

2016 Proposed Budget

Department Presentations



2016 Budget & CIP Review Schedule

- October 12 ✓ Transmittal of 2016 Proposed Budget and 2016-2021 CIP
- October 19 ← Review of Department Budgets
- October 26 Continued Review of Department Budgets and Review of 2016-2021 CIP
- November 2 Public Hearing on 2016 Proposed Budget and 2016-2021 CIP
- November 9 Public Hearing on 2016 Property Tax Levy & Revenue Sources
- November 16 Final Discussion of the 2016 Proposed Budget and 2016-2021 CIP
- November 23 Adoption of 2016 Budget, Adoption of 2016 Property Tax Levy, and Adoption of 2016-2021 CIP

2016 Budget Information

- The 2016 Proposed Budget will be available on-line at the City of Shoreline Website at:

<http://www.shorelinewa.gov>

Click on Budget & CIP Policies under the Government tab

- 2016 Budget Books Available for Review at:
 - Shoreline Library, Richmond Beach Library, City Hall
- 2016 Budget Books on CD Available for purchase at City Hall

Department Review Agenda

- Tonight's Review:

- City Council
- City Manager's Office
- Human Resources
- Community Services
- City Attorney
- Police
- Criminal Justice
- Parks, Recreation & Cultural Services
- Planning & Community Development
- Administrative Services & Citywide

- Next Council Meeting:

- Public Works
- Capital Improvement Plan
- Surface Water Utility
- General Fund Transfers
- Debt Service Funds

Department Budget Section Layout

- Summary Page
 - Mission Statement, Department Structure, Historical Expenditures Comparison and Staffing Trend
- Staffing Summary by Program and by Position
- 2015 Council Goals and Workplan Accomplishments
- 2016 Council Goals and Workplan Objectives
- Budget by Program
- Budget by Fund
- Budget by Type
 - Salaries, Benefits, Supplies, Services & Charges, Intergovernmental Services, Capital Outlay
- Budget Changes
- Program Performance Measures

Budget - All Departments

Budget Increases:

- COLA
- Personnel Benefits - Insurance, PERS Contributions

Budget Scrubbing

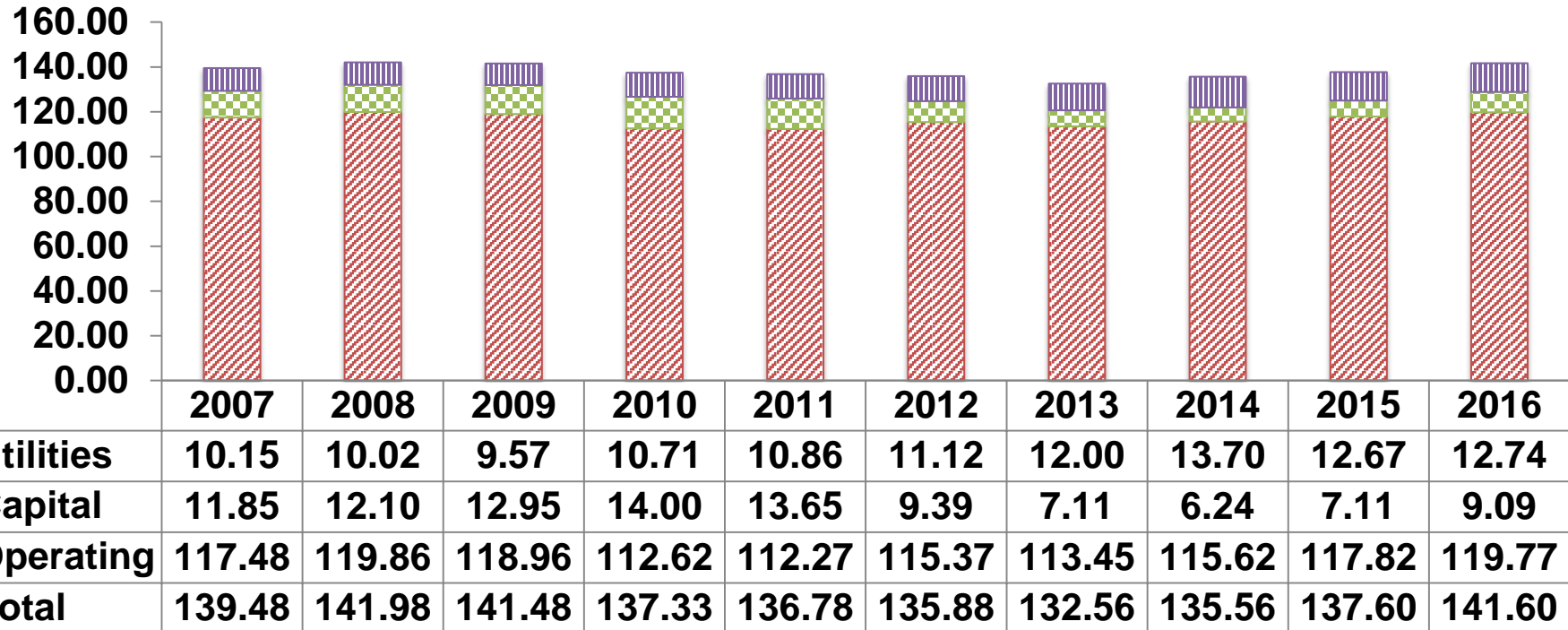
- 2015 One-Time adds removed
- Budget Analyst reviewed all “adjustments”
- Budget Analyst review of actual spending
- Centralized Technology support budgets

2016 Proposed Budget



2007-2016 Regular FTE Summary

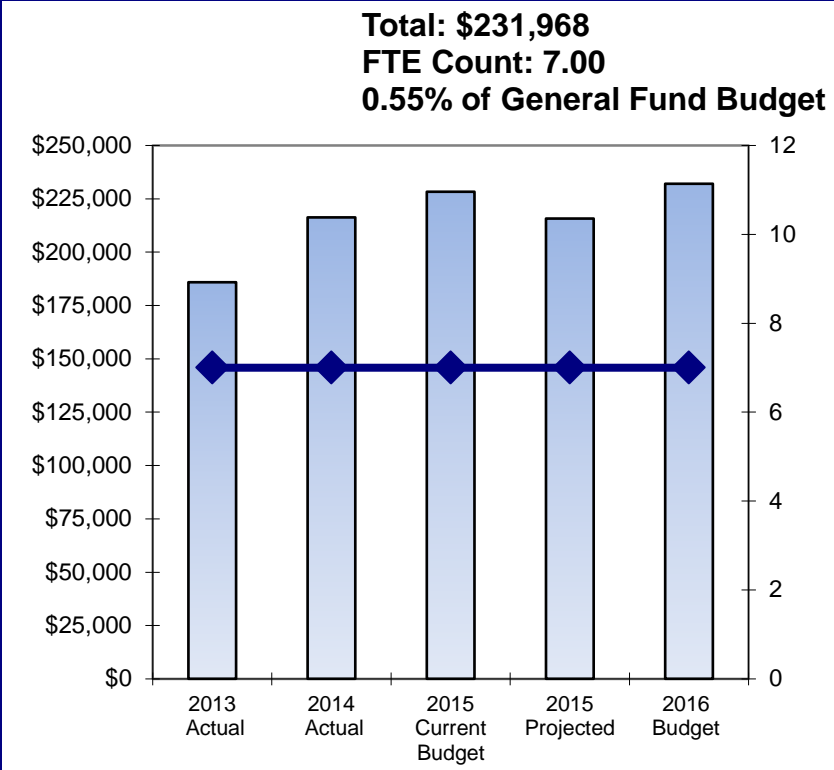
City of Shoreline FTE Summary by Fund Type



City Council

(Pages 99 - 103)

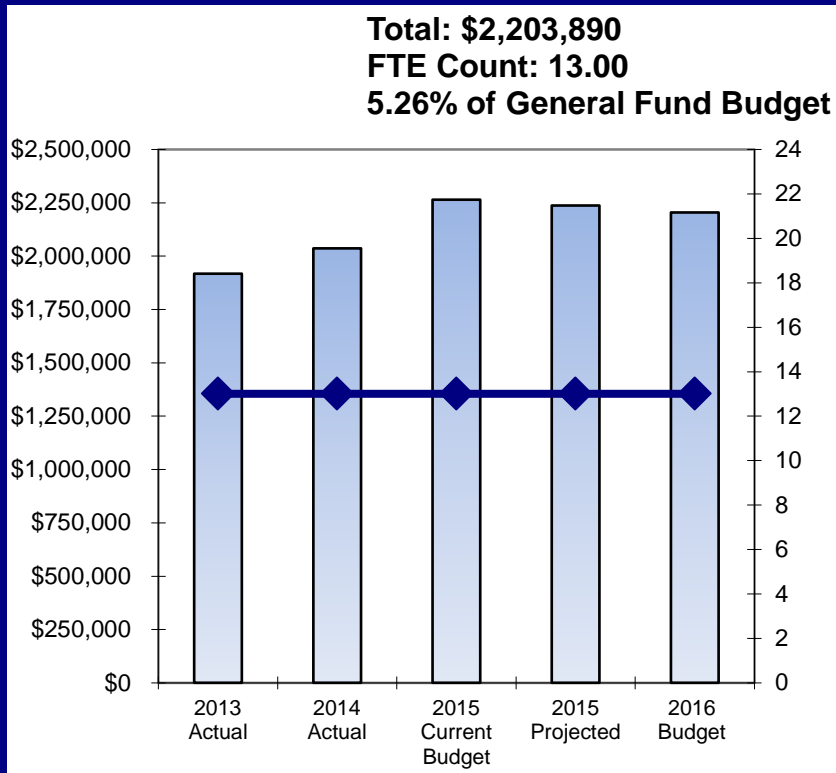
2016 BUDGET



City Manager

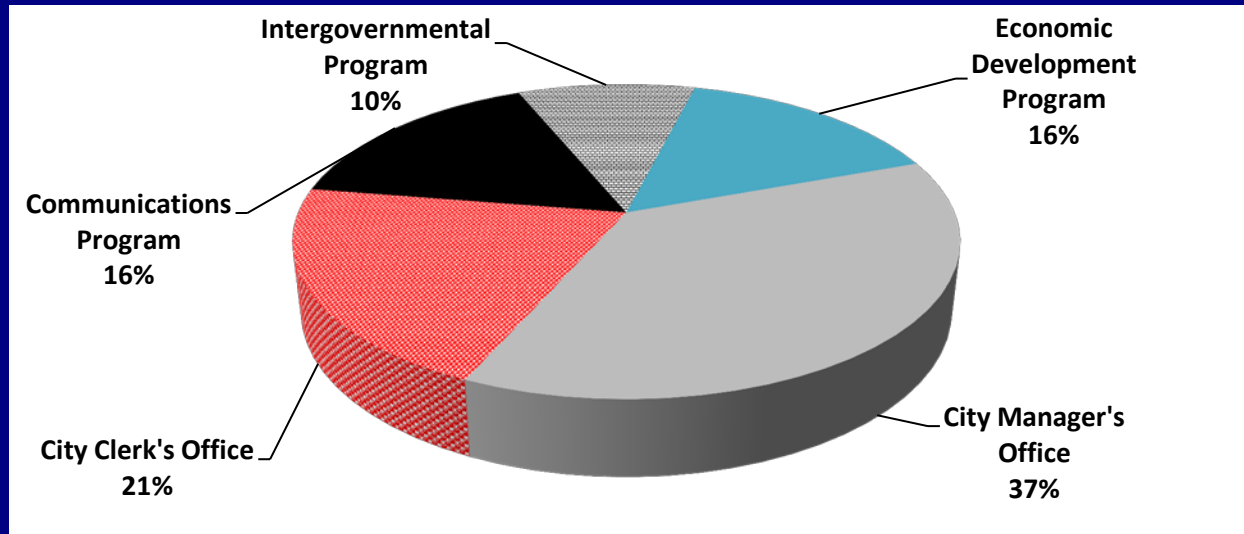
(Pages 107 - 120)

2016 BUDGET



City Manager (Cont.)

- City Manager's Office, City Clerk's Office, Communications, Intergovernmental Relations, Economic Development Program, Property Management Program, and Highland Park Center



City Manager

(Pages 107 - 120)

2016 BUDGET CHANGES

Ongoing:

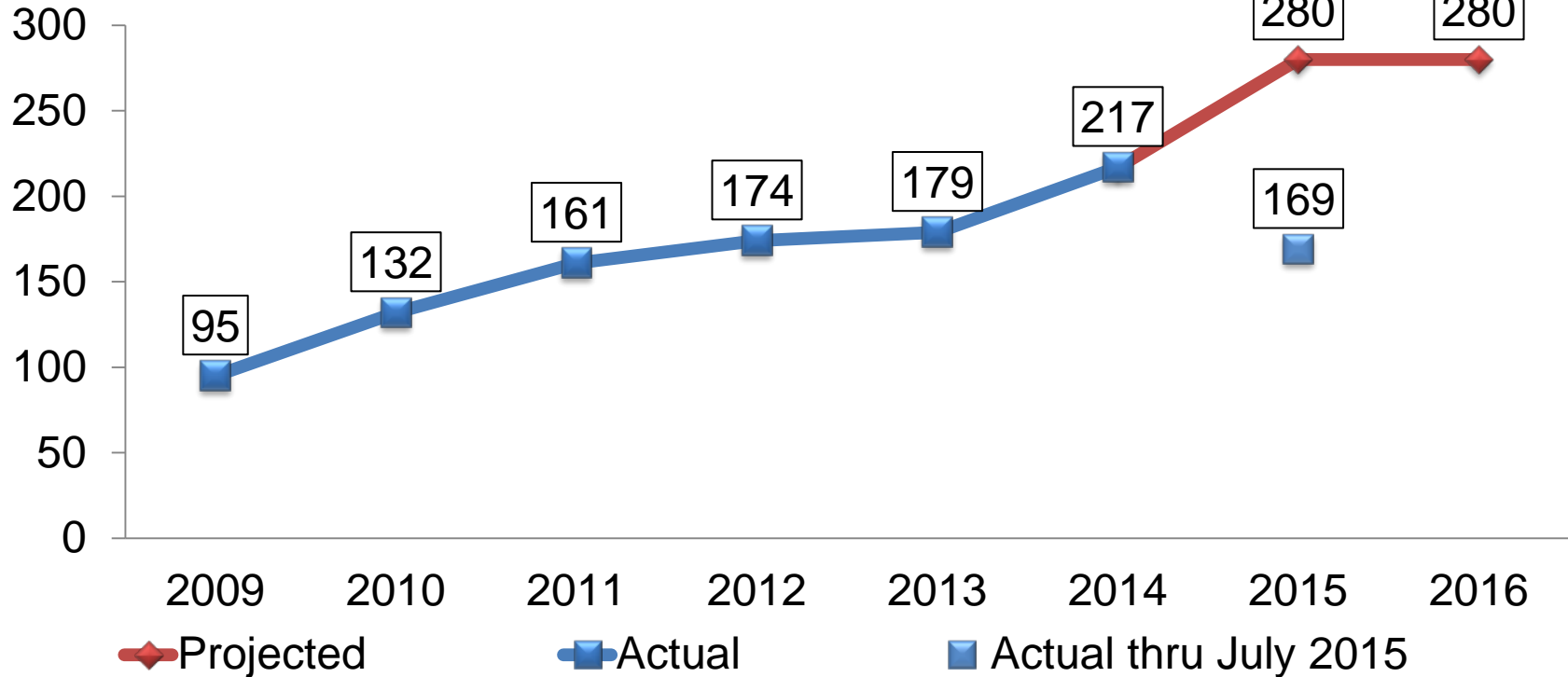
- Full allocation of Communication Assistant
- Increase for Shoreline Farmers Market

One-Time:

- Potential Levy Lid Lift Support
- City Clerks Public Disclosure Extra Help
- Promoting Shoreline

City Manager (Cont.)

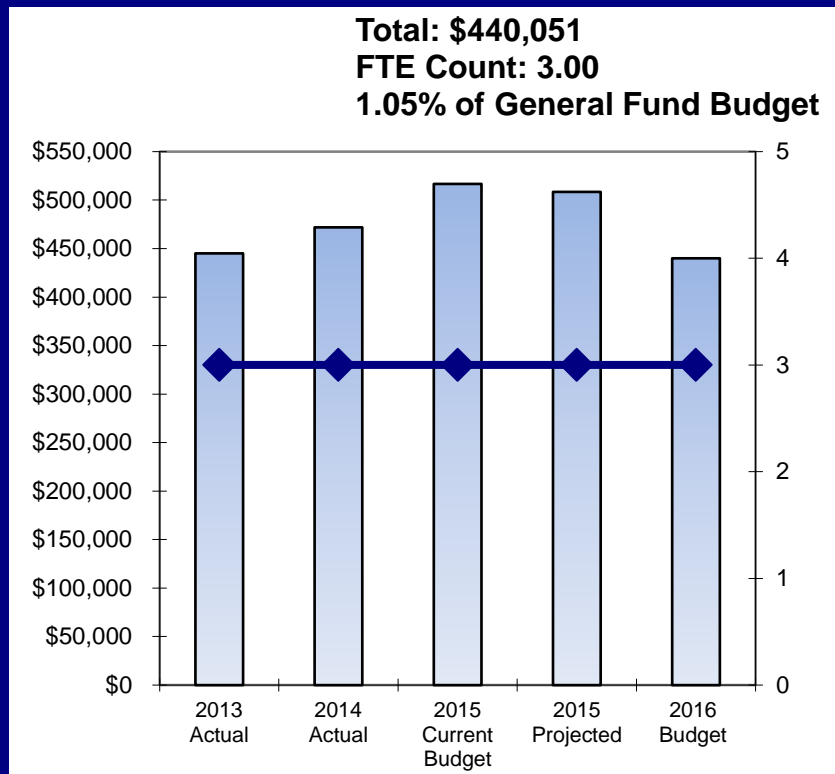
Public Disclosure Requests



Human Resources

(Pages 167 - 171)

2016 BUDGET



Human Resources (Cont.)

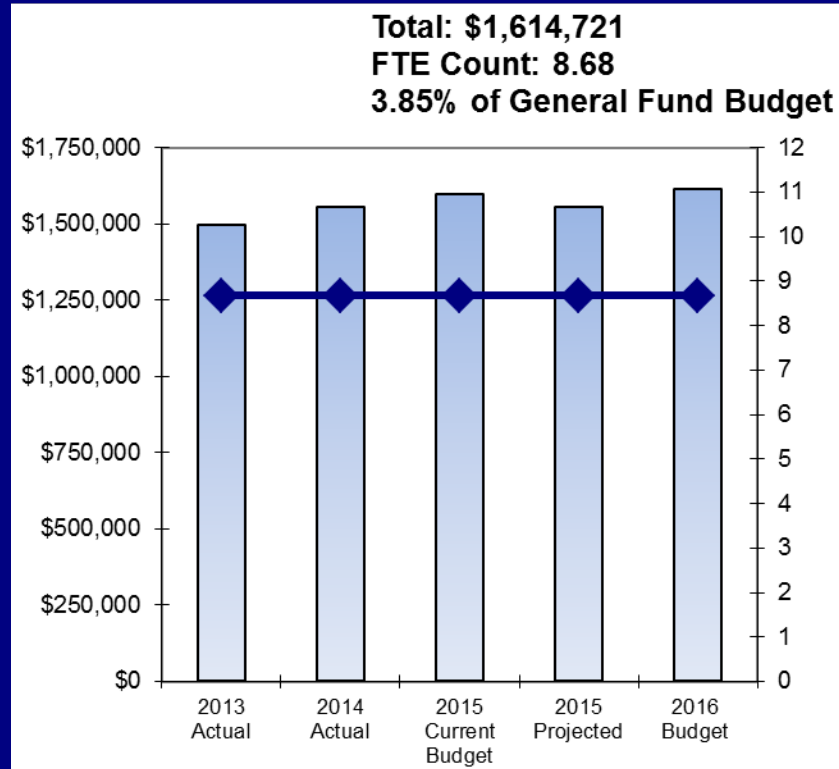
2016 BUDGET

Status Quo

Community Services

(Pages 123-132)

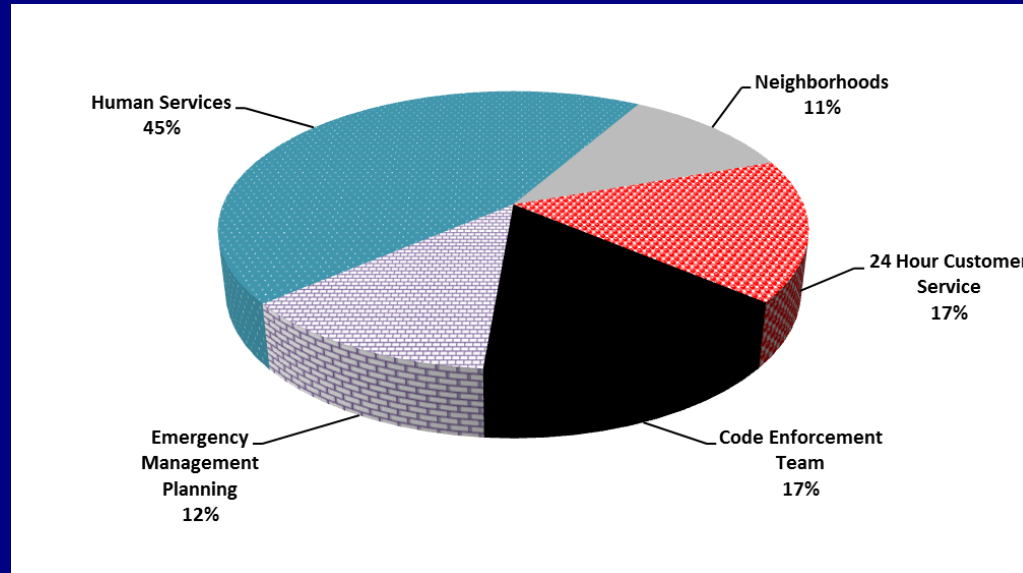
2016 BUDGET



Community Services

(Pages 123-132)

- Human Services, Customer Response Team (24 Hour Customer Service), Neighborhoods, Emergency Management Planning, and Code Enforcement



* Code Enforcement is shared between CRT and Planning. CRT performs Strike 1 & 2. Planning performs Strike 3.

Community Services (Cont.)

2016 BUDGET CHANGES

Ongoing:

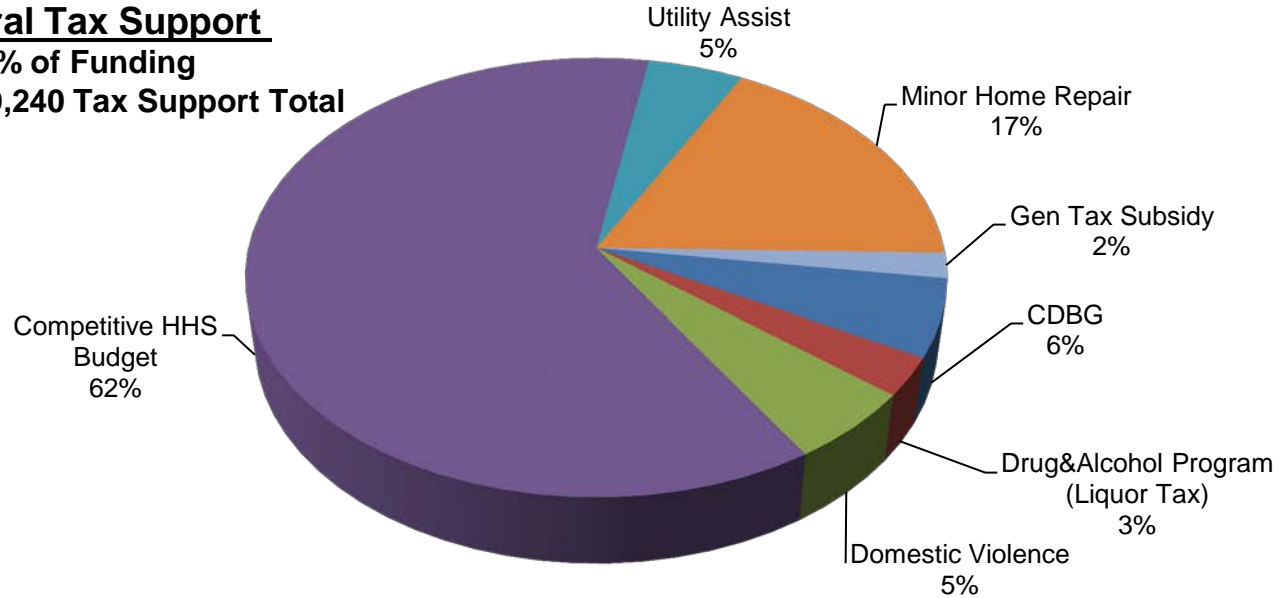
- Emergency Management Performance Grant
- Community Diversity Coordinator

Community Services (Cont.)

Human Services - Grants to Other Agencies 2016 Proposed Budget - Total: \$499,800

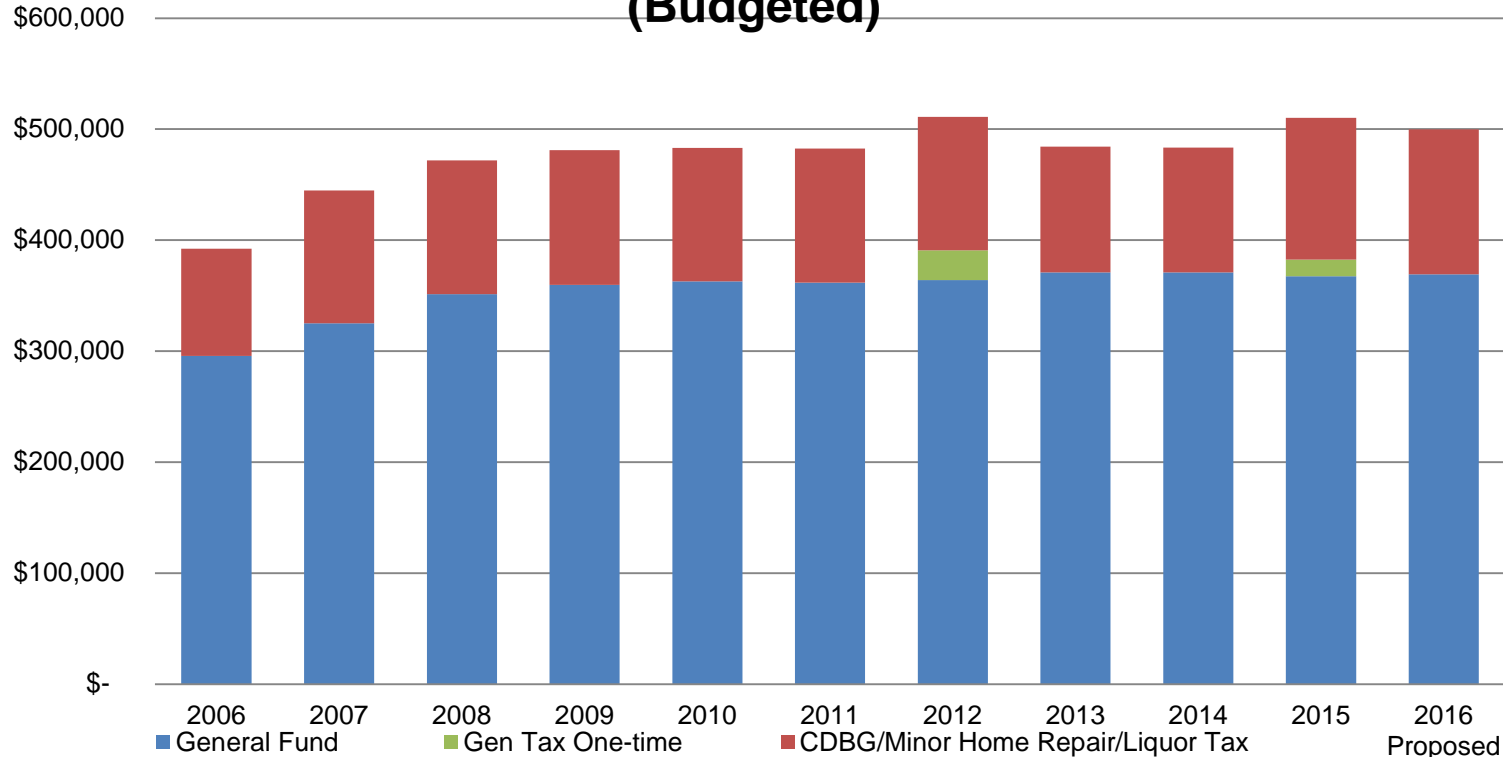
General Tax Support

- 73.9% of Funding
- \$369,240 Tax Support Total



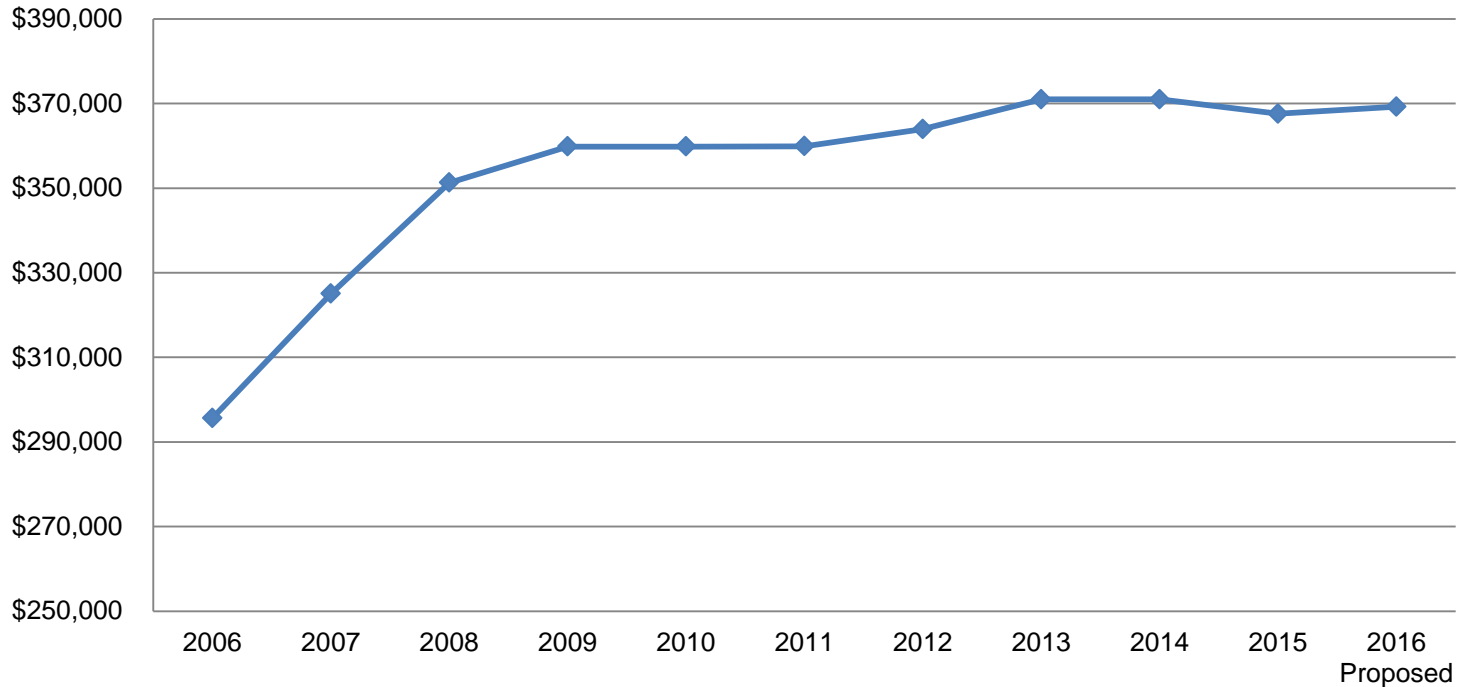
Community Services (Cont.)

Human Services Grants to Other Agencies (Budgeted)



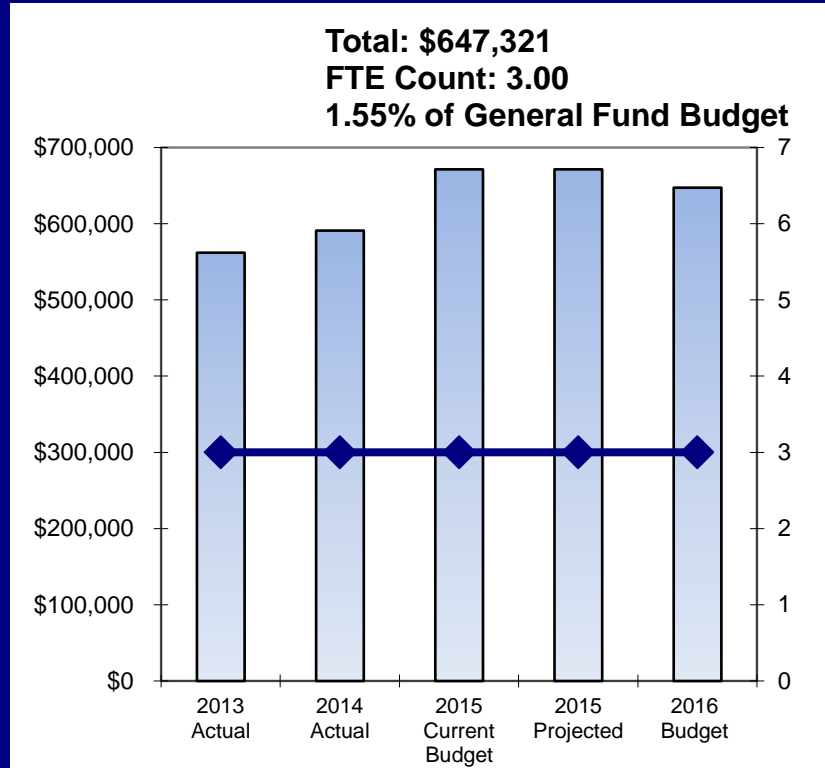
Community Services (Cont.)

Overall Human Services Grants to Other Agencies General Fund Programs W/O One-Time (Budgeted)



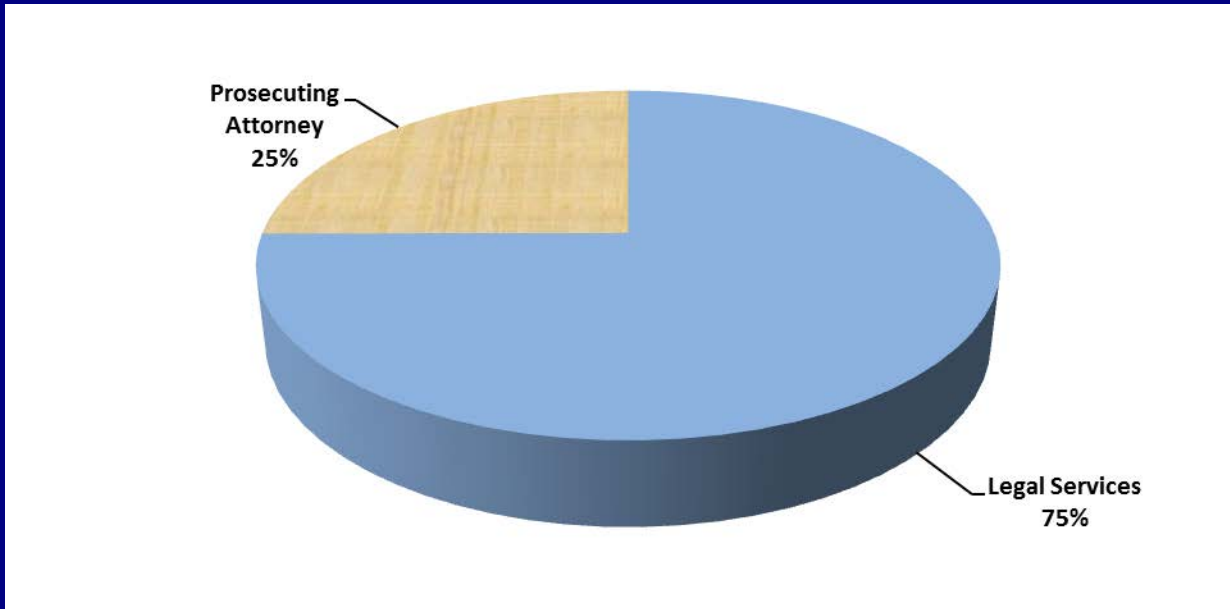
City Attorney (Pages 157 - 163)

2016 BUDGET



City Attorney

- Legal Services and Prosecuting Attorney (including Domestic Violence coordinator)



City Attorney (Cont.)

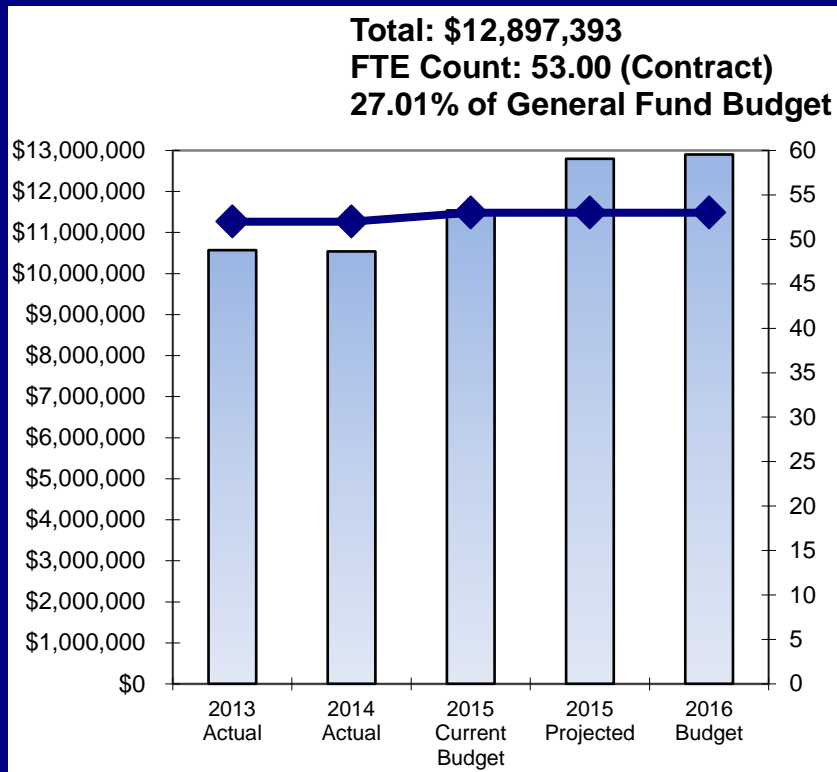
2016 BUDGET

Status Quo

Police

(Pages 175 - 189)

2016 BUDGET





Community outreach



Police (Cont.)

Special Emphasis Unit



Traffic Enforcement



SHORELINE POLICE



Criminal Investigations Unit



Patrol



Nurturing Trust Workshop

Police (Cont.)

2016 BUDGET CHANGES

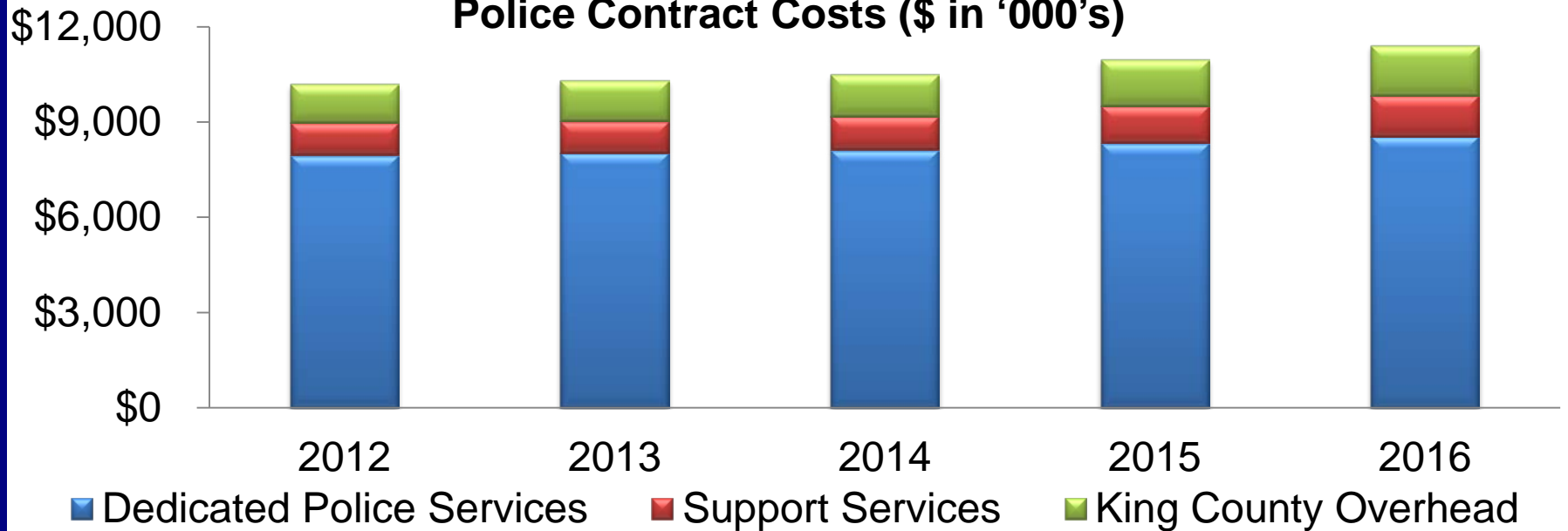
Ongoing:

- King County Contract: Increased \$463,000 (4.2%)
- Nurturing Trust Workshops (\$7,500)

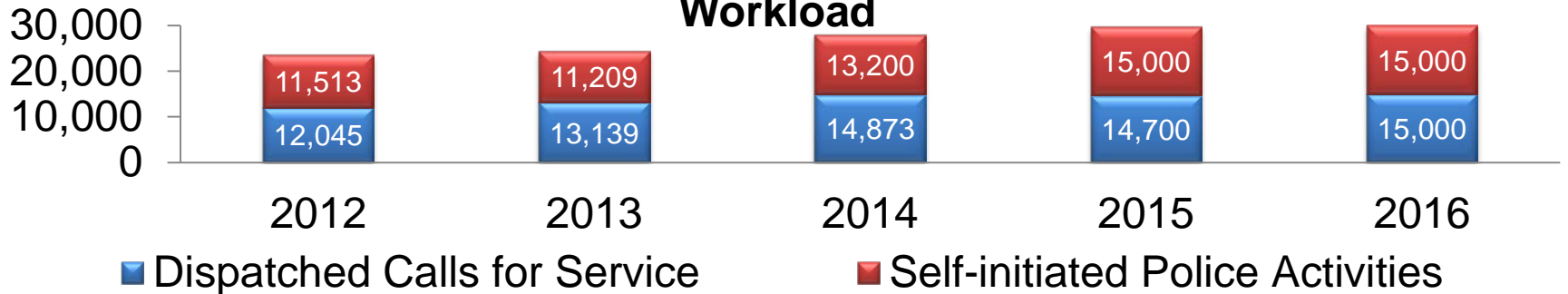
One Time:

- Seizure Funds support for Police Station at City Hall project (\$1.556 M)

Police Contract Costs (\$ in '000's)



Workload



2016 Police Non-Contract

\$1,730,000

Categories	Total Cost
Major Accident Response and Reconstruction	\$41,000
Park Patrol Overtime	\$4,000
Operating Expenses	\$129,000
Training, Equipment, Capital Project*	\$1,556,000

* Source of Funds: State and Federal Seizure Revenues

Police Efficiencies & Innovations

- ✓ Shared Supervision w/ Kenmore: \$155,000 (2016 Credit)
 - Savings since implementation in 2012 - 2016: \$755,000
- ✓ Risk Awareness, De-escalation, And Referral (RADAR)
Program: \$631,000 grant
- ✓ Service Delivery Report Method for MARR: \$22,000 annually
- ✓ Police Collaboration with Parks, Recreation and Cultural
Services Department: \$16,000 annually

2014 City Cost Comparison

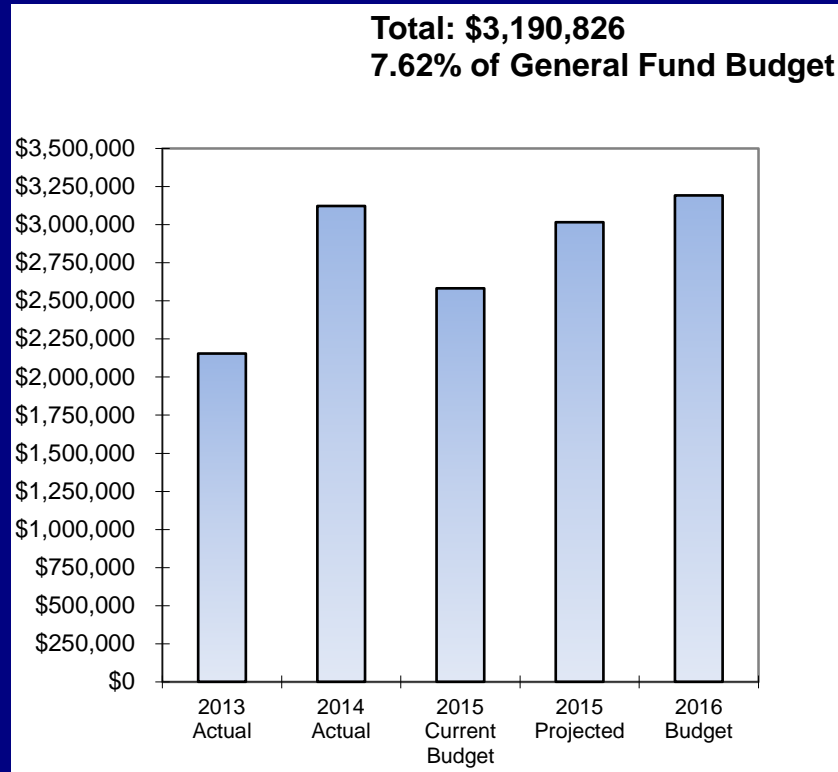
City	Pop.	Budgeted Sworn	Cost / Capita	Sworn / 1,000
Bothell	41,630	60.00	\$285	1.44
Edmonds	39,950	53.00	\$215	1.33
Kirkland	82,590	97.00	\$236	1.17
Lynnwood	36,030	71.60	\$367	1.99
Redmond	57,700	86.00	\$381	1.49
Seattle	640,500	1,361.00	\$451	2.12
Shoreline	53,990	52.58	\$204	0.97

Source: King County Sheriff's Office Contracts Unit Police Cost Comparison Study 2014

Criminal Justice

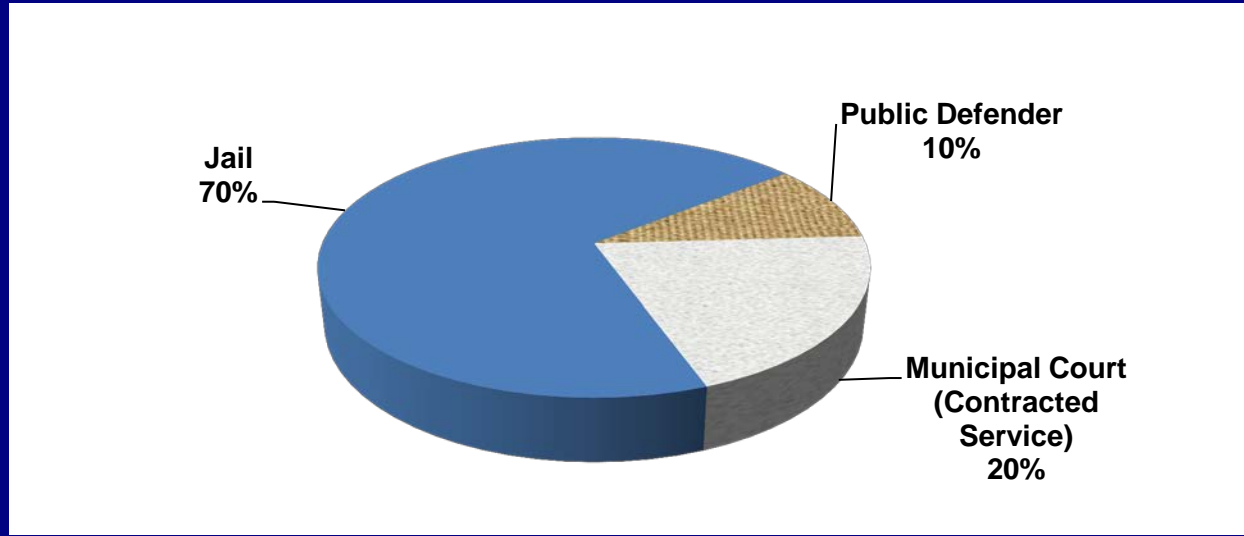
(Pages 193 - 200)

2016 BUDGET



Criminal Justice (Cont.)

- Jail, Public Defender and Municipal Court (contracted services)



Criminal Justice (Cont.)

2016 BUDGET CHANGES

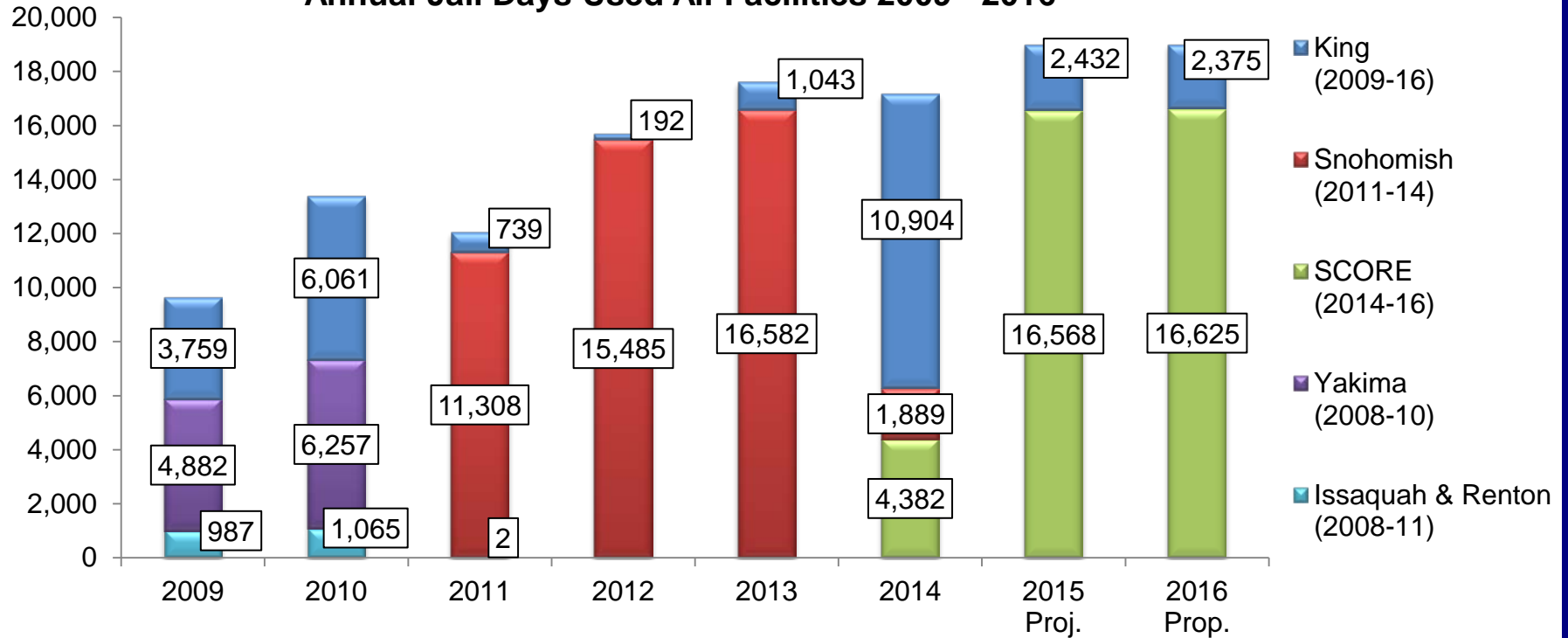
- \$600,000 for Increased Jail Days

Forecast anticipates future savings for:

- Yakima Jail
- Limited prosecution of DWLS 3

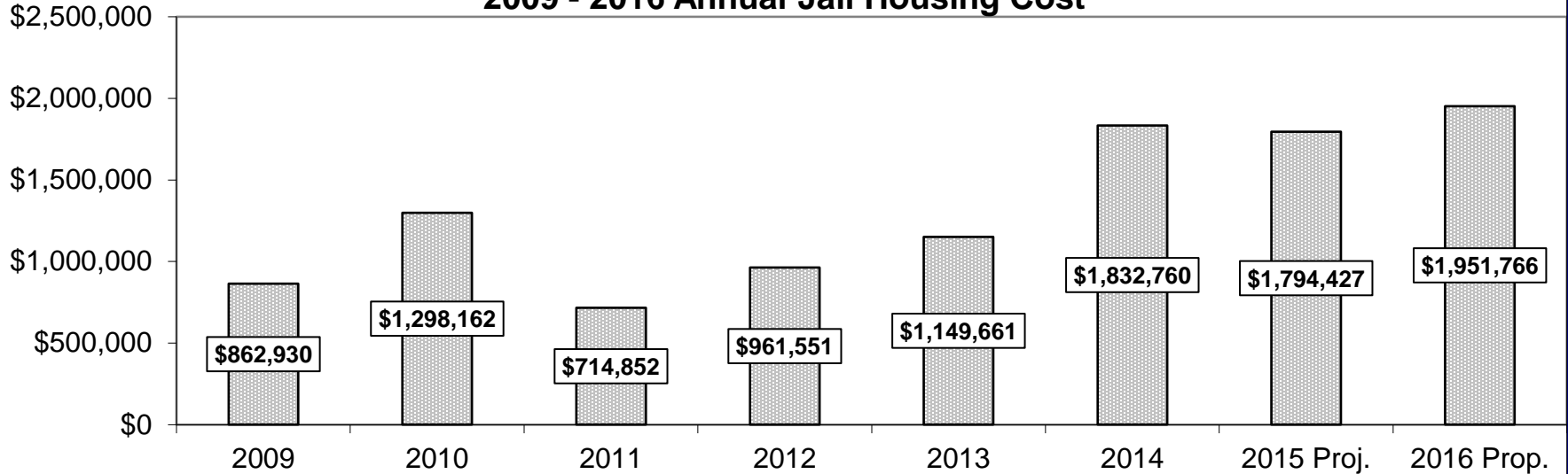
Criminal Justice (Cont.)

Annual Jail Days Used All Facilities 2009 - 2016



Criminal Justice (Cont.)

2009 - 2016 Annual Jail Housing Cost



2009 - 2016 Annual Housing Days

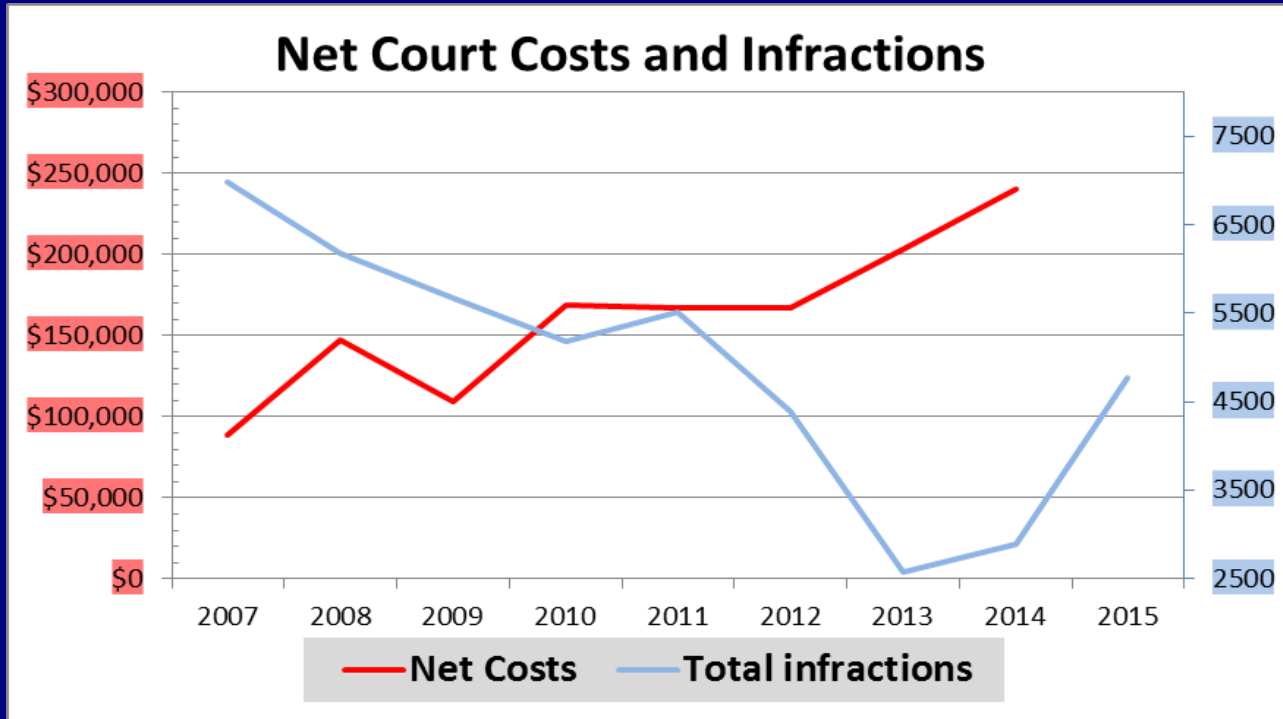
- King County
- Snohomish County
- SCORE
- Yakima
- Issaquah / Renton



2016 jail housing costs are projected to be **8.8%** higher than 2015

Criminal Justice (Cont.)

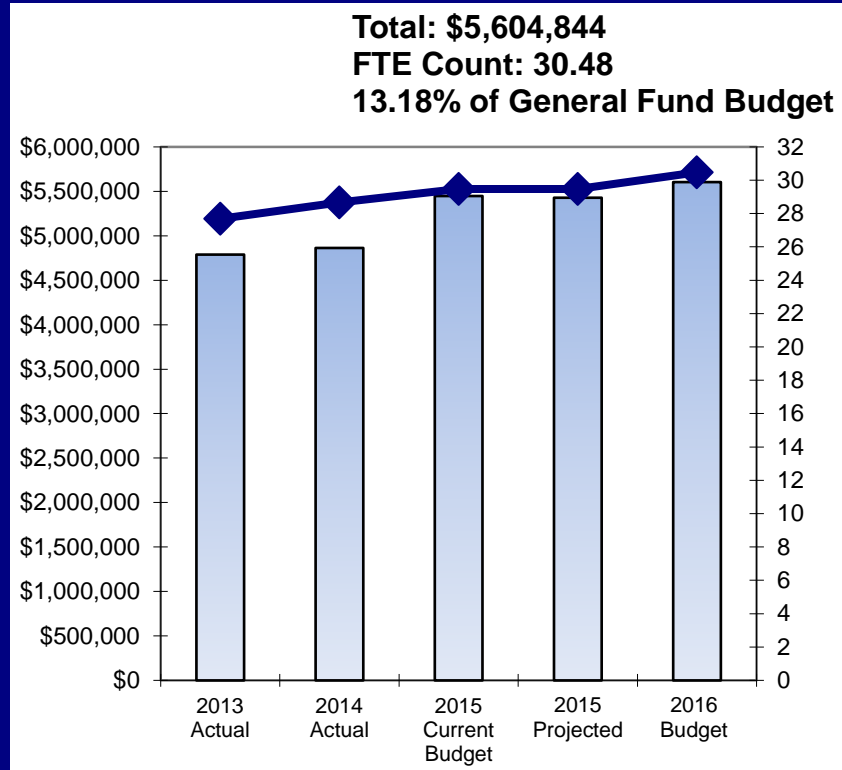
- Revenue offsets allocated costs
- Increased infraction rates will help decrease net costs



Parks, Recreation and Cultural Services

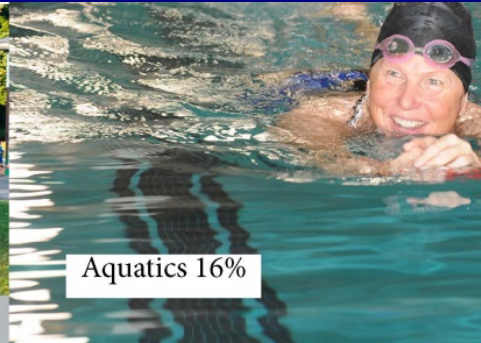
(Pages 203 - 220)

2016 BUDGET



General Recreation
Programs 20%

Parks and Open Space
27%



Aquatics 16%



Administration 12%

Parks, Recreation & Cultural Services



Youth and Teen Development
9%



Cultural Services
6%



Athletic Field Maintenance &
Operations 7%

Public Art 2%



Recreation Facility Rental 1%

Parks, Recreation and Cultural Services

2016 BUDGET CHANGES

Ongoing :

- Continued implementation of Urban Forest Strategic Plan
- Celebrate Shoreline Concert
- Aurora Ave. N banner replacement

Position

- Administrative Assistant I (1.00 FTE)

Parks, Recreation and Cultural Services (Cont.)

2016 BUDGET CHANGES (Cont.)

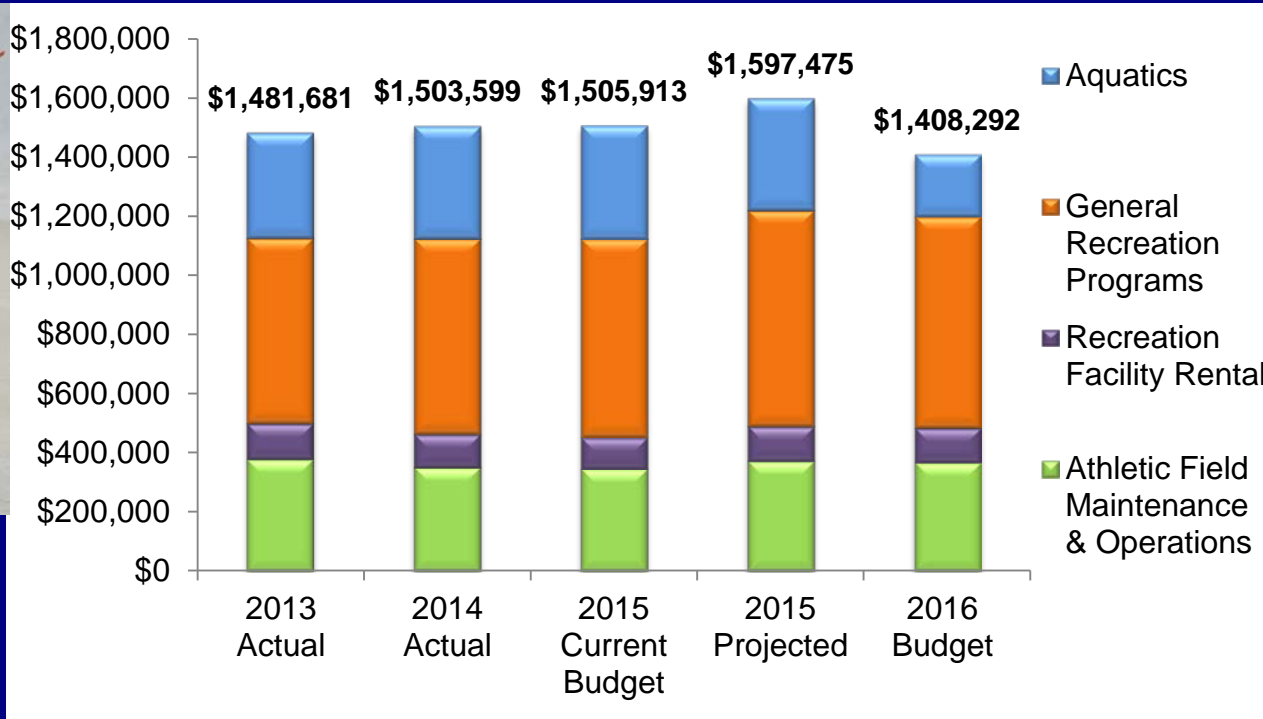
One-Time:

- Park Impact Fee Development
- Asset Inventory
- Shoreline Pool closure impacts

Parks, Recreation and Cultural Services (Cont.)

Program Revenue Trend

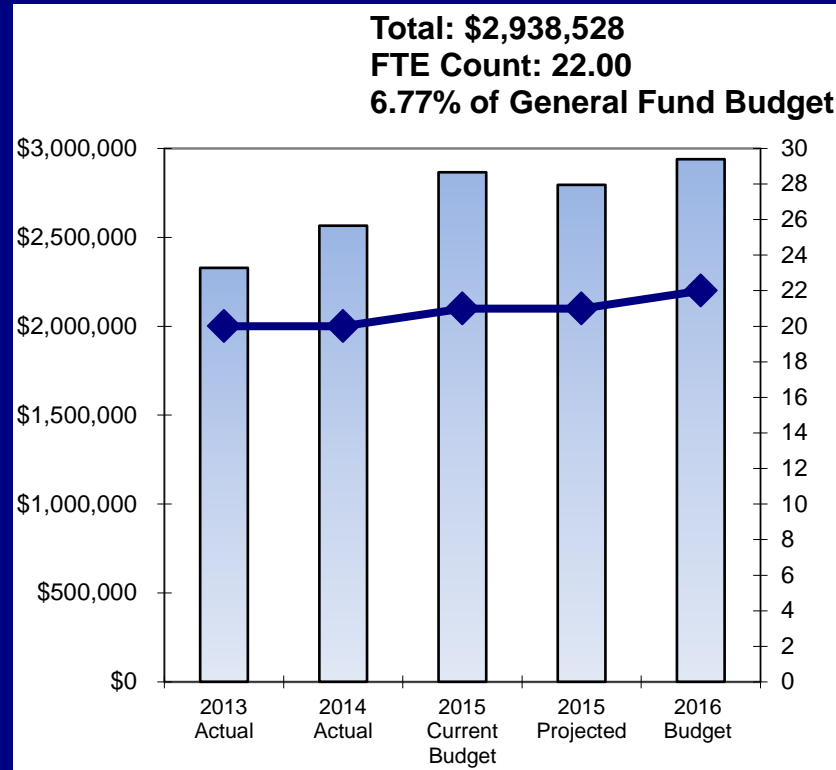
Parks Revenue Programs: Athletic Field Maintenance and Operations, Aquatics, Facility Rental and General Recreation



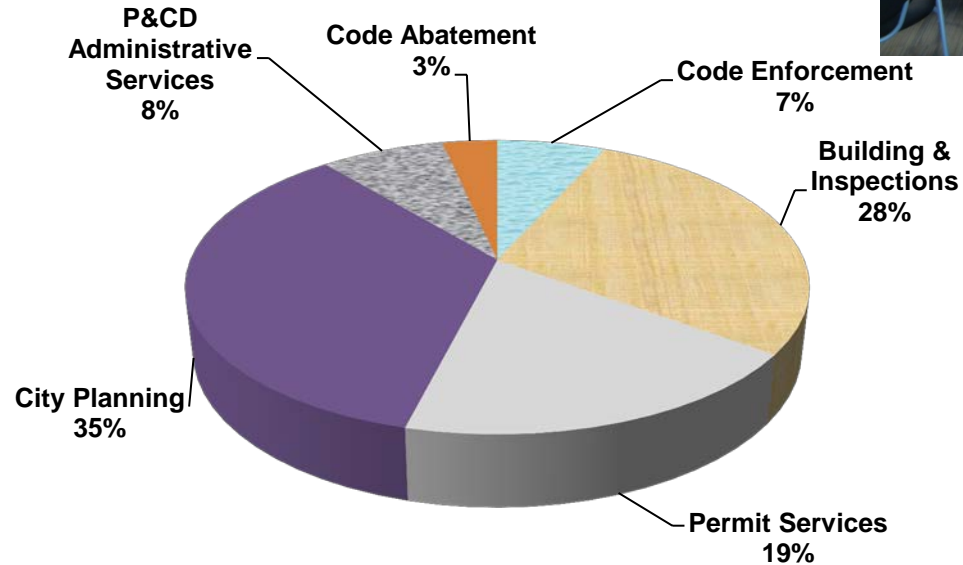
Planning & Community Development

(Pages 223 - 234)

2016 BUDGET



Planning & Community Development



Planning & Community Development (Cont.)

2016 BUDGET CHANGES

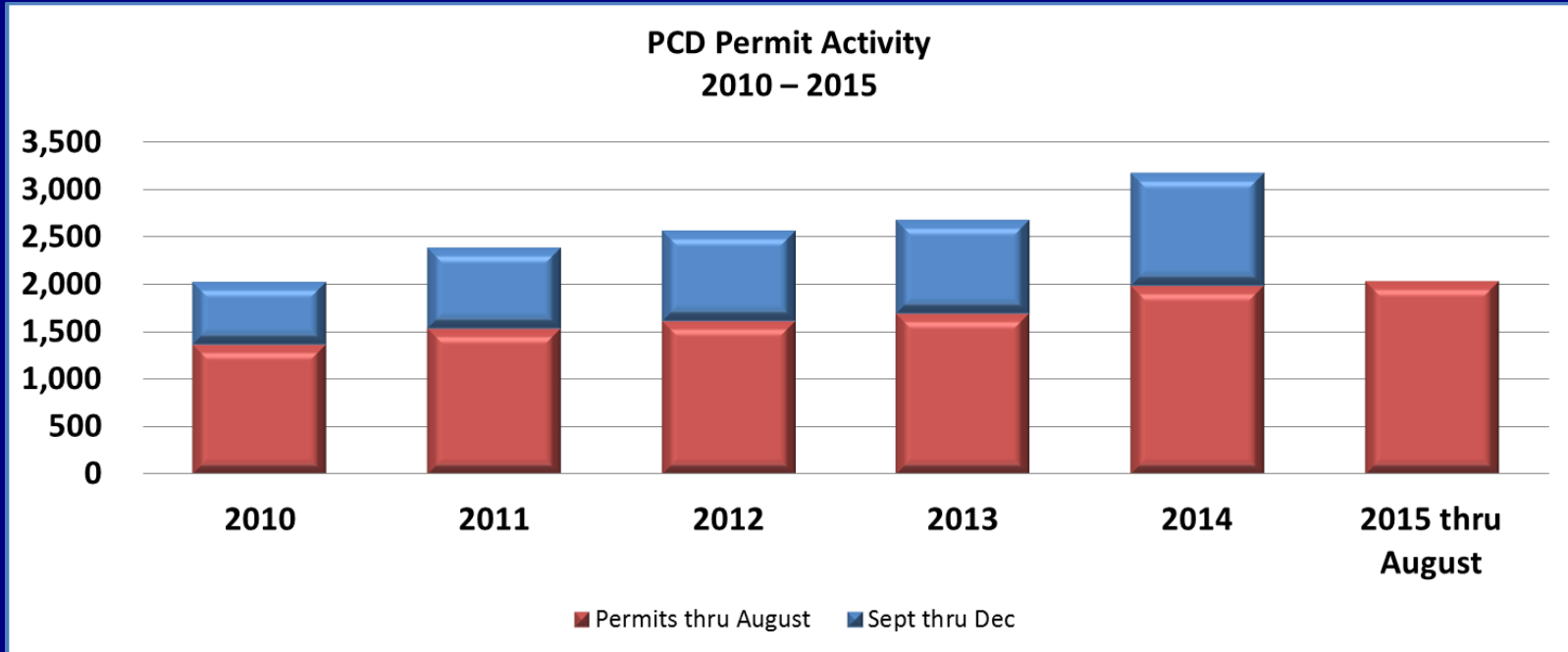
Ongoing:

- 1.0 FTE Technical Assistant - Permit Services

One-Time:

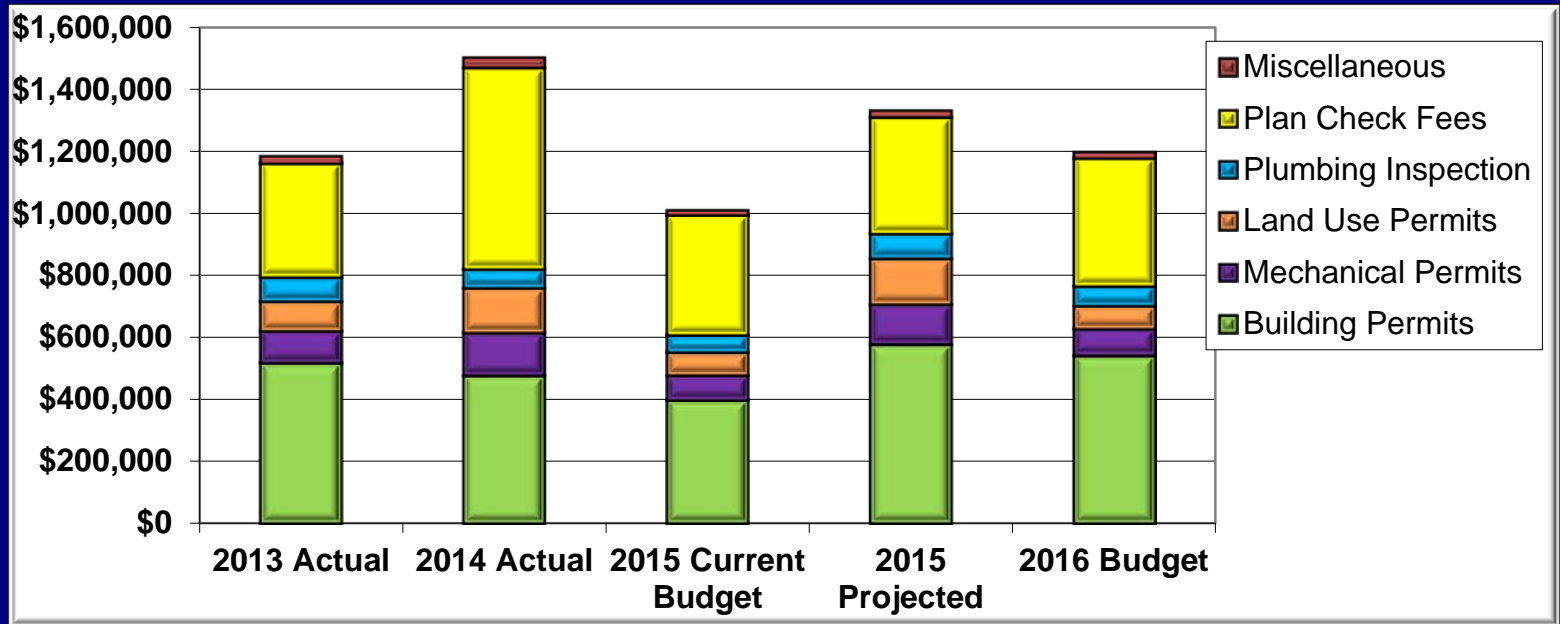
- Establishing procedures for affordable housing program.
- Draft vegetation management plan regulations for Critical Areas.
- Light Detection and Ranging slope failure analysis.
- Advancing the City's Sustainability Initiatives.

Permit Volume History



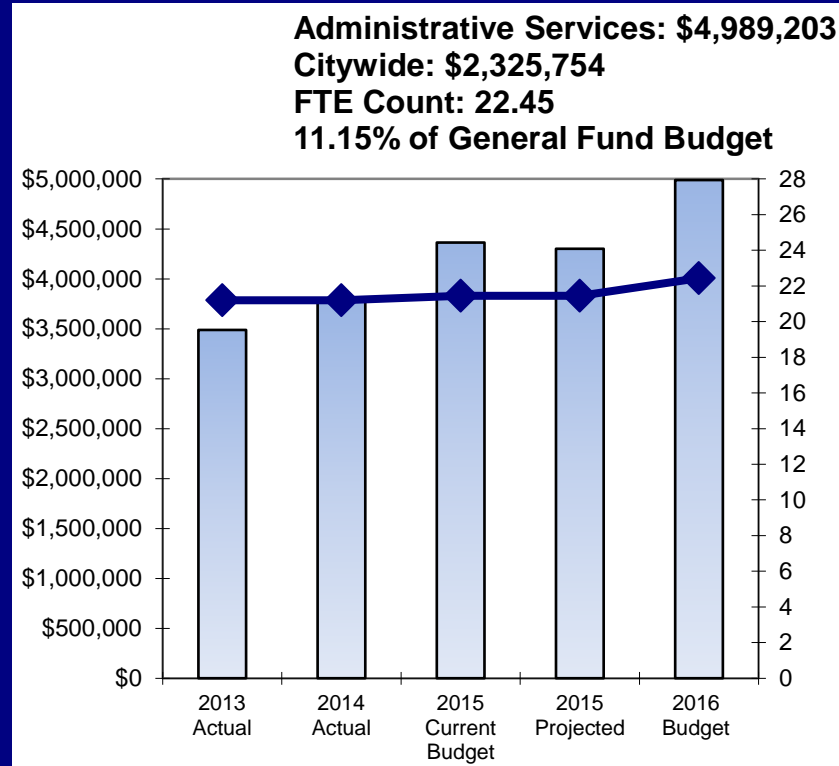
Planning & Community Development (Cont.)

Permit Revenue Trend

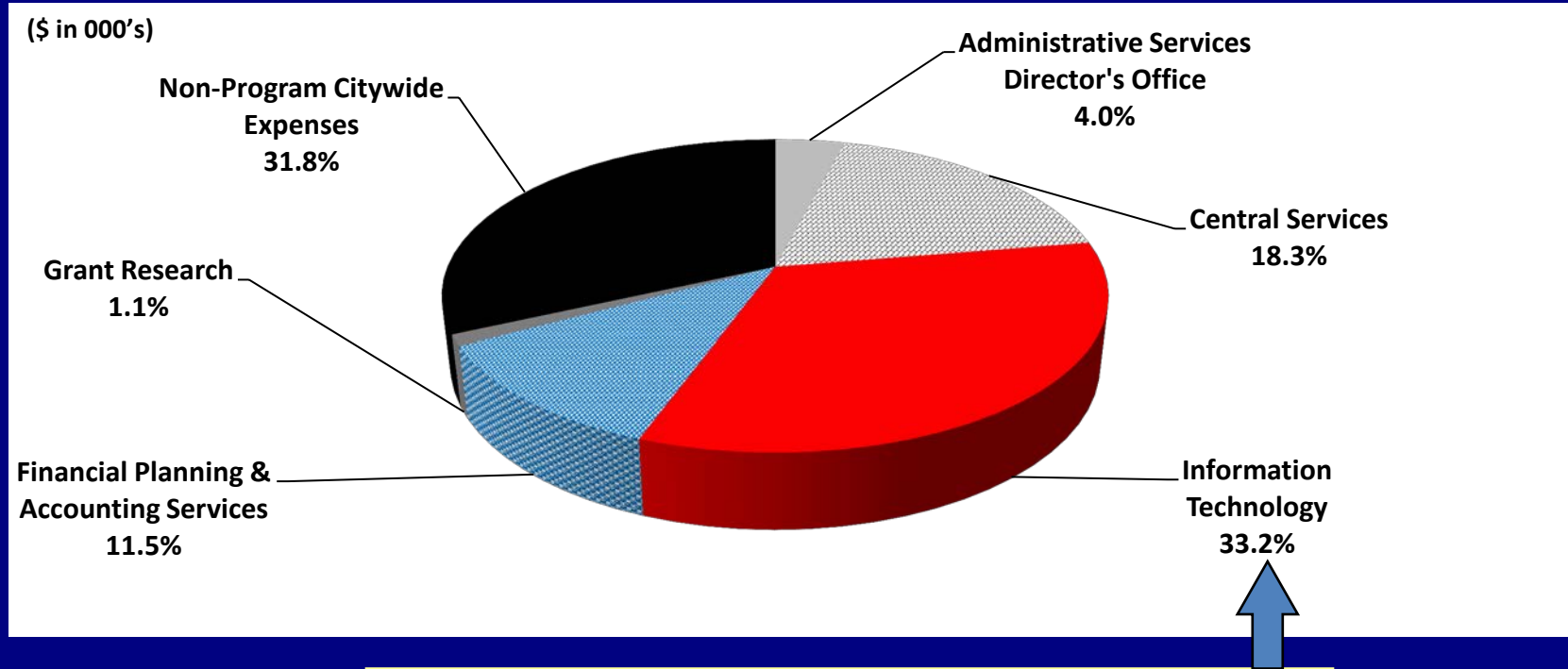


Administrative Services and Citywide (Pages 135 - 153)

2016 BUDGET



Administrative Services (Cont.)



Information Technology includes: Information Technology Operations, Geographical Information Systems, and Web Development

Administrative Services and Citywide

2016 BUDGET CHANGES

Changes:

- Added 2016 one-time and ongoing requests (next slide)
- Classification Eval for Sr. Budget Analyst position due to restructure

Administrative Services (Cont.)

2016 BUDGET CHANGES

Ongoing:

- Add 1.00 FTE IT Project Manager (3-year term limited)

One-Time:

- B&O Tax Evaluation
- Microfilming of Payroll Records

Strategic Technology Plan

Current State

Today, IT in the City of Shoreline is characterized by:

- Aging Systems
 - Constrained Resources
 - Immature Work Processes
 - Lack of connection to City business processes
 - Uneven, fragmented IT Planning, services, skills, and implementation of technology
- BUT, we are at the crossroads of a unique opportunity, with ...
- Staff who are dedicated
 - Sound baseline and use of industry standard technology
 - Senior leadership who support the use of technology

Vision for the Future

We seek an IT environment that will enhance Customer Service

- Support, not drive business processes
- Broaden the City's outreach to their customers
- Enhance citizens' ability to interact easily with their government
- Reliably deliver core technology that is current, proactively maintained, and flexible
- Provide access to data that will support sound decision making
- Provide appropriate levels of security to the City's data and technical assets
- Provide tools that can be used by City staff to create operational efficiency and encourage collaboration

Roadmap

To realize the vision, we must build a technology foundation comprising

- A robust, nimble enterprise IT infrastructure
- Shared services and applications
- Common, effective management practices

Key initiatives will advance us toward this foundation

- Strengthen IT skills and processes
- Define IT Services and standardize their delivery
- Modernize enterprise applications
- Move to cloud and software-as-a-service applications

Administrative Services (Cont.)

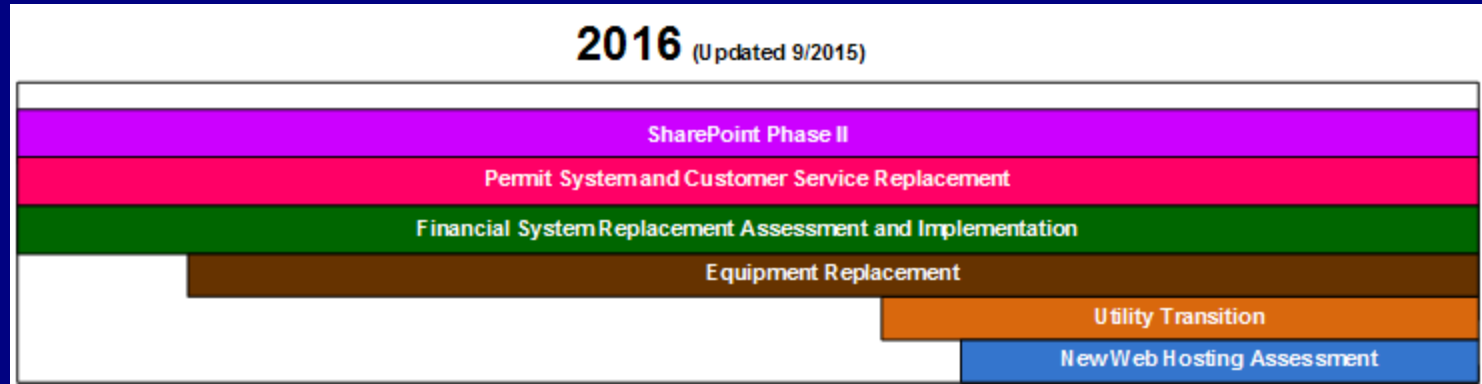
Strategic Technology Plan - 2016 Investments

– One-Time:

- *SharePoint Phase II*
- *GIS Extra Help*
- *LiDAR (Light Detection and Ranging) Acquisition Project*
- *Two Mobile Devices for Cityworks Field Inspections*
- *IT Extra Help*
- *Financial System Assessment*
- *Computerized Permit and Customer Service System Replacement*

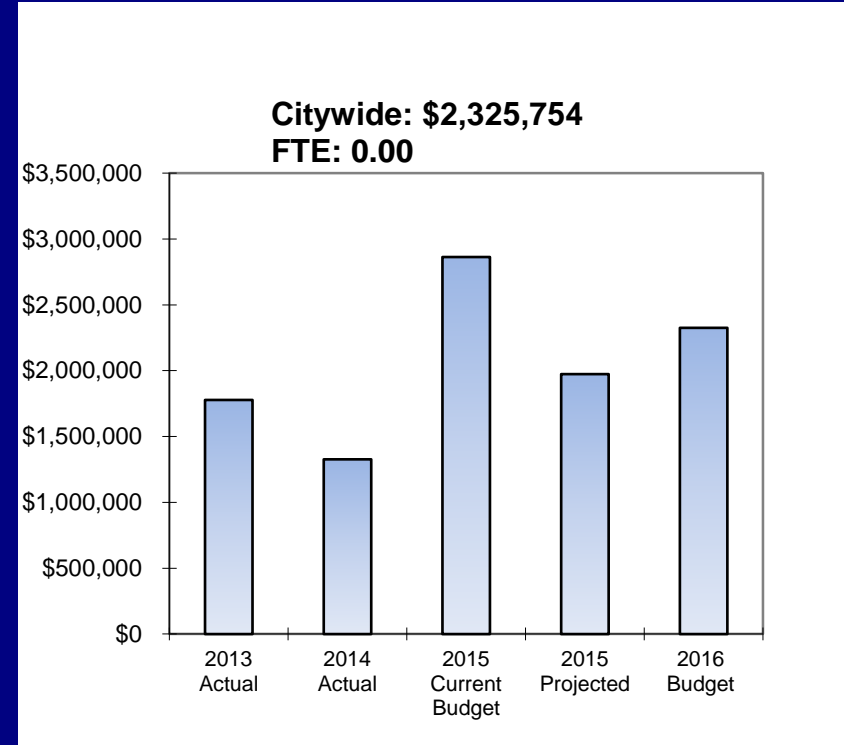
– On-Going:

- *City Website and Social Media Capture and Archival*



Citywide (Cont.)

2016 BUDGET



Citywide (Cont.)

ASD Department budget includes “citywide” or “non-program” expenses and contingencies including:

- Unemployment charges
- Vehicle replacement fund
- Liability & Property Insurance
- Budget & Insurance Coverage Contingencies
- Office Equipment Leases & Replacement
- Election Costs for Levy Lid Lift (one-time request)
- Seashore Transportation Forum
- Sound Cities Association
- Association of Washington Cities
- National League of Cities
- Puget Sound Regional Council
- Shoreline Chamber of Commerce
- Puget Sound Clean Air Agency

Citywide (Cont.)

Contingency Items:

– Reserve Policy:

- Operational Contingency: \$710,634
- Insurance Contingency: \$255,000

– Budgeted Allowance/Contingency:

- Comp/Class: \$200,000
- On-Call Development Review: \$25,000
- Contingency for unanticipated changes: \$32,362

Citywide (Cont.)

2016 BUDGET CHANGES

Ongoing:

- Equipment replacement increase in inflationary escalator - 2% to 3%; and
- Capture higher estimated costs.
- Election Costs for Levy Lid Lift

Budget Workshop Review Schedule

October 26	November 2	November 9
Public Works (237-254)	Public Hearing	Public Hearing
Capital Improvement Plan (284-298)	2016 Budget	2016 Property Tax Levy (73-74)
Surface Water Utility (394-416)	2016-2021 CIP	2016 Revenue Sources (72-87)
Other Funds (262-280)		2016 Salary Schedule (429-435)
		2016 Fee Schedule (439-452)

Questions / Comments