

**Council Workshop  
2015-16 Budget  
Department Presentation**

<b>Dept:</b> Municipal Court	<b>Current FTE:</b> 20.28	<b>Proposed FTE:</b> 2015 – 20.28 2016 – 20.28
<b>Accomplishments (2-3):</b> <ul style="list-style-type: none"> <li>▪ Implementation of School Zone Camera Tickets, January 2014.</li> <li>▪ Implemented of an online payment system, January 2014.</li> <li>▪ Continued contract with the City of Maple Valley through 2017.</li> </ul>		
<b>Base Operating Budget:</b> 2015: \$3,020,623    2016: \$3,105,446  *Projected 2015 Revenue: \$2,400,000. This does not include an estimated \$700,000 for School Zone Camera Tickets.		
<b>Funding Sources:</b> General Fund		
<b>Base Operating Services:</b> <ul style="list-style-type: none"> <li>▪ Court Services</li> <li>▪ Probation Services</li> </ul>		
<b>New Appropriations:</b> 2015 – \$0; 2016 – \$0 <ul style="list-style-type: none"> <li>▪ None at this time.</li> <li>▪</li> </ul>		
<b>Unfunded Needs:</b> <ul style="list-style-type: none"> <li>▪ None at this time.</li> <li>▪</li> </ul>		

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<b>Dept:</b> Human Resources	<b>Current FTE:</b> 13.2	<b>Proposed FTE:</b> 2015 – 13.2 2016 – 13.2
<b>Accomplishments (2-3):</b>		
<ul style="list-style-type: none"> <li>▪ Utilized Lean to design a streamlined process for administering FMLA.</li> <li>▪ Adoption of the HSA (Health Savings Account) is up to 100 employees from 8 in 2013.</li> <li>▪ Current reduction in worker’s compensation claims with additional efforts planned for specific departments to continue the trend.</li> </ul>		
<b>Base Operating Budget:</b> 2015 – \$18,421,133; 2016 – \$19,086,028		
<b>Funding Sources:</b> Insurance Funds, General Fund		
<b>Base Operating Services:</b>		
<ul style="list-style-type: none"> <li>▪ Risk Management/Training: 4 insurance programs: Liability, Worker’s Comp, Property and Unemployment. Leadership Academy, Respect, TLG Computer Training, and Customer Service Training provided in 2014.</li> <li>▪ Recruitment: 57 benefitted and 26 temporary positions (YTD 2014); proctors exams; supports civil service commission.</li> <li>▪ Labor Relations/Classification – Compensation: contract administration and negotiations for 4 contracts; Grievance administration; Classification and Job Description analysis; and employee relations.</li> <li>▪ Benefits: administers self-funded and fully insured health care for 1771 lives (active employees, dependents and LEOFF I retirees); deferred comp; and other programs.</li> </ul>		
<b>New Appropriations:</b> 2015 – \$1200; 2016 – \$80,103		
<ul style="list-style-type: none"> <li>▪ Several employees have recently gained certification; this increase covers their membership fees. \$1200</li> <li>▪ Employee Engagement and Longevity Funding – per employee amount placed in the budget of each department to cover engagement efforts for staff within a department. \$17,675</li> <li>▪ Supported Employment – two part-time positions (non-benefitted) for employees working with an agency. \$44,728</li> <li>▪ High School Paid Internship Program – employee several students part-time for a structured summer program with positions throughout the City. \$16,500</li> </ul>		
<b>Unfunded Needs:</b>		
<ul style="list-style-type: none"> <li>▪ Learning Management System – Update the current system to allow departments to track or provide online training, track certifications and create learning paths for staff.</li> </ul>		

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<b>Department:</b> Law Department	<b>Current FTE:</b> 15.80	<b>Proposed FTE:</b> 2015 – 15.80 2016 – 15.80
<b>Accomplishments:</b>		
<b>Successfully:</b>		
<ul style="list-style-type: none"> <li>▪ Defended City in medical marijuana litigation to the Court of Appeals, plus assumed a statewide leadership role in State and Federal marijuana laws.</li> <li>▪ Wrote the B&amp;O Tax Code, drafted amendments, developed detailed knowledge of B&amp;O tax law, and advised finance department on all implementation issues.</li> <li>▪ Will have prosecuted an estimated 4,113 cases in 2014. Appealed three municipal court decisions that were adverse to the City, winning two, one of which went to the State Supreme Court.</li> </ul>		
<b>Base Operating Budget: 2015</b> – \$2,091,419; <b>2016</b> – \$2,146,161		
<b>Funding Sources:</b> Criminal Justice Fund and General Fund		
<b>Base Operating Services:</b>		
<ul style="list-style-type: none"> <li>▪ Advisor to all City departments, Mayor, City Council, committees, boards, and the Kent Events Center Public Facilities District</li> <li>▪ Prosecute all misdemeanor cases in municipal court, including all appeals. Handle all forfeitures for the Kent Police Department.</li> </ul>		
<b>New Appropriations: 2015</b> – \$0; <b>2016</b> – \$0		
<ul style="list-style-type: none"> <li>▪ None</li> <li>▪ None</li> </ul>		
<b>Unfunded Needs:</b>		
<ul style="list-style-type: none"> <li>▪ For 2016 – 1.0 FTE Assistant City Attorney. Criminal filings continue to increase. New Court Rules that take effect January 1, 2015, will increase the number of public defenders, which will in turn increase the number of motions, court calendars, and other prosecutorial and court workload. Additionally, the law department has seen a dramatic increase in the civil attorneys’ workload.</li> </ul>		

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<b>Dept:</b> Finance	<b>Current FTE:</b> 31.66	<b>Proposed FTE:</b> 2015 – 36.35 2016 – 36.35
<b>Accomplishments (2-3):</b>		
<ul style="list-style-type: none"> <li>▪ In 2014 Finance staff successfully navigated significant changes in leadership.</li> <li>▪ Implemented biennial budget process, including mid-biennium review/changes.</li> <li>▪ Technology improvements including implementation of web based time sheets as well as the Radix hand-held meter reading system.</li> </ul>		
<b>Base Operating Budget:</b> 2015 – \$5,778,400; 2016 – \$5,918,200		
<b>Funding Sources:</b> General Fund, Utility Funds, Central Stores Fund		
<b>Base Operating Services:</b>		
<ul style="list-style-type: none"> <li>▪ <u>Internal Audit</u>: Perform internal and external audits, monitoring and other activities designed to obtain reasonable assurance City assets are protected from theft, waste and abuse, and the City complies with federal, state, and local requirements governing matters of financial legal compliance.</li> <li>▪ <u>Financial Planning (includes payroll and B&amp;O)</u>: Develop, prepare, and monitor the operating and capital budgets including revenue and expenditure forecasts and legal budgetary compliance. Process timely and accurate compensation to all city staff as well as fire relief and pension benefitted retirees (LEOFF 1). B&amp;O works to effectively and equitably enforce the B&amp;O tax and business compliance according to Kent City Code.</li> <li>▪ <u>Financial Accounting and Reporting</u>: Maintenance of the general and capital asset ledgers, bank reconciliations, procurement card management, and preparation of the Comprehensive Annual Financial Report as well as federal, state, and other required financial reporting. Process city-wide accounts payables, and oversight of the city’s banking and investment portfolio.</li> <li>▪ <u>Customer Service</u>: Maintain, invoice, collect, and provide customer service to 29,000 utility billing accounts. Read and collect data from over 8,000 customer water meters each month including detecting leaks, meter changes and repairs, and readings to start/stop services. Process city-wide accounts receivable, including LID (Local Improvement District) billing statements and collections. Issue and renew annual business licenses and city mailroom functions.</li> </ul>		
<b>New Appropriations:</b> 2015 – \$451,410; 2016 – \$463,980		
<ul style="list-style-type: none"> <li>▪ Additional four (4) positions, creating a Tax Division: Tax Manager, Compliance Officer, Desk Auditor, and Customer Service representative. These positions will help to address the tax equity issue discussed at an earlier workshop and the expense for these positions will be offset by sustainable tax revenue collections.</li> <li>▪ Due to workload issues, increase a Meter Reader from .53FTE to 1.0FTE (\$27,270) and a Customer Service Rep from .53FTE to .75FTE (\$13,200). Both of these</li> </ul>		

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changes have zero impact on the General Fund.

**Unfunded Needs:**

- There were no unfunded requests from the Finance department.
- The Finance department, as with other City departments, is functioning at a very lean staff level. Thus far, we have been able to maintain current service levels on mandatory functions, such as, payroll, A/P and A/R, required financial filings, budget monitoring for legal compliance, utility billing/customer service. However, the department is interested in upgrading and improving some of our reporting functions but is limited by staff capacity, including but not limited to:
  - GFOA (Government Finance Officers Association) Budget and CAFR (Comprehensive Annuals Financial Report) award programs,
  - Expand financial analysis and status reporting to elected officials and the public,
  - Capital Improvement Plan reporting and resulting document in accordance with GMA (Growth Management Act),
  - Incorporating best practices regarding strategic planning and performance management in the budget and budget process, and reporting to elected officials and the public on those metrics.

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<b>Dept: <u>Police</u></b>	<b>Current FTE:</b> 195.75 (Authorized 144 Commissioned)	<b>Proposed FTE:</b> <b>2015</b> -195.75 <b>2016</b> - 195.75
<b>Accomplishments (2-3):</b>		
<ul style="list-style-type: none"> <li>▪ Crisis Intervention training for all commissioned staff</li> <li>▪ Refinement of Intelligence LED Policing efforts</li> <li>▪ Emphasis on community relations, engagement with diverse community</li> </ul>		
<b>Base Operating Budget: 2015 - \$34,848,379; 2016 - \$36,065,059</b>		
<b>Funding Sources:</b> General Fund & Criminal Justice Fund		
<b>Base Operating Services:</b>		
<ul style="list-style-type: none"> <li>▪ Patrol Division comprised of 83 uniformed officers and sergeants responsible for general law enforcement both emergency calls and non-emergent. Also includes Traffic Unit and Special Operations, (bicycle patrol and boat patrol). 2013 responded to nearly 92,000 calls for service. Patrol budget 2014 is \$15,708,230.</li> <li>▪ Investigations Division responsible for all felony investigations. Comprised of 3 units: Detectives, Special Investigations, (gangs, drugs, weapons), and the Neighborhood response Team. Investigations budget 2014 is \$4,685,522.</li> <li>▪ Support Services Division includes records, evidence, training, corrections, police administration, communications and facilities. Budget 2014 is \$12,644,382.</li> <li>▪ <b>Total 2014 Police Department Budget:</b> General Fund: \$31,134,544 CJF: \$1,903,590 <b>Total 2014 Budget: \$33,038,134</b></li> </ul>		
<b>New Appropriations:      GF 2015 - \$300,000.      GF 2016 - \$300,000.</b>		
<ul style="list-style-type: none"> <li>▪ Police Officer-Patrol (2)      \$222,037.      \$222,037.</li> <li>▪ Ballistic Vest Replacement      \$22,600.      \$27,873.</li> <li>▪ Taser Replacements      \$36,450.      \$36,450.</li> <li>▪ Pursuit Equipment &amp; training      \$12,000.      \$12,000.</li> <li>▪ <b>Total</b>      <b>\$293,087.00</b>      <b>\$298,360.00</b></li> </ul>		
<b>New Appropriations:      CJ Fund 2015- \$79,000      CJ Fund 2016-\$59,000</b>		
<ul style="list-style-type: none"> <li>▪ Forensic Investigations Hardware      \$20,000.      \$0.</li> <li>▪ Marked Police Vehicles-2      \$59,000.      \$59,000.</li> <li>▪ <b>Total</b>      <b>\$79,000.</b>      <b>\$59,000</b></li> </ul>		
<b>Unfunded Needs:</b>		
<ul style="list-style-type: none"> <li>▪ Police Officers-      \$888,148 Total      \$222,037 <b>2 Officers 2015</b> (=4 new each year)      \$666,111 <b>4 Officers 2016</b></li> <li>▪ Retirement Cash Outs      \$360,000.00 Total      \$180,000.00- <b>2015</b> (est 3 per year)      \$180,000.00- <b>2016</b></li> </ul>		

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<b>Dept:</b> Parks, Recreation, and Community Services	<b>Current FTE:</b> 115.310	<b>Proposed FTE:</b> 2015 – 117.260 2016 – 119.510
<b>Accomplishments:</b>		
<ul style="list-style-type: none"> <li>▪ Wilson Playfield Turf Replacement</li> <li>▪ Cost Recovery Methodology completed</li> <li>▪ Completed Kent Valley Loop Trail Master Plan</li> <li>▪ Creation of Parks &amp; Recreation Commission</li> </ul>		
<b>Base Operating Budget:</b>	2015	2016
A ▪ General Fund	\$15,974,151	\$16,378,087
B ▪ Street Fund	\$288,402	\$297,457
C ▪ Golf Fund	\$3,024,397	\$3,080,659
D ▪ Facilities Fund	\$4,610,439	\$4,737,482
E ▪ CDBG	<u>\$914,731</u>	<u>\$914,731</u>
<b>Total Parks</b>	<b>\$24,812,120</b>	<b>\$25,408,416</b>
<b>Funding Sources:</b>	2015	2016
A ▪ Tax Investment	\$12,944,136	\$13,338,072
▪ Program Revenues	\$2,073,015	\$2,073,015
▪ Criminal Justice Fund	\$25,000	\$25,000
▪ Utility Tax Fund	\$932,000	\$942,000
B ▪ Street Fund	\$288,402	\$297,457
C ▪ Golf Fund Revenues	\$3,024,397	\$3,080,659
D ▪ Facilities Fund	\$4,610,439	\$4,737,482
E ▪ CDBG	<u>\$914,731</u>	<u>\$914,731</u>
<b>Total Parks</b>	<b>\$24,812,120</b>	<b>\$25,408,416</b>
<b>Base Operating Services:</b>		
<ul style="list-style-type: none"> <li>▪ Planning &amp; Development - helps create and sustain a coordinated system with parks, trails, and open space that is consistent with the community's needs and identified in the Parks and Open Space Plan</li> <li>▪ Park Operations - performs daily maintenance, repairs, and minor construction which preserve high quality parks, trails, recreation areas, facility grounds, and athletic complexes.</li> <li>▪ Facilities Division - responsible for providing safe, healthy and well maintained city facilities with a high level of aesthetics, functionality and sustainability for residents and city employees.</li> </ul>		

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**Base Operating Services (continued):**

- Riverbend Golf Division - oversees the Riverbend Golf Complex which offers a variety of programs and activities designed to meet the needs of every skill level and age group.
- Recreation Division - responsible for Kent Commons, aquatics programs, athletic programs, cultural/art programs, adaptive recreation, youth and teen programs, and the Senior Center.
- Housing and Human Services Division - provide a community investment that improves the quality of life and self-sufficiency for residents.
- Parks Department is also tasked with overseeing the Animal Services contract with King County and Public Defender contract.

<b>New Appropriations:</b>	2015	2016
<i>General Fund</i>		
▪ Public Defender contract	\$250,000	\$250,000
▪ Three 0.75 FTE MW2	n/a	\$89,811
▪ 0.475 FTE Planning Specialist	<u>\$0</u>	<u>\$0</u>
<b>Total General Fund</b>	<b>\$250,000</b>	<b>\$339,811</b>
<i>Facilities Fund</i>		
▪ 1.0 FTE Capital Projects Coordinator	\$0	\$0
<i>CDBG Fund</i>		
▪ 0.475 FTE Administrative Secretary	\$0	\$0
<i>Golf Fund</i>		
▪ Realign Expenditure Budget	(\$355,025)	(\$356,238)
▪ New Well	<u>\$400,000</u>	<u>n/a</u>
<b>Total Golf Fund</b>	<b>\$44,975</b>	<b>(\$356,238)</b>
<b>Total Parks</b>	<b>\$294,975</b>	<b>(\$16,427)</b>

**Unfunded Needs:**

- Parks Capital Reinvestment
- Conflict Counsel for Public Defense
- Establishing reserves to help fund synthetic turf replacement
- Facilities Capital Reinvestment (long term)