

City of Edmonds, Washington

2018 Budget



By Janine Harles

Our mission is to provide a high quality of life for residents and businesses, and a legacy for future generations by preserving and enhancing our historic waterfront community

Dave Earling, Mayor

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2018 Budget Message

Members of the City Council, Staff and Citizens of Edmonds:

I am pleased to present to you the City of Edmonds 2018 Budget.

As I have said in previous years, the budget process begins in late Spring. While the time span from May to October may seem long, there are many good reasons, not the least of which is having as much revenue and expense information as possible, and we need this much time to finalize this proposal.

I must tell you, as I have the previous couple of years, our economic prospect in Edmonds continues to be strong, and once again improving. With the continued strong city, regional and national economy, along with key strategic decisions we have made, our revenues continue to grow. Our 2017 operating revenues are projected to be 0.8% higher than our 2016 actual revenues and the 2018 revenues are projected to be 0.5% higher than projected 2017 revenue.

One example of that continued strong economy is, as of the end of September, we are \$362,000 ahead of our record sales tax revenue of 2016, with much of the improvement coming from automobile sales and the construction trade. We should also acknowledge the growing revenue from our many fine restaurants all cross the city. Another example of continued strength; over the past three years, we have added over \$108.9 million in assessed value in new home and commercial construction, with another \$38+ million projected for 2018.

If we look across our community it is obvious the financial health of Edmonds is strong. Our business community is alive and vibrant. Our real estate market and construction continues to show record strength, and unemployment is low. And with the expected growth of the Puget Sound region, we know our chances for 2018, barring some major national or international incident, should remain resilient.

However, while all is well now, we must remember we are in the ninth year of sustained economic recovery since the 2008 recession. All of us need to bear in mind that we will again hit a "bump in the road" at some point, and we need to prepare for it. We also need to remember, while revenues continue strong – our expenses continue to grow.

As most of us know, commercial and residential construction has increased dramatically the past two or three years. That, with the city's own projects, keeps planning, engineering and building inspectors on the 2nd floor "buried". Their workload is extraordinary. So, continuing last year's hiring trend, we will again focus on our current staffing needs. This budget adds four new staff members.

Our major projects on Highway 99 and the Waterfront Access Project will add to the staff workload. In addition, we have appointed a Task Force to develop a Housing Strategy which will help us identify affordable housing options. Again, more staff time and resources.

I am guessing the council and citizens sometime tire of me in the Budget Messages and State of the City presentations remaining so "cautious" for budgeting purposes. Beginning with 2014 we have been very successful in rebuilding from the difficult financial reductions we needed to make in the 2013 budget. We have also been successful in building a vibrant local economy. That, with the strong regional and national recovery, has put us in a very strong cash position.

To balance all this good news and cash, we need to acknowledge our community has too often lagged far behind in addressing many of our important city needs. Not keeping up with maintaining our roads is a great example. The past 5 years we have been playing catchup with road resurfacing to the tune of \$6 million after years of neglect and inattention.

Another great example is, for years only \$56,000 per year has been devoted to maintaining all of our city owned facilities. This current year we are spending \$400K to begin catching up.

The first major decision of the 2018 budget is a conservative commitment to move \$760K from our cash position to the Contingency Reserve Fund. While we are currently within the recommended range for reserves at 14.4% the additional funds will move us to 16.1%. This is an important decision as it will help us withstand an economic downturn. In addition, such a move should help our bond rating.

Again, with our improved cash position, the budget increases to \$1.5 million for our street overlay program, \$530 thousand for needed city facility improvements and maintenance, and \$250 thousand set aside for projects of interest to the City Council; all substantial increases over last year.

While we've spent several years catching up on needed one-time expenditures, we still have some large investment needs: replacement of our antiquated telephone system; major improvements in our IT infrastructure; and replacement of the city hall elevator which, when last repaired, was done with a used part that was only available in Argentina!

Remembering that our city is over 125 years old, the 2018 budget continues to focus on major upgrades to our water, sewer and stormwater systems.

We know this past year we were able to purchase Civic Field from the Edmonds School District. Following a lengthy public process and planning period, we now need to turn our attention to raising the funding needed for the \$10-12 million projected cost.

As we seek funding from County and State grants, foundations and major corporations, we need to demonstrate the city's commitment to the project. The 2018 budget contains \$2 million to establish a fund which will assist us in moving this vital project forward, providing a legacy for future generations. Again, these funds will better position the city to leverage important, additional funding.

Ladies & gentlemen, we have made exceptional financial progress for the city the past five years. We need to be willing to congratulate ourselves for that progress. With the help of council, staff and the community, we are in a much stronger position than in the dark days of 2012.

We also need to acknowledge the strong regional and local economy. Edmonds has become a vibrant, busy, daytime destination, whether downtown, Westgate or Highway 99.

The 2018 budget tries to maintain the balanced approach we have achieved in the past five years, balancing expenditures with revenue. Yes, we have a strong economy yet, knowing the downturn will come at some point, we are also building our reserves for that downturn.

In closing I want to thank our Director's for their hard work and finding compromise to bring our budget together. In particular we need to appreciate the hard work of the Finance Department.

Thank you.



David O. Earling
Mayor

ORDINANCE NO. 4089

AN ORDINANCE OF THE CITY OF EDMONDS, WASHINGTON, RELATING TO THE BUDGET FOR FISCAL YEAR COMMENCING JANUARY 1, 2018 AND FIXING A TIME WHEN THE SAME SHALL BECOME EFFECTIVE.

WHEREAS, on or before the first business day in the third month prior to the beginning of the fiscal year of 2018, the Finance Director submitted to the Mayor the estimates of revenues and expenditures for the next fiscal year as required by law; and,

WHEREAS, the Mayor reviewed the estimates and made such revisions and/or additions as deemed advisable and prior to sixty days before January 1, 2018, filed the said revised preliminary budget with the City Clerk together with a budget message, as recommendation for the final budget, and

WHEREAS, the City Clerk provided sufficient copies of such preliminary budget and budget message to meet the reasonable demands of taxpayers therefore and published and posted notice of filing and the availability of said preliminary budget together with the date of a public hearing for the purpose of fixing a final budget, all as required by the law, and

WHEREAS, the City Council scheduled hearings on the preliminary budget for the purpose of providing information regarding estimates and programs, and

WHEREAS, the City Council did meet on November 7, 2017 which was on or before the first Monday of the month next preceding the beginning of the ensuing fiscal year, for the purpose of fixing a final budget at which hearing all taxpayers were heard who appeared for or against any part of said budget, and

WHEREAS, following the conclusion of said hearing the City Council made such adoptions and changes as it deemed necessary and proper,

WHEREAS, the Finance Director submitted the Use of Tax Funds Report to Mayor and Council as required by RCW 82.46.015, NOW, THEREFORE;

THE CITY COUNCIL OF THE CITY OF EDMONDS, WASHINGTON, DO
ORDAIN AS FOLLOWS:

Section 1. Attached hereto and identified as Exhibit A, in summary form, are the totals of estimated revenues and appropriations for each separate fund and the aggregate totals for all such funds combined, and by this reference said Exhibit A is incorporated herein as if set forth in full and the same is hereby adopted in full. The Finance Director is authorized to update year-end fund balances in the final budget document as projected prior to printing the final budget document.

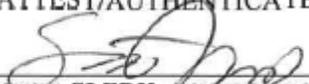
Section 2. A complete copy of the final budget for 2018, as adopted, together with a copy of this adopting ordinance shall be transmitted by the City Clerk to the Division of Municipal Corporations of the Office of the State Auditor and to the Association of Washington Cities.

Section 3. Attached hereto and identified as Exhibit B, Use of Tax Funds Report, and by this reference said Exhibit B is incorporated herein as if set forth in full and the same is hereby adopted in full. The Finance Director is authorized to update actual expenditures in the final report as projected prior to printing the final report document.

Section 4. This ordinance is a legislative act delegated by statute to the City Council of the City of Edmonds, is not subject to referendum and shall take effect January 1, 2018.

APPROVED

MAYOR, DAVID O. EARLING

ATTEST/AUTHENTICATE:

CITY CLERK, SCOTT PASSEY

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY:

BY 
CITY ATTORNEY, JEFFREY TARADAY

FILED WITH THE CITY CLERK:	December 1, 2017
PASSED BY THE CITY COUNCIL:	December 5, 2017
PUBLISHED:	December 10, 2017
EFFECTIVE DATE:	January 1, 2018
ORDINANCE NO.	4089

SUMMARY OF ORDINANCE NO. 4089

of the City of Edmonds, Washington

On the 5th day of December, 2017, the City Council of the City of Edmonds, passed Ordinance No. 4089. A summary of the content of said ordinance, consisting of the title, provides as follows:

AN ORDINANCE OF THE CITY OF EDMONDS, WASHINGTON, RELATING TO THE BUDGET FOR FISCAL YEAR 2018; PROVIDING FOR SEVERABILITY; AND FIXING A TIME WHEN THE SAME SHALL BECOME EFFECTIVE.

The full text of this Ordinance will be mailed upon request.

DATED this 6th day of December, 2017.



CITY CLERK, SCOTT PASSEY

EXHIBIT "A" 2018 BUDGET SUMMARY BY FUND

Fund No.	Fund Description	Revenue	Expenditure	Difference (Rev - Exp) *
001	General Fund	\$ 38,783,555	\$ 43,086,131	\$ (4,302,576)
009	LEOFF Medical Insurance Reserve Subfund	285,650	294,270	(8,620)
011	Risk Management Reserve Subfund	19,180	-	19,180
012	Contingency Reserve Subfund	64,750	49,584	15,166
014	Historic Preservation Gift Fund	5,170	5,400	(230)
104	Drug Enforcement Fund	130,560	103,252	27,308
111	Street Fund	1,784,270	1,856,507	(72,237)
112	Street Construction Fund	2,942,656	2,823,041	119,615
117	Municipal Arts Acquisition Fund	146,200	182,480	(36,280)
118	Memorial Tree Fund	400	-	400
120	Hotel/Motel Tax Fund	87,960	90,550	(2,590)
121	Employee Parking Permit Fund	25,640	26,880	(1,240)
122	Youth Scholarship Fund	850	1,000	(150)
123	Tourism Promotional Arts Fund	30,520	29,700	820
125	REET 2	1,446,880	2,432,040	(985,160)
126	REET 1	1,448,300	1,734,535	(286,235)
127	Gifts Catalog Fund	53,810	45,900	7,910
130	Cemetery Maintenance/Imp. Fund	180,170	197,514	(17,344)
136	Parks Trust Fund	3,150	-	3,150
137	Cemetery Maintenance Fund	33,360	-	33,360
138	Sister City Commission Fund	10,170	10,500	(330)
211	LID Control Fund	14,400	16,450	(2,050)
231	2012 LTGO Debt Service Fund	708,700	708,700	-
332	Parks Capital Construction Fund	1,494,534	1,982,160	(487,626)
421	Water Utility Fund	9,660,690	12,270,201	(2,609,511)
422	Storm Utility Fund	5,317,996	6,562,877	(1,244,881)
423	Sewer/WWTP Utility Fund	11,566,980	13,066,764	(1,499,784)
424	Utility Debt Service Fund	1,991,530	1,991,520	10
511	Equipment Rental Fund	1,624,640	1,662,265	(37,625)
512	Technology Rental Fund	1,268,390	1,191,113	77,277
617	Firemen's Pension Fund	69,690	75,218	(5,528)
	Totals	\$ 81,200,751	\$ 92,496,552	\$ (11,295,801)

* Amount represents a contribution of (use of) fund balance

EXHIBIT B Use of Tax Funds Report

Part 1: Actual Use of REET Funds collected during the prior two-year period and Actual Use of REET Funds as a Percentage of Project

REET FUNDS USED FOR THE FOLLOWING STREET EXPENDITURES	2016	% of Project using REET	2017 Estimate	% of Project using REET
REET 2 - Fund 125				
Hwy 99 Enhancement (Phase 3)	9,127	9%		
2016 Overlay Program	92,643	8%		
Annual Street Preservation Program (Overlays, Chip Seals, etc)			305,000	100%
ADA Curb Ramp Improvements			25,000	100%
Audible Pedestrian Signals			20,585	100%
Minor Sidewalk Program			55,211	100%
REET 1 - Fund 126				
236th St SW Walkway	67,098	22%	170,793	37%
220th St. SW Overlay Project	15,959	18%		
2015 Traffic Calming	19,613	100%		
2016 Overlay Program	734,444	61%		
Protected/Permissive Signal Conversion	4,144	100%	15,855	100%
2016 Curb Ramp Upgrades	5,225	67%	19,894	100%
Minor Sidewalk Program	22,808	90%		
89th PI W Retaining Wall			16,400	100%
ADA Transition Plan	33,519	100%	66,105	100%
Street Maintenance	55,406	16%		
Annual Street Preservation Program (Overlays, Chip Seals, Etc)			420,000	100%
Hwy 99 Gateway/Revitalization			10,000	16%
Traffic Calming			20,585	100%
Trackside Warning System			7,000	100%
Downtown Restroom			238,640	100%
Building Maintenance			300,000	100%

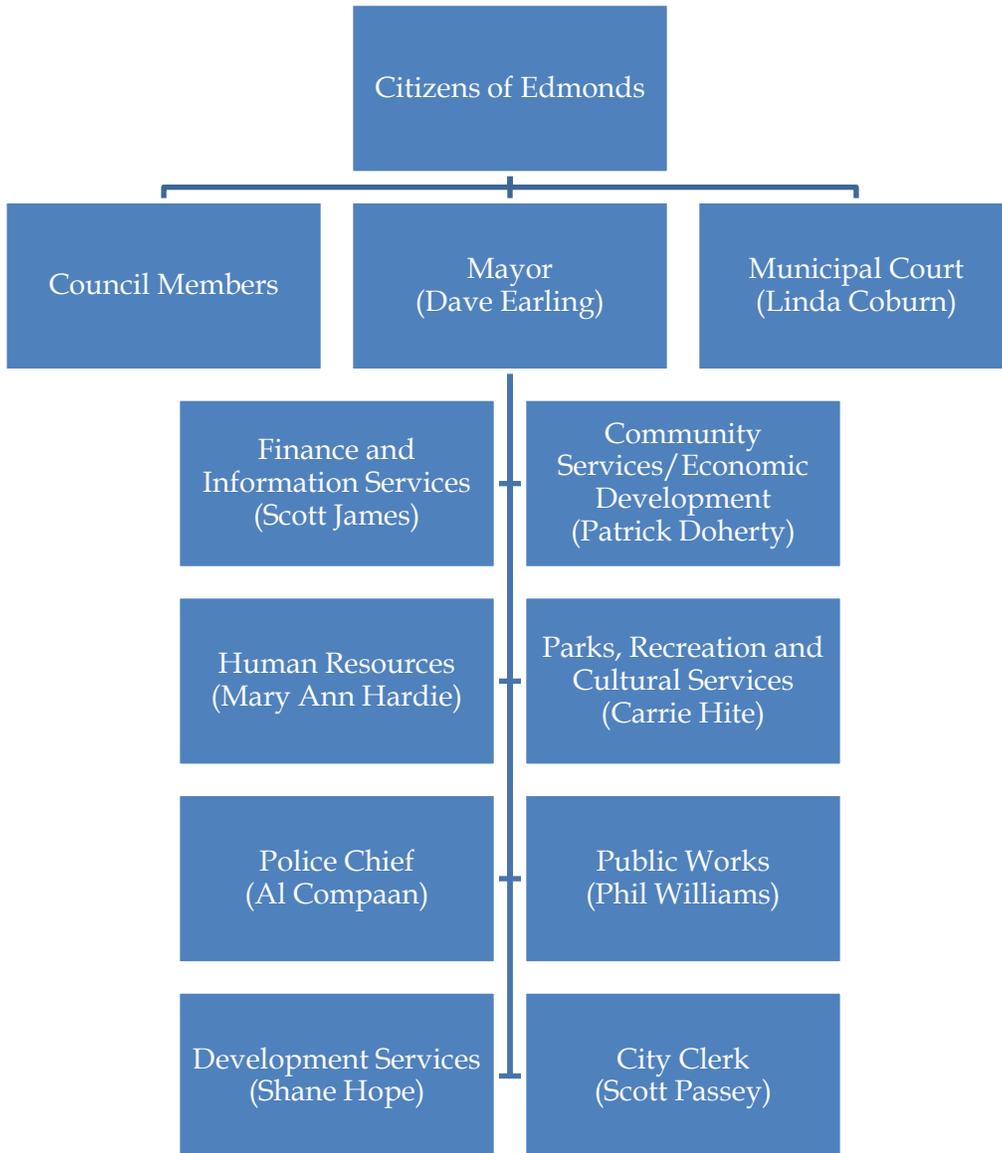
REET FUNDS USED FOR THE FOLLOWING PARKS EXPENDITURES	2016	% of Project using REET	2017 Estimate	% of Project using REET
REET 2 - Fund 125				
Dayton Street Plaza	1,277	1%	834	3%
Wayfinding Signage Project	398	4%		
City Spray Park	52,000	27%		0%
Edmonds Fishing Pier Rehabilitation	1,105	0.06%	100,000	5%
Civic Center Property (see below)	108	0.01%	-	0%
Edmonds Marsh Enhancement Project	-	0.00%	3,536	100%
Frances Anderson Center Bandshell	105,242	92%	249,690	100%
Veteran's Plaza Project		0%	120,750	18%
Marine Beach Play Toy	100,930	100%		
Meadowdale Playground Equipment	78,380	100%		0%
Yost Pool Improvements	750	91%	115,000	100%
Waterfront Redevelopment/Ebb tide walkway			350,000	35%
Citywide Park Improvements / Miscellaneous Small Projects	76,514	3%	61,000	100%
Edmonds Marsh Project	33,875	100%	-	0%
Civic Park Development	91,566	100%	40,000	100%
Container Storage Units			5,074	25%
Brackett's Landing Improvements			18,000	100%
Seaview Park Improvements			25,000	100%
Yost Park Improvements			25,000	100%
City Gateway Replacement			40,000	100%
Flower Pole Replacement			20,000	100%
Sports Fields Upgrade / Playground Partnership			20,000	100%
Edmonds Marsh Feasibility & Restoration			25,000	100%
REET 1 - Fund 126				
Civic Center Property	435,195	23%		0%
Land Acquisition from Snohomish County	1,669	100%		
Land Acquisition			43,201	100%
Debt Service	415,734	100%	169,223	100%

EXHIBIT B Use of Tax Funds Report

Part 2: Use of REET Funds for the succeeding two-year period and Percentage of REET Funds for capital projects Compared to all other sources of capital project funding as Identified in City's Capital Facilities Plan.

TRANSPORTATION PROJECTS AND FUNDING SOURCES	2018	2019	Total	% of Funding
Hwy 99 Gateway / Revitalization	(440,000)	(426,000)	(866,000)	
Federal or State Grants (Secured)	440,000	136,000	576,000	67%
Fund 126 Reimbursement - for Hwy 99 Gateway / Revitalization	-	290,000	290,000	33%
Hwy 99 Gateway / Revitalization	\$ -	\$ -	\$ -	100%
Sunset Ave Walkway from Bell St to Caspers St.	(245,900)	-	(245,900)	
Federal or State Grants (Secured)	140,195	-	140,195	57%
Fund 126 Reimbursement	75,900	-	75,900	31%
Local Funds	29,805	-	29,805	12%
Sunset Ave Walkway from Bell St to Caspers St.	\$ -	\$ -	\$ -	100%
238th St SW from SR-104 to Hwy 99	(631,312)	-	(631,312)	
Federal or State Grants (Secured)	300,266	-	300,266	48%
Fund 126 Reimbursement	260,335	-	260,335	41%
Local Funds	70,711	-	70,711	11%
238th St SW from SR-104 to Hwy 99	\$ -	\$ -	\$ -	100%
Edmonds Street Waterfront Connector	(785,000)	(530,000)	(1,315,000)	
Federal or State Grants (Secured)	495,000	30,000	525,000	40%
Fund 126 Reimbursement - Waterfront development	-	500,000	500,000	38%
Local Funds	150,000	-	150,000	11%
Community Transit, Sounds Transit, Port of Edmonds, BNSF	140,000	-	140,000	11%
Edmonds Street Waterfront Connector	\$ -	\$ -	\$ -	100%
PARKS PROJECTS AND FUNDING SOURCES	2018	2019	Total	% of Funding
Civic Center Development	(750,000)	(11,000,000)	(11,750,000)	
Public Vote		3,000,000	3,000,000	26%
G.O. Bonds		3,000,000	3,000,000	26%
Grants	250,000	4,000,000	4,250,000	36%
Fund 125 Reimbursement	500,000	500,000	1,000,000	9%
Park Impact Fees		500,000	500,000	4%
Civic Center Acquisition/Development/Stadium demo	\$ -	\$ -	\$ -	100%
Waterfront Redevelopment / Waterfront Walkway Completion	(2,425,000)	(1,170,000)	(3,595,000)	
Fund 125 Reimbursement - Waterfront development	350,000	170,000	520,000	14%
Grants	1,325,000	1,000,000	2,325,000	65%
Park Impact Fees/Waterfront development	750,000		750,000	21%
Waterfront Redevelopment / Waterfront Walkway Completion	\$ -	\$ -	\$ -	100%

**City of Edmonds, Washington
2018 Organization Chart**



CITY OFFICIALS

2018 CITY COUNCIL

Council President (Position #2)	Mike Nelson
Councilmember (Position #1)	Kristiana Johnson
Councilmember (Position #3)	Adrienne Fraley-Monillas
Councilmember (Position #4)	Diane Buckshnis
Councilmember (Position #5)	Dave Teitzel
Councilmember (Position #6)	Thomas Mesaros
Councilmember (Position #7)	Neil Tibbott

CITY ADMINISTRATION

Mayor	Dave Earling
Finance Director	Scott James
Community Services/Economic Development Director	Patrick Doherty
Parks, Recreation and Cultural Services Director	Carrie Hite
Public Works Director	Phil Williams
Police Chief	Al Compaan
Human Resources	Mary Ann Hardie
Municipal Court Judge	Linda Coburn
Development Services Director	Shane Hope
City Clerk	Scott Passey

2018 BUDGET PREPARED BY:

FINANCE DEPARTMENT PERSONNEL

Finance Director	Scott James
Assistant Finance Director	Dave Turley
Accountant	Deb Sharp
Accountant	Sarah Mager
Accounting Specialist	Lori Palmer
Accounting Specialist	Nori Jacobson
Accounting Specialist	Denise Kenyon
Accounting Specialist	Sue Satterlund

FINANCIAL PLAN

Introduction

The National Advisory Council on State and Local Budgeting (NACSLB) endorses the forecasting of revenue and expenditures in their Recommended Budget Practices. This section of the budget provides a combined view of both past and anticipated future revenue and expenditures for all funds. A detailed revenue analysis is presented for each fund type. The plan focuses analysis on revenue sources in order to inform users of this document on how the City funds services it provides to its citizens. A table, graph and explanation of major changes is provided for the General Fund, Special Revenue funds, Capital funds, Enterprise funds, Internal Service funds, and Fiduciary funds. This is followed by a five-year forecast of revenue and expenditures along with a discussion of the factors that affect the forecast. Long term debt and debt capacity is discussed as well as the General Fund fiscal capacity. This chapter ends with a discussion of fund balances.

A budget is a plan that develops and allocates the City's financial resources to meet community needs in both the present and future. The development and allocation of these resources is accomplished on the basis of the foregoing policies, goals and objectives addressing the requirements and needs of the City of Edmonds. While the other sections of this document will present the budget in detail, this section provides an overview of the budget as a Financial Plan. As such, this section will focus on City strategies to maintain its financial strength and the basis for the expectation for future revenues.

A five-year forecast of the City's General Fund revenues and expenditures follows this summary. The purpose of the forecast is to highlight issues associated with financial policies and budgetary decisions. It is not intended to be a multi-year budget.

STRATEGIC OUTLOOK
CITY OF EDMONDS
TOTAL REVENUES & EXPENDITURES
2015 - 2022 ANALYSIS

	2015	2016	2017	2018	2019	2020	2021	2022
General, Risk & Contingency Funds	Actual	Actual	Projection	Outlook	Outlook	Outlook	Outlook	Outlook
Beginning Fund Balances	12,916,538	14,997,979	16,172,586	15,859,479	13,796,661	12,992,922	11,813,832	10,242,400
Revenue								
Property Taxes	14,299,299	14,621,747	14,173,550	14,397,900	14,613,869	14,833,077	15,055,573	15,281,406
Retail Sales Taxes	6,811,908	7,007,914	7,300,000	7,275,000	7,311,375	7,347,932	7,384,672	7,421,595
Other Sales Taxes	642,518	683,915	750,000	730,000	733,650	737,318	741,005	744,710
Utility Taxes	6,649,164	6,764,398	6,824,700	6,890,900	6,977,036	7,064,249	7,152,552	7,241,959
Other Taxes	311,649	325,819	326,140	327,380	329,017	330,662	332,315	333,977
Licenses/Permits/Franchise	1,499,993	1,560,447	1,560,750	1,555,250	1,563,026	1,570,841	1,578,696	1,586,589
Construction Permits	632,904	708,865	791,100	700,600	704,103	707,624	711,162	714,717
Grants	222,593	438,480	19,030	19,030	19,030	19,030	19,030	19,030
State Revenues	754,992	823,518	877,096	853,506	857,774	862,062	866,373	870,705
Intergov't Service Charges	174,325	208,638	176,280	176,280	177,161	178,047	178,937	179,832
Interfund Service Charges	2,216,145	2,293,193	2,044,540	2,206,600	2,217,633	2,228,721	2,239,865	2,251,064
Charges for Goods & Services	2,760,347	2,901,955	2,860,779	2,755,370	2,769,147	2,782,993	2,796,908	2,810,892
Fines & Forfeitures	535,078	522,051	436,923	431,735	434,973	438,235	441,522	444,833
Miscellaneous Revenues	545,373	470,460	592,760	618,250	636,798	655,901	675,578	695,846
Other Financing Sources	-	549,095	-	-	-	-	-	-
Transfers	822,175	777,730	42,750	802,750	42,750	42,750	42,750	42,750
Total Revenues	38,878,463	40,658,226	38,776,398	39,740,551	39,387,341	39,799,443	40,216,937	40,639,906
Revenue Growth / (Decline)	-2.5%	4.6%	-4.6%	2.5%	-0.9%	1.0%	1.0%	1.1%
Expenditures								
Labor	13,591,995	14,287,162	15,209,845	16,213,837	16,529,444	16,860,033	17,197,233	17,541,178
Benefits	4,908,547	5,268,420	5,597,910	6,252,629	6,547,010	6,857,993	7,183,748	7,524,976
Supplies	504,068	517,549	416,982	416,740	415,909	417,989	420,079	422,179
Services	5,274,042	5,916,437	7,331,914	7,986,730	6,762,253	6,829,876	6,898,174	6,967,156
Intergovernmental	9,003,586	9,254,993	10,012,350	9,870,230	10,053,288	10,153,820	10,255,359	10,357,912
Capital	92,202	56,662	117,737	188,721	20,000	20,000	20,000	20,000
Debt Service	273,267	753,257	204,870	198,000	198,000	198,000	198,000	198,000
Transfers	3,149,315	3,429,141	1,065,200	1,969,370	908,200	908,200	908,200	908,200
Total Expenses	36,797,022	39,483,619	39,956,808	43,096,257	41,434,104	42,245,910	43,080,793	43,939,601
Expense Growth / (Decline)	-5.2%	7.3%	1.2%	7.9%	-3.9%	2.0%	2.0%	2.0%
Change in Ending Fund Balance	2,081,441	1,174,607	(1,180,410)	(3,355,706)	(2,046,762)	(2,446,468)	(2,863,856)	(3,299,695)
Anticipated Under-Expenditure	-	-	(867,303)	(1,292,888)	(1,243,023)	(1,267,377)	(1,292,424)	(1,318,188)
Ending Fund Balance	14,997,979	16,172,586	15,859,479	13,796,661	12,992,922	11,813,832	10,242,400	8,260,892

**STRATEGIC OUTLOOK
CITY OF EDMONDS
GENERAL FUND FUND BALANCE
2015 - 2022 ANALYSIS**

	2015	2016	2017	2018	2019	2020	2021	2022
	Actual	Actual	Projection	Outlook	Outlook	Outlook	Outlook	Outlook
General, Risk & Contingency Funds								
General Operations (001)	9,359,437	9,841,719	9,547,802	6,641,054	5,768,485	4,520,174	2,879,122	827,588
Risk Management (011)	961,512	963,026	881,316	900,496	920,060	940,014	960,368	981,129
General Operations Contingency (012)	4,677,030	5,367,841	5,430,361	6,255,111	6,304,377	6,353,643	6,402,909	6,452,175
	14,997,979	16,172,586	15,859,479	13,796,661	12,992,922	11,813,832	10,242,400	8,260,893
Other General Fund Fund Balances								
LEOFF Medical Insurance Fund (009)	519,409	518,569	651,630	643,010	618,010	593,010	568,010	543,010
Multimodal Transportation Fund (013)	56,487	56,857	-	-	-	-	-	-
Historic Preservation Fund (014)	2,589	2,229	7,410	7,180	7,000	7,000	7,000	7,000
Building Maintenance Fund (016)	118,085	286,035	-	-	-	-	-	-
	696,570	863,690	659,040	650,190	625,010	600,010	575,010	550,010
Total General Fund Fund Balances	15,694,549	17,036,276	16,518,519	14,446,851	13,617,932	12,413,842	10,817,410	8,810,903
<i>Fund Balance as a % of General, Risk & Contingency Fund Revenues</i>	40.37%	41.90%	42.60%	36.35%	34.57%	31.19%	26.90%	21.68%

Employee Count by Department

Department	2016 Actuals	2017 Actuals	2018 Budget
City Council	1.0	1.0	1.0
Mayor/City Clerk	7.0	7.0	7.0
Human Resources	2.5	3.0	3.0
Court	7.0	7.0	7.0
Finance	8.0	8.0	9.0
Information Services	4.0	4.0	4.0
Police	65.0	67.5	68.8
Economic Dev & Community Services	2.0	2.0	2.0
Development Services	17.0	18.0	18.0
Parks, Recreation, and Cultural Services	24.1	25.1	25.1
Public Works Admin/Facilities	14.6	14.6	14.6
Engineering	15.0	15.0	17.0
Streets/Storm	16.0	16.0	16.0
Water/Sewer/Treatment Plant	33.4	33.4	33.4
Equipment Rental	3.0	3.0	3.0
Total City Employee Count	219.6	224.6	228.9

Property Tax New Construction

Year	Total Assessed Value (AV)	New Construction Assessment	Regular Property Tax Revenue from New Construction	% New Construction to AV
2018 *	\$ 9,118,234,897	\$ 38,266,907	\$ 47,819	0.4%
2017	8,177,283,180	39,277,000	53,646	0.5%
2016	7,369,027,390	43,500,982	64,017	0.6%
2015	6,775,485,646	26,567,300	42,748	0.4%
2014	6,102,411,700	20,626,738	36,334	0.3%

* Amounts shown for the 2018 year are estimates.

2018 REVENUE SUMMARY - ALL FUNDS

Fund			2016 Actuals	2017 Budget	2017 Estimate	2018 Budget	Change 18-17 Estimate	Change 18-17 Estimate
GENERAL FUND	001	General Fund	\$ 39,965,902	\$ 37,886,876	\$ 38,695,588	\$ 38,783,555	\$ 87,967	0.23%
	009	LEOFF Medical Insurance Reserve Subfund	276,136	278,630	285,160	285,650	490	0.17%
	011	Risk Management Reserve Subfund	1,513	6,800	18,290	19,180	890	4.87%
	012	Contingency Reserve Subfund	690,811	44,650	62,520	64,750	2,230	3.57%
	013	Multimodal Transportation	373	-	-	-	-	N/A
	014	Historic Preservation Gift Fund	5,057	5,030	5,160	5,170	10	0.19%
	016	Building Maintenance Subfund	2,193,862	552,000	452,050	-	(452,050)	-100.00%
	Total General Fund			43,133,655	38,773,986	39,518,768	39,158,305	(360,463)
SPECIAL REVENUE FUNDS	104	Drug Enforcement Fund	27,195	130,000	130,530	130,560	30	0.02%
	111	Street Fund	2,034,321	1,851,750	1,863,220	1,784,270	(78,950)	-4.24%
	112	Street Construction Fund	2,706,921	7,386,277	6,223,543	2,942,656	(3,280,887)	-52.72%
	117	Municipal Arts Acquisition Fund	93,852	140,200	89,140	146,200	57,060	64.01%
	118	Memorial Tree Fund	182	110	380	400	20	5.26%
	120	Hotel/Motel Tax Fund	88,273	91,200	91,630	87,960	(3,670)	-4.01%
	121	Employee Parking Permit Fund	26,039	24,600	25,560	25,640	80	0.31%
	122	Youth Scholarship Fund	1,048	1,800	730	850	120	16.44%
	123	Tourism Promotional Arts Fund	29,799	30,450	35,940	30,520	(5,420)	-15.08%
	125	REET 2	1,299,329	1,311,900	1,474,720	1,446,880	(27,840)	-1.89%
	126	REET 1	1,549,293	1,314,400	1,476,070	1,448,300	(27,770)	-1.88%
	127	Gifts Catalog Fund	36,054	50,390	36,080	53,810	17,730	49.14%
	129	Special Projects Fund	389	1,220	810	-	(810)	-100.00%
	130	Cemetery Maintenance/Imp. Fund	173,544	177,820	249,890	180,170	(69,720)	-27.90%
	136	Parks Trust Fund	1,544	1,070	3,010	3,150	140	4.65%
	137	Cemetery Maintenance Fund	17,443	22,880	40,348	33,360	(6,988)	-17.32%
	138	Sister City Commission Fund	8,300	10,010	10,160	10,170	10	0.10%
139	Transportation Benefit District Fund	601,316	-	-	-	-	N/A	
Total Special Revenue Funds			8,694,844	12,546,077	11,751,761	8,324,896	(3,426,865)	-29.16%
DEBT SERVICE FUNDS	211	LID Control Fund	18,208	14,400	12,400	14,400	2,000	16.13%
	231	2012 LTGO Debt Service Fund	676,867	695,830	695,830	708,700	12,870	1.85%
	232	2014 Debt Service Fund	936,429	-	-	-	-	N/A
	Total Debt Service Funds			1,631,503	710,230	708,230	723,100	14,870
CAPITAL PROJECT FUNDS	332	Parks Capital Construction Fund	2,316,868	2,656,940	1,087,300	1,494,534	407,234	37.45%
ENTERPRISE FUNDS	421	Water Utility Fund	8,610,177	8,469,570	8,926,950	9,660,690	733,740	8.22%
	422	Storm Utility Fund	4,059,309	4,789,173	4,275,107	5,317,996	1,042,889	24.39%
	423	Sewer/WWTP Utility Fund	10,238,606	12,712,567	12,841,969	11,566,980	(1,274,989)	-9.93%
	424	Utility Debt Service Fund	-	1,988,720	1,988,750	1,991,530	2,780	0.14%
	Total Enterprise Funds			22,908,092	27,960,030	28,032,776	28,537,196	504,420
INTERNAL SERVICE FUNDS	511	Equipment Rental Fund	1,674,568	1,628,910	1,759,940	1,624,640	(135,300)	-7.69%
	512	Technology Rental Fund	-	956,490	947,190	1,268,390	321,200	25.32%
FIDUCIARY FUNDS	617	Firemen's Pension Fund	66,300	66,000	69,440	69,690	250	0.36%
	TOTAL BUDGET			\$ 80,425,830	\$ 85,298,663	\$ 83,875,405	\$ 81,200,751	\$ (2,674,654)

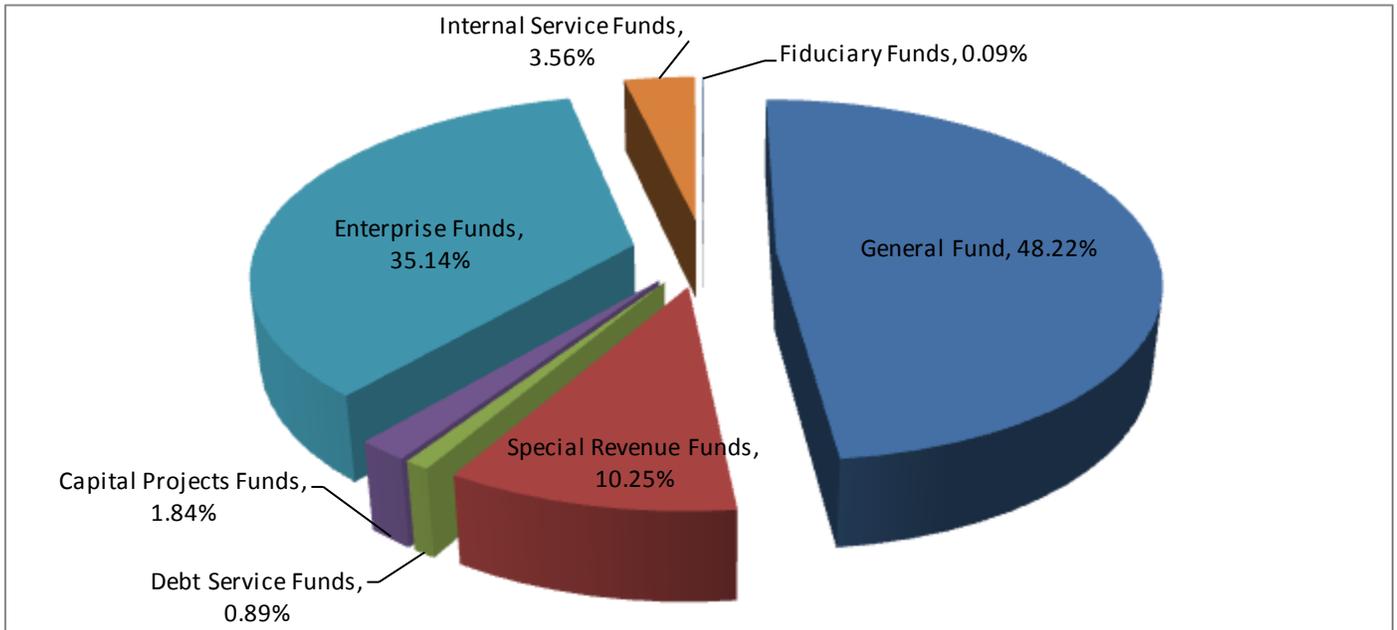
2018 EXPENDITURE SUMMARY - ALL FUNDS

Fund		2016 Actuals	2017 Budget	2017 Estimate	2018 Budget	Change 18-17 Estimate	Change 18-17 Estimate
GENERAL FUND	001 General Fund	\$ 39,483,620	\$ 40,596,240	\$ 39,856,808	\$ 43,086,131	\$ 3,229,323	8.10%
	009 LEOFF Medical Insurance Reserve Subfund	255,291	450,067	173,780	294,270	120,490	69.33%
	011 Risk Management Reserve Subfund	-	100,000	100,000	-	(100,000)	-100.00%
	012 Contingency Reserve Fund	-	-	-	49,584	49,584	N/A
	013 Multimodal Transportation Fund	56,860	-	-	-	-	N/A
	014 Historic Preservation Gift Fund	-	5,400	5,400	5,400	-	0.00%
	016 Building Maintenance Subfund	2,213,511	620,500	550,490	-	(550,490)	-100.00%
	Total General Fund	42,009,282	41,772,207	40,686,478	43,435,385	2,748,907	6.76%
SPECIAL REVENUE FUNDS	104 Drug Enforcement Fund	61,296	76,030	53,700	103,252	49,552	92.28%
	111 Street Fund	1,758,339	2,002,810	1,902,370	1,856,507	(45,863)	-2.41%
	112 Street Construction Fund	2,624,301	7,265,677	5,365,988	2,823,041	(2,542,947)	-47.39%
	117 Municipal Arts Acquisition Fund	69,244	181,880	79,880	182,480	102,600	128.44%
	120 Hotel/Motel Tax Fund	147,691	104,100	104,100	90,550	(13,550)	-13.02%
	121 Employee Parking Permit Fund	26,816	26,880	26,880	26,880	-	0.00%
	122 Youth Scholarship Fund	1,585	2,000	750	1,000	250	33.33%
	123 Tourism Promotional Arts Fund	29,996	61,700	61,700	29,700	(32,000)	-51.86%
	125 REET 2	668,915	3,106,566	2,171,490	2,432,040	260,550	12.00%
	126 REET 1	1,810,814	2,650,058	2,198,430	1,734,535	(463,895)	-21.10%
	127 Gifts Catalog Fund	38,434	51,220	38,400	45,900	7,500	19.53%
	129 Special Projects Fund	-	40,000	39,590	-	(39,590)	-100.00%
	130 Cemetery Maintenance/Imp. Fund	168,461	234,520	182,800	197,514	14,714	8.05%
	138 Sister City Commission Fund	5,669	10,500	10,500	10,500	-	0.00%
	139 Transportation Benefit District Fund	601,316	-	-	-	-	N/A
Total Special Revenue Funds	8,012,876	15,813,941	12,236,578	9,533,899	(2,702,679)	-22.09%	
DEBT SERVICE FUNDS	211 LID Control Fund	7,600	16,450	16,450	16,450	-	0.00%
	213 LID Guaranty Fund	105,135	-	-	-	-	N/A
	231 2012 LTGO Debt Service Fund	676,867	695,830	695,830	708,700	12,870	1.85%
	232 2014 Debt Service Fund	936,429	-	-	-	-	N/A
	Total Debt Service Funds	1,726,031	712,280	712,280	725,150	12,870	1.81%
CAPITAL PROJECT FUNDS	332 Parks Capital Construction Fund	2,029,137	2,719,363	384,070	1,982,160	1,598,090	416.09%
ENTERPRISE FUNDS	421 Water Utility Fund	7,230,069	13,173,652	11,279,251	12,270,201	990,950	8.79%
	422 Storm Utility Fund	3,402,634	8,296,711	5,175,368	6,562,877	1,387,509	26.81%
	423 Sewer/WWTP Utility Fund	10,200,977	17,449,376	16,118,223	13,066,764	(3,051,459)	-18.93%
	424 Utility Debt Service Fund	-	1,989,720	1,989,720	1,991,520	1,800	0.09%
Total Enterprise Funds	20,833,680	40,909,459	34,562,562	33,891,362	(671,200)	-1.94%	
INTERNAL SERVICE FUNDS	511 Equipment Rental Fund	1,013,436	2,034,173	1,834,640	1,662,265	(172,375)	-9.40%
	512 Technology Rental Fund	-	925,130	889,890	1,191,113	301,223	25.29%
FIDUCIARY FUNDS	617 Firemen's Pension Fund	44,705	72,070	71,260	75,218	3,958	5.55%
TOTAL BUDGET		\$ 75,669,147	\$ 104,958,623	\$ 91,377,758	\$ 92,496,552	\$ 1,118,794	1.22%

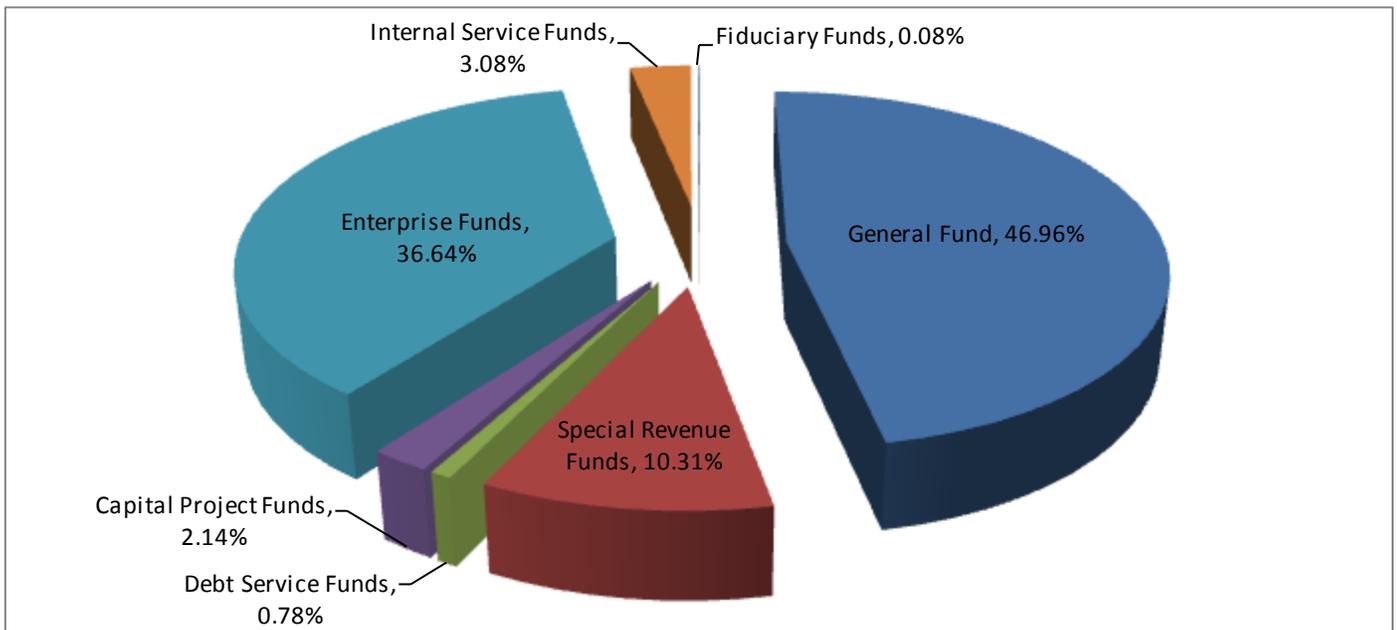
2018 BUDGET SUMMARY - ALL FUNDS

			Beginning	2018	2018	Ending
		Fund	Fund Balance	Revenue	Expenditures	Fund Balance
GENERAL FUND	001	General Fund	\$ 8,680,499	\$ 38,783,555	\$ 43,086,131	\$ 4,377,923
	009	LEOFF Medical Insurance Reserve Subfund	651,634	285,650	294,270	643,014
	011	Risk Management Reserve Subfund	881,316	19,180	-	900,496
	012	Contingency Reserve Subfund	5,430,361	64,750	49,584	5,445,527
	014	Historic Preservation Gift Fund	7,407	5,170	5,400	7,177
			Total General Fund	15,651,216	39,158,305	43,435,385
SPECIAL REVENUE FUNDS	104	Drug Enforcement Fund	111,462	130,560	103,252	138,770
	111	Street Fund	751,278	1,784,270	1,856,507	679,041
	112	Street Construction Fund	949,514	2,942,656	2,823,041	1,069,129
	117	Municipal Arts Acquisition Fund	502,340	146,200	182,480	466,060
	118	Memorial Tree Fund	18,481	400	-	18,881
	120	Hotel/Motel Tax Fund	81,998	87,960	90,550	79,408
	121	Employee Parking Permit Fund	62,384	25,640	26,880	61,144
	122	Youth Scholarship Fund	14,911	850	1,000	14,761
	123	Tourism Promotional Arts Fund	58,611	30,520	29,700	59,431
	125	REET 2	1,563,179	1,446,880	2,432,040	578,019
	126	REET 1	1,255,125	1,448,300	1,734,535	968,890
	127	Gifts Catalog Fund	261,224	53,810	45,900	269,134
	130	Cemetery Maintenance/Imp. Fund	209,429	180,170	197,514	192,085
	136	Parks Trust Fund	156,803	3,150	-	159,953
	137	Cemetery Maintenance Fund	941,521	33,360	-	974,881
138	Sister City Commission Fund	6,075	10,170	10,500	5,745	
		Total Special Revenue Funds	6,944,333	8,324,896	9,533,899	5,735,330
DEBT SERVICE FUNDS	211	LID Control Fund	16,212	14,400	16,450	14,162
	231	2012 LTGO Debt Service Fund	-	708,700	708,700	-
			Total Debt Service Funds	16,212	723,100	725,150
CAPITAL PROJECT FUNDS						
	332	Parks Capital Construction Fund	1,888,376	1,494,534	1,982,160	1,400,750
ENTERPRISE FUNDS	421	Water Utility Fund	15,517,338	9,660,690	12,270,201	12,907,827
	422	Storm Utility Fund	9,346,312	5,317,996	6,562,877	8,101,431
	423	Sewer/WWTP Utility Fund	39,419,141	11,566,980	13,066,764	37,919,357
	424	Utility Debt Service Fund	842,990	1,991,530	1,991,520	843,000
			Total Enterprise Funds	65,125,781	28,537,196	33,891,362
INTERNAL SERVICE FUNDS						
	511	Equipment Rental Fund	8,236,931	1,624,640	1,662,265	8,199,306
	512	Technology Rental Fund	57,300	1,268,390	1,191,113	134,577
FIDUCIARY FUNDS						
	617	Firemen's Pension Fund	222,876	69,690	75,218	217,348
TOTAL BUDGET			\$ 98,143,025	\$ 81,200,751	\$ 92,496,552	\$ 86,847,224

Budgeted Revenues by Fund (All Funds) – 2018



Budgeted Expenditures by Fund (All Funds) – 2018



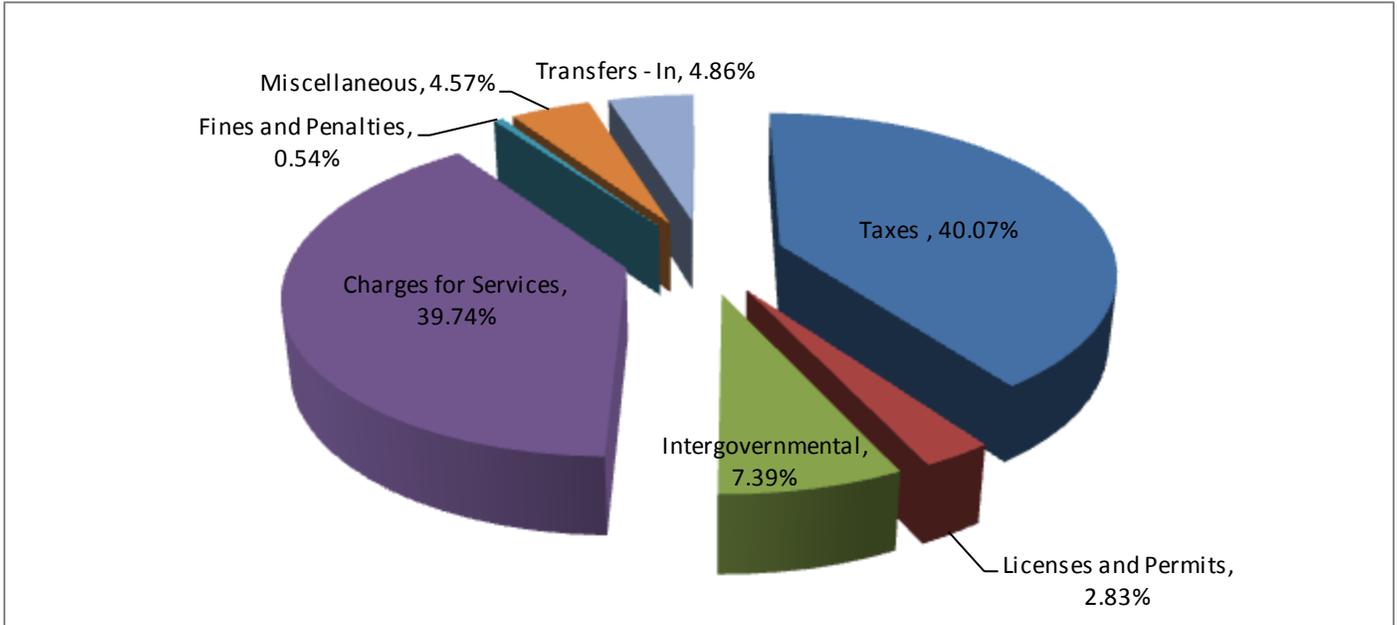
CHANGE IN ENDING FUND BALANCE - ALL FUNDS

Fund		Est. 2017 Ending Fund Balance	Net 2018 Surplus/(Deficit)	2018 Ending Fund Balance	Change in Fund Bal. 18-17	
GENERAL FUND	001	General Fund	\$ 8,680,499	\$ (4,302,576)	\$ 4,377,923	-49.57%
	009	LEOFF Medical Insurance Reserve Subfund	651,634	(8,620)	643,014	-1.32%
	011	Risk Management Reserve Subfund	881,316	19,180	900,496	2.18%
	012	Contingency Reserve Subfund	5,430,361	15,166	5,445,527	0.28%
	014	Historic Preservation Gift Fund	7,407	(230)	7,177	-3.11%
		Total General Fund		15,651,216	(4,277,080)	11,374,136
SPECIAL REVENUE FUNDS	104	Drug Enforcement Fund	111,462	27,308	138,770	24.50%
	111	Street Fund	751,278	(72,237)	679,041	-9.62%
	112	Street Construction Fund	949,514	119,615	1,069,129	12.60%
	117	Municipal Arts Acquisition Fund	502,340	(36,280)	466,060	-7.22%
	118	Memorial Tree Fund	18,481	400	18,881	2.16%
	120	Hotel/Motel Tax Fund	81,998	(2,590)	79,408	-3.16%
	121	Employee Parking Permit Fund	62,384	(1,240)	61,144	-1.99%
	122	Youth Scholarship Fund	14,911	(150)	14,761	-1.01%
	123	Tourism Promotional Arts Fund	58,611	820	59,431	1.40%
	125	REET 2	1,563,179	(985,160)	578,019	-63.02%
	126	REET 1	1,255,125	(286,235)	968,890	-22.81%
	127	Gifts Catalog Fund	261,224	7,910	269,134	3.03%
	130	Cemetery Maintenance/Imp. Fund	209,429	(17,344)	192,085	-8.28%
	136	Parks Trust Fund	156,803	3,150	159,953	2.01%
	137	Cemetery Maintenance Fund	941,521	33,360	974,881	3.54%
138	Sister City Commission Fund	6,075	(330)	5,745	-5.43%	
	Total Special Revenue Funds		6,944,333	(1,209,003)	5,735,330	-17.41%
DEBT SERVICE FUNDS	211	LID Control Fund	16,212	(2,050)	14,162	-12.64%
		Total Debt Service Funds		16,212	(2,050)	14,162
CAPITAL PROJECT FUNDS						
	332	Parks Capital Construction Fund	1,888,376	(487,626)	1,400,750	-25.82%
ENTERPRISE FUNDS	421	Water Utility Fund	15,517,338	(2,609,511)	12,907,827	-16.82%
	422	Storm Utility Fund	9,346,312	(1,244,881)	8,101,431	-13.32%
	423	Sewer/WWTP Utility Fund	39,419,141	(1,499,784)	37,919,357	-3.80%
	424	Utility Debt Service Fund	842,990	10	843,000	0.00%
		Total Enterprise Funds		65,125,781	(5,354,166)	59,771,615
INTERNAL SERVICE FUNDS						
	511	Equipment Rental Fund	8,236,931	(37,625)	8,199,306	-0.46%
	512	Technology Rental Fund	57,300	77,277	134,577	-57.42%
FIDUCIARY FUNDS						
	617	Firemen's Pension Fund	222,876	(5,528)	217,348	-2.48%
TOTAL BUDGET			\$ 98,143,025	\$ (11,295,801)	\$ 86,847,224	-11.51%

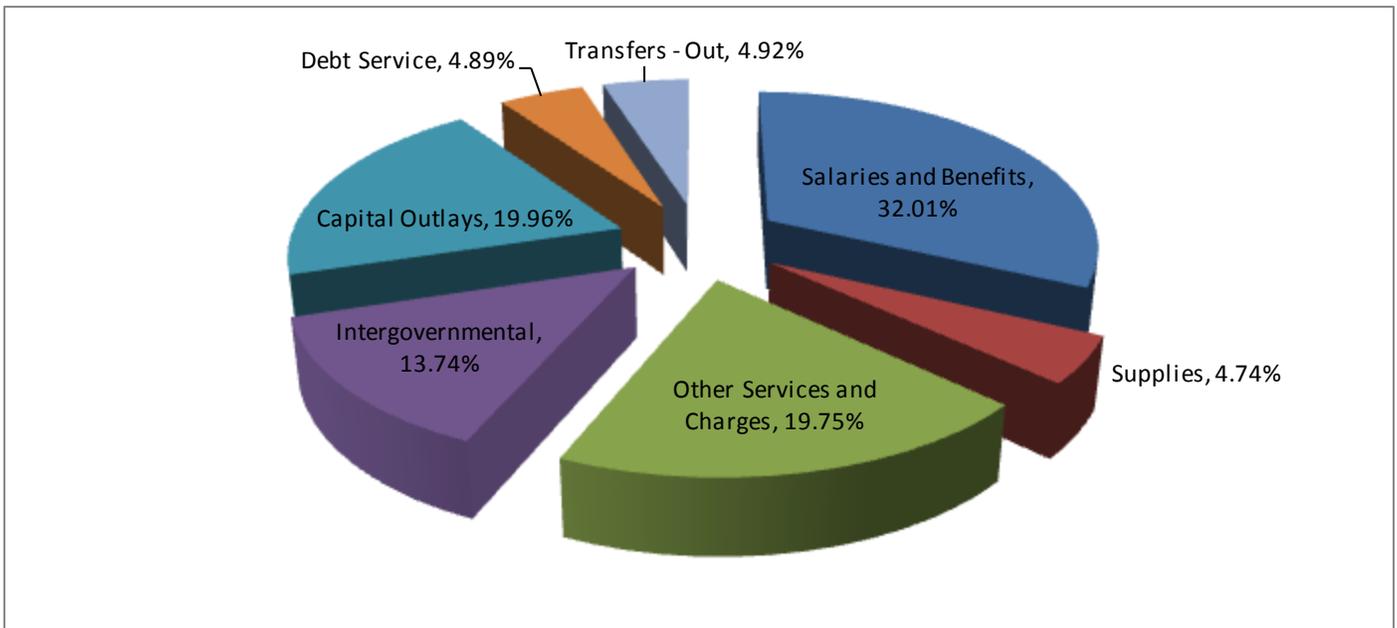
REVENUE SUMMARY - ALL FUNDS

	2015	2016	2017	2018
	Actual	Actual	Estimate	Budget
Beginning Cash Balance	\$ 48,058,693	\$ 63,767,696	\$ 63,058,442	\$ 55,556,089
Remaining Fund Balance	50,732,361	37,121,000	42,586,934	42,586,936
Total Beginning Fund Balance	98,791,054	100,888,696	105,645,376	98,143,025
REVENUES				
Property Taxes	14,299,299	14,621,747	14,173,550	14,397,900
Sales and Use Taxes	7,567,383	7,814,209	8,176,250	8,127,140
Utility Taxes	6,699,231	6,817,251	6,881,040	6,947,540
Excise Taxes	942,928	1,026,652	262,300	263,600
Other Taxes	2,743,379	2,588,123	2,860,000	2,800,000
Taxes Total	32,252,221	32,867,982	32,353,140	32,536,180
Business Licenses and Permits	1,415,396	1,469,758	1,481,750	1,476,250
Building Permits and Fees	754,455	844,145	912,100	820,600
Licenses & Permits Total	2,169,852	2,313,903	2,393,850	2,296,850
Intergovernmental Total	8,769,947	7,631,403	8,553,069	5,999,113
General Government	376,132	426,355	1,341,365	1,571,310
Public Safety	1,035,366	1,112,273	1,071,980	1,055,540
Utilities	19,015,330	20,616,417	22,521,166	24,202,405
Transportation	748,697	633,672	692,400	694,500
Natural and Economic Environment	827,537	1,204,614	1,384,550	1,057,464
Social Services	9,493	11,119	11,460	11,460
Culture and Recreation	956,746	963,934	892,619	976,650
Interfund Services	2,230,842	2,338,311	2,828,400	2,703,570
Charges for Services Total	25,200,143	27,306,696	30,743,940	32,272,899
Fines and Penalties Total	535,834	522,803	441,023	435,835
Investment Earnings	358,661	143,026	620,000	652,110
Rents and Concessions	1,930,174	1,944,035	1,352,880	1,360,850
Contributions/Donations	226,519	366,628	61,250	110,950
Special Assessments	24,609	16,962	12,000	12,000
Other Misc Revenue	638,843	834,190	541,164	559,850
Capital Contributions	1,618,917	2,378,271	2,152,029	1,017,116
Sale of Capital Assets	(82,967)	(517,496)	67,550	-
Miscellaneous Total	4,714,757	5,165,615	4,806,873	3,712,876
Transfers In	3,357,683	3,778,903	4,583,510	3,946,998
Other Financing	-	838,526	-	-
Total Revenues & Transfers	77,000,436	80,425,830	83,875,405	81,200,751
Total Resources Available	125,059,129	144,193,526	146,933,847	136,756,840
Estimated Remaining Fund Balance	50,732,361	37,121,000	42,586,934	42,586,936
Total Fund Balance	\$ 175,791,490	\$ 181,314,526	\$ 189,520,781	\$ 179,343,776

Percentage Revenue Budget by Type (All Funds) – 2018



Percentage Expenditure Budget by Type (All Funds) – 2018



EXPENDITURE SUMMARY - ALL FUNDS

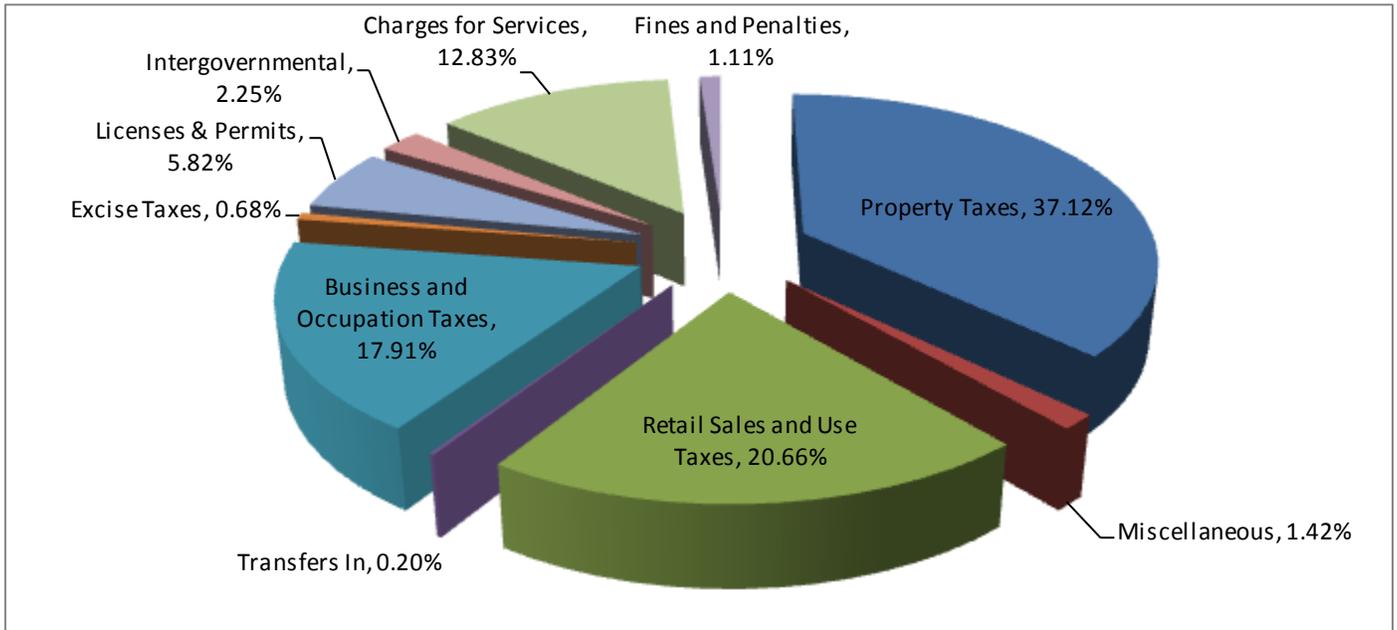
	2015 Actual	2016 Actual	2017 Estimate	2018 Budget
EXPENDITURE				
Salaries	\$ 17,455,153	\$ 18,346,351	\$ 19,611,305	\$ 20,857,114
Benefits	6,978,474	7,304,355	7,826,480	8,751,889
Total Salaries and Benefits	24,433,626	25,650,706	27,437,785	29,609,003
Total Supplies	3,238,312	3,325,008	3,920,232	4,384,430
Professional Services	6,819,416	7,613,325	7,490,605	7,375,212
Communication	270,622	273,304	344,890	312,695
Travel	43,181	48,668	73,370	73,410
Excise Taxes	593,275	674,690	662,200	661,500
Rental/Lease	1,645,601	1,684,609	2,636,045	2,912,310
Insurance	793,866	891,548	995,910	1,003,630
Utilities	1,953,961	1,972,569	2,011,130	2,012,130
Repairs & Maintenance	1,024,276	2,905,376	1,762,596	3,064,003
Miscellaneous	1,155,635	598,007	863,020	849,885
Total Other Services and Charges	14,299,833	16,662,096	16,839,766	18,264,775
Total Intergovernmental Services	12,031,124	12,429,246	12,701,960	12,709,112
Total Capital Outlays	7,365,513	5,841,534	21,349,265	18,462,004
Total Debt Service	3,561,325	4,115,849	4,545,240	4,520,230
EXPENDITURE TOTAL	64,929,734	68,024,439	86,794,248	87,949,554
Transfers Out	3,357,683	3,778,903	4,583,510	4,546,998
Prior Period Corrections	2,858,780	-	-	-
Depreciation Expense	3,756,595	3,865,805	-	-
TOTAL EXPENDITURES & TRANSFERS	74,902,793	75,669,147	91,377,758	92,496,552
Ending Cash Balance	63,767,696	63,058,442	55,556,089	44,260,288
Estimated Remaining Fund Balance	37,121,000	42,586,934	42,586,934	42,586,936
Ending Fund Balance	100,888,696	105,645,376	98,143,023	86,847,224
Total All Uses with Fund Balance	\$ 175,791,489	181,314,523	\$ 189,520,781	\$ 179,343,776

2018 General Fund Revenue

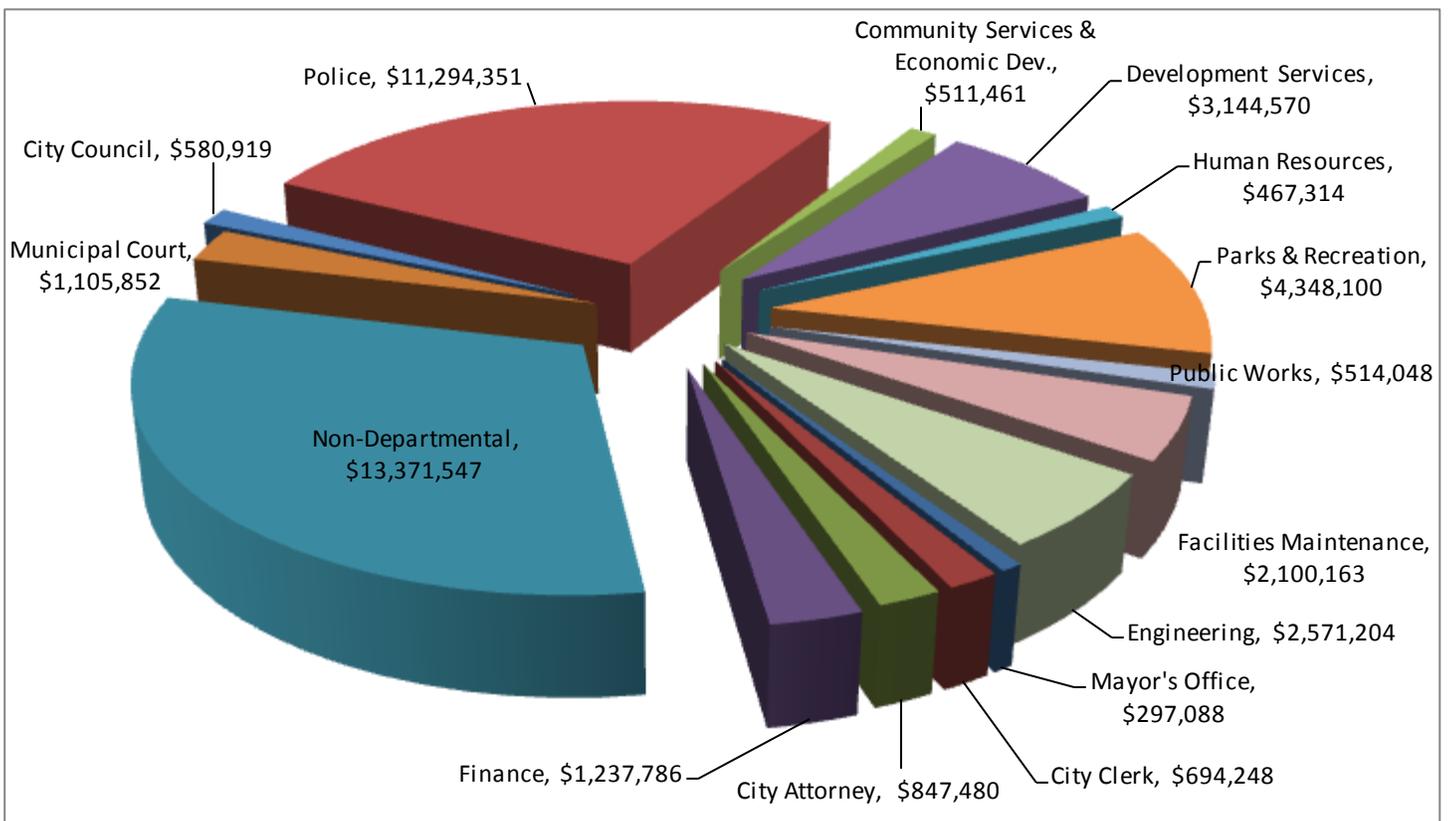
General Fund revenue for 2018, excluding fund balances, is \$38.8 million; an increase of .23% from the 2017 year-end estimate.

General Fund Revenues	2015 Actual	2016 Actual	2017 Estimate	2018 Budget
General Property Tax	\$ 14,299,299	\$ 14,621,747	\$ 14,173,550	\$ 14,397,900
Retail Sales and Use Taxes	7,460,502	7,698,573	8,057,500	8,012,140
Business and Occupation Taxes	6,699,231	6,817,251	6,881,040	6,947,540
Excise Taxes	255,507	266,223	262,300	263,600
Tax Total	28,714,539	29,403,794	29,374,390	29,621,180
Business Licenses and Permits	1,415,396	1,469,758	1,481,750	1,476,250
Non-Business Licenses and Permits	717,500	799,555	870,100	779,600
Licenses & Permits Total	2,132,897	2,269,313	2,351,850	2,255,850
Intergovernmental Total	977,585	1,261,998	896,126	872,536
General Government	344,016	394,417	519,500	392,900
Public Safety	1,035,366	1,112,273	1,071,980	1,055,540
Utilities	16,380	17,980	-	-
Transportation	2,043	2,274	2,400	2,500
Natural and Economic Environment	615,306	654,568	585,100	539,600
Social Services	9,493	11,119	11,460	11,460
Culture and Recreation	912,067	917,961	846,619	929,650
Interfund Reimbursement-Contract Svcs	2,216,145	2,293,193	2,044,540	2,043,950
Charges for Services Total	5,150,816	5,403,786	5,081,599	4,975,600
Fines and Penalties Total	535,078	522,051	436,923	431,735
Interest and Other Earnings	70,045	(26,712)	162,600	170,470
Rents, Leases & Concessions	386,709	400,332	339,000	355,000
Contributions & Donations	21,410	9,693	9,350	7,850
Other Miscellaneous Revenues	27,295	31,407	17,450	17,450
Disposition of Capital Assets	-	58,451	-	-
Miscellaneous Total	505,459	473,171	528,400	550,770
Proceeds from refunding Long-Term Debt	-	549,095	-	-
Transfers In	822,175	82,695	26,300	75,884
Total Revenues & Transfers	\$ 38,838,549	\$ 39,965,902	\$ 38,695,588	\$ 38,783,555

Percentage General Revenue by Type – 2018



2018 General Fund Expenditures by Department



General Fund Expenditures by Department							
	2014 Actual	2015 Actual	2016 Actual	2017 Estimate	2018 Budget	17-16 % Change	18-17 % Change
City Council	\$ 216,844	\$ 214,501	\$ 243,590	\$ 377,800	\$ 580,919	55.10%	53.76%
Mayor's Office	244,596	251,288	255,933	276,900	297,088	8.19%	7.29%
Human Resources	335,265	368,765	366,117	420,580	467,314	14.88%	11.11%
Municipal Court	797,036	858,078	882,178	977,310	1,105,852	10.78%	13.15%
City Clerk	504,023	572,963	571,620	650,180	694,248	13.74%	6.78%
Finance	774,547	815,123	889,219	1,046,710	1,237,786	17.71%	18.25%
Fiber Optic Project*	44,988	51,502	52,901	-	-	-100.00%	N/A
Information Services *	887,575	758,336	661,309	-	-	-100.00%	N/A
City Attorney	559,428	667,843	726,741	818,780	847,480	12.66%	3.51%
Non-Departmental	17,247,780	12,614,950	14,536,166	12,619,680	13,371,547	-13.18%	5.96%
Police	8,718,900	9,009,589	9,496,074	10,458,410	11,294,351	10.13%	7.99%
Community Services & Economic Dev.	451,113	437,823	511,942	580,640	511,461	13.42%	-11.91%
Development Services	1,888,786	2,176,717	2,386,294	3,039,397	3,144,570	27.37%	3.46%
Parks, Recreation and Cultural Services	3,451,661	3,479,393	3,648,633	4,074,963	4,348,100	11.68%	6.70%
Public Works Administration	343,263	340,637	358,210	478,490	514,048	33.58%	7.43%
Facilities Maintenance	1,449,635	1,446,614	1,472,618	1,621,728	2,100,163	10.13%	29.50%
Engineering	1,654,236	1,861,373	2,424,076	2,415,240	2,571,204	-0.36%	6.46%
Total Expenditures	\$ 39,569,676	\$ 35,925,493	\$ 39,483,620	\$ 39,856,808	\$ 43,086,131	0.95%	8.10%

*Fiber Object Project and Information Services expenditures moved to the Technology Rental Fund (512)

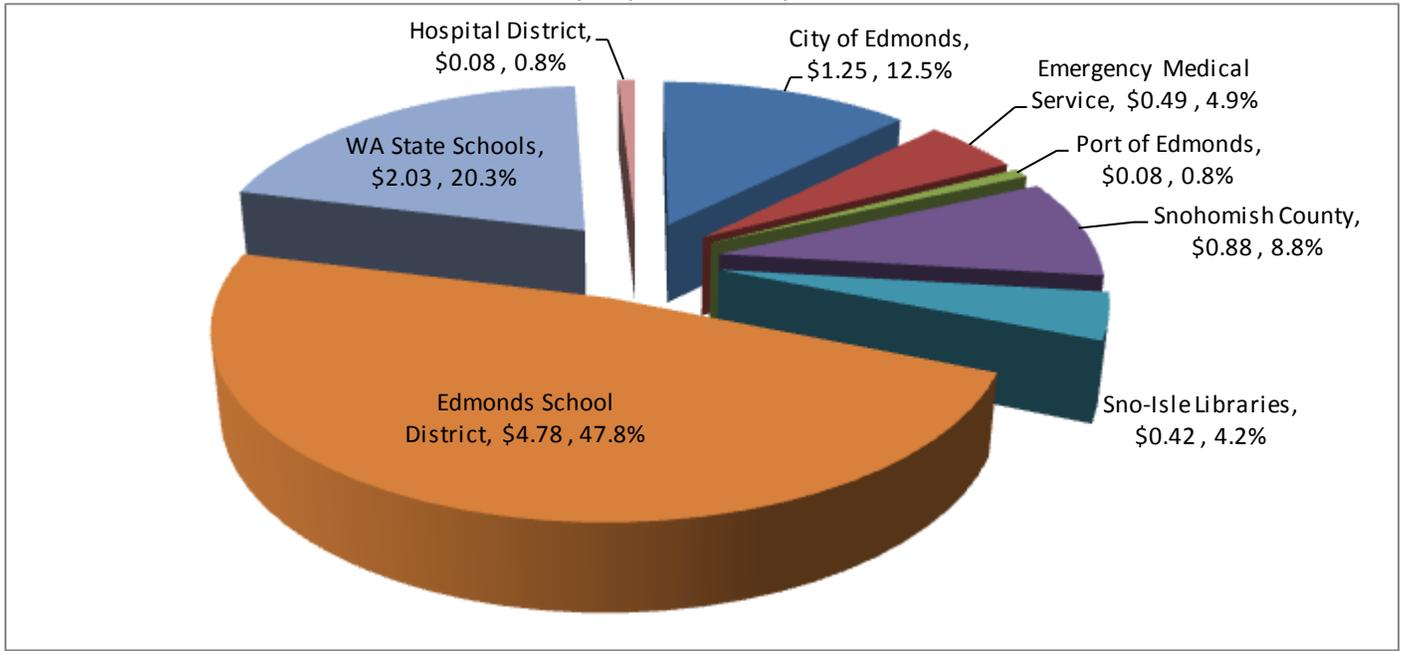
Significant General Fund Changes include:

- 1) Adding a senior accountant
- 2) Replacing Phone System
- 3) Transfer \$760,000 to Contingency Reserve Fund
- 4) Transfer \$300,000 for 2018 Pavement Preservation Program
- 5) Adding an Associate Engineer
- 6) Adding an Engineering Technician
- 7) Adding an additional \$440,000 towards maintenance of city buildings

PROPERTY TAX

Property taxes are the City’s largest revenue source at \$14.4 million in 2018, or 37% of the total revenue supporting the General Fund. These taxes pay for the City’s general operations such as services provided by the Police, Public Works Department and Parks. Including the EMS levy and voted bond levy, the City receives 17.3% of property taxes paid by Edmonds property owners.

2017 Property Tax Rates by Jurisdiction



The City of Edmonds receives a relatively small percentage of a property owner’s tax bill (12.5% for the regular tax levy). In comparison, the Edmonds School District and WA State Schools taken together account for 68.1% of the property tax bill.

2017 Property Tax Rate per \$1,000 of Assessed Value		
Government Agency	Tax Rate	% of Total
City of Edmonds	\$ 1.25	12.5%
Emergency Medical Service	0.49	4.9%
Total, City of Edmonds	1.74	17.3%
Port of Edmonds	0.08	0.8%
Snohomish County	0.88	8.8%
Sno-Isle Libraries	0.42	4.2%
Edmonds School District	4.78	47.8%
WA State Schools	2.03	20.3%
Hospital District	0.08	0.8%
Total	\$ 10.01	100.0%

DECISION PACKAGES

Pkg #	Department	Description	One-Time Y/N	2018 Cost	2019 Ongoing Cost	2018 Revenue
	General Fund 001					
1	Council	Technology Services Rate Changes	Y	6,994		
1	Mayor	Technology Services Rate Changes	Y	10,351		
1	Human Resources	Technology Services Rate Changes	Y	5,735		
1	City Clerk	Technology Services Rate Changes	Y	13,495		
2	City Clerk	Public Records Request Software - Police	N	6,100	6,100	
3	City Attorney	Annual City Attorney Contractual Increase	Y	20,250		
4	City Attorney	Annual Prosecutor Contractual Increase	Y	8,450		
1	Court	Technology Services Rate Changes	Y	31,624		
5	Court	Court Operating Cost Increase	N	10,625	10,625	
6	Court	Paperless Court	Y	73,634		
7	Court	Court Operating Cost Increase	N	15,000	15,000	
1	Finance	Technology Services Rate Changes	Y	17,806		
8	Finance	Senior Accountant	N	132,030	138,632	105,050
1	Non-Departmental	Technology Services Rate Changes	Y	(173)		
9	Non-Departmental	Annual Debt Adjustment	Y	(5,700)		
10	Non-Departmental	Non-Departmental Baseline Adjustment	Y	(76,210)		
66	Non-Departmental	2018 Pavement Preservation Program	Y	300,000		
1	Police	Technology Services Rate Changes	Y	206,678		
11	Police	Records Area Remodel	Y	57,900		
12	Police	Police Operating Cost Increase	Y	21,940		
13	Police	Equipment Rental Rate Changes	Y	(64,430)		
1	Community Services	Technology Services Rate Changes	Y	2,791		
14	Community Services	Federal Lobbyist	Y	72,000		
15	Community Services	Diversity Commission Consultant	N	6,000	6,000	
16	Community Services	Diversity Commission Programming Expenses	N	5,500	5,500	
	Community Services	State lobbyist change of BARS #		-		
1	Development Services	Technology Services Rate Changes	Y	17,199		
13	Development Services	Equipment Rental Rate Changes	Y	(7,820)		
17	Development Services	Digitization and Archiving	Y	48,000		
18	Development Services	Senior Plans Examiner	N	3,869	4,062	
19	Development Services	Professional Services	Y	10,000		
20	Development Services	Merchant Fee Compensation	N	15,000	15,000	
1	Parks and Recreation	Technology Services Rate Changes	Y	4,918		
13	Parks and Recreation	Equipment Rental Rate Changes	Y	(24,100)		
21	Parks and Recreation	EarthCorps Puget Sound Stewards	N	5,000	5,000	
22	Parks and Recreation	Security Cameras at Frances Anderson Center	Y	25,000		
23	Parks and Recreation	Re-allocation of Fitness Instructor Funding	Y	13,920		
24	Parks and Recreation	Honda 7000 Watt Generator	Y	4,500		
25	Parks and Recreation	Powder Coat 12 Memorial Benches	Y	8,000		
26	Parks and Recreation	Park Maintenance Rentals for Honey Buckets	N	15,000	15,000	
27	Parks and Recreation	City Park Maintenance Storage Building	Y	60,000		
1	Public Works	Technology Services Rate Changes	Y	47,289		
13	Public Works	Equipment Rental Rate Changes	Y	6,240		
28	Public Works	Capital Renewal	Y	530,000		
29	Public Works	Facilities Professional Services Budget Increase	Y	10,000		
30	Public Works	ORCA Card	Y	5,000		
31	Public Works	Employee Incentive for the Commute Trip Reduction	Y	2,000		
32	Public Works	Associate Engineer	N	120,450	126,473	120,451
33	Public Works	Capital Projects Manager	N	162,650	170,783	162,650
34	Public Works	Engineering Technician II-III	N	108,605	114,035	65,163
		001 Total		2,069,110		453,314

	Drug Enforcement Fund (104)					
35	Police	NARC Sergeant Funding Increase	Y	27,222		
		104 Total		27,222		

	Street Fund (111)					
9		Annual Debt Adjustment	Y	(480)		
13		Equipment Rental Rate Changes	Y	6,130		
122		Street Fund Operations	Y	-		
		111 Total		5,650		

DECISION PACKAGES CONTINUED

Street Construction Fund (112)					
8	Senior Accountant	N	14,550	15,278	
9	Annual Debt Adjustment	Y	(560)		
36	76th Ave/220th St Intersection Improvements	Y	55,000		55,000
66	2018 Pavement Preservation Program	Y	300,000		
37	84th Ave. W Overlay from 220th to 212th	Y	96,000		96,000
38	76th Ave. @ 212th St. SW Intersection Improvements	Y	296,000		296,000
39	Hwy 99 Revitalization / Gateway	Y	440,000		440,000
40	Sunset Ave. Walkway	Y	170,000		140,195
41	236th St SW Walkway	Y	7,000		7,000
42	Bike2Health	Y	6,500		6,500
43	Edmonds St. Flyover	Y	785,000		665,000
44	Citywide Pedestrian Crossing Enhancement	Y	159,655		159,655
45	Dayton 3rd to 9th	Y	27,500		27,500
46	238th Walkway from SR-104 to Hwy 99	Y	300,266		300,266
47	Dayton 3rd to 9th	Y	27,750		
	112 Total		2,684,661		2,193,116
Municipal Arts Acquisition (117)					
48	Fund 117 Changes	Y	600		2,300
	117 Total		600		2,300
Hotel/Motel Tax (120)					
49	Lodging Tax	Y	90,550		3,750
	120 Total		90,550		3,750
Youth Scholarship (122)					
50	Fund 122 2018 Budget Changes	Y	(1,000)		1,200
	122 Total		(1,000)		1,200
Trouism Promotion/Arts (123)					
51	Fund 123 Changes	Y	(5,000)		1,280
	123 Total		(5,000)		1,280
REET 2 (125)					
8	Senior Accountant	N	6,040	6,342	
27	City Park Maintenance Storage Building	Y	150,000		
52	Anderson Center Field/Court/Library Plaza	Y	150,000		
53	Civic Center Complex	Y	500,000		
54	Fishing Pier/Olympic Beach	Y	75,000		
55	Community Garden	Y	145,000		
56	Mathay Ballinger Park	Y	20,000		
57	Seaview Park	Y	25,000		
58	Yost Park/Pool	Y	40,000		
59	Parklet 4th Avenue Cultural Corridor	Y	40,000		
60	Edmonds Marsh Walkway	Y	75,000		
61	Outdoor Fitness Zones	Y	75,000		
62	Hickman Park	Y	50,000		
63	Senior Center / Ebb Tide Walkway	Y	300,000		
64	ADA Curb Ramp Program	Y	50,000		
65	2018 Minor Sidewalk Program	Y	100,000		
66	2018 Pavement Preservation Program	Y	550,000		
	125 Total		2,351,040		

DECISION PACKAGES CONTINUED

	REET 1 (126)					
8		Senior Accountant	N	5,320	5,586	
9		Annual Debt Adjustment	Y	(9,980)		
33		Capital Projects Manager	N	162,650	170,783	
37		84th Ave. W Overlay from 220th to 212th	Y	24,000		
53		Civic Center Complex	Y	210,000		
63		Senior Center / Ebb Tide Walkway	Y	150,000		
66		2018 Pavement Preservation Program	Y	650,000		
67		Conversion to protected-permissive left turn	Y	5,000		
68		2018 Traffic Calming Program	N	20,000	20,000	
69		89th Place West Retaining Wall	Y	125,000		
70		238th St. Walkway (SR104 to SR99)	Y	260,335		
71		Parking and Safety Improvements, Sunset Ave	Y	75,900		
72		2017 Pavement Preservation	Y	5,000		
73		220th St. SW Adaptive System	Y	42,000		
		126 Total		1,725,225		
	Gifts Catalog Fund (127)					
74		Fund 127 2018 Budget Changes	Y	(5,320)		200
		127 Total		(5,320)		200
	Cemetery Fund (130)					
13		Equipment Rental Rate Changes	Y	850		
75		Cemetery Software	Y	10,000		
		130 Total		10,850		
	LTGO Debt Service (231)					
9		Annual Debt Adjustment	Y	12,880		
		231 Total		12,880		
	Parks Capital Construction (332)					
8		Senior Accountant	N	7,160	7,518	
61		Outdoor Fitness Zones	Y	100,000		100,000
63		Senior Center / Ebb Tide Walkway	Y	1,875,000		1,125,000
		332 Total		1,982,160		1,225,000
	Water Utility (421)					
1		Technology Services Rate Changes	Y	(4,683)		
8		Senior Accountant	N	22,110	23,216	
9		Annual Debt Adjustment	Y	(82,570)		
13		Equipment Rental Rate Changes	Y	3,460		
32		Associate Engineer	N	60,225	63,236	
34		Engineering Technician II-III	N	21,721	22,807	
38		76th Ave. @ 212th St. SW Intersection Improvements	Y	39,150		
47		Dayton 3rd to 9th	Y	70,250		
76		Utility Overhead Allocation Changes	Y	(17,690)		
77		Water Fund Budget Increase	Y	346,285		
78		Water Meter Reading Handheld Upgrade	Y	15,000		
79		Water Division Sample Stands	Y	70,000		
80		Water Division Billing & Meter Analysis	Y	15,000		
81		2017 Waterline Replacement Project	Y	52,000		
82		2018 Waterline Replacement Project	Y	2,018,080		
83		2018 Waterline Replacement Overlays	Y	250,000		
84		2019 Waterline Replacement Project	Y	299,079		
85		5 Corners Reservoir Recoating	Y	2,200,000		
86		2016 Water System Plan Update	Y	4,000		
		421 Total		5,381,417		

DECISION PACKAGES CONTINUED

Stormwater Utility (422)					
1	Technology Services Rate Changes	Y	(7,253)		
8	Senior Accountant	N	12,010	12,611	
9	Annual Debt Adjustment	Y	(125,860)		
13	Equipment Rental Rate Changes	Y	(6,950)		
32	Associate Engineer	N	30,113	31,619	
34	Engineering Technician II-III	N	21,721	22,807	
46	238th Walkway from SR-104 to Hwy 99	Y	70,711		
47	Dayton 3rd to 9th	Y	70,250		
76	Utility Overhead Allocation Changes	Y	13,770		
81	2017 Waterline Replacement Project	Y	3,000		
87	Lorian Woods Study	Y	100,000		
88	NPDES Phase II Permit Compliance	Y	6,000		
89	Rain Garden Maintenance	N	2,000	2,000	
90	Dayton Pump Station	Y	970,000		
91	Willow Creek Daylight	Y	75,000		
92	Northstream Culver Repair	Y	438,360		
93	Seaview Infiltration	Y	919,000		
94	12th & Sierra	Y	2,000		
95	Citywide Drainage Replacement Projects	Y	250,000		
96	Lake Ballinger	Y	66,000		
97	Stormwater Comp Plan Update	Y	5,000		
124	Stormwater Video Truck Purchase	Y	315,000		
	422 Total		3,229,872		

Sewer Utility (423)					
1	Technology Services Rate Changes	Y	13,379		
8	Senior Accountant	N	37,860	39,753	
9	Annual Debt Adjustment	Y	182,040		
13	Equipment Rental Rate Changes	Y	(9,220)		
32	Associate Engineer	N	30,113	31,619	
34	Engineering Technician II-III	N	21,721	22,807	
38	76th Ave. @ 212th St. SW Intersection Improvements	Y	18,590		
47	Dayton 3rd to 9th	Y	70,250		
76	Utility Overhead Allocation Changes	Y	109,140		
98	Sewer Fund Budget Increase	Y	35,000		
99	Sewer Division Portable Jetter	Y	10,000		
100	Wastewater Maintenance Management Software	Y	14,220		
101	Wastewater Polymer Supplies Increase	Y	15,000		
102	2017 Sanitary Sewer Replacement	Y	10,000		
103	2018 Sanitary Sewer Replacement	Y	1,628,462		
104	2018 Sanitary Sewer Overlay	Y	200,000		
105	Citywide CIPP Rehab Phase 2	Y	729,030		
106	Lift Station 1 Metering and Flow Study	Y	37,000		
107	Lake Ballinger Sewer Trunk Study	Y	109,892		
108	WWTP Phase 6 Energy Design	Y	379,163	120,837	
109	WWTP Chemical Piping Replacement	Y	113,749	36,251	
110	WWTP Chemical Containment Coating	Y	75,833	24,167	
111	WWTP Concrete repairs	Y	151,665	48,335	
112	WWTP Raw Sewage Pump Repair	Y	197,165		
113	2019 Sanitary Sewer Replacement	Y	295,726		
123	Sewer Division Spare Sewer Lift Station Pump	Y	-		
	423 Total		4,475,778	229,590	

Bond Reserve Fund (424)					
9	Annual Debt Adjustment	Y	(4,410)		
9	Annual Debt Adjustment	Y	4,600		
9	Annual Debt Adjustment	Y	2,610		
	424 Total		2,800		

DECISION PACKAGES CONTINUED

Equipment Rental (511)					
13		Equipment Rental Rate Changes	Y	(5,570)	
114		Switch N Go system on unit #100 Cab Chassis	Y	37,000	
115		10ft boat and motor	Y	3,500	
116		2018 Propane Conversions	Y	30,000	
117		511.000 A-Fund changes	Y	(26,200)	
118		2018 B-Fund Replacements	Y	596,000	
		511 Total		634,730	

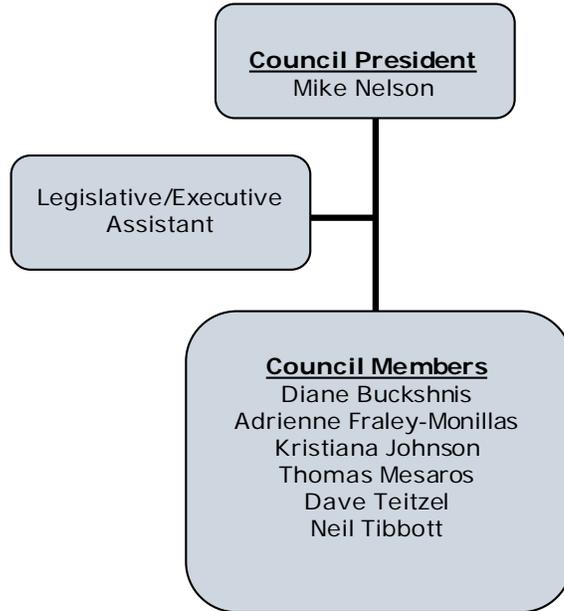
Technology Rental Fund (512)					
13		Equipment Rental Rate Changes	Y	(1,040)	
119		Software & Hardware Maintenance	N	18,800	18,800
120		Phone System Replacement	Y	253,000	
121		Server Memory Upgrades	Y	24,000	
		512 Total		294,760	
		Grand Total		24,967,985	

COUNCIL'S REQUESTED BUDGET CHANGES			
Item #	Budget Book Page #	Description	Cash Increase (Decrease)
GENERAL FUND			
3	DP 33	Remove Capital Projects Manager	\$162,650
4	DP 14	Remove Federal Lobbyist	\$72,000
5	DP 28	Remove City Hall Conference Room Projects	\$40,000
6	New Item	Add Police Officer	(\$106,000)
7	New Item	Add Climate / Renewable Energy Consultant	(\$130,000)
8	New Item	Add new Regional Homeless Fund	(\$250,000)
9	New Item	Add New Regional Opiod Respond Fund	(\$250,000)
10	New Item	Marsh Study - from ending fund balance	(\$175,000)
11	New Item	Reduce Transfer to Contingency Fund Reserve	\$760,000
12	New Item	Increase Parking Enforcement 0.50 to 0.75 FTE	(\$14,485)
13	DP 25	Remove Powder Coat Benches	\$8,000
Impacts to Ending Cash			\$117,165
Fund Contingency Fund 012			
11	New Item	Reduce Contingency Fund Balance	(\$809,584)
Impacts to Fund 012 Ending Cash			(\$809,584)
Fund 125/126 REET 1 and 2			
	DP 33	Remove Capital Projects Manager	\$162,650
14	DP 59	Remove Parklet	\$40,000
Impacts to Fund 125 Ending Cash			\$202,650
Total Councilmember Requested Changes			(489,769)

Council Allocation of \$250,000			
Item #	Description		Cash Increase (Decrease)
Beginning Balance			\$250,000
1	Traffic Calming		\$15,000
2	Snohomish County Health Contribution		\$41,260
3	Marsh - Additional Contribution		\$100,000
Subtotal of Allocation			\$156,260
Amount of Requests Exceeding Balance to Allocate			(\$93,740)

STAFF'S RECOMMENDED PROPOSED BUDGET BOOK CHANGES			
Item #	Budget Book Page #	Description	Cash Increase (Decrease)
GENERAL FUND			
1	55	PSAP Consolidation, "Snohomish County 911"	(\$26,100)
2	55	ECA Contingent Loan (2018 Loan Amount is \$45,000 vs. \$80K)	\$35,000
3	96	Building Division Senior Plans Examiner	(\$5,610)
4	98	Environmental Programs Manager	(\$12,939)
5	140	Private Development Review and Inspection of Permits	(\$8,840)
		Decrease in Salaries (Savings from reduced work schedule)	\$4,570
8		Increase Permit Software Maintenance(discussed and approved by Council on 10/17)	(\$24,300)
9		Increase Permit Software purchase/Installation costs(discussed and approved by Council on 10/17)	(\$68,820)
		Impacts to General Fund Ending Cash	<u>(\$107,039)</u>
WATER FUND 421			
5	144	Private Development Review and Inspection of Permits	(\$4,420)
		Impacts to Fund 421 Ending Cash	<u>(\$4,420)</u>
STORMWATER FUND 422			
5	146	Private Development Review and Inspection of Permits	(\$4,420)
		Impacts to Fund 422 Ending Cash	<u>(\$4,420)</u>
SEWER / WWTP FUND 423			
5	149	Private Development Review and Inspection of Permits	(\$4,420)
		Impacts to Fund 423 Ending Cash	<u>(\$4,420)</u>
TECHNOLOGY RENTAL FUND 512			
7	62	Add Equipment expense back into budget - correction	(\$56,000)
		Impacts to Fund 512 Ending Cash	<u>(\$56,000)</u>

Fund:	General		Fund #:	001
Department:	City Council		Department #:	11
Cost Center	Total Department		Cost Center #:	511.60



Fund:	General		Fund #:	001
Department:	City Council		Department #:	11
Cost Center	Total Department		Cost Center #:	511.60

Mission Statement

The City Council establishes City Policies, sets forth the powers vested in Legislative Bodies, represents the City on Boards and Commissions, attends Council meetings and Legislative briefings, represents the City to other organizations and performs ceremonial duties.

Purpose

The City Council is the legislative body that establishes City policy. The Council’s legislative authority is established by Title 35 of the Revised Code of Washington Laws of Cities and Towns. Section 35A.11.020 of the Optional Municipal Code sets forth the powers vested in legislative bodies of non-charter code cities.

The City Council’s time commitment ranges from 25-to-32 hours per week for packet review and attending Council and post-Council meetings to review meeting actions. During the budget review process, the time commitment is extensive and meetings are often held on Saturdays or weeknights.

Budget Narrative

11 Salaries – Council and Executive Council Assistant
 23 Benefits – Council and Executive Council Assistant

2018 Budget Changes

Salaries: Each Council Member’s base wage increased \$1,500 for 2018 per the Salary Commission.
 Benefits: Increase due to increase by provider

2018 Budget Changes

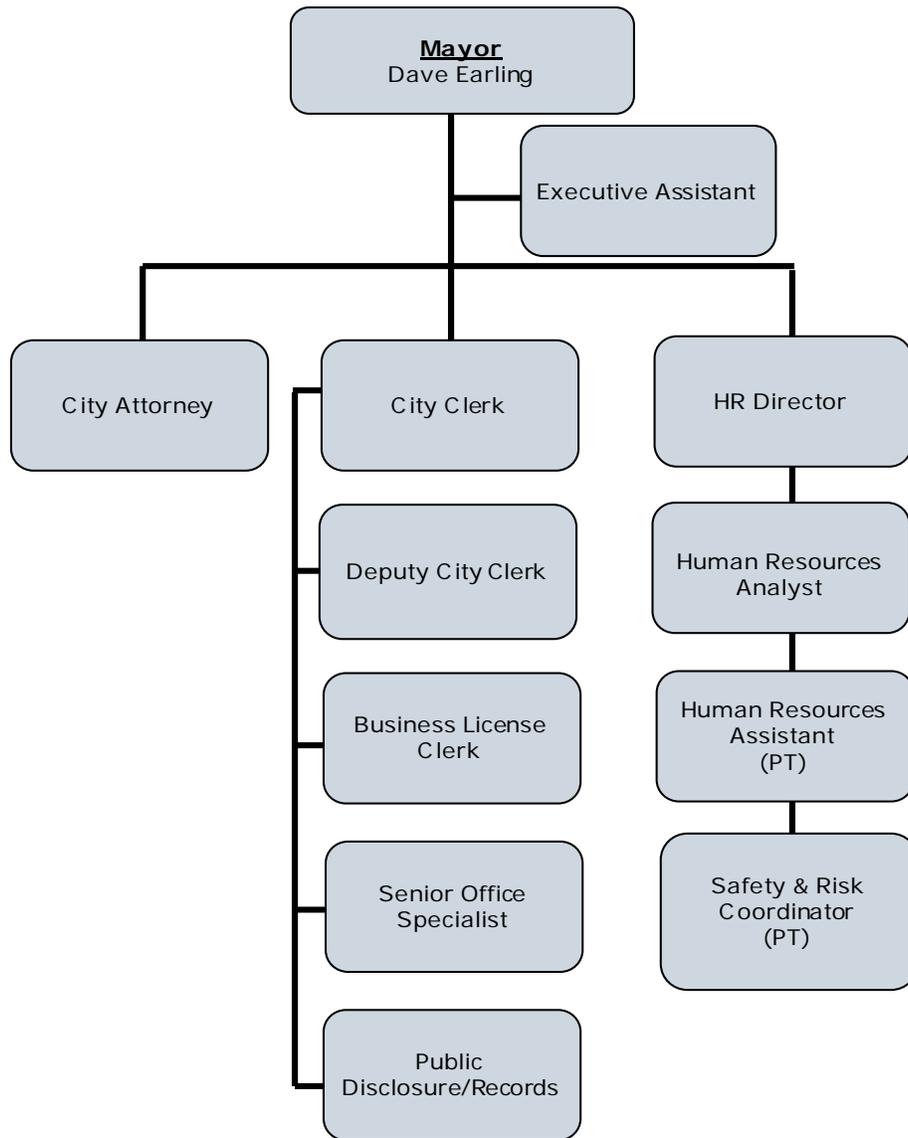
- Decision Package #1 added \$6,994 for technology service rate changes

- Council Amendment #10 added \$175,000 for the Marsh study.

Fund:	General		Fund #:	001
Department:	City Council		Department #:	11
Cost Center	Total Department		Cost Center #:	511.60

Description	2016	2017	2017	2018	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Salaries	129,449	144,170	160,650	169,808	25,638	18%	9,158	6%
Overtime	140	1,000	1,000	1,000	-	0%	-	0%
Benefits	92,844	58,520	107,720	119,687	61,167	105%	11,967	11%
Supplies	1,747	2,000	2,000	2,000	-	0%	-	0%
Minor Equipment	2,980	-	-	-	N/A	N/A	N/A	N/A
Professional Services	1,432	126,160	62,160	237,160	111,000	88%	175,000	282%
Communications	3,611	3,000	3,000	3,000	-	0%	-	0%
Travel	1,572	6,700	6,700	6,700	-	0%	-	0%
Rental/Lease	278	490	490	490	-	0%	-	0%
Interfund Rental	-	8,580	8,580	15,574	6,994	82%	6,994	82%
Repair/Maintenance	15	500	500	500	-	0%	-	0%
Miscellaneous	3,722	-	-	-	N/A	N/A	N/A	N/A
Council Contingency	5,800	25,000	25,000	25,000	-	0%	-	0%
	243,590	376,120	377,800	580,919	204,799	54%	203,119	54%

Fund:	General		Fund #:	001
Department:	Mayor		Department #:	20
Cost Center	Total Department		Cost Center #:	N/A



Fund:	General		Fund #:	001
Department:	Mayor		Department #:	20
Cost Center	Total Department		Cost Center #:	N/A

Mission Statement

To administer City business in an efficient, economical, ethical, and legal manner. To represent and protect the City’s interests at all governmental and jurisdictional levels. To lead and support all efforts to enhance the quality of life for Edmonds citizens.

Purpose

The Mayor acts as full-time Chief Executive Officer and Chief Operating Officer. The Mayor’s Office encompasses the Mayor and an executive assistant along with the Human Resources Division, City Clerk, and the City Attorney.

Program	2016	2017	2017	2018	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Office of the Mayor	255,933	276,700	276,900	297,088	20,388	7%	20,188	7%
Human Resources	366,120	456,490	420,580	467,314	10,824	2%	46,734	11%
City Clerk	571,620	640,700	650,180	694,248	53,548	8%	44,068	7%
City Attorney	726,741	818,780	818,780	847,480	28,700	4%	28,700	4%
	1,920,414	2,192,670	2,166,440	2,306,130	113,460	5%	139,690	6%

Description	2016	2017	2017	2018	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Salaries	744,888	778,600	745,600	800,669	22,069	3%	55,069	7%
Overtime	2,021	1,000	1,370	-	(1,000)	-100%	(1,370)	-100%
Benefits	254,632	269,500	275,900	301,040	31,540	12%	25,140	9%
Supplies	12,899	14,040	14,040	14,040	-	0%	-	0%
Small Equipment	2,738	300	300	300	-	0%	-	0%
Professional Svc	815,217	927,090	927,090	955,790	28,700	3%	28,700	3%
Communication	22,269	52,100	52,100	52,100	-	0%	-	0%
Travel	2,585	6,000	6,000	6,000	-	0%	-	0%
Rental/Lease	20,076	24,200	24,200	24,200	-	0%	-	0%
Intefund Rental	-	57,850	57,850	87,431	29,581	51%	29,581	51%
Repair/Maintenance	28,384	36,360	36,360	38,930	2,570	7%	2,570	7%
Miscellaneous	14,705	25,630	25,630	25,630	-	0%	-	0%
	1,920,414	2,192,670	2,166,440	2,306,130	113,460	5%	139,690	6%

Fund:	General		Fund #:	001
Department:	Mayor		Department #:	21
Cost Center	Administration		Cost Center #:	513.10

Function

The Mayor of Edmonds serves as both the Chief Executive Officer (CEO) and the Chief Operations Officer (COO) of the City. In most cities with a strong Mayor-Council form of government, an assistant City Administrator is designated the COO. Because Edmonds does not have this position, the Mayor manages the City’s day-to-day business and supervises the City’s daily operations as carried out by the department directors.

In addition, the Mayor works with and supports the City Council in its role as a legislative and policy-setting body, works in a responsive and collaborative manner with citizens to address their needs and concerns, interacts with the business community to foster economic development, and supports and empowers various community organizations that enrich the quality of life in Edmonds.

The Mayor also represents the City and protects its interests in county, regional, state, and national arenas. Finally, the Mayor provides a ceremonial presence at activities within the city and throughout the Puget Sound area.

Budget Narrative

The Salary and Benefit budget includes the Mayor and one Executive Assistant. The Mayor’s salary is determined by the Commission on Compensation of Elected Officials.

The supplies budget includes letterhead, envelopes, stationery, forms, office supplies, and boards and commissions acknowledgements.

The professional services budget covers framing of employee retirement posters, printing services, and vacation coverage for the Mayor’s Executive Assistant.

The communication budget includes the Mayor’s iPad, cell phone and related data plan.

The travel budget includes mileage/parking/meals reimbursement, accommodations, and travel expenses for City-related meetings.

The rental/lease budget covers 15% of maintenance and printing costs for copier shared with Human Resources and Community Services departments.

The miscellaneous budget covers costs for special meetings and events, publications, subscriptions, fees, dues, etc.

2018 Budget Changes

- Decision Package #1 added \$10,351 for technology service rate changes

Fund:	General		Fund #:	001
Department:	Mayor		Department #:	21
Cost Center	Administration		Cost Center #:	513.10

Description	2016	2017	2017	2018	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Salaries	197,482	202,230	202,300	208,326	6,096	3%	6,026	3%
Benefits	48,115	49,670	49,800	53,611	3,941	8%	3,811	8%
Supplies	1,069	1,500	1,500	1,500	-	0%	-	0%
Professional Services	1,311	2,000	2,000	2,000	-	0%	-	0%
Communications	1,322	1,400	1,400	1,400	-	0%	-	0%
Travel	1,489	4,000	4,000	4,000	-	0%	-	0%
Rental/Lease	1,381	2,000	2,000	2,000	-	0%	-	0%
Interfund Rental	-	9,450	9,450	19,801	10,351	110%	10,351	110%
Miscellaneous	3,764	4,450	4,450	4,450	-	0%	-	0%
	255,933	276,700	276,900	297,088	20,388	7%	20,188	7%

Fund:	General		Fund #:	001
Department:	Mayor		Department #:	22
Cost Center	Human Resources		Cost Center #:	518.10 & 521.10

Function

Oversight and provision of all human resource services to all City Departments, including recruitment, testing, job classification, compensation administration, administration of all benefit programs, training, employee relations, labor union relations and negotiations, policy development, program development, Disability Board, Civil Service, and employee records.

Budget Narrative

The Salary and Benefit budget includes the Human Resources Director, Human Resources Analyst, part-time Human Resources Assistant, and part-time Safety & Risk Coordinator.

The supplies budget includes general office supplies such as copy paper, toner cartridges, disposable visitor badges used city-wide, and other commonly used office items.

The minor equipment budget covers incidental purchases related to the ID Badge machine.

The professional services budget includes contracts for professional services, MEBT costs, hearing tests, non-Civil Service fitness for duty evaluations, drug testing, City-wide training, investigations, background checks for summer seasonal employees in the Parks and Recreation department and Public Works in addition to other key employees throughout the city, and monthly fees for the Flexible Spending Plan. Included as well is the worker’s compensation claims consultant fees.

The communications budget funds the expense associated with the Director’s iPad service charges.

The travel budget funds Human Resources training and travel.

The advertising budget funds the cost of advertising for approved vacant positions through a variety of vendors (newspapers, online, professional associations, Craigslist, etc.).

The rental/lease budget covers 1/3 of the required rental cost for the shared copier with the Mayor’s Office and the Community Services department.

The repair/maintenance budget funds 1/3 of the required servicing of the shared copier with the Mayor’s Office and the Community Services/Economic Development Department.

The miscellaneous budget covers employee awards, safety and wellness, disaster supplies, tuition reimbursement and professional membership expenses.

CIVIL SERVICE

The professional services budget covers recruitment, testing contractor costs and physical/psychological exams for entry level, lateral level and promotional Police opportunities.

The miscellaneous budget covers costs associated with Civil Service and testing of prospective Police staff.

2018 Budget Changes

- Decision Package #1 added \$5,735 for technology service rate changes

	General		Fund #:	001
Department:	Mayor		Department #:	22
Cost Center	Human Resources		Cost Center #:	518.10 & 521.10

Description	2016	2017	2017	2018	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Salaries	216,664	249,980	216,330	249,577	(403)	0%	33,247	15%
Overtime	43	-	370	-	N/A	N/A	(370)	-100%
Benefits	74,676	79,390	76,760	84,882	5,492	7%	8,122	11%
Supplies	4,975	2,300	2,300	2,300	-	0%	-	0%
Minor Equipment	1,322	300	300	300	-	0%	-	0%
Professional Services	55,837	55,000	55,000	55,000	-	0%	-	0%
Communications	1,197	700	700	700	-	0%	-	0%
Travel	1,058	1,000	1,000	1,000	-	0%	-	0%
Rental/Lease	2,369	2,200	2,200	2,200	-	0%	-	0%
Interfund Rental	-	17,590	17,590	23,325	5,735	33%	5,735	33%
Repair/Maintenance	-	7,850	7,850	7,850	-	0%	-	0%
Miscellaneous	2,250	17,000	17,000	17,000	-	0%	-	0%
	360,391	433,310	397,400	444,134	10,824	2%	46,734	12%
Civil Service								
Supplies	9	-	-	-	N/A	N/A	N/A	N/A
Professional Svc	5,675	23,000	23,000	23,000	-	0%	-	0%
Miscellaneous	45	180	180	180	-	0%	-	0%
	5,729	23,180	23,180	23,180	-	0%	-	0%
	366,120	456,490	420,580	467,314	10,824	2%	46,734	11%

Fund:	General		Fund #:	001
Department:	Mayor		Department #:	25
Cost Center	City Clerk		Cost Center #:	514.30

Function

The City Clerk’s office maintains and tracks all official city records, fulfills all legal requirements of recording, posting, publicizing and filing documents and administers all ordinances and resolutions. This office schedules and coordinates City Council weekly agendas, packets, and minute preparation.

This office also issues all business and specialty licensing and parking permits, provides access to public records, and provides citywide receptionist services, citywide mail/postage services, photocopy services, and purchasing services.

Budget Narrative

The Salary and Benefit budget includes the City Clerk, Deputy City Clerk, Business License Clerk, Senior Office Specialist, and Public Disclosure/Records.

Supplies: Printing application forms, permits, licenses, letterhead/envelopes; minute books; paper; Council meeting public hearing notice signs; and general office supplies.

Professional services: City Code codification services; minute-taking services; microfilming of essential records; destruction of records/shredding services; off-site records storage fees; emergency temp help.

Communications: Citywide postage; bulk mail account; cell phone/iPad fees for City Clerk.

Travel: Travel associated with recording documents at the Snohomish County Auditor’s Office; travel and meals associated with professional meetings/training.

Advertising: Publish required legal ads of Council notices and ordinances.

Rental/lease: Citywide mailing equipment and copier.

Repair/maintenance: Annual software maintenance fees for Clerk’s Index, Eden business licensing, meeting streaming software; records request software, hosting City Code on MRSC website; Laser fiche document management; repair of office equipment.

Miscellaneous: County Auditor recording fees; professional organization membership fees; required certification training fees; and statewide professional conference fees.

2018 Budget Changes

- Decision Package #1 added \$13,495 for technology service rate changes
- Decision Package #2 added \$6,100 for public records request software

Fund:	General		Fund #:	001
Department:	Mayor		Department #:	25
Cost Center	City Clerk		Cost Center #:	514.30

Description	2016	2017	2017	2018	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Salaries	330,742	326,390	326,970	342,766	16,376	5%	15,796	5%
Overtime	1,978	1,000	1,000	-	(1,000)	-100%	(1,000)	-100%
Benefits	131,841	140,440	149,340	162,547	22,107	16%	13,207	9%
Supplies	6,846	10,240	10,240	10,240	-	0%	-	0%
Minor Equipment	1,416	-	-	-	N/A	N/A	N/A	N/A
Professional Services	27,790	28,310	28,310	28,310	-	0%	-	0%
Communications	19,750	50,000	50,000	50,000	-	0%	-	0%
Travel	38	1,000	1,000	1,000	-	0%	-	0%
Rental/Lease	16,326	20,000	20,000	20,000	-	0%	-	0%
Interfund Rental	-	30,810	30,810	44,305	13,495	44%	13,495	44%
Repair/Maintenance	28,384	28,510	28,510	31,080	2,570	9%	2,570	9%
Miscellaneous	6,509	4,000	4,000	4,000	-	0%	-	0%
	571,620	640,700	650,180	694,248	53,548	8%	44,068	7%

Fund:	General		Fund #:	001
Department:	Mayor		Department #:	36
Cost Center	City Attorney		Cost Center #:	515

Function

The City Attorney advises and assists the City Council, Mayor, and staff in conforming to state and federal law in all municipal activities and defends the City against claims and suits.

Budget Narrative

The professional services budget includes three separate categories. The first is the City Attorney budget which covers general legal services such as drafting routine ordinances and resolutions and attending City Council meetings and other boards or commissions as requested, as well as lawsuits and negotiations. The second category is the Prosecuting Attorney budget. Both the City Attorney and the City Prosecutor are hired on a contract basis by the City. The third category is miscellaneous legal services provided by other outside legal counsel.

The miscellaneous-prosecutor budget covers the cost of witness fees.

2018 Budget Changes

- Decision Package #3 added \$20,250 for the annual city attorney contractual increase
- Decision Package #4 added \$8,450 for the annual prosecutor contractual increase

Fund:	General		Fund #:	001
Department:	Mayor		Department #:	36
Cost Center	City Attorney		Cost Center #:	515

Description	2016	2017	2017	2018	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Prof Svc - City Atty	512,794	532,150	532,150	552,400	20,250	4%	20,250	4%
Prof Serv - Misc Legal	-	5,000	5,000	5,000	-	0%	-	0%
Prof Serv - Prosecutor	211,810	281,630	281,630	290,080	8,450	3%	8,450	3%
Miscellaneous	2,137	-	-	-	N/A	N/A	N/A	N/A
	726,741	818,780	818,780	847,480	28,700	4%	28,700	4%

Fund:	Sister City Commission		Fund #:	138
Department:	Mayor		Department #:	21
Cost Center	Total Fund		Cost Center #:	N/A

Function

In accordance with Ordinance No. 2715, Fund 138 titled Sister City Commission was established on June 30, 1989. Further, in accordance with ordinance, Section 10.60.040 private revenues and expenditures donated for the purpose of hosting are segregated from public revenues and expenditures.

The Sister City Commission promotes international goodwill through the exchange of people and ideas. In the pursuit of this goal, they endeavor to promote the City of Edmonds by providing cultural opportunities to citizens, encourage commerce, and attract tourists.

The Commission is urged and expected to continue its fundraising efforts in order to provide a separate source of private funding for its projects. The Commission looks for corporate sponsors and a major fundraising event.

2018 Budget Changes

None

Fund:	Sister City Commission		Fund #:	138
Department:	Mayor		Department #:	21
Cost Center	Total Fund		Cost Center #:	N/A

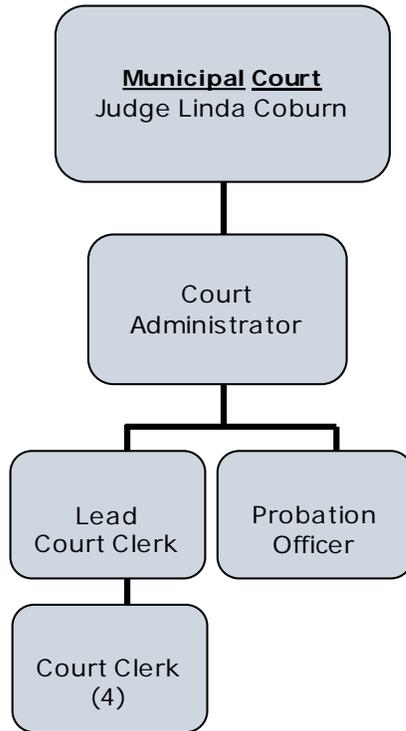
Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change 18-17 Budget	% Change 18-17 Budget	\$ Change 18-17 Estimate	% Change 18-17 Estimate
Program 100 -Public								
Beginning Balance	3,255	5,610	5,610	5,230	(380)	-7%	(380)	-7%
<u>Revenue</u>								
Investment Interest	40	10	120	130	120	1200%	10	8%
Interfund Transfer	5,000	5,000	5,000	5,000	-	0%	-	0%
Total Revenues	5,040	5,010	5,120	5,130	120	2%	10	0%
<u>Expenditure</u>								
Salaries	45	-	-	-	N/A	N/A	N/A	N/A
Benefits	5	-	-	-	N/A	N/A	N/A	N/A
Supplies	184	1,000	1,000	1,000	-	0%	-	0%
Travel	-	1,000	1,000	1,000	-	0%	-	0%
Miscellaneous	2,450	3,500	3,500	3,500	-	0%	-	0%
Total Expenditures	2,684	5,500	5,500	5,500	-	0%	-	0%
Ending Balance	5,611	5,120	5,230	4,860	(260)	-5%	(370)	-7%

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change 18-17 Budget	% Change 18-17 Budget	\$ Change 18-17 Estimate	% Change 18-17 Estimate
Program 200 - Private								
Beginning Balance	530	800	810	850	50	6%	40	5%
<u>Revenue</u>								
Investment Interest	11	-	40	40	40	N/A	-	0%
Contributions	3,250	5,000	5,000	5,000	-	0%	-	0%
Total Revenues	3,261	5,000	5,040	5,040	40	1%	-	0%
<u>Expenditure</u>								
Supplies	71	500	500	500	-	0%	-	0%
Student Trip	2,515	3,500	3,500	3,500	-	0%	-	0%
Miscellaneous	400	1,000	1,000	1,000	-	0%	-	0%
Total Expenditures	2,986	5,000	5,000	5,000	-	0%	-	0%
Ending Balance	805	800	850	890	90	11%	40	5%



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Fund:	General		Fund #:	001
Department:	Municipal Court		Department #:	23
Cost Center	Municipal Court		Cost Center #:	512.50 & 523.30



Fund:	General		Fund #:	001
Department:	Municipal Court		Department #:	23
Cost Center	Municipal Court		Cost Center #:	512.50 & 523.30

Function

Edmonds Municipal Court adjudicates all criminal misdemeanor and gross misdemeanor cases resulting from crimes committed in Edmonds. The Court also adjudicates all civil infractions of City ordinances as well as a limited number of other civil matters. The Court’s jurisdiction and authority is established in accordance with the Revised Code of Washington 3.46.030.

Administrative responsibilities of the Court include case-flow management procedures, safeguarding financial records and transactions, maintaining all documents filed with the court, state crime system data entry and implementing retention and public disclosure policies.

Budget Narrative

The Edmonds Municipal Court staff encompasses the judge, the court administrator, one probation officer, one lead court clerk, and four FTE court clerk positions.

Operation expenditures include, but are not limited to, office supply purchases for the entire department, required training for the Judge and Court staff, rental and maintenance cost for the copier, interpreter cost for court proceedings, court security, jury trials, pre-trial monitoring, probation monitoring, and public inquiries.

2018 Budget Changes

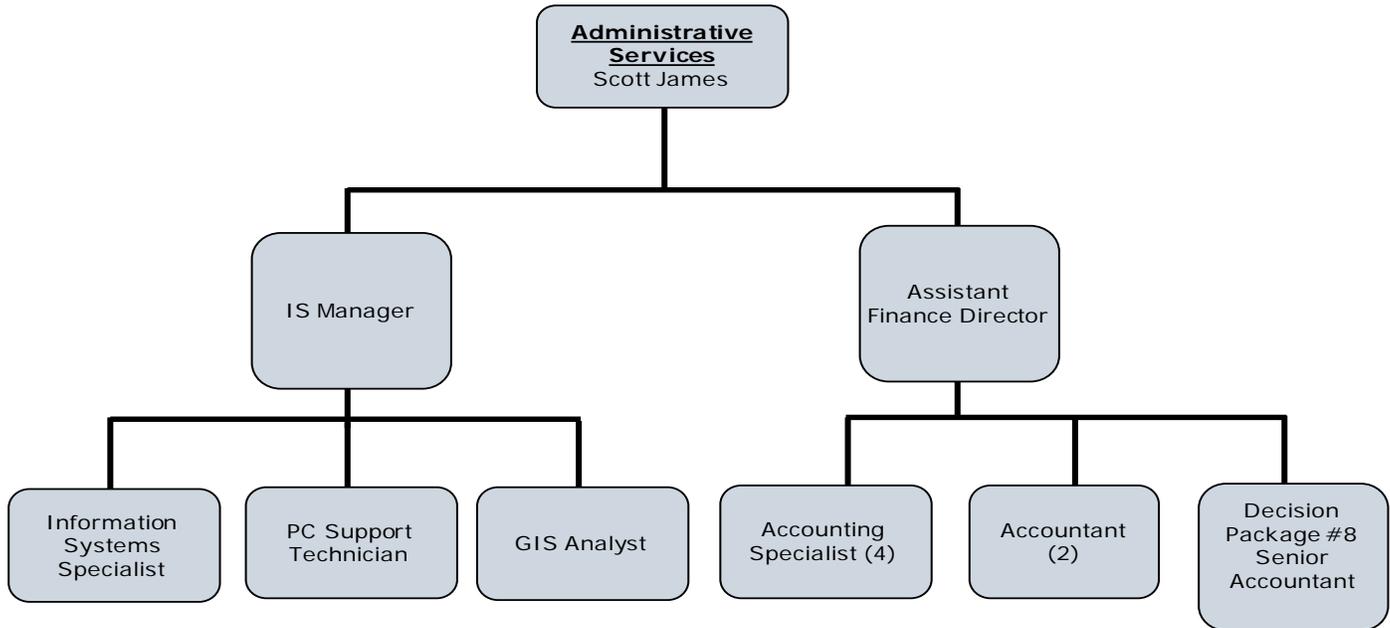
- Decision Package #1 added \$31,624 for technology service rate changes
- Decision Package #5 added \$10,625 for court operating cost increase
- Decision Package #6 added \$73,634 for the paperless court
- Decision Package #7 added \$15,000 for court operating cost increase to professional services

Fund:	General		Fund #:	001
Department:	Municipal Court		Department #:	23
Cost Center	Municipal Court		Cost Center #:	512.50 & 523.30

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change 18-17 Budget	% Change 18-17 Budget	\$ Change 18-17 Estimate	% Change 18-17 Estimate
Court								
Salaries	477,629	518,270	485,920	490,142	(28,128)	-5%	4,222	1%
Overtime	1,999	300	500	500	200	67%	-	0%
Benefits	172,886	188,160	195,410	207,024	18,864	10%	11,614	6%
Supplies	3,072	4,200	4,300	4,600	400	10%	300	7%
Minor Equipment	262	800	800	900	100	13%	100	13%
Professional Services	65,867	82,000	70,000	83,925	1,925	2%	13,925	20%
Communications	2,800	2,600	2,400	2,600	-	0%	200	8%
Travel	1,623	3,500	3,500	5,000	1,500	43%	1,500	43%
Rental/Lease	131	900	500	600	(300)	-33%	100	20%
Interfund Rental	-	38,480	38,480	70,104	31,624	82%	31,624	82%
Repair/Maintenance	152	400	500	2,983	2,583	646%	2,483	497%
Miscellaneous	13,973	34,400	34,400	13,500	(20,900)	-61%	(20,900)	-61%
Equipment	-	-	-	70,821	70,821	N/A	70,821	N/A
	740,394	874,010	836,710	952,699	78,689	9%	115,989	14%

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change 18-17 Budget	% Change 18-17 Budget	\$ Change 18-17 Estimate	% Change 18-17 Estimate
Probation								
Salaries	86,635	91,420	91,570	97,756	6,336	7%	6,186	7%
Overtime	68	300	300	300	-	0%	-	0%
Benefits	32,583	34,360	34,580	38,117	3,757	11%	3,537	10%
Supplies	4,737	5,000	5,000	5,000	-	0%	-	0%
Minor Equipment	64	100	100	100	-	0%	-	0%
Professional Services	13,627	8,000	6,000	8,000	-	0%	2,000	33%
Communications	-	100	100	100	-	0%	-	0%
Travel	1,565	1,000	1,100	1,500	500	50%	400	36%
Rental/Lease	604	400	500	500	100	25%	-	0%
Repair/Maintenance	872	850	850	1,280	430	51%	430	51%
Miscellaneous	1,028	500	500	500	-	0%	-	0%
	141,783	142,030	140,600	153,153	11,123	8%	12,553	9%
	882,177	1,016,040	977,310	1,105,852	89,812	9%	128,542	13%

Fund:	General		Fund #:	001
Department:	Finance		Department #:	31
Cost Center	Total Department		Cost Center #:	N/A



Fund:	General		Fund #:	001
Department:	Finance		Department #:	31
Cost Center	Finance		Cost Center #:	514.20 & 514.23

Function

The Finance Director serves as the City’s Chief Financial Officer and is dedicated to being responsive to the needs of our public and internal customers by providing them with timely and quality services in a positive, professional, and cooperative manner. The Financial Services Division fulfills all accounting/treasury functions, which include payroll, accounts payable, accounts receivable, auditing, job costing, investing, budgeting, utility billing, risk management, and financial reporting.

Budget Narrative

The Salary and Benefit budget includes the Finance Director, an Assistant Finance Director, a Senior Accountant, two Accountants, and four Accounting Specialists.

2018 Budget Changes

- Increased the travel budget \$500
- Decision Package #1 added \$17,806 for technology service rate changes
- Decision Package #8 added \$132,030 for the senior accountant

Description	2016	2017	2017	2018	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Salaries	613,854	696,560	688,610	821,066	124,506	18%	132,456	19%
Overtime	1,131	4,500	4,500	4,500	-	0%	-	0%
Benefits	204,392	235,920	229,010	284,724	48,804	21%	55,714	24%
Supplies	5,330	7,350	7,350	7,350	-	0%	-	0%
Small Equipment	9,168	2,650	2,650	5,400	2,750	104%	2,750	104%
Professional Services	2,405	32,800	32,800	9,300	(23,500)	-72%	(23,500)	-72%
Communications	1,443	2,000	2,000	2,000	-	0%	-	0%
Travel	1,373	2,600	2,600	3,100	500	19%	500	19%
Rental/Lease	4,242	3,300	3,300	3,300	-	0%	-	0%
Interfund Rental	0	27,040	27,040	44,846	17,806	66%	17,806	66%
Repair/Maintenance	40,596	38,500	38,500	38,500	-	0%	-	0%
Miscellaneous	5,288	8,350	8,350	13,700	5,350	64%	5,350	64%
	889,222	1,061,570	1,046,710	1,237,786	176,216	17%	191,076	18%

Fund:	General		Fund #:	001
Department:	Non-Departmental		Department #:	39
Cost Center	Various		Cost Center #:	Various

Function

The Non-Departmental division is used to segregate all costs not directly identifiable to department/division and that are either required by law and/or a service which is beneficial to all citizens.

Budget Narrative

The schedule of budget expenditures on the following page provides significant detail as to the nature of the expenditures from this cost center.

Miscellaneous Memberships include dues to the following organizations; Association of Washington Cities, Puget Sound Regional Council, Snohomish County Tomorrow, Edmonds Chamber of Commerce and the South County Chamber of Commerce.

2018 Budget Changes

- Added \$760,000 for a transfer to the Contingency Reserve Fund
- Decision Package #1 decreased \$173 due to technology service rate changes
- Decision Package #9 decreased \$5,700 due to the annual debt service adjustment
- Decision Package #10 decreased \$76,210 due to a baseline adjustment
- Decision Package #66 added \$300,000 for the 2018 pavement preservation program
- Staff recommended change #1 added \$26,100 for the Public Safety Answering Point (PSAP) Consolidation “Snohomish County 911”
- Staff recommended change #2 decreased \$35,000 for the ECA contingent loan amount
- Council Allocation #1 reduced the Council Contingency Fund by \$15,000 for traffic calming and moved the funds to the Street Construction Fund (112)
- Council Allocation #2 reduced the Council Contingency Fund by \$41,260 for the Snohomish County Health contribution and added it to the Snohomish County Health contribution budget
- Council Allocation #3 reduced the Council Contingency Fund by \$100,000 for the Marsh and added it as a transfer to a separate fund for tracking the Marsh
- Council Amendment #8 added \$250,000 to be transferred to a separate fund for the new Regional Homeless Fund
- Council Amendment #9 added \$250,000 to be transferred to a separate fund for the new Regional Opioid Respond Fund
- Council Amendment #11 reduced the \$760,000 transfer from the General Fund to the Contingency Reserve Fund

Fund:	General		Fund #:	001
Department:	Non-Departmental		Department #:	39
Cost Center	Various		Cost Center #:	Various

Description	2016	2017	2017	2018	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Council Contingency	-	-	-	93,740	93,740	N/A	93,740	N/A
Public Defender	349,162	332,650	325,000	330,080	(2,570)	-1%	5,080	2%
Miscellaneous Memberships	63,546	65,500	64,550	66,830	1,330	2%	2,280	4%
Professional Services	26,413	-	-	-	N/A	N/A	N/A	N/A
Excise Taxes	4,662	6,500	5,200	6,500	-	0%	1,300	25%
State Auditor Fees	28,221	30,000	31,530	31,500	1,500	5%	(30)	0%
Election Costs	9,252	25,000	25,000	25,000	-	0%	-	0%
Voter Registration	119,382	75,000	59,500	75,000	-	0%	15,500	26%
Pension & Other Benefits	15,000	15,000	7,500	-	(15,000)	-100%	(7,500)	-100%
Unemployment Compensation	3,090	25,000	2,500	-	(25,000)	-100%	(2,500)	-100%
Miscellaneous-Smart Commuter Grant	-	1,000	-	1,000	-	0%	1,000	N/A
Miscellaneous	1,645	-	-	-	N/A	N/A	N/A	N/A
Liability & Property Ins.	538,732	609,550	616,500	624,530	14,980	2%	8,030	1%
Hydrant Costs	87,674	200,000	200,000	200,000	-	0%	-	0%
Interfund Rental	-	6,880	6,880	6,707	(173)	-3%	(173)	-3%
Fire District Contract	7,104,170	7,906,390	7,906,390	7,678,200	(228,190)	-3%	(228,190)	-3%
Ambulance Fees	36,219	64,000	50,000	55,000	(9,000)	-14%	5,000	10%
Prisoner Care Supplies	2,347	5,000	2,500	5,000	-	0%	2,500	100%
Prisoner Care Professional Services	6,406	7,350	7,000	7,350	-	0%	350	5%
Prisoner Care Intergovernmental	641,945	620,000	600,000	620,000	-	0%	20,000	3%
ESCA / SERS	150,168	160,000	160,000	164,740	4,740	3%	4,740	3%
Snocom/New World	942,327	1,028,700	977,270	1,052,230	23,530	2%	74,960	8%
Rental/Lease	3,600	3,600	3,600	3,600	-	0%	-	0%
P S Clean Air Agency	34,297	34,800	34,800	35,910	1,110	3%	1,110	3%
Saving Salmon Club	4,698	2,500	2,500	2,500	-	0%	-	0%
Intergovernmental Services	-	41,000	41,000	82,260	41,260	101%	41,260	101%
Homeless Services	-	50,000	50,000	50,000	-	0%	-	0%
Alcoholism Intergovtl Svc	10,814	10,000	11,000	11,500	1,500	15%	500	5%
Senior Center	60,000	75,000	75,000	75,000	-	0%	-	0%
ECA Contingency Reserve	125,000	135,000	80,000	45,000	(90,000)	-67%	(35,000)	-44%
Intergovernmental Services	-	4,390	4,390	-	(4,390)	-100%	(4,390)	-100%
2007 Ltgo Bond Principal	44,217	45,090	45,090	51,360	6,270	14%	6,270	14%
2000 Bond Prin - 800 Mgtz	114,411	119,700	119,700	124,980	5,280	4%	5,280	4%
2007 Ltgo Bond - Interest	13,270	20,770	20,770	8,330	(12,440)	-60%	(12,440)	-60%
Otr Interest And Debt Service Costs	235	500	500	500	-	0%	-	0%
2000 Bond Interest - 800 Mgtz	24,530	18,810	18,810	12,830	(5,980)	-32%	(5,980)	-32%
Advanced Refunding Escrow	7,498	-	-	-	N/A	N/A	N/A	N/A
Transfers to Other Funds	-	-	-	600,000	600,000	N/A	600,000	N/A
Transfer To Fund 009	275,000	275,000	275,000	275,000	-	0%	-	0%
TRANSFER TO FUND 012	582,300	-	-	-	N/A	N/A	N/A	N/A
Transfer to Fund 014	5,000	5,000	5,000	5,000	-	0%	-	0%
Transfer To Fund 016	415,000	100,000	100,000	-	(100,000)	-100%	(100,000)	-100%
Transfer to Fund 231	166,450	168,200	168,200	169,370	1,170	1%	1,170	1%
TRANSFER TO FUND 512	-	45,000	45,000	-	(45,000)	-100%	(45,000)	-100%
Transfer to Fund 232	936,429	-	-	-	N/A	N/A	N/A	N/A
Transfer to Fund 130	40,000	40,000	40,000	40,000	-	0%	-	0%
Transfer To Fund 111	400,000	412,000	412,000	400,000	(12,000)	-3%	(12,000)	-3%
Transfer To Fund 112	423,463	183,000	-	315,000	132,000	72%	315,000	N/A
Transfer To Fund 138	5,000	5,000	5,000	5,000	-	0%	-	0%
Transfer To Fund 117	15,500	15,000	15,000	15,000	-	0%	-	0%
Transfer to Fund 132	150,000	-	-	-	N/A	N/A	N/A	N/A
Payments to Refunded Debt Escrow	541,008	-	-	-	N/A	N/A	N/A	N/A
Payments to Refunded Debt Escrow	2,760	-	-	-	N/A	N/A	N/A	N/A
Payments to Refunded Debt Escrow	5,327	-	-	-	N/A	N/A	N/A	N/A
	14,536,168	12,992,880	12,619,680	13,371,547	378,667	(5)	751,867	(3)

Fund:	LEOFF Medical Insurance Reserve		Fund #:	009
Department:	Finance & Info Services		Department #:	39
Cost Center	Total Fund		Cost Center #:	N/A

Function

This fund was created in the 1995 budget year to establish reserves for the long-term health care and related obligations of LEOFF I retirees. The reserve amounts are transferred from the General Fund and are approved by the City Council.

Budget Narrative

Annual contributions from the General Fund are based on an actuarial study performed by Northwest Plan Services, Inc. to assure that its pension and benefit obligation is adequately funded on a pay-as-you-go basis.

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change 18-17 Budget	% Change 18-17 Budget	\$ Change 18-17 Estimate	% Change 18-17 Estimate
Beginning Balance	519,408	540,250	540,250	651,630	111,380	21%	111,380	21%
<u>Revenue</u>								
Investment Interest	1,136	3,630	10,160	10,650	7,020	193%	490	5%
Interfund Transfer In	275,000	275,000	275,000	275,000	-	0%	-	0%
Total Revenue	276,136	278,630	285,160	285,650	7,020	3%	490	0%
<u>Expenditure</u>								
Medical Benefits	156,239	183,190	63,510	184,000	810	0%	120,490	190%
Long Term Care Benefit	96,548	259,597	102,990	102,990	(156,607)	-60%	-	0%
Professional Services	1,286	7,000	7,000	7,000	-	0%	-	0%
Miscellaneous	770	280	280	280	-	0%	-	0%
Total Expenditure	255,290	450,067	173,780	294,270	(155,797)	-35%	120,490	69%
Ending Balance	540,254	368,813	651,630	643,010	274,197	74%	(8,620)	-1%

Fund:	Risk Management Reserve Fund		Fund #:	011
Department:	Finance & Info Services		Department #:	39
Cost Center	Total Funds		Cost Center #:	N/A

Function

The Risk Management Reserve Fund (011) was established through Ordinance No. 3891 as part of a budget amendment in July of 2012. The reserve fund was established based on the reserve policy adopted by Council on July 17, 2012. The reserve policy sets a target in the Risk Management Reserve Fund of 2% of total General Fund revenues.

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change 18-17 Budget	% Change 18-17 Budget	\$ Change 18-17 Estimate	% Change 18-17 Estimate
Beginning Balance	961,512	963,030	963,030	881,320	(81,710)	-8%	(81,710)	-8%
<u>Revenue</u>								
Investment Interest	1,513	6,800	18,290	19,180	12,380	182%	890	5%
Total Revenue	1,513	6,800	18,290	19,180	12,380	182%	890	5%
<u>Expenditures</u>								
Miscellaneous	-	100,000	100,000	-	(100,000)	-100%	(100,000)	-100%
Total Expenditures	-	100,000	100,000	-	(100,000)	-100%	(100,000)	-100%
Ending Balance	963,025	869,830	881,320	900,500	30,670	4%	19,180	2%

Fund:	Contingency Reserve Fund		Fund #:	012
Department:	Finance & Info Services		Department #:	39
Cost Center	Total Funds		Cost Center #:	N/A

Function

Pursuant to RCW 35A.33.145, the City Council authorized the Finance Director to create a new reserve fund per the Reserve Policy adopted on July 17, 2012. The Contingency Reserve Fund (012) was established through Ordinance No. 3893 as part of a budget amendment in August of 2012. The reserve policy sets a target in the Contingency Reserve Fund of between 8% and 16% of total General Fund revenues.

2018 Budget Changes

- Council Amendment #11 added \$49,584 for a transfer to the General Fund
- Council Amendment #11 removed a \$760,000 transfer from the General Fund

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change 18-17 Budget	% Change 18-17 Budget	\$ Change 18-17 Estimate	% Change 18-17 Estimate
Beginning Balance	4,677,030	5,367,840	5,367,840	5,430,360	62,520	1%	62,520	1%
<u>Revenue</u>								
Investment Interest	(4,224)	28,200	46,070	48,300	20,100	71%	2,230	5%
Interfund Transfer	695,035	16,450	16,450	16,450	-	0%	-	0%
Total Revenue	690,811	44,650	62,520	64,750	20,100	45%	2,230	4%
<u>Expenditures</u>								
Interfund Transfer	-	-	-	49,584	49,584	N/A	49,584	N/A
Total Expenditures	-	-	-	49,584	49,584	N/A	49,584	N/A
Ending Balance	5,367,841	5,412,490	5,430,360	5,445,526	33,036	1%	15,166	0%

Fund:	Employee Parking Permit		Fund #:	121
Department:	Mayor		Department #:	25
Cost Center	Total Fund		Cost Center #:	N/A

Function

This fund was established by Ordinance No. 3079. All application fees received by the City for employee parking permits are to be deposited in this fund and used solely for the administration of the program.

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change 18-17 Budget	% Change 18-17 Budget	\$ Change 18-17 Estimate	% Change 18-17 Estimate
Beginning Balance	64,481	63,700	63,700	62,380	(1,320)	-2%	(1,320)	-2%
<u>Revenue</u>								
Employee Parking Permits	25,300	24,000	24,000	24,000	-	0%	-	0%
Investment Interest	739	600	1,560	1,640	1,040	173%	80	5%
Total Revenue	26,039	24,600	25,560	25,640	1,040	4%	80	0%
<u>Expenditures</u>								
Supplies	1,726	1,790	1,790	1,790	-	0%	-	0%
Professional Services	25,090	25,090	25,090	25,090	-	0%	-	0%
Total Expenditures	26,816	26,880	26,880	26,880	-	0%	-	0%
Ending Balance	63,704	61,420	62,380	61,140	(280)	0%	(1,240)	-2%

Fund:	Local Improvement District Control Fund		Fund #:	211
Department:	Finance & Info Services		Department #:	31
Cost Center	Total Fund		Cost Center #:	N/A

Function

This fund collects special assessments levied against benefited properties for payment of principal and interest for special assessment bond issues. Even though there is no outstanding Local Improvement District (L.I.D) bond debt, the City is still collecting on the special assessments. Council approved a recommendation in the 2016 3rd quarter budget amendment that the revenue received on the outstanding amounts, be transferred to the Contingency Reserve Fund.

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change	% Change	\$ Change	% Change
					18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Beginning Balance	9,655	20,260	20,260	16,210	(4,050)	-20%	(4,050)	-20%
<u>Revenue</u>								
Special Assessment Penalty	52	400	400	400	-	0%	-	0%
Special Assessment Interest	1,194	2,000	-	2,000	-	0%	2,000	N/A
Special Assessment Principal	16,962	12,000	12,000	12,000	-	0%	-	0%
Total Revenues	18,208	14,400	12,400	14,400	-	0%	2,000	16%
<u>Expenditure</u>								
Interfund Transfer	7,600	16,450	16,450	16,450	-	0%	-	0%
Total Expenditures	7,600	16,450	16,450	16,450	-	0%	-	0%
Ending Balance	20,263	18,210	16,210	14,160	(4,050)	-22%	(2,050)	-13%

Fund:	LTGO Debt Service		Fund #:	231
Department:	Finance & Info Services		Department #:	31
Cost Center	Total Fund		Cost Center #:	N/A

Function

Debt Service Funds are used to account for the accumulation of resources for, and payment of, general long-term debt principal, interest, and other related costs. The LTGO Debt Service Fund (231) provides debt service accounting for the 2012 LTGO bond, which is a general government obligation.

2018 Budget Changes

- Decision Package #9 increased \$12,880 due to the annual debt service adjustment

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change 18-17 Budget	% Change 18-17 Budget	\$ Change 18-17 Estimate	% Change 18-17 Estimate
Beginning Balance	0	0	0	0	N/A	N/A	N/A	N/A
<u>Revenue</u>								
Other Misc Revenue (PFD)	370,993	385,300	385,300	404,200	18,900	5%	18,900	5%
Transfer In From 001	166,450	168,200	168,200	169,370	1,170	1%	1,170	1%
Transfer In From 126	139,425	142,330	142,330	135,130	(7,200)	-5%	(7,200)	-5%
Total Revenues	676,868	695,830	695,830	708,700	12,870	2%	12,870	2%
<u>Expenditure</u>								
Bond Principal	536,265	565,450	565,450	589,630	24,180	4%	24,180	4%
Bond Interest	140,603	130,380	130,380	119,070	(11,310)	-9%	(11,310)	-9%
Total Expenditures	676,868	695,830	695,830	708,700	12,870	2%	12,870	2%
Ending Balance	0	0	0	0	N/A	N/A	N/A	N/A

Fund:	Technology Rental Fund		Fund #:	512
Department:	Information Services		Department #:	31
Cost Center	Total Fund		Cost Center #:	N/A

Function

The Technology Rental Fund accrues equipment replacement costs and allocates Information Technology costs back to departments.

Budget Narrative

Salaries and Benefits	Includes funding for Information Services Manager, Information Systems Specialist, GIS Analyst and PC Support Technician.
Supplies	Covers software acquisition, licenses, upgrades, and updates to stay current with technology.
Small Equipment	Support of the installed base of mobile, desktop, laptop, work station, server, storage, network, and telecom infrastructure.
Professional Services	Consulting fees for specific design, installation, configuration and operation of technology that is outside the scope of current Information Services capabilities.
Repair/Maintenance	Fees paid for maintenance of software and hardware assets.

2018 Budget Changes

- Decision Package #13 decreased \$1,040 due to equipment rental rate changes
- Decision Package #119 increased \$18,800 for software and hardware maintenance
- Decision Package #120 increased \$253,000 for phone system replacement
- Decision Package #121 increased \$24,000 for server memory upgrades

- Staff recommended change #7 added \$56,000 for equipment that should have been included in the baseline

Fund:	Technology Rental Fund		Fund #:	512
Department:	Information Services		Department #:	31
Cost Center	Total Fund		Cost Center #:	N/A

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change 18-17 Budget	% Change 18-17 Budget	\$ Change 18-17 Estimate	% Change 18-17 Estimate
Beginning Balance	-	-	-	57,300	57,300	N/A	57,300	N/A
<u>Revenue</u>								
IT Services A Fund	-	789,640	789,640	1,145,790	356,150	45%	356,150	45%
Fiber Services	-	16,400	16,400	16,400	-	0%	-	0%
Investment Interest	-	-	1,150	1,200	1,200	N/A	50	4%
Rental Charge B Fund	-	95,000	95,000	105,000	10,000	11%	10,000	11%
Interfund Transfer	-	55,450	45,000	-	(55,450)	-100%	(45,000)	-100%
Total Revenue	-	956,490	947,190	1,268,390	311,900	33%	321,200	34%
<u>Expenditures</u>								
Salaries and Wages	261,166	277,270	276,540	283,742	6,472	2%	7,202	3%
Overtime	679	2,000	2,000	2,000	-	0%	-	0%
Benefits	85,661	92,150	92,340	98,101	5,951	6%	5,761	6%
Supplies	26,748	5,000	5,000	5,000	-	0%	-	0%
Small Equipment	60,068	57,700	23,000	300,000	242,300	420%	277,000	1204%
Professional Services	39,826	114,000	114,000	114,000	-	0%	-	0%
Communications	63,233	65,270	65,270	58,770	(6,500)	-10%	(6,500)	-10%
Travel	769	1,500	1,500	1,500	-	0%	-	0%
Rental Lease	3,017	3,000	3,000	3,000	-	0%	-	0%
Interfund Rental	4,000	4,850	4,850	3,810	(1,040)	-21%	(1,040)	-21%
Repairs and Maintenance	111,432	241,390	241,390	260,190	18,800	8%	18,800	8%
Miscellaneous	28,397	5,000	5,000	5,000	-	0%	-	0%
Equipment	29,213	56,000	56,000	56,000	-	0%	-	0%
Total Expenditures	714,209	925,130	889,890	1,191,113	265,983	29%	301,223	34%
Ending Balance	-	31,360	57,300	134,577	103,217	329%	77,277	135%

Fund:	Firemen’s Pension		Fund #:	617
Department:	Mayor		Department #:	51
Cost Center	Total Fund		Cost Center #:	N/A

Function

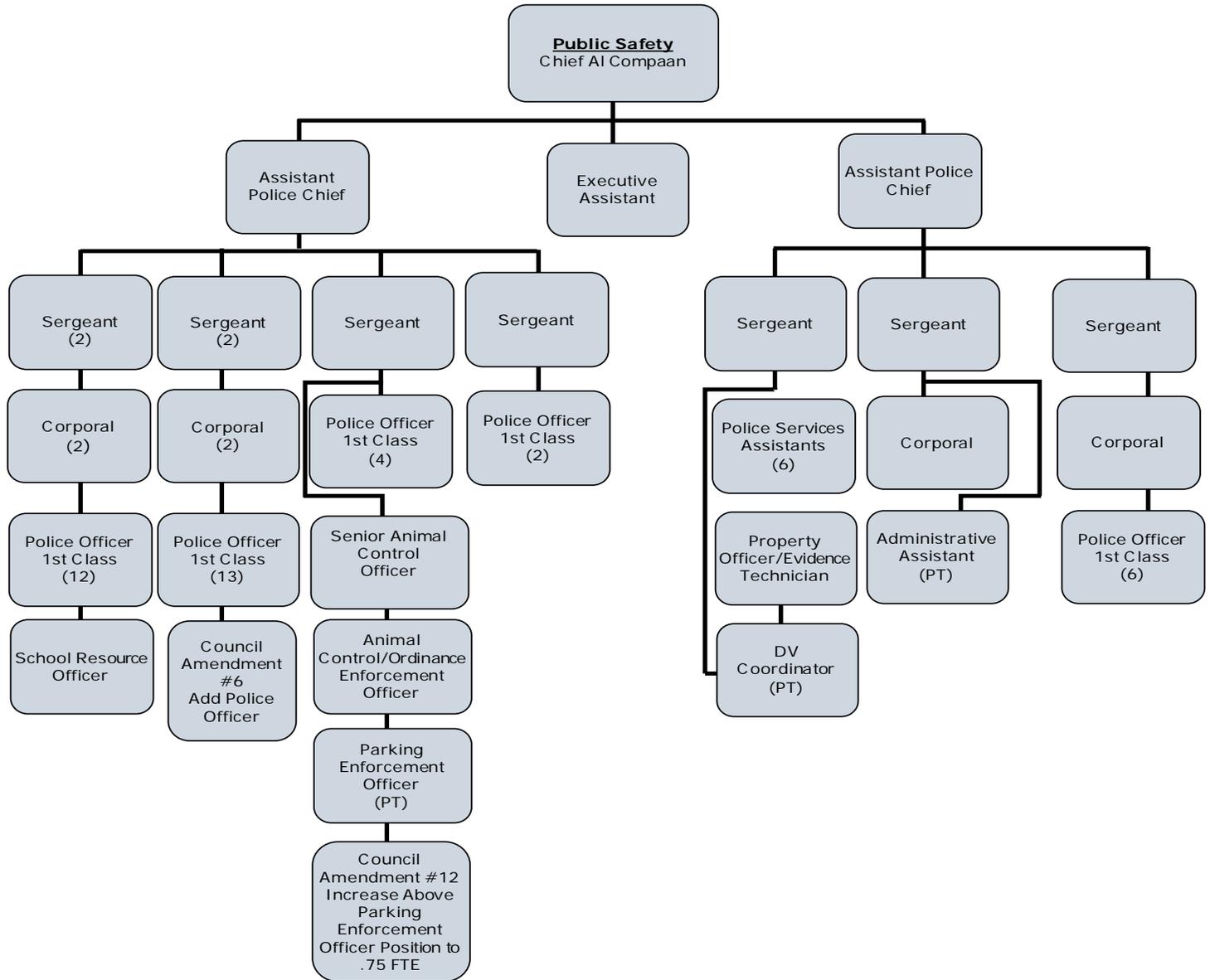
This fund was established to provide retirement pensions and medical benefits to retired City firefighters who left service prior to the establishment of the statewide Law Enforcement Officer and Firefighter (LEOFF) retirement system. This entire fund may be expended by the Firemen’s Pension Board as set forth in RCW 41.18.

Budget Narrative

Annual contributions from the General Fund are based on an actuarial study performed by Northwest Plan Services, Inc. to assure that its pension and benefit obligation is adequately funded on a pay-as-you-go basis.

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change 18-17 Budget	% Change 18-17 Budget	\$ Change 18-17 Estimate	% Change 18-17 Estimate
Beginning Balance	203,101	224,700	224,700	222,880	(1,820)	-1%	(1,820)	-1%
<u>Revenue</u>								
Fire Ins Premium Tax	49,004	49,000	49,970	50,000	1,000	2%	30	0%
Employer Contributions	15,000	15,000	15,000	15,000	-	0%	-	0%
Investment Interest	2,296	2,000	4,470	4,690	2,690	135%	220	5%
Total Revenues	66,300	66,000	69,440	69,690	3,690	6%	250	0%
<u>Expenditure</u>								
Pension Payments	27,936	48,320	48,060	51,018	2,698	6%	2,958	6%
Health Benefits	16,554	22,550	22,000	23,000	450	2%	1,000	5%
Professional Services	214	1,200	1,200	1,200	-	0%	-	0%
Total Expenditures	44,704	72,070	71,260	75,218	3,148	4%	3,958	6%
Ending Balance	224,697	218,630	222,880	217,352	(1,278)	-1%	(5,528)	-2%

Fund:	General		Fund #:	001
Department:	Police		Department #:	41
Cost Center	Total Department		Cost Center #:	N/A



<i>Fund:</i>	General		<i>Fund #:</i>	001
<i>Department:</i>	Police		<i>Department #:</i>	41
<i>Cost Center</i>	Total Department		<i>Cost Center #:</i>	N/A

Mission

The mission of the Edmonds Police Department is:

We place service above self, with an unwavering and unbiased commitment to public safety, improving the quality of life for our community.

Core Values

The Edmonds Police are committed to the following core values:

- *Service*
- *Integrity*
- *Respect*
- *Stewardship*

Vision

We Are:

- Committed to reducing crime and enhancing public safety and security.
- Dedicated to earning and maintaining the respect and confidence entrusted to us.

We Will:

- Treat all people with dignity and respect.
- Empower our employees to reach their maximum potential by providing them with knowledge, training, and mentorship opportunities.

We Strive:

- Through innovation, to adapt and evolve so that we may provide state of the art law enforcement services.
- To exercise our authority with unparalleled professionalism and humility.

Purpose

Enforce local and state laws and keep citizens and the community safe from violence and crime.

Fund:	General		Fund #:	001
Department:	Police		Department #:	41
Cost Center	Total Department		Cost Center #:	N/A

Program	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change	% Change	\$ Change	% Change
					18-17	18-17	18-17	18-17
					Budget	Budget	Estimate	Estimate
Administration	964,541	1,245,680	1,272,495	1,496,429	250,749	20%	223,934	18%
Records Management	627,710	732,188	711,545	821,626	89,438	12%	110,081	15%
Investigation	1,194,639	1,272,993	1,218,342	1,279,348	6,355	0%	61,006	5%
Patrol	5,224,239	5,664,505	5,597,723	5,885,994	221,489	4%	288,271	5%
Special Operations	30,931	31,320	30,340	28,450	(2,870)	-9%	(1,890)	-6%
K-9 Unit	157,130	271,230	241,076	292,462	21,232	8%	51,386	21%
Training	281,603	275,101	264,782	280,341	5,240	2%	15,559	6%
Ordinance Enforcement	220,721	289,100	256,883	294,845	5,745	2%	37,962	15%
Traffic	599,861	790,553	666,798	711,672	(78,881)	-10%	44,874	7%
Property Management	105,595	104,770	106,636	108,644	3,874	4%	2,008	2%
Dispatch	89,120	91,790	91,790	94,540	2,750	3%	2,750	3%
	9,496,090	10,769,230	10,458,410	11,294,351	525,121	5%	835,941	8%

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change	% Change	\$ Change	% Change
					18-17	18-17	18-17	18-17
					Budget	Budget	Estimate	Estimate
Salaries	5,639,475	6,357,958	6,209,630	6,560,766	202,808	3%	351,136	6%
Overtime	481,747	475,393	466,449	463,280	(12,113)	-3%	(3,169)	-1%
Holiday Buyback	195,917	226,420	218,656	243,389	16,969	7%	24,733	11%
Benefits	2,215,303	2,347,255	2,262,050	2,543,628	196,373	8%	281,578	12%
Uniforms	69,632	75,450	66,400	78,650	3,200	4%	12,250	18%
Supplies	79,498	88,500	73,300	86,500	(2,000)	-2%	13,200	18%
Small Equipment	34,271	34,151	21,980	28,610	(5,541)	-16%	6,630	30%
Professional Services	90,897	117,670	106,776	123,420	5,750	5%	16,644	16%
Communications	33,453	27,210	56,250	32,000	4,790	18%	(24,250)	-43%
Travel	17,492	17,310	19,580	19,310	2,000	12%	(270)	-1%
Rental/Lease	226,566	209,240	205,625	184,370	(24,870)	-12%	(21,255)	-10%
Interfund Rental	363,730	633,390	633,390	800,508	167,118	26%	167,118	26%
Repair/Maintenance	9,173	15,120	13,150	15,120	-	0%	1,970	15%
Miscellaneous	28,276	46,350	41,990	46,350	-	0%	4,360	10%
Intergovt Services	10,660	10,550	10,770	10,550	-	0%	(220)	-2%
Equipment	-	87,263	52,414	57,900	(29,363)	-34%	5,486	10%
	9,496,090	10,769,230	10,458,410	11,294,351	525,121	5%	835,941	8%

Fund:	General		Fund #:	001
Department:	Police		Department #:	41
Cost Center	Administration		Cost Center #:	521.10

Function

Leadership and management of the Police Department and its functions. Professional Standards conducts background investigations and internal affairs investigations, maintains accreditation files.

Budget Narrative

- Salary and Benefits - Chief of Police, two Assistant Police Chiefs, a Professional Standards Sergeant, an Executive Assistant, a part time Domestic Violence Coordinator, and a part time Admin. Assistant.
- Uniforms - \$900 uniform allowance for each commissioned (x4) employee and miscellaneous uniform costs.
- Supplies – Paper, printing letterhead and business cards, citizen and employee awards, and office supplies for department.
- Small Equipment – Computer accessories, replacement of broken furniture.
- Professional Services – Medical and psychological fit-for-duty exams; pre-hire polygraphs, credit checks and medical/psychological exams; accreditation fees; chaplain fees; shredding service; transcription for internal affairs investigations.
- Communications -Shipping for evidence, documents and equipment.
- Travel – Attendance at Snohomish County Sheriff and Police Chief Association meetings.
- Advertising – Unclaimed property/surplus property sales.
- Rental/Lease – Copier leases and per copy charges.
- Interfund Rental – Covers rental and maintenance/fuel for vehicles for the Chief, two Assistant Chiefs, and a shared staff vehicle.
- Repair/Maintenance – Repair and maintenance of building security system, office equipment and furniture.
- Miscellaneous – Credit card merchant fees, and WASPC, IACP and FBINAA memberships.
- Intergovernmental Services – Snohomish Regional Drug and Gang Task Force participation.

2018 Budget Changes

- Decision Package #1 added \$206,678 for technology service rate changes
- Decision Package #11 added \$57,900 for the records area remodel
- Decision Package #12 added \$21,940 for police operating cost increase of which \$800 was in this cost center
- Decision Package #13 decreased \$64,430 for the Police Department due to the equipment rental rate change; \$150 was added for this cost center

Fund:	General		Fund #:	001
Department:	Police		Department #:	41
Cost Center	Administration		Cost Center #:	521.10 & 565.50

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change	% Change	\$ Change	% Change
					18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Salaries	678,113	698,790	698,790	723,952	25,162	4%	25,162	4%
Overtime	5,763	3,280	7,620	3,280	-	0%	(4,340)	-57%
Holiday Buyback	4,540	4,540	4,820	4,810	270	6%	(10)	0%
Benefits	208,413	215,400	221,240	233,089	17,689	8%	11,849	5%
Uniforms	3,909	5,100	4,000	5,900	800	16%	1,900	48%
Supplies	11,185	13,000	13,000	13,000	-	0%	-	0%
Minor Equipment	1,392	500	500	500	-	0%	-	0%
Professional Services	8,726	17,130	15,130	17,130	-	0%	2,000	13%
Communications	1,310	1,000	25,250	1,000	-	0%	(24,250)	-96%
Travel	117	180	180	180	-	0%	-	0%
Rental/Lease	13,196	18,000	14,385	18,000	-	0%	3,615	25%
Interfund Rental	13,460	252,020	252,020	458,848	206,828	82%	206,828	82%
Repair/Maintenance	255	500	250	500	-	0%	250	100%
Miscellaneous	3,502	5,690	4,540	5,690	-	0%	1,150	25%
Intergovt Services	10,660	10,550	10,770	10,550	-	0%	(220)	-2%
	964,541	1,245,680	1,272,495	1,496,429	250,749	20%	223,934	18%

Fund:	General		Fund #:	001
Department:	Police		Department #:	41
Cost Center	Records Management		Cost Center #:	521.11

Function

Provide all records management for the Police Department and is responsible for incoming telephone calls from the public as well as assisting citizens at the front counter.

Budget Narrative

- Salary and Benefits - one Sergeant and six Police Services Assistants.
- Uniforms - \$360 for each non-commissioned (x6) employee plus \$900 uniform allowance for a commissioned employee.
- Supplies - all department forms and citations.
- Small Equipment – On-going technology upgrades of various office equipment that is already in need of replacement.
- Professional Services - document imaging support maintenance and microfiche maintenance.
- Repairs/Maintenance - repairs of office equipment and property room security systems.
- Miscellaneous – WA Association of Public Records Officer (WAPRO) dues for Sergeant and two clerks.

2018 Budget Changes

- Decision Package #11 added \$57,900 for the records area remodel
- Decision Package #12 added \$21,940 for police operating cost increase of which \$200 was in this cost center

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change	% Change	\$ Change	% Change
					18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Salaries	406,616	464,831	462,270	473,613	8,782	2%	11,343	2%
Overtime	10,432	8,600	11,000	8,600	-	0%	(2,400)	-22%
Holiday Buyback	13,943	20,570	17,585	20,570	-	0%	2,985	17%
Benefits	187,032	219,427	209,290	241,983	22,556	10%	32,693	16%
Uniforms	700	3,360	2,400	3,560	200	6%	1,160	48%
Supplies	3,840	5,200	3,600	5,200	-	0%	1,600	44%
Minor Equipment	3,126	5,000	2,000	5,000	-	0%	3,000	150%
Professional Services	1,133	2,700	1,000	2,700	-	0%	1,700	170%
Repair/Maintenance	788	1,500	1,600	1,500	-	0%	(100)	-6%
Miscellaneous	100	1,000	800	1,000	-	0%	200	25%
Equipment	-	-	-	57,900	57,900	N/A	57,900	N/A
	627,710	732,188	711,545	821,626	89,438	12%	110,081	15%



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Fund:	General		Fund #:	001
Department:	Police		Department #:	41
Cost Center	Investigation		Cost Center #:	521.21

Function

Investigation of crimes reported within the city.

Budget Narrative

- Salary and Benefits - one Detective Sergeant, one Detective Corporal, five Detectives, and one Narcotics Detective.
- Uniforms - \$900 clothing allowance for each commissioned (x8) employee assigned to the investigations unit to repair or replace clothing per labor agreement.
- Supplies – audio/video interview supplies, general office and evidence processing supplies, identification manual yearly update.
- Small Equipment – evidence collection and processing equipment.
- Professional Services - criminal polygraph services, TLO and Spokeo subscriptions, translator services for the entire department, transcription services, Leads Online, child interview specialist services provided by Dawson Place, and evidentiary/DNA processing.
- Travel - ferry fares for investigations and transports, meals and parking fees for local business meetings.
- Interfund Rental covers rental charge for investigation vehicles.
- Miscellaneous – membership dues (FBI-LEEDA and WA Violent Crime Investigators Association); detective buy fund to purchase non-narcotics related information and other fees to further an investigation.

2018 Budget Changes

- Decision Package #12 added \$21,940 for police operating cost increase of which \$2,400 was in this cost center
- Decision Package #13 decreased \$64,430 for the Police Department due to the equipment rental rate change; \$8,970 was decreased from this cost center

Fund:	General		Fund #:	001
Department:	Police		Department #:	41
Cost Center	Investigation		Cost Center #:	521.21

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change	% Change	\$ Change	% Change
					18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Salaries	762,719	814,242	785,450	821,646	7,404	1%	36,196	5%
Overtime	43,196	42,584	41,195	39,000	(3,584)	-8%	(2,195)	-5%
Holiday Buyback	27,227	31,670	28,887	34,070	2,400	8%	5,183	18%
Benefits	296,404	298,177	281,460	307,172	8,995	3%	25,712	9%
Uniforms	5,161	5,600	5,600	7,600	2,000	36%	2,000	36%
Supplies	839	2,700	2,000	2,700	-	0%	700	35%
Minor Equipment	1,939	4,390	2,500	2,500	(1,890)	-43%	-	0%
Professional Services	17,758	24,500	21,000	24,500	-	0%	3,500	17%
Travel	71	130	1,400	130	-	0%	(1,270)	-91%
Interfund Rental	38,740	48,000	48,000	39,030	(8,970)	-19%	(8,970)	-19%
Repair/Maintenance	275	500	500	500	-	0%	-	0%
Miscellaneous	310	500	350	500	-	0%	150	43%
	1,194,639	1,272,993	1,218,342	1,279,348	6,355	0%	61,006	5%

Fund:	General		Fund #:	001
Department:	Police		Department #:	41
Cost Center	Patrol		Cost Center #:	521.22

Function

Officers respond to citizen calls for service, initiate criminal investigations, investigate traffic accidents and enforce local and state traffic and criminal codes.

Budget Narrative

- Salary and Benefits – Includes six Sergeants, four Corporals, and 25 Patrol Officers. Reimbursable overtime and benefits are matched by revenue from third parties such as Edmonds School District (football games, graduations, dances), Edmonds Rotary Club (Waterfront Festival), and the Edmonds Chamber of Commerce (4th of July, Taste of Edmonds).
- Uniforms – Repair and replacement of uniforms lost or damaged on the job or no longer serviceable per the Collective Bargaining Agreement between the Edmonds Police Officers Association and the City; dry cleaning for entire department.
- Supplies – Department batteries, flashlight switches and bulbs, safety flares, traffic cones, duty belts/pouches/holsters, handcuffs, personal protection gloves, safety glasses, hand sanitizer, digital memory cards/flash drives, emergency blankets, personal protection face masks, etc.
- Small Equipment – Patrol digital cameras and police RADAR/LIDAR as needed. Miscellaneous equipment needs for the patrol function.
- Professional Services – Five dive team medical exams, vehicle decontamination and contract towing fees.
- Communications – Fees associated with cellular phones, iPads and computer air card devices for the entire department.
- Interfund Rental – Charges associated with the rental and maintenance/fuel for patrol vehicles.
- Repair and Maintenance – Service and parts for repair of police radars, LIDAR devices, total station, radios, dive equipment, fire extinguishers and police bicycles; car washes for department vehicles.
- Miscellaneous – Dues for Western Hostage Negotiators Association (WSHNA), Boy Scouts of America, National Association of Field Training Officers (NAFTO).

2018 Budget Changes

- Decision Package #12 added \$21,940 for police operating cost increase of which \$8,290 was in this cost center
- Decision Package #13 decreased \$64,430 for the Police Department due to the equipment rental rate change; \$30,740 was decreased from this cost center
- Council Amendment #6 added \$106,000 for one patrol officer

Fund:	General		Fund #:	001
Department:	Police		Department #:	41
Cost Center	Patrol		Cost Center #:	521.22

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change	% Change	\$ Change	% Change
					18-17	18-17	18-17	18-17
					Budget	Budget	Estimate	Estimate
Salaries	3,055,815	3,458,596	3,404,270	3,577,737	119,141	3%	173,467	5%
Overtime	355,395	337,967	336,065	333,000	(4,967)	-1%	(3,065)	-1%
Holiday Buyback	120,446	132,570	137,218	148,199	15,629	12%	10,981	8%
Benefits	1,253,221	1,284,272	1,277,470	1,406,208	121,936	9%	128,738	10%
Uniforms	53,909	52,700	42,000	48,400	(4,300)	-8%	6,400	15%
Supplies	12,603	10,000	10,000	10,000	-	0%	-	0%
Minor Equipment	9,753	4,500	4,200	4,500	-	0%	300	7%
Professional Services	11,228	14,000	13,000	14,000	-	0%	1,000	8%
Communications	32,143	26,210	31,000	31,000	4,790	18%	-	0%
Travel	231	-	-	-	N/A	N/A	N/A	N/A
Interfund Rental	311,530	333,370	333,370	302,630	(30,740)	-9%	(30,740)	-9%
Repair/Maintenance	7,855	10,190	9,000	10,190	-	0%	1,190	13%
Miscellaneous	110	130	130	130	-	0%	-	0%
	5,224,239	5,664,505	5,597,723	5,885,994	221,489	4%	288,271	5%

Fund:	General		Fund #:	001
Department:	Police		Department #:	41
Cost Center	Special Operations		Cost Center #:	521.23

Function

Edmonds is a member of the ten-city North Sound Metro Special Weapons and Tactics (SWAT)/Crisis Negotiating Team (CNT). This integrated team is trained and equipped to respond to critical emergencies. This budget consists of Edmonds’ financial contribution to the combined team, as well as the costs of equipping Edmonds officers who are SWAT team members.

Budget Narrative

Details of maintenance and operations expenditures are as follows:

- Supplies – Edmonds’ financial contribution to North Sound Metro SWAT Team per the interlocal agreement; ammunition for handguns, rifles, shotguns, 40mm impact weapons, distraction devices and chemical agents.
- Interfund Rental – Charge associated with maintenance/fuel for the SWAT bus.
- Repair/Maintenance – Maintenance of all SWAT-related equipment utilized by the team members.
- Miscellaneous – Annual advanced refresher training following best practice recommendations as well as membership dues in the Washington State Tactical Officers Association (WSTOA).

2018 Budget Changes

- Decision Package #12 added \$21,940 for police operating cost increase of which \$4,500 was in this cost center
- Decision Package #13 decreased \$64,430 for the Police Department due to the equipment rental rate change; \$7,370 was decreased from this cost center

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change	% Change	\$ Change	% Change
					18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Uniforms	-	-	4,500	4,500	4,500	N/A	-	0%
Supplies	8,293	12,500	8,000	12,500	-	0%	4,500	56%
Small Equipment	3,643	500	500	500	-	0%	-	0%
Repair/Maintenance	-	430	200	430	-	0%	230	115%
Miscellaneous	1,295	4,750	4,000	4,750	-	0%	750	19%
Interfund Rental	17,700	13,140	13,140	5,770	(7,370)	-56%	(7,370)	-56%
	30,931	31,320	30,340	28,450	(2,870)	-9%	(1,890)	-6%

Fund:	General		Fund #:	001
Department:	Police		Department #:	41
Cost Center	K-9 Unit		Cost Center #:	521.26

Function

The K-9 team assists with the apprehension of criminals, locating evidence and searching buildings for hidden suspects.

Budget Narrative

- Salary and Benefits – Includes two K-9 Officers.
- Uniforms – Repair and replacement of uniforms lost or damaged on the job or no longer serviceable per the Collective Bargaining Agreement between the Edmonds Police Officers Association and the City.
- Supplies – Dog food and miscellaneous equipment including leads, muzzles, bite sleeves, medications.
- Professional Services – Kennel boarding and veterinarian services.
- Interfund Rental – Charges associated with the rental and maintenance/fuel for the assigned K-9 officer vehicles.
- Miscellaneous – Membership dues for the Washington State Police Canine Association (WSPCA).

2018 Budget Changes

None

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change	% Change	\$ Change	% Change
					18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Salaries	92,475	159,770	159,770	175,573	15,803	10%	15,803	10%
Overtime	15,722	32,000	22,000	32,000	-	0%	10,000	45%
Holiday Buyback	3,690	7,900	4,066	7,270	(630)	-8%	3,204	79%
Benefits	42,469	65,060	52,190	71,119	6,059	9%	18,929	36%
Uniforms	1,619	1,600	900	1,600	-	0%	700	78%
Supplies	1,024	2,500	1,000	2,500	-	0%	1,500	150%
Minor Equipment	-	500	300	500	-	0%	200	67%
Professional Services	31	1,800	800	1,800	-	0%	1,000	125%
Miscellaneous	100	100	50	100	-	0%	50	100%
	157,130	271,230	241,076	292,462	21,232	8%	51,386	21%

Fund:	General		Fund #:	001
Department:	Police		Department #:	41
Cost Center	Training		Cost Center #:	521.40

Function

Provide training for all Police Department employees; maintains training records for entire department; coordinates hiring logistics and field training for new employees.

Budget Narrative

- Salary and Benefits – Includes one Training Corporal.
- Uniforms – Yearly \$900 clothing allowance per the Collective Bargaining Agreement between the Edmonds Police Officers Association and the City, and ancillary uniform expenses.
- Supplies – Pistol, rifle, and shotgun ammunition used for training and required qualifications; range supplies and targets; TASER cartridges for training and duty use; SAGE projectiles and training munitions supplies; defensive tactics supplies; and first aid supplies.
- Small Equipment – Training aids, range equipment, training room/City EOC equipment and materials, and replacement TASERS.
- Professional Services – Range rental fees, health club membership fees per the Collective Bargaining Agreement between the Edmonds Police Officers Association and the City, Lexipol policy manual updates, State-mandated hearing and respiratory testing.
- Travel – Expenses associated with training and new hire background investigations.
- Advertising – Recruiting advertising in professional publications as well as area job fairs.
- Interfund Rental – Charges associated with staff cars available to all employees.
- Repair/Maintenance – Repair and maintenance of all department weapons and the PRISM shooting simulator.
- Miscellaneous – Payments to the Washington Criminal Justice Training Commission and private training vendors for training classes and programs attended by employees; Regional Training agreement; cost of sending new recruits to Basic Law Enforcement Academy.

2018 Budget Changes

- Decision Package #12 added \$21,940 for police operating cost increase of which \$4,150 was in this cost center
- Decision Package #13 decreased \$64,430 for the Police Department due to the equipment rental rate change; \$4,540 was decreased from this cost center

Fund:	General		Fund #:	001
Department:	Police		Department #:	41
Cost Center	Training		Cost Center #:	521.40

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change	% Change	\$ Change	% Change
					18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Salaries	113,870	101,450	101,450	106,336	4,886	5%	4,886	5%
Overtime	10,880	6,500	6,500	6,500	-	0%	-	0%
Holiday Buyback	4,187	4,230	4,042	4,400	170	4%	358	9%
Benefits	38,361	42,720	41,490	46,945	4,225	10%	5,455	13%
Uniforms	1,079	750	700	750	-	0%	50	7%
Supplies	37,108	36,000	30,000	34,000	(2,000)	-6%	4,000	13%
Minor Equipment	7,712	8,851	5,000	5,200	(3,651)	-41%	200	4%
Professional Services	21,564	17,300	19,300	21,450	4,150	24%	2,150	11%
Travel	17,073	17,000	18,000	19,000	2,000	12%	1,000	6%
Rental/Lease	6,910	6,300	6,300	1,760	(4,540)	-72%	(4,540)	-72%
Repair/Maintenance	-	1,000	1,000	1,000	-	0%	-	0%
Miscellaneous	22,859	33,000	31,000	33,000	-	0%	2,000	6%
	281,603	275,101	264,782	280,341	5,240	2%	15,559	6%

Fund:	General		Fund #:	001
Department:	Police		Department #:	41
Cost Center	Ordinance Enforcement		Cost Center #:	521.70

Function

Handles abandoned vehicles and parking enforcement, including monitoring of city's parking lots. Handles stray, injured and deceased animals, both wild and domestic.

Budget Narrative

- Salary and Benefits – Includes two Animal Control/Ordinance Enforcement Officers and one part-time Parking Enforcement Officer.
- Uniforms – Repair and replacement of uniforms lost or damaged on the job or no longer serviceable per the Collective Bargaining Agreement between the Edmonds Police Officers Association and the City.
- Supplies – Plastic bags, animal control drugs, disposable leashes, dog licenses and renewal forms.
- Professional Services – Veterinary services with local veterinarians, animal disposal services with S. Morris, and contract animal shelter services with PAWS.
- Interfund Rental – Charges associated with the rental and maintenance/fuel for the Animal Control and Parking Enforcement vehicles.
- Miscellaneous – Dues for Washington Animal Control Association (WACA).
- Spay and Neuter – Specific to veterinary services for spay and neuter of stray animals that are placed (adopted) per City Ordinance.

2018 Budget Changes

- Decision Package #13 decreased \$64,430 for the Police Department due to the equipment rental rate change; \$1,530 was decreased from this cost center
- Council Amendment #12 added \$14,485 to change the parking enforcement officer from .50 FTE to .75 FTE

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change	% Change	\$ Change	% Change
					18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Salaries	118,512	144,830	144,830	157,977	13,147	9%	13,147	9%
Overtime	4,464	3,000	3,000	3,000	-	0%	-	0%
Holiday Buyback	3,913	6,650	5,053	6,180	(470)	-7%	1,127	22%
Benefits	47,834	72,040	50,010	66,638	(5,402)	-7%	16,628	33%
Uniforms	176	3,030	3,200	3,030	-	0%	(170)	-5%
Supplies	151	2,000	1,200	2,000	-	0%	800	67%
Minor Equipment	995	5,310	2,400	5,310	-	0%	2,910	121%
Professional Services	29,906	39,040	34,000	39,040	-	0%	5,040	15%
Rental/Lease	14,770	12,120	12,120	10,590	(1,530)	-13%	(1,530)	-13%
Miscellaneous	-	1,080	1,070	1,080	-	0%	10	1%
	220,721	289,100	256,883	294,845	5,745	2%	37,962	15%

Fund:	General		Fund #:	001
Department:	Police		Department #:	41
Cost Center	Traffic		Cost Center #:	521.71

Function

Enforces traffic laws, issues citations, and conducts investigations of all major collisions.

Budget Narrative

- Salary and Benefits – Includes four Traffic Officers. Reimbursable overtime and benefits are matched by revenue from the Washington State Traffic Safety Commission for DUI, seatbelt and speeding emphasis patrols.
- Uniforms – Repair and replacement of uniforms lost or damaged on the job or no longer serviceable per the Collective Bargaining Agreement between the Edmonds Police Officers Association and the City.
- Supplies – Printer ink and miscellaneous supplies.
- Small Equipment – Replacement/upgrade/service agreement of traffic collision investigation equipment/software and replacement of radars.
- Interfund Rental – Charges associated with the rental and maintenance/fuel for the police motorcycles and traffic car.

2018 Budget Changes

- Decision Package #13 decreased \$13,360 due to equipment rental rate changes

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change	% Change	\$ Change	% Change
					18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Salaries	347,595	450,539	387,890	458,419	7,880	2%	70,529	18%
Overtime	33,059	40,262	38,069	36,700	(3,562)	-9%	(1,369)	-4%
Holiday Buyback	15,273	15,590	14,225	15,120	(470)	-3%	895	6%
Benefits	118,642	127,589	105,540	145,483	17,894	14%	39,943	38%
Uniforms	3,013	3,000	2,800	3,000	-	0%	200	7%
Supplies	238	500	500	500	-	0%	-	0%
Minor Equipment	4,631	3,500	3,200	3,500	-	0%	300	9%
Rental/Lease	77,410	61,810	61,810	48,450	(13,360)	-22%	(13,360)	-22%
Repair/Maintenance	-	500	350	500	-	0%	150	43%
Equipment	-	87,263	52,414	-	(87,263)	-100%	(52,414)	-100%
	599,861	790,553	666,798	711,672	(78,881)	-10%	44,874	7%

Fund:	General		Fund #:	001
Department:	Police		Department #:	41
Cost Center	Property Management		Cost Center #:	521.80

Function

Collects, maintains and controls all evidence in investigations, houses found property, tests narcotics, and processes fingerprint evidence.

Budget Narrative

- Salary and Benefits - includes one Property Officer/Evidence Technician.
- Uniforms - repair or replacement of uniforms lost or damaged on the job per union contract.
- Supplies - evidence supplies, fingerprint supplies, and drug testing supplies.
- Small Equipment – additional freezer for the storage of organic evidence.
- Professional Services – hazardous materials disposal, analytical and precision balance, and property room audit.
- Interfund rental - charges associated with the rental and maintenance/fuel for the property van.
- Miscellaneous - dues for Law Enforcement Identification and Records Association and miscellaneous evidence processing/handling costs.

2018 Budget Changes

- Decision Package #12 added \$21,940 for police operating cost increase of which \$1,600 was in this cost center
- Decision Package #13 decreased \$64,430 for the Police Department due to the equipment rental rate change; \$820 was decreased from this cost center

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change	% Change	\$ Change	% Change
					18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Salaries	63,760	64,910	64,910	65,513	603	1%	603	1%
Overtime	2,836	1,200	1,000	1,200	-	0%	200	20%
Holiday Buyback	2,698	2,700	2,760	2,770	70	3%	10	0%
Benefits	22,927	22,570	23,360	24,991	2,421	11%	1,631	7%
Uniforms	66	310	300	310	-	0%	10	3%
Supplies	4,217	4,100	4,000	4,100	-	0%	100	3%
Minor Equipment	1,080	1,100	1,380	1,100	-	0%	(280)	-20%
Professional Services	551	1,200	2,546	2,800	1,600	133%	254	10%
Rental/Lease	7,460	6,080	6,080	5,260	(820)	-13%	(820)	-13%
Repair/Maintenance	-	500	250	500	-	0%	250	100%
Miscellaneous	-	100	50	100	-	0%	50	100%
	105,595	104,770	106,636	108,644	3,874	4%	2,008	2%

Fund:	General		Fund #:	001
Department:	Police		Department #:	41
Cost Center	Dispatch		Cost Center #:	528.60

Function

General Fund contributions to the B fund to replace police radios and mobile computers.

Budget Narrative

The annual contribution of \$48,000 is split evenly between police radio replacement and the replacement of mobile computers. Those transfers were suspended in 2009 and 2012 due to budget shortfalls. Our current portable radios are now past warranty, and getting close to the end of their service life. Replacement parts are difficult to find. Due to changes in radio system technology and the expiring life of our current radios, all portable and vehicle radios will have to be replaced between 2018 and 2020.

In addition, our mobile computers have a service life of four years, which cannot be stretched much due to changing technologies. It is important that the reserve fund is maintained to cover future expenditures for mobile radios, portable radios, and mobile computers.

2018 Budget Changes

Decision Package #13 decreased \$64,430 for the Police Department due to the equipment rental rate change; \$2,750 was decreased from this cost center

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change	% Change	\$ Change	% Change
					18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Interfund Rental	89,120	91,790	91,790	94,540	2,750	3%	2,750	3.00%
	89,120	91,790	91,790	94,540	2,750	3%	2,750	3.00%

Fund:	Drug Enforcement		Fund #:	104
Department:	Police		Department #:	41
Cost Center	Total Fund		Cost Center #:	N/A

Function

Record monies and proceeds from the sale of property seized during drug investigations and expenditures of those monies for drug enforcement.

Purpose

Enforce local and state laws and keep citizens and the community safe from violence and crime.

Budget Narrative

- Supplies – office and drug testing supplies.
- Fuel Consumed – fuel for the narcotics vehicle.
- Small Equipment – undercover equipment purchases.
- Communication – the Blackberry and Nextel phones used by the narcotics detectives; surveillance equipment which operates with wireless technology.
- Repair/Maintenance – the cost of repairs for the narcotics vehicle.
- Miscellaneous – funds for drug purchases.
- Intergovernmental Services – Half of the salary, benefits and overtime for the Narcotics Detective Sergeant.

2018 Budget Changes

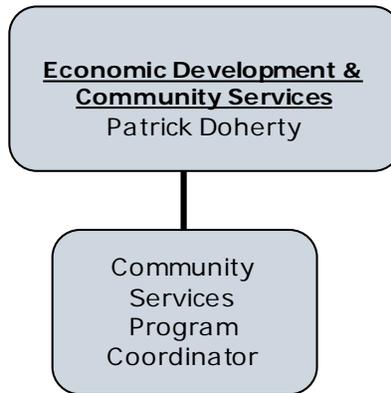
- Decision Package #35 added \$27,222 for the NARC Sergeant funding increase from 1/3 of the cost to 1/2

Description	2016	2017	2017	2018	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Beginning Balance	68,732	34,630	34,630	111,460	76,830	222%	76,830	222%
Revenue								
Investment Interest	442	-	530	560	560	N/A	30	6%
Miscellaneous Revenue	26,753	130,000	130,000	130,000	-	0%	-	0%
Total Revenues	27,195	130,000	130,530	130,560	560	0%	30	0%
Expenditure								
Fuel Consumed	1,350	3,000	2,800	3,000	-	0%	200	7%
Small Equipment	5,768	5,000	-	5,000	-	0%	5,000	N/A
Communications	1,676	2,230	900	2,230	-	0%	1,330	148%
Repair and Maint.	-	800	-	800	-	0%	800	N/A
Miscellaneous	10,460	20,000	5,000	20,000	-	0%	15,000	300%
Intergovernmental Serv.	42,043	45,000	45,000	72,222	27,222	60%	27,222	60%
Total Expenditures	61,297	76,030	53,700	103,252	27,222	36%	49,552	92%
Ending Balance	34,630	88,600	111,460	138,768	50,168	57%	27,308	25%



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Fund:	General		Fund #:	001
Department:	Community Services & Economic Development		Department #:	61
Cost Center	Total Department		Cost Center #:	



Fund:	General		Fund #:	001
Department:	Community Services & Economic Development		Department #:	61
Cost Center	Total Department		Cost Center #:	

Program	2016	2017	2017	2018	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Community Services	439,696	471,530	475,720	418,751	(52,779)	-11%	(56,969)	-12%
Economic Development	72,249	105,200	104,920	92,710	(12,490)	-12%	(12,210)	-12%
	511,945	576,730	580,640	511,461	(65,269)	-11%	(69,179)	-12%

Fund:	General		Fund #:	001
Department:	Community Services & Economic Development		Department #:	61
Cost Center	Community Services		Cost Center #:	511.70 & 557.20

Function

Community Services’ function is to provide effective and efficient support to the Mayor, City Council, Department Directors and staff. The Division 1) helps form and develops long-term policies and strategies, 2) plans, organizes, coordinates, and implements major/special projects, and 3) serves as an effective liaison between the City and its residents, and community, regional, and state organizations.

The Community Services Division helps develop and establish both long-term and short-range goals and objectives. The Division also develops administrative procedures and policies, helps coordinate Capital Improvement Projects, participates as a member of the annual budget review team, and provides for special project management on regional issues that involve funding, legislation, and interlocal agreements.

Budget Narrative

The Salary and Benefits budget includes the Community Services & Economic Development Director and one Program Coordinator.

2018 Budget Changes

- Decision Package #1 added \$2,791 for technology service rate changes
- Decision Package #14 added \$72,000 for the federal lobbyist
- Decision Package #15 added \$6,000 for the diversity commission consultant
- Decision Package #16 added \$5,500 for diversity commission programming expenses
- Council Amendment #4 removed \$72,000 for the federal lobbyist

Description	2016	2017	2017	2018	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Salaries	225,492	230,000	230,680	237,599	7,599	3%	6,919	3%
Benefits	67,235	69,080	72,590	76,411	7,331	11%	3,821	5%
Supplies	937	1,000	1,000	1,000	-	0%	-	0%
Minor Equipment	125	500	500	500	-	0%	-	0%
Professional Services	141,246	153,400	153,400	80,400	(73,000)	-48%	(73,000)	-48%
Communications	957	1,090	1,090	1,090	-	0%	-	0%
Travel	999	1,000	1,000	1,000	-	0%	-	0%
Rental/Lease	1,455	2,000	2,000	2,000	-	0%	-	0%
Interfund Rental	-	8,960	8,960	11,751	2,791	31%	2,791	31%
Repair/Maintenance	-	500	500	500	-	0%	-	0%
Miscellaneous	1,250	4,000	4,000	6,500	2,500	63%	2,500	63%
	439,696	471,530	475,720	418,751	(52,779)	-11%	(56,969)	-12%

Fund:	General		Fund #:	001
Department:	Community Services & Economic Development		Department #:	61
Cost Center	Economic Development		Cost Center #:	558.70

Function

The Economic Development Division works to strengthen the local economy by attracting new businesses, working with property owners on redevelopment options, assisting local merchants to grow their businesses, resolving complaints and concerns, and marketing Edmonds to businesses and visitors. The department coordinates with other departments, government agencies, boards & commissions, and the Chamber of Commerce on special projects. It also works on policies, regulations & programs that encourage economic development and make the city more business-friendly.

Budget Narrative

Funding is included for professional services needed for economic development-related projects and advertising and printing to promote the City, special events and tourism. Other costs include: supplies for general office use and for special events, travel to business meetings and conferences, minor computer, technology and communication equipment, and miscellaneous costs such as memberships, data purchases, publication printing, and professional training.

2018 Budget Changes

None

Description	2016	2017	2017	2018	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Salaries	447	850	600	850	-	0%	250	42%
Benefits	39	150	120	160	10	7%	40	33%
Supplies	5,775	6,000	6,000	6,000	-	0%	-	0%
Minor Equipment	252	300	300	300	-	0%	-	0%
Professional Services	62,950	93,500	93,500	81,000	(12,500)	-13%	(12,500)	-13%
Communications	204	400	400	400	-	0%	-	0%
Travel	1,054	1,000	1,000	1,000	-	0%	-	0%
Miscellaneous	1,528	3,000	3,000	3,000	-	0%	-	0%
	72,249	105,200	104,920	92,710	(12,490)	-12%	(12,210)	-12%

Fund:	Hotel/Motel Tax		Fund #:	120
Department:	Community Services and Economic Development		Department #:	31
Cost Center	Total Fund		Cost Center #:	N/A

Function

This fund was established by Ordinance No. 2010, which imposed a special excise tax of two-percent on the sale of, or charge made for, the furnishing of lodging by a hotel, rooming house, tourist court, motel, trailer camp, and the granting of any similar license to use real property. In accordance with the Revised Code of Washington (RCW) the use of revenues generated by this tax is dedicated to fund facilities, activities, programs or events that will serve to attract visitors to the community. The City’s Lodging Tax Advisory Committee (LTAC) advises Council on effective use of the fund’s assets.

The City receives a total of approximately \$115,000 (2017 estimate) in Lodging Tax revenues. Pursuant to the requirement that these funds be used solely for the purpose of promoting tourism and visitors to Edmonds, seventy-five percent of the total revenue is devoted to fund tourism promotion, tourism-related activities, programs and events (the 120 Fund), while the remaining twenty-five percent is directly allocated to the 123 Tourism Promotion/Arts Fund (per CC Resolution 630) to promote tourism through the support of arts and culture events. The revenue in the 120 Fund is allocated annually for a variety of tourism promotion activities and programs. This includes an expenditure of up to \$4,500 that is allocated every three years (last done in 2016) for maintenance work on the City-owned log cabin facility used as a Visitor Information Center. In addition, per Council directive, a transfer of \$4,000 is made annually to the 117 Municipal Arts Fund to partially fund the summer Concerts in the Park, which both bring visitors to Edmonds and serve as an additional attraction or amenity for those visitors already staying in town.

As with previous years, the 2018 budget will be administered by the Economic Development Department, including such activities as event support and promotion, as well as national and regional advertising and promotion. Expenditures will also include support for the Snohomish County Visitor Bureau and the Edmonds Chamber Visitor Center.

2018 Budget Changes

- Decision Package #49 details the fund expenditures of \$90,550

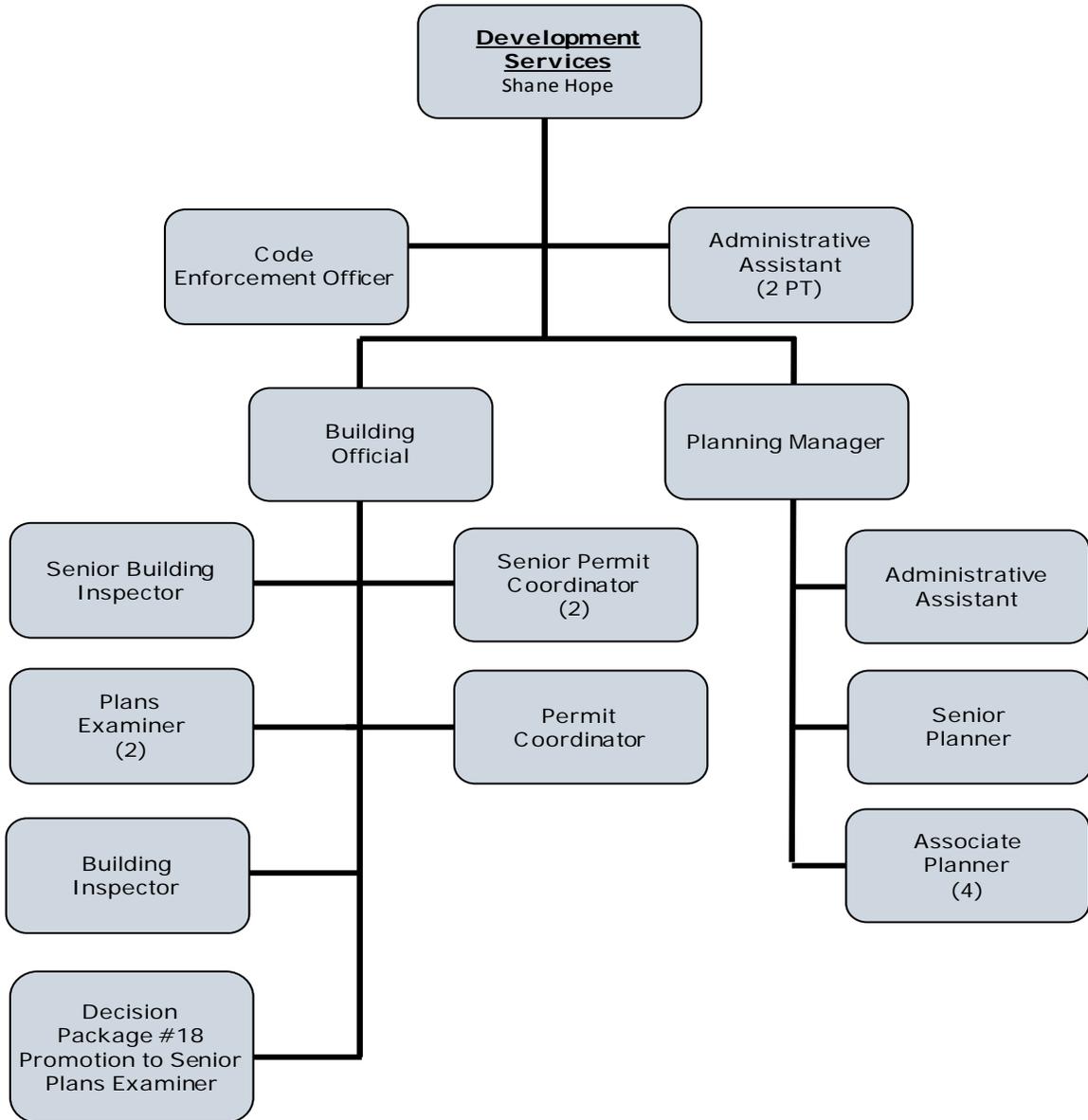
Fund:	Hotel/Motel Tax		Fund #:	120
Department:	Community Services and Economic Development		Department #:	31
Cost Center	Total Fund		Cost Center #:	N/A

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change 18-17 Budget	% Change 18-17 Budget	\$ Change 18-17 Estimate	% Change 18-17 Estimate
Beginning Balance	153,885	94,470	94,470	82,000	(12,470)	-13%	(12,470)	-13%
<u>Revenue</u>								
75% Hotel/Motel Tax*	86,727	90,000	90,000	86,250	(3,750)	-4%	(3,750)	-4%
Investment Interest	1,547	1,200	1,630	1,710	510	43%	80	5%
Total Revenues	88,274	91,200	91,630	87,960	(3,240)	-4%	(3,670)	-4%
<u>Expenditure</u>								
Professional Services	82,697	93,300	93,300	86,300	(7,000)	-8%	(7,000)	-8%
Miscellaneous	994	6,800	6,800	250	(6,550)	-96%	(6,550)	-96%
Interfund Transfer Out	4,000	4,000	4,000	4,000	-	0%	-	0%
Construction	60,000	0	-	-	N/A	N/A	N/A	N/A
Total Expenditures	147,691	104,100	104,100	90,550	(13,550)	-13%	(13,550)	-13%
Ending Balance	94,468	81,570	82,000	79,410	(2,160)	-3%	(2,590)	-3%

Note:

*Net amount after direct distribution of 25% of gross hotel/motel tax revenue to Fund 123 Tourism Promotion/Arts for arts and culture programs that promote tourism

Fund:	General		Fund #:	001
Department:	Development Services		Department #:	62
Cost Center	Total Department		Cost Center #:	N/A



Fund:	General		Fund #:	001
Department:	Development Services		Department #:	62
Cost Center	Total Department		Cost Center #:	N/A

Mission Statement

The Development Services Department’s mission is to preserve and enhance our community’s sustainability and quality of life by:

- Providing accurate, consistent, and timely permit processing
- Promoting building safety and sustainable land use
- Drafting and implementing City codes, policies, plans, and standards
- Protecting the public’s health and safety
- Providing excellent customer service

Program	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change 18-17 Budget	% Change 18-17 Budget	\$ Change 18-17 Estimate	% Change 18-17 Estimate
Administration	660,405	865,393	861,263	971,793	106,400	12%	110,530	13%
Planning	872,242	1,250,840	1,196,930	1,155,604	(95,236)	-8%	(41,326)	-3%
Building Services	853,652	1,001,154	981,204	1,017,173	16,019	2%	35,969	4%
	2,386,299	3,117,387	3,039,397	3,144,570	27,183	1%	105,173	3%

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change 18-17 Budget	% Change 18-17 Budget	\$ Change 18-17 Estimate	% Change 18-17 Estimate
Salaries	1,418,260	1,547,970	1,484,740	1,599,298	51,328	3%	114,558	8%
Overtime	6,228	1,300	1,300	1,300	-	0%	-	0%
Benefits	522,046	568,060	553,800	619,023	50,963	9%	65,223	12%
Uniforms	598	500	500	500	-	0%	-	0%
Supplies	17,413	16,100	16,100	16,100	-	0%	-	0%
Minor Equipment	8,844	6,000	7,500	6,100	100	2%	(1,400)	-19%
Professional Services	304,112	755,567	756,567	646,380	(109,187)	-14%	(110,187)	-15%
Communications	7,279	8,700	8,700	9,000	300	3%	300	3%
Travel	7,734	4,750	6,250	4,750	-	0%	(1,500)	-24%
Rental/Lease	8,505	11,800	11,800	11,800	-	0%	-	0%
Interfund Rental	12,950	135,780	135,780	145,159	9,379	7%	9,379	7%
Repairs/Maintenance	8,973	6,800	3,800	31,100	24,300	357%	27,300	718%
Miscellaneous	35,908	54,060	52,560	54,060	-	0%	1,500	3%
Equipment	27,449	-	-	-	N/A	N/A	N/A	N/A
	2,386,299	3,117,387	3,039,397	3,144,570	27,183	1%	105,173	3%

Fund:	General		Fund #:	001
Department:	Development Services		Department #:	62
Cost Center	Administration		Cost Center #:	524.10

Function

Department administration is under the Director, who provides oversight of the department. This includes ensuring that applicable plans, codes, and polices are implemented and updated as needed, and that the department represents the City well with state and regional agencies, as well as with the general public and others. The Code Enforcement Officer reports to the Director and handles code compliance issues; the issues focus on building, zoning, and nuisance complaints. The Administrative Assistants within the Administration Division handle customer contacts by phone and at the counter and handle Department supply orders, payroll and invoicing.

Budget Narrative

Development Services Administration consists of the Director, two part-time Administrative Assistants and one Code Enforcement Officer.

Salaries and Benefits	Director, Administrative Assistant and Code Enforcement Officer, Intern(s)
Overtime	Coverage during absences or added service demands.
Supplies	Office supplies, forms, copier paper & supplies, publications, cleaning supplies, and occasional refreshments or materials for public meetings.
Minor Equipment	Small tools and minor equipment.
Professional Services	Code updates and permit system maintenance & enhancement.
Communication	Wireless services, phones, postage, fax.
Travel	Lodging, meals, mileage
Rental/Lease	Copier and equipment leases.
Repairs/Maintenance	Office equipment repairs/maintenance – e.g. fax, binding machine, label maker, laminator.
Miscellaneous	Dues/subscriptions/memberships, registration, training, publications.

2018 Budget Changes

- Decision Package #1 added \$17,199 for Development Services Department technology services rate changes of which \$1,168 was in this cost center
- Decision Package #17 added \$48,000 for digitization and archiving
- Staff recommended change #9 added \$68,820 for an increase in the permit software installation cost
- Council Amendment #7 added \$130,000 for a climate and renewable energy consultant

Fund:	General		Fund #:	001
Department:	Development Services		Department #:	62
Cost Center	Administration		Cost Center #:	524.10

Description	2016	2017	2017	2018	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Salaries	281,064	294,010	296,730	307,866	13,856	5%	11,136	4%
Overtime	722	1,000	1,000	1,000	-	0%	-	0%
Benefits	92,477	100,850	94,000	99,435	(1,415)	-1%	5,435	6%
Supplies	17,368	16,100	16,100	16,100	-	0%	-	0%
Minor Equipment	1,953	1,500	1,500	1,500	-	0%	-	0%
Professional Services	234,447	374,293	374,293	469,420	95,127	25%	95,127	25%
Communications	1,197	1,500	1,500	1,500	-	0%	-	0%
Travel	5,604	2,000	3,500	2,000	-	0%	(1,500)	-43%
Rental/Lease	8,505	11,800	11,800	11,800	-	0%	-	0%
Interfund Rental	-	52,540	52,540	51,372	(1,168)	-2%	(1,168)	-2%
Repair/Maintenance	6,942	6,800	3,800	6,800	-	0%	3,000	79%
Miscellaneous	10,126	3,000	4,500	3,000	-	0%	(1,500)	-33%
	660,405	865,393	861,263	971,793	106,400	12%	110,530	13%

Fund:	General		Fund #:	001
Department:	Development Services		Department #:	62
Cost Center	Building Division		Cost Center #:	524.20

Function

The Building Division provides permitting information, permit intake and issuance, plan review services, field inspection services and building code enforcement for public and private development. The Division determines compliance with State mandated building and related construction codes, local regulations and city ordinances and ensures compliance. The Division also maintains a variety of public information and assistance materials, in both printed and digital form, and assists in maintaining the City website.

Budget Narrative

Salaries & Benefits	One Building Official, one Senior Building Inspector, one Combination Building Inspector, two Plans Examiners, two Senior Permit Coordinators, and one Permit Coordinator (8.0 FTE's)
Overtime	Overtime for the processing and microfilming of permit records, special projects, and maintaining weekly administrative duties for the division, etc.
Uniforms	Boots, field gear, safety equipment, uniforms, raingear – as required by union contract.
Minor Equipment	Small tools and minor equipment.
Professional Services	Consultant reviews, engineering evaluations and studies, etc.
Communications	Phones and wireless devices and services.
Travel	Lodging, meals, mileage for meetings or training.
Advertising	Publication for legal notices.
Miscellaneous	Public forms and handouts, reference books, code books, technical software, training, memberships, dues, registrations, conferences, microfilming, etc.
Interfund Rental	Vehicle rental for units #34, #70 and #122.

2018 Budget Changes

- Added \$300 to communications for incremental increase
- Decision Package #1 added \$17,199 for the Development Services Department technology services rate changes of which \$18,852 was in this cost center
- Decision Package #13 decreased \$7,820 due to the equipment rental rate change; \$6,560 was decreased from this cost center
- Decision Package #18 added \$3,869 for senior plans examiner
- Decision Package #19 added \$10,000 for professional services line item
- Decision Package #20 added \$15,000 for merchant fee compensation: \$7,500 was added to this cost center

Fund:	General		Fund #:	001
Department:	Development Services		Department #:	62
Cost Center	Building Division		Cost Center #:	524.20

2018 Budget Changes (Continued)

- Staff recommended change #3 added \$5,610 for the building division senior plans examiner
- Staff recommended change #8 added \$24,300 for an increase in the permit software maintenance costs

Description	2016	2017	2017	2018	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Salaries	574,802	615,210	598,740	638,752	23,542	4%	40,012	7%
Benefits	210,914	223,300	219,820	240,899	17,599	8%	21,079	10%
Uniforms	598	500	500	500	-	0%	-	0%
Supplies	45	-	-	-	N/A	N/A	N/A	N/A
Minor Equipment	1,990	3,000	3,000	3,000	-	0%	-	0%
Professional Services	33,985	92,014	92,014	30,000	(62,014)	-67%	(62,014)	-67%
Communications	5,368	5,700	5,700	6,000	300	5%	300	5%
Travel	1,049	1,250	1,250	1,250	-	0%	-	0%
Interfund Rental	9,790	36,850	36,850	49,142	12,292	33%	12,292	33%
Repair/Maintenance	-	-	-	24,300	24,300	N/A	24,300	N/A
Miscellaneous	15,111	23,330	23,330	23,330	-	0%	-	0%
	853,652	1,001,154	981,204	1,017,173	16,019	2%	35,969	4%

Fund:	General		Fund #:	001
Department:	Development Services		Department #:	62
Cost Center	Planning Division		Cost Center #:	558.60

Function

The Planning Division administers all City codes related to land use and zoning, and supports the Architectural Design Board, Planning Board, Hearing Examiner, Historic Preservation Commission, and Mayor’s Climate Protection Committee. Planning also assists with the Tree Board. The division coordinates a wide range of land use permits and approvals processed by City staff, the Hearing Examiner, the ADB, the Planning Board, and the City Council. Long-range planning activities include implementation of the State’s Growth Management Act and preparing and updating the Comprehensive Plan, as well as preparing or coordinating sub area and functional plans and sustainability initiatives. The division also maintains the Shoreline Master Program and critical areas regulations and assists in the review of development for compliance with these environmental regulations.

Planning works with community groups to plan and implement specific plan elements, such as business district support and neighborhood planning, and supports and implements development code initiatives. Support services provided to the public and other departments include GIS, mapping and graphics, database development, and land and building inventories – including historic surveys and inventories. The Division also helps maintain the City website.

Budget Narrative

Salaries & Benefits	Planning Manager, one Senior Planner, four Associate Planners and an Administrative Assistant. Total 7 FTE.
Overtime	Minor overtime charges to cover peak period workloads.
Minor Equipment	Small tools and minor equipment.
Professional Services	Hearing Examiner, minute taker, AHA, critical areas and support studies.
Communications	Wireless devices and services.
Travel	Lodging, meals, mileage for meetings or training.
Advertising	Legal notices, meeting agendas, display ads and public mailings.
Miscellaneous	Dues/subscriptions/memberships, class registrations & tuition, printing, resource materials and publications, archiving.
Interfund Rental	Vehicle rental for #17.

2018 Budget Changes

- Added \$100 to small equipment for incremental increase
- Added \$200 to advertising for elevated advertising needs
- Decision Package #1 added \$17,199 for Development Services Technology Services Rate Changes of which \$485 was decreased from this cost center
- Decision Package #13 decreased \$7,820 due to the equipment rental rate change; \$1,260 was decreased from this cost center

Fund:	General		Fund #:	001
Department:	Development Services		Department #:	62
Cost Center	Planning Division		Cost Center #:	558.60

2018 Budget Changes (Continued)

- Decision Package #20 added \$15,000 for merchant fee compensation: \$7,500 was added to this cost center
- Staff recommended change #4 added \$12,939 for the environmental programs manager

Description	2016	2017	2017	2018	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Salaries	562,394	638,750	589,270	652,680	13,930	2%	63,410	11%
Overtime	5,506	300	300	300	-	0%	-	0%
Benefits	218,655	243,910	239,980	278,689	34,779	14%	38,709	16%
Minor Equipment	4,901	1,500	3,000	1,600	100	7%	(1,400)	-47%
Professional Services	35,680	289,260	290,260	146,960	(142,300)	-49%	(143,300)	-49%
Communications	714	1,500	1,500	1,500	-	0%	-	0%
Travel	1,081	1,500	1,500	1,500	-	0%	-	0%
Interfund Rental	3,160	46,390	46,390	44,645	(1,745)	-4%	(1,745)	-4%
Repair and Maintenance	2,031	-	-	-	N/A	N/A	N/A	N/A
Miscellaneous	10,671	27,730	24,730	27,730	-	0%	3,000	12%
Equipment	27,449	-	-	-	N/A	N/A	N/A	N/A
	872,242	1,250,840	1,196,930	1,155,604	(95,236)	-8%	(41,326)	-3%

Fund:	Historic Preservation		Fund #:	014
Department:	Development Services		Department #:	62
Cost Center	Total Fund		Cost Center #:	557.20

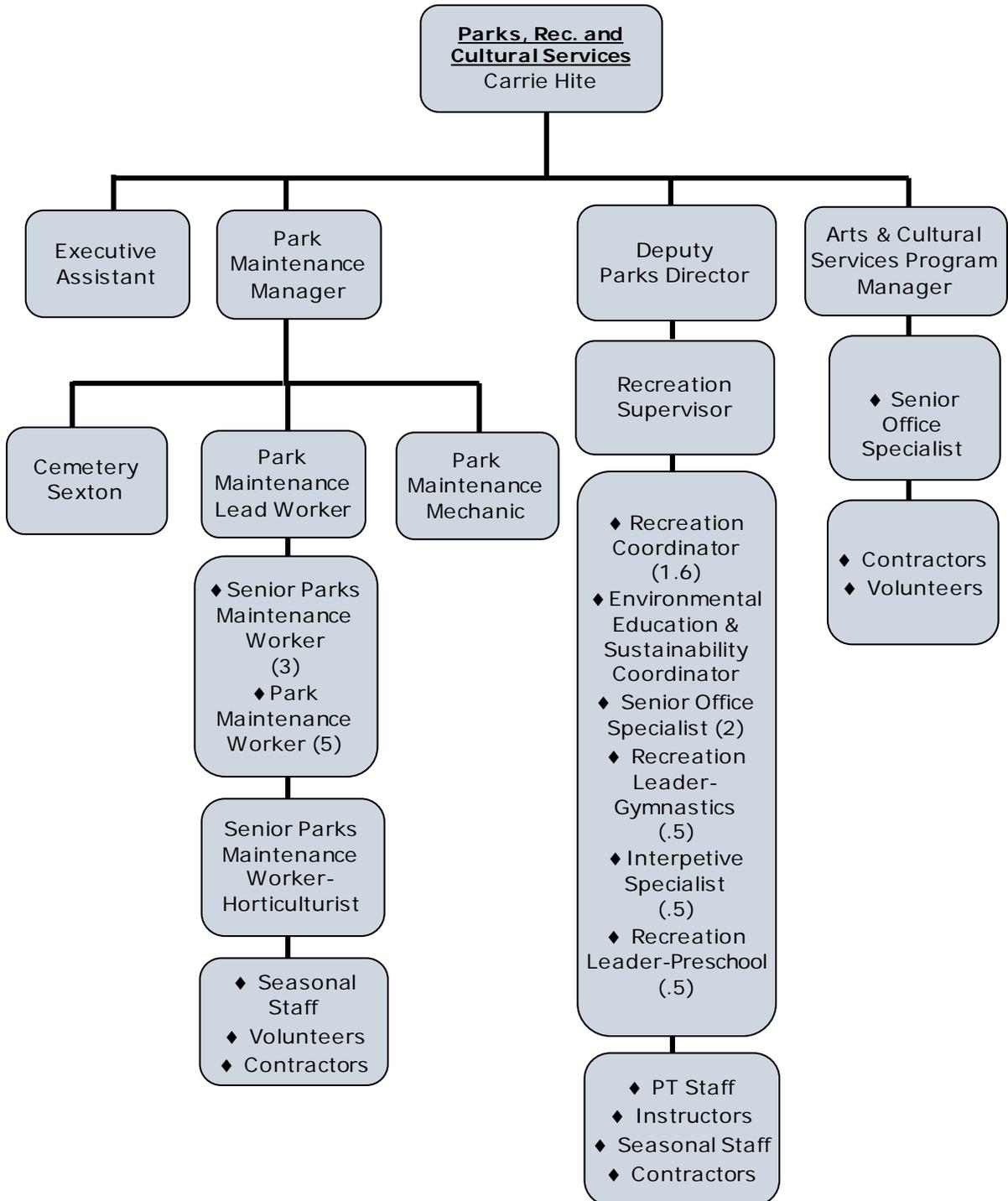
Function

The purpose of this fund is to support the mission of the Edmonds Historic Preservation Commission to promote historic preservation and encourage the owners of historically significant properties to voluntarily add them to the Edmonds Register of Historic Places in order to raise awareness and appreciation of local history.

- Supplies Office supplies, materials for publications and printing.
- Professional Services Professional assistance for producing surveys, publications and educational materials.
- Travel Lodging, meals, mileage for meetings or training.
- Advertising Notices or ads for meetings, events.
- Miscellaneous Dues/subscriptions/memberships, registration, training, publications. Recognition or register plaques and materials.

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change 18-17 Budget	% Change 18-17 Budget	\$ Change 18-17 Estimate	% Change 18-17 Estimate
Beginning Balance	2,590	7,650	7,650	7,410	(240)	-3%	(240)	-3%
<u>Revenue</u>								
Investment Interest	57	30	160	170	140	467%	10	6%
Transfer In	5,000	5,000	5,000	5,000	-	0%	-	0%
Total Revenue	5,057	5,030	5,160	5,170	140	3%	10	0%
<u>Expenditure</u>								
Supplies	-	100	100	100	-	0%	-	0%
Professional Services	-	200	200	200	-	0%	-	0%
Miscellaneous	-	5,100	5,100	5,100	-	0%	-	0%
Total Expenditure	-	5,400	5,400	5,400	-	0%	-	0%
Ending Balance	7,647	7,280	7,410	7,180	(100)	-1%	(230)	-3%

Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Total Department		Cost Center #:	N/A



Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Total Department		Cost Center #:	N/A

Mission Statement

To provide Edmonds citizens with a balanced system of open land, parks, recreation, cultural arts to ensure a healthy and active quality of life.

Purpose

The Parks, Recreation and Cultural Services Department serves as the community’s key resource for providing parks, recreation and aquatic programs, cultural arts, tourism, economic development and an enhanced quality of life for its citizens. Thousands of participants visit weekly to join the 1,000 plus programs offered each year. There are more than 62 sites, including 32 active parks that encompass nearly 325 acres, 20,000 square feet of flowerbeds and more than 1,000 feet of waterfront shoreline in the Edmonds Parks’ system. The Department manages the Edmonds Memorial Cemetery and serves as liaison to the Edmonds Public Library, the Edmonds Senior Center, and the Arts Commission and provides ongoing partnerships with numerous community organizations including the Edmonds School District, Edmonds Boys and Girls Club, Edmonds Community College, Sno King Youth Club, among others.

Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Total Department		Cost Center #:	N/A

Program	2016	2017	2017	2018	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Administration	334,916	383,010	390,010	386,582	3,572	1%	(3,428)	-1%
Rec. & Cultural Services	1,201,015	1,452,275	1,365,880	1,511,978	59,703	4%	146,098	11%
Discovery Programs	59,238	60,430	71,930	67,892	7,462	12%	(4,038)	-6%
Athletics	86,468	97,200	85,150	97,566	366	0%	12,416	15%
Day Camp	5,656	8,470	7,320	8,785	315	4%	1,465	20%
Fitness	55,403	63,770	63,770	64,505	735	1%	735	1%
Gymnastics	117,104	159,920	157,560	165,641	5,721	4%	8,081	5%
Meadowdale Preschool	34,436	39,610	40,710	45,840	6,230	16%	5,130	13%
Parks Maintenance	1,716,244	1,875,610	1,856,544	1,951,358	75,748	4%	94,814	5%
Flower Program	38,163	44,920	36,089	47,953	3,033	7%	11,864	33%
	3,648,643	4,185,215	4,074,963	4,348,100	162,885	4%	273,137	7%

Description	2016	2017	2017	2018	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Salaries	1,749,407	2,003,255	1,967,130	2,048,165	44,910	2%	81,035	4%
Overtime	16,106	10,000	15,000	10,000	-	0%	(5,000)	-33%
Benefits	667,169	728,320	782,970	847,782	119,462	16%	64,812	8%
Uniforms	5,348	5,800	5,800	6,275	475	8%	475	8%
Supplies	128,620	117,390	118,110	117,390	-	0%	(720)	-1%
Small Equipment	11,430	3,250	12,793	7,750	4,500	138%	(5,043)	-39%
Professional Services	441,375	576,240	433,250	575,160	(1,080)	0%	141,910	33%
Communications	26,217	29,920	30,520	30,320	400	1%	(200)	-1%
Travel	2,358	4,470	5,460	4,870	400	9%	(590)	-11%
Rental/Lease	92,617	76,560	75,770	76,560	-	0%	790	1%
Interfund Rental	109,350	207,000	207,000	187,818	(19,182)	-9%	(19,182)	-9%
Public Utility	212,117	175,000	175,000	175,000	-	0%	-	0%
Repair/Maintenance	45,298	37,700	37,450	37,700	-	0%	250	1%
Miscellaneous	62,473	92,610	91,010	92,610	-	0%	1,600	2%
Intergovernmental Service	78,758	70,700	70,700	70,700	-	0%	-	0%
Buildings	-	-	-	60,000	60,000	N/A	60,000	N/A
Equipment	-	47,000	47,000	-	(47,000)	-100%	(47,000)	-100%
	3,648,643	4,185,215	4,074,963	4,348,100	162,885	4%	273,137	7%

Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Administration		Cost Center #:	571.21

Function

Administration manages park and recreational needs for the City of Edmonds. The program oversees more than 62 sites, 325 acres of parkland and 60,000 square feet of program space among the Frances Anderson Center, Plaza Room, Meadowdale Community Clubhouse and Yost Pool. The staff develops long range plans for capital assets, park land acquisition, and capital development, administers county, state, and federal grants, and manages general fund budgets as well as nine special fund accounts. Administration serves as liaison to two boards and commissions as well as neighboring City, County, and school district jurisdictions.

This cost center includes the Director and one Executive Assistant, and oversees the complete planning and operations of the Parks, Recreation, and Cultural Services Department.

Budget Narrative

Salaries and benefits are for the Director and an Executive Assistant.

Rental /Lease line is for copier rental and leased BNSF property at Marina Beach.

2018 Budget Changes

- Added \$400 to communications due to the addition of City issued cell phone
- Decision Package #21 added \$5,000 for Earthcorps Puget Sound Stewards

Description	2016	2017	2017	2018	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Salaries	209,899	219,700	220,340	226,950	7,250	3%	6,610	3%
Benefits	72,994	76,910	83,670	87,832	10,922	14%	4,162	5%
Supplies	6,073	6,500	5,000	6,500	-	0%	1,500	30%
Minor Equipment	1,461	750	750	750	-	0%	-	0%
Professional Services	33,939	63,850	63,850	48,850	(15,000)	-23%	(15,000)	-23%
Communications	953	600	1,200	1,000	400	67%	(200)	-17%
Travel	468	1,200	2,200	1,200	-	0%	(1,000)	-45%
Rental/Lease	6,056	9,500	9,000	9,500	-	0%	500	6%
Miscellaneous	3,073	4,000	4,000	4,000	-	0%	-	0%
	334,916	383,010	390,010	386,582	3,572	1%	(3,428)	-1%



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Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Recreation & Cultural Services		Cost Center #:	571.22

Function

The General Recreation & Cultural Services Program is designed to create and implement recreational and environmental education and sustainability programs along with arts, tourism, and cultural opportunities for the citizens of Edmonds. Staff supervises community recreation, adult enrichment, athletics, aquatics, wellness, outdoor recreation, urban agriculture, nature and ranger/naturalist activities and programs. Staff oversee union employees, contracted and hourly instructors, as well as seasonal employees.

Staff also supervise recreation program registration, facility rentals (picnic shelters, Plaza Room, Frances Anderson Center, Meadowdale Clubhouse), building supervision for the Frances Anderson Center, and provide customer service to the public.

In addition to ongoing programs, staff members develop and supervise special events throughout the year and participate in numerous community partnerships. Staff provides leadership in regional marketing of recreational activities, community youth programs, cultural tourism, economic development including streetscape enhancements, Edmonds Arts Commission programs, and activities of state recreation and arts organizations. Staff members oversee the Frances Anderson Center, Meadowdale Community Clubhouse, and six tenant leases at the Frances Anderson Center. Staff is also responsible for the park concession agreements, which includes the Yost Pool agreement with the YMCA.

Budget Narrative

The positions covered in the salaries and benefits line include the Deputy Director, Arts & Cultural Services Program Manager, Recreation Supervisor, Recreation Coordinators (1.6), Environmental Education & Sustainability Coordinator, Senior Office Specialists (3), part-time front desk staff and facility attendants. The salary of the facility attendants is recovered by rental revenue.

Contracted program instructors are paid a percentage of the class revenue out of the professional services line.

The CRAZE (the City’s recreation guide) is published three times a year in collaboration with the City of Mountlake Terrace. This publication is paid for from communications (postage for mailing), professional services (design) and miscellaneous (printing).

2018 Budget Changes

- Added \$400 to travel for additional conference costs
- Decision Package #1 added \$4,918 for technology service rate changes
- Decision Package #13 decreased \$24,100 for the Parks and Recreation Department due to the equipment rental rate change; \$1,990 was decreased from this cost center
- Decision Package #22 added \$25,000 for security cameras at Frances Anderson Center and Maintenance Center; \$12,500 was added to this cost center

Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Recreation & Cultural Services		Cost Center #:	571.22

Description	2016	2017	2017	2018	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Salaries	607,080	674,915	675,270	670,623	(4,292)	-1%	(4,647)	-1%
Benefits	214,140	229,080	254,920	277,247	48,167	21%	22,327	9%
Supplies	3,305	7,500	7,500	7,500	-	0%	-	0%
Minor Equipment	7,542	-	-	-	N/A	N/A	N/A	N/A
Professional Services	275,470	345,740	233,150	358,240	12,500	4%	125,090	54%
Communications	20,781	22,150	22,150	22,150	-	0%	-	0%
Travel	1,178	1,600	1,600	2,000	400	25%	400	25%
Rental/Lease	392	600	600	600	-	0%	-	0%
Interfund Rental	6,300	90,910	90,910	93,838	2,928	3%	2,928	3%
Repair/Maintenance	11,752	-	-	-	N/A	N/A	N/A	N/A
Miscellaneous	53,075	79,780	79,780	79,780	-	0%	-	0%
	1,201,015	1,452,275	1,365,880	1,511,978	59,703	4%	146,098	11%

Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Discovery Programs		Cost Center #:	571.23

Function

Discovery Programs provide interpretive and environmental education opportunities for citizens, school-age children, and visitors to our parks and beaches; and promote stewardship of Puget Sound, its shoreline, and the surrounding watershed. The above are accomplished in a variety of ways including:

- Ranger-Naturalist classroom visits and beach walks
- Discover the Forest at Yost Park for schools and youth groups
- Nature day camps and programs
- Public beach cleanups, low-tide beach walks, and Moonlight Beach Adventure
- Ranger-Naturalist daily beach patrol Memorial Day through Labor Day
- Olympic Beach Visitor Station and Volunteer Beach Docents
- Watershed Fun Fair
- Puget Sound Bird Fest in collaboration with the Economic Development Department
- Discovery Programs informational website
- Watershed education for community college and stewardship groups

Budget Narrative

Salaries and benefits in this cost center cover the Interpretive Specialist and seasonal Ranger-Naturalists.

2018 Budget Changes

- Added \$475 to uniform costs

Description	2016	2017	2017	2018	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Salaries	45,607	49,640	51,810	51,647	2,007	4%	(163)	0%
Benefits	9,343	6,190	15,520	11,170	4,980	80%	(4,350)	-28%
Uniforms	545	680	680	1,155	475	70%	475	70%
Supplies	1,138	1,300	1,300	1,300	-	0%	-	0%
Professional Services	971	1,000	1,000	1,000	-	0%	-	0%
Communications	862	800	800	800	-	0%	-	0%
Travel	712	720	720	720	-	0%	-	0%
Miscellaneous	60	100	100	100	-	0%	-	0%
	59,238	60,430	71,930	67,892	7,462	12%	(4,038)	-6%

Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Athletics		Cost Center #:	571.25

Function

Adult leagues include basketball, softball, volleyball and pickleball. Tennis is offered in the summer for youth and adults. Youth programs include, but are not limited to soccer instruction and summer sports camps. The Athletic Program is responsible for managing and scheduling the City’s thirteen ballfields throughout the year.

Budget Narrative

The salaries and benefits cover the tennis instructor. Professional services include athletic league officials, contracted field attendants, gym monitors and contracted instructors. The rental/lease line covers the rental of Seaview Gymnasium at Edmonds Community College for volleyball.

2018 Budget Changes

None

Description	2016	2017	2017	2018	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Salaries	1,538	2,890	2,990	3,015	125	4%	25	1%
Benefits	233	220	1,360	461	241	110%	(899)	-66%
Supplies	9,506	10,000	8,500	10,000	-	0%	1,500	18%
Professional Services	62,956	65,000	55,000	65,000	-	0%	10,000	18%
Rental/Lease	11,430	16,290	16,000	16,290	-	0%	290	2%
Miscellaneous	805	2,800	1,300	2,800	-	0%	1,500	115%
	86,468	97,200	85,150	97,566	366	0%	12,416	15%

Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Day Camps		Cost Center #:	571.26

Function

Summer day camp provides a safe and fun experience with an emphasis on active and healthy living. It also offers socially enriching experiences.

Budget Narrative

The salaries and benefits cover the camp program supervisor and assistants.

2018 Budget Changes

None

Description	2016	2017	2017	2018	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Salaries	4,630	7,320	7,320	7,597	277	4%	277	4%
Benefits	678	550	-	588	38	7%	588	N/A
Supplies	348	600	-	600	-	0%	600	N/A
	5,656	8,470	7,320	8,785	315	4%	1,465	20%

Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Fitness		Cost Center #:	571.27

Function

Wellness classes include but are not limited to Yoga, Tai Chi, Qigong, Tae-Kwon Do, Pilates, Feldenkrais and Kendo.

Budget Narrative

The professional services line covers all contracted fitness instructors. All payments to fitness instructors are based on a percentage of the revenue collected for the class.

2018 Budget Changes

Decision Package #23 re-allocated the fitness instructor from salaries and benefits to professional services

Description	2016	2017	2017	2018	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Salaries	11,022	13,920	13,920	505	(13,415)	-96%	(13,415)	-96%
Benefits	262	-	-	230	230	N/A	230	N/A
Supplies	159	350	350	350	-	0%	-	0%
Professional Services	43,792	48,000	48,000	61,920	13,920	29%	13,920	29%
Repair/Maintenance	168	1,500	1,500	1,500	-	0%	-	0%
	55,403	63,770	63,770	64,505	735	1%	735	1%

Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Gymnastics		Cost Center #:	571.28

Function

All classes in this program are designed to provide positive social and physical experiences with an emphasis on development of major motor skills. The participants (ages 2+) enrolled learn at their own pace through step-by-step methods in a safe, fun, and fit environment. Our gymnastics team competes locally throughout the gymnastics season. Birthday parties, play zones and camps round out the comprehensive recreational gymnastics and youth fitness programs.

Budget Narrative

The salaries and benefits are for the coordinator (.6) and the part-time gymnastics instructors and assistants. The miscellaneous line covers USA Gymnastics affiliation. The minor equipment line covers replacement mats/equipment.

2018 Budget Changes

None

Description	2016	2017	2017	2018	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Salaries	86,108	117,380	116,490	123,287	5,907	5%	6,797	6%
Benefits	25,929	33,870	33,150	33,684	(186)	-1%	534	2%
Supplies	2,733	4,900	4,900	4,900	-	0%	-	0%
Minor Equipment	1,963	2,000	2,000	2,000	-	0%	-	0%
Professional Services	249	800	400	800	-	0%	400	100%
Rental/Lease	122	170	170	170	-	0%	-	0%
Repair/Maintenance	-	500	250	500	-	0%	250	100%
Miscellaneous	-	300	200	300	-	0%	100	50%
	117,104	159,920	157,560	165,641	5,721	4%	8,081	5%

Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Meadowdale Preschool		Cost Center #:	571.29

Function

The Meadowdale Preschool Program was established in 1991 to meet the needs for a preschool in the north Edmonds area and to better utilize the space at the Meadowdale Community Clubhouse. Meadowdale Preschool is a developmentally appropriate preschool program focusing on activities to enhance social, emotional, cognitive and physical skills to prepare children for Kindergarten. Children enjoy hands-on curriculum in math, science, art, early literacy, music and large motor activities.

Budget Narrative

The salaries and benefits are for the Preschool Director and one assistant.

2018 Budget Changes

None

Description	2016	2017	2017	2018	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Salaries	26,680	31,330	28,190	32,399	1,069	3%	4,209	15%
Benefits	4,638	4,920	9,170	10,081	5,161	105%	911	10%
Supplies	1,639	1,500	1,500	1,500	-	0%	-	0%
Professional Services	336	720	720	720	-	0%	-	0%
Communications	1,143	1,080	1,080	1,080	-	0%	-	0%
Travel	-	10	-	10	-	0%	10	N/A
Miscellaneous	-	50	50	50	-	0%	-	0%
	34,436	39,610	40,710	45,840	6,230	16%	5,130	13%



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Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Parks Maintenance		Cost Center #:	576.80

Function

The purpose of the Parks Maintenance cost center is to provide safe, well maintained, multi-faceted park facilities for the recreation and enjoyment of Edmonds residents as well as park patrons from surrounding areas. There are 62 parks and gateway entrances maintained on a regular basis. On a daily basis, Parks Maintenance maintains six waterfront beach parks, a fishing pier, and 31 neighborhood parks. Maintenance includes trash, litter and City restroom upkeep along with maintaining all City owned landscapes. Parks also maintains new assets including the Veterans Plaza located at Public Safety complex, Dayton Street Plaza, Frances Anderson Center Bandshell, and Hazel Miller Plaza. Parks maintains Yost Pool and City Park Spray Park from May thru September which is a key asset for this community.

The Park Maintenance division is responsible for preserving and upgrading all playground structures and equipment as needed. The Parks Maintenance crew maintains the Street Tree program which is beneficial to the downtown area. They are responsible for maintaining all City owned baseball and soccer fields along with two Edmonds School District fields. The City entered into a partnership with the Edmonds School District allowing the City to utilize the two fields at Edmonds Elementary and Madrona Elementary schools in order to keep up with the demand of organized youth sports. Parks also assists with numerous City events such as the 4th of July, Taste of Edmonds, Arts Festival, Wenatchee Youth Circus, Concerts in the Park, Anderson Center Egg Hunt, Downtown Christmas Tree Lighting and many more small events.

Budget Narrative

- Salaries/Benefits: Parks Maintenance Department consists of 12 full time positions; the Park Maintenance Manager, Parks Maintenance Lead Worker, Parks Maintenance Mechanic, Senior Parks Maintenance Worker (4), and Parks Maintenance Workers (5).
- Supplies: Soil, sand, infield mix, fertilizers, herbicides, metal/rebar, mower parts, shop tools, lumber, trash liners, safety equipment, cleaning and miscellaneous supplies.
- Rental Lease: Chemical toilets, power equipment, tool lease and equipment rental.
- Public Utility: Includes water, gas, electricity, fuel, oil and dump fees.
- Repair Maintenance: Outside repair service, tree/stump removal, equipment and Marina Beach Pier. There will be an increase in tree removal due to the age of trees throughout our park system.
- Intergovernmental Services: Meadowdale complex and Lynndale Skateboard Park maintenance fees. Permit fees for Yost Pool.
- Interfund Rental: Annual rate for twelve trucks, three tractors, two trailers and shared cost with Public Works Department of bucket truck and wood chipper.

Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Parks Maintenance		Cost Center #:	576.80 & 594

2018 Budget Changes

- Decision Package #13 decreased \$24,100 for the Parks and Recreation Department due to the equipment rental rate change; \$20,770 was decreased from this cost center
- Decision Package #22 added \$25,000 for security cameras at Frances Anderson Center and Maintenance Center; \$12,500 was added to this cost center
- Decision Package #24 added \$4,500 for Honda 7000 Watt Generator
- Decision Package #25 added \$8,000 to powder coat 12 memorial benches
- Decision Package #26 added \$15,000 for Honey Bucket Rentals
- Decision Package #27 added \$60,000 from fire proceeds to assist in rebuilding the City Park Maintenance Storage Building
- Council Amendment #13 removed \$8,000 for Decision Package #25 to powder coat 12 memorial benches

Description	2016	2017	2017	2018	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Salaries	734,633	852,050	828,520	895,066	43,016	5%	66,546	8%
Overtime	16,106	10,000	15,000	10,000	-	0%	(5,000)	-33%
Benefits	335,194	373,960	379,760	422,462	48,502	13%	42,702	11%
Uniforms	4,803	5,120	5,120	5,120	-	0%	-	0%
Supplies	98,438	80,680	85,000	80,680	-	0%	(4,320)	-5%
Minor Equipment	-	-	9,344	4,500	4,500	N/A	(4,844)	-52%
Professional Services	23,662	51,130	31,130	38,630	(12,500)	-24%	7,500	24%
Communications	2,478	5,290	5,290	5,290	-	0%	-	0%
Travel	-	940	940	940	-	0%	-	0%
Rental/Lease	74,617	50,000	50,000	50,000	-	0%	-	0%
Interfund Rental	96,600	112,460	112,460	91,690	(20,770)	-18%	(20,770)	-18%
Public Utility	212,117	175,000	175,000	175,000	-	0%	-	0%
Repair/Maintenance	33,378	35,700	35,700	35,700	-	0%	-	0%
Miscellaneous	5,460	5,580	5,580	5,580	-	0%	-	0%
Intergovt Services	78,758	70,700	70,700	70,700	-	0%	-	0%
Buildings	-	-	-	60,000	60,000	N/A	60,000	N/A
Equipment	-	47,000	47,000	-	(47,000)	-100%	(47,000)	-100%
	1,716,244	1,875,610	1,856,544	1,951,358	75,748	4%	94,814	5%

Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Flower Program		Cost Center #:	576.81

Function

The Flower Program is designed to enhance the aesthetic appeal of the City. The benefit of the program is the beauty it brings to the community as well as tourism, which directly benefits the City as well as citizens and downtown merchants.

The Flower Program employees plant 25,000 plants annually. Staff maintains 183 individual flower beds in 41 locations throughout the City and 138 flower baskets. On various planting days, volunteers from the Floretum Garden Club and Edmonds in Bloom assist parks employees in transplanting in greenhouse, planting flower baskets and other areas in downtown area.

Budget Narrative

Supplies Fertilizers, herbicides, seeds, plants, irrigation parts, miscellaneous supplies and utensils.

Interfund Rental Annual rental of shared cost with Public Works of water wagon unit 68.

2018 Budget Changes

- Decision Package #13 decreased \$24,100 for the Parks and Recreation Department due to the equipment rental rate change; \$1,340 was decreased from this cost center

Description	2016	2017	2017	2018	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Salaries	22,210	34,110	22,280	37,076	2,966	9%	14,796	66%
Benefits	3,758	2,620	5,420	4,027	1,407	54%	(1,393)	-26%
Supplies	5,281	4,060	4,060	4,060	-	0%	-	0%
Minor Equipment	464	500	699	500	-	0%	(199)	-28%
Interfund Rental	6,450	3,630	3,630	2,290	(1,340)	-37%	(1,340)	-37%
	38,163	44,920	36,089	47,953	3,033	7%	11,864	33%



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Fund:	Municipal Arts		Fund #:	117
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Total Fund		Cost Center #:	N/A

Municipal Arts Program 100

The Edmonds Arts Commission (EAC), established by Ordinance No. 1765 in 1975, presents a year-round comprehensive arts program in literary, visual, and performing arts as defined in the 2014 adopted Community Cultural Plan and refined in the EAC strategic plan (reviewed annually). The 1988 Ordinance No. 2667 provides “general revenue funding at a level of at least \$15,000 per year, in addition to such monies as may be appropriated or expended for staff support services.” The Arts & Culture Manager and Senior Office Specialist (Arts Assistant) salaries are part of the Recreation and Cultural Services cost center. An allocation of \$4,000 annually from the Lodging Tax Fund 120 was authorized by Council in 1992 and is used to promote arts and culture activities in Edmonds through the CRAZE and other advertising opportunities. EAC programs encourage collaboration in the arts between private and public entities; provide cultural opportunities for youth and adults; and enhance the visibility of the arts while promoting economic development through arts and cultural tourism. Programs include:

- Nationally known Write on the Sound Writers’ Conference (WOTS) which sells out annually and generates the majority of community events revenue (approximately \$45,000)
- Concerts in the Parks Series at City Park and Hazel Miller Plaza
- Rotating Visual art exhibits in Edmonds Library, Frances Anderson Center and City Hall, and other temporary art exhibits
- Public Art program – acquisition, display, maintenance and promotion of City Art Collection
- Partnership events and programs in performing, literary and visual arts
- Quarterly Arts Bulletin email newsletter to publicize arts events and website updates
- Economic development and cultural tourism promotion through participation in capital projects such as streetscape improvements, gateways & wayfinding signage
- Cultural destination marketing for WOTS and other programs through websites and advertising
- Community Cultural Planning and meetings for Plan implementation.

Programs such as WOTS, Concerts in the Parks, and other special events are supported in part by community grants and sponsorships.

Public Arts Acquisition Program 200

The Public Arts Acquisition Fund, established by Ordinance 1802 in 1975 and amended by Ordinance 2667, requires that one-percent of municipal construction projects be allocated for visual art either for that particular project or for a different site in the City. “Municipal construction project” is any project paid for wholly or in part by the City to construct or remodel any building, community structure, park, street, sidewalk, parking facility, utility or portion thereof. Revenues vary from year to year. Anticipated 2018 projects include both temporary installations and permanent artworks: Edmonds Library exterior entry area, additional flower pole art elements, and temporary installations. The fund is also used for maintenance/repair, plaques, and display of artworks in the City’s Public Art Collection.

Arts Education Program 300

Funds are budgeted for periodic opportunities for literary arts related education projects in collaboration with the Edmonds School District and arts organizations.

2018 Budget Changes

- Decision Package #48 added \$600 for miscellaneous budget changes

Fund:	Municipal Arts		Fund #:	117
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Total Fund		Cost Center #:	N/A

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change 18-17 Budget	% Change 18-17 Budget	\$ Change 18-17 Estimate	% Change 18-17 Estimate
Program 100								
Beginning Balance	369,891	399,090	399,090	414,940	15,850	4%	15,850	4%
<u>Revenue</u>								
Resale Items	462	300	120	120	(180)	-60%	-	0%
Community Events	45,973	44,500	46,000	47,000	2,500	6%	1,000	2%
Investment Interest	1,972	2,500	7,010	7,350	4,850	194%	340	5%
Contributions	13,033	13,600	13,600	13,600	-	0%	-	0%
Interfund Transfer In	19,000	19,000	19,000	19,000	-	0%	-	0%
Total Revenues	80,440	79,900	85,730	87,070	7,170	9%	1,340	2%
<u>Expenditure</u>								
Supplies	5,024	4,500	4,500	4,700	200	4%	200	4%
Small Equipment	685	1,700	1,700	1,700	-	0%	-	0%
Professional Services	41,025	87,500	57,500	87,900	400	0%	30,400	53%
Travel	11	80	80	80	-	0%	-	0%
Rental / Lease	-	2,000	1,000	2,000	-	0%	1,000	100%
Repair and Maint.	-	300	300	300	-	0%	-	0%
Miscellaneous	4,496	4,800	4,800	4,800	-	0%	-	0%
Total Expenditures	51,241	100,880	69,880	101,480	600	1%	31,600	45%
Ending Balance	399,090	378,110	414,940	400,530	22,420	6%	(14,410)	-3%

Fund:	Municipal Arts		Fund #:	117
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Total Fund		Cost Center #:	N/A

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change 18-17 Budget	% Change 18-17 Budget	\$ Change 18-17 Estimate	% Change 18-17 Estimate
Program 200								
Beginning Balance	89,915	85,240	85,240	79,380	(5,860)	-7%	(5,860)	-7%
<u>Revenue</u>								
Investment Interest	858	400	1,940	2,030	1,630	408%	90	5%
Contributions	1,060	35,000	1,200	35,000	-	0%	33,800	2817%
Interfund Transfer	11,407	24,820	-	21,820	(3,000)	-12%	21,820	N/A
Total Revenues	13,325	60,220	3,140	58,850	(1,370)	-2%	55,710	1774%
<u>Expenditure</u>								
Supplies	8	200	200	200	-	0%	-	0%
Professional Services	17,223	78,000	8,000	78,000	-	0%	70,000	875%
Miscellaneous	772	1,800	800	1,800	-	0%	1,000	125%
Total Expenditures	18,003	80,000	9,000	80,000	-	0%	71,000	789%
Ending Balance	85,237	65,460	79,380	58,230	(7,230)	-11%	(21,150)	-27%
Program 300								
Beginning Balance	8,665	8,750	8,750	8,020	(730)	-8%	(730)	-8%
<u>Revenue</u>								
Investment Interest	88	80	270	280	200	250%	10	4%
Total Revenues	88	80	270	280	200	250%	10	4%
<u>Expenditure</u>								
Professional Services	-	1,000	1,000	1,000	-	0%	-	0%
Total Expenditures	-	1,000	1,000	1,000	-	0%	-	0%
Ending Balance	8,753	7,830	8,020	7,300	(530)	-7%	(720)	-9%

Fund:	Memorial Street Tree		Fund #:	118
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Total Fund		Cost Center #:	N/A

Function

The Memorial Tree Fund was established by Ordinance No. 2396 for the deposit of voluntary contributions to enhance the appearance of Edmonds’ city streets by planting street trees in conformance with the Edmonds Street Tree Plan.

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change 18-17 Budget	% Change 18-17 Budget	\$ Change 18-17 Estimate	% Change 18-17 Estimate
Beginning Balance	17,919	18,100	18,100	18,480	380	2%	380	2%
<u>Revenue</u>								
Investment Interest	182	110	380	400	290	264%	20	5%
Total Revenue	182	110	380	400	290	264%	20	5%
<u>Expenditure</u>								
Total Expenditure	-	-	-	-	N/A	N/A	N/A	N/A
Ending Balance	18,101	18,210	18,480	18,880	670	4%	400	2%

Fund:	Youth Scholarship		Fund #:	122
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Total Fund		Cost Center #:	N/A

Function

This Fund was established by Resolution No. 632 for the purpose of assisting children in the City of Edmonds who cannot participate in recreation and cultural activities/programs because of financial hardships. The main revenue sources are donations from individuals, groups, special events and gifts.

2018 Budget Changes

- Decision Package #50 decreased \$1,000 for miscellaneous budget changes

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change 18-17 Budget	% Change 18-17 Budget	\$ Change 18-17 Estimate	% Change 18-17 Estimate
Beginning Balance	15,468	14,930	14,930	14,910	(20)	0%	(20)	0%
<u>Revenue</u>								
Investment Interest	150	100	330	350	250	250%	20	6%
Contributions	898	1,700	400	500	(1,200)	-71%	100	25%
Total Revenues	1,048	1,800	730	850	(950)	-53%	120	16%
<u>Expenditures</u>								
Miscellaneous	1,585	2,000	750	1,000	(1,000)	-50%	250	33%
Total Expenditures	1,585	2,000	750	1,000	(1,000)	-50%	250	33%
Ending Balance	14,931	14,730	14,910	14,760	30	0%	(150)	-1%

Fund:	Tourism Promotional / Arts		Fund #:	123
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Total Fund		Cost Center #:	N/A

Function

This fund was established in 1985 by Resolution No. 630, which designates that 25 percent of all monies received from the motel/hotel excise tax are to be held in the Tourism Promotion Fund. 2018 revenues are projected at \$28,750. The 123 ending cash balance includes revenues from sales of tourism posters produced between 1995 and 2004 that continue to be sold. The Fund is administered with the directions and recommendations of the Edmonds Arts Commission (EAC) with allocations of current Lodging Tax revenue forwarded to the Lodging Tax Advisory Committee (LTAC) for approval. Expenditures promote and advertise artistic events and programs in Edmonds including:

- EAC works in partnership with the Economic Development Department to promote economic development through cultural tourism
- Advertising/promotion for Write on the Sound Writers’ Conference, a nationally recognized 3 day event that brings overnight visitors
- EAC Tourism Promotion Award program – annually recommends to the Lodging Tax Advisory Committee award reimbursement contracts to local organizations promoting cultural arts activities that attract visitors to Edmonds. A maximum of \$2,500 is awarded per promotion project.

All 123 Fund expenditures are recommendations approved by LTAC as recommendations to City Council for the 2017 budget.

2018 Budget Changes

- Estimate for 2018 revenues decreased \$1250
- Decision Package #51 decreased \$5,000 for miscellaneous budget changes

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change 18-17 Budget	% Change 18-17 Budget	\$ Change 18-17 Estimate	% Change 18-17 Estimate
Beginning Balance	84,568	84,370	84,370	58,610	(25,760)	-31%	(25,760)	-31%
<u>Revenue</u>								
25% Hotel/Motel Tax*	28,909	30,000	28,750	28,750	(1,250)	-4%	-	0%
Interlocal Grants	-	-	5,500	-	N/A	N/A	(5,500)	-100%
Sale Maps & Books	55	30	-	-	(30)	-100%	N/A	N/A
Investment Interest	835	420	1,690	1,770	1,350	321%	80	5%
Total Revenues	29,799	30,450	35,940	30,520	70	0%	(5,420)	-15%
<u>Expenditures</u>								
Professional Services	26,793	57,200	57,200	28,200	(29,000)	-51%	(29,000)	-51%
Miscellaneous	3,203	4,500	4,500	1,500	(3,000)	-67%	(3,000)	-67%
Total Expenditures	29,996	61,700	61,700	29,700	(32,000)	-52%	(32,000)	-52%
Ending Balance	84,371	53,120	58,610	59,430	6,310	12%	820	1%

Note:

*Net amount after direct distribution of 75% of gross hotel/motel tax revenue to Fund 120 Hotel/Motel Tax



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Fund:	Gifts Catalog		Fund #:	127
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Total Fund		Cost Center #:	N/A

Parks and Recreation 000

This fund provides an opportunity for individuals or groups to donate funds for site specific items, such as benches and tables, for use in the City’s park system. Revenue is from contributions and interest. Contributions may be considered tax deductible if for “exclusive public purposes.”

In 2012, the City started the Adopt-A-Flower Basket program, and in 2013 the City added the Adopt-A-Corner Park program. Proceeds from these programs continue to help offset the cost of the flower program.

Art Museum/Memorial Building 100

This fund was established to assist with art projects of a capital nature, such as museum related projects or display facilities. Revenue is from contributions and interest. Contributions may be considered tax deductible if for “exclusive public purposes.”

Public Art Donations 200

This fund provides an opportunity for individuals or organizations to donate funds to help offset costs of specific public art projects sited in the City of Edmonds, such as the Art Embellished Flower Basket Poles established in 2010 and temporary art projects. Revenue is from contributions and interest. Contributions may be considered tax deductible if for “exclusive public purposes.” Expenditures include artwork enhancements for flower basket poles and temporary art projects.

2018 Budget Changes

- Decision Package #74 decreased \$5,320 for miscellaneous budget changes

Fund:	Gifts Catalog		Fund #:	127
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Total Fund		Cost Center #:	N/A

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change 18-17 Budget	% Change 18-17 Budget	\$ Change 18-17 Estimate	% Change 18-17 Estimate
Beginning Balance-000	185,468	178,500	178,500	175,760	(2,740)	-2%	(2,740)	-2%
<u>Revenue</u>								
Investment Interest	758	1,250	3,060	3,210	1,960	157%	150	5%
Contributions	30,560	42,800	25,500	43,000	200	0%	17,500	69%
Total Revenues	31,318	44,050	28,560	46,210	2,160	5%	17,650	62%
<u>Expenditure</u>								
Supplies	6,156	17,820	5,000	12,500	(5,320)	-30%	7,500	150%
Professional Services	6,300	-	-	-	N/A	N/A	N/A	N/A
Interfund Transfer Out	25,835	26,300	26,300	26,300	-	0%	-	0%
Total Expenditures	38,291	44,120	31,300	38,800	(5,320)	-12%	7,500	24%
Ending Balance-000	178,495	178,430	175,760	183,170	4,740	3%	7,410	4%

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change 18-17 Budget	% Change 18-17 Budget	\$ Change 18-17 Estimate	% Change 18-17 Estimate
Fund 127 Gifts Catalog Fund								
Beginning Balance-100	65,213	65,800	65,800	66,950	1,150	2%	1,150	2%
<u>Revenue</u>								
Investment Interest	584	250	1,150	1,210	960	384%	60	5%
Total Revenues	584	250	1,150	1,210	960	384%	60	5%
<u>Expenditure</u>								
Total Expenditures	-	-	-	-	N/A	N/A	N/A	N/A
Ending Balance-100	65,797	66,050	66,950	68,160	2,110	3%	1,210	2%

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change 18-17 Budget	% Change 18-17 Budget	\$ Change 18-17 Estimate	% Change 18-17 Estimate
Fund 127 Gifts Catalog Fund								
Beginning Balance-200	15,244	19,250	19,250	18,520	(730)	-4%	(730)	-4%
<u>Revenue</u>								
Investment Interest	152	90	370	390	300	333%	20	5%
Contributions	4,000	6,000	6,000	6,000	-	0%	-	0%
Total Revenues	4,152	6,090	6,370	6,390	300	5%	20	0%
<u>Expenditure</u>								
Professional Services	143	6,500	6,500	6,500	-	0%	-	0%
Miscellaneous	-	600	600	600	-	0%	-	0%
Total Expenditures	143	7,100	7,100	7,100	-	0%	-	0%
Ending Balance-200	19,253	18,240	18,520	17,810	(430)	-2%	(710)	-4%

Fund:	Cemetery Maintenance/Improvement		Fund #:	130
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Total Fund		Cost Center #:	N/A

Function

The Cemetery Improvement Fund was established by Ordinance No. 2306. The purpose of this fund is to provide for the day-to-day operations of the municipal cemetery under the direction of the Cemetery Board as reviewed and approved by the City Council. Ninety percent of revenue from lot sales, burial fees and donations are designated to this fund. The cemetery is maintained by one FTE year around which includes landscape maintenance along burials and selling of graves and columbarium niches. Edmonds Memorial Cemetery & Columbarium is a very important asset for the City of Edmonds.

2018 Budget Changes

- Decision Package #13 increased \$850 due to equipment rental rate changes
- Decision Package #75 added \$10,000 for cemetery software

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change 18-17 Budget	% Change 18-17 Budget	\$ Change 18-17 Estimate	% Change 18-17 Estimate
Beginning Balance	137,255	142,340	142,340	209,430	67,090	47%	67,090	47%
<u>Revenue</u>								
Resale Items/Taxable	25,843	27,000	26,645	27,000	-	0%	355	1%
Cemetery Grave Sales	107,036	109,620	179,541	109,620	-	0%	(69,921)	-39%
Investment Interest	552	1,200	3,390	3,550	2,350	196%	160	5%
Contributions	114	-	100	-	N/A	N/A	(100)	-100%
Miscellaneous	-	-	214	-	N/A	N/A	(214)	-100%
Interfund Transfer	40,000	40,000	40,000	40,000	-	0%	-	0%
Total Revenue	173,545	177,820	249,890	180,170	2,350	1%	(69,720)	-28%
<u>Expenditures</u>								
Salaries and Wages	81,638	124,410	89,610	91,711	(32,699)	-26%	2,101	2%
Overtime	1,671	3,500	3,500	3,500	-	0%	-	0%
Benefits	35,114	35,910	36,690	38,253	2,343	7%	1,563	4%
Uniforms	-	1,000	1,000	1,000	-	0%	-	0%
Supplies	4,764	24,500	7,000	7,000	(17,500)	-71%	-	0%
Resale Items	19,285	20,000	20,000	20,000	-	0%	-	0%
Professional Services	8,068	4,200	4,200	4,200	-	0%	-	0%
Communications	999	1,410	1,410	1,410	-	0%	-	0%
Travel	-	500	500	500	-	0%	-	0%
Utilities	1,999	3,800	3,800	3,800	-	0%	-	0%
Repairs and Maintenan	-	500	300	500	-	0%	200	67%
Miscellaneous	3,371	4,000	4,000	14,000	10,000	250%	10,000	250%
Interfund Rental	11,550	10,790	10,790	11,640	850	8%	850	8%
Total Expenditures	168,459	234,520	182,800	197,514	(37,006)	-16%	14,714	8%
Ending Balance	142,341	85,640	209,430	192,086	106,446	124%	(17,344)	-8%



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Fund:	Parks Trust		Fund #:	136
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Total Fund		Cost Center #:	N/A

Function

This fund was established in March 2003 by City Council Ordinance No. 3466. The purpose of the fund is to receive donations with the intent that interest earned will be used to assist the cost of operating, maintaining, and improving the City Flower Program, Environmental/Beach Ranger Program, and Yost Pool in accordance with the donor’s wishes.

Flower Program 100

The Flower Program enhances the aesthetic appeal of the downtown area and other selected locations throughout the City.

Environmental/Beach Ranger Program 200

The Environmental/Beach Ranger Program provides interpretive and environmental education opportunities for citizens, school-age children and visitors to our parks and beaches. It promotes stewardship of Puget Sound, its shoreline, and the surrounding watershed.

Yost Pool 300

Yost Pool is a popular summer pool that enhances the lives, fitness, and health of our community.

Fund:	Parks Trust		Fund #:	136
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Total Fund		Cost Center #:	N/A

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change 18-17 Budget	% Change 18-17 Budget	\$ Change 18-17 Estimate	% Change 18-17 Estimate
Beginning Balance-100	86,066	86,940	86,940	88,650	1,710	2%	1,710	2%
<u>Revenue</u>								
Investment Interest	873	600	1,710	1,790	1,190	198%	80	5%
Total Revenues	873	600	1,710	1,790	1,190	198%	80	5%
<u>Expenditure</u>								
Total Expenditures	-	-	-	-	N/A	N/A	N/A	N/A
Ending Balance-100	86,939	87,540	88,650	90,440	2,900	3%	1,790	2%

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change 18-17 Budget	% Change 18-17 Budget	\$ Change 18-17 Estimate	% Change 18-17 Estimate
Fund 136 Parks Trust Fund								
Beginning Balance- 200	64,478	65,130	65,130	66,350	1,220	2%	1,220	2%
<u>Revenue</u>								
Investment Interest	654	450	1,220	1,280	830	184%	60	5%
Total Revenues	654	450	1,220	1,280	830	184%	60	5%
<u>Expenditure</u>								
Total Expenditures	-	-	-	-	N/A	N/A	N/A	N/A
Ending Balance-200	65,132	65,580	66,350	67,630	2,050	3%	1,280	2%

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change 18-17 Budget	% Change 18-17 Budget	\$ Change 18-17 Estimate	% Change 18-17 Estimate
Fund 136 Parks Trust Fund								
Beginning Balance- 300	1,704	1,720	1,720	1,800	80	5%	80	5%
<u>Revenue</u>								
Investment Interest	17	20	80	80	60	300%	-	0%
Total Revenues	17	20	80	80	60	300%	-	0%
<u>Expenditure</u>								
Total Expenditures	-	-	-	-	N/A	N/A	N/A	N/A
Ending Balance-300	1,721	1,740	1,800	1,880	140	8%	80	4%

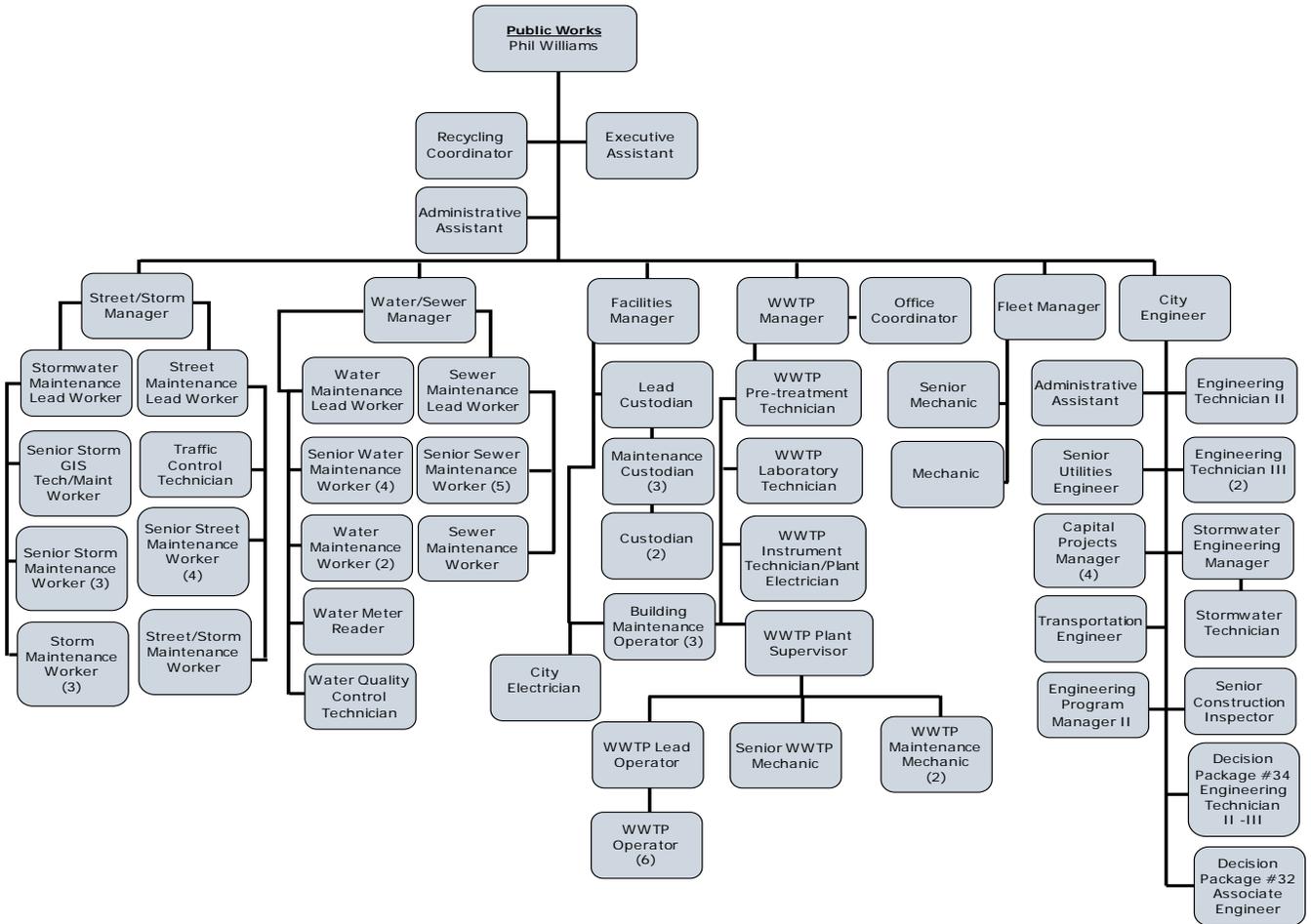
Fund:	Cemetery Maintenance Trust		Fund #:	137
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Total Fund		Cost Center #:	N/A

Function

The Cemetery Maintenance Trust Fund was established by Ordinance No. 2596. The purpose of this fund is to provide an ongoing, stable source of funding for the long-term care and capital projects of the municipal cemetery. No principal may be expended from this fund. Ten percent of revenue from lot sales, burial fees and donations is designated to this fund.

Description	2016	2017	2017	2018	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Beginning Balance	883,729	901,170	901,170	941,518	40,348	4%	40,348	4%
<u>Revenue</u>								
Resale Items/Taxable	2,939	3,000	2,960	3,000	-	0%	40	1%
Cemetery Grave Sales	11,826	12,180	19,948	12,180	-	0%	(7,768)	-39%
Investment Interest	2,679	7,700	17,340	18,180	10,480	136%	840	5%
Contributions	-	-	100	-	N/A	N/A	(100)	-100%
Total Revenues	17,444	22,880	40,348	33,360	10,480	46%	(6,988)	-17%
<u>Expenditure</u>								
Total Expenditures	-	-	-	-	N/A	N/A	N/A	N/A
Ending Balance	901,173	924,050	941,518	974,878	50,828	6%	33,360	4%

Fund:	Various		Fund #:	001, 111, 421, 422, 423 & 511
Department:	Public Works & Utilities		Department #:	
Cost Center	Total Department		Cost Center #:	N/A



Fund:	Various		Fund #:	001, 111, 421, 422, 423 & 511
Department:	Public Works & Utilities		Department #:	
Cost Center	Total Department		Cost Center #:	N/A

Mission Statement

The Department of Public Works & Utilities is dedicated to providing the highest quality services to our customers, citizens, City employees, business owners, and visitors. The Department strives to enhance reliability and performance of the City’s infrastructure while maintaining a safe, clean, and healthy environment.

Purpose

The Department of Public Works & Utilities is responsible for the operations and maintenance of the City’s physical infrastructure, including: street transportation networks, right-of-ways, and traffic control systems; storm and surface water drainage systems and environmental pollutant discharge mitigation; municipal-owned buildings and other facilities, potable water distribution systems and water quality control, sewerage conveyance and collection systems; secondary wastewater treatment plant management; and maintenance of the City’s fleet.

Fund:	General		Fund #:	001
Department:	Public Works		Department #:	65, 66,67
Cost Center	Administration, Facilities, Engineering		Cost Center #:	Various

Program	2016	2017	2017	2018	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Administration	358,210	470,750	478,490	514,048	43,298	9%	35,558	7%
Engineering	2,424,079	2,242,620	2,415,240	2,571,204	328,584	15%	155,964	6%
Facilities Maintenance	1,472,618	1,595,028	1,621,728	2,100,163	505,135	32%	478,435	30%
	4,254,907	4,308,398	4,515,458	5,185,415	877,017	20%	669,957	15%

Description	2016	2017	2017	2018	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Salaries	2,222,431	2,445,050	2,421,440	2,660,227	215,177	9%	238,787	10%
Overtime	11,997	12,700	14,200	12,700	-	0%	(1,500)	-11%
Benefits	870,168	951,530	997,700	1,127,784	176,254	19%	130,084	13%
Uniforms	4,815	3,360	3,360	3,360	-	0%	-	0%
Supplies	89,647	112,429	112,429	95,600	(16,829)	-15%	(16,829)	-15%
Minor Equipment	8,582	7,930	7,930	6,200	(1,730)	-22%	(1,730)	-22%
Professional Services	548,718	66,526	249,526	170,040	103,514	156%	(79,486)	-32%
Communications	29,309	32,050	32,050	33,975	1,925	6%	1,925	6%
Travel	2,151	2,100	2,100	2,100	-	0%	-	0%
Rental/Lease	8,747	16,100	16,100	16,100	-	0%	-	0%
Interfund Rental	74,942	235,500	235,500	295,029	59,529	25%	59,529	25%
Public Utility	277,785	282,800	282,800	282,800	-	0%	-	0%
Repair/Maintenance	77,422	88,100	88,100	432,100	344,000	390%	344,000	390%
Miscellaneous	28,193	33,900	33,900	47,400	13,500	40%	13,500	40%
Buildings	-	18,323	18,323	-	(18,323)	-100%	(18,323)	-100%
	4,254,907	4,308,398	4,515,458	5,185,415	877,017	20%	669,957	15%

Fund:	General		Fund #:	001
Department:	Public Works		Department #:	65
Cost Center	Administration		Cost Center #:	518.20

Function

Provide overall coordination and control of Public Works & Utilities Department services and asset management of the City’s streets, drainage, water and sewer utilities, facilities and building maintenance, fleet maintenance and the wastewater treatment plant. Provide initial point of contact for citizen concerns or requests for public works services. Provide direction to the Engineering Division in the planning and delivery of capital improvement and replacement projects for the City’s infrastructure. Partner with the Finance Department in managing budgets for the Combined Utility (drainage, water and sewer), Equipment Rental, Street and Building Maintenance Funds. Coordinate with emergency management officials on disaster response and recovery operations.

Budget Narrative

Salary and Benefits	Includes the Director of Public Works & Utilities (1 FTE), an Executive Assistant (1 FTE), and an Administrative Assistant (.65 FTE). A percentage of these salaries are reimbursed by the Utility Enterprise Funds.
Supplies	Materials, supplies, and small equipment germane to general office administration.
Professional Services	Public lobby floor mat cleaning and replacement.
Communications	Charges and fees for telecommunications, both mobile and land-based.
Travel	Travel to meetings, conferences, seminars, training, etc.
Rental/Lease	Multipurpose copy/scan/fax machine lease and maintenance.
Interfund Rental	Use of one Toyota Prius from Public Works motor pool.
Public Utility	Administration portion of water, sewer, storm drainage, natural gas, electricity, waste disposal and recycling services for Public Works Operations and Maintenance Center.
Repair/Maintenance	Costs for minor repairs of office equipment and facilities.
Miscellaneous	Snohomish County Committee for Improved Transportation and other municipal association memberships, employee training, licensing, and certification, periodicals, publications, and other miscellaneous expenses.

2018 Budget Changes

- Decision Package #1 added \$47,289 for Public Works technology services rate changes of which \$26,165 was added to this cost center
- Decision Package #13 increased \$6,240 for the Public Works Department due to the equipment rental rate change; \$2,040 was added to this cost center

Fund:	General		Fund #:	001
Department:	Public Works		Department #:	65
Cost Center	Administration		Cost Center #:	518.20

Description	2016	2017	2017	2018	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Salaries	261,802	270,330	273,430	279,248	8,918	3%	5,818	2%
Overtime	-	200	200	200	-	0%	-	0%
Benefits	80,717	83,880	88,520	92,055	8,175	10%	3,535	4%
Supplies	4,719	9,600	9,600	8,600	(1,000)	-10%	(1,000)	-10%
Minor Equipment	108	1,000	1,000	1,000	-	0%	-	0%
Professional Services	87	200	200	200	-	0%	-	0%
Communications	696	1,350	1,350	1,350	-	0%	-	0%
Travel	828	500	500	500	-	0%	-	0%
Rental/Lease	1,078	2,400	2,400	2,400	-	0%	-	0%
Interfund Rental	5,242	91,590	91,590	119,795	28,205	31%	28,205	31%
Public Utility	2,479	2,800	2,800	2,800	-	0%	-	0%
Repair/Maintenance	-	1,000	1,000	1,000	-	0%	-	0%
Miscellaneous	454	5,900	5,900	4,900	(1,000)	-17%	(1,000)	-17%
	358,210	470,750	478,490	514,048	43,298	9%	35,558	7%

Fund:	General		Fund #:	001
Department:	Public Works		Department #:	66
Cost Center	Facilities Maintenance		Cost Center #:	518.30

Function

Facilities Maintenance maintains and operates all City-owned buildings, which total approximately 225,000 square feet of interior space. Major buildings include City Hall, Maxwell-McGinness Public Safety Complex, Frances Anderson Center, Library and Plaza Room, Public Works and Utilities Operational complex, Fire Stations 16, 17, and 20, Senior Center, Meadowdale Clubhouse, Museum, Wade James Theater, Log Cabin, Boys and Girls Club, and Parks buildings. Maintenance and renovation activities for these buildings include painting, roofing, carpentry, flooring, plumbing, locksmithing, electrical, heating/ventilation/cooling, and computer cabling. In addition, custodial care is provided for approximately 150,000 square feet of areas occupied by City staff, or areas used by City recreation programs, Sno-Isle Libraries, and Fire District #1.

Facilities Maintenance also provides the electrical expertise to support the maintenance of the City’s traffic signals, water and wastewater pump stations, and downtown street lights. Assistance to other City departments, such as Parks and Recreation, remains another key component of the service provided by this division, including construction assistance for Parks and Recreation, such as that provided in past years at Mathey-Ballinger Park, Hazel Miller Park, and City Park. Additionally, this division provides support for the Arts Festival, Independence Day Parade and fireworks, the Taste of Edmonds, and the Downtown Christmas Tree Lighting Ceremony.

Budget Narrative

This division provides essential support for the other City departments and associated programs. The salary and benefits budget includes the Facilities Manager, a City Electrician, three Building Maintenance Operators, a Lead Custodian, three Maintenance Custodians, and two Custodians.

2018 Budget Changes

- Decision Package #13 increased \$6,240 for the Public Works Department due to the equipment rental rate change; \$3,950 was added to this cost center
- Decision Package #28 added \$530,000 for capital renewal projects
- Decision Package #29 added \$10,000 for professional service increase

- Council Amendment #5 removed \$40,000 for the city hall conference room project

Fund:	General		Fund #:	001
Department:	Public Works		Department #:	66
Cost Center	Facilities Maintenance		Cost Center #:	518.30

Description	2016	2017	2017	2018	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Salaries	657,227	695,650	709,720	719,620	23,970	3%	9,900	1%
Overtime	7,220	7,500	9,000	7,500	-	0%	(1,500)	-17%
Benefits	269,925	295,620	306,750	325,233	29,613	10%	18,483	6%
Uniforms	3,889	3,000	3,000	3,000	-	0%	-	0%
Supplies	84,849	102,829	102,829	87,000	(15,829)	-15%	(15,829)	-15%
Minor Equipment	6,402	3,000	3,000	3,000	-	0%	-	0%
Professional Services	15,841	18,246	18,246	156,000	137,754	755%	137,754	755%
Communications	16,657	16,000	16,000	16,000	-	0%	-	0%
Travel	12	1,000	1,000	1,000	-	0%	-	0%
Rental/Lease	1,145	5,000	5,000	5,000	-	0%	-	0%
Interfund Rental	52,030	59,360	59,360	63,310	3,950	7%	3,950	7%
Public Utility	275,306	280,000	280,000	280,000	-	0%	-	0%
Repair/Maintenance	77,076	84,500	84,500	428,500	344,000	407%	344,000	407%
Miscellaneous	5,039	5,000	5,000	5,000	-	0%	-	0%
Buildings	-	18,323	18,323	-	(18,323)	-100%	(18,323)	-100%
	1,472,618	1,595,028	1,621,728	2,100,163	505,135	32%	478,435	30%

Fund:	General		Fund #:	001
Department:	Public Works		Department #:	67
Cost Center	Engineering		Cost Center #:	518.21

Function

The Engineering Division provides design and construction management services, including field inspection, for the City’s capital construction program. It determines development standards for and ensures compliance with these standards during private construction of utilities and roads. The division plans for long-range capital and infrastructure needs for transportation, storm water management, water, and sewer. It prepares and executes architectural and engineering consultant contracts and construction contract bidding documents.

Budget Narrative

Fifteen (15) Full Time Equivalents (FTEs) including City Engineer, Transportation Engineer, Stormwater Engineering Manager, Senior Utilities Engineer, Engineering Program Manager, four Capital Project Managers, three Engineering Technicians, one Stormwater Engineering Technician, Senior Construction Inspector and an Administrative Assistant.

Uniforms	Boot allowance per labor contract, rain gear, etc.
Professional Services	Consultant services for special requirements and studies.
Communications	Mobile phones for field staff and air cards for I-pads and lap top computers.
Travel	Travel to meetings, seminars, training, etc.
Repair/Maintenance	Repair/maintenance of copier, plotter, surveying equipment, traffic counters, etc.
Miscellaneous	Bankcard fees for permit transactions, miscellaneous training, conferences, survey software maintenance/tech support, professional publications, MRSC On-Call Rosters, SCCIT, APWA and other memberships and dues, etc.
Interfund Rental	Rental (from Public Works motor pool) of five vehicles and 33% of another staff car.

2018 Budget Changes

- Decision Package #1 added \$47,289 for Public Works Technology Services Rate Changes of which \$21,124 was added to this cost center
- Decision Package #13 increased \$6,240 for the Public Works Department due to the equipment rental rate change; \$250 was added to this cost center
- Decision Package #30 added \$5,000 for the ORCA card program
- Decision Package #31 added \$2,000 for the employee incentive for commute trip reduction program
- Decision Package #32 added \$120,450 for an associate engineer
- Decision Package #33 added \$162,650 for a capital projects manager
- Decision Package #34 added \$108,605 for an engineering technician II-III
- Staff recommended change #5 added \$8,840 for private development review and inspection of permits to professional services and decreased salaries by \$4,570.
- Council Amendment #3 removed \$162,650 for Decision Package #33 for a Capital Projects Manager

Fund:	General		Fund #:	001
Department:	Public Works		Department #:	67
Cost Center	Engineering		Cost Center #:	532.20

Description	2016	2017	2017	2018	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Salaries	1,303,402	1,479,070	1,438,290	1,661,359	182,289	12%	223,069	16%
Overtime	4,777	5,000	5,000	5,000	-	0%	-	0%
Benefits	519,526	572,030	602,430	710,496	138,466	24%	108,066	18%
Uniforms	926	360	360	360	-	0%	-	0%
Supplies	79	-	-	-	N/A	N/A	N/A	N/A
Minor Equipment	2,072	3,930	3,930	2,200	(1,730)	-44%	(1,730)	-44%
Professional Services	532,790	48,080	231,080	13,840	(34,240)	-71%	(217,240)	-94%
Communications	11,956	14,700	14,700	16,625	1,925	13%	1,925	13%
Travel	1,311	600	600	600	-	0%	-	0%
Rental/Lease	6,524	8,700	8,700	8,700	-	0%	-	0%
Interfund Rental	17,670	84,550	84,550	111,924	27,374	32%	27,374	32%
Repair/Maintenance	346	2,600	2,600	2,600	-	0%	-	0%
Miscellaneous	22,700	23,000	23,000	37,500	14,500	63%	14,500	63%
	2,424,079	2,242,620	2,415,240	2,571,204	328,584	15%	155,964	6%

Fund:	Street		Fund #:	111
Department:	Public Works & Utilities		Department #:	68
Cost Center	Street		Cost Center #:	542

Function

Streets maintains and improves 133 miles of rights-of-way, including street roadways, shoulders and alley base surfaces, traffic markings, signing and signal control devices, sidewalks and bicycle/pedestrian facilities, roadside vegetation control, snow and ice control, and public street and pedestrian lighting.

Budget Narrative

The Salary and Benefit budget includes .5 FTE Street/Stormwater Manager, one Street Maintenance Lead Worker, one Traffic Control Technician, four Senior Street Maintenance Workers, one Street/Storm Maintenance Worker and an allowance for seasonal help. The Manager also supervises the Stormwater Division.

2018 Budget Changes

- Decision Package #9 decreased \$480 due to the annual debt service adjustment
- Decision Package #13 increased \$6,130 due to equipment rental rate changes
- Decision Package #122 has a net effect of zero but explains the expenditure changes

Fund:	Street		Fund #:	111
Department:	Public Works & Utilities		Department #:	68
Cost Center	Street		Cost Center #:	542

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change 18-17 Budget	% Change 18-17 Budget	\$ Change 18-17 Estimate	% Change 18-17 Estimate
Beginning Balance	514,446	790,430	790,420	751,270	(39,160)	-5%	(39,150)	-5%
<u>Revenue</u>								
TBD Vehicle Fee	159,113	-	-	-	N/A	N/A	N/A	N/A
Street And Curb Permit	7,100	5,000	5,000	5,000	-	0%	-	0%
Grants	85,516	-	-	-	N/A	N/A	N/A	N/A
Motor Vehicle Fuel Tax	716,607	685,000	685,000	685,000	-	0%	-	0%
Transportation Charges	615,061	680,000	680,000	680,000	-	0%	-	0%
Investment Interest	3,395	1,000	12,470	13,070	12,070	1207%	600	5%
Miscellaneous Revenues	4,952	1,200	1,200	1,200	-	0%	-	0%
Refunding Proceeds	42,433	-	-	-	N/A	N/A	N/A	N/A
Capital Assets Disposition	145	67,550	67,550	-	(67,550)	-100%	(67,550)	-100%
Interfund Transfer In	400,000	412,000	412,000	400,000	(12,000)	-3%	(12,000)	-3%
Total Revenues	2,034,322	1,851,750	1,863,220	1,784,270	(67,480)	-4%	(78,950)	-4%
<u>Expenditure</u>								
Salaries	579,094	555,070	532,380	551,495	(3,575)	-1%	19,115	4%
Overtime	25,394	18,400	18,400	24,400	6,000	33%	6,000	33%
Benefits	303,687	318,720	272,620	286,892	(31,828)	-10%	14,272	5%
Uniforms	3,746	6,000	6,000	6,000	-	0%	-	0%
Supplies	171,387	350,000	343,000	310,000	(40,000)	-11%	(33,000)	-10%
Small Equipment	6,646	24,000	15,000	20,000	(4,000)	-17%	5,000	33%
Professional Services	17,160	15,050	10,350	16,050	1,000	7%	5,700	55%
Communications	4,335	3,500	3,500	4,500	1,000	29%	1,000	29%
Training	-	1,000	1,000	1,000	-	0%	-	0%
Rental/Lease	2,436	2,300	2,300	2,300	-	0%	-	0%
Insurance	97,912	113,230	113,230	113,230	-	0%	-	0%
Public Utility	268,000	270,170	270,170	273,170	3,000	1%	3,000	1%
Repairs & Maintenance	26,586	111,550	100,550	45,000	(66,550)	-60%	(55,550)	-55%
Miscellaneous	13,873	25,000	25,000	8,000	(17,000)	-68%	(17,000)	-68%
Intergovernmental Services	1,991	5,000	5,050	5,000	-	0%	(50)	-1%
Interfund Rental	188,650	178,720	178,720	184,850	6,130	3%	6,130	3%
Debt Principal	45,225	3,490	3,490	3,970	480	14%	480	14%
Debt Interest	2,231	1,610	1,610	650	(960)	-60%	(960)	-60%
Total Expenditures	1,758,353	2,002,810	1,902,370	1,856,507	(146,303)	-7%	(45,863)	-2%
Ending Balance	790,415	639,370	751,270	679,033	39,663	6%	(72,237)	-10%

Fund:	Water		Fund #:	421
Department:	Operations and Capital		Department #:	74
Cost Center	Water		Cost Center #:	534

Function

Under Public Works & Utilities, the Water Division is responsible for the maintenance and operation of the City's water distribution system for the constant and safe delivery of potable water to over 10,109 accounts. The Water Division operates and maintains all storage and conveyance facilities including over 138 miles of distribution mains, 18 pressure reducing stations, three 1.5 million gallon reservoirs, and one three-million gallon reservoir and pumping station. Eight permanent employees are responsible for the above functions.

Budget Narrative**Water Operations**

The Salary and Benefit budget includes the Water/Sewer Manager (0.5 FTE), Water Maintenance Lead Worker, Water Quality Control Technician, Water Meter Reader, Administrative Assistant (.35 FTE), four Senior Water Maintenance Workers, two Water Maintenance Worker, a Recycling Coordinator, and an allowance for seasonal help.

The operation and maintenance budget for the water division is funded from the water rates. Purchase of water from the Alderwood Water and Wastewater District (AWWD), labor costs, and debt financing for capital projects are the largest expenditure items in this budget. Wages and supplies are needed to properly maintain and provide a reliable and safe drinking water system.

2018 Budget Changes

- Decision Package #1 decreased \$4,683 due to technology service rate changes
- Decision Package #8 added \$22,110 for the senior accountant
- Decision Package #9 decreased \$82,570 due to the annual debt service adjustment, includes interfund transfers
- Decision Package #13 increased \$3,460 due to equipment rental rate changes
- Decision Package #32 added \$60,225 for an associate engineer
- Decision Package #34 added \$21,721 for an engineering technician II-III
- Decision Package #76 decreased \$17,690 for the utility overhead allocation change
- Decision Package #77 added \$346,285 for water fund budget increase
- Decision Package #78 added \$15,000 for water meter reading handheld upgrade
- Decision Package #79 added \$70,000 for water division sample stands
- Decision Package #80 added \$15,000 for water division billing and meter analysis

- Staff recommended change #5 added \$4,420 for private development review and inspection of permits

Capital Improvement Program

- Decision Package #38 – 76th Avenue at 212th St SW Intersection Improvements \$39,150
- Decision Package #47 – Dayton 3rd to 9th \$70,250
- Decision Package #81 – 2017 Waterline Replacement Project \$52,000
- Decision Package #82 – 2018 Waterline Replacement Project \$2,018,080
- Decision Package #83 – 2018 Waterline Replacement Overlays \$250,000
- Decision Package #84 – 2019 Waterline Replacement Project \$299,079
- Decision Package #85 – 5 Corners Reservoir Recoating \$2,200,000
- Decision Package #86 – 2016 Water System Plan Update \$4,000

Fund:	Water		Fund #:	421
Department:	Operations and Capital		Department #:	74
Cost Center	Water		Cost Center #:	534

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change 18-17 Budget	% Change 18-17 Budget	\$ Change 18-17 Estimate	% Change 18-17 Estimate
Beginning Balance	16,489,531	17,869,640	17,869,640	15,517,339	(2,352,301)	-13%	(2,352,301)	-13%
<u>Revenue</u>								
Grants	51,300	53,950	53,950	53,950	-	0%	-	0%
Custodial & Building Services	2,640	2,500	2,500	2,500	-	0%	-	0%
Water Sales and Services	7,877,978	8,003,620	8,584,060	9,215,960	1,212,340	15%	631,900	7%
Investment Interest	33,632	20,000	37,940	39,780	19,780	99%	1,840	5%
Leases Long-Term	18,046	41,500	41,500	41,500	-	0%	-	0%
Miscellaneous Revenues	58,018	7,000	7,000	7,000	-	0%	-	0%
Gains/Losses	(178,937)	-	-	-	N/A	N/A	N/A	N/A
Water Connection Fee	747,500	341,000	200,000	300,000	(41,000)	-12%	100,000	50%
Total Revenues	8,610,177	8,469,570	8,926,950	9,660,690	1,191,120	14%	733,740	8%
<u>Expenditure</u>								
Depreciation	889,249	-	-	-	N/A	N/A	N/A	N/A
Salaries	767,994	844,510	769,810	828,440	(16,070)	-2%	58,630	8%
Overtime	25,018	24,000	24,000	24,000	-	0%	-	0%
Benefits	350,482	405,720	364,130	392,984	(12,736)	-3%	28,854	8%
Uniforms	3,000	4,000	5,000	4,000	-	0%	(1,000)	-20%
Supplies	120,616	150,000	150,000	220,000	70,000	47%	70,000	47%
Resale Inventory - Water	1,598,912	1,667,500	1,700,000	1,800,000	132,500	8%	100,000	6%
Resale Inventory - Supplies	138,418	143,000	170,000	170,000	27,000	19%	-	0%
Small Equipment	10,087	19,730	19,730	11,000	(8,730)	-44%	(8,730)	-44%
Professional Services	270,778	762,900	997,069	141,420	(621,480)	-81%	(855,649)	-86%
Interfund Services	447,266	392,441	439,693	608,556	216,115	55%	168,863	38%
Communications	29,597	30,000	34,000	30,000	-	0%	(4,000)	-12%
Training	-	200	200	200	-	0%	-	0%
Excise Tax	420,934	340,000	400,000	400,000	60,000	18%	-	0%
Rental/Lease	2,108	5,000	3,000	5,000	-	0%	2,000	67%
Interfund Rental	95,750	141,130	141,130	139,907	(1,223)	-1%	(1,223)	-1%
Insurance	52,335	56,050	56,050	56,050	-	0%	-	0%
Public Utility	25,839	35,000	30,000	35,000	-	0%	5,000	17%
Repairs & Maintenance	52,961	17,500	382,200	239,500	222,000	1269%	(142,700)	-37%
Miscellaneous	75,183	83,500	89,500	84,785	1,285	2%	(4,715)	-5%
Intergovernmental Services	32,496	30,000	30,560	30,000	-	0%	(560)	-2%
Utility Tax	1,219,620	1,229,110	1,222,200	1,209,700	(19,410)	-2%	(12,500)	-1%
Interfund Transfer Out	-	642,020	642,020	644,620	2,600	0%	2,600	0%
Equipment	-	25,000	25,000	15,000	(10,000)	-40%	(10,000)	-40%
Construction Projects	-	5,514,711	2,973,329	4,570,779	(943,932)	-17%	1,597,450	54%
Debt Principal	-	363,690	363,690	373,160	9,470	3%	9,470	3%
Debt Interest	600,774	246,940	246,940	236,100	(10,840)	-4%	(10,840)	-4%
Debt Issue Costs	655	-	-	-	N/A	N/A	N/A	N/A
Total Expenditures	7,230,072	13,173,652	11,279,251	12,270,201	(903,451)	-7%	990,950	9%
Ending Balance	17,869,636	13,165,558	15,517,339	12,907,828	(257,730)	-2%	(2,609,511)	-17%

Fund:	Storm Water		Fund #:	422
Department:	Operations and Capital		Department #:	72
Cost Center	Storm		Cost Center #:	531

Function

Storm Drainage Utility staff conduct system maintenance, street sweeping, emergency flooding response, creek maintenance, inspection and monitoring of private stormwater detention systems, and minor capital improvement projects. The Division's recent focus is to upgrade its services to comply with Federal Clean Water Act requirements and Phase II municipal stormwater permit issued by the State Department of Ecology.

Budget Narrative**Storm Water Operations**

The Salary and Benefit budget includes .5 FTE Street/Stormwater Manager, one Stormwater Maintenance Lead Worker, three Senior Storm Maintenance Workers, three Storm Maintenance Workers, a Senior Storm GIS Tech/Maint Worker, and an allowance for seasonal help. The Manager also supervises the Street Division.

The Stormwater Maintenance Division program is driven in large part by increasing federal and state regulations. In our pursuit of clean runoff into our streams, lakes, and ultimately Puget Sound, we are employing the latest strategies and best management practices to comply with the Clean Water Act and to pursue the agenda of the Puget Sound Partnership. One of the most effective ways of reducing debris runoff is to collect it before it gets into the system. The best way to do that is an aggressive street sweeping program. We have such a program in place and this budget extends those service levels.

2018 Budget Changes

- Decision Package #1 decreased \$7,253 for technology service rate changes
 - Decision Package #8 added \$12,010 for the senior accountant
 - Decision Package #9 decreased \$125,860 due to the annual debt service adjustment, includes interfund transfers
 - Decision Package #13 decreased \$6,950 due to equipment rental rate changes
 - Decision Package #32 added \$30,113 for an associate engineer
 - Decision Package #34 added \$21,721 for an engineering technician II-III
 - Decision Package #76 added \$13,770 due to the utility overhead allocation change
 - Decision Package #87 added \$100,000 for the Lorian Woods Study
 - Decision Package #88 added \$6,000 for NPDES Phase II Permit Compliance
 - Decision Package #89 added \$2,000 for Rain Garden Maintenance
 - Decision Package #124 added \$315,000 for a stormwater video truck purchase
- Staff recommended change #5 added \$4,420 for private development review and inspection of permits

Capital Improvement Program

- Decision Package #46 – 238th Walkway from SR104 to Highway 99 \$70,711
- Decision Package #47 – Dayton 3rd to 9th \$70,250
- Decision Package #81- 2017 Waterline Replacement Project \$3,000
- Decision Package #90 – Dayton Pump Station \$970,000
- Decision Package #91 – Willow Creek Daylight \$75,000
- Decision Package #92 – Northstream Culver Repair \$438,360
- Decision Package #93 – Seaview Infiltration \$919,000
- Decision Package #94 - 12th and Sierra \$2,000
- Decision Package #95 – Citywide Drainage Replacement Projects \$250,000
- Decision Package #96 – Lake Ballinger \$66,000
- Decision Package #97 - Stormwater Comp Plan Update \$5,000

Fund:	Storm Water		Fund #:	422
Department:	Operations and Capital		Department #:	72
Cost Center	Storm		Cost Center #:	531

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change	% Change	\$ Change	% Change
					18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Beginning Balance	9,589,898	10,246,580	10,246,570	9,346,309	(900,271)	-9%	(900,261)	-9%
Revenue								
Grants	130,001	949,463	130,000	765,511	(183,952)	-19%	635,511	489%
Stormwater Sales	3,692,216	3,744,000	4,061,377	4,467,495	723,495	19%	406,118	10%
Illegal Discharge Fine	700	3,700	3,700	3,700	-	0%	-	0%
Investment Interest	24,264	20,000	26,020	27,280	7,280	36%	1,260	5%
Leases Long-Term	13,765	14,010	14,010	14,010	-	0%	-	0%
Miscellaneous Revenues	150,627	-	-	-	N/A	N/A	N/A	N/A
Gains (Losses)	(2,263)	-	-	-	N/A	N/A	N/A	N/A
Water Connection Fee	49,998	58,000	40,000	40,000	(18,000)	-31%	-	0%
Total Revenues	4,059,308	4,789,173	4,275,107	5,317,996	528,823	11%	1,042,889	24%
Expenditure								
Depreciation	554,592	-	-	-	N/A	N/A	N/A	N/A
Salaries	523,333	523,320	637,160	677,138	153,818	29%	39,978	6%
Overtime	14,335	6,000	12,000	6,000	-	0%	(6,000)	-50%
Benefits	242,343	262,680	317,920	356,297	93,617	36%	38,377	12%
Uniforms	5,756	6,500	6,500	6,500	-	0%	-	0%
Supplies	34,047	46,000	48,000	46,000	-	0%	(2,000)	-4%
Small Equipment	1,824	5,730	5,730	4,000	(1,730)	-30%	(1,730)	-30%
Professional Services	147,572	1,498,370	169,355	230,920	(1,267,450)	-85%	61,565	36%
Interfund Services	543,948	618,030	840,194	406,914	(211,116)	-34%	(433,280)	-52%
Communications	3,652	3,200	3,200	3,200	-	0%	-	0%
Training	300	4,300	4,300	4,300	-	0%	-	0%
Excise Taxes	54,350	55,000	55,000	55,000	-	0%	-	0%
Rental/Lease	1,758	6,500	6,500	6,500	-	0%	-	0%
Interfund Rental	246,490	258,470	258,470	244,267	(14,203)	-5%	(14,203)	-5%
Insurance	63,187	71,540	71,540	71,540	-	0%	-	0%
Public Utility	9,421	10,500	10,500	10,500	-	0%	-	0%
Repairs & Maintenance	14,183	13,000	13,000	15,000	2,000	15%	2,000	15%
Miscellaneous	73,920	101,000	107,000	88,500	(12,500)	-12%	(18,500)	-17%
Intergovernmental Services	143,698	150,000	150,300	150,000	-	0%	(300)	0%
Utility Tax	335,691	330,430	369,200	406,100	75,670	23%	36,900	10%
Interfund Transfer Out	10,907	293,910	279,460	298,500	4,590	2%	19,040	7%
Equipment	-	-	-	315,000	315,000	N/A	315,000	N/A
Construction Projects	148,883	3,592,241	1,370,049	2,733,121	(859,120)	-24%	1,363,072	99%
Debt Principal	-	281,510	281,510	297,750	16,240	6%	16,240	6%
Debt Interest	218,161	158,480	158,480	129,830	(28,650)	-18%	(28,650)	-18%
Debt Issue Costs	10,288	-	-	-	N/A	N/A	N/A	N/A
Total Expenditures	3,402,639	8,296,711	5,175,368	6,562,877	(1,733,834)	-21%	1,387,509	27%
Ending Balance	10,246,567	6,739,042	9,346,309	8,101,428	1,362,386	20%	(1,244,881)	-13%



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Fund:	Sewer / WWTP		Fund #:	423
Department:	Operations & Capital		Department #:	75, 76
Cost Center	Sewer/Treatment Plant		Cost Center #:	535

Function

The Sewer Division is responsible for the maintenance and operation of 14 sanitary sewer pump stations, 3,200 sanitary sewer manholes, and over 186 miles of sanitary sewer mains serving 9,800 customers. Seven permanent employees are responsible for these functions as well as maintenance of 26 grinder pumps.

The Wastewater Treatment Plant Division operates and maintains the City’s wastewater treatment plant and manages the City’s sewer pretreatment program. The plant is a regional facility treating flows from the Cities of Edmonds, Mountlake Terrace, and Lynnwood; King County; Olympic View Water and Sewer District; and Ronald Wastewater District. The Plant also administers City-executed agreements with other agencies for cost sharing, updates flow records, and establishes the basis for participation in O&M and capital project expenses. Staff is also responsible for meeting the permit requirements and regulations of State and federal agencies for plant-generated air emissions, effluent, and solids. The Division’s Operations, Maintenance, Laboratory, and Administrative sections ensure the facility complies with all applicable standards cost-effectively. The Division's Pretreatment staff works with the public to protect the sewer infrastructure, the treatment plant, and the water quality of Puget Sound by controlling discharges into the collection system.

Budget Narrative

Sewer Operations

The operation and maintenance budget for the sewer division is funded from the sewer rates. Edmonds pays a proportional share for both operations and capital at the Lynnwood treatment plant and the Ballinger pump station. The cost of the Lynnwood treatment plant and the Ballinger pump station along with debt financing for capital projects are the largest individual non-labor expenses. Labor costs, equipment, and supplies are also required to properly maintain and provide a reliable and odor free sewer collection system.

Treatment Plant Operations

Due to the regional nature of the Treatment Plant, other agencies pay a proportionate share of both operating and capital expenditures. The City of Edmonds pays approximately 50% of both O&M and capital expenses. We anticipate that energy savings from past years will offset the need to increase based on Snohomish PUD increases. Minimal operating increase for new maintenance management software, increase polymer expense and labor cost is included however all else remains at 2017 estimated expenditure level. Capital program work for 2018 will focus on infrastructure repair (coating and sealing concrete) and piping system safety improvements.

Fund:	Sewer / WWTP		Fund #:	423
Department:	Operations & Capital		Department #:	75, 76
Cost Center	Sewer/Treatment Plant		Cost Center #:	535

2018 Budget Changes

- Decision Package #1 added \$13,379 for technology service rate changes
- Decision Package #8 added \$37,860 for the senior accountant
- Decision Package #9 increased \$182,040 due to the annual debt service adjustment, includes interfund transfers
- Decision Package #13 decreased \$9,220 due to equipment rental rate changes
- Decision Package #32 added \$30,113 for an associate engineer
- Decision Package #34 added \$21,721 for an engineering technician II-III
- Decision Package #76 added \$109,140 for the utility overhead allocation change
- Decision Package #98 added \$35,000 for sewer fund budget increase
- Decision Package #99 added \$10,000 for sewer division portable jetter
- Decision Package #100 added \$14,220 for wastewater maintenance management software
- Decision Package #101 added \$15,000 for wastewater polymer supplies increase
- Decision Package #123 has a net effect of zero but explains the sewer expenditure changes
- Staff recommended change #5 added \$4,420 for private development review and inspection of permits

Capital Improvement Program

- Decision Package #38 -76th Avenue at 212th St SW Intersection Improvements \$18,590
- Decision Package #47 – Dayton 3rd to 9th \$70,250
- Decision Package #102 - 2017 Sanitary Sewer Replacement \$10,000
- Decision Package #103 - 2018 Sanitary Sewer Replacement \$1,628,462
- Decision Package #104 -2018 Sanitary Sewer Overlays \$200,000
- Decision Package #105 –Citywide CIPP Rehab Phase 2 \$729,030
- Decision Package #106 –Lift Station 1 Metering and Flow Study \$37,000
- Decision Package #107 –Lake Ballinger Sewer Trunk Study \$109,892
- Decision Package #108 –WWTP Phase 6 Energy Design \$379,163
- Decision Package #109 –WWTP Chemical Piping Replacement \$113,749
- Decision Package #110 –WWTP Chemical Containment Coating \$75,833
- Decision Package #111 –WWTP Concrete Repairs \$151,665
- Decision Package #112 –WWTP Raw Sewage Pump Repair \$197,165
- Decision Package #113 –2019 Sanitary Sewer Replacement \$295,726

Fund:	Sewer / WWTP		Fund #:	423
Department:	Operations & Capital		Department #:	75, 76
Cost Center	Sewer/Treatment Plant		Cost Center #:	535

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change 18-17 Budget	% Change 18-17 Budget	\$ Change 18-17 Estimate	% Change 18-17 Estimate
Beginning Balance	42,657,767	42,695,400	42,695,390	39,419,136	(3,276,264)	-8%	(3,276,254)	-8%
<u>Revenue</u>								
Other/Non-Bus/Lic/Permit	12,190	10,500	13,000	12,000	1,500	14%	(1,000)	-8%
Grants	5,492	-	-	-	N/A	N/A	N/A	N/A
Sewer Sales and Services	8,909,382	8,915,990	9,659,840	10,380,750	1,464,760	16%	720,910	7%
Investment Interest	74,037	25,170	56,910	59,810	34,640	138%	2,900	5%
Miscellaneous Revenues	128,031	-	-	-	N/A	N/A	N/A	N/A
Gains/Losses	(471,299)	-	-	-	N/A	N/A	N/A	N/A
Capital Contributions	1,196,243	1,697,029	1,697,029	427,116	(1,269,913)	-75%	(1,269,913)	-75%
Sewer Connection Fee	384,531	331,000	215,000	250,000	(81,000)	-24%	35,000	16%
Interfund Transfer In	-	1,732,878	1,200,190	437,304	(1,295,574)	-75%	(762,886)	-64%
Total Revenues	10,238,607	12,712,567	12,841,969	11,566,980	(1,145,587)	-9%	(1,274,989)	-10%
<u>Expenditure</u>								
Depreciation	2,116,080	-	-	-	N/A	N/A	N/A	N/A
Salaries	1,710,143	1,783,120	1,701,040	1,793,854	10,734	1%	92,814	5%
Overtime	91,465	95,000	95,000	95,000	-	0%	-	0%
Benefits	697,687	784,430	774,210	821,233	36,803	5%	47,023	6%
Uniforms	6,538	9,500	9,500	9,500	-	0%	-	0%
Supplies	281,381	417,200	407,200	432,200	15,000	4%	25,000	6%
Fuel Consumed	47,744	80,000	80,000	80,000	-	0%	-	0%
Sewer Inventory	450	4,000	4,000	4,000	-	0%	-	0%
Small Equipment	30,847	62,730	60,000	50,000	(12,730)	-20%	(10,000)	-17%
Professional Services	218,069	263,040	227,000	575,551	312,511	119%	348,551	154%
Interfund Services	600,892	661,624	609,743	697,543	35,919	5%	87,800	14%
Communications	39,853	43,000	45,000	43,000	-	0%	(2,000)	-4%
Training	3,122	5,000	5,000	5,000	-	0%	-	0%
Excise Tax	194,744	170,000	202,000	200,000	30,000	18%	(2,000)	-1%
Rental/Lease	5,942	9,500	9,500	9,500	-	0%	-	0%
Interfund Rental	173,170	297,150	298,090	301,309	4,159	1%	3,219	1%
Insurance	106,915	109,270	109,580	109,270	-	0%	(310)	0%
Public Utility	1,165,518	1,217,860	1,224,860	1,217,860	-	0%	(7,000)	-1%
Repairs & Maintenance	1,078,969	340,000	441,656	340,000	-	0%	(101,656)	-23%
Miscellaneous	86,901	117,950	100,000	105,450	(12,500)	-11%	5,450	5%
Intergovernmental Services	162,276	178,000	168,000	168,000	(10,000)	-6%	-	0%
Utility Tax	636,170	629,140	696,800	763,000	133,860	21%	66,200	10%
Interfund Transfer Out	-	2,800,118	2,267,430	1,500,134	(1,299,984)	-46%	(767,296)	-34%
Construction Projects	226,054	6,767,544	5,978,414	3,256,570	(3,510,974)	-52%	(2,721,844)	-46%
Debt Principal	-	379,700	379,700	397,040	17,340	5%	17,340	5%
Debt Interest	501,601	114,500	114,500	81,750	(32,750)	-29%	(32,750)	-29%
Debt Issue Costs	18,456	-	-	-	N/A	N/A	N/A	N/A
Total Expenditures	10,200,987	17,449,376	16,118,223	13,066,764	(4,382,612)	-25%	(3,051,459)	-19%
Ending Balance	42,695,387	37,958,591	39,419,136	37,919,352	(39,239)	0%	(1,499,784)	-4%

Fund:	Utility Debt Service Fund		Fund #:	424
Department:	Debt Service Fund		Department #:	71
Cost Center	Total Fund		Cost Center #:	N/A

Function

Debt Service Funds are used to account for the accumulation of resources for and payment of revenue bond principal, interest, and related costs. The Utility Debt Service Fund (424) provides debt service accounting for the 2013 and 2015 revenue bond issue, which is backed by the City’s utility rates for water, sewer and storm water.

2018 Budget Changes

- Removed \$1,000 baseline for the annual service fees which are paid directly out of the operating funds
- Decision Package #9 increased \$2,800 due to the annual debt service adjustment

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change 18-17 Budget	% Change 18-17 Budget	\$ Change 18-17 Estimate	% Change 18-17 Estimate
Beginning Balance	843,961	843,960	843,960	842,990	(970)	0%	(970)	0%
<u>Revenue</u>								
Investment Interest	-	-	30	30	30	N/A	-	0%
Transfer In from 421	-	642,020	642,020	644,620	2,600	0%	2,600	0%
Transfer In from 422	-	279,460	279,460	284,050	4,590	2%	4,590	2%
Transfer In from 423	-	1,067,240	1,067,240	1,062,830	(4,410)	0%	(4,410)	0%
Total Revenues	-	1,988,720	1,988,750	1,991,530	2,810	0%	2,780	0%
<u>Expenditure</u>								
Bond Principal	-	680,020	680,020	710,020	30,000	4%	30,000	4%
Bond Interest	-	1,309,700	1,309,700	1,281,500	(28,200)	-2%	(28,200)	-2%
Total Expenditures	-	1,989,720	1,989,720	1,991,520	1,800	0%	1,800	0%
Ending Balance	843,961	842,960	842,990	843,000	40	0%	10	0%



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Fund:	Equipment Rental		Fund #:	511
Department:	Equipment Rental		Department #:	77
Cost Center	Municipal Vehicles and PW Equipment		Cost Center #:	548

Function

The Fleet Maintenance Division is supported by the Equipment Rental Fund. This fund was created and established by ordinance to be used as a revolving fund for expenditures of salaries, benefits, and expenses created by the repair, replacement, purchase, and operation of the City’s vehicle fleet.

Budget Narrative

The Salary and Benefits budget includes the Fleet Manager, Senior Vehicle & Equipment Mechanic and a Vehicle & Equipment Mechanic

The Division purchases and sells all equipment through the fund, and rents it to various City departments and other government agencies through contract agreements. The Division repairs and performs the necessary maintenance on all City-owned vehicles and equipment, and maintains each unit’s necessary records.

2018 Replacement Schedules:

- #122-BLD 2001 Chevrolet S-10
- #43-SWR 2002 Ford F-450 Utility Box
- #46-STR 1997 Isuzu/EZ-liner Paint Striper
- #134-STR 2003 F-450 Flatbed
- #7-PRK 2004 Chevrolet 2500 Pick up
- #125-PRK 2002 Dodge 3500 Flatbed
- #83-SWR 1985 Onan 30KW Generator
- #413-POL 2006 Chevrolet Impala
- (1) Police Radio

2018 Budget Changes

- Decision Package #13 decreased \$5,570 due to equipment rental rate changes
- Decision Package #114 added \$37,000 for a switch N Go System on Unit #100 cab chassis
- Decision Package #115 added \$3,500 for a 10ft boat and motor
- Decision Package #116 added \$30,000 for the 2018 propane conversions
- Decision Package #117 decreased \$26,200 for the operations budget
- Decision Package #118 added \$596,000 for the capital purchases in the replacement fund

Fund:	Equipment Rental		Fund #:	511
Department:	Equipment Rental		Department #:	77
Cost Center	Municipal Vehicles and PW Equipment		Cost Center #:	548

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change 18-17 Budget	% Change 18-17 Budget	\$ Change 18-17 Estimate	% Change 18-17 Estimate
Beginning Balance	7,650,499	8,311,630	8,311,630	8,236,930	(74,700)	-1%	(74,700)	-1%
<u>Revenue</u>								
Grants	289	0	0	0	N/A	N/A	N/A	N/A
Garage Services	16,337	12,000	10,000	12,000	-	0%	2,000	20%
Other Environmental Services	14,839	0	0	0	N/A	N/A	N/A	N/A
Sales and Services	750,119	739,040	739,040	654,620	(84,420)	-11%	(84,420)	-11%
Investment Income	9,493	9,500	102,710	107,680	98,180	1033%	4,970	5%
Rental Charge - B Fund	806,891	863,370	863,370	845,340	(18,030)	-2%	(18,030)	-2%
Miscellaneous Revenue	193	0	0	0	N/A	N/A	N/A	N/A
Insurance Recovery	40,726	5,000	44,820	5,000	-	0%	(39,820)	-89%
Capital Assets Disposition	35,680	0	0	0	N/A	N/A	N/A	N/A
Total Revenues	1,674,567	1,628,910	1,759,940	1,624,640	(4,270)	0%	(135,300)	-8%
<u>Expenditure</u>								
Depreciation	305,886	0	0	0	N/A	N/A	N/A	N/A
Salaries	224,168	238,360	238,020	250,519	12,159	5%	12,499	5%
Overtime	488	2,000	2,000	2,000	-	0%	-	0%
Benefits	89,358	103,580	105,100	114,956	11,376	11%	9,856	9%
Uniforms	952	1,000	1,000	1,000	-	0%	-	0%
Supplies	84,862	110,000	110,000	110,000	-	0%	-	0%
Fuel Consumed	0	1,000	1,000	1,000	-	0%	-	0%
Resale Supplies	157,738	294,200	228,000	268,000	(26,200)	-9%	40,000	18%
Small Equipment	22,322	110,111	68,000	58,000	(52,111)	-47%	(10,000)	-15%
Professional Services	1,399	1,000	1,000	1,000	-	0%	-	0%
Interfund Services	1,131	43,000	43,000	43,000	-	0%	-	0%
Interfund Rental	17,940	13,850	13,850	8,280	(5,570)	-40%	(5,570)	-40%
Communication	2,418	3,000	3,000	3,000	-	0%	-	0%
Travel	1,000	1,000	1,000	1,000	-	0%	-	0%
Rental/Lease	1,217	1,500	1,500	1,500	-	0%	-	0%
Insurance	29,967	29,010	29,010	29,010	-	0%	-	0%
Public Utilities	11,891	14,000	14,000	14,000	-	0%	-	0%
Repair and Maintenance	51,980	64,246	65,000	60,000	(4,246)	-7%	(5,000)	-8%
Miscellaneous	7,266	12,000	12,000	12,000	-	0%	-	0%
Intergovernmental Services	1,455	2,500	2,500	2,500	-	0%	-	0%
Machinery and Equipment	0	978,366	895,660	681,500	(296,866)	-30%	(214,160)	-24%
Interfund Transfer	0	10,450	0	0	(10,450)	-100%	N/A	N/A
Total Expenditures	1,013,438	2,034,173	1,834,640	1,662,265	(371,908)	-18%	(172,375)	-9%
Ending Balance	8,311,628	7,906,367	8,236,930	8,199,305	292,938	4%	(37,625)	0%

Fund:	Building Maintenance		Fund #:	016
Department:	Capital Project Funds		Department #:	N/A
Cost Center	Total Fund		Cost Center #:	N/A

Function

The City Council established this Fund in 1984 to provide money for large maintenance and repair projects and to track such money. It should be noted that Fund 016 is not primarily for capital improvements; however, some projects could qualify as Capital Improvement Plan (CIP) expenditures.

Budget Narrative

The maintenance and operation expenses of City-owned buildings depend primarily on the General Fund. Properly maintained City buildings play an integral role to deliver efficient and effective services to Edmonds’ citizens and assist the various City departments in their missions. Currently, due to the continued lack of General Fund Revenues, there is insufficient staffing and money for all of the necessary repairs and capital renovation projects for City buildings. This is reflected in the large list of potential projects included in the Capital Improvement Plan and its stated need to increase funding to keep up with the work on the designed six-year schedule. In 2015, a consultant study was completed that documents the extent of the ongoing needs of City facilities.

Major 2018 Budget Changes

The Building Maintenance Fund was closed in 2017 with all of the activity moving to the Facilities Cost Center in the General Fund

Fund:	Building Maintenance		Fund #:	016
Department:	Capital Project Funds		Department #:	N/A
Cost Center	Total Fund		Cost Center #:	N/A

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change 18-17 Budget	% Change 18-17 Budget	\$ Change 18-17 Estimate	% Change 18-17 Estimate
Beginning Balance	118,085	98,440	98,440	-	(98,440)	-100%	(98,440)	-100%
<u>Revenue</u>								
Grants	1,773,656	452,000	352,000	-	(452,000)	-100%	(352,000)	-100%
Investment Interest	206	-	50	-	N/A	N/A	(50)	-100%
Donations	5,000	-	-	-	N/A	N/A	N/A	N/A
Interfund Transfer	415,000	100,000	100,000	-	(100,000)	-100%	(100,000)	-100%
Total Revenue	2,193,862	552,000	452,050	-	(552,000)	-100%	(452,050)	-100%
<u>Expenditure</u>								
Supplies	1,756	-	-	-	N/A	N/A	N/A	N/A
Professional Services	391,031	77,000	2,000	-	(77,000)	-100%	(2,000)	-100%
Repair and Maintenance	205,349	193,500	198,490	-	(193,500)	-100%	(198,490)	-100%
Miscellaneous	11,760	-	-	-	N/A	N/A	N/A	N/A
Machinery/Equipment	191,821	-	-	-	N/A	N/A	N/A	N/A
Construction	1,411,794	350,000	350,000	-	(350,000)	-100%	(350,000)	-100%
Total Expenditure	2,213,511	620,500	550,490	-	(620,500)	-100%	(550,490)	-100%
Ending Balance	98,436	29,940	-	-	(29,940)	-100%	N/A	N/A

Fund:	Street Construction/ Improvement		Fund #:	112
Department:	Capital Project Funds		Department #:	N/A
Cost Center	Total Fund		Cost Center #:	N/A

Function

Fund 112 is used to account for transportation improvement projects funded by a variety of sources, including federal and state transportation grants, motor vehicle fuel tax, impact fees, real estate excise tax, and Public Works Trust Fund Loans.

2018 Budget Changes

- Decision Package #8 added \$14,550 for the senior accountant
- Decision Package #9 decreased \$560 due to the annual debt service adjustment
- Decision Package #36 added \$55,000 for the 76th Avenue and 220th Street intersections improvements
- Decision Package #66 added \$300,000 for the pavement preservation program

Capital Improvement Program

- Decision Package #37– 84th Ave. W Overlay from 220th to 212th \$96,000
- Decision Package #38– 76th Ave. @ 212th St. SW Intersection Improvements \$296,000
- Decision Package #39– Hwy 99 Revitalization / Gateway \$440,000
- Decision Package #40– Sunset Ave. Walkway \$170,000
- Decision Package #41– 236th St SW Walkway \$7,000
- Decision Package #42– Bike2Health \$6,500
- Decision Package #43– Edmonds St. Flyover \$785,000
- Decision Package #44– Citywide Pedestrian Crossing Enhancement \$159,655
- Decision Package #45– Dayton 3rd to 9th \$27,500
- Decision Package #46–238th Walkway from SR-104 to Hwy 99 \$300,266
- Decision Package #47– Dayton 3rd to 9th \$27,750

- Council Allocation #1 added \$15,000 for traffic calming

Fund:	Street Construction/ Improvement		Fund #:	112
Department:	Capital Project Funds		Department #:	N/A
Cost Center	Total Fund		Cost Center #:	N/A

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change 18-17 Budget	% Change 18-17 Budget	\$ Change 18-17 Estimate	% Change 18-17 Estimate
Beginning Balance	9,338	91,960	91,960	949,515	857,555	933%	857,555	933%
<u>Revenue</u>								
Grants	1,829,079	5,808,517	4,880,289	1,998,116	(3,810,401)	-66%	(2,882,173)	-59%
Motor Vehicle Fuel Tax	198,735	194,000	182,400	194,000	-	0%	11,600	6%
Interlocal Revenue	76,321	779,980	730,124	140,000	(639,980)	-82%	(590,124)	-81%
Traffic Impact Fees	139,031	100,000	330,000	255,000	155,000	155%	(75,000)	-23%
Investment Interest	(9,415)	50	-	-	(50)	-100%	N/A	N/A
Miscellaneous Revenue	49,706	-	-	-	N/A	N/A	N/A	N/A
Interfund Transfer In	559,657	503,730	100,730	355,540	(148,190)	-29%	254,810	253%
Total Revenues	2,843,114	7,386,277	6,223,543	2,942,656	(4,443,621)	-60%	(3,280,887)	-53%
<u>Expenditure</u>								
Professional Services	(378,206)	(26,000)	(262,226)	88,000	114,000	-438%	350,226	-134%
Interfund Services	232,707	450,487	358,427	222,258	(228,229)	-51%	(136,169)	-38%
Repair and Maintenance	472,171	-	-	300,000	300,000	N/A	300,000	N/A
Intangible Rights to Land	208,554	-	-	25,000	25,000	N/A	25,000	N/A
Construction Projects	2,013,478	6,437,820	5,093,787	2,064,963	(4,372,857)	-68%	(3,028,824)	-59%
Interfund Transfer Out	136,194	328,100	100,730	47,910	(280,190)	-85%	(52,820)	-52%
Debt Principal	72,202	72,220	72,220	72,220	-	0%	-	0%
Debt Interest	3,397	3,050	3,050	2,690	(360)	-12%	(360)	-12%
Total Expenditures	2,760,497	7,265,677	5,365,988	2,823,041	(4,442,636)	-61%	(2,542,947)	-47%
Ending Balance	91,955	212,560	949,515	1,069,130	856,570	403%	119,615	13%

Fund:	REET 2		Fund #:	125
Department:	Capital Project Funds		Department #:	N/A
Cost Center	Total Fund		Cost Center #:	N/A

REET 2

Function

REET II dollars may be used for public works projects for planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, bridges, domestic water systems, storm and sanitary sewer systems, and planning, construction, reconstruction, repair, rehabilitation, or improvement of parks.

2018 Budget Changes

- Decision Package #8 added \$6,040 for the senior accountant
- Decision Package #64 added \$50,000 for the ADA curb ramp program
- Decision Package #65 added \$100,000 for the 2018 minor sidewalk program
- Decision Package #66 added \$550,000 for the 2018 pavement preservation program

Capital Improvement Program

- Decision Package #27–City Park Maintenance Storage Building \$150,000
- Decision Package #52 –Anderson Center Field / Court / Library Plaza \$150,000
- Decision Package #53 –Civic Center Complex \$500,000
- Decision Package #54 –Fishing Pier / Olympic Beach
- Decision Package #55 –Community Garden \$145,000
- Decision Package #56 –Mathay Ballinger Park \$20,000
- Decision Package #57 –Seaview Park \$25,000
- Decision Package #58 –Yost Park / Pool \$40,000
- Decision Package #59 –Parklet 4th Avenue Cultural Corridor \$40,000
- Decision Package #60 –Edmonds Marsh Walkway \$75,000
- Decision Package #61 –Outdoor Fitness Zones \$75,000
- Decision Package #62 –Hickman Park \$50,000
- Decision Package #63 –Senior Center / Ebb Tide Walkway \$300,000
- Council Amendment #14 removed \$40,000 for DP 59 (Parklet 4th Avenue Cultural Corridor)

Fund:	REET 2		Fund #:	125
Department:	Capital Project Funds		Department #:	N/A
Cost Center	Total Fund		Cost Center #:	N/A

Description	2016	2017	2017	2018	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	18-17 Budget	18-17 Budget	18-17 Estimate	18-17 Estimate
Beginning Balance	1,629,534	2,259,950	2,259,950	1,563,180	(696,770)	-31%	(696,770)	-31%
Revenue								
Local Real Estate Tax - 2nd Half	1,294,062	1,300,000	1,430,000	1,400,000	100,000	8%	(30,000)	-2%
Investment Interest	5,083	11,900	44,720	46,880	34,980	294%	2,160	5%
Miscellaneous Revenue	185	-	-	-	N/A	N/A	N/A	N/A
Total Revenues	1,299,330	1,311,900	1,474,720	1,446,880	134,980	10%	(27,840)	-2%
Expenditure								
Supplies	48,756	21,000	21,000	21,000	-	0%	-	0%
Professional Services	155,169	50,000	-	50,000	-	0%	50,000	N/A
Intefund Services	-	-	-	15,040	15,040	N/A	15,040	N/A
Rental / Lease	2,790	-	-	-	N/A	N/A	N/A	N/A
Repair and Maintenance	113,591	140,000	100,000	600,000	460,000	329%	500,000	500%
Miscellaneous	181	-	-	-	N/A	N/A	N/A	N/A
Buildings	-	-	-	150,000	150,000	N/A	150,000	N/A
Construction Projects	348,429	2,895,566	2,050,490	1,596,000	(1,299,566)	-45%	(454,490)	-22%
Total Expenditures	668,916	3,106,566	2,171,490	2,432,040	(674,526)	-22%	260,550	12%
Ending Balance	2,259,948	465,284	1,563,180	578,020	112,736	24%	(985,160)	-63%

Fund:	REET 1: Special Capital/ Parks Acquisition		Fund #:	126
Department:	Capital Project Funds		Department #:	N/A
Cost Center	Total Fund		Cost Center #:	N/A

Function

The Special Capital Fund was established as part of the City's 1996 Operating Budget to simplify and facilitate the accounting for the purchase and renovation of the Edmonds Financial Center Building, which now houses operations of several City departments, including the Mayor's Office; City Council; Human Resources; Administrative Services; the Planning, Engineering, and Building divisions of Development Services; and the Fire Marshall. The Fund revenue from the first one fourth percent (1/4%) excise tax on real estate sales (REET 1) covers debt service for the Marina Beach acquisition, the Edmonds Center for the Arts city contribution, the Library roof construction, and the Anderson Center Seismic retrofit. Acquisitions meet the priorities outlined in the Parks Comprehensive Plan including waterfront, tidelands, open space, and land.

2018 Budget Changes

- Decision Package #8 added \$5,320 for the senior accountant
- Decision Package #9 decreased \$9,980 due to the annual debt service adjustment, includes interfund transfer
- Decision Package #33 added \$162,650 for a capital projects manager
- Decision Package #66 added \$650,000 for the 2018 pavement preservation program
- Decision Package #67 added \$5,000 for conversion to protected-permissive left turn
- Decision Package #68 added \$20,000 for the 2018 traffic calming program
- Decision Package #69 added \$125,000 for the 89th Place West Retaining Wall
- Decision Package #70 added \$260,335 for 238th St Walkway (SR104 to SR99)
- Decision Package #71 added \$75,900 for parking and safety improvements on Sunset Avenue
-
- Council Amendment #3 removed \$162,650 for Decision Package #33 for a capital projects manager

Capital Improvement Program

- Decision Package #37 –84th Avenue W Overlay from 220th to 212th \$24,000
- Decision Package #53 –Civic Center Complex \$210,000
- Decision Package #63 –Senior Center / Ebb Tide Walkway \$150,000
- Decision Package #72 –2017 Pavement Preservation \$5,000
- Decision Package #73 –220th St SW Adaptive System \$42,000

Fund:	REET 1: Special Capital/ Parks Acquisition		Fund #:	126
Department:	Capital Project Funds		Department #:	N/A
Cost Center	Total Fund		Cost Center #:	N/A

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change 18-17 Budget	% Change 18-17 Budget	\$ Change 18-17 Estimate	% Change 18-17 Estimate
Beginning Balance	2,239,005	1,977,480	1,977,490	1,255,130	(722,350)	-37%	(722,360)	-37%
<u>Revenue</u>								
Local Real Estate Tax-1st Half	1,294,062	1,300,000	1,430,000	1,400,000	100,000	8%	(30,000)	-2%
Investment Interest	8,233	14,400	46,070	48,300	33,900	235%	2,230	5%
Refunding Proceeds	246,998	-	-	-	N/A	N/A	N/A	N/A
Total Revenues	1,549,293	1,314,400	1,476,070	1,448,300	133,900	10%	(27,770)	-2%
<u>Expenditure</u>								
Salaries	14,404	-	-	-	N/A	N/A	N/A	N/A
Supplies	4,623	-	-	-	N/A	N/A	N/A	N/A
Professional Services	231,243	15,855	81,741	144,205	128,350	810%	62,464	76%
Repair and Maintenance	567,276	-	-	604,000	604,000	N/A	604,000	N/A
Land	436,864	200,000	70,000	-	(200,000)	-100%	(70,000)	-100%
Construction Projects	140,668	2,262,243	1,874,729	824,350	(1,437,893)	-64%	(1,050,379)	-56%
Interfund Transfer Out	139,425	142,330	142,330	135,130	(7,200)	-5%	(7,200)	-5%
Debt Principal	263,250	20,280	20,280	23,100	2,820	14%	2,820	14%
Debt Interest	13,059	9,350	9,350	3,750	(5,600)	-60%	(5,600)	-60%
Total Expenditures	1,810,812	2,650,058	2,198,430	1,734,535	(915,523)	-35%	(463,895)	-21%
Ending Balance	1,977,486	641,822	1,255,130	968,895	327,073	51%	(286,235)	-23%

Fund:	Special Projects		Fund #:	129
Department:	Capital Projects Fund		Department #:	N/A
Cost Center	Total Fund		Cost Center #:	N/A

HIGHWAY 99 INTERNATIONAL DISTRICT ENHANCEMENT

Function

This Fund was established to assist with special capital projects. The project completed in 2014 includes streetscape enhancements in the International District located on Highway 99 between 230th and 224th. Ongoing expenditures are associated with banner maintenance and updating and miscellaneous signage as required over time. Revenue is from grants, contributions and interest. The City has received three federal Highway Enhancements grants for the project since 2006.

The Fund was closed in 2017 and the activity moved to the Parks Capital Construction Fund (332).

<u>Description</u>	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change 18-17 Budget	% Change 18-17 Budget	\$ Change 18-17 Estimate	% Change 18-17 Estimate
Beginning Balance	38,393	38,780	38,780	-	(38,780)	-100%	(38,780)	-100%
<u>Revenue</u>								
Investment Interest	389	1,220	810	-	(1,220)	-100%	(810)	-100%
Total Revenue	389	1,220	810	-	(1,220)	-100%	(810)	-100%
<u>Expenditure</u>								
Interfund Transfer	-	40,000	39,590	-	(40,000)	-100%	(39,590)	-100%
Total Expenditures	-	40,000	39,590	-	(40,000)	-100%	(39,590)	-100%
Ending Balance	38,782	-	-	-	N/A	N/A	N/A	N/A



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Fund:	Parks Capital Construction		Fund #:	332
Department:	Capital Projects Fund		Department #:	N/A
Cost Center	Total Fund		Cost Center #:	N/A

Function

Fund 132 was established as part of the City’s 2007 and 2008 Operating Budget to specifically segregate park improvement projects that would be totally or partially funded by grants and contributions. The fund number changed from Fund 132 to Fund 332, a capital projects fund, during the 2018 budget process. Fund 332 is for improvement, renovation, planning and development of park sites to maintain high quality and varied parks and open space in the city. Revenue sources for the Fund include state and local grants, contributions from developers, and carryover from previous years.

2018 Budget Changes

- Decision Package #8 added \$7,160 for the senior accountant

Capital Improvement Program

- Decision Package #61 –Outdoor Fitness Zone \$100,000
- Decision Package #63 –Senior Center / Ebb Tide Walkway

Fund:	Parks Capital Construction		Fund #:	332
Department:	Capital Projects Fund		Department #:	N/A
Cost Center	Total Fund		Cost Center #:	N/A

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change 18-17 Budget	% Change 18-17 Budget	\$ Change 18-17 Estimate	% Change 18-17 Estimate
Program 000								
Beginning Balance	560,496	449,440	449,440	678,520	229,080	51%	229,080	51%
<u>Revenue</u>								
Grants	1,453,403	1,705,000	572,710	1,225,000	(480,000)	-28%	652,290	114%
Investment Interest	2,333	-	850	1,740	1,740	N/A	890	105%
Parks Donations	312,345	475,000	-	-	(475,000)	-100%	N/A	N/A
Transfer In from 001	150,000	40,000	39,590	-	(40,000)	-100%	(39,590)	-100%
Total Revenue	1,918,081	2,220,000	613,150	1,226,740	(993,260)	-45%	613,590	100%
<u>Expenditure</u>								
Supplies	25	20,000	-	-	(20,000)	-100%	N/A	N/A
Interfund Services	4,070	-	-	7,160	7,160	N/A	7,160	N/A
Land	1,466,247	-	-	-	N/A	N/A	N/A	N/A
Construction Projects	515,848	2,096,363	384,070	1,125,000	(971,363)	-46%	740,930	193%
Professional Services	42,947	100,000	-	100,000	-	0%	100,000	N/A
Interfund Transfer To Fd 117	-	3,000	-	-	(3,000)	-100%	N/A	N/A
Total Expenditure	2,029,137	2,219,363	384,070	1,232,160	(987,203)	-44%	848,090	221%
Ending Balance	449,440	450,077	678,520	673,100	223,023	50%	(5,420)	-1%

Description	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	\$ Change 18-17 Budget	% Change 18-17 Budget	\$ Change 18-17 Estimate	% Change 18-17 Estimate
Program 100 - Park Impact Fees								
Beginning Balance	336,919	735,710	735,710	1,209,860	474,150	64%	474,150	64%
<u>Revenue</u>								
Park Impact Fees	396,176	435,340	469,450	262,864	(172,476)	-40%	(206,586)	-44%
Investment Interest	2,611	1,600	4,700	4,930	3,330	208%	230	5%
Total Revenue	398,787	436,940	474,150	267,794	(169,146)	-39%	(206,356)	-44%
<u>Expenditure</u>								
Construction	-	500,000	-	750,000	250,000	50%	750,000	N/A
Total Expenditure	-	500,000	-	750,000	250,000	50%	750,000	N/A
Ending Balance	735,706	672,650	1,209,860	727,654	55,004	8%	(482,206)	-40%

Rates of Pay

Elected Officials	Minimum	Maximum
Council Member Position	\$ 13,500	\$ 13,500
Council President	15,900	15,900
Judge	112,570	112,570
Mayor	121,912	121,912
Non-Represented	Minimum	Maximum
Arts & Cultural Services Program Manager	78,381	105,037
Assistant Finance Director	95,270	127,672
Assistant Police Chief	110,289	147,797
Associate Engineer	67,707	90,734
Associate Planner	67,707	90,734
Building Official	90,734	121,594
Capital Projects Manager	74,648	100,035
City Clerk	86,414	115,803
City Engineer	110,289	147,797
Community Services & Economic Development Director	115,803	155,187
Court Administrator	82,298	110,289
Deputy Parks & Recreation Services Director	95,270	127,672
Development Services Director	115,803	155,187
Engineering Program Manager II	78,381	105,037
Executive Assistant Confidential	61,413	82,298
Executive Assistant To The Mayor	64,484	86,414
Facilities Manager	86,414	115,803
Finance Director	115,803	155,187
Fleet Manager	78,381	105,037
Human Resources Assistant	40,685	54,517
Senior Human Resources Analyst	71,092	95,270
Human Resources Director	115,803	155,187
Information Services Manager	90,734	121,594
Parks And Recreation Director	115,803	155,187
Parks Maintenance Manager	78,381	105,037
Planning Manager	95,270	127,672
Police Chief	127,672	171,094
Public Disclosure & Records Management Specialist	45,828	61,413
Public Works & Utilities Director	121,594	162,946
Recycling Coordinator	61,413	82,298
Safety & Risk Coordinator (part-time)	22,914	30,707
Senior Accountant	74,648	100,035
Senior Planner	74,648	100,035
Senior Utilities Engineer	95,270	127,672
Stormwater Engineer	82,298	110,289
Street/Storm Manager	90,734	121,594
Transportation Engineer	86,414	115,803
Wastewater Treatment Plant Manager	100,035	134,057
Wastewater Treatment Plant Supervisor	82,298	110,289
Water/Sewer Manager	90,734	121,594

Rates of Pay

Police Non-Commissioned	Minimum	Maximum
Animal Control Officer	\$ 51,795	\$ 71,092
Domestic Violence Coordinator	24,848	30,808
Part Time Administrative Assistant	21,974	27,257
Part Time Parking Enforcement Officer	21,974	27,257
Police Services Assistant	46,740	57,958
Property Officer/Evidence Technician	49,508	61,365
Senior Animal Control Officer	55,018	68,290

Police Guild	Minimum	Maximum
Administrative Sergeant	101,846	104,615
Corporal	91,128	94,164
Detective Corporal	94,773	97,931
Police Officer 1st Class	73,236	86,784
Police Officer 2nd Class	64,992	67,320
Professional Standards Sergeant	101,846	104,615
Sergeant	98,880	101,568

Teamsters	Minimum	Maximum
Building Maintenance Operator	56,720	68,972
Cemetery Sexton	59,548	72,449
City Electrician	65,704	79,866
Custodian	40,331	48,984
Lead Custodian	48,984	59,548
Maintenance Custodian	42,338	51,457
Mechanic	56,720	68,972
Parks Maintenance Lead Worker	65,704	79,866
Parks Maintenance Worker	46,610	56,720
Parks Maintenance Mechanic	56,720	68,972
Senior Parks Maintenance Worker-Horticulturist	54,003	65,704
Senior Parks Maintenance Worker	54,003	65,704
Sewer Maintenance Lead Worker	65,704	79,866
Sewer Maintenance Worker	48,984	59,548
Senior Sewer Maintenance Worker	62,485	76,084
Senior Storm GIS Technician/Maintenance Worker	56,720	68,972
Senior Storm Maintenance Worker	54,003	65,704
Senior Street Maintenance Worker	54,003	65,704
Senior Water Maintenance Worker	54,003	65,704
Senior Mechanic	59,548	72,449
Stormwater Maintenance Lead Worker	65,704	79,866
Storm Maintenance Worker	46,610	56,720
Street Maintenance Lead Worker	65,704	79,866
Traffic Control Technician	56,720	68,972

Rates of Pay

Teamsters (Continued)	Minimum	Maximum
Water Maintenance Lead Worker	65,704	79,866
Water Maintenance Worker	48,984	59,548
Water Meter Reader	44,431	54,003
Water Quality Control Technician	59,548	72,449
WWTP Instrument Technician/Plant Electrician	62,485	76,084
WWTP Laboratory Technician	62,485	76,084
WWTP Pre-Treatment Technician	62,485	76,084
WWTP Lead Operator	65,704	79,866
WWTP Maintenance Mechanic	65,704	79,866
WWTP Senior Mechanic	59,548	72,449
WWTP Operator	59,548	72,449

SEIU	Minimum	Maximum
Accountant	71,112	88,188
Accounting Specialist	52,704	65,352
Administrative Assistant	52,704	65,352
Business License Clerk	47,136	58,428
Code Enforcement Officer	62,808	77,832
Combination Building Inspector	64,680	80,172
Community Services Program Coordinator	62,808	77,832
Court Clerk	47,136	58,428
Deputy City Clerk	52,704	65,352
Engineering Technician II	59,208	73,404
Engineering Technician III	67,068	83,148
Environmental Education & Sustainability Coordinator	67,068	83,148
Executive Assistant	55,992	69,468
GIS Analyst	71,112	88,188
Information Systems Specialist	67,068	83,148
Lead Court Clerk	52,704	65,352
Office Coordinator	55,992	69,468
PC Support Technician	59,208	73,404
Permit Coordinator	52,704	65,352
Plans Examiner	64,056	79,392
Probation Officer	55,992	69,468
Recreation Coordinator	67,068	83,148
Recreation Leader - Preschool	35,160	43,560
Recreation Leader - Gymnastics	17,580	21,780
Recreation Leader - Interpretive Specialist	17,580	21,780
Senior Building Inspector	71,112	88,188
Senior Construction Inspector	67,068	83,148
Senior Permit Coordinator	59,208	73,404
Senior Office Specialist	44,268	54,888
Stormwater Technician	59,208	73,404

Contract Positions	Minimum	Maximum
Legislative/Executive Assistant	64,480	64,480