

11.04.24 Budget Amendment List

Amendment Reference Number	Requested By	Proposed Amendment Purpose:
<u>AM-1</u>	City Manager Request	<i>To increase the FTE count in the CMO by .5 FTE to extend the Light Rail Project Manager position in 2025.</i>
<u>AM-2</u>	CM Ramsdell	<i>To add one-time General Fund appropriations by \$145,000 for mental health support services at the Shoreline/LFP Senior Center using General Fund fund balance.</i>
<u>AM-3</u>	Deputy Mayor Mork	<i>To make the grant administrator position into a permanent, not limited time, FTE and change the new staff accountant position from a permanent FTE into a limited-term position. Accordingly, the salary table would be changed and one-time General Fund fund balance of \$50,000 would be used. An additional \$27,000 in ongoing General Fund revenues would be added to the budget.</i>
<u>AM-4</u>	Deputy Mayor Mork	<i>To add one-time funding of \$40,000 to extend the Firlands Way Study using General Fund fund balance.</i>
<u>AM-5</u>	Deputy Mayor Mork	<i>To add one time funding for 30-year celebration and Historical Signage on Firlands Way using General Fund fund balance.</i>
<u>AM-6</u>	CM Scully	<i>To reduce the biennial budget appropriations for Council travel and training by \$27,500 annually.</i>
<u>AM-7</u>	Mayor Roberts	<i>To add one-time funding of \$500,000 to the CIP to extend the Sidewalk on 25th Ave NE from the North end of Brugger's Bog Park to NE 200th St. using revenues identified as "future funding."</i>
<u>AM-8</u>	Mayor Roberts	<i>To eliminate appropriations from the one-time budget set aside of</i>

		\$600,000 for subarea planning services in PCD.
AM-9	CM Robertson	To add one-time funding for a winter light display at the park at Town Center using General Fund fund balance.
AM-10	CM Pobee	To add ongoing appropriations to the budget to support the City's participation in the Sister Cities Association.

Item/Issue: AM-1. City Manager Request

Proposed Amendment

To increase the FTE count in the CMO by .5 FTE to extend the Light Rail Project Manager position in 2025.

"I move to amend the proposed 2025-2026 Biennial Budget to increase the FTE Count in the City Manager's Office by 0.5 in 2025 for the Lynnwood Link Extension Light Rail Project Manager position and add this position back into the Salary Schedule in the same range it was proposed to be eliminated from."

Staff Notes:

Staff is proposing to extend the current Lynnwood Link Extension Project Manager position by 6 months to June 30, 2025, to support the close-out and completion of all of the outstanding permit and punch list item work that the Sound Transit Light Rail Project team is still working on. This position had been scheduled to be eliminated at the end of the 2024 but given that the amount of remaining work now scheduled for 2025 is greater than what was initially estimated, staff is proposing to extend this position for another 6 months.

The funding for the extension of this position is provided by Sound Transit as part of the City's Funding Agreement with them. Currently, the City has enough budget authority already proposed for 2025 to pay for this additional 6 months of salary and benefits cost. However, staff will need to amend the budget next year once the final cost estimate for all Light Rail projects costs are finalized with Sound Transit. This will also likely require a final amendment to the Sound Transit Funding Agreement, which would also be done next year.

Item/Issue: AM-2. Submitted by CM Ramsdell

Proposed Amendment

To add one-time General Fund appropriations by \$145,000 for mental health support services at the Shoreline/LFP Senior Center using General Fund fund balance.

"I move to amend the 2025-2026 Biennial Budget by increasing General Fund appropriations to provide (Add annual detail) totaling \$145,000 in one-time funding to the Shoreline/LFP Senior Center to provide mental health supportive services for income-qualified Shoreline seniors supported by use of General Fund fund balance."

Staff Notes (CQ 5 and CQ 32)

There is a \$180,000 yearly allocation for the Shoreline/Lake Forest Park Senior Center that is a component of the proposed Human Services Plan and integrated into the proposed 2025-2026 Budget. This allocation represents an increase from their current contract of \$95,708 in 2024. The additional funds are provided in part to maintain the social worker position that was added with one-time City funds provided by the ARPA Community Development Block Grant (CDBG) during the pandemic. It also provides additional general operating funds to be used at their discretion (their funding from the City has been flat at \$95,708 per year for over 15 years). The social worker program began in December of 2021 as a response to the growth and complexity of needs within the senior population during the Covid-19 pandemic and which continue today. Approximately \$65,000 of the additional funds will be used to cover the costs of the social worker. This would leave approximately \$20,000 of the added funds that could be used to support a new mental health program or other Senior Center priorities. Additional funds beyond this would need to be added via Council amendment. Given that the annual amount provided to the Shoreline/LFP Senior Center has not escalated for inflation for many years, this amount would address normal inflationary increases over recent history. The City Manager recommends that if a budget amendment to provide the Shoreline/LFP Senior Center funding to provide Mental Health Support Services to seniors is moved, that it be limited to "income qualified Shoreline seniors" funded by a one-time general fund contribution.

Item/Issue: AM-3. Submitted by Deputy Mayor Mork

Proposed Amendment

To make the grant administrator position into a permanent, not limited time, FTE and change the new staff accountant position from a permanent FTE into a limited-term position. Accordingly, the salary table would be changed and one-time General Fund fund balance of \$50,000 would be used. An additional \$27,000 in ongoing General Fund revenues would be added to the budget.

"I move to amend the 2025-2026 Biennial Budget to change the Grant Administrator position in the Administrative Services Department currently proposed as Limited Term to an ongoing FTE, and the Staff Accountant position also in the Administrative Services Department currently proposed as an FTE to a Limited Term position and update the salary table accordingly and increase the General Fund appropriations of \$77k with 50k of one-time use of General Fund fund balance and 27k supported by ongoing General Fund revenue to support this change."

Staff Notes (CQ 1 & CQ 35)

During the budget process, staff identified the costs needed to support current services as well as one-time and ongoing needs to support Council Goals and the plans adopted by Council. The Leadership Team then prioritized all the requests, and the City Manager recommended the highest priority needs that were sustainable within our 10-Year Financial Forecast. Staff identified a need to convert the current limited term Performance Management Analyst and Grant Administrator positions to permanent FTE positions, as well as the need for a permanent Human Services Manager as identified in the recently adopted Human Services Plan. While all three positions were ranked highly and would provide significant benefits to the City, the City Manager determined that the Human Services Plan was a higher priority for Council and included it in his proposed budget. Given the financial constraints shown in the 10-year forecast, we were not able to propose all three positions as ongoing FTEs at this time.

Ongoing General Fund funding is required to convert the Limited-Term Grant Administrator position to an ongoing FTE. Staff are concerned about the impacts to the 10-Year Financial Sustainability Model when an additional FTE is added. If Council would like to convert that position to an FTE an option to minimize the financial impacts on the 10YFSM would be to convert one of the positions currently proposed as an FTE to a limited-term position. In evaluating all the proposed FTE's (discussed in detail in question CQ-1 in the council questions matrix) staff believe that the Staff Accountant position is most suited to being converted to a limited term position. While there are risks to the City's financial credibility associated with not filling this position, it is possible that we could attract an entry level accountant in a limited term capacity to fill this role. Alternatively, if we were unsuccessful in recruiting a limited-term position, we could rely on contracted consultants or temporary staff to support this function. While these options are not the most effective, they are preferable to impacts related to converting other proposed positions. There is a one-time impact estimated at \$50,000 for the biennium because the current proposed budget only includes 16 months of budgeted expenses. There is ongoing impact estimated at \$27,000 per year due to the Grant Administrator position being in a higher classification.

Item/Issue: AM-4. Submitted by Deputy Mayor Mork

Proposed Amendment

To add one-time funding of \$40,000 to extend the Firlands Way Study using General Fund fund balance.

"I move to amend the 2025-2026 Biennial Budget by increasing General Fund appropriations to provide \$40,000 in one-time funding to extend the Firlands Way Study to N. 195th Street using General Fund fund balance."

Staff Notes (CQ 8)

Funding for a study to define a concept plan/cross-section of Firlands Way was added as a mid-bi budget amendment for the 23-24 Biennial Budget. The scope of work for that study was for the limits between N 185th and N 188th. As part of the TIP, based on Council discussion, Firlands Way Study was added as an emerging issue with the identification of an additional \$40,000 in funding to extend the limits of the study to N 195th. The proposed 25-26 Biennial Budget does not include the additional funding. At this point, if Council would like to expand the limits of the study, an amendment to the proposed budget will be needed. At the time of the mid-bi budget amendment, staff identified that this work would not begin until

2025 and ideally would be timed in conjunction with a potential subarea plan of this area. This project is currently on the workplan for Transportation Services in 2025.

Item/Issue: AM-5. Submitted by Deputy Mayor Mork

Proposed Amendment

To add one time funding for 30-year celebration and Historical Signage on Firlands Way using General Fund fund balance.

"I move to amend the 2025-2026 Biennial Budget by increasing General Fund appropriations to provide \$50,000 in one-time funding to the Shoreline Historical Museum for the purpose of developing content for milestone celebrations, planning and executing at least one community event for the City's 30-year birthday celebration and for installation of historical signage on Firlands Way using General Fund fund balance."

Staff Notes (CQ 48)

Staff response pending

Item/Issue: AM-6. Submitted by CM Scully

Proposed Amendment

To reduce the biennial budget appropriations for Council travel and training by \$27,500 annually.

"I move to amend the 2025-2026 Biennial Budget by reducing the Council Operating Budget for Travel and Training by \$27,500 annually ongoing, decreasing the General Fund appropriations for the biennium by \$55,000."

Staff Notes (CQ 31)

The Council travel budget estimates that all Councilmembers will travel annually to the AWC Annual Conference, AWC City Action Days, NLC Congressional City Conference, and the NLC City Summit. Additionally, staff added budget for one lobby trip to D.C. for the Mayor. There is a small amount budgeted for miscellaneous travel. This year's base budget adjustment is a "catch up year," as recent adjustments for inflation weren't sufficient for rising travel costs. The per person trip cost for the NLC Congressional Conference increased 28% (\$846) from 2017 to 2024 and increased 49% (\$846) for the NLC City Summit during the same period. In 2024, 23 trips were taken by Councilmembers, compared to 24 trips in 2023. As a comparison to historic pre-covid travel, 13 trips were taken in 2018 and 21 trips in 2017. While Council's travel budget has routinely been adjusted for inflation, we now have had enough post-covid travel cost data to more accurately anticipate future travel costs. If the budget is reduced then the number of Council members able to travel to each event would be limited by the available budget.

Item/Issue: AM-7. Submitted by Mayor Roberts

Proposed Amendment

To add one-time funding of \$500,000 to the CIP to extend the Sidewalk on 25th Ave NE from the North end of Brugger's Bog Park to NE 200th St. using revenues identified as "future funding."

"I move to amend Roads Capital Fund in the 2025-2030 CIP to include expanding the frontage improvements on 25th Avenue NE to reach 200th Street at a value of \$500,000 in 2027 with funding identified as "Future Funding".

Staff Notes (CQ 30)

New sidewalks will be added along 25th Avenue NE as part of required frontage improvements to Brugger's Bog Park. This sidewalk will eventually connect to future sidewalks to the south when the maintenance facility improvements take place. Currently, there are no plans to continue the sidewalk further north past the park boundary.

If the sidewalk were to continue north approximately 318' to the intersection with 200th Street, the estimated cost would approach \$500k. This rough estimate includes costs for re-paving, stormwater requirements, sidewalks, landscape strips, and amenity zones. While this is a high priority street in the Pedestrian Prioritization Plan, and this project could be funded using remaining funds from the Sidewalk Expansion funding, staff would recommend that Council review all the high priority projects to ensure we are allocating any remaining funds across the numerous high priority projects appropriately. Additionally, this project could be a candidate for grant funding such as Safe Routes to School or other grant funding, as it would be filling a small gap in a larger network. The final option would be to amend our contract with Forma Construction to increase the scope of the Brugger's Bog project. This option would provide economies of scope and may still provide the opportunity to seek grant funding because the work would likely not be ready to proceed until 2027. Additionally, because the general fund has already committed funds to the parks bond projects, we do not believe that this would require additional funding being committed at this time. If Council would like to add this project to the CIP, staff recommend an amendment to the CIP to include this project in or after 2027 with funding identified as "future funding" to provide time to evaluate the viability of the three options. The work could potentially be performed sooner depending on the best option. Based on this approach, Council could simply direct staff to explore these options and update the CIP as appropriate to accomplish this project with a future budget amendment.

Item/Issue: AM-8. Submitted by Mayor Roberts

Proposed Amendment

To eliminate appropriations from the one-time budget set aside of \$600,000 for subarea planning services in PCD.

"I move to amend the 2025-2026 Biennial Budget by eliminating the funding for sub-area planning and decreasing the General Fund appropriations by \$600,000 one-time funding."

Staff Notes (CQ 3)

The proposal to undertake subarea planning is in direct response to community feedback during the Comprehensive Plan update. Residents overwhelmingly want to be located near vibrant neighborhood centers that offer dining, shopping, recreation, etc. Staff have also heard a desire to differentiate neighborhood centers. Subarea planning is an opportunity to focus on creating centers with the goal of bringing together the community to develop a cohesive plan that could enable more options for residents and improve quality of life while advancing other citywide goals such as around transportation and mobility.

The estimated cost for subarea planning assumes two plans to be undertaken during the biennium and that each plan would include environmental analysis with the technical assistance of a consultant. Should this project not be funded, there would be reduced capacity to prepare subarea plans and to conduct some of the required technical analysis that may be necessary for environmental review. As a result, important neighborhood centers would continue to function in the status quo without the modernized, community-supported subarea plans, as the existing zoning and development standards would still control.

Item/Issue: AM-9. Submitted by CM Robertson

Proposed Amendment

To add one-time funding for a winter light display at the park at Town Center using General Fund fund balance.

"I move to amend the 2025-2026 Biennial Budget by increasing General Fund appropriations to provide \$XX in one-time funding to fund a Winter Light Display at the Park at Town Center."

Staff Notes

Not associated with a council question matrix question. Staff will be meeting to discuss the costs associated with this proposal and will include that in the next Council Question Matrix.

Item/Issue: AM-10. Submitted by CM Pobee

Proposed Amendment

To add ongoing appropriations to the budget to support the City's participation in the Sister Cities Association.

"I move to amend the 2025-2026 Biennial Budget by increasing ongoing General Fund appropriations to provide \$15,000 annually to Support the Sister Cities Association, increasing the General Fund appropriations for the biennium by \$30,000."

Staff Notes

Not associated with a council question matrix question.