

2023-2024 Proposed Biennial Budget

Department Presentations



Budget & CIP Review Schedule

- ✓ September 19 Preliminary View of the 2023-2024 Biennial Budget and the 2023-2028 Capital Improvement Plan
- ✓ October 10 Transmittal of 2023-2024 Proposed Biennial Budget and Proposed 2023-2028 CIP
- ➔ October 17 Review of Department Budgets
- October 24 Continued Review of Department Budgets, Utility Budgets and 2023-2028 CIP
- November 7 Public Hearings on Property Tax Levy & Revenue Sources and Proposed 2023-2024 Biennial Budget and 2023-2028 CIP
- November 17 Public Hearing on Proposed 2023-2024 Biennial Budget and 2023-2028 CIP
- November 21 Final Discussion; Adoption of 2023-2024 Biennial Budget, Fee Schedule, 2023-2024 CIP, and Adoption of 2023 Property Tax Levies

Budget Information

- The Biennium 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

- Budget Book Link will available on Shoreline Library Websites
- Budget Books on CD Available for purchase

Department Review Agenda

- Tonight's Review:

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

- Next City Council Meeting:

- Public Works
- Capital Improvement Plan
- Surface Water Utility
- Wastewater 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
- 2021-2022 Council Goals and Workplan Accomplishments
- 2023-2024 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

Budget - All Departments

Ongoing Investments to support highest priority Council Goals:

- RADAR Expansion
- Parking Enforcement Program
- Compensation for Boards & Commissions
- Urban Forestry Support

One Time Investments

- Implement Council Approved Plans
- Support Council & Organizational Goals
- Capital and Operating Investments

Continuous Improvement

All Departments

- Process Improvements: Objective to improve customer experience, administrative ease and cost avoidance through capacity creation
 - Offer Letters & New Employee Orientation
 - Hybrid Meetings
 - Recreation Registration and Park Reservation Enhancements
 - Developed and implemented electronic submittal for all permit types
 - Expanded E-Trakit (fully electronic permits) for OTC Sewer Permits
 - Implemented Online Permitting appointment scheduling
 - Created Pre-Application response templates for our most common Pre-App types
 - Tracking permitting inquiries to better coordinate response and prevent duplicate calls
- Cost Savings
 - Copier Contract Evaluation

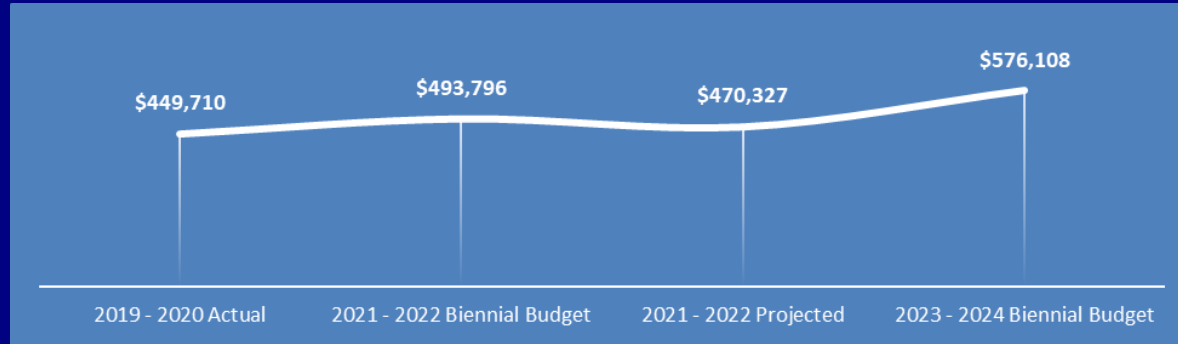
2023-2024 Proposed Biennial Budget

City Council

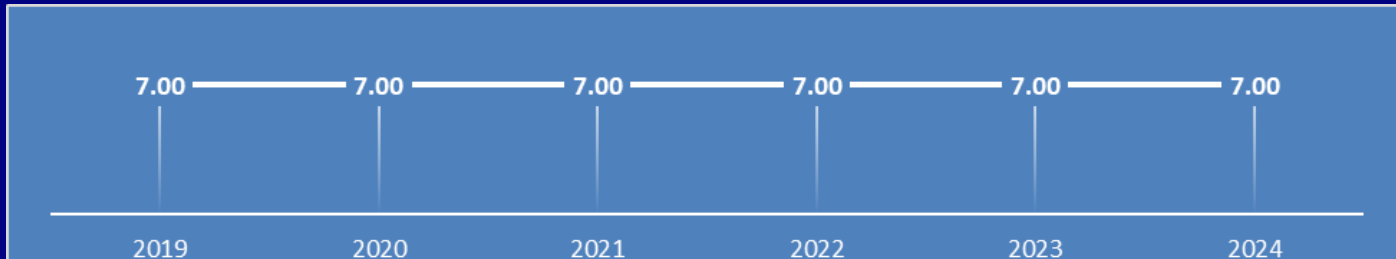
(Page 101)

2023-2024 BUDGET

Expenditure Comparison



Staffing Trend



City Council

2022 SALARY COMMISSION CHANGES

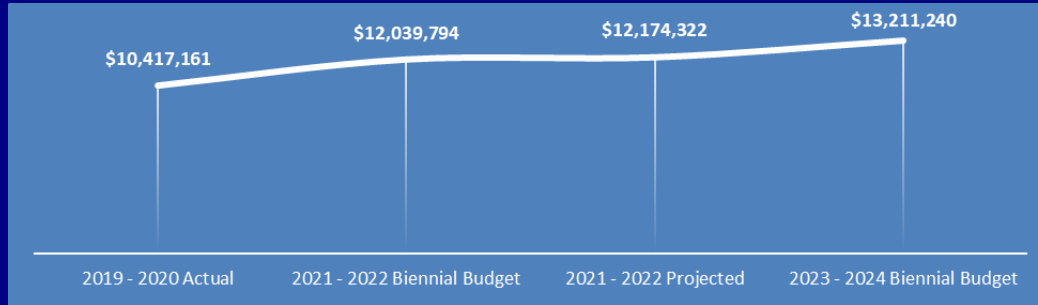
- City Council Salary Schedule:
 - Councilmember - \$2,300 per month
 - Deputy Mayor - \$2,400 per month
 - Mayor - \$2,550 per month
- Compensation can be taken as salary, deferred compensation (retirement benefit), or any percentage combination of the two, subject to IRS limits
- Benefit package (which provided health benefits or deferred compensation in lieu of health benefits) eliminated
- Salary Commission will be seated again in 2026 to further review Council compensation

City Manager

(Page 109)

2023-2024 BUDGET

Expenditure Comparison

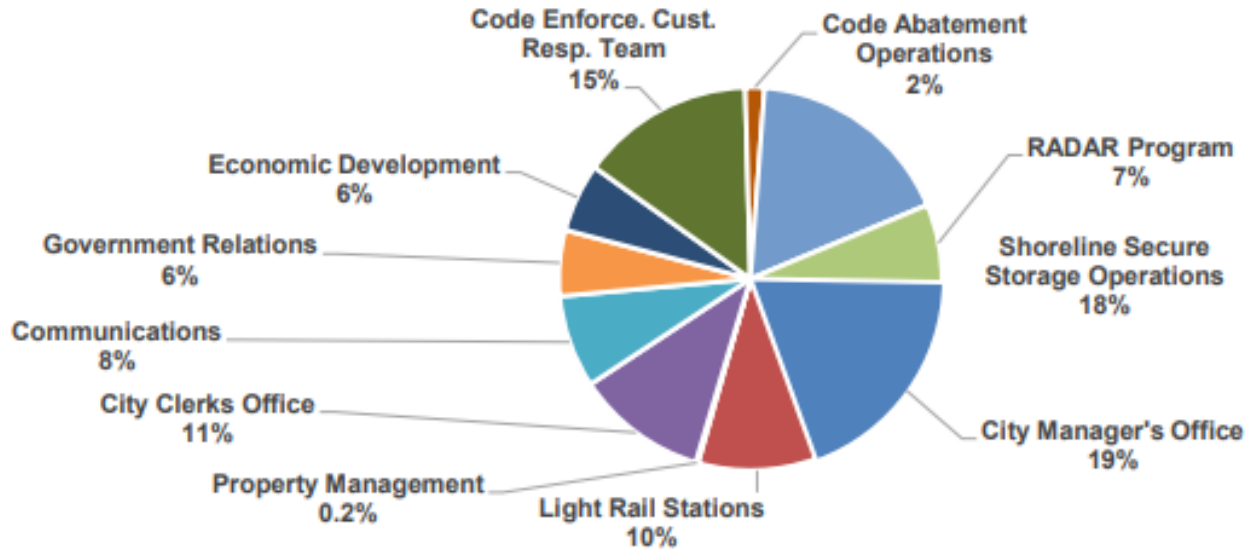


Staffing Trend



City Manager

Expenditures by Program



City Manager

2023-2024 BUDGET INVESTMENTS

Ongoing Investments:

- RADAR Expansion
- Parking Enforcement Program
- Compensation for Boards & Commissions

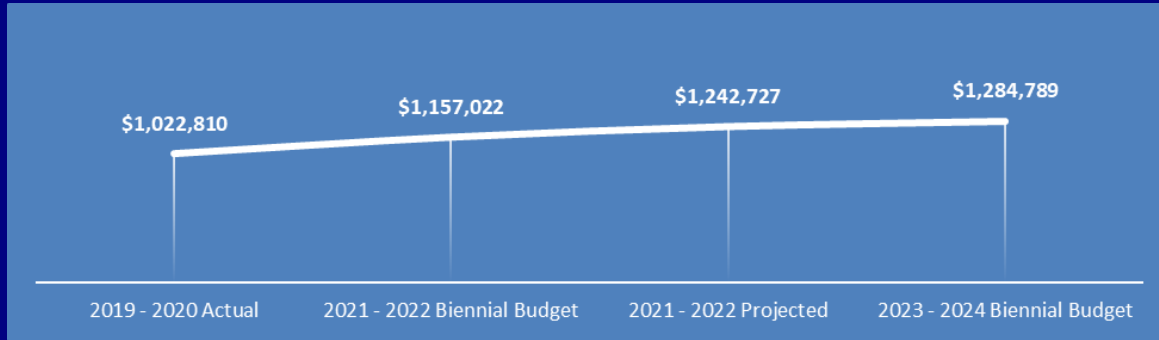
One Time Investments:

- Governance/ Records Management Software implementation
- Professional service for Code Enforcement Catch-up

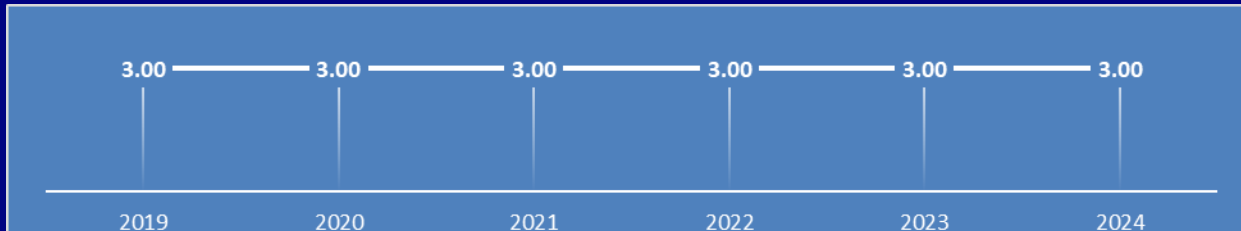
Human Resources (Page 125)

2023-2024 BUDGET

Expenditure Comparison



Staffing Trend



Human Resources



- In 2022, 50% of the City's workforce will be someone new to their position
 - Our employees, our candidates, our market will keep changing
- In 20 years, City has grown by 2/3 and HR staffing remains unchanged
- Labor relations needs have grown with a new Collective Bargaining Unit
- An anti-racist community starts with an anti-racist workforce

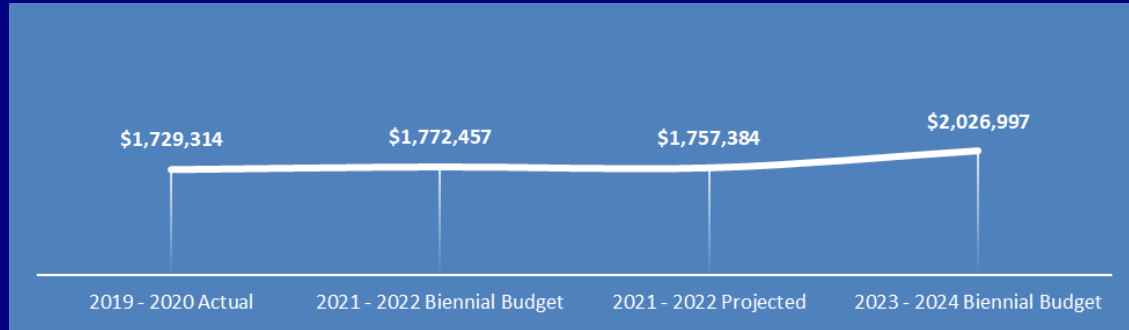
City Manager Recommended LLL Amendment

- Addition of a 1.0 FTE Human Resource Analyst
(\$309,000)

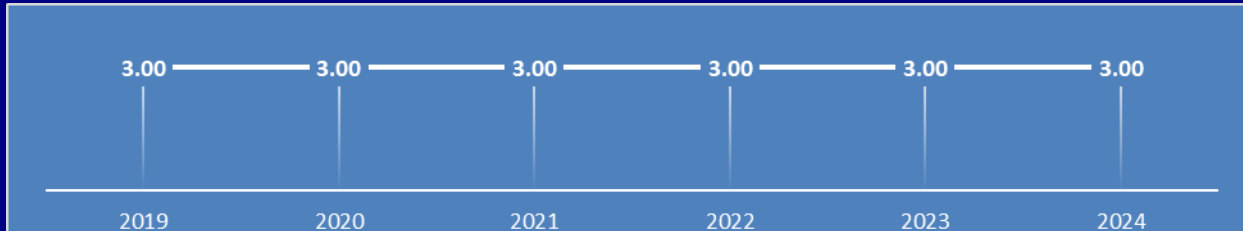
City Attorney (Page 133)

2023-2024 BUDGET

Expenditure Comparison



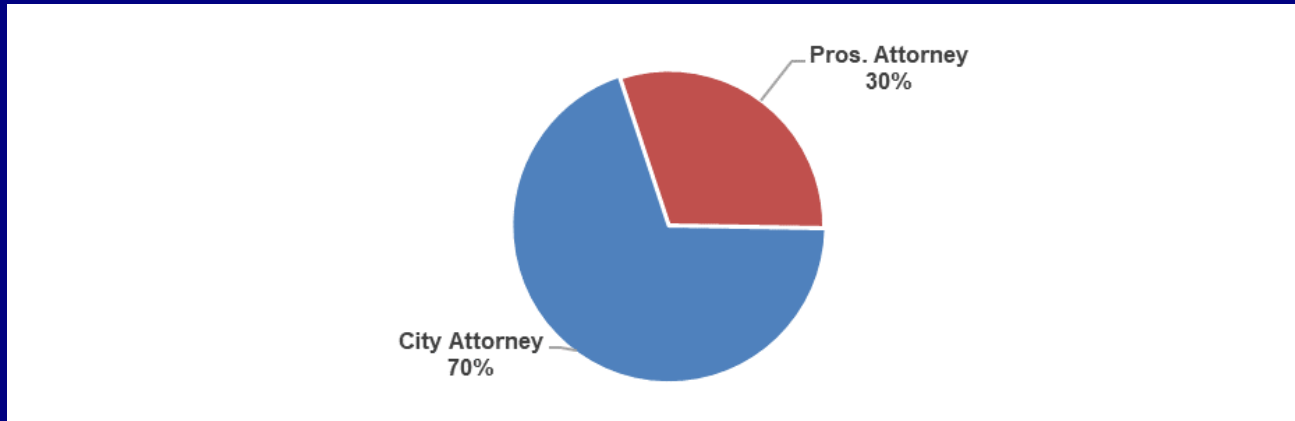
Staffing Trend



City Attorney

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

Expenditures by Program

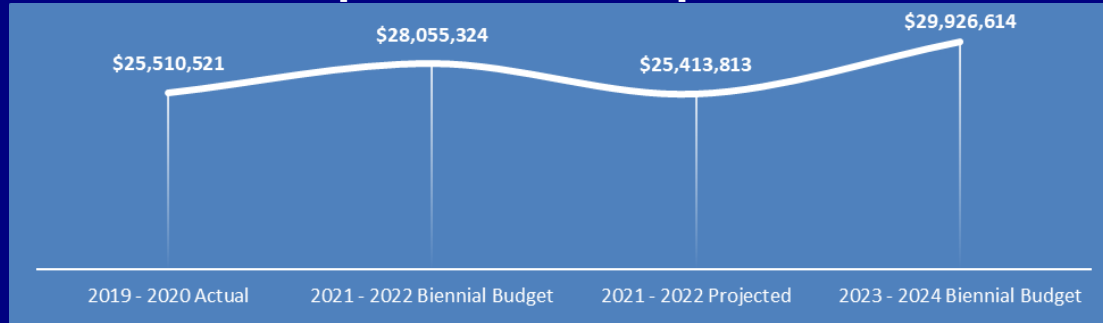


Police

(Page 185)

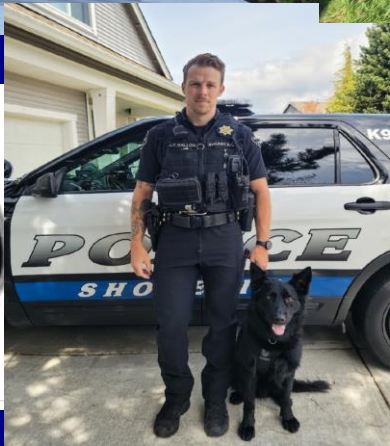
2023-2024 BUDGET

Expenditure Comparison



Staffing Trend





Police

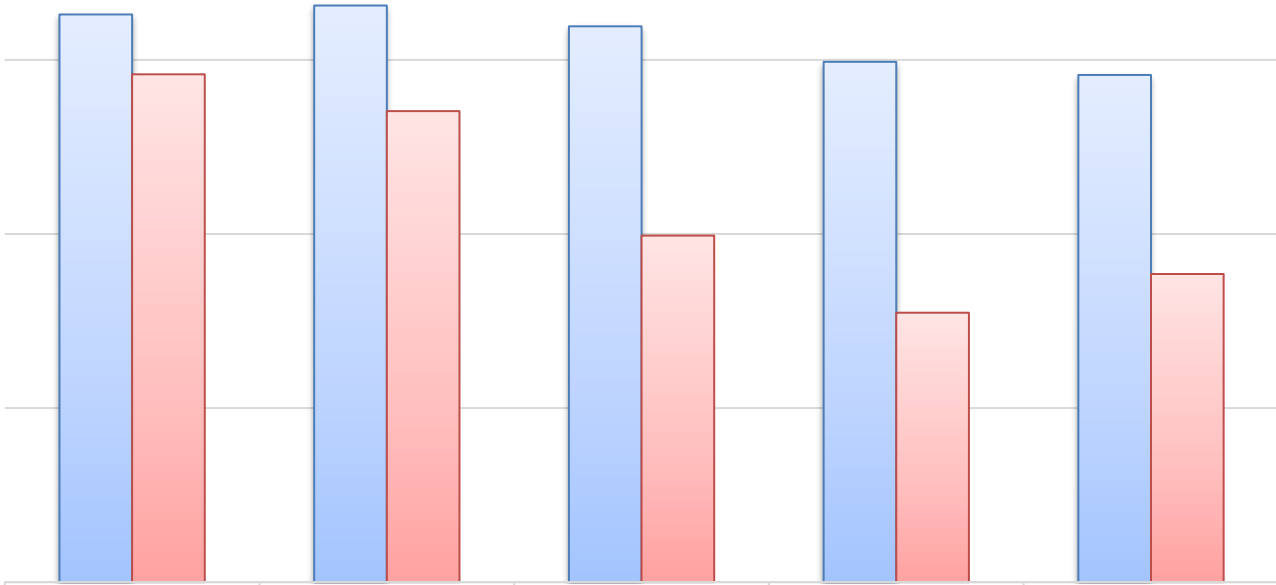
2023-2024 BUDGET CHANGES

Ongoing:

- 2023 Police Services Contract estimated Increase of 13%*
- Reduction of SRO Position to fund expansion of RADAR

*Based on estimated reconciliation credit for vacancies and COLA which is dependent on bargaining

Workload

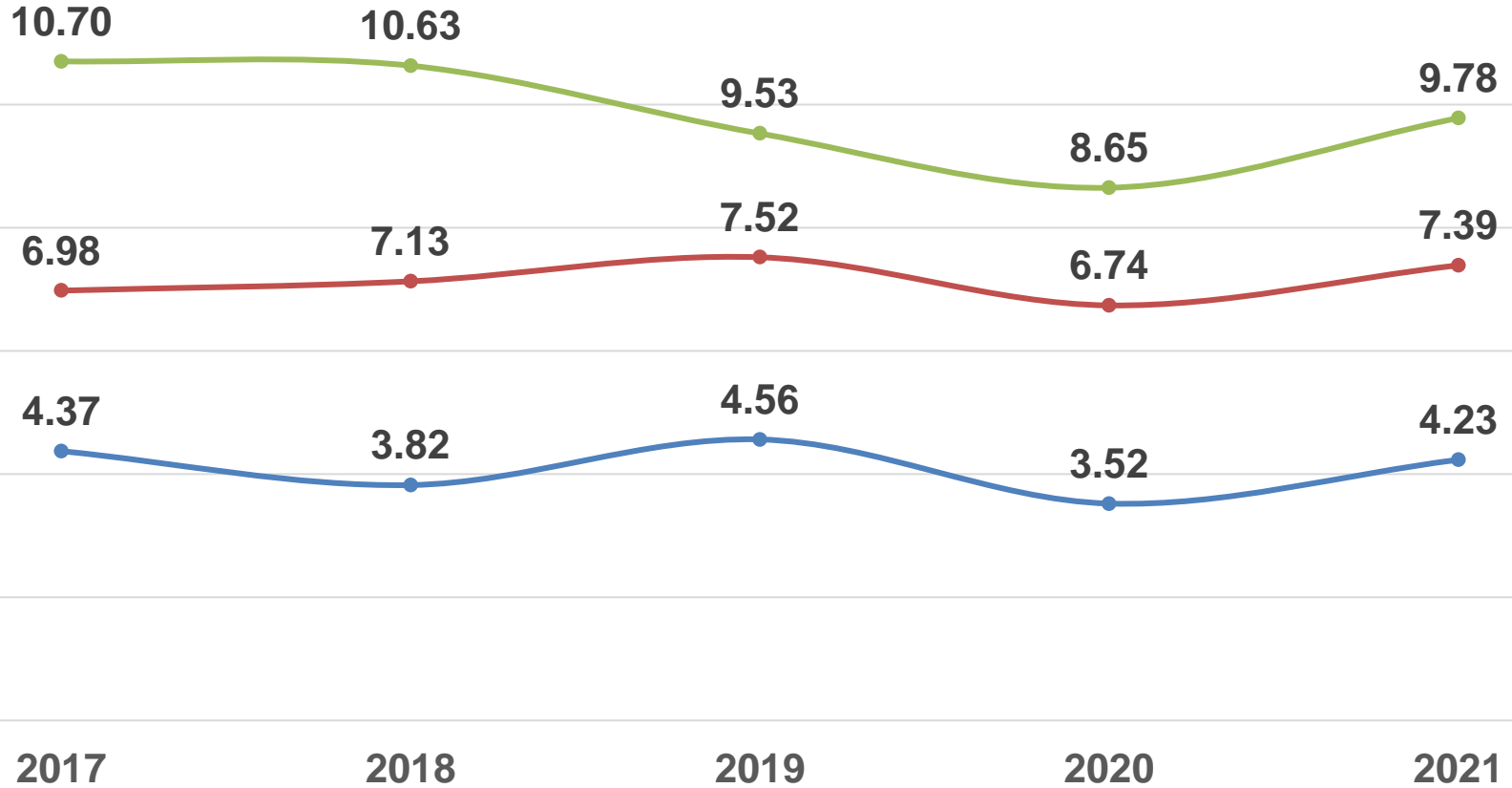


■ Dispatched Calls for Service
■ Self-initiated Police Activities

	2017	2018	2019	2020	2021
Dispatched Calls for Service	16308	16567	15973	14949	14575
Self-initiated Police Activities	14589	13535	9953	7741	8855

Police Response Times

Priority X Priority 1 Priority 2



2022 City Cost Comparison

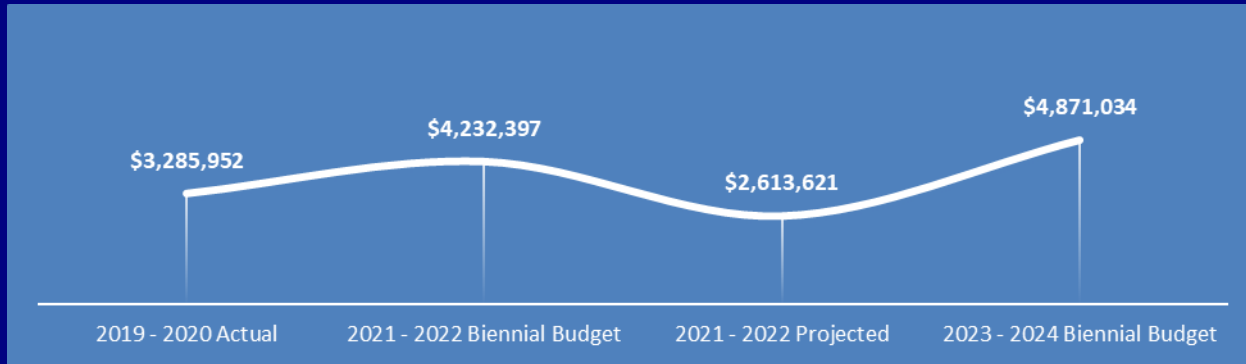
City	Cost / Capita	Population	Sworn / 1,000
Shoreline	\$201	54,500	0.97
Edmonds	\$218	40,490	1.31
Kirkland	\$293	83,460	1.17
Lake Forest Park	\$282	12,810	1.48
Bellevue	\$284	135,000	1.33
Bothell	\$287	42,640	1.36
Lynnwood	\$262	36,420	1.92
Redmond	\$426	59,180	1.45
Seattle	\$473	662,400	2.07

Criminal Justice

(Page 199)

2023-2024 BUDGET

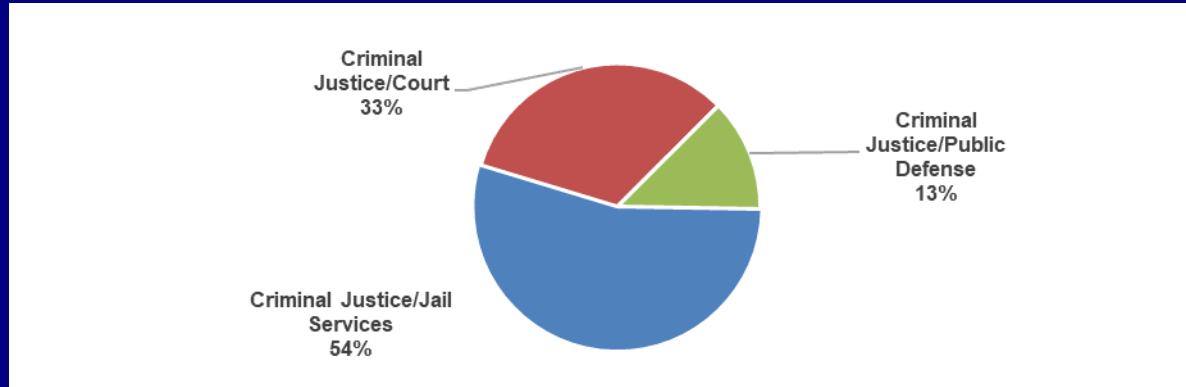
Expenditure Comparison



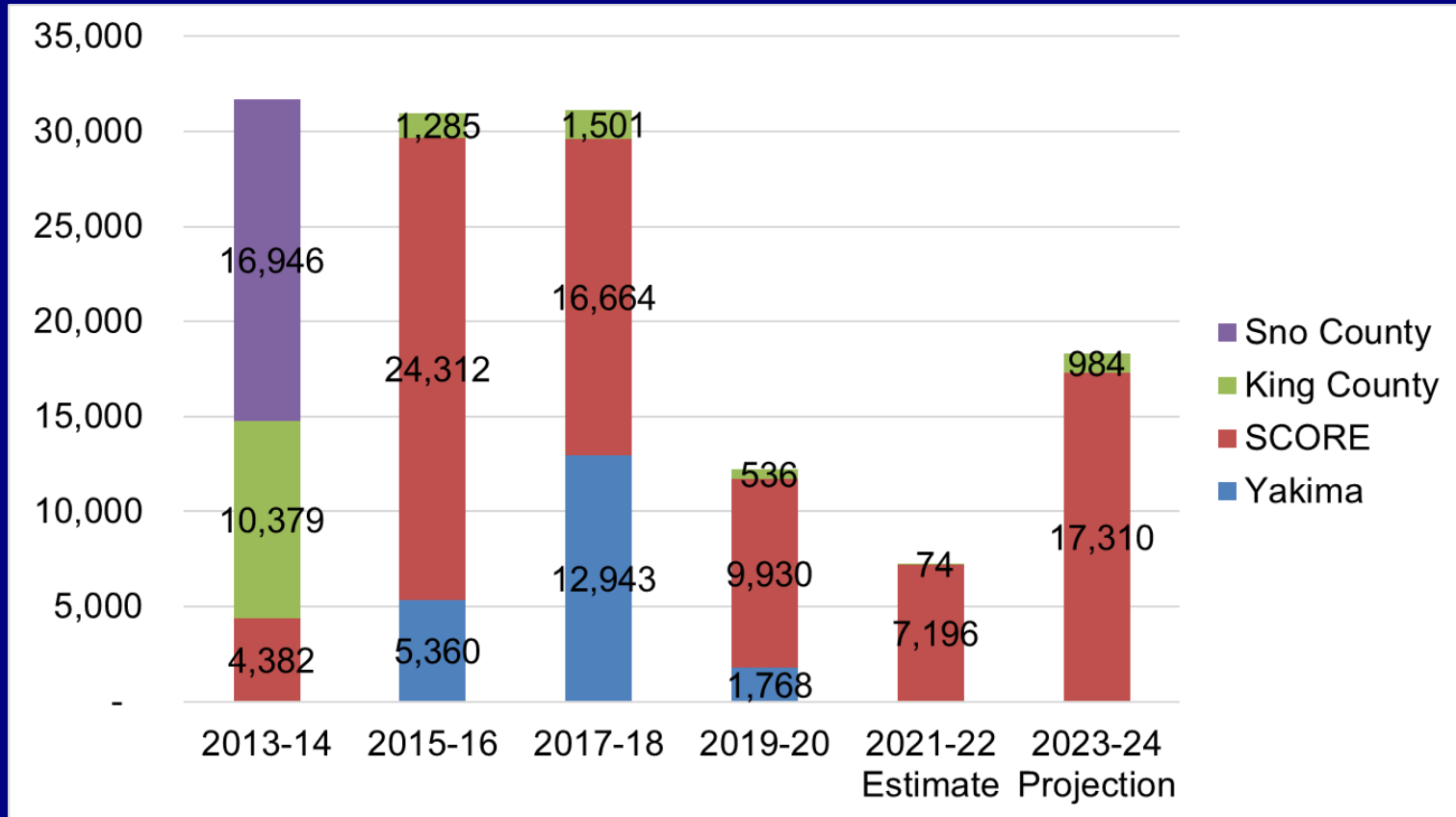
Criminal Justice

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

Expenditures by Program



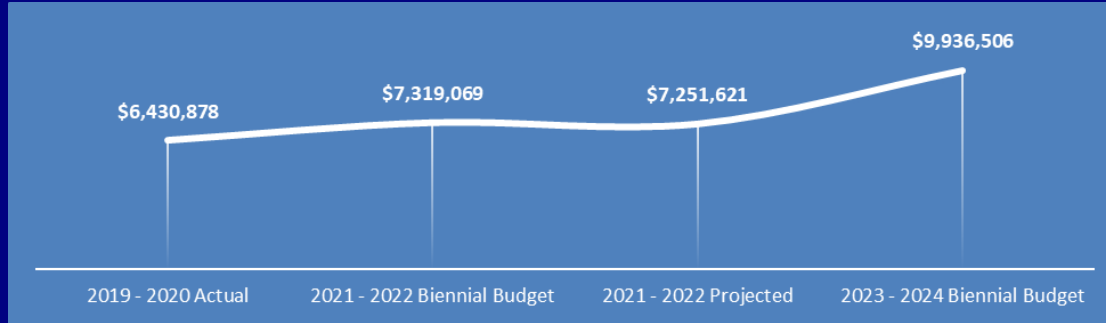
Jail Housing Days by Biennium



Planning and Community Development (Page 207)

2023-2024 BUDGET

Expenditure Comparison



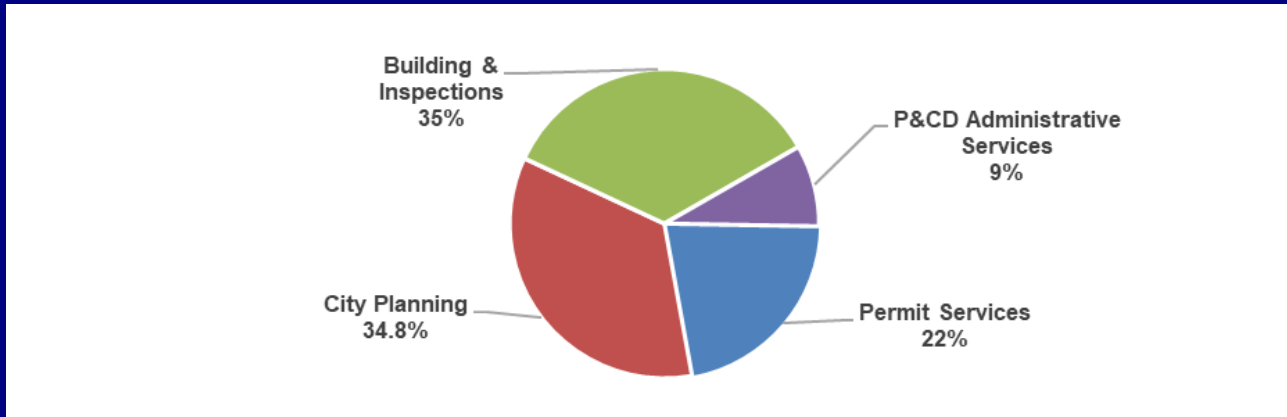
Staffing Trend



Planning and Community Development



Expenditures by Program



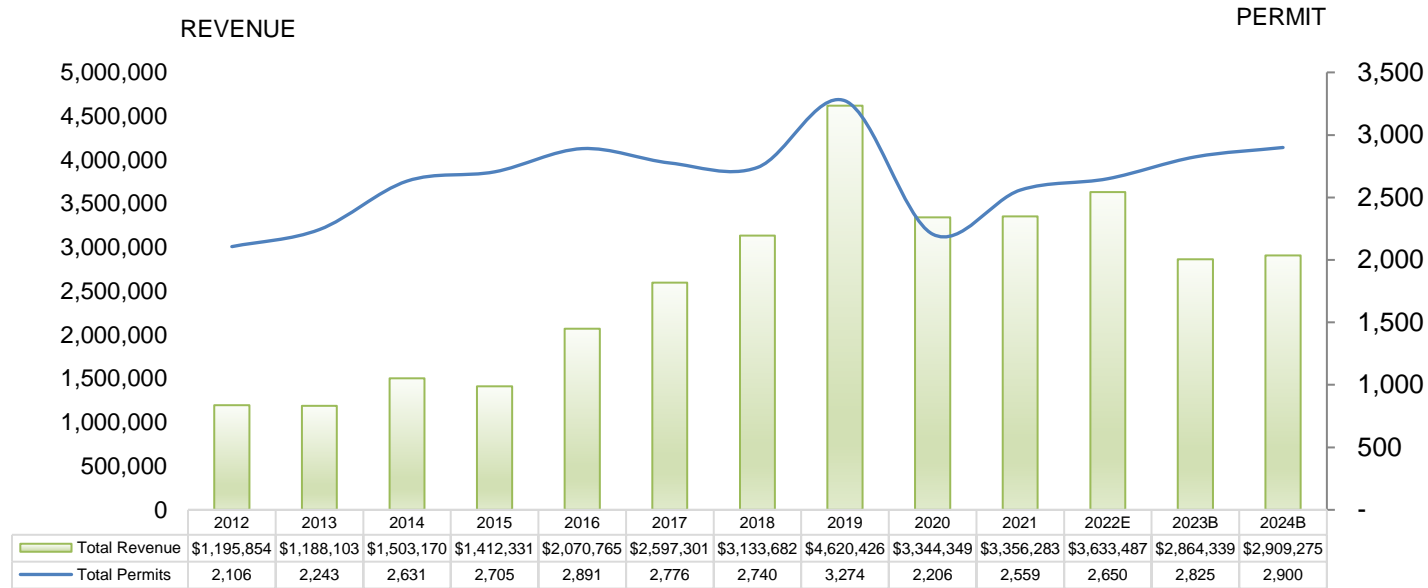
Planning and Community Development

2023-2024 One- Time Investments

- Comprehensive Plan Major Update
- Missing Middle Housing Policies
- Critical Areas Regulations Update
- Contingency Funding for on-call/ extra help
 - Permit Assistants
 - Permit Technicians
 - Planners
 - Plans Examiners



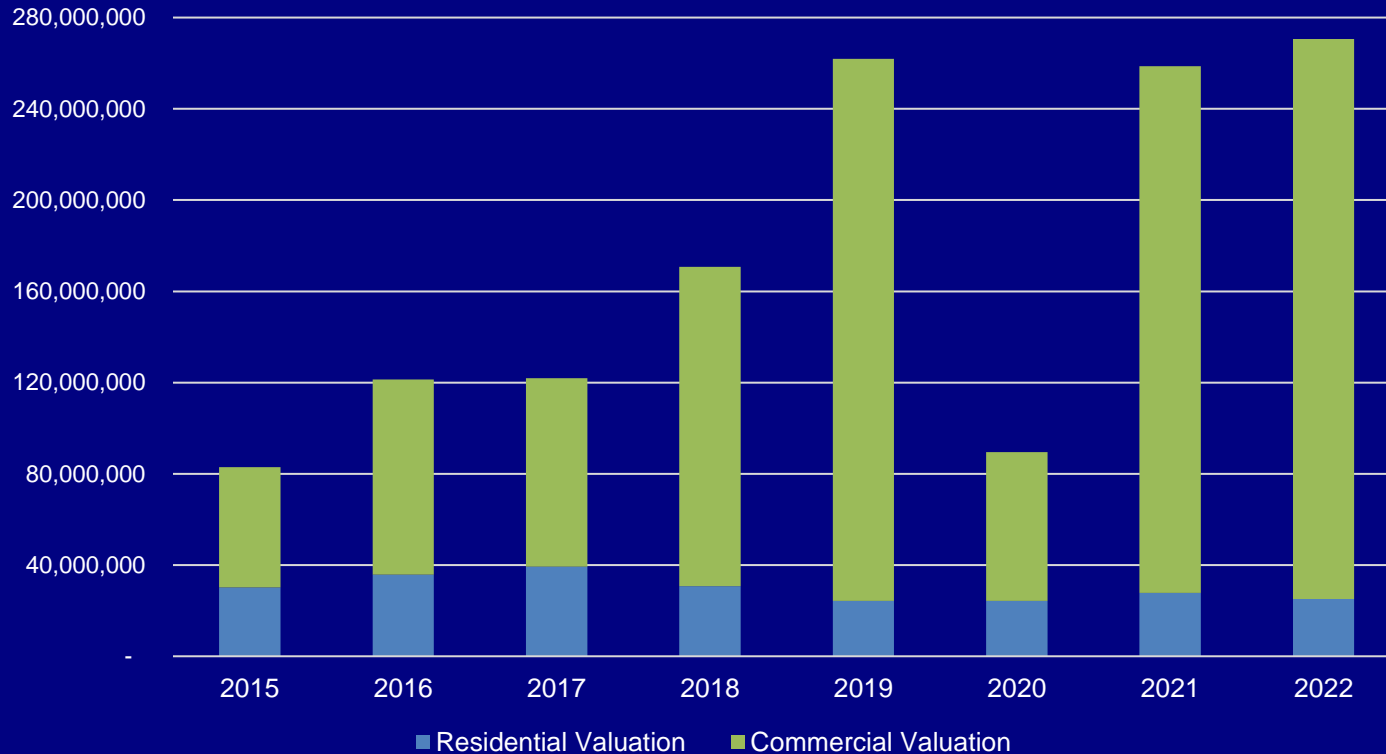
Permit Revenue & Volume History



Permit Categories: Building, Plan Check, Plumbing, Electrical, Mechanical, Land Use/SEPA, Fire System, MF Tax Exemption, Interfund



Permit Construction Valuation History

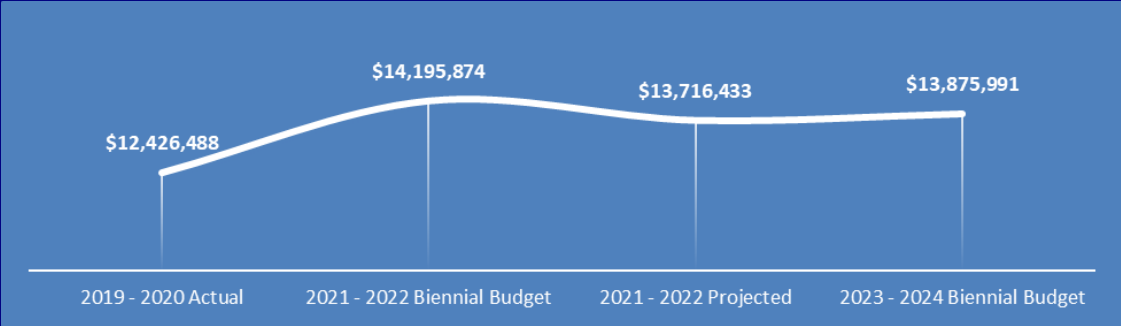


Recreation, Cultural and Community Services

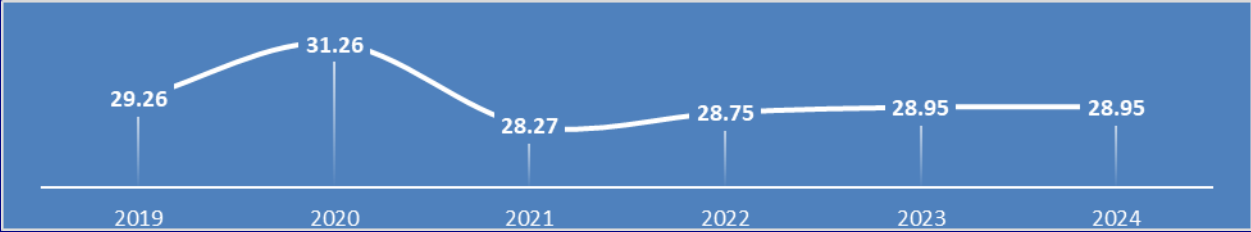
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2023-2024 BUDGET

Expenditure Comparison



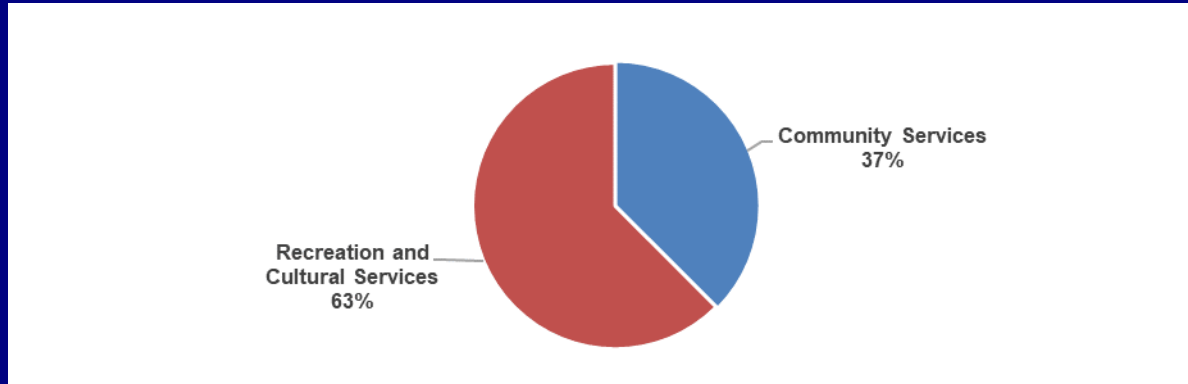
Staffing Trend



Recreation, Cultural and Community Services

- Recreation, Public Art, Special Events, PRCS/Tree Board, Human Services, Neighborhoods, Equity and Social Justice, Emergency Management, Environmental Services, Affordable Housing

Expenditures by Program



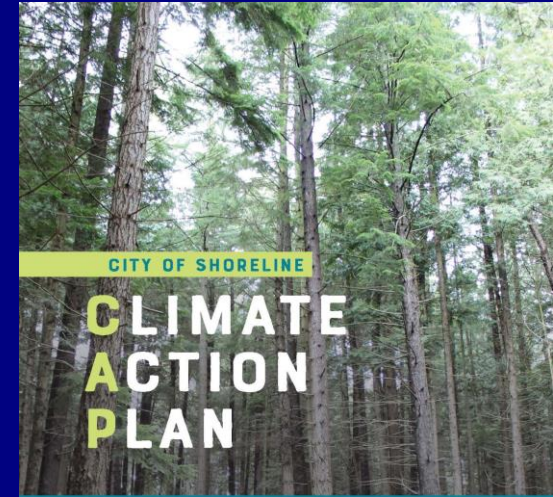
Recreation Cultural and Community Services

*Recreation and Support for
Kids, Youth, Seniors,
and Families*



*Art, Culture
and Equity*

*Environmental
Stewardship*



Recreation, Cultural and Community Services

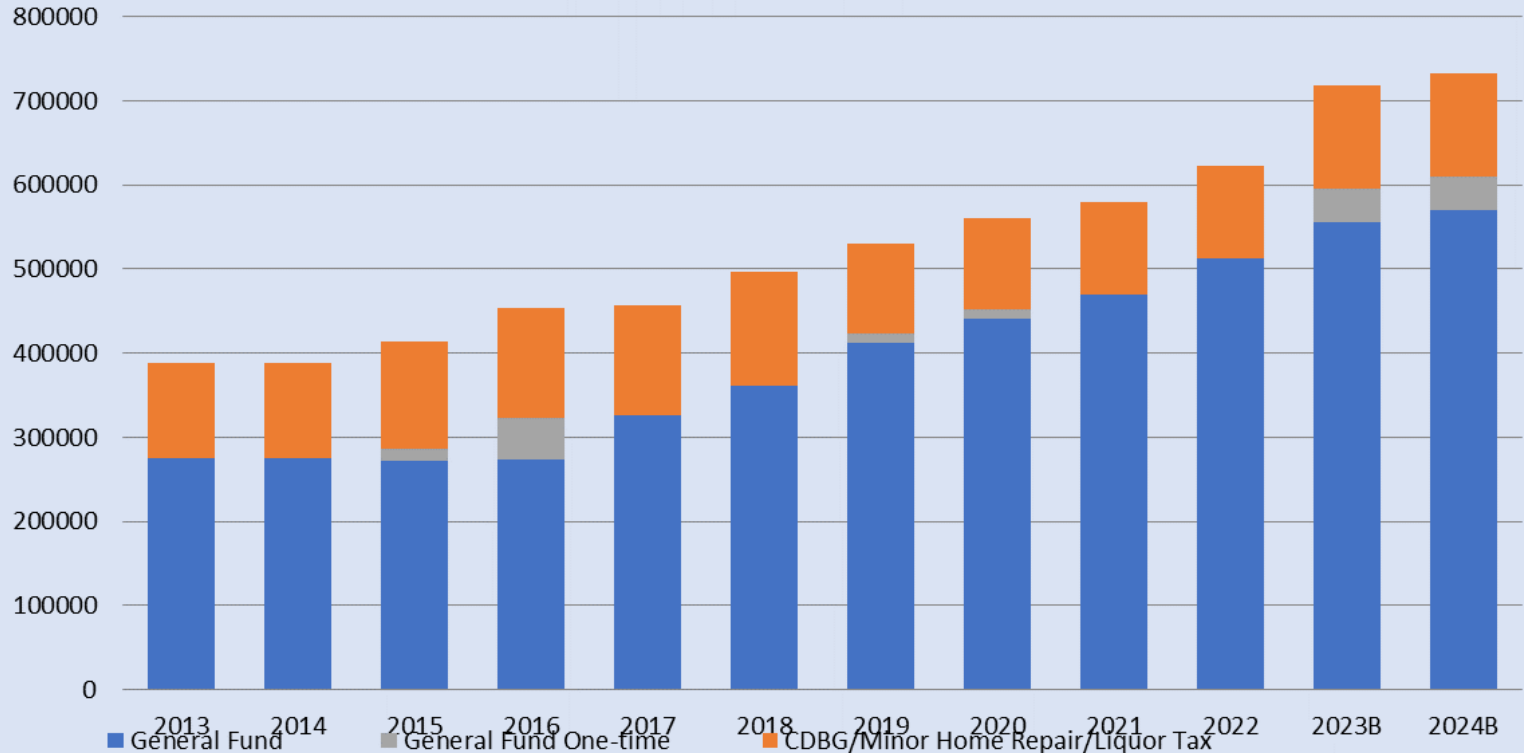
2023-2024 BUDGET INVESTMENTS

One Time Investments:

- Human Services Strategic Plan
- Social Worker support for Shoreline Senior Center
- Funding made available by ARPA
 - Continue Offering Hang Time now that YMCA has discontinued their support
 - 2023-2024 Human Services Investments
 - Supplemental funds for the Best Starts for Kids Grant Program

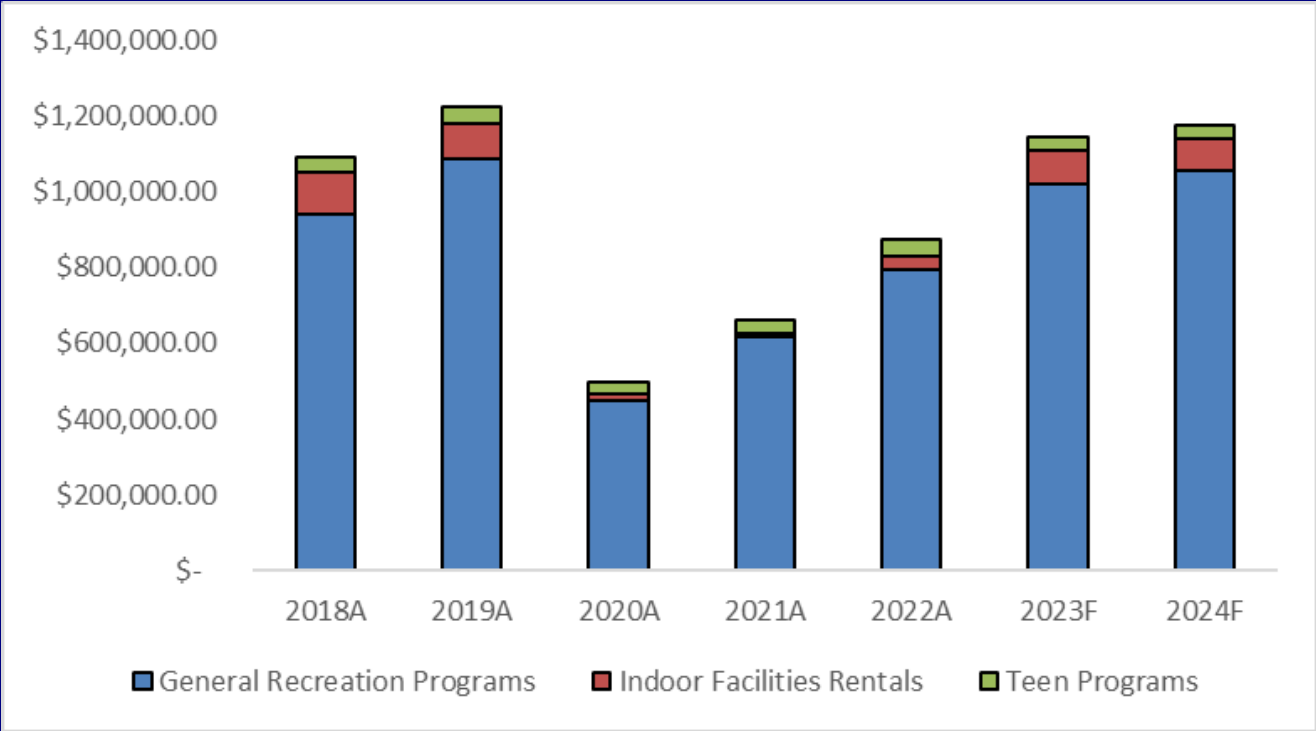
Recreation, Cultural and Community Services

Human Services Grants to Other Agencies (Budgeted)



Recreation, Cultural and Community Services

Recreation Program Revenue Trend



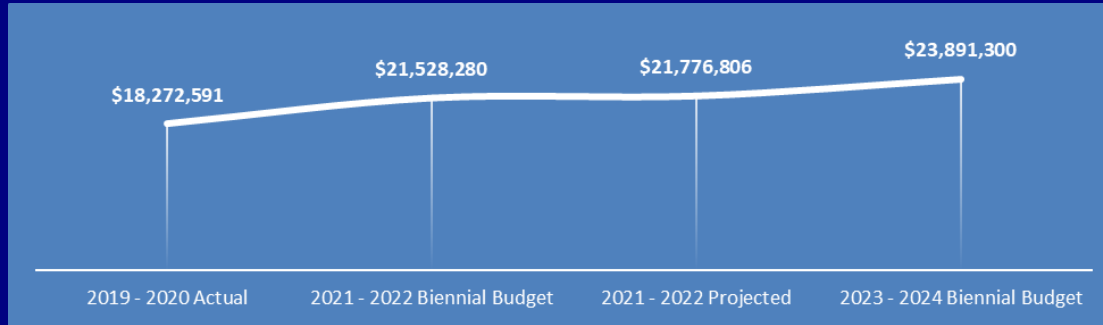
City Manager Recommended LLL Amendment

- Increase of existing Recreation Specialist from .65 FTE to 1.0 FTE (\$103,000)
 - Needed to sustain current service levels in camp programs
 - Support implementation of the adopted Aging Adult Strategy

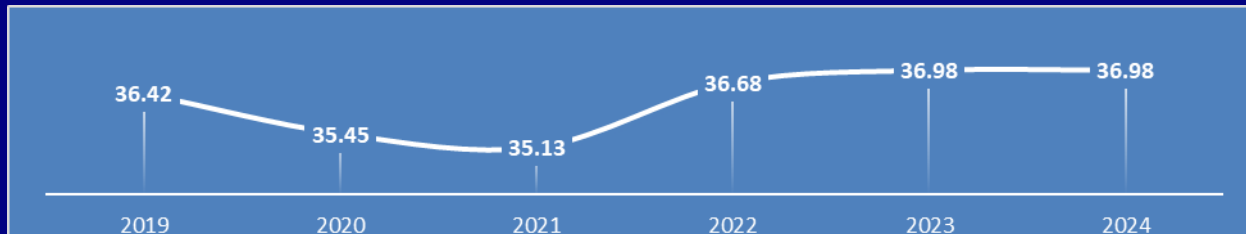
Administrative Services and Citywide (Page 163)

2023-2024 BUDGET

Expenditure Comparison



Staffing Trend





ADMINISTRATIVE SERVICES



Budget & Tax



Finance Operations

Information Technology

Parks, Fleet & Facilities

Facility & Park Maintenance/ Management/ Security

Outdoor & Indoor Facility Rentals

Fleet Acquisition, Maintenance, and Surplus

Irrigation & Utility Services

Janitorial & Graffiti Services

Urban Forestry & Vegetation Management



2023-2024 PROPOSED BIENNIAL BUDGET
2023-2024 CAPITAL IMPROVEMENTS

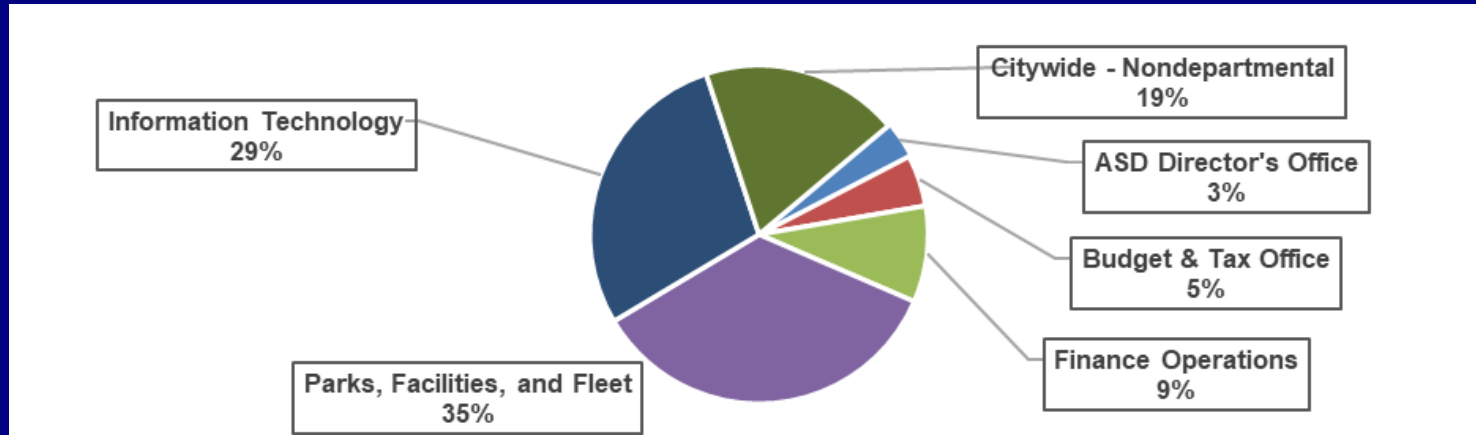
Office of the Washington State Auditor
For M.C. Carthy

Financial Statements and Federal Single Audit Report
City of Shoreline
For the period January 1, 2021 through December 31, 2021

ACCOUNT	DESCRIPTION	AMOUNT	PERCENTAGE
1.000	GENERAL FUND	100.00	100.00
2.000	WATER UTILITY	50.00	50.00
3.000	SEWER UTILITY	50.00	50.00
4.000	STREET LIGHTS	50.00	50.00
5.000	STREET LIGHTS	50.00	50.00
6.000	STREET LIGHTS	50.00	50.00
7.000	STREET LIGHTS	50.00	50.00
8.000	STREET LIGHTS	50.00	50.00
9.000	STREET LIGHTS	50.00	50.00
10.000	STREET LIGHTS	50.00	50.00
11.000	STREET LIGHTS	50.00	50.00
12.000	STREET LIGHTS	50.00	50.00
13.000	STREET LIGHTS	50.00	50.00
14.000	STREET LIGHTS	50.00	50.00
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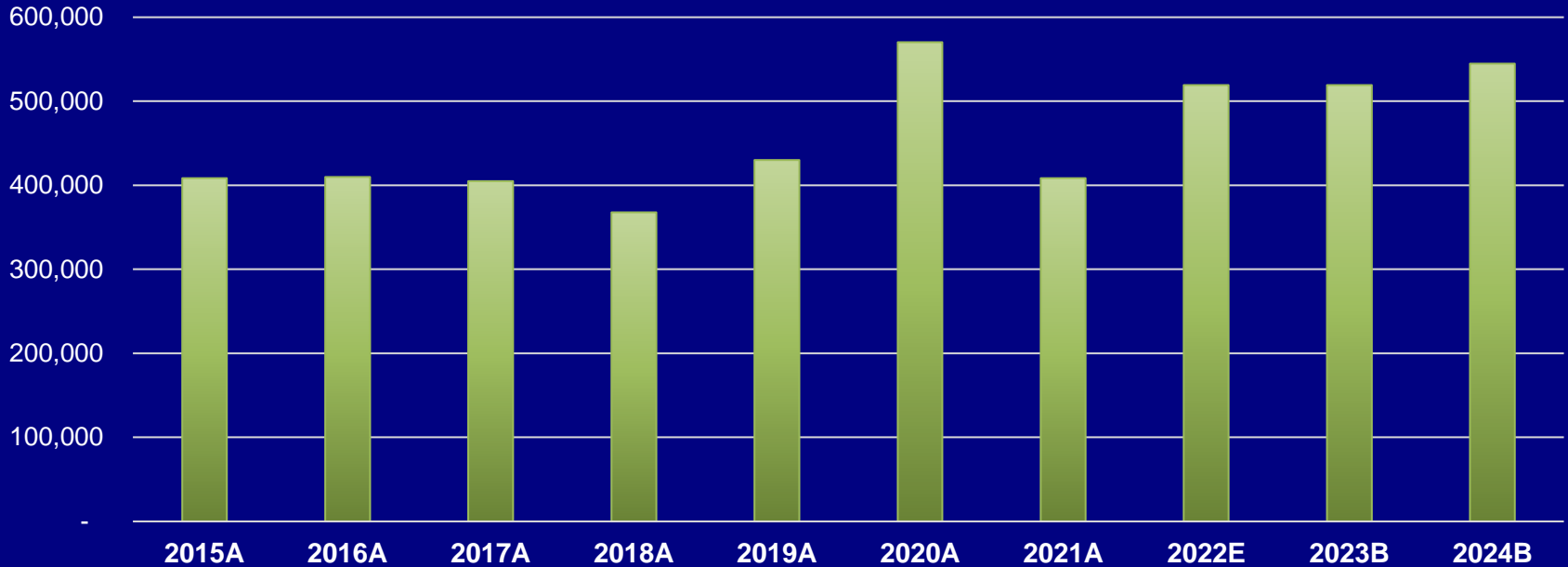
Administrative Services & Citywide Parks, Fleet & Facilities | Information Technology Budget & Tax | Finance Operations

Expenditures by Program



Park Rental Revenue

Facility Rental Revenue



Administrative Services and Citywide

2023-2024 BUDGET CHANGES

Ongoing – FTE addition of:

- 1.0 Parks Maintenance Worker I (Extra Help and CIP Supported)
- .25 Wastewater Accountant (Reduction of professional services)
- 1.0 Functional Analyst (GF & CIP supported Parking and CIP system)

One-Time:

- Strategic Technology Plan Investments
- Aerial Photography Update

City Manager Recommended LLL Amendment

- IT Support
 - Addition of 1.0 FTE IT Specialist (\$256,000)
 - Extra help conversion .50 Videographer/Web Specialist
 - IT Staffing Analysis
 - Respond to growing technology demands
 - Hybrid Meetings Support

Citywide

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

Agency Memberships:

- 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

Budget Workshop Review Schedule

October 24	November 7	November 14	November 21
Public Works	Public Hearings & Discussion	Public Hearing & Discussion	Budget Adoption
Surface Water Utility	<ul style="list-style-type: none"> • <i>2023 Property Tax Levy</i> 		<i>2023-2024 Proposed Budget</i>
Wastewater Utility	<ul style="list-style-type: none"> • <i>2023-2024 Revenue Sources</i> 		<i>2023-2028 CIP</i>
Other Funds	<ul style="list-style-type: none"> • <i>2023 Fee Schedules</i> 		<i>2023 Salary Schedule</i>
Capital Improvement Plan	<ul style="list-style-type: none"> • <i>2023 Salary Schedule</i> 		<i>2023 Fee Schedule</i>

Questions / Comments