

Special City Council Meeting

**December 5, 2016
5:30 p.m.**



**AGENDA FOR
SPECIAL GIG HARBOR CITY COUNCIL MEETING
December 5, 2016 - 5:30 p.m.**

CALL TO ORDER / ROLL CALL:

PLEDGE OF ALLEGIANCE:

OLD BUSINESS:

1. Second Public Hearing and Second Reading of Ordinance – 2017-18 Biennial Budget.

ADJOURN



Business of the City Council
City of Gig Harbor, WA

Subject: Public Hearing and second reading
- 2017-2018 biennial budget ordinance

Proposed Council Action: Hold public
hearing and adopt 2017-2018 budget
ordinance

Dept. Origin: Finance

Prepared by: David Rodenbach, Finance Director

For Agenda of: December 5, 2016

Exhibits: Budget Ordinance

Initial & Date

Concurred by Mayor:

Approved by City Administrator

Approved as to form by City Atty:

Approved by Finance Director:

Approved by Department Head:

Handwritten signatures and dates: JDR 12.2, Ron W 12/2/16, by e-mail, DR 12/2/16

Table with 4 columns: Expenditure, Amount, Appropriation, Required. Values: \$144,914,941, Budgeted 0, \$144,914,941.

INFORMATION / BACKGROUND

The total city biennial budget, which includes all funds, is \$144,914,941.

On the resource side this includes \$27.6 million in beginning fund balance, \$45.9 million in transfers and other non-revenues and \$71.4 million in revenues. From a use of funds perspective, this budget contains \$131.3 million in expenditures and \$13.6 million in ending fund balance. Transfers and other non-expenditures are \$43.8 million and capital expenditures are \$45.6 million.

FISCAL CONSIDERATION

This budget includes several changes from the first reading.

The following projects have been either reduced, deferred, or had the funding mix or source changed in order to build a more sustainable and responsible budget.

Fund	Obj. No.	Budget Objective	Preliminary Budget Amount	Change	Effect on General Fund EFB	Notes
Shelved Projects						
General	1	Community Outreach - Law Day	1,200	(1,200)	1,200	
General	15	Water Bottle Filling Station	2,000	(2,000)	2,000	
General	18	Stanich Trail Paving	20,000	(20,000)	20,000	
General	13	Donkey Creek Engine Installation	10,000	(10,000)	10,000	
General	19	Movie Screen	6,010	(6,010)	6,010	
Street Operating	10	Guardrail Inspection & Replacement Program	30,000	(30,000)	30,000	
Street Capital	13	Electric Vehicle Charging Station	25,000	(25,000)	25,000	
Street Capital	15	Roundabout - Pt. Fosdick & 36th	150,000	(150,000)	150,000	
Street Capital	16	50th Street Improvement Project	91,000	(91,000)	91,000	
Park Development	15	Eddon Boat Restoration	380,000	(380,000)	307,000	Net of \$73,000 grant (GH Boat Shop)
Park Development	12	Wilkinson Farm Park Visioning	10,000	(10,000)	10,000	
Park Development	11	Donkey Creek Signage	5,000	(5,000)	5,000	
Reduced Projects						
General - Parks	16	Trash Can Replacement Program	10,000	(5,000)	5,000	
Street Operating	20	Trash Can Replacement Program	10,000	(5,000)	5,000	
Street Operating	1	Pavement Markngs	150,000	(30,000)	30,000	
Street Operating	4	ADA Self-evaluation & Transition Planning Program	400,000	(250,000)	250,000	
Street Operating	6	Non-motorized Improvement Program	200,000	(125,000)	125,000	
Funding Changes						
Street Capital	10 - 12	Streetlights on Borgen Blvd.	157,500	(157,500)	157,500	funding changed from General to HBZ
Street Capital	14	Wagner Way /Wollochet Intersection Improvements	175,000	-	109,000	applied developer contribution to project
Street Operating	13	Roundabout Rapid-flash Beacon Crosswalk System - lower Borgen	65,000	(65,000)	65,000	funding changed from General to HBZ
Street Operating	14	Roundabout Rapid-flash Beacon Crosswalk System - Harbor Hill & Borgen	65,000	(65,000)	65,000	funding changed from General to HBZ
Street Operating	15	Mid-block Rapid-flash Beacon Crosswalk System - N. Hrbvw @ Anthony's	14,000	(14,000)	14,000	funding changed from General to HBZ
Street Operating	16	Mid-block Rapid-flash Beacon Crosswalk System - Hrbvw & Dorotich	14,000	(14,000)	14,000	funding changed from General to HBZ
Street Operating	17	Mid-block Rapid-flash Beacon Crosswalk System - N. Hrbvw & Hbrvw	20,000	(20,000)	20,000	funding changed from General to HBZ
Street Operating	21	Borgen Boulevard Median	7,000	(7,000)	7,000	funding changed from General to HBZ
Park Development	3	Cushman Trail Bridge Easements	65,000	(65,000)	65,000	funding changed from General to HBZ
Park Development	2	Harbor Hill Park Master Plan	50,000	(50,000)	50,000	funding changed from General to HBZ
Increase to General Fund Ending Fund Balance					1,638,710	

The 2017-2018 Biennial budget proposes the following staffing changes to be effective in 2017:

- Hire four Police Officers, three in 2017 and one in 2018
- Hire a 0.6 FTE Court Clerk position
- Hire a Planning Technician
- Hire a Building Inspector
- Hire a Laborer
- Increase seasonal help from six to eight positions
- Reclassify Human Resources Analyst to Human Resources Manager
- Reclassify Assistant City Clerk to Open Government Administrator
- Reclassify Planning Assistant to Planning Technician
- Reclassify two Building Inspector positions to Assistant Building/Fire Marshal positions

- Reclassify part-time Maintenance Technician to Facilities Maintenance Technician 3 of 8

BOARD OR COMMITTEE RECOMMENDATION

The General Fund ending balance in this budget is \$2,841,741, which meets or exceeds minimum requirements.

RECOMMENDATION / MOTION

Hold public hearing and adopt 2017-2018 biennial budget ordinance.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF GIG HARBOR, WASHINGTON, ADOPTING THE 2017-2018 BIENNIAL BUDGET; ESTABLISHING APPROPRIATIONS OF FUNDS FOR THE 2017-2018 BIENNIUM; TRANSMITTING BUDGET COPIES TO THE STATE; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Mayor of the City of Gig Harbor, Washington completed and placed on file with the City Clerk a proposed budget and estimate of the amount of the monies required to meet the public expenses, bond retirement and interest, reserve funds and expenses of government of the City for the 2017-2018 biennium; and

WHEREAS, the City of Gig Harbor published notice that the Gig Harbor City Council would meet on November 28, 2016 and December 5, 2016 at 5:30 p.m., in the Gig Harbor Council Chambers for the purpose of providing the public an opportunity to be heard on the proposed budget for the 2017-2018 biennium and to adopt the budget; and

WHEREAS, the City Council did meet at the dates and times so specified, and heard testimony of interested citizens and taxpayers; and

WHEREAS, the 2017-2018 proposed biennial budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Gig Harbor for the purposes set forth in the budget, and the estimated expenditures set forth in the budget being all necessary to carry on the government of Gig Harbor for the 2017-2018 biennium; Now, therefore,

THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Budget Adopted. The budget for the City of Gig Harbor, Washington, for the 2017-2018 biennium, on file with the City Clerk, is hereby adopted in its final form and content.

Section 2. Funds Appropriated. Estimated resources, including beginning fund balances, for each separate fund of the City of Gig Harbor, and aggregate total for all funds combined, for the 2017-2018 biennium are set forth in summary form below, and are hereby appropriated for expenditure during the 2017-2018 biennium as set follows:

2017-2018 BUDGET APPROPRIATIONS

FUND / DEPARTMENT	AMOUNT
001 GENERAL GOVERNMENT	
01 Non-Departmental	<u>\$10,140,3769,045,376</u>
02 Legislative	144,218
03 Municipal Court	<u>1,030,6171,029,211</u>
04 Administrative / Financial /	3,225,396
06 Police	<u>8,413,8808,353,862</u>
14 Building & Fire Safety	1,859,500
14 Planning	2,482,800
15 Park Operating	<u>2,650,7352,634,725</u>
16 Buildings	1,557,000
19 Ending Fund Balance	<u>1,143,8072,841,741</u>
TOTAL GENERAL FUND - 001	\$32,648,32933,173,829
101 STREET OPERATING	<u>5,401,4935,101,493</u>
102 STREET CAPITAL	<u>22,309,04022,001,540</u>
105 DRUG INVESTIGATION STATE	8,405
106 DRUG INVESTIGATION FEDERAL	19,416
107 HOTEL / MOTEL FUND	1,022,242
108 PUBLIC ART CAPITAL PROJECTS	109,023
109 PARK DEVELOPMENT FUND	<u>7,845,1017,327,101</u>
110 CIVIC CENTER DEBT RESERVE	1,827,968
111 STRATEGIC RESERVE	745,079
112 EQUIPMENT REPLACEMENT	322,723
208 LTGO BOND REDEMPTION	<u>5,131,5435,772,043</u>
211 UTGO BOND REDEMPTION	786,126
301 CAPITAL DEVELOPMENT FUND	1,624,197
305 GENERAL GOVT. CAPITAL	1,552,697
309 IMPACT TRUST FEE	3,897,316
310 HOSPITAL BENEFIT ZONE	8,091,420
401 WATER OPERATING	5,306,391
402 SEWER OPERATING	12,325,131
403 SHORECREST RESERVE	174,163
407 UTILITY RESERVE	1,435,133
408 UTILITY BOND REDEMPTION FUND	12,104,029
410 SEWER CAPITAL CONSTRUCTION	8,801,923
411 STORM SEWER OPERATING	2,510,823
412 STORM SEWER CAPITAL	1,940,258
420 WATER CAPITAL ASSETS	6,934,022
TOTAL ALL FUNDS	\$144,874,441144,914,941

Section 3. Salary Schedule. Attachment "A" is adopted as the 2017-2018 personnel salary schedule for all employees.

Section 4. Transmittal. The City Clerk is directed to transmit a certified copy of the 2017-2018 budget hereby adopted to the Division of Municipal Corporations in the Office of the State Auditor and to the Association of Washington Cities.

Section 5. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 6. Effective Date. This ordinance shall be in force and take effect five (5) days after its publication according to law.

PASSED by the City Council of the City of Gig Harbor, Washington, and approved by its Mayor at a special meeting of the council held on this ___ day of December, 2016.

CITY OF GIG HARBOR

Mayor Jill Guernsey

ATTEST/AUTHENTICATED:

Molly M. Towslee, City Clerk

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY

Angela G. Summerfield

FILED WITH THE CITY CLERK: 11/21/16
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.

Attachment A

POSITION	2017 RANGE	
	Minimum	Maximum
City Administrator	11,028	13,785
Chief of Police	9,476	11,845
Public Works Director	8,573	10,717
Finance Director	8,486	10,607
Police Lieutenant	7,695	9,619
City Engineer	7,460	9,325
Information Systems Manager	7,460	9,325
Planning Director	7,460	9,325
Building & Fire Safety Director	7,400	9,250
Senior Engineer	6,978	8,722
Police Sergeant	7,435	8,508
City Clerk	6,708	8,384
Tourism & Communications Director	6,693	8,367
Public Works Superintendent	6,608	8,260
Wastewater Treatment Plant Supervisor	6,608	8,260
Associate Engineer/Project Engineer	6,452	8,064
Senior Accountant	6,437	8,047
Senior Planner*	6,433	8,041
Parks Project Administrator	6,415	8,019
Court Administrator	6,310	7,888
<u>Human Resources Manager</u>	<u>6,310</u>	<u>7,888</u>
Assistant Building Official/Fire Marshal	6,069	7,586
Field Supervisor	5,688	7,108
Construction Supervisor	5,688	7,108
Police Officer	5,411	6,765
Senior WWTP Operator	5,355	6,694
Payroll/Benefits Administrator	5,226	6,534
Associate Planner*	5,148	6,435
Construction Inspector	5,021	6,277
Planning / Building Inspector	5,021	6,277
Mechanic	4,855	6,069
<u>Facilities Maintenance Mechanic</u>	<u>4,855</u>	<u>6,069</u>
Wastewater Treatment Plant Operator	4,791	5,988
Assistant City Clerk	4,783	5,978
Executive Assistant	4,783	5,978
Engineering Technician	4,751	5,937
Information Systems Assistant	4,649	5,811
WWTP Collection System Tech II	4,481	5,601
Maintenance Technician	3,600	5,601
Assistant Planner*	4,467	5,583
Permit Coordinator	4,467	5,583
Community Service Officer	4,427	5,535
Finance Technician	4,355	5,445
Utility Billing Technician	4,355	5,445
<u>Planning Technician</u>	<u>4,333</u>	<u>5,416</u>
Building Assistant	4,235	5,294
Planning Assistant	4,235	5,294
Public Works Assistant	4,235	5,294
Administrative Assistant	4,053	5,067
Lead Court Clerk	4,052	5,066
Police Services Specialist	3,663	4,579
Court Clerk	3,614	4,517
Custodian	3,600	4,500
Public Works Clerk	3,598	4,497
Planning/Building Clerk	3,598	4,497
<u>Laborer</u>	<u>3,420</u>	<u>4,275</u>

* Planner Classification Series

December 1, 2016

Gig Harbor City Council Members
3510 Grandview Street
Gig Harbor, WA, 98335

Dear Council Members:

It is our understanding that the council may be considering dropping the annual funding for the Downtown Waterfront Alliance. If this is true, the Gig Harbor Chamber's Board of Director's would like to let you know that we support the continuation of funding by the City of Gig Harbor for the DWA. This support will ensure that the revenue generating activities and events they provide for downtown businesses will continue.

We understand that you are charged with good stewardship of City funds and the responsibility to determine the best use of these funds. The continued funding for DWA is very important for our downtown businesses and the City should continue its support until such time that DWA can fund their own activities and expenses.

Thank you all for the work that you do on behalf of the citizens and businesses you represent in Gig Harbor.

Sincerely,



Erin Abrigo

Chair, Board of Directors
Gig Harbor Chamber of Commerce