



One Community Around The Lake

2024 Mayor's Preliminary Proposed Budget

BARB STEVENS, FINANCE DIRECTOR

SEPTEMBER 15, 2023

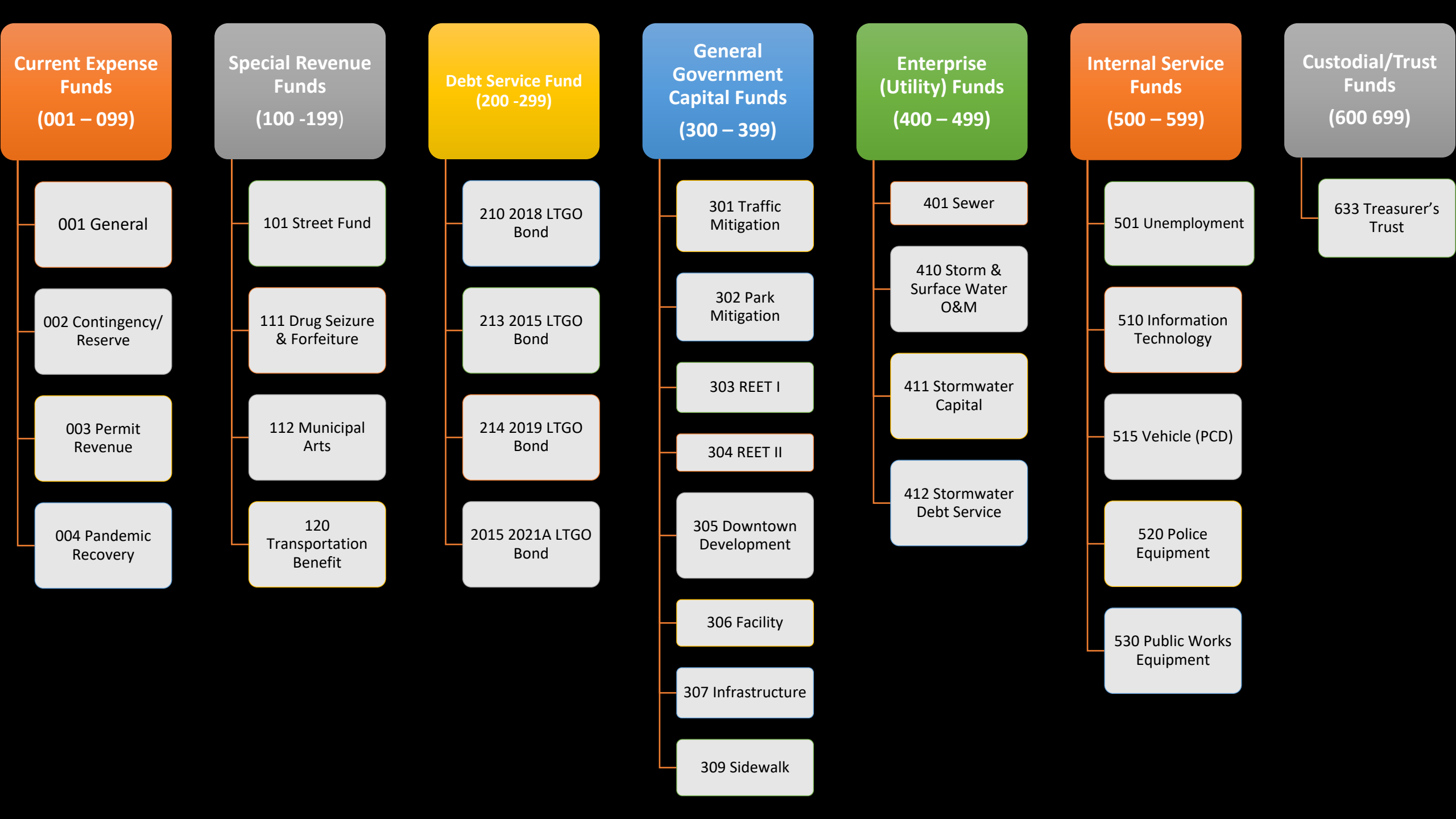
2024 Budget Calendar

City of Lake Stevens Schedule	Budget Process Step	Required Deadline Per RCW
September 15, 2023	Council Mini-Retreat – Mayor’s Preliminary Budget & Staffing	
September 26, 2023	Council Budget Session – 2024 Capital & Transportation Benefit Projects	
October 3, 2023	Council Budget Session – Proposed Budget Discussion	
October 10, 2023	Council Budget Session – Finalize Proposed Budget (if needed)	11/2/2023
October 24, 2023	Public Hearing - Property Taxes <i>(SnoCo Assessor by Mid-November)</i>	
October 24, 2023	Public Hearing #1 - Preliminary Budget Hearing	11/25/2023
November 14, 2023	Final Public Hearing and Budget Adoption	12/4/2023
November 28, 2023	Final Public Hearing (continuation) (If needed)	12/7/2023



2024 Budget Priorities

- Maintain Public Health & Safety
 - American Public Works Association (APWA) Accreditation
 - Enhance Transportation Program
 - Enhance Park & Recreation Program
 - Complete Capital Projects in Process
- Streamlining Citywide Process to Increase Levels of Service (LOS)
- Attract & Retain Highly Qualified Staff



Ending Fund Balance Comparison - Citywide

Fund Name	2023 Budgeted Ending	2023 Estimated Ending	2024 Base Ending Cash Balance	2023 Requested Ending Cash Balance	2023 Proposed Ending Cash Balance
General Fund	\$ 4,498,379	\$ 7,648,046	\$ 5,938,456	\$ 3,707,901	\$ 4,905,578
Other General Funds	\$ 14,829,974	\$ 14,942,596	\$ 15,932,396	\$ 15,932,396	\$ 15,932,396
Special Revenue Funds	\$ 2,341,324	\$ 2,799,586	\$ 3,499,262	\$ 3,103,526	\$ 3,314,482
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Projects	\$ 18,649,074	\$ 19,577,848	\$ 24,319,137	\$ 24,319,136	\$ 24,694,136
Other Proprietary	\$ 33,376	\$ 23,946	\$ 39,446	\$ 39,446	\$ 39,446
SWM Funds	\$ 5,439,976	\$ 6,220,235	\$ 7,564,199	\$ 7,095,057	\$ 6,984,135
Equipment Funds	\$ 1,039,914	\$ 981,822	\$ 1,050,548	\$ 1,340,087	\$ 1,223,057
Trust Fund	\$ 741	\$ 11,861	\$ 0	\$ 0	\$ 0
Totals	\$ 46,832,759	\$ 52,205,941	\$ 58,343,445	\$ 55,537,549	\$ 57,093,231

Cost of Living Adjustment Non-Represented

Mayor's Recommendation

- 4% COLA
- Estimated Total Cost \$250,000
 - General Fund \$150,000
 - Street Fund \$50,000
 - Stormwater Fund \$50,000

We estimate a continued 20% (\$52,000) of the increases will be reimbursed by the Permit Fund for permit related work performed by staff allocated to Other funds.

Rationale

- The city has a history of doing 90% of CPI-W
- Competitive & Comparable Cities
- City Council parameters to maintain 60th Percentile
 - *4% COLA may fall below 60th Percentile as other comparable cities use full CPI*
- Retention & Recruiting
- Union-represented job classes typically receive regular market analysis increases in addition to COLA
- Current CPI-W is 4.5%
 - 90% of CPI-W of is 4%

Other Benefits – Non Represented

Longevity

- Proposal to update the non-rep longevity % to align with the represented employees
 - Estimated cost \$30,000
 - \$18,000 General Fund

Longevity %		
Years of Service	Current %	Proposed %
5	1%	2%
10	2.50%	4%
15	4%	5%
20	4.75%	7%
30		9%

Vacation Cash Out

- Proposal to create a policy to allow for cash out of unused vacation hours
 - Sample LSSD Policy was provided
 - Will spread out liability over multiple years versus at end of employment

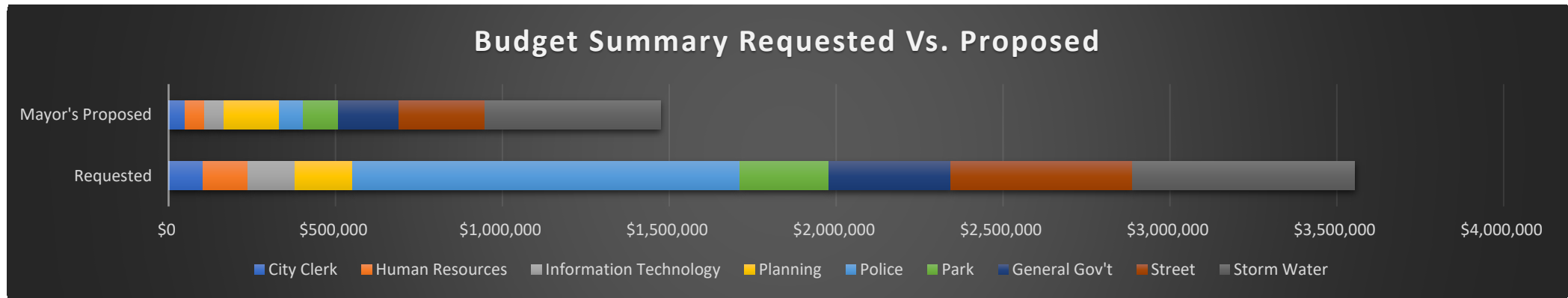
HRA VEBA Contributions

- Proposal to create a contribution program
 - Employee or Employer paid options available
 - Sample LSSD Policy was provided

2024 Preposed Budget Summary – Allocated

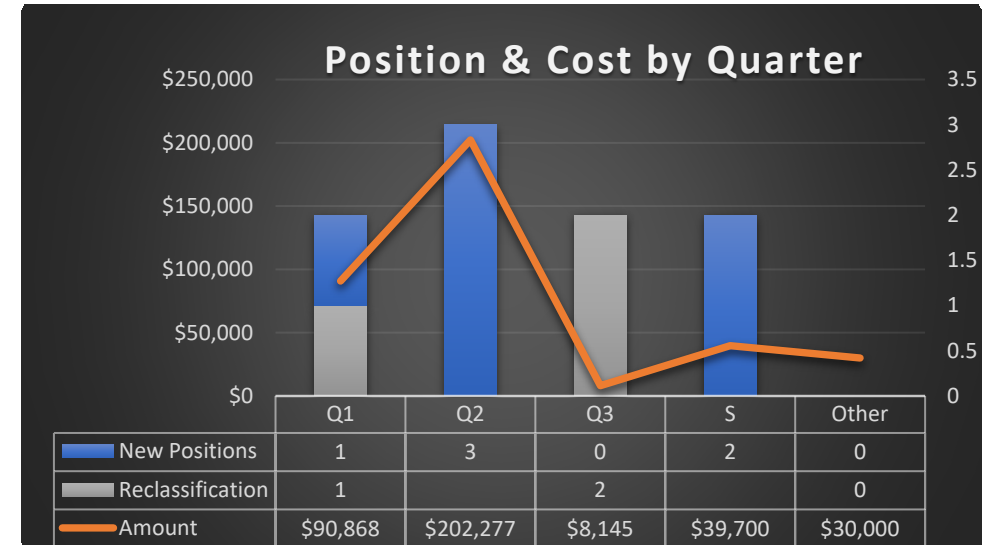
Mayor's Proposal	City Clerk	Human Resources	Information Technology	Planning	Police	Park	General Gov't	Street	Storm Water	Total
Proposed Staffing	\$48,861	\$0	\$58,256	\$90,752	\$0	\$70,590	\$18,000	\$65,595	\$18,936	\$370,990
Proposed Item & Equipment	\$0	\$57,500		\$75,000	\$73,486	\$34,324	\$59,324	\$156,991	\$473,578	\$930,203
Proposed IT Item Allocation							\$104,100	\$34,700	\$34,700	\$173,500
Total By Department	\$48,861	\$57,500	\$58,256	\$165,752	\$73,486	\$104,914	\$181,424	\$257,286	\$527,214	\$1,474,693

Request Type & Department	City Clerk	Human Resources	Information Technology	Planning	Police	Park	General Gov't	Street	Storm Water	Total
Staffing Requests	\$102,162	\$78,469	\$140,385	\$92,157	\$316,418	\$199,556	\$108,811	\$130,006	\$79,999	\$1,247,963
Item & Equipment Requests	\$0	\$57,500		\$80,400	\$844,448	\$67,563	\$92,563	\$361,230	\$531,817	\$2,035,522
IT Item Requests Allocation							\$162,300	\$54,100	\$54,100	\$270,500
Total By Department	\$102,162	\$135,969	\$140,385	\$172,557	\$1,160,866	\$267,119	\$363,674	\$545,337	\$665,916	\$3,553,985

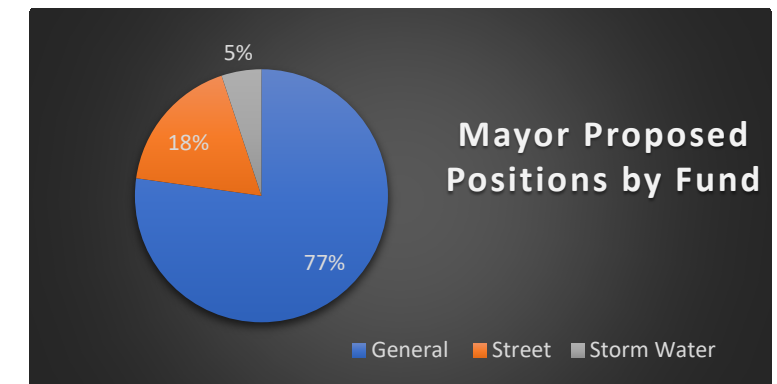


2024 Recommended Positions Summary

Staffing & Wages			\$1,164,969	\$370,990	
Request	Dept	Timing	Requested	Mayor YES	Mayor
Municipal Services Manager/ City Clerk (Reclassification)	CC	Q1	\$15,211	\$15,211	Yes
IT Security Analyst (1/2 FTE)	IT	Q1	\$75,657	\$75,657	Yes
Records Management Specialist	CC	Q2	\$49,080	\$49,080	Yes
Crew Worker I (Parks)	P&R	Q2	\$70,590	\$70,590	Yes
Administrative Assistant (1/2 Permits)	PCD	Q2	\$82,607	\$82,607	Yes
Building Inspector II (Reclassification)	PCD	Q3	\$2,811	\$2,811	Yes
Planner (Reclassification)	PCD	Q3	\$5,334	\$5,334	Yes
Temporary PW Crewmember - Streets (x2)	PW	S	\$39,700	\$39,700	Yes
IT Help Desk I	IT	Q1	\$106,661	\$0	No
Park Ranger	P&R	Q1	\$109,510	\$0	No
Records Specialist	Police	Q1	\$97,220	\$0	No
Police Officer - Traffic	Police	Q1	\$219,198	\$0	No
Facility Crew Leader	PW	Q1	\$115,651	\$0	No
Safety and Training Coordinator	HR	Q2	\$106,039	\$0	No
Temporary PW Crewmember - Facilities (x2)	PW	S	\$39,700	\$0	No
Non Rep Longevity	All	XX	\$30,000	\$30,000	Yes
Vacation Cash-Out	All	XX	\$0	\$0	Yes
HRA Veba Contribution	All	XX	\$0	\$0	Yes
COLA 4%	All	XX	\$450,000	Included	Yes



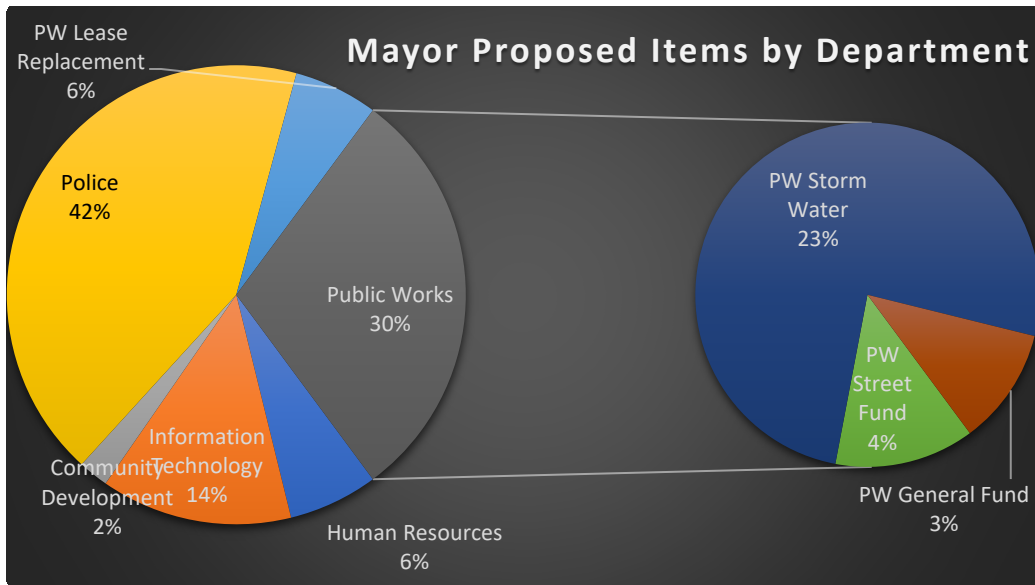
Staffing & Wages	\$ 370,990	\$ 286,459	\$ 65,595	\$ 18,936	\$ 46,598
Request	Total	General	Street	Storm Water	Permit
Municipal Services Manager/ City Clerk (Reclassification)	\$ 15,211	\$ 11,560	\$ 2,738	\$ 913	
IT Security Analyst (1/2 FTE)	\$ 75,657	\$ 58,256	\$ 8,322	\$ 9,079	
Records Management Specialist	\$ 49,080	\$ 37,301	\$ 8,834	\$ 2,945	
Crew Worker I (Parks)	\$ 70,590	\$ 70,590			
Administrative Assistant (1/2 Permits)	\$ 82,607	\$ 82,607			\$ 41,303
Building Inspector II (Reclassification)	\$ 2,811	\$ 2,811			\$ 1,827
Planner (Reclassification)	\$ 5,334	\$ 5,334			\$ 3,467
Temporary PW Crewmember - Streets (x2)	\$ 39,700		\$ 39,700		
Non Rep Longevity	\$ 30,000	\$ 18,000	\$ 6,000	\$ 6,000	



2022 – 2024 Proposed Positions Summary

Department	2022		2023		2024	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Administration	1		1		1	
City Clerk (Municipal Services)	2		2		3	3
Finance	5	4 (2 Passports)	5	2	5	
Human Resources	4		4		4	
Information Technology	4		5		5	1
Planning & Community Development	14	1	16		16	
Law Enforcement	46		46		46	
Park & Recreation	10	2	11	4	12	4
Public Works	32	2	34	2	34	4
Totals	118	10	124	8	126	12

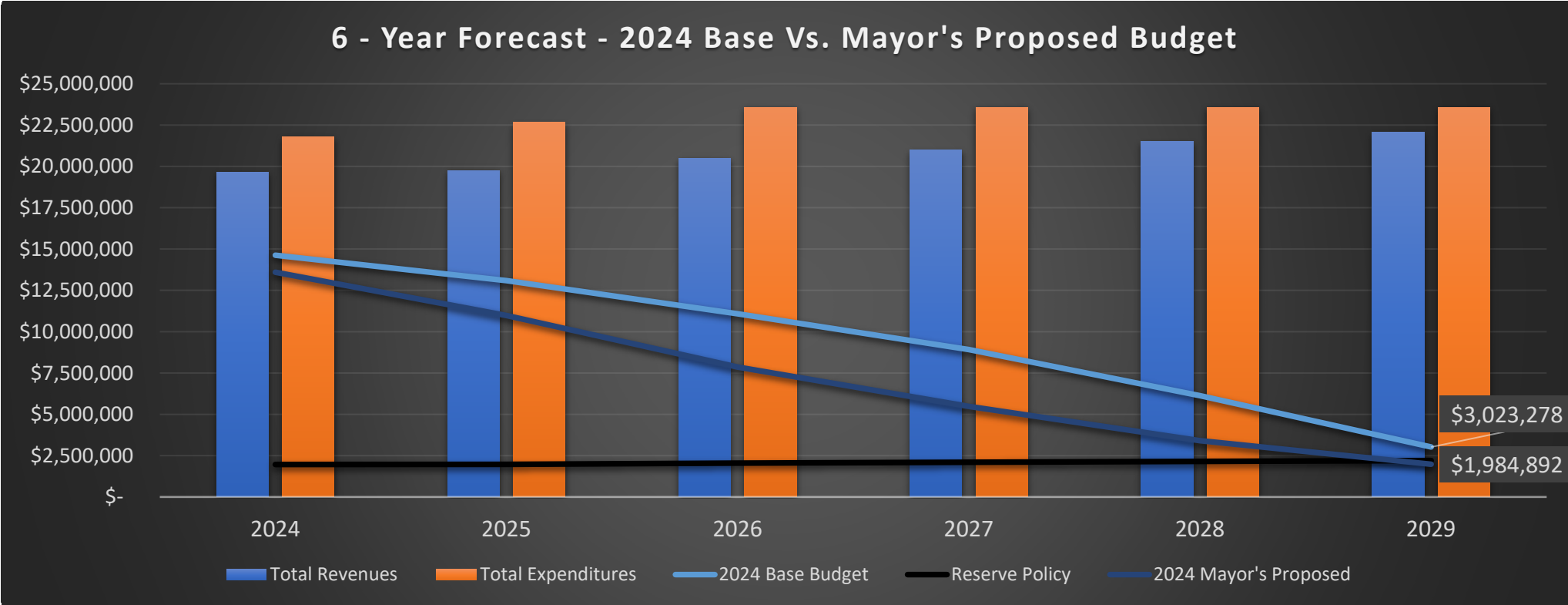
2024 Recommended Budget Summary



Item Requests		\$2,219,022	\$1,228,080	
Request	Dept	Requested	Mayor YES	Mayor Y/N
Wellness Programming	HR	\$30,000	\$30,000	Yes
External Investigator Budget	HR	\$15,000	\$15,000	Yes
External Training Budget (city-wide)	HR	\$10,000	\$10,000	Yes
ADA Program Supplies	HR	\$2,500	\$2,500	Yes
10 - MDT Replacement & Other Computer (15)	IT	\$75,000	\$75,000	Yes
New Security-Management Systems - COMPEQ-SMS	IT	\$25,000	\$25,000	Yes
Internet - High Speed and Security	IT	\$37,000	\$37,000	Yes
High Availability Backup Solution - CJIS Requirements	IT	\$16,000	\$16,000	Yes
Development and Testing Server (Hardware & Software)	IT	\$8,000	\$8,000	Yes
Endpoint Patch and Package Management Solution	IT	\$4,500	\$4,500	Yes
Wireless Network End-of-Life Bridge to Refresh in FY25	IT	\$2,000	\$2,000	Yes
Azure Government Tenant - Committed Funds	IT	\$6,000	\$6,000	Yes
Transportation Plan Implementation	PCD	\$50,000	\$50,000	Yes
Public Art	PCD	\$25,000	\$25,000	Yes
Engineering Standards Update	PCD	\$100,000	\$100,000	Yes
Knox Box Electric Keys	Police	\$9,776	\$9,776	Yes
Explorer Program	Police	\$2,500	\$2,500	Yes
Drug Sensor x2	Police	\$16,000	\$16,000	Yes
Portable Fingerprint Scanner x2	Police	\$6,160	\$6,160	Yes
Flock Safety System - Cameras	Police	\$20,000	\$20,000	Yes
rifle rated armor plates x40	Police	\$19,050	\$19,050	Yes
CCTV Stormwater Pipes	PW	\$300,000	\$300,000	Yes
Truck Mounted PCMS	PW	\$17,763	\$17,763	Yes
Alum Treatment	PW	\$139,254	\$139,254	Yes
Zero Turn Mower	PW	\$17,404	\$17,404	Yes
Radar Speed Signs (x2)	PW	\$12,500	\$12,500	Yes
Mini Excavator	PW	\$137,296	\$137,296	Yes
Lease Replacement Vehicles	PW	\$124,377	\$124,377	Yes

Item Requests			General Fund - Departments - Additions					Street Ops	SWM	Capital	
Dept	Item Description	Requested Amount	Mayor Yes/No	HR	PI/BL	LE	Park	GG	101	410	411
HR	Wellness Programming	\$30,000	Yes	\$30,000							
HR	External Investigator Budget	\$15,000	Yes	\$15,000							
HR	External Training Budget (city-wide)	\$10,000	Yes	\$10,000							
HR	ADA Program Supplies	\$2,500	Yes	\$2,500							
IT	10 - MDT Replacement & Other Computer (15)	\$75,000	Yes					\$45,000	\$15,000	\$15,000	
IT	New Security-Management Systems - COMPEQ-SMS	\$25,000	Yes					\$15,000	\$5,000	\$5,000	
IT	New High-Available Phone System	\$50,000	No					\$0	\$0	\$0	
IT	Internet - High Speed and Security	\$37,000	Yes					\$22,200	\$7,400	\$7,400	
IT	High Availability Backup Solution - CJIS Requirements	\$16,000	Yes					\$9,600	\$3,200	\$3,200	
IT	Development and Testing Server (Hardware & Software)	\$8,000	Yes					\$4,800	\$1,600	\$1,600	
IT	Upgrade Conference Rooms to Huddle Rooms	\$24,000	No					\$0	\$0	\$0	
IT	Endpoint Patch and Package Management Solution	\$4,500	Yes					\$2,700	\$900	\$900	
IT	Wireless Network End-of-Life Bridge to Refresh in FY25	\$2,000	Yes					\$1,200	\$400	\$400	
IT	Azure Government Tenant - Committed Funds	\$6,000	Yes					\$3,600	\$1,200	\$1,200	
IT	ESRI Enterprise Agreement	\$23,000	No					\$0	\$0	\$0	
PCD	Transportation Plan Implementation	\$50,000	Yes		\$25,000				\$25,000		
PCD	Public Art	\$25,000	Yes					\$25,000			
PCD	Engineering Standards Update	\$100,000	Yes		\$50,000				\$50,000		
PCD	Permitting Software Upgrade	\$5,400	More Info		\$0						
Police	Takehome Vehicle and future Replacement	\$500,000	No			\$0					
Police	Knox Box Electric Keys	\$9,776	Yes			\$9,776					
Police	Explorer Program	\$2,500	Yes			\$2,500					
Police	Drug Sensor x2	\$16,000	Yes			\$16,000					
Police	Portable Fingerprint Scanner x2	\$6,160	Yes			\$6,160					
Police	Flock Safety System - Cameras	\$20,000	Yes			\$20,000					
Police	Nighthawk License	\$7,800	No			\$0					
Police	Tactical litter	\$7,562	No			\$0					
Police	ballistic Helmet w/ face shield	\$31,000	No			\$0					
Police	ballistic rifle shield x2	\$52,000	No			\$0					
Police	ballistic shield lighting x4	\$38,100	No			\$0					
Police	rifle rated armor plates x40	\$19,050	Yes			\$19,050					
Police	Street Smarts VR x2	\$60,000	No			\$0					
PW	CCTV Stormwater Pipes	\$300,000	Yes								\$300,000
PW	Attenuator Trailer	\$33,500	No						\$0		
PW	Truck Mounted PCMS	\$17,763	Yes						\$17,763		
PW	Staff Development	\$50,000	N/A						\$0	\$0	
PW	Alum Treatment	\$139,254	Yes							\$139,254	
PW	Sidewalk Repairs Budget Increase	\$100,000	No						\$0		
PW	Zero Turn Mower	\$17,404	Yes						\$17,404		
PW	Radar Speed Signs (x2)	\$12,500	Yes						\$12,500		
PW	Mini Excavator	\$137,296	Yes				\$34,324	\$34,324	\$34,324		\$34,324
PW	2024 Nissan Frontier S 4X4 Crew Cab Pickup	\$8,580	No				\$0				
PW	Lease Replacement Program (5 trucks)	\$124,377	Yes				\$31,094	\$31,094	\$31,094		\$31,094
Totals		\$2,219,022.03	\$1,228,080.03	\$57,500	\$75,000	\$73,486	\$65,418	\$194,518	\$222,785	\$173,954	\$365,418
								\$465,923			

2024 General Fund Forecasted



2024 Street & Storm Water Forecasted

