

Lake Forest Park City Council

Agenda Cover Sheet

Meeting Date 11/9/2017 and 11/16/2017

Title Ordinance 1165/Adopting Mid-Biennial Budget Adjustment

Item Type

- | | |
|--|--|
| <input type="checkbox"/> Work Session | <input checked="" type="checkbox"/> Ordinances & Resolutions |
| <input type="checkbox"/> Proclamation | <input type="checkbox"/> Introduction/Referral |
| <input type="checkbox"/> Special Presentation | <input checked="" type="checkbox"/> Council Discussion |
| <input checked="" type="checkbox"/> Public Hearing | <input checked="" type="checkbox"/> Action |
| <input type="checkbox"/> Consent Calendar | <input type="checkbox"/> Council Discussion/Action |
| <input type="checkbox"/> Final Confirmation | |

Originating Department Finance

Contact Person Chris Bothwell

Legislative History

- First Presentation Budget and Finance Committee, September 21, 2017
- Second Presentation Budget and Finance Committee, October 19, 2017
- Action November 9, 2017

Attachments:

1. Ordinance 1165/Amending the 2017-2018 Budget and Adopting the 2018 Salary Schedule
2. Exhibit A, Schedule of Budget Adjustments

Executive Summary

The Mayor and City Council have concluded the required mid-biennial budget review and are proposing an adjustment. The adjustment includes discretionary and non-discretionary items. Discretionary items include: reinstatement of the marine patrol; funding for additional community events; the addition of a part time staff arborist; and the promotion of a patrol officer to sergeant in the Police Department.

Background

Local governments adopting a biennial budget are required by State Statute to perform a review of the actual financial results compared to the budget. An adjustment should be considered if the actual results vary significantly from the budgeted amounts. The Administration performed its review and proposed an adjustment labeled the Mayor's Mid-Biennial Budget Adjustment.

The City Council, sitting as the Budget and Finance Committee, reviewed the Mayor's Proposal, accepted a majority of the adjustments in the Mayor's Proposal, and

proposed additional adjustments. The final adjustment proposed by the City Council is being referred to as the 'Final Mid-Biennial Budget Adjustment'.

The Final Mid-Biennial Budget Adjustment includes non-discretionary items, those items required to support existing levels of service, plus discretionary items. The discretionary items included in the Final Mid-Biennial Budget Adjustment are as follows: a reinstatement of the marine patrol; enhanced community events funding; the addition of a staff arborist; and the promotion of a Police Department Patrol position to Sergeant.

An accounting of every item included in the Final Mid-Biennial Budget Adjustment is attached as Exhibit A, Schedule of Budget Adjustments.

The Final Mid-Biennial Budget Adjustment also adopts the 2018 Budgeted Positions and Salary Schedule which includes an unfunded patrol position in the Police Department and a proviso that the filling of this position and future Police Department vacancies require a majority vote of the City Council. The authorization for an additional patrol position is intended to provide relief for current temporary Police Department staffing challenges.

Fiscal & Policy Implications

The net impact of the Final Mid-Biennial Budget Adjustment is additional General Fund expenditures of \$130,000, net of revenue adjustments.

Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none"> Approve Ordinance 1165 Adopting the Final Mid-Biennial Budget Adjustment. 	Appropriations will be in place to support 2018 operations and implement the enhancements that will result from the discretionary additions to the budget.
<ul style="list-style-type: none"> Do not approve Ordinance 1165. 	Consider changes to service levels for City services that may result in savings that can be used to offset increased operating costs.

Staff Recommendation

Approve Ordinance 1165/Adopting the Final Mid-Biennial Budget Adjustment.

Legal Review

Type of Document	Title of Document	Date Reviewed by Legal Counsel
<i>Ordinance</i>	<i>Budget amendment ordinance</i>	<i>11/02/2017</i>

ATTACHMENT 1

ORDINANCE NO. 1165

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AMENDING THE GENERAL FUND, STREET FUND, CAPITAL IMPROVEMENT FUND, TRANSPORTATION CAPITAL FUND, SEWER UTILITY FUND, SURFACE WATER UTILITY FUND, AND PUBLIC WORKS CONTRACT FUND 2017-2018 BUDGETS ESTABLISHED BY ORDINANCE 1144 AND SUBSEQUENTLY AMENDED BY VARIOUS ORDINANCES; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE

WHEREAS, State law, Chapter 35A.34 RCW provides for the biennial adoption of the City's budget and provides procedures for filing of the proposed budget, deliberations, public hearings, final fixing, and any subsequent adjustments to the budget; and

WHEREAS, a budget for the 2017-2018 biennium has been adopted and subsequently amended by various ordinances; and

WHEREAS, State law requires that local governments adopting a biennial budget perform a mid-budget period review of actual revenues and expenditures compared to budgeted amounts and consider whether a mid-biennial budget adjustment is necessary or desirable; and

WHEREAS, the Administration and City Council (the City) have completed the required mid-biennial budget review and have proposed a mid-biennial budget amendment to respond to minor differences in actual revenue and expenditures relative to budgeted amounts; and

WHEREAS, the City is committed to growing a sense of community through events and gatherings and the positive responses to the new and renewed events programming has encouraged the City to increase its investment in this area to capitalize on recent gains in the sense of community; and

WHEREAS, the City places a high value on its tree canopy and urban forest and desires to bring arborist services in-house to offer a higher level of service to the Community; and

WHEREAS, the City recognizes broader service demands for its Police Department including increased staffing levels, but it does not have the financial means to address all of these unmet needs. Nonetheless, to best meet today's service demands within current means, the City wishes to make minor additional investments in public safety including the reinstatement of the marine patrol and the promotion of a

patrol position to include supervisory duties; and

WHEREAS, one of the aforementioned unmet Police Department needs is staffing, staffing challenges in the Police Department necessitate the temporary authorization of an additional patrol officer position, while restricting the filling of future vacancies; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. The 2017-2018 budget is hereby amended as follows:

Fund No.	Fund Name	<u>2017-2018 Adopted</u>		<u>2017-2018 Amended</u>	
		<u>Revenue</u>	<u>Expenditure</u>	<u>Revenue</u>	<u>Expenditure</u>
001	General Fund	16,887,887	17,094,612	17,228,387	17,568,009
101	Street Fund	1,095,150	1,230,258	1,095,150	1,243,314
301	Capital Improvement Fund	779,075	1,412,342	779,075	1,412,342
302	Transportation Capital Fund	1,433,998	2,325,246	1,433,998	2,325,246
401	Sewer Utility Fund	6,160,143	6,032,502	6,160,143	6,060,901
403	Surface Water Utility Fund	2,404,663	2,302,173	2,404,663	2,321,902
450	Public Works Contract Fund	1,765,154	1,727,820	1,765,154	1,756,201

Section 2. 2018 SALARY SCHEDULE. The 2018 Budgeted Positions and Salary Schedule is hereby adopted as in the attached Exhibit A.

Section 3 FTE REAUTHORIZATIONS. Including the additional 1.0 FTE authorized by this ordinance, the filling of any temporary or permanent position in the Police Department shall require a majority vote of the City Council prior to filling each position.

Section 4. CORRECTIONS. The City Clerk is authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 5. SEVERABILITY. If any one or more section, subsection, or sentence of this ordinance is held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance and the same shall remain in full force and effect.

Section 6. Effective Date. This ordinance shall take effect five (5) days after passage and publication.

APPROVED BY A MAJORITY of the Lake Forest Park City Council this 9th day of November, 2017.

APPROVED:

Jeff Johnson
Mayor

ATTEST/AUTHENTICATED:

Evelyn Jahed
City Clerk

APPROVED AS TO FORM:

Kim Adams Pratt
City Attorney

Introduced: _____
Adopted: _____
Posted: _____
Published: _____
Effective: _____

ATTACHMENT 2

Exhibit A, Schedule of Budget Adjustments

GENERAL FUND

<u>Title</u>	<u>2017-2018</u>	
	<u>Adjustment Amount</u>	<u>Annual Ongoing</u>
Sales and Use Tax (One-Time)	35,000	-
Business Tax (One-Time)	20,000	-
Permit Fee Revenue (One-Time)	90,000	-
Passport Revenue	40,000	20,000
Interest Income	16,000	4,000
Business License Fees	9,500	9,500
Utility Tax	160,000	160,000
Property Tax, Banking 2018 Capacity	(30,000)	(30,000)
General Fund Revenue Adjustment Total	340,500	163,500
Permitting Professional Fees	60,000	-
2016 Salary Survey Implementation	57,250	67,250
Employee Benefits Cost Increase	94,667	94,667
Legal Fees	30,000	-
Restricted Reserve	30,000	30,000
Police Department Overtime	30,000	-
Executive Succession Costs	20,000	-
Web Based Business Licensing and Tax Filing	9,500	9,500
Judge Salaries, Temporary Coverage	-	-
Court Operating Expenditures	4,800	2,400
Court Prior Period Error, Unclaimed Property	2,100	-
Marine Patrol	12,500	12,500
Community Events Programming	10,000	10,000
Police Supervising Sergeant Reclassification	15,000	15,000
Arborist, 0.5 FTE	17,580	17,580
Street Light, Revised Policy (pending)	80,000	80,000
General Fund Expenditure Adjustment Total	473,397	338,897

STREET FUND

<u>Title</u>	<u>2017-2018 Budget</u>	
	<u>Amount</u>	<u>Annual Ongoing</u>
Employee Benefits Cost Increase	13,056	13,056
Street Fund Expenditure Adjustment Total	13,056	13,056

Exhibit A, Schedule of Budget Adjustments

CAPITAL IMPROVEMENT FUND

<u>Title</u>	<u>2017-2018 Budget</u>	
	<u>Amount</u>	<u>Annual Ongoing</u>
Real Estate Excise Tax I (REET I)	150,000	-
Capital Improvement Fund Revenue Adjustment Total	150,000	-

TRANSPORTATION CAPITAL FUND

<u>Title</u>	<u>2017-2018 Budget</u>	
	<u>Amount</u>	<u>Annual Ongoing</u>
Real Estate Excise Tax II (REET II)	150,000	-
Transportation Capital Fund Revenue Adjustment Total	150,000	-
Employee Benefits Cost Increase	1,807	1,807
Transportation Capital Fund Expenditure Adjustment Total	1,807	1,807

SEWER UTILITY FUND

<u>Title</u>	<u>2017-2018 Budget</u>	
	<u>Amount</u>	<u>Annual Ongoing</u>
Sewer Utility Charges	30,000	30,000
Sewer Utility Fund Revenue Adjustment Total	30,000	30,000
Wastewater Treatment Charges	15,000	15,000
Employee Benefits Cost Increase	13,399	13,399
Sewer Utility Fund Expenditure Adjustment Total	28,399	28,399

SURFACE WATER UTILITY FUND

<u>Title</u>	<u>2017-2018 Budget</u>	
	<u>Amount</u>	<u>Annual Ongoing</u>
Employee Benefits Cost Increase	19,729	19,729
Surface Water Utility Fund Revenue Adjustment Total	19,729	19,729

PUBLIC WORKS CONTRACT FUND

<u>Title</u>	<u>2017-2018 Budget</u>	
	<u>Amount</u>	<u>Annual Ongoing</u>
Employee Benefits Cost Increase	28,381	28,381
Public Works Contract Fund Expenditure Adjustment Total	28,381	28,381

2018 Budgeted Positions and Salary Schedule

Amounts on this schedule are monthly

	FTE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Legislative							
Councilmembers							600
Executive							
Mayor	0.50						3,000
City Administrator	1.00						14,274
Human Resources Manager	1.00	6,890	7,349	7,809	8,268	8,727	9,187
	<u>2.50</u>						
Judicial							
Municipal Court Judge	0.60						13,424
Court Administrator	1.00	6,064	6,468	6,872	7,277	7,681	8,085
Court Clerk	2.50	3,815	4,069	4,323	4,578	4,832	5,086
Probation Officer	0.20	4,868	5,192	5,517	5,841	6,166	6,490
Pro-tem Judges		\$55 per hour					
	<u>4.30</u>						
Municipal							
City Clerk	1.00	6,109	6,515	6,923	7,330	7,738	8,144
Deputy City Clerk	1.00	4,953	5,283	5,613	5,943	6,274	6,604
Records Mgmt. & Office Support	1.00	3,715	3,962	4,210	4,457	4,705	4,953
Office Assistant/Reception	1.00	3,600	3,840	4,081	4,320	4,561	4,800
Passport Clerk	0.45	3,223	3,437	3,652	3,868	4,082	4,297
	<u>4.45</u>						
Finance							
Finance Director	1.00	8,265	8,816	9,367	9,918	10,469	11,020
Accounting Supervisor	1.00	5,809	6,196	6,583	6,971	7,358	7,745
Business and Tax Accountant	1.00	3,951	4,215	4,478	4,742	5,005	5,268
Utility and Payroll Analyst	1.00	4,601	4,907	5,213	5,520	5,827	6,134
Info. Tech. Program Manager	1.00	7,109	7,583	8,057	8,531	9,005	9,479
Accounting Clerk	0.38	3,784	4,037	4,289	4,541	4,794	5,046
	<u>5.38</u>						
Planning							
Planning & Building Director	1.00	7,960	8,491	9,021	9,553	10,083	10,613
Building Official	1.00	6,254	6,671	7,088	7,505	7,922	8,339
Principal Planner	1.00	5,829	6,218	6,606	6,995	7,383	7,773
Permit Technician	1.00	3,997	4,263	4,529	4,796	5,062	5,328
Assistant Planner, Limited Term	1.00	4,414	4,709	5,003	5,297	5,591	5,886
Arborist	0.50						
Planning Intern, Limited Term	0.20	\$15-\$18 per hour					
	<u>5.70</u>						
Community Services							
Community Volunteer Coordinator	0.60	4,063	4,333	4,604	4,874	5,145	5,416
Domestic Violence Advocate	0.35	4,204	4,484	4,764	5,045	5,325	5,605
	<u>0.95</u>						
Engineering							
City Engineer	1.00	7,415	7,909	8,403	8,898	9,392	9,887
	<u>1.00</u>						

2018 Budgeted Positions and Salary Schedule

Amounts on this schedule are monthly

	FTE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Police							
Police Chief	1.00						12,700
Police Captain	1.00	7,676	8,188	8,700	9,211	9,723	10,235
Administrative Sergeant	1.00						8,173
Sergeant 2	3.00						7,784
Sergeant 1	1.00						7,396
Police Officer	9.00	5,266	5,682	6,134	6,580		
Detective	2.00	5,792	6,251	6,747	7,239		
Traffic/Motorcycle	1.00	5,529	5,966	6,441	6,909		
K-9	1.00	5,529	5,966	6,441	6,909		
Emergency Manager	1.00	6,840	7,027	7,213	7,400	7,586	7,773
Support Services Officer	1.00	4,268	4,573	4,877	5,190		
Records Specialist	2.00	4,118	4,265	4,411	4,556	4,701	4,847
	<u>24.00</u>						
Public Works (Streets, Surface Water, Sewer, and Parks Maintenance)							
Public Works Director/Deputy Ciy Admin	1.00	9,311	9,590	10,190	10,789	11,388	11,988
Public Works Superintendent	1.00	5,296	5,650	6,003	6,355	6,709	7,062
Environmental Program Mgr.	1.00	5,631	6,007	6,382	6,757	7,133	7,508
Surface Water Technician	0.40	4,063	4,333	4,604	4,874	5,145	5,416
PW Admin. Assistant	0.50	3,951	4,215	4,478	4,742	5,005	5,268
Lead Maintenance Worker	2.00	5,065	5,244	5,423	5,601	5,780	5,959
Maintenance Worker	9.00	4,712	4,878	5,044	5,210	5,377	5,543
Seasonal Maintenance Worker	0.38	\$11-\$15 per hour					
	<u>15.28</u>						
Total Positions in Budget	<u>63.56</u>						