

**CITY OF SULTAN
SULTAN, WASHINGTON
RESOLUTION 21-22**

**A RESOLUTION PROVIDING FOR THE ALLOCATION OF
WAGES AND BENEFITS FOR PAYROLL PURPOSES FOR
THE 2022 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 2022 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 review 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.

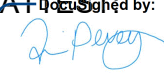
Section 2. The attached document entitled Allocation of Wages and Benefits for Payroll Purposes is hereby adopted by reference and will be used for the distribution of wages and benefits for the 2022 fiscal year.

PASSED by the City Council this 2nd day of December 2021.

DocuSigned by:

 CITY OF SULTAN
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 Russell Wiita, Mayor

ATTEST
 DocuSigned by:

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 Tami Pevey, City Clerk

SALARY AND BENEFIT DISTRIBUTION FOR 2022**Percentage Distribution by Fund**

CLASSIFICATION	ENTERPRISE AND CAPITAL FUNDS	PARKS	BLDG MAINT	STORM WATER	Percentage Distribution by Fund				Total
					UTILITY WATER	UTILITY SEWER	CEMETERY	STREET	
	FTE's	001	113	406	400	401	103	101	
MAYOR/COUNCIL (7)	1.00			0.02	0.18	0.20		0.10	0.50
ADMINSTRATIVE ASST	1.00	0.03		0.12	0.26	0.26		0.12	0.79
ADMINSTRATIVE ASST	1.00			0.35	0.37	0.28			1.00
CITY ADMINISTRATOR	0.00	0.04		0.03	0.20	0.24		0.05	0.56
CITY CLERK	1.00	0.01		0.10	0.22	0.22	0.03	0.02	0.60
CONSTRUCTION SPECIALIST	1.00				0.40	0.40		0.20	1.00
DEPUTY TREASURER	1.00	0.03	0.01	0.14	0.25	0.25	0.01	0.08	0.77
FINANCE DIRECTOR	0.00	0.03	0.01	0.05	0.16	0.16	0.01	0.10	0.52
PLANNING ASSISTANT	0.00			0.01	0.01	0.01			0.03
PLANNING ASSISTANT	0.00			0.01	0.01	0.01			0.03
PLANNING DIRECTOR	0.00			0.05	0.05	0.05		0.05	0.20
PUBLIC WORKS DIR	1.00	0.04	0.01	0.08	0.39	0.38		0.10	1.00
PW OPERATIONS MANAGER	1.00	0.11		0.11	0.31	0.31		0.16	1.00
SEWER PLANT MANAGER	1.00					1.00			1.00
UTILITY BILLING SPECIALIST	1.00			0.29	0.35	0.35			0.99
UTILITY CLERK	1.00			0.35	0.37	0.28			1.00
UTILITY WORKER	1.00	0.25	0.05	0.20	0.04	0.20	0.01	0.25	1.00
UTILITY WORKER	1.00	0.25	0.15	0.01	0.20	0.18	0.01	0.20	1.00
UTILITY WORKER	1.00	0.43	0.20	0.05	0.10	0.10	0.03	0.09	1.00
UTILITY WORKER	1.00	0.43	0.20	0.05	0.10	0.10	0.03	0.09	1.00
UTILITY WORKER	1.00	0.13	0.02	0.12	0.17	0.20	0.11	0.25	1.00
WATER PLANT OPERATOR	1.00	0.02			0.90	0.05		0.03	1.00
WATER PLANT OPERATOR	1.00	0.04		0.01	0.82	0.07		0.06	1.00
WATER PLANT MANAGER	1.00				1.00				1.00
SEWER PLANT OPERATOR	1.00					1.00			1.00
Sub Total FTE's	20.00	1.84	0.65	2.15	6.86	6.30	0.24	1.95	19.99

