

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Discussion of Ordinance No. 727 - Budget Amendment for 2015		
DEPARTMENT:	Administrative Services		
PRESENTED BY:	Sara Lane, Administrative Services Director		
ACTION:	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Motion
	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing	

PROBLEM/ISSUE STATEMENT:

During the course of the year, changes to the adopted budget are identified. Council is made aware of changes throughout the year in Staff Reports and Council discussion. A final budget amendment to formally adopt these changes is a routine procedure that occurs at approximately this time each year.

FINANCIAL IMPACT:

Proposed Ordinance No. 727 totals \$3,393,542, and increases both revenues and expenditures with a net effect on the bottom line of \$2,716,807, as follows:

General Fund: \$1,998,595

- Administrative Services – Information Technology: \$117,760
- Contingency for Purchase of Molver Property: \$275,000
- Transfers Out for CIP Support: \$500,000
- Police – Special Support: \$631,380
- Criminal Justice – Jail Services: \$450,000
- Community Services – Neighborhoods: \$0 (temporary FTE increase only)
- Community Services – Emergency Management Planning: \$14,016
- Public Works – Environmental Services: \$10,439

Federal Criminal Forfeiture Fund: \$1,289,047

- Transfer Out for CIP Support: \$1,289,047

General Capital Fund: \$75,000

- Pool and Recreation Facility Master Planning: \$15,000
- Shoreline Veteran Recognition: \$10,000
- Parks, Recreation and Open Space Plan Update: \$50,000

City Facilities-Major Maintenance Fund: \$20,000

- City Hall Garage Maintenance: \$20,000

Surface Water Utility Fund: \$10,900

- Surface Water Management: \$10,900

RECOMMENDATION

No action is required by the City Council. This will be an opportunity for Council to ask specific questions and provide staff direction about proposed Ordinance No. 727. Adoption of proposed Ordinance No. 727 is scheduled for the November 23, 2015 Council meeting.

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

INTRODUCTION

During the course of the year changes to the adopted budget are identified. Council is made aware of changes throughout the year in Staff Reports and Council discussion.

BACKGROUND

Budget Amendment Detail

General Fund: \$1,998,595

Revenues: General Fund revenues will be increased by \$655,835. This includes a US Department of Justice Smart Policing Grant totaling \$631,380, an Emergency Management Performance Grant (EMPG) from the U.S. Department of Homeland Security totaling \$14,016, and a Waste 2 Resources Coordinated Prevention Grant (CPG) from the Department of Ecology totaling \$10,439.

Administrative Services – Information Technology: The 2015 appropriation will be increased by \$117,760 to complete the acquisition of the Cityworks Asset Management system. It has been discovered that a request for this re-appropriation should have been submitted, but was not, to be included in the action adopted by Council in April 2015.

Citywide – Contingencies: The 2015 appropriation will be increased by \$275,000 to acquire the Molver property per the acquisition agreement authorized by the City Council on July 13. Of this amount, \$250,000 will be for the purchase price and closing costs with an additional \$25,000 to demolish the existing structure. Funding comes from available fund balance.

Transfers Out: The 2015 appropriation will be increased by \$500,000. The expenditure re-appropriation from 2014 to 2015 for the Annual Roads Safety Maintenance project in the Roads Capital Fund was included in the action adopted by Council in April 2015; however, the appropriation for the transfer out from the General Fund was accidentally omitted from that action. Funding for the Transfer Out from the General Fund (Fund 001) to the Roads Capital Fund (Fund 330) comes from available fund balance.

Police – Special Support: The 2015 appropriation will be increased by \$631,380 to support the Risk Awareness, De-Escalation, And Referral (RADAR) Program which focuses on direct engagement, information sharing, and collaboration between police, high risk individuals, and the individuals' "circles of support". The ultimate goal of the project is to enhance community and first responder safety through relationship-based policing, community caretaking, and procedural justice. This action will appropriate the full amount of the three year grant. Near the beginning of each of the next three years, staff will be requesting a re-appropriation of the balance of the revenues and expenditure appropriations.

Criminal Justice – Jail Services: The 2015 appropriation will be increased by \$450,000 due to an increase in the estimated costs for jail services at SCORE, the City's primary jail and booking facility due to a projected increase in the number of jail days and bookings related to City cases.

Community Services – Neighborhoods: Staff is requesting to temporarily increase the current FTE count through the remainder of 2015 by 0.42 FTE for a temporary overlap of five months in how the Neighborhood Coordinator position is filled. The position has historically been filled with two 0.50 FTEs. One employee retired August 3 and the other will be retiring at year's end. The overlap noted above was created as the position was filled with a 1.00 FTE in August. A vacancy in the Human Services program due to the retirement of the Human Resources Associate Planner at the end of 2014 has been maintained through 2015.

Community Services – Emergency Management Planning: The 2015 appropriation will be increased by \$14,016 to use EMP grant funding to fund 50% of an Administrative Assistant to support program activities.

Public Works – Environmental Services: The 2015 appropriation will be increased \$10,439 to use a Department of Ecology Waste 2 Resources Coordinated Prevention Grant (CPG) for residential recycling events to collect hard to recycle items from single and multi-family residents, recycling an estimated 400 tons. This grant will be spread over three years (July 2015 through June 2017) with \$10,439 used in 2015, \$20,878 in 2016, and \$10,439 in 2017.

The impact to the General Fund 2015 expenditure appropriation is an increase of \$1,548,595. The increase in expenditures is offset by the increase in revenues totaling \$674,135 and the use of available fund balance totaling \$892,760.

Federal Criminal Forfeiture Fund: \$1,289,047

Transfers Out: The 2015 appropriation will be increased by \$1,289,047 for a transfer to the General Capital Fund to support the Police Station at City Hall project. Funding for the Transfer Out from the Federal Criminal Forfeiture Fund (Fund 116) to the General Capital Fund (Fund 301) comes from available fund balance.

General Capital Fund: \$75,000

Pool & Recreation Facility Master Planning: The 2015 appropriation will be increased by \$15,000 to support the selection of a consultant in 2015 as the bulk of the project's workload will be conducted in 2016. Funding will come from available fund balance.

Shoreline Veteran Recognition: The 2015 appropriation will be increased by \$10,000 to use a King Conservation District Grant to assist in the construction of the Shoreline Veterans Memorial.

Parks, Recreation & Open Space Plan Update: The 2015 appropriation will be increased by \$50,000 to begin consultant selection in 2015 for the Community Survey and Recreation Demand Study. Funding will come from available fund balance.

City Facilities-Major Maintenance Fund: \$20,000

City Hall Parking Garage Long-Term Maintenance: The 2015 appropriation will be increased by \$20,000 as project cost estimates have increased since the time the 2015 CIP was adopted. Funding will come from available fund balance.

Surface Water Utility Fund: \$10,900

Surface Water Management: The 2015 appropriation will be increased by \$10,900 to use a King Conservation District Grant to support a survey for the Soak-It-Up Program.

FINANCIAL IMPACT

Proposed Ordinance No. 727 totals \$3,393,542, and increases both revenues and expenditures with a net effect on the bottom line of \$2,716,807, as follows:

General Fund: \$1,998,595

- Administrative Services – Information Technology: \$117,760
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- Police – Special Support: \$631,380
- Criminal Justice – Jail Services: \$450,000
- Community Services – Neighborhoods: \$0 (temporary FTE increase only)
- Community Services – Emergency Management Planning: \$14,016
- Public Works – Environmental Services: \$10,439

Federal Criminal Forfeiture Fund: \$1,289,047

- Transfer Out for CIP Support: \$1,289,047

General Capital Fund: \$75,000

- Pool and Recreation Facility Master Planning: \$15,000
- Shoreline Veteran Recognition: \$10,000
- Parks, Recreation and Open Space Plan Update: \$50,000

City Facilities-Major Maintenance Fund: \$20,000

- City Hall Garage Maintenance: \$20,000

Surface Water Utility Fund: \$10,900

- Surface Water Management: \$10,900

SUMMARY OF BUDGET AMENDMENT

The following table summarizes the budget amendments for each fund and the resulting 2015 appropriation for each of the affected funds.

Fund	Current Budget	Budget Amendment Request	Amended Budget
General Fund	\$38,152,434	\$1,998,595	\$40,151,029
Street Fund	\$1,569,007	\$0	\$1,569,007
Code Abatement Fund	\$100,000	\$0	\$100,000
State Drug Forfeiture Fund	\$13,800	\$0	\$13,800
Public Arts Fund	\$54,408	\$0	\$54,408
Federal Drug Forfeiture Fund	\$65,750	\$0	\$65,750
Property Tax Equalization Fund	\$0	\$0	\$0
Federal Criminal Forfeiture Fund	\$534,358	\$1,289,047	\$1,823,405
Transportation Impact Fees Fund	\$0	\$0	\$0
Revenue Stabilization Fund	\$0	\$0	\$0
Unltd Tax GO Bond 2006	\$1,712,175	\$0	\$1,712,175
Limited Tax GO Bond 2009	\$1,663,217	\$0	\$1,663,217
Limited Tax GO Bond 2013	\$260,823	\$0	\$260,823
General Capital Fund	\$3,492,919	\$75,000	\$3,567,919
City Facility-Major Maintenance Fund	\$348,525	\$20,000	\$368,525
Roads Capital Fund	\$23,749,289	\$0	\$23,749,289
Surface Water Utility Fund	\$6,180,934	\$10,900	\$6,191,834
Vehicle Operations/Maintenance Fund	\$278,950	\$0	\$278,950
Equipment Replacement Fund	\$954,714	\$0	\$954,714
Unemployment Fund	\$17,500	\$0	\$17,500
Total Funds	\$79,148,803	\$3,393,542	\$82,542,345

RECOMMENDATION

No action is required by the City Council. This will be an opportunity for Council to ask specific questions and provide staff direction about proposed Ordinance No. 727. Adoption of proposed Ordinance No. 727 is scheduled for the November 23, 2015 Council meeting.

ATTACHMENTS

Attachment A: Ordinance No. 727, Amending the 2015 Budget
Exhibit 1: Amendment Detail

ORDINANCE NO. 727

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON,
AMENDING ORDINANCE NO. 709 BY INCREASING THE
APPROPRIATIONS IN THE GENERAL FUND, FEDERAL CRIMINAL
FORFEITURE FUND, GENERAL CAPITAL FUND, CITY FACILITIES-
MAJOR MAINTENANCE FUND, AND SURFACE WATER UTILITY
FUND.**

WHEREAS, the 2015 Budget was adopted by Ordinance No. 699 and amended by Ordinance Nos. 708 and 709; 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;

WHEREAS, new grants have been awarded to the City not anticipated when the 2015 budget was adopted by Council and should be appropriated to the those funds with these increases, and amendments are required in the General Fund, Federal Criminal Forfeiture Fund, General Capital Fund, City Facilities-Major Maintenance Fund, and Surface Water Utility Fund; and

**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. 709, *Summary of Revenues and Expenditures* and the 2015 Current Budget, by increasing the Total Funds appropriation to \$82,542,345 as follows:

	<u>Current Appropriation</u>	<u>Revised Appropriation</u>
General Fund	\$38,152,434	\$40,151,029
Street Fund	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	1,823,405
Transportation Impact Fees Fund	0	
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	3,492,919	3,567,919

City Facility-Major Maintenance Fund	348,525	368,525
Roads Capital Fund	23,749,289	
Surface Water Utility Fund	6,180,934	6,191,834
Vehicle Operations/Maintenance Fund	278,950	
Equipment Replacement Fund	954,714	
Unemployment Fund	17,500	
Total Funds	\$79,148,803	\$82,542,345

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 NOVEMBER 23, 2015

Mayor Shari Winstead

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik Smith
City Clerk

Margaret King
City Attorney

Publication Date: , 2015

Effective Date: , 2015

Item	Fund	Orgkey	Object	Amount	Revenue Source	Revenue Object	Amount	Fund Balance 3080000	Total Resources	Explanation		
General Fund												
Administrative Services - IT Strategic Plan & Advisory Services												
		1602013	5410000	\$	117,760		\$	117,760	\$	117,760	Asset Management System Acquisition	
		OP264500	9041									
Citywide-Contingencies												
		1700022	5992000	\$	275,000		\$	275,000	\$	275,000	Acquisition of the Molver property (\$250,000) and demolition of structure (\$25,000).	
General Fund Admin. Key - Transfers Out												
		0010000	5970002	\$	500,000		\$	500,000	\$	500,000	Transfer to Roads Capital Fund (Fund 330) to support Annual Roads Safety Maintenance Program.	
Police - Special Support												
		2005035	5111000	\$	151,488	US Department of Justice Smart Policing Grant	3311673	\$	151,488	\$	151,488	Risk Awareness, De-escalation, And Referral (RADAR) program.
		GR270153	0101									
		2005035	5410000	\$	300,116	US Department of Justice Smart Policing Grant	3311673	\$	300,116	\$	300,116	RADAR Program
		GR270153	9041									
		2005035	5430000	\$	33,489	US Department of Justice Smart Policing Grant	3311673	\$	33,489	\$	33,489	RADAR Program
		GR270153	9043									
		2005035	5494000	\$	3,000	US Department of Justice Smart Policing Grant	3311673	\$	3,000	\$	3,000	RADAR Program
		GR270153	9043									
		2005035	5510000	\$	17,676	US Department of Justice Smart Policing Grant	3311673	\$	17,676	\$	17,676	RADAR Program
		GR270153	9049									
		2005035	5360000	\$	90,792	US Department of Justice Smart Policing Grant	3311673	\$	90,792	\$	90,792	RADAR Program
		GR270153	9049									
		2005035	5640000	\$	22,819	US Department of Justice Smart Policing Grant	3311673	\$	22,819	\$	22,819	RADAR Program
		GR270153	9049									
		2005035	5310000	\$	12,000	US Department of Justice Smart Policing Grant	3311673	\$	12,000	\$	12,000	RADAR Program
		GR270153	9031									
Criminal Justice - Jail Services												
		2103027	5510000	\$	450,000		\$	450,000	\$	450,000	Increased jail housing costs.	
Community Services - Emergency Management Planning												
		2005062	Various	\$	14,016	Emergency Management Performance Grant	3319701	\$	14,016	\$	14,016	Administrative Asst. program support.
		GR268416	0201									
Public Works - Environmental Services												
		2708092	5410000	\$	10,439	Department of Ecology, Waste 2 Resources Coordinated Prevention Grant (CPG)	3340311	\$	10,439	\$	10,439	Waste 2 Resources Coordinated Prevention Grant for Residential Recycling events.
Total General Fund												
	001			\$	1,998,595		\$	655,835	\$	1,342,760	\$	1,998,595

Item	Fund	Orgkey	Object	Amount	Revenue Source	Revenue Object	Amount	Fund Balance 3080000	Total Resources	Explanation
Federal Criminal Forfeiture Fund										
Federal Criminal Forfeit Admin. Key - Transfers Out										
		1160000	5970000	\$ 1,289,047				\$ 1,289,047	\$ 1,289,047	Transfer to General Capital Fund (Fund 301) to support Police Station at City Hall project.
Total Federal Criminal Forfeiture Fund	116			\$ 1,289,047			\$ -	\$ 1,289,047	\$ 1,289,047	
General Capital Fund										
Pool & Recreation Facility Master Planning										
		2812331	5410000	\$ 15,000				\$ 15,000	\$ 15,000	To begin consultant selection.
		GN268800	0101							
Shoreline Veteran Recognition										
		2820317	5650000	\$ 10,000	KC Community Services	3371501	\$ 10,000		\$ 10,000	Provides funding to assist in the construction of the Shoreline Veterans Memorial.
		GR268129	0612							
Parks, Rec & Open Space Plan Update										
		2822273	5410000	\$ 50,000				\$ 50,000	\$ 50,000	To begin consultant selection in 2015 for the Community Survey and Recreation Demand Study.
		GN255600	0101							
Total General Capital Fund	301			\$ 75,000			\$ 10,000	\$ 65,000	\$ 75,000	
City Facilities-Major Maintenance Fund										
City Hall Parking Garage Long-Term Maintenance										
		3119320	5630000	\$ 20,000				\$ 20,000	\$ 20,000	Project costs estimates have increased.
		MA266500	0630							
Total City Facilities-Major Maintenance Fund	312			\$ 20,000			\$ -	\$ 20,000	\$ 20,000	
Surface Water Utility Fund										
Surface Water Management										
		2709000	5410000	\$ 10,900	King Conservation Distrct Grant		\$ 10,900		\$ 10,900	Support for a survey for the Soak-It-Up program.
		GR267351	9041							
Total Surface Water Utility Fund	401			\$ 10,900			\$ 10,900	\$ -	\$ 10,900	
Total Amendments				\$ 3,393,542			\$ 676,735	\$ 2,716,807	\$ 3,393,542	