

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Approval of Request to Hire an Additional Development Review Engineer and to Amend the Budget to Include a Contract for Engineering Services
DEPARTMENT: Planning and Development Services
PRESENTED BY: Joseph W. Tovar, FAICP - Director

I. PROBLEM/ISSUE STATEMENT:

As discussed at the July 10, 2006 Council meeting, the Planning and Development Services Department lacks the resources to perform the civil review required for development permits. This has created a backlog of permits awaiting review, approval, and issuance by the City and resulted in dramatic increases in the length of time it takes to process applications. The backlog and lengthening review has resulted in stress and needless cost for customers. This in turn has resulted in escalating complaints reaching the City administration and even Council.

This serious problem must be addressed quickly because the unacceptable delays in permit processing will only get worse with the passage of time. To further exacerbate the situation, the only Development Review Engineer on staff resigned and the position is vacant leaving us with no onsite engineer to perform permit reviews or to provide "face to face" service for permit customers. We are left with no option but to contract with an engineering consulting firm.

II. BACKGROUND

Council was fully briefed at the July 10, 2006 meeting on the issues and proposed solutions including the request to hire a second Development Review Engineer and to authorize an ongoing \$100,000 revenue neutral contract.

III. ALTERNATIVES ANALYZED

There were four alternatives analyzed:

1. Hire a New Full Time Employee (FTE) – a second Development Review Engineer
2. Establish a revenue neutral contract to allow for the use of engineering consultants to provide civil review in the event that the City lacked the in house resources to perform the reviews
3. Employ the services of an engineering consultant to assist with civil reviews on a permanent basis
4. Absorbing the work load of the Development Review Engineer with existing staff located between PADS and Public Works.

Staff analysis concluded that alternatives 3 and 4 would not work as long term solutions and recommends Council approve Options 1 and 2.

IV. Budget Request

Staff requests that the budget be amended to include an additional FTE in Planning and Development Services to provide for the hiring of a second Development Review Engineer at a cost of \$94,380.

Additionally, a revenue neutral contract in the amount of \$100,000 is being requested. By identifying this revenue in the budget, we will be allowed to expend up to \$100,000 for engineering services should the need arise.

It is important to note, that if we do not receive approval to increase the budget (i.e. the \$100,000) for the purposes of extending a contract for engineering services for review of permit applications, we will not be able to provide civil engineering review until the current vacancy is filled. This would mean any permit requiring civil review would not be issued.

V. FINANCIAL IMPACT

The proposal to add a second FTE of Development Review Engineer in PADS will have negligible, if any, financial impact on the City. The position can be funded entirely by more accurately charging applicants for the hours expended on the review of civil plans utilizing the existing hourly rate(s).

The contract for engineering services is proposed to be revenue neutral and will have negligible, if any, financial impact on the City's budget.

VI. RECOMMENDATION

Staff recommends that Council adopted Ordinance No. 433 (Attachment A):

1. Approve an amendment to the 2006 Budget of \$94,380 in expenditures to create a new Full Time Employee (FTE) to hire a second Development Review Engineer for Planning and Development Services; and
2. Approve an amendment to the 2006 Budget to include \$100,000 expenditure for an engineering review services contract and an addition of \$100,000 revenue from fees for services rendered.

Approved By: City Manager  City Attorney _____

ATTACHMENTS

A. Ordinance No. 433

ORDINANCE NO. 433

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, INCREASING THE APPROPRIATION IN THE GENERAL FUND IN THE 2006 BUDGET TO ADD A NEW DEVELOPMENT REVIEW ENGINEER POSITION AND AN ON CALL CONTRACT FOR ENGINEERING SERVICES TO PERFORM PERMIT REVIEW; AND AMENDING ORDINANCE NO. 404, ORDINANCE NO. 414 AND ORDINANCE NO. 420

WHEREAS, the 2006 Budget was adopted in Ordinance 404 and amended by Ordinances No. 414 and 420; and

WHEREAS, the 2006 Exempt Salary Schedule was included in the 2006 Budget; and

WHEREAS, the City has adopted target timelines for the review of development permits; and

WHEREAS, the City's permit services include the review of engineering plans associated with permit applications for compliance with adopted Codes; and

WHEREAS, sufficient additional revenue from permit fees will offset the increased cost;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. Amendment. The City hereby amends Section 1 of Ordinance No. 420 and the 2006 Annual Budget, by increasing the appropriation from the General Fund by \$135,000 for a General Fund appropriation of \$29,398,165 and by increasing the Total Funds appropriation to \$92,858,906 as follows:

General Fund	\$29,263,165	\$29,398,165
Street Fund	2,559,651	
Arterial Street Fund	0	
Surface Water Management Fund	5,162,967	
General Reserve Fund	0	
Code Abatement Fund	100,000	
Asset Seizure Fund	23,000	
Public Arts Fund	115,775	
General Capital Fund	18,951,460	
City Facility-Major Maintenance Fund	60,000	
Roads Capital Fund	34,488,919	
Surface Water Capital Fund	1,762,072	
Vehicle Operations/Maintenance Fund	88,717	
Equipment Replacement Fund	138,180	
Unemployment Fund	10,000	
Total Funds	<u>\$92,723,906</u>	<u>\$92,858,906</u>

Section 2. Effective Date. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. The ordinance shall take effect and be in full force five days after passage and publication.

PASSED BY THE CITY COUNCIL ON JUNE 26, 2006

Mayor Robert L. Ransom

ATTEST:

APPROVED AS TO FORM:

Scott Passey
City Clerk

Ian Sievers
City Attorney

Publication Date:
Effective Date: