

## **CITY COUNCIL AGENDA ITEM**

### **CITY OF SHORELINE, WASHINGTON**

<b>AGENDA TITLE:</b>	Adoption of Ordinance No. 709, Budget Amendment for 2015
<b>DEPARTMENT:</b>	Administrative Services
<b>PRESENTED BY:</b>	Patti Rader, Interim Administrative Services Director
<b>ACTION:</b>	<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:**

On April 6, staff presented proposed Ordinance No. 709 (Attachment A) to Council to amend the 2015 budget by increasing appropriations, increasing the number of positions, and adopting a Parks, Recreation, and Cultural Services (PRCS) Extra Help Pay Schedule. The proposed amendments are described in Attachment B, and Exhibit 1 contains the proposed PRCS Extra Help Pay Schedule. Tonight's action would adopt proposed Ordinance No. 709.

**FINANCIAL IMPACT:**

Proposed Ordinance No. 709 totals \$1,111,842, and increases both revenues and expenditures. The increase in expenditures is offset by the increase in revenues totaling \$106,060 and the use of available fund balance totaling \$1,005,782. The following table summarizes the budget amendments for each fund and the resulting 2015 appropriation for each of the affected funds:

<b>Fund</b>	<b>2015 Current Budget (A)</b>	<b>Budget Amendment (B)</b>	<b>Amended 2015 Budget (C) (A + B)</b>
General Fund	\$37,604,998	\$547,436	\$38,152,434
Street Fund	\$1,535,601	\$33,406	\$1,569,007
Federal Criminal Forfeiture Fund	\$534,358		\$534,358
General Capital Fund	\$3,447,919	\$45,000	\$3,492,919
City Facilities-Major Maintenance Fund	\$348,525		\$348,525
Roads Capital Fund	\$23,631,289	\$118,000	\$23,749,289
Surface Water Utility Fund	\$5,812,934	\$368,000	\$6,180,934
Equipment Replacement Fund	\$954,714		\$954,714
All Other Funds	\$4,166,623		\$4,166,623
<b>Total</b>	<b>\$78,036,961</b>	<b>\$1,111,842</b>	<b>\$79,148,803</b>

### **RECOMMENDATION**

Staff recommends that Council adopt proposed Ordinance No. 709, amending the 2015 budget, increasing the number of positions, and adopting a Parks, Recreation, and Cultural Services (PRCS) Extra Help Pay Schedule.

Approved By:            City Manager **DT**    City Attorney **MK**

## **BACKGROUND**

On April 6, staff presented Ordinance No. 709 to Council to amend the 2015 budget by increasing appropriations, increasing the number of positions, and adopting a Parks, Recreation, and Cultural Services (PRCS) Extra Help Pay Schedule. The staff report for the April 6 discussion can be found at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2015/staffreport040615-9b.pdf>. The proposed amendments are described in Attachment B, and Exhibit 1 contains the proposed PRCS Extra Help Pay Schedule.

## **DISCUSSION**

Ordinance No. 709 will increase the appropriation in the following programs:

### **General Fund - \$547,436**

- City Attorney - \$14,648
- Human Resources \$10,000
- Police Special Support - \$60,963
- Parks, Recreation and Cultural Services – \$65,097
- Planning and Community Development – City Planning - \$82,700
- Public Works – Environmental Services - \$25,000
- Transfers Out - \$289,028
- Transportation Planning - \$0 (Temporary increase of 0.30 FTE)

### **Street Fund - \$33,406**

- Public Works – Street Operations - \$33,406

### **General Capital Fund - \$45,000**

- Shoreline A/B Field Turf and Lighting Replacement - \$45,000

### **Roads Capital Fund – \$118,000**

- Einstein Safe Routes to School - \$118,000

### **Surface Water Capital Fund - \$368,000**

- Surface Water Green Works Projects - \$123,000
- Puget Sound Drainages Basin Plan - \$245,000

## **2015 Budget Amendment Discussion Follow-Up**

During the April 6 discussion of the 2015 budget amendment, Council requested additional information on the request to add a Patrol Officer to assist with the transport and booking of misdemeanor prisoners into the South Correctional Entity (SCORE) during peak traffic hours, Monday through Friday. The officer would also provide enhanced campus patrol and visibility; emergency police services; incident investigation and crime prevention efforts with staff at the Fircrest School.

The Joint Cooperative Agreement between the City of Shoreline and the State of Washington Department of Social and Health Services (DSHS) provides for a 50/50 cost sharing for the officer, resulting in an estimated 2015 cost to the City of \$60,963 for

the period of May 1 through December 31. During 2015, this cost can be covered in the existing 2015 Police budget due to receiving a higher than anticipated reconciliation credit for 2014 police services as a result of 2014 vacancies, lower than anticipated overtime costs, and reduced medical costs.

The estimated cost for 2016 for the officer is \$189,290 – resulting in a cost of \$94,645 for the City. In 2014 Snohomish County canceled its jail contract with Shoreline due to overcrowding. Although Shoreline's new contract with the SCORE facility is more than the Snohomish County contract, it is still less than the King County facility. As discussed during the 2015 proposed budget presentations, the City expects to save \$677,000 in 2015 when compared with using the King County facility. During the discussion of the 2015 budget process, staff identified the potential need for additional resources for jail transports due to the additional distance to the SCORE facility. Since the City did not begin using SCORE until September 1, staff did not have enough actual data to make a recommendation to Council for additional resources during the budget review process. Now that the City has been using SCORE for seven months, staff has concluded that travel times especially during peak rush hour are taking up four or five hours round trip. Also, historically a high number of bookings occur during the afternoon/evening commute. The combination of these two factors, results in a reduction in the number of officers available to respond to calls.

Staff has investigated options other than a commissioned officer, non – commissioned, or limited commissioned wouldn't be able to respond to police calls in the City when not doing transports and would not be funded 50% by Fircrest; Fircrest is interested in a fully commissioned officer.

Council also reviewed options to provide for additional environmental analysis for the 145th Street Light Rail Station subarea. Staff presented three options: Field Reconnaissance Level Wetlands Analysis (\$11,000), Wetland Delineation Surveys (\$32,000), and a Technical Memorandum (\$4,800). The budget amendment as presented on April 6, contained a request for \$12,000 for additional environmental analysis. Council directed staff to amend the 2015 budget to include Field Reconnaissance Level Wetlands Analysis and the Technical Memorandum at a total cost of \$15,800. Since the original proposed ordinance included \$12,000, staff has increased the appropriations Ordinance No. 709 by \$3,800.

### **FINANCIAL IMPACT**

Proposed Ordinance No. 709 totals \$1,111,842, and increases both revenues and expenditures. The increase in expenditures is offset by the increase in revenues totaling \$106,060 and the use of available fund balance totaling \$1,005,782. The following table summarizes the budget amendments for each fund and the resulting 2015 appropriation for each of the affected funds.

<b>Fund</b>	<b>2015 Current Budget (A)</b>	<b>Budget Amendment (B)</b>	<b>Amended 2015 Budget (C) (A + B)</b>
General Fund	\$37,604,998	\$547,436	\$38,152,434
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Federal Criminal Forfeiture Fund	\$534,358		\$534,358
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Equipment Replacement Fund	\$954,714		\$954,714
All Other Funds	\$4,166,623		\$4,166,623
<b>Total</b>	<b>\$78,036,961</b>	<b>\$1,111,842</b>	<b>\$79,148,803</b>

The impact on available fund balance in each fund is summarized below:

<b>Fund</b>	<b>Projected 2015 Beginning Fund Balance (A)</b>	<b>Total Amendment Request (B)</b>	<b>Revenue Adjustments (C)</b>	<b>Resulting 2015 Available Beginning Fund Balance (D) (A - B + C)</b>
General Fund	\$11,598,591	\$547,436	\$106,060	\$11,157,215
Street Fund	\$940,367	\$33,406		\$906,961
Federal Criminal Forfeiture Fund	\$1,514,821			\$1,514,821
General Capital Fund	\$2,554,627	\$45,000		\$2,509,627
City Facility Major Maintenance Fund	\$214,995			\$214,995
Roads Capital Fund	\$3,483,474	\$118,000		\$3,365,474
Surface Water Utility Fund	\$2,449,228	\$368,000		\$2,081,228
Equipment Replacement Fund	\$2,248,476			\$2,248,476
<b>Total</b>	<b>\$25,004,579</b>	<b>\$1,111,842</b>	<b>\$106,060</b>	<b>\$23,998,797</b>

### Impact on the Ten Year Financial Sustainability Model (10 YFSM)

The 10 YFSM has been updated to include all of the proposed amendments in the General Fund that will require ongoing funding. This includes the requested increase for legal professional services, the cost to add an additional patrol officer to transport inmates to SCORE and to provide policing services to Fircrest, the cost to implement the revised Parks Recreation and Cultural Service Extra Help Pay Schedule, and permanently increasing the General Fund Transfers Outs to add additional General Fund support for debt service due to the continuing reduction in the BABS subsidy and the required support for the North Maintenance Facility Debt Service. These proposed amendments result in the following for the period of 2016 through 2025:

- Additional revenue totaling approximately \$1.3 million with \$1.1 million coming from the Joint Cooperative Agreement with DSHS and approximately \$221,000 from the increased revenue for summer day camps.
- Additional expenditures totaling \$5.5 million, which is comprised of the following: \$147,000 for City Attorney's outside legal services; \$2.3 million for the new officer for the Police Department (partially paid for through the contract with the Washington State Department of Social and Health Services); \$201,000 to implement the proposed Extra Help Pay Schedule for the Parks, Recreation, and Cultural Services Department as presented to Council on April 6; \$282,000 to

permanently increase the General Fund Transfer Out to add additional General Fund support for debt service due to the continuing reduction in the BABS subsidy; and, \$2.6 million to permanently increase the General Fund Transfer Out to add additional General Fund support for debt service for the North Maintenance Facility Debt Service.

### **RECOMMENDATION**

Staff recommends that Council adopt proposed Ordinance No. 709, amending the 2015 budget, increasing the number of positions, and adopting a Parks, Recreation, and Cultural Services (PRCS) Extra Help Pay Schedule.

### **ATTACHMENTS**

Attachment A: Proposed Ordinance No. 709

Exhibit 1 : 2015 Parks, Recreation and Cultural Services Extra Help Pay Schedule

Attachment B: Budget Amendment Detail

Attachment C: 10 Year Financial Sustainability Model – Updated with Proposed Amendments

**ORDINANCE NO. 709****AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, AMENDING ORDINANCE NO. 699 BY INCREASING THE APPROPRIATIONS IN THE GENERAL FUND, STREET FUND, GENERAL CAPITAL FUND, ROADS CAPITAL FUND AND SURFACE WATER UTILITY FUND.**

WHEREAS, the 2015 Budget was adopted by Ordinance No. 699 and amended by Ordinance No. 708; and

WHEREAS, additional needs that were unknown at the time the 2015 Budget was adopted have occurred; and

WHEREAS, the City of Shoreline is required by RCW 35A.33.075 to include all revenues and expenditures for each fund in the adopted budget;

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

**Section 1. Amendment.** The City hereby amends Section 2 of Ordinance No. 708, *Summary of Revenues and Expenditures*, by increasing the appropriation for the General Fund by ~~\$543,636~~547,436; for the Street Fund by \$33,406; for the General Capital Fund by \$45,000; for the Roads Capital Fund by \$118,000; for the Surface Water Utility Fund by \$368,000; ~~and~~, by increasing the Total Funds appropriation to ~~\$79,145,003~~79,148,803, and by increasing the number of approved full-time equivalents (FTE) to 137.41 as follows:

	<u>Current Appropriation</u>	<u>Revised Appropriation</u>
General Fund	<del>\$37,604,998</del>	<u>\$38,148,634</u> <u>38,152,434</u>
Street Fund	<del>1,535,601</del>	1,569,007
Code Abatement Fund	100,000	
State Drug Enforcement Forfeiture Fund	13,800	
Public Arts Fund	54,408	
Federal Drug Enforcement Forfeiture Fund	65,750	
Property Tax Equalization Fund	\$0	
Federal Criminal Forfeiture Fund	534,358	
Revenue Stabilization Fund	\$0	
Unltd Tax GO Bond 2006	1,712,175	
Limited Tax GO Bond 2009	1,663,217	
Limited Tax GO Bond 2013	260,823	
General Capital Fund	<del>3,447,919</del>	3,492,919
City Facility-Major Maintenance Fund	348,525	

Roads Capital Fund	23,631,289	23,749,289
Surface Water Capital Fund	5,812,934	6,180,934
Vehicle Operations/Maintenance Fund	278,950	
Equipment Replacement Fund	954,714	
Unemployment Fund	17,500	
Total Funds	\$78,036,961	\$79,145,00379,148,803

**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 [Exhibit 1 – Parks, Recreation and Cultural Services Extra Help Pay Schedule is effective on May 10, 2015].

**PASSED BY THE CITY COUNCIL ON APRIL 20, 2015**

\_\_\_\_\_  
Mayor Shari Winstead

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Jessica Simulcik Smith  
City Clerk

\_\_\_\_\_  
Margaret King  
City Attorney

Publication Date: \_\_\_\_\_, 2015

Effective Date: \_\_\_\_\_, 2015

**Parks Recreation and Cultural Services****2015 Extra Help Pay Schedule – Seasonal, variable and under 20 hr/week staff****Effective Date: May 10, 2015**

<b>Pay Classification:</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
<b>A:</b> Special Events Assistant Day Camp Leader	\$9.47	\$9.71	\$9.95	\$10.20	\$10.45	\$10.71
<b>B:</b> Indoor Playground Attendant Senior Day Camp Leader Building Monitor Teen Program Leader	\$9.90	\$10.14	\$10.40	\$10.66	\$10.92	\$11.20
<b>C:</b> Lifeguard/Swim Instructor Special Events Monitor	\$10.35	\$10.60	\$10.87	\$11.14	\$11.41	\$11.70
<b>D</b>	\$10.82	\$11.08	\$11.36	\$11.64	\$11.92	\$12.23
<b>E</b>	\$11.31	\$11.58	\$11.87	\$12.16	\$12.46	\$12.78
<b>F</b>	\$11.82	\$12.10	\$12.40	\$12.71	\$13.02	\$13.36
<b>G:</b> Front Desk Attendant Park Laborer CIT Camp Director Specialized Recreation Specialist	\$12.35	\$12.64	\$12.96	\$13.28	\$13.61	\$13.96
<b>H:</b> Afterschool Program Site Director	\$12.91	\$13.21	\$13.54	\$13.88	\$14.22	\$14.59
<b>I:</b> Camp Excel Specialist Day Camp Site Director	\$13.49	\$13.80	\$14.15	\$14.50	\$14.86	\$15.25

Extra Help Employees hired prior to the effective date will be Y-rated for the calendar year of 2015.



Fund	Dept/Program	Project/Item	Budget Amendment Amount	Budget Amendment Revenue	Justification
<b>General Fund</b>					
	City Attorney	Increase Outside Legal Support	\$14,648		Level of activity requires additional support.
	Human Resources	Technical Support and Database Administration for Halogen	\$10,000		To troubleshoot and resolve issues with database.
	Police Special Support	Addition of 1.0 FTE Jail Transport Officer with 0.5 FTE dedicated to providing policing services at Fircrest School.	\$60,963	\$60,963	Contract with Dept of Social and Health Services for 50% of cost of dedicating the equivalent of 0.5 FTE commissioned officer at Fircrest School.
	Parks - Operations	Proposed PRCS Extra Help Pay Schedule Implementation	\$3,239		Increased revenue in General Programs is anticipated that will offset cost.
	Parks - Aquatics	Proposed PRCS Extra Help Pay Schedule Implementation	\$4,764		Increased revenue in General Programs is anticipated that will offset cost.
	Parks - Facilities / Rentals	Proposed PRCS Extra Help Pay Schedule Implementation	\$437		Increased revenue in General Programs is anticipated that will offset cost.
	Parks - General Programs	Proposed PRCS Extra Help Pay Schedule Implementation	\$10,011	\$20,097	Increased revenue in General Programs is anticipated that will offset cost.
	Parks - General Programs	Purchase of greenhouse kit for gardening program	\$45,000	\$25,000	Use of \$20,000 donation from CHOICES program received in March 2013 and \$25,000 of King Conservation District grant to be received in 2015.
	Parks - Teen/Youth Dev.	Proposed PRCS Extra Help Pay Schedule Implementation	\$1,496		Increased revenue in General Programs is anticipated that will offset cost.
	Parks - Arts and Special Events	Proposed PRCS Extra Help Pay Schedule Implementation	\$150		Increased revenue in General Programs is anticipated that will offset cost.
	PCD - City Planning	Map and plan revisions to 145th St Station Subarea Plan; field reconnaissance level wetlands analysis at Paramount Park Open Space & Twin Ponds; and analysis of redevelopment & constructability implications in areas with liquefiable soils	\$62,610		Revisions to the Subarea Plan in progress will entail reconfiguration of maps, plan revisions, and analysing DEIS alternatives; Additional environmental analysis is needed of the wetlands/streams at Paramount Park Open Space and Twin Ponds
	PCD - City Planning	Map changes and revisions to the 185th St Station Subarea Plan	\$20,090		Council has requested more map changes and major revisions to the 185th Street Subarea Plan.
	PW - Environmental Services	Solid Waste Procurement Contract	\$25,000		Consultant support during the process.
	GF Transfers Out	Transfer to Fund 211 for City Hall Debt Service	\$28,205		Due to continue sequestration reduction of 7.3% in Build American Bonds Subsidy (BABS).
	GF Transfers Out	Transfer to Fund 221 for North Maintenance Facility Debt Service	\$260,823		Required debt service payment.
		<b>Total General Fund</b>	<b>\$547,436</b>	<b>\$106,060</b>	
<b>Street Fund</b>					
	Street Operations	Reallocating savings from 2014 purchase of skid steer and tilt trailer to 2015 purchase of Asphalt Patching Machine (aka Hot Box)	\$33,406		Complete purchase in 2015.
		<b>Total Street Fund</b>	<b>\$33,406</b>	<b>\$0</b>	
<b>General Capital Fund</b>					
	Shoreline A/B Field Turf and Lighting Replacement	Shoreline A/B Field Turf and Lighting Replacement	\$45,000		Shift funds from 2016 to 2015 for planning and design.
		<b>Total General Capital Fund</b>	<b>\$45,000</b>	<b>\$0</b>	
<b>Roads Capital Fund</b>					
	Einstein Safe Routes to School	Increase for Construction Contract Award	\$118,000		Use available fund balance from 2014 revenues exceeding projections
		<b>Total Roads Capital Fund</b>	<b>\$118,000</b>	<b>\$0</b>	
<b>Surface Water Utility Fund</b>					
	SWM Green Works Projects		\$123,000		Construction for sites designed in 2014 at 32nd Ave NE and NE 147th St, and Stone Ave N and N 157th St.
	Puget Sound Drainages Basin Plan		\$245,000		Completion of project in 2015.
		<b>Total Surface Water Utility Fund</b>	<b>\$368,000</b>	<b>\$0</b>	
		<b>TOTAL BUDGET AMENDMENT REQUESTS</b>	<b>\$1,111,842</b>	<b>\$106,060</b>	

