

EDMONDS

ADOPTED BUDGET 2020



CITY OF EDMONDS

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2020 Budget Message

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

I am pleased to present to you the City of Edmonds proposed 2020 Budget.

Ladies and Gentlemen, whether you have lived in Edmonds for a long time or a short time you have seen Edmonds transform itself from a quiet Puget Sound suburb into a vibrant, dynamic and active Puget Sound suburb. In fact, we have become a valuable contributing player in the region.

Part of that change certainly comes from the economic and population growth of our entire region as one of the "hot spots" in the nation. Newer major businesses such as Microsoft, Amazon, Starbuck's and Costco, as well as long time businesses such as Boeing, Nordstrom and Paccar, have broadened and increased employment and population in the Puget Sound.

Within the region, counties and cities have had to plan and execute ways in which to accommodate the changes. As we have come out of the deep recession of 2008 we in Edmonds, after taking significant action to reduce spending and revamp our troubled finances of 2008-2011, have since made great progress bringing our community to the strong financial position we are in today.

Our focus since 2011, besides dealing with our finances, has been several: rebuilding much of our infrastructure including roads, water, sewer and storm water systems; enhancing our communication within city government and with the public; improving our many parks; expanding our arts programs; improving our business climate; rebuilding the staff cutbacks of 2011; and the undertaking of some large projects.

Remember, our City is 129 years old. We must continue work each year to update and modernize our infrastructure as mentioned above. As an example, so far we have spent over \$8M the past 7 years on street resurfacing, with another \$1.2M scheduled for next year.

Over the years we have taken on and completed many new large projects: changes at 228th and Highway 99; safety improvements at 76th and Highway 99; the Five Corners round-about; and the Dayton Street project which is currently underway.

More recently: we purchased Civic Field and will begin construction next year on Civic Park; began construction on the new Waterfront Redevelopment; and started the planning process for the long-term Highway 99 improvements; and most recently, completed an extensive study which indicates many of our city-owned facilities need work and we have assembled a list of priorities for maintenance of those properties; in addition, daylighting of Willow Creek will help lead to the restoration of the Marsh and salmon recovery. Large projects, all critical to Edmonds future.

To begin maintenance on the aforementioned city facilities, staff and I have assembled \$1.5M in the 2020 budget for the first stage of the estimated \$6.5M of facilities improvements needed. While we have assembled funds for our portion of the Waterfront Redevelopment and Civic Field, constant vigilance will be needed in meeting those budgets.

Council recalls we had \$10M assembled for major Highway 99 improvements. While we were successful in drawing down \$1M of that amount earlier, the remaining state-funded \$9M becomes available in 2021. The next administration will need to focus on the Legislature and Washington D.C. for long-term funding for the \$150-\$175M project, as well as for the additional state and federal funding needed for the Marsh and Willow Creek projects.

I asked staff in the spring to be cautious in hiring additional staff for next year. They have met that challenge. Next year the budget includes only two new staff positions. In addition we have made a few shifts in job responsibilities and added three new half-time positions.

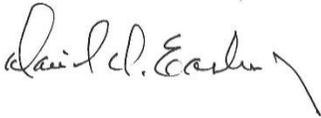
On the revenue side, we are having another solid year as I mentioned earlier due to our regions very strong economy, and through the efforts of the BID (Edmonds Downtown Alliance), Chamber of Commerce, the Port, and city staff who have worked to increase our reputation as a Daytime Destination.

Our arts community adds to the revenue projections. With high-quality local performance groups, the Center for the Arts, and now with the first designation in the state as a "Creative District" the arts in Edmonds continue to flourish and add to the Daytime Destination.

Without shopping malls or big box stores, we have created an identity which generates the revenue needed to sustain our community's expectations and quality of life. It is a reputation I hope the new Council and Administration will continue to foster for our future financial wellbeing.

The staff and I found great value in the new process suggested by the Council in addressing the Council priorities. Even though we received the Council priorities very late into the budget development process, the staff and I have worked diligently to address the Council priorities. The exhibit on page **27** itemizes the Council priorities and explains how the priorities are foot noted in my Proposed Budget Book.

In conclusion we offer you a budget which looks to the future and at the same time is focused on making only good decisions for the long term good of our community. Unlike the financial challenges of 2011 we leave you with a city which has a new sense of energy and vitality. We leave you with a very healthy community and a strong Fund Balance. It has been my pleasure to serve the city.



David O. Earling
Mayor

ORDINANCE NO. 4168

AN ORDINANCE OF THE CITY OF EDMONDS, WASHINGTON, RELATING TO THE BUDGET FOR FISCAL YEAR COMMENCING JANUARY 1, 2020 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 2020, 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, 2020, 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 4th, 2019 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;

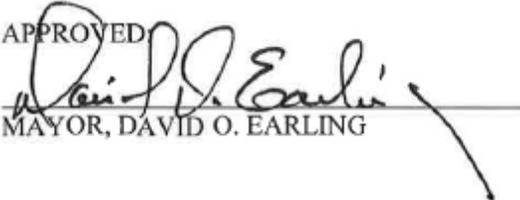
THE CITY COUNCIL OF THE CITY OF EDMONDS, WASHINGTON, DO ORDAIN AS FOLLOWS:

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 2020, 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, 2020.

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 6, 2019
PASSED BY THE CITY COUNCIL:	December 10, 2019
PUBLISHED:	December 13, 2019
EFFECTIVE DATE:	January 1, 2020
ORDINANCE NO.	4168

SUMMARY OF ORDINANCE NO.

of the City of Edmonds, Washington

On the 10th day of December, 2019, the City Council of the City of Edmonds, passed Ordinance No. 4168. 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 2020; 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 11th day of December, 2019.


CITY CLERK, SCOTT PASSEY

EXHIBIT "A" 2020 BUDGET SUMMARY BY FUND

Fund No.	Fund Description	Revenue	Expenditure	Difference (Rev - Exp) *
001	General Fund	\$ 43,803,858	\$ 48,244,815	\$ (4,440,957)
009	LEOFF Medical Insurance Reserve Subfund	437,980	467,140	(29,160)
012	Contingency Reserve Subfund	56,140	-	56,140
014	Historic Preservation Gift Fund	5,230	5,900	(670)
019	Edmonds Opioid Response Fund	-	21,555	(21,555)
104	Drug Enforcement Fund	165,390	45,800	119,590
111	Street Fund	1,893,668	2,139,717	(246,049)
112	Street Construction Fund	2,433,890	2,403,472	30,418
117	Municipal Arts Acquisition Fund	259,635	243,880	15,755
118	Memorial Tree Fund	750	-	750
120	Hotel/Motel Tax Fund	98,630	122,750	(24,120)
121	Employee Parking Permit Fund	27,270	26,880	390
122	Youth Scholarship Fund	1,790	3,000	(1,210)
123	Tourism Promotional Arts Fund	34,450	33,900	550
125	REET 2	1,436,090	3,067,616	(1,631,526)
126	REET 1	1,453,520	2,661,040	(1,207,520)
127	Gifts Catalog Fund	145,050	100,220	44,830
130	Cemetery Maintenance/Imp. Fund	184,610	195,787	(11,177)
136	Parks Trust Fund	6,390	-	6,390
137	Cemetery Maintenance Fund	54,210	-	54,210
138	Sister City Commission Fund	10,380	11,900	(1,520)
140	Business Improvement District Fund	79,209	80,510	(1,301)
211	LID Control Fund	12,400	12,400	-
231	2012 LTGO Debt Service Fund	738,400	738,400	-
332	Parks Capital Construction Fund	9,638,306	11,942,630	(2,304,324)
421	Water Utility Fund	11,116,270	12,436,114	(1,319,844)
422	Storm Utility Fund	5,670,766	8,357,375	(2,686,609)
423	Sewer/WWTP Utility Fund	24,452,726	30,493,425	(6,040,699)
424	Utility Debt Service Fund	1,988,100	1,988,130	(30)
511	Equipment Rental Fund	1,746,160	3,170,398	(1,424,238)
512	Technology Rental Fund	1,202,963	1,224,784	(21,821)
617	Firemen's Pension Fund	72,620	78,700	(6,080)
	Totals	\$ 109,226,851	\$ 130,318,238	\$ (21,091,387)

* 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	2018	% of Project using REET	2019 Estimate	% of Project using REET
REET 2 - Fund 125				
2018 Overlay Program	448,409	27%		
2019 Overlay Program	24,222	25%		
238th Island & Misc Ramps	10,812	51%		
2019 Pavement Preservation Program			506,386	30%
238th Island and ADA Curb Ramps			150,750	41%
238th St. SW Walkway from SR-104 to SR-99 Project			3,004	61%
Audible Pedestrian Signals			42,500	100%
Traffic Calming			4,877	25%
REET 1 - Fund 126				
Sunset Walkway Improvement	135	31%		
Trackside Warning System	68,418	80%		
Dayton St. Utility Replacement	29,095	13%		
238th St. Walkway (SR104 to Hwy 99)	2,041	0.41%		
2017 Overlay Program	953	100%		
89th PI W Retaining Wall	224	2%		
2018 Traffic Calming	15,123	50%		
2018 Overlay Program	895,372	55%		
84th Overlay from 220th to 212th	8,727	12%		
2019 Overlay Program	48,309	51%		
2019 Pavement Preservation Program			565,641	33%
2019 Pedestrian Safety Program			50,000	100%
238th St. SW Walkway from SR-104 to SR-99 Project			1,912	39%
84th Ave W Overlay-220th to 212th Project			108,495	14%
89th Retaining Wall			127,990	100%
Adaptive system along 220th			47,000	100%
Admiral Way Crossing			40,000	100%
Dayton 3rd to 9th			12,058	100%
Guardrail installations			20,000	100%
Protected/Permissive Left Turn			14,762	100%
Trackside Warning			320,149	100%
Traffic Signal Upgrades			70,000	100%

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

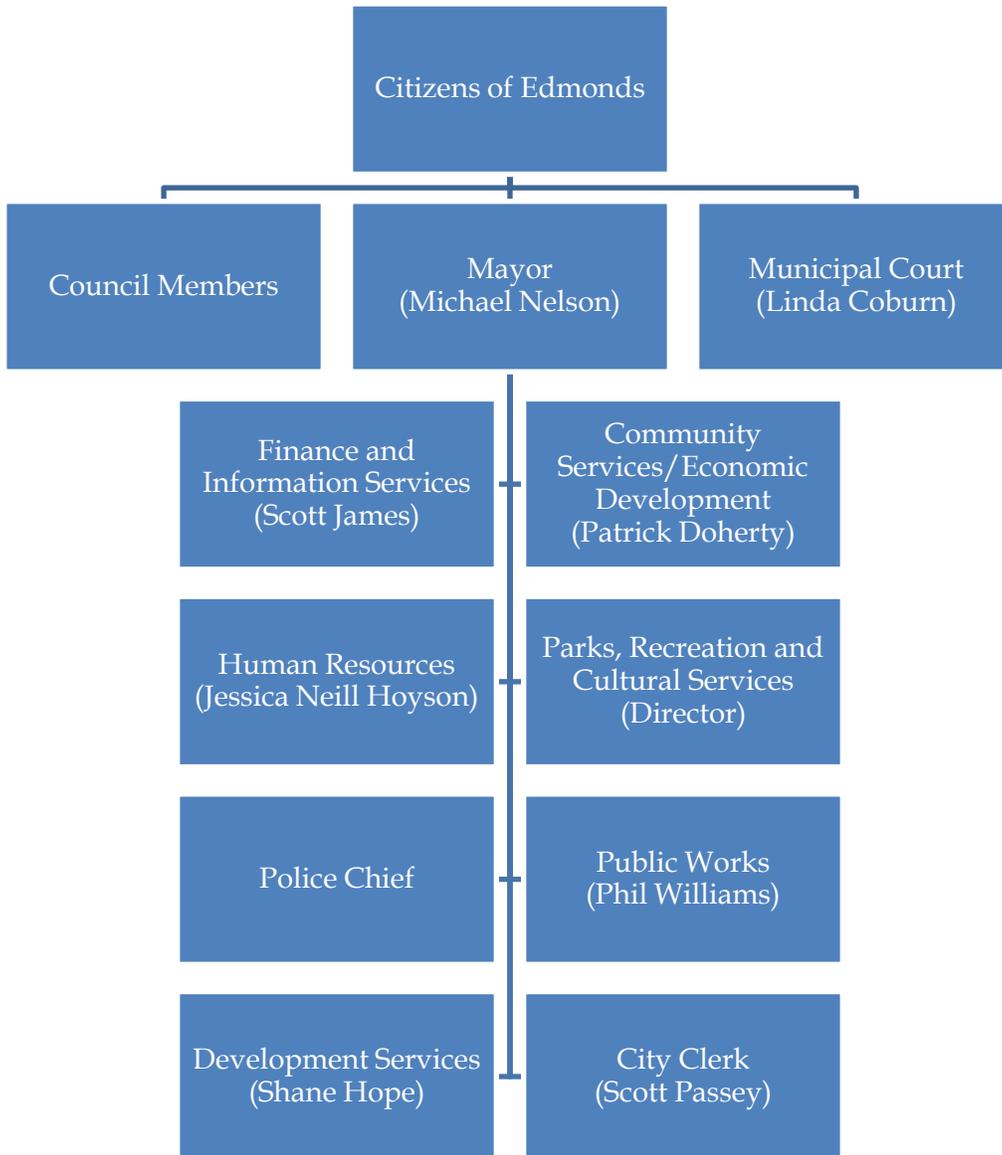
REET FUNDS USED FOR THE FOLLOWING PARKS EXPENDITURES	2018	% of Project using REET	2019 Estimate	% of Project using REET
REET 2 - Fund 125				
Civic Center Property	79,229	100%		
Yost Pool Improvements	53,440	100%		
Waterfront Redevelopment/Ebb tide walkway	215,858	98%		
City Park Shed	137,620	98%		
Frances Anderson Playground	150,188	100%		
Civic Development	259,616	100%		
Edmonds Marsh Project	25,000	100%		
Gateway Sign Replacements	8,976	100%		
Parks Maintenance	78,716	6%		
Hickman Slope Management	9,323	100%		
4th Ave Corridor			50,000	100%
Accessible Playgrounds			89,908	100%
City Park Walkway			40,000	100%
Gateway Sign			20,000	100%
Marsh Feasibility			25,000	100%
Mathy Ballinger Park			20,000	100%
Olympic Beach Restrooms			35,000	19%
Parks Maintenance R & M			50,000	100%
Parks Maintenance Shop			20,000	100%
Parks Maintenance Supplies			21,000	100%
Seaview Park			120,000	100%
Seaview Park			41,800	100%
Veteran's Plaza			7,400	100%
Waterfront Redevelopment			709,900	30%
Yost Pool			67,921	100%
REET 1 - Fund 126				
CDBG Repayment to Senior Center	216,720	100%		
Debt Service	162,047	100%		
Civic Park			500,000	93%
Debt Interest			3,360	100%
Debt Principal			23,480	100%
Interfund Transfer Out for Debt Payment			133,030	100%
Waterfront Redevelopment			526,733	22%

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	2020	2021	Total	% of Funding
Hwy 99 Gateway / Revitalization	(918,000)	(500,000)	(1,418,000)	
Federal or State Grants (Secured)	\$628,000	\$500,000	1,128,000	80%
Federal or State Grants (Unsecured)	-	-	-	0%
Fund 126 Reimbursement - Hwy 99 Gateway / Revitalization	290,000	-	290,000	20%
Hwy 99 Gateway / Revitalization	\$ -	\$ -	\$ -	100%
76th Ave W. @ 220th St SW	-	(533,000)	(533,000)	
Federal or State Grants (Secured)	-	400,000	400,000	75%
Fund 126 Reimbursement - 76th Ave W @220h St SW	-	133,000	133,000	25%
238th St SW from SR-104 to Hwy 99	\$ -	\$ -	\$ -	100%
PARKS PROJECTS AND FUNDING SOURCES	2020	2021	Total	% of Funding
Civic Center Development	(12,590,092)	-	(12,590,092)	
G.O. Bonds	3,700,000	-	3,700,000	29%
General Fund	2,000,000	-	2,000,000	16%
Grants	3,400,000	-	3,400,000	27%
Private Donations (unsecured)	400,000	-	400,000	3%
Fund 125 Reimbursement -Civic Center Development	1,737,472	-	1,737,472	14%
Park Impact Fees	1,352,620	-	1,352,620	11%
Civic Center Acquisition/Development/Stadium demo	\$ -	\$ -	\$ -	100%
Waterfront Redevelopment / Waterfront Walkway Completion	(2,681,065)	(250,000)	(2,931,065)	
Fund 125 Reimbursement - Waterfront development	1,568,565	-	1,568,565	54%
Grants	562,500	-	562,500	19%
Grants (unsecured)	-	250,000	250,000	9%
Park Impact Fees/Waterfront development	550,000	-	550,000	19%
Waterfront Redevelopment / Waterfront Walkway Completion	\$ -	\$ -	\$ -	100%

**City of Edmonds, Washington
2020 Organization Chart**



CITY OFFICIALS

2020 CITY COUNCIL

Council President (Position #3)	Adrienne Fraley- Monillas
Councilmember (Position #1)	Kristiana Johnson
Councilmember (Position #2)	Unfilled
Councilmember (Position #4)	Diane Buckshnis
Councilmember (Position #5)	Vivian Olson
Councilmember (Position #6)	Susan Paine
Councilmember (Position #7)	Laura Johnson

CITY ADMINISTRATION

Mayor	Michael Nelson
Finance Director	Scott James
Community Services/Economic Development Director	Patrick Doherty
Parks, Recreation and Cultural Services Director	Unfilled
Public Works Director	Phil Williams
Police Chief	Unfilled
Human Resources Director	Jessica Neill Hoyson
Municipal Court Judge	Linda Coburn
Development Services Director	Shane Hope
City Clerk	Scott Passey

2020 BUDGET PREPARED BY:

FINANCE DEPARTMENT PERSONNEL

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

STRATEGIC OUTLOOK
CITY OF EDMONDS
TOTAL REVENUES & EXPENDITURES
2017 - 2024 ANALYSIS

	2017	2018	2019	2020	2021	2022	2023	2024
General, Risk ¹ & Contingency Funds								
Beginning Fund Balances	Actual	Actual	Projection	Outlook	Outlook	Outlook	Outlook	Outlook
	16,172,588	16,623,187	17,727,448	15,477,283	12,659,706	13,014,273	12,862,819	12,432,955
Revenue								
Property Taxes ²	14,194,942	14,317,741	14,487,799	14,850,148	16,514,823	16,669,926	16,859,717	17,089,063
Retail Sales Taxes	7,409,525	8,548,782	8,500,000	8,450,000	8,196,500	7,950,600	8,030,100	8,271,000
Other Sales Taxes	718,422	767,505	765,000	760,500	737,700	715,600	722,700	744,400
Utility Taxes	6,950,552	6,778,832	6,755,990	6,776,200	6,638,000	6,752,700	6,773,300	6,794,100
Other Taxes	298,762	342,718	342,810	343,740	344,640	345,540	346,440	347,340
Licenses/Permits/Franchise	1,601,198	1,678,949	1,584,160	1,585,130	1,587,190	1,590,650	1,594,110	1,597,571
Construction Permits	905,602	722,906	675,600	675,600	588,400	591,300	594,300	597,300
Grants	16,487	94,561	67,682	36,650	36,100	36,100	36,100	36,100
State Revenues	874,085	919,873	894,120	910,410	913,720	917,060	920,430	923,930
Charges for Goods & Services	3,077,492	3,244,480	3,358,297	3,127,662	3,320,422	3,329,522	3,150,322	3,113,922
Interfund Service Charges	2,386,421	2,566,481	2,872,673	3,339,088	2,750,000	2,550,000	2,500,000	2,450,000
Fines & Forfeitures	459,929	616,783	540,743	542,940	546,840	550,740	554,740	558,740
Miscellaneous Revenues	717,359	1,415,675	885,135	966,980	944,050	948,450	952,850	957,250
Other Financing Sources	-	-	-	-	-	-	-	-
Transfers	42,750	79,684	5,016,271	1,548,200	38,700	38,700	38,700	38,700
Total Revenues	39,653,526	42,094,970	46,746,279	43,913,248	43,157,085	42,986,888	43,073,809	43,519,416
Revenue Growth / (Decline)	-2.5%	6.2%	11.0%	-6.1%	-1.7%	-0.4%	0.2%	1.0%
Expenditures								
Labor	15,011,554	15,517,796	16,957,669	17,736,958	17,981,520	18,341,200	18,708,000	19,082,200
Benefits	5,663,747	5,835,124	6,445,649	6,643,784	6,918,280	7,246,900	7,591,100	7,951,700
Supplies	446,489	505,499	603,579	583,817	519,910	522,500	525,100	527,700
Services	16,529,498	16,991,695	18,056,411	18,599,959	17,218,500	16,874,100	16,536,600	16,205,900
Capital	90,573	93,105	14,419	1,048,120	50,000	50,000	50,000	50,000
Debt Service	198,361	197,694	198,260	306,600	306,230	305,950	306,480	306,040
Transfers	1,262,703	1,849,796	6,720,458	3,256,870	1,131,867	1,131,867	1,131,867	1,131,867
Total Expenses	39,202,926	40,990,709	48,996,445	48,176,108	44,126,307	44,472,517	44,849,147	45,255,407
Expense Growth / (Decline)	-0.7%	4.6%	19.5%	-1.7%	-8.4%	0.8%	0.8%	0.9%
Change in Ending Fund Balance	450,599	1,104,261	(2,250,166)	(4,262,860)	(969,222)	(1,485,629)	(1,775,338)	(1,735,991)
Anticipated Under-Expenditure			-	1,445,283	1,323,789	1,334,176	1,345,474	1,357,662
Ending Fund Balance	16,623,187	17,727,448	15,477,283	12,659,706	13,014,273	12,862,819	12,432,955	12,054,626

¹Risk Management Fund closed in 2019²Assumptions include voting EMS Levy to \$0.50 in 2021

**STRATEGIC OUTLOOK
CITY OF EDMONDS
GENERAL FUND FUND BALANCE
2017 - 2024 ANALYSIS**

	2017	2018	2019	2020	2021	2022	2023	2024
General, Risk* & Contingency Funds	Actual	Actual	Projection	Outlook	Outlook	Outlook	Outlook	Outlook
General Operations (001)	10,273,342	11,233,279	13,566,451	10,692,734	10,992,401	10,786,047	10,301,283	9,868,054
Risk Management* (011)	902,700	929,909	-	-	-	-	-	-
General Operations Contingency (012)	5,447,145	5,564,259	1,910,832	1,966,972	2,021,872	2,076,772	2,131,672	2,186,572
	16,623,187	17,727,448	15,477,283	12,659,706	13,014,273	12,862,819	12,432,955	12,054,626
Other General Fund Fund Balances	Actual	Actual	Projection	Outlook	Outlook	Outlook	Outlook	Outlook
LEOFF Medical Insurance (009)	417,153	333,446	317,427	288,267	276,336	243,196	227,426	189,586
Multimodal Transportation Fund (013)	-	-	-	-	-	-	-	-
Building Maintenance (016)	284,562	210,221	-	-	-	-	-	-
Marsh Restoration & Preservation (017)	-	309,179	864,978	864,978	864,978	864,978	864,978	864,978
Edmonds Homelessness Response (018)	-	225,443	225,443	225,443	225,443	225,443	225,443	225,443
Edmonds Opioid Response (019)	-	250,000	50,000	50,000	50,000	50,000	50,000	50,000
	709,072	1,340,896	1,464,485	1,434,655	1,422,257	1,389,117	1,373,347	1,335,507
Total General Fund Fund Balances	17,332,259	19,068,344	16,941,768	14,094,361	14,436,530	14,251,936	13,806,302	13,390,133
<i>Fund Balance as a % of General Fund Expenditures</i>	44.30%	46.58%	38.30%	29.26%	32.72%	32.05%	30.78%	29.59%

*Risk Management Fund Closed in 2019

Employee Count by Department

Department	2018 Actuals	2019 Actuals	2020 Budget
City Council	1.0	1.0	1.0
Mayor/City Clerk	7.0	7.0	7.0
Human Resources	3.0	3.5	3.5
Court	7.0	7.0	7.0
Finance	9.0	9.0	9.0
Information Services	4.0	4.0	5.0
Police	69.8	70.8	70.8
Economic Dev & Community Services	2.0	2.0	3.0
Development Services	18.0	18.0	18.5
Parks, Recreation, and Cultural Services	25.1	25.3	27.5
Public Works Admin/Facilities	14.6	15.6	15.6
Engineering	17.5	17.5	17.5
Streets/Storm	16.0	18.0	18.0
Water/Sewer/Treatment Plant	33.4	33.4	34.4
Equipment Rental	3.0	3.0	3.0
Total City Employee Count	230.4	235.0	240.8

Property Tax New Construction

Year	Total Assessed Value (AV)	New Construction Assessment	Regular Property Tax Revenue from New Construction	% New Construction to AV
2020 *	10,958,351,087	80,104,200	113,512	0.7%
2019	10,223,133,972	67,182,217	105,811	0.7%
2018	9,107,284,679	38,257,550	47,808	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%

* Amounts shown for the 2020 year are estimates.

2020 REVENUE SUMMARY - ALL FUNDS

Fund		2018 Actuals	2019 Budget	2019 Estimate	2020 Budget	Change 20-19 Estimate	Change 20-19 Estimate
GENERAL FUND	001 General Fund	\$ 41,901,069	\$ 45,688,605	\$ 46,562,264	\$ 43,803,858	\$ (2,758,406)	-5.92%
	009 LEOFF Medical Insurance Reserve Subfund	283,093	437,980	437,980	437,980	-	0.00%
	011 Risk Management Reserve Subfund	27,208	28,210	1,615	-	(1,615)	-100.00%
	012 Contingency Reserve Subfund	166,700	218,287	182,400	56,140	(126,260)	-69.22%
	014 Historic Preservation Gift Fund	5,251	5,230	5,230	5,230	-	0.00%
	017 Marsh Restoration & Preservation Fund	309,178	556,800	555,800	-	(555,800)	-100.00%
	018 Edmonds Homelessness Response Fund	250,000	-	-	-	-	N/A
	019 Edmonds Opioid Response Fund	250,000	-	-	-	-	N/A
	Total General Fund		43,192,499	46,935,112	47,745,289	44,303,208	(3,442,081)
SPECIAL REVENUE FUNDS	104 Drug Enforcement Fund	26,525	165,430	165,430	165,390	(40)	-0.02%
	111 Street Fund	1,946,756	1,859,270	1,815,170	1,893,668	78,498	4.32%
	112 Street Construction Fund	3,138,193	7,258,933	2,802,358	2,433,890	(368,468)	-13.15%
	117 Municipal Arts Acquisition Fund	108,201	152,647	112,690	259,635	146,945	130.40%
	118 Memorial Tree Fund	549	580	580	750	170	29.31%
	120 Hotel/Motel Tax Fund	92,912	98,264	94,730	98,630	3,900	4.12%
	121 Employee Parking Permit Fund	33,416	26,170	26,170	27,270	1,100	4.20%
	122 Youth Scholarship Fund	1,587	1,680	1,680	1,790	110	6.55%
	123 Tourism Promotional Arts Fund	37,472	31,250	31,250	34,450	3,200	10.24%
	125 REET 2	1,831,224	1,597,600	1,507,600	1,436,090	(71,510)	-4.74%
	126 REET 1	1,844,403	1,604,020	1,514,020	1,453,520	(60,500)	-4.00%
	127 Gifts Catalog Fund	71,140	109,800	99,300	145,050	45,750	46.07%
	130 Cemetery Maintenance/Imp. Fund	218,981	182,560	182,560	184,610	2,050	1.12%
	136 Parks Trust Fund	4,699	4,870	4,870	6,390	1,520	31.21%
	137 Cemetery Maintenance Fund	47,547	44,500	44,500	54,210	9,710	21.82%
138 Sister City Commission Fund	10,543	10,240	10,240	10,380	140	1.37%	
140 Business Improvement District Fund	89,567	-	83,968	79,209	(4,759)	N/A	
Total Special Revenue Funds		9,503,715	13,147,814	8,497,116	8,284,932	(212,184)	-2.50%
DEBT SERVICE FUNDS	211 LID Control Fund	-	35,887	12,400	12,400	-	0.00%
	231 2012 LTGO Debt Service Fund	708,191	716,420	716,420	738,400	21,980	3.07%
	Total Debt Service Funds		708,191	752,307	728,820	750,800	21,980
CAPITAL PROJECT FUNDS	332 Parks Capital Construction Fund	922,615	6,671,593	1,538,181	9,638,306	8,100,125	526.60%
ENTERPRISE FUNDS	421 Water Utility Fund	9,352,158	10,473,626	10,250,723	11,116,270	865,547	8.44%
	422 Storm Utility Fund	4,626,014	5,461,148	5,955,602	5,670,766	(284,836)	-4.78%
	423 Sewer/WWTP Utility Fund	11,534,228	14,386,296	14,455,784	24,452,726	9,996,942	69.16%
	424 Utility Debt Service Fund	-	1,995,280	1,995,280	1,988,100	(7,180)	-0.36%
Total Enterprise Funds		25,512,400	32,316,350	32,657,389	43,227,862	10,570,473	32.37%
INTERNAL SERVICE FUNDS	511 Equipment Rental Fund	1,733,774	1,763,760	1,763,760	1,746,160	(17,600)	-1.00%
	512 Technology Rental Fund	1,276,226	1,101,798	1,101,798	1,202,963	101,165	9.18%
	Total Internal Service Funds		3,010,000	2,865,558	2,865,558	2,949,123	83,565
FIDUCIARY FUNDS	617 Firemen's Pension Fund	66,413	72,040	72,040	72,620	580	0.81%
TOTAL BUDGET		\$ 82,915,833	\$ 102,760,774	\$ 94,104,393	\$ 109,226,851	\$ 15,122,458	16.07%

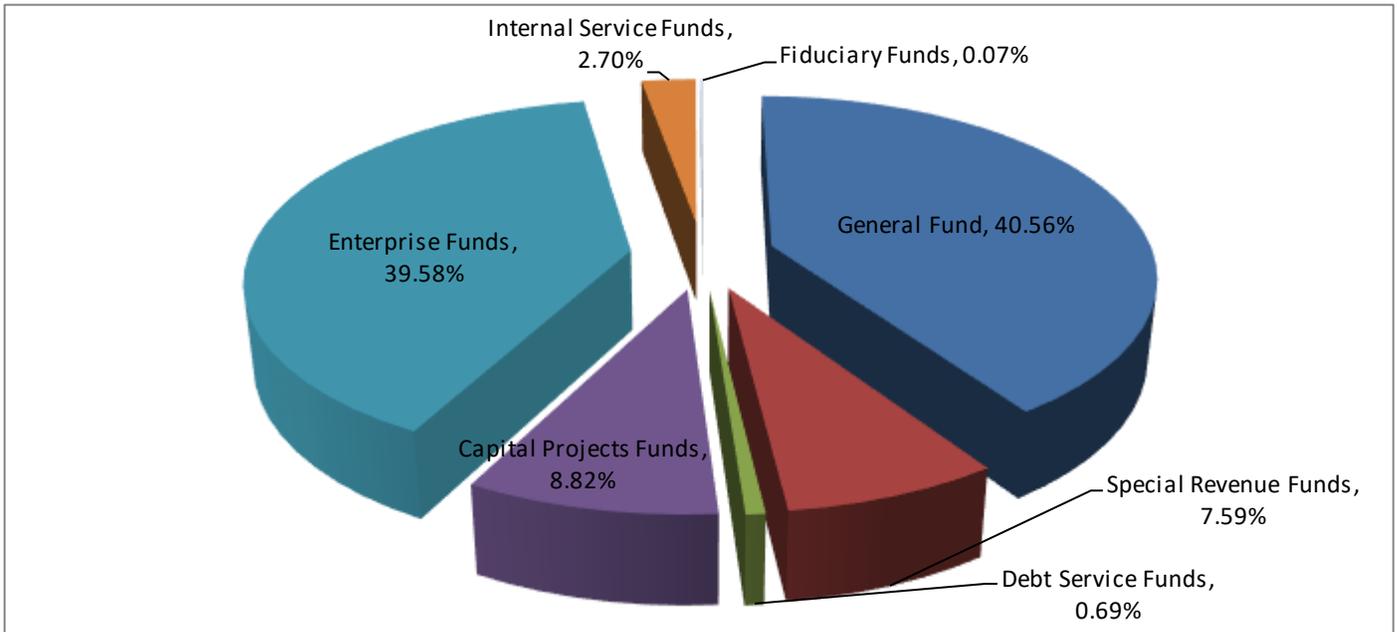
2020 EXPENDITURE SUMMARY - ALL FUNDS

Fund			2018 Actuals	2019 Budget	2019 Estimate	2020 Budget	Change 20-19 Estimate	Change 20-19 Estimate
GENERAL FUND	001	General Fund	\$ 40,941,156	\$ 45,623,944	\$ 44,229,095	\$ 48,244,815	\$ 4,015,720	9.08%
	009	LEOFF Medical Insurance Reserve Subfund	366,799	466,920	454,000	467,140	13,140	2.89%
	011	Risk Management Reserve Subfund	-	931,523	931,523	-	(931,523)	N/A
	012	Contingency Reserve Fund	49,584	3,835,827	3,835,827	-	(3,835,827)	N/A
	014	Historic Preservation Gift Fund	-	11,200	11,200	5,900	(5,300)	-47.32%
	016	Building Maintenance Fund	-	-	210,221	-	-	-100.00%
	018	Edmonds Homelessness Response Fund	24,557	1,862	-	-	-	N/A
	019	Edmonds Opioid Response Fund	-	200,000	200,000	21,555	(178,445)	N/A
	Total General Fund			41,382,096	51,071,276	49,871,866	48,739,410	(1,132,456)
SPECIAL REVENUE FUNDS	104	Drug Enforcement Fund	27,217	45,800	45,800	45,800	-	0.00%
	111	Street Fund	1,705,506	2,255,498	2,218,487	2,139,717	(78,770)	-3.55%
	112	Street Construction Fund	3,007,760	7,035,395	2,537,701	2,403,472	(134,229)	-5.29%
	117	Municipal Arts Acquisition Fund	70,774	181,880	111,880	243,880	132,000	117.98%
	120	Hotel/Motel Tax Fund	85,330	108,934	100,400	122,750	22,350	22.26%
	121	Employee Parking Permit Fund	25,663	26,880	26,880	26,880	-	0.00%
	122	Youth Scholarship Fund	1,905	3,000	3,000	3,000	-	0.00%
	123	Tourism Promotional Arts Fund	26,773	32,000	32,000	33,900	1,900	5.94%
	125	REET 2	1,501,409	3,383,286	2,025,446	3,067,616	1,042,170	51.45%
	126	REET 1	1,447,090	3,872,301	2,564,610	2,661,040	96,430	3.76%
	127	Gifts Catalog Fund	41,581	119,670	99,754	100,220	466	0.47%
	130	Cemetery Maintenance/Imp. Fund	195,093	194,977	193,954	195,787	1,833	0.95%
	136	Parks Trust Fund	-	5,000	5,000	-	(5,000)	-100.00%
	138	Sister City Commission Fund	10,041	10,500	10,500	11,900	1,400	13.33%
140	Business Improvement District Fund	106,964	-	85,441	80,510	(4,931)	N/A	
Total Special Revenue Funds			8,253,106	17,275,121	10,060,853	11,136,472	1,075,619	10.69%
DEBT SERVICE FUNDS	211	LID Control Fund	3,800	35,887	12,400	12,400	-	0.00%
	231	2012 LTGO Debt Service Fund	708,191	716,410	716,410	738,400	21,990	3.07%
	Total Debt Service Funds			711,991	752,297	728,810	750,800	21,990
CAPITAL PROJECT FUNDS	332	Parks Capital Construction Fund	257,157	4,083,372	1,302,500	11,942,630	10,640,130	816.90%
ENTERPRISE FUNDS	421	Water Utility Fund	7,300,234	12,945,605	11,009,387	12,436,114	1,426,727	12.96%
	422	Storm Utility Fund	3,703,159	10,025,032	8,205,527	8,357,375	151,848	1.85%
	423	Sewer/WWTP Utility Fund	10,310,938	17,733,414	15,847,161	30,493,425	14,646,264	92.42%
	424	Utility Debt Service Fund	-	1,991,210	1,991,210	1,988,130	(3,080)	-0.15%
Total Enterprise Funds			21,314,331	42,695,261	37,053,285	53,275,044	16,221,759	43.78%
INTERNAL SERVICE FUNDS	511	Equipment Rental Fund	1,177,372	2,935,121	2,828,809	3,170,398	341,589	12.08%
	512	Technology Rental Fund	906,875	1,200,801	1,187,585	1,224,784	37,199	3.04%
	Total Internal Service Funds			2,084,247	4,135,922	4,016,394	4,395,182	378,788
FIDUCIARY FUNDS	617	Firemen's Pension Fund	75,195	145,423	142,215	78,700	(63,515)	-44.66%
TOTAL BUDGET			\$ 74,078,123	\$ 120,158,672	\$ 103,175,923	\$ 130,318,238	\$ 27,142,315	26.31%

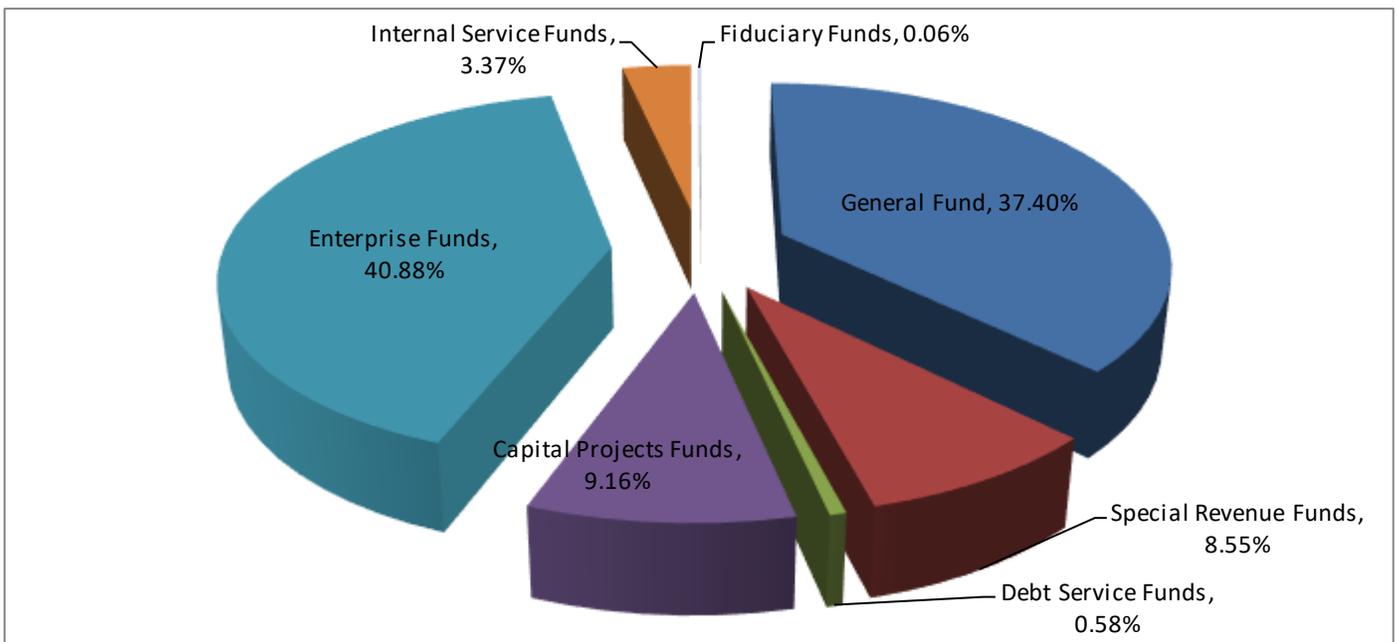
2020 BUDGET SUMMARY - ALL FUNDS

		Beginning	2020	2020	Ending	
Fund		Fund Balance	Revenue	Expenditures	Fund Balance	
GENERAL FUND	001	General Fund	\$ 13,566,448	\$ 43,803,858	\$ 48,244,815	\$ 9,125,491
	009	LEOFF Medical Insurance Reserve Subfund	317,426	437,980	467,140	288,266
	011	Risk Management Reserve Subfund	1	-	-	1
	012	Contingency Reserve Subfund	1,910,832	56,140	-	1,966,972
	014	Historic Preservation Gift Fund	6,637	5,230	5,900	5,967
	017	Marsh Restoration & Preservation Fund	864,979	-	-	864,979
	018	Edmonds Homelessness Response Fund	225,443	-	-	225,443
	019	Edmonds Opioid Response Fund	50,000	-	21,555	28,445
		Total General Fund	16,941,766	44,303,208	48,739,410	12,505,564
SPECIAL REVENUE FUNDS	104	Drug Enforcement Fund	119,630	165,390	45,800	239,220
	111	Street Fund	940,013	1,893,668	2,139,717	693,964
	112	Street Construction Fund	1,123,873	2,433,890	2,403,472	1,154,291
	117	Municipal Arts Acquisition Fund	571,443	259,635	243,880	587,198
	118	Memorial Tree Fund	19,480	750	-	20,230
	120	Hotel/Motel Tax Fund	84,269	98,630	122,750	60,149
	121	Employee Parking Permit Fund	76,336	27,270	26,880	76,726
	122	Youth Scholarship Fund	13,709	1,790	3,000	12,499
	123	Tourism Promotional Arts Fund	69,835	34,450	33,900	70,385
	125	REET 2	1,712,974	1,436,090	3,067,616	81,448
	126	REET 1	1,511,934	1,453,520	2,661,040	304,414
	127	Gifts Catalog Fund	294,771	145,050	100,220	339,601
	130	Cemetery Maintenance/Imp. Fund	201,382	184,610	195,787	190,205
	136	Parks Trust Fund	160,477	6,390	-	166,867
	137	Cemetery Maintenance Fund	1,030,157	54,210	-	1,084,367
	138	Sister City Commission Fund	7,842	10,380	11,900	6,322
140	Business Improvement District Fund	22,625	79,209	80,510	21,324	
	Total Special Revenue Funds	7,960,750	8,284,932	11,136,472	5,109,210	
DEBT SERVICE FUNDS	211	LID Control Fund	12	12,400	12,400	12
	231	2012 LTGO Debt Service Fund	10	738,400	738,400	10
		Total Debt Service Funds	22	750,800	750,800	22
CAPITAL PROJECT FUNDS	332	Parks Capital Construction Fund	2,445,223	9,638,306	11,942,630	140,899
ENTERPRISE FUNDS	421	Water Utility Fund	20,447,151	11,116,270	12,436,114	19,127,307
	422	Storm Utility Fund	9,663,698	5,670,766	8,357,375	6,977,089
	423	Sewer/WWTP Utility Fund	44,498,721	24,452,726	30,493,425	38,458,022
	424	Utility Debt Service Fund	848,031	1,988,100	1,988,130	848,001
		Total Enterprise Funds	75,457,601	43,227,862	53,275,044	65,410,419
INTERNAL SERVICE FUNDS	511	Equipment Rental Fund	8,487,436	1,746,160	3,170,398	7,063,198
	512	Technology Rental Fund	537,671	1,202,963	1,224,784	515,850
		Total Internal Service Funds	9,025,107	2,949,123	4,395,182	7,579,048
FIDUCIARY FUNDS	617	Firemen's Pension Fund	147,523	72,620	78,700	141,443
TOTAL BUDGET		\$ 111,977,992	\$ 109,226,851	\$ 130,318,238	\$ 90,886,605	

Budgeted Revenues by Fund (All Funds) – 2020



Budgeted Expenditures by Fund (All Funds) – 2020



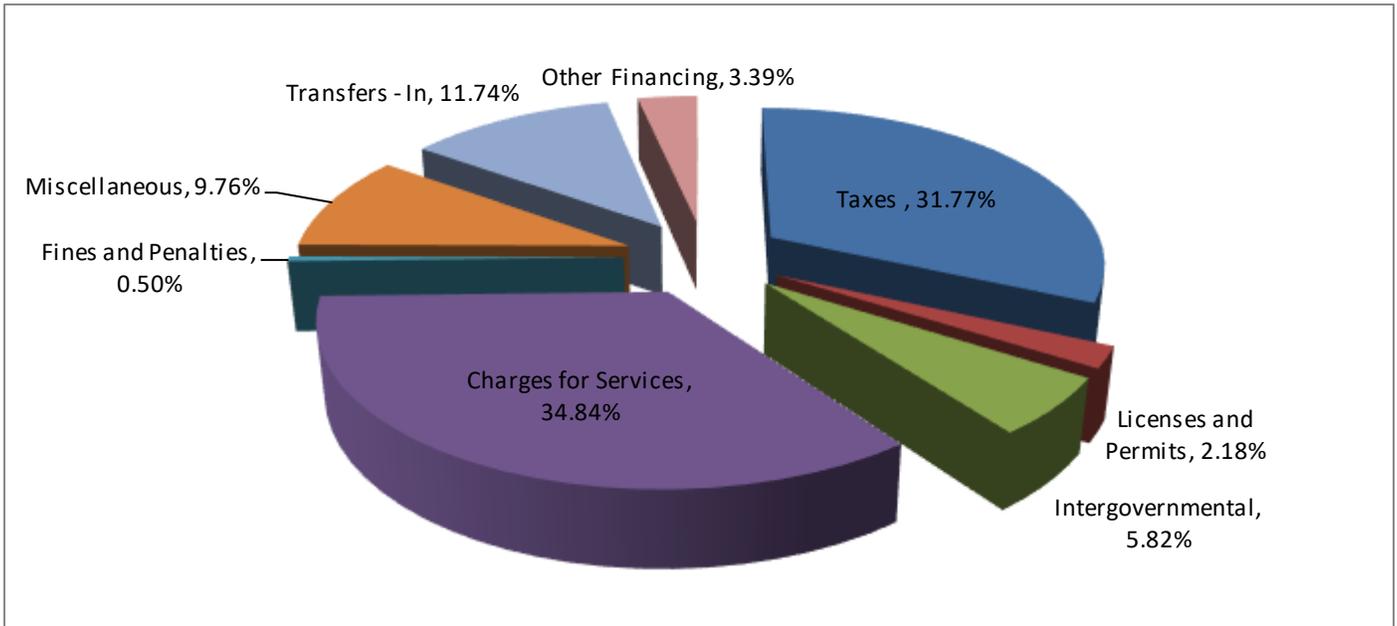
CHANGE IN ENDING FUND BALANCE - ALL FUNDS

Fund		Est. 2019 Ending Fund Balance	Net 2020 Surplus/(Deficit)	2020 Ending Fund Balance	Change in Fund Bal. 20-19	
GENERAL FUND	001	General Fund	\$ 13,566,448	\$ (4,440,957)	\$ 9,125,491	-32.73%
	009	LEOFF Medical Insurance Reserve Subfund	317,426	(29,160)	288,266	-9.19%
	011	Risk Management Reserve Subfund	1	-	1	0.00%
	012	Contingency Reserve Subfund	1,910,832	56,140	1,966,972	2.94%
	014	Historic Preservation Gift Fund	6,637	(670)	5,967	-10.09%
	017	Marsh Restoration & Preservation Fund	864,979	-	864,979	0.00%
	018	Edmonds Homelessness Response Fund	225,443	-	225,443	0.00%
	019	Edmonds Opioid Response Fund	50,000	(21,555)	28,445	-43.11%
		Total General Fund	16,941,766	(4,436,202)	12,505,564	-26.19%
SPECIAL REVENUE FUNDS	104	Drug Enforcement Fund	119,630	119,590	239,220	99.97%
	111	Street Fund	940,013	(246,049)	693,964	-26.18%
	112	Street Construction Fund	1,123,873	30,418	1,154,291	2.71%
	117	Municipal Arts Acquisition Fund	571,443	15,755	587,198	2.76%
	118	Memorial Tree Fund	19,480	750	20,230	3.85%
	120	Hotel/Motel Tax Fund	84,269	(24,120)	60,149	-28.62%
	121	Employee Parking Permit Fund	76,336	390	76,726	0.51%
	122	Youth Scholarship Fund	13,709	(1,210)	12,499	-8.83%
	123	Tourism Promotional Arts Fund	69,835	550	70,385	0.79%
	125	REET 2	1,712,974	(1,631,526)	81,448	-95.25%
	126	REET 1	1,511,934	(1,207,520)	304,414	-79.87%
	127	Gifts Catalog Fund	294,771	44,830	339,601	15.21%
	130	Cemetery Maintenance/Imp. Fund	201,382	(11,177)	190,205	-5.55%
	136	Parks Trust Fund	160,477	6,390	166,867	3.98%
	137	Cemetery Maintenance Fund	1,030,157	54,210	1,084,367	5.26%
	138	Sister City Commission Fund	7,842	(1,520)	6,322	-19.38%
140	Business Improvement District Fund	22,625	(1,301)	21,324	-5.75%	
	Total Special Revenue Funds	7,960,750	(2,851,540)	5,109,210	-35.82%	
DEBT SERVICE FUNDS	211	LID Control Fund	12	-	12	0.00%
	231	2012 LTGO Debt Service Fund	10	-	10	0.00%
CAPITAL PROJECT FUNDS	332	Parks Capital Construction Fund	2,445,223	(2,304,324)	140,899	-94.24%
ENTERPRISE FUNDS	421	Water Utility Fund	20,447,151	(1,319,844)	19,127,307	-6.45%
	422	Storm Utility Fund	9,663,698	(2,686,609)	6,977,089	-27.80%
	423	Sewer/WWTP Utility Fund	44,498,721	(6,040,699)	38,458,022	-13.57%
	424	Utility Debt Service Fund	848,031	(30)	848,001	0.00%
	Total Enterprise Funds	75,457,601	(10,047,182)	65,410,419	-13.32%	
INTERNAL SERVICE FUNDS	511	Equipment Rental Fund	8,487,436	(1,424,238)	7,063,198	-16.78%
	512	Technology Rental Fund	537,671	(21,821)	515,850	4.23%
		Total Internal Service Funds	9,025,107	(1,446,059)	7,579,048	-16.02%
FIDUCIARY FUNDS	617	Firemen's Pension Fund	147,523	(6,080)	141,443	-4.12%
TOTAL BUDGET		\$ 111,977,992	\$ (21,091,387)	\$ 90,886,605	-18.84%	

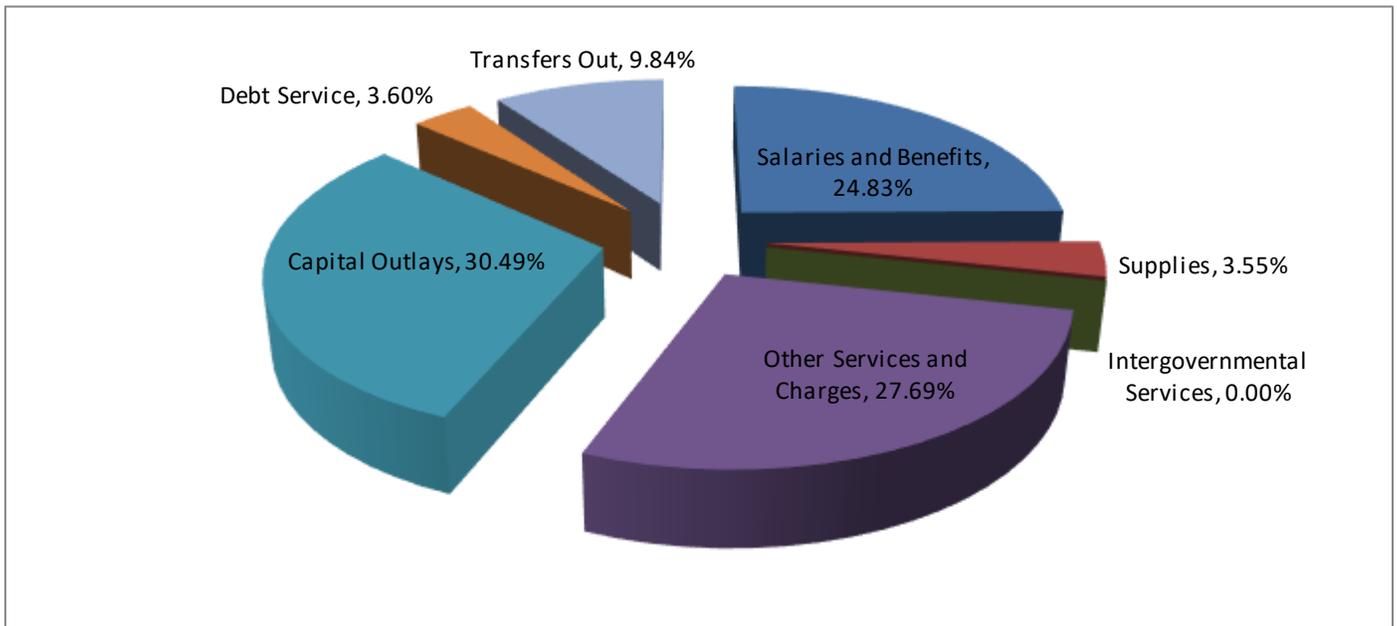
REVENUE SUMMARY - ALL FUNDS

	2017	2018	2019	2020
	Actual	Actual	Estimate	Budget
Beginning Cash Balance	\$ 63,058,442	\$ 60,810,000	\$ 63,138,345	\$ 54,066,815
Remaining Fund Balance	42,586,934	51,401,766	57,911,177	57,911,177
Total Beginning Fund Balance	105,645,376	112,211,766	121,049,522	111,977,992
REVENUES				
General Property Tax	14,194,943	14,317,742	14,487,798	14,850,148
Retail Sales and Use Taxes	8,255,040	9,443,774	9,394,250	9,345,100
Business and Occupation Taxes	7,004,600	6,836,259	6,811,120	6,831,440
Excise Taxes	934,793	984,242	977,180	977,900
Other Taxes	3,019,706	3,538,824	2,900,000	2,700,000
Taxes Total	33,409,082	35,120,841	34,570,348	34,704,588
Business Licenses and Permits	1,512,383	1,654,645	1,574,882	1,576,459
Building Permits and Fees	1,046,449	883,153	803,900	802,480
Licenses & Permits Total	2,558,832	2,537,798	2,378,782	2,378,939
Intergovernmental Total	7,028,929	5,051,599	4,662,745	6,357,734
General Government	1,442,643	1,681,361	1,376,558	1,401,453
Public Safety	968,561	1,328,398	1,420,297	1,420,800
Utilities	22,668,994	24,689,970	26,433,636	29,112,802
Transportation	47,734	36,474	17,300	14,500
Natural and Economic Environment	1,508,011	911,837	1,430,356	1,214,750
Social Services	11,459	12,869	4,700	-
Culture and Recreation	899,221	918,858	961,900	941,762
Interfund Services	3,133,522	3,188,911	3,546,283	3,950,908
Charges for Services Total	30,680,145	32,768,678	35,191,030	38,056,975
Fines and Penalties Total	460,531	616,785	541,643	543,840
Investment Earnings	599,807	1,181,418	1,177,745	1,515,740
Rents and Concessions	1,329,468	1,378,252	1,442,470	1,383,550
Contributions/Donations	299,631	632,050	646,946	1,122,100
Special Assessments	-	-	12,000	12,000
Other Misc Revenue	820,070	1,153,474	609,040	623,350
Capital Contributions	2,135,802	1,186,473	1,745,804	6,001,929
Sale of Capital Assets	273,932	(934,785)	5,000	5,000
Miscellaneous Total	5,458,710	4,596,882	5,639,005	10,663,669
Transfers In	1,479,313	2,223,251	10,712,090	12,821,106
Proceeds of Long-Term Debt	-	-	408,750	3,700,000
Total Revenues & Transfers	81,075,542	82,915,834	94,104,393	109,226,851
Total Resources Available	144,133,984	143,725,834	157,242,738	163,293,666
Estimated Remaining Fund Balance	42,586,934	51,401,766	57,911,177	57,911,177
Total Fund Balance	\$ 186,720,918	\$ 195,127,600	\$ 215,153,915	\$ 221,204,843

Percentage Revenue Budget by Type (All Funds) – 2020



Percentage Expenditure Budget by Type (All Funds) – 2020



EXPENDITURE SUMMARY - ALL FUNDS

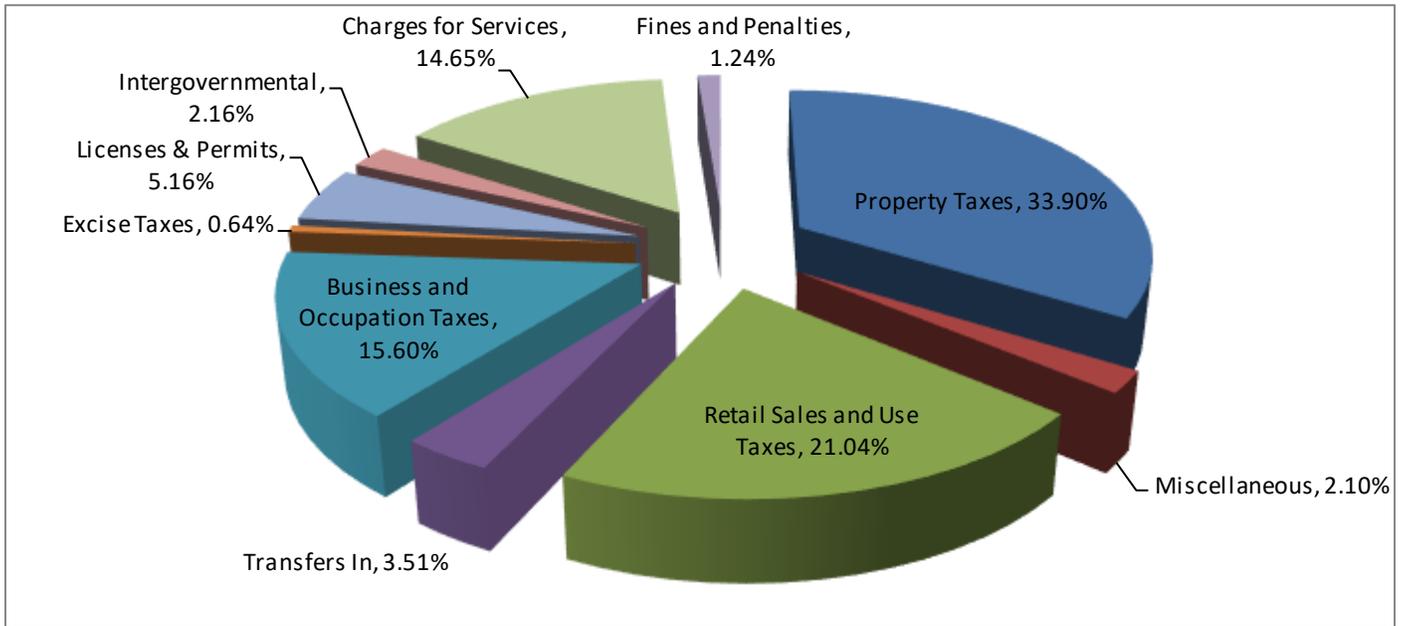
	2017 Actual	2018 Actual	2019 Estimate	2020 Budget
EXPENDITURE				
Salaries	\$ 19,379,799	\$ 19,842,347	\$ 22,032,039	\$ 22,955,631
Benefits	8,087,498	7,454,877	9,167,243	9,396,879
Total Salaries and Benefits	27,467,297	27,297,224	31,199,282	32,352,510
Total Supplies	3,638,714	3,771,372	4,873,926	4,625,477
Professional Services	18,719,895	19,113,520	21,588,733	23,795,948
Communication	278,533	298,318	298,240	313,965
Travel	51,467	59,371	82,230	96,660
Excise Taxes	3,019,417	3,149,642	3,107,800	3,104,300
Rental/Lease	2,624,883	2,901,782	2,858,834	2,801,984
Insurance	1,000,316	978,076	986,470	920,440
Utilities	1,741,219	1,912,344	2,063,600	2,420,080
Repairs & Maintenance	2,647,148	2,820,477	5,118,388	1,644,635
Miscellaneous	875,199	1,091,202	923,705	992,398
Total Other Services and Charges	30,958,077	32,324,732	37,028,000	36,090,410
Total Capital Outlays	4,923,159	1,541,222	14,802,811	39,733,375
Total Debt Service	2,131,825	2,719,958	4,559,814	4,695,360
EXPENDITURE TOTAL	69,119,072	67,654,508	92,463,833	117,497,132
Depreciation Expense	3,952,295	4,200,366	-	-
Transfer Out	1,479,313	2,223,251	10,712,090	12,821,106
TOTAL EXPENDITURES & TRANSFERS	74,550,680	74,078,125	103,175,923	130,318,238
Ending Cash Balance	60,810,000	63,138,345	54,066,815	32,975,428
Estimated Remaining Fund Balance	51,360,270	57,911,177	57,911,177	57,911,177
Ending Fund Balance	112,170,270	121,049,522	111,977,992	90,886,605
Total All Uses with Fund Balance	\$ 186,720,950	195,127,647	\$ 215,153,915	\$ 221,204,843

2020 General Fund Revenue

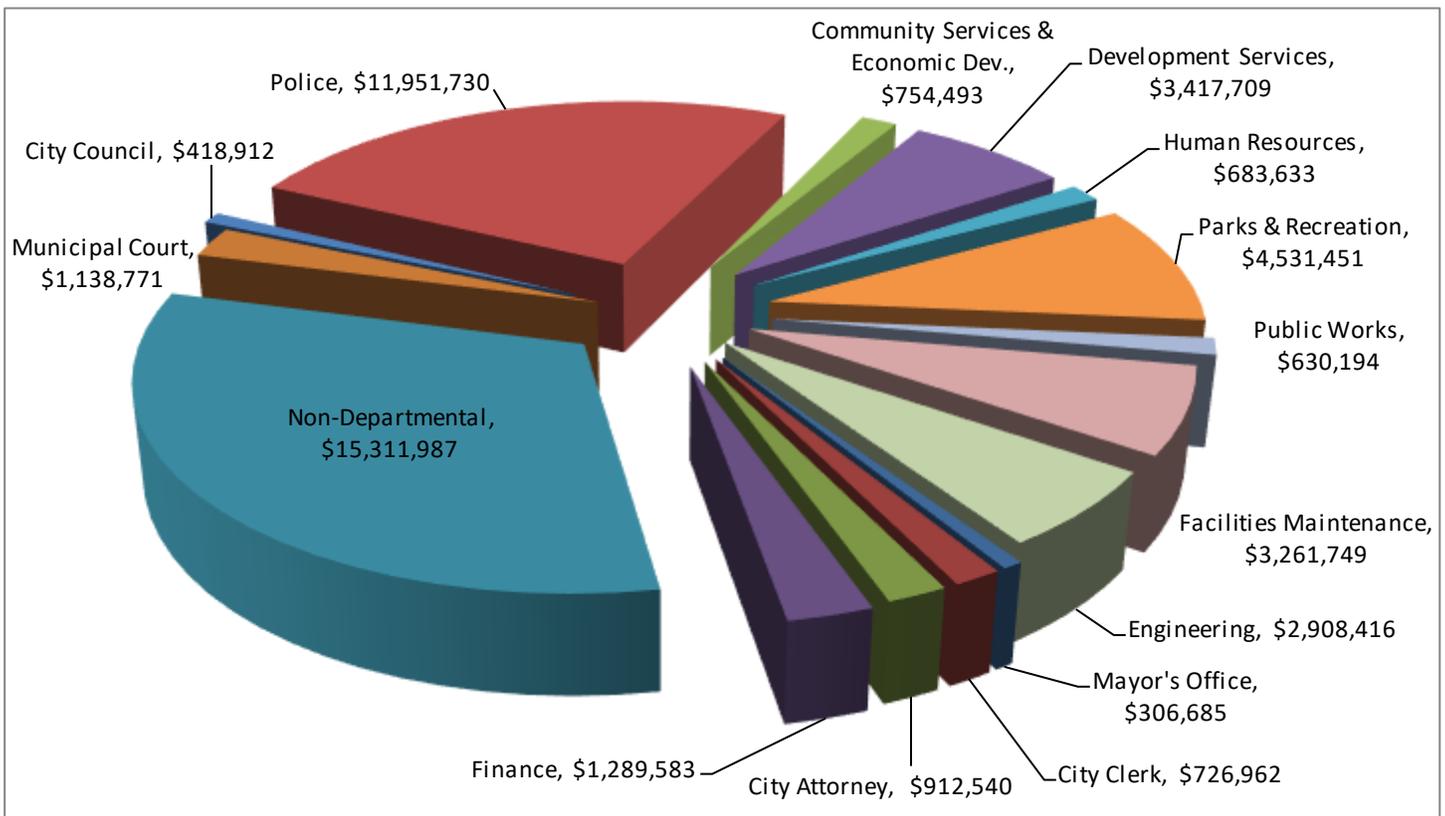
General Fund revenue for 2020, excluding fund balances, is \$43.8 million; a decrease of \$2.8M from the 2019 year-end estimate.

General Fund Revenues	2017 Actual	2018 Actual	2019 Estimate	2020 Budget
General Property Tax	\$ 14,194,943	\$ 14,317,742	\$ 14,487,798	\$ 14,850,148
Retail Sales and Use Taxes	8,136,151	9,323,613	9,272,500	9,218,100
Business and Occupation Taxes	7,004,600	6,836,259	6,811,120	6,831,440
Excise Taxes	236,510	277,966	280,180	280,900
Tax Total	29,572,204	30,755,580	30,851,598	31,180,588
Business Licenses and Permits	1,512,383	1,572,628	1,497,960	1,497,250
Non-Business Licenses and Permits	994,419	829,228	761,800	763,480
Licenses & Permits Total	2,506,802	2,401,856	2,259,760	2,260,730
Intergovernmental Total	890,571	1,014,434	961,802	947,060
General Government	620,028	492,005	408,600	337,550
Public Safety	968,561	1,328,398	1,420,297	1,420,800
Transportation	2,547	3,082	2,500	2,500
Natural and Economic Environment	628,257	542,931	607,300	475,050
Social Services	11,459	12,869	4,700	-
Culture and Recreation	846,640	865,198	914,900	891,762
Interfund Reimbursement-Contract Svcs	2,386,421	2,566,481	2,872,673	3,290,838
Charges for Services Total	5,463,913	5,810,964	6,230,970	6,418,500
Fines and Penalties Total	459,931	616,785	540,743	542,940
Interest and Other Earnings	154,740	273,226	316,500	503,790
Rents, Leases & Concessions	336,320	342,743	350,100	360,100
Contributions & Donations	66,285	48,070	22,000	33,000
Other Miscellaneous Revenues	69,072	540,684	24,920	21,350
Disposition of Capital Assets	7,143	20,843	-	-
Miscellaneous Total	633,560	1,225,566	713,520	918,240
Proceeds from refunding Long-Term Debt	-	-	-	-
Transfers In	26,300	75,884	5,003,871	1,535,800
Total Revenues & Transfers	\$ 39,553,281	\$ 41,901,069	\$ 46,562,264	\$ 43,803,858

Percentage General Revenue by Type – 2020



2020 General Fund Expenditures by Department

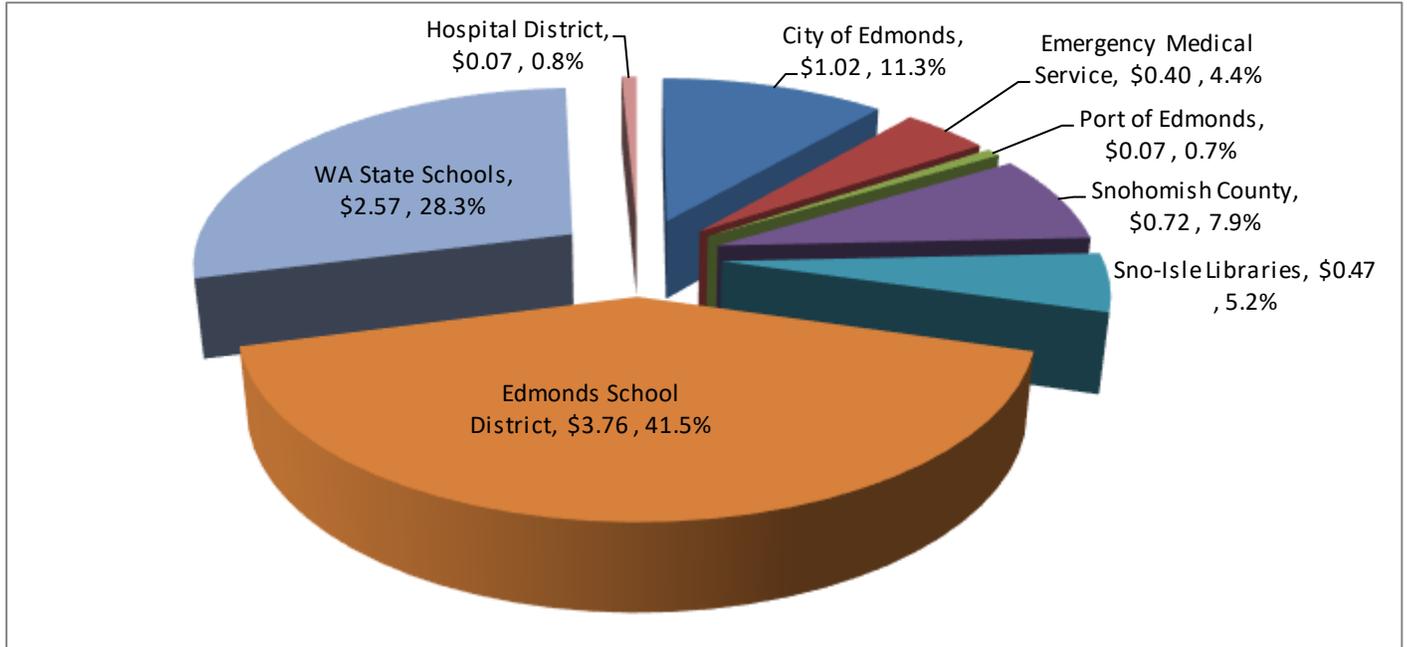


General Fund Expenditures by Department							
	2016 Actual	2017 Actual	2018 Actual	2019 Estimate	2020 Budget	19-18 % Change	20-19 % Change
City Council	\$ 243,590	\$ 268,922	\$ 431,443	\$ 398,682	\$ 418,912	-7.59%	5.07%
Mayor's Office	255,933	273,636	290,737	297,519	306,685	2.33%	3.08%
Human Resources	366,120	397,506	432,559	576,492	683,633	33.27%	18.58%
Municipal Court	882,177	984,205	995,470	1,085,458	1,138,771	9.04%	4.91%
City Clerk	571,620	632,191	668,717	678,372	726,962	1.44%	7.16%
Finance	889,222	1,046,702	1,058,032	1,259,728	1,289,583	19.06%	2.37%
City Attorney	726,741	802,103	832,761	889,560	912,540	6.82%	2.58%
Non-Departmental	14,536,168	12,651,132	13,074,599	12,730,294	15,311,987	-2.63%	20.28%
Police	9,496,090	10,493,870	11,197,089	11,784,013	11,951,730	5.24%	1.42%
Community Services & Economic Dev.	511,945	549,794	585,223	603,260	754,493	3.08%	25.07%
Development Services	2,386,299	2,826,501	2,831,343	3,331,280	3,417,709	17.66%	2.59%
Parks, Recreation and Cultural Services	3,648,643	3,885,311	3,910,784	4,349,812	4,531,451	11.23%	4.18%
Public Works Administration	358,210	463,296	504,450	585,738	630,194	16.11%	7.59%
Facilities Maintenance	1,472,618	1,647,106	1,820,365	2,938,714	3,261,749	61.44%	10.99%
Engineering	2,424,079	2,199,404	2,307,584	2,720,173	2,908,416	17.88%	6.92%
Total Expenditures	\$ 38,769,455	\$ 39,121,679	\$ 40,941,156	\$ 44,229,095	\$ 48,244,815	8.03%	9.08%

PROPERTY TAX

Property taxes are the City’s largest revenue source at \$14.8 million in 2020, or 34% 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 15.6% of property taxes paid by Edmonds property owners.

2019 Property Tax Rates by Jurisdiction



The City of Edmonds receives a relatively small percentage of a property owner’s tax bill (11.3% for the regular tax levy). In comparison, the Edmonds School District and WA State Schools taken together account for 69.8% of the property tax bill.

2019 Property Tax Rate per \$1,000 of Assessed Value		
Government Agency	Tax Rate	% of Total
City of Edmonds	\$ 1.02	11.3%
Emergency Medical Service	0.40	4.4%
Total, City of Edmonds	1.42	15.6%
Port of Edmonds	0.07	0.7%
Snohomish County	0.72	7.9%
Sno-Isle Libraries	0.47	5.2%
Edmonds School District	3.76	41.5%
WA State Schools	2.57	28.3%
Hospital District	0.07	0.8%
Total	\$ 9.06	100.0%

APPROVED DECISION PACKAGES

City Council Budget Priority List for 2020:

1. Increased safety on and around Highway 99.
2. Provide long-term planning for the environment including the marsh, waterways, open spaces, wetlands, and tree investments.
3. Create Human Service department to address/assist: seniors, disables, veterans, and low-income, etc.
4. Expand public engagement in all areas.
5. Increase crime prevention efforts.
6. Expand the Arts for economic development.
7. Expand utility tax rebate program and minor home repair assistance for qualified individuals.
8. Insure code updates are completed.

Department/Fund	DP #	Decision Package Description	Council Priority	Net Budget
City Council	1	2020 Budget Adjustments		19,300
Mayor's Office	3	Annual City Attorney Increase		22,980
Sister City Commission	4	Background checks for student exchange		1,400
Municipal Court	5	Paperless Project - Carryforward		23,120
Finance Department	6	Tyler Annual Maintenance Fee Increase		6,380
Non-Departmental	7	SAO Audit Fee Increase		5,760
	8	2020 Regional Fire Authority		407,455
	9	Civic Park Debt Service Payment		245,650
	11	2019 Insurance Allocation		(60,625)
	12	Non-Departmental Baseline Adjustment	2	(58,249)
	13	Enhance our Arts and Culture	6	75,000
Opioid Response Fund	10	Snohomish County Health District Contribution		21,555
Technology Rental Fund	14	IT Decision Package Allocations		-
	15	2 Factor Authentication		21,500
	16	VPN for Mobile Users		5,700
	17	Online Analyst	4	91,984
	18	Open Data Initiative		25,000
	19	Annual Equipment Replacement		106,000
	20	Migrate Archiver to New Retention Device		12,000
	21	Relocate Switch Room		27,250
Police Department	22	One-half Narcotics Sergeant (Lynnwood ILA)	5	81,278
	23	Crime Prevention/Community Engagement Coordinator	4	18,500
	24	Ballistic Shields	5	7,816
	25	Noise Suppressors for Department's Patrol Rifles	5	22,927
	26	Police TASER Agreement	5	46,843
	27	Police Hiring and Basic Training	5	25,000
	28	Purchase of Evidence Drying Cabinet		14,462
	29	Purchase of New Staff Vehicle		35,000

APPROVED DECISION PACKAGES CONTINUED

Community Services	2	New 1/2 FTE for Human Services Coornidator	3	63,814
	30	Federal Lobbyist (Removed by Council)		-
	31	PIO/ Communications Strategist	4	33,814
	32	Diversity Commission Coordinator/Staff Support	4	18,000
	33	Community Survey	4	25,000
	34	Diversity Comm Film Series Revenue & Expenditures	4	-
	113	Business Improvement District 2020 Budget		1,301
Economic Development	35	Trolley	6	55,000
	36	Creative District Support	6	10,000
	37	Downtown Wayfinding Signage		25,000
Hotel/Motel Tax Fund	38	Lodging Tax Expenditures	6	(4,000)
Development Services	39	Community Engagement on Climate Action	2	30,000
	40	Updates to City's Development Code (Removed by Council)	8	-
	41	Digitization & Archiving Project	4	20,000
	42	Plan Review Consultant Services		60,000
	43	Building Code Books	8	6,000
	44	Maintenance of MyBuildingPermit.com		23,000
Parks and Recreation	45	Youth Commission Coordinator	4	30,600
	46	Parks & Recreation Operating Cost Changes		(33,982)
	47	Waterfront Center staffing and programming		(22,380)
	48	Anderson Center Restricted Funds (Fund 127)		-
	49	Urban Forest Management Plan (Removed by Council)	2	-
	50	Parks & Recreation Utility Cost Increase		56,717
Municipal Arts Funds	51	Public Art at Library (Fund 117)	6	56,500
Tourism Promotion Fund	52	LTAC Approved Expenditures Arts Commission Promo	6	400
Gifts Catalog Fund	53	Gift Catalog Memorial Benches (Fund 127)		(36,500)
Facilities	54	Facilities Capital Renewal		1,500,000
	55	Lead Building Maintenance Operator		15,000
	56	Public Safety Chiller Maintenance		13,000
	57	City Hall HVAC annual service		15,000
	58	Operations Adjustment		12,000
Engineering Department	59	Update of Comp Sidewalk Plan & Official Street Map	8	175,000
	60	Commute Trip Reduction - Employee Incentive	2	36,000
	61	Pedestrian Task Force Education Program		20,000

APPROVED DECISION PACKAGES CONTINUED

Department/Fund	DP #	Decision Package Description	Council Priority	Net Budget
Street Fund	62	seasonal help		6,200
	63	Slide in Cement Mixer		40,000
	64	CDL Training		25,000
Water Fund	65	Water Purchased for Resale		220,000
Storm Fund	66	seasonal help		6,200
Sewer Fund	67	Senior Sewer/ GIS/ Inspector		5,000
	68	CIPP Spot Repairs		50,000
	69	Lynnwood increase for capital expenditures		350,000
Treatment Plant	70	Operator-in-Training - New Position		81,000
Equipment Rental Fund	71	B-Fund vehicle replacements		628,000
	72	Fleet operations budget changes		(5,000)
Utility Fund Capital	73	Phase 11 Waterline Replacement 2021		380,000
	74	2020 Waterline Overlays		30,000
	75	Swedish & 76th Waterline Replacement		844,000
	76	2019 Waterline Overlays		13,000
	77	Phase 10 Waterline Replacement Project(2020)		1,533,510
	78	5 Corners Reservoir Recoating		11,700
	79	Seaview Infiltration Facility Phase 2		40,250
	80	Willow Creek Daylighting Design (Removed by Council)	2	-
	81	Edmonds Marsh Feasibility and Restoration	2	25,000
	82	Phase 1 Annual Storm Pipe Replacement Prj (2020)		1,853,000
	83	Dayton Storm Pump Station		5,000
	84	Lake Ballinger Regional Facility		200,000
	85	Lake Ballinger Storm Drainage		48,000
	86	Stormwater Comprehensive Plan (Removed by Council)		-
	87	Lorian Woods Geotechnical Services		15,000
	88	Perrinville Creek Flow Management Projects		30,000
	89	Phase 8 Sewerline Replacement Project(2021)		283,736
	90	Cured in Place Pipe Sewer Rehab Phase 2		1,101,204
	91	Lift Station 1 Metering & Flow Study		65,000
	92	Lake Ballinger Sewer Trunk Study		130,750
93	2019 Sanitary Sewer Replacement		1,517,374	
94	Carbon Recovery Project - C511 Construction		5,605,361	

APPROVED DECISION PACKAGES CONTINUED

Department/Fund	DP #	Decision Package Description	Council Priority	Net Budget
Street Capital	95	2020 Pavement Preservation Program		1,100,000
	96	2019 Pavement Preservation Program		-
	97	84th Ave W Overlay-220th to 212th Project		-
	98	Highway 99 Revitalization Project	1	240,000
	99	Dayton 3rd to 9th		3,306,426
	100	Citywide Pedestrian Crossing Project		428,430
	101	2020 Pedestrian Safety Program		19,000
	102	2020 Guardrail Installation		18,235
	103	2020 Traffic Signal Upgrades	1	14,500
	Parks Capital	104	Yost Pool (Fund 125)	
105		Flower Pole Replacement	6	20,000
106		Marina Beach Design (Fund 125)	2	30,000
107		Fourth Avenue Cultural Corridor (Fund 125)	6	100,000
108		Community Garden (Fund 125)	2	24,000
109		Outdoor Fitness Zones		75,000
110		Waterfront Re-Development	2	1,880,279
111		Civic Park	2	5,832,092
112		Land Acquisition (Fund 126)		300,000

COUNCIL'S APPROVED BUDGET AMENDMENTS

Description	Cash (Increase) Decrease
General Fund 001	
Expenditure Amendments	
Correct Half-time Human Services Coordinator Costs (DP#2)	(\$21,636)
Move Health district Contribution to Opioid Response Fund (DP#10)	(21,555)
Remove Federal Lobbyist (DP#30)	(72,000)
Remove Updates to City's Development Code (DP#40)	(25,000)
Remove Urban Forest Management Plan (DP#49)	(23,800)
Student Saving Salmon (New)	10,000
PUD Green Power Program (New)	7,063
Full-time Arborist (New)	103,515
Non-represented Employee Salary Study (New)	30,000
Support for the Edmonds Chamber (New)	10,000
.5 FTE - Code Development Staff Member (New)	72,120
Impacts to Ending Cash	<u>\$68,707</u>
Revenue Amendments	
Reduce Trolley Contribution (DP#35)	5,000
Remove Willow Creek Daylighting Design (DP#80)	50,000
Remove Stormwater Comprehensive Plan (DP#86)	12,500
Reduce Lake Ballinger Sewer Trunk Study (DP#92)	15,750
Marsh Restoration	(30,000)
Impacts to Ending Cash	<u>\$53,250</u>
Total Impact to Ending Cash	<u>\$121,957</u>
Opioid Response Fund 019	
Move Health district Contribution to Opioid Response Fund (DP#10)	<u>\$21,555</u>
Impacts to Ending Cash	<u>\$21,555</u>
Street Fund 111	
PUD Green Power Program (New)	<u>\$7,188</u>
Impacts to Ending Cash	<u>\$7,188</u>
Combined Street Construction/Improvement Fund 112	
PUD Green Power Program (New)	<u>\$5,237</u>
Impacts to Ending Cash	<u>\$5,237</u>
Cemetery Maintenance Fund 130	
PUD Green Power Program (New)	<u>\$87</u>
Impacts to Ending Cash	<u>\$87</u>

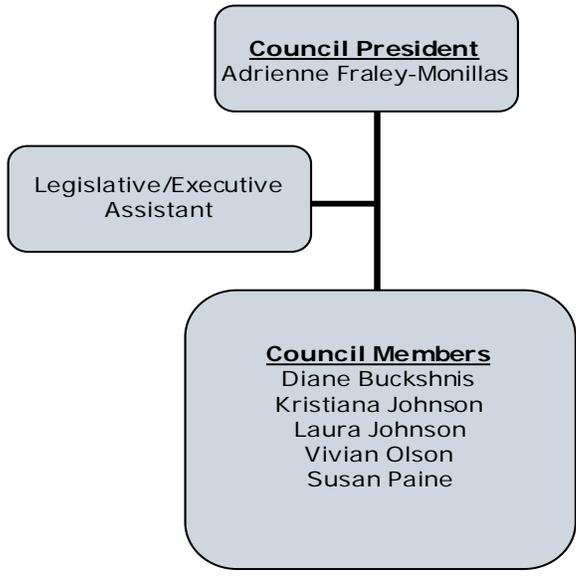
COUNCIL'S APPROVED BUDGET AMENDMENTS CONTINUED

Description	Cash (Increase) Decrease
Water Fund 421	
Reduce Alderwood Water Purchase (DP#65)	(\$350,000)
PUD Green Power Program (New)	775
Impacts to Ending Cash	(\$349,225)
Storm Fund 422	
Remove Willow Creek Daylighting Design (DP#80)	(\$750,000)
Remove Stormwater Comp Plan (DP#86)	(152,500)
PUD Green Power Program (New)	525
Marsh Restoration (New)	450,000
Impacts to Ending Cash	(\$451,975)
Sewer / Treatment Plant Fund 423	
PUD Green Power Program (New)	\$8,625
Reduce Lake Ballinger Sewer Trunk Study (DP#92)	(500,000)
Impacts to Ending Cash	(\$491,375)
Equipment Rental Fund 511	
PUD Green Power Program (New)	\$500
Impacts to Ending Cash	\$500
Total of Impact to Ending Cash	\$ (1,136,051)



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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

2020 Budget Changes

Annual adjustment for technology services

2020 Decision Packages

Decision Package #1 added \$19,300 for miscellaneous budget adjustments

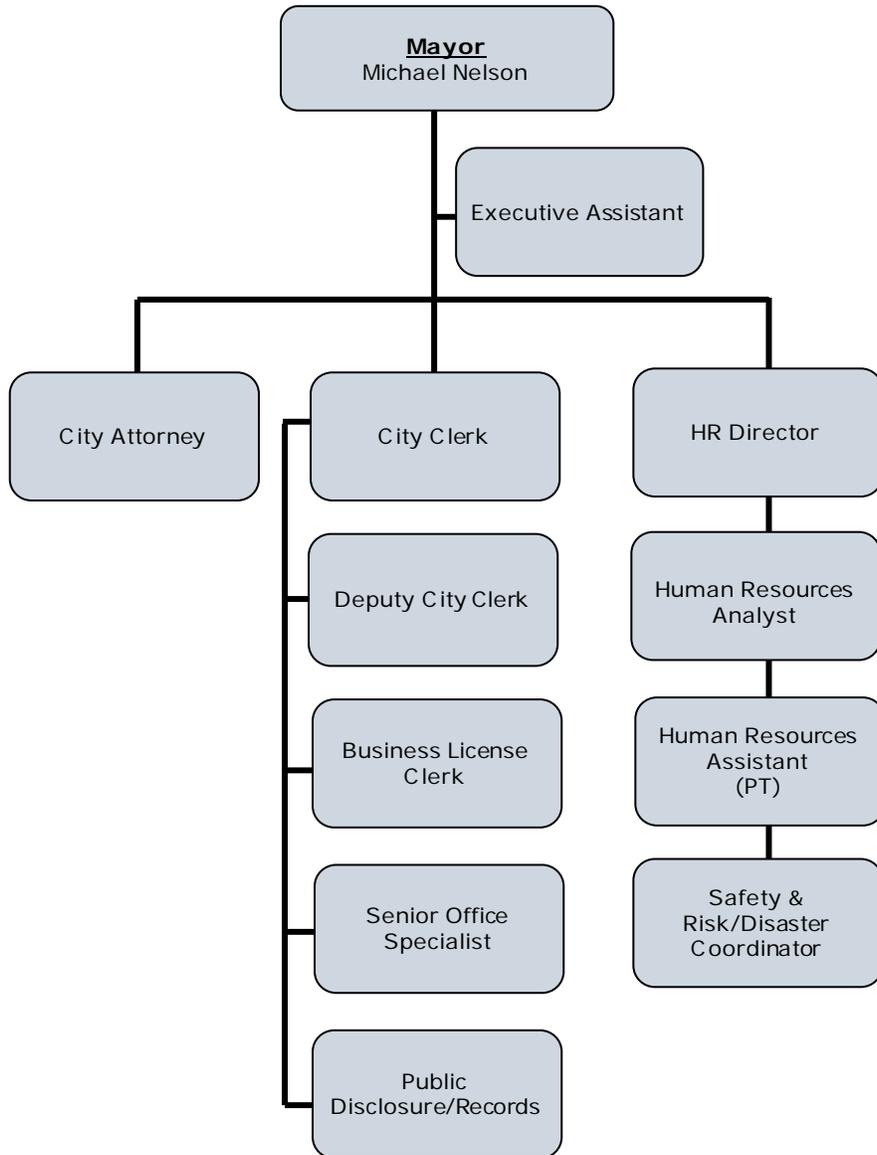
Fund:	General		Fund #:	001
Department:	City Council		Department #:	11
Cost Center	Total Department		Cost Center #:	511.60

Description	2018	2019	2019	2020	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Salaries	165,870	171,950	182,910	191,224	19,274	11%	8,314	5%
Overtime	-	1,000	1,000	1,000	-	0%	-	0%
Benefits	93,952	93,201	96,986	95,736	2,535	3%	(1,250)	-1%
Supplies	1,216	2,000	2,000	2,500	500	25%	500	25%
Minor Equipment	15,773	-	-	1,000	1,000	N/A	1,000	N/A
Professional Services	115,598	195,675	74,000	62,160	(133,515)	-68%	(11,840)	-16%
Communications	3,972	3,000	3,000	5,000	2,000	67%	2,000	67%
Travel	2,347	6,700	6,700	17,500	10,800	161%	10,800	161%
Rental/Lease	811	490	490	490	-	0%	-	0%
Interfund Rental	15,574	11,096	11,096	11,802	706	6%	706	6%
Repair/Maintenance	-	500	500	500	-	0%	-	0%
Miscellaneous	16,330	28,504	20,000	30,000	1,496	5%	10,000	50%
	431,443	514,116	398,682	418,912	(95,204)	-19%	20,230	5%



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





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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	2018	2019	2019	2020	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Office of the Mayor	290,737	297,125	297,519	306,685	9,560	3%	9,166	3%
Human Resources	432,559	592,521	576,492	683,633	91,112	15%	107,141	19%
City Clerk	668,717	707,290	678,372	726,962	19,672	3%	48,590	7%
City Attorney	832,761	889,560	889,560	912,540	22,980	3%	22,980	3%
	2,224,774	2,486,496	2,441,943	2,629,820	143,324	6%	187,877	8%

Description	2018	2019	2019	2020	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Salaries	794,350	901,364	898,404	955,304	53,940	6%	56,900	6%
Overtime	578	-	200	-	N/A	N/A	(200)	-100%
Benefits	289,197	331,884	316,011	353,219	21,335	6%	37,208	12%
Supplies	12,532	24,040	21,000	24,040	-	0%	3,040	14%
Small Equipment	-	2,300	2,800	300	(2,000)	-87%	(2,500)	-89%
Professional Svc	920,886	1,011,970	988,170	1,055,950	43,980	4%	67,780	7%
Communication	29,273	42,100	32,800	42,950	850	2%	10,150	31%
Travel	4,548	6,000	6,000	6,000	-	0%	-	0%
Rental/Lease	22,165	24,200	26,000	26,200	2,000	8%	200	1%
Intefund Rental	87,431	63,192	63,192	86,431	23,239	37%	23,239	37%
Repair/Maintenance	42,618	39,930	47,850	40,910	980	2%	(6,940)	-15%
Miscellaneous	21,196	39,516	39,516	38,516	(1,000)	-3%	(1,000)	-3%
	2,224,774	2,486,496	2,441,943	2,629,820	143,324	6%	187,877	8%

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 videotaping of the Mayor’s annual State of the City Address, printing services, vacation coverage for the Mayor’s Executive Assistant, and other professional services as needed.

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

The travel budget includes mileage/parking/meals, 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.

2020 Budget Changes

Annual adjustment for technology services

2020 Decision Packages

None

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

Description	2018	2019	2019	2020	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Salaries	208,986	215,076	215,921	222,432	7,356	3%	6,511	3%
Benefits	50,035	54,227	53,776	54,043	(184)	0%	267	0%
Supplies	829	1,500	1,500	1,500	-	0%	-	0%
Professional Services	1,943	3,000	3,000	3,000	-	0%	-	0%
Communications	1,654	1,400	1,400	1,400	-	0%	-	0%
Travel	1,973	3,000	3,000	3,000	-	0%	-	0%
Rental/Lease	1,072	2,000	2,000	2,000	-	0%	-	0%
Interfund Rental	19,801	11,472	11,472	14,860	3,388	30%	3,388	30%
Miscellaneous	4,444	5,450	5,450	4,450	(1,000)	-18%	(1,000)	-18%
	290,737	297,125	297,519	306,685	9,560	3%	9,166	3%

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 a Safety & Risk/Disaster 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.

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

2020 Budget Changes

Annual adjustment for technology services

2020 Decision Packages

Decision Package #6 added \$530 for Tyler annual maintenance fee increase

Council amendment added \$30,000 for a non-represented employee salary study

Description	2018	2019	2019	2020	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Salaries	230,564	327,939	326,483	356,658	28,719	9%	30,175	9%
Overtime	-	-	200	-	N/A	N/A	(200)	-100%
Benefits	87,413	120,419	106,946	142,458	22,039	18%	35,512	33%
Supplies	5,696	12,300	13,500	12,300	-	0%	(1,200)	-9%
Minor Equipment	-	300	2,800	300	-	0%	(2,500)	-89%
Professional Services	49,574	60,000	52,500	90,000	30,000	50%	37,500	71%
Communications	1,228	700	1,400	1,550	850	121%	150	11%
Travel	2,053	1,000	1,000	1,000	-	0%	-	0%
Rental/Lease	4,191	2,200	4,000	4,200	2,000	91%	200	5%
Interfund Rental	23,325	20,747	20,747	27,721	6,974	34%	6,974	34%
Repair/Maintenance	7,326	7,850	7,850	8,380	530	7%	530	7%
Miscellaneous	8,286	25,886	25,886	25,886	-	0%	-	0%
	419,656	579,341	563,312	670,453	91,112	16%	107,141	19%
Civil Service								
Professional Svc	12,809	13,000	13,000	13,000	-	0%	-	0%
Miscellaneous	94	180	180	180	-	0%	-	0%
	12,903	13,180	13,180	13,180	-	0%	-	0%
	432,559	592,521	576,492	683,633	91,112	15%	107,141	19%

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.

2020 Budget Changes

Annual adjustment for technology services

2020 Decision Packages

Decision Package #6 added \$450 for Tyler annual maintenance fee increase

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

Description	2018	2019	2019	2020	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Salaries	354,800	358,349	356,000	376,214	17,865	5%	20,214	6%
Overtime	578	-	-	-	N/A	N/A	N/A	N/A
Benefits	151,749	157,238	155,289	156,718	(520)	0%	1,429	1%
Supplies	6,007	10,240	6,000	10,240	-	0%	4,240	71%
Minor Equipment	-	2,000	-	-	(2,000)	-100%	N/A	N/A
Professional Services	23,799	46,410	30,110	37,410	(9,000)	-19%	7,300	24%
Communications	26,391	40,000	30,000	40,000	-	0%	10,000	33%
Travel	522	2,000	2,000	2,000	-	0%	-	0%
Rental/Lease	16,902	20,000	20,000	20,000	-	0%	-	0%
Interfund Rental	44,305	30,973	30,973	43,850	12,877	42%	12,877	42%
Repair/Maintenance	35,292	32,080	40,000	32,530	450	1%	(7,470)	-19%
Miscellaneous	8,372	8,000	8,000	8,000	-	0%	-	0%
	668,717	707,290	678,372	726,962	19,672	3%	48,590	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.

2020 Budget Changes

None

2020 Decision Packages

Decision Package #3 added \$22,980 for the annual city attorney increase

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

Description	2018	2019	2019	2020	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Prof Svc - City Atty	556,611	574,500	574,500	597,480	22,980	4%	22,980	4%
Prof Serv - Misc Legal	-	5,000	5,000	5,000	-	0%	-	0%
Prof Serv - Prosecutor	276,150	310,060	310,060	310,060	-	0%	-	0%
	832,761	889,560	889,560	912,540	22,980	3%	22,980	3%

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 to fundraise in order to provide a separate source of private funding for special projects.

2020 Budget Changes

None

2020 Decision Packages

Decision Package #4 added \$1,400 to increase the budget for exchange student background checks

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

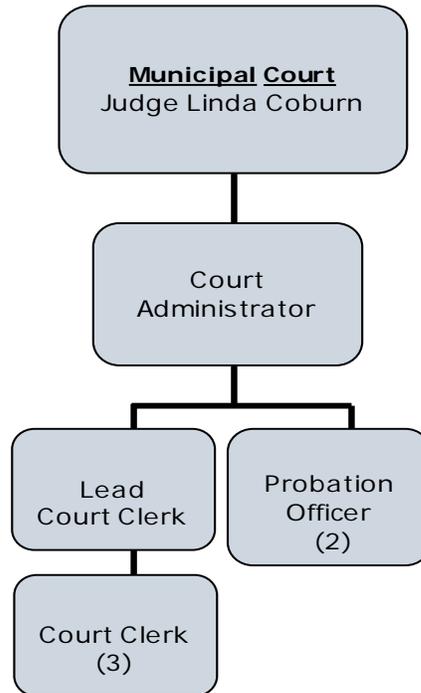
Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change 20-19 Budget	% Change 20-19 Budget	\$ Change 20-19 Estimate	% Change 20-19 Estimate
Program 100 - Public								
Beginning Balance	6,642	6,988	6,988	6,668	(320)	-5%	(320)	-5%
<u>Revenue</u>								
Investment Interest	250	180	180	320	140	78%	140	78%
Interfund Transfer	5,000	5,000	5,000	5,000	-	0%	-	0%
Total Revenues	5,250	5,180	5,180	5,320	140	3%	140	3%
<u>Expenditure</u>								
Supplies	458	1,000	1,000	1,000	-	0%	-	0%
Travel	806	1,000	1,000	1,000	-	0%	-	0%
Miscellaneous	3,640	3,500	3,500	4,900	1,400	40%	1,400	40%
Total Expenditures	4,904	5,500	5,500	6,900	1,400	25%	1,400	25%
Ending Balance	6,988	6,668	6,668	5,088	(1,580)	-24%	(1,580)	-24%

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change 20-19 Budget	% Change 20-19 Budget	\$ Change 20-19 Estimate	% Change 20-19 Estimate
Program 200 - Private								
Beginning Balance	958	1,114	1,114	1,174	60	5%	60	5%
<u>Revenue</u>								
Investment Interest	43	60	60	60	-	0%	-	0%
Contributions	5,250	5,000	5,000	5,000	-	0%	-	0%
Total Revenues	5,293	5,060	5,060	5,060	-	0%	-	0%
<u>Expenditure</u>								
Supplies	-	500	500	500	-	0%	-	0%
Student Trip	-	3,500	3,500	3,500	-	0%	-	0%
Miscellaneous	5,137	1,000	1,000	1,000	-	0%	-	0%
Total Expenditures	5,137	5,000	5,000	5,000	-	0%	-	0%
Ending Balance	1,114	1,174	1,174	1,234	60	5%	60	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, two probation officers, one lead court clerk, and three 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.

2020 Budget Changes

One court clerk position moved from the court to probation during fiscal year 2019
Annual adjustment for technology services

2020 Decision Packages

Decision Package #5 added \$23,120 for the paperless court project

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

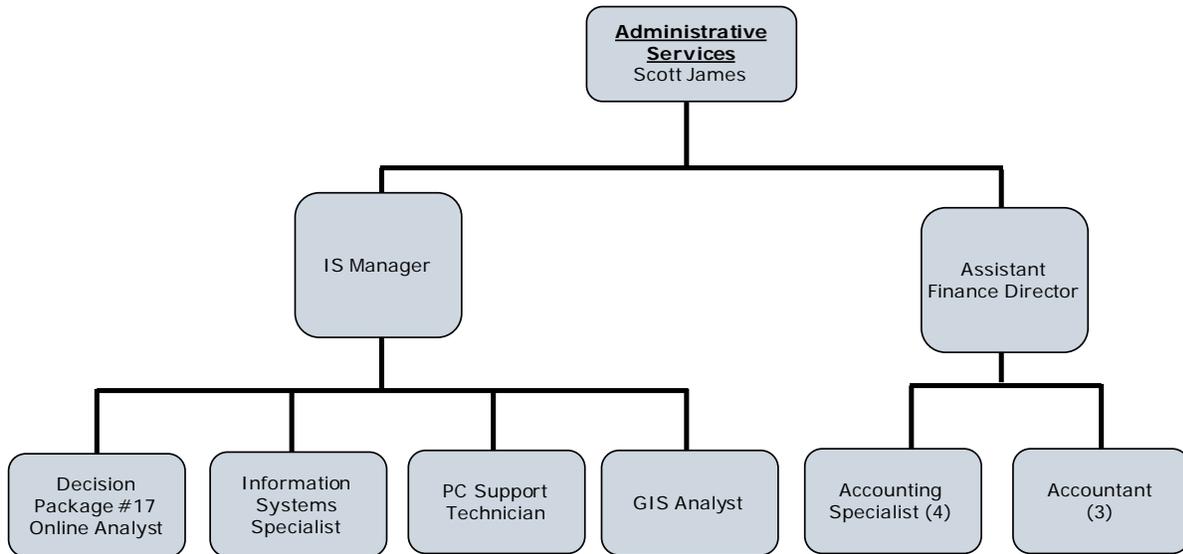
Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change 20-19 Budget	% Change 20-19 Budget	\$ Change 20-19 Estimate	% Change 20-19 Estimate
Court								
Salaries	466,006	529,636	482,145	465,589	(64,047)	-12%	(16,556)	-3%
Overtime	118	500	500	500	-	0%	-	0%
Benefits	181,760	212,768	212,885	161,213	(51,555)	-24%	(51,672)	-24%
Supplies	4,633	5,600	5,600	5,600	-	0%	-	0%
Minor Equipment	283	900	3,925	900	-	0%	(3,025)	-77%
Professional Services	93,454	116,925	116,925	116,925	-	0%	-	0%
Communications	2,613	2,600	2,600	2,600	-	0%	-	0%
Travel	2,981	5,000	5,000	5,000	-	0%	-	0%
Rental/Lease	1,988	2,300	2,300	2,300	-	0%	-	0%
Interfund Rental	70,104	62,451	62,451	65,147	2,696	4%	2,696	4%
Repair/Maintenance	550	3,600	3,600	3,600	-	0%	-	0%
Miscellaneous	37,056	24,600	24,600	24,600	-	0%	-	0%
Equipment	-	27,042	3,925	23,120	(3,922)	-15%	19,195	489%
	861,546	993,922	926,456	877,094	(116,828)	-12%	(49,362)	-5%

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change 20-19 Budget	% Change 20-19 Budget	\$ Change 20-19 Estimate	% Change 20-19 Estimate
Probation								
Salaries	89,444	99,325	101,642	181,441	82,116	83%	79,799	79%
Overtime	-	300	844	300	-	0%	(544)	-64%
Benefits	32,840	39,013	36,266	62,106	23,093	59%	25,840	71%
Supplies	2,781	5,000	5,000	5,000	-	0%	-	0%
Minor Equipment	-	100	1,230	100	-	0%	(1,130)	-92%
Professional Services	6,716	8,000	9,290	8,000	-	0%	(1,290)	-14%
Communications	-	950	950	950	-	0%	-	0%
Travel	998	1,500	1,500	1,500	-	0%	-	0%
Rental/Lease	191	500	500	500	-	0%	-	0%
Repair/Maintenance	-	1,280	1,280	1,280	-	0%	-	0%
Miscellaneous	954	500	500	500	-	0%	-	0%
	133,924	156,468	159,002	261,677	105,209	67%	102,675	65%
	995,470	1,150,390	1,085,458	1,138,771	(11,619)	-1%	53,313	5%



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





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

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, investing, budgeting, utility billing, risk management, and financial reporting.

Budget Narrative

The Salary and Benefit budget includes the Finance Director, an Assistant Finance Director, three Accountants, and four Accounting Specialists.

2020 Budget Changes

Annual adjustment for technology services

2020 Decision Packages

Decision Package #6 added \$2,980 for Tyler annual maintenance fee increase

Description	2018	2019	2019	2020	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Salaries	716,329	844,384	849,949	870,882	26,498	3%	20,933	2%
Overtime	146	4,500	-	4,500	-	0%	4,500	N/A
Benefits	229,486	280,685	282,203	289,923	9,238	3%	7,720	3%
Supplies	5,367	7,350	7,350	7,350	-	0%	-	0%
Minor Equipment	3,981	5,400	5,400	2,650	(2,750)	-51%	(2,750)	-51%
Professional Services	1,462	14,650	14,650	9,300	(5,350)	-37%	(5,350)	-37%
Communications	1,374	2,000	2,000	2,000	-	0%	-	0%
Travel	4,408	3,100	3,100	3,100	-	0%	-	0%
Rental/Lease	4,086	3,300	3,300	3,300	-	0%	-	0%
Interfund Rental	44,846	44,926	44,926	46,748	1,822	4%	1,822	4%
Repair/Maintenance	41,122	38,500	38,500	41,480	2,980	8%	2,980	8%
Miscellaneous	5,425	8,350	8,350	8,350	-	0%	-	0%
	1,058,032	1,257,145	1,259,728	1,289,583	32,438	3%	29,855	2%

Fund:	General		Fund #:	001
Department:	Administrative Services		Department #:	39
Cost Center	Non-Departmental		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.

2020 Budget Changes

Annual adjustment for debt service allocation

2020 Decision Packages

- Decision Package #7 added \$2,360 for an increase in SAO audit fees
- Decision Package #8 added \$407,455 for the 2020 Regional Fire Authority contract
- Decision Package #9 added \$245,650 for the Civic Park debt service payment
- Decision Package #11 decreased \$36,971 for the 2019 insurance allocation
- Decision Package #12 decreased \$58,249 for non-departmental baseline adjustment – Council Priority 2
- Decision Package #13 added \$75,000 to enhance our arts and culture – Council Priority 6
- Decision Package #95 added \$200,000 transfer to the Street Fund for the 2020 Pavement Preservation Project
- Decision Package #111 added \$2,000,000 transfer to the Parks Construction Fund for Civic Park–Council Priority 2

Staff recommended change added \$2,500 for Students Saving Salmon. Council amendment added another \$7,500 for the Students Saving Salmon for a total of \$10,000.

Council amendment added \$10,000 for a contribution to the Edmonds Chamber

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

Description	2018	2019	2019	2020	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Public Defender	297,271	356,827	340,000	352,070	(4,757)	-1%	12,070	4%
Miscellaneous Memberships	65,153	67,114	66,800	68,274	1,160	2%	1,474	2%
Excise Taxes	5,718	6,500	5,000	6,500	-	0%	1,500	30%
State Auditor Fees	31,562	31,580	34,000	33,940	2,360	7%	(60)	0%
Election Costs	11,656	15,000	-	15,000	-	0%	15,000	N/A
Voter Registration	110,922	-	-	-	N/A	N/A	N/A	N/A
Pension & Other Benefits	15,000	25,000	25,000	25,000	-	0%	-	0%
Salaries	-	101,750	101,750	101,750	-	0%	-	0%
Unemployment Compensation	21,804	15,000	37,450	25,000	10,000	67%	(12,450)	-33%
Miscellaneous-Smart Commuter Grant	-	-	-	1,000	1,000	N/A	1,000	N/A
Liability & Property Ins.	437,253	431,095	436,500	394,124	(36,971)	-9%	(42,376)	-10%
Hydrant Costs	66,787	200,000	125,000	200,000	-	0%	75,000	60%
Interfund Rental	6,707	-	-	-	N/A	N/A	N/A	N/A
Interfund Rental - IT	-	6,938	6,938	10,249	3,311	48%	3,311	48%
Fire District Contract	7,378,718	8,095,044	7,378,720	8,502,499	407,455	5%	1,123,779	15%
Ambulance Fees	62,654	64,000	64,000	64,000	-	0%	-	0%
Prisoner Care Supplies	6,482	5,000	5,000	5,000	-	0%	-	0%
Prisoner Care Professional Services	8,060	7,350	7,350	7,350	-	0%	-	0%
Prisoner Care Intergovernmental	716,289	650,000	650,000	650,000	-	0%	-	0%
Emergency Response Supplies	227	-	-	-	N/A	N/A	N/A	N/A
ESCA/ SERS	166,016	174,205	174,205	56,358	(117,847)	-68%	(117,847)	-68%
Snocom/New World	999,594	885,620	841,338	932,248	46,628	5%	90,910	11%
Rental/Lease	4,779	3,600	5,000	5,000	1,400	39%	-	0%
P S Clean Air Agency	35,903	35,800	36,600	36,210	410	1%	(390)	-1%
Saving Salmon Club	2,499	2,500	2,500	12,500	10,000	400%	10,000	400%
Edmonds Chamber Contribution	-	-	-	10,000	10,000	N/A	10,000	N/A
Intergovernmental Services	41,260	20,445	20,815	20,445	-	0%	(370)	-2%
Homeless Services	54,756	50,000	54,000	54,000	4,000	8%	-	0%
Alcoholism Intergovtl Svc	7,842	10,000	10,960	10,000	-	0%	(960)	-9%
Senior Center	75,000	75,000	75,000	75,000	-	0%	-	0%
ECA Contingency Reserve	441,873	75,000	75,000	75,000	-	0%	-	0%
Intergovernmental Services	25	-	-	-	N/A	N/A	N/A	N/A
Chase Ltgo Bond Principal	51,352	52,190	52,190	53,850	1,660	3%	1,660	3%
2000 Bond Prin - 800 Mgtz	124,972	131,520	131,520	-	(131,520)	-100%	(131,520)	-100%
2019 Civic Park Go Bond-Principal	-	-	-	115,000	115,000	N/A	115,000	N/A
Chase Ltgo Bond - Interest	8,327	7,470	7,470	6,600	(870)	-12%	(870)	-12%
Otr Interest And Debt Service Costs	218	500	500	500	-	0%	-	0%
2000 Bond Interest - 800 Mgtz	12,824	6,580	6,580	-	(6,580)	-100%	(6,580)	-100%
2019 Civic Park Go Bond-Interest	-	-	-	130,650	130,650	N/A	130,650	N/A
Open Space	4,884	-	-	-	N/A	N/A	N/A	N/A
Transfers to Other Funds	600,000	350,000	350,000	-	(350,000)	-100%	(350,000)	-100%
Transfer To Fund 009	275,000	425,000	425,000	425,000	-	0%	-	0%
Transfer to Fund 014	5,000	5,000	5,000	5,000	-	0%	-	0%
Transfer to Fund 231	168,873	165,790	165,790	166,870	1,080	1%	1,080	1%
Transfer to Fund 130	40,000	40,000	40,000	40,000	-	0%	-	0%
Transfer To Fund 111	400,000	400,000	400,000	400,000	-	0%	-	0%
Transfer To Fund 112	291,339	547,318	547,318	200,000	(347,318)	-63%	(347,318)	-63%
Transfer To Fund 138	5,000	5,000	5,000	5,000	-	0%	-	0%
Transfer To Fund 117	15,000	15,000	15,000	15,000	-	0%	-	0%
Transfer to Fund 132	-	-	-	2,000,000	2,000,000	N/A	2,000,000	N/A
	13,074,599	13,561,736	12,730,294	15,311,987	1,750,251	1	2,581,693	1

Fund:	LEOFF Medical Insurance Reserve		Fund #:	009
Department:	Administrative Services		Department #:	39
Cost Center	LEOFF Medical Insurance Reserve		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	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change 20-19 Budget	% Change 20-19 Budget	\$ Change 20-19 Estimate	% Change 20-19 Estimate
Beginning Balance	417,153	333,447	333,447	317,427	(16,020)	-5%	(16,020)	-5%
<u>Revenue</u>								
Investment Interest	8,093	12,980	12,980	12,980	-	0%	-	0%
Interfund Transfer In	275,000	425,000	425,000	425,000	-	0%	-	0%
Total Revenue	283,093	437,980	437,980	437,980	-	0%	-	0%
<u>Expenditure</u>								
Medical Benefits	153,044	206,650	186,500	206,650	-	0%	20,150	11%
Long Term Care Benefit	210,393	252,990	260,000	252,990	-	0%	(7,010)	-3%
Professional Services	2,962	7,000	7,000	7,000	-	0%	-	0%
Miscellaneous	400	280	500	500	220	79%	-	0%
Total Expenditure	366,799	466,920	454,000	467,140	220	0%	13,140	3%
Ending Balance	333,447	304,507	317,427	288,267	(16,240)	-5%	(29,160)	-9%

Fund:	Risk Management Reserve Fund		Fund #:	011
Department:	Administrative Services		Department #:	39
Cost Center	Risk Management Reserve Fund		Cost Center #:	N/A

Function

The Risk Management Reserve Fund (011) was closed into the General Fund when the Council adopted the amended 2019 Fund Balance / Reserve Policy Resolution No. 1433.

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change 20-19 Budget	% Change 20-19 Budget	\$ Change 20-19 Estimate	% Change 20-19 Estimate
Beginning Balance	902,700	929,908	929,908	-	(929,908)	-100%	(929,908)	-100%
<u>Revenue</u>								
Investment Interest	27,208	28,210	1,615	-	(28,210)	-100%	(1,615)	-100%
Total Revenue	27,208	28,210	1,615	-	(28,210)	-100%	(1,615)	-100%
<u>Expenditures</u>								
Interfund Transfer	-	931,523	931,523	-	(931,523)	-100%	(931,523)	-100%
Total Expenditures	-	931,523	931,523	-	(931,523)	-100%	(931,523)	-100%
Ending Balance	929,908	26,595	-	-	(26,595)	-100%	N/A	N/A

Fund:	Contingency Reserve Fund		Fund #:	012
Department:	Administrative Services		Department #:	39
Cost Center	Contingency Reserve Fund		Cost Center #:	N/A

Function

2019 Council Resolution No. 1433 established the City’s Fund Balance / Reserve Policy.

This Policy defined funding levels for a committed Fund Balance Reserve to be called the Contingent Reserve Fund. The primary purpose of the reserve is for meeting emergencies of the City and, secondarily, if the General Fund Operating Reserve have been exhausted, the Contingent Reserve Fund can be use in times of economic uncertainties, and for unanticipated expenses or revenue shortfalls. The target balance of the Reserve shall 1) not exceed the limitations set forth by RCW 35A.33.145, which sets the statutory maximum at \$0.375 per \$1,000 of assessed valuation and 2) when combined with the General Fund Operating Reserve, the two fund balance reserves shall not exceed 20% of the General Fund’s Adopted Annual Operating Expenditure Budget. In other words, if the General Fund Operating Reserve balance equals 16% of operating budget, then the Contingent Reserve Fund balance cannot exceed 4% of the operating budget. It further requires a simple majority vote of Council with a statement declaring the reason for their use.

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change 20-19 Budget	% Change 20-19 Budget	\$ Change 20-19 Estimate	% Change 20-19 Estimate
Beginning Balance	5,447,144	5,564,260	5,564,260	1,910,833	(3,653,427)	-66%	(3,653,427)	-66%
<u>Revenue</u>								
Investment Interest	162,900	170,000	170,000	43,740	(126,260)	-74%	(126,260)	-74%
Interfund Transfer	3,800	48,287	12,400	12,400	(35,887)	-74%	-	0%
Total Revenue	166,700	218,287	182,400	56,140	(162,147)	-74%	(126,260)	-69%
<u>Expenditures</u>								
Interfund Transfer	49,584	3,835,827	3,835,827	-	(3,835,827)	-100%	(3,835,827)	-100%
Total Expenditures	49,584	3,835,827	3,835,827	-	(3,835,827)	-100%	(3,835,827)	-100%
Ending Balance	5,564,260	1,946,720	1,910,833	1,966,973	20,253	1%	56,140	3%

Fund:	Edmonds Homelessness Response Fund		Fund #:	018
Department:	Administrative Services		Department #:	39
Cost Center	Total Fund		Cost Center #:	N/A

Function

The Edmonds Homelessness Response Fund (018) was established through Ordinance No. 4104 effective April 6, 2018. The fund was established to provide moneys with which to alleviate the problem of homelessness in Edmonds and the surrounding area.

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change 20-19 Budget	% Change 20-19 Budget	\$ Change 20-19 Estimate	% Change 20-19 Estimate
Beginning Balance	-	225,443	225,443	225,443	-	0%	-	0%
<u>Revenue</u>								
Transfer In	250,000	-	-	-	N/A	N/A	N/A	N/A
Total Revenue	250,000	-	-	-	N/A	N/A	N/A	N/A
<u>Expenditure</u>								
Professional Services	24,557	1,862	-	-	(1,862)	-100%	N/A	N/A
Total Expenditure	24,557	1,862	-	-	(1,862)	-100%	N/A	N/A
Ending Balance	225,443	223,581	225,443	225,443	1,862	1%	-	0%

Fund:	Edmonds Opioid Response Fund		Fund #:	019
Department:	Administrative Services		Department #:	39
Cost Center	Total Fund		Cost Center #:	N/A

Function

The Edmonds Opioid Response Fund (019) was established through Ordinance No. 4105 effective April 6, 2018. The fund was established to provide moneys with which to alleviate the problem of opioid addiction in Edmonds and the surrounding area.

2020 Decision Packages

Decision Package #10 added \$21,555 for the Snohomish County Health District contribution

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change 20-19 Budget	% Change 20-19 Budget	\$ Change 20-19 Estimate	% Change 20-19 Estimate
Beginning Balance	-	250,000	250,000	50,000	(200,000)	-80%	(200,000)	-80%
<u>Revenue</u>								
Transfer In	250,000	-	-	-	N/A	N/A	N/A	N/A
Total Revenue	250,000	-	-	-	N/A	N/A	N/A	N/A
<u>Expenditure</u>								
Professional Services	-	-	-	21,555	21,555	N/A	21,555	N/A
Interfund Transfer	-	200,000	200,000	-	(200,000)	-100%	(200,000)	-100%
Total Expenditure	-	200,000	200,000	21,555	(178,445)	-89%	(178,445)	-89%
Ending Balance	250,000	50,000	50,000	28,445	(21,555)	-43%	(21,555)	-43%

Fund:	Employee Parking Permit		Fund #:	121
Department:	Administrative Services		Department #:	25
Cost Center	Employee Parking Permit		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	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change 20-19 Budget	% Change 20-19 Budget	\$ Change 20-19 Estimate	% Change 20-19 Estimate
Beginning Balance	69,293	77,046	77,046	76,336	(710)	-1%	(710)	-1%
<u>Revenue</u>								
Employee Parking Permits	31,075	24,000	24,000	24,000	-	0%	-	0%
Investment Interest	2,341	2,170	2,170	3,270	1,100	51%	1,100	51%
Total Revenue	33,416	26,170	26,170	27,270	1,100	4%	1,100	4%
<u>Expenditures</u>								
Supplies	573	1,790	1,790	1,790	-	0%	-	0%
Professional Services	25,090	25,090	25,090	25,090	-	0%	-	0%
Total Expenditures	25,663	26,880	26,880	26,880	-	0%	-	0%
Ending Balance	77,046	76,336	76,336	76,726	390	1%	390	1%

Fund:	Local Improvement District Control Fund		Fund #:	211
Department:	Administrative Services		Department #:	31
Cost Center	Local Improvement District Control 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	2018	2019	2019	2020	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Beginning Balance	3,812	12	12	12	-	0%	-	0%
<u>Revenue</u>								
Special Assessment Penalty	-	3,900	400	400	(3,500)	-90%	-	0%
Special Assessment Interest	-	3,800	-	-	(3,800)	-100%	N/A	N/A
Special Assessment Principal	-	28,187	12,000	12,000	(16,187)	-57%	-	0%
Total Revenues	-	35,887	12,400	12,400	(23,487)	-65%	-	0%
<u>Expenditure</u>								
Interfund Transfer	3,800	35,887	12,400	12,400	(23,487)	-65%	-	0%
Total Expenditures	3,800	35,887	12,400	12,400	(23,487)	-65%	-	0%
Ending Balance	12	12	12	12	-	0%	-	0%

Fund:	LTGO Debt Service		Fund #:	231
Department:	Administrative Services		Department #:	31
Cost Center	LTGO Debt Service		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.

2020 Budget Changes

Annual adjustment for debt service allocation

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change 20-19 Budget	% Change 20-19 Budget	\$ Change 20-19 Estimate	% Change 20-19 Estimate
Beginning Balance	0	0	0	10	10	N/A	10	N/A
<u>Revenue</u>								
Other Misc Revenue (PFD)	404,193	417,600	417,600	435,600	18,000	4%	18,000	4%
Transfer In From 001	168,873	165,790	165,790	166,870	1,080	1%	1,080	1%
Transfer In From 126	135,125	133,030	133,030	135,930	2,900	2%	2,900	2%
Total Revenues	708,191	716,420	716,420	738,400	21,980	3%	21,980	3%
<u>Expenditure</u>								
Bond Principal	589,623	609,630	609,630	643,810	34,180	6%	34,180	6%
Bond Interest	118,568	106,780	106,780	94,590	(12,190)	-11%	(12,190)	-11%
Total Expenditures	708,191	716,410	716,410	738,400	21,990	3%	21,990	3%
Ending Balance	0	10	10	10	-	0%	0	0%

Fund:	Technology Rental Fund		Fund #:	512
Department:	Administrative Services		Department #:	31
Cost Center	Technology Rental 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 Supervisor, 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.

2020 Budget Changes

Annual adjustment for interfund rental

2020 Decision Packages

- Decision Package #6 added \$470 for Tyler annual maintenance fee increase
- Decision Package #7 added \$60 for an increase in SAO audit fees
- Decision Package #15 added \$21,500 for 2 factor authentication
- Decision Package #16 added \$5,700 for VPN for mobile users
- Decision Package #17 added \$91,984 for an online analyst – Council Priority 4
- Decision Package #18 added \$25,000 for open data initiative
- Decision Package #19 added \$106,000 for the annual equipment replacement program
- Decision Package #20 added \$12,000 to migrate archiver to a new retention device
- Decision Package #21 added \$27,250 to relocate the switch room

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

Description	2018 Actual	2019	2019	2020	\$ Change	% Change	\$ Change	% Change
		Budget	Estimate	Budget	20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Beginning Balance	254,106	623,458	623,458	537,671	(85,787)	-14%	(85,787)	-14%
<u>Revenue</u>								
IT Services A Fund	1,145,790	933,338	933,338	1,030,583	97,245	10%	97,245	10%
Fiber Services	17,253	16,400	16,400	16,400	-	0%	-	0%
Investment Interest	8,183	8,040	8,040	11,960	3,920	49%	3,920	49%
Rental Charge B Fund	105,000	144,020	144,020	144,020	-	0%	-	0%
Total Revenue	1,276,226	1,101,798	1,101,798	1,202,963	101,165	9%	101,165	9%
<u>Expenditures</u>								
Depreciation	5,530	-	-	-	N/A	N/A	N/A	N/A
Salaries and Wages	279,463	292,502	298,080	369,264	76,762	26%	71,184	24%
Overtime	1,632	2,000	2,000	2,000	-	0%	-	0%
Benefits	93,348	100,129	99,595	124,590	24,461	24%	24,995	25%
Supplies	4,832	5,000	5,000	5,000	-	0%	-	0%
Small Equipment	91,572	38,000	38,000	137,700	99,700	262%	99,700	262%
Professional Services	164,846	210,000	210,000	159,810	(50,190)	-24%	(50,190)	-24%
Communications	41,736	58,770	58,770	58,770	-	0%	-	0%
Travel	412	1,500	1,500	1,500	-	0%	-	0%
Rental Lease	3,019	3,000	3,000	3,000	-	0%	-	0%
Interfund Rental	3,810	4,200	4,200	4,490	290	7%	290	7%
Repairs and Maintenance	206,918	405,950	387,690	287,660	(118,290)	-29%	(100,030)	-26%
Miscellaneous	9,757	5,000	5,000	5,000	-	0%	-	0%
Equipment	-	74,750	74,750	66,000	(8,750)	-12%	(8,750)	-12%
Total Expenditures	906,875	1,200,801	1,187,585	1,224,784	23,983	2%	37,199	3%
Ending Balance	623,457	524,455	537,671	515,850	(8,605)	-2%	(21,821)	-4%

Fund:	Firemen’s Pension		Fund #:	617
Department:	Administrative Services		Department #:	51
Cost Center	Firemen’s Pension		Cost Center #:	N/A

Function

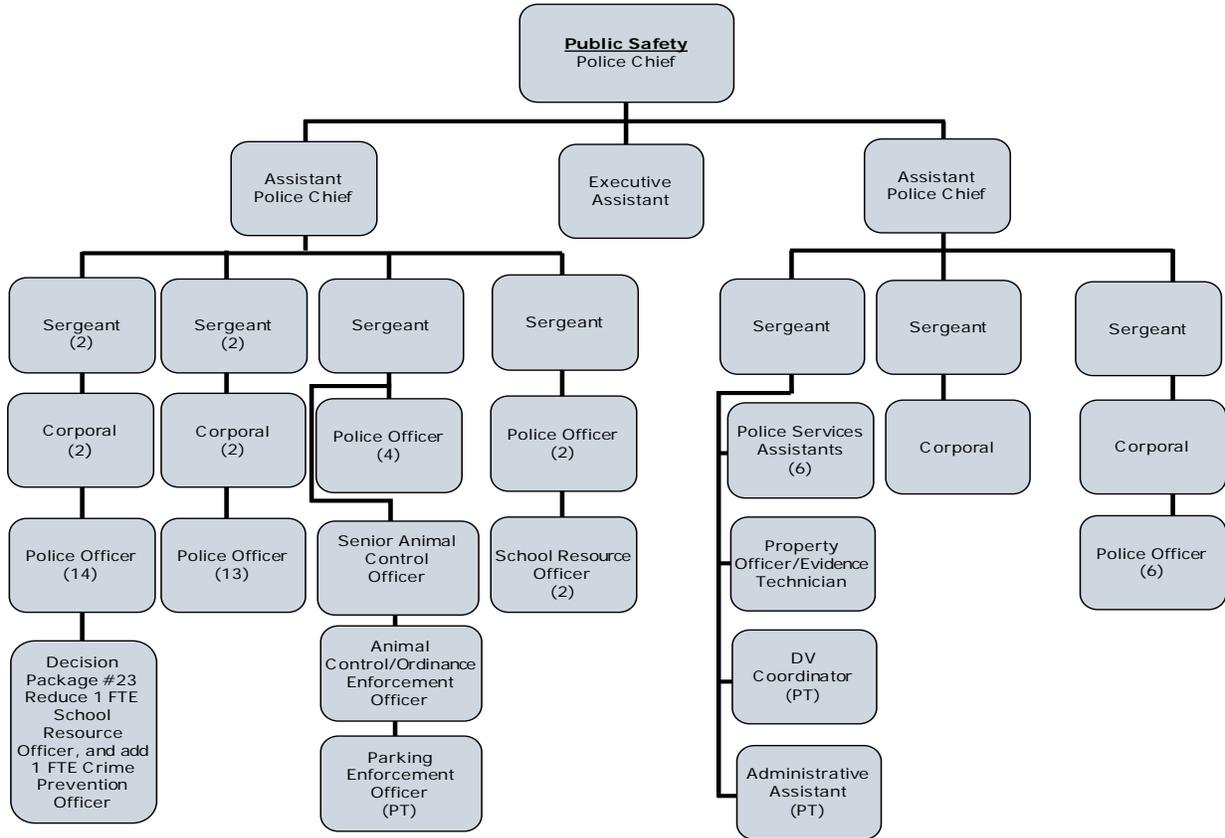
This fund was established to provide retirement pensions and medical benefits to retired City firefighters who left service prior to the establishment of the statewide Law Enforcement Officer and Firefighter (LEOFF) retirement system. This entire fund may be expended by the Firemen’s Pension Board as 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	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change 20-19 Budget	% Change 20-19 Budget	\$ Change 20-19 Estimate	% Change 20-19 Estimate
Beginning Balance	226,480	217,698	217,698	147,523	(70,175)	-32%	(70,175)	-32%
<u>Revenue</u>								
Fire Ins Premium Tax	45,751	50,000	50,000	50,000	-	0%	-	0%
Employer Contributions	15,000	15,000	15,000	15,000	-	0%	-	0%
Investment Interest	5,662	7,040	7,040	7,620	580	8%	580	8%
Total Revenues	66,413	72,040	72,040	72,620	580	1%	580	1%
<u>Expenditure</u>								
Pension Payments	53,203	60,927	120,615	54,500	(6,427)	-11%	(66,115)	-55%
Health Benefits	21,454	83,296	20,400	23,000	(60,296)	-72%	2,600	13%
Professional Services	538	1,200	1,200	1,200	-	0%	-	0%
Total Expenditures	75,195	145,423	142,215	78,700	(66,723)	-46%	(63,515)	-45%
Ending Balance	217,698	144,315	147,523	141,443	(2,872)	-2%	(6,080)	-4%

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



Fund:	General		Fund #:	001
Department:	Police		Department #:	41
Cost Center	Total Department		Cost Center #:	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	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change	% Change	\$ Change	% Change
					20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Administration	1,545,139	1,543,480	1,574,563	1,614,612	71,132	5%	40,049	3%
Records Management	732,891	793,605	768,772	778,977	(14,628)	-2%	10,205	1%
Investigation	1,306,733	1,162,137	1,237,894	1,319,664	157,527	14%	81,770	7%
Patrol	5,778,560	6,427,892	6,238,194	6,256,669	(171,223)	-3%	18,475	0%
Special Operations	44,421	26,970	43,040	24,860	(2,110)	-8%	(18,180)	-42%
K-9 Unit	299,007	333,188	375,786	358,907	25,719	8%	(16,879)	-4%
Crime Prevention	-	-	-	133,657	133,657	N/A	133,657	N/A
Training	310,725	309,886	336,876	369,290	59,404	19%	32,414	10%
Ordinance Enforcement	280,341	362,884	351,663	321,635	(41,249)	-11%	(30,028)	-9%
Traffic	697,087	664,407	645,944	638,873	(25,534)	-4%	(7,071)	-1%
Property Management	107,645	113,475	113,901	134,586	21,111	19%	20,685	18%
Dispatch	94,540	97,380	97,380	-	(97,380)	-100%	(97,380)	-100%
	11,197,089	11,835,304	11,784,013	11,951,730	116,426	1%	167,717	1%

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change	% Change	\$ Change	% Change
					20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Salaries	6,276,211	6,916,238	6,552,531	6,968,887	52,649	1%	416,356	6%
Overtime	661,500	462,892	676,100	461,280	(1,612)	0%	(214,820)	-32%
Holiday Buyback	200,269	250,491	228,857	262,020	11,529	5%	33,163	14%
Benefits	2,484,772	2,556,688	2,664,378	2,769,042	212,354	8%	104,664	4%
Uniforms	70,165	80,250	83,675	80,750	500	1%	(2,925)	-3%
Supplies	94,245	86,500	88,650	90,500	4,000	5%	1,850	2%
Small Equipment	56,663	192,519	194,234	127,739	(64,780)	-34%	(66,495)	-34%
Professional Services	174,656	231,095	241,597	224,548	(6,547)	-3%	(17,049)	-7%
Communications	40,476	32,000	35,000	36,000	4,000	13%	1,000	3%
Travel	26,002	29,310	25,280	29,310	-	0%	4,030	16%
Rental/Lease	85,509	107,120	107,120	93,340	(13,780)	-13%	(13,780)	-13%
Interfund Rental	895,048	813,731	813,731	732,784	(80,947)	-10%	(80,947)	-10%
Repair/Maintenance	16,894	15,120	13,100	15,180	60	0%	2,080	16%
Miscellaneous	62,565	61,350	59,760	60,350	(1,000)	-2%	590	1%
Equipment	52,114	-	-	-	N/A	N/A	N/A	N/A
	11,197,089	11,835,304	11,784,013	11,951,730	116,426	1%	167,717	1%

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. Fees associated with all department cellular phones, iPads, and computer air cards.
- 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.

2020 Budget Changes

- Moved \$31,000 from Patrol cost center, communications line (001.000.41.521.22.41.00) and \$2,000 Ordinance Enforcement cost center, Professional Services line (001.000.41.521.70.41.00) to Administration cost center, communications line (001.000.41.521.10.42.00). Fees associated with all department cellular phones, iPads, and computer air cards.
- Moved \$8,000 from Ordinance Enforcement cost center, Professional Services line (001.000.41.521.70.41.00) to Administration cost center, Professional Services line (001.000.41.521.10.41.00). Significant increase in hiring related costs, e.g. polygraphs, medical and psychological examinations.
- Annual adjustment for technology services and interfund rental

Annual adjustment for interfund rental and technology services

2020 Decision Packages

Decision Package #22 added \$81,278 for 1/2 the Narcotics Sergeant (City of Lynnwood ILA) – Council Priority 5

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

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change	% Change	\$ Change	% Change
					20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Salaries	727,574	744,657	736,753	766,380	21,723	3%	29,627	4%
Overtime	9,947	3,280	8,000	3,280	-	0%	(4,720)	-59%
Holiday Buyback	4,919	5,130	5,130	5,284	154	3%	154	3%
Benefits	225,570	229,452	240,582	238,406	8,954	4%	(2,176)	-1%
Uniforms	4,421	5,900	3,500	5,900	-	0%	2,400	69%
Supplies	11,257	13,000	11,500	13,000	-	0%	1,500	13%
Minor Equipment	4,226	500	600	500	-	0%	(100)	-17%
Professional Services	78,873	123,010	149,447	123,458	448	0%	(25,989)	-17%
Communications	1,533	1,000	2,000	34,000	33,000	3300%	32,000	1600%
Travel	107	180	180	180	-	0%	-	0%
Rental/Lease	13,679	18,000	18,000	18,000	-	0%	-	0%
Interfund Rental	458,848	393,181	393,181	400,034	6,853	2%	6,853	2%
Repair/Maintenance	-	500	-	500	-	0%	500	N/A
Miscellaneous	4,185	5,150	5,150	5,150	-	0%	-	0%
Short-term DV Housing	-	540	540	540	-	0%	-	0%
	1,545,139	1,543,480	1,574,563	1,614,612	71,132	5%	40,049	3%

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.

2020 Budget Changes

None

2020 Decision Packages

Decision Package #6 added \$60 for Tyler annual maintenance fee increase

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change	% Change	\$ Change	% Change
					20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Salaries	460,683	488,554	458,402	492,196	3,642	1%	33,794	7%
Overtime	17,513	8,600	18,000	8,600	-	0%	(9,400)	-52%
Holiday Buyback	12,487	20,785	18,524	20,958	173	1%	2,434	13%
Benefits	219,084	241,090	241,430	237,203	(3,887)	-2%	(4,227)	-2%
Uniforms	1,562	3,560	2,900	3,560	-	0%	660	23%
Supplies	5,566	5,200	4,500	5,200	-	0%	700	16%
Minor Equipment	1,978	19,616	19,616	5,000	(14,616)	-75%	(14,616)	-75%
Professional Services	5,875	3,700	3,700	3,700	-	0%	-	0%
Repair/Maintenance	8,018	1,500	1,200	1,560	60	4%	360	30%
Miscellaneous	125	1,000	500	1,000	-	0%	500	100%
	732,891	793,605	768,772	778,977	(14,628)	-2%	10,205	1%

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, various search engine 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.

2020 Budget Changes

Annual adjustment for interfund rental

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change	% Change	\$ Change	% Change
					20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Salaries	820,336	746,594	808,746	855,024	108,430	15%	46,278	6%
Overtime	79,982	39,000	38,000	39,000	-	0%	1,000	3%
Holiday Buyback	23,227	31,587	29,814	36,307	4,720	15%	6,493	22%
Benefits	309,361	274,786	292,794	315,363	40,577	15%	22,569	8%
Uniforms	7,497	7,600	7,600	7,600	-	0%	-	0%
Supplies	600	2,700	2,000	2,700	-	0%	700	35%
Minor Equipment	1,300	2,500	2,000	2,500	-	0%	500	25%
Professional Services	25,190	25,000	25,000	25,000	-	0%	-	0%
Travel	81	130	100	130	-	0%	30	30%
Interfund Rental	39,030	31,240	31,240	35,040	3,800	12%	3,800	12%
Repair/Maintenance	99	500	100	500	-	0%	400	400%
Miscellaneous	30	500	500	500	-	0%	-	0%
	1,306,733	1,162,137	1,237,894	1,319,664	157,527	14%	81,770	7%

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 24 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
- 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).

2020 Budget Changes

- Moved \$31,000 from Patrol cost center, communications line (001.000.41.521.22.41.00) to Administration cost center, communications line (001.000.41.521.10.42.00). Fees associated with all department cellular phones, iPads, and computer air cards.
- Annual adjustment for interfund rental

2020 Decision Packages

Decision Package #23 decreased \$115,157 for the Crime Prevention/Community Engagement Coordinator – Council Priority 4

Decision Package #24 added \$7,816 for ballistic shields – Council Priority 5

Decision Package #25 added \$22,927 for noise suppressors for patrol rifles – Council Priority 5

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

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change	% Change	\$ Change	% Change
					20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Salaries	3,372,905	3,984,531	3,616,826	3,814,298	(170,233)	-4%	197,472	5%
Overtime	456,576	330,364	478,500	324,500	(5,864)	-2%	(154,000)	-32%
Holiday Buyback	122,926	154,808	137,208	161,466	6,658	4%	24,258	18%
Benefits	1,370,581	1,447,171	1,494,912	1,535,032	87,861	6%	40,120	3%
Uniforms	47,597	54,100	54,100	54,100	-	0%	-	0%
Supplies	19,469	10,000	10,000	10,000	-	0%	-	0%
Minor Equipment	24,294	99,668	99,668	35,243	(64,425)	-65%	(64,425)	-65%
Professional Services	13,386	14,000	12,000	14,000	-	0%	2,000	17%
Communications	38,943	31,000	33,000	-	(31,000)	-100%	(33,000)	-100%
Travel	262	-	-	-	N/A	N/A	N/A	N/A
Interfund Rental	302,630	291,930	291,930	297,710	5,780	2%	5,780	2%
Repair/Maintenance	8,201	10,190	10,000	10,190	-	0%	190	2%
Miscellaneous	790	130	50	130	-	0%	80	160%
	5,778,560	6,427,892	6,238,194	6,256,669	(171,223)	-3%	18,475	0%

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

Function

Edmonds is a member of the eight-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.
- Small Equipment - Small equipment purchases for department's SWAT members, e.g. gas masks, communications headsets, protective gear, etc.
- 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).

2020 Budget Changes

- Moved \$1,500 from Ordinance Enforcement cost center, Professional Services Line (001.000.41.521.70.41.00) for additional small equipment purchases for department's SWAT members, e.g. gas masks, communications headsets, protective gear, etc.
- Annual adjustment for interfund rental

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change	% Change	\$ Change	% Change
					20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Uniforms	6,418	-	11,000	-	N/A	N/A	(11,000)	-100%
Supplies	16,336	12,500	13,500	12,500	-	0%	(1,000)	-7%
Small Equipment	11,879	500	4,800	2,000	1,500	300%	(2,800)	-58%
Repair/Maintenance	-	430	200	430	-	0%	230	115%
Miscellaneous	4,018	4,750	4,750	4,750	-	0%	-	0%
Interfund Rental	5,770	8,790	8,790	5,180	(3,610)	-41%	(3,610)	-41%
	44,421	26,970	43,040	24,860	(2,110)	-8%	(18,180)	-42%

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).

2020 Budget Changes

None

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change	% Change	\$ Change	% Change
					20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Salaries	163,779	194,801	194,801	209,350	14,549	7%	14,549	7%
Overtime	40,812	32,000	68,000	32,000	-	0%	(36,000)	-53%
Holiday Buyback	7,850	8,231	8,231	8,877	646	8%	646	8%
Benefits	79,292	89,816	99,254	101,780	11,964	13%	2,526	3%
Uniforms	767	2,000	1,500	2,000	-	0%	500	33%
Supplies	4,101	2,500	2,500	2,500	-	0%	-	0%
Minor Equipment	1,191	1,940	200	500	(1,440)	-74%	300	150%
Professional Services	1,165	1,800	1,200	1,800	-	0%	600	50%
Miscellaneous	50	100	100	100	-	0%	-	0%
	299,007	333,188	375,786	358,907	25,719	8%	(16,879)	-4%

Fund:	General		Fund #:	001
Department:	Police		Department #:	41
Cost Center	Crime Prevention		Cost Center #:	521.30

Function

Forge partnerships with residents and commercial businesses through education, maintenance of existing preventive programs and by developing new strategies in the prevention of crime.

Budget Narrative

Details of the maintenance and operations expenditures are included in the decision package establishing the cost center.

2020 Budget Changes

None

2020 Decision Packages

Decision Package #23 added \$133,657 to establish the Crime Prevention cost center. The net effect of the package is \$18,500 which is offset by a reduction in the Patrol cost center of \$115,157. – Council Priority 4

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change	% Change	\$ Change	% Change
					20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Salaries	-	-	-	79,660	79,660	N/A	79,660	N/A
Overtime	-	-	-	6,500	6,500	N/A	6,500	N/A
Benefits	-	-	-	35,497	35,497	N/A	35,497	N/A
Uniforms	-	-	-	500	500	N/A	500	N/A
Supplies	-	-	-	4,000	4,000	N/A	4,000	N/A
Minor Equipment	-	-	-	1,500	1,500	N/A	1,500	N/A
Professional Services	-	-	-	4,000	4,000	N/A	4,000	N/A
Communications	-	-	-	2,000	2,000	N/A	2,000	N/A
	-	-	-	133,657	133,657	N/A	133,657	N/A



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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 \$700 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.

2020 Budget Changes

- Move \$3,500 from Ordinance Enforcement cost center, \$2,500 Professional Services line (001.000.41.521.70.41.00) and \$1,000 Spay and Neuter line (001.000.41.521.70.49.01) to Training cost center, Advertising line (001.000.41.521.40.41.00) to assist with recruiting and hiring.
- Annual adjustment for interfund rental

2020 Decision Packages

Decision Package #26 added \$46,843 for the TASER agreement – Council Priority 5

Decision Package #27 added \$25,000 for hiring and basic training costs – Council Priority 5

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

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change	% Change	\$ Change	% Change
					20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Salaries	107,818	110,513	110,513	115,820	5,307	5%	5,307	5%
Overtime	10,400	6,500	25,000	6,500	-	0%	(18,500)	-74%
Holiday Buyback	4,562	4,696	4,696	4,900	204	4%	204	4%
Benefits	46,271	45,952	51,762	51,487	5,535	12%	(275)	-1%
Uniforms	1,098	750	725	750	-	0%	25	3%
Supplies	34,442	34,000	40,000	34,000	-	0%	(6,000)	-15%
Minor Equipment	5,962	5,700	5,700	52,543	46,843	822%	46,843	822%
Professional Services	19,380	21,745	22,450	24,750	3,005	14%	2,300	10%
Travel	25,552	29,000	25,000	29,000	-	0%	4,000	16%
Rental/Lease	1,760	2,030	2,030	540	(1,490)	-73%	(1,490)	-73%
Repair/Maintenance	113	1,000	1,000	1,000	-	0%	-	0%
Miscellaneous	53,367	48,000	48,000	48,000	-	0%	-	0%
	310,725	309,886	336,876	369,290	59,404	19%	32,414	10%

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.

2020 Budget Changes

- Moved \$2,000 from Ordinance Enforcement cost center, Professional Services line (001.000.41.521.70.41.00) to Administration cost center, communications line (001.000.41.521.10.42.00). Fees associated with all department cellular phones, iPads, and computer air cards.
- Moved \$1,500 from Ordinance Enforcement cost center, Professional Services line (001.000.41.521.70.41.00) to Special Operations cost center, Small Equipment Line (001.000.41.521.23.35.00) for additional small equipment purchases for department's SWAT members, e.g. gas masks, communications headsets, protective gear, etc.
- Moved \$8,000 from Ordinance Enforcement cost center, Professional Services line (001.000.41.521.70.41.00) to Administration cost center, Professional Services line (001.000.41.521.10.41.00). Significant increase in hiring related costs, e.g. polygraphs, medical and psychological examinations.
- Move from Ordinance Enforcement cost center, \$2,500 Professional Services line (001.000.41.521.70.41.00) and \$1,000 Spay and Neuter line (001.000.41.521.70.49.01) to Training cost center, Advertising line (001.000.41.521.40.41.00) to assist with recruiting and hiring.
- Annual adjustment for interfund rental

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

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change	% Change	\$ Change	% Change
					20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Salaries	164,309	172,380	172,514	181,612	9,232	5%	9,098	5%
Overtime	3,275	3,000	3,500	3,000	-	0%	(500)	-14%
Holiday Buyback	5,388	5,707	5,707	5,964	257	5%	257	5%
Benefits	67,519	67,597	73,622	77,129	9,532	14%	3,507	5%
Uniforms	106	3,030	1,000	3,030	-	0%	2,030	203%
Supplies	264	2,000	1,200	2,000	-	0%	800	67%
Minor Equipment	1,080	55,210	55,210	5,310	(49,900)	-90%	(49,900)	-90%
Professional Services	27,810	39,040	25,000	25,040	(14,000)	-36%	40	0%
Rental/Lease	10,590	13,840	13,840	18,470	4,630	33%	4,630	33%
Miscellaneous	-	1,080	70	80	(1,000)	-93%	10	14%
	280,341	362,884	351,663	321,635	(41,249)	-11%	(30,028)	-9%

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.

2020 Budget Changes

Annual adjustment for interfund rental

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change	% Change	\$ Change	% Change
					20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Salaries	389,918	405,344	385,043	383,664	(21,680)	-5%	(1,379)	0%
Overtime	42,743	38,948	36,200	36,700	(2,248)	-6%	500	1%
Holiday Buyback	16,229	16,634	16,634	15,228	(1,406)	-8%	(1,406)	-8%
Benefits	142,059	135,596	144,767	150,561	14,965	11%	5,794	4%
Uniforms	649	3,000	1,200	3,000	-	0%	1,800	150%
Supplies	217	500	450	500	-	0%	50	11%
Minor Equipment	4,245	5,785	3,200	3,500	(2,285)	-39%	300	9%
Rental/Lease	48,450	58,100	58,100	45,220	(12,880)	-22%	(12,880)	-22%
Repair/Maintenance	463	500	350	500	-	0%	150	43%
Equipment	52,114	-	-	-	N/A	N/A	N/A	N/A
	697,087	664,407	645,944	638,873	(25,534)	-4%	(7,071)	-1%

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.

2020 Budget Changes

Annual adjustment for interfund rental

2020 Decision Packages

Decision Package #28 added \$14,462 for the purchase of an evidence drying cabinet

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change	% Change	\$ Change	% Change
					20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Salaries	68,889	68,864	68,933	70,883	2,019	3%	1,950	3%
Overtime	252	1,200	900	1,200	-	0%	300	33%
Holiday Buyback	2,681	2,913	2,913	3,036	123	4%	123	4%
Benefits	25,035	25,228	25,255	26,584	1,356	5%	1,329	5%
Uniforms	50	310	150	310	-	0%	160	107%
Supplies	1,993	4,100	3,000	4,100	-	0%	1,100	37%
Minor Equipment	508	1,100	3,240	19,143	18,043	1640%	15,903	491%
Professional Services	2,977	2,800	2,800	2,800	-	0%	-	0%
Rental/Lease	5,260	6,360	6,360	5,930	(430)	-7%	(430)	-7%
Repair/Maintenance	-	500	250	500	-	0%	250	100%
Miscellaneous	-	100	100	100	-	0%	-	0%
	107,645	113,475	113,901	134,586	21,111	19%	20,685	18%

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 – One third of the salary, benefits and overtime for the Narcotics Detective Sergeant. Payment of 10% State of Washington tax on seizures.

2020 Budget Changes

None

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change 20-19 Budget	% Change 20-19 Budget	\$ Change 20-19 Estimate	% Change 20-19 Estimate
Beginning Balance	693	1	1	119,631	119,630	11963000%	119,630	11963000%
<u>Revenue</u>								
Investment Interest	317	430	430	390	(40)	-9%	(40)	-9%
Miscellaneous Revenue	26,208	165,000	165,000	165,000	-	0%	-	0%
Total Revenues	26,525	165,430	165,430	165,390	(40)	0%	(40)	0%
<u>Expenditure</u>								
Intergovernmental Serv.	26,921	45,000	45,000	45,000	-	0%	-	0%
Repair and Maint.	-	800	800	800	-	0%	-	0%
Interest	296	-	-	-	N/A	N/A	N/A	N/A
Total Expenditures	27,217	45,800	45,800	45,800	-	0%	-	0%
Ending Balance	1	119,631	119,631	239,221	119,590	100%	119,590	100%

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





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

Program	2018	2019	2019	2020	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Community Services	479,818	511,912	494,665	570,443	58,531	11%	75,778	15%
Economic Development	105,405	113,750	108,595	184,050	70,300	62%	75,455	69%
	585,223	625,662	603,260	754,493	128,831	21%	151,233	25%

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

Function

Community Services’ function is to provide effective and efficient support to the Mayor, City Council, Department Directors, City staff, and the public. 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 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 local and regional issues that involve funding, legislation, and interlocal agreements.

In addition, the Division provides leadership to the City’s Diversity Commission and associated programs, activities and events. It also acts as liaison to the state and federal governments, managing both state and federal lobbyists, as well as drafting the City’s yearly legislative agenda.

Budget Narrative

The Salary and Benefits budget includes the Community Services & Economic Development Director, one Program Coordinator and a ¼ FTE Diversity Commission Coordinator.

2020 Budget Changes

Annual adjustment for technology services

2020 Decision Packages

- Decision Package #2 added \$63,814 for a new 1/2 FTE for Human Services Coordinator – Council Priority 3
- Decision Package #31 added \$ 33,814 for the PIO / Communications Strategist – Council Priority 4
- Decision Package #32 added \$18,000 for the Diversity Commission Coordinator & staff support – Council Priority 4
- Decision Package #33 added \$25,000 a community survey – Council Priority 4
- Decision Package #34 added \$1,000 for the Diversity Commission film services – Council Priority 4

Description	2018	2019	2019	2020	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Salaries	235,152	260,405	244,655	356,548	96,143	37%	111,893	46%
Benefits	72,745	80,513	79,016	114,437	33,924	42%	35,421	45%
Supplies	888	1,000	1,000	1,200	200	20%	200	20%
Minor Equipment	329	500	500	3,873	3,373	675%	3,373	675%
Professional Services	41,812	35,104	35,104	30,104	(5,000)	-14%	(5,000)	-14%
Lobbyist Prof. Service	112,296	112,296	112,296	40,296	(72,000)	-64%	(72,000)	-64%
Communications	1,056	1,090	1,090	2,575	1,485	136%	1,485	136%
Travel	956	1,000	1,000	1,000	-	0%	-	0%
Rental/Lease	774	2,000	2,000	2,000	-	0%	-	0%
Interfund Rental	11,751	11,004	11,004	11,410	406	4%	406	4%
Repair/Maintenance	-	500	500	500	-	0%	-	0%
Miscellaneous	2,059	6,500	6,500	6,500	-	0%	-	0%
	479,818	511,912	494,665	570,443	58,531	11%	75,778	15%

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. As of 2019 the Division, together with Parks & Recreation Department Arts & Culture Manager, provides leadership to the programs, activities, projects and events associated with the City’s Creative District designation. 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.

2020 Budget Changes

None

2020 Decision Packages

Decision Package #35 added \$50,000 for the purchase and operating costs of a new trolley – Council Priority 6
 Decision Package #36 added \$10,000 for creative district support – Council Priority 6
 Decision Package #37 added \$25,000 for downtown wayfinding signage

Description	2018	2019	2019	2020	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Salaries	556	850	850	875	25	3%	25	3%
Benefits	50	200	45	200	-	0%	155	344%
Supplies	5,924	6,000	6,000	6,275	275	5%	275	5%
Minor Equipment	300	300	300	300	-	0%	-	0%
Professional Services	94,588	102,000	97,000	137,000	35,000	34%	40,000	41%
Communications	303	400	400	400	-	0%	-	0%
Travel	1,003	1,000	1,000	1,000	-	0%	-	0%
Repair & Maintenance	-	-	-	10,000	10,000	N/A	10,000	N/A
Miscellaneous	2,681	3,000	3,000	3,000	-	0%	-	0%
Machinery/Equipment	-	-	-	25,000	25,000	N/A	25,000	N/A
	105,405	113,750	108,595	184,050	45,300	62%	75,455	69%

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 \$127,000 (2020 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 2019) 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 2020 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 Edmonds Center for the Arts and the Edmonds Chamber of Commerce for the Edmonds Visitor Center and Chamber-managed community events.

2020 Decision Packages

Decision Package #35 added \$25,000 for the purchase of a new trolley – Council Priority 6

Decision Package #38 added \$97,750 for Lodging Tax expenditures approved by the committee – Council Priority 6

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

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change 20-19 Budget	% Change 20-19 Budget	\$ Change 20-19 Estimate	% Change 20-19 Estimate
Beginning Balance	82,356	89,938	89,938	84,268	(5,670)	-6%	(5,670)	-6%
<u>Revenue</u>								
75% Hotel/Motel Tax*	90,121	92,250	92,250	95,250	3,000	3%	3,000	3%
Investment Interest	2,521	2,480	2,480	3,380	900	36%	900	36%
Other Misc Revenues	270	3,534	-	-	(3,534)	-100%	N/A	N/A
Total Revenues	92,912	98,264	94,730	98,630	366	0%	3,900	4%
<u>Expenditure</u>								
Professional Services	81,330	103,934	95,400	86,987	(16,947)	-16%	(8,413)	-9%
Miscellaneous	0	1,000	1,000	6,763	5,763	576%	5,763	576%
Interfund Transfer Out	4,000	4,000	4,000	4,000	-	0%	-	0%
Equipment	0	0	-	25,000	25,000	N/A	25,000	N/A
Total Expenditures	85,330	108,934	100,400	122,750	13,816	13%	22,350	22%
Ending Balance	89,938	79,268	84,268	60,148	(19,120)	-24%	(24,120)	-29%

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:	Business Improvement District Fund		Fund #:	140
Department:	Community Services and Economic Development		Department #:	61
Cost Center	Total Fund		Cost Center #:	N/A

Function

January 15, 2013, the Edmonds City Council approved Ordinance No. 3909 creating an Edmonds Downtown Business Improvement District (aka Edmonds Downtown Alliance). Business Improvement Districts (BID) are special assessment areas established under the Revised Code of Washington (Chapter 35.87.A). They provide a local funding mechanism whereby businesses assess themselves to fund programs related to activities such as beautification, marketing, security, parking, clean-up or administration.

The Edmonds Downtown Alliance (Ed!) has nearly 350 members. Ed!’s goal is to ensure the City of Edmonds downtown stays lively, attractive and prosperous. Information about the Edmonds Downtown Alliance may be found at <http://edmondsdowntown.org>.

2020 Decision Packages

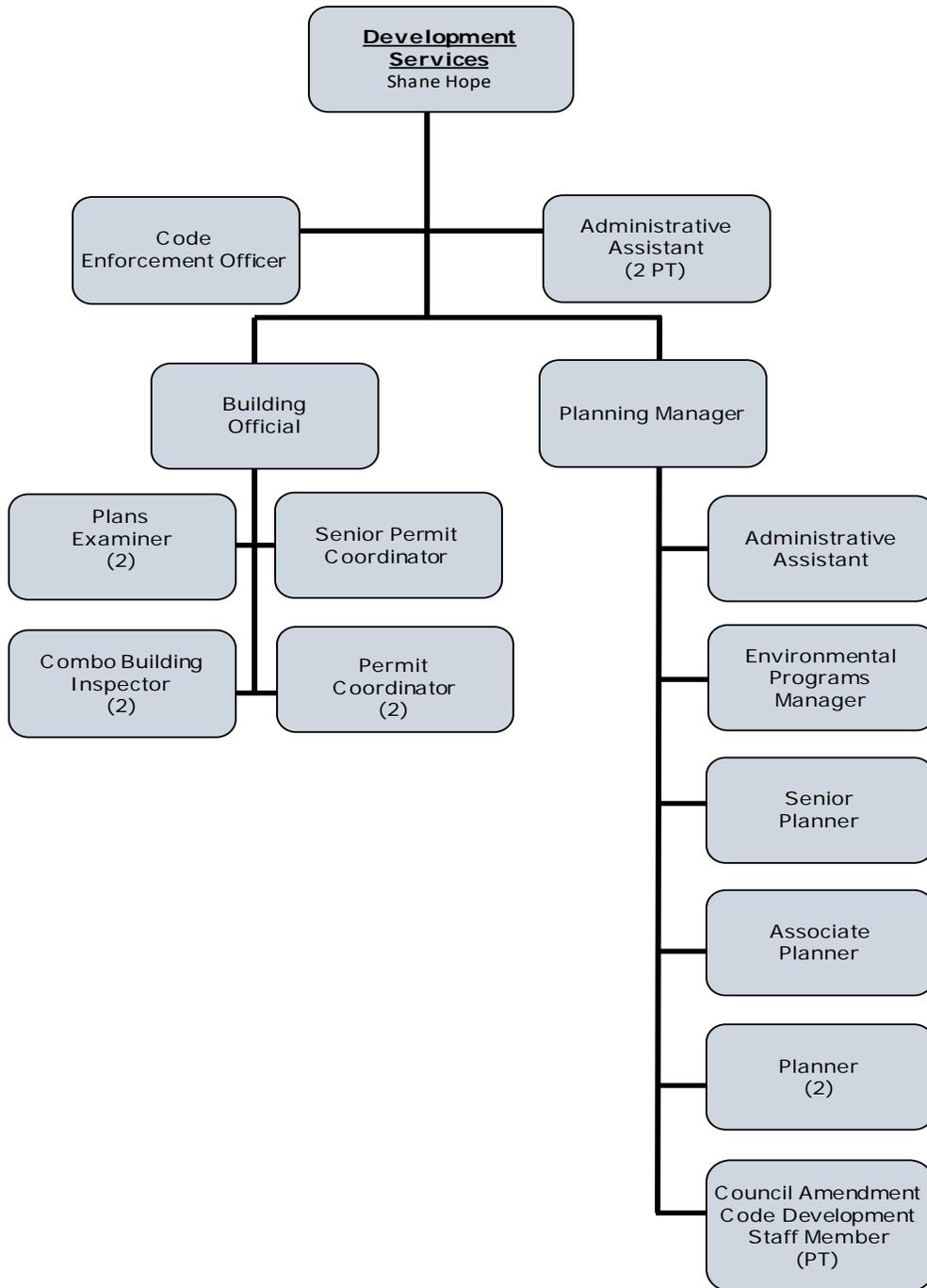
Decision Package #113 added \$80,510 for the Business Improvement District Budget

Description	2018 Actual	2019* Budget	2019 Estimate	2020 Budget	\$ Change 20-19 Budget	% Change 20-19 Budget	\$ Change 20-19 Estimate	% Change 20-19 Estimate
Beginning Balance	41,496	-	24,098	22,625	22,625	N/A	(1,473)	-6%
<u>Revenue</u>								
ED! Assessment Fee	82,017	-	76,922	79,209	79,209	N/A	2,287	3%
Interest from Collections	40	-	-	-	N/A	N/A	N/A	N/A
BID Donations	6,860	-	7,046	-	N/A	N/A	(7,046)	-100%
Miscellaneous Revenue	650	-	-	-	N/A	N/A	N/A	N/A
Total Revenues	89,567	-	83,968	79,209	79,209	N/A	(4,759)	-6%
<u>Expenditures</u>								
Supplies	7,578	-	12,353	11,850	11,850	N/A	(503)	-4%
Professional Services	94,048	-	70,299	66,035	66,035	N/A	(4,264)	-6%
Miscellaneous	5,339	-	2,789	2,625	2,625	N/A	(164)	-6%
Total Expenditures	106,965	-	85,441	80,510	80,510	N/A	(4,931)	-6%
Ending Balance	24,098	-	22,625	21,324	21,324	N/A	(1,301)	-6%

Note:

*The 2019 Budget was not included in the 2019 Budget Ordinance and is not included in the budget charts.

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





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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 enhance our community’s sustainability and quality of life by:

- Planning for long-term needs related to land use, shorelines, climate, transportation, housing, environment, historic preservation, neighborhoods, and economic vitality
- Drafting and implementing codes, policies, plans, and standards related to development and preservation
- Handling all aspects of development permitting with excellent customer service.

Administration	904,589	1,215,611	1,086,085	1,071,497	(144,114)	-12%	(14,588)	-1%
Building Services	977,315	1,181,272	1,130,588	1,153,173	(28,099)	-2%	22,585	2%
Planning	949,439	1,177,975	1,114,607	1,193,039	15,064	1%	78,432	7%
	2,831,343	3,574,858	3,331,280	3,417,709	(157,149)	-4%	86,429	3%

Description	2018	2019	2019	2020	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Salaries	1,491,394	1,665,849	1,634,532	1,760,943	95,094	6%	126,411	8%
Overtime	21,911	1,300	1,300	1,300	-	0%	-	0%
Benefits	562,785	629,631	650,006	658,292	28,661	5%	8,286	1%
Uniforms	742	500	500	500	-	0%	-	0%
Supplies	12,165	17,100	13,000	17,100	-	0%	4,100	32%
Minor Equipment	8,385	6,100	6,100	7,300	1,200	20%	1,200	20%
Professional Services	497,932	1,028,161	807,046	721,380	(306,781)	-30%	(85,666)	-11%
Communications	8,737	16,621	9,000	9,000	(7,621)	-46%	-	0%
Travel	5,025	5,500	8,700	6,800	1,300	24%	(1,900)	-22%
Rental/Lease	11,251	11,800	11,800	11,800	-	0%	-	0%
Interfund Rental	145,159	131,436	131,436	158,434	26,998	21%	26,998	21%
Repairs/Maintenance	33,773	6,800	6,800	6,800	-	0%	-	0%
Miscellaneous	32,084	54,060	51,060	58,060	4,000	7%	7,000	14%
	2,831,343	3,574,858	3,331,280	3,417,709	(157,149)	-4%	86,429	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.

2020 Budget Changes

Annual adjustment for technology services

2020 Decision Packages

Decision Package #39 added \$30,000 for the community engagement on climate action – Council Priority 2

Decision Package #41 added \$20,000 for the digitization and archiving project – Council Priority 4

Council amendment added \$72,120 for a 0.5 FTE staff member to update the City’s development code

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

Description	2018	2019	2019	2020	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Salaries	297,892	314,905	320,720	378,614	63,709	20%	57,894	18%
Overtime	1,836	1,000	1,000	1,000	-	0%	-	0%
Benefits	89,753	99,875	101,170	120,545	20,670	21%	19,375	19%
Supplies	11,626	17,100	13,000	17,100	-	0%	4,100	32%
Minor Equipment	4,159	1,500	1,500	1,500	-	0%	-	0%
Professional Services	393,486	702,305	576,190	471,420	(230,885)	-33%	(104,770)	-18%
Communications	1,603	9,121	1,500	1,500	(7,621)	-84%	-	0%
Travel	2,865	2,300	3,500	2,300	-	0%	(1,200)	-34%
Rental/Lease	11,251	11,800	11,800	11,800	-	0%	-	0%
Interfund Rental	51,372	45,905	45,905	55,918	10,013	22%	10,013	22%
Repair/Maintenance	31,000	6,800	6,800	6,800	-	0%	-	0%
Miscellaneous	7,746	3,000	3,000	3,000	-	0%	-	0%
	904,589	1,215,611	1,086,085	1,071,497	(144,114)	-12%	(14,588)	-1%

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, two Combo Building Inspectors, two Plans Examiners, one Senior Permit Coordinator, and two Permit Coordinators (8.0 FTE's)
Overtime	Minor overtime charges to cover peak period workloads.
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 #30, #34 and #70.

2020 Budget Changes

Annual adjustment for technology services and interfund rental

2020 Decision Packages

- Decision Package #42 added \$60,000 for plan review consultant services
- Decision Package #43 added \$6,000 for building code books – Council Priority 8
- Decision Package #44 added \$23,000 for maintenance of MyBuildingPermit.com

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

Description	2018	2019	2019	2020	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Salaries	596,493	663,949	648,379	687,001	23,052	3%	38,622	6%
Overtime	20,075	-	-	-	N/A	N/A	N/A	N/A
Benefits	242,777	267,753	267,639	273,104	5,351	2%	5,465	2%
Uniforms	742	500	500	500	-	0%	-	0%
Supplies	244	-	-	-	N/A	N/A	N/A	N/A
Minor Equipment	2,596	3,000	3,000	3,000	-	0%	-	0%
Professional Services	48,339	173,252	138,252	103,000	(70,252)	-41%	(35,252)	-25%
Communications	5,798	6,000	6,000	6,000	-	0%	-	0%
Travel	1,829	1,500	1,500	2,000	500	33%	500	33%
Interfund Rental	49,142	41,988	41,988	49,238	7,250	17%	7,250	17%
Miscellaneous	9,280	23,330	23,330	29,330	6,000	26%	6,000	26%
	977,315	1,181,272	1,130,588	1,153,173	(28,099)	-2%	22,585	2%

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, two Associate Planners, one Planner, 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	Mobile 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.

2020 Budget Changes

Annual adjustment for technology services and interfund rental

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

Description	2018	2019	2019	2020	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Salaries	597,009	686,995	665,433	695,328	8,333	1%	29,895	4%
Overtime	-	300	300	300	-	0%	-	0%
Benefits	230,255	262,003	281,197	264,643	2,640	1%	(16,554)	-6%
Supplies	295	-	-	-	N/A	N/A	N/A	N/A
Minor Equipment	1,630	1,600	1,600	2,800	1,200	75%	1,200	75%
Professional Services	56,107	152,604	92,604	146,960	(5,644)	-4%	54,356	59%
Communications	1,336	1,500	1,500	1,500	-	0%	-	0%
Travel	331	1,700	3,700	2,500	800	47%	(1,200)	-32%
Interfund Rental	44,645	43,543	43,543	53,278	9,735	22%	9,735	22%
Repair and Maintenance	2,773	-	-	-	N/A	N/A	N/A	N/A
Miscellaneous	15,058	27,730	24,730	25,730	(2,000)	-7%	1,000	4%
	949,439	1,177,975	1,114,607	1,193,039	15,064	1%	78,432	7%

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

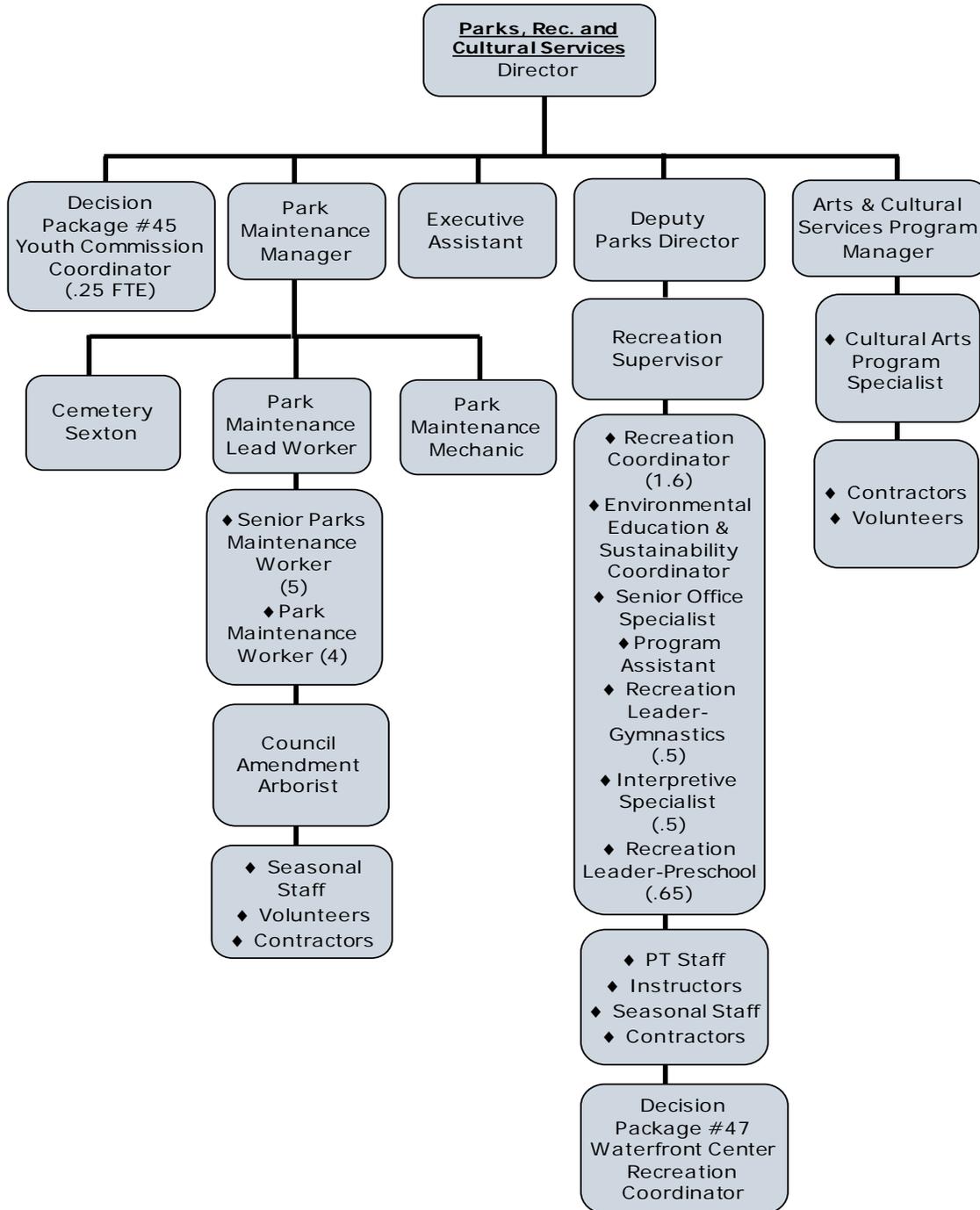
Function

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	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change 20-19 Budget	% Change 20-19 Budget	\$ Change 20-19 Estimate	% Change 20-19 Estimate
Beginning Balance	7,356	12,607	12,607	6,637	(5,970)	-47%	(5,970)	-47%
<u>Revenue</u>								
Investment Interest	251	230	230	230	-	0%	-	0%
Transfer In	5,000	5,000	5,000	5,000	-	0%	-	0%
Total Revenue	5,251	5,230	5,230	5,230	-	0%	-	0%
<u>Expenditure</u>								
Supplies	-	100	100	100	-	0%	-	0%
Professional Services	-	200	200	200	-	0%	-	0%
Miscellaneous	-	10,900	10,900	5,600	(5,300)	-49%	(5,300)	-49%
Total Expenditure	-	11,200	11,200	5,900	(5,300)	-47%	(5,300)	-47%
Ending Balance	12,607	6,637	6,637	5,967	(670)	-10%	(670)	-10%

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, and 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. It also provides ongoing partnerships with numerous community organizations including the Edmonds School District, Edmonds Boys and Girls Club, Edmonds Community College, Sno-King Youth Club, Edmonds Chamber of Commerce, Rotary, and the Dale Turner YMCA, among others.

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

Program	2018	2019	2019	2020	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Administration	358,583	474,145	450,548	427,618	(46,527)	-10%	(22,930)	-5%
Rec. & Cultural Services	1,193,500	1,543,646	1,473,382	1,428,819	(114,827)	-7%	(44,563)	-3%
Discovery Programs	65,948	68,374	68,885	76,049	7,675	11%	7,164	10%
Athletics	90,160	104,405	104,405	100,840	(3,565)	-3%	(3,565)	-3%
Day Camp	-	600	-	-	(600)	-100%	N/A	N/A
Fitness	72,084	63,770	73,850	73,850	10,080	16%	-	0%
Gymnastics	134,285	182,296	188,901	185,183	2,887	2%	(3,718)	-2%
Meadowdale Preschool	40,596	59,714	58,324	66,182	6,468	11%	7,858	13%
Parks Maintenance	1,904,583	1,836,147	1,873,853	2,116,409	280,262	15%	242,556	13%
Flower Program	51,045	48,971	57,664	56,501	7,530	15%	(1,163)	-2%
	3,910,784	4,382,068	4,349,812	4,531,451	149,383	3%	181,639	4%

Description	2018	2019	2019	2020	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Salaries	1,883,755	2,123,618	2,098,693	2,272,394	148,776	7%	173,701	8%
Overtime	13,979	10,000	10,000	10,000	-	0%	-	0%
Benefits	739,778	814,594	822,468	864,290	49,696	6%	41,822	5%
Uniforms	3,680	6,275	5,275	6,275	-	0%	1,000	19%
Supplies	135,182	125,090	123,990	137,390	12,300	10%	13,400	11%
Small Equipment	12,308	9,500	9,500	10,900	1,400	15%	1,400	15%
Professional Services	494,831	674,820	622,300	566,300	(108,520)	-16%	(56,000)	-9%
Communications	29,965	30,820	30,320	31,370	550	2%	1,050	3%
Travel	2,416	5,170	4,285	5,270	100	2%	985	23%
Rental/Lease	78,697	80,425	82,425	76,390	(4,035)	-5%	(6,035)	-7%
Interfund Rental	187,818	188,114	188,114	192,555	4,441	2%	4,441	2%
Public Utility	225,168	175,338	215,338	230,507	55,169	31%	15,169	7%
Repair/Maintenance	17,855	29,700	28,700	29,700	-	0%	1,000	3%
Miscellaneous	64,476	98,110	97,910	98,110	-	0%	200	0%
Buildings	13,746	-	-	-	N/A	N/A	N/A	N/A
Equipment	7,130	-	-	-	N/A	N/A	N/A	N/A
Construction	-	10,494	10,494	-	(10,494)	-100%	(10,494)	-100%
	3,910,784	4,382,068	4,349,812	4,531,451	149,383	3%	181,639	4%

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 including the Frances Anderson Center, Plaza Room, Meadowdale Community Clubhouse, Yost Pool and soon to be Waterfront Center. 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 three boards and commissions as well as neighboring City, County, and school district jurisdictions.

This cost center includes the Director, one Executive Assistant and the Youth Commission Coordinator (.25 FTE), and oversees the complete planning and operations of the Parks, Recreation, and Cultural Services Department as well as operational budget for the Youth Commission.

Budget Narrative

Salaries and benefits are for the Director, Executive Assistant and Youth Commission Coordinator (.25 FTE)

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

Professional services line includes partnerships such as Earth Corp and Student Conservation.

2020 Budget Changes

None

2020 Decision Packages

Decision Package #45 added \$30,600 to continue with the Youth Commission that was established in 2019 – Council Priority 4

Description	2018	2019	2019	2020	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Salaries	225,469	249,695	233,695	254,616	4,921	2%	20,921	9%
Benefits	80,259	96,200	89,603	94,752	(1,448)	-2%	5,149	6%
Supplies	1,756	9,000	8,000	9,000	-	0%	1,000	13%
Minor Equipment	2,556	2,000	2,000	2,000	-	0%	-	0%
Professional Services	33,189	95,250	95,250	45,250	(50,000)	-52%	(50,000)	-52%
Communications	2,058	1,500	1,500	1,500	-	0%	-	0%
Travel	1,402	1,500	1,500	1,500	-	0%	-	0%
Rental/Lease	7,874	9,500	9,500	9,500	-	0%	-	0%
Repair/Maintenance	418	-	-	-	N/A	N/A	N/A	N/A
Miscellaneous	3,602	9,500	9,500	9,500	-	0%	-	0%
	358,583	474,145	450,548	427,618	(46,527)	-10%	(22,930)	-5%



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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 supervise 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 and Waterfront Center), 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, Program Assistant (2) and a Senior Office Specialist, Recreation Leader – Gymnastics (.5), Interpretive Specialist (.5), Recreation Leader – Preschool 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).

2020 Budget Changes

Annual adjustment for technology services and interfund rental

2020 Decision Packages

- Decision Package #46 decreased \$62,000 for Parks and Recreation operating costs
- Decision Package #47 added \$21,220 for the Waterfront Center staffing and programming
- Decision Package #48 added \$9,500 for new flooring at the Anderson Center with restricted funds (Fund 127)

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

Description	2018	2019	2019	2020	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Salaries	600,193	677,867	677,867	716,040	38,173	6%	38,173	6%
Overtime	79	-	-	-	N/A	N/A	N/A	N/A
Benefits	212,448	252,735	251,471	251,124	(1,611)	-1%	(347)	0%
Supplies	7,153	7,500	7,500	17,300	9,800	131%	9,800	131%
Minor Equipment	2,050	-	-	-	N/A	N/A	N/A	N/A
Professional Services	201,908	318,150	249,150	259,150	(59,000)	-19%	10,000	4%
Communications	21,968	22,150	22,150	22,150	-	0%	-	0%
Travel	241	2,000	2,000	2,000	-	0%	-	0%
Rental/Lease	-	600	600	600	-	0%	-	0%
Interfund Rental	93,838	182,864	182,864	80,675	(102,189)	-56%	(102,189)	-56%
Miscellaneous	53,622	79,780	79,780	79,780	-	0%	-	0%
	1,193,500	1,543,646	1,473,382	1,428,819	(114,827)	-7%	(44,563)	-3%

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.

2020 Budget Changes

None

2020 Decision Packages

Decision Package #46 added \$950 for Parks and Recreation operating costs

Description	2018	2019	2019	2020	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Salaries	50,160	51,515	51,515	56,596	5,081	10%	5,081	10%
Benefits	9,881	11,784	11,740	13,428	1,644	14%	1,688	14%
Uniforms	708	1,155	1,155	1,155	-	0%	-	0%
Supplies	1,271	1,300	1,300	1,300	-	0%	-	0%
Small Equipment	495	-	-	-	N/A	N/A	N/A	N/A
Professional Services	1,061	1,000	1,000	1,300	300	30%	300	30%
Communications	1,414	800	1,300	1,350	550	69%	50	4%
Travel	773	720	775	820	100	14%	45	6%
Miscellaneous	185	100	100	100	-	0%	-	0%
	65,948	68,374	68,885	76,049	7,675	11%	7,164	10%

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

Function

Adult leagues include basketball, softball, senior softball, volleyball and pickleball. 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

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.

2020 Budget Changes

Added a senior softball league in 2019 which will continue through 2020.

2020 Decision Packages

Decision Package #46 added \$300 for Parks and Recreation operating costs

Description	2018	2019	2019	2020	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Supplies	12,839	11,200	11,200	11,500	300	3%	300	3%
Professional Services	67,586	70,250	70,250	70,250	-	0%	-	0%
Rental/Lease	7,935	20,155	20,155	16,290	(3,865)	-19%	(3,865)	-19%
Miscellaneous	1,800	2,800	2,800	2,800	-	0%	-	0%
	90,160	104,405	104,405	100,840	(3,565)	-3%	(3,565)	-3%

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.

2020 Budget Changes

Yoga instructor shifted from an employment position to contract position in line with all instructors. Instructors are paid based on a percentage of revenue collected for their class.
Increase in revenue.

2020 Decision Packages

Decision Package #46 added \$10,080 for Parks and Recreation operating costs

Description	2018	2019	2019	2020	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Supplies	199	350	350	350	-	0%	-	0%
Professional Services	71,631	61,920	72,000	72,000	10,080	16%	-	0%
Repair/Maintenance	254	1,500	1,500	1,500	-	0%	-	0%
	72,084	63,770	73,850	73,850	10,080	16%	-	0%

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.

2020 Budget Changes

None

Description	2018	2019	2019	2020	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Salaries	103,981	138,908	138,908	143,073	4,165	3%	4,165	3%
Benefits	21,953	34,718	41,323	33,610	(1,108)	-3%	(7,713)	-19%
Supplies	5,356	4,900	4,900	4,900	-	0%	-	0%
Minor Equipment	1,554	2,000	2,000	2,000	-	0%	-	0%
Professional Services	562	800	800	800	-	0%	-	0%
Rental/Lease	135	170	170	-	(170)	-100%	(170)	-100%
Repair/Maintenance	292	500	500	500	-	0%	-	0%
Miscellaneous	452	300	300	300	-	0%	-	0%
	134,285	182,296	188,901	185,183	2,887	2%	(3,718)	-2%

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 two assistants (.5 FTE's).

2020 Budget Changes

None

Description	2018	2019	2019	2020	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Salaries	29,431	41,369	41,369	50,448	9,079	22%	9,079	22%
Benefits	8,653	11,985	10,595	9,374	(2,611)	-22%	(1,221)	-12%
Supplies	1,614	4,500	4,500	4,500	-	0%	-	0%
Professional Services	-	720	720	720	-	0%	-	0%
Communications	887	1,080	1,080	1,080	-	0%	-	0%
Travel	-	10	10	10	-	0%	-	0%
Miscellaneous	11	50	50	50	-	0%	-	0%
	40,596	59,714	58,324	66,182	6,468	11%	7,858	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 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. Parks is responsible for maintaining all City owned baseball and soccer fields in order to keep up with the high 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, Hazel Miller Plaza concerts, 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 Man, Parks Maintenance Mechanic, Senior Parks Maintenance Worker (6), and (3) Parks Maintenance Workers
- 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, two tractors, two trailers and shared cost with Public Works Department of bucket truck and wood chipper.

2020 Budget Changes

Annual adjustment for interfund rental

2020 Decision Packages

Decision Package #46 added \$1,400 for Parks and Recreation operating costs

Decision Package #50 added \$54,662 for an increase in utility costs

Staff recommended change added \$845 for the PUD Green Power Program

Council amendment added \$103,515 for a full time arborist

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

Description	2018	2019	2019	2020	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Salaries	839,120	925,063	916,092	1,012,333	87,270	9%	96,241	11%
Overtime	13,900	10,000	10,000	10,000	-	0%	-	0%
Benefits	398,197	401,962	403,379	449,349	47,387	12%	45,970	11%
Uniforms	2,972	5,120	4,120	5,120	-	0%	1,000	24%
Supplies	100,458	81,680	82,680	84,480	2,800	3%	1,800	2%
Minor Equipment	5,222	5,000	5,000	6,400	1,400	28%	1,400	28%
Professional Services	118,894	126,730	133,130	116,830	(9,900)	-8%	(16,300)	-12%
Communications	3,638	5,290	4,290	5,290	-	0%	1,000	23%
Travel	-	940	-	940	-	0%	940	N/A
Rental/Lease	62,753	50,000	52,000	50,000	-	0%	(2,000)	-4%
Interfund Rental	91,690	5,250	5,250	111,880	106,630	2031%	106,630	2031%
Public Utility	225,168	175,338	215,338	230,507	55,169	31%	15,169	7%
Repair/Maintenance	16,891	27,700	26,700	27,700	-	0%	1,000	4%
Miscellaneous	4,804	5,580	5,380	5,580	-	0%	200	4%
Equipment - Recreational	13,746	-	-	-	N/A	N/A	N/A	N/A
Equipment - Facilities	7,130	-	-	-	N/A	N/A	N/A	N/A
Construction - Park Fac	-	10,494	10,494	-	(10,494)	-100%	(10,494)	-100%
	1,904,583	1,836,147	1,873,853	2,116,409	280,262	15%	242,556	13%

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.

2020 Budget Changes

None.

Description	2018	2019	2019	2020	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Salaries	35,401	39,201	39,247	39,288	87	0%	41	0%
Benefits	8,387	5,210	14,357	12,653	7,443	143%	(1,704)	-12%
Supplies	4,536	4,060	3,560	4,060	-	0%	500	14%
Minor Equipment	431	500	500	500	-	0%	-	0%
Interfund Rental	2,290	-	-	-	N/A	N/A	N/A	N/A
	51,045	48,971	57,664	56,501	7,530	15%	(1,163)	-2%

Fund:	Marsh Restoration & Preservation Fund		Fund #:	017
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Total Fund		Cost Center #:	N/A

Function

The Edmonds Marsh Restoration and Preservation Fund (017) was established through Ordinance No. 4100 effective March 16, 2018. The fund was established for the purpose of holding city-provided funds and receiving donations from the citizens for, or in aid of, the cost of operating and restoring the Edmonds Marsh, including the daylighting of Willow Creek.

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change 20-19 Budget	% Change 20-19 Budget	\$ Change 20-19 Estimate	% Change 20-19 Estimate
Beginning Balance	-	309,178	309,178	864,978	555,800	180%	555,800	180%
<u>Revenue</u>								
Contributions	9,178	6,800	5,800	-	(6,800)	-100%	(5,800)	-100%
Transfer In	300,000	550,000	550,000	-	(550,000)	-100%	(550,000)	-100%
Total Revenue	309,178	556,800	555,800	-	(556,800)	-100%	(555,800)	-100%
<u>Expenditure</u>								
Total Expenditure	-	-	-	-	N/A	N/A	N/A	N/A
Ending Balance	309,178	865,978	864,978	864,978	(1,000)	0%	-	0%



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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 Cultural Arts Program Specialist 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 \$47 - 50,000)
- 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.
- Partnering with Economic Development on Certified Creative District implementation of work plan.

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 2020 projects include both permanent and temporary installations. Percent for art funds are augmented by private donations. 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, for example a poetry workshop in conjunction with Write on the Sound.

2020 Decision Packages

Decision Package #51 added \$62,000 for Public Art at the Library – Council Priority 6

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

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change 20-19 Budget	% Change 20-19 Budget	\$ Change 20-19 Estimate	% Change 20-19 Estimate
Program 100								
Beginning Balance	437,190	473,880	473,880	465,610	(8,270)	-2%	(8,270)	-2%
<u>Revenue</u>								
Resale Items	415	320	320	320	-	0%	-	0%
Community Events	53,660	44,500	47,000	50,000	5,500	12%	3,000	6%
Investment Interest	13,648	12,690	12,690	18,930	6,240	49%	6,240	49%
Contributions	13,630	13,600	13,600	13,600	-	0%	-	0%
Interfund Transfer In	19,000	19,000	19,000	19,000	-	0%	-	0%
Total Revenues	100,353	90,110	92,610	101,850	11,740	13%	9,240	10%
<u>Expenditure</u>								
Supplies	4,493	4,500	4,500	4,500	-	0%	-	0%
Small Equipment	1,490	1,700	1,700	1,700	-	0%	-	0%
Professional Services	53,035	87,500	87,500	87,500	-	0%	-	0%
Travel	9	80	80	80	-	0%	-	0%
Rental / Lease	-	2,000	2,000	2,000	-	0%	-	0%
Repair and Maint.	-	300	300	300	-	0%	-	0%
Miscellaneous	4,636	4,800	4,800	4,800	-	0%	-	0%
Total Expenditures	63,663	100,880	100,880	100,880	-	0%	-	0%
Ending Balance	473,880	463,110	465,610	466,580	3,470	1%	970	0%

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

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change 20-19 Budget	% Change 20-19 Budget	\$ Change 20-19 Estimate	% Change 20-19 Estimate
Program 200								
Beginning Balance	87,094	88,003	88,003	97,603	9,600	11%	9,600	11%
<u>Revenue</u>								
Investment Interest	2,190	3,500	3,500	3,070	(430)	-12%	(430)	-12%
Contributions	1,200	35,000	1,100	35,000	-	0%	33,900	3082%
Interfund Transfer	4,230	23,557	15,000	119,405	95,848	407%	104,405	696%
Total Revenues	7,620	62,057	19,600	157,475	95,418	154%	137,875	703%
<u>Expenditure</u>								
Supplies	-	200	200	200	-	0%	-	0%
Professional Services	6,528	78,000	8,000	140,000	62,000	79%	132,000	1650%
Miscellaneous	183	1,800	1,800	1,800	-	0%	-	0%
Total Expenditures	6,711	80,000	10,000	142,000	62,000	78%	132,000	1320%
Ending Balance	88,003	70,060	97,603	113,078	43,018	61%	15,475	16%

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change 20-19 Budget	% Change 20-19 Budget	\$ Change 20-19 Estimate	% Change 20-19 Estimate
Program 300								
Beginning Balance	8,922	8,750	8,750	8,230	(520)	-6%	(520)	-6%
<u>Revenue</u>								
Investment Interest	228	480	480	310	(170)	-35%	(170)	-35%
Total Revenues	228	480	480	310	(170)	-35%	(170)	-35%
<u>Expenditure</u>								
Professional Services	400	1,000	1,000	1,000	-	0%	-	0%
Total Expenditures	400	1,000	1,000	1,000	-	0%	-	0%
Ending Balance	8,750	8,230	8,230	7,540	(690)	-8%	(690)	-8%

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	2018	2019	2019	2020	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Beginning Balance	18,350	18,899	18,899	19,479	580	3%	580	3%
<u>Revenue</u>								
Investment Interest	549	580	580	750	170	29%	170	29%
Total Revenue	549	580	580	750	170	29%	170	29%
<u>Expenditure</u>								
Total Expenditure	-	-	-	-	N/A	N/A	N/A	N/A
Ending Balance	18,899	19,479	19,479	20,229	750	4%	750	4%

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.

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change 20-19 Budget	% Change 20-19 Budget	\$ Change 20-19 Estimate	% Change 20-19 Estimate
Beginning Balance	15,348	15,030	15,030	13,710	(1,320)	-9%	(1,320)	-9%
<u>Revenue</u>								
Investment Interest	441	480	480	590	110	23%	110	23%
Contributions	1,146	1,200	1,200	1,200	-	0%	-	0%
Total Revenues	1,587	1,680	1,680	1,790	110	7%	110	7%
<u>Expenditures</u>								
Miscellaneous	1,905	3,000	3,000	3,000	-	0%	-	0%
Total Expenditures	1,905	3,000	3,000	3,000	-	0%	-	0%
Ending Balance	15,030	13,710	13,710	12,500	(1,210)	-9%	(1,210)	-9%

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. 2020 revenues are projected at \$31,666. 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.

All 123 Fund expenditures are recommendations approved by LTAC as recommendations to City Council for the 2020 budget.

2020 Decision Packages

Decision Package #52 added \$33,900 for LTAC expenditures approved by the Lodging Tax Advisory Committee – Council Priority 6

Description	2018	2019	2019	2020	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Beginning Balance	59,887	70,586	70,586	69,836	(750)	-1%	(750)	-1%
<u>Revenue</u>								
25% Hotel/Motel Tax*	30,040	29,500	29,500	31,750	2,250	8%	2,250	8%
Investment Interest	1,940	1,750	1,750	2,700	950	54%	950	54%
Total Revenues	37,472	31,250	31,250	34,450	3,200	10%	3,200	10%
<u>Expenditures</u>								
Professional Services	25,309	28,500	28,500	33,900	5,400	19%	5,400	19%
Miscellaneous	1,464	3,500	3,500	-	(3,500)	-100%	(3,500)	-100%
Total Expenditures	26,773	32,000	32,000	33,900	1,900	6%	1,900	6%
Ending Balance	70,586	69,836	69,836	70,386	550	1%	550	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.

2020 Decision Packages

Decision Package #48 added \$9,500 for a transfer to the General Fund for new flooring at the Anderson Center
 Decision Package #53 added \$39,500 for memorial benches

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

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change 20-19 Budget	% Change 20-19 Budget	\$ Change 20-19 Estimate	% Change 20-19 Estimate
Beginning Balance-000	179,162	207,043	207,043	207,689	646	0%	646	0%
<u>Revenue</u>								
Investment Interest	5,458	8,300	8,300	8,170	(130)	-2%	(130)	-2%
Contributions	63,850	95,500	85,000	128,300	32,800	34%	43,300	51%
Total Revenues	69,308	103,800	93,300	136,470	32,670	31%	43,170	46%
<u>Expenditure</u>								
Supplies	15,127	59,695	39,779	43,320	(16,375)	-27%	3,541	9%
Small Equipment	-	15,325	15,325	-	(15,325)	-100%	(15,325)	-100%
Repair and Maintenance	-	11,250	11,250	14,000	2,750	24%	2,750	24%
Interfund Transfer Out	26,300	26,300	26,300	35,800	9,500	36%	9,500	36%
Total Expenditures	41,427	112,570	92,654	93,120	(19,450)	-17%	466	1%
Ending Balance-000	207,043	198,273	207,689	251,039	52,766	27%	43,350	21%

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change 20-19 Budget	% Change 20-19 Budget	\$ Change 20-19 Estimate	% Change 20-19 Estimate
Beginning Balance-100	66,945	68,365	68,365	68,365	-	0%	-	0%
<u>Revenue</u>								
Investment Interest	1,420	-	-	2,000	2,000	N/A	2,000	N/A
Total Revenues	1,420	-	-	2,000	2,000	N/A	2,000	N/A
<u>Expenditure</u>								
Total Expenditures	-	-	-	-	N/A	N/A	N/A	N/A
Ending Balance-100	68,365	68,365	68,365	70,365	2,000	3%	2,000	3%

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change 20-19 Budget	% Change 20-19 Budget	\$ Change 20-19 Estimate	% Change 20-19 Estimate
Beginning Balance-200	19,559	19,817	19,817	18,717	(1,100)	-6%	(1,100)	-6%
<u>Revenue</u>								
Investment Interest	412	-	-	580	580	N/A	580	N/A
Contributions	-	6,000	6,000	6,000	-	0%	-	0%
Total Revenues	412	6,000	6,000	6,580	580	10%	580	10%
<u>Expenditure</u>								
Professional Services	-	6,500	6,500	6,500	-	0%	-	0%
Miscellaneous	154	600	600	600	-	0%	-	0%
Total Expenditures	154	7,100	7,100	7,100	-	0%	-	0%
Ending Balance-200	19,817	18,717	18,717	18,197	(520)	-3%	(520)	-3%

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.

2020 Budget Changes

Annual adjustment for interfund rental

2020 Decision Packages

Decision Package #50 added \$2,055 for an increase in communication and utility costs
Staff recommended change added \$87 for the PUD Green Power Program

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change 20-19 Budget	% Change 20-19 Budget	\$ Change 20-19 Estimate	% Change 20-19 Estimate
Beginning Balance	188,887	212,775	212,775	201,381	(11,394)	-5%	(11,394)	-5%
Revenue								
Resale Items/Taxable	36,265	27,000	28,000	27,000	-	0%	(1,000)	-4%
Cemetery Grave Sales	137,070	109,620	108,620	109,620	-	0%	1,000	1%
Investment Interest	5,648	5,940	5,940	7,990	2,050	35%	2,050	35%
Contributions	(2)	-	-	-	N/A	N/A	N/A	N/A
Interfund Transfer	40,000	40,000	40,000	40,000	-	0%	-	0%
Total Revenue	218,981	182,560	182,560	184,610	2,050	1%	2,050	1%
Expenditures								
Salaries and Wages	84,488	93,593	94,111	97,476	3,883	4%	3,365	4%
Overtime	2,999	3,500	3,500	3,500	-	0%	-	0%
Benefits	38,401	39,179	42,123	42,029	2,850	7%	(94)	0%
Uniforms	675	1,000	700	1,000	-	0%	300	43%
Supplies	17,620	7,000	3,000	7,000	-	0%	4,000	133%
Resale Items	24,472	20,000	20,000	20,000	-	0%	-	0%
Professional Services	1,934	4,200	2,500	4,200	-	0%	1,700	68%
Communications	1,562	1,410	1,760	1,700	290	21%	(60)	-3%
Travel	-	500	-	500	-	0%	500	N/A
Utilities	5,583	3,835	5,600	5,652	1,817	47%	52	1%
Repairs and Maintenance	-	500	400	500	-	0%	100	25%
Miscellaneous	5,719	14,000	14,000	4,000	(10,000)	-71%	(10,000)	-71%
Interfund Rental	11,640	6,260	6,260	8,230	1,970	31%	1,970	31%
Total Expenditures	195,093	194,977	193,954	195,787	810	0%	1,833	1%
Ending Balance	212,775	200,358	201,381	190,204	(10,154)	-5%	(11,177)	-6%



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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	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change 20-19 Budget	% Change 20-19 Budget	\$ Change 20-19 Estimate	% Change 20-19 Estimate
Beginning Balance-100	87,755	90,669	90,669	93,436	2,767	3%	2,767	3%
<u>Revenue</u>								
Investment Interest	2,914	2,767	2,767	3,950	1,183	43%	1,183	43%
Total Revenues	2,914	2,767	2,767	3,950	1,183	43%	1,183	43%
<u>Expenditure</u>								
Total Expenditures	-	-	-	-	N/A	N/A	N/A	N/A
Ending Balance-100	90,669	93,436	93,436	97,386	3,950	4%	3,950	4%

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change 20-19 Budget	% Change 20-19 Budget	\$ Change 20-19 Estimate	% Change 20-19 Estimate
Beginning Balance- 200	66,397	68,136	68,136	65,115	(3,021)	-4%	(3,021)	-4%
<u>Revenue</u>								
Investment Interest	1,739	1,979	1,979	2,380	401	20%	401	20%
Total Revenues	1,739	1,979	1,979	2,380	401	20%	401	20%
<u>Expenditure</u>								
Small Equipment	-	5,000	5,000	-	(5,000)	-100%	(5,000)	-100%
Total Expenditures	-	5,000	5,000	-	(5,000)	-100%	(5,000)	-100%
Ending Balance-200	68,136	65,115	65,115	67,495	2,380	4%	2,380	4%

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change 20-19 Budget	% Change 20-19 Budget	\$ Change 20-19 Estimate	% Change 20-19 Estimate
Beginning Balance- 300	1,755	1,811	1,801	1,925	114	6%	124	7%
<u>Revenue</u>								
Investment Interest	46	124	124	60	(64)	-52%	(64)	-52%
Total Revenues	46	124	124	60	(64)	-52%	(64)	-52%
<u>Expenditure</u>								
Total Expenditures	-	-	-	-	N/A	N/A	N/A	N/A
Ending Balance-300	1,801	1,935	1,925	1,985	50	3%	60	3%

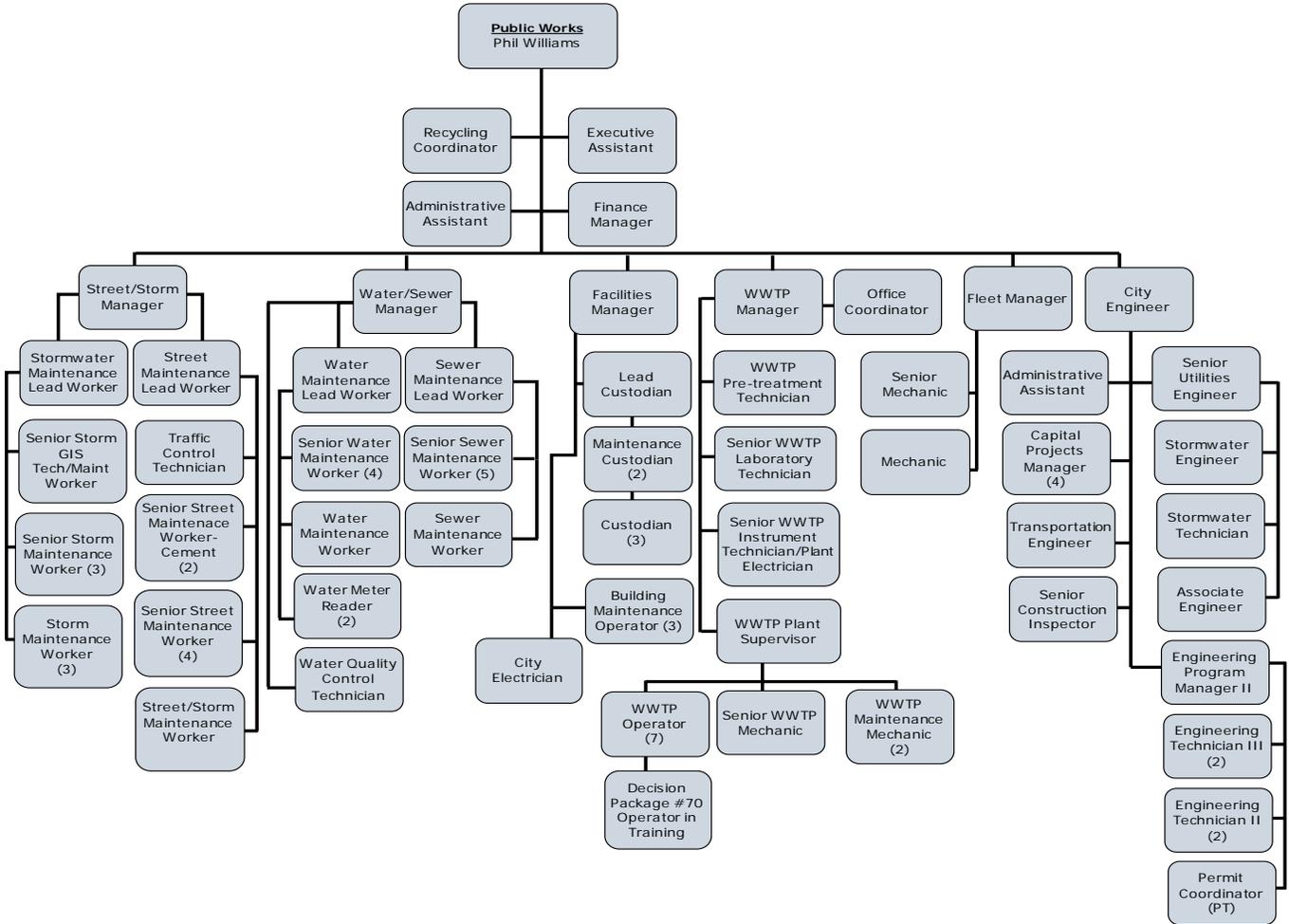
Fund:	Cemetery Maintenance Trust		Fund #:	137
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Total Fund		Cost Center #:	N/A

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	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change 20-19 Budget	% Change 20-19 Budget	\$ Change 20-19 Estimate	% Change 20-19 Estimate
Beginning Balance	938,110	985,657	985,657	1,030,157	44,500	5%	44,500	5%
Revenue								
Resale Items/Taxable	4,029	3,000	3,000	3,000	-	0%	-	0%
Cemetery Grave Sales	15,230	12,180	12,180	12,180	-	0%	-	0%
Investment Interest	28,288	29,320	29,320	39,030	9,710	33%	9,710	33%
Total Revenues	47,547	44,500	44,500	54,210	9,710	22%	9,710	22%
Expenditure								
Total Expenditures	-	-	-	-	N/A	N/A	N/A	N/A
Ending Balance	985,657	1,030,157	1,030,157	1,084,367	54,210	5%	54,210	5%

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	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change 20-19 Budget	% Change 20-19 Budget	\$ Change 20-19 Estimate	% Change 20-19 Estimate
Administration	504,450	612,530	585,738	630,194	17,664	3%	44,456	8%
Engineering	2,307,584	2,703,840	2,720,173	2,908,416	204,576	8%	188,243	7%
Facilities Maintenance	1,820,365	2,919,799	2,938,714	3,261,749	341,950	12%	323,035	11%
	4,632,399	6,236,169	6,244,625	6,800,359	564,190	9%	555,734	9%

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change 20-19 Budget	% Change 20-19 Budget	\$ Change 20-19 Estimate	% Change 20-19 Estimate
Salaries	2,487,900	2,844,129	2,875,607	2,940,851	96,722	3%	65,244	2%
Overtime	12,329	16,000	15,200	12,700	(3,300)	-21%	(2,500)	-16%
Benefits	1,031,084	1,143,052	1,130,035	1,181,220	38,168	3%	51,185	5%
Uniforms	5,302	3,450	3,450	3,450	-	0%	-	0%
Supplies	118,281	95,600	95,600	120,600	25,000	26%	25,000	26%
Minor Equipment	7,556	6,200	5,400	6,200	-	0%	800	15%
Professional Services	56,113	994,980	986,745	775,040	(219,940)	-22%	(211,705)	-21%
Communications	33,635	33,975	36,850	36,950	2,975	9%	100	0%
Travel	1,427	2,100	2,085	2,100	-	0%	15	1%
Rental/Lease	10,488	16,100	14,900	16,100	-	0%	1,200	8%
Interfund Rental	295,029	257,846	257,846	272,130	14,284	6%	14,284	6%
Public Utility	298,276	285,287	285,287	301,018	15,731	6%	15,731	6%
Repair/Maintenance	209,767	448,100	446,500	42,100	(406,000)	-91%	(404,400)	-91%
Miscellaneous	49,980	89,350	89,120	89,900	550	1%	780	1%
Construction Projects	15,232	-	-	1,000,000	1,000,000	N/A	1,000,000	N/A
	4,632,399	6,236,169	6,244,625	6,800,359	564,190	9%	555,734	9%

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), a Finance Manager (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.

2020 Budget Changes

Annual adjustment for technology services and interfund rental

2020 Decision Packages

Staff recommended change added \$518 for the PUD Green Power Program

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

Description	2018	2019	2019	2020	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Salaries	276,077	369,334	369,334	380,790	11,456	3%	11,456	3%
Overtime	-	200	200	200	-	0%	-	0%
Benefits	97,893	131,246	104,454	131,041	(205)	0%	26,587	25%
Supplies	4,530	8,600	8,600	8,600	-	0%	-	0%
Minor Equipment	-	1,000	1,000	1,000	-	0%	-	0%
Professional Services	232	200	200	200	-	0%	-	0%
Communications	689	1,350	1,350	1,350	-	0%	-	0%
Travel	803	500	500	500	-	0%	-	0%
Rental/Lease	1,233	2,400	2,400	2,400	-	0%	-	0%
Interfund Rental	119,795	88,793	88,793	94,895	6,102	7%	6,102	7%
Public Utility	2,668	3,007	3,007	3,318	311	10%	311	10%
Repair/Maintenance	-	1,000	1,000	1,000	-	0%	-	0%
Miscellaneous	530	4,900	4,900	4,900	-	0%	-	0%
	504,450	612,530	585,738	630,194	17,664	3%	44,456	8%

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, four Maintenance Custodians, and two Custodians.

2020 Budget Changes

Annual adjustment for interfund rental

2020 Decision Packages

- Decision Package #54 added \$1,500,000 for the facilities capital renewal program
- Decision Package #55 added \$15,000 to create a lead building maintenance operator position
- Decision Package #56 added \$13,000 for public safety chiller maintenance
- Decision Package #57 added \$15,000 for city hall HVAC annual service
- Decision Package #58 added \$12,000 for adjustments to the operating budget

Staff recommended change added \$5,700 for the PUD Green Power Program

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

Description	2018	2019	2019	2020	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Salaries	720,825	754,619	754,619	787,257	32,638	4%	32,638	4%
Overtime	6,875	7,500	7,500	7,500	-	0%	-	0%
Benefits	323,568	315,230	334,145	348,852	33,622	11%	14,707	4%
Uniforms	5,302	3,000	3,000	3,000	-	0%	-	0%
Supplies	113,751	87,000	87,000	112,000	25,000	29%	25,000	29%
Minor Equipment	3,911	3,000	3,000	3,000	-	0%	-	0%
Professional Services	41,768	940,940	940,940	586,000	(354,940)	-38%	(354,940)	-38%
Communications	17,826	16,000	16,000	16,000	-	0%	-	0%
Travel	-	1,000	1,000	1,000	-	0%	-	0%
Rental/Lease	2,273	5,000	5,000	5,000	-	0%	-	0%
Interfund Rental	63,310	54,730	54,730	50,940	(3,790)	-7%	(3,790)	-7%
Public Utility	295,608	282,280	282,280	297,700	15,420	5%	15,420	5%
Repair/Maintenance	209,767	444,500	444,500	38,500	(406,000)	-91%	(406,000)	-91%
Miscellaneous	349	5,000	5,000	5,000	-	0%	-	0%
Construction Projects	15,232	-	-	1,000,000	1,000,000	N/A	1,000,000	N/A
	1,820,365	2,919,799	2,938,714	3,261,749	341,950	12%	323,035	11%

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

Salaries and Benefits	Seventeen and a half (17.5) Full Time Equivalent (FTEs) including City Engineer, Transportation Engineer, Stormwater Engineer, Senior Utilities Engineer, Engineering Program Manager, four Capital Project Managers, four Engineering Technicians, one Stormwater Engineering Technician, Senior Construction Inspector, an Administrative Assistant, an associate engineer, and a part-time permit coordinator.
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.

2020 Budget Changes

Annual adjustment for technology services and interfund rental

2020 Decision Packages

- Decision Package #59 added \$175,000 to update the comprehensive sidewalk plan and official street map – Council Priority 8
- Decision Package #60 added \$36,000 for the commute trip reduction - employee incentive program – Council Priority 2
- Decision Package #61 added \$20,000 for pedestrian task force education program

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

Description	2018	2019	2019	2020	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Salaries	1,490,998	1,720,176	1,751,654	1,772,804	52,628	3%	21,150	1%
Overtime	5,454	8,300	7,500	5,000	(3,300)	-40%	(2,500)	-33%
Benefits	609,623	696,576	691,436	701,327	4,751	1%	9,891	1%
Uniforms	-	450	450	450	-	0%	-	0%
Minor Equipment	3,645	2,200	1,400	2,200	-	0%	800	57%
Professional Services	14,113	53,840	45,605	188,840	135,000	251%	143,235	314%
Communications	15,120	16,625	19,500	19,600	2,975	18%	100	1%
Travel	624	600	585	600	-	0%	15	3%
Rental/Lease	6,982	8,700	7,500	8,700	-	0%	1,200	16%
Interfund Rental	111,924	114,323	114,323	126,295	11,972	10%	11,972	10%
Repair/Maintenance	-	2,600	1,000	2,600	-	0%	1,600	160%
Miscellaneous	49,101	79,450	79,220	80,000	550	1%	780	1%
	2,307,584	2,703,840	2,720,173	2,908,416	204,576	8%	188,243	7%

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, two Senior Street Maintenance/Cement Finishers, and two Street Maintenance workers. The Manager also supervises the Stormwater Division.

2020 Budget Changes

Annual adjustment for debt service allocation, interfund rental and overhead allocation

A reduction of \$70,000 to the Street Department’s operation’s supply budget is requested due to the completion of the traffic signal replacement program started in 2017 (decision package #680-17003). Due to the replacement of 6 signal cabinets through capital improvement projects and one replaced due to a traffic accident, the department no long needs the funds for cabinet replacement.

2020 Decision Packages

- Decision Package #7 added \$110 for an increase in SAO audit fees
- Decision Package #11 decreased \$8,662 for the 2019 insurance allocation
- Decision Package #62 added \$6,200 for seasonal help
- Decision Package #63 added \$42,000 for a slide cement mixer
- Decision Package #64 added \$5,000 for new hire CDL training program

Staff recommended change added \$7,188 for the PUD Green Power Program

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

	2018	2019	2019	2020	\$ Change	% Change	\$ Change	% Change
Description	Actual	Budget	Estimate	Budget	20-19	20-19	20-19	20-19
					Budget	Budget	Estimate	Estimate
Beginning Balance	1,102,079	1,343,329	1,343,329	940,012	(403,317)	-30%	(403,317)	-30%
Revenue								
TBD Vehicle Fee	706,276	710,000	697,000	697,000	(13,000)	-2%	-	0%
Street And Curb Permit	8,100	5,000	8,100	5,000	-	0%	(3,100)	-38%
Motor Vehicle Fuel Tax	741,011	710,000	673,000	752,808	42,808	6%	79,808	12%
Transportation Charges	27,417	-	2,800	-	N/A	N/A	(2,800)	-100%
Investment Interest	25,759	33,070	33,070	37,660	4,590	14%	4,590	14%
Miscellaneous Revenues	2,060	1,200	1,200	1,200	-	0%	-	0%
Capital Assets Disposition	28,800	-	-	-	N/A	N/A	N/A	N/A
Interfund Transfer In	400,000	400,000	400,000	400,000	-	0%	-	0%
Insurance Recoveries	7,333	-	-	-	N/A	N/A	N/A	N/A
Total Revenues	1,946,756	1,859,270	1,815,170	1,893,668	34,398	2%	78,498	4%
Expenditure								
Salaries	497,391	795,977	822,490	723,081	(72,896)	-9%	(99,409)	-12%
Overtime	27,582	35,900	35,900	18,400	(17,500)	-49%	(17,500)	-49%
Benefits	250,104	267,595	286,571	309,539	41,944	16%	22,968	8%
Uniforms	3,136	6,000	5,000	6,000	-	0%	1,000	20%
Supplies	243,397	331,500	280,500	263,000	(68,500)	-21%	(17,500)	-6%
Small Equipment	5,580	20,000	11,000	20,000	-	0%	9,000	82%
Professional Services	12,088	26,140	25,140	27,930	1,790	7%	2,790	11%
Communications	7,276	4,500	4,500	4,500	-	0%	-	0%
Training	-	1,000	1,000	1,000	-	0%	-	0%
Rental/Lease	3,246	2,300	1,300	2,300	-	0%	1,000	77%
Insurance	156,645	153,881	153,881	145,219	(8,662)	-6%	(8,662)	-6%
Public Utility	280,483	276,605	276,605	280,918	4,313	2%	4,313	2%
Repairs & Maintenance	27,887	52,000	37,000	52,000	-	0%	15,000	41%
Miscellaneous	1,229	11,500	7,000	13,000	1,500	13%	6,000	86%
Interfund Rental	184,850	205,980	265,980	228,150	22,170	11%	(37,830)	-14%
Debt Principal	3,968	4,040	4,040	4,170	130	3%	130	3%
Debt Interest	644	580	580	510	(70)	-12%	(70)	-12%
Total Expenditures	1,705,506	2,255,498	2,218,487	2,139,717	(115,781)	-5%	(78,770)	-4%
Ending Balance	1,343,329	947,101	940,012	693,963	(253,138)	-27%	(246,049)	-26%

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, one 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.

2020 Budget Changes

Annual adjustment for debt service allocation, technology services, interfund rental and utility overhead allocation

2020 Decision Packages

- Decision Package #6 added \$630 for Tyler annual maintenance fee increase
- Decision Package #7 added \$980 for an increase in SAO audit fees
- Decision Package #11 decreased \$1,558 for the 2019 insurance allocation
- Decision Package #64 added \$10,000 for new hire CDL training program
- Decision Package #65 added \$220,000 for increased water rates paid to Alderwood Water

Staff recommended change added \$775 for the PUD Green Power Program

Capital Improvement Program

- Decision Package #73 added \$449,946 for the phase 11 waterline replacement project (2021)
- Decision Package #74 added \$40,000 for the 2020 waterline overlays
- Decision Package #75 added \$867,000 for Swedish to 76th waterline replacement project
- Decision Package #76 added \$15,000 for 2019 waterline overlays
- Decision Package #77 added \$1,593,510 for phase 10 waterline replacement project (2020)
- Decision Package #78 added \$16,700 for the 5 corners reservoir recoating project
- Decision Package #99 added \$1,688,047 for the Dayton 3rd to 9th project
- Decision Package #100 added \$30,000 for the citywide pedestrian crossing project

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

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change	% Change	\$ Change	% Change
					20-19	20-19	20-19	20-19
Beginning Balance Total	19,153,889	21,205,813	21,205,813	20,447,149	(758,664)	-4%	(758,664)	-4%
<u>Revenue</u>								
Grants	33,192	53,950	38,004	-	(53,950)	-100%	(38,004)	-100%
Custodial & Building Services	2,857	3,000	3,300	3,000	-	0%	(300)	-9%
Water Sales and Services	9,182,806	10,038,476	9,850,782	10,687,180	648,704	6%	836,398	8%
Investment Interest	73,322	41,700	41,700	69,390	27,690	66%	27,690	66%
Leases Long-Term	47,126	41,500	41,500	41,500	-	0%	-	0%
Contributions	864	-	-	-	N/A	N/A	N/A	N/A
Miscellaneous Revenues	63,784	5,000	200	200	(4,800)	-96%	-	0%
Water Connection Fee	335,863	290,000	275,237	315,000	25,000	9%	39,763	14%
Total Revenues	9,352,158	10,473,626	10,250,723	11,116,270	642,644	6%	865,547	8%
<u>Expenditure</u>								
Depreciation	923,284	-	-	-	N/A	N/A	N/A	N/A
Salaries	710,492	845,003	845,003	845,871	868	0%	868	0%
Overtime	23,391	24,000	24,000	24,000	-	0%	-	0%
Benefits	137,750	377,635	378,092	363,882	(13,753)	-4%	(14,210)	-4%
Uniforms	2,747	4,000	4,000	4,000	-	0%	-	0%
Supplies	157,941	150,000	150,000	150,000	-	0%	-	0%
Consumed Fuel	70	-	-	-	N/A	N/A	N/A	N/A
Resale Inventory - Water	1,806,142	1,950,000	2,520,000	2,170,000	220,000	11%	(350,000)	-14%
Resale Inventory - Supplies	84,375	170,000	170,000	170,000	-	0%	-	0%
Small Equipment	2,565	11,000	6,000	11,000	-	0%	5,000	83%
Professional Services	84,808	674,254	598,159	1,035,091	360,837	54%	436,932	73%
Interfund Services	513,170	603,730	549,667	536,300	(67,430)	-11%	(13,367)	-2%
Communications	28,045	30,000	30,000	30,000	-	0%	-	0%
Training	-	200	200	200	-	0%	-	0%
Excise Tax	1,682,584	1,649,700	1,649,700	1,649,700	-	0%	-	0%
Rental/Lease	2,248	5,000	3,000	5,000	-	0%	2,000	67%
Interfund Rental	139,907	150,532	150,532	128,158	(22,374)	-15%	(22,374)	-15%
Insurance	56,738	54,423	54,423	52,865	(1,558)	-3%	(1,558)	-3%
Public Utility	30,229	35,310	30,000	35,775	465	1%	5,775	19%
Repairs & Maintenance	160,261	1,603,100	1,308,495	75,830	(1,527,270)	-95%	(1,232,665)	-94%
Miscellaneous	99,800	121,400	121,400	131,400	10,000	8%	10,000	8%
Interfund Transfer Out	-	646,370	646,370	650,870	4,500	1%	4,500	1%
Equipment	-	15,000	15,000	-	(15,000)	-100%	(15,000)	-100%
Construction Projects	-	3,215,078	1,145,476	3,755,382	540,304	17%	2,609,906	228%
Debt Principal	-	384,290	384,290	399,600	15,310	4%	15,310	4%
Debt Interest	653,312	225,580	225,580	211,190	(14,390)	-6%	(14,390)	-6%
Debt Issue Costs	375	-	-	-	N/A	N/A	N/A	N/A
Total Expenditures	7,300,234	12,945,605	11,009,387	12,436,114	(509,491)	-4%	1,426,727	13%
Ending Balance	21,205,813	18,733,834	20,447,149	19,127,305	393,471	2%	(1,319,844)	-6%

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, a Senior Storm GIS worker, three Senior Storm Maintenance Workers, and three Storm Maintenance Workers. 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.

2020 Budget Changes

Annual adjustment for debt service allocation, technology services, interfund rental and utility overhead allocation

2020 Decision Packages

- Decision Package #6 added \$630 for Tyler annual maintenance fee increase
- Decision Package #7 added \$520 for an increase in SAO audit fees
- Decision Package #11 decreased \$7,127 for the 2019 insurance allocation
- Decision Package #64 added \$5,000 for new hire CDL training program
- Decision Package #66 added \$6,200 for seasonal help

Staff recommended change added \$525 for the PUD Green Power Program
 Council amendment added \$450,000 for the Marsh Restoration

Capital Improvement Program

- Decision Package #79 added \$241,000 for the Seaview infiltration facility phase 2
- Decision Package #81 added \$25,000 for Edmonds Marsh feasibility and restoration – Council Priority 2
- Decision Package #82 added \$1,979,500 for phase 1 annual storm pipe replacement project (2020)
- Decision Package #83 added \$15,000 for the Dayton storm pump station
- Decision Package #84 added \$230,000 for Lake Ballinger Regional Facility
- Decision Package #85 added \$68,000 for the Lake Ballinger storm drainage project
- Decision Package #87 added \$15,000 for Lorian Woods geotechnical services
- Decision Package #88 added \$30,000 for Perrinville Creek flow management projects
- Decision Package #97 added \$4,415 for the 84th Avenue W overlay project
- Decision Package #99 added \$1,363,277 for the Dayton 3rd to 9th project
- Decision Package #100 added \$35,000 for the citywide pedestrian crossing project

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

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change 20-19 Budget	% Change 20-19 Budget	\$ Change 20-19 Estimate	% Change 20-19 Estimate
Beginning Balance	10,990,094	11,913,622	11,913,622	9,663,697	(2,249,925)	-19%	(2,249,925)	-19%
Revenue								
Grants	327,487	57,094	544,394	180,750	123,656	217%	(363,644)	-67%
Stormwater Sales	4,473,912	4,909,044	4,921,433	5,413,576	504,532	10%	492,143	10%
Illegal Discharge Fine	-	500	500	500	-	0%	-	0%
Investment Interest	37,420	34,760	34,760	40,440	5,680	16%	5,680	16%
Leases Long-Term	19,093	16,000	17,500	17,500	1,500	9%	-	0%
Miscellaneous Revenues	50,101	-	-	-	N/A	N/A	N/A	N/A
Gains (Losses)	(317,990)	-	-	-	N/A	N/A	N/A	N/A
Water Connection Fee	35,991	35,000	28,265	18,000	(17,000)	-49%	(10,265)	-36%
Proceeds Of LT Debt	-	408,750	408,750	-	(408,750)	-100%	(408,750)	-100%
Total Revenues	4,626,014	5,461,148	5,955,602	5,670,766	209,618	4%	(284,836)	-5%
Expenditure								
Depreciation	584,459	-	-	-	N/A	N/A	N/A	N/A
Salaries	648,581	702,584	705,480	728,080	25,496	4%	22,600	3%
Overtime	10,838	29,000	29,000	6,000	(23,000)	-79%	(23,000)	-79%
Benefits	208,163	366,089	365,975	334,154	(31,935)	-9%	(31,821)	-9%
Uniforms	5,725	6,500	6,500	6,500	-	0%	-	0%
Supplies	39,997	46,000	26,400	46,000	-	0%	19,600	74%
Small Equipment	643	4,000	2,000	4,000	-	0%	2,000	100%
Professional Services	240,645	1,710,539	941,585	1,477,092	(233,447)	-14%	535,507	57%
Interfund Services	615,239	940,427	1,007,989	1,056,975	116,548	12%	48,986	5%
Communications	4,622	3,200	3,200	3,200	-	0%	-	0%
Training	1,682	4,300	4,300	4,300	-	0%	-	0%
Excise Taxes	472,056	470,100	470,100	470,100	-	0%	-	0%
Rental/Lease	1,834	6,000	6,000	6,000	-	0%	-	0%
Interfund Rental	244,267	240,404	240,404	264,830	24,426	10%	24,426	10%
Insurance	178,798	125,390	125,390	118,263	(7,127)	-6%	(7,127)	-6%
Public Utility	10,138	10,710	10,710	11,025	315	3%	315	3%
Repairs & Maintenance	22,790	439,568	15,000	19,130	(420,438)	-96%	4,130	28%
Miscellaneous	117,701	113,100	153,100	158,100	45,000	40%	5,000	3%
Interfund Transfer Out	622	299,487	298,300	282,550	(16,937)	-6%	(15,750)	-5%
Construction Projects	-	4,048,000	3,334,460	2,894,676	(1,153,324)	-28%	(439,784)	-13%
Debt Principal	-	328,479	328,479	344,000	15,521	5%	15,521	5%
Debt Interest	293,686	131,155	131,155	122,400	(8,755)	-7%	(8,755)	-7%
Total Expenditures	3,702,486	10,025,032	8,205,527	8,357,375	(1,667,657)	-17%	151,848	2%
Ending Balance	11,913,622	7,349,738	9,663,697	6,977,088	(372,650)	-5%	(2,686,609)	-28%

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 at times the Ballinger pump station. The cost of the Lynnwood treatment plant 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. After taking into consideration significant energy savings and reallocating line items to be more accurate, the department will not be requesting increases in operating expenses under our control other than staffing. With the difficulty in hiring competent operation and maintenance staff, and following the lead of other local Cities and Counties, we are requesting an increase of 1 FTE as an Operator/Maintenance person in training. This will allow the City to develop competent staff for future growth.

The Capital Program will request the City Council commit to completing the Phase 6 Carbon Recovery project construction beginning in 2020 and completing in 2022. The City would enter into an agreement with the WA State Department of Enterprise Services to ensure the project construction be completed on time and within budget over the next three years. The Carbon Recovery project would replace the sanitary sewage incinerator (SSI) and associated equipment and is the single best opportunity for the WWTP to meet the goals and objectives of Council Resolution 1389 which commits Edmonds to achieving or exceeding established environmental goals.

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

2020 Budget Changes

Annual adjustment for debt service allocation, technology services, interfund rental and utility overhead allocation

2020 Decision Packages

- Decision Package #6 added \$630 for Tyler annual maintenance fee increase
- Decision Package #7 added \$1,560 for an increase in SAO audit fees
- Decision Package #11 decreased \$2,140 for the 2019 insurance allocation
- Decision Package #64 added \$5,000 for new hire CDL training program
- Decision Package #67 added \$5,000 to create a Senior Sewer / GIS Inspector
- Decision Package #68 added \$50,000 for CIPP Spot Repairs
- Decision Package #69 added \$350,000 for an increase to City of Lynnwood for capital expenditures
- Decision Package #70 added \$81,000 for a new Operator-in-Training position

Staff recommended change added \$8,625 for the PUD Green Power Program

Capital Improvement Program

- Decision Package #89 added \$313,736 phase 8 sewerline replacement project (2021)
- Decision Package #90 added \$1,156,204 for the cured in place pipe sewer rehab phase 2 project
- Decision Package #91 added \$106,115 lift station 1 metering and flow study
- Decision Package #92 added \$135,000 for the Lake Ballinger sewer trunk study
- Decision Package #93 added \$1,617,374 for the 2019 sanitary sewer replacement project
- Decision Package #94 added \$16,642,361 for the carbon recovery project
- Decision Package #99 added \$300,000 for the Dayton 3rd to 9th project

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

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change	% Change	\$ Change	% Change
					20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Beginning Balance	44,666,806	45,890,096	45,890,096	44,498,719	(1,391,377)	-3%	(1,391,377)	-3%
Revenue								
Other/Non-Bus/Lic/Permit	14,750	12,000	10,000	10,000	(2,000)	-17%	-	0%
Sewer Sales and Services	10,863,699	11,416,138	11,524,221	12,873,846	1,457,708	13%	1,349,625	12%
Investment Interest	120,541	64,000	120,000	171,490	107,490	168%	51,490	43%
Miscellaneous Revenues	53,576	-	120	-	N/A	N/A	(120)	-100%
Gains/Losses	(332,957)	-	-	-	N/A	N/A	N/A	N/A
Capital Contributions	413,863	1,335,017	1,335,017	5,568,929	4,233,912	317%	4,233,912	317%
Sewer Connection Fee	400,756	200,000	107,285	100,000	(100,000)	-50%	(7,285)	-7%
Interfund Transfer In	-	1,359,141	1,359,141	5,728,461	4,369,320	321%	4,369,320	321%
Total Revenues	11,534,228	14,386,296	14,455,784	24,452,726	10,066,430	70%	9,996,942	69%
Expenditure								
Depreciation	2,456,849	-	-	-	N/A	N/A	N/A	N/A
Salaries	1,675,894	1,850,763	1,850,763	1,953,719	102,956	6%	102,956	6%
Overtime	89,941	95,000	95,000	95,000	-	0%	-	0%
Benefits	363,630	827,107	819,152	854,294	27,187	3%	35,142	4%
Uniforms	6,759	9,500	9,500	9,500	-	0%	-	0%
Supplies	334,692	417,200	397,200	421,000	3,800	1%	23,800	6%
Fuel Consumed	48,452	80,000	80,000	60,000	(20,000)	-25%	(20,000)	-25%
Sewer Inventory	9,354	4,000	4,000	4,000	-	0%	-	0%
Small Equipment	40,676	50,000	47,000	35,000	(15,000)	-30%	(12,000)	-26%
Professional Services	503,090	1,596,499	690,044	1,409,841	(186,658)	-12%	719,797	104%
Interfund Services	570,412	818,710	689,136	701,320	(117,390)	-14%	12,184	2%
Communications	61,384	43,000	43,000	43,000	-	0%	-	0%
Training	4,012	5,000	5,000	5,000	-	0%	-	0%
Excise Tax	989,284	973,000	983,000	978,000	5,000	1%	(5,000)	-1%
Rental/Lease	16,068	9,500	11,500	9,500	-	0%	(2,000)	-17%
Interfund Rental	301,309	303,969	303,969	302,466	(1,503)	0%	(1,503)	0%
Insurance	119,178	184,261	184,261	182,121	(2,140)	-1%	(2,140)	-1%
Public Utility	1,049,409	1,231,310	1,225,860	1,540,685	309,375	25%	314,825	26%
Repairs & Maintenance	662,593	695,000	695,000	745,630	50,630	7%	50,630	7%
Miscellaneous	247,276	125,650	108,200	127,650	2,000	2%	19,450	18%
Interfund Transfer Out	3,608	2,420,671	2,420,671	6,786,141	4,365,470	180%	4,365,470	180%
Equipment	-	30,000	30,000	-	(30,000)	-100%	(30,000)	-100%
Construction Projects	-	5,484,854	4,676,465	13,750,578	8,265,724	151%	9,074,113	194%
Debt Principal	-	402,930	402,930	410,710	7,780	2%	7,780	2%
Debt Interest	751,406	75,490	75,490	68,270	(7,220)	-10%	(7,220)	-10%
Debt Issue Costs	5,662	-	20	-	N/A	N/A	(20)	-100%
Total Expenditures	10,310,938	17,733,414	15,847,161	30,493,425	12,760,011	72%	14,646,264	92%
Ending Balance	45,890,096	42,542,978	44,498,719	38,458,020	(4,084,958)	-10%	(6,040,699)	-14%

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 revenue bond issue, which is backed by the City’s utility rates for water, sewer and storm water.

2020 Budget Changes

Annual adjustment for debt service allocation

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change 20-19 Budget	% Change 20-19 Budget	\$ Change 20-19 Estimate	% Change 20-19 Estimate
Beginning Balance	843,961	843,961	843,961	848,031	4,070	0%	4,070	0%
<u>Revenue</u>								
Investment Interest	-	4,080	4,080	-	(4,080)	-100%	(4,080)	-100%
Transfer In from 421	-	646,370	646,370	647,870	1,500	0%	1,500	0%
Transfer In from 422	-	283,300	283,300	282,550	(750)	0%	(750)	0%
Transfer In from 423	-	1,061,530	1,061,530	1,057,680	(3,850)	0%	(3,850)	0%
Total Revenues	-	1,995,280	1,995,280	1,988,100	(7,180)	0%	(7,180)	0%
<u>Expenditure</u>								
Bond Principal	-	740,010	740,010	755,020	15,010	2%	15,010	2%
Bond Interest	-	1,251,200	1,251,200	1,233,110	(18,090)	-1%	(18,090)	-1%
Total Expenditures	-	1,991,210	1,991,210	1,988,130	(3,080)	0%	(3,080)	0%
Ending Balance	843,961	848,031	848,031	848,001	(30)	0%	(30)	0%

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.

2020 Budget Changes

Annual adjustment for interfund rental

2020 Decision Packages

- Decision Package #7 added \$170 for an increase in SAO audit fees
- Decision Package #11 decreased 4,167 for the 2019 insurance allocation
- Decision Package #29 added \$35,000 to purchase a new police staff vehicle
- Decision Package #54 added \$1,500,000 as a transfer to the General Fund for the facilities capital renewal program
- Decision Package #71 added \$628,000 for the B-fund scheduled replacements
- Decision Package #72 decreased \$5,000 for the fleet operations budget

Staff recommended change added \$500 for the PUD Green Power Program

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

Description	2018	2019	2019	2020	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Beginning Balance	8,996,081	9,552,483	9,552,483	8,487,434	(1,065,049)	-11%	(1,065,049)	-11%
<u>Revenue</u>								
Garage Services	5,975	12,000	12,000	12,000	-	0%	-	0%
Other Environmental Services	15,803	0	0	0	N/A	N/A	N/A	N/A
Sales and Services	622,430	673,610	673,610	660,070	(13,540)	-2%	(13,540)	-2%
Investment Income	178,328	183,800	183,800	248,660	64,860	35%	64,860	35%
Rental Charge - B Fund	864,290	889,350	889,350	820,430	(68,920)	-8%	(68,920)	-8%
Miscellaneous Revenue	106	0	0	0	N/A	N/A	N/A	N/A
Insurance Recovery	12,787	5,000	5,000	5,000	-	0%	-	0%
Capital Assets Disposition	34,055	0	0	0	N/A	N/A	N/A	N/A
Total Revenues	1,733,774	1,763,760	1,763,760	1,746,160	(17,600)	-1%	(17,600)	-1%
<u>Expenditure</u>								
Depreciation	465,018	0	0	0	N/A	N/A	N/A	N/A
Salaries	253,673	259,309	260,023	266,952	7,643	3%	6,929	3%
Overtime	0	2,000	9,000	2,000	-	0%	(7,000)	-78%
Benefits	58,611	114,897	115,871	112,598	(2,299)	-2%	(3,273)	-3%
Uniforms	965	1,000	1,000	1,000	-	0%	-	0%
Supplies	78,547	110,000	120,000	130,000	20,000	18%	10,000	8%
Fuel Consumed	0	1,000	1,000	1,000	-	0%	-	0%
Resale Supplies	205,955	273,000	228,000	243,000	(30,000)	-11%	15,000	7%
Small Equipment	10,833	58,000	58,000	58,000	-	0%	-	0%
Professional Services	4,812	3,580	3,580	3,750	170	5%	170	5%
Interfund Services	0	43,000	43,000	43,000	-	0%	-	0%
Interfund Rental	8,280	12,620	12,620	11,250	(1,370)	-11%	(1,370)	-11%
Communication	2,289	3,000	3,000	3,000	-	0%	-	0%
Travel	339	1,000	1,000	1,000	-	0%	-	0%
Rental/Lease	1,098	1,500	1,500	1,500	-	0%	-	0%
Insurance	29,464	32,015	32,015	27,848	(4,167)	-13%	(4,167)	-13%
Public Utilities	13,058	14,200	14,200	14,500	300	2%	300	2%
Repair and Maintenance	36,746	60,000	(20,000)	60,000	-	0%	80,000	-400%
Miscellaneous	7,684	12,000	12,000	12,000	-	0%	-	0%
Machinery and Equipment	0	1,933,000	1,933,000	678,000	(1,255,000)	-65%	(1,255,000)	-65%
Interfund Transfer	0	0	0	1,500,000	1,500,000	N/A	1,500,000	N/A
Total Expenditures	1,177,372	2,935,121	2,828,809	3,170,398	235,277	8%	341,589	12%
Ending Balance	9,552,483	8,381,122	8,487,434	7,063,196	(1,317,926)	-16%	(1,424,238)	-17%



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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.

The Building Maintenance Fund activity moved to the facilities cost center in the General Fund in 2018.

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change 20-19 Budget	% Change 20-19 Budget	\$ Change 20-19 Estimate	% Change 20-19 Estimate
Beginning Balance	210,221	210,221	210,221	-	(210,221)	-100%	(210,221)	-100%
<u>Revenue</u>								
Total Revenue	-	-	-	-	N/A	N/A	N/A	N/A
<u>Expenditure</u>								
Interfund Transfer	-	-	210,221	-	N/A	N/A	(210,221)	-100%
Total Expenditure	-	-	210,221	-	N/A	N/A	(210,221)	-100%
Ending Balance	210,221	210,221	-	-	(210,221)	-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.

2020 Budget Changes

Annual adjustment for debt service and overhead allocations

Capital Improvement Program

- Decision Package #95 added \$500,000 for the 2020 pavement preservation program
- Decision Package #96 added \$5,535 for the 2019 pavement preservation program
- Decision Package #97 added \$4,831 for the 84th Avenue overlay project
- Decision Package #98 added \$628,000 for the Highway 99 revitalization project – Council Priority 1
- Decision Package #99 added \$192,289 for the Dayton 3rd to 9th project
- Decision Package #100 added \$938,000 for the citywide pedestrian crossing project

Staff recommended change added \$5,237 for the PUD Green Power Program

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

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change	% Change	\$ Change	% Change
					20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Beginning Balance	728,785	859,217	859,217	1,123,874	264,657	31%	264,657	31%
<u>Revenue</u>								
Grants	2,157,018	6,106,235	1,748,679	1,586,400	(4,519,835)	-74%	(162,279)	-9%
Motor Vehicle Fuel Tax	220,281	194,000	216,000	217,350	23,350	12%	1,350	1%
Interlocal Revenue	275,082	2,040	15,866	-	(2,040)	-100%	(15,866)	-100%
Traffic Impact Fees	201,349	250,000	234,155	390,000	140,000	56%	155,845	67%
Investment Interest	(546)	-	-	-	N/A	N/A	N/A	N/A
Contributions	(18,171)	-	-	-	N/A	N/A	N/A	N/A
Interfund Loans	442,866	-	-	-	N/A	N/A	N/A	N/A
Interfund Transfer In	291,339	706,658	587,658	240,140	(466,518)	-66%	(347,518)	-59%
Total Revenues	3,581,060	7,258,933	2,802,358	2,433,890	(4,825,043)	-66%	(368,468)	-13%
<u>Expenditure</u>								
Non Expenditures	247,934	-	-	-	N/A	N/A	N/A	N/A
Salaries	18,185	-	-	-	N/A	N/A	N/A	N/A
Benefits	11,627	961	-	-	(961)	-100%	N/A	N/A
Professional Services	1,565,147	3,887,859	585,560	285,187	(3,602,672)	-93%	(300,373)	-51%
Interfund Services	330,234	284,727	253,879	159,103	(125,624)	-44%	(94,776)	-37%
Repair and Maintenance	203,924	1,138,238	1,029,793	-	(1,138,238)	-100%	(1,029,793)	-100%
Intangible Rights to Land	10,500	38,500	116,525	-	(38,500)	-100%	(116,525)	-100%
Construction Projects	1,025,789	1,443,850	437,054	1,844,852	401,002	28%	1,407,798	322%
Interfund Transfer Out	-	166,710	40,340	40,140	(126,570)	-76%	(200)	0%
Debt Principal	31,687	72,220	72,220	72,220	-	0%	-	0%
Debt Interest	5,600	2,330	2,330	1,970	(360)	-15%	(360)	-15%
Total Expenditures	3,450,627	7,035,395	2,537,701	2,403,472	(4,631,923)	-66%	(134,229)	-5%
Ending Balance	859,218	1,082,755	1,123,874	1,154,292	71,537	7%	30,418	3%

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.

2020 Budget Changes

Annual adjustment for the overhead allocation

Capital Improvement Program

- Decision Package #95 added \$400,000 for the 2020 pavement preservation program
- Decision Package #96 added \$4,470 for the 2019 pavement preservation program
- Decision Package #101 added \$20,000 for the 2020 pedestrian safety program
- Decision Package #104 added \$75,000 for Yost Pool
- Decision Package #105 added \$20,000 for flower pole replacement – Council Priority 6
- Decision Package #106 added \$30,000 for Marina Beach design – Council Priority 2
- Decision Package #107 added \$100,000 for the Fourth Avenue Cultural Corridor – Council Priority 6
- Decision Package #108 added \$24,000 for the community garden – Council Priority 2
- Decision Package #109 added \$75,000 for outdoor fitness zones
- Decision Package #110 added \$941,832 for the waterfront re-development – Council Priority 2
- Decision Package #111 added \$1,250,092 for Civic Park – Council Priority 2

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

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change 20-19 Budget	% Change 20-19 Budget	\$ Change 20-19 Estimate	% Change 20-19 Estimate
Beginning Balance	1,901,005	2,230,820	2,230,820	1,712,974	(517,846)	-23%	(517,846)	-23%
Revenue								
Local Real Estate Tax - 2nd Half	1,769,412	1,540,000	1,450,000	1,350,000	(190,000)	-12%	(100,000)	-7%
Investment Interest	61,812	57,600	57,600	86,090	28,490	49%	28,490	49%
Total Revenues	1,831,224	1,597,600	1,507,600	1,436,090	(161,510)	-10%	(71,510)	-5%
Expenditure								
Supplies	28,437	21,000	21,000	21,000	-	0%	-	0%
Professional Services	692,020	1,428,570	451,434	406,272	(1,022,298)	-72%	(45,162)	-10%
Intefund Services	12,544	6,510	39,557	37,170	30,660	471%	(2,387)	-6%
Repair and Maintenance	385,858	591,156	512,446	164,000	(427,156)	-72%	(348,446)	-68%
Land - Recreational Facilities	-	100,000	-	-	(100,000)	-100%	N/A	N/A
Construction Projects	382,550	1,236,050	1,001,009	2,439,174	1,203,124	97%	1,438,165	144%
Total Expenditures	1,501,409	3,383,286	2,025,446	3,067,616	(315,670)	-9%	1,042,170	51%
Ending Balance	2,230,820	445,134	1,712,974	81,448	(363,686)	-82%	(1,631,526)	-95%

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.

2020 Budget Changes

Annual adjustment for debt service and overhead allocations

Capital Improvement Program

- Decision Package #95 added \$300,000 for the 2020 pavement preservation program
- Decision Package #96 added \$4,995 for the 2019 pavement preservation program
- Decision Package #97 added \$754 for the 84th Avenue W overlay project
- Decision Package #98 added \$290,000 for the Highway 99 revitalization project– Council Priority 1
- Decision Package #100 added \$429,000 for the citywide pedestrian crossing project
- Decision Package #102 added \$20,000 for 2020 guardrail installations
- Decision Package #103 added \$15,000 for 2020 traffic signal upgrades – Council Priority 1
- Decision Package #110 added \$626,733 for the waterfront re-development project– Council Priority 2
- Decision Package #111 added \$487,380 for Civic Park– Council Priority 2
- Decision Package #112 added \$300,000 for land acquisition

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	2018	2019	2019	2020	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	20-19 Budget	20-19 Budget	20-19 Estimate	20-19 Estimate
Beginning Balance	2,165,211	2,562,524	2,562,524	1,511,934	(1,050,590)	-41%	(1,050,590)	-41%
<u>Revenue</u>								
Local Real Estate Tax-1st Half	1,769,412	1,540,000	1,450,000	1,350,000	(190,000)	-12%	(100,000)	-7%
Investment Interest	74,991	64,020	64,020	103,520	39,500	62%	39,500	62%
Total Revenues	1,844,403	1,604,020	1,514,020	1,453,520	(150,500)	-9%	(60,500)	-4%
<u>Expenditure</u>								
Professional Services	284,473	927,136	919,391	761,380	(165,756)	-18%	(158,011)	-17%
Interfund Services	31,251	119,053	72,312	55,807	(63,246)	-53%	(16,505)	-23%
Repair and Maintenance	750,921	658,879	552,884	32,735	(626,144)	-95%	(520,149)	-94%
Miscellaneous	216,720	-	-	-	N/A	N/A	N/A	N/A
Land	-	100,000	-	300,000	200,000	200%	300,000	N/A
Construction Projects	1,677	1,907,363	860,153	1,344,513	(562,850)	-30%	484,360	56%
Interfund Transfer Out	135,125	133,030	133,030	139,415	6,385	5%	6,385	5%
Debt Principal	23,100	23,480	23,480	24,220	740	3%	740	3%
Debt Interest	3,823	3,360	3,360	2,970	(390)	-12%	(390)	-12%
Total Expenditures	1,447,090	3,872,301	2,564,610	2,661,040	(1,211,261)	-31%	96,430	4%
Ending Balance	2,562,524	294,243	1,511,934	304,414	10,171	3%	(1,207,520)	-80%

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, general fund transfers, and carryover from previous years.

2020 Budget Changes

Annual adjustment for the overhead allocation

Capital Improvement Program

Decision Package #109 added \$100,000 for outdoor fitness zones

Decision Package #110 added \$1,112,500 for the waterfront re-development project– Council Priority 2

Decision Package #111 added \$10,722,620 for Civic Park– Council Priority 2

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

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change 20-19 Budget	% Change 20-19 Budget	\$ Change 20-19 Estimate	% Change 20-19 Estimate
Program 000								
Beginning Balance	302,054	786,509	786,509	934,209	147,700	19%	147,700	19%
<u>Revenue</u>								
Grants	216,851	2,247,668	400,000	2,608,366	360,698	16%	2,208,366	552%
Investment Interest	24,586	-	-	35,620	35,620	N/A	35,620	N/A
Parks Donations	500,175	-	500,200	900,000	900,000	N/A	399,800	80%
Bond Proceeds	-	3,785,944	-	3,700,000	(85,944)	-2%	3,700,000	N/A
Transfer In from 001	-	-	-	2,000,000	2,000,000	N/A	2,000,000	N/A
Total Revenue	741,612	6,033,612	900,200	9,243,986	3,210,374	53%	8,343,786	927%
<u>Expenditure</u>								
Interfund Services	10,329	4,760	138,000	215,010	210,250	4417%	77,010	56%
Construction Projects	27,600	2,302,668	614,500	9,712,080	7,409,412	322%	9,097,580	1480%
Professional Services	19,228	90,000	-	-	(90,000)	-100%	N/A	N/A
Interfund Transfer To Fd 117	200,000	-	-	112,920	112,920	N/A	112,920	N/A
Debt Issue Costs	-	85,944	-	-	(85,944)	-100%	N/A	N/A
Total Expenditure	257,157	2,483,372	752,500	10,040,010	7,556,638	304%	9,287,510	1234%
Ending Balance	786,509	4,336,749	934,209	138,185	(4,198,564)	-97%	(796,024)	-85%

Description	2018 Actual	2019 Budget	2019 Estimate	2020 Budget	\$ Change 20-19 Budget	% Change 20-19 Budget	\$ Change 20-19 Estimate	% Change 20-19 Estimate
Program 100 - Park Impact Fees								
Beginning Balance	1,242,029	1,423,032	1,423,032	1,511,013	87,981	6%	87,981	6%
<u>Revenue</u>								
Park Impact Fees	151,754	588,901	588,901	349,700	(239,201)	-41%	(239,201)	-41%
Investment Interest	29,249	49,080	49,080	44,620	(4,460)	-9%	(4,460)	-9%
Total Revenue	181,003	637,981	637,981	394,320	(243,661)	-38%	(243,661)	-38%
<u>Expenditure</u>								
Construction	-	1,600,000	550,000	1,902,620	302,620	19%	1,352,620	246%
Total Expenditure	-	1,600,000	550,000	1,902,620	302,620	19%	1,352,620	246%
Ending Balance	1,423,032	461,013	1,511,013	2,713	(458,300)	-99%	(1,508,300)	-100%



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Rates of Pay

Elected Officials	Minimum	Maximum
Council Member Position	\$ 16,000	\$ 16,000
Council President	19,600	19,600
Judge	135,461	135,461
Mayor	130,972	130,972
Non-Represented	Minimum	Maximum
Arts & Cultural Services Program Manager	82,952	111,163
Assistant Finance Director	100,827	135,119
Assistant Police Chief	116,721	156,417
Associate Engineer	71,656	96,026
Associate Planner	71,656	96,026
Building Official	96,026	128,686
Capital Projects Manager	79,001	105,870
City Clerk	91,454	122,557
City Engineer	116,721	156,417
Community Services & Economic Development Director	122,557	164,239
Court Administrator	87,099	116,721
Deputy Parks & Recreation Services Director	105,870	141,876
Development Services Director	122,557	164,239
Engineering Program Manager II	82,952	111,163
Environmental Program Manager	91,454	122,557
Executive Assistant Confidential	64,995	87,099
Executive Assistant To The Mayor	68,245	91,454
Facilities Manager	91,454	122,557
Finance Director	122,557	164,239
Fleet Manager	82,952	111,163
Human Resources Assistant	43,057	57,701
Human Resources Analyst	68,245	91,454
Human Resources Director	122,557	164,239
Information Services Manager	96,026	128,686
Parks And Recreation Director	122,557	164,239
Parks Maintenance Manager	82,952	111,163
Planner	64,995	87,099
Planning Manager	100,827	135,119
Police Chief	135,119	181,073
Public Disclosure & Records Management Specialist	48,501	64,995
Public Works & Utilities Director	128,686	172,450
Recreation Supervisor	75,239	100,827
Recycling Coordinator	64,995	87,099
Safety & Risk/Disaster Coordinator	64,995	87,099
Senior Planner	79,001	105,870
Senior Utilities Engineer	100,827	135,119
Stormwater Engineer	87,099	116,721
Street/Storm Manager	96,026	128,686
Transportation Engineer	91,454	122,557
Wastewater Treatment Plant Manager	105,870	141,876
Wastewater Treatment Plant Supervisor	87,099	116,721
Water/Sewer Manager	96,026	128,686

Rates of Pay

Police Non-Commissioned	Minimum	Maximum
Animal Control Officer	\$ 54,575	\$ 75,239
Domestic Violence Coordinator	26,186	32,461
Part Time Administrative Assistant	23,155	28,721
Part Time Parking Enforcement Officer	23,155	28,721
Police Services Assistant	49,249	61,070
Property Officer/Evidence Technician	52,177	64,661
Senior Animal Control Officer	57,970	71,955

Police Guild	Minimum	Maximum
Administrative Sergeant	104,393	107,230
Corporal	93,406	96,518
Detective Corporal	97,142	100,379
Police Officer 1st Class	75,067	88,954
Police Officer 2nd Class	66,617	69,003
Professional Standards Sergeant	104,393	107,230
Sergeant	101,352	104,107

Teamsters	Minimum	Maximum
Building Maintenance Operator	62,160	75,600
Cemetery Sexton	65,256	79,404
City Electrician	72,000	87,528
Custodian	44,196	53,700
Lead Custodian	53,700	65,256
Maintenance Custodian	46,404	56,400
Mechanic	62,160	75,600
Parks Maintenance Lead Worker	72,000	87,528
Parks Maintenance Worker	51,096	62,160
Parks Maintenance Mechanic	62,160	75,600
Senior Parks Maintenance Worker-Horticulturist	59,172	72,000
Senior Parks Maintenance Worker	59,172	72,000
Sewer Maintenance Lead Worker	72,000	87,528
Sewer Maintenance Worker	53,700	65,256
Senior Sewer Maintenance Worker	68,484	83,388
Senior Storm GIS Technician/Maintenance Worker	62,160	75,600
Senior Storm Maintenance Worker	59,172	72,000
Senior Street Maintenance Worker	59,172	72,000
Senior Water Maintenance Worker	59,172	72,000
Senior Mechanic	65,256	79,404
Stormwater Maintenance Lead Worker	72,000	87,528
Storm Maintenance Worker	51,096	62,160
Street Maintenance Lead Worker	72,000	87,528
Traffic Control Technician	62,160	75,600
Water Maintenance Lead Worker	72,000	87,528
Water Maintenance Worker	53,700	65,256
Water Meter Reader	48,684	59,172
Water Quality Control Technician	65,256	79,404

Rates of Pay

Teamsters (Continued)	Minimum	Maximum
Senior WWTP Instrument Technician/Plant Electrician	72,000	87,528
Senior WWTP Laboratory Technician	72,000	87,528
WWTP Pre-Treatment Technician	68,484	83,388
WWTP Lead Operator	72,000	87,528
WWTP Maintenance Mechanic	72,000	87,528
WWTP Senior Mechanic	65,256	79,404
WWTP Operator	65,256	79,404

AFSCME	Minimum	Maximum
Accountant	77,928	96,660
Accounting Specialist	57,756	71,628
Administrative Assistant	57,756	71,628
Business License Clerk	51,660	64,020
Code Enforcement Officer	68,844	85,296
Combination Building Inspector	70,884	87,852
Community Services Program Coordinator	68,844	85,296
Court Clerk	51,660	64,020
Cultural Arts Program Specialist	54,516	67,644
Deputy City Clerk	53,604	71,832
Engineering Technician II	64,896	80,448
Engineering Technician III	73,500	91,116
Environmental Education & Sustainability Coordinator	73,500	91,116
Executive Assistant	61,356	76,128
Financial Analyst	77,928	96,660
Financial Manager	77,928	96,660
GIS Analyst	77,928	96,660
Information Systems Specialist	73,500	91,116
Lead Court Clerk	57,756	71,628
Office Assistant	43,212	53,604
Office Coordinator	61,356	76,128
Part Time IT Assistant	57,756	71,628
PC Support Technician	64,896	80,448
Permit Coordinator	57,756	71,628
Plans Examiner	70,200	87,012
Probation Officer	61,356	76,128
Program Assistant	54,516	67,644
Public Works Finance Manager	77,928	96,660
Recreation Coordinator	73,500	91,116
Recreation Leader - Preschool	38,532	47,748
Recreation Leader - Gymnastics	19,266	23,874
Recreation Leader - Interpretive Specialist	19,266	23,874
Senior Combination Building Inspector	77,928	96,660
Senior Construction Inspector	73,500	91,116
Senior Permit Coordinator	64,896	80,448
Senior Plans Examiner	73,500	91,116
Senior Office Specialist	48,516	60,156
Stormwater Technician	64,896	80,448

Rates of Pay

Contract Positions	Minimum	Maximum
Legislative/Executive Assistant	70,720	70,720
Hourly	Minimum	Maximum
Bailiff	19.23	23.38
Beautification Program Worker	16.17	19.66
Facility Attendant	13.87	16.86
Front Desk Receptionist	13.87	16.89
Gymnastics Assistant	12.33	14.99
Gymnastics Instructor I	12.33	14.99
Gymnastics Instructor II	16.17	19.66
Intern I	17.32	21.06
Intern II	22.13	26.90
Mechanic Assistant	16.17	19.66
Preschool Assistant	13.87	16.86
Pro Tem Judges	65.00	65.00
Ranger Naturalist Lead	18.21	22.13
Ranger/Naturalist	15.61	18.98
Summer Preschool Assistant	12.33	14.99
Summer Preschool Supervisor	18.21	22.13
Temporary Laborer	16.17	19.66
Temporary Office Worker	15.61	18.98
Temporary Project Specialist	33.59	40.83
Tennis Instructor	19.23	23.98