

EVERETT CITY COUNCIL AGENDA ITEM COVER SHEET

**PROJECT TITLE:**

An Ordinance approving the appropriations of the 2016 revised City of Everett Budget and amending Ordinance No. 3470-15.

<u>3/16/16</u>	Briefing
_____	Proposed Action
_____	Consent
_____	Action
<u>3/16/16</u>	First Reading
<u>3/23/16</u>	Second Reading
<u>3/30/16</u>	Third Reading
_____	Public Hearing
_____	Budget Advisory

COUNCIL BILL #  
 Originating Department  
 Contact Person  
 Phone Number  
 FOR AGENDA OF

CB1603-12  
Finance  
Susy Haugen  
257 - 8612  
3/16, 3/23, 3/30

Initialed by:  
 Department Head  
 CAA  
 Council President

\_\_\_\_\_  
 \_\_\_\_\_  


<u>Location</u>	<u>Preceding Action</u>	<u>Attachments</u> Attachment A	<u>Department(s) Approval</u>
-----------------	-------------------------	------------------------------------	-------------------------------

Amount Budgeted	\$324,765,043		
Expenditure Required	\$344,605,661	Account Number(s): See Attachment A	
Budget Remaining	-0-		
Additional Required	\$19,840,618		

**DETAILED SUMMARY STATEMENT:**

The proposed ordinance amends the City of Everett 2016 Operating Budget as noted below.

- General Government re-appropriations. Increases the expenditure budget by \$2,257,236, the revenue budget by \$260,055, and the beginning fund balance by \$1,997,181.
- General Government amendments. Increases the expenditure budget by \$11,942,621, increases the revenue budget by \$190,254, and decreases the ending fund balance by \$11,752,367.
- Non-General Government re-appropriations. Increase expenditure budgets by \$2,536,761, revenue budgets by \$90,771 and beginning fund balances by \$2,445,990.
- Non-General Government amendments. Increases expenditure budgets by \$3,104,000, revenue budgets by \$104,000 and decreases ending fund balances by \$3,000,000.

**RECOMMENDATION** (Exact action requested of Council):

Adopt an ordinance approving the appropriations of the 2016 revised City of Everett Budget and amending Ordinance No. 3470-15.



ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE approving the appropriations of the 2016 revised City of Everett budget and amending Ordinance No. 3470-15.

WHEREAS, the City Council has reviewed the amended budget appropriations and information which was made available; and approves the appropriation of local, state, and federal funds and the increase or decrease from previously approved programs within the 2016 Budget; and

WHEREAS, the applications of funds have been identified;

NOW, THEREFORE, the City of Everett does ordain that Ordinance No. 3470-15 is hereby amended by the amendments shown on Attachment A, which is incorporated by reference, which amendments shall be made to the 2016 Budget with a total increased appropriation amount of \$19,840,618.

	<u>Beginning Fund Balance and 2016 Revenues</u>	<u>Expenditures</u>	<u>Ending Fund Balance</u>
2016 Original Budget	\$ 499,760,249	\$ 324,765,043	\$ 174,995,206
Budget Amendment #1	5,088,251	19,840,618	(14,752,367)
2016 Amended Budget	\$ 504,848,500	\$ 344,605,661	\$ 160,242,839

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

Passed:  
Valid:  
Published:  
Effective Date:

## 2016 BUDGET ADJUSTMENTS for Budget Amendment # 1

### General Government Reappropriations

Fund	Description	Increase/(Decrease)			Ending Fund Balance
		Beginning Fund Balance	Revenues	Expenditures	
GGR-1 Planning	EPA Brownsfields Grant		129,672	129,672	-
GGR-2 Planning	Historic Preservation Grant		10,000	10,000	-
GGR-3 Police	Homeland Security Grant		10,514	10,514	-
GGR-4 Labor Relations	Responsive Management Training	17,850		17,850	-
GGR-5 Police	Ammunition and Computer Software	26,966		26,966	-
GGR-6 Parks	Park Projects	68,916		68,916	-
GGR-7 Conference Center	Ballroom Lighting	30,000		30,000	-
GGR-8 Municipal Arts	Municipal Arts Program Projects	32,300		32,300	-
GGR-9 Administration	Transportation Consultant	35,000		35,000	-
GGR-10 Municipal Arts	1% for Arts Program	180,200		180,200	-
GGR-11 GenGov Special Projects	GenGov Special Projects	376,810	109,869	486,679	-
GGR-12 Street Improvements	Street Projects	579,139		579,139	-
GGR-13 Non-Dept Gen Fund	Labor Contingency	650,000		650,000	-
<b>Total General Government Reappropriations</b>		<b>1,997,181</b>	<b>260,055</b>	<b>2,257,236</b>	<b>-</b>

### General Government Amendments

Fund	Description	Increase/(Decrease)			Ending Fund Balance
		Beginning Fund Balance	Revenues	Expenditures	
GGA-1 Police	Homeland Security Grant		14,486	14,486	-
GGA-2 Police	Traffic Safety Commission Grant		13,100	13,100	-
GGA-3 Police	FY15 STOP Violence Grant		32,170	32,170	-
GGA-4 Fire	Homeland Security Grant		63,473	63,473	-
GGA-5 Non-Dept General Fund	Wall Street Building Security			62,000	(62,000)
GGA-6 Administration	Graphic Design Support			5,000	(5,000)
GGA-7 Administration	Administrative Assistant			58,705	(58,705)
GGA-8 Finance	Administrative Coordinator		67,025	67,025	-
GGA-9 Fire	Assistant Fire Chief (temporary)			154,360	(154,360)
GGA-10 Non-Dept General Fund	Reclass Streets Initiative set aside			(1,000,000)	
GGA-10 Non-Dept General Fund	Reclass Streets Initiative set aside			262,700	
GGA-10 Police	Reclass Streets Initiative set aside			648,093	
GGA-10 Legal	Reclass Streets Initiative set aside			89,207	
GGA-11 Administration	Government Affairs Director transition			21,650	(21,650)

**General Government Amendments (continued)**

<u>Fund</u>	<u>Description</u>	<u>Increase/(Decrease)</u>		<u>Beginning Fund Balance</u>	<u>Ending Fund Balance</u>
		<u>Revenues</u>	<u>Expenditures</u>		
GGA-12 Administration	Staff Re-organization		183,708		(183,708)
GGA-12 Neighborhoods	Staff Re-organization		(152,392)		152,392
GGA-12 Parks	Staff Re-organization		(155,426)		155,426
GGA-13 Administration	Retirement Payout		51,600		(51,600)
GGA-13 Neighborhoods	Retirement Payout		26,400		(26,400)
GGA-14 Non-Dept General Fund	City Intranet		42,000		(42,000)
GGA-15 Planning	Assisted Hearing System		16,000		(16,000)
GGA-16 Non-Dept General Fund	Prefund 2017 Expenditures		6,358,762		(6,358,762)
GGA-17 Non-Dept General Fund	Reserve Contributions		5,080,000		(5,080,000)
<b>Total General Government Amendments</b>		<b>-</b>	<b>190,254</b>	<b>11,942,621</b>	<b>(11,752,367)</b>

**Non-General Government Reappropriations**

Increase/(Decrease)

<u>Fund</u>	<u>Description</u>	<u>Beginning Fund Balance</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Ending Fund Balance</u>
NGR-1	Criminal Justice		5,619	5,619	-
NGR-2	Criminal Justice		15,148	15,148	-
NGR-3	Criminal Justice		70,004	70,004	-
NGR-4	Motor Vehicle Division	919,395		919,395	-
NGR-5	CIP 3	999,869		999,869	-
NGR-6	CIP 4	100,000		100,000	-
NGR-7	Criminal Justice	426,726		426,726	-
<b>Total Non-General Government Reappropriations</b>		<b>2,445,990</b>	<b>90,771</b>	<b>2,536,761</b>	<b>-</b>

**Non-General Government Amendments**

Increase/(Decrease)

<u>Fund</u>	<u>Description</u>	<u>Beginning Fund Balance</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Ending Fund Balance</u>
NGA 1	CIP 3			500,000	(500,000)
NGA 2	CIP 4			2,500,000	(2,500,000)
NGA 3	Property Management Fund		62,000	62,000	-
NGA 4	Computer Reserve		42,000	42,000	-
<b>Total Non-General Government Amendments</b>		<b>-</b>	<b>104,000</b>	<b>3,104,000</b>	<b>(3,000,000)</b>

**2016  
Budget Adjustments  
Tally Sheet**

	Department		Code	Rev	Exp	FB
GGR-1	Planning	Re-approp - EPA Brownfields Grant	021R		129,672	
GGR-1	General Fund	Re-approp - EPA Brownfields Grant	002R	129,672		

The City applied for and received a grant in 2013 from the US Environmental Protection Agency (EPA) in the amount of \$400,000 to conduct Phase I and Phase II Environmental Site Assessments (ESAs) and cleanup/redevelopment planning at Brownfield sites located within the City.

On August 28, 2013, City Council authorized a request for qualifications (RFQ) to support various grant related activities to include community outreach, site inventory, assessment, prioritization and cleanup planning. A professional services contract was awarded in December 2013 to cover the three year grant period.

This re-appropriation carries forward the remaining grant funds of \$129,672.

Increase grant revenue	002	3316681800			129,672
Increase professional services	021	5010455410		129,672	

	Department		Code	Rev	Exp	FB
GGR-2	Planning	Re-approp - Historic Preservation Grant	021R		10,000	
GGR-2	General Fund	Re-approp - Historic Preservation Grant	002R	10,000		

The City was awarded a \$10,000 State of Washington Department of Archeology and Historic Preservation grant in 2015. Funds will be used to hire a consultant to produce historic property inventory forms for properties in the Claremont Heights plat of the Claremont Neighborhood. This agreement was approved by Council at the September 15, 2015, Council meeting.

This re-appropriation carries forward the full \$10,000 as no funds were spent in 2015.

Increase grant revenue	002	3331590436			10,000
Increase professional services	021	5010436410		10,000	

	Department		Code	Rev	Exp	FB
GGR-3	Police	Re-approp - Homeland Security Grant	031R		10,514	
GGR-3	General Fund	Re-approp - Homeland Security Grant	002R	10,514		

The U.S. Department of Homeland Security Urban Area Security Initiative and Snohomish County Department of Emergency Management are providing funds to enhance the capability of state and local governments to make measurable progress toward meeting the National Preparedness Guidelines. This \$155,330 grant was provided to purchase specialized equipment necessary for response and assistance with hazardous incidents. Council approved acceptance of this grant at the May 13, 2015, Council meeting.

This re-appropriation carries forward the remaining grant funds of \$10,514.

Increase grant revenue	002	3339707203			10,514
Increase equipment budget	031	5320000350		10,514	

**2016  
Budget Adjustments  
Tally Sheet**

	Department		Code	Rev	Exp	FB
GGR-4	Labor Relations	Re-approp - Responsive Mgmt Training	007R		17,850	
GGR-4	General Fund	Re-approp - Responsive Mgmt Training	002R	17,850		

The City contracted with Richard Baron, Responsive Management Systems, to provide Line-level Workgroup Conflict Intervention for the Facilities Department. The effective date of the contract was December 1, 2015, with a completion date of June 30, 2016.

This re-appropriation carries forward the remaining contract balance of \$17,850.

Increase beginning fund balance	002	3080000000		17,850
Increase professional services	007	5000000410	8,925	
Increase professional services	007	5010000410	8,925	

	Department		Code	Rev	Exp	FB
GGR-5	Police	Re-approp - Ammunition and Software	031R		26,966	
GGR-5	General Fund	Re-approp - Ammunition and Software	002R	26,966		

This re-appropriation carries forward \$26,966 for supplies and equipment ordered in 2015 but not received by year-end. These orders include \$2,416 for ammunition and \$24,550 for a Forensic Recovery of Evidence computer system.

Increase beginning fund balance	002	3080000000		26,966
Increase supplies	031	5400005310	2,416	
Increase equipment	031	5320000350	24,550	

	Department		Code	Rev	Exp	FB
GGR-6	Parks	Re-approp - Park Projects	101R	68,916	68,916	

This re-appropriation carries forward a total of \$68,916 for several Parks Department projects. Purchase orders or professional services contracts for the projects listed below were initiated in 2015, but the projects were not completed prior to year-end.

- Bayside Park Overlook Security Improvements - \$33,779
- Kasch Park Soccer Fields Lighting (re-lamping) - \$34,597
- Enamel rubber paint for swim center - \$540

Increase beginning fund balance	101	3080000000		68,916
Increase supplies	101	5521000000310	540	
Increase repairs & maint	101	5521000000480	68,376	

**2016  
Budget Adjustments  
Tally Sheet**

	Department		Code	Rev	Exp	FB
GGR-7	Conference Center	Re-approp - Ballroom Lighting	114R	30,000	30,000	

The Edward D. Hansen conference center is replacing its lighting system in the ballrooms. This re-appropriation carries forward \$30,000 for this project.

Increase beginning fund balance	114	3080000000			30,000
Increase repairs & maintenance budget	114	5010000480		30,000	

	Department		Code	Rev	Exp	FB
GGR-8	Municipal Arts	Re-approp - Municipal Arts Program Projects	112R	32,300	32,300	

This re-appropriation carries forward \$32,300 for the Municipal Arts Program projects listed below. Professional service agreements were initiated in 2015 but the projects were not completed by year-end.

- Repair damaged historical Jacobsen mural at downtown library - \$23,225
- Design and coordinate fabrication/installation of two historical displays in the lobby of City Hall - \$9,075

Increase beginning fund balance	112	3080000100			32,300
Increase professional services	112	5103307410		32,300	

	Department		Code	Rev	Exp	FB
GGR-9	Administration	Re-approp - Transportation Consultant	004R		35,000	
GGR-9	General Fund	Re-approp - Transportation Consultant	002R	35,000		

This re-appropriation carries forward \$35,000, the remaining balance of a professional services agreement entered into in 2015, for consultant services on light rail systems, transit, and transportation in the City of Everett.

Increase beginning fund balance	002	3080000000			35,000
Increase professional services	004	5550000410		35,000	

**2016  
Budget Adjustments  
Tally Sheet**

Department	Code	Rev	Exp	FB
GGR-10 Municipal Arts	112R	180,200	180,200	

This re-appropriation carries forward the available 1% for Arts funds for expenditure in 2016. Projects include commissioning artwork for the municipal court.

Increase beginning fund balance	112	3080000200		101,100
Increase beginning fund balance	112	3080000210		79,100
Increase professional services - 1% for Arts General	112	5200201410	101,100	
Increase professional services - 1% for Arts Transit	112	5210211410	79,100	

Department	Code	Rev	Exp	FB
GGR-11 GenGov Special Projects	115R	486,679	486,679	

This re-appropriation carries forward funds that were set aside for specific General Government special projects.

Projects include:  
 - \$12,931 for the remaining GTS site clean up and monitoring  
 - \$134,383 for the US2 route development project  
 - \$114,365 for outside consultants related to the budget restructure effort  
 - \$225,000 for landslide repairs (Narbeck Creek area)

Increase beginning fund balance	115	3080000000		376,810
Increase transfers in from general fund	115	3970073002		109,869
Increase professional services	115	5710000410	352,296	
Increase intergovernmental payments	115	5730000510	134,383	

Department	Code	Rev	Exp	FB
GGR-12 Street Improvements	119R	579,139	579,139	

This re-appropriation carries forward the remaining 2015 budgeted Street Improvement funds to 2016 for street improvement projects. The source of these funds is an allocated share of the motor vehicle fuel tax from Washington State and a General Fund allocation. These funds are used for arterial street projects, sidewalk replacements, parking improvements, traffic accident repairs, non-motorized improvements, traffic signal projects, capital project grant matching funds, and the overlay program.

Increase beginning fund balance	119	3080000000		579,139
Increase construction budget	119	5524000953650	579,139	

**2016  
Budget Adjustments  
Tally Sheet**

Department		Code	Rev	Exp	FB
GGR-13	Non-Dept Gen Govt	009R		650,000	
GGR-13	General Fund	002R	650,000		

This re-appropriation proposes to carry forward \$650,000 in contingency funds that were set aside in 2015 for labor contract settlements.

Increase beginning fund balance	002	3080000000		650,000
Increase non-departmental expenditure budget	009	5000068110	650,000	

**2016  
Budget Adjustments  
Tally Sheet**

	Department		Code	Rev	Exp	FB
GGA-1	Police	Amendment - Homeland Security Grant	031A		14,486	
GGA-1	General Fund	Amendment - Homeland Security Grant	002A	14,486		

The U.S. Department of Homeland Security Urban Area Security Initiative and Snohomish County Department of Emergency Management grant award, discussed in GGR-3, was amended to provide an additional \$14,486 for the Snohomish County/Everett Police Region One SWAT team with a specialized vehicle for enhancing responder safety and assistance capabilities.

Council approved the grant amendment at the December 23, 2015, Council meeting.

Increase grant revenue	002	3339707203		14,486
Increase equipment budget	031	5320000350	14,486	

	Department		Code	Rev	Exp	FB
GGA-2	Police	Amendment - Traffic Safety Grant	031A		13,100	
GGA-2	General Fund	Amendment - Traffic Safety Grant	002A	13,100		

The Washington State Traffic Safety Commission is providing funds to Snohomish County law enforcement agencies to conduct high visibility enforcement traffic safety emphasis patrols in support of Target Zero Team priorities. The 2015-2016 memorandum of understanding (MOU) with the Washington Traffic Safety Commission sets forth the requirements of the Everett Police Department to participate in the project and receive the allotted funding. The allocation is \$3,000 for impaired driving enforcement, \$1,600 for seat belt enforcement, \$1,000 for distracted driving enforcement, \$5,500 in flex funding for any of the aforementioned, and \$2,000 for motorcycle safety enforcement.

Council authorized the Mayor to sign the 2015-2016 MOU at the December 2, 2015, Council meeting.

Increase grant revenue	002	3332060131		13,100
Increase overtime budget	031	5220000120	13,100	

	Department		Code	Rev	Exp	FB
GGA-3	Police	Amendment - STOP Violence Grant	031A		32,170	
GGA-3	General Fund	Amendment - STOP Violence Grant	002A	32,170		

The Everett Police Department has been awarded funds from the STOP Violence Against Women Formula Grant program since 1997. The fiscal year 2015 agreement with the State Department of Commerce relates to use of grant program funding to improve the criminal justice and community response to violence against women in Snohomish County. The grant funds will be used for law enforcement training on this issue.

Council approved this grant contract at the September 30, 2015, Council meeting.

Increase grant revenue	002	3331657001		32,170
Increase professional services budget	031	5920000520	32,170	

**2016  
Budget Adjustments  
Tally Sheet**

Department		Code	Rev	Exp	FB	
GGA-4	Fire	Amendment - Homeland Security Grant	032A		63,473	
GGA-4	General Fund	Amendment - Homeland Security Grant	002A	63,473		

The Department of Homeland Security Emergency Management Performance Grant funds are allocated to jurisdictions to support their local emergency management operating budget in an effort to enhance their programs. This award, in the amount of \$63,473, requires a fifty percent match of non-federal origin. The Fire department's operating budget meets this requirement.

Council approved acceptance of this grant at the December 9, 2015, Council meeting.

Increase grant revenue	002	3339704205			63,473
Increase salaries	032	5150001110		48,825	
Increase benefits	032	5150001210		14,648	

Department		Code	Rev	Exp	FB	
GGA-5	Non-Dept Gen Govt	Amendment - WSB Security	009A		62,000	
GGA-5	General Fund	Amendment - WSB Security	009A			(62,000)

This amendment proposes to increase the General Government Non-Departmental transfer out budget by \$62,000. Funds will be transferred to the Property Management Fund to provide security guard services at the Wall Street Building. Please see NGA-3 for additional information.

Increase transfers out	009	5000146550		62,000	
Decrease ending fund balance	009	5980000490			62,000

Department		Code	Rev	Exp	FB	
GGA-6	Administration	Amendment - Graphic Design Support	004A		5,000	
GGA-6	General Fund	Amendment - Graphic Design Support	009A			(5,000)

This amendment provides additional funding for external graphic design support. The communications office uses outside graphics support for website graphics, event materials, and advertising, as well as coordinates and manages graphic design support for departments that don't have dedicated internal graphic designers, including the animal shelter and senior center.

Increase professional services	004	5500000410		5,000	
Decrease ending fund balance	009	5980000490			5,000

**2016  
Budget Adjustments  
Tally Sheet**

Department		Code	Rev	Exp	FB	
GGA-7	Administration	Amendment - Administrative Assistant	004A		58,705	
GGA-7	General Fund	Amendment - Administrative Assistant	009A			(58,705)

This amendment provides funding for a new Administrative Assistant position for Administration. The position will support the City's websites (external website and intranet) and the City's online tourism efforts (website and social media). Responsibilities will include developing and implementing an online strategy and content for the City's tourism initiatives, providing project management support for new cross-departmental web tools such as online payments, Request Tracker, Community Voice, and a mobile app. The position will also be responsible for training new staff, working with CivicPlus and IT to resolve issues, tracking and reporting on analytics for the City websites, and developing and disseminating website policies and best practice guidance.

Increase salaries	004	5500000110		42,540	
Increase benefits	004	5500000210		16,165	
Decrease ending fund balance	009	5980000490			58,705

Department		Code	Rev	Exp	FB	
GGA-8	Finance	Amendment - Administrative Coordinator	010A		67,025	
GGA-8	General Fund	Amendment - Administrative Coordinator	009A	67,025		

This amendment provides funding for a new Public Disclosure Coordinator position in the City Clerk's office. The additional position will allow the Deputy City Clerk to refocus attention on tax compliance work. The offset is an increase to B&O tax revenue.

Increase salaries	010	5110000110		47,870	
Increase benefits	010	5110000210		19,155	
Increase B&O Tax revenue	002	3161000000			67,025

Department		Code	Rev	Exp	FB	
GGA-9	Fire	Amendment - Assistant Fire Chief (temporary)	032A		154,360	
GGA-9	General Fund	Amendment - Assistant Fire Chief (temporary)	002A			(154,360)

This amendment provides funding for the addition of an Assistant Fire Chief as part of the Fire Department's succession planning efforts. This position will allow for the training, coaching, and mentoring essential for a smooth transition.

Increase salaries	032	5100000110		126,530	
Increase benefits	032	5100000210		27,830	
Decrease ending fund balance	009	5980000490			154,360

**2016  
Budget Adjustments  
Tally Sheet**

Department		Code	Rev	Exp	FB
GGA-10	Police	Amendment - Streets Initiative Program	031A	648,093	
GGA-10	Legal	Amendment - Streets Initiative Program	003A	89,207	
GGA-10	Non-Dept Gen Govt	Amendment - Streets Initiative Program	009A	262,700	
GGA-10	Non-Dept Gen Govt	Amendment - Streets Initiative Program	009A	(1,000,000)	

This amendment reclasses the funds set aside for the Streets Initiative project from the Non-Departmental General Government budget to the Police and Legal department budgets. At the time the budget was developed the details of how the funds were be distributed were not available. The estimates have now been completed. The reclass of budget is for four entry level police officers, one sergeant and two social workers for the Police department, one Prosecutor for the Legal department, and funding for related police vehicles for the new staff.

Increase salaries & benefits - Police	031	5xxxxxxxxx	563,103	
Increase M&O - Police	031	5xxxxxxxxx	84,990	
Increase salaries & benefits - Legal	003	5200000110/210	83,150	
Increase M&O - Legal	003	520000049x	6,057	
Increase transfers out to MVD reserve for vehicles	009	5000001550	262,700	
Decrease special allocations	009	5000900494		1,000,000

Department		Code	Rev	Exp	FB
GGA-11	Administration	Amendment - Government Affairs Director	004A	21,650	
GGA-11	General Fund	Amendment - Government Affairs Director	009A		(21,650)

This amendment provides the necessary budget for the Government Affairs Director position transition period of two months.

Increase salaries and benefits	004	5550000110	21,650	
Decrease ending fund balance	009	5980000490		21,650

Department		Code	Rev	Exp	FB
GGA-12	Administration	Amendment - Staff Re-organization	004A	183,708	
GGA-12	Neighborhoods	Amendment - Staff Re-organization	022A	(152,392)	
GGA-12	Parks	Amendment - Staff Re-organization	009A	(155,426)	
GGA-12	Non-Dept Gen Govt	Amendment - Staff Re-organization	101A		124,110

This amendment reclasses budget authority to account for the re-organization of positions within the General Government. Position changes include adding an Executive Director to Administration, eliminating an Assistant Parks Director position from Parks, and eliminating an Executive Administrator position from Neighborhoods.

Increase salaries and benefits - Administration	004	5200000110	183,708	
Decrease salaries and benefits - Neighborhoods	022	5010000110		152,392
Decrease salaries and benefits - Parks	101	5101010000110		155,426
Increase ending fund balance - General Fund	009	5980000490	124,110	

**2016  
Budget Adjustments  
Tally Sheet**

Department		Code	Rev	Exp	FB
GGA-13	Administration	004A		51,600	
GGA-13	Neighborhoods	022A		26,400	
GGA-13	General Fund	009A			(78,000)

This amendment increases the Administration and Neighborhoods budgets for unbudgeted retirement payouts (vacation and sick leave).

Increase salaries and benefits - Administration	004	5550000110/210		51,600	
Increase salaries and benefits - Neighborhoods	022	5010000110/210		26,400	
Decrease ending fund balance	009	5980000490			78,000

Department		Code	Rev	Exp	FB
GGA-14	Non-Dept Gen Govt	009A		42,000	(42,000)

This amendment provides funding for a new City intranet website. Funds will be transferred from the General Fund to the Computer Reserve Fund where the project will be managed. Please see NGA-4 for additional information.

Increase transfers out	009	5803004990		42,000	
Decrease ending fund balance	009	5980000490			42,000

Department		Code	Rev	Exp	FB
GGA-15	Planning	021A		16,000	
GGA-15	Non-Dept Gen Govt	009A			(16,000)

This amendment provides funding for an assisted hearing loop system in the Wall Street Building's 8th floor hearing room.

Increase professional services	021	5010000410		16,000	
Decrease ending fund balance	009	5980000490			16,000

**2016  
Budget Adjustments  
Tally Sheet**

	Department		Code	Rev	Exp	FB
GGA-16	Non-Dept Gen Govt	Amendment - Prefund 2017 Expenditures	009A		6,358,762	(6,358,762)

This amendment proposes to use 2015 under expenditures to prefund the 2017 Police and Fire LEOFF1 pension contributions in the amount of \$2,678,914, and the 2017 insurance reserve contributions in the amount of \$3,679,848.

Increase transfers out for 2017 LEOFF1 Police and Fire pensions	009	5000637550	2,678,914	
Increase transfers out for 2017 insurance contributions	009	5000026960	3,679,848	
Decrease ending fund balance	009	5980000490		6,358,762

	Department		Code	Rev	Exp	FB
GGA-17	Non-Dept Gen Govt.	Amendment - Reserve Contributions	009A		5,080,000	(5,080,000)

This amendment proposes to split the remaining fund balance, above the required 20% of projected revenues, between CIP 1 and CIP 4.

Increase transfers out	009	5001162550	2,540,000	
Increase transfers out	009	5004162550	2,540,000	
Decrease ending fund balance	009	5980000490		5,080,000

ATTACHMENT A

**2016  
Budget Adjustments  
Tally Sheet**

	Department	Code	Rev	Exp	FB
NGR-1	Criminal Justice	156R	5,619	5,619	

The Police Department was awarded a \$54,553 Edward Byrne Memorial Justice Assistance grant for the acquisition and implementation of law enforcement equipment. Council authorized acceptance of this award at the September 18, 2013, Council meeting. The \$5,619 in remaining grant funds are expected to be spent prior to September 2016- the end of the grant period.

This re-appropriation carries forward the unspent grant funds to 2016.

Increase grant revenue	156	3311673863		5,619
Increase expenditure budget	156	5630000445	5,619	

	Department	Code	Rev	Exp	FB
NGR-2	Criminal Justice	156R	15,148	15,148	

The Police Department was awarded an \$85,687 Edward Byrne Memorial Justice Assistance grant for the acquisition and implementation of law enforcement equipment. Council authorized acceptance of this award at the August 20, 2014, Council meeting. The \$15,148 in remaining grant funds are expected to be spent within the grant period, which ends September 2017.

This re-appropriation carries forward the unspent grant funds to 2016.

Increase grant revenue	156	3311673864		15,148
Increase expenditure budget	156	5640000410	15,148	

	Department	Code	Rev	Exp	FB
NGR-3	Criminal Justice	156R	70,004	70,004	-

The Police Department was awarded a \$69,834 Edward Byrne Memorial Assistance grant for the acquisition of law enforcement equipment and technology. Funds will be used for the Department's Workforce Telestaff upgrade. Council authorized acceptance of this award at the July 8, 2015, Council meeting.

This re-appropriation carries forward the unspent grant funds and interest to 2016.

Increase grant revenue	156	3311673865		70,004
Increase expenditures	156	5650000350	70,004	

**2016  
Budget Adjustments  
Tally Sheet**

	Department		Code	Rev	Exp	FB
NGR-4	MVD	Re-approp - Vehicle & Equip. Purchases	126R	919,395	919,395	

This amendment re-appropriates funds for vehicles and equipment scheduled for replacement in 2015, but not received by year-end.

Engineering - personnel lift truck, service truck, and two staff cars - \$38,458  
 Fire - ladder replacement - \$789,059  
 Parks - cargo van and rescue boat- \$91,878

Increase beginning fund balance	126	3080000000			919,395
Increase vehicle expenditures - Engineering	126	5200024640		38,458	
Increase vehicle expenditures - Fire	126	5200032640		789,059	
Increase vehicle expenditures - Parks	126	5200101640		91,878	

	Department		Code	Rev	Exp	FB
NGR-5	CIP 3	Re-approp - Park & Street Projects	154R	999,869	999,869	

This amendment re-appropriates CIP 3 funds for Council approved Park and Street projects that were not completed by December 31, 2015.

Park Projects include:  
 Downtown Area Sustainable Maint Renovation - \$3,000  
 Gateways Sustainable Maint Renovation - \$42,000  
 Jackson Park New MP Improvements - \$250,000  
 Howarth Park Pedestrian Bridge Repair - \$200,000

Street Projects include:  
 Pigeon Creek/BNSF Ped Overcrossing - \$20,000  
 US 2 Route Development - \$109,869  
 Grand Avenue Pedestrian Bridge - \$375,000

Increase beginning fund balance	154	3080000000			999,869
Increase transfers out - park projects	154	5354010550		495,000	
Increase transfers out - street projects	154	5303500550		504,869	

	Department		Code	Rev	Exp	FB
NGR-6	CIP 4	Re-approp - CIP 4 Project	162R	100,000	100,000	

This amendment re-appropriates CIP4 funds for the Council approved Riverfront Public Amenities and Wetland Enhancement project.

Increase beginning fund balance	162	3080062000			100,000
Increase project expenditures	162	5625260550		100,000	

**2016  
Budget Adjustments  
Tally Sheet**

	Department		Code	Rev	Exp	FB
NGR-7	Criminal Justice	Re-approp - Equipment Replacement	156R	426,726	426,726	-

This amendment re-appropriates 2015 budgeted Criminal Justice funds to 2016 for the New World Project.

Increase beginning fund balance	156	3080000000			426,726
Increase equipment budget	156	5600470350		426,726	

**2016  
Budget Adjustments  
Tally Sheet**

	Department		Code	Rev	Exp	FB
NGA-1	CIP 3	Amendment - CIP 3 Projects	154A		500,000	(500,000)

This amendment increases the CIP3 expenditure budget for the following:  
 \$300,000 for the Wiggums Hollow Restroom Replacement project as approved by Ordinance 3473-15  
 \$200,000 for the South Everett Forest Preserve Recreational Improvements as approved by Ordinance 3477-16.

Increase CIP 3 transfers out	154	5354010550	500,000	
Decrease ending fund balance	154	5990000490		500,000

	Department		Code	Rev	Exp	FB
NGA-2	CIP 4	Amendment - CIP 4 Projects	162A		2,500,000	(2,500,000)

This amendment increases the CIP 4 expenditure budget by \$2,500,000 for the Riverfront 3-Acre New City Park (Phase 1) as approved by Plans and Systems Ordinance 3476-16.

Increase transfers out	162	5625260550	2,500,000	
Decrease ending fund balance	162	5620999490		2,500,000

	Department		Code	Rev	Exp	FB
NGA-3	Property Mgmt Fund	Amendment - Wall Street Building Security	146A	62,000	62,000	-

This amendment increases the Property Management budget by \$62,000 to provide security guard services at the Wall Street Building. Coverage will be from 7:00 a.m. to 5:30 p.m., Monday through Friday, excluding holidays. The annual amount of the contract is \$73,417.50. The \$62,000 for this amendment is a prorated amount for the remainder of 2016.

Increase transfers in	146	3970002000		62,000
Increase professional services	146	5200000410		

**2016  
Budget Adjustments  
Tally Sheet**

Department	Code	Rev	Exp	FB
NGA-4 Computer Reserve Amendment - City Intranet	505A	42,000	42,000	

This funding request supports the development of a new City intranet site and a new library subsite on the CivicPlus platform. The City currently uses three different intranet platforms, all of which are at the end of their lifespans and pose security risks. The new site will exist as a separate site from the City's external website, allowing for easier management of content and navigation and less risk of confusion for the public and employees. Funding is a transfer in from the General Fund, please see GGA-14.

Increase transfers in	505	3970030000		42,000
Increase professional services	505	5130000410	21,000	
Increase equipment budget	505	5130000640	21,000	