

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Discussing Ordinance Nos. 774, 777, 778 and 779: 2017 Budget Amendment – Amending the Shoreline Municipal Code Chapter 3.35 Establishing a Wastewater Utility Fund, Amending the 2017 Budget (Ord. Nos. 758 & 773), and Amending the Shoreline Municipal Code Chapter 3.01 Fee Schedule
DEPARTMENT:	Administrative Services
PRESENTED BY:	Sara Lane, Administrative Services Director Rick Kirkwood, Budget Supervisor
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:

The City's assumption of the Ronald Wastewater District (RWD) on October 23, 2017 requires, in accordance with Governmental Accounting Standards, the City establish a wastewater utility fund, by amending the Shoreline Municipal Code. Proposed Ordinance No. 774 (Attachment A) provides for this amendment. Secondly, during the first quarter of 2017 staff identified several operating programs and capital projects that require additional funding due to unanticipated needs that were unknown in November 2016 at the time the 2017 budget was adopted by the City Council. Staff is requesting that the 2017 budget be amended to provide funding for these programs and projects. Proposed Ordinance No. 777 (Attachment B) provides for this amendment. Thirdly, subsequent to the passage of Ordinance No. 758, staff discovered an inadvertent omission of the fee for residential parking zone permit and clerical error in the rounding of the black and white (> 11X17) fee to the nearest whole dollar in Shoreline Municipal Code Chapter 3.01 *Fee Schedule*. Proposed Ordinance No. 778 (Attachment C) provides for this amendment. Fourthly, the City Council adopted amendments to the Shoreline Municipal Code, Title 20, to provide regulations relating to transitional encampments on March 20, 2017 and Shoreline Municipal Code Chapter 3.01 *Fee Schedule* must be amended to implement those regulations. Proposed Ordinance No. 779 (Attachment D) provides for this amendment.

FINANCIAL IMPACT:

Adoption of proposed Ordinance Nos. 774, 778 and 779 will not have a financial impact.

Adoption of proposed Ordinance No. 777 will impact the 2017 Budget, as follows:

- Increase 2017 appropriations for:
 - Various operating programs in the General Fund by \$217,180,
 - Municipal Art Fund by \$9,623, and
 - Wastewater Utility Fund by \$18,109,971.
- Decreases appropriations in the Street Fund by \$2,722.

- Provides revenues of \$123,551 in the General Fund and \$15,728,683 in the Wastewater Utility Fund.
- Provides \$2,722 in fund balance in the Street Fund.
- Uses available fund balance totaling \$93,629 in the General Fund, \$9,623 in the Municipal Art Fund and \$2,381,288 in the Wastewater Utility Fund.

The net impact of Ordinance No. 777 is an increase in 2017 appropriations totaling \$18,334,052 and revenues totaling \$15,852,234. Funding for this amendment will come from the use of \$2,481,818 in available fund balance. The adjusted 2017 fund balance for the affected funds, net of 2016 carryovers and pending calculation of the fund balance for the wastewater utility, is \$2.408 million more than that projected in the 2017 budget book. After the effect of these changes, the City's 2017 adjusted fund balance is \$2.308 million more than that projected.

The following programs in the operating and internal service fund budgets will be impacted by this amendment:

General Fund:

Dept. / Program	Revenues	Expenditures	FTE Count Change
ASD / Financial Operations	\$0	\$0	+0.37 ^a
ASD / IT Operations	\$0	\$3,403	---
ASD / Facilities	\$5,000	\$7,000	---
Janitorial Services	\$0	\$58,216	---
Citywide / Non-departmental	\$49,557	\$49,557	---
PRCS / Parks Administration	\$0	\$7,763	+0.25 ^b
Public Works / Environmental Services	\$68,994	\$91,241	---
Total	\$123,551	\$217,180	+0.62

Notes:

- a. Increase of 0.63 FTE Finance Technician to 1.00 FTE.
- b. Conversion of extra help Public Art Coordinator to 0.50 FTE Public Art Coordinator (split 50% General Fund and 50% Municipal Art Fund).

Street Fund:

Dept. / Program	Revenues	Expenditures	FTE Count Change
Janitorial Services	\$0	(\$2,722) ^c	---

Notes:

- c. Reduces use of fund balance by \$2,722.

Municipal Art Fund:

Dept. / Program	Revenues	Expenditures	FTE Count Change
Public Art Projects	\$0	\$9,623	+0.25 ^d

Notes:

- d. Conversion of extra help Public Art Coordinator to 0.50 FTE Public Art Coordinator (split 50% General Fund and 50% Municipal Art Fund).

The following programs/projects in the utility budget will be impacted by this amendment:

Wastewater Utility:

Dept. / Program	Revenues	Expenditures	FTE Count Change
Wastewater Management	\$15,728,683	\$15,668,171	+14.00 ^e
Wastewater Capital	\$0	\$2,441,800	---
Total	\$15,728,683	\$18,109,971	+14.00

Notes:

- e. Increase of 1.00 FTE WW Utility Administrative Assist I; 1.00 FTE WW Utility Customer Service Rep; 2.00 FTE WW Utility Accounting Technician; 6.00 FTE WW Utility Maintenance Worker; 2.00 FTE WW Utility Specialist; 1.00 FTE WW Utility Maintenance Manager; 1.00 FTE Finance Manager.

Staff has updated the 10 Year Financial Sustainability Model to reflect the impact this budget amendment will have on the current budget and the forecast.

RECOMMENDATION

No action is required by the City Council. This meeting will provide an opportunity for the City Council to ask specific questions and provide staff direction. Adoption of proposed Ordinance Nos. 774, 777, 778 and 779 is scheduled for April 24, 2017.

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

INTRODUCTION

The City's assumption of the Ronald Wastewater District (RWD) on October 23, 2017 requires, in accordance with Governmental Accounting Standards, the City establish a wastewater utility fund, by amending the Shoreline Municipal Code. Proposed Ordinance No. 774 (Attachment A) provides for this amendment. Secondly, during the first quarter of 2017 staff identified several operating programs and capital projects that require additional funding due to unanticipated needs that were unknown in November 2016 at the time the 2017 budget was adopted by the City Council. Staff is requesting that the 2017 budget be amended to provide funding for these programs and projects. Proposed Ordinance No. 777 (Attachment B) provides for this amendment. Thirdly, subsequent to the passage of Ordinance No. 758, staff discovered an inadvertent omission of the fee for residential parking zone permit and clerical error in the rounding of the black and white (> 11X17) fee to the nearest whole dollar in Shoreline Municipal Code Chapter 3.01 *Fee Schedule*. Proposed Ordinance No. 778 (Attachment C) provides for this amendment. Fourthly, the City Council adopted amendments to the Shoreline Municipal Code, Title 20, to provide regulations relating to transitional encampments on March 20, 2017 and Shoreline Municipal Code Chapter 3.01 *Fee Schedule* must be amended to implement those regulations. Proposed Ordinance No. 779 (Attachment D) provides for this amendment.

BACKGROUND

Proposed Ordinance No. 774: Establishing a Wastewater Utility Fund

As authorized by RCW 35.13A, the City will assume Ronald Wastewater District (RWD), a special purpose utility district providing wastewater (sewer) services, on October 23, 2017. Pursuant to RCW 35A.37.010 and in accordance with Governmental Accounting Standards Board Statement No. 34 the City must establish an Enterprise Fund for the segregation, budgeting, expenditure and accounting for moneys received for special purposes. Proposed Ordinance No. 774 (Attachment A) presents language to amend Shoreline Municipal Code Chapter 3.35 to establish a fund for the purpose of accounting for wastewater utility fees and activities of the City's wastewater utility.

Proposed Ordinance No. 777: 2017 Budget Amendment

The detail of the proposed budget amendments is as follows, and is also outlined in Attachment E to this staff report.

Amendments Impacting Multiple Funds:

Janitorial Services:

Fund	Revenues	Expenditures	FTE Count Change
General Fund	\$0	\$58,216	---
Street Fund	\$0	(\$2,722)	---

The 2017 appropriation for janitorial services will increase by a total of \$55,494. The 2017 budget for janitorial services totals \$228,398, with \$225,676 appropriated in the General Fund and \$2,722 appropriated in the Street Fund. Janitorial services contracts generated from a Request for Proposal process (#8599) were approved by City Council on December 12, 2016 for Clean World Maintenance (CWM), in the amount of \$166,359 (staff report available here: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2016/staffreport121216-7e.pdf>), and Varsity Facility Services (VFS), in the amount of \$117,533 (staff report available here: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2016/staffreport121216-7f.pdf>). Both janitorial contracts total \$283,892, resulting in a shortfall of \$55,494 in various operating program budgets. Staff indicated in the staff reports that the overall operating budget would be monitored during the first quarter of 2017 to see if there is adequate ability within the 2017 budget to reallocate funds to cover this gap and that in the event existing appropriations prove to be insufficient, staff will include additional appropriations in a budget amendment. The City Manager authorized reductions in the levels of service provided to limit the cost increase to the contract amount authorized by the City Council. This includes fewer days of service at City Hall and Street Operations staff self-performing janitorial duties for their facility. As a result the 2017 appropriation for janitorial services in the Street Fund will be eliminated. Funding for the additional appropriation of \$58,216 within the General Fund will come from the use of available fund balance. Reducing appropriations within the Street Fund by \$2,722 will reduce the use of that fund's fund balance.

Public Art Coordinator:

Fund	Revenues	Expenditures	FTE Count Change
General Fund	\$0	\$7,763	+0.25
Municipal Art Fund	\$0	\$9,623	+0.25

On February 13, 2017, the City Council held a study session on the proposed 2017-2022 Public Art Plan (staff report available here: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2017/staffreport021317-9a.pdf>). This discussion highlighted the contributions of the Public Art Coordinator in managing the public art program, which has evolved from coordinating art projects associated with specific capital projects to developing community-based temporary art such as "Piano Time" and "Artscape" (Temporary sculptures at City Hall and the Park at Town Center). This extra help position was created in 2007.

At its March 6, 2017 meeting, the City Council adopted Resolution No. 404 approving the Public Art Plan for 2017-2022 (staff report available here: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2017/staffreport030617-7c.pdf>).

This discussion noted that implementation of the Public Art Plan calls for transitioning the extra help position to a 0.50 FTE position and that this would be brought back as part of tonight’s 2017 Budget Amendment discussion. In 2017, the extra help position is budgeted at \$21,398 with 54% (\$11,629) coming from the General Fund and 46% (\$9,769) coming from the Municipal Art Fund. Transitioning to a regular 0.50 FTE position starting in May 2017 is projected to increase the 2017 cost by \$17,386 to a total of \$38,784. Assuming a 50/50 split between the General and Municipal Art Funds for this position requires an additional General Fund appropriation of \$7,763 and an additional Municipal Art Fund appropriation of \$9,623. Given that the 2017 increase is only for eight months, looking ahead to 2018 the full annual cost increase is estimated to be \$27,808 for a full annual cost of \$49,206 (See Table 1). The increased appropriation for both funds will come from the use of available fund balance.

Table 1: Cost of new Public Art Coordinator position

	2017 Proj.	2018 Proj.
Public Art Coordinator (0.50 FTE)	\$38,784	\$49,206
General Fund (50% of 0.50 FTE)	\$15,826	\$24,603
Current 2017 Extra Help Budget	\$11,629	\$11,629
0.50 FTE Additional Cost	\$7,763	\$12,974
Municipal Art Fund (50% of 0.50 FTE)	\$15,826	\$24,603
Current 2017 Extra Help Budget	\$9,769	\$9,769
0.50 FTE Additional Cost	\$9,623	\$14,834
0.50 FTE Additional Cost Total	\$17,386	\$27,808

Staff recommends that the City Council continue to have the cost of the Public Art Coordinator split evenly between the General Fund and Municipal Art Fund.

General Fund:

ASD / Financial Operations:

Revenues	Expenditures	FTE Count Change
\$0	\$0	+0.37

The 2017 appropriation for this program will not change as this request will amend the 2017 budget by increasing the number of approved FTEs for the Administrative Services Department by 0.37 in order to bring the 0.63 FTE Finance Technician to 1.00 FTE. The 2017 budget includes funding for extra help backfill for Finance throughout the Financial and Human Resources Software System Replacement project. It has been determined that an increase of the existing 0.63 FTE Finance Technician to 1.00 FTE will be an effective method to provide for a portion of this backfill until the project is fully implemented. While the system implementation is projected to be completed by mid-

2018, the need for backfill may continue into 2019 or 2020 through additional phases of the project to fully implement enhancements provided by the new system. This position will revert back to the current 0.63 FTE at the end of the project.

ASD / IT Operations:

Revenues	Expenditures	FTE Count Change
\$0	\$3,403	---

The 2017 appropriation for this program will increase by a total of \$3,403 due to an increase in the cost of the maintenance contract for the City’s performance evaluation software. Since this amendment is for a year-over-year increase in the cost of providing services, funding will come from the use of available fund balance.

ASD / Facilities:

Revenues	Expenditures	FTE Count Change
\$5,000	\$7,000	---

The 2017 appropriation for this program will increase by a total of \$7,000. Prior to January 2017 rental of City Hall conference rooms was managed by the Facilities / Rentals division of the Parks, Recreation and Cultural Services (PRCS) Department. In January 2017, the Fleet and Facilities Division of the Administrative Services Department (ASD) began providing this service. The scope of program services includes scheduling and supervising extra help staff that monitor and assist groups renting the 3rd floor conference rooms, Council Chambers, and the City Hall lobby. Monitors also open and close main entrance doors to City Hall for the meetings and provide general assistance. The PRCS Facilities/Rentals budget was reduced in 2017 in anticipation of this shift in service provision but the corresponding increase to the ASD Fleet and Facilities budget was not incorporated into its 2017 request. Funding for this amendment will come from \$5,000 of revenue associated with conference room rentals. As this amendment reinstates expenditures budgeted in past years, the balance of \$2,000 will be covered by the use of available fund balance.

Janitorial Services:

Revenues	Expenditures	FTE Count Change
\$0	\$58,216	---

As was noted above, the 2017 appropriation for janitorial services will increase by a total of \$58,216. Since this amendment is for a year-over-year increase in the cost of providing services, funding will come from of the use of available fund balance.

Citywide / Non-departmental:

Revenues	Expenditures	FTE Count Change
\$49,557	\$49,557	---

The 2017 appropriation for this program will increase by a total of \$49,557. The Ronald Wastewater District (RWD) assumption occurs October 23, 2017. A supplemental request was included in the 2017 budget outlining several regulatory, guidance and policy documents that must be created and approved before assumption occurs. Several other items required for the RWD assumption have been identified since the 2017 budget process, and are included in this amendment, as follows:

Item	Amount
Vehicle / Equipment Transition Costs	\$19,866
Workstation Replacement	20,800
Network Switch	1,314
Wi-Fi Access Point	1,052
Telephones and ShoreTel Licenses	8,325
Office Chairs (4)	2,100
Office consumables (keyboard trays, chair mats, misc. supplies)	1,100
4 th Floor ASD Office Re-configuration to accommodate new staff	8,000
Physical move of RWD staff to City Hall	2,000
Subtotal	\$64,557
Less Fiber Optic Connection b/w City Hall and RWD Building	(15,000)
Net Request Total	\$49,557

There was an estimate in the original supplemental request for \$15,000 to connect the current RWD building to the City's network. City staff was able to implement a solution that does not require fiber installation. That line item will be eliminated to offset some of the expenses outlined above. Funding for this amendment will come back to the General Fund in the fourth quarter of 2017 from the Wastewater Utility Fund in the form of an interfund transfer.

Parks, Recreation and Cultural Services / Parks Administration:

Revenues	Expenditures	FTE Count Change
\$0	\$7,763	+0.25

As was noted above, the 2017 appropriation for this program will increase by a total of \$7,763 for the General Fund's 50% portion of the conversion of the extra help Public Art Coordinator to a regular 0.50 FTE position starting in May 2017. Given that the 2017 increase is only for eight months, looking ahead to 2018 the full annual cost increase is estimated to be \$12,974. Proposed Ordinance No. 777 also adds the position title of Public Art Coordinator to the range 41 of the City's salary table (Attachment F).

Alternative: Some Councilmembers asked that staff consider shifting the full cost for the Public Art Coordinator position to the General Fund. It is important to point out that the City's adopted Art Policy has stated that staffing cost is an allowable use for the Municipal Art Fund and that for a number of years the budget for the Public Art Coordinator has been split between the City's General Fund and Municipal Art Fund. Most recently the City Council adopted a new Art Policy via Resolution No. 405 on

March 6, 2017. In Section 4, Use of the Municipal Art Fund, Section 4.A.9 includes that an allowable use is “Staff personnel to administer the Public Art Program including projects and processes”.

If the City Council chose to fund 100% of the Public Art Coordinator in the City’s General Fund, regardless of the adopted Art Policy, the impact would require an additional General Fund appropriation of \$15,826 in 2017 and \$24,603 in 2018. This is the cost that would have been funded in the Municipal Art Fund shown in Table 1.

Given that this is a significant increase in on-going cost commitment in the General Fund, the City Manager recommends that if the City Council chooses to shift 100% of the cost of the Public Art Coordinator to the General Fund, that the increase related to transferring responsibility from the Municipal Art Fund to the General Fund be paid by making a corresponding reduction to one of the following:

Option 1: The City Council may recall that the City and the Shoreline Community College suspended the Quick Start Program (Business Accelerator Program) effective January 1, 2017. This was a result of transition in the staffing for the program and the need to reevaluate the program and determine what type of program would be most helpful for Shoreline businesses in the future. The City’s 2017 budget includes \$50,000 for this program. Given that it is currently suspended, the Council could redirect \$25,000 of the budgeted funds for the Public Art Coordinator. At some point in the future, if staff recommends a new program, it will either need to be scaled to fit within the remaining \$25,000 or new funding will need to be provided.

Option 2: Eliminate funding for the Celebrate Shoreline late afternoon and evening concert (\$11,000) and beer garden (\$3,750 net of \$2,000 in revenue). The City’s 2017 budget for these items is \$14,750. The City Council may recall that the concert was added two years ago as part of the City’s 20th Birthday Celebration and as another Placemaking effort. The attendance was good the first year and in 2016 we continued the concert with even better success. In addition, the Quick Start Program budget should also be reduced by \$10,250 in order to balance the budget.

Public Works / Environmental Services:

Revenues	Expenditures	FTE Count Change
\$68,994	\$91,241	---

The 2017 appropriation for this program will increase by a total of \$91,241. Funding for a portion of this amendment will come from the 2017/18 King County Waste Reduction and Recycling (WRR) grant, in the amount of \$68,994.

2017/18 King County Waste Reduction and Recycling (WRR) Grant:

King County’s Solid Waste Division manages the collection and disposal of solid waste in suburban cities and unincorporated areas of the county. King County anticipates that when the Cedar Hills landfill closes in 2030, the County will initiate solid waste export, and County residents and businesses will likely see their solid waste collection costs

rise. In order to promote sustainable practices that reduce waste and minimize the cost of waste disposal, King County offers grant funds to cities to implement these waste reduction actions. Shoreline sponsors sustainable practices and waste reduction actions, including a RecycleFest event, two Earth Day events, and the year-round Household Battery Collection Program. Funding for this amendment will come from the 2017/18 King County Waste Reduction and Recycling (WRR) grant, in the amount of \$68,994, which the City Council authorized the City manager to execute during its meeting on March 20, 2017 (staff report available here: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2017/staffreport032017-7b.pdf>).

Reinstatement of Environmental Services Expenditures:

A supplemental request was included in the 2017 budget outlining the shift in allocations between expenditure categories totaling \$22,247 to match how the Environmental Services program proposed to program the Solid Waste and Recycling Administrative Fees for 2017. Due to a lack of clarity the proposal was misinterpreted and entered incorrectly into the City’s financial system. This Budget Amendment provides clarity to the supplemental request so the appropriate allocations can be instated. Funding for this amendment, in the form of the Solid Waste and Recycling Administrative Fees, is already budgeted; therefore, funding will come from the use of available fund balance to cover the cost of providing services that were previously considered to be covered by the Solid Waste and Recycling Administrative Fees.

Revenues:

General Fund revenues will be increased by \$123,551, as follows:

- City Hall conference room rentals is estimated to generate \$5,000;
- Upon assumption, the wastewater utility will transfer \$49,557 to the General Fund to reimburse the expenditures incurred during the RWD Transition; and,
- 2017/18 King County Waste Reduction and Recycling (WRR) grant will provide \$68,994 to support Environmental Services programs.

Impact on the General Fund’s Fund Balance:

Ordinance No. 774 proposes using \$93,629 of available fund balance to fund this amendment.

Street Fund:

Janitorial Services:

Revenues	Expenditures	FTE Count Change
\$0	(\$2,722)	---

The 2017 appropriation for janitorial services will be eliminated as the staff is self-performing janitorial duties for their facility, resulting in a decrease of \$2,722.

Impact on the Street Fund’s Fund Balance:

Ordinance No. 774 proposes reducing budgeted fund balance by \$2,722 as this amendment reduces operating expenditures.

Municipal Art Fund:

Public Art Projects:

Revenues	Expenditures	FTE Count Change
\$0	\$9,623	+0.25

As was noted above, the 2017 appropriation for this program will increase by a total of \$9,623 for the Municipal Art Fund's 50% portion of the conversion of the extra help Public Art Coordinator to a regular 0.50 FTE position starting in May 2017. Given that the 2017 increase is only for eight months, looking ahead to 2018 the full annual cost increase is estimated to be \$14,834.

Alternative: Some Councilmembers asked that staff consider shifting the full cost for the Public Art Coordinator position to the General Fund. If the City Council chose to fund 100% of the Public Art Coordinator in the City's General Fund the 2017 appropriation would be reduced by \$6,489. The full annual cost reduction will be \$9,769 starting in 2018.

Impact on the Municipal Art Fund's Fund Balance:

Ordinance No. 774 proposes using \$9,623 of available fund balance to fund this amendment.

Wastewater Utility Fund:

Assumption of Ronald Wastewater District (RWD):

As was noted above, the City will assume Ronald Wastewater District (RWD) on October 23, 2017. In accordance with Governmental Accounting Standards the City must appropriate a full annual budget for the Wastewater Utility Fund in 2017, and accordingly will report the full year of activity in its annual 2017 Financial Report. Proposed Ordinance No. 774 establishes the City's Wastewater Utility Fund (Fund 405), and Proposed Ordinance No. 777 increases the number of approved FTEs for the City by fourteen (14.00), adds new position titles to the City's salary table (Attachment F), and appropriates the full year of revenues, operating expenditures, and capital expenditures as discussed below.

Wastewater Management:

Revenues	Expenditures	FTE Count Change
\$15,728,683	\$18,109,971	+14.00

The 2017 appropriation includes \$15,668,171 for operating and \$2,441,800 for capital expenditures and reflects an increase of \$322,211 from the RWD adopted budget of \$17,787,760.

City staff analyzed the various impacts the assumption of RWD will have on the 2017 budget for the wastewater utility. Changes in compensation will have a nominal impact for the ten weeks following the assumption date; therefore, there are no proposed changes to the amounts budgeted for salaries and benefits. The amount budgeted for the annual licensing fee for the asset management software (\$15,000) will be increased

\$1,425 and now be reflected as a reimbursement to the General Fund for this cost. In addition, the wastewater utility budget will now reflect the reimbursement to the General Fund for other costs, totaling \$320,786, incurred to cover various transition costs including creation of regulatory, guidance and policy documents required for assumption, as was noted in the City's 2017 Proposed Budget book and as part of the Citywide / Non-departmental amendment discussed above.

Impact on the Wastewater Utility Fund's Fund Balance:

Ordinance No. 774 proposes using \$2,381,288 of available fund balance to fund this amendment.

City of Shoreline Regular FTE Count:

As was noted above, the following changes will increase the number of approved FTEs for the City by fourteen as shown in Table 2 below:

- The 0.63 FTE Finance Technician in Administrative Services will be increased by 0.37 FTE to 1.00 FTE in order to provide backfill for staff during the Financial and Human Resources System Replacement project;
- The extra help Public Art Coordinator position will be converted to a 0.50 FTE Public Art Coordinator position in order to implement the Public Art Plan; and,
- Assumption of the Ronald Wastewater District will add 14.00 FTEs, as follows:
 - 1.00 FTE WW Utility Administrative Assist I
 - 1.00 FTE WW Utility Customer Service Rep;
 - 2.00 FTE WW Utility Accounting Technician;
 - 6.00 FTE WW Utility Maintenance Worker;
 - 2.00 FTE WW Utility Specialist;
 - 1.00 FTE WW Utility Maintenance Manager; and,
 - 1.00 FTE Finance Manager.

While some of these positions will be located in the Administrative Services Department and the City Clerk's Office, the full cost of all transitioned positions is allocated to the Wastewater Utility for the remainder of 2017 in recognition of the focus required for assumption stabilization. Additionally, the Wastewater Utility will not be sharing in overhead allocation during 2017. The City's FTE count and cost and overhead allocations will be adjusted as appropriate for 2018 and beyond during the annual budget process.

Table 2: City of Shoreline Regular FTE Count

Department	2017 Adopted	2017 Amended	Change
City Manager	13.00	13.00	0.00
Community Services ^a	8.68	8.68	0.00
City Attorney	3.00	3.00	0.00
Administrative Services ^b	21.45	21.82	0.37
Human Resources	3.00	3.00	0.00
Police	0.00	0.00	0.00
Planning & Community Development	22.00	22.00	0.00
Parks, Recreation & Cultural Services	30.80	31.30	0.50
Public Works	46.50	46.50	0.00

Department	2017 Adopted	2017 Amended	Change
Wastewater Utility	0.00	14.00	14.00
Total FTE	148.43	163.30	14.87

Proposed Ordinance No. 778: 2017 Fee Schedule Amendment

Included in the action adopting the 2017 Budget (Ordinance No. 758) was the adoption of Shoreline Municipal Code (SMC) Chapter 3.01 *Fee Schedule*. Subsequent to the passage of Ordinance No. 758, an inadvertent omission of the fee for residential parking zone permit and clerical error in the rounding of the black and white (> 11X17) fee to the nearest whole dollar were discovered. The inadvertently omitted fee for residential parking zone permit was presented to the City Council during the discussion of Ordinance No. 758 (staff report available here:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2016/staffreport111416-9a.pdf>); however, the language proposed in Exhibit A to Ordinance No.

758 presented at the time of adoption was not correctly modified. Action is now required by the City Council to amend SMC Chapter 3.01.010 to include SMC 3.01.010(J)(5) Residential Parking Zone Permit at a rate of \$17.50 and correct a clerical error rounding the fee for SMC 3.01.220(2) to \$3.50, as follows:

SMC 3.01.010 Planning and community development.

J. RIGHT-OF-WAY		2017 Fee Schedule
5.	Residential Parking Zone Permit	\$17.50

SMC 3.01.220 Public records.

		2017 Fee Schedule
2.	Black and white photocopies larger than 11 by 17 inches – city produced	\$4.00 \$3.50 per page

Proposed Ordinance No. 779: 2017 Fee Schedule Amendment

On March 20, 2017, the City Council adopted Ordinance No. 762 amending the Shoreline Municipal Code, Title 20, to provide regulations relating to transitional encampments (staff report available here:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2017/staffreport032017-8a.pdf>). Included within those regulations is a waiver of the temporary use permit application fee for transitional encampments. Action is required by the City Council to amend SMC Chapter 3.01.010 *Planning and community development* and

3.01.800 *Fee waiver* to implement those regulations, as follows:

SMC 3.01.010 Planning and community development.

G. LAND USE		2017 Fee Schedule
17.	Temporary use permit (TUP) <u>EXCEPT fee is waived as provided in SMC 20.30.295(d)(2) for Transitional Encampment</u>	\$1,500.00
20.	Transitional Encampment	\$0.00

SMC 3.01.800 Fee waiver.

The city manager or designee is authorized to waive the following fees as a city contribution toward events which serve the community and are consistent with adopted city programs:
A. Right-of-way permits (SMC 3.01.010)
B. Facility use and meeting room fees (SMC 3.01.300)
C. Concessionaire permits (SMC 3.01.300)
D. Temporary use permit (SMC 3.01.010) for a transitional encampment sponsored by religious or city-recognized nonprofit organizations on property owned/leased by a religious organization.
<u>ED.</u> The city manager is authorized to designate collection points in the City Hall lobby, Shoreline pool, or Spartan Recreation Center for any charitable organization without charge to be used for the donation of food or goods that will benefit Shoreline residents in need.

FINANCIAL IMPACT

Adoption of proposed Ordinance Nos. 774, 778 and 779 will not have a financial impact.

Adoption of proposed Ordinance No. 777 impacts expenditures and resources, as follows:

- Increases 2017 appropriations for:
 - Various operating programs in the General Fund by \$217,180,
 - Municipal Art Fund by \$9,623, and
 - Wastewater Utility Fund by \$18,109,971.
- Decreases appropriations in the Street Fund by \$2,722.
- Provides revenues of \$123,551 in the General Fund and \$15,728,683 in the Wastewater Utility Fund.
- Provides \$2,722 in fund balance in the Street Fund.
- Uses available fund balance totaling \$93,629 in the General Fund, \$9,623 in the Municipal Art Fund and \$2,381,288 in the Wastewater Utility Fund.

The net impact of Ordinance No. 777 is an increase in 2017 appropriations totaling \$18,334,052 and revenues totaling \$15,852,234. Funding for this amendment will come from the use of \$2,481,818 in available fund balance. The following table summarizes the impact of this budget amendment and the resulting 2017 appropriation for each of the affected funds.

Fund	2017 Current Budget (A)	Budget Amendment (B)	Amended 2017 Budget (C) (A + B)
General Fund	\$47,799,040	\$217,180	\$48,016,220
Street Fund	1,724,207	(2,722)	1,721,485
Municipal Art Fund	86,580	9,623	96,203
Wastewater Utility Fund	0	18,109,971	18,109,971
All Other Funds	40,329,317	0	40,329,317
Total	\$89,939,144	\$18,334,052	\$108,273,196

The table below summarizes the impact on available fund balance in each of the affected funds. The adjusted 2017 fund balance for the affected funds, net of 2016 carryovers and pending calculation of the fund balance for the wastewater utility, is \$2.408 million more than that projected in the 2017 budget book. After the effect of

these changes, the City's 2017 adjusted fund balance is \$2.308 million more than that projected.

Fund	Proj. 2017 Beg. Fund Balance (A)	Adj. 2017 Fund Balance (Adj. for Carryover) (B)	Total Amendment Request (C)	Total Resources Adjustment (D)	2017 Adj. Fund Balance (Adj. for Amendment) (E) (B - C + D)	Var. from Proj. 2017 Fund Balance (F) (E - A)
General Fund	\$10,000,797	\$11,976,704	\$217,180	\$123,551	\$11,883,075	\$1,882,278
Street Fund	864,649	1,038,727	(2,722)	0	1,041,449	176,800
Municipal Art Fund	99,689	357,872	9,623	0	348,249	248,560
Wastewater Utility Fund	TBD	TBD	18,109,971	15,728,683	TBD	TBD
Total	\$10,965,135	\$13,373,303	\$18,334,052	\$15,852,234	\$13,272,773	\$2,307,638

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

The 10 YFSM has been updated (Attachment G) to include all of the proposed items in the General Fund and Street Fund that will require ongoing funding. This includes the requested increase for: the performance evaluation software, staffing and supplies for City Hall conference room rentals, the janitorial services contract, and instatement of Environmental Services expenditures.

RECOMMENDATION

No action is required by the City Council. This meeting will provide an opportunity for the City Council to ask specific questions and provide staff direction. Adoption of proposed Ordinance Nos. 774, 777, 778 and 779 is scheduled for April 24, 2017.

ATTACHMENTS

- Attachment A: Proposed Ordinance No. 774
- Attachment B: Proposed Ordinance No. 777
- Attachment C: Proposed Ordinance No. 778
- Attachment D: Proposed Ordinance No. 779
- Attachment E: Budget Amendment Detail
- Attachment F: Salary Table
- Attachment G: 10 Year Financial Sustainability Model – Updated with Proposed Amendment Impacts

ORDINANCE NO. 774

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, AMENDING CHAPTER 3.35 OF THE SHORELINE MUNICIPAL CODE SO AS TO ESTABLISH THE WASTEWATER UTILITY ENTERPRISE FUND.

WHEREAS, the City of Shoreline is a noncharter code city organized under the provisions of Title 35A of the Revised Code of Washington; and

WHEREAS, pursuant to RCW 35A.37.010, the City has the authority to establish special purpose funds for the segregation, budgeting, expenditure and accounting for moneys received for special purposes and Shoreline Municipal Code Chapter 3.35 sets forth the City's various special purpose funds; and

WHEREAS, as authorized by RCW 35.13A, the City is assuming the Ronald Wastewater District, a special purpose utility district providing wastewater (sewer) services; and

WHEREAS, the assumption will result in the City assuming full management and responsibility of the utility; and

WHEREAS, the Governmental Accounting Standards Board Statement No. 34 states that an Enterprise Fund must be used to account for an activity if the fees or charges of the activity are designed to recover the activities costs, including capital costs, and if the activity is financed with debt that is secured solely by a pledge of the net revenues from fees and charges of the activity; and,

WHEREAS, Chapter 3.35 of the Shoreline Municipal Code should be amended to establish a fund for the purpose of accounting for wastewater utility fees; now therefore

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

Section 1. New Section. A new section 3.35.220 is added to the Shoreline Municipal Code to read as follows:

SMC 3.35. 220 Wastewater Utility Fund

There is created a fund to be known as the "Wastewater Utility Enterprise Fund" to account for the proceeds of the wastewater utility fee and associated revenue sources that need to be tracked separately and are restricted to expenditure for a wastewater utility.

Section 2. Corrections by City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and/or the Code Reviser are authorized to make necessary corrections to this ordinance, including the corrections of scrivener or clerical errors; references to other local,

state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering and references.

Section 3. Severability. Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 4. 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 APRIL 24, 2017

Mayor Christopher Roberts

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik Smith
City Clerk

Margaret King
City Attorney

Publication Date: _____, 2017

Effective Date: _____, 2017

ORDINANCE NO. 777

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, AMENDING THE 2017 FINAL BUDGET BY INCREASING THE APPROPRIATION IN THE GENERAL FUND, MUNICIPAL ART FUND, AND WASTEWATER UTILITY FUND; DECREASING THE APPROPRIATION IN THE STREET FUND; AND AMENDING THE 2017 SALARY TABLE AND 2017 BUDGETED POSITIONS AND FTE LIST OF THE 2017 FINAL BUDGET.

WHEREAS, the 2017 Final Budget was adopted by Ordinance No. 758 and subsequently amended by Ordinance No. 773; and

WHEREAS, additional needs that were unknown at the time the 2017 Final 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 and, therefore, the 2017 Final Budget needs to be amended to reflect the increases and decreases to the City’s funds; and

WHEREAS, as provided in RCW 35.13A, the City is assuming the Ronald Wastewater District, a special purpose district providing wastewater services, and will be adding staff to provide for the operation of these wastewater services; and

WHEREAS, additional staff is needed within the Administrative Services Department and the Parks, Recreation, and Cultural Services Department; and

WHEREAS, the 2017 Final Budget, which includes a salary table and a listing of budgeted employee positions and employee allocations, needs to be amended to reflect the additional full-time equivalent employees and their salaries to fulfill these needs; and

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

Section 1. Amendment. The City hereby amends the 2017 Final Budget, as adopted by Ordinance No. 758 and amended by Ordinance No. 773, by increasing the appropriation for the General Fund by \$217,180; for the Municipal Art Fund by \$9,623; and for the Wastewater Utility Fund by \$18,109,971; by decreasing the appropriation for the Street Fund by \$2,722; and by increasing the Total Funds appropriation to \$108,273,196, as follows:

	Current Appropriation	Revised Appropriation
General Fund	\$47,799,040	\$48,016,220
Street Fund	1,724,207	1,721,485
Code Abatement Fund	100,000	
State Drug Enforcement Forfeiture Fund	214,043	

	Current Appropriation	Revised Appropriation
Municipal Art Fund	86,580	96,203
Federal Drug Enforcement Forfeiture Fund	300,397	
Property Tax Equalization Fund	500,799	
Federal Criminal Forfeiture Fund	803,220	
Transportation Impact Fees Fund	221,400	
Revenue Stabilization Fund	0	
Unltd Tax GO Bond 2006	1,710,375	
Limited Tax GO Bond 2009	1,662,817	
Limited Tax GO Bond 2013	260,948	
General Capital Fund	9,147,892	
City Facility-Major Maintenance Fund	96,000	
Roads Capital Fund	17,897,364	
Surface Water Capital Fund	6,241,652	
Wastewater Utility Fund	0	18,109,971
Vehicle Operations/Maintenance Fund	453,123	
Equipment Replacement Fund	701,787	
Unemployment Fund	17,500	
Total Funds	\$89,939,144	\$108,273,196

Section 2. City of Shoreline Regular FTE Count. The City hereby amends the 2017 Final Budget to increase the number of full-time equivalent employees (FTE) for the Administrative Services Department from 21.45 to 21.82, for the Parks, Recreation and Cultural Services Department from 30.80 to 31.30, for the Wastewater Utility from 0.00 to 14.00, and the total FTEs for the City from 148.43 to 163.30 FTEs. All references to total FTEs for the City shall be amended to reflect this increase.

Section 3. Salary Table. The City hereby amends the 2017 Salary Table by making the following revisions:

The classification “WW Utility Administrative Assistant I” is added to Range 34 of the 2017 Salary Table.

The classification “WW Utility Customer Service Rep” is added to Range 34 of the 2017 Salary Table.

The classification “WW Utility Accounting Technician” is added to Range 37 of the 2017 Salary Table.

The classification “WW Utility Maintenance Worker” is added to Range 40 of the 2017 Salary Table.

The classification “Public Art Coordinator” is added to Range 41 of the 2017 Salary Table.

The classification “Senior WW Utility Maintenance Worker” is added to Range 46 of the 2017 Salary Table.

The classification “WW Utility Specialist” is added to Range 50 of the 2017 Salary Table.

The classification “WW Utility Maintenance Manager” is added to Range 54 of the 2017 Salary Table.

Section 3. Corrections by City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and/or the Code Reviser are authorized to make necessary corrections to this ordinance, including the corrections of scrivener or clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering and references.

Section 4. Severability. Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 5. 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 APRIL 24, 2017

Mayor Christopher Roberts

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik Smith
City Clerk

Margaret King
City Attorney

Publication Date: _____, 2017
Effective Date: _____, 2017

ORDINANCE NO. 778

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, AMENDING CHAPTER 3.01 FEE SCHEDULE OF SHORELINE MUNICIPAL CODE TO CORRECT AN INADVERTENT OMISSION AND CLERICAL ERROR.

WHEREAS, on November 21, 2016, the City Council adopted Ordinance No. 758, approving the 2017 Final Budget; and

WHEREAS, Ordinance No. 758 included the repeal of the existing Shoreline Municipal Code (SMC) Chapter 3.01 *Fee Schedule* and adoption of a new Chapter 3.01 as set forth in Exhibit A to the Ordinance; and

WHEREAS, subsequent to the adoption, it was discovered that SMC 3.01.010(J)(5) Residential Parking Zone Permit was inadvertently omitted from Exhibit A to the Ordinance and SMC 3.01.220(2) incorrectly rounded the 2017 rate to the nearest whole dollar; and

WHEREAS, a correction needs to be made to include the omitted provision and to correct the clerical error; now therefore

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

Section 1. Amendment. Chapter 3.01 *Fee Schedule*. The City hereby amends Shoreline Municipal Code 3.01.010(J) *RIGHT-OF-WAY* and 3.01.220(2) *PUBLIC RECORDS* as set forth below:

3.01.010 Planning and community development.	2016 Fee Schedule Fee Based on \$161.25 Per Hour	2017 Fee Schedule
J. RIGHT-OF-WAY		
1. Right-of-way utility blanket permits		\$187.00
2. Right-of-way use	Hourly rate, 1-hour minimum \$161.25	Hourly rate, 3-hour minimum \$561.00
3. Right-of-way site	Hourly rate, 2-hour minimum \$322.50	Hourly rate, 4-hour minimum \$748.00
4. Right-of-way special events		\$935.00
5. <u>Residential Parking Zone Permit</u>		<u>\$17.50</u>
3.01.220 Public Records.		
2. Black and white photocopies larger than 11 by 17 inches – city produced	\$3.50 per page	\$4.00 <u>\$3.50 per page</u>

Section 2. Corrections by City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and/or the Code Reviser are authorized to make necessary corrections to this ordinance, including the corrections of scrivener or clerical errors; references to other local,

state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering and references.

Section 3. Severability. Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 4. 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 APRIL 24, 2017

Mayor Christopher Roberts

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik Smith
City Clerk

Margaret King
City Attorney

Publication Date: _____, 2017

Effective Date: _____, 2017

ORDINANCE NO. 779

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, AMENDING CHAPTER 3.01 FEE SCHEDULE OF SHORELINE MUNICIPAL CODE IN RELATIONSHIP TO FEE WAIVER FOR TRANSITIONAL ENCAMPMENTS.

WHEREAS, on March 20, 2017, the City Council adopted Ordinance No. 762, amending the Shoreline Municipal Code (SMC), Title 20, to provide regulations relating to transitional encampments; and

WHEREAS, included within these regulations is a waiver of the temporary use permit application fee for transitional encampments; and

WHEREAS, an amendment needs to be made to SMC 3.01.010(G) and 3.01.800 to implement the regulations relating to transitional encampments; now therefore

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

Section 1. Amendment. Chapter 3.01 Fee Schedule. The City hereby amends Shoreline Municipal Code 3.01.010(G) *LAND USE* and 3.01.800 *FEE WAIVER* as set forth below:

3.01.010 Planning and community development.	2016 Fee Schedule Fee Based on \$161.25 Per Hour	2017 Fee Schedule
G. LAND USE		
17. Temporary use permit (TUP) <u>EXCEPT fee is waived as provided in SMC 20.30.295(D)(2) for Transitional Encampments</u>	Hourly rate, 2-hour minimum \$322.50	\$1,500.00
20. Transitional Encampment		\$0.00

3.01.800 Fee waiver.
A. Right-of-way permits (SMC 3.01.010)
B. Facility use and meeting room fees (SMC 3.01.300)
C. Concessionaire permits (SMC 3.01.300)
D. Temporary use permit (SMC 3.01.010) for a transitional encampment sponsored by religious or city recognized nonprofit organizations on property owned/leased by a religious organization.
ED. The city manager is authorized to designate collection points in the City Hall lobby, Shoreline pool, or Spartan Recreation Center for any charitable organization without charge to be used for the donation of food or goods that will benefit Shoreline residents in need.

Section 2. Corrections by City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and/or the Code Reviser are authorized to make necessary corrections to this ordinance, including the corrections of scrivener or clerical errors; references to other local,

state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering and references.

Section 3. Severability. Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 4. 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 APRIL 24, 2017

Mayor Christopher Roberts

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik Smith
City Clerk

Margaret King
City Attorney

Publication Date: _____, 2017

Effective Date: _____, 2017

Fund	Dept/Program	Project/Item	Budget Amendment Amount	Budget Amendment Revenue
General Fund				
	ASD / Financial Operations	Increase 0.63 FTE Finance Technician to 1.00 FTE	\$0	
	ASD / IT Operations	Performance Evaluation Software annual fee increase	\$3,403	
	ASD / Facilities	City Hall Conference Rentals - Building Monitors	\$7,000	\$5,000
	Various	Janitorial Services	\$58,216	
	Citywide / Non-departmental	RWD Transition Costs	\$49,557	\$49,557
	PRCS / Parks Administration	Convert extra help Public Art Coordinator to 0.50 FTE Public Art Coordinator (General Fund's 50%)	\$7,763	
	PW / Environmental Services	2017/18 King County Waste Reduction and Recycling (WRR) Grant	\$68,994	\$68,994
	PW / Environmental Services	Reinstatement of Environmental Services Expenditures	\$22,247	
Total General Fund			\$217,180	\$123,551
Street Fund				
	Street Operations	Janitorial Services	(\$2,722)	
Total Street Fund			(\$2,722)	\$0
Municipal (Public) Arts Fund				
	Public Art Projects	Convert extra help Public Art Coordinator to 0.50 FTE Public Art Coordinator (Municipal (Public) Art Fund's 50%)	\$9,623	
Total Street Fund			\$9,623	\$0
Wastewater Utility Fund				
	Wastewater Management	Ronald Wastewater District Adopted Budget	\$15,345,960	\$15,728,683
	Wastewater Management	Reimbursement to City for Transition Costs	\$322,211	
	Wastewater Capital	Ronald Wastewater District Adopted Budget	\$2,441,800	
Total General Capital Fund			\$18,109,971	\$15,728,683
TOTAL BUDGET AMENDMENT REQUESTS			\$18,334,052	\$15,852,234

City of Shoreline
 Range Placement Table
 2.5% Between Ranges; 4% Between Steps

June '15 cpi-U 251.622
 June '16 cpi-U 256.098
 % Change 1.78%
 90% of % Change: 1.60%

Mkt Adj: 1.60%
 Effective: January 1, 2017

The hourly rates represented here have been rounded to 2 decimal points and annual rates to the nearest dollar. Pay is calculated using 5 decimal points for accuracy and rounded after calc

Range	Title	FLSA Status	Min						Max
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
1			n/a due to '17 WA State Min Wage	n/a due to '17 WA State Min Wage	n/a due to '17 WA State Min Wage	11.24 23,370	11.68 24,305	12.15 25,277	
2			n/a due to '17 WA State Min Wage	n/a due to '17 WA State Min Wage	11.07 23,033	11.52 23,954	11.98 24,912	12.46 25,909	
3			n/a due to '17 WA State Min Wage	n/a due to '17 WA State Min Wage	11.35 23,609	11.80 24,553	12.28 25,535	12.77 26,556	
4			n/a due to '17 WA State Min Wage	11.19 23,268	11.63 24,199	12.10 25,167	12.58 26,173	13.09 27,220	
5			11.03 22,932	11.47 23,850	11.92 24,804	12.40 25,796	12.90 26,828	13.41 27,901	
6			11.30 23,506	11.75 24,446	12.22 25,424	12.71 26,441	13.22 27,499	13.75 28,598	
7			11.58 24,094	12.05 25,057	12.53 26,060	13.03 27,102	13.55 28,186	14.09 29,313	
8			11.87 24,696	12.35 25,684	12.84 26,711	13.36 27,779	13.89 28,891	14.45 30,046	
9			12.17 25,313	12.66 26,326	13.16 27,379	13.69 28,474	14.24 29,613	14.81 30,797	
10			12.47 25,946	12.97 26,984	13.49 28,063	14.03 29,186	14.59 30,353	15.18 31,567	
11			12.79 26,595	13.30 27,658	13.83 28,765	14.38 29,915	14.96 31,112	15.56 32,357	
12			13.11 27,260	13.63 28,350	14.17 29,484	14.74 30,663	15.33 31,890	15.94 33,165	
13			13.43 27,941	13.97 29,059	14.53 30,221	15.11 31,430	15.71 32,687	16.34 33,995	
14			13.77 28,640	14.32 29,785	14.89 30,977	15.49 32,216	16.11 33,504	16.75 34,844	
15			14.11 29,356	14.68 30,530	15.26 31,751	15.88 33,021	16.51 34,342	17.17 35,716	
16			14.47 30,089	15.04 31,293	15.65 32,545	16.27 33,847	16.92 35,200	17.60 36,608	
17			14.83 30,842	15.42 32,075	16.04 33,358	16.68 34,693	17.35 36,080	18.04 37,524	
18			15.20 31,613	15.81 32,877	16.44 34,192	17.10 35,560	17.78 36,982	18.49 38,462	
19			15.58 32,403	16.20 33,699	16.85 35,047	17.52 36,449	18.22 37,907	18.95 39,423	
20			15.97 33,213	16.61 34,542	17.27 35,923	17.96 37,360	18.68 38,855	19.43 40,409	
21			16.37 34,044	17.02 35,405	17.70 36,821	18.41 38,294	19.15 39,826	19.91 41,419	

City of Shoreline
 Range Placement Table
 2.5% Between Ranges; 4% Between Steps

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 % Change 1.78%
 90% of % Change: 1.60%

Mkt Adj: 1.60%
 Effective: January 1, 2017

The hourly rates represented here have been rounded to 2 decimal points and annual rates to the nearest dollar. Pay is calculated using 5 decimal points for accuracy and rounded after calc

Range	Title	FLSA Status	Min						Max
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
22			16.78 34,895	17.45 36,290	18.15 37,742	18.87 39,252	19.63 40,822	20.41 42,455	
23			17.20 35,767	17.88 37,198	18.60 38,686	19.34 40,233	20.12 41,842	20.92 43,516	
24			17.63 36,661	18.33 38,128	19.06 39,653	19.83 41,239	20.62 42,888	21.44 44,604	
25			18.07 37,578	18.79 39,081	19.54 40,644	20.32 42,270	21.13 43,961	21.98 45,719	
26			18.52 38,517	19.26 40,058	20.03 41,660	20.83 43,326	21.66 45,060	22.53 46,862	
27			18.98 39,480	19.74 41,059	20.53 42,702	21.35 44,410	22.20 46,186	23.09 48,033	
28			19.46 40,467	20.23 42,086	21.04 43,769	21.88 45,520	22.76 47,341	23.67 49,234	
29			19.94 41,479	20.74 43,138	21.57 44,863	22.43 46,658	23.33 48,524	24.26 50,465	
30			20.44 42,516	21.26 44,216	22.11 45,985	22.99 47,824	23.91 49,737	24.87 51,727	
31	Senior Lifeguard	Non-Exempt, Hourly	20.95 43,579	21.79 45,322	22.66 47,135	23.57 49,020	24.51 50,981	25.49 53,020	
32			21.48 44,668	22.33 46,455	23.23 48,313	24.16 50,245	25.12 52,255	26.13 54,345	
33			22.01 45,785	22.89 47,616	23.81 49,521	24.76 51,502	25.75 53,562	26.78 55,704	
34	Administrative Assistant I <u>WW Utility Administrative Assist I</u> <u>WW Utility Customer Service Rep</u>	Non-Exempt, Hourly <u>Non-Exempt, Hourly</u> <u>Non-Exempt, Hourly</u>	22.56 46,929	23.46 48,806	24.40 50,759	25.38 52,789	26.39 54,901	27.45 57,097	
35		Non-Exempt, Hourly Non-Exempt, Hourly	23.13 48,103	24.05 50,027	25.01 52,028	26.01 54,109	27.05 56,273	28.14 58,524	
36	Parks Maintenance Worker I PW Maintenance Worker I		23.70 49,305	24.65 51,277	25.64 53,328	26.66 55,462	27.73 57,680	28.84 59,987	
37	Finance Technician Recreation Specialist I <u>WW Utility Accounting Technician</u>	Non-Exempt, Hourly Non-Exempt, Hourly <u>Non-Exempt, Hourly</u>	24.30 50,538	25.27 52,559	26.28 54,662	27.33 56,848	28.42 59,122	29.56 61,487	
38	Administrative Assistant II Facilities Maintenance Worker I	Non-Exempt, Hourly Non-Exempt, Hourly	24.90 51,801	25.90 53,873	26.94 56,028	28.01 58,269	29.13 60,600	30.30 63,024	
39		Non-Exempt, Hourly Non-Exempt, Hourly	25.53 53,096	26.55 55,220	27.61 57,429	28.71 59,726	29.86 62,115	31.06 64,600	
40	Parks Maintenance Worker II Permit Technician PW Maintenance Worker II <u>WW Utility Maintenance Worker</u>	Non-Exempt, Hourly Non-Exempt, Hourly Non-Exempt, Hourly <u>Non-Exempt, Hourly</u>	26.17 54,424	27.21 56,601	28.30 58,865	29.43 61,219	30.61 63,668	31.83 66,215	

City of Shoreline
Range Placement Table
2.5% Between Ranges; 4% Between Steps

June '15 cpi-U 251.622
 June '16 cpi-U 256.098
 % Change 1.78%
 90% of % Change: 1.60%

Mkt Adj: **1.60%**
 Effective: January 1, 2017

The hourly rates represented here have been rounded to 2 decimal points and annual rates to the nearest dollar. Pay is calculated using 5 decimal points for accuracy and rounded after calc

Range	Title	FLSA Status	Min						Max
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
41	Recreation Specialist II	Non-Exempt, Hourly	26.82	27.89	29.01	30.17	31.37	32.63	
	Senior Finance Technician	Non-Exempt, Hourly	55,784	58,016	60,336	62,750	65,260	67,870	
	Special Events Coordinator	Non-Exempt, Hourly							
	Public Art Coordinator	Non-Exempt, Hourly							
42	Administrative Assistant III	Non-Exempt, Hourly	27.49	28.59	29.73	30.92	32.16	33.45	
	Communication Specialist	Non-Exempt, Hourly	57,179	59,466	61,845	64,318	66,891	69,567	
	Environmental Program Specialist	Non-Exempt, Hourly							
	Facilities Maintenance Worker II	Non-Exempt, Hourly							
	Human Resources Technician	Non-Exempt, Hourly							
	Legal Assistant	Non-Exempt, Hourly							
	Records Coordinator	Non-Exempt, Hourly							
	Transportation Specialist	Non-Exempt, Hourly							
43	Payroll Officer	Non-Exempt, Hourly	28.18	29.30	30.48	31.70	32.96	34.28	
	Purchasing Coordinator	Non-Exempt, Hourly	58,608	60,953	63,391	65,926	68,563	71,306	
44	Assistant Planner	EXEMPT, Annual	28.88	30.04	31.24	32.49	33.79	35.14	
	Engineering Technician	Non-Exempt, Hourly	60,074	62,476	64,976	67,575	70,278	73,089	
45	CRT Representative	Non-Exempt, Hourly	29.60	30.79	32.02	33.30	34.63	36.02	
	PRCS Rental & System Coordinator	Non-Exempt, Hourly	61,575	64,038	66,600	69,264	72,034	74,916	
	Recreation Specialist III - Aquatics	Non-Exempt, Hourly							
46	Deputy City Clerk	Non-Exempt, Hourly	30.34	31.56	32.82	34.13	35.50	36.92	
	IT Specialist	Non-Exempt, Hourly	63,115	65,639	68,265	70,996	73,835	76,789	
	Plans Examiner I	Non-Exempt, Hourly							
	Senior Facilities Maintenance Worker	Non-Exempt, Hourly							
	Senior PW Maintenance Worker	Non-Exempt, Hourly							
	Senior Parks Maintenance Worker	Non-Exempt, Hourly							
	Staff Accountant	EXEMPT, Annual							
	Surface Water Quality Specialist	Non-Exempt, Hourly							
	Senior WW Utility Maintenance Worker	Non-Exempt, Hourly							
47	Code Enforcement Officer	Non-Exempt, Hourly	31.10	32.35	33.64	34.99	36.39	37.84	
	Construction Inspector	Non-Exempt, Hourly	64,693	67,280	69,972	72,770	75,681	78,708	
	Executive Assistant to City Manager	EXEMPT, Annual							
48	Associate Planner	EXEMPT, Annual	31.88	33.15	34.48	35.86	37.29	38.79	
			66,310	68,962	71,721	74,590	77,573	80,676	
49	PRCS Supervisor I - Recreation	EXEMPT, Annual	32.68	33.98	35.34	36.76	38.23	39.76	
			67,968	70,686	73,514	76,454	79,513	82,693	
50	Budget Analyst	EXEMPT, Annual	33.49	34.83	36.23	37.68	39.18	40.75	
	Combination Inspector	Non-Exempt, Hourly	69,667	72,454	75,352	78,366	81,500	84,760	
	Community Diversity Coordinator	EXEMPT, Annual							
	Community Diversity Coordinator	Non-Exempt, Hourly							
	Emergency Management Coordinator	EXEMPT, Annual							
	Environmental Services Analyst	EXEMPT, Annual							
	Management Analyst	EXEMPT, Annual							
	Neighborhoods Coordinator	EXEMPT, Annual							
	Plans Examiner II	Non-Exempt, Hourly							
	Utility Operations Specialist	Non-Exempt, Hourly							
	WW Utility Specialist	Non-Exempt, Hourly							
51			34.33	35.70	37.13	38.62	40.16	41.77	
			71,409	74,265	77,235	80,325	83,538	86,879	
52	Senior Human Resources Analyst	EXEMPT, Annual	35.19	36.60	38.06	39.58	41.17	42.81	
	Web Developer	EXEMPT, Annual	73,194	76,122	79,166	82,333	85,626	89,051	

City of Shoreline
 Range Placement Table
 2.5% Between Ranges; 4% Between Steps

June '15 cpi-U 251.622
 June '16 cpi-U 256.098
 % Change 1.78%
 90% of % Change: 1.60%

Mkt Adj: 1.60%
 Effective: January 1, 2017

The hourly rates represented here have been rounded to 2 decimal points and annual rates to the nearest dollar. Pay is calculated using 5 decimal points for accuracy and rounded after calc

Range	Title	FLSA Status	Min						Max
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
53	Communications Program Manager	EXEMPT, Annual	36.07	37.51	39.01	40.57	42.20	43.88	
	Construction Inspection Supervisor	EXEMPT, Annual	75,024	78,025	81,146	84,391	87,767	91,278	
	CRT Supervisor	EXEMPT, Annual							
	Parks Project Coordinator	EXEMPT, Annual							
	PRCS Supervisor II - Aquatics	EXEMPT, Annual							
	PRCS Supervisor II - Recreation	EXEMPT, Annual							
54	CMO Management Analyst	EXEMPT, Annual	36.97	38.45	39.99	41.59	43.25	44.98	
	Grants Administrator	EXEMPT, Annual	76,899	79,975	83,174	86,501	89,961	93,560	
	Plans Examiner III	Non-Exempt, Hourly							
	PW Maintenance Superintendent	EXEMPT, Annual							
	Senior Planner	EXEMPT, Annual							
	Senior Management Analyst	EXEMPT, Annual							
	<u>WW Utility Maintenance Manager</u>	<u>EXEMPT, Annual</u>							
55	Engineer I - Capital Projects	EXEMPT, Annual	37.90	39.41	40.99	42.63	44.33	46.11	
	Engineer I - Development Review	EXEMPT, Annual	78,822	81,975	85,254	88,664	92,210	95,899	
	Engineer I - Surface Water	EXEMPT, Annual							
	Engineer I - Traffic	EXEMPT, Annual							
56	Budget Supervisor	EXEMPT, Annual	38.84	40.40	42.01	43.69	45.44	47.26	
	City Clerk	EXEMPT, Annual	80,792	84,024	87,385	90,880	94,515	98,296	
	Parks Superintendent	EXEMPT, Annual							
57	GIS Specialist	EXEMPT, Annual	39.81	41.41	43.06	44.78	46.58	48.44	
	Network Administrator	EXEMPT, Annual	82,812	86,125	89,570	93,152	96,878	100,754	
	IT Projects Manager	EXEMPT, Annual							
58			40.81	42.44	44.14	45.90	47.74	49.65	
			84,882	88,278	91,809	95,481	99,300	103,272	
59	Engineer II - Capital Projects	EXEMPT, Annual	41.83	43.50	45.24	47.05	48.93	50.89	
	Engineer II - Development Review	EXEMPT, Annual	87,004	90,485	94,104	97,868	101,783	105,854	
	Engineer II - Surface Water	EXEMPT, Annual							
	Engineer II - Traffic	EXEMPT, Annual							
	IT Systems Analyst	EXEMPT, Annual							
	Structural Plans Examiner	EXEMPT, Annual							
Limited Term Sound Transit Project Manager									
60	Central Services Manager	EXEMPT, Annual	42.87	44.59	46.37	48.23	50.16	52.16	
	Community Services Manager	EXEMPT, Annual	89,179	92,747	96,457	100,315	104,327	108,501	
	Permit Services Manager	EXEMPT, Annual							
	Planning Manager	EXEMPT, Annual							
	Recreation Superintendent	EXEMPT, Annual							
61			43.95	45.70	47.53	49.43	51.41	53.47	
			91,409	95,065	98,868	102,823	106,936	111,213	
62			45.05	46.85	48.72	50.67	52.70	54.80	
			93,694	97,442	101,340	105,393	109,609	113,993	
63	Building Official	EXEMPT, Annual	46.17	48.02	49.94	51.94	54.01	56.17	
	City Traffic Engineer	EXEMPT, Annual	96,037	99,878	103,873	108,028	112,349	116,843	
	Economic Development Program Manager	EXEMPT, Annual							
	Intergovernmental Program Manager	EXEMPT, Annual							
	SW Utility & Environmental Svcs Manager	EXEMPT, Annual							
64	Finance Manager	EXEMPT, Annual	47.33	49.22	51.19	53.24	55.36	57.58	
			98,438	102,375	106,470	110,729	115,158	119,764	
65	Assistant City Attorney	EXEMPT, Annual	48.51	50.45	52.47	54.57	56.75	59.02	
	Engineering Manager	EXEMPT, Annual	100,898	104,934	109,132	113,497	118,037	122,758	
	Transportation Services Manager	EXEMPT, Annual							

City of Shoreline
 Range Placement Table
 2.5% Between Ranges; 4% Between Steps

June '15 cpi-U 251.622
 June '16 cpi-U 256.098
 % Change 1.78%
 90% of % Change: 1.60%

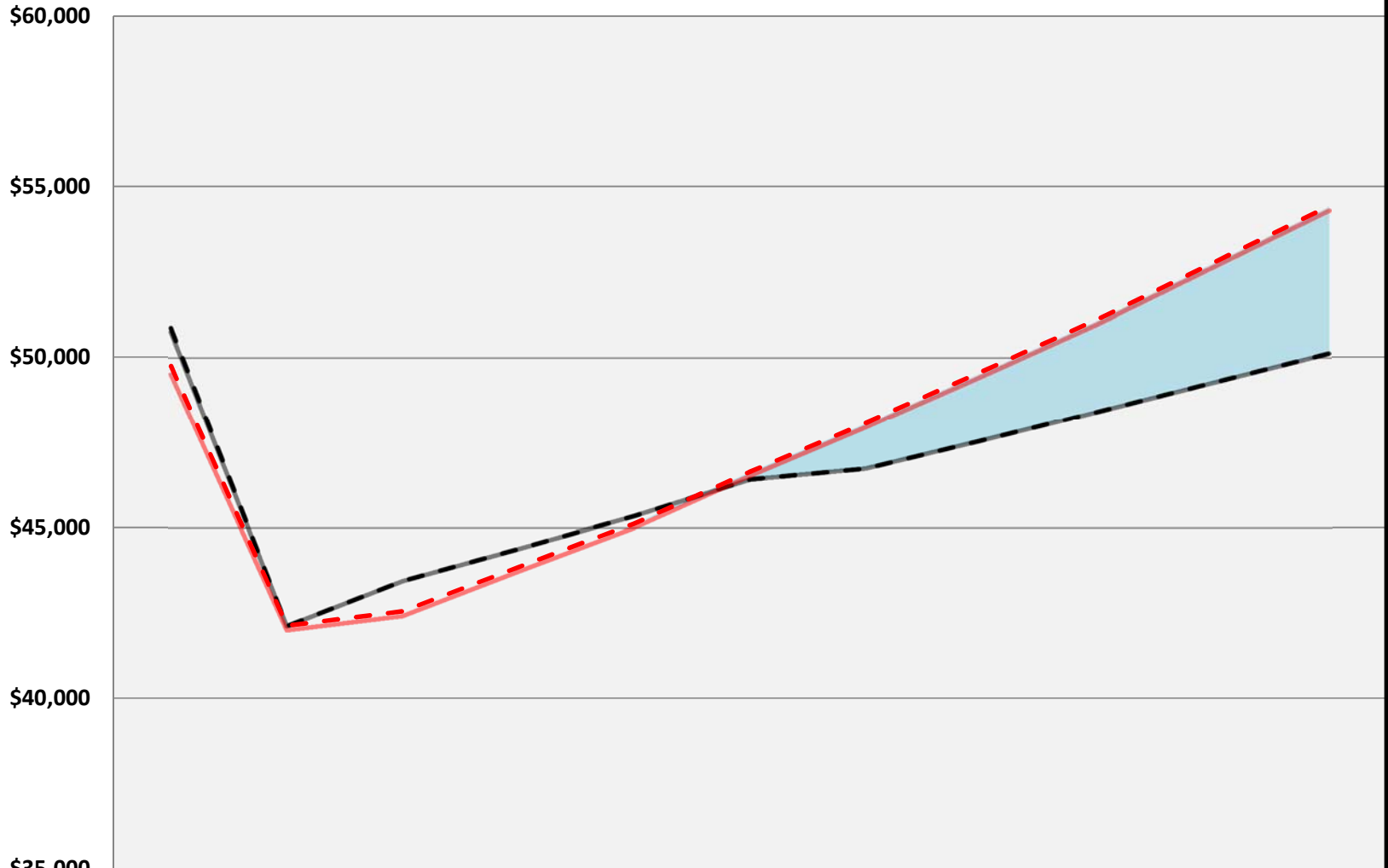
Mkt Adj: 1.60%
 Effective: January 1, 2017

The hourly rates represented here have been rounded to 2 decimal points and annual rates to the nearest dollar. Pay is calculated using 5 decimal points for accuracy and rounded after calc

Range	Title	FLSA Status	Min						Max
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
66	Information Technology Manager	EXEMPT, Annual	49.72 103,421	51.71 107,558	53.78 111,860	55.93 116,335	58.17 120,988	60.49 125,827	
67	Utility & Operations Manager	EXEMPT, Annual	50.96 106,006	53.00 110,247	55.12 114,657	57.33 119,243	59.62 124,013	62.01 128,973	
68			52.24 108,657	54.33 113,003	56.50 117,523	58.76 122,224	61.11 127,113	63.56 132,197	
69	City Engineer	EXEMPT, Annual	53.54 111,373	55.69 115,828	57.91 120,461	60.23 125,280	62.64 130,291	65.15 135,502	
70			54.88 114,157	57.08 118,724	59.36 123,473	61.74 128,412	64.21 133,548	66.77 138,890	
71			56.26 117,011	58.51 121,692	60.85 126,559	63.28 131,622	65.81 136,887	68.44 142,362	
72			57.66 119,937	59.97 124,734	62.37 129,723	64.86 134,912	67.46 140,309	70.15 145,921	
73	Human Resource Director	EXEMPT, Annual	59.10 122,935	61.47 127,852	63.93 132,967	66.48 138,285	69.14 143,817	71.91 149,569	
74			60.58 126,008	63.00 131,049	65.52 136,291	68.15 141,742	70.87 147,412	73.71 153,309	
75	Administrative Services Director Parks, Rec & Cultural Svcs Director Planning & Community Development Director Public Works Director	EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual EXEMPT, Annual	62.10 129,159	64.58 134,325	67.16 139,698	69.85 145,286	72.64 151,097	75.55 157,141	
76	Assistant City Manager City Attorney	EXEMPT, Annual EXEMPT, Annual	63.65 132,388	66.19 137,683	68.84 143,190	71.60 148,918	74.46 154,875	77.44 161,070	

OPERATING BUDGET TEN YEAR FORECAST (\$ IN '000'S)

Attachment G



	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
ANNUAL SURP/(GAP)	1,144	19	924	559	240	(210)	(1,108)	(675)	(688)	(798)	(805)
CUMULATIVE (GAP)	-	-	-	-	-	(210)	(1,319)	(1,994)	(2,682)	(3,480)	(4,285)
VARIANCE BASE	49,732	42,123	42,540	43,840	45,116	46,633	48,064	49,566	51,099	52,760	54,420
CURRENT RESOURCES	50,753	42,138	43,458	44,394	45,351	46,417	46,740	47,567	48,412	49,276	50,130
SCENARIO RESOURCES	50,877	42,143	43,463	44,399	45,356	46,422	46,745	47,572	48,417	49,281	50,135
CURRENT EXPENDITURES	49,518	42,021	42,437	43,735	45,009	46,524	47,954	49,453	50,985	52,643	54,301
SCENARIO EXPENDITURES	49,732	42,123	42,540	43,840	45,116	46,633	48,064	49,566	51,099	52,760	54,420