, Jeremy Garrett, Sean Glasser, Nate Hede, Zach Heeren, Tyler Hunsaker, Gregg Hutchinson, Guthrie Lambert-Smith, Josh McConnell, Damian Ramos, and Emma Verge

EXHIBIT A
2022 City of Sunnyside
Classification and Compensation Schedule

ELECTED OFFICIALS		
#	Position Title	Annual Salary
1	Mayor	\$7,200
1	Deputy Mayor	\$6,000
5	Councilmembers	\$4,800

APPOINTED POSITIONS			2.60% COLA
#	Position Title	Annual Salary	Monthly Salary
1	City Manager	\$136,715	\$11,393
Authorized: 1		Funded: 1	

NON-REPRESENTED POSITIONS			2.60% COLA
#	Position Title	Minimum Monthly Salary	Maximum Monthly Salary
1	Fire Chief	\$7,478.51	\$10,194.34
1	Police Chief	\$7,479	\$10,194
1	Public Works Director	\$7,353	\$9,232
1	Administrative Services Director	\$7,353	\$9,232
1	Assistant Fire Chief - MSO	\$7,287	\$9,132
1	Assistant Fire Chief - Fire	\$7,287	\$9,132
1	Battalion Chief ²	\$7,007	\$8,781
2	Police Commander	\$7,007	\$8,781
1	Project Manager	\$5,884	\$7,319
1	Human Resources Assistant	\$5,884	\$7,319
1	City Clerk/Executive Assistant	\$5,360	\$7,319
2	Administrative Assistants	\$3,794	\$4,715
1	Recreation Coordinator	\$3,794	\$4,715
Authorized: 15		Funded: 14	

NON-REPRESENTED SEASONAL POSITIONS		
Position Title	Minimum Hourly Pay	Maximum Hourly Pay
18 Lifeguards	\$14.50	\$15.25
3 Pool Assistant Managers	\$14.50	\$17.50
1 Pool Manager	\$15.50	\$18.50
12 Temporary Laborers -Seasonal Maintenance	\$18.25	\$21.50
1 Building Inspector - Seasonal	-	\$25.75
Authorized: 35	Funded: 35	

Minimum wage scheduled to increase from \$13.69/hr to \$14.49/hr for 2022. All wages have been adjusted accordingly.

IAFF POSITIONS			0.00% COLA ¹
Position Title	Minimum Monthly Salary	Maximum Monthly Salary	
15 Firefighters	\$4,912	\$5,969	
3 Captains	\$6,142	\$6,957	
Authorized: 18	Funded: 18		

POLICE GUILD POSITIONS			2.50% COLA
Position Title	Minimum Monthly Salary	Maximum Monthly Salary	
1 Patrol Officers- Pre-Academy	-	\$4,918.00	
1 Patrol Officer - Post-Academy	-	\$5,086.80	
20 Patrol Officers	\$5,371.35	\$6,529.29	
5 Sergeants	\$6,806.37	\$8,272.32	
Authorized: 27	Funded: 27		

EXHIBIT A
2022 City of Sunnyside
Classification and Compensation Schedule

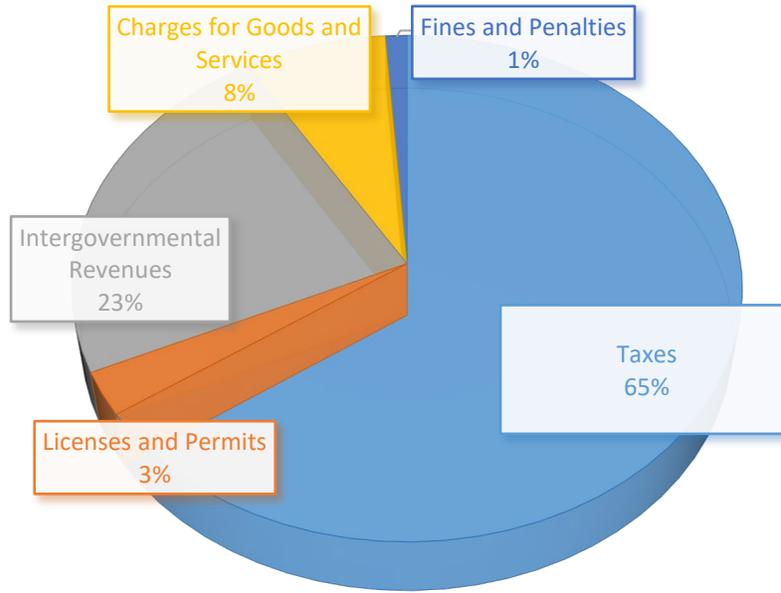
TEAMSTER'S POSITIONS					
Union Group	Position Title	Minimum Salary		Maximum Salary	
		Monthly	Hourly	Monthly	Hourly
Office/Clerical					
3.25% COLA					
0	Accounting Specialist I with certification	\$4,496.00	\$25.94	\$5,516.00	\$31.82
0	Accounting Specialist I w/o certification	\$4,410.00	\$25.44	\$5,410.00	\$31.21
7	Technicians: Finance/Court Clerks	\$3,700.00	\$21.35	\$4,497.00	\$25.94
Accounting Assistant I includes:					
0	Building Secretary				
	Permit Coordinator	\$3,378.00	\$19.49	\$4,143.00	\$23.90
	Parks & Recreation Assistant				
	Office Assistant				
Authorized: 7		Funded: 7			
Public Works					
		<i>Minimum Hourly</i>		<i>Maximum Hourly</i>	
2	Waste Plant Operator I - II - III		\$23.93		\$29.40
19	Maintenance Workers Parks, Stormwater, Streets, Water & Wastewater		\$23.35		\$28.56
2	Fleet Maintenance		\$25.90		\$31.80
2	Building Inspector/Plans Examiner		\$29.12		\$35.75
2	Code Enforcement Officer		\$26.89		\$33.27
Authorized: 27		Funded: 27			
Police Support					
0.00% COLA¹					
8	Corrections Officer ²	\$4,038.20	\$23.30	\$5,036.80	\$29.06
6	Communications Officer	\$3,843.46	\$22.17	\$4,788.29	\$27.62
2	Receptionist II	\$3,668.57	\$21.16	\$4,571.57	\$26.37
0	Pre-Academy Corrections Officer	\$3,591.72	\$20.72	\$0.00	\$0.00
1	Crime Analyst/Evidence Technician	\$3,543.90	\$20.45	\$4,792.92	\$27.65
1	Data Entry Clerk/Receptionist I	\$3,495.00	\$20.16	\$4,356.43	\$25.13
Authorized: 18		Funded: 17			
Division Supervisors					
2.00% COLA					
1	Police Support Staff Department Supervisor	\$6,381.00	\$36.81	\$7,976.00	\$46.02
1	Finance & Planning Supervisors	\$6,381.00	\$36.81	\$7,976.00	\$46.02
1	Public Works Supervisor - Sewer	\$5,549.00	\$32.01	\$6,936.00	\$40.02
3	Public Works Supervisors Facilities Maintenance, Street, & Water	\$5,063.00	\$29.21	\$6,329.00	\$36.51
1	City Court Department Supervisor	\$5,271.00	\$30.41	\$6,589.00	\$38.01
Authorized: 8		Funded: 8			

¹ Contracts under negotiation for 2022

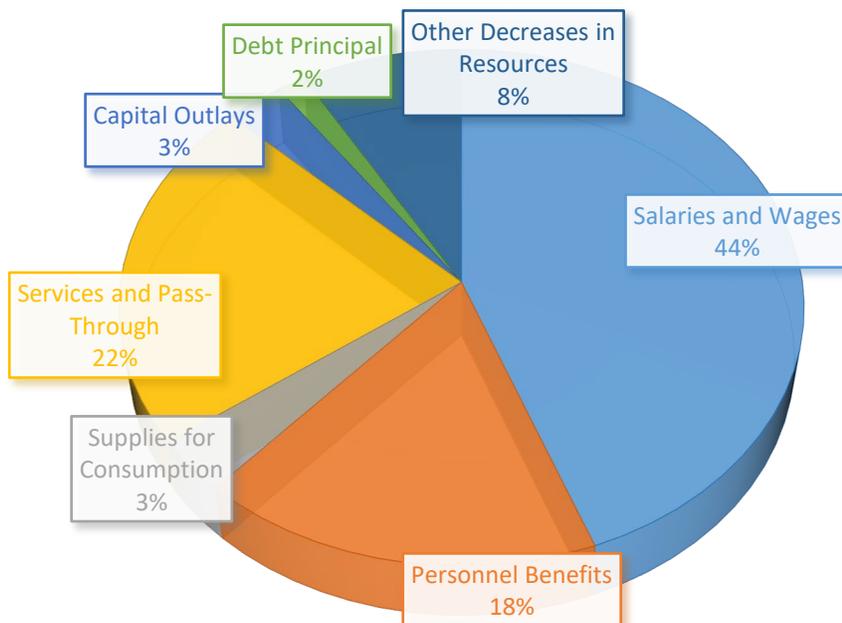
² Position authorized, but not funded

2022 Preliminary Budget – General Fund

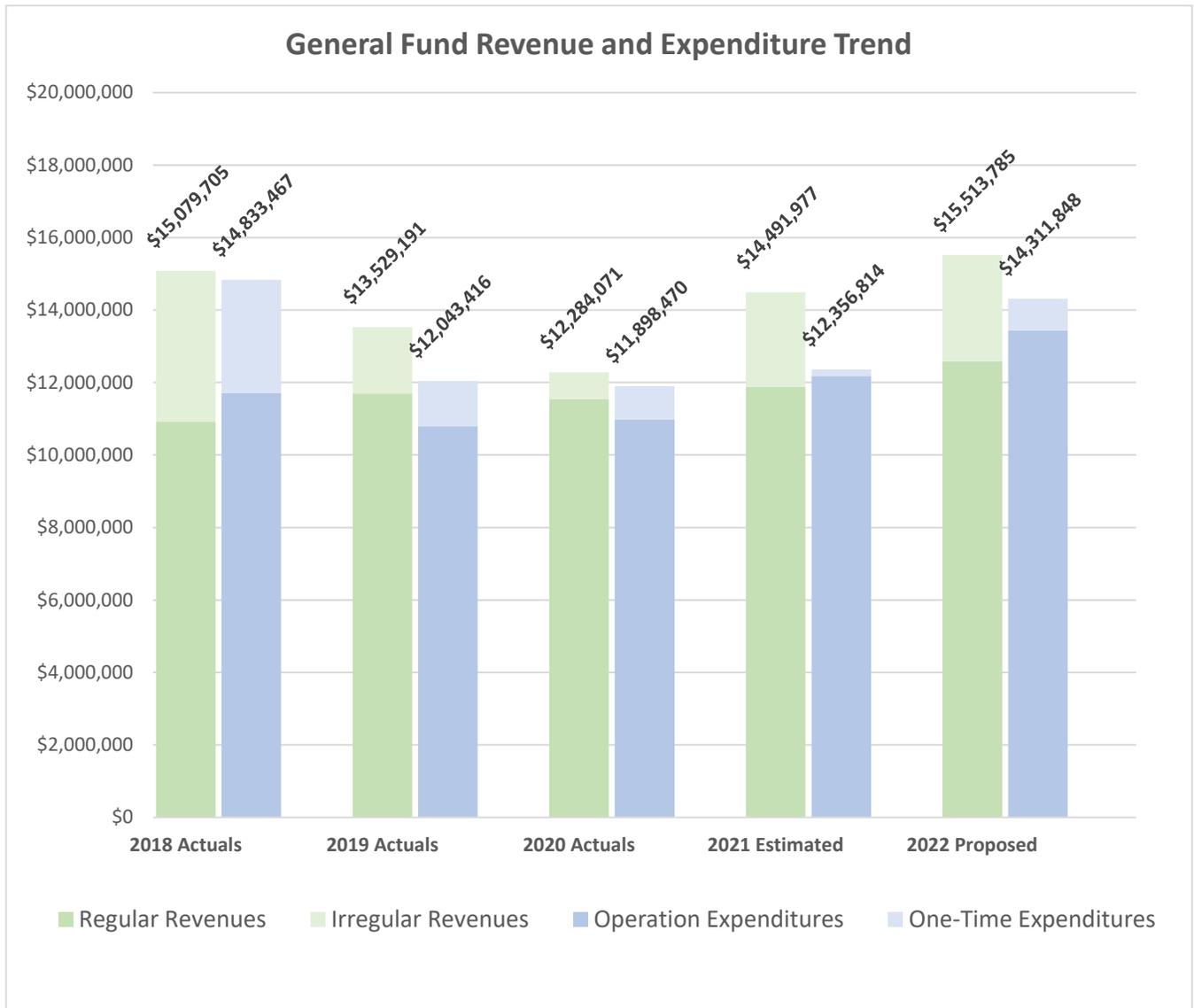
SOURCE OF FUNDS



USE OF FUNDS



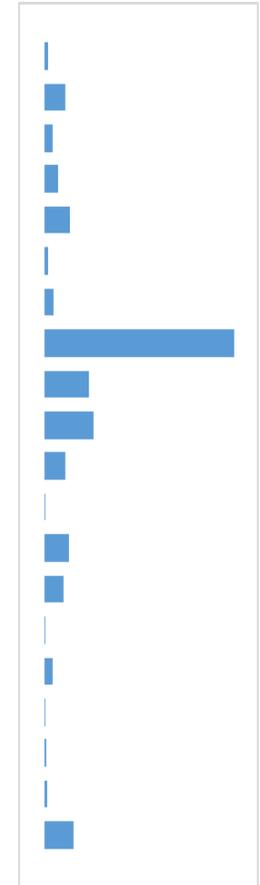
2022 Preliminary Budget – General Fund



2022 Preliminary Budget – General Fund

Expenditures by Department

	Salaries and Wages	Personnel Benefits	Supplies for Consumption	Services and Pass-Through	Total
Legislative	\$ 37,200	\$ 3,104	\$ 1,040	\$ 63,000	\$ 104,344
Municipal Court	\$ 175,787	\$ 78,569	\$ 12,910	\$ 264,680	\$ 531,946
Executive	\$ 96,817	\$ 111,363	\$ 1,050	\$ 14,770	\$ 224,000
Finance/Clerk	\$ 209,277	\$ 70,021	\$ 4,470	\$ 80,070	\$ 363,838
Legal			\$ 1,150	\$ 647,890	\$ 649,040
Employee Benefits		\$ 102,500			\$ 102,500
Central Services	\$ 79,767	\$ 69,990	\$ 3,800	\$ 78,580	\$ 232,137
Law Enforcement	\$ 3,053,337	\$ 1,126,017	\$ 98,580	\$ 553,430	\$ 4,831,364
Fire and EMS	\$ 762,740	\$ 185,992	\$ 78,220	\$ 119,430	\$ 1,146,382
Corrections	\$ 583,761	\$ 250,622	\$ 210,240	\$ 209,650	\$ 1,254,273
Building	\$ 343,504	\$ 140,838	\$ 4,110	\$ 49,610	\$ 538,062
Disaster				\$ 16,540	\$ 16,540
Dispatch	\$ 423,656	\$ 171,001	\$ 3,790	\$ 34,080	\$ 632,527
Airports	\$ 12,187	\$ 8,496	\$ 5,420	\$ 458,680	\$ 484,783
Conservation				\$ 6,970	\$ 6,970
Planning	\$ 92,737	\$ 43,794	\$ 5,190	\$ 80,850	\$ 222,571
Aging and Disability			\$ 1,260	\$ 30,780	\$ 32,040
Recreation	\$ 49,497	\$ 73	\$ 6,020	\$ 3,440	\$ 59,030
Recreation Facilities			\$ 5,900	\$ 80,860	\$ 86,760
Parks	\$ 405,605	\$ 123,926	\$ 37,490	\$ 171,960	\$ 738,981
Total	\$ 6,325,872	\$ 2,486,306	\$ 480,640	\$ 2,965,270	\$ 12,258,088



2022 Preliminary Budget – Full Financial Program

Fund Name	Beginning Balance	Revenue	Expenditure	Ending Balance
General Fund	\$ 4,312,892	\$ 15,513,805	\$ 14,311,848	\$ 5,514,849
Street Fund	\$ 703,713	\$ 4,344,670	\$ 4,145,293	\$ 903,090
Investigation	\$ 8,255	\$ 3,030	\$ 10,980	\$ 305
Crime Prevention	\$ 68,614	\$ 12,490	\$ 69,900	\$ 11,204
Public Safety	\$ 285,296	\$ 560,110	\$ 509,334	\$ 336,072
Tourism	\$ 138,227	\$ 185,070	\$ 157,182	\$ 166,115
GO Bonds	\$ 1	\$ 675,410	\$ 675,410	\$ 1
CDBG	\$ 37,676	\$ 3,040	\$ 70	\$ 40,646
REET 1	\$ 118,622	\$ 155,040	\$ 200	\$ 273,462
REET 2	\$ 630,084	\$ 120,260	\$ 1,130	\$ 749,214
Fire Reserve	\$ 212	\$ 10	\$ -	\$ 222
Fire Capital	\$ -	\$ 15,230	\$ 15,230	\$ -
Water Fund	\$ 1,414,296	\$ 4,198,000	\$ 4,153,248	\$ 1,459,048
Sewer Fund	\$ 2,053,806	\$ 5,030,842	\$ 5,293,866	\$ 1,790,782
Garbage Fund	\$ 217,394	\$ 2,190,100	\$ 1,965,629	\$ 441,865
Ambulance Fund	\$ 2,579,780	\$ 3,510,620	\$ 2,591,199	\$ 3,499,201
Stormwater Fund	\$ 230,743	\$ 260,010	\$ 359,314	\$ 131,439
Equipment Rental Fund	\$ 876,994	\$ 575,680	\$ 1,000,984	\$ 451,690
Information Technology Fund	\$ (0)	\$ 486,890	\$ 328,780	\$ 158,110
	\$ 13,676,605	\$ 37,840,307	\$ 35,589,597	\$ 15,927,315
Balanced Budget	\$51,516,912		\$51,516,912	

2022 Preliminary Budget – Full Financial Program

Fund Balance Trend, 2018 through 2022

