

Decision Package: 210-22002 - REDI Program Manager

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/06/2021	2022	mager	0	1	Ongoing	Approved

Item Description

Under the direction of the Mayor, the City's Race, Equity, Diversity and Inclusion (REDI) Program Manager provides City-wide leadership to advance the City's race, equity, diversity, and inclusion goals. The position will provide advice and consultation to City departments on equity and inclusion principles and practices; provide strategic technical guidance and policy direction of the City's diversity, equity, and inclusion efforts, help coordinate the implementation of the City's Equity roadmap and oversee the update of the roadmap as needed, and facilitate the City's Organizational Equity Team.

Justification

Under the direction of the Mayor, the City's REDI Program Manager provides City-wide leadership to advance the City's race, equity, diversity, and inclusion goals. The position will provide advice and consultation to City departments on equity and inclusion principles and practices; provide strategic technical guidance and policy direction of the City's diversity, equity, and inclusion efforts, help coordinate the implementation of the City's Equity roadmap and oversee the update of the roadmap as needed, and facilitate the City's Organizational Equity Team.

Describe All Funding Sources

General Fund

Describe Future or Ongoing Costs

All expenses have been included in this request

Project Status (if applicable)

NA

FISCAL DETAILS		2022
Operating Expenditures		
001.000.21.513.10.11.00 SALARIES		111,227.00
001.000.21.513.10.23.00 BENEFITS		31,450.00
001.000.21.513.10.31.00 SUPPLIES		5,000.00
001.000.21.513.10.43.00 TRAVEL		500.00
001.000.21.513.10.49.00 MISCELLANEOUS		7,500.00
Total Operating Expenditures		155,677.00
Total Expenditures		155,677.00
Net Budget		155,677.00

Decision Package: 220-22004 - VEBA Contribution for Nonrepresented Employees

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/22/2021	2022	ewagener	0	1	One-Time	Approved

Item Description

Provide a one-time \$600 VEBA contribution to each Non Represented employee.

Justification

This would provide nonrepresented employees with a VEBA contribution comparable to what has already been provided to represented employees. The VEBA allows employees to use related funds to pay for covered medical services and products.

Describe All Funding Sources

General Fund

Describe Future or Ongoing Costs

This is a one-time contribution estimate. Actual contribution amount will depend on number of non-represented employees employed and enrolled in medical benefits as of 1/1/2022.

Project Status (if applicable)

Narrative Not Defined

FISCAL DETAILS		2022
Operating Expenditures		
001.000.21.513.10.23.15 VEBA		600.00
001.000.22.518.10.23.15 VEBA		1,800.00
001.000.23.512.50.23.15 VEBA		600.00
001.000.31.514.23.23.15 VEBA		600.00
001.000.41.521.10.23.15 VEBA		600.00
001.000.61.557.20.23.15 VEBA		600.00
001.000.62.524.20.23.15 VEBA		1,200.00
001.000.62.558.60.23.15 VEBA		4,200.00
001.000.64.571.21.23.15 VEBA		600.00
001.000.64.571.22.23.15 VEBA		1,800.00
001.000.64.576.80.23.15 VEBA		600.00
001.000.65.518.20.23.15 VEBA		600.00
001.000.66.518.30.23.15 VEBA		600.00
001.000.67.518.21.23.15 VEBA		5,400.00
111.000.68.542.90.23.15 VEBA		300.00
422.000.72.531.90.23.15 VEBA		300.00
423.000.76.535.80.23.15 VEBA		600.00
511.000.77.548.68.23.15 VEBA		600.00
512.000.31.518.88.23.15 VEBA		600.00
Total Operating Expenditures		22,200.00
Total Expenditures		22,200.00
Net Budget		22,200.00

Decision Package: 220-22001 - Part Time Office Help for Human Resources

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/22/2021	2022	ewagener	0	1	Ongoing	Approved

Item Description

Add budget dollars for an hourly Office Specialist position to assist in supporting the less complex administrative support functions in HR for approximately 4 hours per week.

Justification

While HR has made great improvements in reducing the paper processes related to HR functions, there still remains a large amount of work that is paper based. This causes a large amount of filing and paper processing to be necessary. In order to free up the time of those HR employees who are more highly trained and more highly compensated for projects and work that require their expertise, we are requesting budget dollars to cover 4 hours of week for a person to assist with the less complex administrative functions in HR.

Describe All Funding Sources

General Fund

Describe Future or Ongoing Costs

If approved, wages would increase as indicated by the hourly salary schedule each year.

Project Status (if applicable)

Narrative Not Defined

FISCAL DETAILS		2022
Operating Expenditures		
001.000.22.518.10.11.00 SALARIES		3,283.00
001.000.22.518.10.23.00 BENEFITS		700.00
Total Operating Expenditures		3,983.00
Total Expenditures		3,983.00
Net Budget		3,983.00

Decision Package: 220-22005 - PD: Pre-Employment Medical Assessments

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/23/2021	2022	ewagener	0	1	One-Time	Approved

Item Description

For pre-employment medical assessments for Police Department candidates.

Justification

We have determined it would be cost effective to obtain more thorough pre-employment medical assessments of police candidates. Concentra is currently used by the City for other related services and has agreed to provide these additional services. The increase in cost of medical assessments will help to ensure our due diligence on new hires within the police department. We anticipate 7 new officer exams in 2022 at \$963 each.

Describe All Funding Sources

General Fund

Describe Future or Ongoing Costs

Ongoing costs will depend on the anticipated number of hires each year and may change due to unexpected changes (retirements, resignations, etc.)

Project Status (if applicable)

Narrative Not Defined

FISCAL DETAILS

2022

Operating Expenditures

001.000.22.521.10.41.00 PROFESSIONAL SVC	6,800.00
Total Operating Expenditures	6,800.00
Total Expenditures	6,800.00
Net Budget	6,800.00

Decision Package: 220-22006 - PD Assessment Centers

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/23/2021	2022	ewagener	0	1	One-Time	Approved

Item Description

One-time request for funds for Police Department Assessment Centers to facilitate command staff hiring.

Justification

The Police Department has undergone many command-staff changes over recent years. In 2022 it is estimated that Assessment Centers will be necessary to recruit for two Assistant Police Chiefs and other command-staff positions. The requested funds are essential in ensuring a competent hiring process for these positions.

Describe All Funding Sources

General Fund

Describe Future or Ongoing Costs

N/A

Project Status (if applicable)

Narrative Not Defined

FISCAL DETAILS

2022

Operating Expenditures

001.000.22.521.10.41.00 PROFESSIONAL SVC	15,000.00
Total Operating Expenditures	15,000.00
Total Expenditures	15,000.00
Net Budget	15,000.00

Decision Package: 360-22001 - Annual Increase to Attorney Contracts

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/31/2021	2022	sharp	0	1	Ongoing	Approved

Item Description

This is to add the 2022 agreed-upon increase to the Lighthouse contract and 3% for the Prosecuting Attorney contract.

Justification

Increases per contract.

Describe All Funding Sources

General Fund.

Describe Future or Ongoing Costs

N/A

Project Status (if applicable)

N/A

FISCAL DETAILS		2022
Operating Expenditures		
001.000.36.515.41.41.00 PROFESSIONAL SVC - CITY ATTY		26,000.00
001.000.36.515.41.41.20 PROFESSIONAL SERVICES		9,300.00
Total Operating Expenditures		35,300.00
Total Expenditures		35,300.00
Net Budget		35,300.00

Decision Package: 390-22001 - Adjustments to Non-Departmental Costs

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/11/2021	2022	sharp	0	0	Ongoing	Approved

Item Description

Our "Non-Departmental" department in the General Fund is used to pay for a variety of costs that in most cases are not attributable to any specific Department or Fund. There are almost 60 unique line items in this department and annual adjustments are required to account for normal increases or decreases to these expenses.

Justification

This is to record adjustments to the Non-Departmental expenses.

Excise taxes have increased over the years without a corresponding adjustment to this line item.

Like all cities in Snohomish County, we are billed by the County for costs for elections and voter registration that the County allocates to each City. These costs have increased over the years. In 2018 we paid \$122,000, in 2019 \$88,000 and in 2020 \$60,000. The total each year can fluctuate unpredictably, and the recent decrease is an exception. The current budget of only \$15,000 needs to be increased.

The increase to our SNO911 assessment is determined by them and billed to us.

The items for fund 009 and 014 reflect a reduction in transfers from the General Fund into those funds.

Describe All Funding Sources

General Fund

Describe Future or Ongoing Costs

Adjustments to Non-Departmental

Project Status (if applicable)

Narrative Not Defined

FISCAL DETAILS		2022
Operating Expenditures		
001.000.39.514.20.44.00 EXCISE TAXES		10,000.00
001.000.39.514.40.41.50 INTERGOVTL SVC - ELECTIONS		5,000.00
001.000.39.514.90.41.50 INTERGOVTL SVC - VOTER REG		70,000.00
001.000.39.528.00.41.50 INTERGOVTL SERVICES-SNOCOM		69,689.00
001.000.39.597.19.55.09 TRANSFER TO FUND 009		-75,000.00
001.000.39.597.19.55.14 TRANSFER TO FUND 014		-5,000.00
Total Operating Expenditures		74,689.00
Total Expenditures		74,689.00
Revenues		
009.000.397.19.001.00 TRANSFER FROM FUND 001		75,000.00
014.000.397.19.001.00 INTERFUND TRANSFER IN FROM 001		5,000.00
Total Revenues		80,000.00
Net Budget		154,689.00

Decision Package: 311-22001 - Ongoing Software Maintenance

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/06/2021	2022	btuley	0	0	Ongoing	Approved

Item Description

Additional licenses and services required for remote workers and off site citizen access. This decision package covers ongoing maintenance and licenses for Zoom (meetings), DUO (security for remote access), Adobe Cloud (migration to user instead of device licensing model), additional MS Office 365 users, text capture, and O365 backup

Justification

2020 created evolutionary alterations to both how staff performed their work and how citizens interacted with the City. These workflow changes required new licensing and modified licensing models. Many of the changes will be ongoing and provide new and more efficient methods of delivering services. This decision package covers the new and modified software maintenance.

FISCAL DETAILS

2022

Operating Expenditures

512.000.31.518.88.48.00 REPAIR & MAINTENANCE	52,560.00
Total Operating Expenditures	52,560.00
Total Expenditures	52,560.00
Net Budget	52,560.00

Decision Package: 311-22002 - Ongoing Hardware Maintenance

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/06/2021	2022	btuley	0	1	Ongoing	Approved

Item Description

This decision package covers hardware maintenance for the network firewall and city phone system.

Justification

This decision package covers hardware maintenance on the phone system and firewall. In computing, a firewall is a network security system that monitors and controls incoming and outgoing network traffic based on predetermined security rules. A firewall typically establishes a barrier between a trusted network and an untrusted network, such as the Internet, and works to prevent cyber attacks, ransom ware, and phishing. The actual firewall was replaced in 2021 with a larger, greater capacity device. The capacity is required due to increased use of internet systems, remote storage and remote access.

The telephone system was purchased with multi-year support. That support period expired and we are now on annual maintenance plan.

Maintenance on both of these items provides for replacement hardware, software support and updates.

FISCAL DETAILS

2022

Operating Expenditures

512.000.31.518.88.48.00 REPAIR & MAINTENANCE	26,700.00
Total Operating Expenditures	26,700.00
Total Expenditures	26,700.00
Net Budget	26,700.00

Decision Package: 311-22003 - Annual Hardware Replacement

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/06/2021	2022	btuley	0	2	One-Time	Approved

Item Description

This decision package covers the annual hardware replacement of various City equipment following the replacement schedule. Expenditures for these items are previously accrued in the Information Services fund and do not require additional funding. This decision package requests budget authority for their expenditure.

Justification

Technology equipment failure rates increase over time. Lifecycle operation time periods are assigned to City equipment for scheduled replacement to ensure maximum efficiency and usability. Items scheduled to be replaced include:

- * the city wide wireless network. This covers the controller and 35 WiFi access points.
- * External facing servers that provide internet "pointers" to City resources.
- * some of the network switches
- * Annual desktop and laptop replacement of 55 computers and 10 laptops are scheduled.

FISCAL DETAILS

2022

Operating Expenditures

512.100.31.518.88.35.00 SMALL EQUIPMENT	149,500.00
Total Operating Expenditures	149,500.00
Total Expenditures	149,500.00
Net Budget	149,500.00

Decision Package: 410-22006 - Establish PD Mid-Level Management Positions

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/21/2021	2022	thompson	0	3	Ongoing	Approved

Item Description

Add one Commander position FTE in order to establish mid level management for the Edmonds Police Department, and adjust pay of two other existing positions (that will be converted to Commander) which will ensure a total of three Commander positions, while only adding one FTE.

Justification

The Edmonds Police Department recently underwent a police audit conducted by an outside independent contracted firm agency, CPSM. In that audit, there was a strong recommendation to establish mid-level management within the Edmonds Police Department. Coming from an outside agency, the new Edmonds Interim Chief was also quite surprised that the rank structure within the Edmonds Police Department went from Corporal, to Sergeant, and then immediately to Assistant Chief, with no mid-level management. Best agency practices for checks and balances, accountability, and effectiveness and efficiency in workflow involves the inclusion of mid-level management. The recommendation of the Chief and of CPSM was to add three mid-level management positions, such as Lieutenants, Captains or Commanders. The recommended addition in this budget decision package would allow the Edmonds Police Department organizational command structure to go from Corporal, to Sergeant, to Commander, to Assistant Chief, and then Chief. This organizational structure is a benchmark structure to surrounding agencies of similar size and staff.

This decision package recommendation is to take one of the existing two Edmonds Police Assistant Chief positions, and make one of those positions a Commander position. The second recommendation is to take one of the two Administrative Sergeant Positions, (the two positions are the Professional Standards and Administrative Sergeant) and make that position a commander position. The position that should be converted to Commander is the Professional Services Sergeant position. The third recommendation is to add one new FTE commander position. These moves, in effect, add only one FTE versus the recommended three positions. The moves also help to restructure the department in order to have appropriate levels of supervisor, checks and balances, span of control, and accountability. The new organizational structure will then have commanders in charge of Patrol Operations, Professional Services, and Special Operations/Investigations; this organizational structure is appropriate staffing/supervision for an agency of over 70 staff members.

Edmonds Human Resources is currently conducting a salary comparison study to potentially adjust salaries in the city of Edmonds using like comparable agencies. There is currently a .9% differential in pay between top step sergeant and assistant chief. A less than 1% pay differential creates difficulty in attracting potential applicants to the position due to the added stress, time commitment without overtime (salaried hours) and responsibility the position of assistant chief requires. Additionally, having a less than 1% pay differential between top step sergeant and assistant chief creates a bigger issue of pay differential when attempting to add a mid-level management position such as commander in between the rank of sergeant and assistant chief. Due to salary compression, there is no room to establish a salary pay differential for the new commander position.

This decision package establishes a budget to place the new commander FTE and the other commander positions at the current assistant chief pay level, as well as covering the benefit and other costs related to the new position. Future salary studies should be addressed in the HR salary comp study to address the pay compression and differential from the rank of top step sergeant to commander, the rank of commander to the rank of assistant chief, and the rank of assistant chief to the rank of police chief.

Describe All Funding Sources

General Fund.

Describe Future or Ongoing Costs

The costs connected with this package are ongoing.

Project Status (if applicable)

This is a new request.

FISCAL DETAILS		2022
Operating Expenditures		
001.000.41.521.10.11.00 SALARIES		160,068.00
001.000.41.521.10.12.00 OVERTIME		56,000.00
001.000.41.521.10.23.00 BENEFITS		40,317.00
001.000.41.521.10.24.00 UNIFORMS		8,000.00
001.000.41.521.10.35.00 MINOR EQUIPMENT		2,000.00
Total Operating Expenditures		266,385.00
Total Expenditures		266,385.00
Net Budget		266,385.00

Decision Package: 410-22007 - Snohomish Regional Drug Task Force Contribution

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/21/2021	2022	thompson	0	7	Ongoing	Approved

Item Description

\$8,150 increase to cover the City's contribution to the Snohomish Regional Drug Task Force under the interlocal agreement approved by the Council and signed by the City.

Justification

In the 2020 budget, the Police Administration Intergovernmental Services line contained funds for the Narcotics Sergeant interlocal agreement with Lynnwood and for the Snohomish Regional Drug Task Force interlocal contribution. In the 2021 budget, the entire Intergovernmental Services budget was eliminated, instead of reduced, due to our elimination of our support for the Lynnwood Narcotics Sergeant. On January 19, 2021 the Council approved the 2021 Interlocal Agreement which obligates the City to pay a share of the Task Force Commander's salary, based upon our population. In 2021 that amount was \$8,150.

Describe All Funding Sources

General Fund.

Describe Future or Ongoing Costs

The annual contribution under the interlocal agreement will be ongoing.

Project Status (if applicable)

Interlocal agreement has been executed for 2021. Invoice for City's contribution was paid in 2021 out of other available department funds.

FISCAL DETAILS		2022
Operating Expenditures		
001.000.41.521.10.41.50 INTERGOVERNMENTAL SERVICE		8,150.00
Total Operating Expenditures		8,150.00
Total Expenditures		8,150.00
Net Budget		8,150.00

Decision Package: 410-22008 - Body Worn & Fleet Cameras & Digital Evidence Mgmt.

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/21/2021	2022	thompson	0	1	Ongoing	Approved

Item Description

A transparency, accountability, officer and citizen safety, investigative & training package that incorporates both body worn and vehicle based cameras for the police department. This year the Washington State House & Legislature enacted many law enforcement requirements concerning recording officer activity and encounters in the field. This package provides the necessary technology, vehicles, infrastructure and personnel in order for Edmonds PD to have a successful body worn and fleet camera program and comply with new laws. It is a critical step in improving community relationships and building trust with the citizens that we serve.

The package includes several key components in order for such a program to be successful. The vendor (Axon) is a world leader in camera technology and less lethal force. There is a fixed price contract for all of the camera hardware, nineteen in-vehicle cameras, 57 body worn cameras (enough for each sworn member of the agency), and digital evidence management, redaction, and storage. This also includes two complete sets of replacement cameras in contract years three and five and one new vehicle set of cameras in year five. The Axon contract includes comprehensive warranty and damage replacement at no additional cost.

In order for all on-shift officers to have a patrol vehicle available for the entirety of their work day, the package adds three new camera-equipped patrol vehicles and one camera equipped unmarked detective vehicle. Currently officer deployment and staffing means that officers are frequently unable to have a patrol car ready when they start their shift. This leaves them unable to deploy; particularly if the previous shift's officers are out on calls. With camera data downloads needing to happen in Wi Fi connected hotspots near the police department and officers needing to spend additional shift transition time reconciling video data to ensure evidence preservation and management standards are met, additional patrol vehicles are critical to ensure all available Edmonds officers can be deployable and responsive with an available patrol car .

New full time personnel required include a Forensic Investigation Detective (backfilled by one new officer FTE to be filled not in this request but in the next budget year), a civilian Public Disclosure Officer and a Systems Support Technician. These positions are critical to ensure the new camera technology is managed, operates correctly and that we maintain legal compliance as it relates to management of digital records. One of the most significant challenges to Washington state agencies adding these programs is scaling up their records management, technical knowhow and disclosure bandwidth to support the vast amount of digital records that camera programs create. One of the surest ways to doom such a program is to implement it without the necessary support of these functions. Everett PD estimates that each hour of disclosed video requires three hours of administrative work to prepare, redact, sort and release. The added positions will ensure that our camera program is sufficiently supported to manage the dramatic increase in digital records administration that a professional package like this requires. The civilian public disclosure employee will serve as a backup to our current Police Staff Assistants. The Systems Support employee will added to the City's Information Services division. This person will have half of their time budgeted to support the Police Department's increased technical needs, and the other half budgeted to support increased technical needs city-wide.

Video based evidence gathered by vehicle and body worn cameras will provides a dramatic improvement in our ability to recreate the circumstances that officers are encounter when going about their duties. Video evidence of statements made by a domestic violence victim or a child witness can be incredibly poignant and useful in "a picture is worth a thousand words" kind of way at showing juries or others the chaos and trauma of such a scene, where previously only written reports would be available. Simply put, video captures the moment in a way that no witness statement or officer narrative can fully do on its own.

The package includes a cloud based digital evidence management solution for both camera recordings as well as all other digital evidence collected by the police department. It will also replace our current digital media storage platform. Instead of collecting a CD or USB drive, packaging the evidence, submitting the physical media and creating an evidence report, an officer can have witnesses or victims upload such media directly to our cloud based evidence system .

Finally, the Axon system furnishes real time field awareness tools so that critical events can be centrally monitored by command staff and department leaders as they occur. This means that Edmonds' officers responses to shootings, domestic violence, drunk driving, traffic stops, foot chases and so on can be viewed "through the eyes of the camera" in real time. It dramatically improves safety, transparency, training and accountability.

Justification

Body-worn and patrol vehicle cameras provide tools to enhance the trust and visibility of public safety professionals every day. They enhance officer and citizen safety and allow those not immediately present during encounters with law enforcement the ability to review past encounters easily. This enhances the reputation of Edmonds PD and furnishes technology that many citizens are surprised to find that we don't yet have in place. Officer & vehicle captured video can be critical in understanding and investigating uses of force, information gathering at crime scenes and collecting verbal statements from victims, witnesses or suspects. Additionally it furnishes a valuable training resource for new and veteran officers alike: allowing department instructors to review and teach tactics and best practices based on encounters that have actually occurred in the field.

Once approved and implemented, this technology would allow the police department to better and more completely serve the needs of our diverse and growing community. It increases public accessibility to understanding the incredible work the men and women of our police force do every day. We will be better able to share information from the unbiased lens of our cameras. Adding both fleet and officer-worn cameras means that our ability to share, understand, see and fully appreciate what was happening at the scene of critical and common incidents alike will be improved in ways that were simply not possible without this technology.

Our agency core values are Service, Integrity, Respect & Stewardship. This package will dramatically improve all of these dimensions. Service will be improved as we are able to better investigate and document calls for service. Integrity is enhanced as we add a layer of public accountability and transparency that builds trust in our first responders. Respect evolves with better connections with citizens and suspects alike. Good cops want accountability for all cops. Stewardship means that we care for those we serve and want our organization to take care of the community at large. While many Edmonds citizens value and respect the police, we strive to serve all citizens alike. Previously disenfranchised populations with historically tense relationships with law enforcement deserve every ounce of care and service we can afford. Taking this assertive step towards trust and accountability demonstrates that we are willing to maintain and hold ourselves to such a high standard worthy of the trust of all our community members.

Describe All Funding Sources

General Fund. Public government entities are allowed to recoup certain costs associated with collection, redaction and disclosure of public records. This includes body-worn and patrol vehicle camera recordings. The package includes a payment module to be added to the GovQA Public Records Portal software, which would allow the department to collect revenue related to the camera recordings, as well as other records requests. Determination of the exact amount of revenue is difficult as we haven't collected these charges previously.

Describe Future or Ongoing Costs

There is an initial cost of equipment that is higher than ongoing costs, however the current contract bid allows for predictable financial encumbrances each year for years two through five. The initial cost includes setup, installation and all evidence storage. Staffing costs are harder to pinpoint, however bolstering a camera program with adequate support staff is critical for records management and disclosure. This requires one sworn (in future budget year) and two civilian employees. The sworn officer position would serve as a detective responsible for forensic images, digital evidence management, analysis & redaction. The civilian public disclosure officer would assist with digital records management, administration of equipment and software and be the primary point of contact for disclosure requests and fulfillment. Finally, a technology specialist to improve, troubleshoot and efficiently address new technology workflows will ensure that the system continues to run smoothly and reliably.

The first year cost for fleet camera equipment is higher than in years two through five because of the initial setup equipment and installation. In Year 1, the cost for the fleet-based camera program for twenty vehicles (nineteen patrol-based vehicles and one detective vehicle) is \$49,115. This is a onetime 2022 cost. Because of the equipment and infrastructure improvements needed, the first year of the body-worn camera contract is also higher: \$165,452. In years two through five however, the annual ongoing cost of the body-worn contract would be \$145,388.

Project Status (if applicable)

A body worn and fleet camera trial program is underway. A competitive and thoroughly negotiated 5-year contract has been prepared and awaits final city approval as part of this decision package.

FISCAL DETAILS

2022

Operating Expenditures

001.000.41.521.11.11.00 SALARIES

72,000.00

001.000.41.521.11.15.00 HOLIDAY BUYBACK	3,046.00
001.000.41.521.11.23.00 BENEFITS	23,296.00
001.000.41.521.11.41.00 PROFESSIONAL SVC	2,400.00
001.000.41.521.21.11.00 SALARIES	9,046.00
001.000.41.521.21.45.10 INTERFUND RENTAL	5,000.00
001.000.41.521.22.11.00 SALARIES	39,913.00
001.000.41.521.22.15.00 HOLIDAY BUYBACK	0.00
001.000.41.521.22.23.00 BENEFITS	0.00
001.000.41.521.22.35.00 SMALL EQUIPMENT	49,116.00
001.000.41.521.22.41.00 PROFESSIONAL SVC	165,453.00
001.000.41.521.22.45.10 INTERFUND RENTAL	50,000.00
001.000.41.521.26.11.00 SALARIES	1,986.00
001.000.41.521.40.11.00 SALARIES	2,314.00
001.000.41.521.70.11.00 SALARIES	1,914.00
001.000.41.521.71.11.00 SALARIES	2,152.00
512.000.31.518.88.11.00 SALARIES/WAGES	70,224.00
512.000.31.518.88.23.00 BENEFITS	23,228.00
Total Operating Expenditures	521,088.00
Capital Expenditures	
511.100.77.594.48.64.00 EQUIPMENT - B FUND	210,000.00
Total Capital Expenditures	210,000.00
Total Expenditures	731,088.00
Revenues	
001.000.341.81.100.00 POLICE DISCLOSURE REQUESTS	-5,000.00
511.100.362.20.000.00 RENTAL CHARGE - B-FUND	-55,000.00
Total Revenues	-60,000.00
Net Budget	671,088.00

Decision Package: 410-22004 - Public Safety Marine Unit

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/21/2021	2022	thompson	0	6	Ongoing	Approved

Item Description

This decision package is a request to re-establish the 5 member Edmonds Police Department public safety dive team for search and rescue, recovery, evidence search operations and enhanced boating- and SCUBA-related incident investigations within the Edmonds marine environment. Cross training dive team members on use and operation of Marine 16 and as part of a longer term goal, the creation of an Edmonds Police Marine Response Unit.

Justification

The City of Edmonds boasts approximately 5 miles of public and private shoreline with potential law enforcement response and enforcement duties that extend westward to the mid-point of the Puget Sound. The Edmonds marine area includes an active WA State Ferry route (SR 104), Port of Edmonds marina with 25 acres of wet moorage and 660 vessel slips, and the Edmonds Underwater Park and marine sanctuary which hosts over 25,000 SCUBA divers each year. Edmonds PD has historically had a dive team but the unit was disbanded due to a lack of committed funding and compliance with regulator requirements.

Edmonds PD has shared access to South County Fire's Marine 16 (an aluminum boat) moored at the Edmonds for potential surface water response and searches but lacks a dedicated cadre of certified divers and vessel operators for proper responses. Edmonds PD currently relies heavily on other agencies, fire and police, for complete response and investigation which delay actions and availability of resources is not guaranteed.

Each year, the department responds to in-progress water rescues. These include divers and boaters in distress and unfortunately, those who are looking to end their lives intentionally in our waters. We currently have to rely on the Washington State Ferry System to provide rescue crews and boats in these situations. This is problematic given the location of the ferry in relation to Edmonds when the call comes out.

An Edmonds PD dive and marine services unit would enhance response time and investigations for all waterfront visitors and users and add potential visibility and/or enforcement opportunities for boating safety and protection of the Edmonds Underwater protected marine sanctuary.

Describe All Funding Sources

General Fund. No other immediate funding available.

Describe Future or Ongoing Costs

One-Time Expenditures for 2022 Only

\$6,000 – Diver baseline three-week NOAA Diving Program training course (5x \$1,200). **Marine 16 specific vessel training to be completed internally.

\$7,000 – Initial team tools and equipment (communications base station, emergency oxygen kit, SCUBA tanks and pony bottles, etc).

\$25,000 – Five member individual equipment issue (dry suit, full-face mask with communications equipment, regulators, buoyancy compensator (BCD), mask, fins and other associated items.

Ongoing annual costs that will be included in future baseline budgets

\$5,650 - Annual dive member physical – (5x \$1,130)

\$1,000 – Equipment annual inspection, repair and maintenance.

\$1,500 – Operating expenses (vessel fuel & repair, etc.).

\$27,000 – Annual overtime and periodic new diver training costs. High overtime estimate assumed on potential call-out responses and off-duty 3 hour training twice per month by all assigned members (1.5 overtime rate of \$50 per hour

average). Costs likely mitigated due to work schedules.

Project Status (if applicable)

Initial concept and request. No bids requested, accepted or committed encumbrances at this time. ILA with South County Fire for Marine 16 use in place.

FISCAL DETAILS		2022
Operating Expenditures		
001.000.41.521.22.12.00 OVERTIME		27,000.00
001.000.41.521.22.35.00 SMALL EQUIPMENT		32,000.00
001.000.41.521.22.41.00 PROFESSIONAL SVC		5,650.00
001.000.41.521.22.45.10 INTERFUND RENTAL		1,500.00
001.000.41.521.22.48.00 REPAIR/MAINT		1,000.00
001.000.41.521.40.49.00 MISCELLANEOUS		6,000.00
Total Operating Expenditures		73,150.00
Total Expenditures		73,150.00
Revenues		
511.100.362.20.000.00 RENTAL CHARGE - B-FUND		-1,500.00
Total Revenues		-1,500.00
Net Budget		71,650.00

Decision Package: 410-22003 - Create Police Dept Community Engagement Programs

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/20/2021	2022	thompson	0	2	Ongoing	Approved

Item Description

Establish initial ongoing budget for police community engagement programs. This decision package creates or maintains the following community engagement components:

Volunteer Program
Community Academy
Youth Explorer Program
Volunteer Reserve Officer Program
National Night Out Against Crime Program
Edmonds Unhoused Persons Assistance

Justification

Public perception and agency transparency have become an increased concern for law enforcement, legislators, and the community; so much so that 13 sweeping law enforcement reform bills were passed in the Washington State 2021 legislative session. National trends in law enforcement are showing a need to more fully understand the nature of public attitudes, increase officer accountability and transparency, reduce citizen complaints, and resolve officer involved incidents. Enhancing police/community relations will provide the backbone of building trust in the community. Two of President Obama's Task Force on 21st Century Police reform pillars involve community engagement. These include Pillar 1, Building Trust and Legitimacy, and Pillar 4, Community Policing and Crime Reduction.

The City of Edmonds Police Department community engagement programs have disappeared in the last few years. Now more than ever, it is important that the Edmonds Police Department builds trust, transparency, accountability, and enhanced relationships within the community. Community Engagement programs provide opportunities for our diverse community, both young and old, to come together and build trust and transparency with our police department. The city of Edmonds is in the process of hiring a Police Community Engagement Specialist. This specialist will need programs to create, participate in, and supervise. The following are some of these programs that will require funding:

The Volunteer program will include members of the community, many of whom have retired, who desire to give back and have purposeful commitments in which to utilize their time and talent. The new Edmonds Police Department Standard Operating Procedure Volunteer and Program annex (attached) provides for volunteers a guide of 35 programs in which they may participate. A volunteer program creates a community and police partnership and allows for in-kind donation of time to serve the community of Edmonds. The volunteer program will require ongoing costs of \$3000 for officer or community engagement specialist overtime, \$3000 for volunteer equipment such as volunteer jackets and radios, and \$2000 for volunteer manuals and other necessary supplies.

The Community Academy, formerly known as the Citizen's Academy, is a program that provides information and transparency into the job of police work. Academy members can learn about police units such as Marine and K-9, participate in the firearms simulation program, tour the 911 center, go to the firearms range, volunteer to experience the effects (with waiver signed) of a Taser, engage in a ride-a-long, and participate in a host of other police/community activities. This program also creates a great forum for recruiting Edmonds Police volunteers. Instructor overtime will require \$3000 a year and \$5000 a year will cover the costs for the advertisement, food, promotional/SWAG items, and class materials for each class.

The Youth Explorer program engages youth and officers to a common goal, serving the community. While the Edmonds Police Department has long participated in Explorer programs, currently only two explorers remain in the program. The program must be revamped, advertised, and be well funded and utilized. Explorers provide countless hours of community service that positively reflect on the city of Edmonds. The necessary budget includes \$10000 in overtime for the mandatory supervision by officers of explorers throughout the year, including explorer meetings, community events, and competitions; \$2000 for Explorer uniforms; \$500 for Explorer supplies and \$1000 for conference / academy / competition fees.

The Edmonds Police Department once had a Reserve Officer Program that eventually died out. While reserves must undergo and take all of the same training as a fully commissioned police officer, the reserve participates in the program as a voluntary way to give back to the community of Edmonds. Reserves can assist with community events, and can assist officers with minor crime reporting and prisoner transports. The Reserve Officer Program also provides a good view into

potential full-time police applicants. Many current Edmonds Police Officers started as Reserve Officers. One-time costs for the Reserve program include \$16,000 for uniforms (four initial officers), and ongoing costs of \$8000 for uniforms (two potential replacements or new reserve officers each year) and \$4000 for Reserve Academy entrance fees (up to four reserve officers each year).

The National Night out against Crime (NNO) program marries community and police in an effort to address crime prevention while getting learning about and getting to know local neighbors and neighborhoods. The NNO program is a tried and true community program enjoyed for many years by the Edmonds Community. Coordinating with the National NNO Corporation for each NNO event requires entry fees, promotional item costs, SWAG item costs, etc. Officers also use overtime in order to visit the local NNO functions as an additional duty. Funding is needed to properly enhance and participate in NNO programs. Ongoing costs include \$2000 for officer overtime to put on a city NNO event or to respond to various neighborhoods for individual Block Watch or community NNO events; \$500 for National NNO fees, and \$17,500 for NNO supplies such as a banner, tent, table and chairs, tablecloth, balloons, hats, shirts and Edmonds Police Department SWAG/promotional items.

It is important that the city of Edmonds and the community come together in order to create an appropriate and caring response to unhoused individuals in the city. Many Edmonds Police Officers have, out of their own pockets, been providing for unhoused individuals in Edmonds by creating programs such as Slices and Socks (Pizza and socks) and providing clothing or other items for those they come across who are unhoused. There are myriad programs, such as Homeless Care kits handed out of the trunks of patrol cars that can be started and maintained by the Edmonds Police Department. This funding will allow for outside the box thinking programming and assistance from the Edmonds Police Department to help those experiencing homelessness. The budget of \$4000 will provide for ongoing costs to supply and replenish homeless care kits and hygiene bags, socks and slices, and other unique unhoused person care programs.

Describe All Funding Sources

General Fund. No new funding currently exists for creating community engagement programs. That said, upon request, the Edmonds Police Foundation can provide some support to community engagement programs, such as food for the community academy or National Night Out. Additionally, police explorers, police reserves, citizen patrols, senior volunteers, and other police volunteers can provide innumerable volunteer hours towards community events such as the Edmonds Parade, Taste of Edmonds, Walkable Main Street and the Fourth of July show. These volunteer hours can greatly reduce full time officer overtime costs currently associated with and needed to fund these events .

Describe Future or Ongoing Costs

New costs include funding for equipment, uniforms, and supplies related to starting these programs. Although the first time costs will be higher, ongoing costs will be lower based on when equipment or supplies need to be replaced or maintained. There would be some overtime costs related to supervising and training the Explorers and Reserves.

Of the \$16,000 in uniform costs for the Police Reserves Program, \$8,000 is one time and \$8,000 is ongoing.
The \$15,000 for the bike program bicycles and gear are one time expenses, as is the \$2500 training for the bike program.

Project Status (if applicable)

N/A.

FISCAL DETAILS		2022
Operating Expenditures		
001.000.41.521.22.24.00 UNIFORMS		16,000.00
001.000.41.521.22.31.00 SUPPLIES		4,000.00
001.000.41.521.30.12.00 OVERTIME		18,000.00
001.000.41.521.30.24.00 UNIFORMS		5,000.00
001.000.41.521.30.31.00 SUPPLIES		25,000.00
001.000.41.521.30.49.00 MISCELLANEOUS		1,500.00
001.000.41.521.40.49.00 MISCELLANEOUS		4,000.00
Total Operating Expenditures		73,500.00
Total Expenditures		73,500.00
Net Budget		73,500.00

Decision Package: 610-22005 - Public Information Officer Increase to 1.0 FTE

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/22/2021	2022	luttrell	0	1	Ongoing	Approved

Item Description

Pursuant to Council priorities leading into the 2020 Budget, a new 0.5 FTE Public Information Officer/Communications Strategist position was created in the Economic Development/Community Services Department. The position was made permanent in the 2021 budget. This proposal is to increase the position to 1.0 FTE from 0.5 FTE.

Justification

To improve communication between the City and the Edmonds community, to accommodate the growing efforts for community engagement, strategic communications planning and implementation, press relations, and public information. With added capacity, the City will be able to take a more proactive and creative approach to communication between the Administration, Council, and the public.

Describe All Funding Sources

General Fund

Describe Future or Ongoing Costs

On-going commitment.

Project Status (if applicable)

N/A

FISCAL DETAILS		2022
Operating Expenditures		
001.000.61.557.20.11.00 SALARIES/WAGES		51,000.00
001.000.61.557.20.23.00 BENEFITS		18,000.00
Total Operating Expenditures		69,000.00
Total Expenditures		69,000.00
Net Budget		69,000.00

Decision Package: 610-22002 - Lodging Tax Fund Budget - Fund 120

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/22/2021	2022	luttrell	0	2	One-Time	Approved

Item Description

Budget approved by Lodging Tax Advisory Committee at July 12, 2021 meeting:
Fund 120

Revenue:

Projected	\$82,500
Interest	\$1,500
Total Revenue	\$84,000

Expenditures:

Professional Services

Printing of rack card	\$4,000	
Distribution of rack card (Ferry System only)	\$2,500	
Promotion/support of Bird Fest		\$1,500
Edmonds Chamber Visitor's Center & Event Support	\$3,000	
Tourism Promotion/Website/Calendar Support	\$20,000	
Website Hosting/Technical Support	\$2,400	
Log Cabin Maintenance	\$4,500	
Edmonds Chamber - Comprehensive Visitor Map of Edmonds		\$5,000
Subtotal Professional Services	\$42,900	

Advertising

General Advertising	\$30,000	
Edmonds Center for the Arts Season Brochure Ad		\$12,500
Cascadia Art Museum marketing	\$10,500	
Subtotal Advertising	\$53,000	

Miscellaneous

Design, photography, emerging opportunities	\$1,000	
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Interfund Transfers

117 Fund transfer Arts promotion/CRAZE	\$4,000	
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Total Expenditures \$100,900

Justification

In conformance with RCW 67.28.1817, use of lodging tax funds must be approved by the City Council after review and recommendation by the Lodging Tax Advisory Committee. The uses and corresponding budget amounts were reviewed and recommended by the Edmonds LTAC on 7/12/21.

Describe All Funding Sources

Funding is provided through lodging tax revenue from all lodging facilities within the City of Edmonds. Due to a lower projection for 2022 the expenditures will be taken from ending fund balance in the amount of \$16,900. Funding is

provided through lodging tax revenue from all lodging facilities within the City of Edmonds. While projected to somewhat higher than in 2021, revenues in 2022 will likely continue to be somewhat lower than prepandemic years. However, the LTAC proposes to continue to fund tourism promotion at similar levels. For this reason, 2022 expenditures will exceed projected revenues by approximately \$16,900. This difference will be covered by ending fund balance.

Describe Future or Ongoing Costs

These revenues and expenditures are one-time on a yearly basis.

Project Status (if applicable)

N/A

FISCAL DETAILS		2022
Operating Expenditures		
120.000.31.575.42.41.00 PROFESSIONAL SERVICES		42,900.00
120.000.31.575.42.41.40 ADVERTISING		53,000.00
120.000.31.575.42.49.00 MISCELLANEOUS		1,000.00
120.000.31.597.73.55.17 TRANSFER TO FUND 117		4,000.00
Total Operating Expenditures		100,900.00
Total Expenditures		100,900.00
Revenues		
117.100.397.73.120.00 TRANSFER FROM FUND 120		-4,000.00
120.000.313.31.000.00 HOTEL/MOTEL EXCISE TAX		-82,500.00
120.000.361.10.000.00 INVESTMENT INTEREST		-1,500.00
Total Revenues		-88,000.00
Net Budget		12,900.00

Decision Package: 610-22001 - ARPA Local Fiscal Recovery Funds

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/13/2021	2022	mcain	0	1	One-Time	Approved

Item Description

The Fiscal Recovery Funds build on and expand the support provided through the Coronavirus Relief Fund.

Justification

On March 11, 2021, the American Rescue Plan Act (ARPA) was signed into law. The Fiscal Recovery Funds are intended to provide support to State, local, and Tribal governments in responding to the impact of COVID-19 and in their efforts to contain COVID-19 on their communities, residents, and businesses.

Describe All Funding Sources

The City of Edmonds was awarded a total of \$11,893,099 in Fiscal Recovery Funds, and \$5,946,550 of that award was received June 25th, 2021. This decision package accounts for the recovery related expenditures, and the funds that will refund those expenditures as authorized by the Coronavirus Local Fiscal Recovery Fund, that will occur in 2022.

Describe Future or Ongoing Costs

NA

Project Status (if applicable)

Narrative Not Defined

FISCAL DETAILS	2022
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Operating Expenditures

142.000.39.518.63.41.00 CARES RELIEF FUNDS	1,250,000.00
Total Operating Expenditures	1,250,000.00
Total Expenditures	1,250,000.00

Revenues

142.000.333.21.019.00 CORONAVIRUS RELIEF FUND	-4,856,549.00
Total Revenues	-4,856,549.00
Net Budget	-3,606,549.00

Decision Package: 620-22003 - Edmonds Climate Champions Series

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/06/2021	2022	chave	0	3	One-Time	Approved

Item Description

The City's Climate Protection Committee will partner with the Washington State University Extension to develop and implement a 7- to 8-week public education and action series. Each session will provide information on various aspects of climate change with information about rebates, programs, and climate action opportunities specifically geared for Edmonds' residents.

Justification

Global climate change is a reality and represents an ever-increasing threat to the health and well-being of citizens of Edmonds and beyond. Climate Change Goal D in the city's Comprehensive plan is to "Work with public and private partners to develop strategies and programs to prepare for and mitigate the potential impacts of climate change, both on city government operations and on the general Edmonds community." The City is in the process of developing a Climate Action Plan update. The Edmonds Climate Champions Series will give Edmonds' residents information and identify actions that can be undertaken to mitigate climate change at the individual level.

Describe All Funding Sources

General Fund

Describe Future or Ongoing Costs

This is a one-time cost to develop and present the Climate Champions Series.

Project Status (if applicable)

Narrative Not Defined

FISCAL DETAILS

2022

Operating Expenditures

001.000.62.524.10.41.00 PROFESSIONAL SVC	20,000.00
Total Operating Expenditures	20,000.00
Total Expenditures	20,000.00
Net Budget	20,000.00

Decision Package: 620-22002 - Rooftop solar grant program

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/22/2021	2022	chave	0	1	One-Time	Approved

Item Description

The City participated previously in a solar program as part of a regional solar initiative to encourage the installation of rooftop solar arrays. Such a program is not currently available, but the City can do its part to encourage local rooftop solar installations. Local area solar installations average approximately \$18,000 to complete. By providing a subsidy to eligible applicants, the City will encourage more small-scale solar in the city. The proposal is to offer a one-time subsidy (perhaps \$5,000) per installation to qualified applicants. The program would be targeted at moderate-to-lower income applicants rather than higher income households. This level of funding could potentially encourage up to 30 households to install solar systems.

Justification

Mitigation of climate change impacts and expanding the capacity of small-scale solar installations is an important Council priority.

Describe All Funding Sources

This is a one-time expenditure from the General Fund.

Describe Future or Ongoing Costs

Operating costs for the program would be provided by existing staff resources. The proposed budget would be entirely devoted to the grants.

Project Status (if applicable)

Narrative Not Defined

FISCAL DETAILS		2022
Operating Expenditures		
001.000.62.524.10.49.00 MISCELLANEOUS		150,000.00
Total Operating Expenditures		150,000.00
Total Expenditures		150,000.00
Net Budget		150,000.00

Decision Package: 640-22001 - Human Services Division Budget

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/22/2021	2022	chaslam	0	2	Ongoing	Approved

Item Description

The Human Services Division was created in 2020 and transferred to Parks, Recreation and Cultural Services in April 2021. Priorities were quickly established in May of 2021 which include hiring a Social Worker, expanding the hours available to connect people with available services, making data driven decisions (updating our Homeless and Human Services Assessments) and providing funding for existing services throughout the region to better support Edmonds residents in need.

The proposed budget includes:

One (1) full time Human Services Administrative Assistant

\$50,000 to be used for supplies such as blankets, toiletries, gas / bus cards, etc and office supplies for new division office

\$175,000 in professional services (Social Worker annual contract and updating key assessments to best inform decisions)

\$500 travel reimbursement

\$3,000 for communications (flyers, brochures, handout materials, etc.)

\$300,000 in Community Relief Funds to be used to support regional efforts, provide grants and/or grant match, acquire additional motel vouchers and support city sponsored programs, etc.

The department also has a 0.5 FTE Human Services Program Manager, a position which is ongoing and not included in the financial breakdown of this decision package.

Justification

The Edmonds community is experiencing an increase in visible homelessness, mental health and substance abuse challenges. It is assumed that this challenge will continue to grow as the cost of living continues to outpace increases in average pay. In addition, changes in the laws that govern how police interact with individuals challenged with mental health and substance abuse have changed placing even more pressure on the Humans Service Division and Social Worker to be able to adequately respond, build trust and offer services.

Describe All Funding Sources

In 2021 \$550,000 plus the Human Services Program Manager (.5 FTE) salary was allocated to fund this division. Of that allocation approximately \$135,000 was used in 2021. This request is to use the remainder of the 2021 allocation (\$415,000) and an additional \$200,000 from the General Fund for a total of \$615,000 to be used in 2021.

\$300,000 of this allocation of expenses is requested as one-time while the remainder of this decision package is ongoing. The one-time \$300,000 allocation is the discretionary amount that will be discussed each year through the budget process. These are the funds used to support community partners and provide grants. The remaining items (staff, social worker, supplies and travel are requested as an ongoing allocation).

Goal to secure a minimum of \$75,000 in grant funding for 2022.

Describe Future or Ongoing Costs

All expenses have been included in the division budget.

Project Status (if applicable)

The Human Services division is in the process of hiring a social worker and updating the Kone Consulting Homelessness Assessment. The Division plans to begin recruiting for an Administrative Assistant before the end of 2021.

FISCAL DETAILS

2022

Operating Expenditures

001.000.63.518.63.41.00 COMMUNITY RELIEF FUNDS	335,000.00
001.000.63.557.20.11.00 SALARIES/WAGES	60,000.00
001.000.63.557.20.23.00 BENEFITS	21,000.00
001.000.63.557.20.31.00 SUPPLIES	15,000.00
001.000.63.557.20.41.00 PROFESSIONAL SERVICES	175,000.00

001.000.63.557.20.42.00 COMMUNICATIONS		3,000.00
001.000.63.557.20.43.00 TRAVEL		500.00
	Total Operating Expenditures	<u>609,500.00</u>
	Total Expenditures	609,500.00
Revenues		
001.000.334.00.000.00 STATE GRANTS - BUDGET ONLY		-75,000.00
	Total Revenues	<u>-75,000.00</u>
	Net Budget	534,500.00

Decision Package: 640-22004 - Park Planning and Capital Project Manager

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/22/2021	2022	chaslam	0	1	Ongoing	Approved

Item Description

The Parks, Recreation & Cultural Services (PRCS) Department is requesting the continuation of parks planning and capital support services in the form of a city employee. Current services are provided by a contracted employee, but making this a position will be a more efficient and effective use of city resources.

Justification

In 2021, Council authorized through a budget amendment a contracted professional to assist in supporting the Department's park planning and capital project efforts. This resulted in the development of a detailed list of deferred maintenance, small capital projects and necessary on-going major maintenance work related to the parks and related facilities. Many of these items were deferred for years, including several with safety issues due to lack of staff resources to manage. Hiring a staff dedicated to managing the completion of this type of work including design, permitting and contract management will enable the Department to begin to complete some of these projects, better manage grant applications and compliance, work on parkland acquisition and implement the priorities of parks planning and capital development as identified by the PROS Plan to be adopted early 2022.

Describe All Funding Sources

General Fund

Describe Future or Ongoing Costs

All expenses have been included in this request.

Project Status (if applicable)

As of July 2021, job descriptions and salary ranges have been researched and the preliminary prioritized small park capital project list and park planning work plan is in development and being refined.

FISCAL DETAILS		2022
Operating Expenditures		
001.000.64.571.21.11.00 SALARIES		88,840.00
001.000.64.571.21.23.00 BENEFITS		31,000.00
Total Operating Expenditures		119,840.00
Total Expenditures		119,840.00
Net Budget		119,840.00

Decision Package: 640-22005 - ADA Transition Plan

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/22/2021	2022	chaslam	0	7	One-Time	Approved

Item Description

The 1999 Americans with Disabilities Act requires that public park facilities must be barrier-free to all individuals. Jurisdictions are required by federal mandate to provide these facilities and the first step is the development of an ADA Transition Plan. The plan inventories and identifies non-compliance horizontal and vertical amenities in all parks and creates a transition plan to begin to address compliance issues.

Justification

Without the development of an ADA Transition Plan for the park facilities, the city is not taking the first step in addressing the 1999 ADA Federal mandate to provide barrier-free access to individuals within the park system.

Describe All Funding Sources

All funds are professional services operating costs from the City's General Fund.

Describe Future or Ongoing Costs

This is a one-time planning project without ongoing operating costs related to the work.

Project Status (if applicable)

This project is new and has not started. This plan would require a professional services request for qualifications process and consultant selection late in 2022 with project implementation to follow.

FISCAL DETAILS		2022
Operating Expenditures		
001.000.64.571.21.41.00 PROFESSIONAL SVC		120,000.00
Total Operating Expenditures		120,000.00
Total Expenditures		120,000.00
Net Budget		120,000.00

Decision Package: 640-22006 - Recreation Operating Increase

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/22/2021	2022	chaslam	0	6	Ongoing	Approved

Item Description

General Fund adjustments to the Recreation Division based on changes to programming as we emerge from COVID. Program offerings are not the same as they were pre-COVID. There are fewer indoor classes, a new day camp program for non-school days, increased enrollment in Meadowdale Preschool and an increase in outdoor athletic participation. Further, this will be the first year in which the Waterfront Center is used for programming by the City for all 12 months. The net impact on the general fund balance will be: \$40,717

EXPENSES

Recreation

Professional Services: \$34,250 reduction in expenses due to fewer indoor class offerings and an influx of new instructors who start off with a lower revenue split.

Advertising: \$2,850 increase to utilize online advertising in addition to the CRAZE to re-connect with the community

Rental / Lease: \$60,000 increase in anticipated expenses for use of the Waterfront Center, previous budget was for 3 months. A significant portion of this revenue increase is offset by program revenue.

Athletics

Supplies: \$7,750 increase in softball equipment to support adding 2 days per week to the softball league. Expenses are offset by program revenue increase.

Day Camp

A new program intended to continue to support working parent households and provide safe alternatives for Edmonds children. This program will generate revenue for the General Fund.

Salary: \$85,500 for one year-round .75 FTE, five full-time seasonal employees

Benefits: \$10,000 for year-round, .75 FTE

Supplies: \$1,000

Professional Services: \$6,970 for guest speakers, presentations, activities, etc.

Communications: \$1,730 to publicize the opportunity

Travel: \$1,875 bus / van rentals for field trips

Fitness

Professional Services: \$22,500 reduction in expenses due to fewer indoor program offerings.

Meadowdale Preschool

Supplies: \$1,800 increase in supplies due to now offering morning and afternoon preschool (offset by registration)

Communications: \$610 increase to align with current phone and internet fees.

Intergovernmental Service: \$15,500 increase due to increased usage of the Meadowdale Playfields for expanded Softball League. Expenses are offset by program revenue increase.

REVENUE

Program fees: \$110,918 increase in program revenue driven by day camp, increased programming at the Waterfront Center, preschool and softball.

Concessions: \$10,000 decrease in concessions contract revenue due to a decrease in revenue potential at Yost Pool

Gym and weight room fees: \$2,500 decrease in revenue due to lower levels of usage (indoor workout facility)

Bird Fest: net \$300 decrease in revenue from Bird Fest

Justification

Covid has impacted interest in indoor programming especially fitness related indoor programming. It is difficult to project interest in 2022 but this budget assumes it will return to 85% of previous usage.

Describe All Funding Sources

All program revenue and expenses are allocated to the General Fund.

Describe Future or Ongoing Costs

These are ongoing expenses and sources of revenue.

Project Status (if applicable)

The Recreation Division is providing active programming daily.

FISCAL DETAILS		2022
Operating Expenditures		
001.000.64.571.22.41.00 PROFESSIONAL SVC		-34,250.00
001.000.64.571.22.41.40 ADVERTISING		2,850.00
001.000.64.571.22.45.00 RENTAL/LEASE		60,000.00
001.000.64.571.25.31.00 SUPPLIES		7,750.00
001.000.64.571.26.11.00 SALARIES/WAGES		85,500.00
001.000.64.571.26.23.00 BENEFITS		10,000.00
001.000.64.571.26.31.00 SUPPLIES		1,000.00
001.000.64.571.26.41.00 PROFESSIONAL SERVICES		6,970.00
001.000.64.571.26.42.00 COMMUNICATIONS		1,730.00
001.000.64.571.26.43.00 TRAVEL		1,875.00
001.000.64.571.27.41.00 PROFESSIONAL SERVICES		-22,500.00
001.000.64.571.29.31.00 SUPPLIES		1,800.00
001.000.64.571.29.42.00 COMMUNICATIONS		610.00
001.000.64.576.80.41.50 INTERGOVERNMENTAL SERVICE		15,500.00
Total Operating Expenditures		138,835.00
Total Expenditures		138,835.00
Revenues		
001.000.321.80.000.00 VENDING MACHINE / CONCESSION		10,000.00
001.000.347.30.100.00 GYM AND WEIGHTROOM FEES		2,500.00
001.000.347.60.000.00 PROGRAM FEES		-110,918.00
001.000.347.91.000.00 BIRD FEST REGISTRATION FEES		-200.00
001.000.367.00.200.00 BIRD FEST CONTRIBUTIONS		500.00
Total Revenues		-98,118.00
Net Budget		40,717.00

Decision Package: 640-22002 - Park Maintenance Operating Increase

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/22/2021	2022	chaslam	0	5	Ongoing	Approved

Item Description

Continued usage increase of all parks and open space facilities has led to a significant increase in the amount of supplies and small equipment needed, including trash bags, other waste bags, bathroom supplies and small tools to maintain the parks.

Justification

In order to maintain a safe and sanitary park system additional supplies and small equipment are needed.

Describe All Funding Sources

These are general fund expenditures.

Describe Future or Ongoing Costs

These expenses account for the increased maintenance costs associated with operating an expanding park system.

Project Status (if applicable)

Park Maintenance is ongoing.

FISCAL DETAILS		2022
Operating Expenditures		
001.000.64.576.80.31.00 SUPPLIES		15,000.00
001.000.64.576.80.35.00 SMALL EQUIPMENT		2,300.00
Total Operating Expenditures		17,300.00
Total Expenditures		17,300.00
Net Budget		17,300.00

Decision Package: 640-22009 - Replacement Fleet Vehicle - Parks

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/22/2021	2022	chaslam	0	3	One-Time	Approved

Item Description

Requesting a replacement flat bed fleet vehicle for the Field Arborist position in Park Maintenance.

Justification

When the position of Field Arborist was created in 2019, the position was issued a retired truck that was scheduled to go to auction last year. This 2004 vehicle has been retired from two departments previous to being placed in the Parks Department and the Fleet Manager has requested that it be replaced and sent to auction as it is beyond its useful life.

Describe All Funding Sources

This vehicle will be purchased using general funds.

Describe Future or Ongoing Costs

This vehicle will be placed into regular rotation and maintained within the Fleet program with an estimated ongoing expense of \$12,500 per year starting in 2023.

Project Status (if applicable)

The employee is currently driving a vehicle that has been retired by two departments (Engineering and Storm/Sewer) previous to obtaining it.

FISCAL DETAILS		2022
Operating Expenditures		
001.000.64.576.80.45.10 INTERFUND RENTAL		10,000.00
Total Operating Expenditures		10,000.00
Capital Expenditures		
511.100.77.594.48.64.00 EQUIPMENT - B FUND		60,000.00
Total Capital Expenditures		60,000.00
Total Expenditures		70,000.00
Revenues		
511.100.362.20.000.00 RENTAL CHARGE - B-FUND		-10,000.00
Total Revenues		-10,000.00
Net Budget		60,000.00

Decision Package: 640-22008 - LTAC Approved Budget (Fund 123)

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/22/2021	2022	chaslam	0	1	One-Time	Approved

Item Description

The Arts Commission and the Lodging Tax Advisory Committee approved the Fund 123 budget for Cultural Arts.

Revenue:

Projected: \$27,500

Interest: \$1,000 (estimate)

Total Revenue: \$28,500

Expenditures:

Advertising

Cascade Symphony \$2,600

Olympic Ballet \$2,600

Edmonds Arts Festival / Studio Tour \$2,500

Edmonds Driftwood Players \$2,500

Sno-King Chorale \$1,800

DeMiero Jazz Festival \$2,600

Art Walk Edmonds \$2,500

Jazz Connection \$2,600

Arts Commission program advertising for Write on the Sound \$8,500

Total expenditures for 2022 as approved by LTAC \$28,200

Justification

Recommendations approved by the Arts Commission and the Lodging Tax Advisory Committee. This decision package does not impact the general fund.

Describe All Funding Sources

Funding is secured through the Hotel/Motel Tourism Tax and Investment Interest on this account.

Describe Future or Ongoing Costs

This budget request is updated annually based on revenue projections for that year. Facilitation of this program is done by employees in the Parks Cultural Services Division.

Project Status (if applicable)

This is a well-established program supporting the arts community in Edmonds.

FISCAL DETAILS		2022
Operating Expenditures		
123.000.64.573.20.41.40 ADVERTISING		28,200.00
Total Operating Expenditures		28,200.00
Total Expenditures		28,200.00
Revenues		
123.000.313.31.000.00 25% HOTEL/MOTEL TOURISM TAX		-27,500.00
123.000.361.10.000.00 INVESTMENT INTEREST		-1,000.00
Total Revenues		-28,500.00
Net Budget		-300.00

Decision Package: 640-22007 - Gift Catalog Spending Authority (Fund 127)

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/22/2021	2022	chaslam	0	1	Ongoing	Approved

Item Description

Requesting to have spending authority increased by \$27,180 to implement the memorial bench and picnic table program. Current expenditure authority is \$17,820 annually, this increase will bring the expenditure authority to \$45,000 annually. Expenses are accumulated each time a donation is made. This decision package does not require any support from the general fund.

Justification

The memorial bench and picnic table program operates on a 20-year cycle. Benches are memorialized for 20 years and the initial revenue of that bench donation covers the expense of purchasing the bench and 20 years of maintenance. At the end of 20 years the benches reach the end of their lifecycle and require replacement.

Describe All Funding Sources

All expenditures (supplies, repair and maintenance) in the gift catalog are funded by private donations and interest earned. Gift Catalog expenses do not impact the general fund.

Describe Future or Ongoing Costs

The funds necessary change each year depending on how many benches are up for renewal. This level of ongoing spending authority will assist in keeping the program running. No expenses are accrued until the revenue has been collected.

Project Status (if applicable)

The gift catalog actively partners with citizens to memorialize and honor members of the community.

FISCAL DETAILS		2022
Operating Expenditures		
127.000.64.575.50.31.00 SUPPLIES		27,180.00
Total Operating Expenditures		27,180.00
Total Expenditures		27,180.00
Revenues		
127.000.367.00.000.00 PRIVATE CONTRIBUTIONS / DONATIONS		-27,180.00
Total Revenues		-27,180.00
Net Budget		0.00

Decision Package: 640-22010 - Tree Fund (143) Expenditure Authority

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/26/2021	2022	chaslam	0	1	Ongoing	Approved

Item Description

The Tree Fund (143) was established by Ordinance 4218 and amended by Ordinance 4220. Fund 143 will be funded by the fee-in-lieu program and penalties from critical area violations and tree cutting violations. The Parks, Recreation and Cultural Services Department will manage the expenditures of Fund 143 while the Planning Department will be responsible for ordinance compliance, violation penalties and fee collection.

Based on revenue projections the Parks, Recreation and Cultural Services Department is requesting the following expenditure authority. These potential expenditures will not impact the general fund balance and will not be executed until revenues exceeding the expenditure allocation have been collected.

The tree ordinance determines how funds can be used, therefore expenditure authority of \$200,000 and any additional funds received during 2022 is requested for land acquisition and purchase of trees for planting from fee-in-lieu revenues.

\$14,800 and any additional funds received during 2022, is requested for professional services provided by a qualified tree professional or supporting urban forest management and health, Arbor Day or educational supplies and materials and purchasing and planting of trees by the city including street trees from all other tree fund revenues.

Justification

This decision package, in alignment with the tree ordinances, is intended to provide for the evaluation, protection, enhancement, preservation, replacement and proper maintenance of significant trees within the City of Edmonds which include the following:

1. Implementing the goals and objectives of the City's Urban Forest Management Plan, Comprehensive Plan & Climate Action Plan
2. Preserving through design and intention, wildlife corridors and habitat.
3. Promoting public health, safety, biodiversity, environmental health and general welfare of the residents of Edmonds, provide greenhouse gas emission mitigation and preserve the physical and aesthetic character of the City.

Describe All Funding Sources

All funding will be acquired through the stipulations as outlined in the tree ordinances to include but not limited to fee-in-lieu program and penalties from critical area violations and tree cutting violations. Expenditures will not exceed the fund balance and this will not impact the general fund.

Describe Future or Ongoing Costs

Future expenditures will be determined based on the revenue generated.

Project Status (if applicable)

The revised ordinance was recently put into place, it is difficult to estimate the potential revenue at this time.

FISCAL DETAILS		2022
Operating Expenditures		
143.000.64.576.80.31.00 SUPPLIES		1,000.00
143.000.64.576.80.41.00 PROFESSIONAL SERVICES		14,800.00
Total Operating Expenditures		15,800.00
Capital Expenditures		
143.000.64.594.76.61.00 LAND		199,000.00
Total Capital Expenditures		199,000.00
Total Expenditures		214,800.00
Revenues		
143.000.345.81.000.00 FEE-IN-LIEU PROGRAM		-200,000.00
143.000.345.89.000.00 CRITICAL AREA VIOLATIONS		-14,800.00
Total Revenues		-214,800.00
Net Budget		0.00

Decision Package: 660-22004 - Facilities Building Maintenance Operator

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/19/2021	2022	sullivan	0	4	Ongoing	Approved

Item Description

Building Maintenance Operators are the City's Facilities Maintenance professionals, maintaining all building systems is operational condition, making regular and routine repairs to all building systems including Mechanical, Plumbing, Carpentry, and other skilled-trades work. The rapidly ageing portfolio of City owned buildings and facilities requires reactive maintenance and repairs daily. Three current Building Maintenance Operators are responsible for the City's 24/7 operational continuity. Covering 190,000 square feet the staff do not have the appropriate # of weekly hours to maintain the buildings to an acceptable standard.

Justification

This position will fill a much needed gap in the Facilities Division working a standard M-F shift will allow the position to maintain facilities during peak business days while offering increased support to the City's operations. This added position will allow the Facilities team to make up some much needed ground in preventative/routine maintenance that is always delayed or postponed by other pressing facility needs. This expanded scope of work will include mechanical system inspection and routine belt and air filter changing, building controls monitoring and calibration to prevent unnecessary equipment failures. Tool maintenance and supplies inventory, routine flooring replacements, office painting and turnovers, low voltage cabling, and regular roof inspection and water intrusion prevention, as well as general facilities reactive maintenance repair emergencies.

Describe All Funding Sources

General Fund

Describe Future or Ongoing Costs

Ongoing

Project Status (if applicable)

Narrative Not Defined

FISCAL DETAILS		2022
Operating Expenditures		
001.000.66.518.30.11.00 SALARIES		62,000.00
001.000.66.518.30.23.00 BENEFITS		22,000.00
Total Operating Expenditures		84,000.00
Total Expenditures		84,000.00
Net Budget		84,000.00

Decision Package: 660-22002 - Facilities Custodian Overtime

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/19/2021	2022	sullivan	0	2	Ongoing	Approved

Item Description

Demand for Facilities related services are increasing, during this past year of Covid shutdowns there was no decrease in demand for services. The service requests have shifted to encompass less traditional work day hours and have also increased on both Saturday and Sunday. As the City slowly reopens and the public begins using our Facilities again we expect this need for services to continue to expand.

Justification

During 2020 Facilities shifted or working hours of some staff to meet the changing need for services during this time , increased Custodial and Facilities support have been met by flexibility by staff to work increased hours. We are not projecting the demand for services to decrease as the City fully re-opens, to meet this demand we are asking for a 20% increase in our overtime baseline budget from \$7500 to \$9000.

Describe All Funding Sources

General Fund

Describe Future or Ongoing Costs

Ongoing costs

Project Status (if applicable)

Narrative Not Defined

FISCAL DETAILS		2022
Operating Expenditures		
001.000.66.518.30.12.00 OVERTIME		1,500.00
	Total Operating Expenditures	1,500.00
	Total Expenditures	1,500.00
	Net Budget	1,500.00

Decision Package: 660-22007 - Facilities Supplies

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/19/2021	2022	sullivan	0	7	Ongoing	Approved

Item Description

Material costs are increasing, although overall inflation in 2021 ranged from 3% to 5%, the building materials industry has seen 25% to 30% price increases. The Associated General Contractors are warning the material supply chain disruptions are going to continue over the next five years as the world economy struggles with re-opening and the continuing side effect of economic shut downs.

Justification

Material costs at the retail and wholesale levels are increasing and very unstable, this was seen in 2021 as lumber prices jumped 200% in one quarter. While this is an extreme case moderate inflation and supply chain disruption are going to be factors for the next five or more years. To right size our supplies budget we are increasing our supplies budget to \$125,000 and increase of just over 11% annually.

Describe All Funding Sources

General fund

Describe Future or Ongoing Costs

Operational cost

Project Status (if applicable)

Narrative Not Defined

FISCAL DETAILS		2022
Operating Expenditures		
001.000.66.518.30.31.00 SUPPLIES		13,000.00
	Total Operating Expenditures	13,000.00
	Total Expenditures	13,000.00
	Net Budget	13,000.00

Decision Package: 660-22013 - Facilities Condition Assessment

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/19/2021	2022	sullivan	0	13	One-Time	Approved

Item Description

The Facilities Condition Assessment (FCA) allows the City to account for their physical building assets with a third party's knowledge and expertise to determine the actual real world condition of the structural building, the building systems and to determine value vs. replacement value of the building and the individual systems. This data allows the City and Facilities Division to make educated planning decisions when limited renewal budgets are available. This FCA will serve as an update to the recently completed assessment done by McKinstry.

Justification

The FCA data changes as investments are made in capital renewal budgets and when reactive maintenance requires system replacement due to unforeseen failure. Tracking equipment and building system data requires all parties to regularly update the data base with equipment replacement dates, models and serial numbers and costs. More significant and costly equipment are easily updated but it is best during the life of the FCA (15 years) to team with the third party vendor to review and update the FCA data line by line to assure accuracy every third year .

Describe All Funding Sources

General Fund

Describe Future or Ongoing Costs

None

Project Status (if applicable)

Narrative Not Defined

FISCAL DETAILS		2022
Operating Expenditures		
001.000.66.518.30.41.00 PROFESSIONAL SVC		15,000.00
Total Operating Expenditures		15,000.00
Total Expenditures		15,000.00
Net Budget		15,000.00

Decision Package: 660-22024 - Citywide Carpet Cleaning Service

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/20/2021	2022	sullivan	0	24	Ongoing	Approved

Item Description

This request is for twice-annual cleaning of all City occupied building carpeting, five buildings approximately 160,000 square feet by a carpet cleaning contractor.

Justification

The Facilities Custodial crew operate 7 days a week, maintaining and clean all City building surfaces, restrooms trash and recycling. Our staff competently cleans small areas of carpet regularly but our equipment and staffing do not allow for a concentrated all City carpet cleaning project twice annually as recommended by the flooring manufacturer.

Describe All Funding Sources

General Fund

Describe Future or Ongoing Costs

General Fund

Project Status (if applicable)

Narrative Not Defined

FISCAL DETAILS		2022
Operating Expenditures		
001.000.66.518.30.41.00 PROFESSIONAL SVC		45,000.00
Total Operating Expenditures		45,000.00
Total Expenditures		45,000.00
Net Budget		45,000.00

Decision Package: 660-22006 - Facilities - Maintenance Vehicles

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/19/2021	2022	sullivan	0	6	One-Time	Approved

Item Description

Additional Vehicles are needed to cover the expanding responsibilities of the Maintenance and Custodial staff. Additional staffing requests will require transportation during working hours to and from work assignments. Currently Facilities has 5 vehicles assigned to 11 staff members, the need for social distancing this past year demonstrated the need for additional vehicle support for the Facilities staff as demonstrated by custodial staff members being expected to use personal vehicles to perform their daily work assignments.

Justification

Currently Facilities staff are assigned to work seven days per week with typically three different work shifts from 700AM to 1230AM, currently the staff that works a secondary shift will travel to and from building assignments in their person vehicle, which requires the staff member to personally insure their vehicle as a work vehicle. This serves to showcase the inequitable standards for City vehicle usage and expectation to use a personal vehicle to conduct regular City business across different City Departments and Divisions. These additional vehicles will close this gap in equity and allow the Facilities team to operate as all other Public Works and Parks Maintenance Divisions currently operate. With varied scheduling these vehicles will allow Facilities to better support the City's expanding workforce and operations with agility while allowing for growth and services provided and limiting liability of personal vehicle usage.

Describe All Funding Sources

General Fund

Describe Future or Ongoing Costs

Each vehicle will have an estimated annual expense for repair and maintenance of \$7,500 per year.

Project Status (if applicable)

Narrative Not Defined

FISCAL DETAILS		2022
Operating Expenditures		
001.000.66.518.30.45.10 INTERFUND RENTAL		16,000.00
Total Operating Expenditures		16,000.00
Capital Expenditures		
511.100.77.594.48.64.00 EQUIPMENT - B FUND		145,000.00
Total Capital Expenditures		145,000.00
Total Expenditures		161,000.00
Revenues		
511.100.362.20.000.00 RENTAL CHARGE - B-FUND		-16,000.00
Total Revenues		-16,000.00
Net Budget		145,000.00

Decision Package: 660-22019 - Structural Repairs to Edmonds Historical Museum

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/19/2021	2022	sullivan	0	19	One-Time	Approved

Item Description

Edmonds Historic Museum is a Historic Landmark registered with the State of Washington, built in 1910 with funding from the Carnegie Foundation as a public library. The roof line of the building features a double hip/shoulder rafter system that is architecturally significant to this era of Carnegie Library construction. This Hip/Shoulder feature is in need of stabilization to prevent further time and humidity distortion.

Justification

The Hip/Shoulder structural members of the roof have warped over time due to humidity and construction detailing from 1910. Facilities has received a report from MLA engineering confirming this condition and recommendation to stabilize the wood members in question to prevent further movement. The intent is to add modern bolt through tie in points for the wood member intersections to replace to support the original nails that have supported this structure since 1910.

Describe All Funding Sources

General Fund

Describe Future or Ongoing Costs

None

Project Status (if applicable)

Narrative Not Defined

FISCAL DETAILS		2022
Operating Expenditures		
001.000.66.518.30.48.00 REPAIR/MAINT		10,000.00
Total Operating Expenditures		10,000.00
Total Expenditures		10,000.00
Net Budget		10,000.00

Decision Package: 660-22021 - Ongoing Building Repairs and Maintenance

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/20/2021	2022	sullivan	0	21	Ongoing	Approved

Item Description

Facilities maintains 17 buildings and 20 parks restroom/shelters, with such a variety of usage and age of these facilities unforeseen repairs are an everyday occurrence. When these repairs escalate to a fixture of system failure this exceeds the normal operational budget allowance for building maintenance. The City's facility portfolio is and average age of 50 years old, as the building maintenance backlog continues grow see budgetary challenges the need to fund reactive repairs will continue to grow exponentially to support City operations.

Justification

The City of Edmonds has an aging portfolio of buildings and parks structures, with heavy usage and a large maintenance backlog, unforeseen repairs are commonplace. Aging and heavily used facilities require reactive repairs to building systems that require emergency repair or replacement to maintain the building or structure's' operational readiness, security and safety.

Describe All Funding Sources

General Fund

Describe Future or Ongoing Costs

Ongoing

Project Status (if applicable)

Narrative Not Defined

FISCAL DETAILS		2022
Operating Expenditures		
001.000.66.518.30.48.00 REPAIR/MAINT		100,000.00
Total Operating Expenditures		100,000.00
Total Expenditures		100,000.00
Net Budget		100,000.00

Decision Package: 410-22009 - Police Campus Pedestrian Safety Perimeter

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/22/2021	2022	thompson	0	4	One-Time	Approved

Item Description

With the revitalization of Civic Park, the presence of the Saturday Market, and the new emphasis on Walkable Main Street, pedestrian safety has become more of a concern than ever around the police department campus. This package funds an aesthetically pleasing, see-through safety perimeter around police and staff vehicles that would improve safety for area residents and visitors by preventing individuals from walking, biking or otherwise moving through the areas of the police parking lot where emergency vehicles are often deploying to emergent calls for service.

While maintaining an open and welcoming feeling for the area, pedestrians would be discouraged from traversing the campus of the police department, and encouraged instead to move along and through Veteran's Plaza, sidewalks and crosswalks where they can be more easily seen and anticipated by first responders. The perimeter would feature automated gates, increase employee safety, and help protect city and employee property.

Justification

One of the primary conclusions of the Center for Police Safety Management Audit of the Edmonds Police Department is that our facility remains unsafe for employees, employee vehicles, and the safe staging and response of police vehicles. Furthermore, pedestrians, children on scooters and skateboards, bicyclists and others frequently traverse through the police vehicle lot while not paying full attention to the emergency vehicles around them. When an officer is responding to an emergency call, the exigency of that circumstance requires a rapid response from an officer in their patrol vehicle. The proliferation of pedestrian traffic traversing through the police department parking lot blocks ingress and egress of patrol vehicles and can interfere with the officer's rapid response. Of greater concern is an officer rapidly leaving the station in a code emergency situation, and potentially not seeing a pedestrian who steps out into the traveled portion of the parking lot. On a given day there are a multitude of pedestrians and people on non-motorized vehicles traveling through the middle of the parking lot. Many are juveniles, or older adults with decreased mobility.

There have been over fifty incidents of damage to employee personal vehicles and over sixty incidents of patrol vehicle damage/sabotage. Unfortunately a single incident of damage can render multiple patrol vehicles unable to respond to an emergency or crisis; effectively crippling our emergency response capabilities.

While we have been fortunate that no collisions have occurred in the police lot between passersby and police vehicles, the Safety Committee has repeatedly identified the area as dangerous and too easy to pass through by non-employees. As Civic Park is rebuilt and pedestrian traffic continues to increase downtown, the danger will only be exacerbated unless we undertake a responsible approach to encouraging pedestrian travel around the perimeter of the public safety campus, rather than through it. We believe this can be accomplished responsibly while still maintaining a welcoming and open appearance and aesthetic. Taking an environmental design approach allows us to increase citizen and employee safety while mitigating the clear risks of the current campus layout.

Describe All Funding Sources

General Fund.

Describe Future or Ongoing Costs

The previous estimate (obtained in 2019) was \$255,141. Adjusted for inflation, that cost is now \$270,181.70. After the construction costs, maintenance and upkeep costs should be minimal.

Project Status (if applicable)

New request.

FISCAL DETAILS		2022
Capital Expenditures		
001.000.66.594.18.65.00 CONSTRUCTION PROJECTS		270,180.00
Total Capital Expenditures		270,180.00
Total Expenditures		270,180.00
Net Budget		270,180.00

Decision Package: 670-22005 - Engineering - Baseline adjustments

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/22/2021	2022	english	0	1	Ongoing	Approved

Item Description

Operating budget adjustments based from trends and projections.

Justification

Bulk of adjustment comes from the increase of bank card fees. More transactions are being performed virtually and digital transactions have an expense that continues to grow.

Describe All Funding Sources

General Fund

Describe Future or Ongoing Costs

Continued trends and estimations.

Project Status (if applicable)

Narrative Not Defined

FISCAL DETAILS		2022
Operating Expenditures		
001.000.67.518.21.42.00 COMMUNICATIONS		1,400.00
001.000.67.518.21.45.00 RENTAL/LEASE		-1,200.00
001.000.67.518.21.49.00 MISCELLANEOUS		5,500.00
Total Operating Expenditures		5,700.00
Total Expenditures		5,700.00
Net Budget		5,700.00

Decision Package: 670-22001 - 2022 Commute Trip Reduction

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/22/2021	2022	shall	0	1	One-Time	Approved

Item Description

2022 Commute Trip Reduction

Justification

The purpose of the expenditure is to increase the number of employees using commute alternatives (such as walk, bike, carpool, ride transit...) by providing them monthly incentives. This program helps reduce traffic and pollution. This program also provides employee health benefits and potentially reduces their work stress level. Participants are eligible for monthly raffles if they use a commute trip reduction alternative at least 8 times per month. Approximately 15% of the work force is participating in the program and the number may increase by pursuing on-going annual program. An ORCA pass will also be provided to employees, providing free access to Community Transit / Everett Transit / Kitsap Transit / Metro Transit / Pierce Transit / Sound Transit buses and Sound Transit Light Trail / Commuter Trains. The ORCA pass also provides a free vanpool if a group with 5 or more riders are provided with a van / gas. This pass should increase the number of employees using transit or vanpools as a commute option.

Describe All Funding Sources

General Fund

Describe Future or Ongoing Costs

Year to year basis.

Project Status (if applicable)

The CTR Incentives program started in 2016 and the ORCA card program started in 2019.

FISCAL DETAILS

2022

Operating Expenditures

001.000.67.518.21.49.00 MISCELLANEOUS	36,000.00
Total Operating Expenditures	36,000.00
Total Expenditures	36,000.00
Net Budget	36,000.00

Decision Package: 680-22004 - Traffic Control - Variable Message Boards

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/19/2021	2022	moles	0	4	One-Time	Approved

Item Description

Purchase of a new Variable Message Board

Justification

Increased demand for the use of the two (2) existing variable message boards due to the high demand to support ongoing Capitol Projects work and various community events.

Describe All Funding Sources

Ending cash balance

Describe Future or Ongoing Costs

Operations requires maintenance only, while the purchase is a one-time cost.

Project Status (if applicable)

Narrative Not Defined

FISCAL DETAILS		2022
Operating Expenditures		
111.000.68.542.64.35.00	SMALL EQUIPMENT	30,000.00
Total Operating Expenditures		30,000.00
Total Expenditures		30,000.00
Net Budget		30,000.00

Decision Package: 680-22001 - Community Event Support - Overtime

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/19/2021	2022	moles	0	1	Ongoing	Approved

Item Description

Overtime budget adjustment for continued and ongoing events. These events require staffing outside of standard daytime shifts.

Justification

Overtime consumption has exceeded the budget allocation the past four years. In 2021, continued support for ongoing and additional events requires a budget adjustment.

Describe All Funding Sources

Ending cash balance

Describe Future or Ongoing Costs

Increasing budge line for additional work.

Project Status (if applicable)

Narrative Not Defined

FISCAL DETAILS		2022
Operating Expenditures		
111.000.68.544.70.12.00 OVERTIME		20,000.00
Total Operating Expenditures		20,000.00
Total Expenditures		20,000.00
Net Budget		20,000.00

Decision Package: 670-22004 - Interfund Services for Utilities

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/22/2021	2022	shall	0	1	Ongoing	Approved

Item Description

Interfund Services for Utilities

Justification

Engineering staff time spent on utility plan review and inspections related to private development projects is paid for by the Utility Funds. The stormwater fund also pays for staff time related to complying with the City's National Pollutant Discharge Elimination System (NPDES) permit and stormwater regulations. The water, stormwater and sewer contributions are increased by 5% for estimated salary and step increases.

Describe All Funding Sources

Water, Storm and Sewer Utility Funds

Describe Future or Ongoing Costs

On-going

Project Status (if applicable)

Operating costs.

FISCAL DETAILS		2022
Operating Expenditures		
421.000.74.534.80.41.67 INTERFUND SERVICES		9,400.00
422.000.72.531.70.41.67 INTERFUND SERVICES		9,400.00
423.000.75.535.80.41.67 INTERFUND SERVICES		9,400.00
Total Operating Expenditures		28,200.00
Total Expenditures		28,200.00
Revenues		
001.000.349.18.000.00 CONTRACT SERVICES		-28,200.00
Total Revenues		-28,200.00
Net Budget		0.00

Decision Package: 740-22002 - Water - Hydraulic Shoring Shield

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/26/2021	2022	kuhnhausen	0	2	One-Time	Approved

Item Description

Shoring boxes are used during trenching as a safety measure. These steel boxes are bulky, heavy and offer no adjustment to size or scope of work. These safety measures are used to protect employees from a trench collapse during deep excavations for water and sewer utility repairs. The city currently deploys fixed-steel shoring boxes for these applications.

Justification

Water and Sewer Maintenance staff currently use shoring boxes for trenching protection. The replacement device is a lightweight, adjustable shoring shield. This hydraulic shield would replace three (3) existing shoring boxes. With the ability to adjust to various dimensions, this device can be deployed into various trench sizes and depths.

Describe All Funding Sources

Water and Sewer Funds

Describe Future or Ongoing Costs

One Time

Project Status (if applicable)

Narrative Not Defined

FISCAL DETAILS		2022
Capital Expenditures		
421.000.74.594.34.64.00 MACHINERY/EQUIPMENT		10,000.00
Total Capital Expenditures		10,000.00
Total Expenditures		10,000.00
Net Budget		10,000.00

Decision Package: 660-22026 - Public Works Yard Repairs and Leveling

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/20/2021	2022	sullivan	0	26	One-Time	Approved

Item Description

The South yard at Public Works is used for storage and vehicle operations that support the Street and Stormwater, Water/Sewer, Fleet, and Facilities Divisions. This work yard houses the City Fuel station, vehicle maintenance shop and bulk material storage areas. Over the last 25 years the lot adjacent to the Public Works building has sunk nearly two feet from the original grade.

Justification

The Public Works yard is sinking and will continue to do so until the asphalt area approximately 10,000 square feet is properly repaired and supported through a combination of soil replacements and piling to bring the surface back to original grade. In 2020 the Facilities Division sponsored an engineering estimate study to determine the proper repair of the working areas to eliminate the safety hazard that has developed. During the engineering work the building water supply line and data lines were discovered to be compromised due to the sinking asphalt. Both water and data lines will need to be repaired or replaced during this work adding to the necessity of this works completion in 2022. Several near miss incidents are reported annually and a lost time injury is eminent if these repairs are not executed in a timely fashion.

Describe All Funding Sources

2021 Bond Proceeds, and the Water, Storm and Sewer Utilities

Describe Future or Ongoing Costs

None

Project Status (if applicable)

Narrative Not Defined

FISCAL DETAILS		2022
Capital Expenditures		
016.000.66.594.18.65.00 CONSTRUCTION PROJECTS		110,000.00
421.000.74.594.34.65.10 CONSTRUCTION PROJECTS		73,334.00
422.000.72.594.31.65.20 CONSTRUCTION PROJECTS		73,333.00
423.000.75.594.35.65.30 CONSTRUCTION PROJECTS		73,333.00
Total Capital Expenditures		330,000.00
Total Expenditures		330,000.00
Net Budget		330,000.00

Decision Package: 670-22011 - Phase 13 Waterline Replacement (2023)

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/26/2021	2022	mcain	0	1	One-Time	Approved

Item Description

Phase 13 WL Replacement (2023)

Justification

Per the approved 2017 Water Comprehensive Plan, the project will replace/maintain pipe and related appurtenances at various locations throughout the City due to old age, being undersized, need to increase flow or pressure, or more prone to breakage due to its material properties.

Describe All Funding Sources

Fund 421 Ending Balance

Describe Future or Ongoing Costs

Total project costs are estimated to be around \$3.8 million.

Project Status (if applicable)

Design to begin in 2022. Construction to start spring 2023.

FISCAL DETAILS			2022
Capital Expenditures			
421.000.74.534.34.41.67	INTERFUND SERVICES - CAPITAL		46,661.00
421.000.74.594.34.41.00	CAPITAL PROFESSIONAL SERVICES		440,000.00
	Total Capital Expenditures		486,661.00
	Total Expenditures		486,661.00
Revenues			
001.000.349.18.000.00	CONTRACT SERVICES		-46,661.00
	Total Revenues		-46,661.00
	Net Budget		440,000.00

Decision Package: 670-22013 - Yost & Seaview Reservoir Assessment

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/26/2021	2022	mcain	0	1	One-Time	Approved

Item Description

Yost and Seaview Reservoir Assessment and Rehabilitation

Justification

This work is being done to provide an in detail evaluation of the condition of our two underground potable water storage reservoirs. Findings will be used to determine costs and next steps for any future needed maintenance or repairs. Preliminary report for Yost Reservoir shows that it will need a structural/seismic retrofit. Preliminary report for Seaview Reservoir in progress.

Describe All Funding Sources

Fund 421 Ending Balance

Describe Future or Ongoing Costs

Total project costs are estimated to be around \$130,000 for the Assessment. Design costs for the Yost Reservoir Structural Rehabilitation is estimated at about \$450,000. Future construction costs are expected to be around \$3.0 to \$3.5 million for the Yost Reservoir. Cost for any design and rehabilitation work for Seaview reservoir will be determined once all the data for this reservoir is collected and assessed in 2022.

Project Status (if applicable)

Study in progress. Completion of study expected in 2022, with design of the Yost Reservoir Rehabilitation to start in 2022.

FISCAL DETAILS		2022
Capital Expenditures		
421.000.74.534.34.41.67 INTERFUND SERVICES - CAPITAL		65,000.00
421.000.74.594.34.41.00 CAPITAL PROFESSIONAL SERVICES		440,000.00
Total Capital Expenditures		505,000.00
Total Expenditures		505,000.00
Revenues		
001.000.349.18.000.00 CONTRACT SERVICES		-65,000.00
Total Revenues		-65,000.00
Net Budget		440,000.00

Decision Package: 670-22008 - Utility Rate and GFC adjustment and analysis

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/22/2021	2022	shall	0	1	One-Time	Approved

Item Description

Utility Rate and GFC adjustment and analysis

Justification

Every 3 years City staff, with the aid of a financial consultant, reviews the utility rates that it charges its customers, and recommends any needed changes for Council approval and Mayor signoff. This task needs to be done so that the City can ensure that there continues to be adequate funding for staff to: 1) manage and run our aging water, sewer and storm utilities/infrastructure, 2) continue to provide safe drinking water, sewer and storm service to Edmonds residents being served, 3) address immediate maintenance needs, and 4) address long term maintenance/replacement/upgrade needs. In addition, a review of the City's General Facilities charges will be done and any recommendations for changes will also be brought forth for Council approval and Mayor signoff. The budget in this package will cover the costs that will be incurred for this task.

Describe All Funding Sources

Water, Stormwater and Sewer Utility Funds

Describe Future or Ongoing Costs

None

Project Status (if applicable)

None

FISCAL DETAILS

2022

Operating Expenditures

421.000.74.534.80.41.10 PROFESSIONAL SERVICES-ENG.	30,000.00
421.000.74.534.80.41.67 INTERFUND SERVICES	10,000.00
422.000.72.531.70.41.67 INTERFUND SERVICES	10,000.00
422.000.72.531.90.41.20 PROF. SERVICES-ENGINEERING	30,000.00
423.000.75.535.80.41.20 PROFESSIONAL SERVICES-ENGINEERING	30,000.00
423.000.75.535.80.41.67 INTERFUND SERVICES	10,000.00
Total Operating Expenditures	120,000.00
Total Expenditures	120,000.00

Revenues

001.000.349.18.000.00 CONTRACT SERVICES	-30,000.00
Total Revenues	-30,000.00
Net Budget	90,000.00

Decision Package: 670-22012 - 2022 Waterline Replacement Overlays

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/26/2021	2022	mcain	0	1	One-Time	Approved

Item Description

2022 Waterline Replacement Overlays

Justification

Road pavement overlays to cover areas of roadways that were excavated and patched in previous years as part of the Waterline Replacement Projects.

Describe All Funding Sources

Fund 421 Ending Balance

Describe Future or Ongoing Costs

Total project costs are estimated to be around \$175,000.

Project Status (if applicable)

Design to begin in 2022. Construction to start 2022.

FISCAL DETAILS		2022
Capital Expenditures		
421.000.74.534.80.41.21 PROFESSIONAL SERVICE-ROADWAY		20,000.00
421.000.74.534.80.48.21 REPAIR & MAINTENANCE-ROADWAY		145,000.00
421.000.74.534.81.41.67 INTERFUND SERVICES - ROADWAY		10,000.00
Total Capital Expenditures		175,000.00
Total Expenditures		175,000.00
Revenues		
001.000.349.18.000.00 CONTRACT SERVICES		-10,000.00
Total Revenues		-10,000.00
Net Budget		165,000.00

Decision Package: Cap-22001 - Phase 12 Waterline Replacement (2022)

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/26/2021	2022	mcain	0	1	One-Time	Approved

Item Description

Phase 12 WL Replacement (2022)

Justification

Per the approved 2017 Water Comprehensive Plan, the project will replace/maintain pipe and related appurtenances at various locations throughout the City due to old age, being undersized, need to increase flow or pressure, or more prone to breakage due to its material properties.

Describe All Funding Sources

Fund 421 Ending Balance

Describe Future or Ongoing Costs

Total project costs are estimated to be around \$2.5 million.

Project Status (if applicable)

Design in progress. Construction to start spring 2022.

FISCAL DETAILS

2022

Capital Expenditures

421.000.74.534.34.41.67 INTERFUND SERVICES - CAPITAL	114,412.00
421.000.74.594.34.41.00 CAPITAL PROFESSIONAL SERVICES	230,000.00
421.000.74.594.34.65.10 CONSTRUCTION PROJECTS	1,815,000.00
Total Capital Expenditures	2,159,412.00
Total Expenditures	2,159,412.00

Revenues

001.000.349.18.000.00 CONTRACT SERVICES	-114,412.00
Total Revenues	-114,412.00
Net Budget	2,045,000.00

Decision Package: 720-22001 - Community Event Support - Overtime

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/19/2021	2022	moles	0	1	Ongoing	Approved

Item Description

Overtime budget adjustment for continued and ongoing events. These events require staffing outside of standard daytime shifts.

Justification

Overtime consumption has exceeded the budget allocation the past four years. In 2021, continued support for ongoing and additional events requires a budget adjustment.

Describe All Funding Sources

Ending cash balance

Describe Future or Ongoing Costs

Increasing budget line for additional work

Project Status (if applicable)

Narrative Not Defined

FISCAL DETAILS		2022
Operating Expenditures		
422.000.72.531.70.12.00 OVERTIME		20,000.00
Total Operating Expenditures		20,000.00
Total Expenditures		20,000.00
Net Budget		20,000.00

Decision Package: 670-22017 - Phase 4 Storm Maintenance Project (2023)

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/26/2021	2022	mcaim	0	1	One-Time	Approved

Item Description

Phase 4 Storm Maintenance Project (2023)

Justification

Annual storm drain replacement project for 2023 construction. Project proposes to replace or rehabilitate storm drain infrastructure in several locations throughout the City. Location of work identified by City crews via first hand knowledge or video inspection results. Much of Edmonds stormwater infrastructure is past its lifespan and requires routine replacement or repair in order to preserve the function of the storm drain system. Failure to conduct annual maintenance projects will increase chances of a storm drain system failure.

Describe All Funding Sources

Stormwater Funds (422)

Describe Future or Ongoing Costs

Project total estimated at \$1.86 million for design and construction. On-going maintenance costs are anticipated to be typical for conveyance systems and comparable to pre-project conditions.

Project Status (if applicable)

Design to begin in 2022. Construction to start Spring 2023.

FISCAL DETAILS		2022
Capital Expenditures		
422.000.72.531.31.41.67 INTERFUND SERVICES - CAPITAL		30,000.00
422.000.72.594.31.41.00 CAPITAL PROFESSIONAL SERVICES		282,000.00
Total Capital Expenditures		312,000.00
Total Expenditures		312,000.00
Revenues		
001.000.349.18.000.00 CONTRACT SERVICES		-30,000.00
Total Revenues		-30,000.00
Net Budget		282,000.00

Decision Package: 670-22019 - Perrinville Creek Lower Restoration Project

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/26/2021	2022	mcain	0	1	One-Time	Approved

Item Description

Perrinville Creek Lower Restoration Project

Justification

The City has struggled to manage the undersized outfall system at Perrinville Creek. The current combination of creek alignment, sedimentation, and undersized culverts creates several issues which make the creek unsustainable as a natural system. The concern must be addressed from the bottom of the creek up in order to sequence the relief of the numerous concerns correctly. A future phase would replace the culvert under Talbot Road as well. The improvements are needed to relieve current flooding, ease City maintenance needs, and provide better and more sustainable fish habitat. This project will build on any interim/ad-hoc improvements which staff are able to complete in 2021. The project would include a new culvert under BNSF right-of-way which is fully compliant with current flood management and fish passage regulations. The project will include many stakeholder and likely include a minimum 2-year design and development phase before being ready for construction.

Describe All Funding Sources

Combination Stormwater Funds (422) & ARPA Funding

Describe Future or Ongoing Costs

Total project cost of this phase is estimated at \$3.5 million, with another \$2 million needed for the Talbot Road culvert replacement. However, it is believed that the project will reduce City maintenance needs in the future

Project Status (if applicable)

On-going. After previous emergency modifications to the City-managed diversion structure near the outfall, staff are working with permitting agencies and property owner to reestablish the creek. Design on the "lower restoration" phase would initiate as soon as resolution for the immediate year has been reached and implemented.

FISCAL DETAILS		2022
Capital Expenditures		
422.000.72.531.31.41.67 INTERFUND SERVICES - CAPITAL		50,000.00
422.000.72.594.31.41.00 CAPITAL PROFESSIONAL SERVICES		500,000.00
Total Capital Expenditures		550,000.00
Total Expenditures		550,000.00
Revenues		
001.000.349.18.000.00 CONTRACT SERVICES		-50,000.00
422.000.333.21.019.00 CORONAVIRUS RELIEF FUND		-500,000.00
Total Revenues		-550,000.00
Net Budget		0.00

Decision Package: 670-22020 - Lake Ballinger Regional Facility Design

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/26/2021	2022	mcain	0	1	One-Time	Approved

Item Description

Ballinger Regional Facility Design

Justification

Lake Ballinger suffers from urban flooding & seasonal algae blooms along with other water quality impairments. The Highway 99 corridor is an area of high development, including a future City project which will require stormwater mitigation. By creating a regional facility, the City can improve the stormwater mitigation achieved by development, and address stormwater mitigation needs for the future Highway 99 project. The City can drastically improve Lake Ballinger water quality. The project proposes to implement water quality and flow control improvements at City-owned Mathay-Ballinger Park as green stormwater infrastructure (GSI) which would significantly benefit the Lake ecology and habitat conditions and enhance a valued neighborhood, but underutilized, park. This phase is limited to design and production of plans and specifications; construction phase will be tracked as a separate project (to simplify grant management/reporting)

Describe All Funding Sources

75% secured Ecology grant funding; 25% City stormwater funding (422)

Describe Future or Ongoing Costs

Design phase estimated at \$550,000 but only requires \$137,500 of City funds as match. Construction cost estimate between \$3,000,000 and \$5,000,000 with intent to continue securing Ecology grants for 75%. The project may create an increase in maintenance needs; this will be considered during the Stormwater Comprehensive Plan update with recommendations for managing any impacts established prior to committing to construction funding.

Project Status (if applicable)

Design to begin in 2021; initial plan is for 2024 construction.

FISCAL DETAILS		2022
Capital Expenditures		
422.000.72.531.31.41.67 INTERFUND SERVICES - CAPITAL		20,000.00
422.000.72.594.31.41.00 CAPITAL PROFESSIONAL SERVICES		280,000.00
Total Capital Expenditures		300,000.00
Total Expenditures		300,000.00
Revenues		
001.000.349.18.000.00 CONTRACT SERVICES		-20,000.00
422.000.334.00.000.00 GRANTS - BUDGET ONLY		-225,000.00
Total Revenues		-245,000.00
Net Budget		55,000.00

Decision Package: 670-22021 - Edmonds Marsh Water Quality Improvements

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/27/2021	2022	mcain	0	1	One-Time	Approved

Item Description

Edmonds Marsh Water Quality Improvements

Justification

Feasibility documents for the Willow Creek Daylighting project identified some areas of concern for water quality of stormwater entering the Marsh. Additionally, new research has identified a chemical in tire production causing pre-spawn mortality in salmon, further cementing the linkage between vehicle traffic and poor water quality for fish habitat. By improving the water quality inputs of stormwater, the future marsh can provide better habitat for the return of salmon to the marsh. This project was previously included in the 2021 budget documents as only a "Phase 1" project specific to the west side of SR-104. However, with additional funding identified, staff propose to expand this effort to provide water quality mitigation for all discharges directly into the marsh from SR-104 and Harbor Square.

Describe All Funding Sources

Phase 1 had previously secured 75% Ecology grant funding; 25% City stormwater funding (422). The expanded phases are being added utilizing ARPA funding.

Describe Future or Ongoing Costs

Initial phase 1 elements were estimated at \$418,000 with another \$750,000 estimated for the expanded phase for a total of \$1.16 million. The project may create an increase in maintenance needs; this will be considered during the Stormwater Comprehensive Plan update.

Project Status (if applicable)

Design will begin in 2021; planned for 2023 construction.

FISCAL DETAILS		2022
Capital Expenditures		
422.000.72.531.31.41.67 INTERFUND SERVICES - CAPITAL		30,000.00
422.000.72.594.31.41.00 CAPITAL PROFESSIONAL SERVICES		160,000.00
Total Capital Expenditures		190,000.00
Total Expenditures		190,000.00
Revenues		
001.000.349.18.000.00 CONTRACT SERVICES		-30,000.00
422.000.333.21.019.00 CORONAVIRUS RELIEF FUND		-190,000.00
Total Revenues		-220,000.00
Net Budget		-30,000.00

Decision Package: 670-22003 - Stormwater Comprehensive Plan Update

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/22/2021	2022	shall	0	1	One-Time	Approved

Item Description

Stormwater Comprehensive Plan Update

Justification

This project would be a comprehensive evaluation of the City's storm drain system and operations with recommendations for improvements or adjustments and recommended priorities for selecting future capital maintenance projects. The existing stormwater compressive plan is from 2010 and is in need of update.

Describe All Funding Sources

Stormwater Funds (422)

Describe Future or Ongoing Costs

Project total estimated at \$450,000 for completed plan. No on-going cost are anticipated except to implement any recommended improvements or projects, which will be done as new capital projects with due budget planning/process. Project will also include recommendations for stormwater utilities rates to be adjusted at the discretion of Council.

Project Status (if applicable)

Project has been previously deferred to better align with new NPDES permit requirements and existing utility rate study timelines. Revised plan is to begin the process near the end of 2021 with planned completion by winter of 2022

FISCAL DETAILS		2022
Operating Expenditures		
422.000.72.531.70.41.67 INTERFUND SERVICES		40,000.00
422.000.72.531.90.41.20 PROF. SERVICES-ENGINEERING		260,000.00
Total Operating Expenditures		300,000.00
Total Expenditures		300,000.00
Revenues		
001.000.349.18.000.00 CONTRACT SERVICES		-40,000.00
Total Revenues		-40,000.00
Net Budget		260,000.00

Decision Package: 670-22018 - 2022 Street Pavement Overlays

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/26/2021	2022	mcain	0	1	One-Time	Approved

Item Description

2022 SD Overlays

Justification

Street pavement overlays to pave areas that were excavated and patched in previous years as part of the storm maintenance replacement projects.

Describe All Funding Sources

Stormwater Funds (422)

Describe Future or Ongoing Costs

This will be an annual project, which is adjusted each year based on the amount of storm CIP work performed each year.

Project Status (if applicable)

Funding transfer only; construction of overlay projects are managed as separate projects.

FISCAL DETAILS		2022
Capital Expenditures		
422.000.72.531.90.41.21 PROFESSIONAL SERVICES-ROADWAY		7,000.00
422.000.72.531.90.41.67 INTERFUND SERVICES-ROADWAY		5,000.00
422.000.72.531.90.48.21 REPAIR & MAINTENANCE-ROADWAY		48,000.00
Total Capital Expenditures		60,000.00
Total Expenditures		60,000.00
Revenues		
001.000.349.18.000.00 CONTRACT SERVICES		-5,000.00
Total Revenues		-5,000.00
Net Budget		55,000.00

Decision Package: Cap-22003 - Phase 3 Storm Maintenance Project (2022)

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/26/2021	2022	mcain	0	1	One-Time	Approved

Item Description

Phase 3 Storm Maintenance Project (2022)

Justification

Annual storm drain replacement project for 2022 construction. Project proposes to replace or rehabilitate storm drain infrastructure in several locations throughout the City. Location of work identified by City crews via first hand knowledge or video inspection results. Much of Edmonds stormwater infrastructure is past its lifespan and requires routine replacement or repair in order to preserve the function of the storm drain system. Failure to conduct annual maintenance projects will increase chances of a storm drain system failure.

Describe All Funding Sources

Stormwater Funds (422)

Describe Future or Ongoing Costs

Project total estimated at \$1.86 million for design and construction. On-going maintenance costs are anticipated to be typical for conveyance systems and comparable to pre-project conditions.

Project Status (if applicable)

30% Design completed; Construction is planned in early 2022.

FISCAL DETAILS		2022
Capital Expenditures		
422.000.72.531.31.41.67 INTERFUND SERVICES - CAPITAL		35,000.00
422.000.72.594.31.41.00 CAPITAL PROFESSIONAL SERVICES		227,000.00
422.000.72.594.31.65.20 CONSTRUCTION PROJECTS		1,188,000.00
422.000.72.597.73.55.17 TRANSFER TO FUND 117		12,600.00
Total Capital Expenditures		1,462,600.00
Total Expenditures		1,462,600.00
Revenues		
001.000.349.18.000.00 CONTRACT SERVICES		-35,000.00
117.200.397.73.411.00 INTERFUND TRANSFER IN		-12,600.00
Total Revenues		-47,600.00
Net Budget		1,415,000.00

Decision Package: Cap-22005 - Phase 2 Seaview Infiltration Facility

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/26/2021	2022	mcain	0	1	One-Time	Approved

Item Description

Seaview Infiltration Facility Phase 2

Justification

Reducing scouring flows in order to reduce sediments load in Perrinville Creek was identified in a previous basin report completed in 2015 as a critical element of restoring this creek which has been significantly impacted by urban development. The project is an incremental step toward recovering this stream run as adequate fish habitat. The grant for this project has already been secured. This project proposes construction of an infiltration system in Seaview Park, almost identical to the successful Phase 1 project which was completed in 2019, in order to infiltrate more runoff in the Perrinville Creek basin.

Describe All Funding Sources

25% Stormwater Funds (422) ; 75% Ecology Grant Funding

Describe Future or Ongoing Costs

Project total estimated at \$742,000 for design and construction, with 75% of that (up to \$557,025) funded via a secured Ecology grant. A negligible increase in operational maintenance needs is anticipated in the short term, although the incremental improvements are anticipated to reduce the maintenance needed at the sediment/diversion structure west of Talbot Road in the long run.

Project Status (if applicable)

Design underway, construction planned for early 2022.

FISCAL DETAILS		2022
Capital Expenditures		
422.000.72.531.31.41.67 INTERFUND SERVICES - CAPITAL		25,000.00
422.000.72.594.31.41.00 CAPITAL PROFESSIONAL SERVICES		90,000.00
422.000.72.594.31.65.20 CONSTRUCTION PROJECTS		440,000.00
422.000.72.597.73.55.17 TRANSFER TO FUND 117		1,237.00
Total Capital Expenditures		556,237.00
Total Expenditures		556,237.00
Revenues		
001.000.349.18.000.00 CONTRACT SERVICES		-25,000.00
117.200.397.73.411.00 INTERFUND TRANSFER IN		-1,237.00
422.000.334.03.103.00 SEAVIEW PARK WATER GRANT-DEPT OF ECC		-416,250.00
Total Revenues		-442,487.00
Net Budget		113,750.00

Decision Package: Cap-22006 - Perrinville Creek Projects

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/26/2021	2022	mcain	0	1	One-Time	Approved

Item Description

Perrinville Creek Projects

Justification

Reducing scouring flows, in order to reduce sediments load, in Perrinville Creek was identified in a previous basin report completed in 2015 as a critical element of restoring this creek which has been significantly impacted by urban development. The projects funded via this item are incremental steps toward recovering this stream run as adequate fish habitat. These efforts have become even more critical given recent challenges around the Perrinville Creek outfall area. This project is a fund for implementing projects within the Perrinville Creek basin to reduce scour flows in the creek. It allows staff flexibility to respond to opportunities such as rain garden cluster projects, or ensure matching funds are available for grant applications for flow reductions projects.

Describe All Funding Sources

Stormwater Funds (422)

Describe Future or Ongoing Costs

The approved CIP accounts for this being a \$100,000 annual amount. Future uses would be for general flow reduction projects within the Perrinville basin and would be balanced or shifted around from year to year as needed to fully fund complete projects.

Project Status (if applicable)

On-going. This year's staff continue to work together with Snohomish Conservation District to seek opportunities to implement improvements in this basin.

FISCAL DETAILS

2022

Capital Expenditures

422.000.72.531.31.41.67 INTERFUND SERVICES - CAPITAL	16,542.00
422.000.72.594.31.41.00 CAPITAL PROFESSIONAL SERVICES	15,000.00
422.000.72.594.31.65.20 CONSTRUCTION PROJECTS	90,000.00
Total Capital Expenditures	121,542.00
Total Expenditures	121,542.00

Revenues

001.000.349.18.000.00 CONTRACT SERVICES	-16,542.00
Total Revenues	-16,542.00
Net Budget	105,000.00

Decision Package: Cap-22007 - Green Street & Rain Gardens

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/27/2021	2022	mcain	0	1	One-Time	Approved

Item Description

Green Street & Rain Gardens

Justification

City forays into green stormwater have been limited, but with good success. Continuing to implement such projects will allow the City to proactively make improvements to the drainage system and will help reduce flooding. This project proposes to implement green stormwater elements, such as rain gardens and bioretention, throughout the City. Staff will leverage opportunities with other projects, communication with property owners, and historical knowledge/experience to identify and select locations where green infrastructure can be implemented with relative ease or efficiency. Staff propose to implement this effort as a series of small work projects over the next several years .

Describe All Funding Sources

This project is entirely funded with ARPA funds

Describe Future or Ongoing Costs

Staff intend to utilize the funding over the course of several years in order to adequately identify, design and implement solutions. The total set aside for this program is \$1 million.

Project Status (if applicable)

Not started; staff will begin design work in 2022.

FISCAL DETAILS		2022
Capital Expenditures		
422.000.72.531.31.41.67 INTERFUND SERVICES - CAPITAL		35,000.00
422.000.72.594.31.41.00 CAPITAL PROFESSIONAL SERVICES		40,000.00
422.000.72.594.31.65.20 CONSTRUCTION PROJECTS		325,000.00
Total Capital Expenditures		400,000.00
Total Expenditures		400,000.00
Revenues		
001.000.349.18.000.00 CONTRACT SERVICES		-35,000.00
422.000.333.21.019.00 CORONAVIRUS RELIEF FUND		-400,000.00
Total Revenues		-435,000.00
Net Budget		-35,000.00

Decision Package: 670-22014 - Phase 10 Sanitary Sewer Replacement (2023)

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/26/2021	2022	mcaim	0	1	One-Time	Approved

Item Description

Phase 10 Sewer Replacement (2023)

Justification

Per the approved 2013 Sewer Comprehensive Plan, the project will replace pipe and related appurtenances at various locations throughout the City due to old age, being undersized, need to increase capacity, or more prone to breakage due to its material properties.

Describe All Funding Sources

Fund 423 Ending Balance

Describe Future or Ongoing Costs

Total project costs are estimated to be around \$2 million

Project Status (if applicable)

Design to begin in 2022. Construction to start Spring 2023.

FISCAL DETAILS		2022
Capital Expenditures		
423.000.75.535.35.41.67 INTERFUND SERVICES - CAPITAL		56,074.00
423.000.75.594.35.41.00 CAPITAL PROFESSIONAL SERVICES		280,000.00
Total Capital Expenditures		336,074.00
Total Expenditures		336,074.00
Revenues		
001.000.349.18.000.00 CONTRACT SERVICES		-56,074.00
Total Revenues		-56,074.00
Net Budget		280,000.00

Decision Package: 670-22016 - Citywide Cured-In-Place Sewer Pipe Phase 4

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/26/2021	2022	mcaim	0	1	One-Time	Approved

Item Description

Cured in Place Pipe Sewer Rehab Phase 4 (2023)

Justification

Per the approved 2013 Sewer Comprehensive plan and current video inspections of sewer mains, the project will line existing sewer mains that are subject to root intrusion, infiltration and inflow, and damage that can be repaired by this trenchless method.

Describe All Funding Sources

Fund 423 Ending Balance

Describe Future or Ongoing Costs

Total project costs are estimated to be around \$500,000.

Project Status (if applicable)

Design to begin in 2022. Construction to start 2022.

FISCAL DETAILS		2022
Capital Expenditures		
423.000.75.535.35.41.67 INTERFUND SERVICES - CAPITAL		40,000.00
423.000.75.594.35.41.00 CAPITAL PROFESSIONAL SERVICES		80,000.00
423.000.75.594.35.65.30 CONSTRUCTION PROJECTS		362,258.00
Total Capital Expenditures		482,258.00
Total Expenditures		482,258.00
Revenues		
001.000.349.18.000.00 CONTRACT SERVICES		-40,000.00
Total Revenues		-40,000.00
Net Budget		442,258.00

Decision Package: 670-22015 - 2022 Sanitary Sewer Replacement Overlays

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/26/2021	2022	mcaim	0	1	One-Time	Approved

Item Description

2022 Sanitary Sewer Replacement Overlays

Justification

Road pavement overlays to cover areas of roadways that were excavated and patched in previous years as part of the Sanitary Sewer Replacement Projects.

Describe All Funding Sources

Fund 423 Ending Balance

Describe Future or Ongoing Costs

Total project costs are estimated to be around \$60,000.

Project Status (if applicable)

Design to begin in 2022. Construction to start 2022.

FISCAL DETAILS		2022
Capital Expenditures		
423.000.75.535.80.41.21 PROFESSIONAL SERVICE-ROADWAY		10,000.00
423.000.75.535.80.48.21 REPAIR & MAINTENANCE-ROADWAY		45,000.00
423.000.75.535.81.41.67 INTERFUND SERVICES - ROADWAY		5,000.00
Total Capital Expenditures		60,000.00
Total Expenditures		60,000.00
Revenues		
001.000.349.18.000.00 CONTRACT SERVICES		-5,000.00
Total Revenues		-5,000.00
Net Budget		55,000.00

Decision Package: Cap-22002 - Phase 9 Sewer Replacement (2022)

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/26/2021	2022	mcain	0	1	One-Time	Approved

Item Description

Phase 9 Sewer Replacement (2022)

Justification

Per the approved 2013 Sewer Comprehensive Plan, the project will replace pipe and related appurtenances at various locations throughout the City due to old age, being undersized, need to increase capacity, or more prone to breakage due to its material properties.

Describe All Funding Sources

Fund 423 Ending Balance

Describe Future or Ongoing Costs

Total project costs are estimated to be around \$2 million.

Project Status (if applicable)

Design in progress. Construction to begin Spring 2022.

FISCAL DETAILS

2022

Capital Expenditures

423.000.75.535.35.41.67 INTERFUND SERVICES - CAPITAL	100,000.00
423.000.75.594.35.41.00 CAPITAL PROFESSIONAL SERVICES	136,550.00
423.000.75.594.35.65.30 CONSTRUCTION PROJECTS	1,370,000.00
Total Capital Expenditures	1,606,550.00
Total Expenditures	1,606,550.00

Revenues

001.000.349.18.000.00 CONTRACT SERVICES	-100,000.00
Total Revenues	-100,000.00
Net Budget	1,506,550.00

Decision Package: 760-22002 - 2022 O&M Staffing Plan

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/27/2021	2022	mderrick	0	1	Ongoing	Approved

Item Description

Authorize the WWTP to hire 2 additional permanent Operators for an increase of 2 FTE's.

CITY OF EDMONDS WASTEWATER TREATMENT PLANT
ORG CHART PROPOSAL FOR 2022 BUDGET: 19 FTEs

Plant Manager (1)
Pamela Randolph

Office Coordinator (1)
Pre-Treatment (1)
Laboratory (1)
Supervisor (1)
Operators (9)
Maintenance Mechanics (2)
Instrument/Electrical (2)
OIT (1)

Justification

In December 2021 the Carbon Recovery Project will become operational. Due to the capital investment at the WWTP it is in the best interest of the City to operate the system 24 hours per day. This will increase the need for highly trained and qualified staff. In addition, next year it is expected that biochar will be produced at the plant. To reduce the tax burden on the rate payers, new recording and tracking procedures of this biochar production and sale will need to be developed and implemented.

The Edmonds WWTP provides regional wastewater treatment services to the City of Edmonds, City of Mountlake Terrace, Olympic View Water/Sewer District, the City of Shoreline, as well as other areas adjacent to the City of Edmonds. The needs of the treatment plant are growing. This growth includes advancement in treatment technologies, additional regulatory requirements for testing, reporting and removal efficiencies, increasing biosolids management regulations, and more robust automation systems for control of treatment processes.

Human resource needs are most critical. To effectively keep up with this growth, the WWTP must build a workforce of trained, experienced, and certified Operators, and other qualified staff to successfully and efficiently provide the regional services that our citizens and partners demand. Competent leadership, certified operators, and a qualified maintenance team are essential to ensure the continued day-to-day smooth functioning of the treatment processes and the equipment.

Describe All Funding Sources

Total Increase - Salaries and Benefits \$ 214,000

Responsibility City of Edmonds 48% \$ 102,720

Responsibility WWTP Partners \$ 111,280
Mountlake Terrace 26.5%
Olympic View Water/Sewer 17.5%
City of Shoreline 8%

Describe Future or Ongoing Costs

2 Additional FTEs

Project Status (if applicable)

Narrative not defined.

FISCAL DETAILS		2022
Operating Expenditures		
423.000.76.535.80.11.00 SALARIES		164,000.00
423.000.76.535.80.23.00 BENEFITS		50,000.00
Total Operating Expenditures		214,000.00
Total Expenditures		214,000.00
Revenues		
423.000.343.50.300.00 INTERGOVTL SERVICES - OLYMPIC		-37,450.00
423.000.343.50.400.00 INTERGOVTL SERVICES -CITY MLT		-56,710.00
423.000.343.50.500.00 INTERGOVTL SERVICES-SHORELINE		-17,120.00
Total Revenues		-111,280.00
Net Budget		102,720.00

Decision Package: 760-22001 - 2022 Carbon Recovery Project Costs

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/27/2021	2022	mderrick	0	1	One-Time	Approved

Item Description

Requesting authorization for \$1,162,671 for 2022 to complete construction of the Phase 6 - Carbon Recovery Project. City Council approve the construction project on July 7, 2020 in the amount of \$26,121,039 which will be spent over a three year period from 2020 - 2022. The appropriated budget for 2020 was \$10,241,253. The appropriated budget for 2021 was \$14,717,115. This project will be delivered through the State of Washington Energy Savings Performance Contracting program.

Justification

The Carbon Recovery Project replaces the aging Sanitary Sewage Sludge Incinerator with the Ecoremedy Gasification Process.

Project milestones are as follows:

" 2020 - Completed construction documents and equipment packages on order.

" 2021 - Permit(s) obtained. Construction begins in July and will be completed by the end of 2021 with commissioning to continue into early 2022.

" Measurement and verification of the project goals to include guaranteed cost benefit to the City in terms of O&M savings, carbon recovery, greenhouse gas emission, and energy reductions that will take place in 2022. Staff and our ESPC provider will continue to seek grant funding from sources such as the Department of Commerce for new technologies, innovative approaches, and advancing bio-energy which could fund a significant portion of the project cost.

The Carbon Recovery Project would replace the Sanitary Sewage Incinerator (SSI) and associated equipment. The SSI is 30 years old and would need to stringent EPA and PSCAA regulations that mandate a full replacement after 50 percent of the original cost in O&M upgrade has been expensed. The cost of regulatory compliance alone is estimated to be > \$100,000/year. Many pieces of equipment within the SSI system are beyond their life expectancy and many are not supported by manufacturers.

The replacement technology being proposed in the Phase 6 Carbon Recovery Project is a gasification system by Ecoremedy and will include a Bioair Odor Control System. The Carbon Recovery Project 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 the environmental goals established in the Paris Accords by reducing "greenhouse gas" emissions. The project will provide a beneficial use of the end product, referred to as "biochar," while reducing O&M cost in terms of electricity, regulatory compliance, ongoing maintenance, hauling, and disposal costs.

The 2020 request for construction services would be shared by our Partners in the following manner:

Mountlake Terrace 23.174% \$ 2,373,308

Olympic View Water/Sewer 16.551% \$ 1,695,030

Ronald Sewer District 9.488% \$ 971,690

Edmonds 50.787% \$ 5,201,225

TOTAL 100% \$10,241,253

The 2021 request for construction services would be shared by our Partners in the following manner:

Mountlake Terrace 23.174% \$ 3,410,544

Olympic View Water/Sewer 16.551% \$ 2,435,830

Ronald Sewer District 9.488% \$ 1,396,360

Edmonds 50.787% \$ 7,474,381

TOTAL 100% \$14,717,115

The 2022 request for construction services would be shared by our Partners in the following manner:

Mountlake Terrace 23.174% \$ 269,437.38

Olympic View Water/Sewer 16.551% \$ 192,433.68

Ronald Sewer District 9.488% \$ 110,314.22

Edmonds 50.787% \$ 590,485.72

TOTAL 100% \$1,162,671

Describe All Funding Sources

Shared by Regional Wastewater Agreements described above

Describe Future or Ongoing Costs

Project goals include cost benefit of operations and maintenance cost savings,

Project Status (if applicable)

Narrative not defined.

FISCAL DETAILS		2022
Capital Expenditures		
423.000.75.597.35.55.23 INTRAFUND TRANSFER TO 423.100		590,485.00
423.100.76.594.35.65.10 CONSTRUCTION PROJECTS		1,162,671.00
Total Capital Expenditures		1,753,156.00
Total Expenditures		1,753,156.00
Revenues		
423.100.374.07.010.00 CONTR CAPITAL MTLK TERRACE		-269,437.00
423.100.374.07.020.00 CONTR CAPITAL OLY VIEW WATER		-192,434.00
423.100.374.07.030.00 CONTR CAPITAL SHORELINE		-110,314.00
423.100.397.38.423.20 INTRAFUND TRANSFER FROM 423.000		-590,485.00
Total Revenues		-1,162,670.00
Net Budget		590,486.00

Decision Package: 760-22003 - 2022 City Park Odor Scrubber

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/27/2021	2022	mderrick	0	1	One-Time	Approved

Item Description

This is a request to formalize via the Budget the authorization to add a change order to the Phase 6 - Carbon Recovery Project in order to construct the City Park Odor Scrubber. Cost: \$209,028.65 (Construction) + \$88,092.58 (Equipment). An odor scrubber is to be constructed at the south entry way into City Park, just north of Pine St at 2 nd Ave S.

Justification

Hydrogen Sulfide gas is being released into the atmosphere from a City owned sewer mainline and private roof vents in the area of Pine St and 2nd/3rd Ave S. The gas has a rotten egg smell which results in numerous complaints from residents in the area. An activated carbon odor scrubber was identified as the most efficient and effective method of capturing and destroying the odor.

Describe All Funding Sources

Funding is to be provided by the WWTP Partners according to their respective percentage of capacity .

Mountlake Terrace: 23.174%

Olympic View WSDist: 16.551%

City of Shoreline (RWD): 9.488%

City of Edmonds: 50.787%

Describe Future or Ongoing Costs

Narrative not described.

Project Status (if applicable)

Narrative not described.

FISCAL DETAILS

2022

Capital Expenditures

423.000.75.597.35.55.23 INTRAFUND TRANSFER TO 423.100	150,899.00
423.100.76.594.35.65.10 CONSTRUCTION PROJECTS	297,121.00
Total Capital Expenditures	448,020.00
Total Expenditures	448,020.00

Revenues

423.100.374.07.010.00 CONTR CAPITAL MTLK TERRACE	-68,855.00
423.100.374.07.020.00 CONTR CAPITAL OLY VIEW WATER	-49,177.00
423.100.374.07.030.00 CONTR CAPITAL SHORELINE	-28,191.00
423.100.397.38.423.20 INTRAFUND TRANSFER FROM 423.000	-150,899.00
Total Revenues	-297,122.00
Net Budget	150,898.00

Decision Package: 770-22001 - Operation cost increases - Fleet Management

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/13/2021	2022	adams	0	1	Ongoing	Approved

Item Description

Add \$10,000 to the gasoline budget line. Add \$500 to the uniform budget line

Justification

The cost of gasoline has gone up, when we are replacing police patrol cars, they are now gas hybrids instead of propane powered. Uniform prices have gone up

FISCAL DETAILS		2022
Operating Expenditures		
511.000.77.548.68.24.00 UNIFORMS		500.00
511.000.77.548.68.34.11 FUEL - REGULAR UNLEADED		10,000.00
Total Operating Expenditures		10,500.00
Total Expenditures		10,500.00
Net Budget		10,500.00

Decision Package: 770-22003 - 2022 Vehicle Replacements

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/15/2021	2022	adams	0	1	One-Time	Approved

Item Description

Vehicle's that need to be replaced in 2022:

451-POL 2011 Ford Crown Victoria (Patrol)	Replaced with a 2022 Ford Explorer Hybrid
436-POL 2017 Ford Explorer (Patrol)	Replaced with a 2022 Ford Explorer Hybrid
872-POL 2008 Ford Escape (Detectives)	Replaced with a 2022 Ford Escape Hybrid
49-WTR 2012 Ford Transit Connect	Replaced with a 2022 Ford Electric F-150 w/canopy
27-FAC 2010 Toyota Prius	Replaced with a 2022 Ford Electric F-150 w/canopy
5-FAC 1997 Step Van	Replaced with a 2022 Ford Electric Transit Van
2-WTR 2015 Ford F-250	Replaced with a 2022 Ford Electric F-150
123-STM 2002 Silverado	Replaced with a 2022 Ford Electric F-150

Justification

These vehicles are fully funded and are in need of replacement

Describe All Funding Sources

Purchased with B-Fund monies

Describe Future or Ongoing Costs

OK

Project Status (if applicable)

OK

FISCAL DETAILS		2022
Capital Expenditures		
511.100.77.594.48.64.00 EQUIPMENT - B FUND		485,000.00
Total Capital Expenditures		485,000.00
Total Expenditures		485,000.00
Net Budget		485,000.00

Decision Package: 660-22009 - Citywide Electric Vehicle Charging Network

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/19/2021	2022	sullivan	0	9	One-Time	Approved

Item Description

The City currently operates six publicly accessible level 2 Electric Vehicle chargers, two in the right of way and four in City parking lots. The demand for access of charging infrastructure keeps increasing and expected to keep growing over the foreseeable future. Increasing the City's EV charging network is regularly requested by citizen users to the Public Works Department. We propose to increase the network capacity by 10 stations, including all infrastructure and network support necessary.

Justification

Demand for EV charging is steadily increasing through 2021, demand for the limited EV network in the City of Edmonds is also increasing. With greater accessibility of the new car consumer to make an all-electric purchase the need for increased network capacity provided by the City in more and diverse locations is evident. EV charging is evolving from 1-2 hour charge times to 8-10 hour charge times as commuter vehicles are seeing the value of public charging while at work and not just while running short errands. As the consumer habits evolve it will be necessary for the City to evolve and grow its public infrastructure support in a predictive rather than reactive approach.

Describe All Funding Sources

2021 Bond Proceeds

Describe Future or Ongoing Costs

Repair and maintenance for Level 2 EV chargers.

Project Status (if applicable)

Narrative Not Defined

FISCAL DETAILS		2022
Operating Expenditures		
016.000.66.518.30.41.00 PROFESSIONAL SERVICES		10,000.00
016.000.66.518.30.48.00 REPAIRS & MAINTENANCE		250,000.00
Total Operating Expenditures		260,000.00
Total Expenditures		260,000.00
Net Budget		260,000.00

Decision Package: 660-22012 - Solar Plant Renewal and Grant Application

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/19/2021	2022	sullivan	0	12	One-Time	Approved

Item Description

The City recently purchased the Frances Anderson Center solar plant that supports the City's strategic planning goals to reduce carbon emissions and the City's carbon footprint. The solar plant has been downsized due to the solar cells becoming non-functional and out of warranty. Washington State Dept. of Commerce is currently in the process of accepting applications for their 2022 biennium solar grant program with up to a 45% State match for solar installations.

Justification

The recent purchase of the City's solar plant at the Anderson Center has given the City the opportunity to optimize the use of solar panels to supplement and offset utility costs to some City facilities. These funds will provide for an investment grade audit (IGA) that will allow the City to provide a competitive grant proposal to be executed during the grant period. This IGA will allow the City to create a project to install solar at viable City Facilities with grant matching funds from the State.

Describe All Funding Sources

2021 Bond Proceeds

Describe Future or Ongoing Costs

None

Project Status (if applicable)

Narrative Not Defined

FISCAL DETAILS		2022
Operating Expenditures		
016.000.66.518.30.41.00 PROFESSIONAL SERVICES		80,000.00
016.000.66.518.30.48.00 REPAIRS & MAINTENANCE		150,000.00
Total Operating Expenditures		230,000.00
Total Expenditures		230,000.00
Net Budget		230,000.00

Decision Package: 660-22014 - Painting of Buildings at Various Locations

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/19/2021	2022	sullivan	0	14	One-Time	Approved

Item Description

Fire Station 16, and the Meadowdale Club House have not been painted in the last 20 years, and need to be maintained to prevent damage. The interior classroom spaces at the Frances Anderson Center have not been painted in 20 years and need to be updated. Citywide repair and maintenance to interior surfaces need to be regularly maintained to preserve asset integrity as well as clean and safe conditions for staff and the public.

Justification

Exterior coatings are crucial to the waterproof envelope of buildings, regular maintenance and re-painting preserve the asset from damage that is avoidable. Nationally the Building Operators Management Association (BOMA) and the International Facilities Management Association (IFMA) recommend repair and recoating all exterior surfaces to preserve the building envelope and waterproofing systems as an asset preservation program. The Frances Anderson Center is the hub of the City's Parks and Cultural programs, the interior class rooms serve the community 300 days a year. The maintenance and cleanliness of the wall coatings are a reflection of the City's commitment to the arts and should reflect this vibrant community in its appearance. National standards from BOMA and IFMA recommend interior surfaces should be repaired and maintained every 7-10 years. Citywide interior space repair and maintenance needs to be regularly scheduled to allow for office turn over, and clean and safe conditions for staff and the public.

Describe All Funding Sources

2021 Bond Proceeds

Describe Future or Ongoing Costs

None ongoing, though general care calls for maintenance.

Project Status (if applicable)

Narrative Not Defined

FISCAL DETAILS		2022
Operating Expenditures		
016.000.66.518.30.41.00 PROFESSIONAL SERVICES		25,000.00
016.000.66.518.30.48.00 REPAIRS & MAINTENANCE		205,000.00
Total Operating Expenditures		230,000.00
Total Expenditures		230,000.00
Net Budget		230,000.00

Decision Package: 660-22017 - Repairs to Library West Deck

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/19/2021	2022	sullivan	0	17	One-Time	Approved

Item Description

The Edmonds Library was built in the late 1970's, since construction the building has had serious water intrusion issues due to undetected construction defects that were not addressed until the building began to deteriorate prematurely in the 1980's after the construction warranty had expired. Several Engineering lead projects have failed to completely solve the deficiencies. The current building envelope is suffering from undersized and poorly installed flashing above the West facing deck, allowing for water intrusion behind stucco panels, causing water damage.

Justification

The stucco columns above the West facing deck have under sized and poorly installed cap flashing. This deficient flashing is allowing water intrusion in to the stucco columns that is causing deterioration to the structure. This flashing needs to be replaced with property sized flashing and installed with modern waterproofing specifications for stucco construction in a northern climate. Once the flashing is replaced repair of damaged stucco panels at wall and ceiling of parking garage can be completed.

Describe All Funding Sources

2021 Bond Proceeds

Describe Future or Ongoing Costs

None

Project Status (if applicable)

Narrative Not Defined

FISCAL DETAILS		2022
Operating Expenditures		
016.000.66.518.30.48.00 REPAIRS & MAINTENANCE		60,000.00
Total Operating Expenditures		60,000.00
Total Expenditures		60,000.00
Net Budget		60,000.00

Decision Package: 660-22011 - Electric Vehicle Charging Infrastructure

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/19/2021	2022	sullivan	0	11	One-Time	Approved

Item Description

Electric vehicle technology is replacing the City's work vehicle fleet, six all electric fleet vehicles are going to be acquired in 2022. These vehicles will be based at the City Park maintenance building and at the Public Works building. Each vehicle will require charging capacity of 35Ah for 8-10 hours per day. To support this charging capacity we will add a 200 amp electrical service that will supply dedicated charging capacity for up to 5 all electric fleet vehicles at each site. Electric vehicles are being sourced to support the City's carbon reduction initiatives and to reduce the amount of fossil fuel consumption of City operations.

Justification

Current electrical service capacity at City Park maintenance building and Public Works will not support the addition of or additional Electric Vehicle charging stations. Six all-electric vehicles are scheduled to be purchased in 2022, three at the Public Works building and three at the City Park maintenance building.

Describe All Funding Sources

2021 Bond Proceeds

Describe Future or Ongoing Costs

Converting to electric vehicles will be offset by reduced fuel costs, requiring future baseline cost adjustments for each property.

Project Status (if applicable)

Narrative Not Defined

FISCAL DETAILS		2022
Capital Expenditures		
016.000.66.594.18.64.00 MACHINERY/EQUIPMENT		90,000.00
Total Capital Expenditures		90,000.00
Total Expenditures		90,000.00
Net Budget		90,000.00

Decision Package: Str-22001 - 2022 Pavement Overlay Program

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/27/2021	2022	mcaim	0	1	One-Time	Approved

Item Description

2022 Pavement Overlay Program

Justification

This request will fund the 2022 Pavement Overlay Preservation Program. The \$1.5 Million request is expected to pave approximately 7 miles of street in 2022. Local funding has been the primary source of funding to fund the overlay program since 2014 and it has improved the pavement condition on many streets throughout the City, as well as the pavement rating of the City as a whole. The proposed \$1.5 Million budget is funded with \$500k from the General Fund, \$500k from the 125 REET Fund and \$500k from the 126 REET Fund.

Describe All Funding Sources

General Fund, Fund 125, and Fund 126.

Describe Future or Ongoing Costs

Total project costs are estimated to be around \$1,500,000.

Project Status (if applicable)

Design will be completed in 2021 and construction to take place in 2022.

FISCAL DETAILS		2022
Capital Expenditures		
001.000.39.597.42.55.12 INTERFUND TRANSFER TO FUND 112		500,000.00
112.000.68.542.30.41.00 PROFESSIONAL SERVICES-ROADWAY		60,000.00
112.000.68.542.30.48.00 REPAIR & MAINTENANCE-ROADWAY		415,000.00
112.000.68.542.33.41.67 INTERFUND SERVICES-ROADWAY		25,000.00
125.000.68.542.30.41.00 PROFESSIONAL SERVICES-ROADWAY		60,000.00
125.000.68.542.30.41.67 INTERFUND SERVICES-ROADWAY		25,000.00
125.000.68.542.30.48.00 REPAIR & MAINTENANCE-OVERLAYS		415,000.00
126.000.68.542.30.41.00 PROFESSIONAL SERVICES-ROADWAY		60,000.00
126.000.68.542.30.41.67 INTERFUND SERVICES-ROADWAY		25,000.00
126.000.68.542.30.48.00 REPAIR & MAINTENANCE-OVERLAYS		415,000.00
Total Capital Expenditures		2,000,000.00
Total Expenditures		2,000,000.00
Revenues		
001.000.349.18.000.00 CONTRACT SERVICES		-75,000.00
112.000.397.95.001.00 INTERFUND TRANSFER-IN FROM 001		-500,000.00
Total Revenues		-575,000.00
Net Budget		1,425,000.00

Decision Package: 670-22007 - Transportation Plan Update

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/22/2021	2022	shall	0	1	One-Time	Approved

Item Description

Transportation Plan Update

Justification

The current Transportation Plan was completed in 2015, identifying all existing facilities and future projects within our transportation system. Since the Plan is updated every 6 to 7 years, the plan needs to be updated in 2022.

Describe All Funding Sources

Street Fund 112

Describe Future or Ongoing Costs

Total cost is estimated at \$185,000.

Project Status (if applicable)

The Plan will be completed in 2022.

FISCAL DETAILS		2022
Operating Expenditures		
112.000.68.542.10.41.00 PROFESSIONAL SERVICES-ENGINEERING		160,000.00
112.000.68.542.33.41.67 INTERFUND SERVICES-ROADWAY		25,000.00
Total Operating Expenditures		185,000.00
Total Expenditures		185,000.00
Revenues		
001.000.349.18.000.00 CONTRACT SERVICES		-25,000.00
Total Revenues		-25,000.00
Net Budget		160,000.00

Decision Package: Str-22002 - 76th Ave. W Overlay from 196th to OVD

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/27/2021	2022	mcaim	0	1	One-Time	Approved

Item Description

76th Ave. W Overlay from 196th St. SW to Olympic View Dr.

Justification

A \$697,500 federal grant was secured for this project with a 40% local match. The project will provide a full-width grind and pavement overlay of 76th Ave from 196th St. SW(SR-524) to Olympic View Dr. This project also includes upgrading all non-compliant ADA pedestrian curb ramps within the project limits. The east side of the street is within the City of Lynnwood and will be included in the project.

Describe All Funding Sources

Fund 112 (federal grant) / Fund 126 (serving as 40% local match). The City of Lynnwood will reimburse Edmonds for their cost to pave the east half of 76th Ave.

Describe Future or Ongoing Costs

Total project costs are estimated to be around 2 Million.

Project Status (if applicable)

Design is in progress and construction will begin in 2022.

FISCAL DETAILS		2022
Capital Expenditures		
112.000.68.542.30.41.00 PROFESSIONAL SERVICES-ROADWAY		179,650.00
112.000.68.542.30.48.00 REPAIR & MAINTENANCE-ROADWAY		1,080,470.00
112.000.68.542.33.41.67 INTERFUND SERVICES-ROADWAY		35,270.00
126.000.68.542.30.41.00 PROFESSIONAL SERVICES-ROADWAY		47,953.00
126.000.68.542.30.41.67 INTERFUND SERVICES-ROADWAY		14,590.00
126.000.68.542.30.48.00 REPAIR & MAINTENANCE-OVERLAYS		305,790.00
Total Capital Expenditures		1,663,723.00
Total Expenditures		1,663,723.00
Revenues		
001.000.349.18.000.00 CONTRACT SERVICES		-49,860.00
112.000.334.03.800.05 STPUL-2511(005)		-550,510.00
112.000.337.10.000.00 INTERLOCAL GRANTS		-747,715.00
Total Revenues		-1,348,085.00
Net Budget		315,638.00

Decision Package: Str-22008 - Citywide Improvements to Bicycle Transportation

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/27/2021	2022	mcaim	0	1	One-Time	Approved

Item Description

Citywide Bicycle Transportation Improvements

Justification

A \$1.85 Million Sound Transit grant was secured to design and construct bicycle improvements in Edmonds. During the design phase, pedestrian crossing improvements have been added to the scope of the project and include new pedestrian curb ramps, rectangular rapid flashing beacons (RRFB) and pavement markings (items to be funded by the REET 125 Fund).

Describe All Funding Sources

Fund 112 / Fund 125

Describe Future or Ongoing Costs

Total project costs are estimated to be around \$2.1 Million.

Project Status (if applicable)

Design is in progress and construction will begin in 2022.

FISCAL DETAILS

2022

Capital Expenditures

112.000.68.542.33.41.67 INTERFUND SERVICES-ROADWAY	40,000.00
112.000.68.595.33.41.00 CAPITAL PROF. SERV. ROADWAY	200,000.00
112.000.68.595.33.65.00 CONSTRUCTION PROJECTS ROADWAY	1,083,471.00
125.000.64.597.73.55.17 TRANSFER TO FUND 117	2,069.00
125.000.68.542.30.41.67 INTERFUND SERVICES-ROADWAY	5,000.00
125.000.68.595.33.41.00 PROFESSIONAL SERVICES CAPITAL-ROAD	25,000.00
125.000.68.595.33.65.00 CONSTRUCTION PROJECTS-ROADWAY	206,850.00
Total Capital Expenditures	1,562,390.00
Total Expenditures	1,562,390.00

Revenues

001.000.349.18.000.00 CONTRACT SERVICES	-45,000.00
112.000.337.10.000.01 Citywide Bicycle Improvements Project	-1,323,471.00
117.200.397.73.125.00 INTERFUND TRANSFER	-2,069.00
Total Revenues	-1,370,540.00
Net Budget	191,850.00

Decision Package: Str-22010 - Stage 2 Hwy 99 Revitalization & Gateway Project

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/27/2021	2022	mcain	0	1	One-Time	Approved

Item Description

Hwy 99 Revitalization & Gateway - Stage 2

Justification

This project will improve corridor safety with the installation of landscaped medians and left turn pockets in place of the center two-way left-turn lane. Additional improvements include a High-Intensity Crosswalk Beacon (HAWK) signal north of 234th Street and gateway signs at both ends of the project. The project is funded by a \$10 Million grant from the Connecting Washington transportation program.

Describe All Funding Sources

Fund 112 (State grant - Connecting Washington)

Describe Future or Ongoing Costs

Total project costs are estimated to be around \$8.6 Million.

Project Status (if applicable)

Design is in progress and construction will begin in 2022.

FISCAL DETAILS		2022
Capital Expenditures		
112.000.68.542.33.41.67 INTERFUND SERVICES-ROADWAY		173,000.00
112.000.68.595.33.41.00 CAPITAL PROF. SERV. ROADWAY		865,000.00
112.000.68.595.33.65.00 CONSTRUCTION PROJECTS ROADWAY		6,622,000.00
Total Capital Expenditures		7,660,000.00
Total Expenditures		7,660,000.00
Revenues		
001.000.349.18.000.00 CONTRACT SERVICES		-173,000.00
112.000.334.03.600.08 SR 99 REVITALIZATION HLP-CNWA(013)		-7,660,000.00
Total Revenues		-7,833,000.00
Net Budget		-173,000.00

Decision Package: Str-22011 - Stage 3 Hwy 99 Revitalization & Gateway Project

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/27/2021	2022	mcain	0	1	One-Time	Approved

Item Description

Hwy 99 Revitalization from 244th St. SW to 238th St. SW - Stage 3

Justification

The remaining funding from Connecting Washington (following completion of the Stage 2 project) along with a portion of the \$6.5 Million transferred from the Waterfront Connector project will be used for this project. Along this stretch of Hwy 99, the sidewalk needs to be widened to improve pedestrian safety, along with lighting enhancements and utility upgrades (proposed improvements as part of Hwy 99 Revitalization & Gateway project).

Describe All Funding Sources

Fund 112 Ending Cash Balance (State grant - Connecting Washington)

Describe Future or Ongoing Costs

Total project costs are estimated to be around \$30 Million

Project Status (if applicable)

Design to begin in 2022. Right of Way & Construction (TBD)

FISCAL DETAILS		2022
Capital Expenditures		
112.000.68.542.33.41.67 INTERFUND SERVICES-ROADWAY		75,000.00
112.000.68.595.33.41.00 CAPITAL PROF. SERV. ROADWAY		565,000.00
Total Capital Expenditures		640,000.00
Total Expenditures		640,000.00
Revenues		
001.000.349.18.000.00 CONTRACT SERVICES		-75,000.00
112.000.334.03.600.08 SR 99 REVITALIZATION HLP-CNWA(013)		-640,000.00
Total Revenues		-715,000.00
Net Budget		-75,000.00

Decision Package: Str-22012 - Stage 4 Hwy 99 Revitalization & Gateway Project

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/27/2021	2022	mcain	0	1	One-Time	Approved

Item Description

Hwy 99 Revitalization from 224th St. SW to 220th St. SW - Stage 4

Justification

A \$1.58 million federal grant was secured to begin the design phase of Highway 99 between 224th St. SW to 220th St. SW (Stage 4). The project will widen the intersection of Highway 99 and 220th St. SW to provide additional left turn lanes for the northbound and southbound movements and a right turn lane for the westbound movement. Highway 99 corridor improvements will include wider ADA compliant sidewalks, a landscaped planter to separate sidewalk from adjacent traffic, enhanced street lighting, ADA compliant pedestrian curb ramps and stormwater improvements.

Describe All Funding Sources

Fund 112 (federal grant & State grant - Connecting Washington to provide local match)

Describe Future or Ongoing Costs

Total project costs are estimated to be around 26.5 Million.

Project Status (if applicable)

Design to begin in 2022. Right of Way & Construction (TBD)

FISCAL DETAILS		2022
Capital Expenditures		
112.000.68.542.33.41.67 INTERFUND SERVICES-ROADWAY		75,000.00
112.000.68.595.33.41.00 CAPITAL PROF. SERV. ROADWAY		325,000.00
Total Capital Expenditures		400,000.00
Total Expenditures		400,000.00
Revenues		
001.000.349.18.000.00 CONTRACT SERVICES		-75,000.00
112.000.333.10.000.00 FEDERAL GRANTS - BUDGET ONLY		-346,000.00
Total Revenues		-421,000.00
Net Budget		-21,000.00

Decision Package: Str-22013 - 76th Ave. W @ 220th St. SW Improvements

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/27/2021	2022	mcain	0	1	One-Time	Approved

Item Description

76th Ave. W @ 220th St. SW Intersection Improvements

Justification

The project will widen the intersection and add left turn lanes for the eastbound and westbound movements, add a right turn lane for the southbound movement, add new bike lanes through the intersection, install wider sidewalks, improve street lighting, upgrade City utilities (water and stormwater) and potential undergrounding of overhead utility lines. A \$602,000 federal grant was secured for this project to fund the design phase (with 25% local match).

Describe All Funding Sources

Fund 112 (federal grant and traffic impact fees to provide 25% local match) along with Fund 421 and Fund 422

Describe Future or Ongoing Costs

Total project costs are estimated to be around \$8.3 Million.

Project Status (if applicable)

Design is in progress and Right-of-Way acquisition to begin in 2023. Construction phases: TBD

FISCAL DETAILS

2022

Capital Expenditures

112.000.68.542.33.41.67 INTERFUND SERVICES-ROADWAY	40,000.00
112.000.68.595.33.41.00 CAPITAL PROF. SERV. ROADWAY	200,000.00
112.502.68.597.95.55.12 INTERFUND SUBSIDIES	69,225.00
421.000.74.534.34.41.67 INTERFUND SERVICES - CAPITAL	2,640.00
421.000.74.594.34.41.00 CAPITAL PROFESSIONAL SERVICES	13,200.00
422.000.72.531.31.41.67 INTERFUND SERVICES - CAPITAL	3,512.00
422.000.72.594.31.41.00 CAPITAL PROFESSIONAL SERVICES	17,550.00
Total Capital Expenditures	346,127.00
Total Expenditures	346,127.00

Revenues

001.000.349.18.000.00 CONTRACT SERVICES	-46,152.00
112.000.334.03.800.06 CM-9931(021)	-180,000.00
112.000.397.42.112.00 INTRAFUND TRANSFER FUND 112	-69,225.00
Total Revenues	-295,377.00
Net Budget	50,750.00

Decision Package: Str-22016 - 84th Ave. W Overlay from 220th to 212th

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/27/2021	2022	mcain	0	1	One-Time	Approved

Item Description

84th Ave. W Overlay from 220th to 212th

Justification

Funds to close-out the project.

Describe All Funding Sources

Secured Federal Grant and REET Funds

Describe Future or Ongoing Costs

Secured Federal Grant and REET Funds

Project Status (if applicable)

Project is in the closeout phase.

FISCAL DETAILS

2022

Capital Expenditures

112.000.68.542.33.41.67 INTERFUND SERVICES-ROADWAY	5,000.00
126.000.68.542.30.41.67 INTERFUND SERVICES-ROADWAY	780.00
Total Capital Expenditures	5,780.00
Total Expenditures	5,780.00

Revenues

001.000.349.18.000.00 CONTRACT SERVICES	-5,780.00
112.000.333.20.205.20 84th Ave W Overlay STPUL-2509(001)	-5,000.00
Total Revenues	-10,780.00
Net Budget	-5,000.00

Decision Package: Str-22014 - Citywide Pedestrian Crossing Enhancements

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/27/2021	2022	mcain	0	1	One-Time	Approved

Item Description

Citywide Pedestrian Crossing Enhancements

Justification

Funds to close-out the project.

Describe All Funding Sources

Fund 112, Fund 125, Fund 126 and Fund 422

Describe Future or Ongoing Costs

Total project costs are estimated to be around \$2.3 Million.

Project Status (if applicable)

Construction will be completed in 2021 and project close-out will be finished in 2022.

FISCAL DETAILS

2022

Capital Expenditures

112.000.68.542.61.41.67 INTERFUND SERVICES-SIDEWALKS	6,640.00
125.000.68.542.61.41.67 INTERFUND SERVICES-SIDEWALKS	820.00
126.000.68.542.61.41.67 INTERFUND SERVICES-SIDEWALKS	2,230.00
422.000.72.542.40.41.67 INTERFUND SERVICES-TRANS DRAINAGE	310.00
Total Capital Expenditures	10,000.00
Total Expenditures	10,000.00

Revenues

001.000.349.18.000.00 CONTRACT SERVICES	-10,000.00
Total Revenues	-10,000.00
Net Budget	0.00

Decision Package: Str-22009 - SR-104 Traffic Signal Upgrades and Synchronization

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/27/2021	2022	mcain	0	1	One-Time	Approved

Item Description

SR-104 Adaptive System from 236th St. SW to 226th St. SW

Justification

A \$287,500 federal grant was secured to design a traffic signal adaptive system on a 1.25 mile segment of SR-104 from 236th St. SW to 226th St. SW. The system will monitor and synchronize the timing of five signalized intersections and improve traffic flow on SR-104.

Describe All Funding Sources

Fund 112 / Fund 125 (federal grant & 30% local match)

Describe Future or Ongoing Costs

Total project costs are estimated to be around \$2.2 Million.

Project Status (if applicable)

Design to begin in 2022. Construction (TBD)

FISCAL DETAILS		2022
Capital Expenditures		
112.000.68.542.64.41.67 INTERFUND SERV.-TRAFFIC CONTROL		21,000.00
112.000.68.595.64.41.00 CAP PROF SERV-TRAFFIC CONTROL		84,000.00
125.000.68.542.64.41.67 INTERFUND SERV-TRAFFIC CONTROL		9,000.00
125.000.68.595.33.41.00 PROFESSIONAL SERVICES CAPITAL-ROAD		36,000.00
Total Capital Expenditures		150,000.00
Total Expenditures		150,000.00
Revenues		
001.000.349.18.000.00 CONTRACT SERVICES		-30,000.00
112.000.333.10.000.00 FEDERAL GRANTS - BUDGET ONLY		-105,000.00
Total Revenues		-135,000.00
Net Budget		15,000.00

Decision Package: Str-22005 - 2022 Pedestrian Safety Program

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/27/2021	2022	mcain	0	1	One-Time	Approved

Item Description

2022 Pedestrian Safety Program

Justification

This program started in 2019 as part of an effort to improve pedestrian safety at various pedestrian crossings throughout the City (one of the top Council priorities).

Describe All Funding Sources

Fund 126.

Describe Future or Ongoing Costs

Total project costs are estimated to be around \$20,000.

Project Status (if applicable)

Design and Construction phases to be completed in 2022.

FISCAL DETAILS		2022
Capital Expenditures		
125.000.64.597.73.55.17 TRANSFER TO FUND 117		185.00
125.000.68.542.64.41.67 INTERFUND SERV-TRAFFIC CONTROL		1,500.00
125.000.68.542.64.48.00 R & M - TRAFFIC CONTROL		18,500.00
Total Capital Expenditures		20,185.00
Total Expenditures		20,185.00
Revenues		
001.000.349.18.000.00 CONTRACT SERVICES		-1,500.00
117.200.397.73.125.00 INTERFUND TRANSFER		-185.00
Total Revenues		-1,685.00
Net Budget		18,500.00

Decision Package: Str-22006 - 2022 Traffic Signal Upgrades

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/27/2021	2022	mcain	0	1	One-Time	Approved

Item Description

2022 Traffic Signal Upgrades

Justification

This program started in 2019 and will provide new signal upgrades, such as vehicle detection at intersections, new vehicle/pedestrian head equipment and other signal-related upgrades. These improvements will improve the safety of the City's transportation system.

Describe All Funding Sources

Fund 125

Describe Future or Ongoing Costs

Total project costs are estimated to be around \$30,000.

Project Status (if applicable)

Design and Construction phases to be completed in 2022.

FISCAL DETAILS		2022
Capital Expenditures		
125.000.64.597.73.55.17 TRANSFER TO FUND 117		280.00
125.000.68.542.64.41.67 INTERFUND SERV-TRAFFIC CONTROL		2,000.00
125.000.68.542.64.48.00 R & M - TRAFFIC CONTROL		28,000.00
Total Capital Expenditures		30,280.00
Total Expenditures		30,280.00
Revenues		
001.000.349.18.000.00 CONTRACT SERVICES		-2,000.00
117.200.397.73.125.00 INTERFUND TRANSFER		-280.00
Total Revenues		-2,280.00
Net Budget		28,000.00

Decision Package: Str-22015 - Design Assistance for Concrete Crews

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/27/2021	2022	mcain	0	1	Ongoing	Approved

Item Description

Design Assistance for Concrete Crews

Justification

The City's concrete crew requires design and survey assistance to construct short sidewalk segments and pedestrian curb ramp upgrades at locations where there is limited right of way or there are elevation challenges related to the adjacent topography. This decision package will fund professional services for a surveyor and engineering staff time to develop designs that will assist the concrete crew in completing their work. Over the last two years, the concrete crew has completed ADA pedestrian curb ramp upgrades and short missing sidewalk links throughout the City at a much lower cost than a private contractor.

Describe All Funding Sources

Fund 125

Describe Future or Ongoing Costs

N/A

Project Status (if applicable)

Construction will be completed in 2022.

FISCAL DETAILS		2022
Capital Expenditures		
125.000.68.542.61.41.00 PROFESSIONAL SERVICES-SIDEWALKS		10,000.00
125.000.68.542.61.41.67 INTERFUND SERVICES-SIDEWALKS		10,000.00
Total Capital Expenditures		20,000.00
Total Expenditures		20,000.00
Revenues		
001.000.349.18.000.00 CONTRACT SERVICES		-10,000.00
Total Revenues		-10,000.00
Net Budget		10,000.00

Decision Package: Prk-22002 - Civic Park Construction

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/22/2021	2022	chaslam	0	1	One-Time	Pending

Item Description

Funds for the construction of Civic Park in 2022. Construction of this \$13.7M 8-acre downtown park is supported by: \$3.73M in grant funding; \$5.3M in bonds, \$1.3M in Park Impact Fees, \$142K in donations and \$4.83M in Real Estate Excise Tax.. The project recieved \$1.5M in grant funding from the Hazel Miller Foundation, the remaining \$500K payment is reflected in the donations line below. This is not a request for new funding, this is a request to carryforward the previously approved funding needed to complete the project that started construction in August of 2021. The project construction is slated to take 17 months starting in August of 2021 ending in the winter of 2022. Bond proceeds will be utilized first followed by grants, Park Impact Fees and REET funding.

Justification

This is a multi-year design, land acquisition, fund development and construction project that is a very high priority in the PROS plan. The project was approved in July 2021 and construction began in August 2021. The Master Plan process was robust with extensive community input.

Describe All Funding Sources

The total project budget spans two fiscal years and unused funds for the project in 2021 will be carried forward to 2022. 2022 Construction budget is as follows:

\$3.73M in secured grants
\$1.63M in councilmatic bonds
\$1.35M Park Impact Fees
\$2.9M REET (Fund 125)
\$142,000 in community donations

Describe Future or Ongoing Costs

In 2023 and beyond the Park Maintenance staff will provide maintenance and operation of the park as done currently . Additional maintenance costs will be developed and incorporated into the 2023 budget proposal.

Project Status (if applicable)

The construction contract was approved in July 2021 and construction began in August 2021. The project is estimated to be completed in Winter 2022.

FISCAL DETAILS		2022
Operating Expenditures		
001.000.39.597.76.55.32 TRANSFER TO FUND 332		0.00
Total Operating Expenditures		0.00
Capital Expenditures		
125.000.64.594.76.65.00 CONSTRUCTION-PARK FACILITIES		2,898,672.00
332.000.64.576.80.41.67 INTEFUND SERVICES		95,832.00
332.000.64.594.76.65.00 CONSTRUCTION-PARK FACILITIES		5,711,168.00
332.000.64.597.73.55.17 INTERFUND TRANSFER TO FD 117		63,000.00
332.100.64.594.76.65.00 CONSTRUCTION-PARK FACILITIES		1,352,620.00
Total Capital Expenditures		10,121,292.00
Total Expenditures		10,121,292.00
Revenues		
001.000.349.18.000.00 CONTRACT SERVICES		-95,832.00
117.200.397.73.332.00 INTERFUND TRANSFER FROM 332		-63,000.00
332.000.334.00.000.00 STATE GRANTS - BUDGET ONLY		-1,608,000.00
332.000.337.10.000.00 SNOCO GRANT		-450,000.00
332.000.337.30.000.00 VERDANT INTERLOCAL GRANTS		-170,000.00
332.000.367.00.000.00 CONTRIBUTIONS & DONATIONS		-642,000.00
332.000.397.76.001.00 TRANSFER FROM FUND 001		0.00
Total Revenues		-3,028,832.00
Net Budget		7,092,460.00

Decision Package: Prk-22003 - Yost Pool Repairs (Fund 125)

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/22/2021	2022	chaslam	0	2	One-Time	Approved

Item Description

Yost Pool was built nearly 50 years ago and continues to provide recreational opportunities for many residents. In addition to teaching our youth water safety, the pool serves as an opportunity for community members of all ages to lead healthy and active lifestyles. At this time, the pool needs a significant capital repair as the plaster lining the inside of the pool is continuing to deteriorate, falling off the walls and bottom of the pool. The pool was re-plastered in 2001, 2011 and it is past due to re-plaster it again.

Justification

Typically, the plaster on the pool bubbles when it reaches its end of life and then that bubble bursts creating very sharp edges which present a danger to the pool users and leads to future damage to existing plaster.

If the plaster repair is not completed, the pool will not be operational at a point in the near future.

Describe All Funding Sources

This capital project will be funded out of the Real Estate Excise Tax (REET Fund 125).

Describe Future or Ongoing Costs

Pool maintenance is accounted for in the Park Maintenance operating budget. Pool capital projects are likely in the future but will be requested as challenges arise.

Project Status (if applicable)

The pool was closed in 2020 due to COVID. It reopened on a limited schedule in 2021 and is slated for full operations in 2022.

FISCAL DETAILS		2022
Capital Expenditures		
125.000.64.594.76.41.00 PROF. SERVICES-PARK FACILITIES		175,000.00
Total Capital Expenditures		175,000.00
Total Expenditures		175,000.00
Net Budget		175,000.00

Decision Package: Prk-22001 - Accessible Playground Upgrades (Fund 125)

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/22/2021	2022	chaslam	0	4	One-Time	Approved

Item Description

The City of Edmonds owns, operates and maintains 15 playgrounds and only two of them are considered fully inclusive and accessible (Seaview and the future Civic Park). One of the Parks, Recreation and Cultural Services Department initiatives is to continually update our playgrounds which range in installation dates from 1985 - 2019. As part of these scheduled updates the department will work to enhance playgrounds to be inclusive vs. merely meeting ADA standards. In many cases this includes enhanced play surfacing and play features that provide for children of all abilities.

The playground selection will take place at the conclusion of the PROS plan development which will indicate the priority order in which these upgrades should take place.

Justification

Playground upgrades are a necessary part of maintaining a safe play environment. With multiple playgrounds that are 25+ years old many will be scheduled for upgrades. Further, it is the goal of the City to ensure that those upgrades include considerations for children of all abilities and that they be designed to be a welcoming and healthy experience for all.

Describe All Funding Sources

Real Estate Excise Tax (REET Fund 125) will support this initiative.

Describe Future or Ongoing Costs

Maintenance on older playgrounds is increasingly challenging, one positive outcome of updating playgrounds is the potential reduction in maintenance costs such as replacement parts, staff time and playground element closures.

Project Status (if applicable)

The Parks, Recreation and Open Space Plan is in the process of being updated. At the conclusion of that, in February 2022 a park will be selected for upgrade, design and planning in 2022.

FISCAL DETAILS		2022
Capital Expenditures		
125.000.64.594.76.65.00 CONSTRUCTION-PARK FACILITIES		175,000.00
Total Capital Expenditures		175,000.00
Total Expenditures		175,000.00
Net Budget		175,000.00

Decision Package: Str-22007 - Elm Way Walkway (8th Ave. S to 9th Ave. S)

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/27/2021	2022	mcain	0	1	One-Time	Approved

Item Description

Elm Way Walkway from 8th Ave. S to 9th Ave. S

Justification

The walkway project is ranked #6 on the short walkway list from the 2015 Transportation Plan. The project will install approximately 700 feet of new sidewalk, six pedestrian curb ramps and modify the existing stormwater system on Elm Way between 8th Ave S. and 9th Ave S. This project will complete an important missing sidewalk link.

Describe All Funding Sources

Fund 126 / Fund 422

Describe Future or Ongoing Costs

Total project costs are estimated to be around \$925,000.

Project Status (if applicable)

Design is in progress and construction will begin in 2022.

FISCAL DETAILS		2022
Capital Expenditures		
126.000.68.542.61.41.67 INTERFUND SERVICES-SIDEWALKS		21,900.00
126.000.68.595.61.41.00 PROF SERVICES CAPITAL-SIDEWALKS		87,600.00
126.000.68.595.61.65.00 CONSTRUCTION PROJECTS-SIDEWALKS		438,000.00
126.000.68.597.73.55.17 TRANSFER TO FUND 117		4,380.00
422.000.72.542.40.41.67 INTERFUND SERVICES-TRANS DRAINAGE		13,000.00
422.000.72.595.40.41.00 CAPITAL PROFESSIONAL SERV-TRANS DRA/		53,000.00
422.000.72.595.40.65.00 CONSTRUCTION PROJECTS-TRANS DRAIN		281,000.00
422.000.72.597.73.55.17 TRANSFER TO FUND 117		2,900.00
Total Capital Expenditures		901,780.00
Total Expenditures		901,780.00
Revenues		
001.000.349.18.000.00 CONTRACT SERVICES		-34,900.00
117.200.397.73.126.00 INTERFUND TRANSFER FROM 126		-4,380.00
117.200.397.73.411.00 INTERFUND TRANSFER IN		-2,900.00
Total Revenues		-42,180.00
Net Budget		859,600.00

Decision Package: Str-22003 - 2022 Traffic Calming Program

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/27/2021	2022	mcain	0	1	One-Time	Approved

Item Description

2022 Traffic Calming Program

Justification

Install traffic calming devices along selected stretches throughout the City with speeding issues. This on-going annual program started in 2015 and is included in the City's 6-year Transportation Improvement Program (TIP) and Capital Improvement Program (CIP).

Describe All Funding Sources

Fund 126

Describe Future or Ongoing Costs

Total project costs are estimated to be around \$15,000 (combined with \$18,000 already programmed annually from Fund 126).

Project Status (if applicable)

Installation to be completed in 2022.

FISCAL DETAILS	2022
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Capital Expenditures

126.000.68.542.64.41.67 INTERFUND SERV-TRAFFIC CONTROL	2,000.00
126.000.68.542.64.48.00 R & M - TRAFFIC CONTROL	13,000.00
126.000.68.597.73.55.17 TRANSFER TO FUND 117	130.00
Total Capital Expenditures	15,130.00
Total Expenditures	15,130.00

Revenues

001.000.349.18.000.00 CONTRACT SERVICES	-2,000.00
117.200.397.73.126.00 INTERFUND TRANSFER FROM 126	-130.00
Total Revenues	-2,130.00
Net Budget	13,000.00

Decision Package: Str-22004 - 2022 Guardrail Program

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/27/2021	2022	mcain	0	1	One-Time	Approved

Item Description

2022 Guardrail Program

Justification

This program has been on-going since 2019 and the intent is to install new safety guardrails at various locations throughout the City in order to improve safety conditions where steep drop-offs are in close proximity to the travel lanes or existing guardrails are in poor condition.

Describe All Funding Sources

Fund 126.

Describe Future or Ongoing Costs

Total project costs are estimated to be \$20,000.

Project Status (if applicable)

Design and construction to be completed in 2022.

FISCAL DETAILS		2022
Capital Expenditures		
126.000.68.542.64.41.67 INTERFUND SERV-TRAFFIC CONTROL		2,000.00
126.000.68.542.64.48.00 R & M - TRAFFIC CONTROL		18,000.00
126.000.68.597.73.55.17 TRANSFER TO FUND 117		180.00
Total Capital Expenditures		20,180.00
Total Expenditures		20,180.00
Revenues		
001.000.349.18.000.00 CONTRACT SERVICES		-2,000.00
117.200.397.73.126.00 INTERFUND TRANSFER FROM 126		-180.00
Total Revenues		-2,180.00
Net Budget		18,000.00

Decision Package: Prk-22004 - Land Acquisition Consulting Services (Fund 126)

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/22/2021	2022	chaslam	0	3	One-Time	Approved

Item Description

As the City of Edmonds continues to prioritize the acquisition of additional land and open space for parks, there is a need to have a professional services contract with a real estate professional to conduct title searches, appraisals, review deeds and easements, research properties, etc. in preparation for the transfer of any property. Parks, Recreation and Cultural Services has been using the services of Long Bay Enterprises and need to continue using these services in the future.

Justification

Land transfers through donation, purchase and/or other means still require a significant amount of research and documentation. Without these services the transfer of land to the city will slow down significantly. Use of these professional services also significantly reduce the need to use realtors in land transfers saving considerable costs in land acquisition closing fees.

Describe All Funding Sources

This request will be funded using the land acquisition allocation in REET (Fund 126).

Describe Future or Ongoing Costs

This request is to support ongoing costs of evaluations and support services of acquiring potential land for the City.

Project Status (if applicable)

The City is actively evaluating properties at this time using this consultant. Further, the City is in the process of receiving a donation of land and negotiating several other donation and purchase acquisitions in which this contractor is assisting.

FISCAL DETAILS		2022
Capital Expenditures		
126.000.64.594.76.41.00 PROF. SERVICES-PARK FACILITIES		45,000.00
Total Capital Expenditures		45,000.00
Total Expenditures		45,000.00
Net Budget		45,000.00