

CITY COUNCIL AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Adopting Ordinance No. 852 – 2019-2020 Biennial Budget Amendment for Sidewalk Projects

DEPARTMENT: Administrative Services

PRESENTED BY: Sara Lane, Administrative Services Director
Rick Kirkwood, Budget and Tax Manager

ACTION: ☒ Ordinance ☐ Resolution ☐ Motion
 ☐ Discussion ☐ Public Hearing

PROBLEM/ISSUE STATEMENT:

At the November 6, 2018 General Election, Shoreline voters approved a 0.2% increase in the Sales Tax Rate for the Shoreline Transportation Benefit District. This funding will support delivery of the Sidewalk Program presented by the Public Works Department on March 4, 2019. Though the 2019-2020 Biennial Budget was adopted on November 19, 2018 through Ordinance No. 841, it did not include appropriations or staffing necessary to deliver the Sidewalk Program. The City Council is scheduled to take two actions tonight to deliver this project:

- The 2019-2020 Biennial Budget must be amended, through proposed Ordinance No. 852 (this item), to provide for appropriations and additional staff, and
- Authorization to issue bonds backed by 100% of the revenue generated by the increase in the sales tax rate, through Ordinance No. 853 (also on tonight's Consent Calendar), must be approved.

On March 4th, staff presented proposed Ordinance No. 852 providing for an amendment of the 2019-2020 Biennial Budget by increasing appropriations in the Roads Capital Fund for the Sidewalk Program by \$4,245,000 and increasing the number of approved FTEs for the Public Works Department by two (1.000 FTE Engineer II and 1.000 Administrative Assistant II). Tonight, Council is scheduled to adopt proposed Ordinance No. 852.

FINANCIAL IMPACT:

The addition of personnel requires that the 2019-2020 Biennial Budget be amended by increasing the total FTE count for the City by 2.00, as follows:

	2019 Adopted	2019 Amended	2019 Amended vs. 2019 Adopted	2020 Adopted	2020 Amended	2020 Amended vs. 2020 Adopted
Total FTE	186.150	188.150	2.000	183.525	185.525	2.000

The 2019-2020 biennium salary and benefit cost reflected in the increased appropriations for the Sidewalk Program total \$235,000 for 100% of the 1.000 FTE Engineer II and \$35,000 for 25% of the 1.000 FTE Administrative Assistant II. Beginning in the 2021-2022 biennium, it is anticipated that the ongoing salary and benefit costs for these positions allocated to the Sidewalk Program will total \$270,000 and \$43,000, respectively.

Funding for this amendment will come from a series of Bonds authorized through proposed Ordinance No. 853, also presented for City Council action on tonight's Consent Calendar. The Shoreline Transportation Benefit District 0.2% Sales Tax is anticipated to generate \$59 million over the life of the tax, and this full amount must support the repayment of debt. Staff estimates that the \$59 million in revenue will support \$42 million in bonds.

RECOMMENDATION

Staff recommends that the City Council adopt Ordinance No. 852 amending the 2019-2020 Biennial Budget and increasing the number of approved full-time equivalent (FTE) positions.

Approved By: City Manager City Attorney

BACKGROUND

At the November 6, 2018 General Election, Shoreline voters approved a 0.2% increase in the Sales Tax Rate for the Shoreline Transportation Benefit District. Staff anticipates at this rate approximately \$59 million will be generated over the life of the tax. This full amount must support the repayment of debt and staff estimates that the \$59 million in revenue will support \$42 million in bonds. In the Sidewalk Program Implementation item presented on March 4, 2019, Public Works staff noted that part of the initial program development includes assessing alternatives to designing projects with in-house resources or utilizing consultants and a similar comparison for construction management and inspection.

DISCUSSION

Though the 2019-2020 Biennial Budget was adopted on November 19, 2018 through Ordinance No. 841, it did not include appropriations or staffing necessary to deliver the Sidewalk Program. On March 4th, staff presented proposed Ordinance No. 852 providing for an amendment of the 2019-2020 Biennial Budget by increasing appropriations in the Roads Capital Fund for the Sidewalk Program by \$4,245,000 and increasing the number of approved FTEs for the Public Works Department by two (1.000 FTE Engineer II and 1.000 Administrative Assistant II).

It is important to note that 100% of the Engineer II and 25% of the Administrative Assistant II is necessary to deliver the Sidewalk Program. The balance of the budget for the Capital Improvement Program is sufficient to cover the cost of the other 75% of the Administrative Assistant II position; therefore, no budget amendment for other funds and/or projects is necessary. The 2019-2020 biennium salary and benefit cost reflected in the increased appropriations for the Sidewalk Program total \$235,000 for 100% of the 1.00 FTE Engineer II and \$35,000 for 25% of the 1.00 FTE Administrative Assistant II. Beginning in the 2021-2022 biennium, it is anticipated that the ongoing salary and benefit costs for these positions allocated to the Sidewalk Program will total \$270,000 and \$43,000, respectively.

FINANCIAL IMPACT

The addition of personnel requires that the 2019-2020 Biennial Budget be amended by increasing the total FTE count for the City by 2.00, as follows:

	2019 Adopted	2019 Amended	2019 Amended vs. 2019 Adopted	2020 Adopted	2020 Amended	2020 Amended vs. 2020 Adopted
Total FTE	486.150	188.150	2.000	483.525	185.525	2.000

The 2019-2020 biennium salary and benefit cost reflected in the increased appropriations for the Sidewalk Program total \$235,000 for 100% of the 1.000 FTE Engineer II and \$35,000 for 25% of the 1.000 FTE Administrative Assistant II. Beginning in the 2021-2022 biennium, it is anticipated that the ongoing salary and

benefit costs for these positions allocated to the Sidewalk Program will total \$270,000 and \$43,000, respectively.

Funding for this amendment will come from a series of Bonds authorized through proposed Ordinance No. 853, also presented for City Council action on tonight's Consent Calendar. The Shoreline Transportation Benefit District 0.2% Sales Tax is anticipated to generate \$59 million over the life of the tax, and this full amount must support the repayment of debt. Staff estimates that the \$59 million in revenue will support \$42 million in bonds.

RECOMMENDATION

Staff recommends that the City Council adopt Ordinance No. 852 amending the 2019-2020 Biennial Budget and increasing the number of approved full-time equivalent (FTE) positions.

ATTACHMENTS

Attachment A: Proposed Ordinance No. 852

ORDINANCE NO. 852

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, AMENDING THE 2019-2020 FINAL BIENNIAL BUDGET, THE 2019-2020 BUDGETED POSITIONS, FULL-TIME EQUIVALENT EMPLOYEE LIST, AND INCREASING APPROPRIATIONS IN THE ROADS CAPITAL FUND.

WHEREAS, the 2019-2020 Final Biennial Budget for the City of Shoreline was adopted by Ordinance No. 841; and

WHEREAS, additional staffing needs and appropriations needed to deliver the Sidewalk Program were unknown at the time the 2019-2020 Biennial Budget was adopted have been developed; and

WHEREAS, the 2019-2020 Biennial Budget, which includes a listing of budgeted employee positions and employee allocation by department, needs to be amended to reflect the addition of two 1.00 full-time equivalent positions to fulfill this need;

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

Section 1. Amendment – City of Shoreline Regular FTE Count. The City of Shoreline hereby amends the 2019-2020 Biennial Budget to increase the number of full-time equivalent employees (FTE) for the Public Works Department and the total FTEs for the City, excluding City Council, as follows:

Department	2019 Adopted	2019 Amended	2019 Amended vs. 2019 Adopted	2020 Adopted	2020 Amended	2020 Amended vs. 2020 Adopted
City Manager	23.625	23.625	0.000	21.750	21.750	0.000
Community Services	4.780	4.780	0.000	4.780	4.780	0.000
City Attorney	3.000	3.000	0.000	3.000	3.000	0.000
Administrative Services	27.020	27.020	0.000	26.020	26.020	0.000
Human Resources	3.000	3.000	0.000	3.000	3.000	0.000
Police	0.000	0.000	0.000	0.000	0.000	0.000
Planning & Community Development	23.070	23.070	0.000	23.320	23.320	0.000
Parks, Recreation & Cultural Services	34.495	34.495	0.000	34.525	34.525	0.000
Public Works	37.250	39.250	2.000	37.520	39.520	2.000
Surface Water Utility	15.760	15.760	0.000	15.460	15.460	0.000
Wastewater Utility	14.150	14.150	0.000	14.150	14.150	0.000
Total FTE	186.150	188.150	2.000	183.525	185.525	2.000

All references to total FTEs by department and for the City within the 2019-2020 Biennial Budget shall be amended to reflect this increase.

Section 2. Amendment – 2019-2020 Final Biennial Budget. The City hereby amends the 2019-2020 Final Biennial Budget, as adopted by Ordinance No. 841, by increasing the appropriation for the Roads Capital Fund by \$4,245,000, and by increasing the Total Funds appropriation to \$175,440,993, as follows:

Fund	Current Appropriation	Revised Appropriation
General Fund	\$95,772,855	\$95,772,855
Street Fund	3,974,166	3,974,166
Code Abatement Fund	200,000	200,000
State Drug Enforcement Forfeiture Fund	36,486	36,486
Public Arts Fund	134,413	134,413
Federal Drug Enforcement Forfeiture Fund	26,000	26,000
Property Tax Equalization Fund	0	0
Federal Criminal Forfeiture Fund	0	0
Transportation Impact Fees Fund	162,000	162,000
Park Impact Fees Fund	175,000	175,000
Revenue Stabilization Fund	0	0
Unltd Tax GO Bond 2006	3,389,937	3,389,937
Limited Tax GO Bond 2009	3,320,072	3,320,072
Limited Tax GO Bond 2018	1,460,400	1,460,400
Limited Tax GO Bond 2013	519,771	519,771
General Capital Fund	7,464,925	7,464,925
City Facility-Major Maintenance Fund	288,936	288,936
Roads Capital Fund	28,753,584	32,998,584
Surface Water Capital Fund	19,086,020	19,086,020
Wastewater Utility Fund	4,924,892	4,924,892
Vehicle Operations/Maintenance Fund	1,088,547	1,088,547
Equipment Replacement Fund	382,989	382,989
Unemployment Fund	35,000	35,000
Total Funds	\$171,195,993	\$175,440,993

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, subsection, paragraph, sentence, clause, or phrase of this ordinance or its application to any person or situation be declared unconstitutional

or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance or its application to any person or situation.

Section 5. Publication and Effective Date. A summary of this Ordinance consisting of the title shall be published in the official newspaper. This Ordinance shall take effect five days after publication.

PASSED BY THE CITY COUNCIL ON MARCH 18, 2019

Mayor Will Hall

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik Smith
City Clerk

Margaret King
City Attorney

Date of Publication: _____, 2019

Effective Date: _____, 2019