

MUKILTEO CITY COUNCIL AGENDA BILL 2020-68	
SUBJECT TITLE: 2021 Preliminary Budget – Public Hearing Continued	Meeting Date: October 12, 2020
Staff Lead: Mayor Jennifer Gregerson	Exhibits: 1. PowerPoint: Department Presentations: Fire & EMS Funds, Finance, Planning and Community Development, Recreation
Department Director:	
Estimated Time: 90 minutes	
Previous Review: Council Worksession: 9/14/20, Regular Meeting: 10/05/2020	

RECOMMENDATION: Council **MOTION** to continue the public hearing on the 2020 Preliminary Budget to October 19, 2020.

SUMMARY:

The Mayor’s goals for the 2021 Preliminary Budget are:

- focus on core services
- identify all possible savings and communicate impacts
- seek funding options to continue preferred levels of city services where possible

The 2021 budget process timeline is below:

- June 8 Council Meeting
 - Reviewed Proposed Equipment Replacement and Facility Renewal New Budget Items (NBIs)
- July 13 Work Session
 - Reviewed proposed methodology for updating the personnel cost split for the Fire Department
- August 10 Work Session
 - Reviewed Capital Project NBIs
- September 14 Work Session
 - Reviewed Preliminary Budget Estimates
- October 5 Council Meeting
 - Council Receives Full Budget Document (October 1)
 - Open Preliminary Hearing
 - Mayor’s Budget Address
 - Budget Overview, Revenues
- October 12 Council Special Meeting (6pm start)
 - Continue Preliminary Public Hearing
 - Department Presentations: Fire & EMS Funds, Finance, Planning and Community Development, Recreation
- October 19 Council Meeting
 - Continue Preliminary Public Hearing

- Department Presentations: Executive, Police, Public Works, Capital Projects, Equipment Replacement & Facility Renewal
 - Open Tax Hearings
- October 26 Council Special Meeting (6pm start)
 - Close Preliminary Public Hearing and Continue Tax Hearings
- November 2 Council Meeting
 - Open Final Budget Public Hearing
- November 9 Council Special Meeting (6pm start)
 - Continue Final Budget Hearing
- November 16 Council Meeting
 - Continue & Close Final Budget Public Hearing
 - Close Tax Hearings and Adopt Property Tax Levies
 - Adopt Final Budget



CITY OF

MUKILTEO

2021 Preliminary Budget

October 12, 2020

Department Review



Department Review

- This Week, October 12th Meeting:
 - Finance
 - Fire (including EMS)
 - Planning & Community Development
 - Recreation

- Next Week, October 19th Meeting:
 - Executive
 - Police
 - Public Works (including Streets and Facility Maintenance)
 - Capital Projects Fund
 - Equipment Replacement
 - Facility Renewal



Outline of Department Information

Page numbers from 2021 Preliminary Budget Book

- Division Breakdown
- Staffing Level in Full-Time-Equivalents
- Staffing Changes from 2020 Budget
- Largest Expenditures
- Budget Highlights



Finance

- Accounting Division and IT Division
- 8 FTE: 6 in Accounting, 2 in IT
- Accounting Division
 - Largest non-staff budget lines: State Audit: \$76,600.
 - Other Items of Note:
 - \$16,000 was added for a Federal single audit, due to CARES grants
 - Travel and training funding were reduced by over 60%
 - Banking fees were reduced by \$10,000 because these costs were moved to the appropriate lines, in Waterfront Parking, Permitting, Police, and EMS
- IT Division
 - Largest non-staff budget lines: Licenses and Subscriptions for software: \$55,000.
 - Other Items of Note:
 - IT assessment implementation: additional \$8,000 in other professional services
 - Travel and training funding were reduced by 40%
 - Computer System Maintenance increased by another \$4,000 to reflect costs of SmartGov, Eden, and network system needs
 - Offsite data storage was decreased by \$3,000



Community Development

- Permit Center, Planning, GIS, Building Divisions
- 11 FTE: 3 Permit, 5 Planning, 2 GIS, 1 Building
 - Assistant Planner position held vacant for 3 months
- Largest non-staff budget lines: Other Professional Services: \$115,750:
 - Funds Housing Action Plan into 2021, consultant support for Sign Code, Industrial Design Standards, Gulch Master Plan/Senior Center docket and other projects.
- Other Items of Note:
 - Permit Center: Payflow processing fees increased by \$4,000 and banking fees increased by \$3,000 as permitting fees were moved from Finance Department to Community Development.



Recreation

- 8.3 Full Time Equivalent employees
 - That count includes four 0.5 Customer Service Clerks who continue to be held in layoff status for the first 3 months of 2021; with one position at 0.25 time (10 hours per week)
- Largest non-staff budget line is \$41,000 for Instructors (which is linked to revenue from classes)
- Other Items of Note:
 - Includes Hotel/Motel funded staff hours and marketing
 - WSU Beachwatchers Program was eliminated with a savings of \$7,500
 - Recreation Guide is planned to be fully online in 2021, with a savings of \$10,000
 - Various supply, small items and equipment lines were reduced; along with Travel and Subsistence and Training reductions
 - Continue Business Plan



Fire and EMS

- Administration, Operations, Training, Prevention, EMS Divisions
- 30 FTE: 3 Administration, 27 Operations
- Largest non-staff budget lines: Fire operations small items of equipment: \$25,000; and EMS Billing Services: \$56,000
- Other Items of Note:
 - Other professional services were reduced in several divisions.
 - Operations: Small items of equipment was reduced by \$25,250.
 - Training: Total reduction from all three training related lines is \$15,350
 - Additional reductions are noted in “Budget Highlights” in the Budget document.



Fire and EMS

- Overtime Budget \$350,000 (\$35,000 Fire, \$315,000 EMS)
- 82% associated with absences and vacancies and need to meet staffing levels.
- Measures to manage to budget
 - Monthly executive meetings to evaluate overtime expenditures and effectiveness of measures.
 - Limit overtime associated with training.
 - Hire quickly for any vacancies by maintaining eligibility lists for all positions.
 - Negotiate some staffing adjustments related to backfill for vacancies.
 - Only use on-duty resources for public education
- Additional measures can be considered if needed.



Questions