

# EDMONDS ONDONS

## PROPOSED BUDGET 2021



**CITY OF EDMONDS**



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### 2021 Budget Message

Members of the City Council and Citizens of Edmonds:

I present to you the 2021 City of Edmonds Proposed Budget.

It is important to note that this budget was prepared during an unprecedented global pandemic in which a deadly virus is still infecting our city, our country and our world. At the time of this writing, 35 million have been infected, resulting in the deaths of over 1 million people. It acknowledges the extreme measures taken by our City government to protect public health, maintain critical government services, and along the way, come up with creative ways to keep our community safe and sane.

In March, I declared a local of state of emergency and issued an emergency order making Edmonds one of the first cities in WA to lockdown to help keep our residents safe. Shortly thereafter, the Governor issued his stay-at-home order locking down the entire State. All public access to city government buildings remain closed, most businesses face severe access restriction and large gatherings and events of all kinds are prohibited.

However, most city government services remain available and accessible thru the internet or by phone. Due to specific continuity of government safety measures we implemented during this emergency, there has been no interruption of critical services to date in any City department.

### Spending Reductions in Response to COVID-19

The biggest single effect COVID could have on Edmonds revenues would be a direct hit to Sales Tax revenue. Initially many governments were predicting to lose more than 25% of their sales tax revenues. At the end of May we presented a forecast to Council that said we could lose as much as \$4 million in revenue from the general fund in 2020.

In addition, when I took office, our Amended Budget had revenues of \$43.8 million versus expenses of \$49.0 million, or a \$5.2 million deficit. This is clearly not sustainable, especially in a recession. With an estimated fund balance in the General Fund at the end of the year of \$14.6 million, in three years our fund balance would be gone.

Faced with these projections and the uncertainty of COVID, we cut \$4.5 million in expenditures from the 2020 general fund. Like most cities, we froze hiring, put off starting big projects, and cut travel and professional services.

### Projected Revenues Now Improving

We took significant steps to help our local community get through this crisis. Early on we provided an infusion of city funds to help those most vulnerable including our seniors, the Food Bank and local small businesses devastated by the closures. When we received \$1.265 million in Federal CARES Act funding, we recommended and received Council authorization and support to dedicate \$1 million of this money to directly help local businesses and individuals in need. In the midst of this pandemic our citizens stepped up, did what they had to do to get through this and supported our community as best as they could.

We are now seeing those results.

For the 9 months ending in September, we have already collected \$5.92 million in sales tax. Last year we had collected \$6.28 million. We are down \$360,000 more than at this time last year.

In fact, our City brought in 3.7% more sales tax revenue in the month of September than during the same time period last year. For the month of September only, we collected \$736,091 in 2020 compared to \$709,684 during September 2019.

We are now expecting a small increase in property tax revenue in 2021 due to new construction.

In light of this and the sacrifices by our residents, we are not asking Council to increase Property Taxes this year, as allowed by law.

Another important contributor to the City is Real Estate Excise Tax money. For the 9 months ending in September, we are only down \$77,501.

Our efforts to support small businesses with targeted city funds, allocating over \$1 million of CARES grants to 90 small businesses, closing Main Street to make it more walkable and safe to shop, and quickly enabling outdoor street dining are making a real difference.

Our current estimate now is that the City will lose \$1.99 million in revenue in 2020, not \$4 million as earlier estimated.

Our calculations are in line with similar projections recently released by the State Office of Financial Management. In June, the State of Washington had forecast an \$8.8 billion reduction in revenues. Last week they cut that forecast in half, to \$4.2 billion.

### **2021 Budget Highlights**

Our intention has been to cut as much as we reasonably could out of the budget, so that we would be prepared for the worst. For 2021, we cut an additional \$3.2 million requested to be spent by departments from the general fund.

COVID not only highlights the challenges we face, but it also provides a unique opportunity. The opportunity to refocus our efforts on community connections. Those that are struggling and our most vulnerable. An opportunity to refocus on staying local by rediscovering our parks, our businesses, and more walkable neighborhoods.

Before you are some new projects we would like to highlight:

#### Humans Services Program

Create a new Human Services Program with a budget of \$500,000 that would include a full-time social worker. Unlike all other cities in the region, our city has never had a human services program. It is time we did. This will help those our seniors, those who are housing unstable and unsheltered, and prevent those from becoming homeless.

#### Highway 99 Investments

Continue Highway 99 Gateway Project approved in 2020 to design and install a raised center median along the 2 mile corridor, new pedestrian crossing to improve traffic safety and spur redevelopment.

Community Renewal Plan on Hwy 99 to set the stage for future redevelopment of properties along Highway 99, especially in some southern parts of the Corridor where problems of crime, graffiti, nuisances, code violations and general disinvestment persist. Some areas do not feel as safe and attractive for people, we hear you and we are addressing that.

#### Diversity Training

Creating City Equity Diversity Training for all staff and board and commissioners

#### Equity Comprehensive Plan Update

-Funding to update our City's most important planning document, City's Comprehensive Plans to include racial equity. We need to ensure our city programs and services reach all populations. This city-wide approach will work closely with residents to ensure planning and activities meet the needs of underserved communities.

#### Equity /Inclusion Arts Grant Funds

The cancelation of programs and events from COVID has had a severe negative impact on nonprofit arts organizations and artists. Over the years we as a City have supported a variety of arts programs. This year we will creating New Arts Grant Fund to inspire and support projects that emerge from these challenging times that focus on equity and inclusion.

#### Police Body Cam Project

We have already begun a pilot project, and some officers are being trained and outfitted. There is currently no cost to the city but we will coming back at the beginning of the year to request funding once we have completed this analysis and testing period.

#### Pedestrian Safety Improvements

Citywide Pedestrian Improvements of \$2.2 million as well as expansion and maintenance of Sidewalk program.

#### Salmon Safe Certification Program

We are seeing significant decline of our resident orcas and massive decline of Chinook salmon in the Puget Sound. Every coastal city plays an important role in saving orcas and salmon. This program will provide an In-depth assessment of our city policies, plans, operations that impact water quality and habitat of our watershed and Puget Sound.

**Park Land Acquisition Fund**

This would create a permanent open space fund that would grow every year. The fund will start with \$500,000. We need re-imagine the role of our public lands as the solution they can be for building a more sustainable world.

**Climate Comp Plan Update**

New updates to our Comprehensive Plan to address climate crisis and our Marsh. It is a climate crisis, not climate change. Change sounds like you are talking about the weather today, not the destruction of our oceans, forests, snowpack, more droughts, catastrophic fires, 100 year floods that are happening every year. We need to better plan, prepare, and reduce these impacts.

**Major Capital Projects**

-We are planning to begin construction this spring on the much-anticipated new 8-acre Civic Field. This park will provide another place within our city where children and families can connect with nature and enjoy outdoor recreation in beautiful surroundings.  
-The largest capital project ever in our city to replace our aging and out of state compliance wastewater treatment plant with a greener Wastewater Carbon Recovery Project. The city plans to issue revenue bonds to finance the City's portion of the costs, and has applied for Climate Bond Certification. If certification is achieved, these would be the first Certified Climate Bonds in the State of Washington.

**Outstanding Issues that have Unknown Impacts**

-City fire protection is provided by South County Fire (SCF), at a cost of approximately \$8.5 million per year. SCF has not had a signed labor contract since 2017, and has continued to bill member cities at the 2017 rate. At some point when the contract is fully settled, SCF will send invoices to retroactively bill the City for agreed-upon increases, the amount of which is currently unknown.  
-Statewide Initiative 976, passed by voters in 2019, would lower or repeal certain vehicle registration fees or taxes. If I-976 is ultimately determined to be constitutional, the City will lose about \$700,000 annually that is used to pay for street repairs.

**City Council**

I would like to thank our City Council for sharing their important input from their retreat. We found alignment in many areas and attempted to incorporate many of their priorities. Unfortunately, not all could be met in our current economic climate but we look forward to working with Council and revisiting them if the economy rebounds better than our forecast.

**City Staff**

I greatly appreciate the significant efforts and sacrifices made by city staff during this time and in preparation for this budget. No training or experience could have prepared you for this and you have gave your all to our city. I am forever grateful and appreciative for your commitment and your professionalism in helping keep our city running. I especially want to thank our Finance Department for their guidance and dedication during this unrepresented time where manuals for managing city finances during a pandemic have yet to be written.

**Revenue Improving but Cautious about Future**

There are still many unknowns including pace of economic recovery as we head into winter, the potential resurgence of the virus, a realistic timeline of a vaccine and its distribution. Past economic recessions are a poor indicator and predictor because their root causes where derived from an imbalance in the economy, not from a pandemic.

This virus and every one of your and our actions will help decide the future health of our community and our local economy. We have seen when we wear masks and social distance, the virus drops significantly, when we let our guard down and fail to take regular precautions, it comes back with a vengeance.

Our budget accounts for the uncertainty that COVID lays before us.

But it does not shy away from the real opportunities that lay ahead to shape our city to be more resilient, healthier, safer, and welcoming for all.



Mike Nelson  
Mayor

**ORDINANCE NO.**

AN ORDINANCE OF THE CITY OF EDMONDS, WASHINGTON, RELATING TO THE BUDGET FOR FISCAL YEAR COMMENCING JANUARY 1, 2021 AND FIXING A TIME WHEN THE SAME SHALL BECOME EFFECTIVE.

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WHEREAS, on or before the first business day in the third month prior to the beginning of the fiscal year of 2021, 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, 2021, 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 \_\_\_\_\_, 2020, 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 2021, 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, 2021.

APPROVED:

\_\_\_\_\_  
MAYOR, MIKE NELSON

ATTEST/AUTHENTICATE:

\_\_\_\_\_  
CITY CLERK, SCOTT PASSEY

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY:

BY \_\_\_\_\_  
JEFF TARADAY

FILED WITH THE CITY CLERK:  
PASSED BY THE CITY COUNCIL:  
PUBLISHED:  
EFFECTIVE DATE:  
ORDINANCE NO.

**SUMMARY OF ORDINANCE NO.**

of the City of Edmonds, Washington

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On the \_\_\_\_ day of \_\_\_\_\_, 2020, the City Council of the City of Edmonds, passed Ordinance No. \_\_\_\_\_. 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 2021; 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 \_\_\_\_ day of \_\_\_\_\_, 2020.

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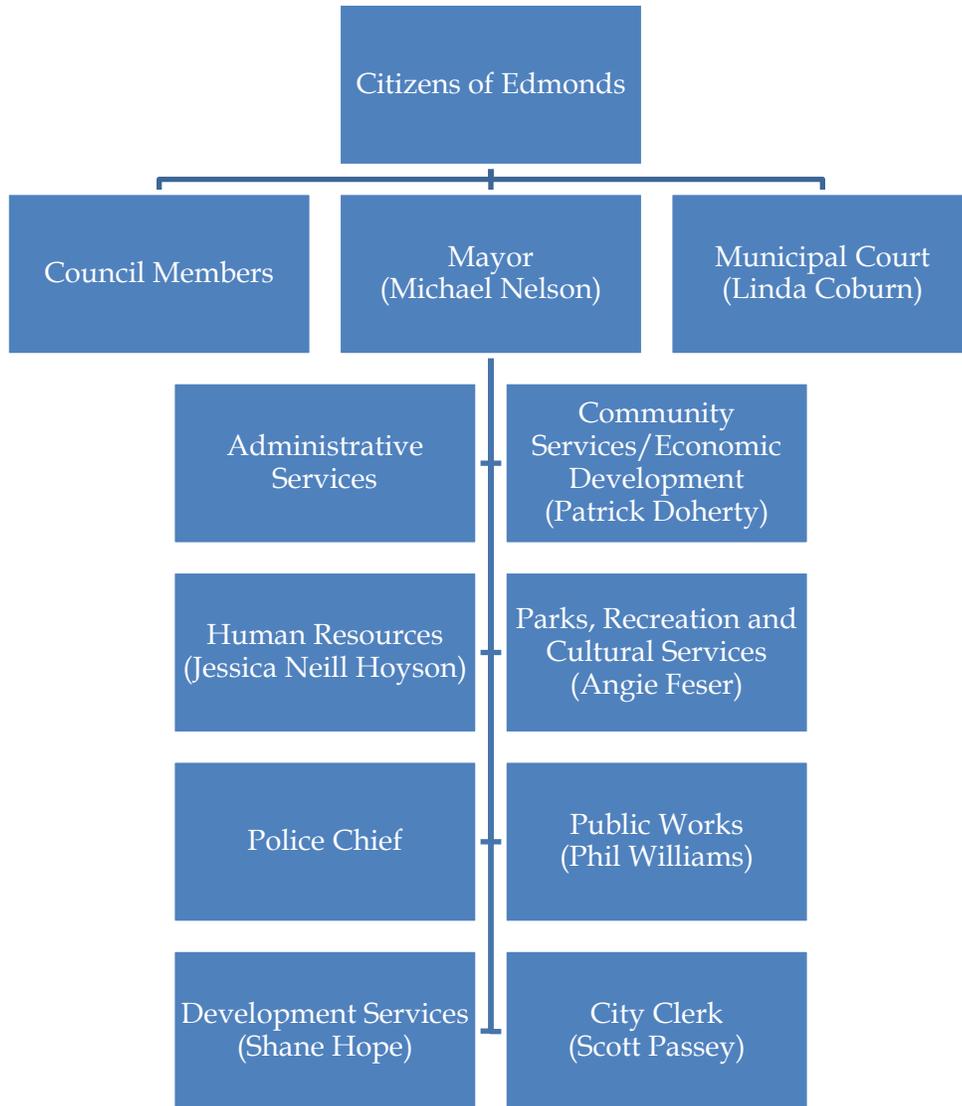
CITY CLERK, SCOTT PASSEY

## EXHIBIT "A" 2021 BUDGET SUMMARY BY FUND

Fund No.	Fund Description	Revenue	Expenditure	Difference (Rev - Exp) *
001	General Fund	\$ 42,460,777	\$ 44,284,853	\$ (1,824,076)
009	LEOFF Medical Insurance Reserve Subfund	300,000	467,140	(167,140)
012	Contingency Reserve Subfund	2,620	-	2,620
014	Historic Preservation Gift Fund	5,010	5,900	(890)
016	Building Maintenance Fund	-	210,221	(210,221)
018	Edmonds Homelessness Response Fund	-	123,581	(123,581)
019	Edmonds Opioid Response Fund	-	28,445	(28,445)
104	Drug Enforcement Fund	165,370	45,800	119,570
111	Street Fund	1,722,360	2,172,530	(450,170)
112	Street Construction Fund	3,048,185	2,781,828	266,357
117	Municipal Arts Acquisition Fund	165,060	236,880	(71,820)
118	Memorial Tree Fund	270	-	270
120	Hotel/Motel Tax Fund	71,460	87,150	(15,690)
121	Employee Parking Permit Fund	25,240	26,880	(1,640)
122	Youth Scholarship Fund	1,390	3,000	(1,610)
123	Tourism Promotional Arts Fund	24,000	29,900	(5,900)
125	REET 2	1,282,050	1,428,736	(146,686)
126	REET 1	1,285,240	1,761,841	(476,601)
127	Gifts Catalog Fund	103,930	100,900	3,030
130	Cemetery Maintenance/Imp. Fund	179,800	200,998	(21,198)
136	Parks Trust Fund	2,200	50,000	(47,800)
137	Cemetery Maintenance Fund	29,220	25,000	4,220
138	Sister City Commission Fund	10,120	11,900	(1,780)
141	Affordable and Supportive Housing Fund	65,000	-	65,000
231	2012 LTGO Debt Service Fund	759,710	759,700	10
332	Parks Capital Construction Fund	1,392,520	5,360,378	(3,967,858)
421	Water Utility Fund	10,299,357	10,578,596	(279,239)
422	Storm Utility Fund	6,072,300	6,927,783	(855,483)
423	Sewer/WWTP Utility Fund	28,131,150	35,821,699	(7,690,549)
424	Utility Debt Service Fund	1,985,870	1,985,870	-
511	Equipment Rental Fund	1,331,100	1,292,815	38,285
512	Technology Rental Fund	1,204,880	1,251,409	(46,529)
617	Firemen's Pension Fund	67,270	87,584	(20,314)
	<b>Totals</b>	<b>\$ 102,193,459</b>	<b>\$ 118,149,317</b>	<b>\$ (15,955,858)</b>

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

**City of Edmonds, Washington  
2021 Organization Chart**



**CITY OFFICIALS****2021 CITY COUNCIL**

Council President (Position #3)	Adrienne Fraley- Monillas
Councilmember (Position #1)	Kristiana Johnson
Councilmember (Position #2)	Luke Distelhorst
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	Unfilled
Community Services/Economic Development Director	Patrick Doherty
Parks, Recreation and Cultural Services Director	Angie Feser
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

**2021 BUDGET PREPARED BY:****FINANCE DEPARTMENT PERSONNEL**

Finance Director	Unfilled
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  
2018 - 2025 ANALYSIS**

	2018	2019	2020	2021	2022	2023	2024	2025
General, Risk & Contingency Funds	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>Budget</b>	<b>Outlook</b>	<b>Outlook</b>	<b>Outlook</b>	<b>Outlook</b>
<b>Beginning Fund Balances</b>	<b>16,623,187</b>	<b>17,727,448</b>	<b>17,334,341</b>	<b>14,587,353</b>	<b>14,094,897</b>	<b>12,091,897</b>	<b>13,572,897</b>	<b>15,765,897</b>
<b>Revenue</b>								
Property Taxes	14,317,741	14,454,333	14,850,148	15,073,931	15,300,000	15,530,000	15,763,000	15,999,000
Retail Sales Taxes	8,548,782	8,527,869	7,500,000	8,600,000	9,976,000	11,572,000	12,498,000	13,498,000
Other Sales Taxes	767,505	820,319	720,000	828,500	895,000	967,000	1,044,000	1,128,000
Utility Taxes	6,778,832	6,693,089	6,776,200	6,633,500	6,833,000	6,983,000	7,137,000	7,294,000
Other Taxes	342,718	351,055	343,740	359,050	381,000	404,000	428,000	454,000
Licenses/Permits/Franchise	1,678,949	1,656,644	1,563,557	1,710,950	1,796,000	1,886,000	1,980,000	2,079,000
Construction Permits	722,906	643,329	675,600	650,600	683,000	717,000	753,000	791,000
Grants	94,561	82,301	298,949	217,650	218,000	218,000	218,000	218,000
State Revenues	919,873	926,131	907,176	955,110	1,003,000	1,053,000	1,106,000	1,161,000
Charges for Goods & Services	3,244,480	3,521,157	2,466,837	3,129,462	3,255,000	3,385,000	3,520,000	3,661,000
Interfund Service Charges	2,566,481	2,898,678	3,139,945	2,902,106	2,989,000	3,079,000	3,171,000	3,266,000
Fines & Forfeitures	616,783	496,094	297,871	448,450	449,000	449,000	449,000	449,000
Miscellaneous Revenues	1,415,675	1,186,116	729,441	565,540	571,000	577,000	583,000	589,000
Other Financing Sources	-	-	-	-	-	-	-	-
Transfers	79,684	4,824,555	1,535,800	388,548	40,000	40,000	40,000	40,000
<b>Total Revenues</b>	<b>42,094,970</b>	<b>47,081,670</b>	<b>41,805,264</b>	<b>42,463,397</b>	<b>44,389,000</b>	<b>46,860,000</b>	<b>48,690,000</b>	<b>50,627,000</b>
Revenue Growth / (Decline)	6.2%	11.8%	-11.2%	1.6%	4.5%	5.6%	3.9%	4.0%
<b>Expenditures</b>								
Labor	15,517,796	16,702,993	17,455,823	17,713,377	18,599,000	19,064,000	19,541,000	20,030,000
Benefits	5,835,124	6,277,192	6,458,032	6,683,368	6,951,000	7,229,000	7,518,000	7,819,000
Supplies	505,499	598,499	609,147	503,718	509,000	514,000	519,000	524,000
Services	16,991,695	16,928,831	17,528,160	18,367,660	18,735,000	19,110,000	19,492,000	19,882,000
Capital	93,105	96,168	1,032,173	23,120	23,000	23,000	23,000	23,000
Debt Service	197,694	197,967	296,924	60,730	60,000	60,000	60,000	60,000
Transfers	1,849,796	6,673,127	1,171,993	932,880	2,950,000	782,000	782,000	782,000
<b>Total Expenses</b>	<b>40,990,709</b>	<b>47,474,777</b>	<b>44,552,252</b>	<b>44,284,853</b>	<b>47,827,000</b>	<b>46,782,000</b>	<b>47,935,000</b>	<b>49,120,000</b>
Expense Growth / (Decline)	4.6%	15.8%	-6.2%	-0.6%	8.0%	-2.2%	2.5%	2.5%
Change in Ending Fund Balance	1,104,261	(393,107)	(2,746,988)	(1,821,456)	(3,438,000)	78,000	755,000	1,507,000
Anticipated Under-Expenditure	-	-	-	1,329,000	1,435,000	1,403,000	1,438,000	1,474,000
<b>Ending Fund Balance</b>	<b>17,727,448</b>	<b>17,334,341</b>	<b>14,587,353</b>	<b>14,094,897</b>	<b>12,091,897</b>	<b>13,572,897</b>	<b>15,765,897</b>	<b>18,746,897</b>

**STRATEGIC OUTLOOK  
CITY OF EDMONDS  
GENERAL FUND FUND BALANCE  
2018 - 2025 ANALYSIS**

	2018	2019	2020	2021	2022	2023	2024	2025
<b>General, Risk &amp; Contingency Funds</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>Outlook</b>	<b>Outlook</b>	<b>Outlook</b>	<b>Outlook</b>	<b>Outlook</b>
General Operations (001)	11,233,279	15,552,189	12,761,461	12,214,105	10,156,205	11,582,305	13,720,405	16,646,505
Risk Management (011)	929,909	-	-	-	-	-	-	-
General Operations Contingency (012)	5,564,259	1,782,149	1,825,889	1,880,789	1,935,689	1,990,589	2,045,489	2,100,389
	<b>17,727,447</b>	<b>17,334,338</b>	<b>14,587,350</b>	<b>14,094,894</b>	<b>12,091,894</b>	<b>13,572,894</b>	<b>15,765,894</b>	<b>18,746,894</b>
<b>Other General Fund Fund Balances</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>Outlook</b>	<b>Outlook</b>	<b>Outlook</b>	<b>Outlook</b>	<b>Outlook</b>
LEOFF Medical Insurance (009)	333,446	355,875	459,105	276,336	243,196	227,426	227,426	227,426
Historic Preservation (014)	12,607	12,187	11,517	6,000	6,000	6,000	6,000	6,000
Building Maintenance (016)	210,221	210,221	-	-	-	-	-	-
Marsh Restoration & Preservation (017)	309,179	864,490	864,490	864,490	864,490	864,490	864,490	864,490
Edmonds Homelessness Response (018)	225,443	223,581	123,581	-	-	-	-	-
Edmonds Opioid Response (019)	250,000	50,000	28,445	-	-	-	-	-
	<b>1,340,896</b>	<b>1,716,354</b>	<b>1,487,138</b>	<b>1,146,826</b>	<b>1,113,686</b>	<b>1,097,916</b>	<b>1,097,916</b>	<b>1,097,916</b>
<b>Total General Fund Fund Balances</b>	<b>19,068,343</b>	<b>19,050,692</b>	<b>16,074,488</b>	<b>15,241,720</b>	<b>13,205,580</b>	<b>14,670,810</b>	<b>16,863,810</b>	<b>19,844,810</b>
<i>Fund Balance as a % of General Fund Expenditures</i>	46.58%	44.61%	36.08%	34.42%	27.61%	31.36%	35.18%	40.40%

**Employee Count by Department**

Department	2019 Actuals	2020 Actuals	2021 Budget
City Council	1.0	1.0	1.0
Mayor/City Clerk	7.0	7.0	7.0
Human Resources	3.5	3.5	3.5
Court	7.0	7.0	7.0
Finance	9.0	9.0	9.0
Information Services	4.0	5.0	5.0
Police	70.8	70.8	70.8
Economic Dev & Community Services	2.0	3.0	2.0
Development Services	18.0	18.5	18.5
Parks, Recreation, and Cultural Services	25.3	27.5	27.7
Public Works Admin/Facilities	15.6	15.6	15.6
Engineering	17.5	17.5	17.5
Streets/Storm	18.0	18.0	18.0
Water/Sewer/Treatment Plant	33.4	34.4	34.4
Equipment Rental	3.0	3.0	3.0
<b>Total City Employee Count</b>	<b>235.0</b>	<b>240.8</b>	<b>239.9</b>

**Property Tax New Construction**

Year	Total Assessed Value (AV)	New Construction Assessment	Regular Property Tax Revenue from New Construction	% New Construction to AV
2021	11,651,291,549	26,708,900	35,518	0.2%
2020	11,011,221,440	80,095,130	113,500	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 2021 year are estimates.

2021 REVENUE SUMMARY - ALL FUNDS

Fund		2019 Actuals	2020 Budget	2020 Estimate	2021 Budget	Change 21-20 Estimate	Change 21-20 Estimate
GENERAL FUND	001 General Fund	\$ 47,026,337	\$ 43,803,858	\$ 41,761,524	\$ 42,460,777	\$ 699,253	1.67%
	009 LEOFF Medical Insurance Reserve Subfund	425,000	437,980	375,000	300,000	(75,000)	-20.00%
	011 Risk Management Reserve Subfund	1,614	-	-	-	-	N/A
	012 Contingency Reserve Subfund	53,717	56,140	43,740	2,620	(41,120)	-94.01%
	014 Historic Preservation Gift Fund	5,113	5,230	5,230	5,010	(220)	-4.21%
	017 Marsh Restoration & Preservation Fund	555,312	-	-	-	-	N/A
	Total General Fund		48,067,093	44,303,208	42,185,494	42,768,407	582,913
SPECIAL REVENUE FUNDS	104 Drug Enforcement Fund	39,839	165,390	165,390	165,370	(20)	-0.01%
	111 Street Fund	1,916,134	1,912,768	1,777,860	1,722,360	(55,500)	-3.12%
	112 Street Construction Fund	2,419,527	2,747,881	2,072,831	3,048,185	975,354	47.05%
	117 Municipal Arts Acquisition Fund	126,539	263,576	109,561	165,060	55,499	50.66%
	118 Memorial Tree Fund	885	750	750	270	(480)	-64.00%
	120 Hotel/Motel Tax Fund	98,082	98,630	98,630	71,460	(27,170)	-27.55%
	121 Employee Parking Permit Fund	35,478	27,270	27,270	25,240	(2,030)	-7.44%
	122 Youth Scholarship Fund	1,339	1,790	890	1,390	500	56.18%
	123 Tourism Promotional Arts Fund	33,496	34,450	19,250	24,000	4,750	24.68%
	125 REET 2	1,653,269	1,436,090	1,336,090	1,282,050	(54,040)	-4.04%
	126 REET 1	1,667,333	1,453,520	1,353,520	1,285,240	(68,280)	-5.04%
	127 Gifts Catalog Fund	119,121	145,050	56,750	103,930	47,180	83.14%
	130 Cemetery Maintenance/Imp. Fund	239,044	184,610	144,610	179,800	35,190	24.33%
	136 Parks Trust Fund	7,399	6,390	6,390	2,200	(4,190)	-65.57%
	137 Cemetery Maintenance Fund	67,657	54,210	54,210	29,220	(24,990)	-46.10%
	138 Sister City Commission Fund	8,920	10,380	380	10,120	9,740	2563.16%
	141 Affordable and Supportive Housing Fund	112	-	65,000	65,000	-	0.00%
142 Edmonds CARES Funds	-	1,265,100	1,000,000	-	(1,000,000)	-100.00%	
Total Special Revenue Funds		8,434,174	9,807,855	8,289,382	8,180,895	(108,487)	-1.31%
DEBT SERVICE FUNDS	211 LID Control Fund	30,893	12,400	-	-	-	N/A
	231 2012 LTGO Debt Service Fund	716,398	738,400	738,400	759,710	21,310	2.89%
	Total Debt Service Funds		747,291	750,800	738,400	759,710	21,310
CAPITAL PROJECT FUNDS	332 Parks Capital Construction Fund	4,578,548	9,638,306	1,590,399	1,392,520	(197,879)	-12.44%
ENTERPRISE FUNDS	421 Water Utility Fund	9,570,355	11,116,270	10,449,851	10,299,357	(150,494)	-1.44%
	422 Storm Utility Fund	4,964,799	6,720,466	6,599,941	6,072,300	(527,641)	-7.99%
	423 Sewer/WWTP Utility Fund	11,077,827	25,261,935	39,222,428	28,131,150	(11,091,278)	-28.28%
	424 Utility Debt Service Fund	-	1,988,100	1,988,100	1,985,870	(2,230)	-0.11%
Total Enterprise Funds		25,612,981	45,086,771	58,260,320	46,488,677	(11,771,643)	-20.21%
INTERNAL SERVICE FUNDS	511 Equipment Rental Fund	1,877,719	1,746,160	1,746,160	1,331,100	(415,060)	-23.77%
	512 Technology Rental Fund	1,113,547	1,202,963	1,202,963	1,204,880	1,917	0.16%
	Total Internal Service Funds		2,991,266	2,949,123	2,949,123	2,535,980	(413,143)
FIDUCIARY FUNDS	617 Firemen's Pension Fund	69,837	72,620	69,500	67,270	(2,230)	-3.21%
<b>TOTAL BUDGET</b>		<b>\$ 90,501,190</b>	<b>\$ 112,608,683</b>	<b>\$ 114,082,618</b>	<b>\$ 102,193,459</b>	<b>\$ (11,889,159)</b>	<b>-10.42%</b>

Note: The amounts in the column titled "2020 Budget", on this page and all subsequent pages, refer to the City's 2020 Amended Budget, not the City's 2020 Adopted Budget.

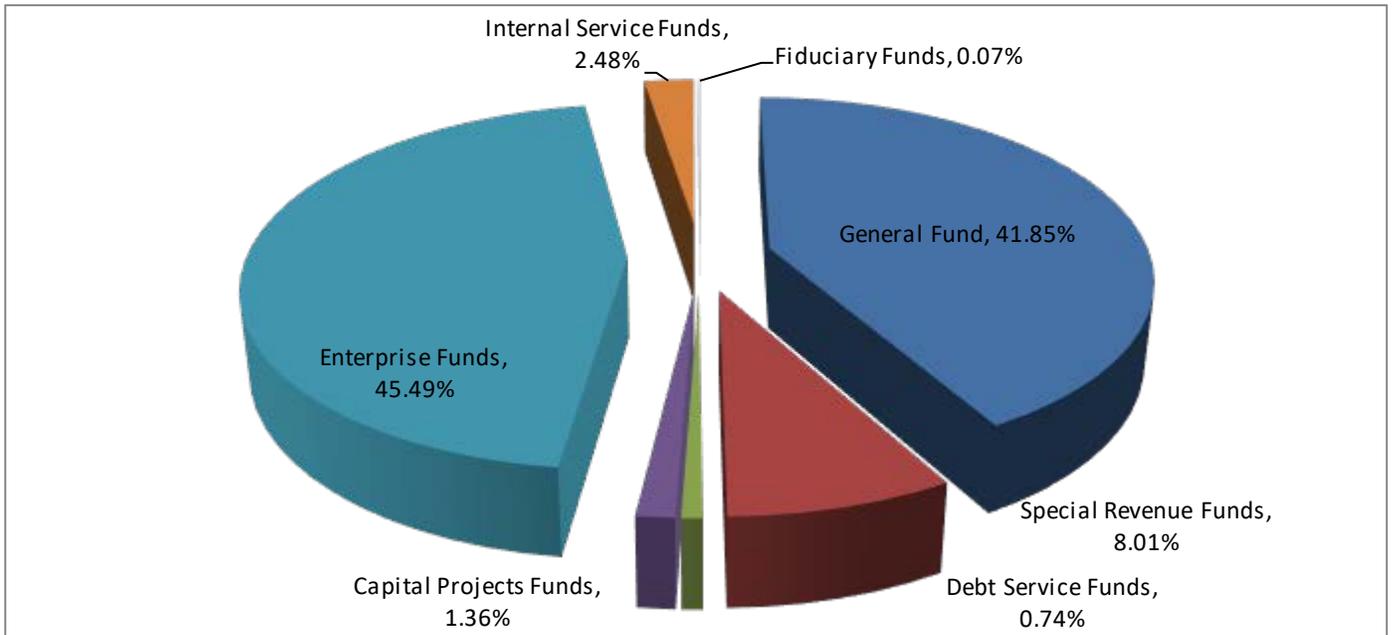
2021 EXPENDITURE SUMMARY - ALL FUNDS

Fund			2019 Actuals	2020 Budget	2020 Estimate	2021 Budget	Change 21-20 Estimate	Change 21-20 Estimate
GENERAL FUND	001	General Fund	\$ 42,707,429	\$ 49,044,056	\$ 44,552,252	\$ 44,284,853	\$ (267,399)	-0.60%
	009	LEOFF Medical Insurance Reserve Subfund	402,572	467,140	271,770	467,140	195,370	71.89%
	011	Risk Management Reserve Subfund	931,523	-	-	-	-	N/A
	012	Contingency Reserve Fund	3,835,827	-	-	-	-	N/A
	014	Historic Preservation Gift Fund	5,533	5,900	5,900	5,900	-	0.00%
	016	Building Maintenance Fund	-	-	-	210,221		N/A
	018	Edmonds Homelessness Response Fund	1,862	100,000	100,000	123,581	23,581	23.58%
	019	Edmonds Opioid Response Fund	200,000	21,555	21,555	28,445	6,890	31.96%
	Total General Fund			48,084,746	49,638,651	44,951,477	45,120,140	168,663
SPECIAL REVENUE FUNDS	104	Drug Enforcement Fund	-	45,800	45,800	45,800	-	0.00%
	111	Street Fund	1,960,990	2,199,717	2,135,077	2,172,530	37,453	1.75%
	112	Street Construction Fund	1,856,974	2,717,463	1,320,897	2,781,828	1,460,931	110.60%
	117	Municipal Arts Acquisition Fund	63,161	243,880	144,301	236,880	92,579	64.16%
	120	Hotel/Motel Tax Fund	95,008	128,250	103,250	87,150	(16,100)	-15.59%
	121	Employee Parking Permit Fund	25,681	26,880	26,880	26,880	-	0.00%
	122	Youth Scholarship Fund	2,768	3,000	450	3,000	2,550	566.67%
	123	Tourism Promotional Arts Fund	31,980	33,900	16,000	29,900	13,900	86.88%
	125	REET 2	1,258,725	3,610,520	2,008,297	1,428,736	(579,561)	-28.86%
	126	REET 1	1,743,532	3,401,093	2,185,899	1,761,841	(424,058)	-19.40%
	127	Gifts Catalog Fund	82,091	113,782	72,900	100,900	28,000	38.41%
	130	Cemetery Maintenance/Imp. Fund	191,135	195,787	191,587	200,998	9,411	4.91%
	136	Parks Trust Fund	4,935	-	-	50,000	50,000	N/A
	137	Cemetery Maintenance Fund	-	-	-	25,000	25,000	N/A
	138	Sister City Commission Fund	6,894	11,900	100	11,900	11,800	11800.00%
142	Edmonds CARES Funds	-	1,265,100	1,000,000	-	(1,000,000)	-100.00%	
Total Special Revenue Funds			7,323,874	13,997,072	9,251,438	8,963,343	(288,095)	(0)
DEBT SERVICE FUNDS	211	LID Control Fund	30,905	12,400	-	-	-	N/A
	231	2012 LTGO Debt Service Fund	716,398	738,400	738,400	759,700	21,300	2.88%
	Total Debt Service Funds			747,303	750,800	738,400	759,700	21,300
CAPITAL PROJECT FUNDS	332	Parks Capital Construction Fund	344,940	13,013,343	2,179,120	5,360,378	3,181,258	145.99%
ENTERPRISE FUNDS	421	Water Utility Fund	7,726,620	12,809,352	11,608,688	10,578,596	(1,030,092)	-8.87%
	422	Storm Utility Fund	4,271,272	10,831,951	9,446,306	6,927,783	(2,518,523)	-26.66%
	423	Sewer/WWTP Utility Fund	10,395,874	32,767,560	32,445,752	35,821,699	3,375,947	10.40%
	424	Utility Debt Service Fund	-	1,988,130	1,988,130	1,985,870	(2,260)	-0.11%
Total Enterprise Funds			22,393,766	58,396,993	55,488,876	55,313,948	(174,928)	-0.32%
INTERNAL SERVICE FUNDS	511	Equipment Rental Fund	1,413,935	3,170,398	3,103,550	1,292,815	(1,810,735)	-58.34%
	512	Technology Rental Fund	950,207	1,454,784	1,255,473	1,251,409	(4,064)	-0.32%
	Total Internal Service Funds			2,364,142	4,625,182	4,359,023	2,544,224	(1,814,799)
FIDUCIARY FUNDS	617	Firemen's Pension Fund	140,802	78,700	78,700	87,584	8,884	11.29%
	<b>TOTAL BUDGET</b>			\$ 81,399,573	\$ 140,500,741	\$ 117,047,034	\$ 118,149,317	\$ 1,102,283

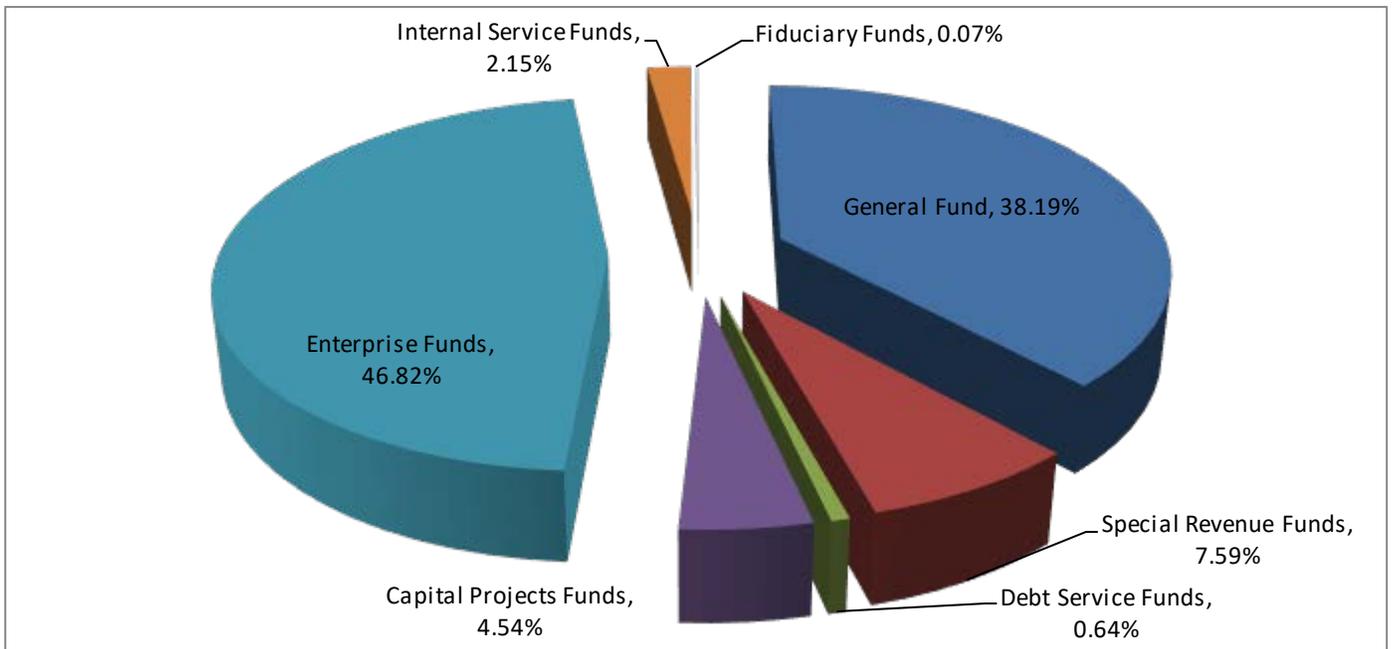
2021 BUDGET SUMMARY - ALL FUNDS

Fund		Beginning Fund Balance	2021 Revenue	2021 Expenditures	Ending Fund Balance
GENERAL FUND	001 General Fund	\$ 12,761,460	\$ 42,460,777	\$ 44,284,853	\$ 10,937,384
	009 LEOFF Medical Insurance Reserve Subfund	459,104	300,000	467,140	291,964
	012 Contingency Reserve Subfund	1,825,889	2,620	-	1,828,509
	014 Historic Preservation Gift Fund	11,517	5,010	5,900	10,627
	016 Building Maintenance Fund	210,221	-	210,221	-
	017 Marsh Restoration & Preservation Fund	864,491	-	-	864,491
	018 Edmonds Homelessness Response Fund	123,581	-	123,581	-
	019 Edmonds Opioid Response Fund	28,445	-	28,445	-
	Total General Fund	16,284,708	42,768,407	45,120,140	13,932,975
SPECIAL REVENUE FUNDS	104 Drug Enforcement Fund	159,430	165,370	45,800	279,000
	111 Street Fund	941,256	1,722,360	2,172,530	491,086
	112 Street Construction Fund	2,173,704	3,048,185	2,781,828	2,440,061
	117 Municipal Arts Acquisition Fund	599,271	165,060	236,880	527,451
	118 Memorial Tree Fund	20,534	270	-	20,804
	120 Hotel/Motel Tax Fund	88,393	71,460	87,150	72,703
	121 Employee Parking Permit Fund	87,233	25,240	26,880	85,593
	122 Youth Scholarship Fund	14,041	1,390	3,000	12,431
	123 Tourism Promotional Arts Fund	75,352	24,000	29,900	69,452
	125 REET 2	1,953,157	1,282,050	1,428,736	1,806,471
	126 REET 1	1,653,946	1,285,240	1,761,841	1,177,345
	127 Gifts Catalog Fund	316,106	103,930	100,900	319,136
	130 Cemetery Maintenance/Imp. Fund	213,706	179,800	200,998	192,508
	136 Parks Trust Fund	169,459	2,200	50,000	121,659
	137 Cemetery Maintenance Fund	1,107,525	29,220	25,000	1,111,745
	138 Sister City Commission Fund	10,408	10,120	11,900	8,628
141 Affordable and Supportive Housing Fund	65,112	65,000	-	130,112	
Total Special Revenue Funds	9,648,633	8,180,895	8,963,343	8,866,185	
DEBT SERVICE FUNDS	231 2012 LTGO Debt Service Fund	-	759,710	759,700	10
	Total Debt Service Funds	-	759,710	759,700	10
CAPITAL PROJECT FUNDS	332 Parks Capital Construction Fund	5,854,428	1,392,520	5,360,378	1,886,570
ENTERPRISE FUNDS	421 Water Utility Fund	21,890,715	10,299,357	10,578,596	21,611,476
	422 Storm Utility Fund	9,760,784	6,072,300	6,927,783	8,905,301
	423 Sewer/WWTP Utility Fund	53,348,731	28,131,150	35,821,699	45,658,182
	424 Utility Debt Service Fund	843,931	1,985,870	1,985,870	843,931
	Total Enterprise Funds	85,844,161	46,488,677	55,313,948	77,018,890
INTERNAL SERVICE FUNDS	511 Equipment Rental Fund	8,658,876	1,331,100	1,292,815	8,697,161
	512 Technology Rental Fund	734,287	1,204,880	1,251,409	687,758
	Total Internal Service Funds	9,393,163	2,535,980	2,544,224	9,384,919
FIDUCIARY FUNDS	617 Firemen's Pension Fund	137,532	67,270	87,584	117,218
<b>TOTAL BUDGET</b>		<b>\$ 127,162,625</b>	<b>\$ 102,193,459</b>	<b>\$ 118,149,317</b>	<b>\$ 111,206,767</b>

**Budgeted Revenues by Fund (All Funds) – 2021**



**Budgeted Expenditures by Fund (All Funds) – 2021**



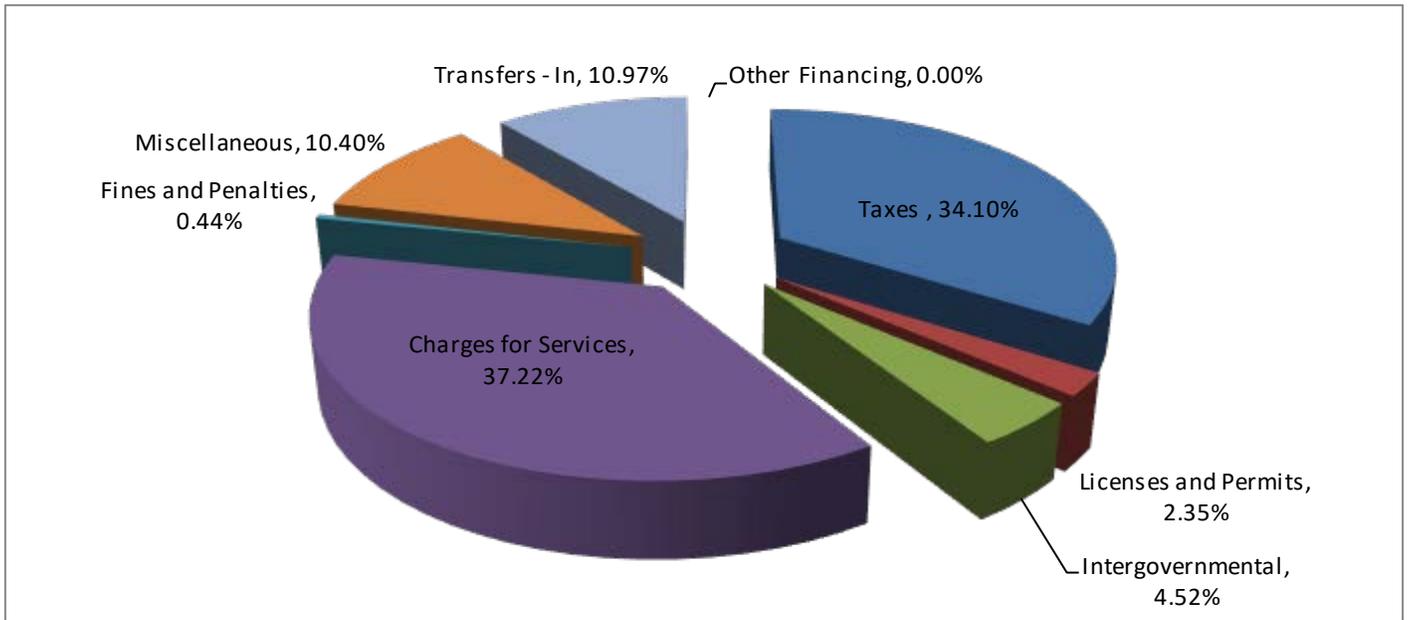
CHANGE IN ENDING FUND BALANCE - ALL FUNDS

Fund		Est. 2020 Ending Fund Balance	Net 2021 Surplus/(Deficit)	2021 Ending Fund Balance	Change in Fund Bal. 21-20	
GENERAL FUND	001	General Fund	\$ 12,761,460	\$ (1,824,076)	\$ 10,937,384	-14.29%
	009	LEOFF Medical Insurance Reserve Subfund	459,104	(167,140)	291,964	-36.41%
	012	Contingency Reserve Subfund	1,825,889	2,620	1,828,509	0.14%
	014	Historic Preservation Gift Fund	11,517	(890)	10,627	-7.73%
	016	Building Maintenance Fund	210,221	(210,221)	-	-100.00%
	017	Marsh Restoration & Preservation Fund	864,491	-	864,491	0.00%
	018	Edmonds Homelessness Response Fund	123,581	(123,581)	-	-100.00%
	019	Edmonds Opioid Response Fund	28,445	(28,445)	-	-100.00%
	Total General Fund		16,284,708	(2,351,733)	13,932,975	-14.44%
	SPECIAL REVENUE FUNDS	104	Drug Enforcement Fund	159,430	119,570	279,000
111		Street Fund	941,256	(450,170)	491,086	-47.83%
112		Street Construction Fund	2,173,704	266,357	2,440,061	12.25%
117		Municipal Arts Acquisition Fund	599,271	(71,820)	527,451	-11.98%
118		Memorial Tree Fund	20,534	270	20,804	1.31%
120		Hotel/Motel Tax Fund	88,393	(15,690)	72,703	-17.75%
121		Employee Parking Permit Fund	87,233	(1,640)	85,593	-1.88%
122		Youth Scholarship Fund	14,041	(1,610)	12,431	-11.47%
123		Tourism Promotional Arts Fund	75,352	(5,900)	69,452	-7.83%
125		REET 2	1,953,157	(146,686)	1,806,471	-7.51%
126		REET 1	1,653,946	(476,601)	1,177,345	-28.82%
127		Gifts Catalog Fund	316,106	3,030	319,136	0.96%
130		Cemetery Maintenance/Imp. Fund	213,706	(21,198)	192,508	-9.92%
136		Parks Trust Fund	169,459	(47,800)	121,659	-28.21%
137		Cemetery Maintenance Fund	1,107,525	4,220	1,111,745	0.38%
138	Sister City Commission Fund	10,408	(1,780)	8,628	-17.10%	
141	Affordable and Supportive Housing Fund	65,112	65,000	130,112	99.83%	
Total Special Revenue Funds		9,648,633	(782,448)	8,866,185	-8.11%	
DEBT SERVICE FUNDS	231	2012 LTGO Debt Service Fund	-	10	10	N/A
CAPITAL PROJECT FUNDS	332	Parks Capital Construction Fund	5,854,428	(3,967,858)	1,886,570	-67.78%
ENTERPRISE FUNDS	421	Water Utility Fund	21,890,715	(279,239)	21,611,476	-1.28%
	422	Storm Utility Fund	9,760,784	(855,483)	8,905,301	-8.76%
	423	Sewer/WWTP Utility Fund	53,348,731	(7,690,549)	45,658,182	-14.42%
	424	Utility Debt Service Fund	843,931	-	843,931	0.00%
Total Enterprise Funds		85,844,161	(8,825,271)	77,018,890	-10.28%	
INTERNAL SERVICE FUNDS	511	Equipment Rental Fund	8,658,876	38,285	8,697,161	0.44%
	512	Technology Rental Fund	734,287	(46,529)	687,758	6.77%
	Total Internal Service Funds		9,393,163	(8,244)	9,384,919	-0.09%
FIDUCIARY FUNDS	617	Firemen's Pension Fund	137,532	(20,314)	117,218	-14.77%
<b>TOTAL BUDGET</b>		<b>\$ 127,162,625</b>	<b>\$ (15,955,858)</b>	<b>\$ 111,206,767</b>	<b>-12.55%</b>	

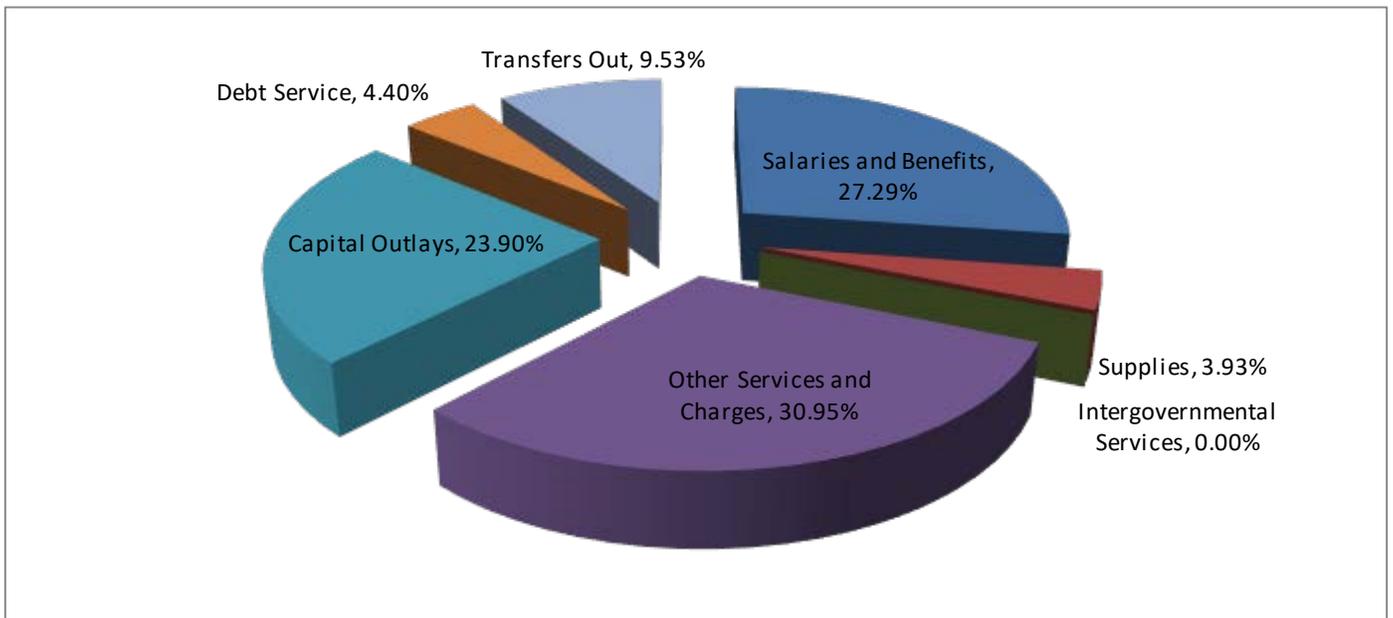
## REVENUE SUMMARY - ALL FUNDS

	2018	2019	2020	2021
	Actual	Actual	Estimate	Budget
Beginning Cash Balance	\$ 60,810,000	\$ 63,138,345	\$ 67,981,234	\$ 65,016,818
Remaining Fund Balance	51,401,766	57,887,079	62,145,807	62,145,807
<b>Total Beginning Fund Balance</b>	<b>112,211,766</b>	<b>121,025,424</b>	<b>130,127,041</b>	<b>127,162,625</b>
<b>REVENUES</b>				
General Property Tax	14,317,742	14,454,333	14,850,148	15,073,931
Retail Sales and Use Taxes	9,443,774	9,477,813	8,405,350	9,596,100
Business and Occupation Taxes	6,836,259	6,750,184	6,831,440	6,689,050
Excise Taxes	984,242	973,731	977,900	992,900
Other Taxes	3,538,824	3,096,440	2,500,000	2,500,000
<b>Taxes Total</b>	<b>35,120,841</b>	<b>34,752,501</b>	<b>33,564,838</b>	<b>34,851,981</b>
Business Licenses and Permits	1,654,645	1,570,296	1,475,700	1,618,950
Building Permits and Fees	883,153	781,652	804,927	782,600
<b>Licenses &amp; Permits Total</b>	<b>2,537,798</b>	<b>2,351,948</b>	<b>2,280,627</b>	<b>2,401,550</b>
<b>Intergovernmental Total</b>	<b>5,051,599</b>	<b>3,393,276</b>	<b>5,318,703</b>	<b>4,622,920</b>
General Government	1,681,361	1,408,519	1,537,791	1,470,930
Public Safety	1,328,398	1,431,745	1,299,548	1,363,800
Utilities	24,689,970	25,980,390	27,822,228	28,959,017
Transportation	36,474	36,249	14,500	14,500
Natural and Economic Environment	911,837	1,319,299	1,910,682	1,614,540
Social Services	12,869	4,707	-	-
Culture and Recreation	918,858	929,541	315,956	967,762
Interfund Services	3,188,911	3,552,725	3,800,015	3,641,246
<b>Charges for Services Total</b>	<b>32,768,678</b>	<b>34,663,175</b>	<b>36,700,720</b>	<b>38,031,795</b>
<b>Fines and Penalties Total</b>	<b>616,785</b>	<b>499,908</b>	<b>298,371</b>	<b>448,950</b>
Investment Earnings	1,181,418	1,842,162	1,456,232	498,220
Rents and Concessions	1,378,252	1,477,336	1,202,550	1,052,200
Contributions/Donations	632,050	650,086	78,855	667,600
Special Assessments	-	23,318	-	-
Other Misc Revenue	1,153,474	827,506	638,914	640,850
Capital Contributions	1,186,473	1,416,040	6,542,785	7,765,294
Sale of Capital Assets	(934,785)	(2,261,350)	5,000	5,000
<b>Miscellaneous Total</b>	<b>4,596,882</b>	<b>3,975,098</b>	<b>9,924,336</b>	<b>10,629,164</b>
Transfers In	2,223,251	7,079,342	11,050,023	11,207,099
Proceeds of Long-Term Debt	-	3,785,944	14,945,000	-
<b>Total Revenues &amp; Transfers</b>	<b>82,915,834</b>	<b>90,501,192</b>	<b>114,082,618</b>	<b>102,193,459</b>
Total Resources Available	143,725,834	153,639,537	182,063,852	167,210,277
Estimated Remaining Fund Balance	51,401,766	57,887,079	62,145,807	62,145,807
<b>Total Fund Balance</b>	<b>\$ 195,127,600</b>	<b>\$ 211,526,616</b>	<b>\$ 244,209,659</b>	<b>\$ 229,356,084</b>

**Percentage Revenue Budget by Type (All Funds) – 2021**



**Percentage Expenditure Budget by Type (All Funds) – 2021**



## EXPENDITURE SUMMARY - ALL FUNDS

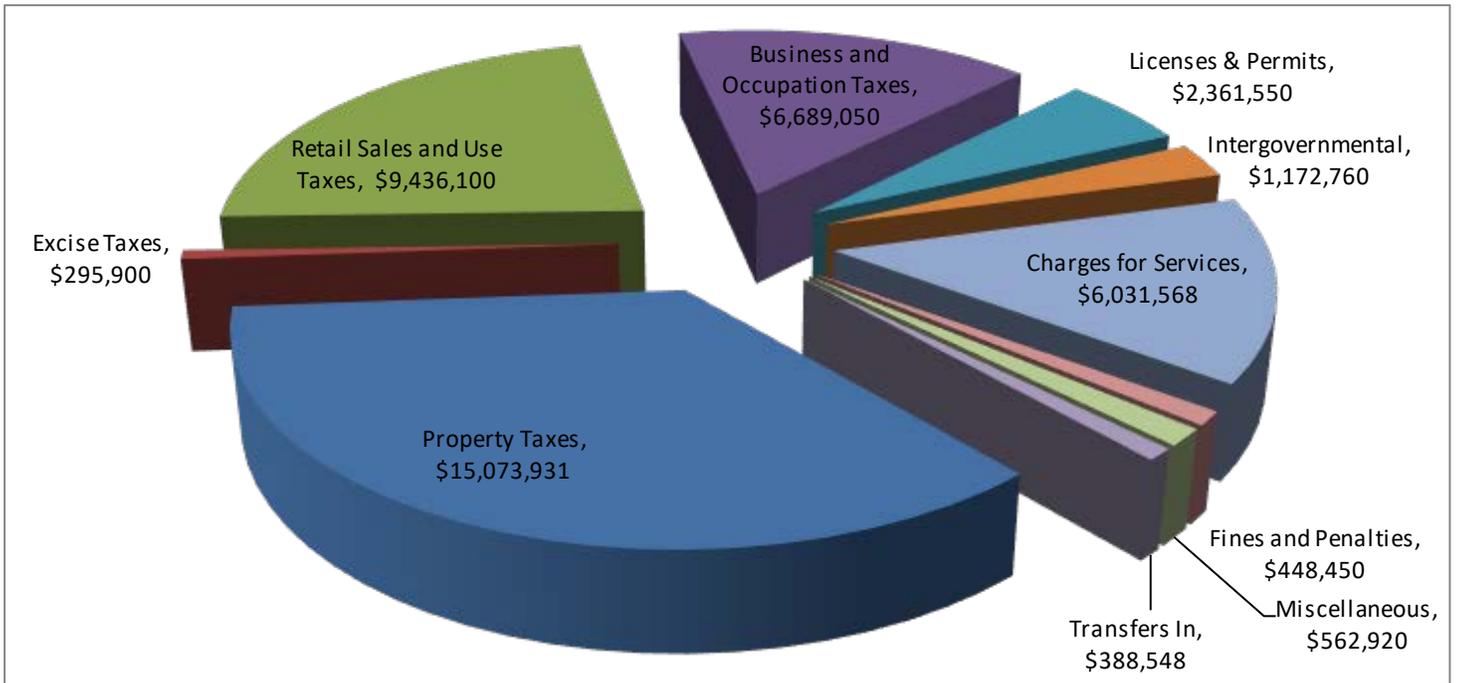
	2018 Actual	2019 Actual	2020 Estimate	2021 Budget
<b>EXPENDITURE</b>				
Salaries	\$ 19,842,347	\$ 21,424,191	\$ 22,296,966	\$ 22,814,620
Benefits	7,454,877	8,467,911	8,831,822	9,422,902
<b>Total Salaries and Benefits</b>	<b>27,297,224</b>	<b>29,892,102</b>	<b>31,128,788</b>	<b>32,237,522</b>
<b>Total Supplies</b>	<b>3,771,372</b>	<b>3,950,509</b>	<b>4,326,538</b>	<b>4,644,308</b>
Professional Services	19,113,520	16,700,580	22,915,743	23,447,650
Communication	298,318	318,248	303,135	303,665
Travel	59,371	79,991	44,630	86,840
Excise Taxes	3,149,642	3,225,206	3,104,300	3,094,300
Rental/Lease	2,901,782	2,888,053	2,820,964	2,582,881
Insurance	978,076	991,882	933,592	918,346
Utilities	1,912,344	1,916,238	2,447,255	2,858,535
Repairs & Maintenance	2,820,477	4,016,310	1,888,535	2,239,340
Miscellaneous	1,091,202	848,283	897,586	1,038,262
<b>Total Other Services and Charges</b>	<b>32,324,732</b>	<b>30,984,791</b>	<b>35,355,740</b>	<b>36,569,819</b>
<b>Total Capital Outlays</b>	<b>1,541,222</b>	<b>1,964,959</b>	<b>30,437,341</b>	<b>28,240,500</b>
<b>Total Debt Service</b>	<b>2,719,958</b>	<b>2,752,437</b>	<b>4,673,604</b>	<b>5,200,070</b>
<b>EXPENDITURE TOTAL</b>	<b>67,654,508</b>	<b>69,544,798</b>	<b>105,922,011</b>	<b>106,892,219</b>
Depreciation Expense	4,200,366	4,700,435	-	-
Transfer Out	2,223,251	7,154,342	11,125,023	11,257,099
<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	<b>74,078,125</b>	<b>81,399,575</b>	<b>117,047,034</b>	<b>118,149,318</b>
Ending Cash Balance	63,138,345	67,981,234	65,016,818	49,060,959
Estimated Remaining Fund Balance	57,911,177	62,145,807	62,145,807	62,145,808
<b>Ending Fund Balance</b>	<b>121,049,522</b>	<b>130,127,041</b>	<b>127,162,625</b>	<b>111,206,767</b>
<b>Total All Uses with Fund Balance</b>	<b>\$ 195,127,647</b>	<b>211,526,616</b>	<b>\$ 244,209,659</b>	<b>\$ 229,356,085</b>

### 2021 General Fund Revenue

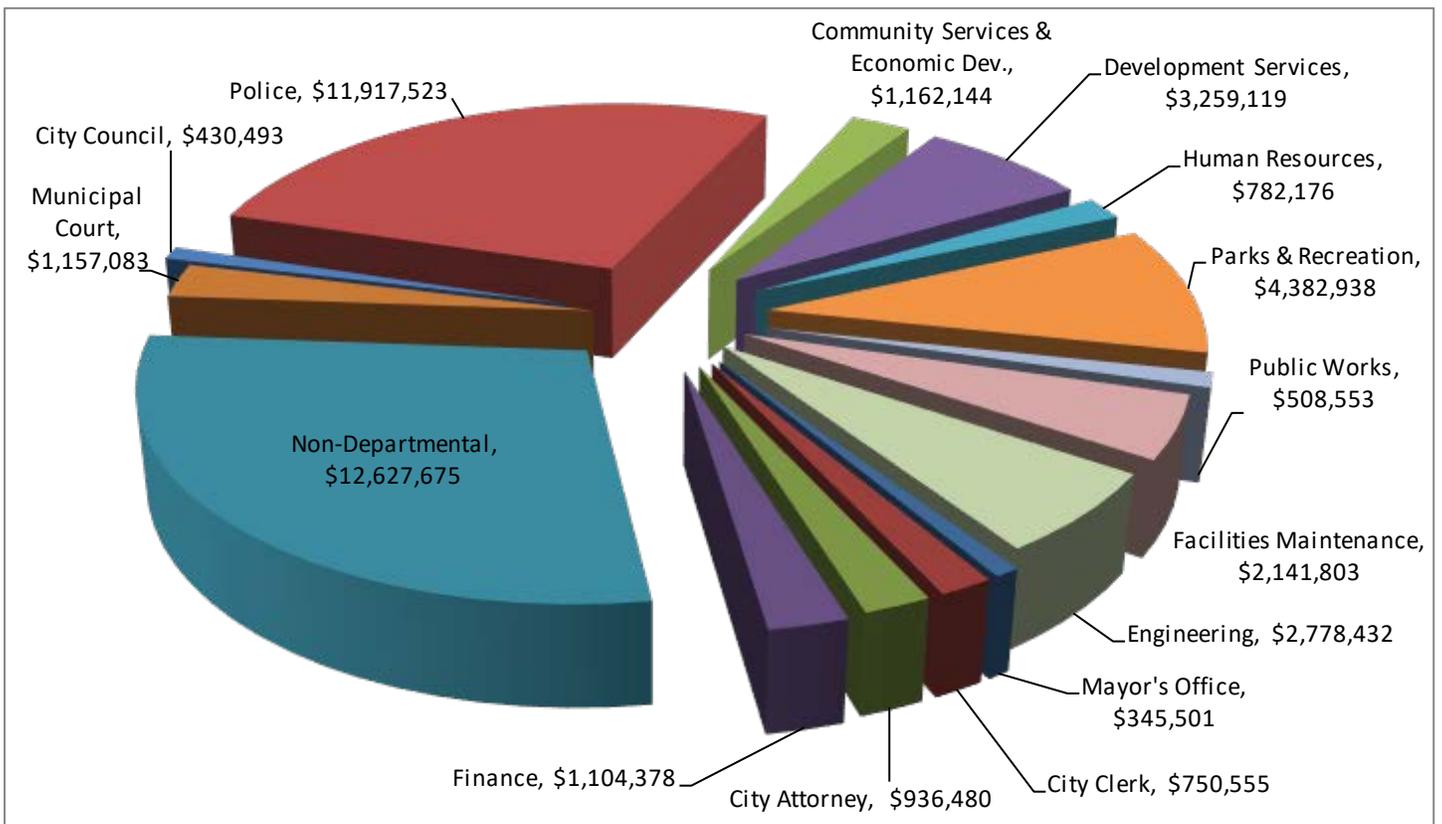
General Fund revenue for 2021, excluding fund balances, is \$42.5 million; a decrease of \$700K from the 2020 year-end estimate.

General Fund Revenues	2018 Actual	2019 Actual	2020 Estimate	2021 Budget
General Property Tax	\$ 14,317,742	\$ 14,454,333	\$ 14,850,148	\$ 15,073,931
Retail Sales and Use Taxes	9,323,613	9,357,026	8,227,600	9,436,100
Business and Occupation Taxes	6,836,259	6,750,184	6,831,440	6,689,050
Excise Taxes	277,966	285,122	280,900	295,900
<b>Tax Total</b>	<b>30,755,580</b>	<b>30,846,665</b>	<b>30,190,088</b>	<b>31,494,981</b>
Business Licenses and Permits	1,572,628	1,570,296	1,475,700	1,618,950
Non-Business Licenses and Permits	829,228	729,677	763,457	742,600
<b>Licenses &amp; Permits Total</b>	<b>2,401,856</b>	<b>2,299,973</b>	<b>2,239,157</b>	<b>2,361,550</b>
<b>Intergovernmental Total</b>	<b>1,014,434</b>	<b>1,008,432</b>	<b>1,206,125</b>	<b>1,172,760</b>
General Government	492,005	430,953	473,783	398,850
Public Safety	1,328,398	1,431,745	1,299,548	1,363,800
Transportation	3,082	1,311	2,500	2,500
Natural and Economic Environment	542,931	775,757	400,050	441,050
Social Services	12,869	4,707	-	-
Culture and Recreation	865,198	876,684	290,956	923,262
Interfund Reimbursement-Contract Svcs	2,566,481	2,898,678	3,139,945	2,902,106
<b>Charges for Services Total</b>	<b>5,810,964</b>	<b>6,419,835</b>	<b>5,606,782</b>	<b>6,031,568</b>
<b>Fines and Penalties Total</b>	<b>616,785</b>	<b>496,094</b>	<b>297,871</b>	<b>448,450</b>
Interest and Other Earnings	273,226	573,807	461,332	168,470
Rents, Leases & Concessions	342,743	347,603	178,100	360,100
Contributions & Donations	48,070	20,341	24,055	13,000
Other Miscellaneous Revenues	540,684	219,938	22,214	21,350
Disposition of Capital Assets	20,843	-	-	-
<b>Miscellaneous Total</b>	<b>1,225,566</b>	<b>1,161,689</b>	<b>685,701</b>	<b>562,920</b>
Proceeds from refunding Long-Term Debt	-	-	-	-
Transfers In	75,884	4,793,649	1,535,800	388,548
<b>Total Revenues &amp; Transfers</b>	<b>\$ 41,901,069</b>	<b>\$ 47,026,337</b>	<b>\$ 41,761,524</b>	<b>\$ 42,460,777</b>

**Percentage General Revenue by Type – 2021**



**2021 General Fund Expenditures by Department**

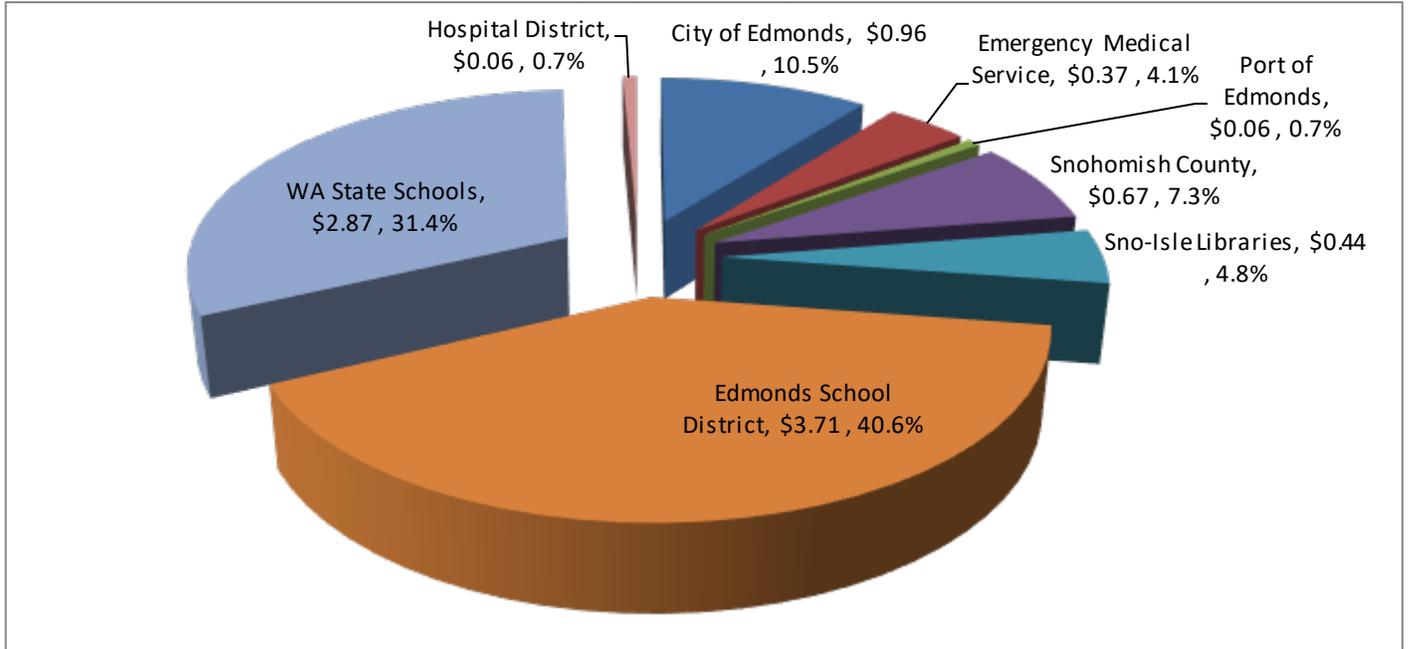


General Fund Expenditures by Department							
	2017 Actual	2018 Actual	2019 Actual	2020 Estimate	2021 Budget	20-19 % Change	21-20 % Change
City Council	\$ 268,922	\$ 431,443	\$ 402,243	\$ 340,752	\$ 430,493	-15.29%	26.34%
Mayor's Office	273,636	290,737	297,114	335,959	345,501	13.07%	2.84%
Human Resources	397,506	432,559	552,184	677,818	782,176	22.75%	15.40%
Municipal Court	984,205	995,470	1,001,064	1,084,346	1,157,083	8.32%	6.71%
City Clerk	632,191	668,717	705,593	761,648	750,555	7.94%	-1.46%
Finance	1,046,702	1,058,032	1,262,022	1,319,815	1,104,378	4.58%	-16.32%
City Attorney	802,103	832,761	868,031	912,540	936,480	5.13%	2.62%
Non-Departmental	12,651,132	13,074,599	12,733,579	12,652,684	12,627,675	-0.64%	-0.20%
Police	10,493,870	11,197,089	11,705,992	11,665,999	11,917,523	-0.34%	2.16%
Community Services & Economic Dev.	549,794	585,223	604,295	626,832	1,162,144	3.73%	85.40%
Development Services	2,826,501	2,831,343	2,863,039	2,864,262	3,259,119	0.04%	13.79%
Parks, Recreation and Cultural Services	3,885,311	3,910,784	4,093,668	4,299,491	4,382,938	5.03%	1.94%
Public Works Administration	463,296	504,450	494,938	520,496	508,553	5.16%	-2.29%
Facilities Maintenance	1,647,106	1,820,365	2,521,537	3,807,411	2,141,803	51.00%	-43.75%
Engineering	2,199,404	2,307,584	2,602,130	2,682,199	2,778,432	3.08%	3.59%
<b>Total Expenditures</b>	<b>\$ 39,121,679</b>	<b>\$ 40,941,156</b>	<b>\$ 42,707,429</b>	<b>\$ 44,552,252</b>	<b>\$ 44,284,853</b>	<b>4.32%</b>	<b>-0.60%</b>

**PROPERTY TAX**

Property taxes are the City’s largest revenue source at \$15.1 million in 2021, or 36% 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 14.6% of property taxes paid by Edmonds property owners.

2020 Property Tax Rates by Jurisdiction



The City of Edmonds receives a relatively small percentage of a property owner’s tax bill (10.5% for the regular tax levy). In comparison, the Edmonds School District and WA State Schools taken together account for 72.0% of the property tax bill.

2020 Property Tax Rate per \$1,000 of Assessed Value		
Government Agency	Tax Rate	% of Total
City of Edmonds	\$ 0.96	10.5%
Emergency Medical Service	0.37	4.1%
<b>Total, City of Edmonds</b>	<b>1.33</b>	<b>14.6%</b>
Port of Edmonds	0.06	0.7%
Snohomish County	0.67	7.3%
Sno-Isle Libraries	0.44	4.8%
Edmonds School District	3.71	40.6%
WA State Schools	2.87	31.4%
Hospital District	0.06	0.7%
<b>Total</b>	<b>\$ 9.14</b>	<b>100.0%</b>

## DECISION PACKAGES

### City Council Budget Priority List 2021

1. New Social Worker
2. Expansion of infrastructure, specifically more sidewalks, bike lanes, trails, etc.
3. Increased prioritization of Human Services and Mental Health
4. Outreach to Highway 99, Community Policing in the area
5. Funding for more Open Space
6. Improved Communications and Public Engagement

Department/Fund	DP #	Decision Package Description	Council Priority	Expenditure Budget
Human Resources	1	Prof. Serv. for Equity, Diversity, & Inclusion		\$ 50,000
	2	AWC's Workers' Comp Safety Alliance		\$ 27,000
	3	Establish a Safety & Disaster Coordinator Budget		\$ 5,000
City Attorney	4	Annual Increase to City Attorney Contract		\$ 23,940
Court	5	Paperless Project - Carryforward		\$ 23,120
Finance	6	Freeze 2021 Salaries and Benefits		\$ (895,428)
	7	Freeze 2021 Finance Mgr Salary & Benefits		\$ (236,540)
	8	Freeze 2021 Crime Prevention Cost Center		\$ (133,657)
Non-Departmental	9	Adjustments to Non-Departmental		\$ (150,000)
	10	Enhance our Arts and Culture		\$ 50,000
	11	Move Building Maintenance Funds (016)		\$ 210,222
	12	Move Opioid Funds (019)	3	\$ 28,445
Technology Rental Fund	13	2020 DP 19 carry forward / Relocate Switch		\$ 49,000
	14	Increase in online storage costs		\$ 28,800
	15	Annual Software Increases		\$ 30,000
	16	Annual Equipment Replacement		\$ 109,600
Community Services	17	Public Information Officer/Communications Strategi	6	\$ 48,946
	18	Diversity Commission Coordinator/Staff Support	6	\$ 16,600
	19	Human Services Program Manager	1	\$ 48,946
	20	Increase/decrease to communications and supplies		\$ (3,300)
	21	Diversity Comm Film Series Revenue & Expenditures		\$ 1,000
	22	Human Services Fund	3	\$ 569,581
	23	Social Media Support		\$ 3,000
	24	Creative District Support		\$ 10,000
	25	Lodging Tax Expenditures (120)		\$ 87,150
Development Services	26	Gap Analysis Phase for the 2024 Comp Plan Update		\$ 20,000
	27	Community Renewal Plan	4	\$ 60,000
	28	PUD Green Power Program		\$ 30,000

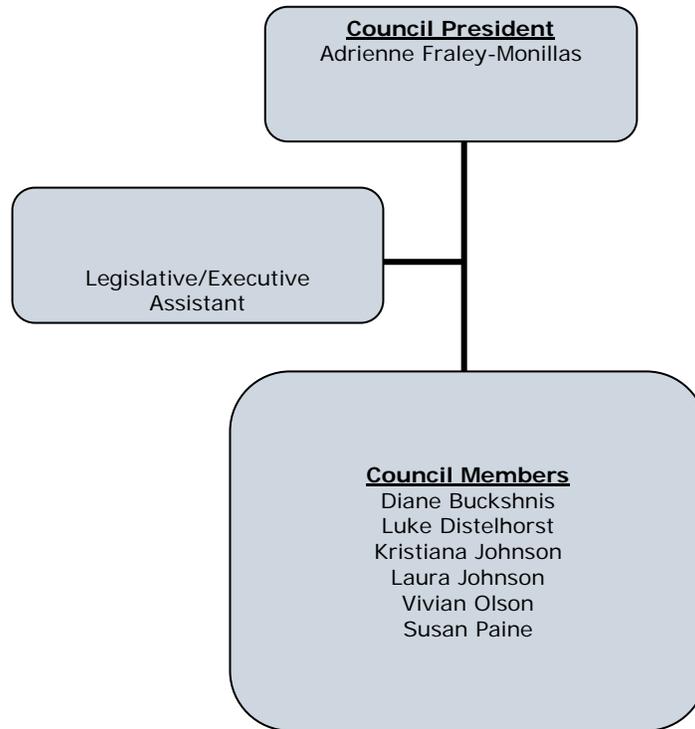
## DECISION PACKAGES CONTINUED

Department/Fund	DP #	Decision Package Description	Council Priority	Expenditure Budget
Parks and Recreation	29	Salmon Safe Program		\$ 32,000
	30	Waterfront Center Operating Expenses		\$ 30,000
	31	Arts Commission One-Time Grant Program (Fund 117)		\$ 55,000
	32	LTAC Approved Expenditures Arts Commission Promo (123)		\$ 29,900
	33	Gift Catalog Spending Authority (Fund 127)		\$ 49,680
	34	Long-Term Care Municipal Cemetery (Fund 137)		\$ 25,000
Facilities Maintenance	35	Capital Renewal - Facilities Annual Maintenance		\$ 500,000
Engineering	36	2021 Pedestrian Task Force		\$ 20,000
	37	2021 Commute Trip Reduction - Employee Incentive		\$ 36,000
	38	Engineering Software Cost Increases		\$ 11,500
	39	Interfund Services for Utilities		\$ 72,250
	40	Sewer and Storm Pipe Rating using PACP rating syst		\$ 80,000
	41	Lake Ballinger Operating Fund		\$ 13,600
	42	Stormwater Comprehensive Plan Update		\$ 152,500
	Treatment Plant	43	Wastewater Carbon Recovery Project	
44		Wastewater Operating Budget		\$ 164,620
Equipment Rental	45	2021 Vehicle Replacements		\$ 262,000
	46	Remove B-Fund Rates for General Fund		\$ (362,570)
Utility Fund Capital	47	Phase 12 WL Replacement (2022)		\$ 467,944
	48	2021 WL Overlays		\$ 240,000
	49	Swedish & 76th Waterline Replacement		\$ 10,000
	50	Dayton 3rd to 9th		\$ 9,000
	51	Phase 11 WL Replacement (2021)		\$ 2,178,531
	52	Phase 7 Sewer Replacement		\$ 11,000
	53	Phase 2 Storm Maintenance		\$ 1,500,000
	54	Phase 3 Storm Maintenance		\$ 300,000
	55	175th Slope Repair		\$ 130,000
	56	Willow Creek Daylighting Channel-Additional Alternate Alignment		\$ 80,000
	57	2021 SD Overlays		\$ 50,000
	58	Elm Way Walkway	2	\$ 150,800
	59	Seaview Infiltration Facility Phase 2		\$ 116,100
	60	Perrinville Creek Flow Management Projects		\$ 50,000
	61	Edmonds Marsh Water Quality Improvement Phase 1		\$ 40,000
	62	Willow Creek Daylighting / Edmonds Marsh		\$ 450,000
	63	Phase 8 SS Repl (2021)		\$ 1,666,683
64	Lake Ballinger Trunk Sewer Study		\$ 124,500	
65	2021 SS Overlays		\$ 30,000	
66	Citywide CIPP SS Phase 3		\$ 463,710	
67	Phase 9 SS Repl (2022)		\$ 323,148	

### DECISION PACKAGES CONTINUED

Department/Fund	DP #	Decision Package Description	Council Priority	Expenditure Budget
Street Capital	68	2021 Pavement Overlay Program		\$ 800,000
	69	76th Ave W @ 220th St SW Intersection Improvements	2	\$ 375,000
	70	76th Ave. W Overlay	2	\$ 360,000
	71	84th Ave. W Overlay from 220th to 212th		\$ 5,000
	72	Hwy 99 Revitalization	2	\$ 873,048
	73	Citywide Bicycle Improvements	2	\$ 256,000
	74	Citywide Pedestrian Crossing Enhancements	2	\$ 1,591,535
	75	2021 Pedestrian Safety	2	\$ 20,190
	76	2021 Traffic Signal Upgrades	2	\$ 30,000
	77	Sidewalk Expansion & Maint. Program	2	\$ 100,000
	78	2021 Guardrail Program	2	\$ 20,180
	79	2021 Traffic Calming Program	2	\$ 15,000
Parks Capital	80	Flower Program Greenhouse (Fund 136 & 125)		\$ 50,000
	81	Park Improvement & Capital Replacement (Fund 125)		\$ 55,000
	82	Civic Park Construction	5	\$ 6,030,315
	83	Fishing Pier Repair (Fund 332)		\$ 54,425

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

**2021 Budget Changes**

Annual adjustment for technology services

**2021 Decision Packages**

None

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

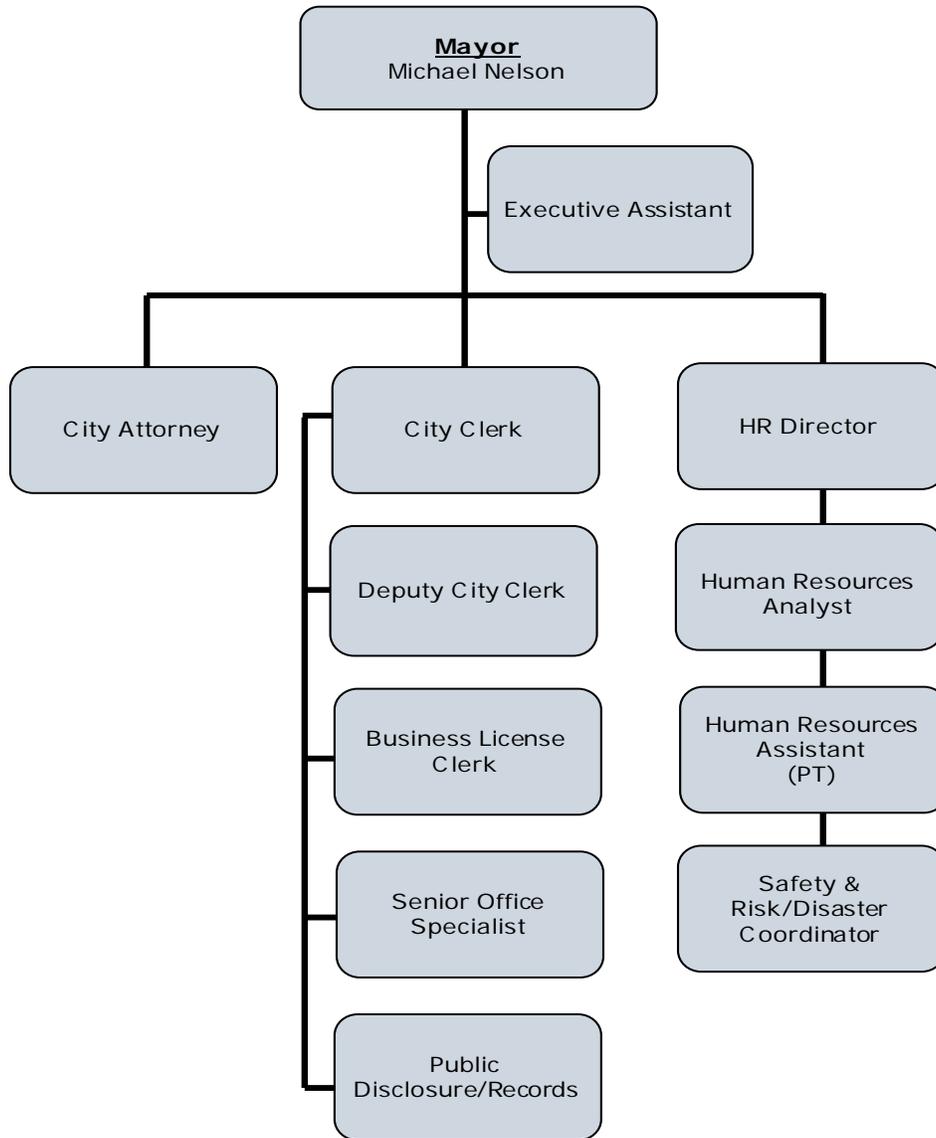
Description	2019	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
Salaries	180,440	191,224	191,224	199,052	7,828	4%	7,828	4%
Overtime	-	1,000	1,000	1,000	-	0%	-	0%
Benefits	97,616	95,736	95,736	118,713	22,977	24%	22,977	24%
Supplies	2,309	2,500	2,500	2,000	(500)	-20%	(500)	-20%
Minor Equipment	342	1,000	1,000	-	(1,000)	-100%	(1,000)	-100%
Professional Services	81,067	62,160	15,000	62,160	47,160	314%	-	0%
Communications	6,393	5,000	5,000	3,000	(2,000)	-40%	(2,000)	-40%
Travel	2,977	17,500	1,500	6,700	5,200	347%	(10,800)	-62%
Rental/Lease	1,022	490	490	490	-	0%	-	0%
Interfund Rental	11,096	11,802	11,802	11,878	76	1%	76	1%
Repair/Maintenance	121	500	500	500	-	0%	-	0%
Miscellaneous	18,860	30,000	15,000	25,000	10,000	67%	(5,000)	-17%
	402,243	418,912	340,752	430,493	89,741	26%	11,581	3%

Note: The amounts in the column titled "2020 Budget", on this page and all subsequent pages, refer to the City's 2020 Amended Budget, not the City's 2020 Adopted Budget.



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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	2019	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
Office of the Mayor	297,115	306,685	335,959	345,501	9,542	3%	38,816	13%
Human Resources	552,186	740,691	677,818	782,176	104,358	15%	41,485	6%
City Clerk	705,594	726,962	761,648	750,555	(11,093)	-1%	23,593	3%
City Attorney	868,031	912,540	912,540	936,480	23,940	3%	23,940	3%
	2,422,926	2,686,878	2,687,965	2,814,712	126,747	5%	127,834	5%

Description	2019	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
Salaries	907,912	955,304	978,256	1,008,486	30,230	3%	53,182	6%
Overtime	197	-	-	-	N/A	N/A	N/A	N/A
Benefits	326,684	353,219	388,907	408,142	19,235	5%	54,923	16%
Supplies	10,511	30,296	19,204	21,800	2,596	14%	(8,496)	-28%
Small Equipment	7,228	300	300	300	-	0%	-	0%
Professional Svc	952,684	1,089,421	1,032,490	1,124,180	91,690	9%	34,759	3%
Communication	35,723	42,950	37,950	35,950	(2,000)	-5%	(7,000)	-16%
Travel	4,361	6,000	6,000	5,980	(20)	0%	(20)	0%
Rental/Lease	19,528	26,200	22,200	22,200	-	0%	(4,000)	-15%
Intefund Rental	63,192	86,431	86,431	87,278	847	1%	847	1%
Repair/Maintenance	59,376	40,910	58,380	56,380	(2,000)	-3%	15,470	38%
Miscellaneous	35,530	55,847	57,847	44,016	(13,831)	-24%	(11,831)	-21%
	2,422,926	2,686,878	2,687,965	2,814,712	126,747	5%	127,834	5%

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, software, and special acknowledgements.

The professional services budget covers videotaping of special meetings, printing services, vacation coverage for the Mayor’s Executive Assistant, and other professional services as needed.

The communication budget includes iPads, laptops, cell phones 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.

**2021 Budget Changes**

Annual adjustment for technology services

**2021 Decision Packages**

None

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

Description	2019	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
Salaries	218,580	222,432	222,432	229,512	7,080	3%	7,080	3%
Benefits	53,248	54,043	83,317	85,243	1,926	2%	31,200	58%
Supplies	1,310	1,500	1,500	1,500	-	0%	-	0%
Minor Equipment	442	-	-	-	N/A	N/A	N/A	N/A
Professional Services	2,385	3,000	3,000	3,000	-	0%	-	0%
Communications	1,258	1,400	1,400	1,400	-	0%	-	0%
Travel	2,603	3,000	3,000	3,000	-	0%	-	0%
Rental/Lease	1,076	2,000	2,000	2,000	-	0%	-	0%
Interfund Rental	11,472	14,860	14,860	15,396	536	4%	536	4%
Miscellaneous	4,741	4,450	4,450	4,450	-	0%	-	0%
	297,115	306,685	335,959	345,501	9,542	3%	38,816	13%

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

**2021 Budget Changes**

Annual adjustment for technology services

**2021 Decision Packages**

Decision package #1 added \$50,000 for professional services for equity, diversity and inclusion

Decision package #2 added \$27,000 for AWC’s Workers’ Comp Safety Alliance

Decision package #3 added \$5,000 in order to establish a safety and disaster coordinator budget

Decision package #6 froze the HR intern position reducing the budget by \$5,867

Description	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change 21-20 Estimate	% Change 21-20 Estimate	\$ Change 21-20 Budget	% Change 21-20 Budget
Salaries	325,754	356,658	356,658	387,048	30,390	9%	30,390	9%
Overtime	197	-	-	-	N/A	N/A	N/A	N/A
Benefits	113,284	142,458	142,458	154,430	11,972	8%	11,972	8%
Supplies	5,512	18,556	10,204	12,300	2,096	21%	(6,256)	-34%
Minor Equipment	2,762	300	300	300	-	0%	-	0%
Professional Services	42,320	116,971	62,450	137,000	74,550	119%	20,029	17%
Communications	1,315	1,550	1,550	1,550	-	0%	-	0%
Travel	1,255	1,000	1,000	1,000	-	0%	-	0%
Rental/Lease	3,877	4,200	4,200	4,200	-	0%	-	0%
Interfund Rental	20,747	27,721	27,721	31,902	4,181	15%	4,181	15%
Repair/Maintenance	7,571	8,380	8,380	8,380	-	0%	-	0%
Miscellaneous	19,388	42,867	42,867	25,886	(16,981)	-40%	(16,981)	-40%
	543,982	720,661	657,788	763,996	106,208	16%	43,335	6%
<b>Civil Service</b>								
Supplies	-	-	-	-	N/A	N/A	N/A	N/A
Professional Svc	8,204	19,500	19,500	13,000	(6,500)	-33%	(6,500)	-33%
Miscellaneous	-	530	530	180	(350)	-66%	(350)	-66%
	8,204	20,030	20,030	13,180	(6,850)	-34%	(6,850)	-34%
<b>Disaster Preparedness</b>								
Supplies	-	-	-	1,000	1,000	N/A	1,000	N/A
Travel	-	-	-	500	500	N/A	500	N/A
Miscellaneous	-	-	-	3,500	3,500	N/A	3,500	N/A
	-	-	-	5,000	5,000	N/A	5,000	N/A
	552,186	740,691	677,818	782,176	104,358	15%	41,485	6%

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.

**2021 Budget Changes**

Annual adjustment for technology services

Miscellaneous reallocation among object codes with a net zero impact to the General Fund

**2021 Decision Packages**

None

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

Description	2019	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
Salaries	363,578	376,214	399,166	391,926	(7,240)	-2%	15,712	4%
Benefits	160,152	156,718	163,132	168,469	5,337	3%	11,751	7%
Supplies	3,689	10,240	7,500	7,000	(500)	-7%	(3,240)	-32%
Minor Equipment	4,024	-	-	-	N/A	N/A	N/A	N/A
Professional Services	31,744	37,410	35,000	34,200	(800)	-2%	(3,210)	-9%
Communications	33,150	40,000	35,000	33,000	(2,000)	-6%	(7,000)	-18%
Travel	503	2,000	2,000	1,980	(20)	-1%	(20)	-1%
Rental/Lease	14,575	20,000	16,000	16,000	-	0%	(4,000)	-20%
Interfund Rental	30,973	43,850	43,850	39,980	(3,870)	-9%	(3,870)	-9%
Repair/Maintenance	51,805	32,530	50,000	48,000	(2,000)	-4%	15,470	48%
Miscellaneous	11,401	8,000	10,000	10,000	-	0%	2,000	25%
	705,594	726,962	761,648	750,555	(11,093)	-1%	23,593	3%

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.

**2021 Budget Changes**

None

**2021 Decision Packages**

Decision package #4 added \$23,940 for the annual increase to the city attorney contract

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

Description	2019	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
Prof Svc - City Atty	580,643	597,480	597,480	621,420	23,940	4%	23,940	4%
Prof Serv - Misc Legal	947	5,000	5,000	5,000	-	0%	-	0%
Prof Serv - Prosecutor	286,441	310,060	310,060	310,060	-	0%	-	0%
	868,031	912,540	912,540	936,480	23,940	3%	23,940	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.

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

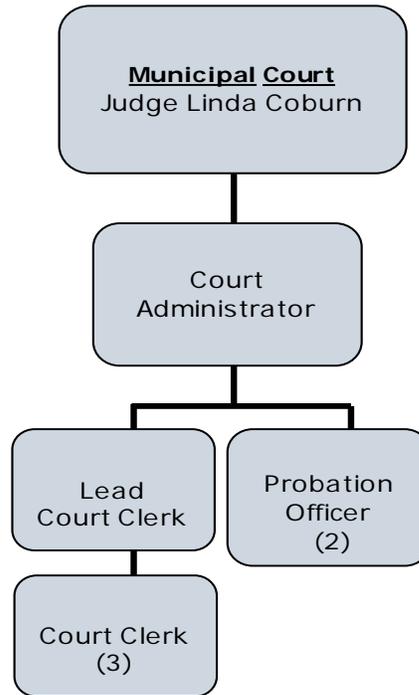
Description	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change 21-20 Estimate	% Change 21-20 Estimate	\$ Change 21-20 Budget	% Change 21-20 Budget
<b>Program 100 - Public</b>								
<b>Beginning Balance</b>	<b>6,988</b>	<b>8,186</b>	<b>8,186</b>	<b>8,406</b>	<b>220</b>	<b>3%</b>	<b>220</b>	<b>3%</b>
<u>Revenue</u>								
Investment Interest	351	320	320	100	(220)	-69%	(220)	-69%
Interfund Transfer	5,000	5,000	-	5,000	5,000	N/A	-	0%
<b>Total Revenues</b>	<b>5,351</b>	<b>5,320</b>	<b>320</b>	<b>5,100</b>	<b>4,780</b>	<b>1494%</b>	<b>(220)</b>	<b>-4%</b>
<u>Expenditure</u>								
Supplies	770	1,000	100	1,000	900	900%	-	0%
Travel	700	1,000	-	1,000	1,000	N/A	-	0%
Miscellaneous	2,683	4,900	-	4,900	4,900	N/A	-	0%
<b>Total Expenditures</b>	<b>4,153</b>	<b>6,900</b>	<b>100</b>	<b>6,900</b>	<b>6,800</b>	<b>6800%</b>	<b>-</b>	<b>0%</b>
<b>Ending Balance</b>	<b>8,186</b>	<b>6,606</b>	<b>8,406</b>	<b>6,606</b>	<b>(1,800)</b>	<b>-21%</b>	<b>-</b>	<b>0%</b>

Description	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change 21-20 Estimate	% Change 21-20 Estimate	\$ Change 21-20 Budget	% Change 21-20 Budget
<b>Program 200 - Private</b>								
<b>Beginning Balance</b>	<b>1,114</b>	<b>1,942</b>	<b>1,942</b>	<b>2,002</b>	<b>60</b>	<b>3%</b>	<b>60</b>	<b>3%</b>
<u>Revenue</u>								
Investment Interest	69	60	60	20	(40)	-67%	(40)	-67%
Contributions	3,500	5,000	-	5,000	5,000	N/A	-	0%
<b>Total Revenues</b>	<b>3,569</b>	<b>5,060</b>	<b>60</b>	<b>5,020</b>	<b>4,960</b>	<b>8267%</b>	<b>(40)</b>	<b>-1%</b>
<u>Expenditure</u>								
Supplies	-	500	-	500	500	N/A	-	0%
Student Trip	2,706	3,500	-	3,500	3,500	N/A	-	0%
Miscellaneous	35	1,000	-	1,000	1,000	N/A	-	0%
<b>Total Expenditures</b>	<b>2,741</b>	<b>5,000</b>	<b>-</b>	<b>5,000</b>	<b>5,000</b>	<b>N/A</b>	<b>-</b>	<b>0%</b>
<b>Ending Balance</b>	<b>1,942</b>	<b>2,002</b>	<b>2,002</b>	<b>2,022</b>	<b>20</b>	<b>1%</b>	<b>20</b>	<b>1%</b>



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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.

**2021 Budget Changes**

Annual adjustment for technology services

**2021 Decision Packages**

Decision package #5 added \$23,120 for the paperless court project carry forward from 2020

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

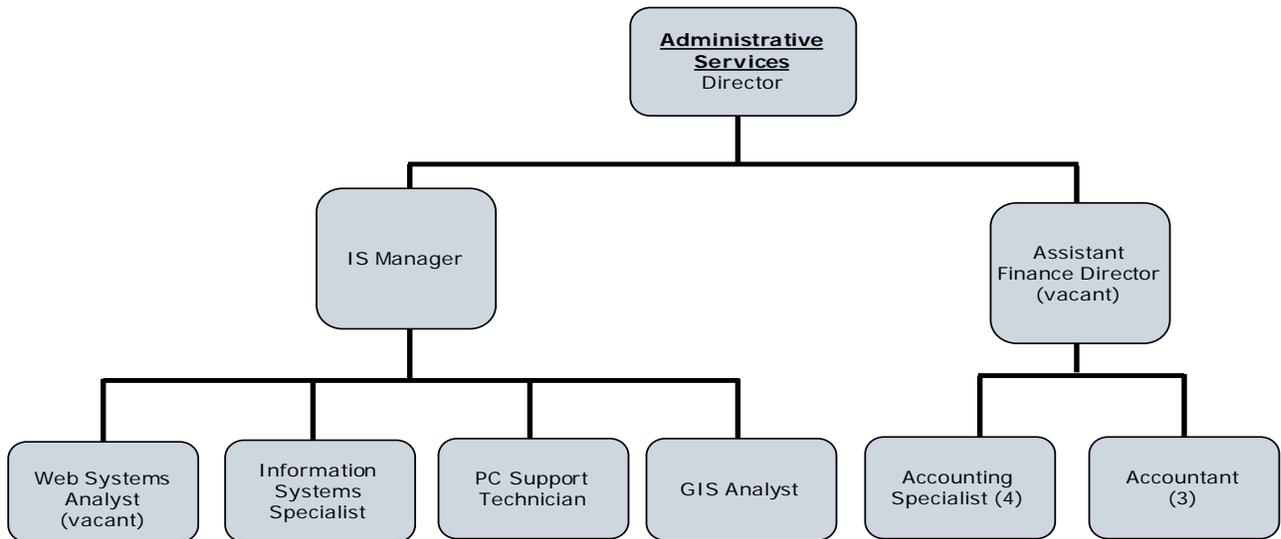
Description	2019 Actual	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
		Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
<b>Court</b>								
Salaries	467,382	465,589	465,589	474,158	8,569	2%	8,569	2%
Overtime	482	500	500	500	-	0%	-	0%
Benefits	161,975	161,213	161,213	175,363	14,150	9%	14,150	9%
Supplies	5,180	5,600	5,600	5,600	-	0%	-	0%
Minor Equipment	4,188	900	900	900	-	0%	-	0%
Professional Services	81,318	116,925	62,500	116,925	54,425	87%	-	0%
Communications	2,711	2,600	2,600	2,600	-	0%	-	0%
Travel	2,318	5,000	5,000	5,000	-	0%	-	0%
Rental/Lease	2,070	2,300	2,300	2,300	-	0%	-	0%
Interfund Rental	62,451	65,147	65,147	67,882	2,735	4%	2,735	4%
Repair/Maintenance	121	3,600	3,600	3,600	-	0%	-	0%
Miscellaneous	25,031	24,600	24,600	24,600	-	0%	-	0%
Equipment	-	23,120	23,120	23,120	-	0%	-	0%
	815,227	877,094	822,669	902,548	79,879	10%	25,454	3%

Description	2019 Actual	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
		Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
<b>Probation</b>								
Salaries	119,912	181,441	181,441	169,409	(12,032)	-7%	(12,032)	-7%
Overtime	844	300	300	300	-	0%	-	0%
Benefits	47,235	62,106	62,106	66,996	4,890	8%	4,890	8%
Supplies	5,122	5,000	5,000	5,000	-	0%	-	0%
Minor Equipment	1,230	100	100	100	-	0%	-	0%
Professional Services	9,648	8,000	8,000	8,000	-	0%	-	0%
Communications	209	950	950	950	-	0%	-	0%
Travel	1,104	1,500	1,500	1,500	-	0%	-	0%
Rental/Lease	30	500	500	500	-	0%	-	0%
Repair/Maintenance	156	1,280	1,280	1,280	-	0%	-	0%
Miscellaneous	349	500	500	500	-	0%	-	0%
	185,839	261,677	261,677	254,535	(7,142)	-3%	(7,142)	-3%
	<u>1,001,066</u>	<u>1,138,771</u>	<u>1,084,346</u>	<u>1,157,083</u>	<u>72,737</u>	<u>7%</u>	<u>18,312</u>	<u>2%</u>



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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.

**2021 Budget Changes**

Annual adjustment for technology services

**2021 Decision Packages**

Decision package #6 froze the Assistant Finance Director position reducing the budget by \$160,444

Description	2019	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
Salaries	851,763	870,882	931,453	732,408	(199,045)	-21%	(138,474)	-16%
Overtime	-	4,500	-	4,500	4,500	N/A	-	0%
Benefits	289,665	289,923	260,564	238,064	(22,500)	-9%	(51,859)	-18%
Supplies	6,928	7,350	7,350	7,350	-	0%	-	0%
Minor Equipment	778	2,650	2,650	2,650	-	0%	-	0%
Professional Services	1,725	9,300	9,300	9,300	-	0%	-	0%
Communications	1,286	2,000	2,000	2,000	-	0%	-	0%
Travel	2,371	3,100	3,100	3,100	-	0%	-	0%
Rental/Lease	7,298	3,300	3,300	3,300	-	0%	-	0%
Interfund Rental	44,926	46,748	46,748	51,876	5,128	11%	5,128	11%
Repair/Maintenance	42,499	41,480	45,000	41,480	(3,520)	-8%	-	0%
Miscellaneous	12,786	8,350	8,350	8,350	-	0%	-	0%
	1,262,025	1,289,583	1,319,815	1,104,378	(215,437)	-16%	(185,205)	-14%

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.

**2021 Budget Changes**

Annual adjustment for the debt service allocation and WCIA insurance rates

**2021 Decision Packages**

Decision package #9 reduced \$150,000 for adjustments to Non-Departmental

Decision package #10 added \$50,000 for Enhance our Arts and Culture

Decision package #22 reduced the homeless services budget in non-department as part of the human services package

Decision package #28 added \$6,082 for the PUD Green Power Program

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

Description	2019	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
Public Defender	361,547	352,070	352,070	390,000	37,930	11%	37,930	11%
Miscellaneous Memberships	67,320	68,274	68,274	80,344	12,070	18%	12,070	18%
State Auditor Fees	34,958	33,940	33,940	33,940	-	0%	-	0%
Excise Taxes	7,993	6,500	6,500	6,500	-	0%	-	0%
Election Costs	25,491	15,000	8,000	15,000	7,000	88%	-	0%
Voter Registration	62,756	-	-	-	N/A	N/A	N/A	N/A
Pension & Other Benefits	15,000	25,000	-	25,000	25,000	N/A	-	0%
Salaries	-	101,750	-	101,750	101,750	N/A	-	0%
Unemployment Compensation	17,553	25,000	1,000	25,000	24,000	2400%	-	0%
Miscellaneous-Smart Commuter Grant	-	1,000	1,000	1,000	-	0%	-	0%
Miscellaneous	3,760	-	-	-	N/A	N/A	N/A	N/A
Liability & Property Ins.	436,448	394,124	394,124	403,973	9,849	2%	9,849	2%
Professional Services	5,600	-	-	-	N/A	N/A	N/A	N/A
Hydrant Costs	53,518	200,000	25,000	50,000	25,000	100%	(150,000)	-75%
Interfund Rental - IT	6,938	10,249	10,249	1,366	(8,883)	-87%	(8,883)	-87%
Fire District Contract	7,378,718	8,502,499	8,502,499	8,502,499	-	0%	-	0%
Ambulance Fees	78,275	64,000	32,000	64,000	32,000	100%	-	0%
Prisoner Care Supplies	6,183	5,000	5,000	5,000	-	0%	-	0%
Prisoner Care Professional Services	10,755	7,350	7,350	7,350	-	0%	-	0%
Prisoner Care Intergovernmental	757,442	650,000	450,000	750,000	300,000	67%	100,000	15%
ESCA / SERS	174,205	56,358	56,358	56,358	-	0%	-	0%
Snocom/New World	841,338	932,248	932,248	932,248	-	0%	-	0%
Rental/Lease	5,012	5,000	5,000	5,000	-	0%	-	0%
P S Clean Air Agency	36,613	36,210	36,210	36,210	-	0%	-	0%
Saving Salmon Club	2,497	12,500	12,500	11,082	(1,418)	-11%	(1,418)	-11%
Edmonds Chamber Contribution	-	10,000	10,000	-	(10,000)	-100%	(10,000)	-100%
Intergovernmental Services	20,815	20,445	20,445	20,445	-	0%	-	0%
Homeless Services	57,677	54,000	54,000	-	(54,000)	-100%	(54,000)	-100%
Alcoholism Intergovtl Svc	11,396	10,000	10,000	10,000	-	0%	-	0%
Senior Center	75,000	75,000	75,000	50,000	(25,000)	-33%	(25,000)	-33%
ECA Contingency Reserve	75,000	75,000	75,000	50,000	(25,000)	-33%	(25,000)	-33%
Intergovernmental Services	26	-	-	-	N/A	N/A	N/A	N/A
Chase Ltgo Bond Principal	52,188	53,850	53,850	54,530	680	1%	680	1%
2000 Bond Prin - 800 Mgtz	131,516	-	-	-	N/A	N/A	N/A	N/A
2019 Civic Park Go Bond-Principal	-	115,000	110,000	-	(110,000)	-100%	(115,000)	-100%
Chase Ltgo Bond - Interest	7,470	6,600	6,600	5,700	(900)	-14%	(900)	-14%
Otr Interest And Debt Service Costs	218	500	500	500	-	0%	-	0%
2000 Bond Interest - 800 Mgtz	6,576	-	-	-	N/A	N/A	N/A	N/A
2019 Civic Park Go Bond-Interest	-	130,650	125,974	-	(125,974)	-100%	(130,650)	-100%
Transfers to Other Funds	350,000	-	-	-	N/A	N/A	N/A	N/A
Transfer To Fund 009	425,000	425,000	375,000	300,000	(75,000)	-20%	(125,000)	-29%
Transfer to Fund 014	5,000	5,000	5,000	5,000	-	0%	-	0%
Transfer to Fund 231	165,781	166,870	166,870	167,880	1,010	1%	1,010	1%
Transfer to Fund 130	40,000	40,000	-	40,000	40,000	N/A	-	0%
Transfer To Fund 111	400,000	400,000	400,000	400,000	-	0%	-	0%
Transfer To Fund 112	499,997	210,123	210,123	-	(210,123)	-100%	(210,123)	-100%
Transfer To Fund 138	5,000	5,000	-	5,000	5,000	N/A	-	0%
Transfer To Fund 117	15,000	15,000	15,000	15,000	-	0%	-	0%
Transfer to Fund 132	-	2,000,000	-	-	N/A	N/A	(2,000,000)	-100%
	12,733,580	15,322,110	12,652,684	12,627,675	(25,009)	21	(2,694,435)	(8)

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	2019	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
<b>Beginning Balance</b>	<b>333,447</b>	<b>355,874</b>	<b>355,875</b>	<b>459,105</b>	<b>103,230</b>	<b>29%</b>	<b>103,231</b>	<b>29%</b>
<b>Revenue</b>								
Investment Interest	-	12,980	-	-	N/A	N/A	(12,980)	-100%
Interfund Transfer In	425,000	425,000	375,000	300,000	(75,000)	-20%	(125,000)	-29%
<b>Total Revenue</b>	<b>425,000</b>	<b>437,980</b>	<b>375,000</b>	<b>300,000</b>	<b>(75,000)</b>	<b>-20%</b>	<b>(137,980)</b>	<b>-32%</b>
<b>Expenditure</b>								
Medical Benefits	155,117	206,650	164,000	206,650	42,650	26%	-	0%
Long Term Care Benefit	239,839	252,990	100,270	252,990	152,720	152%	-	0%
Professional Services	7,161	7,000	7,000	7,000	-	0%	-	0%
Miscellaneous	455	500	500	500	-	0%	-	0%
<b>Total Expenditure</b>	<b>402,572</b>	<b>467,140</b>	<b>271,770</b>	<b>467,140</b>	<b>195,370</b>	<b>72%</b>	<b>-</b>	<b>0%</b>
<b>Ending Balance</b>	<b>355,875</b>	<b>326,714</b>	<b>459,105</b>	<b>291,965</b>	<b>(167,140)</b>	<b>-36%</b>	<b>(34,749)</b>	<b>-11%</b>

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	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change 21-20 Estimate	% Change 21-20 Estimate	\$ Change 21-20 Budget	% Change 21-20 Budget
<b>Beginning Balance</b>	<b>5,564,260</b>	<b>1,782,150</b>	<b>1,782,150</b>	<b>1,825,890</b>	<b>43,740</b>	<b>2%</b>	<b>43,740</b>	<b>2%</b>
<u>Revenue</u>								
Investment Interest	22,812	43,740	43,740	2,620	(41,120)	-94%	(41,120)	-94%
Interfund Transfer	30,905	12,400	-	-	N/A	N/A	(12,400)	-100%
Total Revenue	53,717	56,140	43,740	2,620	(41,120)	-94%	(53,520)	-95%
<u>Expenditures</u>								
Interfund Transfer	3,835,827	-	-	-	N/A	N/A	N/A	N/A
Total Expenditures	3,835,827	-	-	-	N/A	N/A	N/A	N/A
<b>Ending Balance</b>	<b>1,782,150</b>	<b>1,838,290</b>	<b>1,825,890</b>	<b>1,828,510</b>	<b>2,620</b>	<b>0%</b>	<b>(9,780)</b>	<b>-1%</b>

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.

**Decision Packages**

Decision package #22 transfers \$123,581 to the General Fund in order to fund a human services program

Description	2019	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
<b>Beginning Balance</b>	<b>225,443</b>	<b>223,581</b>	<b>223,581</b>	<b>123,581</b>	<b>(100,000)</b>	<b>-45%</b>	<b>(100,000)</b>	<b>-45%</b>
<u>Revenue</u>								
Transfer In	-	-	-	-	N/A	N/A	N/A	N/A
Total Revenue	-	-	-	-	N/A	N/A	N/A	N/A
<u>Expenditure</u>								
Professional Services	1,862	100,000	100,000	-	(100,000)	-100%	(100,000)	-100%
Interfund Transfer	-	-	-	123,581	123,581	N/A	123,581	N/A
Total Expenditure	1,862	100,000	100,000	123,581	23,581	24%	23,581	24%
<b>Ending Balance</b>	<b>223,581</b>	<b>123,581</b>	<b>123,581</b>	<b>-</b>	<b>(123,581)</b>	<b>-100%</b>	<b>(123,581)</b>	<b>-100%</b>

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.

**2021 Decision Packages**

Decision package #12 transfers \$28,445 to the General Fund in order to fund a human services program

Description	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change 21-20 Estimate	% Change 21-20 Estimate	\$ Change 21-20 Budget	% Change 21-20 Budget
<b>Beginning Balance</b>	<b>250,000</b>	<b>50,000</b>	<b>50,000</b>	<b>28,445</b>	<b>(21,555)</b>	<b>-43%</b>	<b>(21,555)</b>	<b>-43%</b>
<u>Revenue</u>								
Transfer In	-	-	-	-	N/A	N/A	N/A	N/A
Total Revenue	-	-	-	-	N/A	N/A	N/A	N/A
<u>Expenditure</u>								
Professional Services	-	21,555	21,555	-	(21,555)	-100%	(21,555)	-100%
Interfund Transfer	200,000	-	-	28,445	28,445	N/A	28,445	N/A
Total Expenditure	200,000	21,555	21,555	28,445	6,890	32%	6,890	32%
<b>Ending Balance</b>	<b>50,000</b>	<b>28,445</b>	<b>28,445</b>	<b>-</b>	<b>(28,445)</b>	<b>-100%</b>	<b>(28,445)</b>	<b>-100%</b>

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 City employee parking permits or for downtown business employee parking permits are to be deposited in this fund and used solely for the administration of the program.

Description	2019	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
<b>Beginning Balance</b>	<b>77,046</b>	<b>86,843</b>	<b>86,843</b>	<b>87,233</b>	<b>390</b>	<b>0%</b>	<b>390</b>	<b>0%</b>
<u>Revenue</u>								
Employee Parking Permits	31,425	24,000	24,000	24,000	-	0%	-	0%
Investment Interest	4,053	3,270	3,270	1,240	(2,030)	-62%	(2,030)	-62%
<b>Total Revenue</b>	<b>35,478</b>	<b>27,270</b>	<b>27,270</b>	<b>25,240</b>	<b>(2,030)</b>	<b>-7%</b>	<b>(2,030)</b>	<b>-7%</b>
<u>Expenditures</u>								
Supplies	591	1,790	1,790	1,790	-	0%	-	0%
Professional Services	25,090	25,090	25,090	25,090	-	0%	-	0%
<b>Total Expenditures</b>	<b>25,681</b>	<b>26,880</b>	<b>26,880</b>	<b>26,880</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>0%</b>
<b>Ending Balance</b>	<b>86,843</b>	<b>87,233</b>	<b>87,233</b>	<b>85,593</b>	<b>(1,640)</b>	<b>-2%</b>	<b>(1,640)</b>	<b>-2%</b>

Fund:	Affordable and Supportive Housing		Fund #:	141
Department:	Administrative Services		Department #:	39
Cost Center	Affordable and Supportive Housing		Cost Center #:	N/A

**Function**

On September 3rd, 2019 the Edmonds City Council approved Ordinance 4159 adopting HB 1406, which was passed by the Washington State Legislature as a way to address affordable housing. The Bill, which has been incorporated into Chapter 82.14 RCW, authorizes participating cities to receive a small portion of the state’s sales tax revenue for certain housing purposes. This money may be used for acquiring, rehabilitating, or constructing affordable housing; operations and maintenance of new affordable or supportive housing facilities; and rental housing assistance.

Description	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change 21-20 Estimate	% Change 21-20 Estimate	\$ Change 21-20 Budget	% Change 21-20 Budget
<b>Beginning Balance</b>	-	112	112	65,112	65,000	58036%	65,000	58036%
<b>Revenue</b>								
Housing & Related Services Sales Tax	112	-	65,000	65,000	-	0%	65,000	N/A
Interest	-	-	-	-	N/A	N/A	N/A	N/A
<b>Total Revenues</b>	112	-	65,000	65,000	-	0%	65,000	N/A
<b>Expenditures</b>								
Total Expenditures	-	-	-	-	N/A	N/A	N/A	N/A
<b>Ending Balance</b>	112	112	65,112	130,112	65,000	100%	130,000	116071%

Fund:	Edmonds CARES Fund		Fund #:	142
Department:	Administrative Services		Department #:	39
Cost Center	Edmonds CARES Fund		Cost Center #:	N/A

**Function**

On June 23rd, 2020 the Edmonds City Council approved Ordinance 4189 establishing the Edmonds CARES Fund. This fund was created to accept and administer Federal CARES Act allocations, as disbursed by the Washington State Department of Commerce in the form of reimbursable funds, in accordance with Federal CARES Act guidelines. CARES Act funds are to be used to provide small grants to individuals and businesses affected by the COVID-19 economic crisis, and to reimburse the City for unforeseen expenses incurred as a result of the economic crisis.

Description	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change 21-20 Estimate	% Change 21-20 Estimate	\$ Change 21-20 Budget	% Change 21-20 Budget
<b>Beginning Balance</b>	-	-	-	-	N/A	N/A	N/A	N/A
<u>Revenue</u>								
Budget Only-Fed. Indirect	-	1,265,100	1,000,000	-	(1,000,000)	-100%	(1,265,100)	-100%
Total Revenues	-	1,265,100	1,000,000	-	(1,000,000)	-100%	(1,265,100)	-100%
<u>Expenditures</u>								
Professional Services	-	1,265,100	1,000,000	-	(1,000,000)	-100%	(1,265,100)	-100%
Total Expenditures	-	1,265,100	1,000,000	-	(1,000,000)	-100%	(1,265,100)	-100%
<b>Ending Balance</b>	-	-	-	-	N/A	N/A	N/A	N/A

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 various loan payments and bond payments.

**2021 Budget Changes**

Annual adjustment for debt service allocation

Description	2019	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
<b>Beginning Balance</b>	0	0	0	0	N/A	N/A	N/A	N/A
<u>Revenue</u>								
Other Misc Revenue (PFD)	417,593	435,600	435,600	453,100	17,500	4%	17,500	4%
Transfer In From 001	165,781	166,870	166,870	167,880	1,010	1%	1,010	1%
Transfer In From 126	133,025	135,930	135,930	138,730	2,800	2%	2,800	2%
<b>Total Revenues</b>	<b>716,399</b>	<b>738,400</b>	<b>738,400</b>	<b>759,710</b>	<b>21,310</b>	<b>3%</b>	<b>21,310</b>	<b>3%</b>
<u>Expenditure</u>								
Bond Principal	609,623	643,810	643,810	677,990	34,180	5%	34,180	5%
Bond Interest	106,776	94,590	94,590	81,710	(12,880)	-14%	(12,880)	-14%
<b>Total Expenditures</b>	<b>716,399</b>	<b>738,400</b>	<b>738,400</b>	<b>759,700</b>	<b>21,300</b>	<b>3%</b>	<b>21,300</b>	<b>3%</b>
<b>Ending Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>10</b>	<b>N/A</b>	<b>10</b>	<b>N/A</b>

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.

**2021 Budget Changes**

Annual adjustment for interfund rental

**2021 Decision Packages**

- Decision package #13 adds \$24,500 for the carryforward of the relocation of the switch closet
- Decision package #14 adds \$14,400 due to an increase in online storage costs
- Decision package #15 adds \$15,000 for annual software increases
- Decision package #16 adds \$109,600 for the annual equipment replacement program

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

Description	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change 21-20 Estimate	% Change 21-20 Estimate	\$ Change 21-20 Budget	% Change 21-20 Budget
<b>Beginning Balance</b>	<b>623,459</b>	<b>786,799</b>	<b>786,797</b>	<b>734,287</b>	<b>(52,510)</b>	<b>-7%</b>	<b>(52,512)</b>	<b>-7%</b>
<b>Revenue</b>								
IT Services A Fund	933,339	1,030,583	1,030,583	1,038,760	8,177	1%	8,177	1%
Fiber Services	16,945	16,400	16,400	16,400	-	0%	-	0%
Investment Interest	19,243	11,960	11,960	5,700	(6,260)	-52%	(6,260)	-52%
Rental Charge B Fund	144,021	144,020	144,020	144,020	-	0%	-	0%
<b>Total Revenue</b>	<b>1,113,548</b>	<b>1,202,963</b>	<b>1,202,963</b>	<b>1,204,880</b>	<b>1,917</b>	<b>0%</b>	<b>1,917</b>	<b>0%</b>
<b>Expenditures</b>								
Depreciation	41,051	-	-	-	N/A	N/A	N/A	N/A
Salaries and Wages	352,541	369,264	290,474	373,762	83,288	29%	4,498	1%
Overtime	125	2,000	2,000	2,000	-	0%	-	0%
Benefits	111,049	124,590	97,319	126,557	29,238	30%	1,967	2%
Supplies	4,236	5,000	5,000	5,000	-	0%	-	0%
Small Equipment	50,258	137,700	134,700	141,300	6,600	5%	3,600	3%
Professional Services	48,188	309,810	285,560	171,460	(114,100)	-40%	(138,350)	-45%
Communications	58,844	58,770	58,770	58,770	-	0%	-	0%
Travel	359	1,500	1,500	1,500	-	0%	-	0%
Rental Lease	3,100	3,000	3,000	3,000	-	0%	-	0%
Interfund Rental	4,200	4,490	4,490	4,400	(90)	-2%	(90)	-2%
Repairs and Maintenance	272,767	367,660	367,660	302,660	(65,000)	-18%	(65,000)	-18%
Miscellaneous	3,491	5,000	5,000	5,000	-	0%	-	0%
Equipment	-	66,000	-	56,000	56,000	N/A	(10,000)	-15%
<b>Total Expenditures</b>	<b>950,209</b>	<b>1,454,784</b>	<b>1,255,473</b>	<b>1,251,409</b>	<b>(4,064)</b>	<b>0%</b>	<b>(203,375)</b>	<b>-14%</b>
<b>Ending Balance</b>	<b>786,798</b>	<b>534,978</b>	<b>734,287</b>	<b>687,758</b>	<b>(46,529)</b>	<b>-6%</b>	<b>152,780</b>	<b>29%</b>

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

**Function**

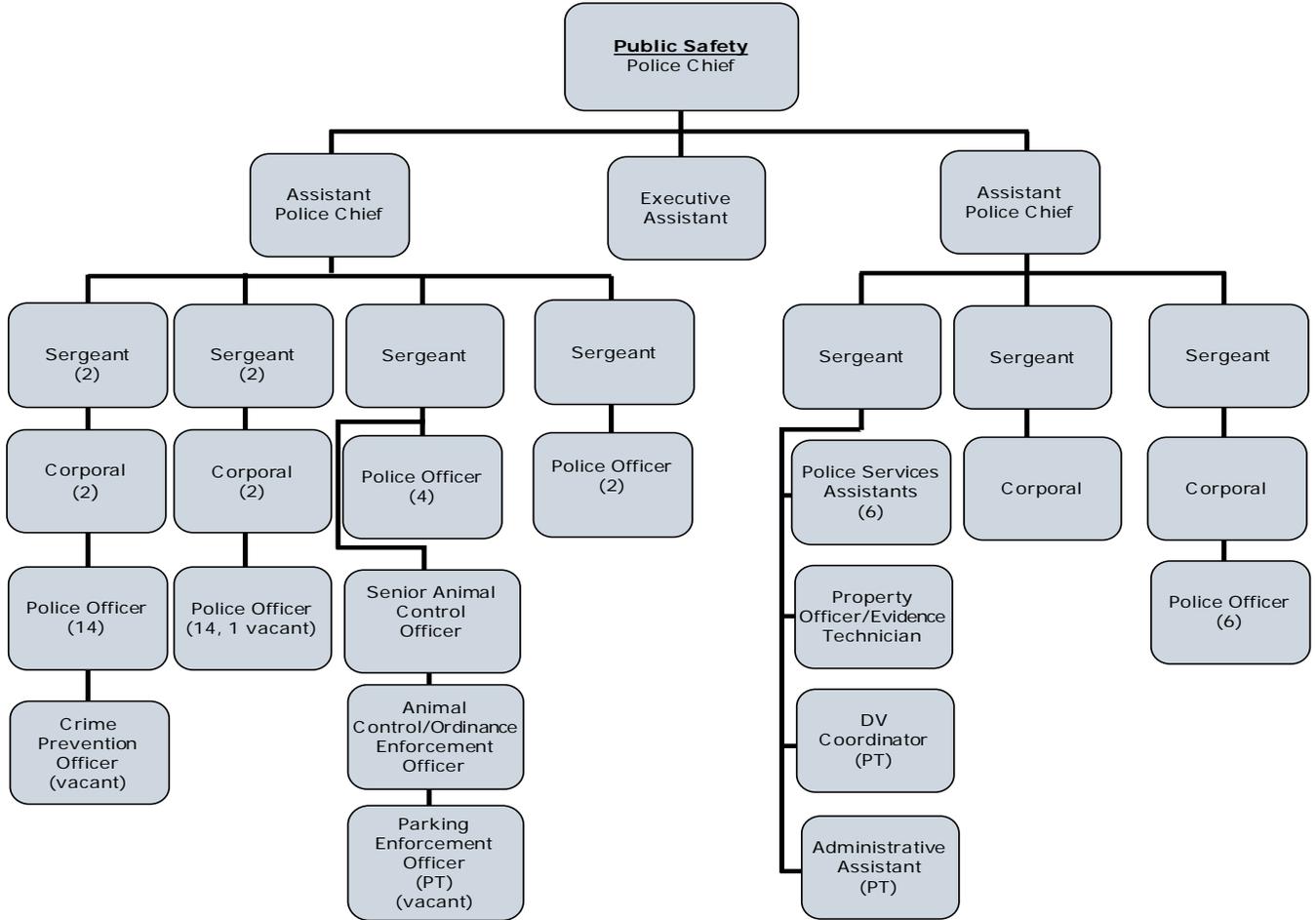
This fund was established to provide retirement pensions and medical benefits to retired City firefighters who left service prior to the establishment of the statewide Law Enforcement Officer and Firefighter (LEOFF) retirement system. This fund may be expended by the Firemen’s Pension Board as set forth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

**Budget Narrative**

Annual contributions from the General Fund will vary from year to year, based on the amount of benefits paid each year. This is to ensure that the fund will have sufficient resources to pay its pension and benefit obligations, paid on a pay-as-you-go basis.

Description	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change 21-20 Estimate	% Change 21-20 Estimate	\$ Change 21-20 Budget	% Change 21-20 Budget
<b>Beginning Balance</b>	<b>217,698</b>	<b>146,732</b>	<b>146,733</b>	<b>137,533</b>	<b>(9,200)</b>	<b>-6%</b>	<b>(9,199)</b>	<b>-6%</b>
<u>Revenue</u>								
Fire Ins Premium Tax	48,232	50,000	50,000	50,000	-	0%	-	0%
Employer Contributions	15,000	15,000	15,000	15,000	-	0%	-	0%
Investment Interest	6,605	7,620	4,500	2,270	(2,230)	-50%	(5,350)	-70%
<b>Total Revenues</b>	<b>69,837</b>	<b>72,620</b>	<b>69,500</b>	<b>67,270</b>	<b>(2,230)</b>	<b>-3%</b>	<b>(5,350)</b>	<b>-7%</b>
<u>Expenditure</u>								
Pension Payments	119,116	54,500	54,500	63,384	8,884	16%	8,884	16%
Health Benefits	20,417	23,000	23,000	23,000	-	0%	-	0%
Professional Services	1,269	1,200	1,200	1,200	-	0%	-	0%
<b>Total Expenditures</b>	<b>140,802</b>	<b>78,700</b>	<b>78,700</b>	<b>87,584</b>	<b>8,884</b>	<b>11%</b>	<b>8,884</b>	<b>11%</b>
<b>Ending Balance</b>	<b>146,733</b>	<b>140,652</b>	<b>137,533</b>	<b>117,219</b>	<b>(20,314)</b>	<b>-15%</b>	<b>(23,433)</b>	<b>-17%</b>

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	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change	% Change	\$ Change	% Change
					21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
Administration	1,675,199	1,614,612	1,424,008	1,539,138	115,130	8%	(75,474)	-5%
Records Management	745,245	778,977	770,056	791,789	21,733	3%	12,812	2%
Investigation	1,172,715	1,319,664	1,297,764	1,410,244	112,480	9%	90,580	7%
Patrol	6,293,789	6,256,669	6,707,899	6,333,880	(374,019)	-6%	77,211	1%
Special Operations	43,658	24,860	24,630	21,960	(2,670)	-11%	(2,900)	-12%
K-9 Unit	364,798	358,907	343,321	377,614	34,293	10%	18,707	5%
Crime Prevention	-	133,657	-	-	N/A	N/A	(133,657)	-100%
Training	354,693	369,290	346,718	383,689	36,971	11%	14,399	4%
Ordinance Enforcement	298,501	321,635	297,333	300,240	2,907	1%	(21,395)	-7%
Traffic	548,075	638,873	322,941	647,049	324,108	100%	8,176	1%
Property Management	111,947	134,586	131,329	111,920	(19,409)	-15%	(22,666)	-17%
Dispatch	97,380	-	-	-	N/A	N/A	N/A	N/A
	11,706,000	11,951,730	11,665,999	11,917,523	251,524	2%	(34,207)	0%

Description	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change	% Change	\$ Change	% Change
					21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
Salaries	6,576,027	6,968,887	6,884,847	7,206,549	321,702	5%	237,662	3%
Overtime	680,739	461,280	432,800	454,780	21,980	5%	(6,500)	-1%
Holiday Buyback	213,692	262,020	235,808	281,329	45,521	19%	19,309	7%
Benefits	2,618,761	2,769,042	2,674,825	2,819,711	144,886	5%	50,669	2%
Uniforms	88,472	80,750	79,350	78,426	(924)	-1%	(2,324)	-3%
Supplies	87,533	90,500	91,215	86,500	(4,715)	-5%	(4,000)	-4%
Small Equipment	98,129	127,739	123,743	77,453	(46,290)	-37%	(50,286)	-39%
Professional Services	269,999	224,548	195,485	122,220	(73,265)	-37%	(102,328)	-46%
Communications	42,058	36,000	43,000	34,000	(9,000)	-21%	(2,000)	-6%
Travel	39,518	29,310	10,430	29,310	18,880	181%	-	0%
Rental/Lease	102,741	93,340	88,340	48,780	(39,560)	-45%	(44,560)	-48%
Interfund Rental	813,731	732,784	732,784	602,935	(129,849)	-18%	(129,849)	-18%
Repair/Maintenance	10,674	15,180	14,100	15,180	1,080	8%	-	0%
Miscellaneous	63,926	60,350	59,272	60,350	1,078	2%	-	0%
	11,706,000	11,951,730	11,665,999	11,917,523	251,524	2%	(34,207)	0%

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.

**2021 Budget Changes**

Annual adjustment for technology services and interfund rental  
 Snohomish Regional Drug and Gang Task Force participation is removed from the 2021 Budget. Lynnwood is eliminating the position and the ILA expires in 2020.

**2021 Decision Packages**

Decision package #46 removed \$10,330 for the 2021 B-Fund equipment replacement rate

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

Description	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change	% Change	\$ Change	% Change
					21-20	21-20	21-20	21-20
					Estimate	Estimate	Budget	Budget
Salaries	810,566	766,380	603,124	772,427	169,303	28%	6,047	1%
Overtime	7,292	3,280	6,000	3,280	(2,720)	-45%	-	0%
Holiday Buyback	12,678	5,284	5,589	5,814	225	4%	530	10%
Benefits	238,584	238,406	215,749	248,052	32,303	15%	9,646	4%
Uniforms	3,742	5,900	5,900	5,900	-	0%	-	0%
Supplies	10,896	13,000	12,565	13,000	435	3%	-	0%
Minor Equipment	1,083	500	2,500	500	(2,000)	-80%	-	0%
Professional Services	177,062	123,458	110,985	25,130	(85,855)	-77%	(98,328)	-80%
Communications	1,561	34,000	43,000	34,000	(9,000)	-21%	-	0%
Travel	102	180	180	180	-	0%	-	0%
Rental/Lease	13,621	18,000	13,000	18,000	5,000	38%	-	0%
Interfund Rental	393,181	400,034	400,034	406,665	6,631	2%	6,631	2%
Repair/Maintenance	-	500	250	500	250	100%	-	0%
Miscellaneous	4,831	5,150	4,592	5,150	-	0%	-	0%
Short-term DV Housing	-	540	540	540	-	0%	-	0%
	1,675,199	1,614,612	1,424,008	1,539,138	115,130	8%	(75,474)	-5%

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.

**2021 Budget Changes**

None

**2021 Decision Packages**

None

Description	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change	% Change	\$ Change	% Change
					21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
Salaries	457,859	492,196	491,396	501,311	9,915	2%	9,115	2%
Overtime	18,414	8,600	9,500	8,600	(900)	-9%	-	0%
Holiday Buyback	14,978	20,958	16,339	21,387	5,048	31%	429	2%
Benefits	221,848	237,203	236,421	240,471	4,050	2%	3,268	1%
Uniforms	2,564	3,560	3,000	3,560	560	19%	-	0%
Supplies	4,771	5,200	4,000	5,200	1,200	30%	-	0%
Minor Equipment	19,608	5,000	4,500	5,000	500	11%	-	0%
Professional Services	3,561	3,700	2,500	3,700	1,200	48%	-	0%
Repair/Maintenance	1,192	1,560	1,800	1,560	(240)	-13%	-	0%
Miscellaneous	450	1,000	600	1,000	400	67%	-	0%
	745,245	778,977	770,056	791,789	21,733	3%	12,812	2%

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.

**2021 Budget Changes**

Annual adjustment for interfund rental

**2020 Decision Packages**

Decision package #46 removed \$19,520 for the 2021 B-Fund equipment replacement rate

Description	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change	% Change	\$ Change	% Change
					21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
Salaries	769,910	855,024	822,845	934,496	111,651	14%	79,472	9%
Overtime	40,091	39,000	58,000	39,000	(19,000)	-33%	-	0%
Holiday Buyback	22,540	36,307	30,094	39,779	9,685	32%	3,472	10%
Benefits	276,906	315,363	316,585	337,941	21,356	7%	22,578	7%
Uniforms	7,650	7,600	7,900	6,688	(1,212)	-15%	(912)	-12%
Supplies	559	2,700	2,000	2,700	700	35%	-	0%
Minor Equipment	678	2,500	1,500	2,500	1,000	67%	-	0%
Professional Services	22,377	25,000	23,000	25,000	2,000	9%	-	0%
Travel	22	130	250	130	(120)	-48%	-	0%
Interfund Rental	31,240	35,040	35,040	21,010	(14,030)	-40%	(14,030)	-40%
Repair/Maintenance	347	500	150	500	350	233%	-	0%
Miscellaneous	395	500	400	500	100	25%	-	0%
	1,172,715	1,319,664	1,297,764	1,410,244	112,480	9%	90,580	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 (4<sup>th</sup> 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).

**2021 Budget Changes**

Annual adjustment for interfund rental

**2021 Decision Packages**

Decision package #6 froze 2 patrol officer positions reducing the budget by \$245,717

Decision package #46 removed \$171,580 for the 2021 B-Fund equipment replacement rate

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

Description	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change	% Change	\$ Change	% Change
					21-20	21-20	21-20	21-20
Salaries	3,666,796	3,814,298	4,211,909	3,952,549	(259,360)	-6%	138,251	4%
Overtime	490,085	324,500	297,100	324,500	27,400	9%	-	0%
Holiday Buyback	134,811	161,466	147,707	172,041	24,334	16%	10,575	7%
Benefits	1,520,922	1,535,032	1,627,010	1,617,522	(9,488)	-1%	82,490	5%
Uniforms	57,569	54,100	54,100	53,188	(912)	-2%	(912)	-2%
Supplies	9,987	10,000	15,000	10,000	(5,000)	-33%	-	0%
Minor Equipment	58,978	35,243	35,243	4,500	(30,743)	-87%	(30,743)	-87%
Professional Services	13,069	14,000	12,000	14,000	2,000	17%	-	0%
Communications	40,497	-	-	-	N/A	N/A	N/A	N/A
Travel	1,783	-	-	-	N/A	N/A	N/A	N/A
Interfund Rental	291,930	297,710	297,710	175,260	(122,450)	-41%	(122,450)	-41%
Repair/Maintenance	7,222	10,190	10,000	10,190	190	2%	-	0%
Miscellaneous	140	130	120	130	10	8%	-	0%
	6,293,789	6,256,669	6,707,899	6,333,880	(374,019)	-6%	77,211	1%

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).

**2021 Budget Changes**

Annual adjustment for interfund rental

**2021 Decision Packages**

Decision package #46 removed \$2,390 for the 2021 B-Fund equipment replacement rate

Description	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change	% Change	\$ Change	% Change
					21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
Uniforms	11,883	-	-	-	N/A	N/A	N/A	N/A
Supplies	13,029	12,500	12,500	12,500	-	0%	-	0%
Small Equipment	8,363	2,000	2,000	2,000	-	0%	-	0%
Repair/Maintenance	-	430	200	430	230	115%	-	0%
Miscellaneous	1,593	4,750	4,750	4,750	-	0%	-	0%
Interfund Rental	8,790	5,180	5,180	2,280	(2,900)	-56%	(2,900)	-56%
	43,658	24,860	24,630	21,960	(2,670)	-11%	(2,900)	-12%

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).

**2021 Budget Changes**

None

**2021 Decision Packages**

None

Description	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change	% Change	\$ Change	% Change
					21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
Salaries	194,360	209,350	216,816	224,406	7,590	4%	15,056	7%
Overtime	58,601	32,000	32,000	32,000	-	0%	-	0%
Holiday Buyback	8,085	8,877	9,405	9,541	136	1%	664	7%
Benefits	98,171	101,780	78,700	104,767	26,067	33%	2,987	3%
Uniforms	1,202	2,000	1,800	2,000	200	11%	-	0%
Supplies	2,254	2,500	2,500	2,500	-	0%	-	0%
Minor Equipment	1,590	500	500	500	-	0%	-	0%
Professional Services	535	1,800	1,500	1,800	300	20%	-	0%
Miscellaneous	-	100	100	100	-	0%	-	0%
	364,798	358,907	343,321	377,614	34,293	10%	18,707	5%

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

**Function**

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

**Budget Narrative**

This cost center has been placed on “hold” for the 2021 budget year.

**2021 Budget Changes**

None

**2021 Decision Packages**

Decision package #8 froze the crime prevention officer position and associated costs reducing the budget by \$133,657.

Description	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change	% Change	\$ Change	% Change
					21-20	21-20	21-20	21-20
					Estimate	Estimate	Budget	Budget
Salaries	-	79,660	-	-	N/A	N/A	(79,660)	-100%
Overtime	-	6,500	-	-	N/A	N/A	(6,500)	-100%
Holiday Buyback	-	-	-	-	N/A	N/A	N/A	N/A
Benefits	-	35,497	-	-	N/A	N/A	(35,497)	-100%
Uniforms	-	500	-	-	N/A	N/A	(500)	-100%
Supplies	-	4,000	-	-	N/A	N/A	(4,000)	-100%
Minor Equipment	-	1,500	-	-	N/A	N/A	(1,500)	-100%
Professional Services	-	4,000	-	-	N/A	N/A	(4,000)	-100%
Communications	-	2,000	-	-	N/A	N/A	(2,000)	-100%
Miscellaneous	-	-	-	-	N/A	N/A	N/A	N/A
	-	133,657	-	-	N/A	N/A	(133,657)	-100%



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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.

**2021 Budget Changes**

Annual adjustment for interfund rental

**2021 Decision Packages**

None

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

Description	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change	% Change	\$ Change	% Change
					21-20	21-20	21-20	21-20
					Estimate	Estimate	Budget	Budget
Salaries	110,913	115,820	122,070	126,907	4,837	4%	11,087	10%
Overtime	26,874	6,500	12,000	6,500	(5,500)	-46%	-	0%
Holiday Buyback	4,757	4,900	5,187	5,396	209	4%	496	10%
Benefits	49,164	51,487	37,821	54,843	17,022	45%	3,356	7%
Uniforms	1,175	750	1,100	750	(350)	-32%	-	0%
Supplies	41,142	34,000	37,000	34,000	(3,000)	-8%	-	0%
Minor Equipment	2,109	52,543	53,000	52,543	(457)	-1%	-	0%
Professional Services	24,000	24,750	19,000	24,750	5,750	30%	-	0%
Travel	37,491	29,000	10,000	29,000	19,000	190%	-	0%
Rental/Lease	2,030	540	540	-	(540)	-100%	(540)	-100%
Repair/Maintenance	-	1,000	1,000	1,000	-	0%	-	0%
Miscellaneous	55,038	48,000	48,000	48,000	-	0%	-	0%
	354,693	369,290	346,718	383,689	36,971	11%	14,399	4%

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.

**2021 Budget Changes**

Annual adjustment for interfund rental

**2021 Decision Packages**

Decision package #46 removed \$7,660 for the 2021 B-Fund equipment replacement rate

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

Description	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change	% Change	\$ Change	% Change
					21-20	21-20	21-20	21-20
					Estimate	Estimate	Budget	Budget
Salaries	172,377	181,612	168,056	176,380	8,324	5%	(5,232)	-3%
Overtime	3,921	3,000	3,000	3,000	-	0%	-	0%
Holiday Buyback	5,477	5,964	5,830	5,962	132	2%	(2)	0%
Benefits	72,186	77,129	72,307	74,218	1,911	3%	(2,911)	-4%
Uniforms	1,041	3,030	2,400	3,030	630	26%	-	0%
Supplies	1,085	2,000	1,200	2,000	800	67%	-	0%
Minor Equipment	733	5,310	2,000	5,310	3,310	166%	-	0%
Travel	120	-	-	-	N/A	N/A	N/A	N/A
Professional Services	27,666	25,040	24,000	25,040	1,040	4%	-	0%
Rental/Lease	13,840	18,470	18,470	5,220	(13,250)	-72%	(13,250)	-72%
Miscellaneous	55	80	70	80	10	14%	-	0%
	298,501	321,635	297,333	300,240	2,907	1%	(21,395)	-7%

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.

**2021 Budget Changes**

Adjustment for interfund rental

**2021 Decision Packages**

Decision package #46 removed \$28,480 for the 2021 B-Fund equipment replacement rate

Description	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change	% Change	\$ Change	% Change
					21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
Salaries	324,312	383,664	178,588	447,921	269,333	151%	64,257	17%
Overtime	35,329	36,700	14,500	36,700	22,200	153%	-	0%
Holiday Buyback	7,982	15,228	12,689	18,441	5,752	45%	3,213	21%
Benefits	115,402	150,561	64,544	115,537	50,993	79%	(35,024)	-23%
Uniforms	1,549	3,000	3,000	3,000	-	0%	-	0%
Supplies	27	500	450	500	50	11%	-	0%
Minor Equipment	2,087	3,500	3,500	3,500	-	0%	-	0%
Rental/Lease	58,100	45,220	45,220	20,950	(24,270)	-54%	(24,270)	-54%
Repair/Maintenance	1,913	500	450	500	50	11%	-	0%
Miscellaneous	1,374	-	-	-	N/A	N/A	N/A	N/A
	548,075	638,873	322,941	647,049	324,108	100%	8,176	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.

**2021 Budget Changes**

Annual adjustment for interfund rental

**2021 Decision Packages**

Decision package #46 removed \$5,180 for the 2021 B-Fund equipment replacement rate

Description	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change	% Change	\$ Change	% Change
					21-20	21-20	21-20	21-20
					Estimate	Estimate	Budget	Budget
Salaries	68,934	70,883	70,043	70,152	109	0%	(731)	-1%
Overtime	132	1,200	700	1,200	500	71%	-	0%
Holiday Buyback	2,384	3,036	2,968	2,968	-	0%	(68)	-2%
Benefits	25,578	26,584	25,688	26,360	672	3%	(224)	-1%
Uniforms	97	310	150	310	160	107%	-	0%
Supplies	3,783	4,100	4,000	4,100	100	3%	-	0%
Minor Equipment	2,900	19,143	19,000	1,100	(17,900)	-94%	(18,043)	-94%
Professional Services	1,729	2,800	2,500	2,800	300	12%	-	0%
Rental/Lease	6,360	5,930	5,930	2,330	(3,600)	-61%	(3,600)	-61%
Repair/Maintenance	-	500	250	500	250	100%	-	0%
Miscellaneous	50	100	100	100	-	0%	-	0%
	111,947	134,586	131,329	111,920	(19,409)	-15%	(22,666)	-17%

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**

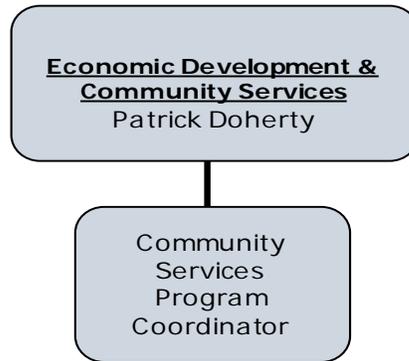
Enforce local and state laws and keep citizens and the community safe from violence and crime.

**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.

Description	2019	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
<b>Beginning Balance</b>	<b>1</b>	<b>39,840</b>	<b>39,841</b>	<b>159,431</b>	<b>119,590</b>	<b>300%</b>	<b>119,591</b>	<b>300%</b>
<u>Revenue</u>								
Investment Interest	934	390	390	370	(20)	-5%	(20)	-5%
Miscellaneous Revenue	38,906	165,000	165,000	165,000	-	0%	-	0%
<b>Total Revenues</b>	<b>39,840</b>	<b>165,390</b>	<b>165,390</b>	<b>165,370</b>	<b>(20)</b>	<b>0%</b>	<b>(20)</b>	<b>0%</b>
<u>Expenditure</u>								
Intergovernmental Serv.	-	45,000	45,000	45,000	-	0%	-	0%
Repair and Maint.	-	800	800	800	-	0%	-	0%
Interest	-	-	-	-	N/A	N/A	N/A	N/A
<b>Total Expenditures</b>	<b>-</b>	<b>45,800</b>	<b>45,800</b>	<b>45,800</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>0%</b>
<b>Ending Balance</b>	<b>39,841</b>	<b>159,430</b>	<b>159,431</b>	<b>279,001</b>	<b>119,570</b>	<b>75%</b>	<b>119,571</b>	<b>75%</b>

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	2019	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
Community Services	506,760	570,443	517,466	1,032,894	515,428	100%	462,451	81%
Economic Development	97,540	191,050	109,366	129,250	19,884	18%	(61,800)	-32%
	604,300	761,493	626,832	1,162,144	535,312	85%	400,651	53%

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

**Function**

The Community Services Department consists of several key functions within Edmonds city government: Communications, Human Services, Intergovernmental Relations, and Special Projects.

**Communications**

Communication with and engagement of the public is a cornerstone of Edmonds city government. In collaboration with the Mayor’s Office, City Council and other City Departments, the Community Services Department manages media releases and media contacts, manages the City’s social media presence, and works to create comprehensive, accessible and transparent engagement of the public in the operations of city government.

**Human Services**

Starting in 2020 the City of Edmonds created a Human Services program and hired a Human Services Program Manager. This program is intended to serve Edmonds residents in need of assistance, guidance, and help finding resources across a variety of issues for the wide demographic spectrum that comprises our city. Since the COVID-19 outbreak the Human Services program has had a particular focus on helping connect those individuals and families that are financially or housing-stressed with local and regional resources that can help.

**Intergovernmental Relations**

Relations with other governmental entities is a key line of business for this department. The two most important levels of government interaction are with our Congressional delegation and the State government. The City interacts directly with the members of Congress who represent Edmonds, as well as other Congress members working on issues of importance to Edmonds. In Olympia we employ a professional lobbyist who not only keeps the Mayor, City Council and staff updated on a daily/weekly basis when the Legislature is in session, but monitors important issues and seeks our engagement throughout the year. Each fall the City Council approves the City’s official Legislative Agenda for the following year’s Session.

**Special Projects**

Special projects arise every year and may either be cross-departmental projects or projects of a unique nature. Often this Department takes a leadership role with such projects.

**Budget Narrative**

The Salary and Benefits budget includes the Economic Development and Community Services Director, one 1.0 FTE Program Coordinator, one 0.5 FTE Public Information Officer (proposed to go from one-time in 2020 to on-going in 2021), one 0.5 FTE Human Services Program Manager (proposed to go from one-time in 2020 to on-going in 2021), and one 0.25 FTE Diversity Commission Coordinator (proposed to go from one-time in 2020 to on-going in 2021)

**2021 Budget Changes**

Annual adjustment for technology services

**2021 Decision Packages**

- Decision package #17 added \$48,946 for a public information officer/communication strategist
- Decision package #18 added \$16,600 for a diversity commission coordinator / staff support
- Decision package #19 added \$48,946 for a human services program manager
- Decision package #20 added \$1,500 to increase communications and supplies
- Decision package #21 added \$1,000 for diversity commission film series
- Decision package #22 added \$500,000 for the human services program
- Decision package #23 added \$3,000 for social media support

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

Description	2019	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
Salaries	261,989	356,548	351,548	350,052	(1,496)	0%	(6,496)	-2%
Benefits	79,755	114,437	93,960	99,751	5,791	6%	(14,686)	-13%
Supplies	808	1,200	800	2,000	1,200	150%	800	67%
Minor Equipment	-	3,873	3,873	500	(3,373)	-87%	(3,373)	-87%
Professional Services	35,704	30,104	5,104	508,104	503,000	9855%	478,000	1588%
Lobbyist Prof. Service	110,813	40,296	40,296	40,296	-	0%	-	0%
Communications	1,150	2,575	2,575	3,075	500	19%	500	19%
Travel	405	1,000	400	1,000	600	150%	-	0%
Rental/Lease	1,045	2,000	2,000	2,000	-	0%	-	0%
Interfund Rental	11,004	11,410	11,410	19,116	7,706	68%	7,706	68%
Repair/Maintenance	-	500	500	500	-	0%	-	0%
Miscellaneous	4,087	6,500	5,000	6,500	1,500	30%	-	0%
	506,760	570,443	517,466	1,032,894	515,428	100%	462,451	81%

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.

**2021 Budget Changes**

None

**2021 Decision Packages**

Decision package #20 removed \$4,800 to decrease communications and supplies  
 Decision package #24 added \$10,000 for creative district support

Description	2019	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
Salaries	463	875	84	875	791	942%	-	0%
Benefits	41	200	7	200	193	2757%	-	0%
Supplies	5,883	6,275	6,275	1,275	(5,000)	-80%	(5,000)	-80%
Minor Equipment	270	300	100	300	200	200%	-	0%
Professional Services	88,863	144,000	99,000	112,000	13,000	13%	(32,000)	-22%
Communications	251	400	400	600	200	50%	200	50%
Travel	-	1,000	1,000	1,000	-	0%	-	0%
Repair & Maintenance	-	10,000	-	10,000	10,000	N/A	-	0%
Miscellaneous	1,769	3,000	2,500	3,000	500	20%	-	0%
Machinery/Equipment	-	25,000	-	-	N/A	N/A	(25,000)	-100%
	97,540	191,050	109,366	129,250	19,884	18%	(36,800)	-32%



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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.

In previous years the City received as much as \$125,000 in total Lodging Tax revenues. Given the COVID-19 generated economic crisis, revenues may be as low as \$95,000 in 2021. 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.

**2021 Decision Packages**

Decision Package #25 added \$87,150 for Lodging Tax expenditures approved by the committee.

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

Description	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change 21-20 Estimate	% Change 21-20 Estimate	\$ Change 21-20 Budget	% Change 21-20 Budget
<b>Beginning Balance</b>	<b>89,938</b>	<b>93,013</b>	<b>93,012</b>	<b>88,392</b>	<b>(4,620)</b>	<b>-5%</b>	<b>(4,621)</b>	<b>-5%</b>
<u>Revenue</u>								
75% Hotel/Motel Tax*	90,506	95,250	95,250	71,250	(24,000)	-25%	(24,000)	-25%
Investment Interest	4,042	3,380	3,380	210	(3,170)	-94%	(3,170)	-94%
Other Misc Revenues	3,534	-	-	-	N/A	N/A	N/A	N/A
<b>Total Revenues</b>	<b>98,082</b>	<b>98,630</b>	<b>98,630</b>	<b>71,460</b>	<b>(27,170)</b>	<b>-28%</b>	<b>(27,170)</b>	<b>-28%</b>
<u>Expenditure</u>								
Professional Services	90,425	92,487	92,487	83,150	(9,337)	-10%	(9,337)	-10%
Miscellaneous	583	6,763	6,763	-	(6,763)	-100%	(6,763)	-100%
Interfund Transfer Out	4,000	4,000	4,000	4,000	-	0%	-	0%
Equipment	0	25,000	-	-	N/A	N/A	(25,000)	-100%
<b>Total Expenditures</b>	<b>95,008</b>	<b>128,250</b>	<b>103,250</b>	<b>87,150</b>	<b>(16,100)</b>	<b>-16%</b>	<b>(41,100)</b>	<b>-32%</b>
<b>Ending Balance</b>	<b>93,012</b>	<b>63,393</b>	<b>88,392</b>	<b>72,702</b>	<b>(15,690)</b>	<b>-18%</b>	<b>9,309</b>	<b>15%</b>

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

\*\*Log Cabin charges are incurred every three years.

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.

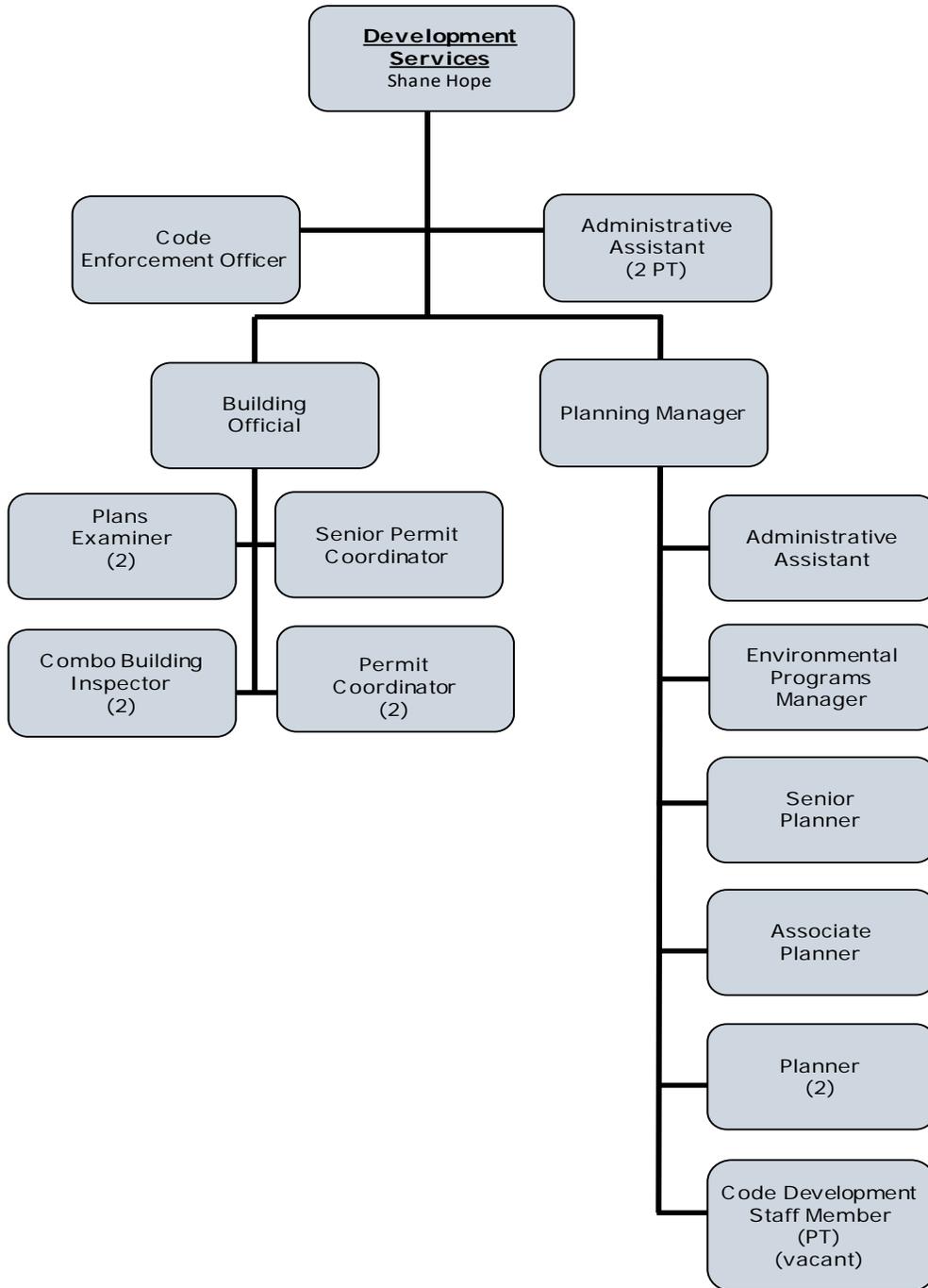
The Edmonds Downtown Alliance (Ed!) has nearly 350 members. Ed!’s goal is to ensure the City of Edmonds downtown stays lively, attractive and prosperous. Information about the Edmonds Downtown Alliance may be found at <http://edmondsdowntown.org>.

The budget chart for the Business Improvement District will be updated in the adopted budget document. The district is required to submit a budget no later than October 31<sup>st</sup>.



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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.

Program	2019	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
Administration	673,104	1,236,635	693,050	988,920	295,870	43%	(247,715)	-20%
Building Services	1,159,831	1,153,173	1,080,473	1,085,165	4,692	0%	(68,008)	-6%
Planning	1,030,111	1,193,039	1,090,739	1,185,034	94,295	9%	(8,005)	-1%
	2,863,046	3,582,847	2,864,262	3,259,119	394,857	14%	(323,728)	-9%

Description	2019	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
Salaries	1,634,056	1,760,943	1,694,892	1,730,748	35,856	2%	(30,195)	-2%
Overtime	12,427	1,300	1,000	1,300	300	30%	-	0%
Benefits	622,583	658,292	623,658	640,921	17,263	3%	(17,371)	-3%
Uniforms	402	500	300	500	200	67%	-	0%
Supplies	12,959	17,100	12,100	12,100	-	0%	(5,000)	-29%
Minor Equipment	6,790	7,300	5,300	7,300	2,000	38%	-	0%
Professional Services	368,767	886,518	302,518	658,380	355,862	118%	(228,138)	-26%
Communications	9,358	9,000	9,000	9,000	-	0%	-	0%
Travel	10,139	6,800	1,200	7,300	6,100	508%	500	7%
Rental/Lease	12,002	11,800	11,800	11,800	-	0%	-	0%
Interfund Rental	131,436	158,434	158,434	123,910	(34,524)	-22%	(34,524)	-22%
Repairs/Maintenance	3,439	6,800	2,000	6,800	4,800	240%	-	0%
Miscellaneous	38,688	58,060	42,060	49,060	7,000	17%	(9,000)	-16%
	2,863,046	3,582,847	2,864,262	3,259,119	394,857	14%	(323,728)	-9%

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(s) and Code Enforcement Officer
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, planning and special studies.
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.

**2021 Budget Changes**

Annual adjustment for technology services

**2021 Decision Packages**

Decision package #26 added \$20,000 for the gap analysis phase for the 2024 comp plan update

Decision package #27 added \$60,000 for the community renewal plan

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

Description	2019	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
Salaries	315,171	378,614	312,563	319,500	6,937	2%	(59,114)	-16%
Overtime	906	1,000	1,000	1,000	-	0%	-	0%
Benefits	92,350	120,545	85,911	91,149	5,238	6%	(29,396)	-24%
Supplies	12,875	17,100	12,100	12,100	-	0%	(5,000)	-29%
Minor Equipment	2,652	1,500	1,500	1,500	-	0%	-	0%
Professional Services	169,734	636,558	206,558	501,420	294,862	143%	(135,138)	-21%
Communications	1,903	1,500	1,500	1,500	-	0%	-	0%
Travel	5,395	2,300	200	2,500	2,300	1150%	200	9%
Rental/Lease	12,002	11,800	11,800	11,800	-	0%	-	0%
Interfund Rental	45,905	55,918	55,918	36,651	(19,267)	-34%	(19,267)	-34%
Repair/Maintenance	596	6,800	2,000	6,800	4,800	240%	-	0%
Miscellaneous	13,615	3,000	2,000	3,000	1,000	50%	-	0%
	673,104	1,236,635	693,050	988,920	295,870	43%	(247,715)	-20%

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

**Function**

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

**Budget Narrative**

Salaries & Benefits	One Building Official, one Senior Combo Building Inspector, one Combo Building Inspector, two Plans Examiners, one Permit Coordinator Supervisor, and two Senior 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, digitization of documents, share of credit card fees, etc.
Interfund Rental	Vehicle rental for units #30, #34 and #70.

**2021 Budget Changes**

Annual adjustment for technology services and interfund rental

**2021 Decision Packages**

Decision package #46 removed \$5,250 for the 2021 B-Fund equipment replacement rate

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

Description	2019	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
Salaries	649,518	687,001	687,001	701,376	14,375	2%	14,375	2%
Overtime	11,503	-	-	-	N/A	N/A	N/A	N/A
Benefits	268,377	273,104	273,104	270,347	(2,757)	-1%	(2,757)	-1%
Uniforms	402	500	300	500	200	67%	-	0%
Supplies	62	-	-	-	N/A	N/A	N/A	N/A
Minor Equipment	2,944	3,000	2,000	3,000	1,000	50%	-	0%
Professional Services	167,736	103,000	40,000	43,000	3,000	8%	(60,000)	-58%
Communications	6,015	6,000	6,000	6,000	-	0%	-	0%
Travel	1,075	2,000	500	2,000	1,500	300%	-	0%
Interfund Rental	41,988	49,238	49,238	35,612	(13,626)	-28%	(13,626)	-28%
Miscellaneous	10,211	29,330	22,330	23,330	1,000	4%	(6,000)	-20%
	1,159,831	1,153,173	1,080,473	1,085,165	4,692	0%	(68,008)	-6%

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, Environmental Programs Manager, 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, contract Minute Taker, Alliance for Housing Affordability, 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, training registrations & tuition, printing, resource materials and publications, archiving, remote meeting support, share of credit card fees.
Interfund Rental	Vehicle rental for #17.

**2021 Budget Changes**

Annual adjustment for technology services and interfund rental

**2021 Decision Packages**

Decision package #6 froze the part-time code staff member reducing the budget by \$64,510  
 Decision package #46 removed \$2,550 for the 2021 B-Fund equipment replacement rate

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

Description	2019	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
Salaries	669,367	695,328	695,328	709,872	14,544	2%	14,544	2%
Overtime	18	300	-	300	300	N/A	-	0%
Benefits	261,856	264,643	264,643	279,425	14,782	6%	14,782	6%
Supplies	22	-	-	-	N/A	N/A	N/A	N/A
Minor Equipment	1,194	2,800	1,800	2,800	1,000	56%	-	0%
Professional Services	31,297	146,960	55,960	113,960	58,000	104%	(33,000)	-22%
Communications	1,440	1,500	1,500	1,500	-	0%	-	0%
Travel	3,669	2,500	500	2,800	2,300	460%	300	12%
Interfund Rental	43,543	53,278	53,278	51,647	(1,631)	-3%	(1,631)	-3%
Repair and Maintenance	2,843	-	-	-	N/A	N/A	N/A	N/A
Miscellaneous	14,862	25,730	17,730	22,730	5,000	28%	(3,000)	-12%
	1,030,111	1,193,039	1,090,739	1,185,034	94,295	9%	(8,005)	-1%

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

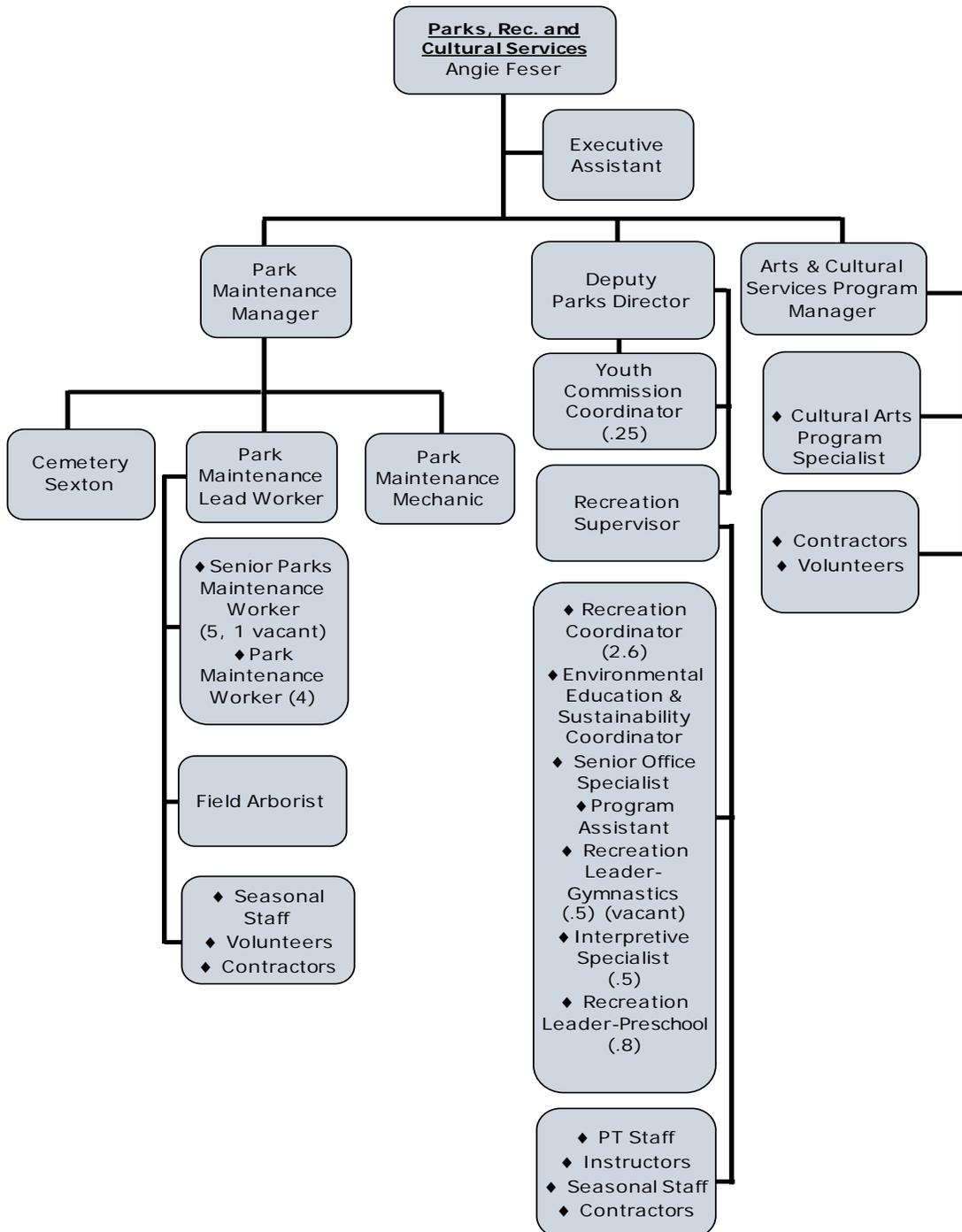
**Function**

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	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change 21-20 Estimate	% Change 21-20 Estimate	\$ Change 21-20 Budget	% Change 21-20 Budget
<b>Beginning Balance</b>	<b>12,607</b>	<b>12,188</b>	<b>12,187</b>	<b>11,517</b>	<b>(670)</b>	<b>-5%</b>	<b>(671)</b>	<b>-6%</b>
<u>Revenue</u>								
Investment Interest	113	230	230	10	(220)	-96%	(220)	-96%
Transfer In	5,000	5,000	5,000	5,000	-	0%	-	0%
<b>Total Revenue</b>	<b>5,113</b>	<b>5,230</b>	<b>5,230</b>	<b>5,010</b>	<b>(220)</b>	<b>-4%</b>	<b>(220)</b>	<b>-4%</b>
<u>Expenditure</u>								
Supplies	-	100	100	100	-	0%	-	0%
Professional Services	-	200	200	200	-	0%	-	0%
Miscellaneous	5,533	5,600	5,600	5,600	-	0%	-	0%
<b>Total Expenditure</b>	<b>5,533</b>	<b>5,900</b>	<b>5,900</b>	<b>5,900</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>0%</b>
<b>Ending Balance</b>	<b>12,187</b>	<b>11,518</b>	<b>11,517</b>	<b>10,627</b>	<b>(890)</b>	<b>-8%</b>	<b>(891)</b>	<b>-8%</b>

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, trails and open spaces, recreation, cultural arts, aquatic facilities and programs, and supports tourism and economic development as well as providing an enhanced quality of life for its citizens. Thousands of participants and visitors join the many programs offered each year. There are 47 city-owned park sites totaling 230 acres, 20,000 square feet of flowerbeds and about one mile of waterfront shoreline in the Edmonds Parks’ system. The Department manages the Edmonds Memorial Cemetery, staffs the Edmonds Arts Commission, Youth Commission and Mayor’s Conservation Advisory Commission and serves as liaison to the Edmonds Public Library, the Edmonds Senior Center. It also is active with community partnerships with the Edmonds School District, Edmonds Boys and Girls Club, Edmonds College, Edmonds Historic Museum, Sno-King Youth Club, Edmonds Chamber of Commerce, Edmonds Rotary, and the Dale Turner YMCA, neighboring cities of Mountlake Terrace and Lynnwood, as well as Snohomish County, among other organizations.

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

Program	2019	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
Administration	360,226	445,118	433,618	457,097	23,479	5%	11,979	3%
Rec. & Cultural Services	1,381,523	1,428,819	1,181,199	1,572,009	390,810	33%	143,190	10%
Discovery Programs	66,635	76,049	73,274	69,185	(4,089)	-6%	(6,864)	-9%
Athletics	95,292	100,840	36,197	100,840	64,643	179%	-	0%
Fitness	73,982	73,850	25,350	73,850	48,500	191%	-	0%
Gymnastics	132,972	185,183	180,283	119,608	(60,675)	-34%	(65,575)	-35%
Meadowdale Preschool	49,760	66,182	64,142	75,936	11,794	18%	9,754	15%
Parks Maintenance	1,875,383	2,162,427	2,247,487	1,891,823	(355,664)	-16%	(270,604)	-13%
Flower Program	57,897	56,501	57,941	22,590	(35,351)	-61%	(33,911)	-60%
	4,093,670	4,594,969	4,299,491	4,382,938	83,447	2%	(212,031)	-5%

Description	2019	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
Salaries	2,007,962	2,272,394	2,272,394	2,179,335	(93,059)	-4%	(93,059)	-4%
Overtime	20,286	10,000	10,000	10,000	-	0%	-	0%
Benefits	765,648	864,290	864,290	804,577	(59,713)	-7%	(59,713)	-7%
Uniforms	6,731	6,275	5,750	6,275	525	9%	-	0%
Supplies	151,518	137,390	154,437	127,890	(26,547)	-17%	(9,500)	-7%
Small Equipment	9,515	10,900	8,900	10,900	2,000	22%	-	0%
Professional Services	479,888	620,765	368,345	598,300	229,955	62%	(22,465)	-4%
Communications	31,000	31,370	20,940	31,370	10,430	50%	-	0%
Travel	5,283	5,270	50	5,270	5,220	10440%	-	0%
Rental/Lease	90,338	76,390	83,500	106,390	22,890	27%	30,000	39%
Interfund Rental	188,114	192,555	192,555	145,159	(47,396)	-25%	(47,396)	-25%
Public Utility	209,970	230,507	230,507	229,662	(845)	0%	(845)	0%
Repair/Maintenance	34,334	29,700	27,900	29,700	1,800	6%	-	0%
Miscellaneous	82,787	98,110	50,870	98,110	47,240	93%	-	0%
Equipment	-	9,053	9,053	-	(9,053)	-100%	(9,053)	-100%
Construction	10,296	-	-	-	N/A	N/A	N/A	N/A
	4,093,670	4,594,969	4,299,491	4,382,938	83,447	2%	(212,031)	-5%

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

**Function**

Administration manages park facilities and recreational needs for the City of Edmonds. The program oversees more than 47 sites, 230 acres of parkland and open space, 20,000 square feet of landscaping and flower beds and 73,000 square feet of program space including the Frances Anderson Center, Plaza Room, Meadowdale Community Clubhouse, Yost Pool and the Waterfront Center. The staff develops long range plans for capital assets, park land acquisition and capital development and maintenance. Further, the department administers county, state, and federal grants, manages general fund budgets as well as nine special fund accounts. Administration serves as liaison the Youth Commission, Cemetery Board, Tree Board, Edmonds Arts Commission and the Mayor’s Conservation Advisory Committee, 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.

**2021 Budget Change**

In order to be eligible for state and federal grants through the Recreation and Conservation Office (RCO), the Parks, Recreation and Opens Space plan is required to be updated every six years. In addition, the 1999 Americans with Disabilities Act federally mandates an ADA Transition Plan be developed for park facilities. This work should begin in 2021 in order to be completed in 2022. Since some components of the two plans may overlap, such as facility inventory and evaluation, there may be the possibility of cost savings if the projects were combined.

**2021 Decision Package**

Decision package #29 added \$32,000 for the salmon safe program

Description	2019	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
Salaries	213,575	254,616	254,616	257,528	2,912	1%	2,912	1%
Benefits	75,262	94,752	94,752	89,319	(5,433)	-6%	(5,433)	-6%
Supplies	1,014	9,000	4,500	9,000	4,500	100%	-	0%
Minor Equipment	5,608	2,000	2,000	2,000	-	0%	-	0%
Professional Services	50,398	62,750	62,500	77,250	14,750	24%	14,500	23%
Communications	1,963	1,500	1,000	1,500	500	50%	-	0%
Travel	1,721	1,500	-	1,500	1,500	N/A	-	0%
Rental/Lease	7,952	9,500	9,500	9,500	-	0%	-	0%
Miscellaneous	2,733	9,500	4,750	9,500	4,750	100%	-	0%
	360,226	445,118	433,618	457,097	23,479	5%	11,979	3%



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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 division is designed to create and implement recreational programs 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 a preschool. 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, the Meadowdale Clubhouse), athletic field rentals, 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 statewide recreation and arts organizations. Staff members oversee the Frances Anderson Center, Meadowdale Community Clubhouse, and six tenant leases at the Frances Anderson Center. Staff are also responsible for the park concession agreements, which includes the Yost Pool agreement with the YMCA and various recreation programs.

**Budget Narrative**

The positions covered in the salaries and benefits line include the Deputy Director, Arts & Cultural Services Program Manager, Recreation Supervisor, Recreation Coordinators (2), Environmental Education & Sustainability Coordinator, Program Assistant, a Senior Office Specialist, 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 allocated from the professional services budget account line item.

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).

**2021 Budget Changes**

Annual adjustment for technology services and interfund rental

**2021 Decision Packages**

Decision package #30 added \$30,000 for the waterfront center operating expenses  
 Decision package #46 removed \$4,430 for the 2021 B-Fund equipment replacement rate

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

Description	2019	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
Salaries	669,356	716,040	716,040	804,203	88,163	12%	88,163	12%
Benefits	240,106	251,124	251,124	279,767	28,643	11%	28,643	11%
Supplies	7,128	17,300	5,950	7,800	1,850	31%	(9,500)	-55%
Professional Services	186,631	259,150	76,000	259,150	183,150	241%	-	0%
Communications	22,511	22,150	12,000	22,150	10,150	85%	-	0%
Travel	2,723	2,000	-	2,000	2,000	N/A	-	0%
Rental/Lease	-	600	-	30,600	30,600	N/A	30,000	5000%
Interfund Rental	182,864	80,675	80,675	86,559	5,884	7%	5,884	7%
Miscellaneous	70,204	79,780	39,410	79,780	40,370	102%	-	0%
	1,381,523	1,428,819	1,181,199	1,572,009	390,810	33%	143,190	10%

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 school classroom visits and on-site beach walks
- Discover the Forest program 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
- Staffing and managing the Olympic Beach Visitor Station and managing Volunteer Beach Docents
- Watershed Fun Fair event
- Puget Sound Bird Fest event 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 (.5 FTE) and seasonal Ranger-Naturalists. COVID-19 had an impact on the Discovery Program in 2020 however through virtual education, socially distanced summer camps and ongoing community engagement the goal is to offer an anticipated similar level of service in 2021 as would be in a typical year.

**2021 Budget Changes**

N/A

**2021 Decision Packages**

Decision package #6 froze a ranger naturalist position reducing the budget by \$6,769

Description	2019	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
Salaries	50,619	56,596	56,596	50,544	(6,052)	-11%	(6,052)	-11%
Benefits	10,945	13,428	13,428	12,616	(812)	-6%	(812)	-6%
Uniforms	1,127	1,155	750	1,155	405	54%	-	0%
Supplies	1,309	1,300	800	1,300	500	63%	-	0%
Professional Services	578	1,300	250	1,300	1,050	420%	-	0%
Communications	1,352	1,350	1,350	1,350	-	0%	-	0%
Travel	695	820	50	820	770	1540%	-	0%
Miscellaneous	10	100	50	100	50	100%	-	0%
	66,635	76,049	73,274	69,185	(4,089)	-6%	(6,864)	-9%

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

**Function**

Adult athletic 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 for games, practices and tournaments throughout the year.

**Budget Narrative**

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

**2021 Budget Change**

None.

**2021 Decision Package**

None

Description	2019	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
Supplies	8,677	11,500	6,317	11,500	5,183	82%	-	0%
Professional Services	70,715	70,250	25,000	70,250	45,250	181%	-	0%
Rental/Lease	13,885	16,290	4,000	16,290	12,290	307%	-	0%
Miscellaneous	2,015	2,800	880	2,800	1,920	218%	-	0%
	95,292	100,840	36,197	100,840	64,643	179%	-	0%

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. Classes are typically offered at the Frances Anderson Center, Plaza Room and Patio and will be scheduled at the Waterfront Center. Due to COVID impacts and new program offering formats, several classes may be offered virtually in 2021. These classes are led by contracted instructors.

**Budget Narrative**

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

**2021 Budget Change**

COVID-19 has impacted participation in fitness classes. Several classes have adjusted and as of mid-year 2020 are now offered virtually however the participation rates are less than typical in-person classes.

**2021 Decision Package**

None

Description	2019	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
Supplies	286	350	350	350	-	0%	-	0%
Professional Services	73,696	72,000	25,000	72,000	47,000	188%	-	0%
Repair/Maintenance	-	1,500	-	1,500	1,500	N/A	-	0%
	73,982	73,850	25,350	73,850	48,500	191%	-	0%

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

**Function**

All classes in the Gymnastics 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. The City’s 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 FTE), recreation leader (.5 FTE) and hourly gymnastics instructors. The miscellaneous budget line covers the USA Gymnastics affiliation. The minor equipment budget line covers replacement mats and related equipment.

**2021 Budget Change**

COVID-19 health and safety restrictions on facility usage and social distancing have significantly impacted participation in gymnastics classes in 2020.

**2021 Decision Package**

Decision package #6 froze the gymnastics positions reducing the budget by \$86,749

Description	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change 21-20 Estimate	% Change 21-20 Estimate	\$ Change 21-20 Budget	% Change 21-20 Budget
Salaries	103,930	143,073	143,073	86,030	(57,043)	-40%	(57,043)	-40%
Benefits	22,094	33,610	33,610	25,078	(8,532)	-25%	(8,532)	-25%
Supplies	4,464	4,900	2,500	4,900	2,400	96%	-	0%
Minor Equipment	1,704	2,000	500	2,000	1,500	300%	-	0%
Professional Services	475	800	200	800	600	300%	-	0%
Rental/Lease	36	-	-	-	N/A	N/A	N/A	N/A
Repair/Maintenance	-	500	200	500	300	150%	-	0%
Miscellaneous	269	300	200	300	100	50%	-	0%
	132,972	185,183	180,283	119,608	(60,675)	-34%	(65,575)	-35%

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 Recreation Leader (.8 FTE) and two hourly assistants.

**2021 Budget Changes**

In 2020, responding to COVID-19 impacts, the preschool program moved to virtual classes in conjunction with the Edmonds School District. The preschool will continue to follow the schedule and school implementation of the Edmonds School District with regards to in-person or online learning. Both the morning (A.M) and afternoon (P.M.) preschool sessions were full in June 2020 but with developing uncertainties surrounding COVID-19, the program has recently experienced some unenrollment. For 2020, this budget assumes the preschool will continue to provide services online or in person as the year evolves and anticipates full enrollment based on a high demand for child-care services.

**2021 Decision Packages**

None

Description	2019	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
Salaries	38,361	50,448	50,448	58,752	8,304	16%	8,304	16%
Benefits	6,799	9,374	9,374	10,824	1,450	15%	1,450	15%
Supplies	2,949	4,500	3,020	4,500	1,480	49%	-	0%
Professional Services	-	720	-	720	720	N/A	-	0%
Communications	1,651	1,080	1,300	1,080	(220)	-17%	-	0%
Travel	-	10	-	10	10	N/A	-	0%
Miscellaneous	-	50	-	50	50	N/A	-	0%
	49,760	66,182	64,142	75,936	11,794	18%	9,754	15%



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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 47 parks sites maintained on a regular basis. On a daily basis, Parks Maintenance maintains six waterfront beach parks, a fishing pier, and 40 community, neighborhood, special use and open space parks. General maintenance includes trash and litter, City restroom cleaning and sanitation, irrigation, and vegetation maintenance including mowing, trimming and landscape bed upkeep for 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, maintaining and upgrading all playground structures and equipment as needed. The Parks Maintenance crew maintains the Street Trees and 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 Edmonds Arts Festival, 4<sup>th</sup> of July, Taste Edmonds, Wenatchee Youth Circus, Concerts in the Park, Hazel Miller Plaza concerts, Oktoberfest, Anderson Center Egg Hunt, Downtown Christmas Tree Lighting and many more small events.

**Budget Narrative**

- Salaries/Benefits: Parks Maintenance Department consists of 13 fulltime positions; the Park Maintenance Manager, Parks Maintenance Lead Man, Parks Maintenance Mechanic, Field Arborist, Senior Parks Maintenance Worker (5), Parks Maintenance Workers (4) and seasonal employees (4).
- 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 and equipment repair. There will be an increase in tree removal due to the age of trees throughout our park system.
- Intergovernmental Services: Meadowdale Playfields maintenance.
- Interfund Rental: Annual rate for twelve trucks, two tractors, two trailers and shared cost with Public Works Department of bucket truck and wood chipper.

COVID-19 has impacted the Parks Department in a few ways. First, the initial increase in supplies to close park amenities and rental expenses for increased chemical toilets however this was largely offset by a reduction in staffing due to hiring freeze. Park usage has increased dramatically as the community continues to look for safe ways to exercise and enjoy open spaces locally and this increase has impacted the trash, litter and overall time spend managing the parks. Additionally, COVID impacts has required the splitting into two separate crew shifts, staff working independently rather than in groups and new maintenance tasks related to closed park facilities. Finally, COVID-19 protocols have increased the sanitization requirements on public restrooms which now requires significantly increased park maintenance time.

**2021 Budget Changes**

Annual adjustment for interfund rental

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

**2021 Decision Package**

Decision package #6 froze a senior parks maintenance worker and two seasonal parks maintenance laborers reducing the budget by \$99,838

Decision package #46 removed \$54,120 for the 2021 B-Fund equipment replacement rate

Description	2019	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
Salaries	894,435	1,012,333	1,012,333	907,242	(105,091)	-10%	(105,091)	-10%
Overtime	19,995	10,000	10,000	10,000	-	0%	-	0%
Benefits	396,401	449,349	449,349	383,979	(65,370)	-15%	(65,370)	-15%
Uniforms	5,604	5,120	5,000	5,120	120	2%	-	0%
Supplies	119,812	84,480	125,000	84,480	(40,520)	-32%	-	0%
Minor Equipment	2,203	6,400	6,400	6,400	-	0%	-	0%
Professional Services	97,395	153,795	179,395	116,830	(62,565)	-35%	(36,965)	-24%
Communications	3,523	5,290	5,290	5,290	-	0%	-	0%
Travel	144	940	-	940	940	N/A	-	0%
Rental/Lease	68,465	50,000	70,000	50,000	(20,000)	-29%	-	0%
Interfund Rental	5,250	111,880	111,880	58,600	(53,280)	-48%	(53,280)	-48%
Public Utility	209,970	230,507	230,507	229,662	(845)	0%	(845)	0%
Repair/Maintenance	34,334	27,700	27,700	27,700	-	0%	-	0%
Miscellaneous	7,556	5,580	5,580	5,580	-	0%	-	0%
Equipment - Facilities	-	9,053	9,053	-	(9,053)	-100%	(9,053)	-100%
Construction - Park Fac	10,296	-	-	-	N/A	N/A	N/A	N/A
	1,875,383	2,162,427	2,247,487	1,891,823	(355,664)	-16%	(270,604)	-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 and is recognized throughout the region. The benefit of the program is the beauty it brings to the community as well as a tourism enhancement and draw, which directly benefits the City and downtown merchants.

The Flower Program employees plant 25,000 plants annually. Staff maintains 183 individual flower beds at 41 locations throughout the City and 138 hanging 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 as well as regular maintenance

**Budget Narrative**

Salary/Benefits: one seasonal employee

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

**2021 Budget Changes**

None

**2021 Decision Package**

Decision package #6 froze two beautification program workers reducing the budget by \$24,910

Description	2019	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
Salaries	37,686	39,288	39,288	15,036	(24,252)	-62%	(24,252)	-62%
Overtime	291	-	-	-	N/A	N/A	N/A	N/A
Benefits	14,041	12,653	12,653	2,994	(9,659)	-76%	(9,659)	-76%
Supplies	5,879	4,060	6,000	4,060	(1,940)	-32%	-	0%
Minor Equipment	-	500	-	500	500	N/A	-	0%
	57,897	56,501	57,941	22,590	(35,351)	-61%	(33,911)	-60%

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	2019	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
<b>Beginning Balance</b>	<b>309,178</b>	<b>864,491</b>	<b>864,490</b>	<b>864,490</b>	-	0%	(1)	0%
<u>Revenue</u>								
Contributions	5,312	-	-	-	N/A	N/A	N/A	N/A
Transfer In	550,000	-	-	-	N/A	N/A	N/A	N/A
Total Revenue	555,312	-	-	-	N/A	N/A	N/A	N/A
<u>Expenditure</u>								
Total Expenditure	-	-	-	-	N/A	N/A	N/A	N/A
<b>Ending Balance</b>	<b>864,490</b>	<b>864,491</b>	<b>864,490</b>	<b>864,490</b>	-	0%	(1)	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.” 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.

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 \$47,000 - \$50,000).
- Concerts in the Parks Series at both 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.
- Publication of a 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 and 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 2021 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.

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

**2021 Budget Changes**

Due to COVID-19 the Annual Write on the Sound (WOTS) Conference was switched to a virtual conference in 2020. Revenue is anticipated to decline, however by 2021 the conference is expected to regain momentum and as such the operating budget has not been adjusted for COVID-19.

Due to the economic impact of COVID-19 on the arts community a one-time grant program is proposed for 2021 by the Arts Commission.

\$44,000 transfer in from the Civic Park project 1% art program. The remaining \$44,000 will transfer in 2022.

**2021 Decision Packages**

Decision Package #31 adds \$55,000 for an Arts Commission One-Time Grant Program

Description	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change 21-20 Estimate	% Change 21-20 Estimate	\$ Change 21-20 Budget	% Change 21-20 Budget
<b>Program 100</b>								
<b>Beginning Balance</b>	<b>473,880</b>	<b>522,852</b>	<b>522,854</b>	<b>533,308</b>	<b>10,454</b>	<b>2%</b>	<b>10,456</b>	<b>2%</b>
<u>Revenue</u>								
Resale Items	419	320	125	320	195	156%	-	0%
Community Events	52,857	50,000	25,000	44,500	19,500	78%	(5,500)	-11%
Investment Interest	23,849	18,930	18,930	6,910	(12,020)	-63%	(12,020)	-63%
Contributions	13,700	13,600	8,500	13,600	5,100	60%	-	0%
Interfund Transfer In	19,000	19,000	19,000	19,000	-	0%	-	0%
<b>Total Revenues</b>	<b>109,825</b>	<b>101,850</b>	<b>71,555</b>	<b>84,330</b>	<b>12,775</b>	<b>18%</b>	<b>(17,520)</b>	<b>-17%</b>
<u>Expenditure</u>								
Supplies	3,984	4,500	4,000	4,500	500	13%	-	0%
Small Equipment	640	1,700	(199)	1,700	1,899	-954%	-	0%
Professional Services	52,181	87,500	54,000	142,500	88,500	164%	55,000	63%
Travel	6	80	-	80	80	N/A	-	0%
Rental / Lease	-	2,000	-	2,000	2,000	N/A	-	0%
Repair and Maint.	-	300	300	300	-	0%	-	0%
Miscellaneous	4,040	4,800	3,000	4,800	1,800	60%	-	0%
<b>Total Expenditures</b>	<b>60,851</b>	<b>100,880</b>	<b>61,101</b>	<b>155,880</b>	<b>94,779</b>	<b>155%</b>	<b>55,000</b>	<b>55%</b>
<b>Ending Balance</b>	<b>522,854</b>	<b>523,822</b>	<b>533,308</b>	<b>461,758</b>	<b>(71,550)</b>	<b>-13%</b>	<b>(62,064)</b>	<b>-12%</b>

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

Description	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change 21-20 Estimate	% Change 21-20 Estimate	\$ Change 21-20 Budget	% Change 21-20 Budget
<b>Program 200</b>								
<b>Beginning Balance</b>	<b>88,003</b>	<b>102,082</b>	<b>102,082</b>	<b>57,578</b>	<b>(44,504)</b>	<b>-44%</b>	<b>(44,504)</b>	<b>-44%</b>
<u>Revenue</u>								
Investment Interest	3,305	3,070	3,070	1,240	(1,830)	-60%	(1,830)	-60%
Contributions	1,100	35,000	-	35,000	35,000	N/A	-	0%
Interfund Transfer	11,984	123,346	34,626	44,370	9,744	28%	(78,976)	-64%
<b>Total Revenues</b>	<b>16,389</b>	<b>161,416</b>	<b>37,696</b>	<b>80,610</b>	<b>42,914</b>	<b>114%</b>	<b>(80,806)</b>	<b>-50%</b>
<u>Expenditure</u>								
Supplies	-	200	200	200	-	0%	-	0%
Professional Services	1,781	140,000	82,000	78,000	(4,000)	-5%	(62,000)	-44%
Miscellaneous	529	1,800	-	1,800	1,800	N/A	-	0%
<b>Total Expenditures</b>	<b>2,310</b>	<b>142,000</b>	<b>82,200</b>	<b>80,000</b>	<b>(2,200)</b>	<b>-3%</b>	<b>(62,000)</b>	<b>-44%</b>
<b>Ending Balance</b>	<b>102,082</b>	<b>121,498</b>	<b>57,578</b>	<b>58,188</b>	<b>610</b>	<b>1%</b>	<b>(63,310)</b>	<b>-52%</b>

Description	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change 21-20 Estimate	% Change 21-20 Estimate	\$ Change 21-20 Budget	% Change 21-20 Budget
<b>Program 300</b>								
<b>Beginning Balance</b>	<b>8,750</b>	<b>9,077</b>	<b>9,076</b>	<b>8,386</b>	<b>(690)</b>	<b>-8%</b>	<b>(691)</b>	<b>-8%</b>
<u>Revenue</u>								
Investment Interest	326	310	310	120	(190)	-61%	(190)	-61%
<b>Total Revenues</b>	<b>326</b>	<b>310</b>	<b>310</b>	<b>120</b>	<b>(190)</b>	<b>-61%</b>	<b>(190)</b>	<b>-61%</b>
<u>Expenditure</u>								
Professional Services	-	1,000	1,000	1,000	-	0%	-	0%
<b>Total Expenditures</b>	<b>-</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>0%</b>
<b>Ending Balance</b>	<b>9,076</b>	<b>8,387</b>	<b>8,386</b>	<b>7,506</b>	<b>(880)</b>	<b>-10%</b>	<b>(881)</b>	<b>-11%</b>

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 City of Edmonds Streetscape Plan.

Description	2019	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
<b>Beginning Balance</b>	<b>18,899</b>	<b>19,784</b>	<b>19,784</b>	<b>20,534</b>	<b>750</b>	<b>4%</b>	<b>750</b>	<b>4%</b>
<u>Revenue</u>								
Investment Interest	885	750	750	270	(480)	-64%	(480)	-64%
Total Revenue	885	750	750	270	(480)	-64%	(480)	-64%
<u>Expenditure</u>								
Total Expenditure	-	-	-	-	N/A	N/A	N/A	N/A
<b>Ending Balance</b>	<b>19,784</b>	<b>20,534</b>	<b>20,534</b>	<b>20,804</b>	<b>270</b>	<b>1%</b>	<b>270</b>	<b>1%</b>

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	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change 21-20 Estimate	% Change 21-20 Estimate	\$ Change 21-20 Budget	% Change 21-20 Budget
<b>Beginning Balance</b>	<b>15,030</b>	<b>13,601</b>	<b>13,601</b>	<b>14,041</b>	<b>440</b>	<b>3%</b>	<b>440</b>	<b>3%</b>
<u>Revenue</u>								
Investment Interest	625	590	590	190	(400)	-68%	(400)	-68%
Contributions	714	1,200	300	1,200	900	300%	-	0%
<b>Total Revenues</b>	<b>1,339</b>	<b>1,790</b>	<b>890</b>	<b>1,390</b>	<b>500</b>	<b>56%</b>	<b>(400)</b>	<b>-22%</b>
<u>Expenditures</u>								
Miscellaneous	2,768	3,000	450	3,000	2,550	567%	-	0%
<b>Total Expenditures</b>	<b>2,768</b>	<b>3,000</b>	<b>450</b>	<b>3,000</b>	<b>2,550</b>	<b>567%</b>	<b>-</b>	<b>0%</b>
<b>Ending Balance</b>	<b>13,601</b>	<b>12,391</b>	<b>14,041</b>	<b>12,431</b>	<b>(1,610)</b>	<b>-11%</b>	<b>40</b>	<b>0%</b>

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. 2021 revenues are projected at \$23,750. 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.
- 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 2021 budget.

**2021 Decision Packages**

Decision Package #32 adds \$29,900 for the LTAC Approved Expenditures Arts Commission Promotions

Description	2019	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
<b>Beginning Balance</b>	<b>70,586</b>	<b>72,102</b>	<b>72,103</b>	<b>75,353</b>	<b>3,250</b>	<b>5%</b>	<b>3,251</b>	<b>5%</b>
<u>Revenue</u>								
25% Hotel/Motel Tax*	30,169	31,750	17,500	23,750	6,250	36%	(8,000)	-25%
Investment Interest	3,328	2,700	1,750	250	(1,500)	-86%	(2,450)	-91%
<b>Total Revenues</b>	<b>33,497</b>	<b>34,450</b>	<b>19,250</b>	<b>24,000</b>	<b>4,750</b>	<b>25%</b>	<b>(10,450)</b>	<b>-30%</b>
<u>Expenditures</u>								
Professional Services	28,614	33,900	16,000	29,900	13,900	87%	(4,000)	-12%
Miscellaneous	3,366	-	-	-	N/A	N/A	N/A	N/A
<b>Total Expenditures</b>	<b>31,980</b>	<b>33,900</b>	<b>16,000</b>	<b>29,900</b>	<b>13,900</b>	<b>87%</b>	<b>(4,000)</b>	<b>-12%</b>
<b>Ending Balance</b>	<b>72,103</b>	<b>72,652</b>	<b>75,353</b>	<b>69,453</b>	<b>(5,900)</b>	<b>-8%</b>	<b>(3,199)</b>	<b>-4%</b>

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 related costs 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.

**2021 Decision Packages**

Decision package #33 adds \$49,680 for gift catalog spending authority for memorial benches

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

Description	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change 21-20 Estimate	% Change 21-20 Estimate	\$ Change 21-20 Budget	% Change 21-20 Budget
<b>Beginning Balance-000</b>	<b>207,043</b>	<b>237,425</b>	<b>237,425</b>	<b>219,795</b>	<b>(17,630)</b>	<b>-7%</b>	<b>(17,630)</b>	<b>-7%</b>
<u>Revenue</u>								
Investment Interest	11,143	8,170	8,170	3,080	(5,090)	-62%	(5,090)	-62%
Contributions	101,170	128,300	40,000	93,800	53,800	135%	(34,500)	-27%
<b>Total Revenues</b>	<b>112,313</b>	<b>136,470</b>	<b>48,170</b>	<b>96,880</b>	<b>48,710</b>	<b>101%</b>	<b>(39,590)</b>	<b>-29%</b>
<u>Expenditure</u>								
Supplies	39,079	48,882	25,000	67,500	42,500	170%	18,618	38%
Small Equipment	14,694	-	-	-	N/A	N/A	N/A	N/A
Repair and Maintenance	1,858	22,000	5,000	-	(5,000)	-100%	(22,000)	-100%
Interfund Transfer Out	26,300	35,800	35,800	26,300	(9,500)	-27%	(9,500)	-27%
<b>Total Expenditures</b>	<b>81,931</b>	<b>106,682</b>	<b>65,800</b>	<b>93,800</b>	<b>28,000</b>	<b>43%</b>	<b>(12,882)</b>	<b>-12%</b>
<b>Ending Balance-000</b>	<b>237,425</b>	<b>267,213</b>	<b>219,795</b>	<b>222,875</b>	<b>3,080</b>	<b>1%</b>	<b>(44,338)</b>	<b>-17%</b>

Description	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change 21-20 Estimate	% Change 21-20 Estimate	\$ Change 21-20 Budget	% Change 21-20 Budget
<b>Beginning Balance-100</b>	<b>68,365</b>	<b>70,527</b>	<b>70,527</b>	<b>72,527</b>	<b>2,000</b>	<b>3%</b>	<b>2,000</b>	<b>3%</b>
<u>Revenue</u>								
Investment Interest	2,162	2,000	2,000	800	(1,200)	-60%	(1,200)	-60%
<b>Total Revenues</b>	<b>2,162</b>	<b>2,000</b>	<b>2,000</b>	<b>800</b>	<b>(1,200)</b>	<b>-60%</b>	<b>(1,200)</b>	<b>-60%</b>
<u>Expenditure</u>								
Total Expenditures	-	-	-	-	N/A	N/A	N/A	N/A
<b>Ending Balance-100</b>	<b>70,527</b>	<b>72,527</b>	<b>72,527</b>	<b>73,327</b>	<b>800</b>	<b>1%</b>	<b>800</b>	<b>1%</b>

Description	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change 21-20 Estimate	% Change 21-20 Estimate	\$ Change 21-20 Budget	% Change 21-20 Budget
<b>Beginning Balance-200</b>	<b>19,817</b>	<b>24,304</b>	<b>24,304</b>	<b>23,784</b>	<b>(520)</b>	<b>-2%</b>	<b>(520)</b>	<b>-2%</b>
<u>Revenue</u>								
Investment Interest	646	580	580	250	(330)	-57%	(330)	-57%
Contributions	4,000	6,000	6,000	6,000	-	0%	-	0%
<b>Total Revenues</b>	<b>4,646</b>	<b>6,580</b>	<b>6,580</b>	<b>6,250</b>	<b>(330)</b>	<b>-5%</b>	<b>(330)</b>	<b>-5%</b>
<u>Expenditure</u>								
Professional Services	-	6,500	6,500	6,500	-	0%	-	0%
Miscellaneous	159	600	600	600	-	0%	-	0%
<b>Total Expenditures</b>	<b>159</b>	<b>7,100</b>	<b>7,100</b>	<b>7,100</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>0%</b>
<b>Ending Balance-200</b>	<b>24,304</b>	<b>23,784</b>	<b>23,784</b>	<b>22,934</b>	<b>(850)</b>	<b>-4%</b>	<b>(850)</b>	<b>-4%</b>

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. 3797. The purpose of this fund is to provide for the day-to-day operations of the Edmonds Memorial Cemetery and Columbarium 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 and one seasonal employee which includes landscape maintenance, burials and selling of graves and columbarium niches.

**2021 Budget Changes**

Annual adjustment for interfund rental

**2021 Decision Packages**

Decision package #28 added \$87 for the PUD Green Power Program

Description	2019	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
<b>Beginning Balance</b>	<b>212,775</b>	<b>260,683</b>	<b>260,684</b>	<b>213,707</b>	<b>(46,977)</b>	<b>-18%</b>	<b>(46,976)</b>	<b>-18%</b>
<b>Revenue</b>								
Resale Items/Taxable	36,544	27,000	27,000	27,000	-	0%	-	0%
Cemetery Grave Sales	151,875	109,620	109,620	109,620	-	0%	-	0%
Investment Interest	10,626	7,990	7,990	3,180	(4,810)	-60%	(4,810)	-60%
Interfund Transfer	40,000	40,000	-	40,000	40,000	N/A	-	0%
<b>Total Revenue</b>	<b>239,045</b>	<b>184,610</b>	<b>144,610</b>	<b>179,800</b>	<b>35,190</b>	<b>24%</b>	<b>(4,810)</b>	<b>-3%</b>
<b>Expenditures</b>								
Salaries and Wages	89,239	97,476	97,476	95,824	(1,652)	-2%	(1,652)	-2%
Overtime	3,272	3,500	3,500	3,500	-	0%	-	0%
Benefits	40,768	42,029	42,029	40,472	(1,557)	-4%	(1,557)	-4%
Uniforms	225	1,000	500	1,000	500	100%	-	0%
Supplies	4,837	7,000	5,000	7,000	2,000	40%	-	0%
Resale Items	17,293	20,000	20,000	20,000	-	0%	-	0%
Small Equipment	1,246	-	-	-	N/A	N/A	N/A	N/A
Professional Services	2,199	4,200	3,000	4,200	1,200	40%	-	0%
Communications	1,794	1,700	1,700	1,700	-	0%	-	0%
Travel	-	500	-	500	500	N/A	-	0%
Utilities	4,879	5,652	5,652	5,652	-	0%	-	0%
Repairs and Maintenan	-	500	500	500	-	0%	-	0%
Miscellaneous	19,124	4,000	4,000	4,000	-	0%	-	0%
Interfund Rental	6,260	8,230	8,230	16,650	8,420	102%	8,420	102%
<b>Total Expenditures</b>	<b>191,136</b>	<b>195,787</b>	<b>191,587</b>	<b>200,998</b>	<b>9,411</b>	<b>5%</b>	<b>5,211</b>	<b>3%</b>
<b>Ending Balance</b>	<b>260,684</b>	<b>249,506</b>	<b>213,707</b>	<b>192,509</b>	<b>(21,198)</b>	<b>-10%</b>	<b>(56,997)</b>	<b>-23%</b>



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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 with hanging flower baskets and annually heavily planted street intersection corners and landscape beds.

**Environmental/Beach Ranger Program 200**

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

**Yost Pool 300**

Yost Pool is a popular outdoor pool operated in summer months that enhances the lives, fitness, and health of the Edmonds community.

**2021 Budget Changes**

One of the four greenhouses that enables the growing of the thousands of plants for the flower program (100) needs to be replaced. The wooden foundation is rotting, deteriorating and collapsing which is causing the plastic to rip and allowing climate-controlled air to escape. The continued failing of the foundation will only progress and cause ripping beyond repair. This greenhouse is 20 years old and significantly past it expected life cycle. The replacement greenhouse is expected to last 10-15 years before needing any repairs. The Parks Trust Fund was established to support operating, maintaining and improving the flower program. The greenhouse replacement project is estimated to cost \$100,000 including materials and installation. The decision package below is requesting use of \$50,000 from fund balance in the flower program (100) portion of the parks trust fund. The current fund balance is over \$90,000. The remaining project funding needed would come from REET 2 (Fund 125).

**2021 Decision Package**

Decision package #80 adds \$50,000 for the flower program greenhouse

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

Description	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change 21-20 Estimate	% Change 21-20 Estimate	\$ Change 21-20 Budget	% Change 21-20 Budget
<b>Beginning Balance-100</b>	<b>90,669</b>	<b>95,557</b>	<b>95,557</b>	<b>99,507</b>	<b>3,950</b>	<b>4%</b>	<b>3,950</b>	<b>4%</b>
<u>Revenue</u>								
Investment Interest	4,888	3,950	3,950	1,310	(2,640)	-67%	(2,640)	-67%
Total Revenues	4,888	3,950	3,950	1,310	(2,640)	-67%	(2,640)	-67%
<u>Expenditure</u>								
Professional Services	-	-	-	50,000	50,000	N/A	50,000	N/A
Total Expenditures	-	-	-	50,000	50,000	N/A	50,000	N/A
<b>Ending Balance-100</b>	<b>95,557</b>	<b>99,507</b>	<b>99,507</b>	<b>50,817</b>	<b>(48,690)</b>	<b>-49%</b>	<b>(48,690)</b>	<b>-49%</b>

Description	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change 21-20 Estimate	% Change 21-20 Estimate	\$ Change 21-20 Budget	% Change 21-20 Budget
<b>Beginning Balance- 200</b>	<b>68,136</b>	<b>65,648</b>	<b>65,648</b>	<b>68,028</b>	<b>2,380</b>	<b>4%</b>	<b>2,380</b>	<b>4%</b>
<u>Revenue</u>								
Investment Interest	2,397	2,380	2,380	870	(1,510)	-63%	(1,510)	-63%
Contributions	50	-	-	-	N/A	N/A	N/A	N/A
Total Revenues	2,447	2,380	2,380	870	(1,510)	-63%	(1,510)	-63%
<u>Expenditure</u>								
Small Equipment	4,935	-	-	-	N/A	N/A	N/A	N/A
Total Expenditures	4,935	-	-	-	N/A	N/A	N/A	N/A
<b>Ending Balance-200</b>	<b>65,648</b>	<b>68,028</b>	<b>68,028</b>	<b>68,898</b>	<b>870</b>	<b>1%</b>	<b>870</b>	<b>1%</b>

Description	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change 21-20 Estimate	% Change 21-20 Estimate	\$ Change 21-20 Budget	% Change 21-20 Budget
<b>Beginning Balance- 300</b>	<b>1,801</b>	<b>1,865</b>	<b>1,865</b>	<b>1,925</b>	<b>60</b>	<b>3%</b>	<b>60</b>	<b>3%</b>
<u>Revenue</u>								
Investment Interest	64	60	60	20	(40)	-67%	(40)	-67%
Total Revenues	64	60	60	20	(40)	-67%	(40)	-67%
<u>Expenditure</u>								
Total Expenditures	-	-	-	-	N/A	N/A	N/A	N/A
<b>Ending Balance-300</b>	<b>1,865</b>	<b>1,925</b>	<b>1,925</b>	<b>1,945</b>	<b>20</b>	<b>1%</b>	<b>20</b>	<b>1%</b>

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.

**2021 Budget Changes**

This fund has accumulated over \$1,000,000, with nearly \$40,000 in interest income each year. As stipulated in the Ordinance, only interest income may be used for the long-term care of the Cemetery. The Parks Department is requesting annual spending authority of up to \$25,000 to provide long-term care of the Cemetery when operating expenses exceed budgeted expenses in the operating fund (130). These expenditures would still be evaluated and approved by the Cemetery Board if and when they arise.

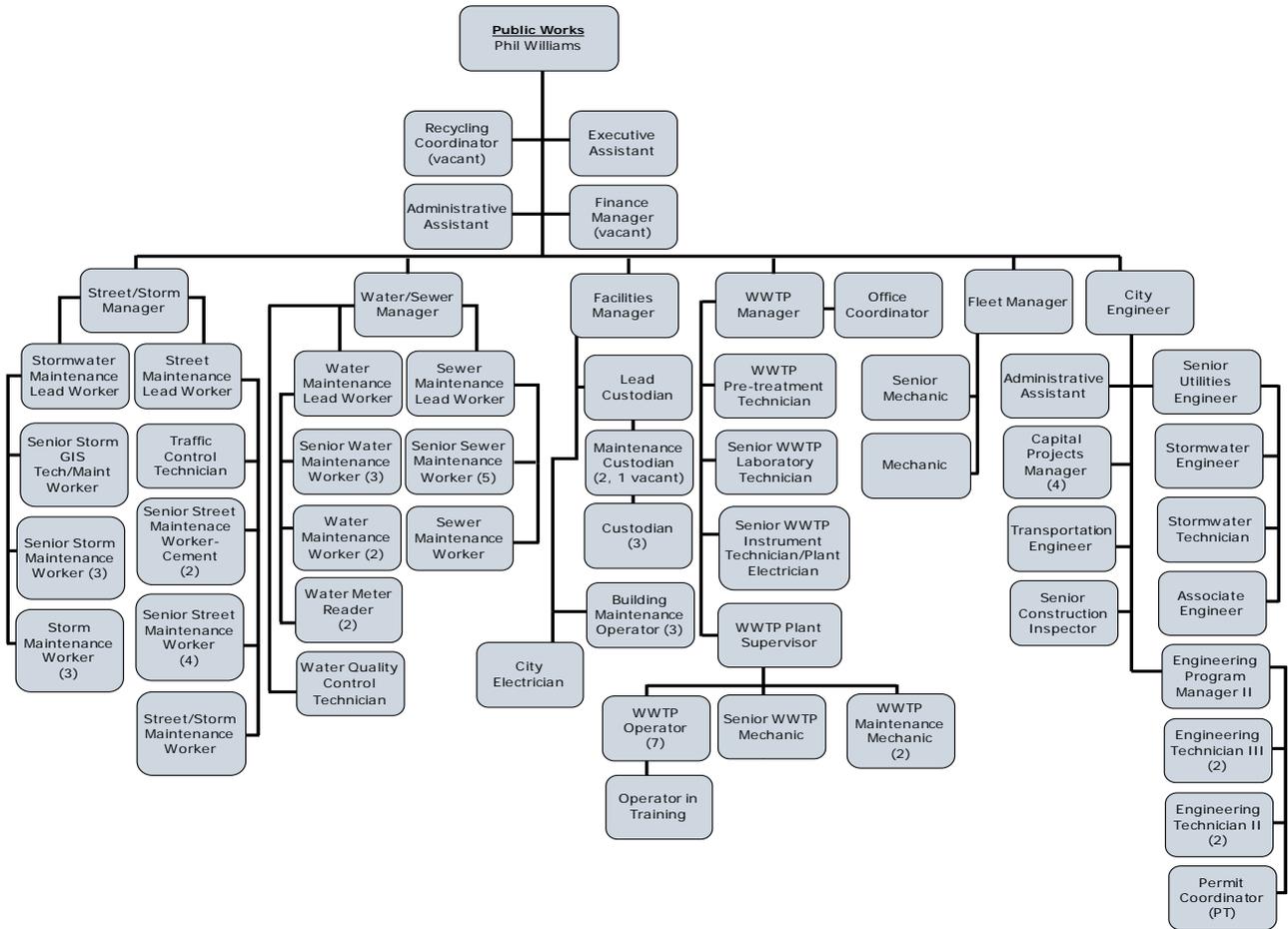
In 2021 one of the Cemetery lawn mowers needs to be replaced. The cost for replacement is \$23,000. The spending authority outlined in the Decision Package below would be utilized to replace the 10-year-old mower. This request does not impact the general fund.

**2021 Decision Package**

Decision package #34 adds \$25,000 for long-term care at the Municipal Cemetery

Description	2019	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
<b>Beginning Balance</b>	<b>985,657</b>	<b>1,053,314</b>	<b>1,053,314</b>	<b>1,107,524</b>	<b>54,210</b>	<b>5%</b>	<b>54,210</b>	<b>5%</b>
<b>Revenue</b>								
Resale Items/Taxable	4,099	3,000	3,000	3,000	-	0%	-	0%
Cemetery Grave Sales	16,875	12,180	12,180	12,180	-	0%	-	0%
Investment Interest	46,683	39,030	39,030	14,040	(24,990)	-64%	(24,990)	-64%
<b>Total Revenues</b>	<b>67,657</b>	<b>54,210</b>	<b>54,210</b>	<b>29,220</b>	<b>(24,990)</b>	<b>-46%</b>	<b>(24,990)</b>	<b>-46%</b>
<b>Expenditure</b>								
Total Expenditures	-	-	-	25,000	25,000	N/A	25,000	N/A
<b>Ending Balance</b>	<b>1,053,314</b>	<b>1,107,524</b>	<b>1,107,524</b>	<b>1,111,744</b>	<b>4,220</b>	<b>0%</b>	<b>4,220</b>	<b>0%</b>

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	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change 21-20 Estimate	% Change 21-20 Estimate	\$ Change 21-20 Budget	% Change 21-20 Budget
Administration	494,939	630,194	520,496	508,553	(11,943)	-2%	(121,641)	-19%
Engineering	2,602,131	2,908,416	2,682,199	2,778,432	96,233	4%	(129,984)	-4%
Facilities Maintenance	2,521,539	3,758,153	3,807,411	2,141,803	(1,665,608)	-44%	(1,616,350)	-43%
	5,618,609	7,296,763	7,010,106	5,428,788	(1,581,318)	-23%	(1,867,975)	-26%

Description	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change 21-20 Estimate	% Change 21-20 Estimate	\$ Change 21-20 Budget	% Change 21-20 Budget
Salaries	2,750,985	2,940,851	2,809,987	2,794,146	(15,841)	-1%	(146,705)	-5%
Overtime	15,440	12,700	12,700	12,700	-	0%	-	0%
Benefits	1,133,771	1,181,220	1,142,916	1,172,279	29,363	3%	(8,941)	-1%
Uniforms	5,323	3,450	3,450	3,450	-	0%	-	0%
Supplies	156,168	120,600	140,600	120,600	(20,000)	-14%	-	0%
Minor Equipment	18,928	6,200	12,200	6,200	(6,000)	-49%	-	0%
Professional Services	318,982	1,166,484	1,005,200	87,040	(918,160)	-91%	(1,079,444)	-93%
Communications	38,650	36,950	34,550	36,950	2,400	7%	-	0%
Travel	2,476	2,100	1,600	2,100	500	31%	-	0%
Rental/Lease	10,645	16,100	14,300	16,100	1,800	13%	-	0%
Interfund Rental	257,846	272,130	299,825	244,205	(55,620)	-19%	(27,925)	-10%
Public Utility	315,638	301,018	329,318	301,018	(28,300)	-9%	-	0%
Repair/Maintenance	444,417	147,060	145,460	542,100	396,640	273%	395,040	269%
Miscellaneous	63,468	89,900	58,000	89,900	31,900	55%	-	0%
Construction Projects	85,872	1,000,000	1,000,000	-	(1,000,000)	-100%	(1,000,000)	-100%
	5,618,609	7,296,763	7,010,106	5,428,788	(1,581,318)	-23%	(1,867,975)	-26%

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.

**2021 Budget Changes**

Annual adjustment for technology services and interfund rental

**2021 Decision Packages**

Decision package #7 froze the PW Finance Manager position reducing the budget by \$118,270

Decision package #28 added \$518 for the PUD Green Power Program

Decision package #46 removed \$4,430 for the 2021 B-Fund equipment replacement rate

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

Description	2019	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
Salaries	289,383	380,790	296,909	296,962	53	0%	(83,828)	-22%
Overtime	339	200	200	200	-	0%	-	0%
Benefits	101,621	131,041	105,224	106,203	979	1%	(24,838)	-19%
Supplies	5,062	8,600	8,600	8,600	-	0%	-	0%
Minor Equipment	2,345	1,000	1,000	1,000	-	0%	-	0%
Professional Services	125	200	200	200	-	0%	-	0%
Communications	717	1,350	1,350	1,350	-	0%	-	0%
Travel	1,427	500	500	500	-	0%	-	0%
Rental/Lease	1,206	2,400	2,400	2,400	-	0%	-	0%
Interfund Rental	88,793	94,895	94,895	81,920	(12,975)	-14%	(12,975)	-14%
Public Utility	2,946	3,318	3,318	3,318	-	0%	-	0%
Repair/Maintenance	-	1,000	1,000	1,000	-	0%	-	0%
Miscellaneous	975	4,900	4,900	4,900	-	0%	-	0%
	494,939	630,194	520,496	508,553	(11,943)	-2%	(121,641)	-19%

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, Meadowdale Clubhouse, Museum, Wade James Theater, Log Cabin, Boys and Girls Club, and Parks buildings. Maintenance and repair 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, Edmonds Sno-Isle Library, and South County Fire and Rescue.

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.

**2021 Budget Changes**

Annual adjustment for interfund rental

**2021 Decision Package**

Decision package #6 froze a maintenance custodian position reducing the budget by \$70,437

Decision package #28 added \$5,700 for the PUD Green Power Program

Decision package #35 added \$500,000 for the annual capital renewal for facilities maintenance

Decision package #46 removed \$29,740 for the 2021 B-Fund equipment replacement rate

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

Description	2019	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
Salaries	766,429	787,257	773,246	723,464	(49,782)	-6%	(63,793)	-8%
Overtime	6,790	7,500	7,500	7,500	-	0%	-	0%
Benefits	338,980	348,852	335,265	332,589	(2,676)	-1%	(16,263)	-5%
Uniforms	5,025	3,000	3,000	3,000	-	0%	-	0%
Supplies	136,307	112,000	132,000	112,000	(20,000)	-15%	-	0%
Minor Equipment	14,839	3,000	9,000	3,000	(6,000)	-67%	-	0%
Professional Services	314,033	977,444	1,000,000	73,000	(927,000)	-93%	(904,444)	-93%
Communications	21,950	16,000	16,000	16,000	-	0%	-	0%
Travel	6	1,000	1,000	1,000	-	0%	-	0%
Rental/Lease	1,729	5,000	5,000	5,000	-	0%	-	0%
Interfund Rental	54,730	50,940	50,940	24,050	(26,890)	-53%	(26,890)	-53%
Public Utility	312,692	297,700	326,000	297,700	(28,300)	-9%	-	0%
Repair/Maintenance	444,417	143,460	143,460	538,500	395,040	275%	395,040	275%
Miscellaneous	2,973	5,000	5,000	5,000	-	0%	-	0%
Supplies - Capital	14,767	-	-	-	N/A	N/A	N/A	N/A
Construction Projects	85,872	1,000,000	1,000,000	-	(1,000,000)	-100%	(1,000,000)	-100%
	2,521,539	3,758,153	3,807,411	2,141,803	(1,665,608)	-44%	(1,616,350)	-43%

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 Equivalents (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.

**2021 Budget Changes**

Annual adjustment for technology services and interfund rental

**2021 Decision Packages**

- Decision package #6 froze the engineering intern positions reducing the budget by \$40,580
- Decision package #36 added \$20,000 for the pedestrian task force
- Decision package #37 added \$36,000 for the 2021 commute trip reduction employee incentive
- Decision package #46 removed \$16,910 for the 2021 B-Fund equipment replacement rate

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

Description	2019	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
Salaries	1,695,173	1,772,804	1,739,832	1,773,720	33,888	2%	916	0%
Overtime	8,311	5,000	5,000	5,000	-	0%	-	0%
Benefits	693,170	701,327	702,427	733,487	31,060	4%	32,160	5%
Uniforms	298	450	450	450	-	0%	-	0%
Supplies	32	-	-	-	N/A	N/A	N/A	N/A
Minor Equipment	1,744	2,200	2,200	2,200	-	0%	-	0%
Professional Services	4,824	188,840	5,000	13,840	8,840	177%	(175,000)	-93%
Communications	15,983	19,600	17,200	19,600	2,400	14%	-	0%
Travel	1,043	600	100	600	500	500%	-	0%
Rental/Lease	7,710	8,700	6,900	8,700	1,800	26%	-	0%
Interfund Rental	114,323	126,295	153,990	138,235	(15,755)	-10%	11,940	9%
Repair/Maintenance	-	2,600	1,000	2,600	1,600	160%	-	0%
Miscellaneous	59,520	80,000	48,100	80,000	31,900	66%	-	0%
	2,602,131	2,908,416	2,682,199	2,778,432	96,233	4%	(129,984)	-4%

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.

**2021 Budget Changes**

Annual adjustment for debt service allocation, WCIA insurance rates, interfund rental and overhead allocation

**2021 Decision Packages**

Decision package #7 froze the PW Finance Manager position reducing the budget by \$4,103

Decision package #28 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

	2019	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
Description	Actual	Budget	Estimate	Budget	21-20	21-20	21-20	21-20
					Estimate	Estimate	Budget	Budget
<b>Beginning Balance</b>	<b>1,343,329</b>	<b>1,298,473</b>	<b>1,298,470</b>	<b>941,253</b>	<b>(357,217)</b>	<b>-28%</b>	<b>(357,220)</b>	<b>-28%</b>
<u>Revenue</u>								
TBD Vehicle Fee	688,609	697,000	697,000	697,000	-	0%	-	0%
Street And Curb Permit	8,300	5,000	5,000	5,000	-	0%	-	0%
Grants	500	-	-	-	N/A	N/A	N/A	N/A
Motor Vehicle Fuel Tax	723,335	752,808	605,000	605,000	-	0%	(147,808)	-20%
Interlocal Grants	19,033	19,100	19,100	-	(19,100)	-100%	(19,100)	-100%
Transportation Charges	24,243	-	-	-	N/A	N/A	N/A	N/A
Investment Interest	49,783	37,660	37,660	14,160	(23,500)	-62%	(23,500)	-62%
Miscellaneous Revenues	2,330	1,200	14,100	1,200	(12,900)	-91%	-	0%
Interfund Transfer In	400,000	400,000	400,000	400,000	-	0%	-	0%
<b>Total Revenues</b>	<b>1,916,133</b>	<b>1,912,768</b>	<b>1,777,860</b>	<b>1,722,360</b>	<b>(55,500)</b>	<b>-3%</b>	<b>(190,408)</b>	<b>-10%</b>
<u>Expenditure</u>								
Salaries	595,189	723,081	671,547	716,890	45,343	7%	(6,191)	-1%
Overtime	49,613	18,400	18,400	18,400	-	0%	-	0%
Benefits	284,774	309,539	335,667	378,236	42,569	13%	68,697	22%
Uniforms	3,344	6,000	6,000	6,000	-	0%	-	0%
Supplies	254,054	263,000	253,450	263,000	9,550	4%	-	0%
Small Equipment	2,855	20,000	14,900	20,000	5,100	34%	-	0%
Professional Services	11,296	27,930	12,660	23,210	10,550	83%	(4,720)	-17%
Communications	7,089	4,500	4,500	4,500	-	0%	-	0%
Training	-	1,000	850	1,000	150	18%	-	0%
Rental/Lease	2,833	2,300	1,275	2,300	1,025	80%	-	0%
Insurance	156,514	145,219	145,219	148,436	3,217	2%	3,217	2%
Public Utility	268,547	280,918	280,918	280,918	-	0%	-	0%
Repairs & Maintenance	34,650	52,000	52,161	52,000	(161)	0%	-	0%
Miscellaneous	7,301	13,000	4,700	8,000	3,300	70%	(5,000)	-38%
Equipment	12,343	100,000	100,000	-	(100,000)	-100%	(100,000)	-100%
Interfund Rental	265,980	228,150	228,150	244,970	16,820	7%	16,820	7%
Debt Principal	4,033	4,170	4,170	4,220	50	1%	50	1%
Debt Interest	577	510	510	450	(60)	-12%	(60)	-12%
<b>Total Expenditures</b>	<b>1,960,992</b>	<b>2,199,717</b>	<b>2,135,077</b>	<b>2,172,530</b>	<b>37,453</b>	<b>2%</b>	<b>(27,187)</b>	<b>-1%</b>
<b>Ending Balance</b>	<b>1,298,470</b>	<b>1,011,524</b>	<b>941,253</b>	<b>491,083</b>	<b>(450,170)</b>	<b>-48%</b>	<b>(520,441)</b>	<b>-51%</b>

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.

**2021 Budget Changes**

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

**2021 Decision Package**

- Decision package #6 froze the recycling coordinator position reducing the budget by \$89,607
- Decision package #7 froze the PW Finance Manager position reducing the budget by \$23,966
- Decision package #28 added \$775 for the PUD Green Power Program
- Decision package #38 added \$2,200 for engineering software cost increases
- Decision package #39 added \$8,950 for engineering interfund services

**Capital Improvement Program**

- Decision package #47 added \$467,944 for the phase 12 waterline replacement
- Decision package #48 added \$240,000 for the 2021 waterline overlays
- Decision package #49 added \$10,000 for the Swedish & 76<sup>th</sup> Ave waterline replacement
- Decision package #50 added \$3,000 for Dayton 3<sup>rd</sup> to 9th
- Decision package #51 added \$2,178,531 for phase 11 waterline replacement (2021)
- Decision package #52 added \$1,000 for phase 7 sewer replacement

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

Description	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change 21-20 Estimate	% Change 21-20 Estimate	\$ Change 21-20 Budget	% Change 21-20 Budget
<b>Beginning Balance</b>	<b>21,205,815</b>	<b>23,049,552</b>	<b>23,049,549</b>	<b>21,890,712</b>	<b>(1,158,837)</b>	<b>-5%</b>	<b>(1,158,840)</b>	<b>-5%</b>
<b>Revenue</b>								
Grants	34,198	-	-	-	N/A	N/A	N/A	N/A
Custodial & Building Services	3,166	3,000	3,300	3,000	(300)	-9%	-	0%
Water Sales and Services	9,540,462	10,687,180	9,944,461	10,001,937	57,476	1%	(685,243)	-6%
Investment Interest	49,396	69,390	69,390	2,720	(66,670)	-96%	(66,670)	-96%
Leases Long-Term	9,000	41,500	41,500	41,500	-	0%	-	0%
Miscellaneous Revenues	51,189	200	200	200	-	0%	-	0%
Gains/Losses	(438,046)	-	-	-	N/A	N/A	N/A	N/A
Water Connection Fee	320,991	315,000	391,000	250,000	(141,000)	-36%	(65,000)	-21%
<b>Total Revenues</b>	<b>9,570,356</b>	<b>11,116,270</b>	<b>10,449,851</b>	<b>10,299,357</b>	<b>(150,494)</b>	<b>-1%</b>	<b>(816,913)</b>	<b>-7%</b>
<b>Expenditure</b>								
Depreciation	1,067,582	-	-	-	N/A	N/A	N/A	N/A
Salaries	760,934	845,871	790,647	781,175	(9,472)	-1%	(64,696)	-8%
Overtime	25,056	24,000	24,000	24,000	-	0%	-	0%
Benefits	171,891	363,882	309,014	325,765	16,751	5%	(38,117)	-10%
Uniforms	3,424	4,000	4,000	4,000	-	0%	-	0%
Supplies	74,766	150,000	150,000	150,000	-	0%	-	0%
Resale Inventory - Water	1,877,946	2,170,000	2,000,000	2,170,000	170,000	9%	-	0%
Resale Inventory - Supplies	144,271	170,000	170,000	170,000	-	0%	-	0%
Small Equipment	5,955	11,000	11,000	11,000	-	0%	-	0%
Professional Services	161,997	1,217,504	1,092,545	864,395	(228,150)	-21%	(353,109)	-29%
Interfund Services	531,251	536,300	249,085	557,252	308,167	124%	20,952	4%
Communications	29,873	30,000	30,000	30,000	-	0%	-	0%
Training	-	200	200	200	-	0%	-	0%
Excise Tax	1,642,953	1,649,700	1,649,700	1,649,700	-	0%	-	0%
Rental/Lease	2,190	5,000	3,000	5,000	2,000	67%	-	0%
Interfund Rental	150,532	128,158	128,158	119,630	(8,528)	-7%	(8,528)	-7%
Insurance	55,096	52,865	52,865	97,844	44,979	85%	44,979	85%
Public Utility	31,828	35,775	35,775	35,775	-	0%	-	0%
Repairs & Maintenance	237,823	75,830	77,830	258,130	180,300	232%	182,300	240%
Miscellaneous	117,653	131,400	131,400	123,600	(7,800)	-6%	(7,800)	-6%
Interfund Transfer Out	-	650,870	650,870	644,130	(6,740)	-1%	(6,740)	-1%
Construction Projects	-	3,946,207	3,437,809	1,947,050	(1,490,759)	-43%	(1,999,157)	-51%
Debt Principal	-	399,600	399,600	413,780	14,180	4%	14,180	4%
Debt Interest	633,226	211,190	211,190	196,170	(15,020)	-7%	(15,020)	-7%
Debt Issue Costs	375	-	-	-	N/A	N/A	N/A	N/A
<b>Total Expenditures</b>	<b>7,726,622</b>	<b>12,809,352</b>	<b>11,608,688</b>	<b>10,578,596</b>	<b>(1,030,092)</b>	<b>-9%</b>	<b>(2,230,756)</b>	<b>-17%</b>
<b>Ending Balance</b>	<b>23,049,549</b>	<b>21,356,470</b>	<b>21,890,712</b>	<b>21,611,473</b>	<b>(279,239)</b>	<b>-1%</b>	<b>255,003</b>	<b>1%</b>

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**

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.

**2021 Budget Changes**

There is an annual adjustment for the debt service allocation, WCIA insurance rates, technology services, interfund rental and utility overhead allocation. The staff re-allocated some unused professional services budget to miscellaneous in order to cover credit card fees. The net impact on the fund was zero.

**2021 Decision Packages**

Decision package #7 froze the PW Finance Manager position reducing the budget by \$14,048  
 Decision package #28 added \$525 for the PUD Green Power Program  
 Decision package #38 added \$5,600 for engineering software cost increases  
 Decision package #39 added \$54,350 for engineering interfund services  
 Decision package #40 added \$40,000 for the Sewer and Storm Pipe Rating using the PACP rating system  
 Decision package #41 added \$13,600 for the Lake Ballinger Operating Fund  
 Decision package #42 added \$152,500 for the stormwater comprehensive plan update

**Capital Improvement Program**

Decision package #50 added \$3,000 for Dayton 3<sup>rd</sup> to 9<sup>th</sup>  
 Decision package #53 added \$1,500,000 for phase 2 storm maintenance  
 Decision package #54 added \$300,000 for phase 3 storm maintenance  
 Decision package #55 added \$130,000 for the 175<sup>th</sup> slope repair  
 Decision package #56 added \$80,000 for Willow Creek Daylighting Channel additional alternate alignment  
 Decision package #57 added \$50,000 for 2021 SD overlays  
 Decision package #58 added \$55,800 for Elm Way walkway  
 Decision package #59 added \$116,100 for the Seaview infiltration facility phase 2  
 Decision package #60 added \$50,000 for Perrinville Creek flow management projects  
 Decision package #61 added \$40,000 for the Edmonds Marsh water quality improvement phase 1  
 Decision package #62 added, \$450,000 for Willow Creek Daylighting / Edmonds Marsh  
 Decision package #74 added \$51,000 for citywide pedestrian crossing enhancements

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

Description	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change	% Change	\$ Change	% Change
					21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
<b>Beginning Balance</b>	<b>11,913,624</b>	<b>12,607,149</b>	<b>12,607,149</b>	<b>9,760,784</b>	<b>(2,846,365)</b>	<b>-23%</b>	<b>(2,846,365)</b>	<b>-23%</b>
<u>Revenue</u>								
Grants	41,559	685,450	601,383	177,075	(424,308)	-71%	(508,375)	-74%
Stormwater Sales	4,878,850	5,413,576	5,340,753	5,848,125	507,372	10%	434,549	8%
Illegal Discharge Fine	-	500	500	500	-	0%	-	0%
Investment Interest	57,213	40,440	40,440	3,100	(37,340)	-92%	(37,340)	-92%
Leases Long-Term	19,362	17,500	18,500	18,500	-	0%	1,000	6%
Miscellaneous Revenues	47,023	-	-	-	N/A	N/A	N/A	N/A
Gains (Losses)	(115,095)	-	-	-	N/A	N/A	N/A	N/A
Water Connection Fee	35,887	18,000	53,365	25,000	(28,365)	-53%	7,000	39%
Proceeds Of LT Debt	-	545,000	545,000	-	(545,000)	-100%	(545,000)	-100%
<b>Total Revenues</b>	<b>4,964,799</b>	<b>6,720,466</b>	<b>6,599,941</b>	<b>6,072,300</b>	<b>(527,641)</b>	<b>-8%</b>	<b>(648,166)</b>	<b>-10%</b>
<u>Expenditure</u>								
Depreciation	629,285	-	-	-	N/A	N/A	N/A	N/A
Salaries	653,777	728,080	664,136	716,300	52,164	8%	(11,780)	-2%
Overtime	35,162	6,000	6,000	6,000	-	0%	-	0%
Benefits	224,003	334,154	302,613	316,335	13,722	5%	(17,819)	-5%
Uniforms	6,166	6,500	6,500	6,500	-	0%	-	0%
Supplies	27,114	46,000	37,350	46,000	8,650	23%	-	0%
Small Equipment	4,113	4,000	2,000	4,000	2,000	100%	-	0%
Professional Services	220,235	1,880,325	1,459,554	1,537,341	77,787	5%	(342,984)	-18%
Interfund Services	760,822	1,167,645	993,269	977,368	(15,901)	-2%	(190,277)	-16%
Communications	5,391	3,200	3,200	3,200	-	0%	-	0%
Training	-	4,300	4,300	4,300	-	0%	-	0%
Excise Taxes	517,172	470,100	470,100	470,100	-	0%	-	0%
Rental/Lease	9,777	6,000	6,000	6,000	-	0%	-	0%
Interfund Rental	240,404	264,830	264,830	261,778	(3,052)	-1%	(3,052)	-1%
Insurance	127,548	118,263	118,263	66,216	(52,047)	-44%	(52,047)	-44%
Public Utility	11,193	11,025	11,025	11,025	-	0%	-	0%
Repairs & Maintenance	338,034	116,183	51,955	64,130	12,175	23%	(52,053)	-45%
Miscellaneous	166,096	158,100	202,600	232,300	29,700	15%	74,200	47%
Interfund Transfer Out	11,984	282,550	282,550	281,810	(740)	0%	(740)	0%
Construction Projects	-	4,758,296	4,105,741	1,461,000	(2,644,741)	-64%	(3,297,296)	-69%
Debt Principal	-	344,000	336,830	345,170	8,340	2%	1,170	0%
Debt Interest	282,998	122,400	117,490	110,910	(6,580)	-6%	(11,490)	-9%
<b>Total Expenditures</b>	<b>4,271,274</b>	<b>10,831,951</b>	<b>9,446,306</b>	<b>6,927,783</b>	<b>(2,518,523)</b>	<b>-27%</b>	<b>(3,904,168)</b>	<b>-36%</b>
<b>Ending Balance</b>	<b>12,607,149</b>	<b>8,495,664</b>	<b>9,760,784</b>	<b>8,905,301</b>	<b>(855,483)</b>	<b>-9%</b>	<b>409,637</b>	<b>5%</b>

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.

The Capital Program has begun work on the Phase 6 Carbon Recovery project construction, beginning in 2020 and completing in 2022. The City has entered into an agreement with the WA State Department of Enterprise Services to ensure the project construction will be completed on time and within budget over the next three years. The Carbon Recovery project will 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

**2021 Budget Changes**

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

**2021 Decision Packages**

- Decision package #7 froze the PW Finance Manager position reducing the budget by \$55,542
- Decision package #28 added \$8,625 for the PUD Green Power Program
- Decision package #38 added \$3,700 for engineering software cost increases
- Decision package #39 added \$8,950 for engineering interfund services
- Decision package #40 added \$40,000 for the Sewer and Storm Pipe Rating using the PACP rating system
- Decision package #44 added \$164,620 for the wastewater treatment plant operating budget

**Capital Improvement Program**

- Decision package #43 added \$22,191,496 for the Wastewater Carbon Recovery Project
- Decision package #50 added \$3,000 for Dayton 3rd to 9th
- Decision package #52 added \$10,000 for phase 7 sewer replacement
- Decision package #63 added \$1,666,683 for phase 8 SS replacement (2021)
- Decision package #64 added \$124,500 for the Lake Ballinger Trunk Sewer Study
- Decision package #65 added \$30,000 for the 2021 SS overlays
- Decision package #66 added \$463,710 for the citywide CIPP SS Phase 3
- Decision package #67 added \$323,148 for the phase 9 SS replacement (2022)

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

Description	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change	% Change	\$ Change	% Change
					21-20	21-20	21-20 Budget	21-20
					Estimate	Estimate		Budget
<b>Beginning Balance</b>	<b>45,890,107</b>	<b>46,572,055</b>	<b>46,572,056</b>	<b>53,348,732</b>	<b>6,776,676</b>	<b>15%</b>	<b>6,776,677</b>	<b>15%</b>
<b>Revenue</b>								
Other/Non-Bus/Lic/Permit	12,250	10,000	12,470	11,000	(1,470)	-12%	1,000	10%
Sewer Sales and Services	11,375,385	12,873,846	12,398,814	12,970,755	571,941	5%	96,909	1%
Investment Interest	256,933	171,490	171,490	61,350	(110,140)	-64%	(110,140)	-64%
Miscellaneous Revenues	46,805	-	1,800	-	(1,800)	-100%	N/A	N/A
Gains/Losses	(1,672,709)	-	-	-	N/A	N/A	N/A	N/A
Capital Contributions	970,578	5,967,165	5,967,165	7,380,294	1,413,129	24%	1,413,129	24%
Sewer Connection Fee	88,584	100,000	131,255	110,000	(21,255)	-16%	10,000	10%
Bond Proceeds	-	-	14,400,000	-	(14,400,000)	-100%	N/A	N/A
Interfund Transfer In	-	6,139,434	6,139,434	7,597,751	1,458,317	24%	1,458,317	24%
<b>Total Revenues</b>	<b>11,077,826</b>	<b>25,261,935</b>	<b>39,222,428</b>	<b>28,131,150</b>	<b>(11,091,278)</b>	<b>-28%</b>	<b>2,869,215</b>	<b>11%</b>
<b>Expenditure</b>								
Depreciation	2,478,501	-	-	-	N/A	N/A	N/A	N/A
Salaries	1,785,344	1,953,719	1,903,011	1,997,208	94,197	5%	43,489	2%
Overtime	98,788	95,000	95,000	95,000	-	0%	-	0%
Benefits	561,484	854,294	805,280	863,464	58,184	7%	9,170	1%
Uniforms	7,267	9,500	9,500	8,500	(1,000)	-11%	(1,000)	-11%
Supplies	317,346	421,000	411,000	404,000	(7,000)	-2%	(17,000)	-4%
Fuel Consumed	44,284	60,000	60,000	30,000	(30,000)	-50%	(30,000)	-50%
Sewer Inventory	(8,526)	4,000	4,000	4,000	-	0%	-	0%
Small Equipment	20,645	35,000	35,000	35,000	-	0%	-	0%
Professional Services	497,731	1,531,086	1,329,270	1,325,958	(3,312)	0%	(205,128)	-13%
Interfund Services	632,685	755,320	755,320	723,890	(31,430)	-4%	(31,430)	-4%
Communications	44,183	43,000	43,000	43,000	-	0%	-	0%
Training	5,016	5,000	5,000	5,000	-	0%	-	0%
Excise Tax	1,057,089	978,000	978,000	968,000	(10,000)	-1%	(10,000)	-1%
Rental/Lease	42,197	9,500	9,500	9,500	-	0%	-	0%
Interfund Rental	303,969	302,466	302,466	320,398	17,932	6%	17,932	6%
Insurance	186,110	182,121	182,121	160,967	(21,154)	-12%	(21,154)	-12%
Public Utility	1,059,555	1,540,685	1,539,560	1,979,985	440,425	29%	439,300	29%
Repairs & Maintenance	443,200	745,630	720,000	520,630	(199,370)	-28%	(225,000)	-30%
Miscellaneous	83,618	127,650	105,200	129,350	24,150	23%	1,700	1%
Interfund Transfer Out	-	7,197,114	7,197,114	8,657,681	1,460,567	20%	1,460,567	20%
Construction Projects	-	15,438,495	15,477,430	16,552,508	1,075,078	7%	1,114,013	7%
Debt Principal	-	410,710	410,710	417,630	6,920	2%	6,920	2%
Debt Interest	730,011	68,270	68,270	570,030	501,760	735%	501,760	735%
Debt Issue Costs	5,380	-	-	-	N/A	N/A	N/A	N/A
<b>Total Expenditures</b>	<b>10,395,877</b>	<b>32,767,560</b>	<b>32,445,752</b>	<b>35,821,699</b>	<b>3,375,947</b>	<b>10%</b>	<b>3,054,139</b>	<b>9%</b>
<b>Ending Balance</b>	<b>46,572,056</b>	<b>39,066,430</b>	<b>53,348,732</b>	<b>45,658,183</b>	<b>(7,690,549)</b>	<b>-14%</b>	<b>6,591,753</b>	<b>17%</b>

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

**Function**

The Utility Debt Service Fund is used to account for the accumulation of resources for and payment of revenue bond principal, interest, and other related costs.

**2021 Budget Changes**

Annual adjustment for debt service allocation

Description	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change 21-20 Estimate	% Change 21-20 Estimate	\$ Change 21-20 Budget	% Change 21-20 Budget
<b>Beginning Balance</b>	<b>843,961</b>	<b>843,961</b>	<b>843,961</b>	<b>843,931</b>	<b>(30)</b>	<b>0%</b>	<b>(30)</b>	<b>0%</b>
<u>Revenue</u>								
Transfer In from 421	-	647,870	647,870	644,130	(3,740)	-1%	(3,740)	-1%
Transfer In from 422	-	282,550	282,550	281,810	(740)	0%	(740)	0%
Transfer In from 423	-	1,057,680	1,057,680	1,059,930	2,250	0%	2,250	0%
<b>Total Revenues</b>	<b>-</b>	<b>1,988,100</b>	<b>1,988,100</b>	<b>1,985,870</b>	<b>(2,230)</b>	<b>0%</b>	<b>(2,230)</b>	<b>0%</b>
<u>Expenditure</u>								
Bond Principal	-	755,020	755,020	785,020	30,000	4%	30,000	4%
Bond Interest	-	1,233,110	1,233,110	1,200,850	(32,260)	-3%	(32,260)	-3%
<b>Total Expenditures</b>	<b>-</b>	<b>1,988,130</b>	<b>1,988,130</b>	<b>1,985,870</b>	<b>(2,260)</b>	<b>0%</b>	<b>(2,260)</b>	<b>0%</b>
<b>Ending Balance</b>	<b>843,961</b>	<b>843,931</b>	<b>843,931</b>	<b>843,931</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>0%</b>

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.

**2021 Budget Changes**

Annual adjustment for interfund rental and WCIA insurance rates

**2021 Decision Packages**

Decision package #28 added \$500 for the PUD Green Power Program

Decision package #45 adds \$262,000 for the 2021 vehicle replacement program which includes:

- 285-POL 2016 Ford Police Patrol Explorer
- 435-POL 2017 Ford Police Patrol Explorer
- 796-POL 2008 Chevrolet Impala (Detectives)
- 131-WTP 2003 Chevrolet S-10 Pickup (WWTP Pretreatment Technician)
- 81-SWR 2002 Chevrolet ½ ton Pickup (Sewer Lead)

Decision package #46 removes the 2021 B-fund contribution rates for the General Fund

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

Description	2019 Actual	2020 Budget	2020	2021	\$ Change	% Change	\$ Change	% Change
			Estimate	Budget	20-19	20-19	20-19	20-19
<b>Beginning Balance</b>	<b>9,552,483</b>	<b>10,016,266</b>	<b>10,016,268</b>	<b>8,658,878</b>	<b>(1,357,390)</b>	<b>-14%</b>	<b>(1,357,388)</b>	<b>-14%</b>
<b>Revenue</b>								
Garage Services	10,695	12,000	12,000	12,000	-	0%	-	0%
Other Environmental Services	0	0	0	0	N/A	N/A	N/A	N/A
Sales and Services	654,047	660,070	660,070	739,140	79,070	12%	79,070	12%
Investment Income	290,940	248,660	248,660	86,880	(161,780)	-65%	(161,780)	-65%
Rental Charge - B Fund	957,350	820,430	820,430	488,080	(332,350)	-41%	(332,350)	-41%
Miscellaneous Revenue	188	0	0	0	N/A	N/A	N/A	N/A
Insurance Recovery	620	5,000	5,000	5,000	-	0%	-	0%
Capital Assets Disposition	(36,120)	0	0	0	N/A	N/A	N/A	N/A
<b>Total Revenues</b>	<b>1,877,720</b>	<b>1,746,160</b>	<b>1,746,160</b>	<b>1,331,100</b>	<b>(415,060)</b>	<b>-24%</b>	<b>(415,060)</b>	<b>-24%</b>
<b>Expenditure</b>								
Depreciation	484,017	0	0	0	N/A	N/A	N/A	N/A
Salaries	264,078	266,952	266,952	269,184	2,232	1%	2,232	1%
Overtime	8,081	2,000	2,000	2,000	-	0%	-	0%
Benefits	240,488	112,598	112,598	115,681	3,083	3%	3,083	3%
Uniforms	1,347	1,000	1,000	1,000	-	0%	-	0%
Supplies	96,541	130,000	90,000	120,000	30,000	33%	(10,000)	-8%
Fuel Consumed	0	1,000	1,000	1,000	-	0%	-	0%
Resale Supplies	206,137	243,000	203,000	258,000	55,000	27%	15,000	6%
Small Equipment	5,447	58,000	58,000	58,000	-	0%	-	0%
Professional Services	4,134	3,750	3,750	3,750	-	0%	-	0%
Interfund Services	0	43,000	43,000	43,000	-	0%	-	0%
Interfund Rental	12,620	11,250	11,250	11,290	40	0%	40	0%
Communication	2,285	3,000	3,000	3,000	-	0%	-	0%
Travel	255	1,000	1,000	1,000	-	0%	-	0%
Rental/Lease	1,145	1,500	1,500	1,500	-	0%	-	0%
Insurance	30,167	27,848	41,000	40,910	(90)	0%	13,062	47%
Public Utilities	14,630	14,500	14,500	14,500	-	0%	-	0%
Repair and Maintenance	32,569	60,000	60,000	60,000	-	0%	-	0%
Miscellaneous	9,994	12,000	12,000	12,000	-	0%	-	0%
Machinery and Equipment	0	678,000	678,000	277,000	(401,000)	-59%	(401,000)	-59%
Interfund Transfer	0	1,500,000	1,500,000	0	(1,500,000)	-100%	(1,500,000)	-100%
<b>Total Expenditures</b>	<b>1,413,935</b>	<b>3,170,398</b>	<b>3,103,550</b>	<b>1,292,815</b>	<b>(1,810,735)</b>	<b>-58%</b>	<b>(1,877,583)</b>	<b>-59%</b>
<b>Ending Balance</b>	<b>10,016,268</b>	<b>8,592,028</b>	<b>8,658,878</b>	<b>8,697,163</b>	<b>38,285</b>	<b>0%</b>	<b>105,135</b>	<b>1%</b>



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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 account for expenditures. It should be noted that although 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 demand 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 Division cost center in the General Fund in 2018.

**Decision Packages**

Decision package #11 transfers \$210,222 to the General Fund

Description	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change 21-20 Estimate	% Change 21-20 Estimate	\$ Change 21-20 Budget	% Change 21-20 Budget
<b>Beginning Balance</b>	<b>210,222</b>	<b>210,221</b>	<b>210,222</b>	<b>210,222</b>	-	0%	1	0%
<u>Revenue</u>								
Total Revenue	-	-	-	-	N/A	N/A	N/A	N/A
<u>Expenditure</u>								
Interfund Transfer	-	-	-	210,222	210,222	N/A	210,222	N/A
Total Expenditure	-	-	-	210,222	210,222	N/A	210,222	N/A
<b>Ending Balance</b>	<b>210,222</b>	<b>210,221</b>	<b>210,222</b>	<b>-</b>	<b>(210,222)</b>	<b>-100%</b>	<b>(210,221)</b>	<b>-100%</b>

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.

**2021 Budget Changes**

Annual adjustment for debt service and overhead allocations

**2021 Decision Packages**

Decision package #7 froze the PW Finance Manager position reducing the budget by \$4,962

**Capital Improvement Program**

- Decision package #68 added \$100,000 for the 2021 pavement overlay program
- Decision package #69 added \$375,000 for 76<sup>th</sup> Ave W and 220<sup>th</sup> St SW intersection improvements
- Decision package #70 added \$285,000 for the 76th Ave. W overlay
- Decision package #71 added \$4,000 for the 84<sup>th</sup> Ave. W overlay from 220<sup>th</sup> to 212th
- Decision package #72 added \$583,048 for the Highway 99 revitalization
- Decision package #73 added \$256,000 for citywide bicycle improvements
- Decision package #74 added \$1,065,000 for citywide pedestrian crossing enhancements

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

Description	2019 Actual	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
		Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
<b>Beginning Balance</b>	<b>859,216</b>	<b>1,421,770</b>	<b>1,421,769</b>	<b>2,173,703</b>	<b>751,934</b>	<b>53%</b>	<b>751,933</b>	<b>53%</b>
<u>Revenue</u>								
Grants	1,239,765	1,890,268	702,548	2,230,735	1,528,187	218%	340,467	18%
Motor Vehicle Fuel Tax	217,114	217,350	189,350	192,350	3,000	2%	(25,000)	-12%
Interlocal Revenue	13,725	-	4,243	180,000	175,757	4142%	180,000	N/A
Traffic Impact Fees	442,785	390,000	926,427	330,000	(596,427)	-64%	(60,000)	-15%
Investment Interest	6,140	-	-	150	150	N/A	150	N/A
Interfund Transfer In	499,997	250,263	250,263	114,950	(135,313)	-54%	(135,313)	-54%
<b>Total Revenues</b>	<b>2,419,526</b>	<b>2,747,881</b>	<b>2,072,831</b>	<b>3,048,185</b>	<b>975,354</b>	<b>47%</b>	<b>300,304</b>	<b>11%</b>
<u>Expenditure</u>								
Non Expenditures	40,318	-	-	-	N/A	N/A	N/A	N/A
Salaries	-	-	6,000	-	(6,000)	-100%	N/A	N/A
Professional Services	299,566	391,103	389,193	1,429,821	1,040,628	267%	1,038,718	266%
Interfund Services	234,749	195,027	152,678	130,557	(22,121)	-14%	(64,470)	-33%
Repair and Maintenance	1,046,785	163,028	145,991	88,670	(57,321)	-39%	(74,358)	-46%
Intangible Rights to Land	39,303	-	9,000	33,000	24,000	267%	33,000	N/A
Construction Projects	162,056	1,853,975	503,705	911,000	407,295	81%	(942,975)	-51%
Interfund Transfer Out	-	40,140	40,140	114,950	74,810	186%	74,810	186%
Debt Principal	31,884	72,220	72,220	72,220	-	0%	-	0%
Debt Interest	2,313	1,970	1,970	1,610	(360)	-18%	(360)	-18%
<b>Total Expenditures</b>	<b>1,856,974</b>	<b>2,717,463</b>	<b>1,320,897</b>	<b>2,781,828</b>	<b>1,460,931</b>	<b>111%</b>	<b>64,365</b>	<b>2%</b>
<b>Ending Balance</b>	<b>1,421,768</b>	<b>1,452,188</b>	<b>2,173,703</b>	<b>2,440,060</b>	<b>266,357</b>	<b>12%</b>	<b>987,872</b>	<b>68%</b>

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

**Function**

REET II dollars may be used for public works capital projects including 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 .In addition, REET 2 may be used for maintenance as defined as use of funds for labor and materials that will preserve, prevent the decline of, or extend the useful life of a capital project, but is excluded from routine operations of a capital project.

**2021 Budget Changes**

Annual adjustment for the overhead allocation.

Civic Park – all unspent budget for the construction of Civic Park has been carried forward and split between 2021 and 2022. Construction is budgeted to begin in second quarter 2021 and last approximately 16 months. The portion of the \$12.6M project that will utilize REET 2 funding includes \$652,546 to be utilized in 2021. In 2022 the remaining carryforward amount of \$652,546 will be spent.

Flower Program Greenhouse - one of the four greenhouses that enables the growing of the thousands of plants for the flower program (100) needs replaced. The wooden foundation is rotting, deteriorating and collapsing which is causing the plastic to tear and allowing climate-controlled air to escape. The continued failing of the foundation will only progress and cause tearing beyond repair. This greenhouse is 20 years old and significantly past it expected life cycle. The replacement greenhouse is expected to last 10-15 years before needing any repairs. The greenhouse replacement project is estimated to cost \$100,000 including materials and installation. The decision package below is requesting use of \$50,000 from fund balance in REET 2 (Fund 125).

In addition to Civic Field and plans to replace the green house, other significant projects budgeted in this fund in 2021 include the Pavement Overlay Program, Sidewalk Expansion, and projects to enhance pedestrian safety and provide traffic signal upgrades.

**Decision Packages**

Decision package #7 froze the PW Finance Manager position reducing the budget by \$4,402

**Capital Improvement Program**

- Decision package #68 added \$400,000 for the 2021 pavement overlay program
- Decision package #75 added \$20,190 for 2021 pedestrian safety
- Decision package #76 added \$30,000 for 2021 traffic signal upgrades
- Decision package #77 added \$100,000 for the sidewalk expansion and maintenance program
- Decision package #80 added \$50,000 for the flower program greenhouse
- Decision package #81 added \$55,000 for park improvements and capital replacement
- Decision package #82 added \$652,546 for Civic Park construction

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

Description	2019	2020	2020	2021	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	21-20 Estimate	21-20 Estimate	21-20 Budget	21-20 Budget
<b>Beginning Balance</b>	<b>2,230,820</b>	<b>2,625,364</b>	<b>2,625,362</b>	<b>1,953,155</b>	<b>(672,207)</b>	<b>-26%</b>	<b>(672,209)</b>	<b>-26%</b>
<b>Revenue</b>								
Local Real Estate Tax - 2nd Half	1,548,220	1,350,000	1,250,000	1,250,000	-	0%	(100,000)	-7%
Investment Interest	105,049	86,090	86,090	32,050	(54,040)	-63%	(54,040)	-63%
<b>Total Revenues</b>	<b>1,653,269</b>	<b>1,436,090</b>	<b>1,336,090</b>	<b>1,282,050</b>	<b>(54,040)</b>	<b>-4%</b>	<b>(154,040)</b>	<b>-11%</b>
<b>Expenditure</b>								
Supplies	77,224	21,000	21,000	121,000	100,000	476%	100,000	476%
Professional Services	467,357	442,661	313,148	113,000	(200,148)	-64%	(329,661)	-74%
Intefund Services	27,974	37,170	5,697	35,000	29,303	514%	(2,170)	-6%
Rental/Lease	381	-	-	-	N/A	N/A	N/A	N/A
Repair and Maintenance	431,194	176,176	58,000	152,000	94,000	162%	(24,176)	-14%
Interfund Transfer	-	620	-	190	190	N/A	(430)	-69%
<b>Construction Projects</b>	<b>254,597</b>	<b>2,932,893</b>	<b>1,610,452</b>	<b>1,007,546</b>	<b>(602,906)</b>	<b>-37%</b>	<b>(1,925,347)</b>	<b>-66%</b>
<b>Total Expenditures</b>	<b>1,258,727</b>	<b>3,610,520</b>	<b>2,008,297</b>	<b>1,428,736</b>	<b>(579,561)</b>	<b>-29%</b>	<b>(2,181,784)</b>	<b>-60%</b>
<b>Ending Balance</b>	<b>2,625,362</b>	<b>450,934</b>	<b>1,953,155</b>	<b>1,806,469</b>	<b>(146,686)</b>	<b>-8%</b>	<b>1,355,535</b>	<b>301%</b>

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**

REET 1 funds are restricted to capital projects listed in the Capital Facilities Plan (CFP) element of the City’s Comprehensive Plan. Those public work projects include planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation or improvement of streets, roads, highways, sidewalks, street and road lighting system, traffic signals, bridges domestic water systems, storm and sanitary sewer systems, parks, recreational facilities, law enforcement facilities, fire protection facilities, trails, libraries, administrative facilities, judicial facilities and technology infrastructure that is integral to the capital project.

The Special Capital Fund was established in 1996 to simplify and facilitate the accounting for the purchase and renovation of the Edmonds Financial Center Building, now known as City Hall. Major 2021 projects include, among others, the Pavement Overlay Program, Citywide Pedestrian Enhancements, the Highway 99 Revitalization Project, as well as the Civic Field project.

**2021 Budget Changes**

Annual adjustment for debt service and overhead allocations.

Civic Park – all unspent budget for the construction of Civic Park has been carried forward and split between 2021 and 2022. Construction is slated to begin in second quarter 2021 and last approximately 16 months. The portion of the \$12.6M project that will utilize REET 1 funding is as follows: \$371,816 of the carryforward will be utilized in 2021. There are no REET 1 funds allocated for this project in 2022.

Land Acquisition – funds will be set aside to accumulate the funding necessary to acquire additional Open Space that may become available.

**Decision Packages**

Decision package #7 froze the PW Finance Manager position reducing the budget by \$4,643

**Capital Improvement Program**

- Decision package #58 added \$95,000 for Elm Way walkway
- Decision package #68 added \$300,000 for the 2021 pavement overlay program
- Decision package #70 added \$75,000 for the 76th Ave. W overlay
- Decision package #71 added \$1,000 for the 84<sup>th</sup> Ave. W overlay from 220<sup>th</sup> to 212<sup>th</sup>
- Decision package #72 added \$290,000 for the Highway 99 revitalization
- Decision package #74 added \$475,535 for citywide pedestrian crossing enhancements
- Decision package #78 added \$20,180 for the 2021 guardrail program
- Decision package #79 added \$15,000 for the 2021 traffic calming program
- Decision package #82 added \$71,816 for Civic Park construction

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	2019 Actual	2020	2020	2021 Budget	\$ Change	% Change	\$ Change	% Change
		Budget	Estimate		21-20	21-20	21-20	21-20
<b>Beginning Balance</b>	<b>2,562,524</b>	<b>2,486,325</b>	<b>2,486,324</b>	<b>1,653,945</b>	<b>(832,379)</b>	<b>-33%</b>	<b>(832,380)</b>	<b>-33%</b>
<u>Revenue</u>								
Local Real Estate Tax-1st Half	1,548,220	1,350,000	1,250,000	1,250,000	-	0%	(100,000)	-7%
Investment Interest	119,113	103,520	103,520	35,240	(68,280)	-66%	(68,280)	-66%
<b>Total Revenues</b>	<b>1,667,333</b>	<b>1,453,520</b>	<b>1,353,520</b>	<b>1,285,240</b>	<b>(68,280)</b>	<b>-5%</b>	<b>(168,280)</b>	<b>-12%</b>
<u>Expenditure</u>								
Supplies	59,279	-	-	-	N/A	N/A	N/A	N/A
Professional Services	627,350	801,571	452,703	469,167	16,464	4%	(332,404)	-41%
Interfund Services	56,707	81,696	28,370	90,833	62,463	220%	9,137	11%
Repair and Maintenance	582,294	95,963	49,618	32,000	(17,618)	-36%	(63,963)	-67%
Land	-	300,000	-	-	N/A	N/A	(300,000)	-100%
Construction Projects	257,965	1,951,937	1,485,382	769,351	(716,031)	-48%	(1,182,586)	-61%
Interfund Transfer Out	133,025	142,736	142,636	138,910	(3,726)	-3%	(3,826)	-3%
Debt Principal	23,476	24,220	24,220	144,530	120,310	497%	120,310	497%
Debt Interest	3,437	2,970	2,970	117,050	114,080	3841%	114,080	3841%
<b>Total Expenditures</b>	<b>1,743,533</b>	<b>3,401,093</b>	<b>2,185,899</b>	<b>1,761,841</b>	<b>(424,058)</b>	<b>-19%</b>	<b>(1,639,252)</b>	<b>-48%</b>
<b>Ending Balance</b>	<b>2,486,324</b>	<b>538,752</b>	<b>1,653,945</b>	<b>1,177,344</b>	<b>(476,601)</b>	<b>-29%</b>	<b>638,592</b>	<b>119%</b>

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 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 restricted and unrestricted funds including state and local grants, contributions from developers, general fund transfers, Park Improvement Funds and carryover from previous years.

**2021 Budget Changes**

Annual adjustment for the overhead allocation

Civic Park – all unspent budget for the construction of Civic Park has been carried forward and split between 2021 and 2022. Construction is slated to begin in second quarter 2021 and last approximately 16 months. The portion of the \$12.6M project that will utilize fund 332 follows: \$5,105,953 of the carryforward will be utilized in 2021. In 2022 the remaining carryforward amount of \$5,274,667 is scheduled for expenditure. 2021 expenditures come from the 2019 sale of Bonds totaling \$3,700,000, Grants \$500,000, and Park Impact Fees: \$844,000. Expenses include construction oversight, construction, engineering fees and ½ of the 1% public art transfer.

**Decision Packages**

Decision package #7 froze the PW Finance Manager position reducing the budget by \$6,604

**Capital Improvement Program**

Decision package #82 added \$5,305,953 for Civic Park construction

Decision package #83 added \$54,425 for the Fishing Pier repair.

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

Description	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change 21-20 Estimate	% Change 21-20 Estimate	\$ Change 21-20 Budget	% Change 21-20 Budget
<b>Program 000</b>								
<b>Beginning Balance</b>	<b>786,509</b>	<b>4,865,419</b>	<b>4,865,419</b>	<b>4,747,873</b>	<b>(117,546)</b>	<b>-2%</b>	<b>(117,546)</b>	<b>-2%</b>
<u>Revenue</u>								
Grants	32,382	2,608,366	925,954	-	(925,954)	-100%	(2,608,366)	-100%
Investment Interest	105,323	35,620	35,620	28,080	(7,540)	-21%	(7,540)	-21%
Parks Donations	500,200	900,000	-	500,000	500,000	N/A	(400,000)	-44%
Bond Proceeds	3,785,944	3,700,000	-	-	N/A	N/A	(3,700,000)	-100%
Transfer In from 001	-	2,000,000	-	-	N/A	N/A	(2,000,000)	-100%
<b>Total Revenue</b>	<b>4,423,849</b>	<b>9,243,986</b>	<b>961,574</b>	<b>528,080</b>	<b>(433,494)</b>	<b>-45%</b>	<b>(8,715,906)</b>	<b>-94%</b>
<u>Expenditure</u>								
Interfund Services	116,848	255,729	156,551	45,833	(110,718)	-71%	(209,896)	-82%
Construction Projects	113,223	10,192,074	897,649	4,560,425	3,662,776	408%	(5,631,649)	-55%
Professional Services	34,827	-	-	-	N/A	N/A	N/A	N/A
Interfund Transfer To Fd 117	-	112,920	24,920	44,000	19,080	77%	(68,920)	-61%
Debt Issue Costs	80,041	-	-	-	N/A	N/A	N/A	N/A
<b>Total Expenditure</b>	<b>344,939</b>	<b>10,560,723</b>	<b>1,079,120</b>	<b>4,650,258</b>	<b>3,571,138</b>	<b>331%</b>	<b>(5,910,465)</b>	<b>-56%</b>
<b>Ending Balance</b>	<b>4,865,419</b>	<b>3,548,682</b>	<b>4,747,873</b>	<b>625,695</b>	<b>(4,122,178)</b>	<b>-87%</b>	<b>(2,922,987)</b>	<b>-82%</b>

Description	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	\$ Change 21-20 Estimate	% Change 21-20 Estimate	\$ Change 21-20 Budget	% Change 21-20 Budget
<b>Program 100 - Park Impact Fees</b>								
<b>Beginning Balance</b>	<b>1,423,032</b>	<b>1,577,730</b>	<b>1,577,730</b>	<b>1,106,555</b>	<b>(471,175)</b>	<b>-30%</b>	<b>(471,175)</b>	<b>-30%</b>
<u>Revenue</u>								
Park Impact Fees	100,757	349,700	584,205	843,490	259,285	44%	493,790	141%
Investment Interest	53,941	44,620	44,620	20,950	(23,670)	-53%	(23,670)	-53%
<b>Total Revenue</b>	<b>154,698</b>	<b>394,320</b>	<b>628,825</b>	<b>864,440</b>	<b>235,615</b>	<b>37%</b>	<b>470,120</b>	<b>119%</b>
<u>Expenditure</u>								
Construction	-	2,452,620	1,100,000	710,120	(389,880)	-35%	(1,742,500)	-71%
<b>Total Expenditure</b>	<b>-</b>	<b>2,452,620</b>	<b>1,100,000</b>	<b>710,120</b>	<b>(389,880)</b>	<b>-35%</b>	<b>(1,742,500)</b>	<b>-71%</b>
<b>Ending Balance</b>	<b>1,577,730</b>	<b>(480,570)</b>	<b>1,106,555</b>	<b>1,260,875</b>	<b>154,320</b>	<b>14%</b>	<b>1,741,445</b>	<b>-362%</b>



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Elected Officials	Minimum	Maximum
Council Member Position	\$ 17,000	\$ 17,000
Council President	20,600	20,600
Judge	135,461	135,461
Mayor	136,211	136,211
Non-Represented	Minimum	Maximum
Arts & Cultural Services Program Manager	84,611	113,387
Assistant Finance Director	102,844	137,821
Assistant Police Chief	119,056	159,545
Associate Engineer	73,089	97,947
Associate Planner	73,089	97,947
Building Official	97,947	131,259
Capital Projects Manager	80,581	107,987
City Clerk	93,283	125,008
City Engineer	119,056	159,545
Community Services & Economic Development Director	125,008	167,524
Court Administrator	88,840	119,056
Deputy Parks & Recreation Services Director	107,987	144,713
Development Services Director	125,008	167,524
Engineering Program Manager II	84,611	113,387
Environmental Program Manager	93,283	125,008
Executive Assistant Confidential	66,295	88,840
Executive Assistant To The Mayor	69,610	93,283
Facilities Manager	93,283	125,008
Finance Director	125,008	167,524
Fleet Manager	84,611	113,387
Human Resources Assistant	43,057	57,701
Human Resources Analyst	69,610	93,283
Human Resources Director	125,008	167,524
Information Services Manager	97,947	131,259
Parks And Recreation Director	125,008	167,524
Parks Maintenance Manager	84,611	113,387
Planner	66,295	88,840
Planning Manager	102,844	137,821
Police Chief	137,821	184,694
Public Disclosure & Records Management Specialist	49,471	66,295
Public Works & Utilities Director	131,259	175,899
Recreation Supervisor	76,744	102,844
Recycling Coordinator	66,295	88,840
Safety & Risk/Disaster Coordinator	66,295	88,840
Senior Planner	80,581	107,987
Senior Utilities Engineer	102,844	137,821
Stormwater Engineer	88,840	119,056
Street/Storm Manager	97,947	131,259
Transportation Engineer	93,283	125,008
Wastewater Treatment Plant Manager	107,987	144,713
Wastewater Treatment Plant Supervisor	88,840	119,056
Water/Sewer Manager	97,947	131,259

**Rates of Pay**

Police Non-Commissioned	Minimum	Maximum
Animal Control Officer	\$ 54,575	\$ 76,744
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	116,245	120,294
Corporal	103,070	107,470
Detective Corporal	107,193	111,769
Police Officer 1st Class	82,824	98,151
Police Officer 2nd Class	73,493	76,125
Professional Standards Sergeant	116,245	120,294
Sergeant	112,859	116,790

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	71,943	71,943
<b>Hourly</b>	<b>Minimum</b>	<b>Maximum</b>
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