

2017 Proposed Budget

Department Presentations



2017 Budget & CIP Review Schedule

- October 10 ✓ Transmittal of 2017 Proposed Budget and 2017-2022 CIP
- October 17 ← Review of Department Budgets
- October 24 Continued Review of Department Budgets and Review of 2017-2022 CIP
- November 7 Public Hearing on 2017 Proposed Budget and 2017-2022 CIP
- November 14 Public Hearing on 2017 Property Tax Levy & Revenue Sources
- November 21 Adoption of 2017 Budget, Adoption of 2017 Property Tax Levy, and Adoption of 2017-2022 CIP

2017 Budget Information

- The 2017 Proposed Budget is available on-line at the City of Shoreline Website at:

<http://www.shorelinewa.gov>

Click on Budget & CIP Policies under the Government tab

- 2017 Budget Books Available for Review at:
 - Shoreline Library, Richmond Beach Library, City Hall
- 2017 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
- 2016 Council Goals and Workplan Accomplishments
- 2017 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

- 2016 One-Time adds removed
- Budget Analyst reviewed all “adjustments”
- Budget Analyst review of actual spending

Continuous Improvement

All Departments

- Surplus Process
- Bond Refundings
- Public Notice Process
- Budget Process Improvements
- Jail Contract with Yakima & Score
- Online Picnic Shelter Rental
- Automated Inspection Notice Process
- Reduced days to fill a position by 46%
- Increased Online Parks program registration by 31%

In progress:

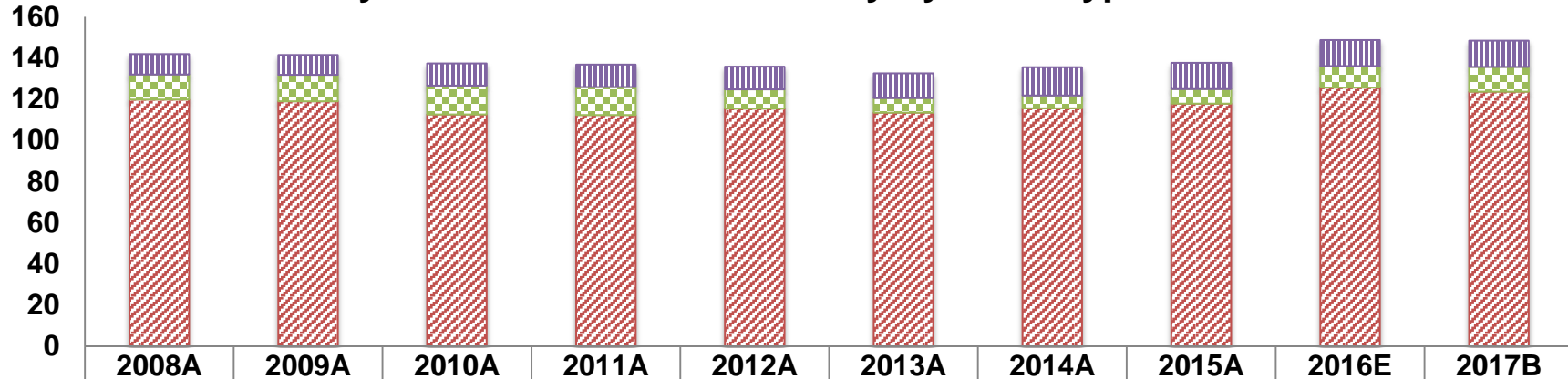
- Max Galaxy Processes
- Permitting Processes
- Asset Management Process

2017 Proposed Budget



2008-2017 Regular FTE Summary

City of Shoreline FTE Summary by Fund Type



Utilities	10.02	9.57	10.71	10.86	11.12	12.00	13.70	12.67	12.58	12.81
Capital	12.10	12.95	14.00	13.65	9.39	7.11	6.24	7.11	10.50	11.91
Operating	119.86	118.96	112.62	112.27	115.37	113.45	115.62	117.82	125.65	123.71
Total	141.98	141.48	137.33	136.78	135.88	132.56	135.56	137.60	148.73	148.43

Grant Funded Capital Positions									2.00	2.00
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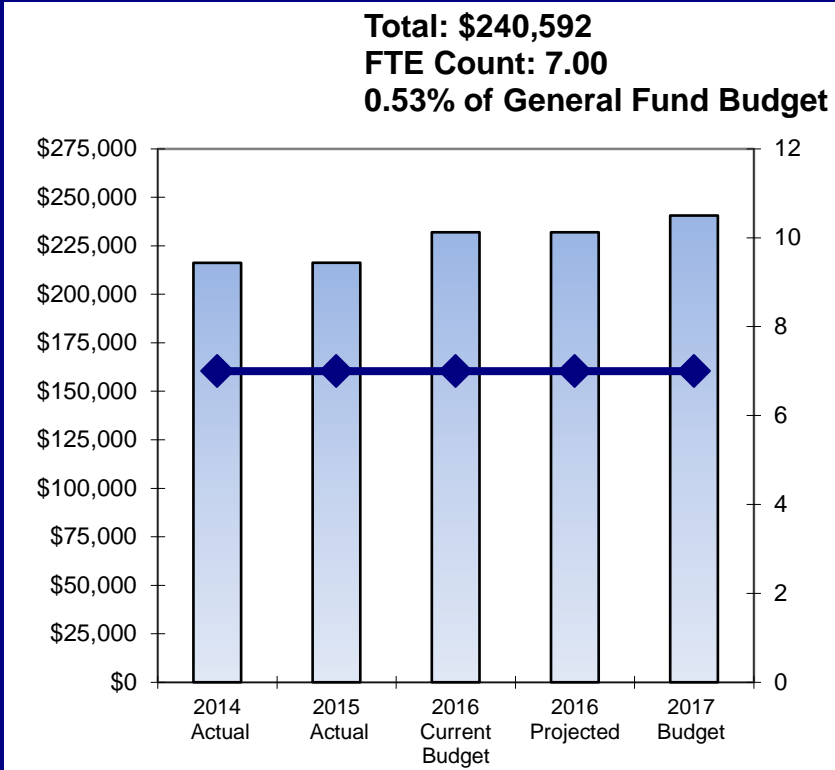
Staffing for Sound Transit Lynnwood Link Extension Project									4.00	3.50
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Net FTE	141.98	141.48	137.33	136.78	135.88	132.56	135.56	137.60	142.73	142.93
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City Council

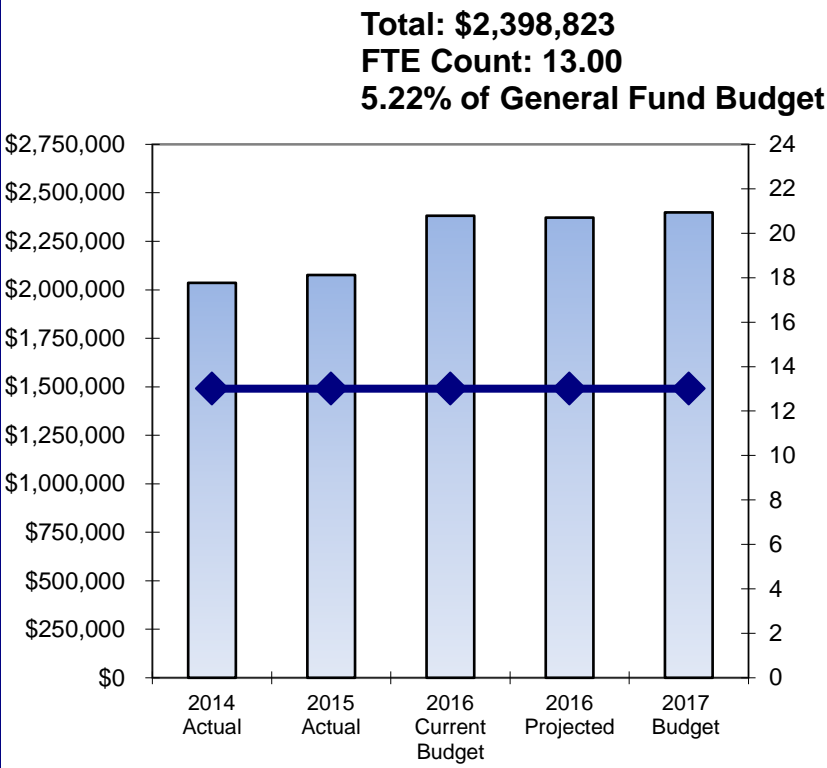
(Pages 97 - 101)

2017 BUDGET



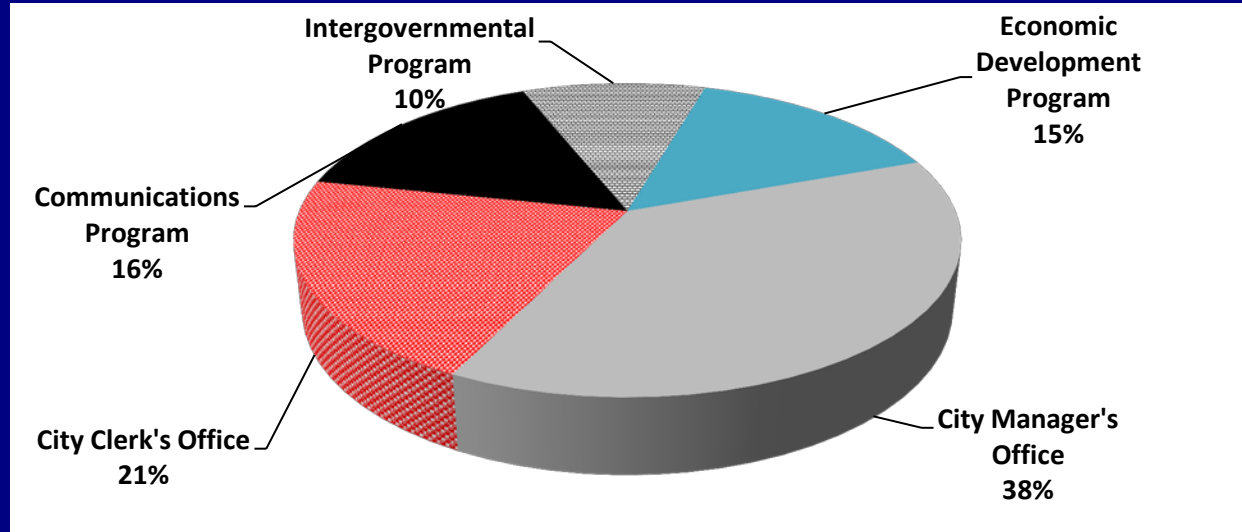
City Manager (Pages 105 - 115)

2017 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

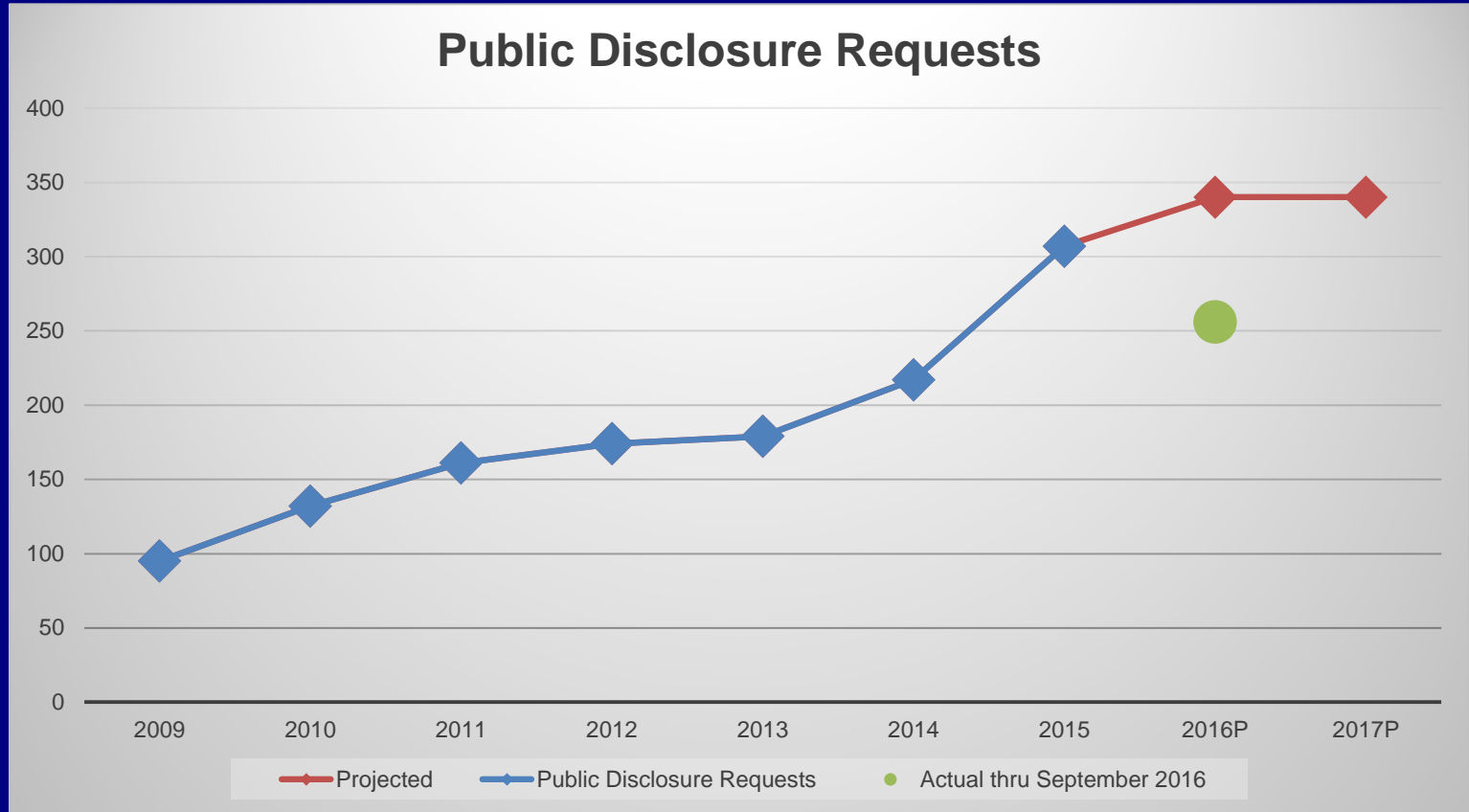
(Pages 105 - 115)

2017 BUDGET CHANGES

One-Time:

- Continuous Improvement Organizational Development - \$60K
- Public Disclosure Extra Help - \$29K
- Website User Experience Analysis - \$29K
- Government Relations Professional Services (due to anticipated extended State Legislature Session in 2017) - \$10K

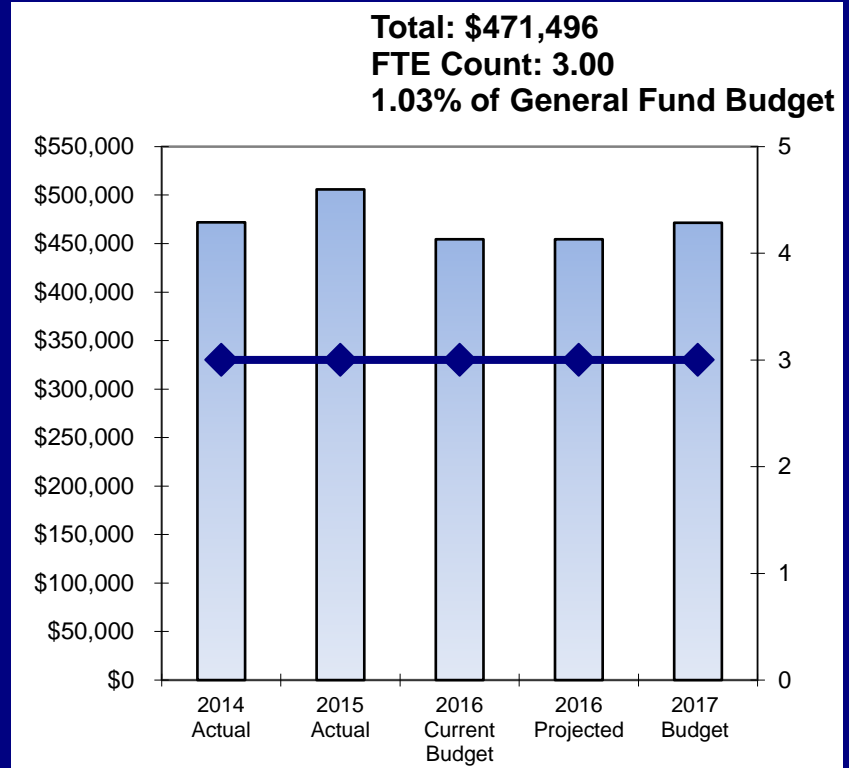
City Manager (Cont.)



Human Resources

(Pages 157 - 161)

2017 BUDGET



Human Resources (Cont.)

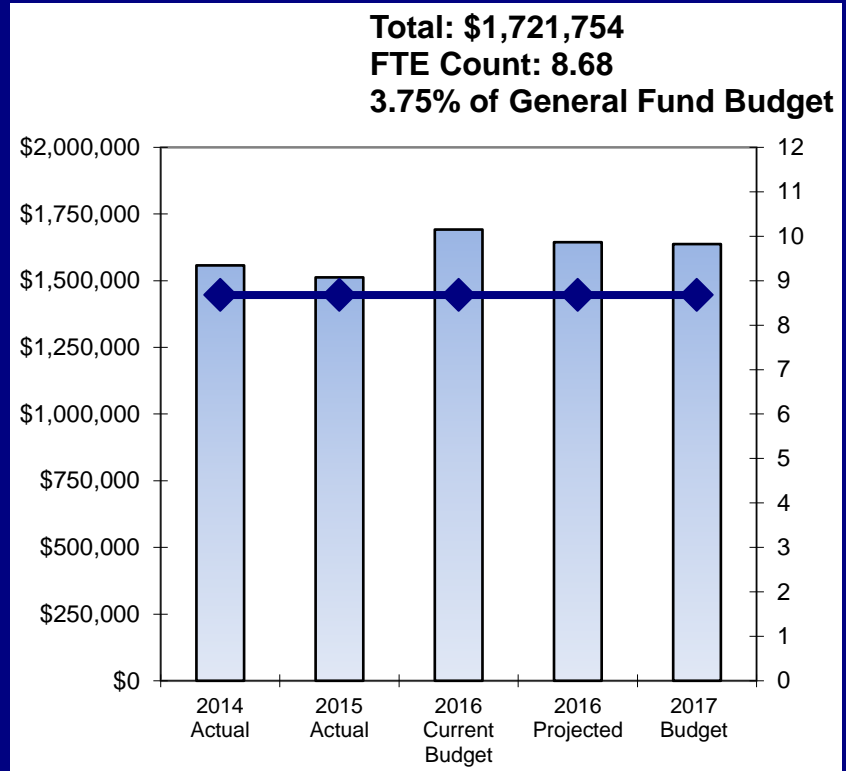
2017 BUDGET

Status Quo

Community Services

(Pages 119-127)

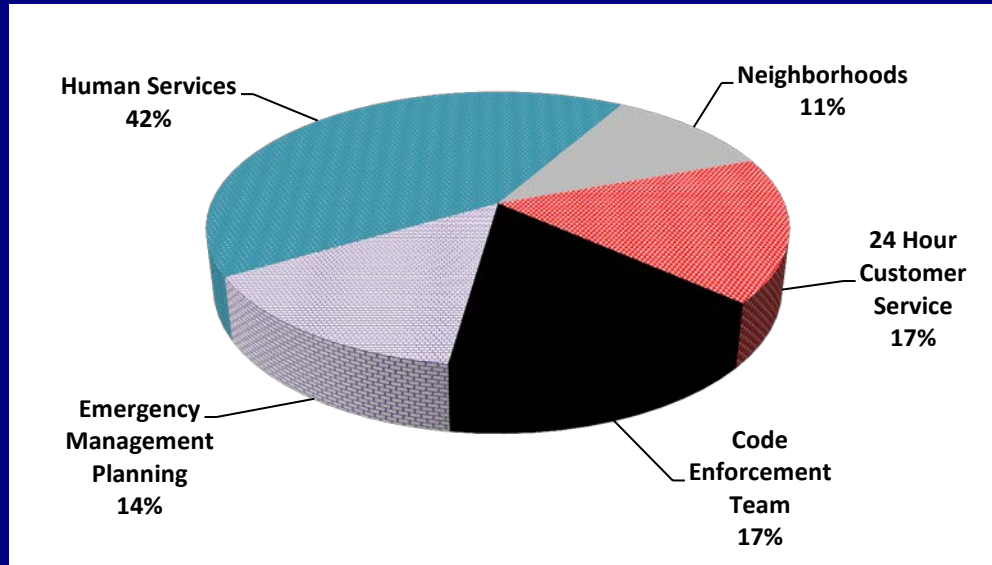
2017 BUDGET



Community Services

(Pages 119-127)

- Human Services, Customer Response Team (24 Hour Customer Service), Neighborhoods, Diversity Inclusion Program, 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.)

2017 BUDGET CHANGES

- Diversity Inclusion Program as a separate division.

Ongoing:

- Human Services Increase- \$53K
- Senior Center funding moved to Parks, Recreation, and Cultural Services

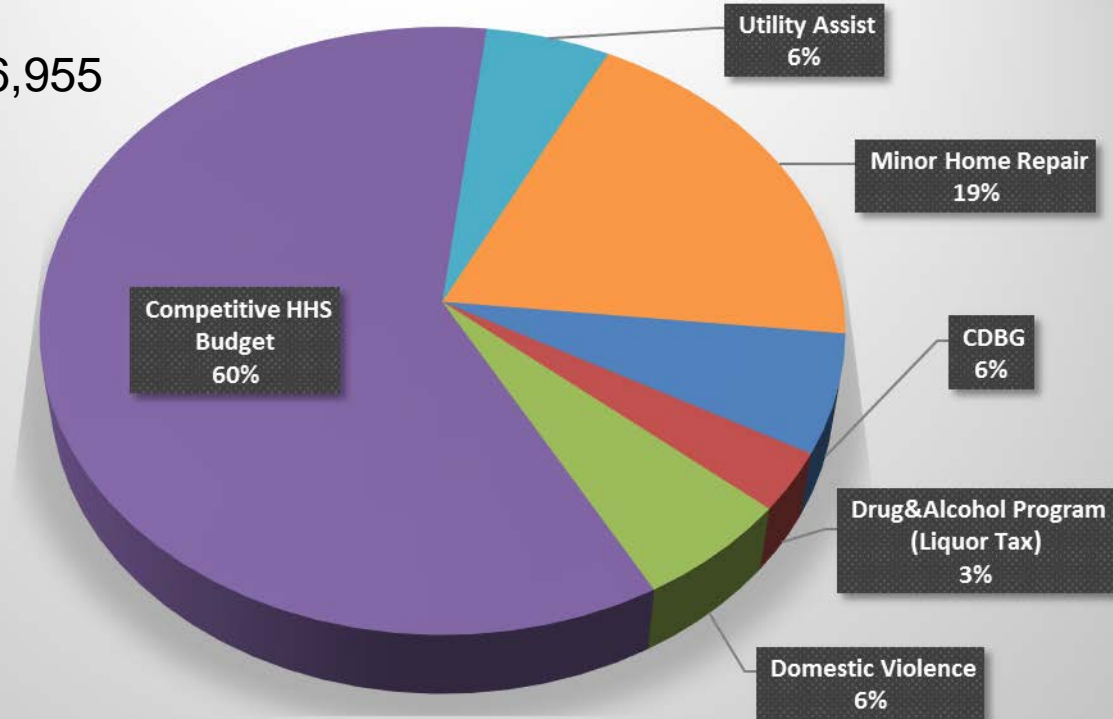
One-Time:

- Diversity Inclusion Program - \$20K

Community Services (Cont.)

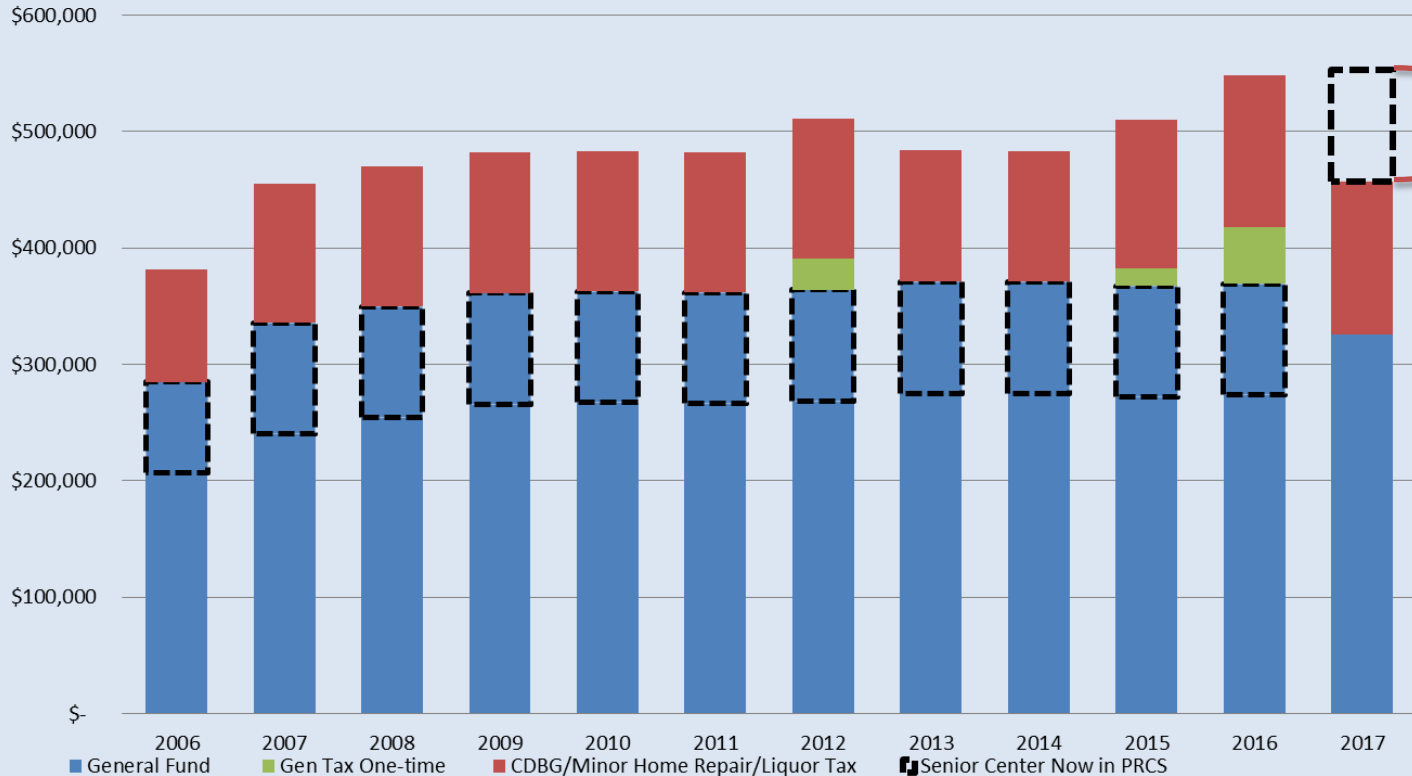
Human Services - Grants to Other Agencies

Total=\$456,955



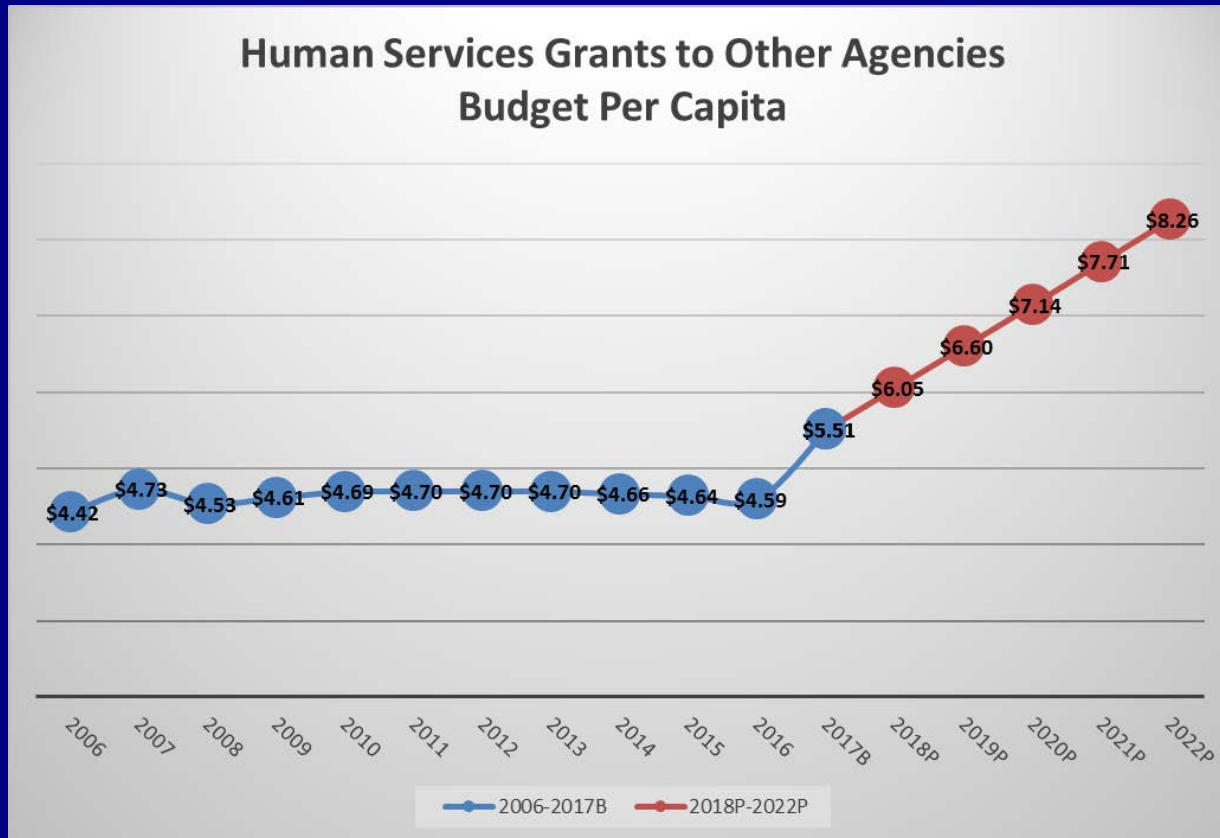
Community Services (Cont.)

Human Services Grants to Other Agencies (Budgeted)



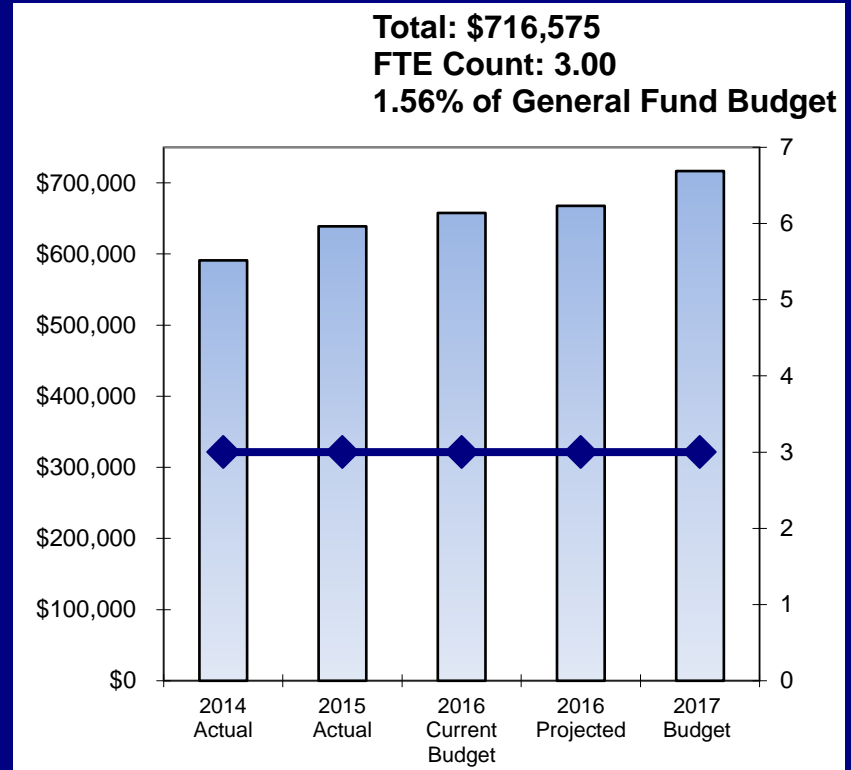
Total with Sr. Center funding (moved to PRCS budget)

Community Services (Cont.)



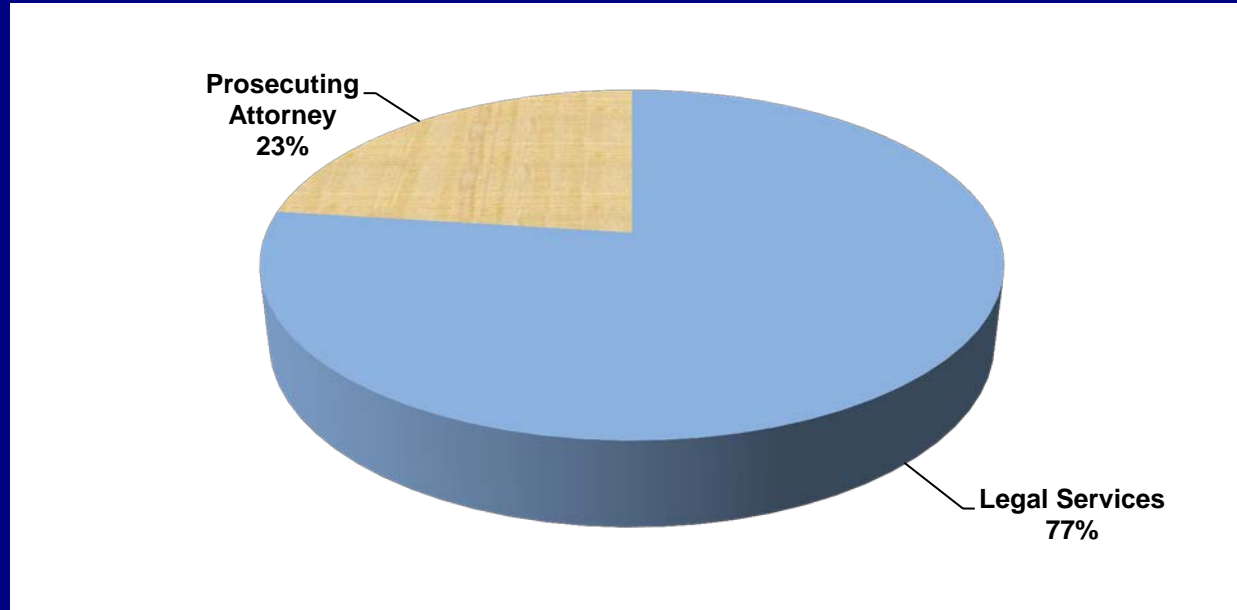
City Attorney (Pages 149 - 154)

2017 BUDGET



City Attorney

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



City Attorney (Cont.)

2017 BUDGET

Ongoing:

- Legal Support professional services - \$20K

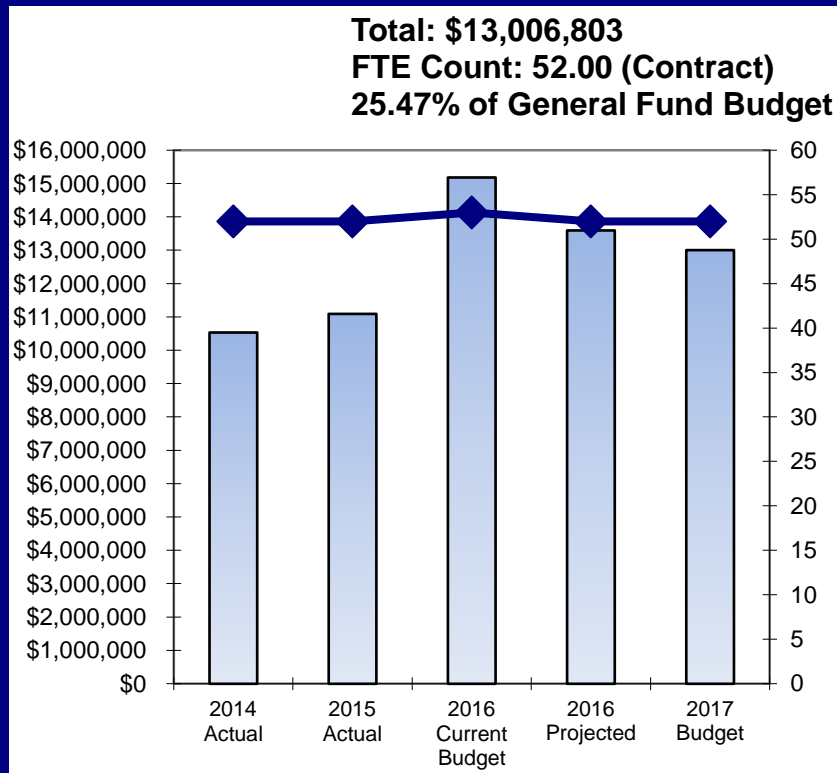
One-Time

- Legal Support for Ronald Waste Water and light rail station associated needs - \$15K

Police

(Pages 165 - 177)

2017 BUDGET





Community outreach



Police (Cont.)

Special Emphasis Unit



Traffic Enforcement



SHORELINE POLICE



Criminal Investigations Unit



Patrol



Nurturing Trust Workshop

Police (Cont.)

2017 BUDGET CHANGES

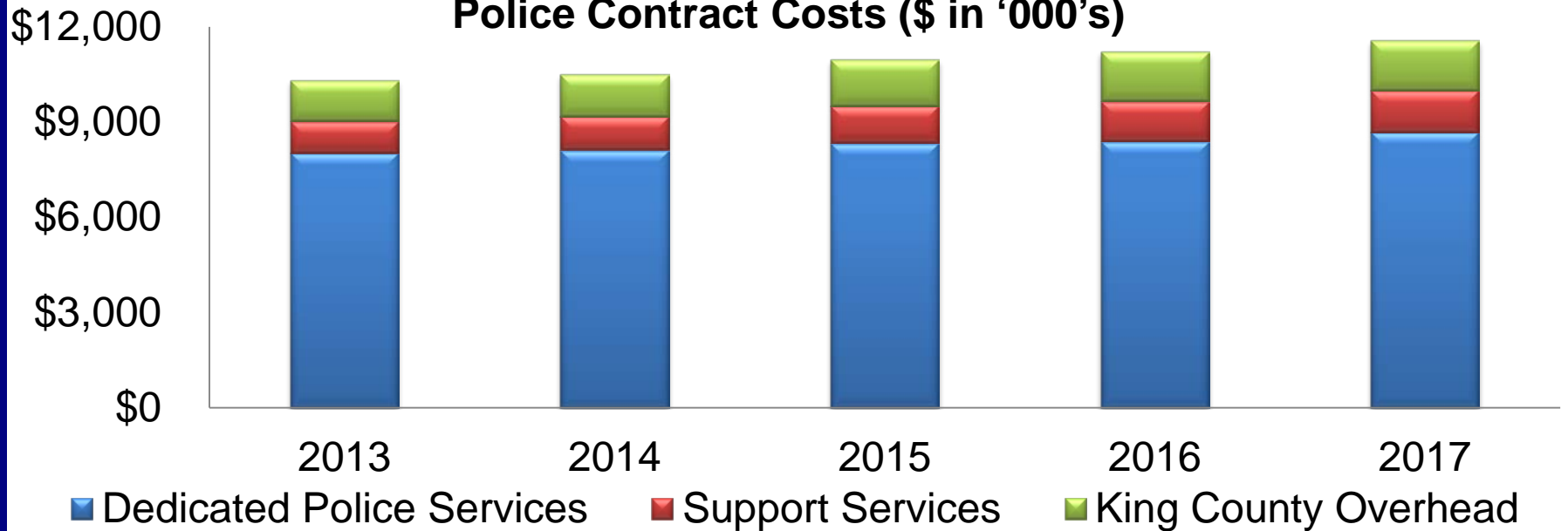
Ongoing:

- King County Contract: Increased \$0.336 M (3.0%)

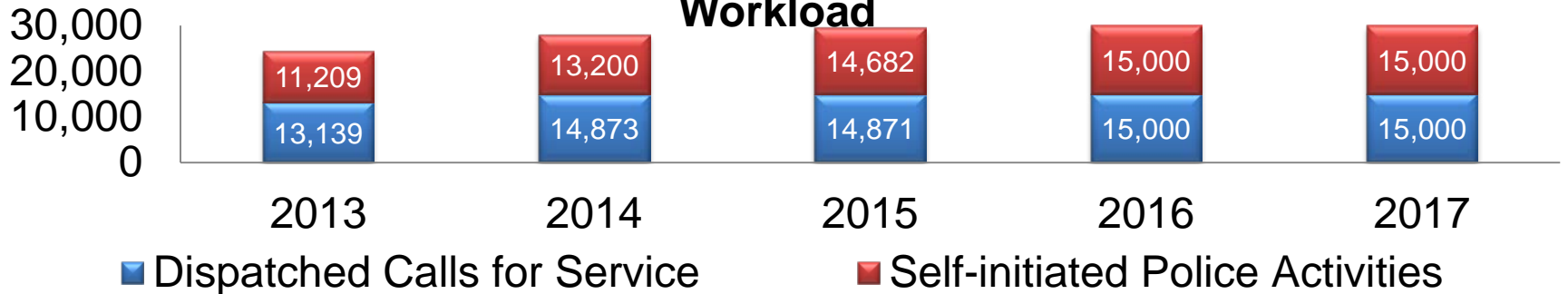
One Time:

- Support for Police Station at City Hall Project:
 - Federal Seizure Funds: \$0.785 M
 - State Drug Seizure Funds: \$0.195 M
 - Federal Forfeiture Funds: \$0.242
- State Drug Seizure Funds for upgrade to Special Enforcement Team's (SET) video equipment: \$18K

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



Workload



2017 Police Non-Contract

\$1,441,000

Categories	Total Cost
Major Accident Response and Reconstruction	\$41,000
Park Patrol Overtime	\$4,000
Operating Expenses	\$106,000
Training, Equipment, Capital Project*	\$1,293,000

* Source of Funds: State and Federal Seizure Revenues

Police Efficiencies & Innovations

- ✓ Shared Supervision w/ Kenmore: \$135,000 (2017 Credit)
 - Savings since implementation in 2012 - 2017: \$890,000
- ✓ Service Delivery Report Method for MARR: \$22,000 annually
- ✓ Police Collaboration with Parks, Recreation and Cultural Services Department: \$16,000 annually

2015 City Cost Comparison

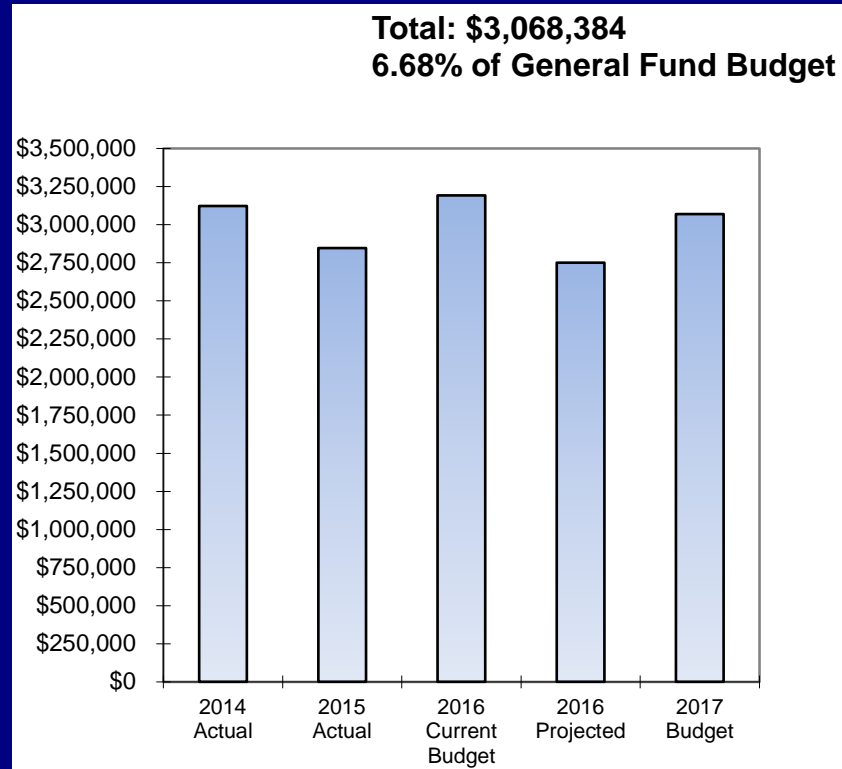
City	Pop.	Budgeted Sworn	Cost / Capita	Sworn / 1,000
Bothell	42,640	58.00	\$287	1.36
Edmonds	40,490	53.00	\$218	1.31
Kirkland	83,460	98.00	\$293	1.17
Lynnwood	36,420	70.00	\$262	1.92
Redmond	59,180	86.00	\$426	1.45
Seattle	662,400	1,374.00	\$473	2.07
Shoreline	54,500	52.80	\$201	0.97

Source: King County Sheriff's Office Contracts Unit Police Cost Comparison Study 2015

Criminal Justice

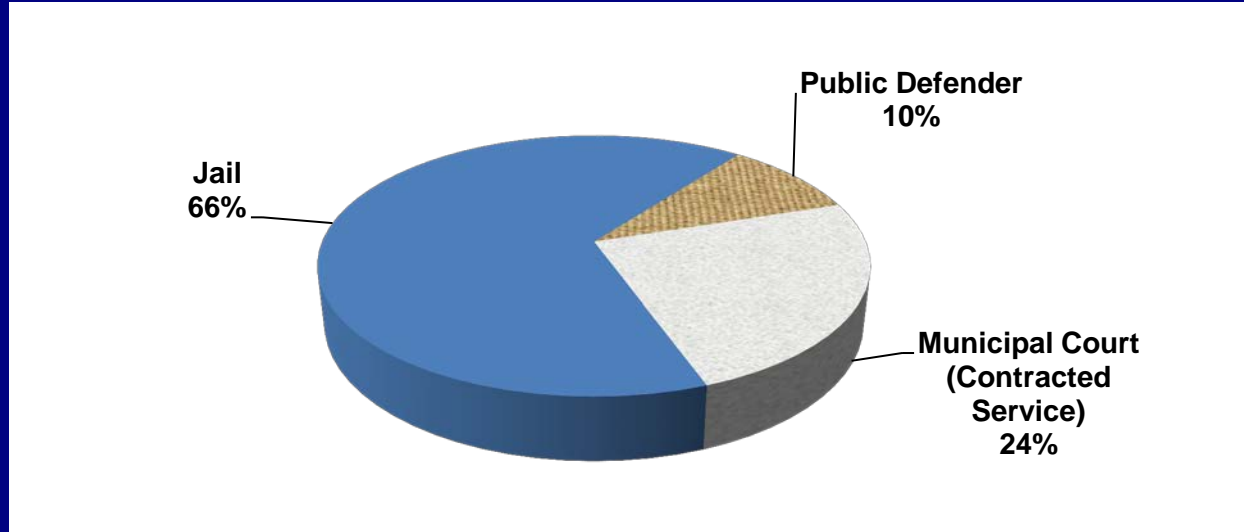
(Pages 181 - 186)

2017 BUDGET



Criminal Justice (Cont.)

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



Criminal Justice (Cont.)

2017 BUDGET CHANGES

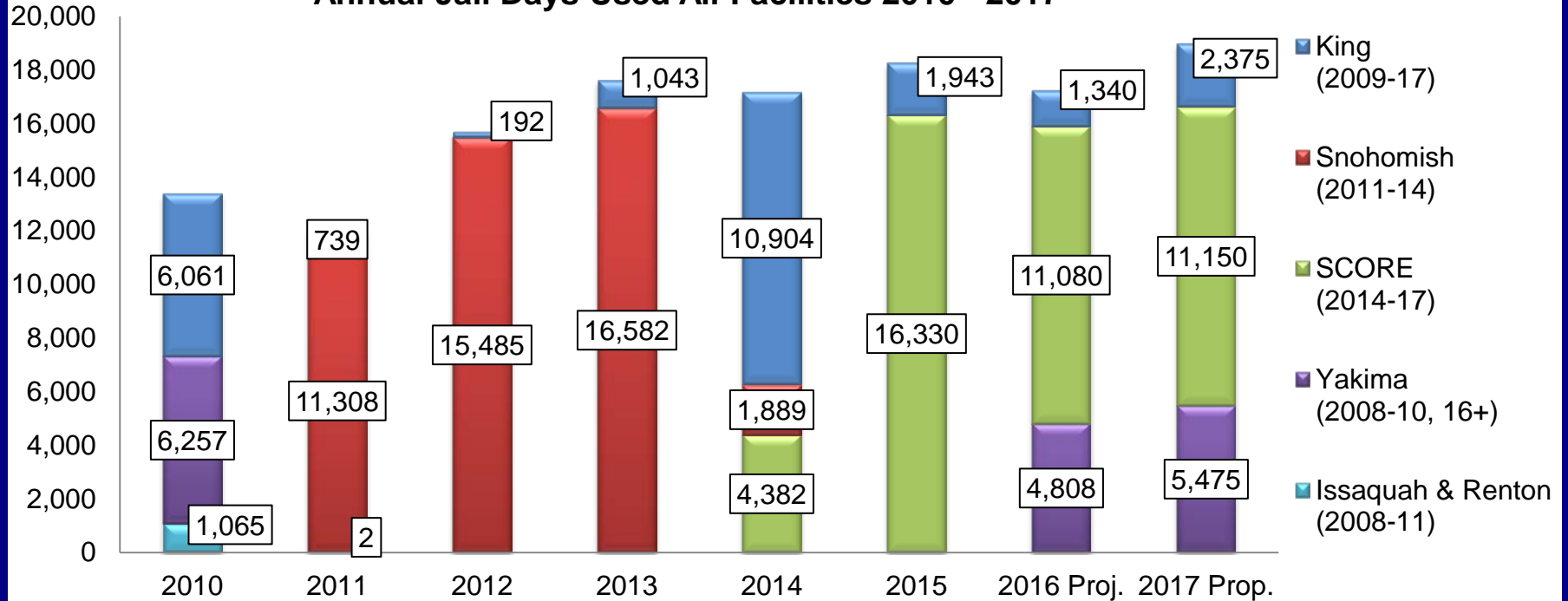
- \$207,000 decrease in Jail cost for due to jail day trends and facility usage
- \$100,000 Increase in KC District Court Costs

Forecast anticipates future savings for:

- Warrant Release Program
- Expansion of video court

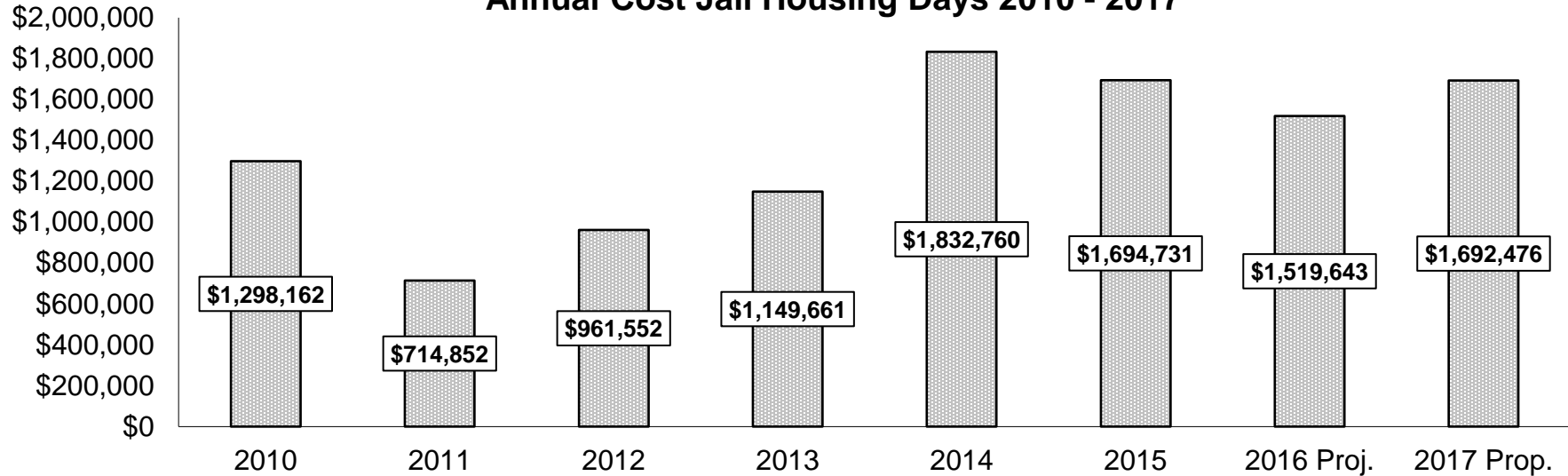
Criminal Justice (Cont.)

Annual Jail Days Used All Facilities 2010 - 2017



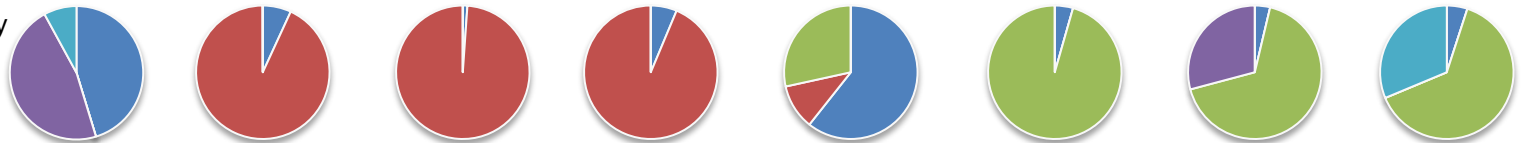
Criminal Justice (Cont.)

Annual Cost Jail Housing Days 2010 - 2017



Annual Jail Days Used by Jail Facility 2010 - 2017

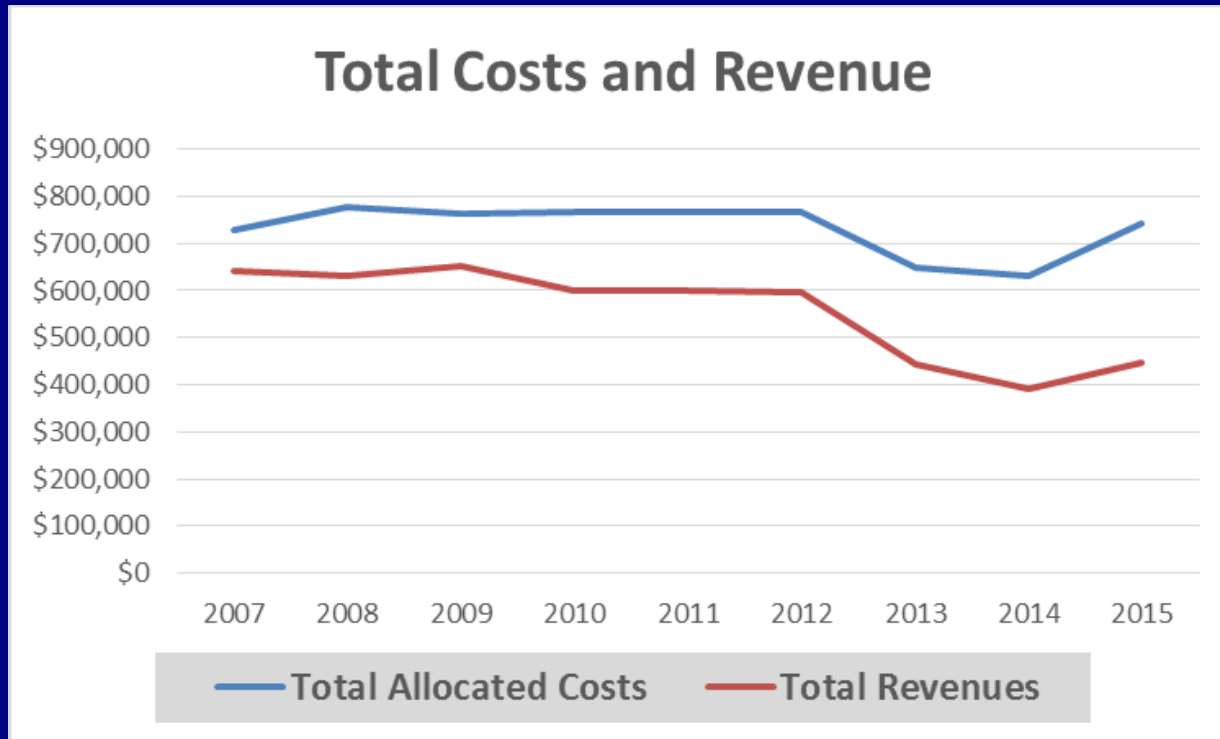
- King County
- Snohomish County
- SCORE
- Yakima
- Issaquah / Renton



2017 jail housing costs are projected to be **11.4%** higher than 2016

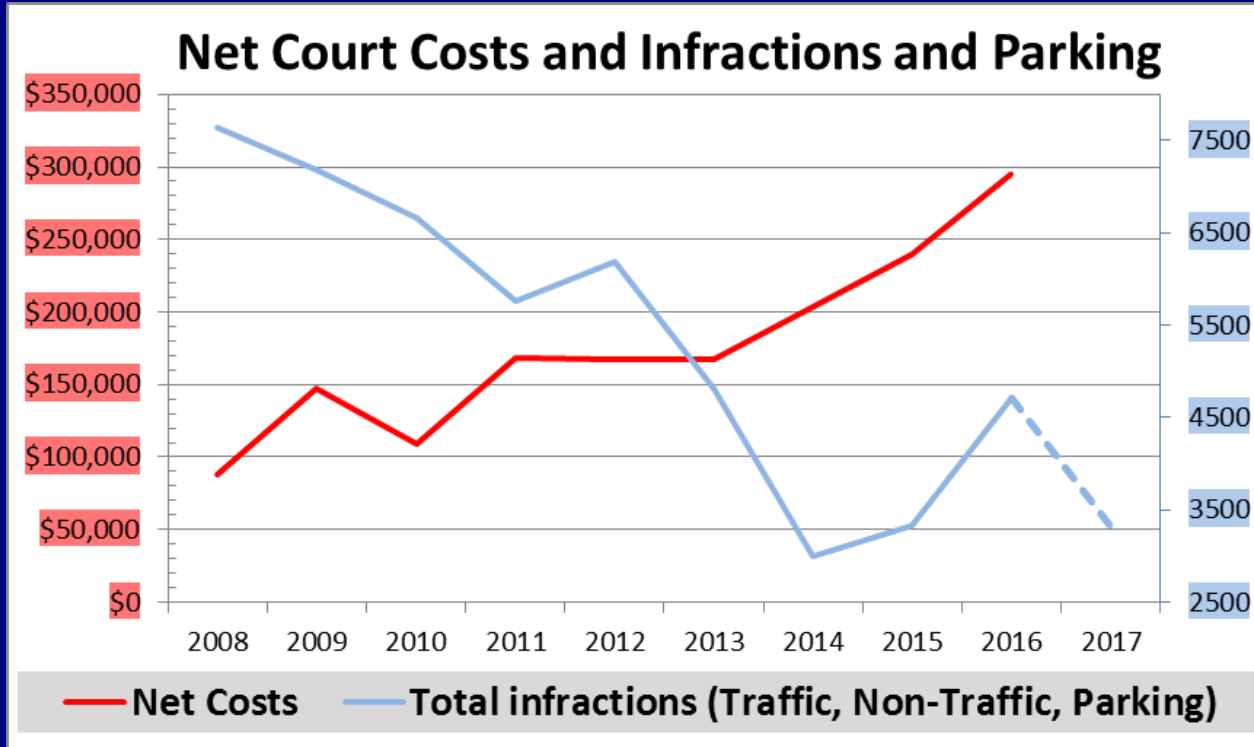
Criminal Justice (Cont.)

- Revenue offsets allocated costs



Criminal Justice (Cont.)

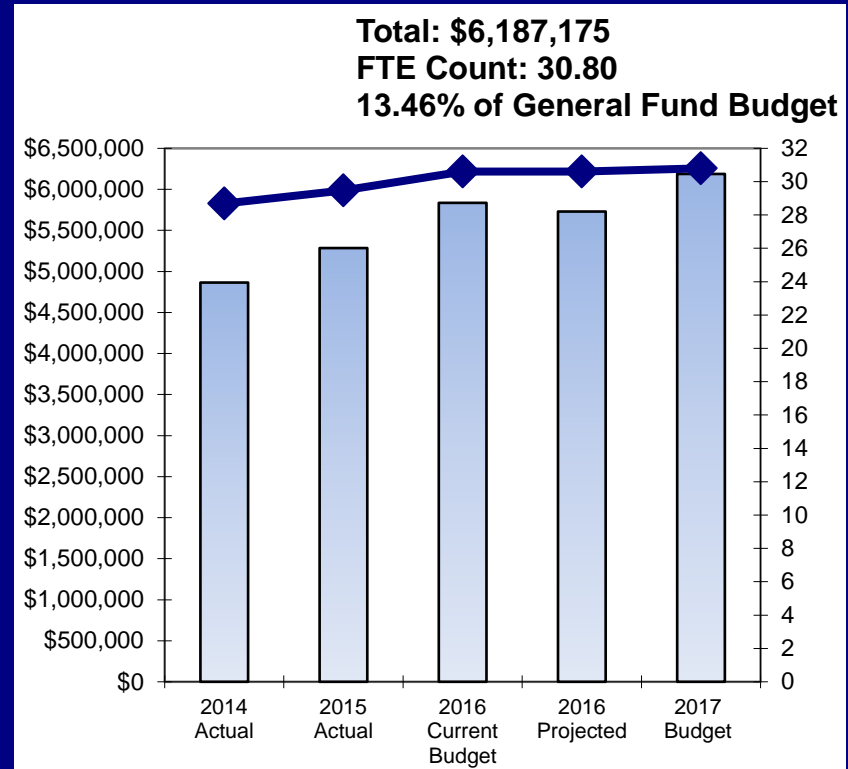
- Increased infraction rates can decrease net costs



Parks, Recreation and Cultural Services

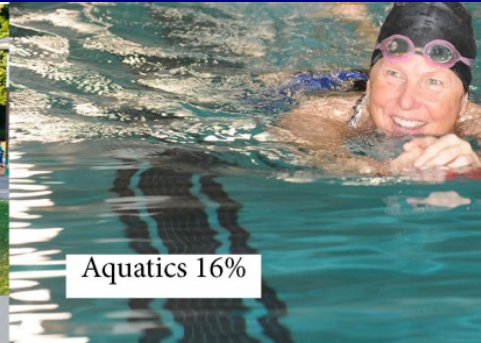
(Pages 189 - 204)

2017 BUDGET



General Recreation
Programs 20%

Parks and Open Space
27%



Aquatics 16%



Administration 12%

Parks, Recreation & Cultural Services



Youth and Teen Development
9%

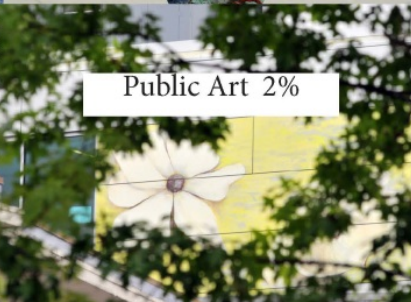


Cultural Services
6%



Athletic Field Maintenance &
Operations 7%

Public Art 2%



Recreation Facility Rental 1%

Parks, Recreation and Cultural Services

2017 BUDGET CHANGES

Ongoing :

- NPDES required ongoing maintenance
- Expansion of outdoor summer camp
- Transfer Senior Center funding into PRCS
- Street Tree maintenance

Position

- Parks Maintenance Worker 1 (Increase from 0.8 to 1.0 FTE)

Parks, Recreation and Cultural Services (Cont.)

2016 BUDGET CHANGES (Cont.)

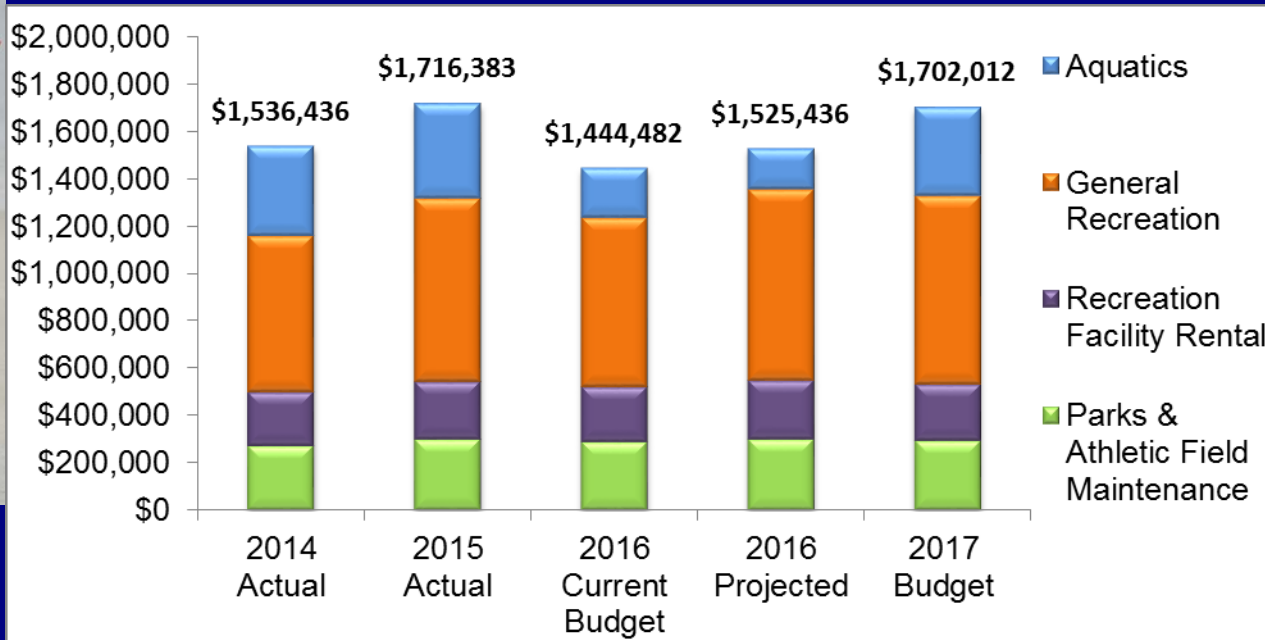
One-Time:

- NPDES Required remedial maintenance - \$19K
- Senior Center loss of revenue replacement - \$26K

Parks, Recreation and Cultural Services (Cont.)

Program Revenue Trend

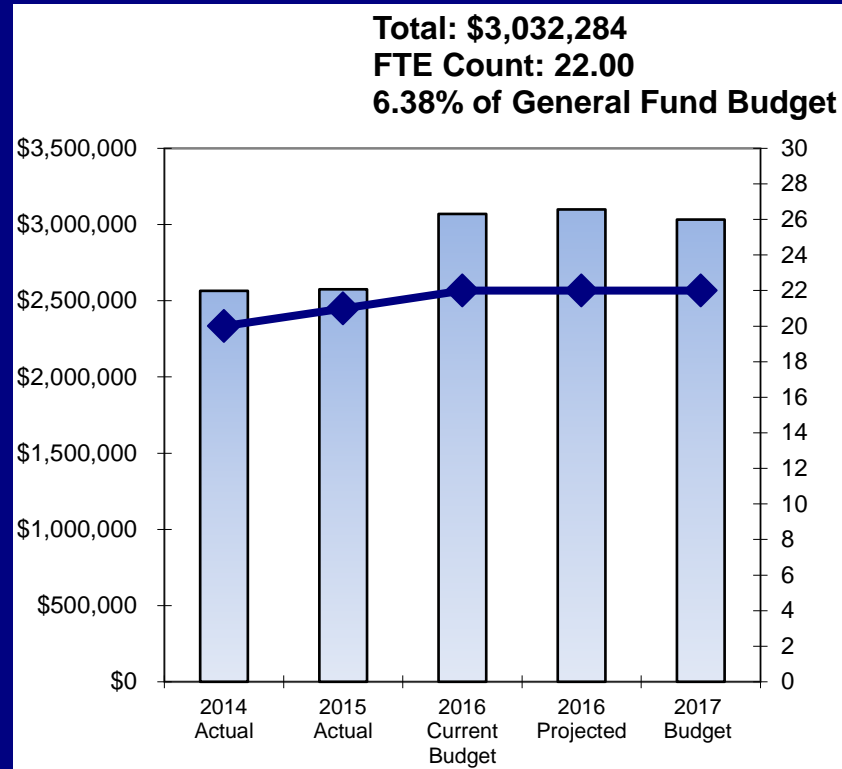
Parks Revenue Programs: Athletic Field Maintenance and Operations, Aquatics, Facility Rental and General Recreation



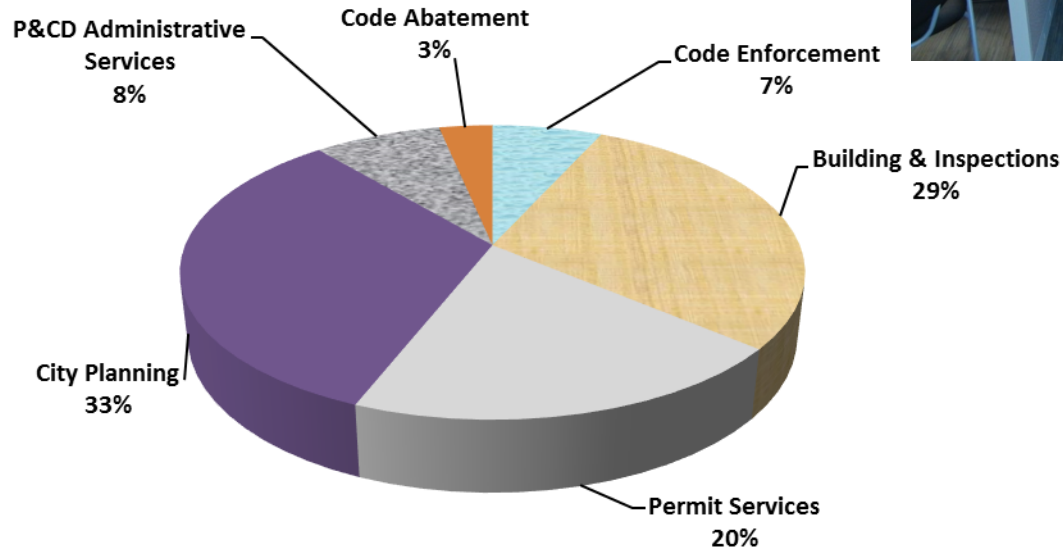
Planning & Community Development

(Pages 207 - 217)

2017 BUDGET



Planning & Community Development



Planning & Community Development (Cont.)

2017 BUDGET CHANGES

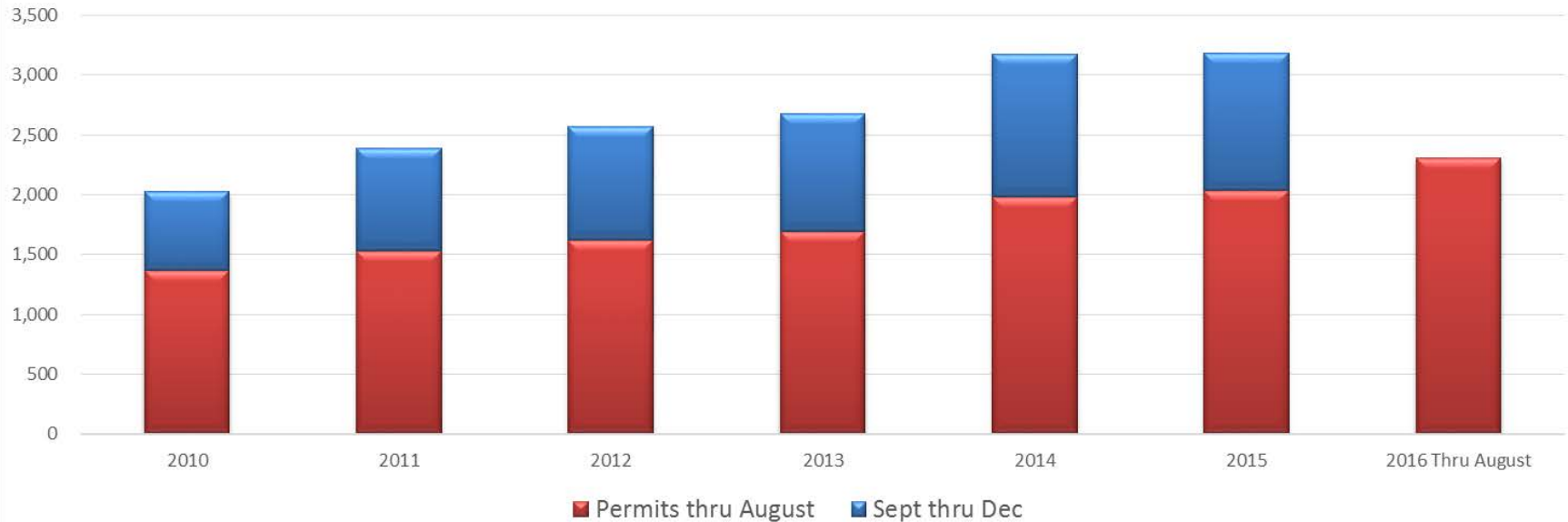


One-Time:

- Update “Forevergreen” Sustainability Website: \$40,000
- Point Wells Geotechnical Review: \$20,000
- Backfill for final phase of implementation of new permit system: \$22,000

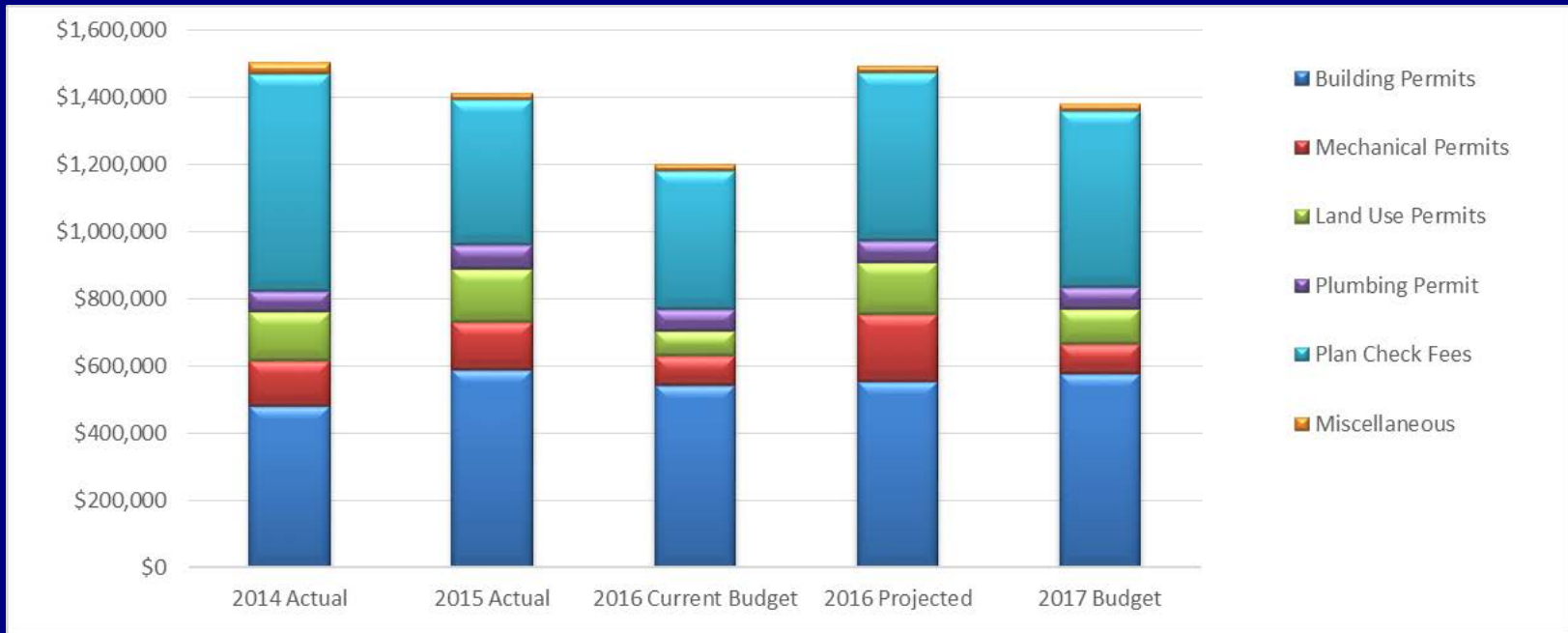
Permit Volume History

PCD Permit Activity
2010 – 2016



Planning & Community Development (Cont.)

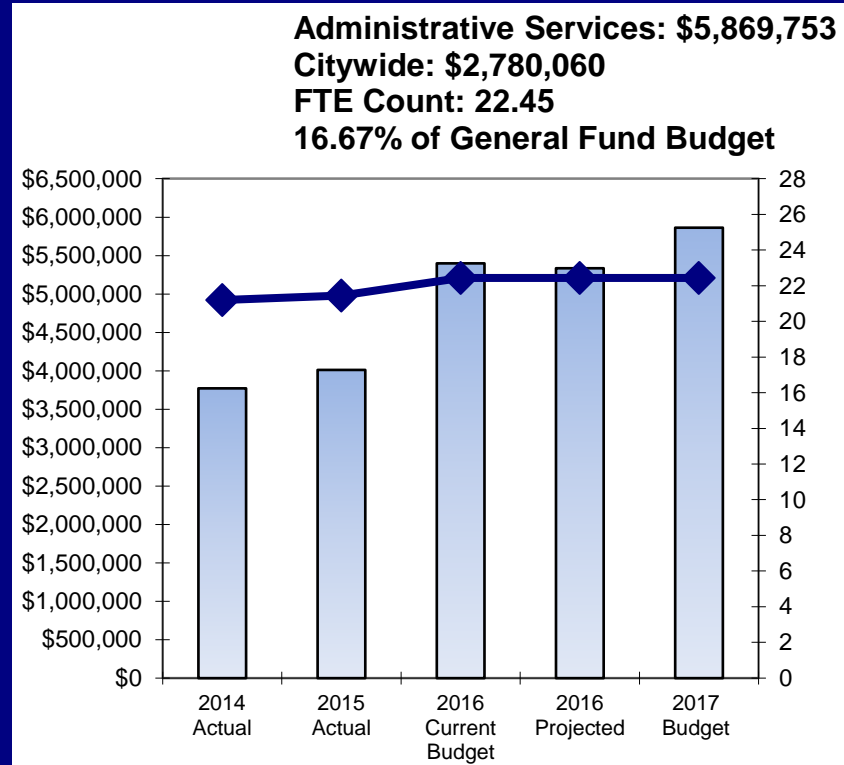
Permit Revenue Trend



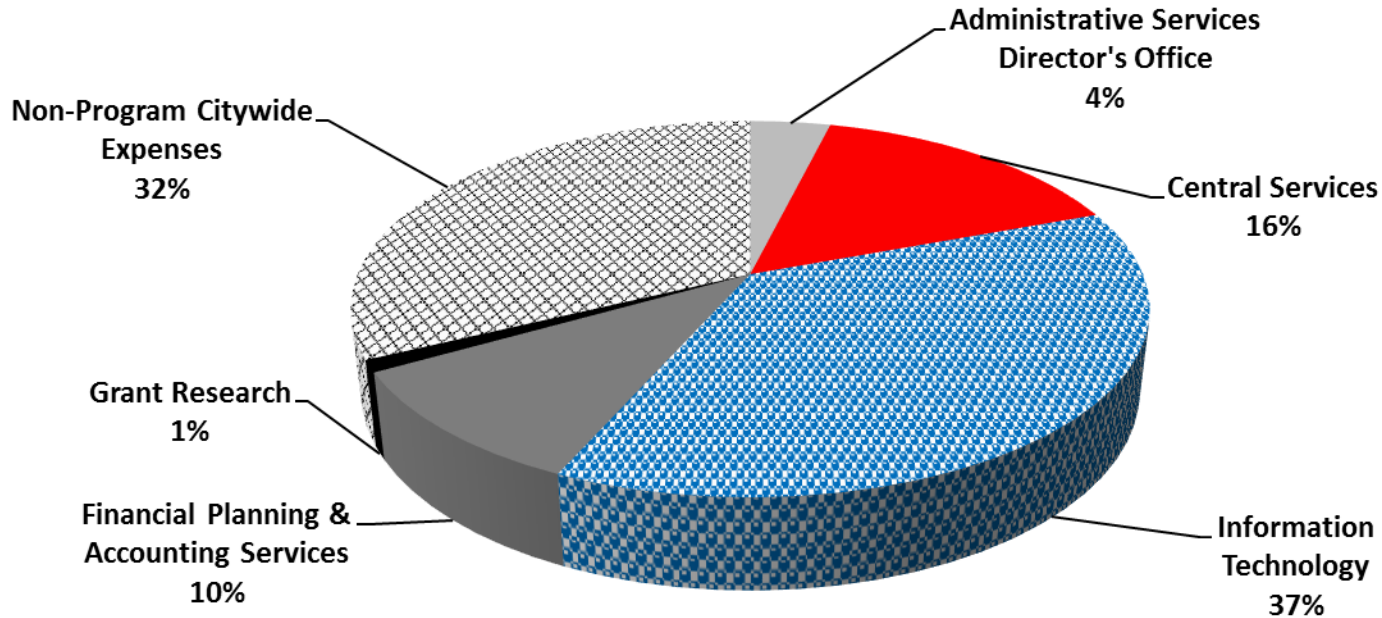
Administrative Services and Citywide

(Pages 131 - 146)

2017 BUDGET



Administrative Services (Cont.)



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

Administrative Services and Citywide

2017 BUDGET CHANGES

Changes:

- Staff Adjustments
- One-Time
 - Finance & HR System Replacement: \$1.2M
 - Microfilming of Payroll Records: \$16K
 - Contract Network Support: \$45K
 - AV Equipment Replacement & Installation: \$70K
 - Ronald Wastewater assumption support: \$193K (revenue backed)

Administrative Services (Cont.)

2017 BUDGET CHANGES

One-Time:

- Office 365 Licenses: \$10K
- Prosecuting Attorney RFP Contingency: \$33K
- Farmer's Market Contingency: \$7K

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 - 2017

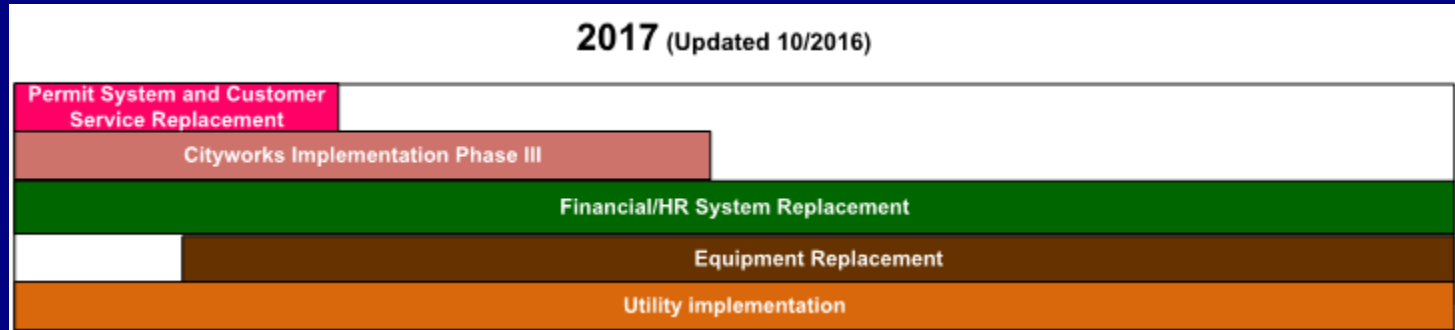
Investments

–One-Time:

- Financial HR System Replacement
- *GIS Extra Help*
- *IT Extra Help*
- *Contract Network Support*
- *Audio/Visual Equipment*

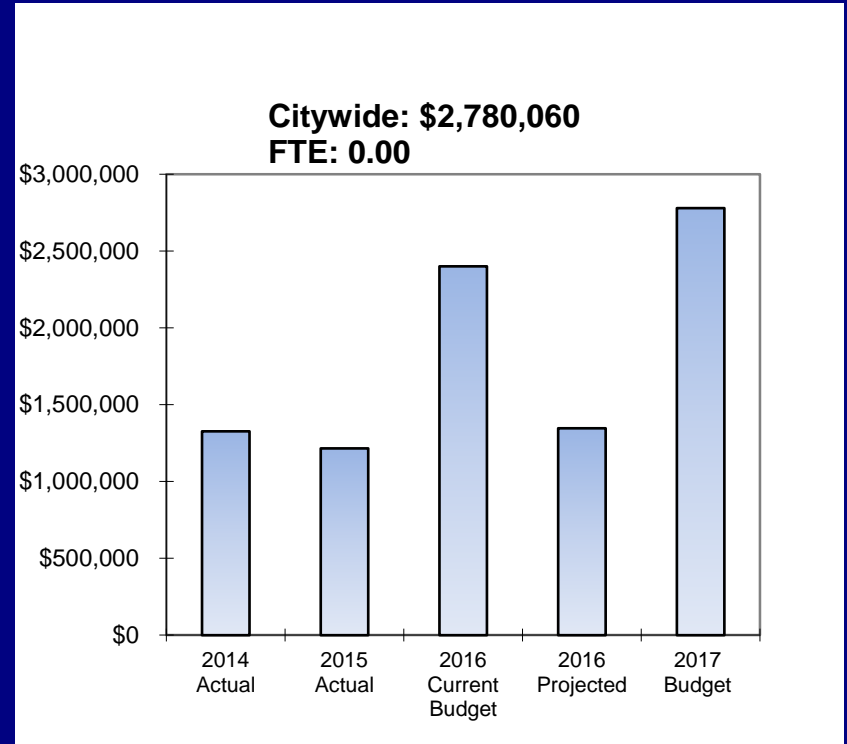
–On-Going:

- *Office 365*



Citywide (Cont.)

2017 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
- 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: \$791,000
- Insurance Contingency: \$255,000

– Budgeted Allowance/Contingency:

- Minimum Wage Initiative: \$116,000
- On-Call Development Review: \$25,000
- Prosecuting Attorney RFP: \$33,000
- Shoreline Farmers Market: \$7,000

Citywide (Cont.)

2017 BUDGET CHANGES

One-Time:

- RWD Assumption Support: \$192,900 (Revenue Backed)
- One-Time Increases for Upgrades to Vehicles Scheduled for Replacement in 2017

Budget Workshop Review Schedule

October 24	November 7	November 14
Public Works (221-234)	Public Hearing	Public Hearing
Capital Improvement Plan (266-375)	2017 Budget	2017 Property Tax Levy (73-74)
Surface Water Utility (380-403)	2017-2022 CIP	2017 Revenue Sources (72-86)
Other Funds (239-262)		2017 Salary Schedule (417-422)
		2017 Fee Schedule (426-441)

Questions / Comments