

# City Clerk's Office 2015 Budget

# 2014 Accomplishments

- New City Clerk transition
- New Senior Office Assistant recruited
- Public Record Requests
- New Liquor/Marijuana License Notice Review Process
- New incentive-based fee system to encourage timely business license renewal
- Other Efficiencies

# Challenges

- Staffing/leave issues
- Resources for Public Records Disclosure
- Email Management - Citywide
- Continued implementation of Laserfiche
- Management of Archive Centers

# Expenditures

Expenditures	2013 Actual	2014 Budget	2015 Estimate	Discussion
Total	588,355	537,273	588,956	2015 Estimate includes Decision Packages #2 & #3

# Decision Packages / Changes

## ▣ Decision Packages

- Decision package #2 adds \$16,625 to 2015 costs by increasing public disclosure/records management specialist from 0.5 FTE to 0.75 FTE.
- Decision package #3 adds \$3,675 to 2015 costs for agenda management software

Questions?

# Mayor's Office 2015 Budget

# 2014 Accomplishments

- Reinstated street paving program
- Maintained strong financial position
- Continued success in achieving major grants in Parks, Engineering and Public Works
- Expanded public communication program with Town Halls and regular media columns
- Progress made in economic development

# Challenges

- Continued vigilance of Edmonds long-term financial health
- Access to and from Waterfront
- Resolution of Fire District 1 contract
- Creating new revenue streams
- Strategy to maintain long-term street repaving needs

# Expenditures

<b>Expenditures</b>	<b>2014 Budget</b>	<b>2014 YE Estimate</b>	<b>2015 Recomm.</b>	<b>Discussion</b>
Total	251,085	250,100	257,312	

Questions?



# Human Resources 2015 Budget



# 2014 Accomplishments

- Settled 2 union contracts - EPOA (Commissioned Officers) and Law Support (non-Commissioned).
- Started negotiations for SEIU & Teamsters unions for 2015.
- Hired a new medical insurance broker and re-formed a Health Benefits Committee to review insurance plan options for 2015.
- Completed the City's Accident Prevention Program (APP) draft.
- Created and implemented the City-wide Wellness program.
- Completed City-wide Cultural Diversity training for all employees.
- Transitioned to a new L & I claims management process.
- Started ongoing internal HR audit process.
- Hired and trained the part-time HR Assistant.

# 2014 Accomplishments

- Offered a City Health & Benefits Fair.
- Had a successful MEBT audit.
- Completed a recruitment and screening process for: Finance Director, Development Services Director and Community Services/Economic Development Director.
- Started the recruitment process for RFQ/RFP for Public Defender and Municipal Court Judge.



# Challenges

- Legislation/regulation considerations – Legal mandates, the Affordable Care Act (ACA) implications, Department of Labor (DOL) audits.
- Labor relations issues- grievances/arbitration
- Applications (loss of data and applicant tracking system configuration).
- Ongoing Training costs and needs.



# 2015 Projects

- Completing SEIU & Teamsters Negotiations.
- Completing the 2015 Non-Represented Salary Survey.
- City-wide Anti-Harassment Training.
- Working on training programs at the City.
- Updating City Personnel Policies.
- Implementing the Accident Prevention Program (APP).
- Working through ongoing internal HR Audit.

# Expenditures

Expenditures	2014 Modified Budget	2014 YE Estimate	2015 Recomm.	Discussion
Human Resources	\$326,758	\$323,528	\$326,958	#1 Wellness Program

# Savings

Revenue	2014 Modified Budget	2014 YE Estimate	2015 Recomm.	Discussion
Medical Benefits	150,000	150,000		
LEOFF Benefits	106,189	137,345		
L & I claims	\$154,239	\$112,130	120,000	

# Decision Packages / Changes

## ▣ Wellness Program

- \$3,000. This will allow the City to continue to offer a wellness program for all employees. It has been demonstrated that having an effective wellness program will decrease the City's health insurance premium and may allow us to be eligible for a wellness premium rebate through our insurance. Other benefits of wellness programs are to increase the health of the workforce as well as a way to reduce accident claims (L \* & I costs), lower stress, reduce absenteeism and increase employee productivity.

Questions?

**Economic  
Development/Community  
Services**

**2015 Budget**

# 2014 Accomplishments

## *Community Services*

- Employed services of Cynthia Berne (Long Bay Enterprises) and established SAP Working Group. Together achieved substantial completion of implementation plan for Strategic Action Plan. Final product to be presented to Council First Quarter 2015.
- Drafted and presented to Council social media usage policies. Facebook page created and ready to launch post Council approval.
- Employed services of Carolyn Douglas to assist with press relations, community outreach, communications, social media oversight, etc.

# 2014 Accomplishments

## *Economic Development*

- Employed services of Ellen Hiatt for arts/culture/tourism marketing and communications. Result:
  - new tourism website (launch by December)
  - new arts/culture/events calendar (launch by December)
  - refined/updated ads; creation of tourism strategic marketing plan
  - arts/culture/tourism social media presence
- Provided input in refinement of Westgate Plan.
- Worked with BID on new initiatives, especially small grants program, marketing/outreach, finances.
- Worked with BID on increased Holiday 2014 offerings/activities.

# Challenges

## *Community Services*

- Transition from planning to full-fledged implementation of Strategic Action Plan
- Substantially enhance/improve communication with public, stakeholders, press, et al

## *Economic Development*

- Recruitment of new business/investment and retention/expansion of existing business
  - Diversification of tax base
  - Strengthening of Downtown and Waterfront
  - Investment in Westgate, Highway 99 Corridor

# Challenges

## *Economic Development, cont'd*

- Assist ECA to become financially solid and prepare for growth
- More aggressive tourism marketing
- Potential creation/support of new tourism-generating events

# Expenditures

Expenditures	2014 Modified Budget	2014 YE Estimate	2015 Recomm.	Discussion
Community Services	\$397,654	362,090	391,785	Less professional services
Economic Development	\$110,370	\$105,850	\$50,870	Less professional services
Total	\$508,024	\$467,940	\$442,655	

# Decision Packages

- DP #14 - \$30,000 for press relations/community relations/social media oversight professional services
- DP #15 - \$5,000 carry-forward for completion of SAP implementation plan
- DP #16 - \$20,000 for Council-approved small matching grant program
- DP #48 - \$2,500 for SAP project management software

# LTAC

## Tourism Promotion Program

- ▣ Lodging tax revenues are used to fund the City's Tourism Promotion Program
- ▣ Only permissible use of these funds (RCW 67.28.1816)
- ▣ Revenues are up in 2014 (approximately \$90,000) and 2015 is anticipated to yield the same
- ▣ City's Tourism Promotion Program consists of:
  - Support of arts, culture and other events that attract visitors
  - Marketing and promotion (ads, website, rack cards, etc.)

# Proposed 2015 Tourism Promotion Program – Use of Funds

- ▣ Arts/Culture-related (25% of revenue):
  - \$12,000 to grants for EAC tourism-promotion awards:

\$2,000 – Cascade Symphony	\$2,000 – Olympic Ballet Theater
\$1,000 – Art Studio Tour	\$2,000 – Driftwood Players
\$1,500 – Sno-King Chorale	\$1,500 – Phoenix Theater
\$2,000 – DeMiero Jazz Fest	

- \$7,200 – Promotion of “Write on the Sound” Writers’ Conference

# Proposed 2015 Tourism Promotion Program – Use of Funds

- ▣ Arts/Culture-related:
  - \$2,000 – Promotion of public art in Edmonds through printed brochure
  
- ▣ General tourism promotion:
  - \$6,000 – Snohomish County Tourism Bureau's Visitor Information Center
  - \$2,500 – Edmonds Chamber of Commerce for the Edmonds Visitors Center
  - \$12,500 – Edmonds two-page tourism ad in Edmonds Center for the Arts Season Brochure

# Proposed 2015 Tourism Promotion Program – Use of Funds

- ▣ General tourism promotion, cont'd:
  - \$6,000 – Printing/distribution of rack card
  - \$500 – Miscellaneous ad design work as needed
  - \$2,500 – Promotion/support of Bird Fest
  - \$4,000 – Promotion of Edmonds arts/culture events in Snohomish County Visitors Guide, CRAZE recreation guide and “Arts Access” (Snohomish Countywide)
  - \$21,000 – General advertising/promotion program for Edmonds tourism (ads, professional services, website, etc.)

**Finance &  
Information Services  
Department  
2015 Budget**

# 2014 Finance Accomplishments

- ❑ Received a clean 2013 audit
- ❑ The quality of the work done during the year is a reflection of the professionalism of the staff
- ❑ We started 2014 with \$3.5 Million in investments outside the State Pool. Today we have just over \$23 million

# Finance Challenges

- ❑ A goal for 2015 will be to document operational procedures and guidelines within the Finance Department and for our internal customers
- ❑ We will be upgrading our automated budgeting software to improve the efficiency of our budget process
- ❑ We will also be working with upgraded financial statement generation software

# Expenditures

<b>Expenditures</b>	<b>2014 Budget</b>	<b>2014 YE Estimate</b>	<b>2015 Recomm.</b>	<b>Discussion</b>
<b>Total</b>	808,429	766,566	853,049	

# Finance Decision Packages

- ❑ Decision Package #5: \$12,000 for Finance Intern
- ❑ Decision Package #6: \$7,500 for Finance Department Remodel

**Information  
Services  
2015 Budget**

# 2014 Accomplishments

- ❑ Removed Windows XP from City (35% of workstations)
- ❑ Replaced core network switches and server
- ❑ Implemented backup procedures
  - ❑ systems /off site
- ❑ Upgraded telephone system and voice mail
- ❑ Improved security by building network zones

# Challenges

- ❑ Security and Compliance
- ❑ Physical security, training, awareness, policy & procedures
- ❑ Replacement policy
- ❑ Strategic Plan
- ❑ Disaster Recovery – Business Continuity
- ❑ Fiber Redundancy
- ❑ Fiber Review
- ❑ Continue to improve city communication with the public

# Expenditures

Expenditures	2014 Budget	2014 YE Estimate	2015 Recomm.	Discussion
Fiber Budget	72,035	33,950	59,200	-18%
Information Services	893,756	923,988	726,513	-19%
<b>Total</b>	<b>965,791</b>	<b>957,938</b>	<b>785,713</b>	

# Information Systems Decision Packages

- Decision Package #7: \$14,020 for Repairs & Maintenance
- Decision Package #8: \$30,000 for After Hours Support and IT Supplement

# Non-Departmental 2015 Budget

# Non-Departmental Purpose

- ❑ Non-Departmental is used to segregate all costs not directly identifiable to departments and those expenditures and services that are required by law or contract that are beneficial to all citizens
- ❑ The Finance Department provides oversight to the Non-Departmental budget

# Key Non-Departmental Expenditures

Expenditures	2014 Budget	2014 YE Estimate	2015 Recomm.	Discussion
Liability & Property Ins.	379,784	383,900	423,600	WCIA Rates
Fire District Contract	6,500,000	7,022,800	8,067,700	Reviewed Later
Prisoner Care	486,050	480,000	650,000	Booking & Housing
Debt Service	3,024,120	3,024,120	280,387	2014 Refunding
Interfund Transfers	5,137,373	3,401,723	3,012,785	Reviewed Later
Other ND Expenditures	2,289,231	2,237,426	2,455,210	Questions – Contact me
<b>Total Expenditures</b>	<b>17,816,558</b>	<b>16,549,969</b>	<b>14,889,682</b>	

# Fire District 2014 Contract

- When we built the 2015 Proposed Budget, we estimated that we would pay the district a total \$7,022,800 in 2014
- This includes the scheduled payment of \$6,222,700
- We added \$800,000 for the first portion of the \$1,667,000 “Retro” payment

# Fire District 2015 Contract

- The 2015 Proposed Budget includes a base payment of \$6,222,700
- Plus Mayor's "placeholder" of \$978,000
- These two amounts bring our estimated new on-going FD1 contract to \$7,200,700
- Lastly, we added \$867,000 for the remaining "Retro" payment
- To pay for the "Retro" payment we are recommending we transfer the funds from Contingency Reserve Fund

# Transfers within General Fund

Expenditures	2014 Budget	2014 YE Estimate	2015 Recomm.	Discussion
Law Enforcement Medical (009)	594,646	375,000	275,000	Target Balance
Risk Management (011)	903,798	636,000	-	Target Balance
Continegency Reserve (012)	522,315	-	-	Target Balance
Historic Preservation (014)	7,000	7,000	-	
Building Maintenance (016)	589,800	379,800	266,600	\$210,000 Carryforward
<b>Total</b>	<b>2,617,559</b>	<b>1,397,800</b>	<b>541,600</b>	

# Transfers to Other Funds

Expenditures	2014 Budget	2014 YE Estimate	2015 Recomm.	Discussion
Firemen's Pension (617)	179	179	15,000	Continue Funding
LTGO Debt Service (231)	214,163	214,272	169,875	Scheduled Payment
2014 Debt Service (232)	966,286	966,286	925,310	Scheduled Payment
Cemetery Fund (130)	40,186	40,186	40,000	Operating Transfer
Street Fund (111)	400,000	400,000	400,000	Operating Transfer
Street Construction (112)	679,000	363,000	706,000	\$550,000 Streets & \$156,000 Carryforward
Municipal Arts (117)	20,000	20,000	15,000	Per City Policy
Park Construction (132)	200,000	-	200,000	Carryforward
<b>Total</b>	<b>2,519,814</b>	<b>2,003,923</b>	<b>2,471,185</b>	

# Decision Packages

- ❑ Decision Package #9: \$250,000 – Reserves for Council Designated Projects
- ❑ Decision Package #10: \$2,500 – Economic Alliance of Snohomish County
- ❑ Decision Package 11: \$1,000 – Washington Aerospace Partnership
- ❑ Decision Package 27: \$200,000 – Carry Forward for Edmonds Marsh/Daylighting Willow Creek
- ❑ Decision Package 33: \$550,000 – Street Preservation Funding
- ❑ Decision Package 34: \$50,000 – Trackside Warning System
- ❑ Decision Package 35: \$210,000 – ESCO IV Funding
- ❑ Decision Package 36: \$106,000 – SR 104 Transportation Corridor Study

# Other Finance Managed Funds

- ❑ Finance is responsible for the budgets of several other small funds:
  - ❑ LEOFF Medical
  - ❑ Risk Management
  - ❑ Contingency Reserve
  - ❑ Employee Parking
  - ❑ LID and Debt Service Funds
  - ❑ Fireman's Pension

- Questions?

**Development Services  
Department  
2015 Budget**

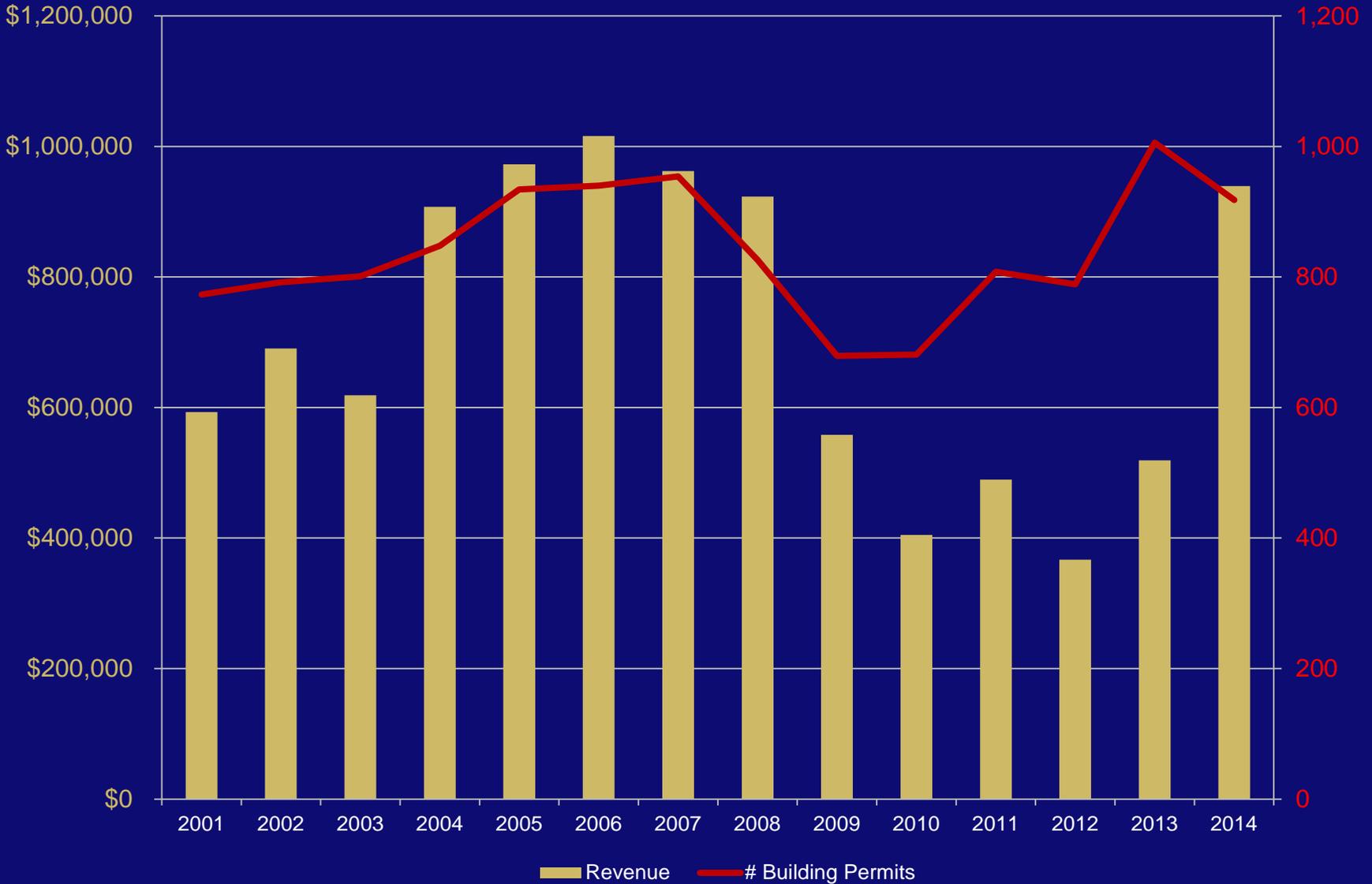
# 2014 Accomplishments

- Permit & inspection activity continues to be at high level
- Positive feedback from most customers
- Permit valuation and revenue—significant increases in 2014
- GMA- Major Comp Plan Update—in progress (due mid-2015)
- Westgate Zoning proposal—prepared
- Development Code Update—products from legal consultant submitted; other work in progress
- Tree Code Proposal –initial draft prepared (final by end of year)
- Critical Area Code—Consultant selected (project to be completed by mid-2015)
- Green Resource Center—design being finalized; major expenditures to be completed by end of year

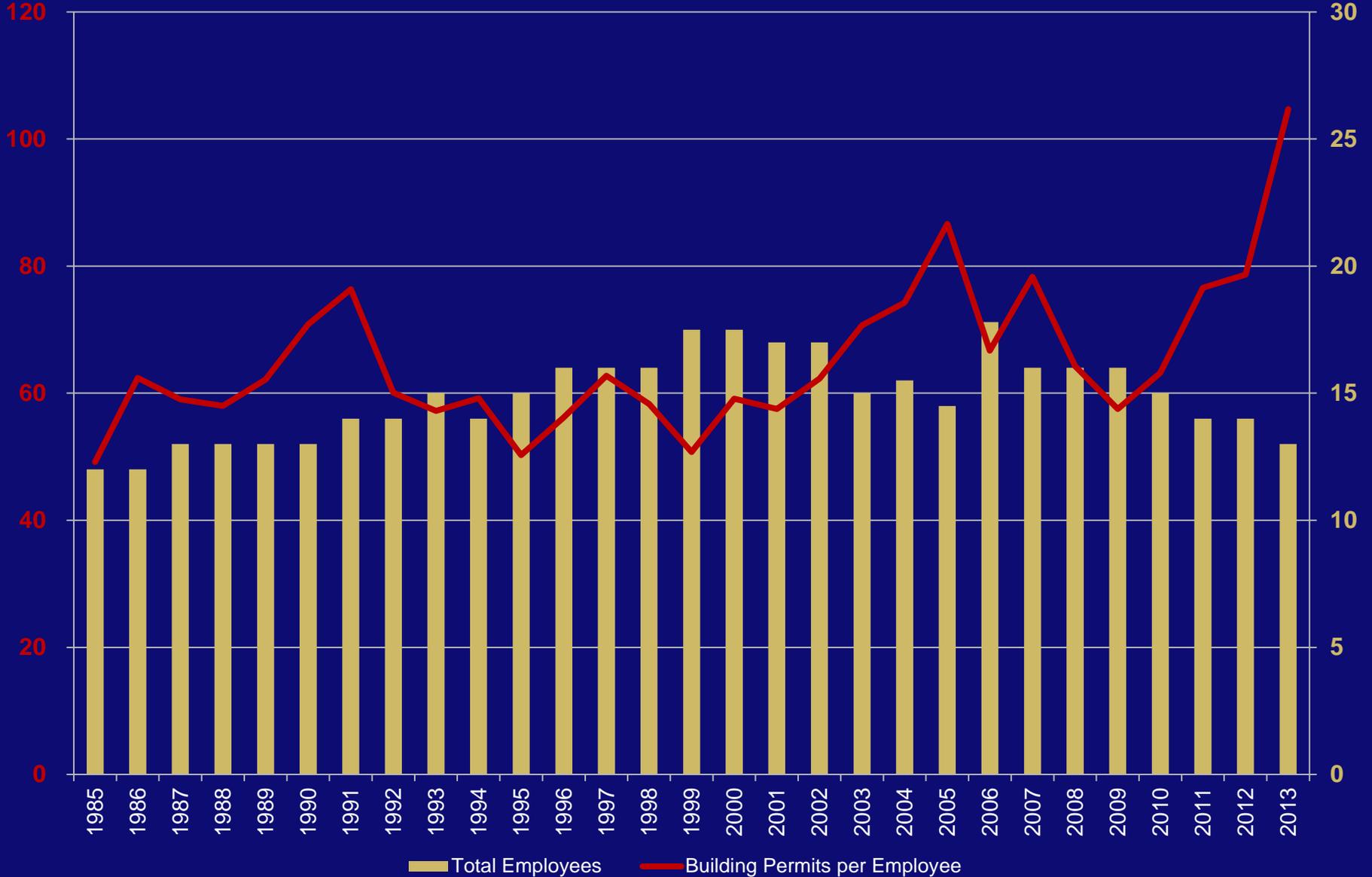
# Challenges

- ▣ Schedule for 2015 Comp Plan Update is tight
- ▣ Code Update project is proceeding
  - Legal consultant work completed
  - RFQ for remaining work issued
  - Approval of Carryforward (Pkg # 17) will help reach project completion
- ▣ Permit activity per employee continuing at very high level
  - Limits ability to support longer range planning and code initiatives
- ▣ Department has huge inventory of paper files, maps, plans that need to be input into a well-organized database

# Building Permits and Revenue for January through September period



# Building Permits per Development Services Employee



# Expenditures

Expenditures	2014 Budget	2014 YE Estimate	2015 Recomm.	Discussion
Salaries	1,273,306	1,143,200	1,312,415	No new FTEs
Benefits	465,402	416,300	459,602	“
Total Dept.	2,219,366	1,958,802	2,261,629	

# Revenue

Revenue	2014 Budget	2014 YE Estimate		Discussion
Building Permits	503,000	550,000		Healthy economy & interest in Edmonds
Dev Service Surcharge (Technology)	38,500	38,500		Relates to Decision Pkg # 18
Other Permits/Approvals (excl. Engineering)	439,790	494,200		Healthy economy & interest in Edmonds

# Decision Packages / Changes

## #17 – Development Code Update Carryforward

- For professional services to complete project  
- \$85,000

## #19 – GMA Temporary Extra Help - for 2015 Comp Plan Update to meet state deadline

- One-time only- \$25,728

## #18 – Digitization & Archiving of files, maps, plans

- \$57,000 in 2015; \$32,100 in 2016; \$5100 annually thereafter

▣ Questions?

# Parks, Recreation and Cultural Services Department 2015 Budget



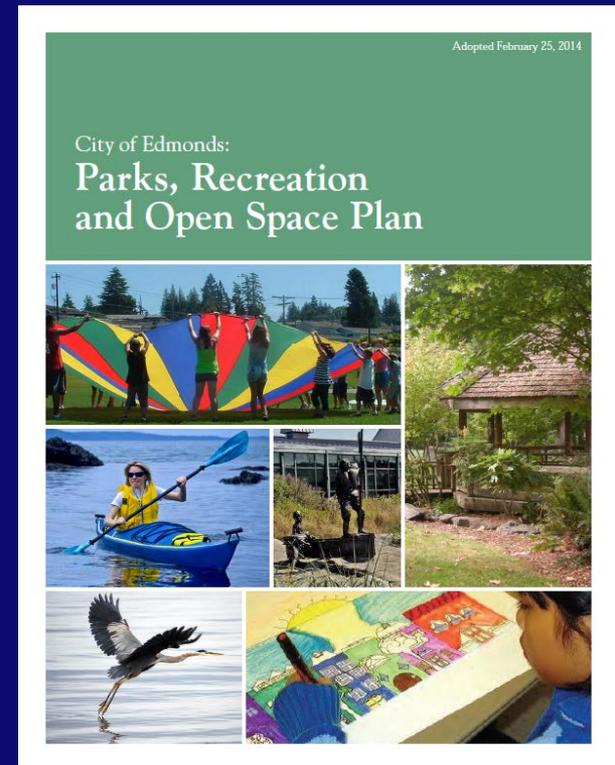
# 2014 Accomplishments

- Installation of new play area at Edmonds City Park with first community build
- Marsh Feasibility Study
- Fourth Avenue Cultural Corridor, Stages of History



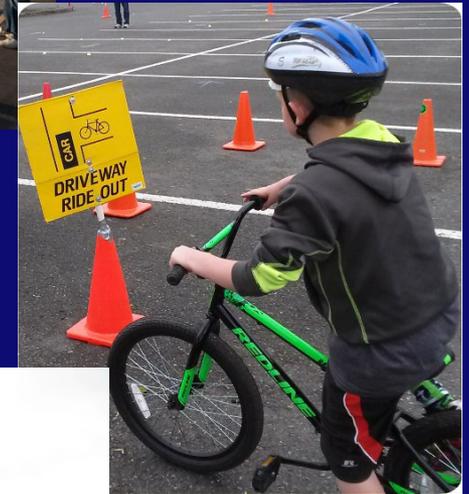
# 2014 Accomplishments

- PROS plan completion
- Community Cultural Plan completion
- Yost boiler replacement
- Marina Beach Master plan
- Conservation Futures:
  - Waterfront acquisition
- Begin Dayton Street Plaza



# 2014 Accomplishments

- Fitness Room equipment
- Concessions
- YMCA Yost Partnership
- Petanque courts
- Pickleball courts
- Outdoor fitness equipment
- Health & Fitness Expo
- Puget Sound Bird Fest
- WOTS Conference
- Street Scramble



# 2014 Accomplishments

- Park Impact Fees
- Public art project for 5 Corners Roundabout
- Student Conservation Association
- 5,349 volunteer hours, or 2.5 FTE's



# Challenges

- Staffing capacity, seasonals
- Yost Pool: YMCA
- Park projects
- Director's time with HR



# Expenditures

Expenditures	2014 Modified Budget	2014 YE Estimate	2015 Recomm.	Discussion
Administration	\$408,211	\$312,050	\$351,028	Decrease in professional services
Recreation	\$1,129,326	\$1,156,120	\$1,231,582	Increase in professional services due to success of beach camp, has corresponding revenue
Programs	\$591,832	\$511,836	\$540,907	2014: Aquatic savings w YMCA partnership. Reorganized camp staffing. Late tennis start. 2015: School-age day camp eliminated
Park Maintenance	\$1,647,336	\$1,510,501	\$1,637,054	2014: Delay in staff hiring. 2015: Staff at full capacity. Increase in seasonal staff benefits, utilities and interfund rental.
Flower Program	\$50,211	\$39,306	\$66,135	Increase to seasonal staff benefits and interfund rental.
Total Budget	\$3,826,916	\$3,529,813	\$3,826,706	

# Revenue

Revenue	2014 Modified Budget	2014 YE Estimate	2015 Recomm	Discussion
Aquatics	\$134,250	\$133,238	\$134,010	
Program Fees	\$877,000	\$878,750	\$935,000	2015: Maximums increasing in summer camps & added camps.
Rentals	\$153,200	\$98,565	\$120,000	Fewer shelter rentals at City Park due to closure of playground (April-July)
Leases	\$159,335	\$161,156	\$166,772	
Parks Donations	\$10,400	\$12,200	\$12,200	
Total	1,334,185	1,283,909	\$1,367,982	

# Decision Packages / Changes

- Parks Seasonal Laborers - \$48,561  
Restores summer seasonal laborers to mow, pick up trash, clean restrooms
- Parks Seasonal Flower program - \$17,795  
Offset by flower donation program
- Arts Assistant - \$20,000  
Continuation of the .5 FTE supporting the arts office

# Decision Packages / Changes

- Ballfield Groomer - \$13,800  
Used to drag and maintain parks dirt fields and track
- Green House Seeding Machine - \$4800  
Assists park employees in seeding in January and February. Reduces seeding time by fifty percent.
- Reorganization: Reclass of Recreation Manager to Assistant Director. 5% increase already in budget. No additional cost for this year will be coming to Council.

# Questions?



**Edmonds Municipal  
Court  
2015 Budget**

# 2014 Accomplishments

- Restructured staff to add a lead clerk position.
- 2014 was a foundation year. We did not complete any new projects but built a base for the following projects to occur in the next year or two
- Online payments slated to commence by late 2014 or early 2015 to coincide with the City's updated website
- New audio/visual upgrade to the court/council chambers
- Electronic filing. Staff members will be attending a conference on successful implementation of electronic filing.

# Challenges

- Caseload increase/decrease depending on police staffing and injuries.
- Can the court integrate with laserfiche software as the platform for an electronic file management system?
- Integrating new public defender standards.
- New judge

# Expenditures

Expenditures	2014 Modified Budget	2014 YE Estimate	2015 RECOMM.	Discussion
Interpreter Expense	18,000	10,000	14,000	Caseloads were down for 2014 and will probably rise in 2015
Miscellaneous	36,000	10,000	11,000	Electronic File Management System (DP) was not implemented

# Revenue

Revenue	2014 Modified Budget	2014 YE Estimate	2015 RECOMM.	Discussion
Public Defender recoupment	35,000	33,000	39,000	Public defender assessment went from \$130 to \$200 during 2014 and will be at \$200 during all of 2015
Infractions	310,000	273,000	293,000	Traffic infraction filings were down significantly in 2014 and we anticipate some increase in 2015 over 2014 filings

# Decision Packages / Changes

## ▣ Electronic File Management System

### Description

The electronic file management system will create an electronic file for each defendant. Increasing the court's time management skills and improving the court's case-flow management

The automation will include:

- Electronic documents (pleadings, filings, and orders)
- Records can be accessed by entering a case number , a party's name or displaying the judge's calendar
- Files will be separated into three categories, confidential, public record and financial balances
- All documents will be imaged as PDF and all required signatures will be recorded electronically.

### Benefits

- The court's efficiency will increase as it relates to staff productivity and reduction in the expense for paper, pre-printed forms and other supplies

# Decision Package Continued

- Improve efficiency and instant access to court documents for all judicial users and the general public
- Elimination for the need of additional file cabinets, storage area and office space

## ▣ Existing Resources

The city receives funds from “Washington State Court Improvements Account”. The funds are restricted and must to be used only for improving the court's efficiency. The balance in this account as of today is \$59,851.

## Total Expense

YEAR	2015	2016
AMOUNT	\$43,000	\$9,000