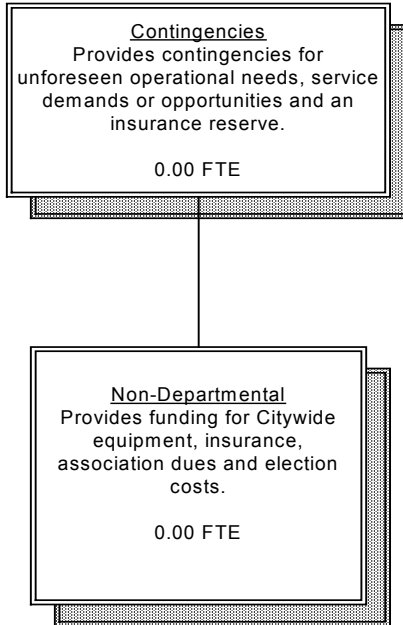


Citywide Services

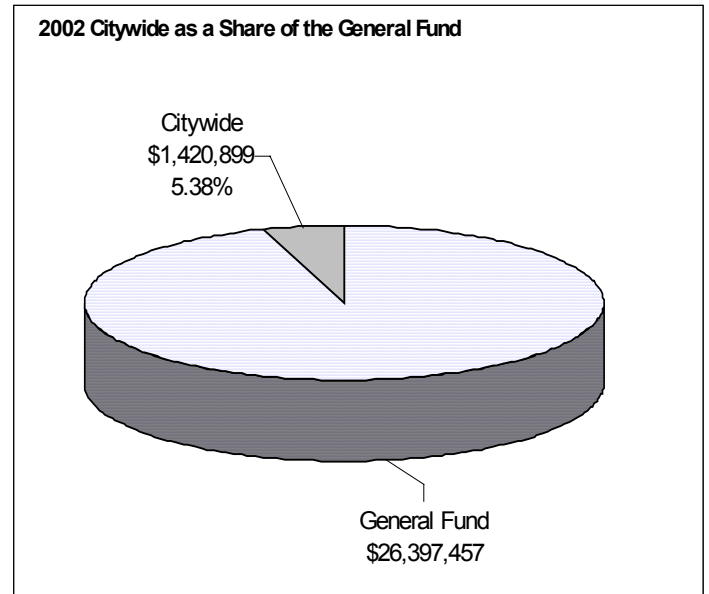
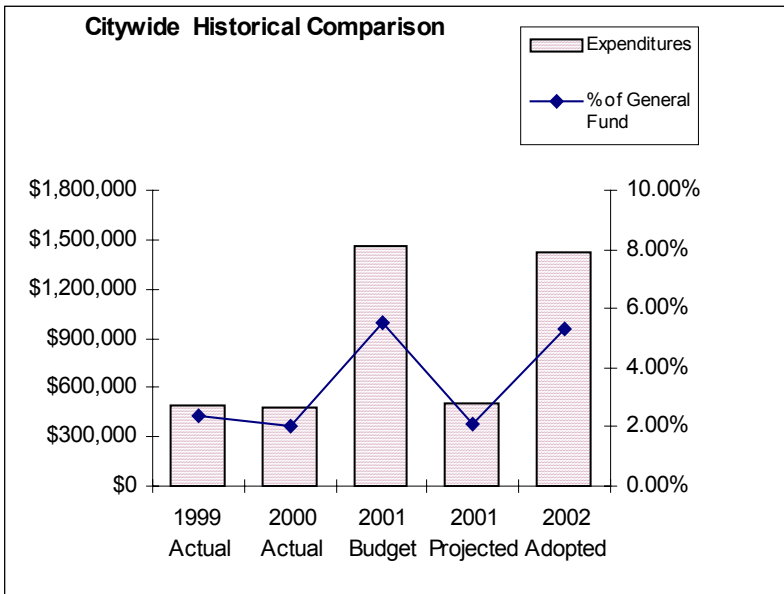
2002 Budget Department Overview

MISSION STATEMENT:

The purpose of Citywide Services is to account for all expenditures that cannot be specifically designated to any operating department within the City.



	2001					2001 Budget versus 2002 Adopted	Percentage Change
	1999 Actual	2000 Actual	2001 Budget	Projected	2002 Adopted		
Expenditures	\$ 496,464	\$ 477,664	\$ 1,456,411	\$ 503,374	\$ 1,420,899	-\$35,512	-2.44%
% of General Fund	2.37%	2.05%	5.52%	2.08%	5.38%	-0.135%	-2.4%
Number of FTE's	0	0	0	0	0	0	0.0%



2001 Key Division Accomplishments:

- ◆ The Community Beautification Awards honored those commercial and residential properties that provide good examples of development in Shoreline, based on nomination from citizens.
- ◆ During 2000, volunteers provided more than 5,388 hours of service to the City. In acknowledgement of this accomplishment, a recognition breakfast was held to honor these volunteers.

2002 Key Service Level Changes

Purchase of Networked Copiers

The city will purchase new copiers during 2002. By making this \$206,317 purchase, instead of continuing to lease copiers, the City will save \$30,342 annually and increase efficiency, since the City's personal computers will be networked to the new copiers.

Cost:

\$206,317	One-time start-up costs
<u>-\$30,342</u>	On-going annual costs
\$175,975	Total 2002 costs

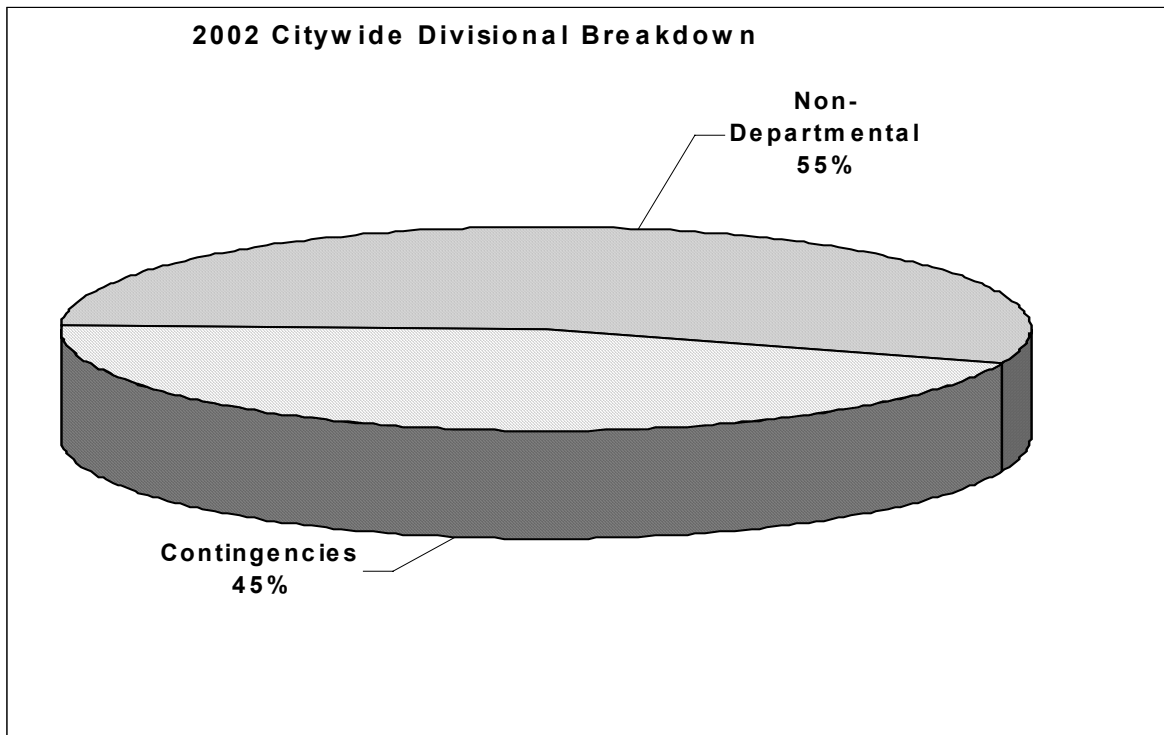
Outcome Measure

- ◆ Increased efficiency due to streamlining of printing/copying duties.

Citywide Services

2002 Budget Department Overview

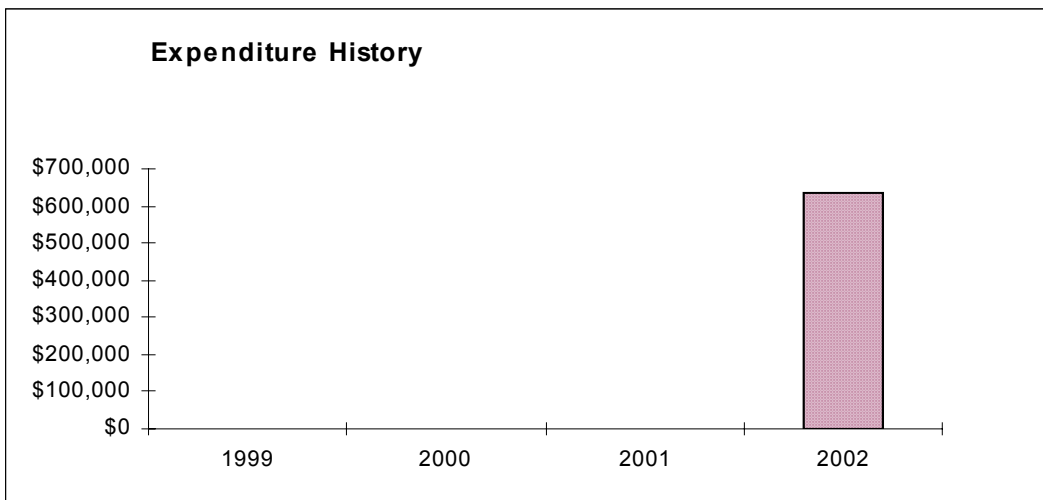
1999 - 2002 Budget Expenditure Comparison							
Objects by Department	1999 Actual	2000 Actual	2001 Budget	2001 Projected	2002 Adopted	2002 Adopted versus 2001 Budget	Percent Change
Salary & Benefits	0	0	0	0	0	0	0.0%
Supplies	26,594	27,390	66,300	43,100	49,600	(16,700)	(25.2%)
Services	311,819	378,032	372,259	366,874	398,285	26,026	7.0%
Intergovernmental Services	124,471	56,591	91,400	91,400	62,900	(28,500)	(31.2%)
Capital	33,580	15,651	926,452	2,000	910,114	(16,338)	(1.8%)
Total Citywide Budget	\$ 496,464	\$ 477,664	\$ 1,456,411	\$ 503,374	\$ 1,420,899	(\$ 35,512)	(2.44%)
Division							
Contingencies	0	0	924,452	0	637,859	(286,593)	(31.0%)
Non-Departmental	496,464	477,664	531,959	503,374	783,040	251,081	47.2%
Expenditure Total	\$ 496,464	\$ 477,664	\$ 1,456,411	\$ 503,374	\$ 1,420,899	(\$ 35,512)	(2.44%)
Revenue Source							
Revenue	0	0	0	0	0	0	0.0%
General Fund Subsidy	\$ 496,464	\$ 477,664	\$ 1,456,411	\$ 503,374	\$ 1,420,899	(\$ 35,512)	(2.44%)
Total Revenue	\$ 496,464	\$ 477,664	\$ 1,456,411	\$ 503,374	\$ 1,420,899	(\$ 35,512)	(2.44%)



DIVISION DESCRIPTIONS:

CONTINGENCIES

An amount of \$250,000 is set-aside in an operational contingency in order to cover unknown operational adjustments, service demands or opportunities which may arise during the year. Based on a review of the City's assets, the potential long-term insurance risks, and discussions with the Washington Cities Insurance Authority, the City set aside an amount approximately equal to 2% of the City's assets (not including the roads and surface water facilities) or \$255,000 as an Insurance Reserve. The funds are set aside for potential substantial events (street damage, inverse condemnation, etc.) and infrastructure repair not covered by insurance policies or other sources such as the Federal Emergency Management Act (FEMA). For 2002, \$70,000 has been reserved in contingencies for future staffing reorganization as recommended by the City Manager and approved by the City Council.



NON-DEPARTMENTAL

Funds are provided for the citywide equipment (fax machines, copiers, postal machine); supplies (City letterhead, envelopes, toner, and miscellaneous office supplies), City insurance; association dues for regional and national organizations that the City is a member of such as: Puget Sound Regional Council, Association of Washington Cities, National League of Cities, etc.; election costs; City car and van; and Volunteer Breakfast.

