

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

Dept: Administration (Mayor’s Office and City Clerk’s Office)	Current FTE: 10	Proposed FTE: 2015 – 10 2016 – 10
Accomplishments (2-3):		
<ul style="list-style-type: none"> ▪ Hired a chief administrative officer and finance director ▪ Advocated for the city’s interests during the 2014 legislative session ▪ Rebranded the community for economic development purposes ▪ Expanded the neighborhood program to a 26th neighborhood and provided leadership and other trainings to neighborhood councils ▪ Reorganized the clerk’s office and “leaned” the public records process ▪ Organized Kent4Health activities ▪ Hosted dignitaries and guests from three sister cities 		
Base Operating Budget: 2015 – \$2,318,617; 2016 – \$ 2,365,850		
Funding Sources: General Fund		
Base Operating Services:		
<ul style="list-style-type: none"> ▪ Oversee all facets of city government and provide oversight on all programs and services. ▪ Provide the communication link between citizens, neighborhoods, City Council, city departments and other government agencies. ▪ Manage the City's official records, public disclosure, elections, and the City Council agenda and official minutes 		
New Appropriations: 2015 – \$0; 2016 – \$25,000		
<ul style="list-style-type: none"> ▪ Neighborhood Council Projects and Communication Matching Grants - \$25,000 in 2016 		
Unfunded Needs:		
<ul style="list-style-type: none"> ▪ Neighborhood Council Projects and Communication Matching Grants: \$35,000 in 2015 and an additional \$10,000 in 2016 ▪ Mayor’s salary i.e. alignment with peer cities: Approximately \$31,000 per year ▪ Periodic community opinion survey ▪ Elections costs for any future ballot measures 		

Note: The \$118,967 increase in the base budget from 2014 to 2015 is due to cost of living adjustments, a reallocation of cable media expenses based on 2013 usage, and the movement of Puget Sound Clean Air Agency dues from Human Services to Administration.

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Dept: Information Technology	Current FTE: 26	Proposed FTE: 2015 – 26 2016 – 26
Accomplishments (2-3):		
<ul style="list-style-type: none"> ▪ CommVault 10 Upgrade – Assist in accurate fulfillment of Public Records Request ▪ Shortel Phone Replacement Citywide ▪ B & O Design and Implementation, Phase 1 		
Base Operating Budget: 2015 – \$7,479,201; 2016 – \$7,598,621		
Funding Sources: General Fund, Info Tech Fund		
Base Operating Services:		
<ul style="list-style-type: none"> ▪ Administration Division provides strategic technology vision, leadership and oversight of IT infrastructure and services. It is comprised of 3 FTE’s ▪ Systems Division focus is on the evaluation, deployment and support of software applications and business system technology. It is comprised of a 8 FTE’s ▪ Technical Services Division provides services and infrastructure to deliver voice, data and information services to City employees. It is comprised of 9 FTE’s. ▪ Multimedia Division’s mission is to facilitate communication of information for the entire City of Kent – citizens and employees. It is comprised of 6 FTE’s. 		
New Appropriations: 2015 – \$171,500; 2016 – \$409,651		
<ul style="list-style-type: none"> ▪ 2015 (\$2,500): Increase in cost for subscription services for design clip art and photo library stock utilized by Multimedia. Funded by IT Fund ▪ 2015 (\$50,000): for consulting services to assess the viability of an FM radio station in Kent. Funded by General Fund *This represents a revision down from the previously submitted figure; is based on the decision to conduct an assessment first to determine the viability of a radio station. Based on the 2015 assessment results, there is the potential in 2016 for: ▪ 2016 (\$209,000): in radio station costs consisting of capital startup (\$115,000) along with a Multimedia Coordinator for the station (\$94,000). Funded through Sponsorship dollars. 		
Funding Source: \$272,851 Lump Sum allocation. (General Fund: \$200,000)		
<ul style="list-style-type: none"> ▪ 2016 (\$125,000): to be used for a Public Safety Service Area (Police, Law and Court) IT PM/BA (Project Manager/Business Analyst). ▪ 2016 (\$125,000): to be used for a complimentary Public Safety Service Area (Police, Law and Court) IT TL/SE (Technical Lead/Software Engineer). ▪ 2016 (\$25,851): to be directed at current IT staff for product support training and business system upgrade path assessment/conferences. 		

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Unfunded Needs:

SHORT-TERM:

Funding Source: B&O Transfer from Finance appropriation to IT

- 2015 (\$125,000): to be used for a B&O a.k.a. Finance/Accounting/Payroll & Taxing Authority Service Area IT PM/BA (Project Manager/Business Analyst). Transfer request from Finance Department.

Funding Source: \$250,000 of the Tech Fees collected annually (~\$450,000/yr)

- 2015 (\$125,000): to be used for a Land Use & Planning/Permitting/Code Enforcement Service Area IT PM/BA (Project Manager/Business Analyst).
- 2015 (\$125,000): to be used for a complementary TL/SE (Technical Lead/Software Engineer).

LONG-TERM:

Funding Source: tbd/currently unfunded

- 2017 (\$114,800): to be used for a Network Security Engineer.
- 2017 (\$125,000): to be used for a Public Works & Fire Service Area TL/SE (Technical Lead/Software Engineer).
- 2017 (\$125,000): to be used for a Parks/Rec/Community Services along with Clerk's Office Service Area TL/SE (Technical Lead/Software Engineer).
- 2017 (\$105,000): to be used for a Human Resources Service Area System Administrator.
- 2017 (\$105,000): to be used for an Economic & Community Development Service Area System Administrator.
- 2017 (\$105,000): to be used for a Public Works & Fire Service Area System Administrator.
- 2017 (\$210,000): to be used for two (2) Quality Assurance Engineers (Testers).
- 2018 (\$105,000): to be used for a Parks/Rec/Community Services along with Clerk's Office Service Area System Administrator.
- 2018 (\$180,000): to be used for two (2) Desktop Support personnel.
- 2018 (\$185,000): to be used for two (2) Trainers.
- 2019 (\$110,000): to be used for a Build & Configuration Engineer.
- 2019 (\$86,000): to be used for a Technical Writer.
- 2019 (\$125,000): to be used for an IT PM/BA (Project Manager/Business Analyst).

Funding Source: Future 2% Utility Tax dedicated to IT in the CIP

- Hardware Lifecycle: Requires ~\$935,000/yr
- Software Lifecycle: Requires ~1.6m/yr
- Tech Plan/New & Emerging Projects: Requires ~1.0m-3.33m/yr

Department: Economic & Community Development	Current FTE: <u>38.33</u>	Proposed FTE: 2015 - <u>38.33</u> 2016 - <u>38.33</u>
Accomplishments (2-3): <ul style="list-style-type: none"> ▪ Adoption of the updated Economic Development Plan ▪ Riverbend Comprehensive plan/rezone/zoning amendments ▪ Downtown Design Guidelines/updated ▪ Successful launch of Amazon project ▪ Redevelopment of Lake Meridian Shopping Center (Trader Joe's) ▪ Biggest permitting year in 30 plus years accomplished with 70% of staff 		
Base Operating Budget: 2015 - <u>\$5.7 million</u> ; 2016 - <u>\$5.9 million</u> (Not including Fire Prevention budget)		
Funding Sources: General Fund Fee increase 3% permit and review; 23% Fire Prevention		
Base Operating Services: <ul style="list-style-type: none"> ▪ Permit Services – Building, Fire, Civil Engineering and Land Use permits, Public information, Inspections ▪ Long-range planning - Comprehensive plan, GMA compliance, Zoning and Urban planning ▪ Economic development – Business & investment recruitment, retention, expansion, and City property development ▪ Code enforcement – enforcement of city building, land use, and related regulations 		
New Appropriations: 2015 - <u>\$0.00</u> ; 2016 - <u>\$212,000</u> <ul style="list-style-type: none"> ▪ 2016 – Administrative Secretary I - .6 FTE Permanent part-time position ▪ 2016 – Office Tech III (convert .33 to 1.0) 1.0 FTE Permanent position ▪ 2016 - Planner – 1.0 FTE Permanent position ▪ 2016 – 2015 IBC Code books/Training for Inspectors 		
Unfunded Needs: <ul style="list-style-type: none"> ▪ Public records requests – Number and complexity of requests is increasing ▪ Customer service in Permit Center – Need for year-round customer assistance ▪ Delay in timely review of permits and inspections during heavy workload periods ▪ Upgrade of permit tracking software – Greater functionality including expanded online services ▪ Code enforcement – Continued workload demands ▪ Implementation of Economic Development & Downtown Strategy – Place making 		

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Dept: Parks, Recreation, and Community Services	Current FTE: 115.310	Proposed FTE: 2015 – 117.260 2016 – 119.510
Accomplishments:		
<ul style="list-style-type: none"> ▪ Wilson Playfield Turf Replacement ▪ Cost Recovery Methodology completed ▪ Completed Kent Valley Loop Trail Master Plan ▪ Creation of Parks & Recreation Commission 		
Base Operating Budget:	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>
Total Parks	\$24,812,120	\$25,408,416
Funding Sources:	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>
Total Parks	\$24,812,120	\$25,408,416
Base Operating Services:		
<ul style="list-style-type: none"> ▪ Planning & 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 ▪ Park Operations - performs daily maintenance, repairs, and minor construction which preserve high quality parks, trails, recreation areas, facility grounds, and athletic complexes. ▪ 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. 		

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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.

New Appropriations:	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>
Total General Fund	\$250,000	\$339,811
<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>
Total Golf Fund	\$44,975	(\$356,238)
Total Parks	\$294,975	(\$16,427)

Unfunded Needs:

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

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Department: Public Works	Current FTE: 167.750	Proposed FTE: 2015 – 180.750 2016 – 178.000
<p>Accomplishments (2-3):</p> <ul style="list-style-type: none"> ▪ Capital Improvements – Briscoe Levee Improvements, SE 256th street widening and Kentview sanitary sewer interceptor. ▪ B&O projects completed – Overlays: Contracted, Central Ave & S 212th Street; In house overlays 3.7 lane miles, 200th, 64th, 76th, Gowe St, 228th and Reith Rd; thermoplastic markings; line striping; 1700 lineal feet of concrete sidewalks on Gowe St & James St; crack sealing and guardrail replacements. ▪ Water main replacements at 236th & 108th; 228th & 108th; Prospect Ave North of James Street; West Cloudy between 1st & 2nd Avenue. 		
Base Operating Budget: 2015 – \$80,381,262; 2016 – \$81,902,773		
Funding Sources: General Fund, Street Operating, Utilities & Fleet		
<p>Base Operating Services:</p> <ul style="list-style-type: none"> ▪ Public Works Operations maintains the City infrastructure for storm drainage, sanitary sewer, water, solid waste, vegetation, streets and fleet services. Operations crews are first responders for infrastructure concerns during inclement weather events and emergencies. ▪ Public Works Engineering is responsible for the capital improvement programs related to city infrastructure from design and right of way to survey and construction. Engineering is also responsible for geographic information systems, environmental projects, and programs for storm water, conservation, waste management and natural resources. Transportation manages and maintains the city signal network, traffic control plans, access and facilities. 		
<p>New Appropriations: 2015 – \$1,972,043; 2016 – \$1,795,490</p> <ul style="list-style-type: none"> ▪ Affordable Care Act Impacts for Public Works 2015 – \$888,796 (Utilities & Fleet) 2016 - \$820,212 (Utilities & Fleet) ▪ Contractual Obligation for Water Second Supply 2015 - \$455,000 (Utilities) 2016 - \$455,000 (Utilities) ▪ Intergovernmental increase for river & stream gauges 2015 - \$53,000 (Utilities) 2016 - \$58,000 (Utilities) ▪ Fleet mechanic 		

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2015 - \$87,747 (Fleet)

2016 - \$84,511 (Fleet)

- Sewer Vactor truck with chase truck & operators

2015 - \$487,500 (Utilities)

2016 - \$177,767 (Utilities)

- Transportation signal technician, van and intersection traffic counts

2016 - \$200,000 (General Fund)

Unfunded Needs:

- Concrete Crew (General Fund)
- Dump trailer (Utilities)
- Man lift vehicle (General Fund)
- Mini sweeper (General Fund)
- Solid waste maintenance worker with vehicle (Solid Waste, General Fund)
- Zipper (Utilities)
- Guardrail & sign replacement (General Fund)
- New guardrail & signs (General Fund)
- Pre-wetting system for snow & ice (General Fund)
- Salt brine mixer for snow & ice (General Fund)
- Streetlight repair and replacement (General Fund)
- Traffic signal repair and replacement (General Fund)