

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. 3503-16

_____ Briefing
 _____ Proposed Action
 _____ Consent
 _____ Action
 09/21/16 First Reading
 09/28/16 Second Reading
 10/05/16 Third Reading
 _____ Public Hearing
 _____ Budget Advisory

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

CB1609-37
 Finance
 Susy Haugen
 425-257-8612
 Sept. 21, 2016
 Sept. 28, 2016
 October 5, 2016

Initialed by:
 Department Head
 CAA
 Council President



<u>Location</u>	<u>Preceding Action</u>	<u>Attachments</u> Ordinance, Attachment A	<u>Department(s) Approval</u> Finance
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Amount Budgeted	\$353,490,183	
Expenditure Required	\$354,908,630	Account Number(s): See Attachment A
Budget Remaining	-0-	
Additional Required	\$1,418,447	

DETAILED SUMMARY STATEMENT:

The proposed ordinance amends the City of Everett 2016 Operating Budget as follows:

- General Government amendments increase revenue by \$380,072, expenditure budgets by \$168,654, and ending fund balance by \$211,418.
- Non-General Government amendments increase revenue budgets by \$45,593, increase expenditure budgets by \$1,249,793 and decrease ending fund balances by \$1,204,200.

RECOMMENDATION (Exact action requested of Council):

Adopt an ordinance approving the appropriations of the 2016 revised City of Everett budget and amending Ordinance No. 3503-16.

ORDINANCE NO. _____



AN ORDINANCE approving the appropriations of the 2016 revised City of Everett budget and amending Ordinance No. 3503-16.

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. 3503-16 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 \$1,418,447.

	<u>Beginning Fund Balance and 2016 Revenues</u>	<u>Expenditures</u>	<u>Ending Fund Balance</u>
2016 Previously Amended Budget	\$ 508,540,762	\$ 353,490,183	\$ 155,050,579
Budget Amendment #3	425,665	1,418,447	(992,782)
2016 Amended Budget	\$ 508,966,427	\$ 354,908,630	\$ 154,057,797

MAYOR

ATTEST:

CITY CLERK

Passed:
Valid:
Published:
Effective Date:

2016 BUDGET ADJUSTMENTS for Budget Amendment # 3

General Government Amendments

		Increase/(Decrease)			
<u>Fund</u>	<u>Description</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Ending Fund Balance</u>	
GGA-28	Planning	Historic Preservation Grant	15,000	15,000	-
GGA-29	Police	Bulletproof vest grant	24,072	24,072	-
GGA-30	Engineering	Staffing adjustments		116,282	(116,282)
GGA-31	Library	Librarian I		13,300	(13,300)
GGA-32	Multiple Funds	Labor reduction for vacant positions		(1,860,000)	-
GGA-32	Non-Departmental	Slow roll labor adjustment		1,860,000	-
GGA-33	General Fund	Property tax- refund levy	341,000		341,000
Total General Government Amendments			380,072	168,654	211,418

Non-General Government Amendments

		Increase/(Decrease)			
<u>Fund</u>	<u>Description</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Ending Fund Balance</u>	
NGA-13	CIP 4	South Library Expansion Project		600,000	(600,000)
NGA-14	Motor Vehicle Division	Vehicle Purchases		161,000	(161,000)
NGA-15	EMS	Professional Services and Vehicle Purchase		443,200	(443,200)
NGA-16	Police	FY16 Byrne Memorial JAG grant	45,593	45,593	-
Total Non-General Government Amendments			45,593	1,249,793	(1,204,200)
Total General and Non-General Government Amendments			425,665	1,418,447	(992,782)

**2016
Budget Adjustments
Tally Sheet**

Department		Code	Rev	Exp	FB	
GGA-28	Planning	Amendment - Historic Preservation Grant	021A		15,000	
GGA-28	General Fund	Amendment - Historic Preservation Grant	002A	15,000		

The City has been awarded a Historic Preservation Grant in the amount of \$15,000 to hire a consultant to assess building conditions and repair/preservation methods and materials. The project will include an assessment of 10 or more historic buildings in downtown Everett, an illustrated manual for building repair/preservation, and a public workshop for building owners and tenants.

Increase grant revenue	002	3331590417			15,000
Increase professional services budget	021	5010454410		15,000	

Department		Code	Rev	Exp	FB	
GGA-29	Police	Amendment - Bulletproof Vest Grant	031A		24,072	
GGA-29	General Fund	Amendment - Bulletproof Vest Grant	002A	24,072		

The Bulletproof Vest Partnership (BVP), created by the Bulletproof Vest Partnership Grant Act of 1998, is a U. S. Department of Justice initiative designed to provide a critical resource to state and local law enforcement. Fiscal Year (FY) 2016 BVP funds became available earlier this year for purchase of compliant armored vests ordered on or after April 1, 2016. The Police Department applied for funding to cover the maximum of fifty percent of the cost of 64 vests. The total cost of 64 vests is \$48,144; therefore, the EPD applied for \$24,072.

Council authorized the Mayor to sign the application for FY 2016 BVP award funding at the April 27, 2016, Council meeting.

Increase grant revenue	002	3311660031			24,072
Increase uniform budget	031	5220000260		24,072	

Department		Code	Rev	Exp	FB	
GGA-30	Engineering	Amendment - Staffing Adjustments	024A		116,282	
GGA-30	General Fund	Amendment - Staffing Adjustments	009A		(116,282)	

Engineering has had several positions turnover this year requiring retirement payouts and advance hiring of replacement personnel in order to train for smooth transitions. They have also requested additional day labor funding to assist in increased workload. This amendment raises Engineering's labor budget by \$116,282.

Increase salary budget	024	5831060241110		69,122	
Increase day laborer budget	024	5831060241170		18,576	
Increase benefit budget	024	5831060241210		28,584	
Decrease ending fund balance	009	5980000490			116,282

**2016
Budget Adjustments
Tally Sheet**

	Department		Code	Rev	Exp	FB
GGA-31	Library	Amendment - Add 0.60 FTE Librarian I	024A		13,300	
GGA-31	General Fund	Amendment - Add 0.60 FTE Librarian I	009A			(13,300)

This amendment increases Library's budget for the addition of a 0.60 FTE Librarian I to help reduce overtime at the South Library branch. The amount shown is for three months of salary and benefits. The 0.60 FTE will be added as a full year position in 2017.

Increase salary budget	110	5831060241110	9,500	
Increase benefit budget	110	5831060241210	3,800	
Increase property tax distribution	110	3111010000		13,300
Decrease property tax	002	3111002000	13,300	
Decrease ending fund balance	002	5980000490		13,300

	Department		Code	Rev	Exp	FB
GGA-32	Multiple Funds	Amendment - Labor Adjustment (slow roll)	009A		(1,860,000)	
GGA-32	Gen Gov Non Dept	Amendment - Labor Adjustment (slow roll)	009A		1,860,000	

This amendment proposes to lock in department labor under expenditures in the amount of \$1,860,000. This amount will be allocated to the General Government Non-Departmental Fund 009 to offset the 2016 budgeted personnel slow roll assumption.

Decrease Council labor	001			5,000
Decrease Legal labor	003			35,000
Decrease HR labor	007			45,000
Decrease Finance labor	010			215,000
Decrease Information Technology labor	015			25,000
Decrease Planning labor	021			30,000
Decrease Animal Services labor	026			10,000
Decrease Police labor	031			1,300,000
Decrease Fire labor	032			20,000
Decrease Parks labor	101			150,000
Decrease Library labor	110			25,000
Increase Gen Gov Non-departmental expenditures (offset to slow roll)	009		1,860,000	

	Department		Code	Rev	Exp	FB
GGA-33	General Fund	Amendment - Property Tax refund levy	002A	341,000		
GGA-33	Gen Gov Non Dept	Amendment - Property Tax refund levy	009A			341,000

Late in 2015, the City received information that our refund levy would be significantly higher than originally estimated. However, it was too late to change the original budget. This amendment recognizes the additional revenue associated with the refund levy.

Increase property tax	002	3111000200		341,000
Increase ending fund balance	009	5980000490	341,000	

**2016
Budget Adjustments
Tally Sheet**

Department	Code	Rev	Exp	FB
NGA-13 CIP 4 Amendment - CIP 4 Projects	162A		600,000	(600,000)

This amendment increases the CIP 4 expenditure budget for the South Branch Library Expansion Project as approved by Ordinance 3505-16.

Increase CIP 4 transfers out	162	5625230550	600,000	
Decrease ending fund balance	162	5620999490		600,000

Department	Code	Rev	Exp	FB
NGA-14 MVD Amendment - Vehicle & Equip. Purchases	126A		161,000	(161,000)

This amendment increases the vehicle and equipment expenditure budget in Fund 126, MVD, for the following replacements:

Fire \$120,000 Add'l funds for a fire engine and a utility vehicle
Parks \$ 41,000 4X4 pickup

Increase vehicle expenditures - Fire	126	5200032640	120,000	
Increase vehicle expenditures - Parks	126	5200101640	41,000	
Decrease ending fund balance	126	5980000490		161,000

Department	Code	Rev	Exp	FB
NGA-15 EMS Amendment - Prof Svcs and Vehicle Purchase	153A		443,200	(443,200)

This amendment will increase the Emergency Medical Services (EMS) budget for the following:

\$184,000 for a replacement medic unit
\$128,350 to cover costs associated with the EMS billing investigation and audit
\$130,850 to cover EMS's share of costs associated with the interest arbitration and ULP

Increase capital outlay	153	5200000640	184,000	
Increase professional services	153	5200000410	259,200	
Decrease ending fund balance	153	5990000490		443,200

**2016
Budget Adjustments
Tally Sheet**

	Department		Code	Rev	Exp	FB
NGA-16	Criminal Justice Fund	Amendment - 2016 Byrne Memorial Grant	156A	45,593	45,593	-

The Police Department was awarded a \$45,593 Edward Byrne Memorial Justice Assistance grant for the acquisition of law enforcement equipment and technology. Funds will be used in accordance with pre-allocations to provide the following; real-time video recording system, digital video cameras, mobile device forensics software, and an underwater communications system. This grant does not contain a matching requirement.

Council authorized acceptance of this award at the June 22, 2016, Council meeting.

Increase grant revenue	156	3311673866		45,593
Increase equipment budget	156	5660000xxx		