

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Adoption of Ordinance No. 646, Amending the 2012 Budget for Operating, Debt Service and Utility Funds; and Amending SMC 3.01.010 Fee Schedule
DEPARTMENT:	Administrative Services
PRESENTED BY:	Robert Hartwig, Administrative Services Director
ACTION:	<input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

During the course of the year, the City received grants and other revenues that should be included in the 2012 budget along with the corresponding expenditures. These new revenue sources were not anticipated when the 2012 budget was adopted by Council. Amendments are required in the two debt services funds due to unanticipated costs. Staff is also requesting a minor addition to Shoreline Municipal Code (SMC) 3.01.010, the City's fee schedule.

FINANCIAL IMPACT:

The following programs will be impacted by this amendment:

General Fund - \$146,056

- Community Services - Customer Response Team - \$1,972
- Parks Maintenance - \$3,400
- City Planning - \$5,000
- Community Services - Emergency Management Planning - \$57,720
- Public Works - Environmental Services – \$60,489
- Public Works – Right of Way - \$17,475

Street Fund - \$32,000

- Street Maintenance - \$32,000

State Drug Enforcement Fund - \$14,458

- State Drug Enforcement Forfeitures - \$14,458

Public Arts Fund - \$4,000

- Public Arts Projects - \$4,000

Unlimited Tax GO Bond Fund, 2006

- Unlimited Tax GO Bond Fund, 2006 Administration - \$7,553

Limited Tax GO Bond Fund, 2009

- Limited Tax GO Bond Fund, 2009 Administration - \$955

Surface Water Utility Fund - \$72,961

- Surface Water Roads - \$72,961

RECOMMENDATION

Staff recommends that Council approve Ordinance No. 646 amending the 2012 budget.

Approved By: City Manager ***JU*** City Attorney ***IS***

ATTACHMENTS

Attachment A – Ordinance No. 646

Exhibit 1: Amendment Detail

INTRODUCTION

During the course of the year, the City received grants and other revenues that should be included in the 2012 appropriations along with their corresponding expenditures. These new revenue sources were not anticipated when the 2012 budget was adopted by Council. Amendments are required in the two debt services funds due to unanticipated costs.

On June 18, 2012 the City Council adopted code amendments in the regulation of trees. At that time, Council directed staff to propose a new fee for Clearing and Grading Permits for site development that will involve trees only. Staff is requesting to amend the City's current fee schedule to create a new fee for Clearing - Tree Removal which will have a one hour minimum fee of \$149.50.

BACKGROUND

Budget Amendment Detail

General Fund

Revenues: General Fund revenues will be increased by \$146,056. This includes an Emergency Management Performance (EMP) grant from the U.S. Department of Homeland Security totaling \$57,720; a Coordinated Prevention grant (CPG) from the Washington State Department of Ecology totaling \$60,489; reimbursements from the Federal Emergency Management Agency and the Washington State Military Department totaling \$1,972; a grant from the Washington State Department of Ecology for Shoreline Environmental Assistance of \$5,000; a donation from Cleanscapes totaling \$3,400; and unanticipated right of way fees of \$17,475.

Community Services – Customer Response Team: The 2012 appropriation will be increased by \$1,972 to partially cover the cost of additional overtime incurred during the response to the January storm event. FEMA and the state will be reimbursing the City for these costs. FEMA provides a reimbursement of up to 75% of the City's expenses and the state provides an additional reimbursement of 12.5%.

Parks Maintenance: The 2012 appropriation for this program will be increased by \$3,400 to use the proceeds donated by Cleanscapes as a part of their "Waste Reduction Rewards" program. The donation will be used to fund the purchase and installation of picnic tables at Twin Ponds Park.

City Planning: The 2012 appropriation for this program will be increased by \$5,000 to use a grant from the Washington State Department of Ecology from their Shoreline Environmental Assistance program to update the City's Shoreline Master Program.

Community Services – Emergency Management Planning: The 2012 appropriation will be increased by \$57,720 to use the EMPG to update the City Facilities Emergency Guide, City Wide Training Plan, Emergency Job Aid documentation, the COOP/COG (Continuity of Operations and Continuity of Government), Hazard Mitigation and Recovery Plans (\$10,000); fund 50% of an Administrative Assistant to support program activities (\$46,120); and staff training (\$1,600).

Public Works – Environmental Services: The 2012 appropriation will be increased by \$60,489 to use CPG funds to support recycling events, waste reduction and recycling outreach, and the development of a Climate Action Plan.

Public Works – Right of Way: The 2012 appropriation will be increased by \$17,475 to fund unanticipated staff costs to provide right of way inspection services. This increase will be covered by additional right of way fees as a result of the increased level of activity.

The net impact to the General Fund 2012 expenditure appropriation is an increase of \$146,056. The increase in expenditures is fully offset by the increase in revenues.

Street Fund

Revenues: Street Fund revenues will be increased by a reimbursement from FEMA and the Washington State Military Department totaling \$32,000.

Street Maintenance: The 2012 appropriation will be increased by \$32,000 to partially cover the cost of staff overtime, materials used for de-icing, and street sweeping activities including the cost of disposal of storm related debris.

State Drug Enforcement Forfeiture Fund

Revenues: The use of fund balance will be increased by \$6,686 and the appropriation of seizure funds will be increased by \$7,772 to reflect collections already received during 2012 for a total increase in revenues of \$14,458.

State Drug Enforcement Forfeitures: The 2012 appropriation will be increased by \$14,458 to be used to purchase various supplies and to provide funds for staff to attend training.

Public Arts Fund

Revenues: Revenues will be increased by \$4,000 to include a grant from the King County 4-Culture Group Arts Projects Program.

Public Arts Projects: The 2012 appropriation will be increased by \$4,000 to reflect the use of the grant to fund the Piano Time Street project.

Unlimited Tax GO Bond Fund, 2006

Revenues: The use of fund balance will be increased by \$2,603.

Unlimited Tax GO Bond Fund, 2006 Administration: The 2012 appropriation will be increased by \$1,553 for professional services to perform required arbitrage calculations and by \$6,000 to correct the budget for 2012 debt service payments. The adopted budget included revenues which were \$4,950 higher than adopted expenditures.

Limited Tax GO Bond Fund, 2009

Revenues: The transfers in from other funds will be increased by \$955.

Limited Tax GO Bond Fund, 2009 Administration: The 2012 appropriation will be increased by \$955 for professional services to perform required arbitrage calculations.

Surface Water Utility Fund:

Revenues: Revenues: Surface Water Utility Fund revenues will be increased by a reimbursement from FEMA and the Washington State Military Department totaling \$72,961.

Surface Water Roads: The 2012 appropriation will be increased by \$72,961 to partially cover the cost of staff overtime, materials used for de-icing, and street sweeping activities including the cost of disposal of storm related debris.

SUMMARY OF BUDGET AMENDMENT

The following table summarizes the budget amendments for each fund and the resulting 2012 appropriation for each of the affected funds.

Fund	Current Budget	Budget Amendment Request	Amended Budget
General Fund	\$34,638,651	\$146,056	\$34,784,707
Street Fund	\$2,208,455	\$32,000	\$2,240,455
Code Abatement Fund	\$100,000	\$0	\$100,000
State Drug Forfeiture Fund	\$5,000	\$14,458	\$19,458
Federal Drug Forfeiture Fund	\$5,050	\$0	\$5,050
Public Arts Fund	\$72,511	\$4,000	\$76,511
Revenue Stabilization Fund	\$0	\$0	\$0
Federal Treasury Forfeitures Fund	\$207,000	\$0	\$207,000
Unltd Tax GO Bond 2006	\$1,695,050	\$7,553	\$1,702,603
Limited Tax GO Bond 2009	\$1,659,067	\$955	\$1,660,022
General Capital Fund	\$3,217,531	\$0	\$3,217,531
City Facility-Major Maint. Fund	\$60,000	\$0	\$60,000
Roads Capital Fund	\$14,701,352	\$0	\$14,701,352
Surface Water Utility Fund	\$5,515,192	\$72,961	\$5,588,153
Vehicle Operations/Maintenance Fund	\$197,250	\$0	\$197,250
Equipment Replacement Fund	\$340,675	\$0	\$340,675
Unemployment Fund	\$89,546		\$89,546
Total	\$64,712,330	\$277,983	\$64,990,313

Proposed Changes to 2012 Fee Schedule

Staff is recommending that the fee schedule be modified by amending Section 3.01.010 to create a new permit fee called Clearing – Tree Removal under the Site Development section. The fee for this new permit will have a one-hour minimum charge of \$149.50. The schedule currently has a fee for clearing that has a three-hour minimum fee as it is intended to occur as a part of an overall site development process. This new fee is intended to be used for tree removal.

RECOMMENDATION

Staff recommends that Council approve Ordinance No. 646, amending the 2012 budget.

ATTACHMENT A

ORDINANCE NO. 646

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, AMENDING THE 2012 ADOPTED BUDGET BY INCREASING THE APPROPRIATION IN THE EQUIPMENT REPLACEMENT FUND AND ADDING A SEPARATE CLEARING FEE FOR TREE REMOVAL TO THE FEE SCHEDULE; AND AMENDING ORDINANCE NO. 639 AND SHORELINE MUNICIPAL CODE 3.01.010

WHEREAS, the 2012 Budget was adopted in Ordinance 585; and

WHEREAS, the City of Shoreline is required by RCW 35A.33.00.075 to include all revenues and expenditures for each fund in the adopted budget; and

WHEREAS, new revenue sources not anticipated when the 2012 budget was adopted by Council should be appropriated to those funds with these increases, and amendments are required in the two debt services funds due to unanticipated costs; and

WHEREAS, On June 18, 2012 the City Council adopted Development Code amendments regulating trees and directed staff to propose a new and less expensive fee for Clearing and Grading Permits for site development that involves only removal of nonexempt trees; now therefore

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

Section 1. Amending Fund Balances of the 2012 Budget. The City hereby amends Section 2 of Ordinance No. 639 and the 2012 Adopted Budget, by increasing the Total Funds appropriation to \$64,990,330 as follows:

General Fund	\$34,638,649	<u>\$34,784,707</u>
Street Fund	\$2,208,455	<u>\$2,240,455</u>
Code Abatement Fund	\$100,000	
State Drug Enforcement Forfeiture Fund	\$5,000	<u>\$19,458</u>
Federal Drug Enforcement Forfeiture Fund	\$5,050	
Public Arts Fund	\$72,511	<u>\$76,511</u>
Revenue Stabilization Fund	\$0	
Federal Treasury Forfeitures Fund	\$207,000	
General Capital Fund	\$3,217,531	
City Facility-Major Maintenance Fund	\$60,000	
Roads Capital Fund	\$14,701,352	
Surface Water Utility Fund	\$5,515,192	<u>\$5,588,153</u>
Vehicle Operations/Maintenance Fund	\$197,250	
Equipment Replacement Fund	\$340,675	
Unemployment Fund	\$89,546	

ATTACHMENT A

Unlimited Tax GO Bond 2006	\$1,695,050	\$1,701,352
Limited Tax GO Bond 2009	\$1,659,067	\$1,660,022
Total Funds	\$64,712,328	\$64,990,313

Section 2. Amendment the Fee Schedule of the 2012 Budget. Shoreline Municipal Code Chapter 3.01 *Fee Schedule* as amended by Section 3 of Ordinance No. 585 is amended as follows:

.010 Planning and Community Development

SITE DEVELOPMENT

Grading	Hourly rate, 3-hour minimum (\$448.50)
Clearing	Hourly rate, 3-hour minimum (\$448.50)
Tree Removal	Hourly rate, 1-hour minimum (\$149.50)
...	...

Section 3. 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 OCTOBER 1, 2012.

Keith A. McGlashan, Mayor

ATTEST:

APPROVED AS TO FORM:

Scott Passey
City Clerk

Ian Sievers
City Attorney

Publication Date: , 2012
Effective Date: , 2012

October 1, 2012 Budget Amendment Detail

Item	Fund	Orgkey	Object	Amount	Revenue Source	Revenue Object	Amount	Fund Balance 3080000	Total Resources	Explanation
General Fund	001									
Customer Response Team		1900061	5112000	\$ 1,690	FEMA Reimbursement WA State Emergency Management Reimbursement	3339701	\$ 1,690		\$ 1,690	Reimbursement for Emergency Protective Measures for January 2012 storm event
		1900061	5112000	\$ 282		3340185	\$ 282		\$ 282	
Total Customer Response Team				\$ 1,972			\$ 1,972		\$ 1,972	
Parks Maintenance		2409038	5320000	\$ 3,400	Cleanscapes Donation for Waste Reduction Rewards	3671100	\$ 3,400		\$ 3,400	Picnic Tables at Twin Ponds
City Planning		2506137	5410000	\$ 5,000	DOE Grant Shoreline Environmental Assistance	3340312	\$ 5,000		\$ 5,000	Shoreline Master Program Update
Community Services-Emergency Management Planning		2005062	5110000	\$ 46,120	Emergency Management Performance Grant	3319701	\$ 46,120		\$ 46,120	50% Administrative Asst.
		2005062	5940000	\$ 1,600			\$ 1,600		\$ 1,600	Staff training
		2005062	5410000	\$ 10,000			\$ 10,000		\$ 10,000	Emergency Management Plan update
Total Emergency Management Planning				\$ 57,720			\$ 57,720		\$ 57,720	
Public Works - Environmental Services		2708092 OP259515	5330000 9031	\$ 2,250	Coordinated Prevention Grant	3340311	\$ 2,250	\$ -	\$ 2,250	Business Recycling Event Supplies
		2708092 OP259515	5330000 9031	\$ 23,189	Coordinated Prevention Grant	3340311	\$ 23,189		\$ 23,189	Waste Reduction & Recycling Outreach
		2708092 OP259515	5410000 9041	\$ 1,500	Coordinated Prevention Grant	3340311	\$ 1,500	\$ -	\$ 1,500	Business Recycling Event Contractor Services
		2708092 OP259515	5410000 9041	\$ 14,139	Coordinated Prevention Grant	3340311	\$ 14,139	\$ -	\$ 14,139	Recycling Events Contractor Services
		2708092 OP259515	5410000 9041	\$ 12,699	Coordinated Prevention Grant	3340311	\$ 12,699	\$ -	\$ 12,699	Climate Action Plan Development
		2708092 OP259515	5425000 9041	\$ 563	Coordinated Prevention Grant	3340311	\$ 563	\$ -	\$ 563	Business Recycling Events Postage
		2005062 OP259515	5425000 9041	\$ 2,000	Coordinated Prevention Grant	3340311	\$ 2,000	\$ -	\$ 2,000	Recycling Events Postage
		2708092 OP259515	5493000 9041	\$ 562	Coordinated Prevention Grant	3340311	\$ 562	\$ -	\$ 562	Business Recycling Events Print/Mail
		2708092 OP259515	5493000 9041	\$ 3,587	Coordinated Prevention Grant	3340311	\$ 3,587	\$ -	\$ 3,587	Recycling Events Print/Mail
Total Environmental Services				\$ 60,489			\$ 60,489	\$ -	\$ 60,489	
Public Works- Right of Way Program		2713153	5110000	\$ 17,475	ROW Permit Fees	3224001	\$ 17,475	\$ -	\$ 17,475	Additional staff time due to increased permit activity
Total General Fund 001				\$ 146,056			\$ 146,056	\$ -	\$ 146,056	

October 1, 2012 Budget Amendment Detail

Item	Fund	Orgkey	Object	Amount	Revenue Source	Revenue Object	Amount	Fund Balance 3080000	Total Resources	Explanation
Street Fund	101									
Street Maintenance		2709054	5475000	\$ 1,562	FEMA Reimbursement WA State Emergency Management Reimbursement	3339701	\$ 1,562	\$ -	\$ 1,562	Reimbursement for Debris Removal performed during January 2012 storm event
		2709054	5475000	\$ 260		3340185	\$ 260	\$ -	\$ 260	
		2709054	5112000	\$ 6,734	FEMA Reimbursement WA State Emergency Management Reimbursement	3339701	\$ 6,734	\$ -	\$ 6,734	
		2709054	5112000	\$ 1,122		3340185	\$ 1,122	\$ -	\$ 1,122	Reimbursement for Emergency Protective Measures for January 2012 storm event
		2709054	5320000	\$ 19,133	FEMA Reimbursement WA State Emergency Management Reimbursement	3339701	\$ 19,133	\$ -	\$ 19,133	
		2709054	5320000	\$ 3,189		3340185	\$ 3,189	\$ -	\$ 3,189	
Total Street Fund	101			\$ 32,000			\$ 32,000	\$ -	\$ 32,000	
State Drug Enforcement Forfeiture Fund	108									
State Drug Enforcement Forfeiture		2005134	5320000	\$ 434	State Asset Seizure Funds	3693000	\$ 434	\$ -	\$ 434	Purchase various supplies
		2005134	5350000	\$ 2,249	State Asset Seizure Funds	3693000	\$ 2,249	\$ -	\$ 2,249	Purchase various supplies
		2005134	5430000	\$ 9,300	State Asset Seizure Funds	3693000	\$ 5,089	\$ 4,211	\$ 9,300	48th Annual Training Institute and Law Enforcement Exposition; Anaheim, CA; November 17-20, 2012
		2005134	5494000	\$ 2,475	State Asset Seizure Funds	3080000	\$ -	\$ 2,475	\$ 2,475	48th Annual Training Institute and Law Enforcement Exposition; Anaheim, CA; November 17-20, 2012
Total State Drug Enforcement Forfeiture Fund	108			\$ 14,458			\$ 7,772	\$ 6,686	\$ 14,458	
Public Arts Fund	108									
Public Arts Projects		2411156	5410000	\$ 4,000	KC-4Culture Group Arts Projects Grant	3373104	\$ 4,000	\$ -	\$ 4,000	Piano Time Street Project
Total Public Arts Fund	108			\$ 4,000			\$ 4,000	\$ -	\$ 4,000	
Unltd Tax GO Bond Fund, 2006	201									
Unltd Tax Go Bond 2006 Adm		2010000	5410000	\$ 1,553				\$ 1,553	\$ 1,553	Professional Services for Arbitrage Calculation
		2010000	5700000	\$ 6,000				\$ 1,050	\$ 1,050	Correct budget for debt services
Total Unltd Tax GO Bond Fund, 2006	201			\$ 7,553				\$ 2,603	\$ 2,603	Adopted revenues already exceeded adopted expenditures by \$4,950
Limited Tax GO Bond 2009	211									
Limited Tax GO Bond 2009		2110000	5410000	\$ 955	Transfers In	3970000	\$ 955	\$ -	\$ 955	Professional Services for Arbitrage Calculation
Total Limited Tax GO Bond 2009	211			\$ 955			\$ 955	\$ -	\$ 955	
Surface Water Utility Fund	401									
Surface Water Roads		2709169	5480000	\$ 28,364	FEMA Reimbursement	3339701	\$ 28,364	\$ -	\$ 28,364	Reimbursement for debris

000024

October 1, 2012 Budget Amendment Detail

Item	Fund	Orgkey	Object	Amount	Revenue Source	Revenue Object	Amount	Fund Balance 3080000	Total Resources	Explanation
					WA State Emergency Management Reimbursement					Reimbursement for Debris Removal performed during January 2012 storm event
		2709169	5480000	\$ 4,727		3340185	\$ 4,727		\$ 4,727	
		2709169	5112000	\$ 4,489		3339701	\$ 4,489		\$ 4,489	
		2709169	5112000	\$ 748		3340185	\$ 748		\$ 748	
		2709169	5320000	\$ 29,685		3339701	\$ 29,685		\$ 29,685	Reimbursement for Emergency Protective Measures for January 2012 storm event
		2709169	5320000	\$ 4,948		3340185	\$ 4,948		\$ 4,948	
Total Surface Water Utility Fund				\$ 72,961			\$ 72,961		\$ 72,961	
Total Amendments				\$ 277,983			\$ 263,744	\$ 9,289	\$ 273,033	