City of Edmonds
2012 Budget

Beach Launch by Robert Cooke

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

Mike Cooper, Mayor

City of Edmonds -- 121 Fifth Avenue North -- Edmonds, WA 98020 -- 425.775.2525

CITY OF EDMONDS PUBLIC OFFICIALS *

ELECTED OFFICIALS

Mayor:	Mike Cooper
Council:	Strom Peterson, President
	Michael Plunkett
	Adrienne Fraley-Monillas
	Diane Buckshnis
	D.J. Wilson
	Steve Bernheim
	Lora Petso

APPOINTED OFFICIALS

Finance Director:	Shawn Hunstock
Community Services Director:	Stephen Clifton
Human Resource Director:	Carrie Hite, Acting
Parks & Recreation Director:	Carrie Hite
Municipal Court Judge:	Douglas Fair
Police Chief:	Al Compaan
Public Works Director:	Phil Williams

* As of the date of budget adoption on November 22, 2011.

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November 22, 2011

Council President Peterson, City Council members, and residents of Edmonds;

When I took the oath of office on July 23, 2010; I made a commitment to the people of Edmonds that I would deliver budgets that are balanced, that reflect proactive belt tightening and focused on continuing to deliver the high quality of service that our residents deserve. Our 2011 budget did that and the 2012 budget continues that commitment.

It is a privilege for me to bring you a budget this evening that reflects the values and priorities of our community; safe neighborhoods, clean parks, and an open and transparent government.

Our nation is facing challenging economic times and local governments all across the region are making difficult decisions, making drastic cuts to services, and laying off hundreds of dedicated public employees. I feel fortunate as your mayor that while this great recession continues we have not had to make those drastic cuts because we have acted responsibly.

In 2011, our conservative spending approach coupled with the hiring freeze I implemented lowered our expenses $200,000 below budget. In addition, we realized $200,000 more in revenue than projected at the beginning of 2011.

Responsible choices achieve results that keep us ahead!

Today's Challenge

As we approach 2012 our city is at a crossroads. The budget I bring you tonight was balanced carefully, but not without thinking outside of the box. The county has projected our assessed property value will decrease by 10% and our sales tax revenues will show only a modest rebound. For us to provide the community with the services they deserve I am recommending leaving 3 1/2 positions vacant, a series of reorganizations, and some creative revenue options and expenditure reductions.

Like 2011, I am recommending that we suspend the general fund contribution of $300,000 to the vehicle replacement fund (511 B fund) during 2012. We are in a position to make all of the 2012 expenditures from the fund including police cars and computers for the police vehicles and still have a fund balance at the end of 2012. In this economic climate and given the health of this fund, this just makes sense.

My proposed budget adds back the police officer position left vacant during the 2011 hiring freeze I demanded. This will keep us at our staffing level of 55 officers, but well below the recommended service level.

A public, transparent, and open government is one of my top priorities. To meet the demand of public record requests and keeping with the goal of an open and transparent government, I am recommending we fill the vacant clerk position with a ½ time person, saving the city $33,000 in salaries and benefits, but still allowing us to move forward with our plan to have an employee solely dedicated to processing public record requests. In 2011, the authorized position in the City Clerk's office was left vacant due to a fragile budget and the hiring freeze I implemented; we simply cannot afford to operate at this level if we are going to serve the public. Having this employee in place will enable us to begin processing requests more effectively by using the latest available technology.

In Development Services, the Director position will remain vacant as well as a Permit Coordinator position. The savings for the city is $224,000 in salaries and benefits. These vacancies present service challenges and will require doing business a different, but more effective way. I have been working with staff to develop a plan to provide this service with existing employees. As revenues increase and the economy rebounds we will need to consider filling the permit coordinator in order to continue a high level of customer service. It is important to note that in order to function effectively we need a director managing the division.

Our community places a high priority on understanding the financial position of the city with reports that are user friendly. In keeping with the spirit of thinking out of box and not adding additional strain on a budget spread thin, we are reorganizing the Finance Department. As the public demands more information about how their tax dollars are spent, we must respond to this demand. My budget combines both general fund and utility funds to accomplish this task.

Having functional and clean parks is a long standing service we provide to our community. We have implemented programming changes that will generate $45,000 a year of new revenue increasing our recreation fee structure for non residents, so our own residents pay less than users from out of town. In addition we have reduced expenditures by $40,000. These changes will minimize the impacts on our service levels.

I am recommending that we leave a custodian position vacant for 2012, saving the city $60,000 in salary and benefits. This will mean that our community facilities like the Francis Anderson Center will not be cleaned as often.

Making these changes, we still preserve our reserves at a healthy balance to end 2012; with $1.3 million in the Public Safety Reserve Fund, $1.9 million in Emergency Reserve, and $3.4 million

ending balance in the General Fund. In addition, my 2012 budget spends $43,000 less than it raises in revenue."

Planning For Tomorrow

While I have delivered a delicately balanced budget this year, it is important to note that in order to sustain our current level of service into the future our city needs additional revenue. We have a legacy of proactive decisions that keep us out of economic disaster. If we are to continue our commitment to public safety, our flower program, senior center, Yost pool, and first class recreation program; we must act now in preparation for the foreseeable economic needs.

The most important step to achieve needed revenue is for our commitment to bringing new business to Edmonds. Having a vibrant economy will increase sales tax revenue and reduce the tax burden on home owners.

This year in Edmonds we have over $16 million in new commercial construction under way. That means over 160 construction jobs have been created by development we have attracted to Edmonds. In addition, some of these businesses will bring new jobs to our city. One such company is Dick's Drive In. The new Edmonds Dick's will employ dozens of workers who will earn higher than industry average hourly wages. The new $6 million 16,000 square foot cancer treatment center adjacent to Swedish Hospital is part of Swedish's commitment to invest $150 million in upgrades over the next decade. This expansion will provide long term family wage jobs in our community for many years to come. Other businesses expanding in Edmonds include; Panera Bread, and Columbia State Bank.

In 2009, the council and the community were warned that if new revenue was not generated then drastic reductions in service would be needed. If the voters do not approve the propositions on the ballot this fall and the economy does not rebound, drastic cuts in service will be needed. There is nothing left to trim without further eroding the service levels the community deserves.

As we look to 2012 and beyond it is important for us to not lose sight of the community's expectations and priorities; public safety, flowers, arts and cultural programs, Yost Pool, the senior center, recreation programs, well maintained parks, safely maintained streets and walkways, and above all a commitment to economic development.

It is my honor to present to you this budget as your mayor. This budget protects our priorities, it's balanced and it's fair.

I want to thank all of the council members and residents who made budget suggestions. The dedicated community members who spent four evenings in August and September provided valuable input this process. We listened and we wrote a budget based on your priorities.

I would especially like to thank our dedicated staff who worked long hours to assist in building this budget.

We look forward to being available to answer questions and participate in your budget discussions.

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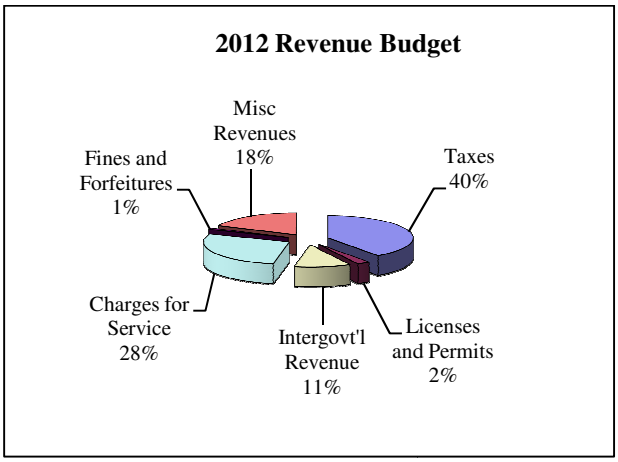
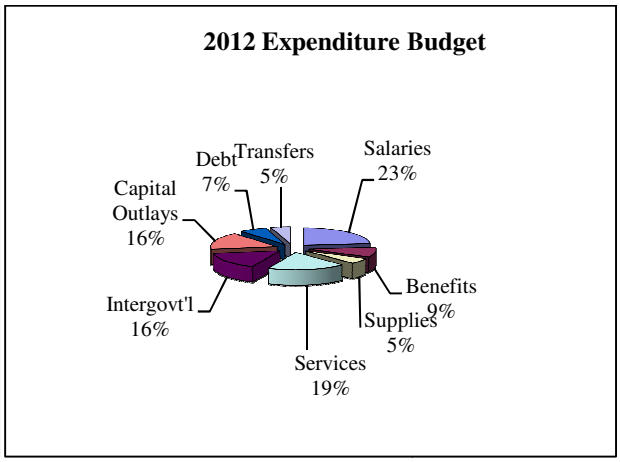
EXHIBIT 1: EXPENDITURE SUMMARY BY FUND

Fund #	Fund Description	2010 Actuals	2011 Budget (11/2011)	2011 Estimate	2012 Budget	Change 12 - 11 Est.	Change 12 - 11 Est.
001	General Fund	33,779,491	33,270,662	32,100,399	32,949,288	848,889	3%
006	Emergency / Financial Reserve	0	0	0	0	0	0%
009	Leoff-Medical Ins. Reserve	461,440	481,500	505,038	619,811	114,773	23%
010	Public Safety Emergency Reserve	0	0	0	0	0	0%
104	Drug Enforcement Fund	47,989	80,233	73,039	80,233	7,194	10%
111	Street Fund	1,432,434	1,519,674	1,429,727	1,604,948	175,221	12%
112	Combined Street Const/Improve	433,132	1,681,795	1,496,864	2,075,625	578,761	39%
113	Multimodal Transportation Fd.	2,866	1,000,000	0	0	0	0%
116	Building Maintenance	206,105	230,994	192,041	245,000	52,959	28%
117	Municipal Arts Acquis. Fund	44,471	109,050	78,050	134,550	56,500	72%
118	Memorial Street Tree	0	0	0	0	0	0%
120	Hotel/Motel Tax Revenue Fund	131,085	153,250	113,250	73,750	(39,500)	-35%
121	Employee Parking Permit Fund	25,957	26,086	26,086	26,086	0	0%
122	Youth Scholarship Fund	3,586	4,000	4,000	4,000	0	0%
123	Tourism Promotional Fund/Arts	16,684	21,000	21,000	19,000	(2,000)	-10%
125	Real Estate Excise Tax 2	1,808,263	955,000	762,892	875,000	112,108	15%
126	Real Estate Excise Tax 1	700,596	740,332	700,612	697,717	(2,895)	0%
127	Gifts Catalog Fund	9,946	11,300	9,300	12,275	2,975	32%
129	Special Projects Fund	16,607	224,962	200,250	313,000	112,750	56%
130	Cemetery Maintenance/Improvemt	150,291	152,279	143,254	172,005	28,751	20%
132	Parks Construction Fund	3,693	2,074,500	1,861,000	1,187,000	(674,000)	-36%
136	Parks Trust Fund	24,681	0	0	0	0	0%
137	Cemetery Maintenance Trust Fd	0	0	0	0	0	0%
138	Sister City Commission	5,058	4,900	4,338	4,600	262	6%
211	L.I.D. Fund Control	87,293	0	44,000	46,500	2,500	6%
213	L.I.D. Guarantee Fund	0	0	0	0	0	0%
234	Limited Tax G.O. Bond Fund,	452,160	465,973	465,973	478,573	12,600	3%
411	Combined Utility Operation	13,406,533	15,922,187	15,309,976	15,598,246	288,270	2%
412	Combined Utility Const/Improve	310,593	11,372,992	6,574,750	10,465,068	3,890,318	59%
414	Capital Improvements Reserve	181,468	527,035	477,630	1,126,376	648,746	136%
511	Equipment Rental Fund	2,478,438	1,290,114	1,205,609	1,321,334	115,725	10%
617	Firemen'S Pension Fund	111,279	132,250	109,923	123,515	13,592	12%
631	Transportation Benefit District	589,545	600,000	600,000	600,000	0	0%
		56,921,684	73,052,068	64,509,001	70,853,500	6,344,499	10%

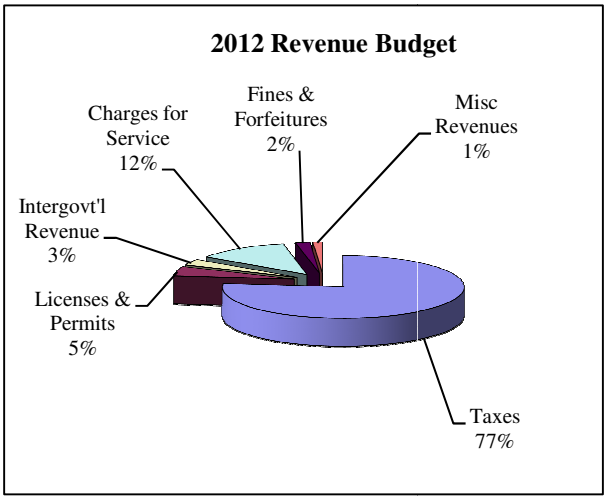
EXHIBIT 2: TOTAL BUDGET REVENUES, EXPENDITURES AND FUND BALANCE

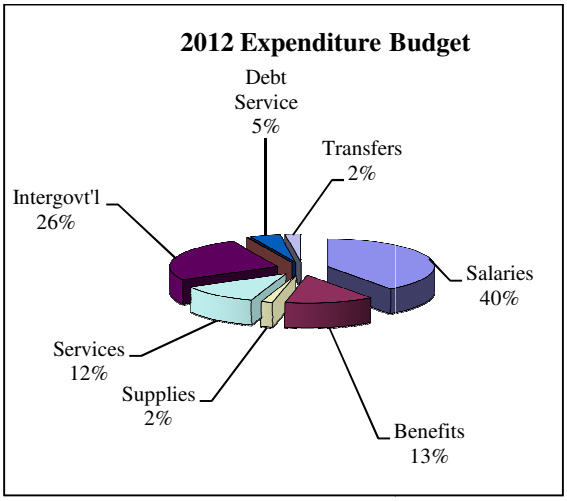




	2010 ACTUALS	2011 BUDGET (revised 11/2011)	2011 ESTIMATE	2012 BUDGET	% CHANGE 12-11 Est.
Beginning Fund Balance	$81,441,709	$23,341,917	$83,366,769	$83,283,431	0%
Revenues:					
Taxes	$26,301,857	$26,677,071	$26,568,237	$26,568,096	0%
Licenses and Permits	1,666,225	1,510,329	1,581,397	1,612,261	2%
Intergovernmental Revenue	5,534,253	8,681,364	6,435,105	7,123,198	11%
Charges for Service	17,032,044	17,663,362	18,053,973	18,691,474	4%
Fines and Forfeitures	625,317	667,100	599,113	619,272	3%
Miscellaneous Revenues	7,709,512	13,201,161	11,187,838	12,064,673	8%
Total Revenues	$58,869,208	$68,400,387	$64,425,663	$66,678,974	3%
Expenditures					
Salaries	15,869,784	16,523,415	16,050,540	16,639,929	4%
Benefits	6,551,471	6,355,963	6,132,606	6,504,166	6%
Supplies	3,242,006	3,627,588	3,496,349	3,671,080	5%
Services	10,117,286	14,167,263	11,996,289	13,335,148	11%
Intergovernmental	10,296,866	11,135,347	10,897,922	11,344,300	4%
Capital Outlay	4,332,048	12,862,651	8,034,773	11,412,852	42%
Debt Service	2,970,173	3,783,310	3,809,538	4,639,239	22%
Transfers	3,564,514	4,596,531	4,090,984	3,306,786	-19%
Total Expenditures	$56,944,148	$73,052,068	$64,509,001	$70,853,500	10%
Ending Fund Balance	$83,366,769	$18,690,236	$83,283,431	$79,108,905	-5%

EXHIBIT 3: TOTAL GENERAL FUND BUDGET REVENUES, EXPENDITURES AND FUND BALANCE





	2010 ACTUALS	2011 Budget (revised 11/2011)	2011 Estimate	2012 Budget	% CHANGE 12-11 Est.
Beginning Fund Balance	$6,068,906	$6,855,107	$6,855,107	$7,523,618	**9.8%**
Revenues:					
Taxes	$24,975,421	$25,442,071	$25,199,237	$25,319,096	**0.5%**
Licenses and Permits	1,627,230	1,484,829	1,554,076	1,586,261	**2.1%**
Intergovernmental Revenue	1,004,986	927,139	1,040,352	1,013,653	**-2.6%**
Charges for Service	4,382,821	3,637,480	3,966,571	4,065,102	**2.5%**
Fines and Forfeitures	624,447	667,100	599,113	619,272	**3.4%**
Miscellaneous Revenues	1,950,788	374,422	409,561	403,204	**-1.6%**
Total Revenues	$34,565,693	$32,533,041	$32,768,910	$33,006,588	**0.7%**
Expenditures					
Salaries	12,376,573	12,780,202	12,484,968	12,958,158	**3.8%**
Benefits	4,720,882	4,338,586	4,112,898	4,305,180	**4.7%**
Supplies	567,263	533,562	517,031	550,380	**6.5%**
Services	3,720,438	4,034,808	3,930,198	3,847,473	**-2.1%**
Intergovernmental	8,026,187	8,446,065	8,221,874	8,473,904	**3.1%**
Capital Outlay	0	0	0	17,144	**N/A**
Debt Service	1,422,455	1,452,128	1,443,494	1,449,280	**0.4%**
Transfers	2,013,051	656,277	633,633	719,623	**13.6%**
Interfund	932,643	1,029,034	756,303	628,146	**-16.9%**
Total Expenditures	$33,779,492	$33,270,662	$32,100,399	$32,949,288	**2.6%**
Ending Fund Balance	$6,855,107	$6,117,486	$7,523,618	$7,580,918	**0.8%**

EXHIBIT 4: 2012 GENERAL FUND SUMMARY

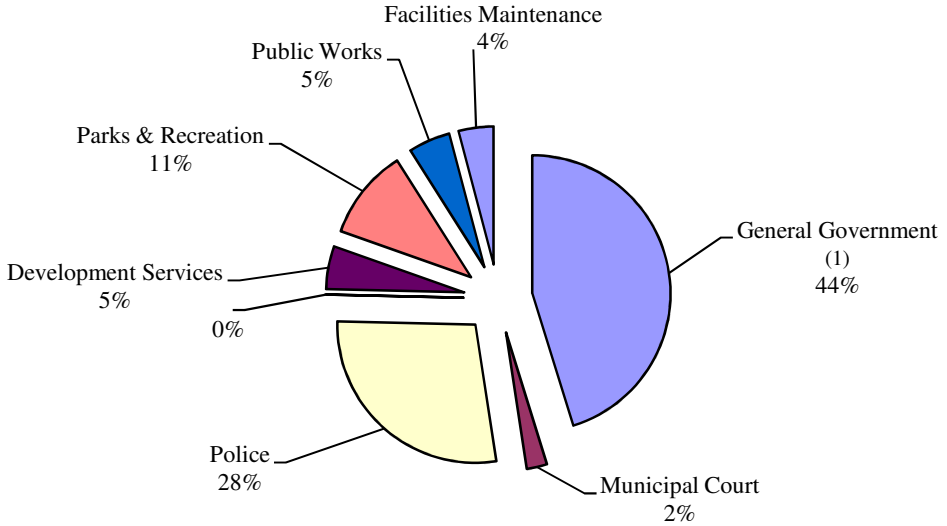
REVENUES:

Department	2010 Actuals	2011 Budget (revised 11/2011)	2011 Estimate	2012 Budget	Change 2012 Budget from 2011 Estimate	Change 2012 from 2011
Taxes	24,975,421	25,442,071	25,199,237	25,319,096	119,859	0%
Licenses & Permits	1,627,230	1,484,829	1,554,076	1,586,261	32,185	2%
Intergov't Revenue	1,004,986	927,139	1,040,352	1,013,653	(26,699)	-3%
Charges For Services	4,382,821	3,637,480	3,966,571	4,065,102	98,531	2%
Fines and Forfeits	624,447	667,100	599,113	619,272	20,159	3%
Miscellaneous Revenue	1,950,788	374,422	409,561	403,204	(6,357)	-2%
	34,565,693	32,533,041	32,768,910	33,006,588	237,678	1%

EXPENSES:

City Council	295,489	316,996	311,137	269,812	(41,325)	-13%
Office of Mayor	248,201	270,821	251,661	253,184	1,523	1%
Human Resources	274,056	320,251	330,136	193,616	(136,520)	-41%
Municipal Court	736,393	769,001	754,229	779,038	24,809	3%
Economic Development	39,381	78,100	66,468	125,700	59,232	89%
City Clerk	485,484	582,667	508,716	609,840	101,124	20%
Fiber Optic Project	76,234	25,700	24,839	25,200	361	1%
Information Services	643,938	587,323	591,302	632,641	41,339	7%
Finance	539,232	673,407	707,076	754,734	47,658	7%
City Attorney	703,824	564,000	568,000	495,000	(73,000)	-13%
Non-Departmental	12,560,633	11,204,744	11,091,518	11,214,538	123,020	1%
Police	9,002,907	9,068,050	8,749,788	9,165,244	415,456	5%
Fire Services	27,435	0	0	0	0	0%
Community Services	383,272	335,228	308,715	323,006	14,291	5%
Development Services	1,605,427	1,955,863	1,668,341	1,654,862	(13,479)	-1%
Parks & Recreation	3,334,651	3,481,221	3,297,364	3,488,509	191,145	6%
Public Works	371,086	311,732	243,146	294,110	50,964	21%
Facilities Maintenance	1,346,281	1,495,324	1,421,305	1,351,548	(69,757)	-5%
Engineering	1,105,567	1,230,234	1,206,658	1,318,706	112,048	9%
	33,779,491	33,270,662	32,100,399	32,949,288	848,889	3%
Suplus (Deficit)	**$ 786,202**	**$ (737,621)**	**$ 668,511**	**$ 57,300**		

EXHIBIT 5: GENERAL FUND EXPENSES BY CATEGORY/DEPARTMENT



(1) General Government includes City Council, Office of the Mayor, Human Resouces, Economic Development, City Clerk, Information Services, Fiber Project, Finance, City Attorney and Non Departmental

Department	2010 Actuals	2011 Budget (revised 11/2011)	2011 Estimate	2012 Budget	Change 2012 Budget from 2011 Estimate	% Change 2012-2011
City Council	295,489	316,996	311,137	269,812	(41,325)	-13%
Office of Mayor	248,201	270,821	251,661	253,184	1,523	1%
Human Resources	274,056	320,251	330,136	193,616	(136,520)	-41%
Municipal Court	736,393	769,001	754,229	779,038	24,809	3%
Economic Development	39,381	78,100	66,468	125,700	59,232	89%
City Clerk	485,484	582,667	508,716	609,840	101,124	20%
Fiber Optic Project	76,234	25,700	24,839	25,200	361	1%
Information Services	643,938	587,323	591,302	632,641	41,339	7%
Finance	539,232	673,407	707,076	754,734	47,658	7%
City Attorney	703,824	564,000	568,000	495,000	(73,000)	-13%
Non-Departmental	12,560,633	11,204,744	11,091,518	11,214,538	123,020	1%
Police	9,002,907	9,068,050	8,749,788	9,165,244	415,456	5%
Fire Services	27,435	0	0	0	0	0%
Community Services	383,272	335,228	308,715	323,006	14,291	5%
Development Services	1,605,427	1,955,863	1,668,341	1,654,862	(13,479)	-1%
Parks & Recreation	3,334,651	3,481,221	3,297,364	3,488,509	191,145	6%
Public Works	371,086	311,732	243,146	294,110	50,964	21%
Facilities Maintenance	1,346,281	1,495,324	1,421,305	1,351,548	(69,757)	-5%
Engineering	1,105,567	1,230,234	1,206,658	1,318,706	112,048	9%
Totals	33,779,491	33,270,662	32,100,399	32,949,288	848,889	3%

EXHIBIT 6: GENERAL FUND FORECAST

22-Nov-11

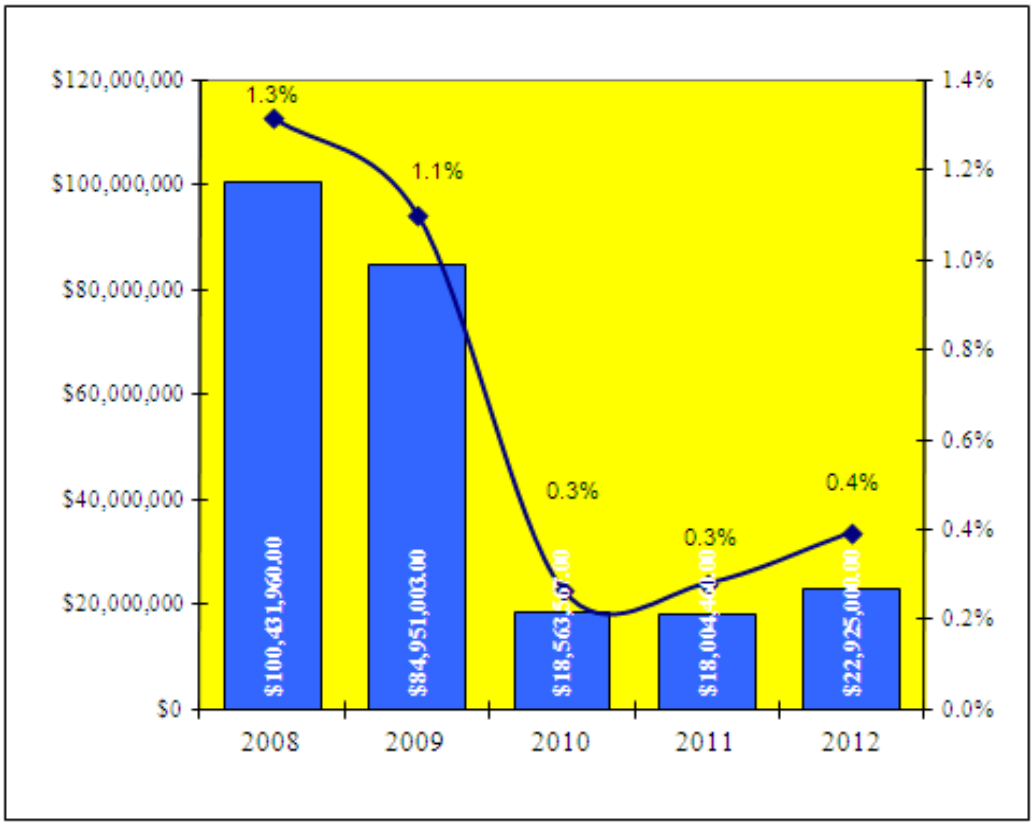
City of Edmonds: Strategic Outlook

	2009	2010	2011	2012	2013	2014	2015	2016
	Actual	Actual	Estimate	Adopted Budget	Outlook	Outlook	Outlook	Outlook
Beginning Fund Balance	5,188,520	6,068,906	6,855,108	7,523,618	7,580,918	6,767,768	5,272,158	3,108,892
REVENUE								
Property Tax	13,805,363	13,672,874	13,595,731	13,434,570	13,513,474	13,663,952	13,851,877	14,042,684
Retail Sales Tax	4,425,996	4,468,237	4,608,959	4,724,183	4,818,667	4,915,040	5,013,341	5,113,608
Other Sales & Use Tax	543,242	547,008	522,784	528,142	533,556	539,026	544,554	550,140
Utility Tax	6,064,731	5,984,188	6,195,277	6,350,781	6,414,288	6,478,431	6,543,216	6,608,648
Other Taxes	301,633	303,114	276,486	281,419	286,445	291,565	296,782	302,097
Licenses/Permits/Franchise	1,012,395	1,206,402	1,112,076	1,124,262	1,135,435	1,146,719	1,158,116	1,169,627
Construction Permits	455,306	420,828	442,000	462,000	466,200	470,442	474,726	479,054
Grants	152,752	209,434	96,298	89,269	-	-	-	-
State Revenues	727,487	795,552	756,961	760,276	763,944	768,701	773,498	778,335
Intergov't Service Charges	1,367,262	184,488	187,093	164,108	167,385	170,735	174,160	177,663
Interfund Service Charges	1,319,894	1,284,137	1,585,706	1,582,061	1,589,971	1,597,921	1,605,911	1,613,940
Chgs. for Goods & Services	2,357,564	2,914,196	2,380,865	2,483,041	2,528,870	2,576,239	2,625,167	2,675,673
Fines & Forfeits	674,634	624,447	599,113	619,272	632,990	647,016	661,357	676,019
Misc Revenues	544,823	1,950,788	409,561	403,204	412,911	422,860	433,058	443,511
Total Revenue	**33,753,081**	**34,565,693**	**32,768,910**	**33,006,588**	**33,264,135**	**33,688,648**	**34,155,762**	**34,630,998**
Revenue Growth / (Decline)		2.4%	-5.2%	0.7%	0.8%	1.3%	1.4%	1.4%
EXPENSES								
Salaries and Wages	17,610,649	12,376,573	12,356,968	12,858,159	13,182,418	13,514,784	13,855,460	14,204,652
Benefits	5,605,511	4,720,882	4,241,659	4,404,408	4,668,934	5,001,668	5,366,121	5,765,645
Supplies	523,008	567,263	517,271	495,285	507,667	520,359	533,368	546,702
Services	3,669,176	3,720,438	3,929,198	3,903,338	3,806,384	3,928,389	4,086,115	4,224,097
Intergov't	1,720,558	8,026,187	8,258,374	8,473,904	8,701,356	8,936,509	9,178,739	9,428,282
Capital	41,667	-	-	17,144	-	-	-	-
Debt Service	1,416,154	1,422,455	1,443,494	1,449,280	1,450,432	1,479,576	1,452,295	1,408,285
Transfers	1,239,320	2,013,051	597,133	719,623	796,364	815,148	834,410	854,161
Interfund	1,046,652	932,643	756,303	628,147	963,731	987,824	1,012,520	1,037,833
Total Expenses	**32,872,695**	**33,779,491**	**32,100,400**	**32,949,288**	**34,077,286**	**35,184,257**	**36,319,028**	**37,469,658**
Expense Growth / (Decline)		2.8%	-5.0%	2.6%	3.4%	3.2%	3.2%	3.2%
Change in Ending Fund Balance	880,386	786,202	668,510	57,300	(813,151)	(1,495,609)	(2,163,266)	(2,838,660)
Ending Fund Balance	**6,068,906**	**6,855,108**	**7,523,618**	**7,580,918**	**6,767,768**	**5,272,158**	**3,108,892**	**270,233**
Target Ending Fund Balance (1)	2,739,391	2,814,958	2,675,033	2,745,774	2,839,774	2,932,021	3,026,586	3,122,471

(1) GFOA recommends target ending working capital should be 1 to 2 month of expenditures. A one month target is displayed.

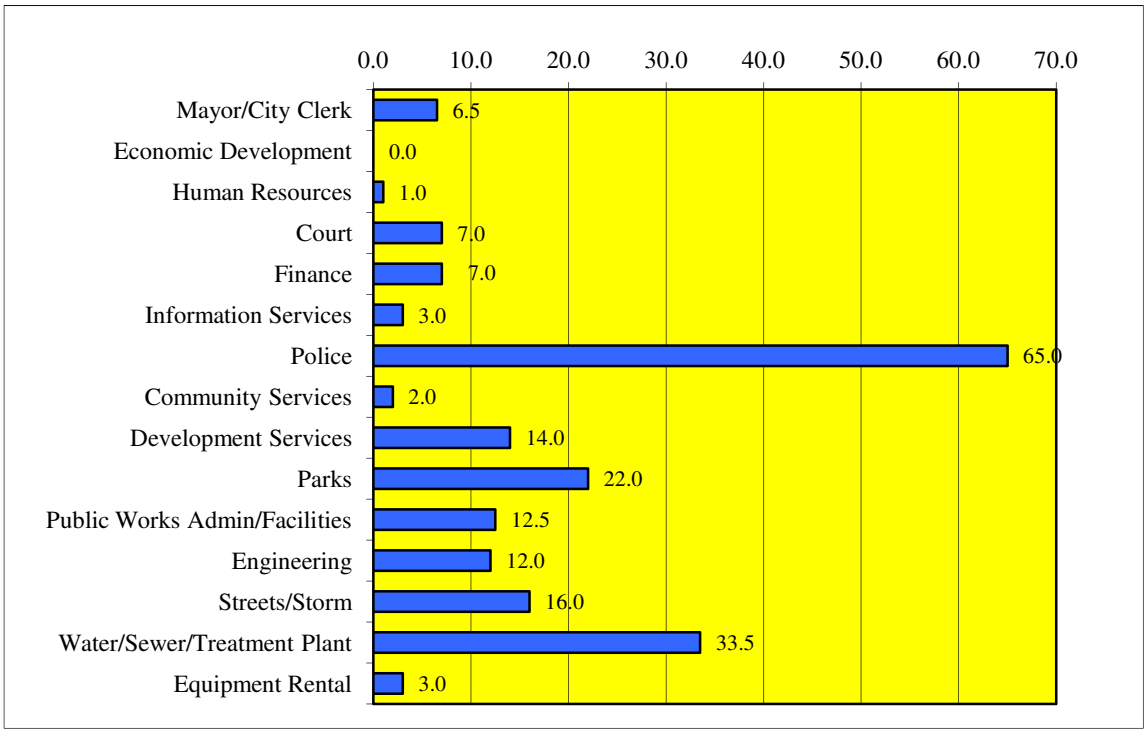
Revenue beyond expenses	880,386	786,202	668,510	57,300				
Expenses beyond revenue					(813,151)	(1,495,609)	(2,163,266)	(2,838,660)

EXHIBIT 7: PROPERTY TAX NEW CONSTRUCTION



Year	Total Assessed Value (AV)	New Construction Assessment	% New Construction to AV
2012	5,817,888,776	22,925,000	0.4%
2011	6,433,258,853	18,004,460	0.3%
2010	6,955,482,717	18,563,567	0.3%
2009	7,709,209,490	84,951,003	1.1%
2008	7,615,549,203	100,431,960	1.3%

EXHIBIT 8: EMPLOYEE COUNT BY DEPARTMENT



Department	2010 Actuals	2011 Actuals	2012 Budget
City Council	0.5	0.5	0.5
Mayor/City Clerk	6.0	6.0	6.5
Economic Development	0.0	0.0	0.0
Human Resources	2.0	2.0	1.0
Court	8.5	7.0	7.0
Finance	6.0	6.0	7.0
Information Services	3.0	3.0	3.0
Police	69.0	64.0	65.0
Community Services	2.0	2.0	2.0
Development Services	16.0	15.0	14.0
Parks	22.0	22.0	22.0
Public Works Admin/Facilities	13.5	13.5	12.5
Engineering	11.0	11.0	12.0
Streets/Storm	15.0	16.0	16.0
Water/Sewer/Treatment Plant	34.5	33.5	33.5
Equipment Rental	3.0	3.0	3.0
	212.0	204.5	206.0

EXHIBIT 9: DECISION PACKAGE REQUESTS

			Fund				
		Budget Year	General	Street	Cemetery	Combined Utility	Equipment Rental
Decision Package	Duration	2012	001	111	130	411	511
Council							
None							
Mayor							
None							
Municipal Court							
None							
Admin Services							
Finance Software Updates and Additions-Initial Costs	One Time	56,705	22,682			34,023	
Finance Software Updates and Additions-Maintenance	Ongoing	9,300	3,720			5,580	
Public Records/Document Management System	Ongoing	68,770	68,770				
Public Records/Document Management System	One Time	30,000	30,000				
Police							
None							
Community Services/ Economic Development							
None							
Development Services							
None							
Parks & Rec							
Landpride Pull Behind Mower	One Time	17,144	17,144				
Parks Street Tree Maintenance Costs	Ongoing	25,000	25,000				
Class Software at Yost Pool-Initial Costs	One Time	8,675	8,675				
Class Software at Yost Pool-Maintenance	Ongoing	1,642	1,642				
Walker Riding Mower	One Time	17,500			17,500		
Cemetery Seasonal Staff	Ongoing	5,000			5,000		
Public Works							
Pedestrian Signal Head Upgrade	One Time	36,000		36,000			
Fuel station Upgrade	One Time	10,000					10,000
Grand Total		**285,736**	**177,633**	**36,000**	**22,500**	**39,603**	**10,000**

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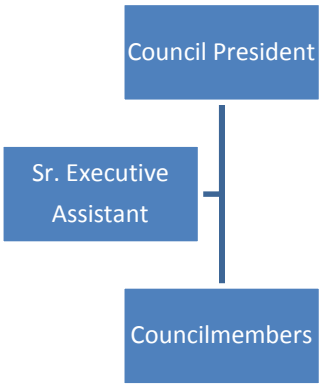
Fund:	General		Fund #:	001
Department:	City Council		Department #:	110
Cost Center	Total Department		Cost Center #:	511.100 & 550.100



Fund:	General		Fund #:	001
Department:	City Council		Department #:	110
Cost Center	Total Department		Cost Center #:	511.100 & 550.100

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

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

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

2012 Budget Changes
Salaries 110:
Council pay is set by Ord. 3410 which states: Seven Councilmembers are paid a base salary of $600 per month and $50 per meeting up to 8 meetings per month (4 Council Meetings are counted in those 8). Each Councilmember is eligible to be paid $1,000 per month. The Council President receives an extra $200 per month for setting the Council agendas and for his role as Council President.

The cost savings in the salary line item was figured on the average of 6 meetings per month instead of the 8 set out in the ordinance. This average was figured using the first 8 months of 2011 and actuals from '07, '08, '09, and '10.

The Sr. Executive Council Assistant receives an annual salary of $26,853 (20 hrs. a week). The Council President is requesting a 1.5% merit pay increase and a 1.5% COLA in the approximate amount of $805.

Overtime 120*:* Reflection of videotaping longer Council meetings. (Transfer of funds from other budget line item cost savings.)

Benefits 230*:* The reduction in this line item (approximately $32,233) reflects the Council's approval of Ordinance 3638 which states: "The benefit package for Council Members elected on or after January 1, 2010 shall consist of those health insurance benefits available to a non-represented employee but shall not included dependent coverage."

Professional Services 410*:* This decrease reflects cost savings for City Attorney fees.

Communications 420*:* This increase is for the monthly service fee for the iPad application fees. (Transfer of funds from other budget line item cost savings.) This increase is offset by the savings accrued by not printing the Council packet and staff time. Cost savings are reflected in the City Clerk's budget.

Travel 430: Councilmembers training conferences with AWC. (Transfer of funds from other budget line item cost savings.)

Rental Lease 450*:* Change in Council Office printer/copier installed by IS Department. (Transfer of funds from other budget line item cost savings.)

Miscellaneous 490*:* Registration fees for Councilmembers to attend AWC training conferences and South County Cities Meetings. (Transfer of funds from other budget line item cost savings.)

Fund:	General		Fund #:	001
Department:	City Council		Department #:	110
Cost Center	Total Department		Cost Center #:	511.100 & 550.100

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	102,405	114,743	104,854	105,665	811	1%
Overtime	6,940	5,590	6,990	7,240	250	4%
Benefits	93,542	105,563	104,657	69,902	(34,755)	-33%
Supplies	1,277	1,000	1,000	1,525	525	53%
Small Equipment	327	0	4,200	0	(4,200)	-100%
Professional Svc	78,554	60,000	60,000	50,000	(10,000)	-17%
Communications	44	100	500	3,000	2,500	500%
Travel	302	1,500	936	2,500	1,564	167%
Rental/Lease	0	0	0	480	480	NA
Repairs/Maintenance	1,212	1,500	1,500	1,500	0	0%
Miscellaneous	885	2,000	1,500	3,000	1,500	100%
Council Contingency Miscellaneous	10,000	25,000	25,000	25,000	0	0%
	295,489	316,996	311,137	269,812	(41,325)	-13%

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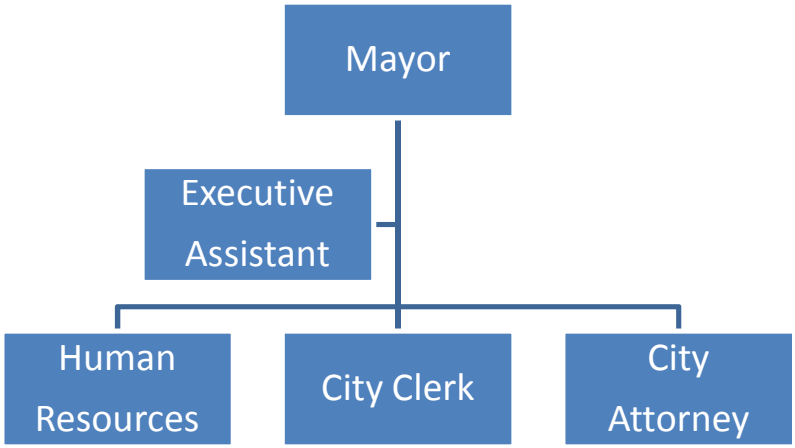
Fund:	General		Fund #:	001
Department:	Mayor		Department #:	200
Cost Center	Total Department		Cost Center #:	n/a



Fund:	General		Fund #:	001
Department:	Mayor		Department #:	Various
Cost Center	Total Department		Cost Center #:	Various

Mission Statement

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

Purpose

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

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Fund:	General		Fund #:	001
Department:	Mayor		Department #:	Various
Cost Center	Total Department		Cost Center #:	Various

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	634,210	709,389	633,570	559,832	(73,738)	-12%
Benefits	175,387	228,913	186,099	168,457	(17,642)	-9%
Supplies	19,129	19,260	18,060	18,260	200	1%
Small Equipment	0	100	100	100	0	0%
Professional Svc	756,943	618,350	676,007	652,877	(23,130)	-3%
Communication	44,572	60,950	52,650	53,967	1,317	3%
Travel	583	4,000	2,000	2,200	200	10%
Advertising	39,298	30,420	32,500	32,690	190	1%
Rental/Lease	24,680	27,310	27,310	30,810	3,500	13%
Repair/Maintenance	4,131	14,137	14,537	14,537	0	0%
Miscellaneous	14,347	24,910	15,680	17,910	2,230	14%
	1,713,281	1,737,739	1,658,513	1,551,640	(106,873)	-6%

Fund:	General		Fund #:	001
Department:	Mayor		Department #:	210
Cost Center	Administration		Cost Center #:	513.100

Function

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

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

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

Budget Narrative

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

The supplies budget includes letterhead, envelopes, stationery, forms, printer and fax cartridges, boards and commissions plaques.

The professional services budget covers framing of employee retirement posters, and printing services.

The communications and travel budget includes the Mayor's cell phone charges, and mileage/parking/meals reimbursement for City-related meetings.

The rental/lease budget covers 1/3 maintenance of the cost for copier shared with Human Resources and Community Services departments.

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

2012 Budget Changes

None

Fund:	General		Fund #:	001
Department:	Mayor		Department #:	210
Cost Center	Administration		Cost Center #:	513.100

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	193,965	194,527	192,210	193,896	1,686	1%
Benefits	44,791	64,194	49,351	49,188	(163)	0%
Supplies	2,537	3,000	2,000	2,000	0	0%
Professional Svc	752	1,100	1,000	1,000	0	0%
Communication	2,094	1,400	1,600	1,400	(200)	-13%
Travel	408	1,500	500	700	200	40%
Rental/Lease	1,660	1,500	1,500	1,500	0	0%
Repair/Maintenance	506	100	500	500	0	0%
Miscellaneous	1,488	3,500	3,000	3,000	0	0%
	248,201	270,821	251,661	253,184	1,523	1%

Fund:	General		Fund #:	001
Department:	Mayor		Department #:	220
Cost Center	Human Resources		Cost Center #:	516.100 & 210

Function

Plan, organize, control, direct, and provide all human resource services to all City Departments, including recruitment, testing, job classification, compensation administration, administration of all benefit programs, training, employee relations, policy development, program development, Disability Board, Civil Service, and employee records.

Budget Narrative

The Salary and Benefit budget includes the HR Analyst.

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

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

The professional services budget includes MEBT II costs, hearing tests, non-Civil Service fitness for duty evaluations, drug testing, flu shots, City-wide training, and background investigations for summer seasonal employees in the Parks and Recreation department and Public Works in addition to other key employees throughout the city, and flex plan monthly fees.

The communications budget funds the expense associated with the Director's city-issued blackberry.

The travel budget funds Human Resources training and travel.

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

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

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

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

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

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

2012 Budget Changes

None

Fund:	General		Fund #:	001
Department:	Mayor		Department #:	220
Cost Center	Human Resources		Cost Center #:	516.100 & 210

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Personnel						
Salaries	169,403	197,313	171,182	63,882	(107,300)	-63%
Benefits	51,365	59,928	53,874	29,224	(24,650)	-46%
Supplies	2,621	2,500	2,300	2,500	200	9%
Small Equipment	0	100	100	100	0	0%
Professional Svc	23,765	19,000	64,000	57,500	(6,500)	-10%
Communications	739	500	500	500	0	0%
Travel	0	500	500	500	0	0%
Advertising	12,136	10,000	9,500	9,000	(500)	-5%
Rental/Lease	1,660	2,000	2,000	2,000	0	0%
Repair/Maintenance	370	6,000	6,000	6,000	0	0%
Miscellaneous	7,777	12,230	10,000	12,230	2,230	22%
	269,835	310,071	319,956	183,436	(136,520)	-43%
Civil Service						
Professional Svc	4,222	10,000	10,000	10,000	0	0%
Miscellaneous	0	180	180	180	0	0%
	4,222	10,180	10,180	10,180	0	0%

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Fund:	General		Fund #:	001
Department:	Mayor		Department #:	250
Cost Center	City Clerk		Cost Center #:	514.300

Function

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

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

Budget Narrative

The Salary and Benefit budget includes the City Clerk, Deputy City Clerk, Accounting Assistant, Senior Office Assistant, and part time Records Management Specialist.

Supplies: RCW & WAC updates; printing application forms, permits, letterhead/envelopes; minute books; paper; Council meeting public hearing notice signs; and general office supplies.

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

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

Travel: Mileage/meals/lodging for WMCA Conference (City Clerk); certification/training seminars (Deputy Clerk); and other mileage/meals for City Clerk staff attending training events.

Advertising: Publish display ads of Council and Planning Board agendas; and publish required legal ads of Council notices and ordinances.

Rental/lease: Citywide mailing equipment and copier.

Repair/maintenance: Annual software maintenance fees for Clerk's Index, Eden business licensing, and Agenda Quick software; hosting City Code on MRSC website; repair of office equipment.

Miscellaneous: County Auditor recording fees; professional organization membership fees; and training/conference registration fees for all staff.

2012 Budget Changes

A position was budgeted in 2011 related to records management; however due to budget concerns the position was not filled. Temporary help was used periodically during 2011 to address demands. For 2012, a half time position has been budgeted to help meet the demand for public records requests.

$5,000 was transferred from Communications to Advertising.

Fund:	General		Fund #:	001
Department:	Mayor		Department #:	250
Cost Center	City Clerk		Cost Center #:	514.300

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries And Wages	270,842	317,549	270,178	302,054	31,876	12%
Benefits	79,232	104,791	82,874	90,045	7,171	9%
Supplies	13,971	13,760	13,760	13,760	0	0%
Professional Services	24,381	27,250	33,007	89,377	56,370	171%
Communications	41,739	59,050	50,550	52,067	1,517	3%
Travel	175	2,000	1,000	1,000	0	0%
Advertising	27,162	20,420	23,000	23,690	690	3%
Rental/Lease	21,360	23,810	23,810	27,310	3,500	15%
Repairs & Maintenance	3,255	8,037	8,037	8,037	0	0%
Miscellaneous	5,083	6,000	2,500	2,500	0	0%
	487,200	582,667	508,716	609,840	101,124	20%

Fund:	General		Fund #:	001
Department:	Mayor		Department #:	360
Cost Center	City Attorney		Cost Center #:	515.100, 200, 240

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

Budget Narrative
The professional services budget – City Attorney covers general legal services such as drafting routine ordinances and resolutions and attending City Council meetings and other boards or commissions as requested, as well as lawsuits and negotiations.

The professional services budget – Misc Legal miscellaneous budget covers miscellaneous legal services provided by other outside legal counsel.

The miscellaneous-prosecutor budget covers the cost of witness fees previously paid from the Court budget.

2012 Budget Changes
None

Fund:	General		Fund #:	001
Department:	Mayor		Department #:	360
Cost Center	City Attorney		Cost Center #:	515.100, 200, 240

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Professional Svc - City Atty	543,296	405,000	412,000	334,000	(78,000)	-19%
Professional Services - Misc Legal	4,528	0	0	5,000	5,000	NA
Professional Svc - Prosecutor	156,000	156,000	156,000	156,000	0	0%
Miscellaneous Prosecutor	0	3,000	0	0	N/A	N/A
	703,824	564,000	568,000	495,000	(73,000)	-13%

Fund:	Employee Parking Permit		Fund #:	121
Department:	Mayor		Department #:	310
Cost Center	Total Fund		Cost Center #:	n/a

Function

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

Fund:	Employee Parking Permit		Fund #:	121
Department:	Mayor		Department #:	310
Cost Center	Total Fund		Cost Center #:	n/a

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Beginning Balance	**93,897**	**84,660**	**84,660**	**78,714**	**(5,946)**	**-7%**
Revenue						
Employee Parking Permit Fund	16,475	20,000	20,000	20,000	0	0%
Investment Interest	244	0	140	140	0	0%
Total Revenue	16,719	20,000	20,140	20,140	0	0%
Expenditures						
Supplies	871	1,000	1,000	1,000	0	0%
Interfund Transfer	25,086	25,086	25,086	25,086	0	0%
Total Expenditures	25,957	26,086	26,086	26,086	0	0%
Ending Balance	**84,660**	**78,574**	**78,714**	**72,768**	**(5,946)**	**-8%**

Fund:	Sister City Commission		Fund #:	138
Department:	Mayor		Department #:	200
Cost Center	Total Fund		Cost Center #:	n/a

Function

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

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

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

Fund:	Sister City Commission		Fund #:	138
Department:	Mayor		Department #:	200
Cost Center	Total Fund		Cost Center #:	n/a

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Program 100 -Public						
Beginning Balance	**7,874**	**7,894**	**7,894**	**7,906**	**12**	**0%**
Revenue						
Investment Interest	21	100	12	15	3	25%
Total Revenues	21	100	12	15	3	25%
Expenditure						
Miscellaneous	0	500	0	0	N/A	N/A
Total Expenditures	0	500	0	0	N/A	N/A
Ending Balance	**7,894**	**7,494**	**7,906**	**7,921**	**15**	**0%**

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Program 200 - Private						
Beginning Balance	**3,307**	**5,515**	**5,515**	**6,392**	**877**	**16%**
Revenue						
Investment Interest	15	100	15	15	0	0%
Contributions / Private Sources	7,251	5,200	5,200	5,200	0	0%
Total Revenues	7,266	5,300	5,215	5,215	0	0%
Expenditure						
Supplies	52	500	500	500	0	0%
Student Trip	0	2,400	2,638	2,600	(38)	-1%
Miscellaneous	5,006	1,500	1,200	1,500	300	25%
Total Expenditures	5,058	4,400	4,338	4,600	262	6%
Ending Balance	**5,515**	**6,415**	**6,392**	**7,007**	**615**	**10%**

Fund:	Firemen's Pension		Fund #:	617
Department:	Mayor		Department #:	200
Cost Center	Total Fund		Cost Center #:	n/a

Function

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

Budget Narrative

Annual contributions from the General Fund are based on an actuarial study performed by Milliman Consultants and Actuaries to assure that its pension and benefit obligation is adequately funded through the year 2024.

Fund:	Firemen's Pension		Fund #:	617
Department:	Mayor		Department #:	200
Cost Center	Total Fund		Cost Center #:	n/a

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Beginning Cash	**284,951**	**267,320**	**267,320**	**205,820**	**(61,500)**	**-23%**
Revenue						
Fire Insurance Premium Tax	44,905	44,905	0	46,000	1,095	2%
Investment Interest	720	0	400	400	400	NA
Interfund Transfer In	48,023	48,023	48,023	48,023	0	0%
Total Revenues	93,648	92,928	48,423	94,423	1,495	2%
Expenditure						
Salaries	49,548	0	0	0		
Pension Payments	0	56,750	50,000	52,500	(4,250)	-7%
Health Benefits	57,032	71,000	59,923	66,515	(4,485)	-6%
Professional Services	4,699	4,500	0	4,500	0	0%
Total Expenditures	111,279	132,250	109,923	123,515	(8,735)	-7%
Ending Cash	**267,320**	**227,998**	**205,820**	**176,728**	**(51,270)**	**-22%**

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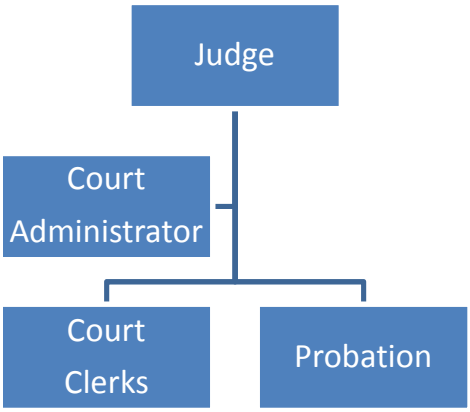
Fund:	General		Fund #:	001
Department:	Municipal Court		Department #:	230
Cost Center	Municipal Court		Cost Center #:	n/a



Fund:	General		Fund #:	001
Department:	Municipal Court		Department #:	230
Cost Center	Municipal Court		Cost Center #:	512.500 & 501

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

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

Budget Narrative
The Edmonds Municipal Court staff encompasses the Judge, the Court Administrator, one Probation Officer and five Court Clerks.

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

2012 Budget Changes

Interpreter Expense
By law, the court is required to provide interpreters for all court participants who do not speak or understand English. The cost for interpreters is estimated to increase by 10% in 2012 for both the Court and the Probation Department.

Credit Card Expense
As of 2010, the City has expensed the cost for processing the payment by credit cards to the department receiving the payments; therefore, the cost of credit card payments are estimated to increase by 9.5%.

Small Equipment and Repair & Maintenance
The court is establishing budgets that specifically identify costs paid for with reimbursement dollars the City receives from the State of Washington for a portion of the judge's salary. The reimbursement has to be earmarked for items that enhance the efficiency of the Court. The City is required to submit an annual report to the State each year regarding where the money was spent.

Fund:	General		Fund #:	001
Department:	Municipal Court		Department #:	230
Cost Center	Municipal Court		Cost Center #:	512.500 & 501

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Court						
Salaries	356,061	367,526	364,727	377,422	12,695	3%
Overtime	1,107	1,600	900	900	0	0%
Benefits	104,372	121,284	113,881	120,840	6,959	6%
Supplies	6,260	7,000	5,000	6,000	1,000	20%
Supplies - Judicial	3,325	0	0	0	N/A	N/A
Minor Equipment	1,582	1,500	1,500	1,500	0	0%
Small Equipment-Judicial	3,042	6,850	10,000	5,000	(5,000)	-50%
Professional Services	29,721	28,000	27,000	27,000	0	0%
Professional Services-Interpreter	21,864	16,000	21,000	23,100	2,100	10%
Communications	2,458	2,000	2,500	2,500	0	0%
Travel	1,145	2,000	2,000	2,000	0	0%
Rental/Lease	154	0	0	0	N/A	N/A
Repair/Maintenance	1,738	450	1,000	1,000	0	0%
Repairs & Maintenance-Judicial	0	7,825	500	700	200	40%
Miscellaneous	15,048	20,500	19,000	20,000	1,000	5%
Professional Svc	(98)	0	0	0	N/A	N/A
Misc - Jury	833	1,400	700	1,350	650	93%
	548,614	583,935	569,708	589,312	19,604	3%
Probation						
Salaries	107,981	107,149	106,054	109,263	3,209	3%
Overtime	1,074	1,300	500	500	0	0%
Benefits	47,649	48,217	49,017	51,213	2,196	4%
Supplies	10,703	10,000	8,000	8,500	500	6%
Professional Services-Interpreter	16,347	10,000	15,000	16,500	1,500	10%
Communications	38	300	100	100	0	0%
Travel	643	500	500	500	0	0%
Rental/Lease	1,798	1,700	1,300	1,300	0	0%
Repairs & Maintenance	82	600	600	500	(100)	-17%
Miscellaneous	285	300	3,100	1,000	(2,100)	-68%
Home Monitoring-Intergovtl Svc	1,179	5,000	350	350	0	0%
	187,779	185,066	184,521	189,726	5,205	3%

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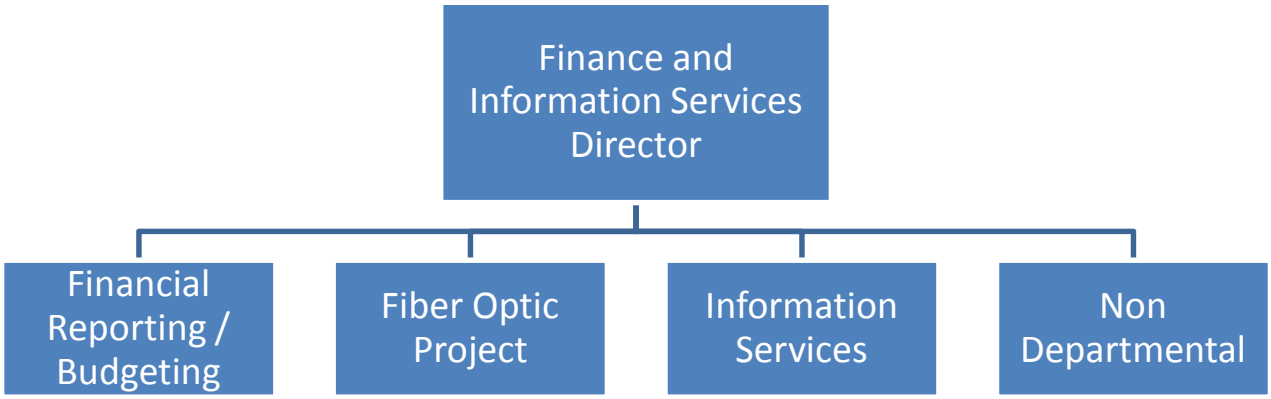
Fund:	General		Fund #:	001
Department:	Administrative Services		Department #:	300
Cost Center	Total Department		Cost Center #:	n/a



Fund:	General		Fund #:	001
Department:	Administrative Services		Department #:	300
Cost Center	Total Department		Cost Center #:	n/a

Function

The Administrative Services Division is responsible for helping to insure the City's compliance with local, State, and Federal financial management standards. Additionally, Administrative Services provides departmental leadership in the areas of budgeting, financial reporting, risk management, information systems, and the fiber optics project.

Fund:	General		Fund #:	001
Department:	Administrative Services		Department #:	310
Cost Center	Total Department		Cost Center #:	n/a

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	619,396	561,171	587,231	741,281	154,050	26%
Overtime	10,228	6,100	9,412	8,100	(1,312)	-14%
Benefits	182,420	192,280	179,431	222,830	43,399	24%
Supplies	55,112	77,440	68,041	60,690	(7,351)	-11%
Minor Equipment	109,508	65,760	69,560	63,500	(6,060)	-9%
Professional Services	63,463	189,751	230,418	71,842	(158,576)	-69%
Communications	65,406	57,208	56,044	60,220	4,176	7%
Travel	741	3,300	2,700	4,800	2,100	78%
Rental/Lease	11,779	13,600	6,000	3,300	(2,700)	-45%
Advertising	25	0	0	0	N/A	N/A
Repair/Maintenance	52,204	106,180	104,140	164,720	60,580	58%
Miscellaneous	89,121	9,500	8,500	10,500	2,000	24%
Interfund Rental	0	4,140	1,740	792	(948)	-54%
	1,259,404	1,286,430	1,323,217	1,412,575	89,358	7%

Fund:	General		Fund #:	001
Department:	Administrative Services		Department #:	310
Cost Center	Finance		Cost Center #:	514.230

Function

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

Budget Narrative

The Salary and Benefit budget includes the Finance Director, two Accountants, two Utility Billing Technicians and two Accounting Assistants.

2012 Budget Changes

The Finance Department is being reorganized to address the public's demand for more information about how their tax dollars are spent as well as fully complying with financial ordinance 3789 and financial resolution 1226. To that end, the Executive Assistant to the Finance Director position is to be eliminated and the following two 2008 positions are to be re-established: an Accountant, and Utility Billing Technician. A portion of the Accountant's salary and all of the Utility Billing Technician salary will be reimbursed by the Utility Fund.

Fund:	General		Fund #:	001
Department:	Administrative Services		Department #:	310
Cost Center	Finance		Cost Center #:	514.230

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	394,820	323,809	357,576	503,086	145,510	41%
Overtime	4,940	4,100	5,412	4,100	(1,312)	-24%
Benefits	109,952	111,707	102,238	141,596	39,358	38%
Supplies	9,822	8,400	7,500	25,690	18,190	243%
Small Equipment	2,452	0	0	0	N/A	N/A
Professional Services	4,194	173,751	188,750	29,242	(159,508)	-85%
Communications	739	0	600	1,000	400	67%
Travel	0	2,500	2,000	4,000	2,000	100%
Advertising	25	0	0	0	N/A	N/A
Rental/Lease	7,831	9,600	6,000	3,300	(2,700)	-45%
Repair/Maintenance	436	34,040	32,000	35,720	3,720	12%
Miscellaneous	4,020	5,500	5,000	7,000	2,000	40%
	539,232	673,407	707,076	754,734	47,658	7%

Fund:	General		Fund #:	001
Department:	Administrative Services		Department #:	310
Cost Center	Fiber Optic Project		Cost Center #:	518.870

Function

The Fiber Optic Network is a specialized enterprise of the City charged with developing and managing the City's fiber optic communications assets and expanding their use within the City. The enterprise is managed by Information Services. Activities include:

- Interfacing with the City Council, City Staff and the Citizens Technology Advisory Committee (CTAC)
- Development of the City's long range and near term telecommunications plans and budgets
- Managing the design, construction, maintenance and operation of the fiber optic network assets including the switching and routing equipment used to transport data across the network
- Developing mutually beneficial partnerships with other municipalities, government agencies and educational institutions wishing to utilize excess capacity of the network
- Working with City departments to explore and develop ways to utilize the capabilities of the network to enhance the City's ability to provide necessary services and/or lowering the cost of providing those services
- Working with the City Council and Edmonds citizens to explore and develop ways to utilize the capabilities of the network to enhance the civic experience of Edmonds residents and to provide access to a variety of world class telecommunications services that might otherwise be unavailable

Budget Narrative

Supplies – Miscellaneous publishing of plans, documents and drawings in support of the projects major directives.

Small Equipment – Small scale purchases for switching and routing equipment (accessories) necessary to expand the networks ability to accommodate additional partners.

Professional Services – Consulting fees for configuration and operation of fiber assets.

Communications – Fees paid to the regional fiber consortium for shared costs of certain assets and fees paid for Internet access.

Repair/Maintenance - Fees paid to the regional fiber consortium for shared maintenance of certain assets as well as repairs to wholly owned fiber assets.

Equipment – Fiber construction costs associated with connection of new partners to the network.

2012 Budget Changes

Equipment maintenance/replacement and fiber run reviews and updates for diverse route creation for wastewater treatment plant and general City usage.

Fund:	General		Fund #:	001
Department:	Administrative Services		Department #:	310
Cost Center	Fiber Optic Project		Cost Center #:	518.870

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Supplies	0	1,000	500	0	(500)	-100%
Small Equipment	1,464	0	3,800	3,500	(300)	-8%
Professional Services	46,826	5,000	5,039	6,000	961	19%
Communications	21,109	13,200	13,000	13,200	200	2%
Rental/Lease	3,948	4,000	0	0	N/A	N/A
Repairs & Maintenance	114	2,500	2,500	2,500	0	0%
Miscellaneous	2,772	0	0	0	N/A	N/A
	76,234	25,700	24,839	25,200	361	1%

Fund:	General		Fund #:	001
Department:	Administrative Services		Department #:	310
Cost Center	Information Services		Cost Center #:	518.880

Function

Information Services is charged with operating and maintaining voice and data networks, providing on-going software support for various enterprise and departmental systems as well as working cooperatively with departments to identify and adopt new technologies throughout the City. Edmonds currently maintains both standard and virtualized server environments (with over 40 servers), 6 major software systems, some 250 personal computers, and 260 phones. Information Services also maintains Geographic Information Systems layers (water, sewer, storm, current address, etc.) and the asset information and maintenance history for Surface Water, Sewer, and Water.

Budget Narrative

Supplies –Covers software acquisition, licenses, upgrades, and updates to stay current with technology.

Small Equipment – Support of the installed base of mobile, desktop, laptop, workstation, server, storage, network, and telecom infrastructure.

Professional Services – Consulting fees for specific design, installation, configuration and operation of technology that is outside the scope of current Information Services capabilities.

Repair/Maintenance - Fees paid for maintenance of software and hardware assets.

2012 Budget Changes

We are in the second year of a five year Microsoft Enterprise Agreement Payment. The Agreement in the second year shifts from "Supplies" to "Maintenance", thus a $50,000 shift from one category to the other.

Professional Services of 800 hours @ $35 has been allocated to help desk coverage for staff time outlined below:

a) In 2012 and on into 2013, the region will begin implementation of a new Computer Aided Dispatch / Records Management System (Newworld CAD/RMS) Staff time to cover work with Police and the regional providers (SNOCOM/SNOPAC) for the transition to Newworld.
b) Some 24/7 Newworld coverage will be added, either by contract with other agency or internal staffing, overtime, contract labor, or a combination.
c) An overall review of features and integration of EDEN between CLASS, EDEN, and BITCO (PermitTrax). On-line payment capabilities (an upgrade of CLASS), automatic payment from checking accounts (ACH), email notifications of utility billings.

Training and support of City Staff to integrate web updates into staff's day-to-day workflow on the updated (in 2011) City's Web site to benefit citizens.

A web based Business Licensing system for the on-line application, renewal, and payment will be studied and if the cost benefit is justified, a system will be put on-line.

Reduce staff time producing Geographical data and maps of City information and integration with permits and PW assets, a web interface to the Geographical data will be made available.

City Staff Training for Office 2010, Windows 7, Exchange 2010, and Windows Server 2008.

Fund:	General		Fund #:	001
Department:	Administrative Services		Department #:	310
Cost Center	Information Services		Cost Center #:	518.880

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	224,576	237,362	229,655	238,195	8,540	4%
Overtime	5,289	2,000	4,000	4,000	0	0%
Benefits	72,468	80,573	77,193	81,234	4,041	5%
Supplies	45,290	68,040	60,041	35,000	(25,041)	-42%
Small Equipment	105,592	65,760	65,760	60,000	(5,760)	-9%
Professional Services	12,443	11,000	36,629	36,600	(29)	0%
Communications	43,558	44,008	42,444	46,020	3,576	8%
Travel	741	800	700	800	100	14%
Repair/Maintenance	51,653	69,640	69,640	126,500	56,860	82%
Miscellaneous	82,328	4,000	3,500	3,500	0	0%
Interfund Rental	0	4,140	1,740	792	(948)	-54%
	643,938	587,323	591,302	632,641	41,339	7%

Fund:	General		Fund #:	001
Department:	Administrative Services		Department #:	390
Cost Center	Non-Departmental		Cost Center #:	Various

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

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

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

2012 Budget Changes
None

Fund:	General		Fund #:	001
Department:	Administrative Services		Department #:	390
Cost Center	Non-Departmental		Cost Center #:	Various

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Intergovtl Svc - Elections	22,748	85,000	50,000	35,000	(50,000)	-100%
Intergovtl Svc - Voter Reg	66,359	60,463	70,730	72,499	1,769	3%
Professional Svc Public Defender	152,741	145,861	144,000	148,000	4,000	3%
Benefits - Unemployment Compensation	38,153	40,000	30,000	70,000	20,000	67%
Miscellaneous-Smart Commuter Grant	1,040	0	1,000	300	(1,000)	-100%
Salaries - Accrued Vacation/Sick Leave	0	0	128,000	100,000	(28,000)	-22%
Benefits	0	52,624	0	0	N/A	N/A
Professional Svc - Senior Center	60,000	122,537	60,000	60,000	0	0%
Professional Services - Other	0	0	62,537	28,537	(34,000)	-54%
Rental/Lease	3,300	3,600	3,600	3,700	100	3%
Insurance-Liability & Property	457,879	473,505	473,505	444,962	(28,543)	-6%
Miscellaneous Memberships	51,879	87,111	65,000	67,000	2,000	3%
Intergovt Svc-State Auditor Fees	32,813	36,733	34,800	35,000	200	1%
Excise Taxes	5,532	11,000	5,000	5,200	200	4%
Fire Department Leave Payout	782,208	0	0	0	N/A	N/A
Intergovtl Serv-Fire District Contract	6,183,044	6,203,322	6,203,322	6,358,405	155,083	2%
Interfund Services-Hydrant Costs	141,789	358,820	358,820	197,900	(160,920)	-45%
Int Gov'T Emer Svcs Agency (Esca)/SERS	154,280	156,163	156,163	163,589	3,904	2%
Professional Services-Ambulance Fees	39,075	55,000	57,000	58,425	1,425	2%
Intergovtl Services-Snocom/New World	883,536	915,748	876,477	912,666	36,189	4%
Intergovtl Svc - P S Clean Air Agency	24,183	25,567	24,353	24,152	(201)	-1%
Alcoholism Intergovtl Svc	10,217	10,100	10,084	10,300	216	2%
2007 Ltgo Bond Principal	35,547	36,414	36,414	38,148	1,734	5%
2000 Bond Prin - 800 Mgtz	93,236	93,236	98,256	102,559	4,303	4%
2001 Ltgo Principal	112,833	121,191	121,191	125,370	4,179	3%
1996/2003 Public Safety Bond Principal	670,000	715,000	715,000	755,000	40,000	6%
2005 Bank Of American Loan-Phone System	22,883	22,882	0	0	N/A	N/A
Fire Station # 20 - Principal	62,131	62,131	62,753	63,380	627	1%
1998 Ltgo Ref Bond Principal	58,045	60,515	60,515	62,985	2,470	4%
Debt Issue Costs	0	0	15,000	5,000	(10,000)	-67%
Otr Interest And Debt Service Costs	0	1,500	591	0	(591)	-100%
2007 Ltgo Bond - Interest	30,860	29,563	29,563	28,233	(1,330)	-4%
2000 Bond Interest - 800 Mgtz	55,432	55,432	50,770	45,857	(4,913)	-10%
2001 Ltgo Interest	82,339	77,656	77,656	72,506	(5,150)	-7%
1996/2003 Public Safety Bond Interest	183,084	162,984	162,984	140,640	(22,344)	-14%
2005 Boa Phone System Interest	205	202	0	0	N/A	N/A
Fire Station #20 Interest	3,822	3,822	3,201	2,574	(627)	-20%
1998 Bonds - Interest	12,038	9,600	9,600	7,028	(2,572)	-27%
Transfer To Fund 009	376,566	376,566	376,566	600,000	223,434	59%
Transfer To Fund 010	599,886	0	0	0	N/A	N/A
Transfer To Fund 111	770,000	0	0	0	N/A	N/A
Interfund Transfer	0	50,000	50,000	0	(50,000)	-100%
Transfer To Fund 116	184,355	56,600	56,600	56,600	0	0%
Transfer To Fund 117	15,000	15,000	15,000	15,000	0	0%
Interfund Transfer	0	36,500	36,500	0	(36,500)	-100%
Transfer To Fund 511	19,221	73,588	50,944	0	(50,944)	-100%
Transfer To Fund 617	48,023	48,023	48,023	48,023	0	0%
ECA Contingency Reserve	0	253,185	200,000	250,000	50,000	25%
	12,546,282	11,204,744	11,091,518	11,214,538	64,198	1%

Fund:	Emergency Finance Reserve Fund		Fund #:	006
Department:	Administrative Services		Department #:	310
Cost Center	Total Fund		Cost Center #:	n/a

Function

This fund was established by budget Ordinance No. 2546 for the purpose of reserving money to offset projected decreases in state and federal grants such as Federal Revenue Sharing and Interagency Committee for outdoor recreation grants. Federal Revenue sharing was eliminated in 1987. Ordinance No. 2912 revised the purpose of this fund in 1994 to include unanticipated emergencies. Ordinance No. 3755 further revised the purpose of this fund in 2009 to limit utilization of fund assets to true catastrophic emergencies such as earthquakes or other natural or man made disasters.

Fund:	Emergency Finance Reserve Fund		Fund #:	006
Department:	Administrative Services		Department #:	310
Cost Center	Total Fund		Cost Center #:	n/a

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Beginning Balance	**1,927,600**	**1,927,600**	**1,927,600**	**1,927,600**	**0**	**0**
Total Revenue	**0**	**0**	**0**	**0**	**0**	**0**
Total Expenditure	**0**	**0**	**0**	**0**	**0**	**0**
Ending Balance	**1,927,600**	**1,927,600**	**1,927,600**	**1,927,600**	**0**	**0**

Fund:	LEOFF Medical Insurance Reserve		Fund #:	009
Department:	Administrative Services		Department #:	310
Cost Center	Total Fund		Cost Center #:	n/a

Function

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

Budget Narrative

Annual contributions from the General Fund are based on an actuarial study. Consultants and Actuaries assure that the pension and benefit obligation are adequately funded through the year 2024.

Fund:	LEOFF Medical Insurance Reserve		Fund #:	009
Department:	Administrative Services		Department #:	310
Cost Center	Total Fund		Cost Center #:	n/a

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Beginning Balance	**512,176**	**428,322**	**428,322**	**300,400**	**(127,922)**	**-30%**
Revenue						
Investment Interest	1,019	0	550	550	0	0%
Interfund Transfer In	376,566	376,566	376,566	600,000	223,434	59%
Total Revenue	377,585	376,566	377,116	600,550	223,434	59%
Expenditure						
Medical Benefits	382,198	415,000	417,014	462,886	45,872	11%
Long Term Care Benefits	62,471	50,000	88,024	140,425	52,401	60%
Professional Services	16,771	16,500	0	16,500	16,500	N/A
Total Expenditure	461,440	481,500	505,038	619,811	114,773	23%
Ending Balance	**428,322**	**323,388**	**300,400**	**281,139**	**(19,261)**	**-6%**

Fund:	Public Safety Emergency Reserve Fund		Fund #:	010
Department:	Administrative Services		Department #:	310
Cost Center	Total Fund		Cost Center #:	n/a

Function

The City established this fund as a depository for excess proceeds related to the transfer of city fire services to Snohomish County Fire District 1.

Fund:	Public Safety Emergency Reserve Fund		Fund #:	010
Department:	Administrative Services		Department #:	310
Cost Center	Total Fund		Cost Center #:	n/a

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Beginning Balance	**0**	**1,335,961**	**1,335,961**	**1,338,123**	**2,162**	**0%**
Revenue						
Investment Interest	1,379	1,000	2,162	2,200	38	2%
Interfund Transfer	1,334,581	0	0	0	N/A	N/A
Total Revenue	1,335,961	1,000	2,162	2,200	38	2%
Expenditure						
Total Expenditures	0	0	0	0	N/A	N/A
Ending Balance	**1,335,961**	**1,336,961**	**1,338,123**	**1,340,323**	**2,200**	**0%**

Fund:	Hotel/Motel Tax		Fund #:	120
Department:	Administrative Services		Department #:	310
Cost Center	Total Fund		Cost Center #:	n/a

Function

This fund was established by Ordinance No. 2010, which imposed a special excise tax of two-percent on the sale of, or charge made for, the furnishing of lodging by a hotel, rooming house, tourist court, motel, trailer camp, and the granting of any similar license to use real property. RCWs restrict the use of the tax to fund facilities or events that will serve to attract visitors to the community. The City has established a Lodging Tax Advisory Committee (LTAC) to advise Council on effective use of the fund's assets.

In 2002 the LTAC established a policy of funding log maintenance for the City owned restored log cabin facility used as a Visitor Information Center. At present an expenditure of up to $4,500 is allocated every three years for this maintenance work. By Council direction in 1992, $4,000 is transferred annually to the 117 Municipal Arts Fund as a way to help support the Arts Commission free summer Concerts in the Park and these funds are used for advertising to promote cultural tourism in Edmonds. In 1985 City Council Resolution 630 designated that 25% of the total motel/hotel excise tax revenues be transferred to the Tourism Promotional/Arts 123 Fund. The fund is administered by Cultural Services staff with recommendations by the Edmonds Arts Commission to promote and advertise art events/program presented by the City, such as the nationally recognized 2 1/2 day Write on the Sound writers' conference, and through the EAC Tourism Promotion Award program to promote cultural activities by local nonprofits to attract visitors to Edmonds.

The 2012 budget includes funding for promotion and advertising of the City as a whole administered by the Economic Development Department. Advertising includes regional and national promotion, support for the Snohomish County Visitor Bureau, and for the Edmonds Chamber Visitor Center. In addition the LTAC approved a transfer of $5,000 to the 132 Fund as part of a total $10,000 match over two years for a federal Preserve America grant for the Downtown Cultural Heritage Walking Tour project.

Fund:	Hotel/Motel Tax		Fund #:	120
Department:	Administrative Services		Department #:	310
Cost Center	Total Fund		Cost Center #:	n/a

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Beginning Balance	**181,037**	**116,608**	**116,608**	**72,558**	**(44,050)**	**-38%**
Revenue						
Hotel / Motel Excise Tax	69,216	75,000	69,000	69,000	0	0%
Investment Interest	440	0	200	200	0	0%
Total Revenues	69,655	75,000	69,200	69,200	0	0%
Expenditure						
Professional Services	70,058	85,500	57,000	10,000	(47,000)	-82%
Advertising	38,003	35,000	25,000	35,000	10,000	40%
Miscellaneous	4,720	5,000	5,000	2,500	(2,500)	-50%
Interfund Transfer Out	21,304	27,750	26,250	26,250	0	0%
Total Expenditures	134,085	153,250	113,250	73,750	(39,500)	-35%
Ending Balance	**116,608**	**38,358**	**72,558**	**68,008**	**(4,550)**	**-6%**

Fund:	LID Control Fund		Fund #:	211
Department:	Administrative Services		Department #:	n/a
Cost Center	Total Fund		Cost Center #:	n/a

Function

This fund collects special assessments levied against benefited properties for payment of principal and interest for special assessment bond issues.

Fund:	LID Control Fund		Fund #:	211
Department:	Administrative Services		Department #:	n/a
Cost Center	Total Fund		Cost Center #:	n/a

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Beginning Balance	**6,337**	**460**	**460**	**560**	**100**	**22%**
Revenue						
Special Assessment Penalty	830	0	800	700	(100)	-13%
Special Assessment Interest	15,626	0	5,300	6,000	700	13%
Special Assessment Principal	64,960	0	38,000	40,000	2,000	5%
Total Revenues	81,416	0	44,100	46,700	2,600	6%
Expenditure						
Interfund Transfer	87,293	0	44,000	46,500	2,500	6%
Total Expenditures	87,293	0	44,000	46,500	2,500	6%
Ending Balance	**460**	**460**	**560**	**760**	**200**	**36%**

Fund:	LID Guaranty Fund		Fund #:	213
Department:	Administrative Services		Department #:	n/a
Cost Center	Total Fund		Cost Center #:	n/a

Function

This fund was established for the protection of the Local Improvement District (LID) bondholders. If the City is unable to pay debt service on LID bonds because of insufficient special assessment collections, the bond payments would be made from this fund.

Fund:	LID Guaranty Fund		Fund #:	213
Department:	Administrative Services		Department #:	n/a
Cost Center	Total Fund		Cost Center #:	n/a

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Beginning Balance	**50,233**	**137,667**	**137,667**	**181,867**	**44,200**	**32%**
Revenue						
Investment Interest	142	0	200	225	25	13%
Interfund Transfer	87,293	0	44,000	46,500	2,500	6%
Total Revenues	87,435	0	44,200	46,725	2,525	6%
Total Expenditures	0.00	0.00	0.00	0.00	N/A	N/A
Ending Balance	**137,667**	**137,667**	**181,867**	**228,592**	**46,725**	**26%**

Fund:	LTGO Bond Fund		Fund #:	234
Department:	Administrative Services		Department #:	n/a
Cost Center	Total Fund		Cost Center #:	n/a

Function

This fund was established to collect funds for the payment of principal and interest on the 2002 LTGO Bond issue. Transfers to pay the principal and interest are from the Special Capital/Parks Acquisition Fund 126 (REET 1) and from the Edmonds Public Facilities District.

Fund:	LTGO Bond Fund		Fund #:	234
Department:	Administrative Services		Department #:	n/a
Cost Center	Total Fund		Cost Center #:	n/a

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Beginning Balance	**0**	**0**	**0**	**0**	**N/A**	**N/A**
Revenue						
Debt Service Payment - PFD	381,368	396,493	396,493	410,493	14,000	4%
Transfer In (REET 1)	70,792	69,480	69,480	68,080	(1,400)	-2%
Total Revenues	452,160	465,973	465,973	478,573	12,600	3%
Expenditure						
Bond Principal	165,000	185,000	185,000	205,000	20,000	11%
Bond Interest	287,160	280,973	280,973	273,573	(7,400)	-3%
Total Expenditures	452,160	465,973	465,973	478,573	12,600	3%
Ending Balance	**0**	**0**	**0**	**0**	**N/A**	**N/A**

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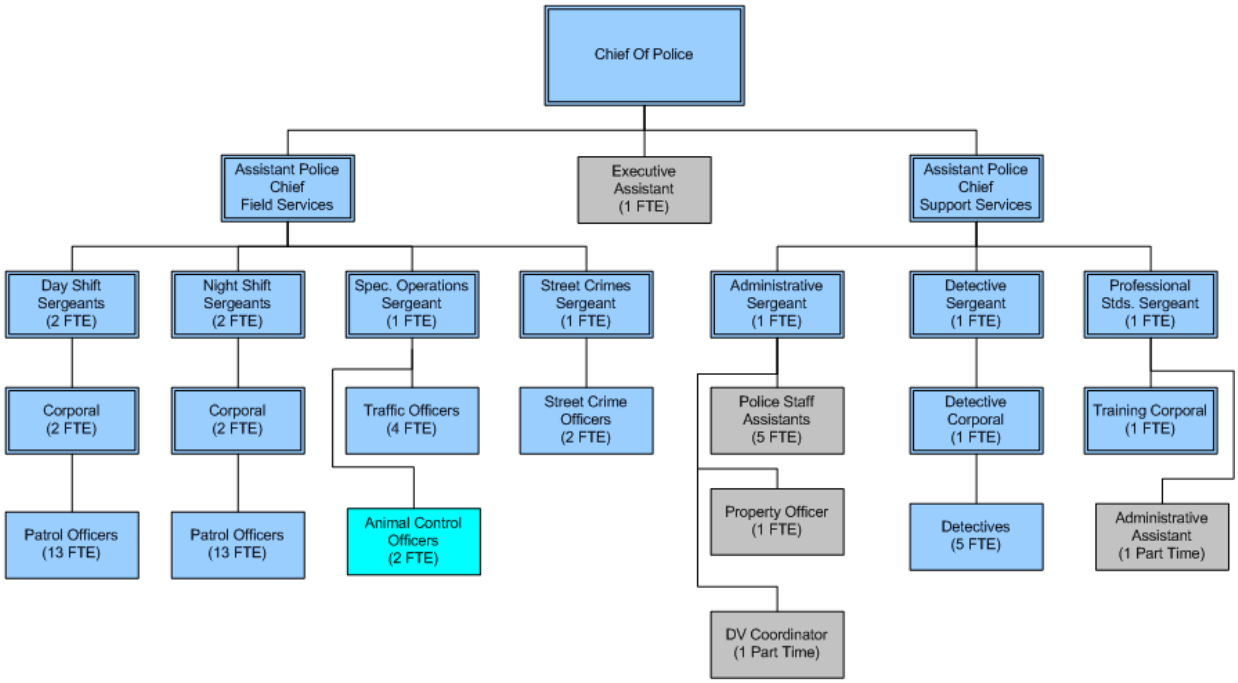
Fund:	General		Fund #:	001
Department:	Police		Department #:	410
Cost Center	Total Department		Cost Center #:	n/a



Commissioned Personnel	55
Limited Commission Personnel	2
Civilian Personnel	7
Part Time Support	2

NOTE: One Police Officer position remains authorized but unfunded. This position is not reflected on this chart.

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Fund:	General		Fund #:	001
Department:	Police		Department #:	410
Cost Center	Total Department		Cost Center #:	n/a

Mission Statement
Service in partnership with the community---a commitment to excellence. Through improved management techniques, mutual respect, developing staff's full potential, and in cooperation with the citizens of Edmonds, Police Services is becoming more attuned to and responsive to community needs. The Department will be innovative, using emerging technology to maximum potential. We recognize that growth is dependent on public confidence and support, which we strive to accomplish through professionalism.

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

2012 Budget Changes

In years past, overtime for the department has been significantly underfunded by approximately $200,000. In order to provide for a more transparent and accurate accounting of overtime funds, the department has increased its requested overtime funding to be more reflective of the actual annual expenditure. The average amount expended between 2006 and 2010 was $451,784 and averaged 182 % of the budgeted amount. Based on overtime expenditures through June 2011 and patterns of overtime use, overtime expenditures of $416,000 are anticipated in 2011. The amount requested department wide for 2012 is $420,000.

Overtime is necessary, regardless of whether or not the department is fully staffed for numerous reasons: major incidents requiring call-out of additional officers; late calls/reports where the officer is required to complete paperwork prior to securing for the day; anytime an officer works on a holiday it is at time and one-half per the CBA; extended injuries/illnesses that impact minimum staffing requiring officers working overtime on occasion; unanticipated injuries/illnesses; and special events requiring additional staffing.

The special events mentioned above include: The Edmonds Arts Festival; Waterfront Festival; 4th of July parades/fireworks; Taste of Edmonds; Summer Car Show; Edmonds School District football games, dances and graduations; statewide traffic enforcement emphasis patrols; and certain narcotics investigation conducted in conjunction with various federal agencies. The department is reimbursed for all wages/benefits associated with these events via either direct billing to the event organizer or grant re-imbursement. Over the past several years, even though the overtime has been charged against our overall budget, the reimbursements have been placed in the general fund and no adjustment has been made to replace the expended funds within affected cost center. This practice has exacerbated the underfunding and gives the appearance of significant overspending. All increases are reflected in the individual cost centers.

Fund:	General		Fund #:	001
Department:	Police		Department #:	410
Cost Center	Total Department		Cost Center #:	n/a

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	5,051,926	5,287,861	5,125,891	5,400,738	274,847	5%
Overtime	446,953	270,154	416,000	420,000	4,000	1%
Holiday Buyback	182,967	183,345	188,790	179,687	(9,103)	-5%
Benefits	1,767,845	1,776,913	1,812,417	1,899,147	86,730	5%
Uniforms	38,753	78,250	68,931	53,570	(15,361)	-22%
Supplies	71,973	95,954	94,737	95,900	1,163	1%
Fuel Consumed	91	0	0	0	N/A	N/A
Small Equipment	52,569	14,250	18,402	14,300	(4,102)	-22%
Professional Services	96,486	119,153	94,940	95,200	260	0%
Communications	28,665	26,328	29,043	33,592	4,549	16%
Travel	21,412	25,450	23,326	26,300	2,974	13%
Advertising	230	1,000	370	375	5	1%
Rental/Lease	17,008	17,000	19,000	18,000	(1,000)	-5%
Repair/Maintenance	13,068	20,590	15,790	16,115	325	2%
Miscellaneous	28,137	40,520	34,952	55,512	20,560	59%
Intergovt Services	571,330	619,534	519,900	536,048	16,148	3%
Interfund Fuel - Boat	361	0	595	0	(595)	-100%
Interfund Supplies - Boat	6,387	0	20	0	(20)	-100%
Interfund Rental	591,869	491,748	279,348	320,760	41,412	15%
Interfund Repair - Boat	14,878	0	7,336	0	(7,336)	-100%
	9,002,907	9,068,050	8,749,788	9,165,244	415,456	5%

Fund:	General		Fund #:	001
Department:	Police		Department #:	410
Cost Center	Administration		Cost Center #:	521.100

Function

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

Budget Narrative

- Salary and Benefits - Chief of Police, two Assistant Chiefs, a Professional Standards Sergeant, an Executive Assistant, a part time Domestic Violence Coordinator, and a part time Admin. Assistant.

- Uniforms - $700 uniform allowance for each commissioned (x4) employee and miscellaneous uniform costs.

- Supplies – Paper ($3,000), printing letterhead and business cards ($1,000), citizen and employee awards ($2,000), and office supplies for department ($7,000).

- Professional Services – Medical and psychological fit-for-duty exams ($4,800); pre-hire polygraphs, credit checks and medical/psychological exams ($3,000); accreditation fees ($800); chaplain fees ($200); Xpediter contract ($5,240); shredding service ($960); transcription for internal affairs investigations ($1,500).

- Communications - Department pagers ($575) and shipping for evidence and equipment ($1,425).

- Travel – Attendance at Snohomish County Sheriff and Police Chief Association meetings.

- Advertising - Legal notices and ads for unclaimed property sales.

- Rental/Lease – Department-wide leases (machine rental and per copy charges) for multifunction copier/printer/scanner/fax machines.

- Repair/Maintenance - Repair of general office equipment.

- Miscellaneous – Dues for WA Association of Sheriffs and Police Chiefs ($600), Snohomish County Sheriff & Police Chiefs Association ($35), LEEDA ($165), FBI-NAA ($150), International Association of Police Chaplains ($250); subscriptions ($112).

- Intergovernmental Services - City's share of Snohomish County Regional Drug Task Force ($9,998).

- Interfund Rental charge is for vehicles.

2012 Budget Changes

- Intergovernmental Services – Contractually mandated increase for regional drug task force ($197).

Fund:	General		Fund #:	001
Department:	Police		Department #:	410
Cost Center	Administration		Cost Center #:	521.100

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	588,373	594,776	592,858	605,709	12,851	2%
Overtime	4,745	3,782	800	3,782	2,982	373%
Holiday Buyback	4,140	6,953	4,180	3,795	(385)	-9%
Benefits	154,524	169,511	160,585	161,671	1,086	1%
Uniforms	958	2,800	3,053	3,000	(53)	-2%
Supplies	13,024	14,400	12,000	13,000	1,000	8%
Small Equipment	5,016	0	1,000	0	(1,000)	-100%
Professional Services	23,081	15,760	23,700	16,500	(7,200)	-30%
Communications	2,687	3,000	2,300	2,000	(300)	-13%
Travel	503	200	125	175	50	40%
Advertising	230	500	120	125	5	4%
Rental/Lease	17,008	17,000	19,000	18,000	(1,000)	-5%
Repair/Maintenance	0	1,000	500	0	(500)	-100%
Miscellaneous	1,284	1,465	1,332	1,312	(20)	-2%
Intergovt Services	9,694	9,801	9,900	9,998	98	1%
Interfund Rental	31,413	16,944	9,360	10,512	1,152	12%
	856,681	857,892	840,813	849,579	8,766	1%

Fund:	General		Fund #:	001
Department:	Police		Department #:	410
Cost Center	Records Management		Cost Center #:	521.110

Function

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

Budget Narrative

- Salary and Benefits - one Sergeant and five Police Services Assistants.
- Uniforms - $360 for each non commissioned (x5) employee plus $700 uniform allowance for a commissioned employee. ($2,500)
- Supplies - all department forms and citations. ($6,500)
- Small Equipment – Technology upgrades in preparation for New World implementation in 2012, including tablet computer and evidence label printers. ($5,000)
- Professional Services - document imaging support maintenance ($2,350), microfiche maintenance ($350).
- Repairs/Maintenance - repairs of office equipment and property room security systems. ($1,500)
- Miscellaneous – WA Association of Public Records Officer dues for Sergeant ($75) and bank card merchant fees, which are expected to increase with implementation of on-line animal licensing ($425).

2012 Budget Changes

- Professional Services - $8,264 budgeted in Professional Services in 2011 for wireless connections for 22 MDC's and lap top computers has been moved to Patrol Communications for the same purpose in the 2012 budget.

Fund:	General		Fund #:	001
Department:	Police		Department #:	410
Cost Center	Records Management		Cost Center #:	521.110

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	333,486	357,178	357,001	362,856	5,855	2%
Overtime	7,948	8,545	5,400	8,545	3,145	58%
Holiday Buyback	14,072	14,682	14,846	13,663	(1,183)	-8%
Benefits	129,507	139,299	137,400	145,174	7,774	6%
Uniforms	1,532	2,750	2,000	2,500	500	25%
Supplies	3,284	8,000	5,500	6,500	1,000	18%
Small Equipment	4,544	4,000	8,200	5,000	(3,200)	-39%
Professional Services	6,221	27,722	2,200	2,700	500	23%
Repair/Maintenance	1,009	3,000	0	1,500	1,500	NA
Miscellaneous	174	350	285	500	215	75%
	501,776	565,526	532,832	548,938	16,106	3%

Fund:	General		Fund #:	001
Department:	Police		Department #:	410
Cost Center	Investigation		Cost Center #:	521.210

Function
Investigation of crimes reported within the city.

Budget Narrative

- Salary and Benefits - one Detective Sergeant, one Detective Corporal, four Detectives, and one Narcotics Detective.

- Uniforms - $700 clothing allowance for each commissioned (x7) employee assigned to the investigations unit to repair or replace clothing per labor agreement. ($4,900)

- Supplies – audio/video interview supplies, general office supplies and evidence processing equipment ($4,220), identification manual yearly update ($80).

- Professional Services - criminal polygraph services ($350), Accurint Nexus Lexis ($700), translator services for the entire department ($500), transcription services ($3,000), Leads Online ($1,600), and evidentiary costs (DNA Analysis-$11,350) and child interview specialist services provided by Dawson Place ($4,000).

- Travel - ferry fares for investigations and transports, meals and parking fees for local business meetings ($125).

- Miscellaneous - purchasing information, pay tips, etc., for crimes other than narcotics related, and membership dues. ($500)

- Interfund Rental covers rental charge for investigation vehicles.

2012 Budget Changes
None

Fund:	General		Fund #:	001
Department:	Police		Department #:	410
Cost Center	Investigation		Cost Center #:	521.210

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	528,870	611,732	585,456	624,030	38,574	7%
Overtime	31,441	41,644	36,488	41,644	5,156	14%
Overtime - Reimburseable	0	1,162	0	0	N/A	N/A
Holiday Buyback	15,722	21,933	25,872	22,505	(3,367)	-13%
Benefits	181,768	207,989	232,302	231,852	(450)	0%
Benefits - Reimburseable	0	169	0	0	N/A	N/A
Uniforms	164	4,900	4,900	4,900	0	0%
Supplies	1,780	4,400	2,500	4,300	1,800	72%
Small Equipment	1,051	0	0	0	N/A	N/A
Professional Services	12,161	26,026	15,000	21,500	6,500	43%
Travel	104	250	125	125	0	0%
Repair/Maintenance	4,266	0	0	0	N/A	N/A
Miscellaneous	185	560	300	500	200	67%
Interfund Rental	22,035	19,488	11,088	11,784	696	6%
	799,547	940,253	914,031	963,140	49,109	5%

Fund:	General		Fund #:	001
Department:	Police		Department #:	410
Cost Center	Patrol		Cost Center #:	521.220

Function

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

Budget Narrative

- Salary and Benefits – Includes six Sergeants, four Corporals, and 26 Patrol Officers.

- Uniforms – Repair and replacement of uniforms lost or damaged on the job or no longer serviceable per the Collective Bargaining Agreement between the Edmonds Police Officers Association and the City ($22,510); dry cleaning for entire department ($14,000).

- Supplies – Department batteries, flashlight switches and bulbs, safety flares, traffic cones, duty belts/pouches/holsters, handcuffs, personal protection gloves, safety glasses, hand sanitizer, business cards, digital memory cards/flash drives, emergency blankets, personal protection face masks, etc ($12,000).

- Professional Services – Five dive team medical exams and contract towing fees ($7,000).

- Communications – Fees associated with cellular phones and Blackberry devices for the entire department ($31,592).

- Repair and Maintenance – Service and parts for repair of police radars, LIDAR devices, total station, radios, dive equipment, and police bicycles; car washes for department vehicles ($13,190).

- Miscellaneous – Dues for Western Hostage Negotiators Association (WSHNA), Boy Scouts of America, National Association of Field Training Officers (NAFTO) ($125).

- Interfund Rental – Charges associated with the rental and maintenance/fuel for patrol vehicles.

2012 Budget Changes

- Uniforms – 2012 budget backs out the approved 2011 decision package for replacement of 29 ballistic vests. Replacement of 10 ballistic vests in 2012 will be absorbed by the existing budget.

- Communications - Moves $8,264 for 22 wireless connections for patrol car MDC's and laptops from Records Professional Services to Patrol Communications where it is more appropriately budgeted.

Fund:	General		Fund #:	001
Department:	Police		Department #:	410
Cost Center	Patrol		Cost Center #:	521.220

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	2,762,714	2,953,592	2,869,486	3,018,082	148,596	5%
Overtime	289,378	170,000	277,812	252,867	(24,945)	-9%
Overtime - Reimburseable	19,468	1,428	23,000	24,000	1,000	4%
Holiday Buyback	113,747	107,000	114,457	112,026	(2,431)	-2%
Benefits	1,009,509	974,685	1,040,000	1,097,206	57,206	6%
Benefits - Reimburseable	2,351	203	0	0	N/A	N/A
Uniforms	29,562	60,640	48,640	36,510	(12,130)	-25%
Supplies	10,042	10,000	12,640	12,000	(640)	-5%
Small Equipment	23,242	0	722	0	(722)	-100%
Professional Services	10,516	5,500	6,500	7,000	500	8%
Communications	25,978	23,328	26,743	31,592	4,849	18%
Travel	(8)	0	0	0	N/A	N/A
Repair/Maintenance	7,692	14,190	14,190	13,190	(1,000)	-7%
Miscellaneous	0	230	120	125	5	4%
Interfund Fuel - Boat	361	0	595	0	(595)	-100%
Interfund Supplies - Boat	6,387	0	20	0	(20)	-100%
Interfund Rental	380,901	314,616	194,244	237,780	43,536	22%
Interfund Repair - Boat	14,878	0	7,336	0	(7,336)	-100%
	4,706,718	4,635,412	4,636,505	4,842,378	205,873	4%

Fund:	General		Fund #:	001
Department:	Police		Department #:	410
Cost Center	Special Operations		Cost Center #:	521.230

Function
This represents Edmonds one-third participation in the South Snohomish County Special Weapons and Tactics Team (SWAT) via an interlocal agreement with cities of Lynnwood and Mountlake Terrace. This combined program trains and equips a twelve-member SWAT Team to respond to critical emergencies.

Budget Narrative
Details of maintenance and operations expenditures are as follows:

- Supplies – Ammunition for handguns, rifles, shotguns and 40mm impact weapons, as well as distraction devices and chemical agents ($11,175).

- Repair/Maintenance – Maintenance of all SWAT related equipment utilized by the team members ($425).

- Miscellaneous – Annual advanced refresher training following best practice recommendations as well as membership dues in the Washington State Tactical Officers Association (WSTOA) ($4,750).

- Interfund Rental – Charge associated with maintenance/fuel for the SWAT bus (vehicle 647).

2012 Budget Changes
None

Fund:	General		Fund #:	001
Department:	Police		Department #:	410
Cost Center	Special Operations		Cost Center #:	521.230

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Uniforms	0	0	5,000	0	(5,000)	-100%
Supplies	13,133	11,175	11,175	11,175	0	0%
Small Equipment	0	0	194	0	(194)	-100%
Repair/Maintenance	0	400	100	425	325	325%
Miscellaneous	2,725	4,300	4,750	4,750	0	0%
Interfund Rental	3,879	10,080	10,080	6,060	(4,020)	-40%
	19,737	25,955	31,299	22,410	(8,889)	-28%

Fund:	General		Fund #:	001
Department:	Police		Department #:	410
Cost Center	K-9 Unit		Cost Center #:	521.260

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

Budget Narrative

- Salary and Benefits – Includes two K-9 Officers.

- Uniforms – Repair and replacement of uniforms lost or damaged on the job or no longer serviceable per the Collective Bargaining Agreement between the Edmonds Police Officers Association and the City.

- Supplies – Dog food ($1,500) and miscellaneous equipment including leads, muzzles, bite sleeves, medications. ($600).

- Professional Services – Kennel boarding and veterinarian services ($1,800).

- Miscellaneous – Membership dues for the Washington State Police Canine Association (WSPCA) ($100).

- Interfund Rental – Charges associated with the rental and maintenance/fuel for the assigned K-9 officer vehicles.

2012 Budget Changes
None

Fund:	General		Fund #:	001
Department:	Police		Department #:	410
Cost Center	K-9 Unit		Cost Center #:	521.260

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	163,584	166,871	115,803	168,234	52,431	45%
Overtime	31,711	11,676	20,000	32,000	12,000	60%
Holiday Buyback	6,921	7,357	3,909	4,484	575	15%
Benefits	71,533	75,092	48,786	61,642	12,856	26%
Uniforms	2,846	1,400	2,059	1,600	(459)	-22%
Supplies	2,359	1,525	2,000	2,100	100	5%
Professional Services	1,550	1,700	4,500	1,800	(2,700)	-60%
Miscellaneous	90	90	90	100	10	11%
Interfund Rental	22,641	16,140	10,140	8,184	(1,956)	-19%
	303,235	281,851	207,287	280,144	72,857	35%

Fund:	General		Fund #:	001
Department:	Police		Department #:	410
Cost Center	Crime Prevention		Cost Center #:	521.300

Function

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

2012 Budget Changes

None

Fund:	General		Fund #:	001
Department:	Police		Department #:	410
Cost Center	Crime Prevention		Cost Center #:	521.300

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	(1,994)	0	0	0	N/A	N/A
Benefits	64	0	0	0	N/A	N/A
Professional Services	2,010	0	0	0	N/A	N/A
Miscellaneous	87	0	0	0	N/A	N/A
Interfund Rental	909	2,100	2,100	0	(2,100)	-100%
	1,076	2,100	2,100	0	(2,100)	-100%

Fund:	General		Fund #:	001
Department:	Police		Department #:	410
Cost Center	Youth Services		Cost Center #:	521.310

Function
Provide positive, educational interaction with youth that is intended to deter youth from crime.

2012 Budget Changes
None

Fund:	General		Fund #:	001
Department:	Police		Department #:	410
Cost Center	Youth Services		Cost Center #:	521.310

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	84,308	0	0	0	N/A	N/A
Overtime	4,006	0	0	0	N/A	N/A
Holiday Buyback	3,460	0	0	0	N/A	N/A
Benefits	21,669	0	0	0	N/A	N/A
Uniforms	44	0	0	0	N/A	N/A
Interfund Rental	10,871	13,548	7,068	0	(7,068)	-100%
	124,358	13,548	7,068	0	(7,068)	-100%

Fund:	General		Fund #:	001
Department:	Police		Department #:	410
Cost Center	Training		Cost Center #:	521.400

Function

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

Budget Narrative

- Salary and Benefits – Includes one Training Corporal.
- Uniforms – Yearly $700 clothing allowance per the Collective Bargaining Agreement between the Edmonds Police Officers Association and the City, and ancillary uniform expenses ($50).
- Supplies – Pistol, rifle, and shotgun ammunition used for training and required qualifications; range supplies and targets; TASER cartridges for training and duty use; SAGE projectiles and training munitions supplies; defensive tactics supplies; and first aid supplies. ($36,000)
- Small Equipment – Training aids and replacement tasers. ($5,200)
- Professional Services – Range rental fees ($6,500); health club membership fees per the Collective Bargaining Agreement between the Edmonds Police Officers Association and the City ($6,300), Lexipol policy manual updates ($3,200), State-mandated hearing and respiratory testing ($500).
- Travel – Expenses associated with training and new hire background investigations. ($26,000)
- Advertising – Recruiting advertising in professional publications as well as area job fairs. ($250)
- Repair/Maintenance – Repair and maintenance of all department weapons and the PRISM shooting simulator. ($1,000)
- Miscellaneous – Payments to the Washington Criminal Justice Training Commission and private training vendors for training classes and programs attended by employees ($25,400); Regional Training agreement ($600); cost to send two new hires to Basic Law Enforcement Academy ($20,000).
- Interfund Rental – Charges associated with staff cars available to all employees.

2012 Budget Changes

- Miscellaneous – The 2012 budget adds $20,000 to send two new hires to the Basic Law Enforcement Academy. Due to State budget cuts, the Criminal Justice Training Commission will through training expenses and charge local agencies $10,000 per recruit sent to BLEA. The cost is expected to increase to $11,000 per recruit in 2013.

Fund:	General		Fund #:	001
Department:	Police		Department #:	410
Cost Center	Training		Cost Center #:	521.400

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	92,182	92,397	92,401	94,249	1,848	2%
Overtime	6,520	3,499	4,000	6,500	2,500	63%
Holiday Buyback	3,870	3,972	3,998	3,549	(449)	-11%
Benefits	20,998	25,871	22,123	22,290	167	1%
Uniforms	0	700	729	750	21	3%
Supplies	16,232	35,654	38,307	36,000	(2,307)	-6%
Small Equipment	13,102	5,000	4,000	5,200	1,200	30%
Professional Services	13,977	13,140	16,407	16,500	93	1%
Travel	20,813	25,000	23,076	26,000	2,924	13%
Advertising	0	500	250	250	0	0%
Repair/Maintenance	101	2,000	1,000	1,000	0	0%
Miscellaneous	21,801	28,300	26,000	46,000	20,000	77%
Interfund Rental	7,200	1,500	1,500	1,380	(120)	-8%
	216,798	237,533	233,791	259,668	25,877	11%

Fund:	General		Fund #:	001
Department:	Police		Department #:	410
Cost Center	Ordinance Enforcement		Cost Center #:	521.700

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

Budget Narrative

- Salary and Benefits – Includes two Animal Control/Ordinance Enforcement Officers.

- Uniforms – Repair and replacement of uniforms lost or damaged on the job or no longer serviceable per the Collective Bargaining Agreement between the Edmonds Police Officers Association and the City ($1,000).

- Supplies – Plastic bags, animal control drugs, disposable leashes, and dog license and renewals ($2,000).

- Professional Services – Veterinary services with local veterinarians ($1,155), animal disposal services with S. Morris ($1,672) and contract animal shelter services with Adix ($25,173).

- Miscellaneous – Dues for Washington Animal Control Association (WACA) ($75).

- Spay and Neuter – Specific to veterinary services for spay and neuter of stray animals that are placed (adopted) per City Ordinance ($2,000).

- Interfund Rental – Charges associated with the rental and maintenance/fuel for the Animal Control and Parking Enforcement vehicles.

2012 Budget Changes
None

Fund:	General		Fund #:	001
Department:	Police		Department #:	410
Cost Center	Ordinance Enforcement		Cost Center #:	521.700

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	113,737	117,830	118,795	120,577	1,782	2%
Overtime	2,392	3,003	2,100	3,003	903	43%
Holiday Buyback	4,851	4,600	4,956	4,540	(416)	-8%
Benefits	45,243	50,667	46,997	49,735	2,738	6%
Uniforms	11	1,300	350	1,000	650	186%
Supplies	2,967	2,100	1,800	2,000	200	11%
Professional Services	26,421	27,905	26,000	28,000	2,000	8%
Miscellaneous	110	75	75	75	0	0%
Spay & Neuter Animal Control Services	1,631	5,000	2,000	2,000	0	0%
Interfund Rental	16,980	7,632	7,632	8,148	516	7%
	214,343	220,112	210,705	219,078	8,373	4%

Fund:	General		Fund #:	001
Department:	Police		Department #:	410
Cost Center	Traffic		Cost Center #:	521.710

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

Budget Narrative

- Salary and Benefits – Includes four Traffic Officers.
- Uniforms – Repair and replacement of uniforms lost or damaged on the job or no longer serviceable per the Collective Bargaining Agreement between the Edmonds Police Officers Association and the City.
- Supplies – Printer ink and miscellaneous supplies. ($125)
- Small Equipment – Replacement/upgrade/service agreement of traffic collision investigation equipment/software ($1,700) and replacement of radars ($1,300).
- Miscellaneous – Membership dues for the Washington Technical Accident Investigators (WATAI) ($50).
- Interfund Rental – Charges associated with the rental and maintenance/fuel for the police motorcycles and traffic car.

2012 Budget Changes
None

Fund:	General		Fund #:	001
Department:	Police		Department #:	410
Cost Center	Traffic		Cost Center #:	521.710

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	330,781	336,672	337,841	349,907	12,066	3.6%
Overtime	41,235	12,902	30,000	30,000	0	0.0%
Overtime-Reimburseable	8,108	10,854	16,000	16,000	0	0.0%
Holiday Buyback	13,805	14,679	14,246	12,975	(1,271)	-8.9%
Benefits	113,225	114,468	107,371	111,134	3,763	3.5%
Benefits-Reimburseable	670	779	0	0	N/A	N/A
Uniforms	3,386	3,350	2,000	3,000	1,000	50.0%
Supplies	345	100	130	125	(5)	-3.8%
Fuel Consumed	91	0	0	0	N/A	N/A
Small Equipment	4,359	4,200	3,286	3,000	(286)	-8.7%
Miscellaneous	50	100	0	50	50	NA
Interfund Rental	40,482	35,412	24,048	34,464	10,416	43.3%
	556,537	533,516	534,922	560,655	25,733	4.8%

Fund:	General		Fund #:	001
Department:	Police		Department #:	410
Cost Center	Property Management		Cost Center #:	521.910

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

Budget Narrative

- Salary and Benefits - includes one Property Officer.
- Uniforms - repair or replacement of uniforms lost or damaged on the job per union contract ($310).
- Supplies - evidence supplies ($1,500), fingerprint supplies ($1,200), and drug testing supplies ($1,000).
- Small Equipment – for gun storage ($1,100).
- Professional Services – hazardous materials disposal ($400), analytical and precision balance ($300), and property room review ($500).
- Miscellaneous covers dues for Law Enforcement Identification and Records Association ($50) and miscellaneous evidence processing/handling costs ($50).

2012 Budget Changes
None

Fund:	General		Fund #:	001
Department:	Police		Department #:	410
Cost Center	Property Management		Cost Center #:	521.910

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	55,886	56,813	56,250	57,094	844	2%
Overtime	0	1,659	400	1,659	1,259	315%
Holiday Buyback	2,380	2,169	2,326	2,150	(176)	-8%
Benefits	16,467	18,180	16,853	18,443	1,590	9%
Uniforms	250	410	200	310	110	55%
Supplies	4,814	3,600	3,685	3,700	15	0%
Small Equipment	1,253	1,050	1,000	1,100	100	10%
Professional Services	548	1,400	633	1,200	567	90%
Miscellaneous	0	50	0	100	100	NA
Interfund Rental	6,558	6,288	2,088	2,448	360	17%
	88,157	91,619	83,435	88,204	4,769	6%

Fund:	General		Fund #:	001
Department:	Police		Department #:	410
Cost Center	Reserves		Cost Center #:	521.940

Function
Part-time officers fill in for vacationing officers, direct traffic, and assist with crowd control at parades and other civic functions.

2012 Budget Changes
None

Fund:	General		Fund #:	001
Department:	Police		Department #:	410
Cost Center	Reserves		Cost Center #:	521.940

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Benefits	317	0	0	0	N/A	N/A
	317	0	0	0	N/A	N/A

Fund:	General		Fund #:	001
Department:	Police		Department #:	410
Cost Center	Prisoner Care		Cost Center #:	523.600

Function

Jail booking and incarceration costs for prisoner care.

Budget Narrative
Details of maintenance and operations expenditures are as follows:

- Supplies - food, medical care, and prescriptions for prisoners.

- Intergovernmental Services - booking and daily fees under contracts with the City of Lynnwood, Snohomish County, and Okanogan County Jail, including cooperative transport. Snohomish County is raising the booking and daily fee by 3.33% based on our contract. There are no anticipated changes to the Lynnwood Jail costs.

2012 Budget Changes
None

Fund:	General		Fund #:	001
Department:	Police		Department #:	410
Cost Center	Prisoner Care		Cost Center #:	523.600

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Supplies	3,992	5,000	5,000	5,000	0	0%
Intergovt Services	561,636	609,733	510,000	526,050	16,050	3%
	565,629	614,733	515,000	531,050	16,050	3%

Fund:	General		Fund #:	001
Department:	Police		Department #:	410
Cost Center	Dispatch		Cost Center #:	528.600

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

Budget Narrative

Transfers to the reserve fund were suspended in 2010 and 2011 due to budget shortfalls. Our current portable radios are now past warranty, and getting close to the end of their service life. Replacement parts are difficult to find. In addition, our mobile computers have a service life of four years, which cannot be stretched much due to changing technologies. It is important that the reserve fund is maintained to cover future expenditures for mobile radios, portables, and mobile computers.

2012 Budget Changes
None

Fund:	General		Fund #:	001
Department:	Police		Department #:	410
Cost Center	Dispatch		Cost Center #:	528.600

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Interfund Rental	48,000	48,000	0	0	N/A	N/A
	48,000	48,000	0	0	N/A	N/A

Fund:	Drug Enforcement		Fund #:	104
Department:	Police		Department #:	410
Cost Center	Total Fund		Cost Center #:	n/a

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

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

Budget Narrative

- Supplies – office and drug testing supplies ($200).
- Fuel Consumed – fuel for the narcotics vehicle ($2,000).
- Small Equipment – undercover equipment purchases ($5,000).
- Communication – the Blackberry and Nextel phones used by the narcotics detectives ($2,233).
- Repair/Maintenance – the cost of repairs for the narcotics vehicle ($800).
- Miscellaneous – funds for drug purchases ($20,000).
- Intergovernmental Services – One third of the salary, benefits and overtime for the Narcotics Detective Sergeant ($48,830). Payment of 10% State of Washington tax on seizures. ($1,170).

2012 Budget Changes
None

Fund:	Drug Enforcement		Fund #:	104
Department:	Police		Department #:	410
Cost Center	Total Fund		Cost Center #:	n/a

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Beginning Balance	**131,976**	**116,889**	**116,889**	**116,245**	**(644)**	**-1%**
Revenue						
Investment Interest	380	0	200	200	0	0%
Miscellaneous Revenue	32,523	30,000	72,195	28,000	(44,195)	-61%
Total Revenues	32,903	30,000	72,395	28,200	(44,195)	-61%
Expenditure						
Supplies	0	200	200	200	0	0%
Fuel Consumed	2,177	2,000	2,854	2,000	(854)	-30%
Small Equipment	0	5,000	6,960	5,000	(1,960)	-28%
Communications	1,403	2,233	1,200	2,233	1,033	86%
Repair and Maintenance	0	800	800	800	0	0%
Miscellaneous	5,000	20,000	20,000	20,000	0	0%
Intergovernmental Services	39,409	50,000	41,025	50,000	8,975	22%
Total Expenditures	47,989	80,233	73,039	80,233	7,194	10%
Ending Balance	**116,889**	**66,656**	**116,245**	**64,212**	**(52,033)**	**-45%**

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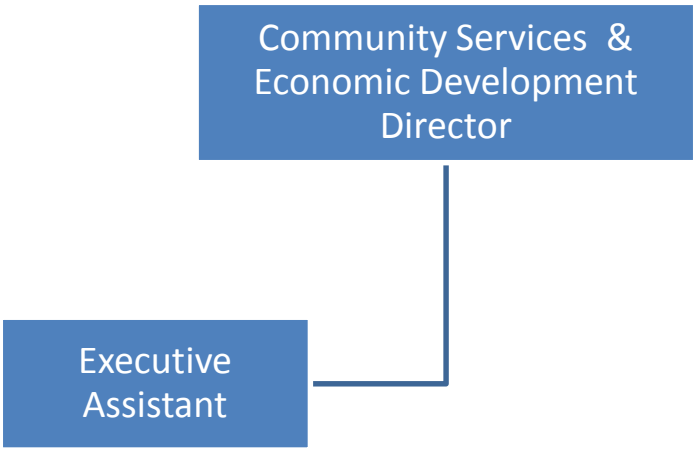
Fund:	General		Fund #:	001
Department:	Community Services & Economic Development		Department #:	
Cost Center	Total Department		Cost Center #:	



Fund:	General		Fund #:	001
Department:	Community Services		Department #:	610
Cost Center	Total Department		Cost Center #:	519.700

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

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

Budget Narrative
The Salary and Benefits budget includes the Community Services Director and one Executive Assistant.

2012 Budget Changes
None

Fund:	General		Fund #:	001
Department:	Community Services		Department #:	610
Cost Center	Total Department		Cost Center #:	519.700

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	201,630	210,934	208,167	212,854	4,687	2%
Benefits	47,809	65,390	58,338	60,622	2,284	4%
Supplies	625	1,000	750	1,000	250	33%
Small Equipment	116	500	500	500	0	0%
Professional Services	128,962	50,514	35,670	42,000	6,330	18%
Communications	742	690	990	1,090	100	10%
Travel	260	1,500	600	1,000	400	67%
Advertising	0	500	500	500	0	0%
Rental/Lease	1,660	1,320	1,320	1,320	0	0%
Repair/Maintenance	370	500	500	500	0	0%
Miscellaneous	954	2,000	1,000	1,000	0	0%
Interfund Rental	144	380	380	620	240	63%
	383,272	335,228	308,715	323,006	14,291	5%

Fund:	General		Fund #:	001
Department:	Economic Development		Department #:	240
Cost Center	Total Department		Cost Center #:	513.110

Function

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

Budget Narrative

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

2012 Budget Changes

The 2012 budget includes $60,000 to complete the City-wide Strategic Plan. The $100,000 budgeted amount will not be spent in year 2011 as the strategic planning process started in 2011 later than anticipated; scheduled completion is now spring 2012. Anticipated expenditures for 2011 are $40,000. The balance of the Strategic Planning process, i.e., $60,000 will be paid in 2012 from the salary savings for the unfilled Development Services Director position.

Fund:	General		Fund #:	001
Department:	Economic Development		Department #:	240
Cost Center	Total Department		Cost Center #:	513.110

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Supplies	520	1,000	500	500	0	0%
Small Equipment	0	400	300	300	0	0%
Professional Services	24,627	35,800	37,518	90,500	52,982	141%
Communications	12	9,400	400	400	0	0%
Travel	9	1,500	750	1,000	250	33%
Advertising	10,133	25,000	24,000	30,000	6,000	25%
Miscellaneous	4,080	5,000	3,000	3,000	0	0%
	39,381	78,100	66,468	125,700	59,232	89%

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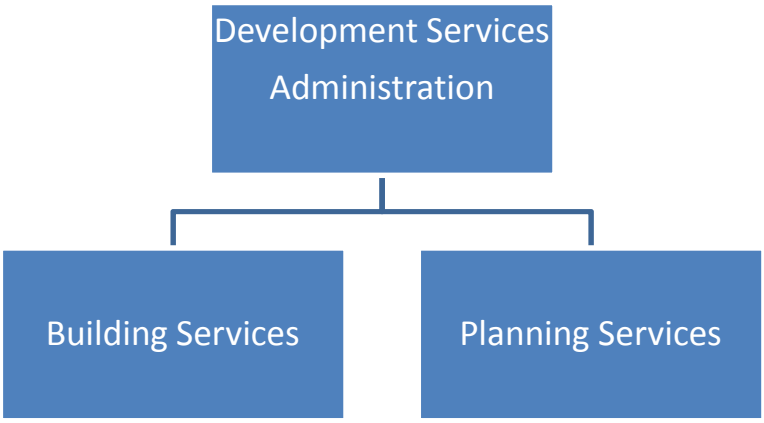
Fund:	General		Fund #:	001
Department:	Development Services		Department #:	620
Cost Center	Total Department		Cost Center #:	n/a



Fund:	General		Fund #:	001
Department:	Development Services		Department #:	620
Cost Center	Total Department		Cost Center #:	n/a

Mission Statement

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

- Providing accurate, consistent, and timely permit processing
- Promoting building safety and managed land use
- Implementing adopted City codes, policies, plans, and standards
- Protecting the public's health and safety
- Providing excellent customer service

Fund:	General		Fund #:	001
Department:	Development Services		Department #:	620
Cost Center	Total Department		Cost Center #:	n/a

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	1,071,042	1,253,728	1,058,176	1,071,681	13,505	1%
Overtime	3,057	1,520	2,980	2,800	(180)	-6%
Benefits	347,478	413,909	364,686	374,639	9,953	3%
Uniforms	0	320	0	320	320	NA
Supplies	16,685	26,000	17,000	17,510	510	3%
Minor Equipment	1,442	1,900	2,500	2,300	(200)	-8%
Professional Services	89,034	158,930	151,100	113,480	(37,620)	-25%
Communications	5,596	5,530	4,200	4,630	430	10%
Travel	2,284	6,880	2,700	3,500	800	30%
Advertising	2,329	3,780	5,603	4,250	(1,353)	-24%
Rental/Lease	21,832	27,590	21,160	22,500	1,340	6%
Repairs/Maintenance	2,639	5,443	2,000	2,000	0	0%
Miscellaneous	27,756	35,805	26,600	27,600	1,000	4%
Interfund Rental	14,253	14,528	9,636	7,652	(1,984)	-21%
	1,605,427	1,955,863	1,668,341	1,654,862	(13,479)	-1%

Fund:	General		Fund #:	001
Department:	Development Services		Department #:	620
Cost Center	Planning		Cost Center #:	558.600

Function

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

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

Budget Narrative

Salaries & Benefits	Planning Manager, four professional planners, administrative assistant and clerk, student interns (GIS). Total 6.1 FTE plus interns.
Overtime	Minor overtime charges to cover peak period workloads.
Small Equipment	Small tools and minor equipment.
Professional Services	Hearing Examiner, Minute Taker (incl. transcripts), digital aerials, special studies (e.g. critical areas recon or review, plan support).
Communications	Wireless devices.
Travel	Lodging, meals, mileage for meetings or training.
Advertising	Legal notices, meeting agendas, display ads and public mailings.
Miscellaneous	Dues/subscriptions/memberships, class registrations & tuition, printing, resource materials and publications, archiving.
Interfund Rental	Vehicle rental for #17 and 1/3 share of #12.

2012 Budget Changes

None

Fund:	General		Fund #:	001
Department:	Development Services		Department #:	620
Cost Center	Planning		Cost Center #:	558.600

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	450,402	463,931	460,098	470,384	10,286	2%
Overtime	0	520	0	300	300	NA
Benefits	147,154	157,736	159,196	164,097	4,901	3%
Uniforms	0	320	0	320	320	NA
Supplies	15	0	0	0	N/A	N/A
Minor Equipment	721	1,700	1,700	1,700	0	0%
Professional Svc	55,525	118,430	109,000	69,880	(39,120)	-36%
Professional Services-Planning Signs	2,439	0	2,600	2,600	0	0%
Communications	1,395	1,230	1,700	1,230	(470)	-28%
Travel	2,059	3,050	1,200	2,000	800	67%
Advertising	2,279	3,530	5,353	4,000	(1,353)	-25%
Repairs & Maintenance	209	0	0	0	N/A	N/A
Miscellaneous	17,824	17,660	16,000	16,500	500	3%
Interfund Rental	2,413	3,476	2,280	1,256	(1,024)	-45%
	682,434	771,583	759,127	734,267	(24,860)	-3%

Fund:	General		Fund #:	001
Department:	Development Services		Department #:	620
Cost Center	Building Services		Cost Center #:	524.100

Function

The Building Division provides permitting information, permit intake and issuance, plan review services, field inspection services and building code enforcement for public and private development. The Division determines compliance with State mandated building and related construction codes, local regulations and city ordinances and ensures compliance.

Budget Narrative

Salaries and Benefits	The Building Division consists of seven (6) full time equivalent (FTE's) positions including; the Building Official, Assistant Building Official, Senior Combination Building Inspector, Residential Plans Examiner, Permit Coordinator and Permit Specialist.
Overtime	Overtime for the processing and microfilming of permit records, special projects, and maintaining weekly administrative duties for the division, etc.
Uniforms	Boots, field gear, safety equipment, uniforms, raingear – as required by union contract.
Professional Services	Consultant reviews, engineering evaluations and studies, etc.
Communication	Mobile phones and laptop wireless card for field staff.
Travel	Travel to business meetings, seminars, training, etc.
Advertising	Publication for legal notices.
Repair/Maintenance	Contract, maintenance, parts and copies for blueprint copy machine.
Miscellaneous	Public forms and handouts, reference books, code books (including for 2010 code change), technical software, training, memberships, dues, registrations, conferences, microfilming, etc.
Interfund Rental	Vehicle rental for units #29, #35 and #122.

2012 Budget Changes

None

Fund:	General		Fund #:	001
Department:	Development Services		Department #:	620
Cost Center	Building Services		Cost Center #:	524.100

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	483,499	506,376	460,478	448,503	(11,975)	-3%
Benefits	146,844	156,976	149,215	149,542	327	0%
Supplies	79	0	0	0	N/A	N/A
Minor Equipment	721	0	0	0	N/A	N/A
Professional Svc	13,645	25,000	20,500	22,000	1,500	7%
Communications	3,462	3,500	2,500	2,600	100	4%
Travel	201	1,750	1,400	1,400	0	0%
Advertising	50	250	250	250	0	0%
Repairs/Maintenance	695	1,500	1,000	1,000	0	0%
Miscellaneous	9,765	17,000	9,000	9,500	500	6%
Interfund Rental	11,840	11,052	7,356	6,396	(960)	-13%
	670,801	723,404	651,699	641,191	(10,508)	-2%

Fund:	General		Fund #:	001
Department:	Development Services		Department #:	620
Cost Center	Administration		Cost Center #:	558.800

Function
Department administration ensures that all City codes and ordinances within the divisions are updated and enforced, and needs related to government services are met. The Administrative Assistants within the Administration Division handle customer contacts by phone and counter visits and handle Department supply orders, payroll and invoicing. The Code Enforcement Officer reports to the Director and handles code compliance issues. Code compliance issues include building, zoning, engineering and nuisance complaints.

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

Supplies	Office supplies, forms, copy paper, publications, cleaning supplies, and refreshments for public meetings
Small Equipment	Small tools and minor equipment
Professional Services	Engineering/architectural, management consulting, legal services, computer programming/permit system maintenance
Communication	Telephone, on-line changes, postage, fax
Travel	Lodging, meals, mileage
Advertising	Legal notices, meeting dates/agenda ads
Rental/Lease	Copier leases
Repairs/Maintenance	Equipment repairs/maintenance – fax, binding machine, label maker, laminator
Miscellaneous	Dues/subscriptions/memberships, registration, tuition, film developing

2012 Budget Changes.
None

Fund:	General		Fund #:	001
Department:	Development Services		Department #:	620
Cost Center	Administration		Cost Center #:	558.800

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	137,141	283,421	137,600	152,794	15,194	11%
Overtime	3,057	1,000	2,980	2,500	(480)	-16%
Benefits	53,481	99,197	56,275	61,000	4,725	8%
Supplies	16,591	26,000	17,000	17,510	510	3%
Minor Equipment	0	200	800	600	(200)	-25%
Professional Services	17,425	15,500	19,000	19,000	0	0%
Communications	739	800	0	800	800	NA
Travel	25	2,080	100	100	0	0%
Rental/Lease	21,832	27,590	21,160	22,500	1,340	6%
Repairs/Maintenance	1,736	3,943	1,000	1,000	0	0%
Miscellaneous	168	1,145	1,600	1,600	0	0%
	252,193	460,876	257,515	279,404	21,889	9%

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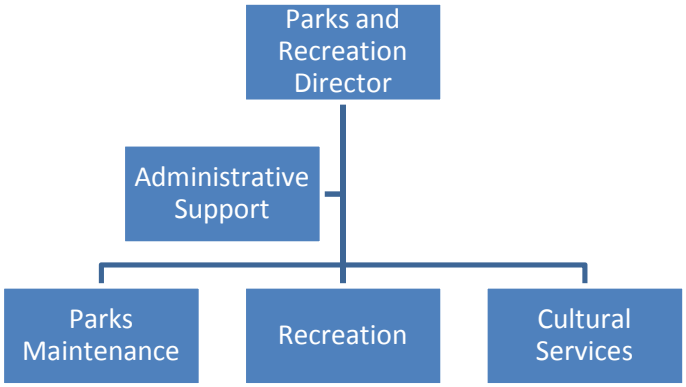
Fund:	General		Fund #:	001
Department:	Parks and Recreation		Department #:	640
Cost Center	Total Department		Cost Center #:	n/a



Fund:	General		Fund #:	001
Department:	Parks and Recreation		Department #:	640
Cost Center	Total Department		Cost Center #:	n/a

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

Purpose
The Parks, Recreation and Cultural Services Department serves as the community's key resource for providing parks, recreation and aquatic programs, cultural arts, tourism, economic development and an enhanced quality of life for its citizens. Thousands of participants visit weekly to join the 1,000 plus programs offered each year. There are more than 60 sites, including 20 active parks that encompass nearly 325 acres, 20,000 square feet of flowerbeds and more than 1,000 feet of waterfront shoreline in the Edmonds Parks' system. The Department manages the Edmonds Memorial Cemetery and serves as liaison to the Edmonds Public Library, the Edmonds Senior Center, the Arts Commission, the Sister City Commission, and provides ongoing partnerships with numerous community organizations including the Edmonds School District, Edmonds Boys and Girls Club, Edmonds Community College, Sno King Youth Club, among others.

Fund:	General		Fund #:	001
Department:	Parks and Recreation		Department #:	640
Cost Center	Total Department		Cost Center #:	n/a

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	1,857,710	1,908,402	1,814,000	1,880,905	66,905	4%
Overtime	3,471	6,000	5,300	5,300	0	0%
Benefits	528,955	598,333	545,684	571,640	25,956	5%
Uniforms	2,538	6,540	3,375	6,540	3,165	94%
Supplies	99,816	114,590	106,494	144,026	37,532	35%
Small Equipment	6,725	4,000	5,012	17,669	12,657	253%
Professional Services	326,385	357,534	344,954	339,666	(5,288)	-2%
Communications	24,939	25,566	27,809	28,938	1,129	4%
Travel	1,068	3,940	3,122	6,140	3,018	97%
Advertising	3,236	3,852	3,152	5,494	2,342	74%
Rental/Lease	54,198	49,470	49,521	50,471	950	2%
Public Utility	157,416	133,416	155,000	150,000	(5,000)	-3%
Repair/Maintenance	22,712	24,918	23,394	50,383	26,989	115%
Miscellaneous	71,667	86,570	74,002	76,370	2,368	3%
Intergovernmental Services	70,965	64,250	70,695	70,695	0	0%
Equipment	0	0	0	17,144	17,144	NA
Interfund Rental	102,850	93,840	65,850	67,128	1,278	2%
	3,334,651	3,481,221	3,297,364	3,488,509	191,145	5.8%

Fund:	General		Fund #:	001
Department:	Parks and Recreation		Department #:	640
Cost Center	Administration		Cost Center #:	574.100

Function

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

This cost center supervises the office functions of the department in particular recreation program registration, facility rentals (picnic shelters, Plaza Room, Anderson Center, etc.), providing information to the public, and building supervision for the Anderson Center open 80 hours per week to the public in addition to private rental times.

Budget Narrative

Salaries and benefits are for the Director, Office supervisor, two Senior Office Assistants and four part time front desk staff.

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

The Professional Services line covers the monitors for off hour rentals of the Frances Anderson Center and the Edmonds Plaza Room.

2012 Budget Changes

Increased rate for BNSF lease for property at Marina Beach.

Fund:	General		Fund #:	001
Department:	Parks and Recreation		Department #:	640
Cost Center	Administration		Cost Center #:	574.100

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	322,555	317,163	288,658	293,696	5,038	2%
Benefits	90,512	107,835	89,661	94,401	4,740	5%
Supplies	5,554	6,300	6,300	6,300	0	0%
Small Equipment	734	300	300	500	200	67%
Professional Services	3,929	4,500	4,500	4,500	0	0%
Communications	911	783	900	900	0	0%
Travel	2	400	400	400	0	0%
Rental/Lease	7,398	8,500	8,800	9,500	700	8%
Repair/Maintenance	0	370	370	370	0	0%
Miscellaneous	527	1,000	1,000	1,500	500	50%
	432,122	447,151	400,889	412,067	11,178	3%

Fund:	General		Fund #:	001
Department:	Parks and Recreation		Department #:	640
Cost Center	Recreation & Cultural Services		Cost Center #:	574.200

Function

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

In addition to ongoing programs, the staff develops and supervises special events throughout the year and participates in numerous community partnerships. Staff provides leadership in regional marketing of recreational activities, community youth programs, cultural tourism, economic development including streetscape enhancements, Edmonds Arts Commission programs, and activities of state recreation and arts organizations. Staff oversees the Frances Anderson Center, Meadowdale Community Clubhouse, Yost Pool, and six tenant leases at the Frances Anderson Center.

Budget Narrative

The positions covered in the salaries and benefits line include the Recreation Manager, Cultural Services Manager, Recreation Coordinators (2), Environmental Education Coordinator and a Cultural Services Assistant. Also included are part-time Hiking Instructors whose salary is recovered by program fee revenue.

Contracted program instructors are paid a percentage of the class revenue out of the professional services line. Programs include, but are not limited to art classes for children and adults, dance classes, camps (science, computer, water sports, lego and theater camp), and parent/child classes such as the Fun Factory.

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

2012 Budget Changes

The department secured a $69,300 grant from the Snohomish County Commission For Health for a Summer Intensive Xfit Camp for Teens. The expenditures for this grant are included in supplies ($29,406), small equipment ($5,994), professional services ($31,450) and transportation ($2,450).

Fund:	General		Fund #:	001
Department:	Parks and Recreation		Department #:	640
Cost Center	Recreation & Cultural Services		Cost Center #:	574.200

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	444,589	452,448	448,505	454,583	6,078	1%
Benefits	143,403	158,357	152,176	156,691	4,515	3%
Supplies	2,757	4,100	3,000	33,506	30,506	1017%
Small Equipment	0	0	1,000	5,994	4,994	499%
Professional Services	200,033	198,964	198,964	212,414	13,450	7%
Communications	17,107	16,545	19,765	19,800	35	0%
Travel	73	900	900	3,350	2,450	272%
Advertising	3,067	3,152	3,152	3,152	0	0%
Repair/Maintenance	11,884	12,478	12,319	12,943	624	5%
Miscellaneous	60,760	75,200	60,000	60,000	0	0%
Interfund Rental	11,870	9,024	5,580	4,464	(1,116)	-20%
	895,541	931,168	905,361	966,897	61,536	7%

Fund:	General		Fund #:	001
Department:	Parks and Recreation		Department #:	640
Cost Center	Discovery Programs		Cost Center #:	574.350

Function

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

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

Budget Narrative

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

2012 Budget Changes

None

Fund:	General		Fund #:	001
Department:	Parks and Recreation		Department #:	640
Cost Center	Discovery Programs		Cost Center #:	574.350

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	41,894	41,650	43,787	44,443	656	1%
Benefits	6,206	11,246	7,772	8,028	256	3%
Uniforms	564	800	375	800	425	113%
Supplies	1,110	1,200	700	1,200	500	71%
Professional Services	633	1,000	1,000	1,000	0	0%
Communications	835	850	814	850	36	4%
Travel	520	700	520	700	180	35%
Miscellaneous	10	40	32	40	8	25%
	51,772	57,486	55,000	57,061	2,061	4%

Fund:	General		Fund #:	001
Department:	Parks and Recreation		Department #:	640
Cost Center	Aquatics		Cost Center #:	575.510

Function

The Aquatics Program provides public and lap swims, learn-to-swim classes, swim team, dive club, fitness classes and rentals. Swim lessons are for ages 6 months and up. The Swim Team and Dive Club provide a competitive environment, which allows youth fitness, conditioning, teamwork and individual success. The Swim Team competes with other local parks departments throughout the summer.

Budget Narrative

Yost Pool is a summer only, outdoor pool. The salaries and benefits are for seasonal employees.

2012 Budget Changes

The Cities of Edmonds, Lynnwood and Mountlake Terrace secured a grant from the Snohomish County Commission for Health for swim vouchers for third graders in the Edmonds School District. This grant is a three-year grant. Edmonds plans on receiving $23,520 annually for the next three years.

Fund:	General		Fund #:	001
Department:	Parks and Recreation		Department #:	640
Cost Center	Aquatics		Cost Center #:	575.510

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	106,139	111,100	100,183	112,767	12,584	13%
Benefits	17,593	17,776	17,500	19,252	1,752	10%
Supplies	2,625	4,000	2,300	4,000	1,700	74%
Small Equipment	0	0	0	8,675	8,675	NA
Professional Services	0	2,800	300	0	(300)	-100%
Communications	925	1,200	930	1,200	270	29%
Advertising	169	0	0	1,642	1,642	NA
Miscellaneous	2,106	200	4,225	4,300	75	2%
	129,558	137,076	125,438	151,836	26,398	21%

Fund:	General		Fund #:	001
Department:	Parks and Recreation		Department #:	640
Cost Center	Athletics		Cost Center #:	575.520

Function
Adult activities include basketball, softball, volleyball, pickleball and tennis. Youth programs include, but are not limited to soccer, summer sports camps and tennis. The Athletic Program is responsible for managing and scheduling the City's thirteen ballfields throughout the year.

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

2012 Budget Changes
None

Fund:	General		Fund #:	001
Department:	Parks and Recreation		Department #:	640
Cost Center	Athletics		Cost Center #:	575.520

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	3,347	4,040	4,040	4,266	226	6%
Benefits	440	545	545	567	22	4%
Supplies	9,418	11,000	11,000	11,330	330	3%
Professional Services	40,452	68,750	57,090	58,232	1,142	2%
Rental/Lease	14,845	15,850	15,600	15,850	250	2%
Miscellaneous	2,135	3,150	3,045	3,150	105	3%
	70,639	103,335	91,320	93,395	2,075	2%

Fund:	General		Fund #:	001
Department:	Parks and Recreation		Department #:	640
Cost Center	Day Camps		Cost Center #:	575.530

Function

The Day Camp (ages 6-12) and Camp Goodtime (ages 3.5-5) provide a safe and fun traditional summer experience for children and offer socially enriching experiences. These summer camps employ up to 25 young people from the community. 35-40 teens volunteer in the Day Camp as Junior Counselors. Highlights include the children's carnival, talent show and the annual student visits from our Sister City in Hekinan, Japan. The annual children's carnival is an event put on by kids for kids with proceeds going to the Youth Scholarship Fund.

Budget Narrative

The salaries and benefits cover the supervisors, leaders and assistants.

2012 Budget Changes

None

Fund:	General		Fund #:	001
Department:	Parks and Recreation		Department #:	640
Cost Center	Day Camps		Cost Center #:	575.530

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	52,573	76,772	52,251	54,870	2,619	5%
Benefits	8,495	10,411	8,801	9,368	567	6%
Supplies	3,838	5,800	4,060	5,800	1,740	43%
Travel	457	1,000	400	750	350	88%
Miscellaneous	1,404	1,000	1,000	1,400	400	40%
	66,768	94,983	66,512	72,188	5,676	9%

Fund:	General		Fund #:	001
Department:	Parks and Recreation		Department #:	640
Cost Center	Fitness		Cost Center #:	575.540

Function
Fitness classes include but are not limited to Yoga, Tai Chi, Qigong, Tae-Kwon Do, Pilates, Feldenkrais, Zumba, Personal Training, Kendo and Jazzercise.

Budget Narrative
The salaries and benefits cover one Yoga instructor. The professional services line covers all other contracted fitness instructors. All payments to fitness instructors are based on a percentage of the revenue collected for the class.

2012 Budget Changes
None

Fund:	General		Fund #:	001
Department:	Parks and Recreation		Department #:	640
Cost Center	Fitness		Cost Center #:	575.540

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	22,434	23,168	23,168	19,000	(4,168)	-18%
Benefits	188	591	208	195	(13)	-6%
Supplies	244	800	334	500	166	50%
Professional Services	79,263	80,000	82,070	62,000	(20,070)	-24%
Repairs & Maintenance	826	1,000	705	1,000	295	42%
	102,957	105,559	106,485	82,695	(23,790)	-22%

Fund:	General		Fund #:	001
Department:	Parks and Recreation		Department #:	640
Cost Center	Gymnastics		Cost Center #:	575.550

Function

All classes in this program are designed to provide positive social and physical experiences with an emphasis on development of major motor skills. The participants enrolled learn at their own pace through step-by-step progressions in a safe, fun and fit environment. Over 50 classes per quarter are offered for ages 2+. Our gymnastic teams, Rhythmic Reflections and Edmonds Illusions, compete locally throughout the gymnastics season. Birthday parties, play zones and camps round out the comprehensive recreational gymnastics and youth fitness programs.

Budget Narrative

The salaries and benefits are for the supervisor and the gymnastics instructors and assistants. The miscellaneous line covers USA Gymnastics affiliation and instructor certifications. The minor equipment line covers replacement mats.

2012 Budget Changes

None

Fund:	General		Fund #:	001
Department:	Parks and Recreation		Department #:	640
Cost Center	Gymnastics		Cost Center #:	575.550

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	87,416	102,425	102,425	103,961	1,536	1%
Benefits	10,524	13,967	12,349	13,010	661	5%
Supplies	4,739	4,900	4,700	4,900	200	4%
Minor Equipment	1,649	2,000	2,012	2,000	(12)	-1%
Professional Services	388	800	460	800	340	74%
Rental/Lease	91	120	121	121	0	0%
Repair/Maintenance	0	500	0	500	500	NA
Miscellaneous	143	300	200	300	100	50%
	104,950	125,012	122,267	125,592	3,325	3%

Fund:	General		Fund #:	001
Department:	Parks and Recreation		Department #:	640
Cost Center	Meadowdale Preschool		Cost Center #:	575.560

Function

The Meadowdale Preschool Program was established in 1991 to meet the needs for a preschool in the north Edmonds area and to better utilize the space at the Meadowdale Community Clubhouse. A developmentally appropriate preschool program provides children the opportunity to receive the necessary skills for physical, emotional, social, and cognitive development and prepares them for Kindergarten. Children enjoy hands-on curriculum in math, science, art, reading, writing, music and large motor activities.

Budget Narrative

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

2012 Budget Changes

None

Fund:	General		Fund #:	001
Department:	Parks and Recreation		Department #:	640
Cost Center	Meadowdale Preschool		Cost Center #:	575.560

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	18,285	20,057	21,278	21,917	639	3%
Benefits	1,787	7,020	2,315	2,385	70	3%
Supplies	1,496	1,750	1,600	1,750	150	9%
Professional Services	1,688	720	460	720	260	57%
Communications	832	900	900	900	0	0%
Travel	0	0	2	0	(2)	-100%
Miscellaneous	6	100	0	100	100	NA
	24,094	30,547	26,555	27,772	1,217	5%

Fund:	General		Fund #:	001
Department:	Parks and Recreation		Department #:	640
Cost Center	Parks Maintenance		Cost Center #:	576.800

Function

The purpose of the Parks Maintenance cost center is to provide safe, well maintained, multi-faceted park facilities for the recreation and enjoyment of Edmonds residents as well as park patrons from surrounding areas. There are approximately 62 parks and gateway entrances maintained on a regular basis. On a daily basis, Parks Maintenance maintains six waterfront beach parks, a fishing pier, and 31 neighborhood parks. Maintenance includes trash, litter and City restroom upkeep along with maintaining all City owned landscapes. Parks maintains Yost Pool from May thru September, a key asset for this community.

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

Budget Narrative

Salaries/Benefits	Parks Maintenance Department consists of 11 full time positions, the Park Maintenance Manager, Parks Maintenance Lead man, and nine Maintenance Workers.
Supplies	Soil, sand, infield mix, fertilizers, herbicides, metal/rebar, mower parts, shop tools, lumber, trash liners, safety equipment, cleaning and miscellaneous supplies.
Rental Lease	Chemical toilets, power equipment, tool lease and equipment rental.
Public Utility	Includes water, gas, electricity, fuel, oil and dump fees.
Repair Maintenance	Outside repair service, tree/stump removal, equipment and Marina Beach Pier. There will be an increase in tree removal due to the age of trees throughout our park system.
Intergovernmental Serv	Meadowdale complex and Lynndale Skateboard Park maintenance fees. Permit fees for Yost Pool.
Interfund Rental	Annual rate for twelve trucks, three tractors, two trailers and shared cost with Public Works Department of bucket truck and wood chipper.

2012 Budget Changes

Increase for Intergovernmental Services account line of $6,445 dollars for Edmonds shared costs with Lynnwood in maintenance for Meadowdale Field complex and Lynnwood skate park.

Increase Public Utility from $133,416 to $150,000 due to increased gas, electric, water and sewer costs.

Increase Machinery and Equipment for the one time decision package to purchase a Landpride Pull Behind Mower.

Fund:	General		Fund #:	001
Department:	Parks and Recreation		Department #:	640
Cost Center	Parks Maintenance		Cost Center #:	576.800

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	720,258	697,369	666,495	707,244	40,749	6%
Seasonal Staff Salaries	17,334	34,000	35,000	35,525	525	2%
Overtime	3,471	5,000	5,000	5,000	0	0%
Seasonal Staff Overtime	0	1,000	300	300	0	0%
Benefits	244,083	258,027	244,279	257,476	13,197	5%
Seasonal Staff Benefits	2,458	8,671	5,300	5,418	118	2%
Uniforms	1,974	5,740	3,000	5,740	2,740	91%
Supplies	64,780	70,680	69,000	70,680	1,680	2%
Small Equipment	3,849	1,200	1,200	0	(1,200)	-100%
Professional Services	0	0	110	0	(110)	-100%
Communications	4,329	5,288	4,500	5,288	788	18%
Travel	15	940	900	940	40	4%
Advertising	0	700	0	700	700	NA
Rental/Lease	31,864	25,000	25,000	25,000	0	0%
Public Utility	157,416	133,416	155,000	150,000	(5,000)	-3%
Repair/Maintenance	10,002	10,570	10,000	35,570	25,570	256%
Miscellaneous	4,576	5,580	4,500	5,580	1,080	24%
Intergovernmental Services	70,965	64,250	70,695	70,695	0	0%
Interfund Rental	90,197	82,974	58,422	60,324	1,902	3%
Machinery and Equipment	0	0	0	17,144	17,144	NA
	1,427,570	1,410,405	1,358,701	1,458,624	99,923	7%

Fund:	General		Fund #:	001
Department:	Parks and Recreation		Department #:	640
Cost Center	Flower Program		Cost Center #:	576.810

Function

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

The Flower Program employees plant 25 thousand plants in over 114 flower sites around the city and 151 flower baskets per year to enhance our downtown area. On various planting days, volunteers from the Floretum Garden Club assist parks employees in planting flower baskets and other areas in downtown area. The non-profit organization Edmonds in Bloom contest has become a yearly event and has improved the City's aesthetic appeal.

Budget Narrative

Salaries/Benefits	Seasonal employees to assist full time staff in maintenance of flower program.
Supplies	Fertilizers, herbicides, seeds, plants, irrigation parts, miscellaneous supplies and utensils.
Interfund Rental	Annual rental of shared cost with Public Works of water wagon unit 42.

2012 Budget Changes

None

Fund:	General		Fund #:	001
Department:	Parks and Recreation		Department #:	640
Cost Center	Flower Program		Cost Center #:	576.810

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	20,884	28,210	28,210	28,633	423	1%
Benefits	3,265	3,887	4,778	4,849	71	1%
Supplies	3,255	4,060	3,500	4,060	560	16%
Minor Equipment	493	500	500	500	0	0%
Interfund Rental	783	1,842	1,848	2,340	492	27%
	28,679	38,499	38,836	40,382	1,546	4%

Fund:	Municipal Arts		Fund #:	117
Department:	Parks and Recreation		Department #:	640
Cost Center	Total Fund		Cost Center #:	n/a

Municipal Arts Program 100

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

- Write on the Sound Writers' Conference
- Concerts in the Park Series
- Rotating Visual art exhibits in Edmonds Library, Frances Anderson Center and City Hall
- Facilitation of Public Art program
- Partnership events in performing and visual arts
- Quarterly Arts Bulletin email newsletter
- Economic development through capital projects such as streetscape improvements
- Cultural destination marketing
- Community Cultural Planning

Public Arts Acquisition Program 200

The Public Arts Acquisition Fund, established by Ordinance 1802 and amended by Ordinance 2667, requires that one-percent of municipal construction projects be allocated for visual art either for that particular project or for a different site in the City. "Municipal construction project" is any project paid for wholly or in part by the City to construct or remodel any building, community structure, park, street, sidewalk, parking facility, utility or portion thereof. Revenues therefore vary from year to year. Public art projects that may be addressed in 2012 include both temporary installations and permanent artworks including unique art elements for flower basket poles. The fund is also used for maintenance/preservation, repair, plaques, and display of over 150 original artworks in the City's Public Art Collection.

Arts Scholarships Program 300

This fund provides performing and literary arts scholarships for Edmonds students seeking higher education and a career in the arts. Scholarships are funded through donations and through proceeds from the annual Writers' conference. Contributions may be considered tax deductible if for "exclusive public purposes".

Fund:	Municipal Arts		Fund #:	117
Department:	Parks and Recreation		Department #:	640
Cost Center	Total Fund		Cost Center #:	n/a

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Program 100						
Beginning Balance	**233,006**	**254,710**	**254,710**	**256,560**	**1,850**	**1%**
Revenue						
Resale Items	172	100	300	200	(100)	-33%
Community Events	33,461	24,000	24,000	26,000	2,000	8%
Investment Interest	650	0	400	400	0	0%
Contributions / Private Sources	7,976	6,000	5,500	6,000	500	9%
Interfund Transfer In	19,000	19,000	19,000	19,000	0	0%
Total Revenues	61,258.03	49,100.00	49,200.00	51,600.00	2,400	5%
Expenditure						
Supplies	3,232	4,000	4,000	4,000	0	0%
Small Equipment	1,014	1,000	1,000	1,000	0	0%
Professional Services	25,233	33,500	30,500	30,500	0	0%
Travel	0	50	50	50	0	0%
Advertising	4,000	4,000	4,000	4,000	0	0%
Rental / Lease	0	1,000	0	1,000	1,000	NA
Repair and Maintenance	0	300	300	300	0	0%
Miscellaneous	3,075	4,500	4,500	4,500	0	0%
Interfund Transfer Out	3,000	3,000	3,000	3,000	0	0%
Total Expenditures	39,554	51,350	47,350	48,350	1,000	2%
Ending Balance	**254,710**	**252,460**	**256,560**	**259,810**	**3,250**	**1%**

Fund:	Municipal Arts		Fund #:	117
Department:	Parks and Recreation		Department #:	640
Cost Center	Total Fund		Cost Center #:	n/a

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Program 200						
Beginning Balance	**128,845**	**123,919**	**123,919**	**101,589**	**(22,330)**	**-18%**
Revenue						
Investment Interest	336	0	200	200	0	0%
Contributions / Private Sources	1,735	1,000	1,000	1,000	0	0%
Sale of Junk / Salvage	(81)	0	0	0	N/A	N/A
Interfund Transfer In	0	5,700	4,670	2,500	(2,170)	-46%
Total Revenues	1,990	6,700	5,870	3,700	(2,170)	-37%
Expenditure						
Supplies	10	200	200	200	0	0%
Professional Services	5,565	50,000	25,000	80,000	55,000	220%
Miscellaneous	1,341	4,500	3,000	3,000	0	0%
Total Expenditures	6,917	54,700	28,200	83,200	55,000	195%
Ending Balance	**123,919**	**75,919**	**101,589**	**22,089**	**(79,500)**	**-78%**

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Program 300						
Beginning Balance	**12,696**	**14,729**	**14,729**	**15,254**	**525**	**4%**
Revenue						
Investment Interest	33	0	25	25	0	0%
Contributions / Private Sources	0	100	0	0	N/A	N/A
Interfund Transfer In	3,000	3,000	3,000	3,000	0	0%
Total Revenues	3,033	3,100	3,025	3,025	0	0%
Expenditure						
Professional Services	0	3,000	0	0	N/A	N/A
Miscellaneous	1,000	0	2,500	3,000	500	20%
Total Expenditures	1,000	3,000	2,500	3,000	500	20%
Ending Balance	**14,729**	**14,829**	**15,254**	**15,279**	**25**	**0%**

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Fund:	Memorial Street Tree		Fund #:	118
Department:	Parks and Recreation		Department #:	640
Cost Center	Total Fund		Cost Center #:	n/a

Function

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

2012 Budget Changes

None

Fund:	Memorial Street Tree		Fund #:	118
Department:	Parks and Recreation		Department #:	640
Cost Center	Total Fund		Cost Center #:	n/a

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Beginning Balance	**17,570**	**17,617**	**17,617**	**17,645**	**28**	**0%**
Investment Interest	47	0	28	28	0	0%
Total Revenue	47	0	28	28	0	0%
Total Expenditure	0.00	0.00	0.00	0.00	N/A	N/A
Ending Balance	**17,617**	**17,617**	**17,645**	**17,673**	**28**	**0%**

Fund:	Youth Scholarship		Fund #:	122
Department:	Parks and Recreation		Department #:	640
Cost Center	Total Fund		Cost Center #:	n/a

Function

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

2012 Budget Changes

None

Fund:	Youth Scholarship		Fund #:	122
Department:	Parks and Recreation		Department #:	640
Cost Center	Total Fund		Cost Center #:	n/a

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Beginning Balance	**17,166**	**17,092**	**17,092**	**15,119**	**(1,973)**	**-12%**
Revenue						
Investment Interest	42	0	27	25	(2)	-7%
Contribution/Donation	3,470	3,000	2,000	2,500	500	25%
Total Revenues	3,512	3,000	2,027	2,525	498	25%
Expenditures						
Miscellaneous	3,586	4,000	4,000	4,000	0	0%
Total Expenditures	3,586	4,000	4,000	4,000	0	0%
Ending Balance	**17,092**	**16,092**	**15,119**	**13,644**	**(1,475)**	**-10%**

Fund:	Tourism Promotional / Arts		Fund #:	123
Department:	Parks and Recreation		Department #:	640
Cost Center	Total Fund		Cost Center #:	n/a

Function

This fund was established in 1985 by Resolution No. 630, which designates that 25 percent of all monies received from the motel/hotel excise tax are to be held in the Tourism Promotion Fund. Due to timing differences transfers from the 120 to the 123 may not exactly reflect the actual revenues received in the 120 for any given year. The Fund is administered with the directions and recommendations of the Edmonds Arts Commission (EAC) to promote and advertise artistic events and programs in Edmonds including:

- EAC works in partnership with the Economic Development Department to promote economic development through cultural tourism
- Advertising/promotion for Write on the Sound Writers' Conference, nationally recognized 2 1/2 day event
- EAC Tourism Promotion Award program – annually recommends to City Council awards reimbursement contracts to local organizations promoting cultural arts activities that draw people to Edmonds. Generally the maximum awards are $2,000 with a total of approximately $9,000 awarded in any given year.

2012 Budget Changes

None

Fund:	Tourism Promotional / Arts		Fund #:	123
Department:	Parks and Recreation		Department #:	640
Cost Center	Total Fund		Cost Center #:	n/a

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Beginning Balance	**50,855**	**53,611**	**53,611**	**53,591**	**(20)**	**0%**
Revenue						
Grants	1,885	0	3,280	1,500	(1,780)	-54%
Sale Maps & Books	126	100	350	150	(200)	-57%
Investment Interest	125	0	100	100	0	0%
Transfer In	17,304	18,750	17,250	17,250	0	0%
Total Revenues	19,440	18,850	20,980	19,000	(1,980)	-9%
Expenditures						
Professional Services	8,704	10,500	10,500	10,500	0	0%
Advertising	4,765	4,500	4,500	4,500	0	0%
Miscellaneous	3,216	6,000	6,000	4,000	(2,000)	-33%
Total Expenditures	16,684	21,000	21,000	19,000	(2,000)	-10%
Ending Balance	**53,611**	**51,461**	**53,591**	**53,591**	**0**	**0%**

Fund:	Gifts Catalog		Fund #:	127
Department:	Parks and Recreation		Department #:	640
Cost Center	Total Fund		Cost Center #:	n/a

Parks and Recreation 000
This fund provides an opportunity for individuals or groups to donate funds for site specific items, such as benches, tables, bike racks, for use in the City's park system. Revenue is from contributions and interest. Contributions may be considered tax deductible if for "exclusive public purposes".

Art Museum/Memorial Building 100
This fund was established to assist with art projects of a capital nature, such as museum related projects or display facilities. Revenue is from contributions and interest. Contributions may be considered tax deductible if for "exclusive public purposes".

Public Art Donations 200
This fund provides an opportunity for individuals or organizations to donate funds for specific public art projects to be sited in the City of Edmonds. Revenue is from contributions and interest. Contributions may be considered tax deductible if for "exclusive public purposes".

Fund:	Gifts Catalog		Fund #:	127
Department:	Parks and Recreation		Department #:	640
Cost Center	Total Fund		Cost Center #:	n/a

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Beginning Balance-Program 000	**98,498**	**117,787**	**117,787**	**117,146**	**(641)**	**-1%**
Revenue						
Grants	0	0	0	0	N/A	N/A
Investment Interest	289	0	239	234	(5)	-2%
Contributions / Private Sources	26,445	4,640	4,420	6,400	1,980	45%
Total Revenues	26,734	4,640	4,659	6,634	1,975	42%
Expenditure						
Supplies	5,446	5,300	5,300	6,275	975	18%
Professional Services	2,000	0	0	0	N/A	N/A
Interfund Transfer Out	0	0	0	0	N/A	N/A
Total Expenditures	7,446	5,300	5,300	6,275	975	18%
Ending Balance	**117,787**	**117,127**	**117,146**	**117,505**	**359**	**0%**

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Beginning Balance-Program 100	**64,009**	**64,178**	**64,178**	**64,278**	**100**	**0%**
Revenue						
Investment Interest	169	0	100	100	0	0%
Total Revenues	169	0	100	100	0	0%
Expenditure						
Total Expenditures	0	0	0	0	N/A	N/A
Ending Balance	**64,178**	**64,178**	**64,278**	**64,378**	**100**	**0%**

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Beginning Balance-Program 200	**9,562**	**16,094**	**16,094**	**12,119**	**(3,975)**	**-25%**
Revenue						
Investment Interest	32	0	25	25	0	0%
Contributions / Private Sources	9,000	0	0	4,000	4,000	NA
Total Revenues	9,032	0	25	4,025	4,000	16000%
Expenditure						
Professional Services	2,500	6,000	0	4,000	4,000	NA
Interfund Transfer Out	0	0	4,000	2,000	(2,000)	-50%
Total Expenditures	2,500	6,000	4,000	6,000	2,000	50%
Ending Balance	**16,094**	**10,094**	**12,119**	**10,144**	**(1,975)**	**-16%**

Fund:	Cemetery Maintenance/ Improvement		Fund #:	130
Department:	Parks and Recreation		Department #:	640
Cost Center	Total Fund		Cost Center #:	n/a

Function

The Cemetery Improvement Fund was established by Ordinance No. 2306. The purpose of this fund is to provide for the day-to-day operations of municipal cemetery under the direction of the Cemetery Board as reviewed and approved by the City Council. Ninety percent revenue from lot sales, burial fees and donations are designated to this fund.

2012 Budget Changes

Increase Cemetery overtime account line from 2011 at $ 2,500 to $ 3,500 in 2012 due to accommodate families that prefer funerals on weekends and late afternoons. Along with selling graves and columbarium niches after normal working hours. This amount will be budgeted from 130 fund.

Fund:	Cemetery Maintenance/ Improvement		Fund #:	130
Department:	Parks and Recreation		Department #:	640
Cost Center	Total Fund		Cost Center #:	n/a

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Beginning Balance	**94,066**	**88,826**	**88,826**	**65,422**	**(23,404)**	**-26%**
Revenue						
Resale Items/Taxable	34,632	27,000	27,000	27,000	0	0%
Cemetery Grave Sales	110,151	92,700	92,700	92,700	0	0%
Investment Interest	268	0	150	150	0	0%
Total Revenue	145,051	119,700	119,850	119,850	0	0%
Expenditures						
Salaries and Wages	66,450	66,930	66,267	71,107	4,840	7%
Overtime	2,413	2,500	3,500	3,500	0	0%
Benefits	28,621	29,449	30,633	32,926	2,293	7%
Uniforms	0	1,000	250	1,000	750	300%
Supplies	9,213	7,000	5,000	7,000	2,000	40%
Resale Items	21,274	20,000	19,000	20,000	1,000	5%
Professional Services	1,459	1,000	500	1,000	500	100%
Communications	1,361	1,412	1,400	1,412	12	1%
Travel	550	1,000	200	1,000	800	400%
Advertising	1,454	3,000	2,500	3,000	500	20%
Utilities	3,897	3,800	4,000	3,800	(200)	-5%
Repairs and Maintenance	5,327	500	450	500	50	11%
Miscellaneous	797	5,100	2,966	1,000	(1,966)	-66%
Interfund Services	0	3,000	0	0	N/A	N/A
Interfund Rental	7,473	6,588	6,588	7,260	672	10%
Equipment	0	0	0	17,500	17,500	NA
Total Expenditures	150,291	152,279	143,254	172,005	28,751	20%
Ending Balance	**88,826**	**56,247**	**65,422**	**13,267**	**(52,155)**	**-80%**

Fund:	Parks Trust		Fund #:	136
Department:	Parks and Recreation		Department #:	640
Cost Center	Total Fund		Cost Center #:	n/a

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

Flower Program 100
The Flower Program enhances the aesthetic appeal of the downtown area and other selected locations throughout the City.

Environmental/Beach Ranger Program 200
The Environmental/Beach Ranger Program provides interpretive and environmental education opportunities for citizens, school-age children and visitors to our parks and beaches. It promotes stewardship of Puget Sound, its shoreline, and the surrounding watershed.

Yost Pool 300
Yost Pool is a popular summer pool that enhances the lives, fitness, and health of our community. In 2009 this fund was greatly enhanced by extraordinary fund raising by dedicated Edmonds citizens in the wake of funding shortfalls that threatened to close the pool.

2012 Budget Changes
None

Fund:	Parks Trust		Fund #:	136
Department:	Parks and Recreation		Department #:	640
Cost Center	Total Fund		Cost Center #:	n/a

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Beginning Balance-Program 100	**47,953**	**48,052**	**48,052**	**84,627**	**36,575**	**76%**
Revenue						
Investment Interest	100	0	75	75	0	0%
Contributions / Private Sources	0	500	0	0	N/A	N/A
Interfund Transfers	0	36,500	36,500	0	(36,500)	-100%
Total Revenues	100	37,000	36,575	75	(36,500)	-100%
Expenditure						
Total Expenditures	0	0	0	0	N/A	N/A
Ending Balance	**48,052**	**85,052**	**84,627**	**84,702**	**75**	**0%**

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Beginning Balance-Program 200	**63,219**	**63,350**	**63,350**	**63,440**	**90**	**0%**
Revenue						
Investment Interest	131	0	90	90	0	0%
Total Revenues	131	0	90	90	0	0%
Expenditure						
Total Expenditures	0	0	0	0	N/A	N/A
Ending Balance	**63,350**	**63,350**	**63,440**	**63,530**	**90**	**0%**

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Beginning Balance-Program 300	**33,109**	**8,492**	**8,492**	**8,504**	**12**	**0%**
Revenue						
Investment Interest	64	0	12	12	0	0%
Total Revenues	64	0	12	12	0	0%
Expenditure						
Interfund Transfers	24,681	0	0	0	N/A	N/A
Total Expenditures	24,681	0	0	0	N/A	N/A
Ending Balance	**8,492**	**8,492**	**8,504**	**8,516**	**12**	**0%**

Fund:	Cemetery Maintenance Trust		Fund #:	137
Department:	Parks and Recreation		Department #:	640
Cost Center	Total Fund		Cost Center #:	n/a

Function

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

2012 Budget Changes

None

Fund:	Cemetery Maintenance Trust		Fund #:	137
Department:	Parks and Recreation		Department #:	640
Cost Center	Total Fund		Cost Center #:	n/a

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Beginning Balance	**766,066**	**784,211**	**784,211**	**797,481**	**13,270**	**2%**
Revenue						
Resale Items/Taxable	3,848	3,000	2,700	3,000	300	11%
Cemetery Grave Sales	12,239	10,300	9,270	10,300	1,030	11%
Investment Interest	2,059	0	1,300	1,300	0	0%
Total Revenues	18,146	13,300	13,270	14,600	1,330	10%
Expenditure						
Total Expenditures	0	0	0	0	N/A	N/A
Ending Balance	**784,211**	**797,511**	**797,481**	**812,081**	**14,600**	**2%**

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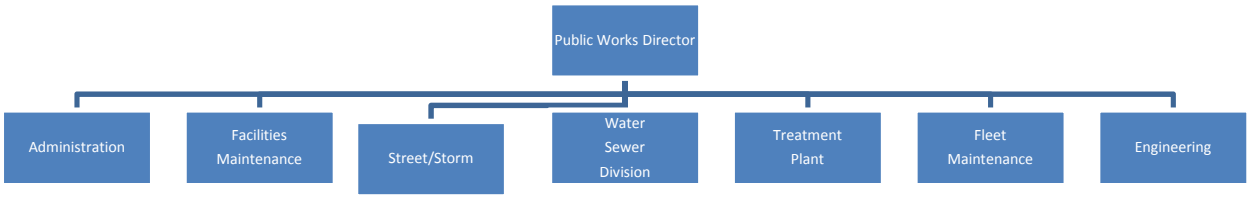
Fund:	Various		Fund #:	001, 111, 411, 511
Department:	Public Works & Utilities		Department #:	
Cost Center	Total Department		Cost Center #:	N/A



Fund:	Various		Fund #:	001, 111, 411, 511
Department:	Public Works & Utilities		Department #:	
Cost Center	Total Department		Cost Center #:	N/A

Mission Statement
Public Works is responsible for operation and maintenance of the City's physical infrastructure, including the street right-of-ways, drainage system, City owned buildings, water and sewer utilities, fleet maintenance, and the Wastewater Treatment Plant.

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

2012 Budget Changes
No major new programs are anticipated for 2012. There will be the addition of a Stormwater Technician and a Stormwater Utility Worker to the Stormwater program to implement the Stormwater Comprehensive Management Plan adopted by Edmonds in 2010. This will allow the City to implement the new requirements in its Phase II NPDES permit for stormwater discharge.

The Stormwater Utility and the Water Utility will implement the third and final portion of the three-year rate package adopted by Council in 2010. This will increase rates by 8.0% and 7.5% respectively to support the Capital Improvement Program and replace aging infrastructure.

The Department will be responsible for delivering approximately $13,300,000 in capital projects in 2012. This includes $1.9 million in transportation improvements with $1.5 million of that coming from grants, $245,000 in upgrades and replacements at City-owned buildings, $3.4 millon in new water lines and othe water system upgrades, $2.1 million in improvements to the city's stormwater system, and $4.99 million in pump station upgrades and other improvements to the City's wastewater collection and treatment system.

Fund:	General		Fund #:	001
Department:	Public Works & Utilities		Department #:	620, 650, 651
Cost Center	Administration, Facilities, Engineering		Cost Center #:	Various

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	1,712,266	1,765,494	1,713,226	1,760,290	47,064	3%
Overtime	6,147	22,196	10,200	13,700	3,500	34%
Benefits	551,654	607,430	593,142	632,010	38,868	7%
Uniforms	2,637	3,620	3,240	3,450	210	6%
Supplies	89,508	75,610	75,000	80,100	5,100	7%
Fuel Consumed	0	700	700	700	0	0%
Minor Equipment	16,928	8,748	9,675	10,500	825	9%
Professional Services	10,490	55,100	36,678	5,200	(31,478)	-86%
Communications	21,596	23,000	18,800	21,600	2,800	15%
Travel	749	1,220	2,650	1,120	(1,530)	-58%
Advertising	0	500	0	0	N/A	N/A
Rental/Lease	7,649	7,300	7,300	7,400	100	1%
Public Utility	269,661	302,400	287,400	304,500	17,100	6%
Repair/Maintenance	62,079	84,694	68,420	77,800	9,380	14%
Miscellaneous	11,459	13,700	12,100	12,700	600	5%
Interfund Rental	60,112	65,578	32,578	33,294	716	2%
	2,822,934	3,037,290	2,871,109	2,964,364	93,255	3.2%

Fund:	General		Fund #:	001
Department:	Public Works & Utilities		Department #:	650
Cost Center	Administration		Cost Center #:	519.910

Function

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

Budget Narrative

This division provides the administrative support to the other Public Works division work groups. The Salary and Benefits budget includes the Public Works Director, an Executive Assistant, and an Inventory Control Assistant (.5 FTE). A portion of these salaries are reimbursed by the Utility Fund.

2012 Budget Changes

None

Fund:	General		Fund #:	001
Department:	Public Works & Utilities		Department #:	650
Cost Center	Administration		Cost Center #:	519.910

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	275,037	217,647	164,736	208,578	43,842	27%
Overtime	235	200	200	200	0	0%
Benefits	74,720	71,823	50,370	64,638	14,268	28%
Supplies	5,530	5,000	5,000	5,100	100	2%
Professional Services	60	100	7,178	200	(6,978)	-97%
Communications	1,267	1,000	1,000	1,100	100	10%
Travel	268	600	2,300	500	(1,800)	-78%
Rental/Lease	7,465	7,300	7,300	7,400	100	1%
Public Utility	2,212	2,400	2,400	2,500	100	4%
Repair/Maintenance	64	1,000	1,000	1,000	0	0%
Miscellaneous	1,553	2,200	1,000	1,000	0	0%
Interfund Rental	2,673	2,462	662	1,894	1,232	186%
	371,086	311,732	243,146	294,110	50,964	21%

Fund:	General		Fund #:	001
Department:	Public Works & Utilities		Department #:	620
Cost Center	Engineering		Cost Center #:	532.200

Function

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

Budget Narrative

Salaries, Overtime and Benefits	Twelve (12) Full Time Equivalents (FTEs) including City Engineer, Transportation Engineer, Stormwater Engineer, Utility Engineer, Engineering Program Manager, two Engineering Specialists, four Engineering Technicians and Administrative Assistant.
Uniforms	Boot allowance per labor contract, rain gear, etc.
Professional Services	Consultant services for special requirements not related to capital projects.
Communications	Mobile phones for field staff and air cards for laptops.
Travel	Travel to meetings, seminars, training, etc.
Repair/Maintenance	Repair/maintenance of blueprint copier, plotter, surveying equipment, traffic counters, etc.
Miscellaneous	Bank card fees for permit transactions, miscellaneous training, conferences, survey software maintenance/tech support, professional publications, SCCIT, APWA and other memberships and dues, etc.
Interfund Rental	Rental (from Public Works motor pool) of four vehicles and 33% of another staff car.

2012 Budget Changes

The proposed 2012 Budget includes the FTE cost for the Stormwater Engineering Technician. This position was approved as part of the 2011 Budget process and it is anticipated that the position will be filled in the fall of 2011. The position will work on compliance activities related to the NPDES Phase II stormwater permit in the areas of public education, illicit discharge detection, elimination and enforcement and inspection and documentation of public and private stormwater facilities. The FTE cost was included in the 2010 Storm and Surface Water Comprehensive Plan. The Division will upgrade the current AutoCAD software to the latest version to ensure that the software is compatible with other city software packages.

Fund:	General		Fund #:	001
Department:	Public Works & Utilities		Department #:	620
Cost Center	Engineering		Cost Center #:	532.200

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	802,658	889,718	877,666	958,860	81,194	9%
Overtime	832	11,965	5,000	5,000	0	0%
Benefits	248,421	293,607	292,683	321,636	28,953	10%
Uniforms	0	620	240	450	210	88%
Minor Equipment	9,427	500	1,675	2,500	825	49%
Professional Services	10,430	5,000	4,500	5,000	500	11%
Communications	5,852	7,000	5,800	6,500	700	12%
Travel	481	620	350	620	270	77%
Advertising	0	500	0	0	N/A	N/A
Repair/Maintenance	535	1,780	1,420	1,800	380	27%
Miscellaneous	8,418	9,400	9,000	9,600	600	7%
Interfund Rental	18,512	9,524	8,324	6,740	(1,584)	-19%
	1,105,567	1,230,234	1,206,658	1,318,706	112,048	9%

Fund:	General		Fund #:	001
Department:	Public Works & Utilities		Department #:	651
Cost Center	Facilities Maintenance		Cost Center #:	519.920

Function

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

Facilities Maintenance also provides the electrical expertise to maintain the City's traffic signals, water and wastewater pump stations, and downtown street lights. Assistance to other City departments, such as Parks and Recreation, is another key component of the service provided by this division. Additionally, this division provides support for the Arts Festival, Independence Day Parade and fireworks, Taste of Edmonds, and the Downtown Christmas Tree Lighting Ceremony.

Budget Narrative

This division provides essential support for the other City departments and associated programs. The salary and benefits budget includes the Facilities Manager, an Electro-Mechanical Specialist, three Building Maintenance Operators, five Maintenance Custodians, and one Custodian.

2012 Budget Changes

The budget request for 2012 is, in total, about $100,000 less than that approved for 2011. The majority of this is due to two factors. First, there is the elimination of a budget line of $50,000 for consultant services. This was funded primarily to assist the City with formulating a Comprehensive Energy Management Plan during 2011. Second, Facilities Maintenance saw the retirement of one of its custodial staff during 2011. This position is not being filled for the remainder of the current year. For 2012, the FTE for this position remains intact, but funding for it has been removed from the budget.

Fund:	General		Fund #:	001
Department:	Public Works & Utilities		Department #:	651
Cost Center	Facilities Maintenance		Cost Center #:	519.920

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	634,571	658,129	670,824	592,852	(77,972)	-12%
Overtime	5,079	10,031	5,000	8,500	3,500	70%
Benefits	228,512	242,000	250,089	245,736	(4,353)	-2%
Uniforms	2,637	3,000	3,000	3,000	0	0%
Supplies	83,978	70,610	70,000	75,000	5,000	7%
Fuel Consumed	0	700	700	700	0	0%
Minor Equipment	7,501	8,248	8,000	8,000	0	0%
Professional Services	0	50,000	25,000	0	(25,000)	-100%
Communications	14,476	15,000	12,000	14,000	2,000	17%
Rental/Lease	183	0	0	0	N/A	N/A
Public Utility	267,449	300,000	285,000	302,000	17,000	6%
Repair/Maintenance	61,479	81,914	66,000	75,000	9,000	14%
Miscellaneous	1,488	2,100	2,100	2,100	0	0%
Interfund Rental	38,927	53,592	23,592	24,660	1,068	5%
	1,346,281	1,495,324	1,421,305	1,351,548	(69,757)	-5%

Fund:	Street		Fund #:	111
Department:	Public Works & Utilities		Department #:	653
Cost Center	Street		Cost Center #:	542.000

Function

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

Budget Narrative

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

2012 Budget Changes

The proposed 2012 Street Department budget will show an anticipated 7% increase in electricity provided by PUD. Power provided by PUD represents 20% of the operational budget for the Street Department. Additional funding requests are due to federal mandates requiring the city to up-grade pedestrian signals to a “countdown” configuration as well as increased costs to maintain the street trees in the downtown business district.

Fund:	Street		Fund #:	111
Department:	Public Works & Utilities		Department #:	653
Cost Center	Street		Cost Center #:	542.000

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Beginning Balance	**319,008**	**446,608**	**446,608**	**319,981**	**(126,627)**	**-28%**
Revenue						
Street And Curb Permit	3,450	2,500	4,000	3,000	(1,000)	-25%
Motor Vehicle Fuel Tax	726,425	750,000	670,000	700,000	30,000	4%
Transportation Charges	227	595,000	605,500	600,000	(5,500)	-1%
Interfund Services	11,255	10,000	10,000	10,000	0	0%
Investment Interest	405	500	600	650	50	8%
Other Miscellaneous Revenues	35,701	0	3,700	0	(3,700)	-100%
Disposition of Capital Assets	12,572	0	9,300	0	(9,300)	-100%
Interfund Transfer In	770,000	0	0	0	N/A	N/A
Total Revenues	1,560,034	1,358,000	1,303,100	1,313,650	10,550	1%
Expenditure						
Salaries	488,581	478,982	467,537	474,924	7,387	2%
Overtime	25,136	22,675	21,400	18,400	(3,000)	-14%
Benefits	183,887	186,803	186,190	191,707	5,517	3%
Uniforms	5,761	7,300	7,000	7,000	0	0%
Supplies	176,446	199,000	201,500	242,500	41,000	20%
Small Equipment	15,229	34,136	24,000	24,000	0	0%
Professional Services	2,663	37,500	37,500	12,500	(25,000)	-67%
Communications	2,766	3,000	3,000	3,000	0	0%
Training	0	1,000	0	1,000	1,000	NA
Rental/Lease	928	1,500	1,566	1,500	(66)	-4%
Insurance	49,223	57,707	62,317	93,719	31,402	50%
Public Utility	247,287	244,200	244,020	261,100	17,080	7%
Repairs & Maintenance	19,021	23,000	23,000	25,500	2,500	11%
Miscellaneous	5,800	5,000	7,080	6,000	(1,080)	-15%
Intergovernmental Services	2,025	6,000	6,000	6,000	0	0%
Interfund Rental	162,485	166,668	92,436	190,944	98,508	107%
Debt Principal	35,929	37,408	37,408	38,954	1,546	4%
Debt Interest	9,267	7,795	7,773	6,200	(1,573)	-20%
Total Expenditures	1,432,434	1,519,674	1,429,727	1,604,948	175,221	12%
Ending Balance	**446,608**	**284,934**	**319,981**	**28,683**	**(291,298)**	**-91%**

Fund:	Combined Utility Operations		Fund #:	411
Department:	Public Works & Utilities		Department #:	
Cost Center	Total Department		Cost Center #:	N/A

Function

As part the combined stormwater, water, and sanitary sewer utility operation, Public Works is responsible for engineering, operation and maintenance of the infrastructure, including the stormwater collection and conveyance system, the potable water storage and distribution system, the sanitary sewer collection system and the Wastewater Treatment Plant.

Budget Narrative

The Public Works and Utilities Department is dedicated to providing the highest quality services for their customers (utility rate payers), citizens, city employees, business owners, and visitors. The Department strives to enhance the City's infrastructure, while maintaining a safe, clean, and healthy environment.

2012 Budget Changes

Changes and program details are found in the Total Department discussion and in the attached Capital Improvement Plan.

Fund:	Combined Utility Operations		Fund #:	411
Department:	Public Works & Utilities		Department #:	
Cost Center	Total Department		Cost Center #:	N/A

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
411 Utility Operations						
Beginning Balance	**6,855,440**	**4,512,635**	**4,512,635**	**3,995,199**	**(517,436)**	**-11%**
Revenue						
Non-Business Licenses and Permits	3,885	3,000	3,320	3,000	(320)	-10%
Grants	50,844	21,000	30,142	21,000	(9,142)	-30%
Intergovernmental Services	1,879,675	2,241,175	1,895,788	1,873,298	(22,490)	-1%
Utility Charges	12,055,196	12,633,682	12,628,682	13,201,022	572,340	5%
Illegal Discharge	870	0	0	0	N/A	N/A
Investment Interest	19,277	10,000	9,000	10,000	1,000	11%
Rental Leases	46,780	49,000	55,600	55,600	0	0%
Other Misc. Revenues	170,436	98,000	149,416	123,000	(26,416)	-18%
Capital Contributions	19,940	15,000	20,592	20,000	(592)	-3%
Fixed Asset Disposition	7,357	0	0	0	N/A	N/A
Total Revenues	14,254,259	15,070,857	14,792,540	15,306,920	514,380	3%
Expenditure						
Salaries	2,561,901	2,835,153	2,688,429	2,791,123	102,694	4%
Overtime	97,589	120,746	101,837	102,180	343	0%
Benefits	1,003,473	1,081,342	1,053,502	1,113,707	60,205	6%
Uniforms	20,229	29,900	28,367	28,650	283	1%
Supplies	583,710	642,790	611,274	675,015	63,741	10%
Fuel Consumed	44,156	70,000	80,000	100,000	20,000	25%
Water Purchased for Resale	1,242,227	1,496,000	1,341,430	1,410,000	68,570	5%
Supplies Purchased for Inventory or Resale	92,967	143,000	143,000	143,000	0	0%
Small Equipment	37,265	25,300	25,000	25,500	500	2%
Professional Services	130,376	206,415	191,616	203,808	12,192	6%
Communications	62,977	71,730	71,164	72,200	1,036	1%
Travel	4,334	20,050	17,100	18,600	1,500	9%
Advertising	0	2,760	3,560	3,560	0	0%
Rental/Lease	11,049	29,780	15,031	16,300	1,269	8%
Insurance	391,610	416,576	405,582	288,211	(117,371)	-29%
Utilities	979,973	943,290	994,621	999,853	5,232	1%
Repair	77,879	108,350	106,247	111,930	5,683	5%
Miscellaneous	541,138	518,530	576,234	592,880	16,646	3%
Intergovernmental Services	299,759	562,600	558,900	667,900	109,000	20%
Utility Tax	1,396,633	1,471,682	1,472,623	1,548,996	76,373	5%
Interfund Transfer Out	4,724,169	2,274,597	1,889,974	1,772,053	(117,921)	-6%
Land	0	138,946	138,946	0	(138,946)	-100%
Buildings	0	163,525	163,525	0	(163,525)	-100%
Equipment	16,619	20,000	0	0	N/A	N/A
Amortized Debt Issue Cost	33,479	0	33,504	33,504	0	0%
Interfund Services	1,072,257	1,326,682	1,398,312	818,454	(579,858)	-41%
Interfund Rental	371,898	363,478	363,478	407,150	43,672	12%
Interfund Repair & Maintenance	0	2,500	0	0	N/A	N/A
Debt Principal	599,841	621,312	621,312	1,458,356	837,044	135%
Debt Interest	233,035	215,153	215,408	195,316	(20,092)	-9%
Total Expenditures	16,630,543	15,922,187	15,309,976	15,598,246	288,270	2%
Ending Balance	**4,479,156**	**3,661,305**	**3,995,199**	**3,703,873**	**(291,326)**	**-7%**

Fund:	Combined Utility Operations		Fund #:	411
Department:	Public Works & Utilities		Department #:	652
Cost Center	Storm		Cost Center #:	542.000

Function

Storm Drainage Utility staff conduct system maintenance, street sweeping, emergency flooding response, creek maintenance, inspection and monitoring of private stormwater detention systems, and minor capital improvement projects. The Division's recent focus is to upgrade its services to comply with Federal Clean Water Act requirements and the Endangered Species Act (ESA) rules for salmon.

Budget Narrative

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

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

2012 Budget Changes

The proposed 2012 budget reflects addition of a previously approved full time storm water maintenance worker to help meet the state requirements to inspect all public and private storm water detention and treatment systems. There is a slight increase in costs associated with our Department of Ecology stormwater permit as well as maintenance of our asset management software package "Cartegraph".

Fund:	Combined Utility Operations		Fund #:	411
Department:	Public Works & Utilities		Department #:	652
Cost Center	Storm		Cost Center #:	542.000

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	449,091	556,103	466,881	477,207	10,326	2%
Overtime	9,433	24,566	6,000	6,000	0	0%
Benefits	184,188	214,041	184,271	195,826	11,555	6%
Uniforms	5,955	7,750	7,500	6,500	(1,000)	-13%
Supplies	33,539	49,500	49,500	58,005	8,505	17%
Small Equipment	13,922	4,000	4,000	4,000	0	0%
Professional Services	6,932	22,115	16,000	18,836	2,836	18%
Communications	1,090	3,230	3,200	3,200	0	0%
Travel	37	4,330	3,300	4,300	1,000	30%
Advertising	0	500	500	500	0	0%
Rental/Lease	5,397	21,500	7,500	7,500	0	0%
Insurance	49,223	58,112	62,722	9,302	(53,420)	-85%
Utilities	8,406	10,000	10,000	10,000	0	0%
Repair	6,433	13,000	10,000	12,860	2,860	29%
Miscellaneous	82,213	81,500	79,435	78,500	(935)	-1%
Intergovernmental Services	34,332	40,000	40,000	40,000	0	0%
Utility Tax	217,670	237,600	235,242	254,061	18,819	8%
Interfund Transfer Out	300,000	600,000	400,000	200,000	(200,000)	-50%
Land	0	138,946	138,946	0	(138,946)	-100%
Buildings	0	163,525	163,525	0	(163,525)	-100%
Equipment	0	20,000	0	0	N/A	N/A
Amortized Debt Issue Cost	376	0	400	400	0	0%
Interfund Services	401,379	464,429	503,000	228,092	(274,908)	-55%
Interfund Rental	159,351	172,068	172,068	167,112	(4,956)	-3%
Debt Principal	137,272	137,074	137,074	378,537	241,463	176%
Debt Interest	125,048	121,171	121,273	117,084	(4,189)	-3%
Total Stormwater	2,231,286	3,165,060	2,822,337	2,277,822	(544,515)	-19%

Fund:	Combined Utility Operations		Fund #:	411
Department:	Public Works & Utilities		Department #:	654
Cost Center	Water		Cost Center #:	534.800

Function

Under Public Works & Utilities, the Water Division is responsible for the maintenance and operation of the City's water distribution system for the constant and safe delivery of potable water to over 10,066 accounts. The Water Division operates and maintains all storage and conveyance facilities including over 138 miles of distribution mains, 18 pressure reducing stations, three 1.5 million gallon reservoirs, and one three-million gallon reservoir and pumping station. Eight permanent employees are responsible for the above functions.

Budget Narrative

The Salary and Benefit budget includes the Water/Sewer Manager (0.5 FTE), Lead Water Maintenance Worker, Water Quality Control Technician, Water Meter Reader, Inventory Control Assistant (.5 FTE), five Water Maintenance Workers, a Water Conservation and Recycling Coordinator, and an allowance for seasonal help.

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

2012 Budget Changes

See Departmental summary and attached Capital Improvement Plan

Fund:	Combined Utility Operations		Fund #:	411
Department:	Public Works & Utilities		Department #:	654
Cost Center	Water		Cost Center #:	534.800

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	582,229	657,891	702,933	715,880	12,947	2%
Overtime	22,744	24,180	24,180	24,180	0	0%
Benefits	222,956	242,022	259,664	267,990	8,326	3%
Uniforms	2,960	6,800	6,800	6,800	0	0%
Supplies	134,305	135,000	135,000	143,505	8,505	6%
Fuel Consumed	421	0	0	0	N/A	N/A
Water Purchased for Resale	1,242,227	1,496,000	1,341,430	1,410,000	68,570	5%
Supplies Purchased for Inventory/Resale	92,967	140,000	140,000	140,000	0	0%
Small Equipment	7,775	10,000	10,000	10,000	0	0%
Professional Services	39,011	74,300	74,300	77,136	2,836	4%
Communications	25,497	30,000	30,000	30,000	0	0%
Travel	37	4,820	3,400	3,400	0	0%
Advertising	0	560	560	560	0	0%
Rental/Lease	640	1,500	1,500	1,500	0	0%
Insurance	81,729	84,512	86,393	84,030	(2,363)	-3%
Utilities	20,763	28,000	28,000	28,000	0	0%
Repair	3,838	22,300	22,300	24,160	1,860	8%
Miscellaneous	266,138	233,230	296,270	301,630	5,360	2%
Intergovernmental Services	28,854	30,000	30,000	30,000	0	0%
Utility Tax	713,748	764,082	767,381	824,935	57,554	8%
Interfund Transfer Out	900,000	750,000	750,000	200,000	(550,000)	-73%
Equipment	16,619	0	0	0	N/A	N/A
Amortized Debt Issue Cost	16,552	0	16,553	16,553	0	0%
Interfund Services	305,892	388,861	434,700	224,970	(209,730)	-48%
Interfund Rental	110,634	87,454	87,454	104,486	17,032	19%
Debt Principal	147,683	165,309	165,309	669,257	503,948	305%
Debt Interest	58,257	53,713	53,864	48,565	(5,299)	-10%
Total Water	5,044,475	5,430,534	5,467,991	5,387,537	(80,454)	-1%

Fund:	Combined Utility Operations		Fund #:	411
Department:	Public Works & Utilities		Department #:	655
Cost Center	Sewer		Cost Center #:	535.800

Function

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

Budget Narrative

The Salary and Benefit budget includes one Lead Sewer Worker and six Sewer Maintenance Workers.

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

2012 Budget Changes

None

Fund:	Combined Utility Operations		Fund #:	411
Department:	Public Works & Utilities		Department #:	655
Cost Center	Sewer		Cost Center #:	535.800

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	401,240	424,167	425,950	434,516	8,566	2%
Overtime	13,386	17,000	17,000	17,000	0	0%
Benefits	174,266	182,392	199,269	206,345	7,076	4%
Uniforms	2,689	5,100	5,100	5,100	0	0%
Supplies	38,706	52,500	52,500	61,005	8,505	16%
Fuel Consumed	0	0	0	0	N/A	N/A
Sewer Inventory	0	3,000	3,000	3,000	0	0%
Small Equipment	10,385	6,000	6,000	6,000	0	0%
Professional Services	25,520	51,000	51,000	53,836	2,836	6%
Communications	27,222	30,000	30,000	30,000	0	0%
Travel	0	2,400	2,400	2,400	0	0%
Advertising	0	500	500	500	0	0%
Rental/Lease	1,160	1,800	2,369	1,800	(569)	-24%
Insurance	168,102	186,175	171,380	104,574	(66,806)	-39%
Public Utility	561,314	460,000	533,813	533,813	0	0%
Repair & Maintenance	2,040	15,000	15,000	16,860	1,860	12%
Miscellaneous	119,509	125,000	125,919	130,000	4,081	3%
Intergovernmental Services	161,000	393,900	393,900	393,900	0	0%
Utility Tax	465,215	470,000	470,000	470,000	0	0%
Interfund Transfer Out	3,524,169	924,597	739,974	1,372,053	632,079	85%
Interfund Services	203,668	293,392	280,780	176,571	(104,209)	-37%
Interfund Rental	94,113	97,176	97,176	128,244	31,068	32%
Interfund Repair	0	2,500	0	0	N/A	N/A
Debt Issue Costs	16,551	0	16,551	16,551	0	0%
Debt Principal	211,574	214,492	214,492	302,184	87,692	41%
Debt Interest	29,597	24,711	24,712	19,017	(5,695)	-23%
Total Sewer	6,251,427	3,982,802	3,878,785	4,485,269	606,484	16%

Fund:	Combined Utility Operations		Fund #:	411
Department:	Public Works & Utilities		Department #:	656
Cost Center	Treatment		Cost Center #:	538.800

Function

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

Due to the regional nature of the Treatment Plant, other agencies pay a proportionate share of both operating and capital expenditures. The City of Edmonds pays approximately 50% of both O&M and capital expenses.

Budget Narrative

The most notable change will be loss of revenue from King County due to the end of the flow swap agreement. This will take place on January 1,2012. Also we will be processing solids from the Alderwood Water and Sewer District's treatment plant through at least July. This should add approx. $175,000 of revenue for 2012 only.

2012 Budget Changes

Reduced salaries for 2011 year end estimate
Increased chemical costs
Increased fuel costs
Reduced electrical costs due to decreased pumping and energy conservation.
Increased ash disposal
Increased Inter governmental services to reflect the loss of KC revenues

Fund:	Combined Utility Operations		Fund #:	411
Department:	Public Works & Utilities		Department #:	656
Cost Center	Treatment		Cost Center #:	538.800

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Salaries	1,129,340	1,196,992	1,092,665	1,163,520	70,855	6%
Overtime	52,026	55,000	54,657	55,000	343	1%
Benefits	422,062	442,887	410,298	443,546	33,248	8%
Uniforms	8,626	10,250	8,967	10,250	1,283	14%
Supplies	377,160	405,790	374,274	412,500	38,226	10%
Fuel Consumed	43,736	70,000	80,000	100,000	20,000	25%
Small Equipment	5,183	5,300	5,000	5,500	500	10%
Professional Services	58,914	59,000	50,316	54,000	3,684	7%
Communications	9,169	8,500	7,964	9,000	1,036	13%
Travel	4,261	8,500	8,000	8,500	500	6%
Advertising	0	1,200	2,000	2,000	0	0%
Rental/Lease	3,852	4,980	3,662	5,500	1,838	50%
Insurance	92,555	87,777	85,087	90,305	5,218	6%
Public Utility	389,491	445,290	422,808	428,040	5,232	1%
Repair & Maintenance	65,569	58,050	58,947	58,050	(897)	-2%
Miscellaneous	73,278	78,800	74,610	82,750	8,140	11%
Intergovernmental Services	75,573	98,700	95,000	204,000	109,000	115%
Interfund Services	161,318	180,000	179,832	188,821	8,989	5%
Interfund Rental	7,800	6,780	6,780	7,308	528	8%
Debt Principal	103,311	104,437	104,437	108,378	3,941	4%
Debt Interest	20,133	15,558	15,559	10,650	(4,909)	-32%
Total Treatment	3,103,355	3,343,791	3,140,863	3,447,618	306,755	10%

Fund:	Equipment Rental		Fund #:	511
Department:	Equipment Rental		Department #:	657
Cost Center	Municipal Vehicles and PW Equipment		Cost Center #:	548.680

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

Budget Narrative
The Salary and Benefits budget includes the Fleet Manager, one Senior Vehicle Equipment Mechanic, and one Vehicle and Equipment Mechanic.

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

2012 Budget Changes

2012 Replacement Schedules:

Street
Unit # 96-STR 1999 Chevrolet 3500 Flatbed
Unit # 10-STM 2001 Dodge 3500 Flatbed
Unit # 55-STM 2001 Elgin Street Sweeper

Water
Unit # 128-WTR 2002 Ford F-250 Utility Box

Upgrade Public Works Base Station and Mobile Radio's

Police
Laptop computers

Fund:	Equipment Rental		Fund #:	511
Department:	Equipment Rental		Department #:	657
Cost Center	Municipal Vehicles and PW Equipment		Cost Center #:	548.680

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Beginning Balance - Summary	**4,709,058**	**4,536,264**	**4,536,264**	**4,273,244**	**(263,020)**	**-6%**
Revenue						
Garage Services	4,749	0	900	1,000	100	11%
Interfund Sales and Services	301	10,000	1,000	20,000	19,000	1900%
Investment Income	11,665	0	7,200	7,000	(200)	-3%
Interfund Operating Income	1,339,607	1,220,400	867,970	1,048,456	180,486	21%
Other Miscellaneous Revenue	1,224	0	151	0	(151)	-100%
Contributed Capital	0	0	0	0	N/A	N/A
Disposition of Capital Assets	548,094	0	14,424	0	(14,424)	-100%
Interfund Transfer In	19,221	73,588	50,944	0	(50,944)	-100%
Total Revenues	1,924,859	1,303,988	942,589	1,076,456	133,867	14%
Expenditure						
Salaries	200,856	214,227	214,602	218,537	3,935	2%
Overtime	738	2,000	2,000	2,000	0	0%
Benefits	85,832	87,833	97,805	100,670	2,865	3%
Uniforms	1,084	1,000	1,000	1,000	0	0%
Supplies	98,543	76,000	76,000	76,000	0	0%
Fuel Consumed	639	1,000	1,000	1,000	0	0%
Supplies Purchased for Resale	245,260	294,600	292,600	320,510	27,910	10%
Small Equipment	8,760	20,000	10,000	10,000	0	0%
Professional Services	1,004	1,000	1,000	1,000	0	0%
Communication	3,581	3,500	3,500	3,500	0	0%
Travel	40	500	0	500	500	NA
Advertising	145	500	0	500	500	NA
Rental/Lease	3,434	3,500	3,500	3,500	0	0%
Insurance	38,257	23,624	23,150	23,261	111	0%
Public Utilities	11,450	14,000	14,000	14,000	0	0%
Repair and Maintenance	68,939	75,000	75,000	85,000	10,000	13%
Miscellaneous	6,619	7,500	7,500	7,500	0	0%
Intergovernmental Services	2,188	4,000	2,500	2,500	0	0%
Interfund Transfer	1,259,932	0	0	0	N/A	N/A
Machinery and Equipment	53,156	406,878	366,000	420,000	54,000	15%
Interfund Services	301	40,000	1,000	20,000	19,000	1900%
Interfund Rental	6,897	13,452	13,452	10,356	(3,096)	-23%
Total Expenditures	2,097,654	1,290,114	1,205,609	1,321,334	115,725	10%
Ending Balance	**4,536,264**	**4,550,138**	**4,273,244**	**4,028,366**	**(244,878)**	**-6%**

Fund:	Equipment Rental		Fund #:	511
Department:	Equipment Rental		Department #:	657
Cost Center	Municipal Vehicles and PW Equipment		Cost Center #:	548.680

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Beginning Balance	**515,025**	**544,384**	**544,384**	**446,108**	**(98,276)**	**-18%**
Operations Program (000)						
Revenue						
Garage Services	4,749	0	900	1,000	100	11%
Interfund Sales and Services	301	10,000	1,000	20,000	19,000	1900%
Investment Income	1,866	0	1,000	1,000	0	0%
Interfund Operating Income	804,446	725,364	727,858	824,776	96,918	13%
Other Miscellaneous Revenue	1,224	0	151	0	(151)	-100%
Disposition of Capital Assets	1,039	0	9,424	0	(9,424)	-100%
Total Revenues	813,624	735,364	740,333	846,776	106,443	14%
Expenditure						
Salaries	200,856	214,227	214,602	218,537	3,935	2%
Overtime	738	2,000	2,000	2,000	0	0%
Benefits	85,832	87,833	97,805	100,670	2,865	3%
Uniforms	1,084	1,000	1,000	1,000	0	0%
Supplies	98,543	76,000	76,000	76,000	0	0%
Fuel Consumed	639	1,000	1,000	1,000	0	0%
Supplies Purchased for Resale	245,260	294,600	292,600	320,510	27,910	10%
Small Equipment	8,760	10,000	10,000	10,000	0	0%
Professional Services	1,004	1,000	1,000	1,000	0	0%
Communication	3,581	3,500	3,500	3,500	0	0%
Travel	40	500	0	500	500	NA
Advertising	145	500	0	500	500	NA
Rental/Lease	3,434	3,500	3,500	3,500	0	0%
Insurance	38,257	23,624	23,150	23,261	111	0%
Public Utilities	11,450	14,000	14,000	14,000	0	0%
Repair and Maintenance	68,939	75,000	75,000	85,000	10,000	13%
Miscellaneous	6,619	7,500	7,500	7,500	0	0%
Intergovernmental Services	2,188	4,000	2,500	2,500	0	0%
Interfund Rental	6,897	13,452	13,452	10,356	(3,096)	-23%
Total Expenditures	784,265	833,236	838,609	881,334	42,725	5%
Ending Balance	**544,384**	**446,512**	**446,108**	**411,550**	**(34,558)**	**-8%**

Fund:	Equipment Rental		Fund #:	511
Department:	Equipment Rental		Department #:	657
Cost Center	Municipal Vehicles and PW Equipment		Cost Center #:	548.680

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Beginning Balance	**3,671,857**	**3,991,880**	**3,991,880**	**3,827,136**	**(164,744)**	**-4%**
Replacement Program (100)						
Revenue						
Investment Interest	9,799	0	6,200	6,000	(200)	-3%
B-Fund Rental Charge	535,161	495,036	140,112	223,680	83,568	60%
Disposition of Capital Assets	117,561	0	5,000	0	(5,000)	-100%
Interfund Transfer In	19,221	73,588	50,944	0	(50,944)	-100%
Total Revenue	681,742	568,624	202,256	229,680	27,424	14%
Expenditure						
Small Equipment	0	10,000	0	0	N/A	N/A
Interfund Services	301	40,000	1,000	20,000	19,000	1900%
Machinery and Equipment	53,156	406,878	366,000	420,000	54,000	15%
Interfund Transfer	308,262	0	0	0	N/A	N/A
Total Expenditure	361,719	456,878	367,000	440,000	73,000	20%
Ending Balance	**3,991,880**	**4,103,626**	**3,827,136**	**3,616,816**	**(210,320)**	**-5%**

Fund:	Transportation Benefit District		Fund #:	631
Department:	n/a		Department #:	n/a
Cost Center	n/a		Cost Center #:	n/a

Function

On behalf of the Edmonds TBD, the Washington State Department of Licensing is collecting a $20 fee at the time a registered vehicle renewal notice is renewed within the City of Edmonds. The fee takes effect on license tabs that expire on or after September 1, 2009. The proceeds are deposited in this fund and transferred to other funds to support TBD related activities.

Fund:	Transportation Benefit District		Fund #:	631
Department:	n/a		Department #:	n/a
Cost Center	n/a		Cost Center #:	n/a

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Beginning Balance	**0**	**0**	**0**	**0**	**N/A**	**N/A**
Revenue						
Annual Vehicle Fee (TBD)	592,357	600,000	600,000	600,000	0	0%
Total Revenue	592,357	600,000	600,000	600,000	0	0%
Expenditure						
Professional Services	6,305	0	0	0	N/A	N/A
Insurance Recoveries	0	5,000	5,000	5,000	0	0%
Intergovernmental Services	586,052	595,000	595,000	595,000	0	0%
Total Expenditures	592,357	600,000	600,000	600,000	0	0%
Ending Balance	**0**	**0**	**0**	**0**	**N/A**	**N/A**

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

Function

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

Budget Narrative

Construction is anticipated to begin on the Main Street (5th Ave – 6th Ave) Improvement Project in 2012. The project will replace the existing sidewalks on both sides of Main Street, add pedestrian lighting and flower baskets, replace street trees, upgrade water and stormwater utilities and provide a mid-block pedestrian crossing. The project is funded by a federal transportation grant and the 412 Utility Fund.

The engineering designs and acquisition of right of way are scheduled in 2012 on the following projects:

1/ 228th St. SW Corridor Improvement Project
2. 212th St. SW / 84th Ave (Five Corners) Roundabout
3. 212th St. SW / 76th Ave Intersection Improvements

The design and right of way costs on all three projects are funded by federal transportation grants and Fund 112.

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

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Beginning Balance - Summary	**(184,393)**	**148,384**	**148,384**	**205,861**	**57,477**	**38.7%**
Revenue						
Grants	509,071	1,009,972	785,548	1,491,067	705,519	89.8%
Motor Vehicle Fuel Tax	159,459	160,000	146,800	140,000	(6,800)	-4.6%
Interlocal Revenue	0	0	0	0	N/A	N/A
Traffic Impact Fees	34,741	20,000	85,000	35,000	(50,000)	-58.8%
Investment Interest	264	0	102	102	0	0.0%
Interfund Transfer In	104,463	581,891	536,891	340,695	(196,196)	-36.5%
Total Revenues	807,997	1,771,863	1,554,341	2,006,864	452,523	29.1%
Expenditure						
Professional Services	88,208	637,000	480,448	843,780	363,332	75.6%
Intangible Rights to Land	0	0	0	231,022	231,022	NA
Construction Projects	228,173	823,000	793,709	763,300	(30,409)	-3.8%
Interfund Services	38,987	102,500	103,412	118,786	15,374	14.9%
Interfund Transfer Out	42,087	41,891	41,891	41,694	(197)	-0.5%
Debt Principal	72,201	72,202	72,201	72,202	1	0.0%
Debt Interest	5,562	5,202	5,203	4,841	(362)	-7.0%
Total Expenditures	475,219	1,681,795	1,496,864	2,075,625	578,761	38.7%
Ending Balance	**148,385**	**238,452**	**205,861**	**137,100**	**(68,761)**	**-33.4%**

Fund:	Multimodal Transportation		Fund #:	113
Department:	Capital Project Funds		Department #:	
Cost Center			Cost Center #:	

Function

The Multimodal Transportation fund was established as part of the City's 1994 Operating Budget to simplify and facilitate accounting for the various local, state, and federal grants and for expenditures that will occur during the planning and development of the multimodal transportation center in Edmonds. By a Memorandum of Understanding, the City, Washington State Department of Transportation, and Community Transit are jointly participating in the project. By agreement, the City is the designated lead coordinating agency during the preliminary engineering, environmental impact statement (EIS), final design, and permitting phases.

Fund:	Multimodal Transportation		Fund #:	113
Department:	Capital Project Funds		Department #:	
Cost Center			Cost Center #:	

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Beginning Balance	**51,542**	**50,227**	**50,227**	**51,227**	**1,000**	**2%**
Grants	1,552	1,000,000	1,000	0	(1,000)	-100%
Total Revenue	1,552	1,000,000	1,000	0	(1,000)	-100%
Professional Services	2,866	1,000,000	0	0	N/A	N/A
Total Expenditure	2,866	1,000,000	0	0	N/A	N/A
Ending Balance	**50,227**	**50,227**	**51,227**	**51,227**	**0**	**0%**

Fund:	Building Maintenance		Fund #:	116
Department:	Capital Project Funds		Department #:	
Cost Center			Cost Center #:	

Function

The City Council established this Fund in 1984 to provide monies for maintenance and repair projects that require large amounts of money and to track such monies. It should be noted that Fund 116 is not primarily for capital improvements; however, some projects could qualify as Capital Improvement Plan (CIP) expenditure.

Budget Narrative

The maintenance and operation expenses of City-owned buildings depend primarily on the General Fund. Properly maintained City buildings play an integral role to deliver efficient and effective services to Edmonds' citizens and assist the various City departments in their missions. Currently, due to the continued lack of General Fund Revenues, there is insufficient staffing and money for all of the necessary repairs and capital renovation projects for City buildings.

Project List

The primary applications of Fund 116 this year will be at the Frances Anderson Center to address the need for roof replacements on the three-story section and/or gymnasium, and to improve its accessibility for all citizens.

Fund:	Building Maintenance		Fund #:	116
Department:	Capital Project Funds		Department #:	
Cost Center			Cost Center #:	

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Beginning Balance	**42,035**	**185,881**	**185,881**	**216,257**	**30,376**	**16%**
Revenue						
Grants	160,478	66,000	49,563	0	(49,563)	-100%
Investment Interest	377	0	260	260	0	0%
Private Donation	4,740	115,000	110,000	0	(110,000)	-100%
Insurance Proceeds	0	5,994	5,994	0	(5,994)	-100%
Interfund Transfer In	184,355	56,600	56,600	56,600	0	0%
Total Revenue	349,950	243,594	222,417	56,860	(165,557)	-74%
Expenditure						
Supplies	31,043	13,000	7,500	10,000	2,500	33%
Professional Services	24,904	35,000	31,241	40,000	8,759	28%
Repair and Maintenance	148,788	170,794	153,300	195,000	41,700	27%
Miscellaneous	1,369	12,000	0	0	N/A	N/A
Interfund Transfer Out	0	200	0	0	N/A	N/A
Total Expenditure	206,105	230,994	192,041	245,000	52,959	28%
Ending Balance	**185,881**	**198,481**	**216,257**	**28,117**	**(188,140)**	**-87%**

Fund:	REET 2		Fund #:	125.000
Department:	Capital Project Funds		Department #:	
Cost Center	Parks Improvements		Cost Center #:	

REET 2 – PARKS IMPROVEMENTS

Function

This fund is for improvement, renovation, planning and development of parks and associated sites to maintain high quality and varied parks and open space in the city. Revenue sources for the Fund include the first $750,000 of the second one fourth percent (1/4%) excise tax on real estate sales (REET 2). Proposed parks project details for 2012 are shown in the Capital Improvement Program.

Budget Narrative

In addition to ongoing park improvements, significant developments proposed in this 2012 budget include the completion of the Dayton Street Plaza construction, 4th Avenue North Cultural Corridor planning, interpretive signage, replacement of the play structures at City Park, and feasibility planning for Edmonds Marsh. The Parks Department continues to budget to fulfill the goals and objectives of the Parks, Recreation & Open Space Comprehensive Plan.

Fund:	REET 2		Fund #:	125.000
Department:	Capital Project Funds		Department #:	
Cost Center	Parks Improvements		Cost Center #:	

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Beginning Balance	**1,570,016**	**379,212**	**379,212**	**337,150**	**(42,062)**	**-11.1%**
Revenue						
Local Real Estate Tax - 2nd Half	614,743	580,000	650,000	590,000	(60,000)	-9.2%
Investment Interest	1,992	0	830	850	20	2.4%
Other Miscellaneous Revenue	724	40,750	70,000	0	(70,000)	-100.0%
Total Revenues	617,459	620,750	720,830	590,850	(129,980)	-18.0%
Expenditure						
Supplies	43,591	30,000	30,000	36,000	6,000	20.0%
Professional Services	271,136	330,000	62,160	540,000	477,840	768.7%
Repair and Maintenance	66,069	65,000	165,000	100,000	(65,000)	-39.4%
Intergovernmental Services	25,000	0	0	0	N/A	N/A
Interfund Services	186,902	38,000	81,232	0	(81,232)	-100.0%
Construction Projects	1,215,564	40,000	18,230	0	(18,230)	-100.0%
Interfund Transfer Out	0	452,000	406,270	199,000	(207,270)	-51.0%
Total Expenditures	1,808,263	955,000	762,892	875,000	112,108	14.7%
Ending Balance	**379,212**	**44,962**	**337,150**	**53,000**	**(284,150)**	**-84.3%**

Fund:	Special Capital/ Parks Acquisition		Fund #:	126
Department:	Capital Project Funds		Department #:	
Cost Center			Cost Center #:	

Function

The Special Capital Fund was established as part of the City's 1996 Operating Budget to simplify and facilitate the accounting for the purchase and renovation of the Edmonds Financial Center Building, which now houses operations of several City departments, including the Mayor's Office; City Council; Human Resources; Administrative Services; the Planning, Engineering, and Building divisions of Development Services; and the Fire Marshall. The Fund revenue from the first one fourth percent (1/4%) excise tax on real estate sales (REET 1) covers debt service for the City Hall acquisition, Marina Beach acquisition, the Edmonds Center for the Arts city contribution, the Library roof construction, and the Anderson Center Seismic retrofit. During 2001, Council dedicated excess revenue from REET 1 to acquire and improve park and recreation properties and facilities throughout the City. Acquisitions meet the priorities outlined in the Parks Comprehensive Plan including waterfront, tidelands, open space, and land.

Fund:	Special Capital/ Parks Acquisition		Fund #:	126
Department:	Capital Project Funds		Department #:	
Cost Center			Cost Center #:	

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Beginning Balance	**442,755**	**358,601**	**358,601**	**308,819**	**(49,782)**	**-14%**
Revenue						
Local Real Estate Tax-First	614,743	580,000	650,000	590,000	(60,000)	-9%
Investment Interest	1,698	0	830	800	(30)	-4%
Total Revenues	616,441	580,000	650,830	590,800	(60,030)	-13%
Expenditure						
Miscellaneous	0	0	500	0	(500)	-100%
Interfund Transfer Out	70,792	110,230	69,480	68,080	(1,400)	-2%
Debt Principal	461,581	481,677	481,677	502,163	20,486	14%
Debt Interest	168,223	148,425	148,955	127,474	(21,481)	-138%
Total Expenditures	700,596	740,332	700,612	697,717	(2,895)	-226%
Ending Balance	**358,601**	**198,269**	**308,819**	**201,902**	**(106,917)**	**199%**

Fund:	Special Projects		Fund #:	129
Department:	Capital Projects Fund		Department #:	
Cost Center			Cost Center #:	

HIGHWAY 99 INTERNATIONAL DISTRICT ENHANCEMENT

Function

This fund was established to assist with special capital projects. The current project is associated with streetscape enhancements in the International District located on Highway 99. Revenue is from grants, contributions and interest. The City has received three federal Highway Enhancements grants for the project since 2006. Contributions may be considered tax deductible if for "exclusive public purposes".

Fund:	Special Projects		Fund #:	129
Department:	Capital Projects Fund		Department #:	
Cost Center			Cost Center #:	

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Beginning Balance	**3,052**	**1,539**	**1,539**	**1,543**	**4**	**0%**
Revenue						
Wa St Dot - Sr 99 - Enhancement	15,090	224,260	200,250	313,000	112,750	56%
Investment Interest	4	0	4	4	0	0%
Total Revenue	15,094	224,260	200,254	313,004	112,750	56%
Expenditure						
Construction Projects	0	216,110	142,250	280,000	137,750	97%
Professional Services	16,607	8,852	58,000	33,000	(25,000)	-43%
Total Expenditures	16,607	224,962	200,250	313,000	112,750	56%
Ending Balance	**1,539**	**837**	**1,543**	**1,547**	**4**	**0%**

Fund:	Parks Construction		Fund #:	132
Department:	Capital Projects Fund		Department #:	
Cost Center			Cost Center #:	

Function

The Fund was established as part of the City's 2007 and 2008 Operating Budget to specifically segregate park improvement projects that would be totally or partially funded by grants and contributions. Fund 132 is for improvement, renovation, planning and development of park sites to maintain high quality and varied parks and open space in the city. Revenue sources for the Fund include the second one fourth percent (1/4%) excise tax on real estate sales (REET 2), state and local grants, contributions from developers, and carryover from previous years.

Fund:	Parks Construction		Fund #:	132
Department:	Capital Projects Funds		Department #:	
Cost Center			Cost Center #:	

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Beginning Balance	**24,007**	**20,314**	**20,314**	**20,414**	**100**	**0%**
Revenue						
Grants	0	1,534,500	1,153,000	980,500	(172,500)	-15%
Parks Donations	0	3,000	15,100	0	(15,100)	-100%
Interfund Transfer In	0	688,000	693,000	204,500	(488,500)	-70%
Total Revenue	0	2,225,500	1,861,100	1,185,000	(676,100)	-36%
Expenditure						
Supplies	0	3,000	90,000	0	(90,000)	-100%
Professional Services	3,693	53,000	44,000	63,000	19,000	43%
Construction Projects	0	1,953,500	1,682,000	1,114,000	(568,000)	-34%
Interfund Services	0	65,000	45,000	10,000	(35,000)	-78%
Total Expenditure	3,693	2,074,500	1,861,000	1,187,000	(674,000)	-36%
Ending Balance	**20,314**	**171,314**	**20,414**	**18,414**	**(2,000)**	**-10%**

Fund:	Combined Utility Construction / Improve		Fund #:	412
Department:	Capital Project Funds		Department #:	
Cost Center			Cost Center #:	

Function

Fund 412 is used to account for the construction and improvement of buildings and facilities belonging to the City's Water, Sewer, and Drainage Utilities. The Fund is segmented into three programs; 100 for water projects, 200 for drainage projects and 300 for sewer collection projects. Projects related to the wastewater treatment plant are accounted for in fund 414.

Budget Narrative

Significant utility projects planned in 2012 include:

Water (412.100)

- Watermain replacement program
- Watermain Street Overlay program
- 76th Ave waterline replacement (coordinated with City of Lynnwood)

Storm Drainage (412.200)

- Talbot Road Drainage and Habitat Improvements
- NPDES Phase II permit (illicit discharge, public education, O&M)
- Drainage Improvements in the SW Edmonds Basin – Connect Sumps on 105th/106th near 228th St. SW.
- Public Works Yard Improvements (Vehicle Wash Station and Cover for Materials)
- Lake Ballinger Associated Projects

Sewer (412.300)

- Replace/Repair Lift Stations 2, 5,11,12,14 and 15
- Design and construct sewer repairs on 224th, Alder St. East, Beach Place, Dellwood Drive
- Design sewer repairs on 200th, 216th, 72nd West, 76th West, 8th South, Hemlock, 7th Ave
- Update the Sewer Comprehensive Plan
- Infiltration & Inflow data collection

Fund:	Combined Utility Construction / Improve		Fund #:	412.100
Department:	Capital Project Funds		Department #:	
Cost Center	Water Projects		Cost Center #:	

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Utility Construction Fund						
Beginning Balance	**(133,803)**	**105,675**	**105,675**	**462,590**	**356,915**	**338%**
Water Program (100)						
Revenue						
Intergovernmental Revenue-Hydrants	0	238,820	238,820	97,900	(140,920)	-59%
Investment Interest	40	0	270	0	(270)	-100%
Miscellaneous Revenue	0	0	0	0	N/A	N/A
Contributed Capital	33,596	25,000	25,000	25,000	0	0%
Debt Proceeds	0	4,868,422	3,530,400	3,200,000	(330,400)	-9%
Interfund Transfers In	900,000	750,000	750,000	200,000	(550,000)	-73%
Total Revenues	933,636	5,882,242	4,544,490	3,522,900	(1,021,590)	-22%
Expenditure						
Professional Services	393,023	447,633	520,366	380,129	(140,237)	-27%
Construction Projects	238,760	4,671,525	3,316,409	2,501,907	(814,502)	-25%
Interfund Transfers Out	62,375	409,167	350,800	232,833	(117,967)	-34%
Interfund Services	0	0	0	222,720	222,720	NA
Total Expenditures	694,159	5,528,325	4,187,575	3,337,589	(849,986)	-20%
Ending Balance	**105,675**	**459,592**	**462,590**	**647,901**	**185,311**	**40%**

Fund:	Combined Utility Construction / Improve		Fund #:	412.200
Department:	Capital Project Funds		Department #:	
Cost Center	Drainage Projects		Cost Center #:	

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Beginning Balance	**(61,180)**	**(243,997)**	**(243,997)**	**116,907**	**360,904**	**-148%**
Storm Program (200)						
Revenue						
Grants	50,000	150,000	124,105	25,000	(99,105)	-80%
Mitigation Fees	0	0	0	0	N/A	N/A
Investment Interest	0	0	0	0	N/A	N/A
Miscellaneous Revenue	0	0	0	0	N/A	N/A
Contributed Capital	10,207	30,000	15,000	12,000	(3,000)	-20%
Debt Proceeds	0	1,100,000	1,100,000	2,100,000	1,000,000	91%
Interfund Transfers In	300,000	600,000	400,000	200,000	(200,000)	-50%
Total Revenues	360,207	1,880,000	1,639,105	2,337,000	697,895	43%
Expenditure						
Professional Services	398,142	512,333	185,697	766,552	580,855	313%
Advertising	0	0	0	0	N/A	N/A
Repair and Maintenance	0	0	0	0	N/A	N/A
Miscellaneous	0	0	0	0	N/A	N/A
Intangible Rights to Land	0	0	283,000	3,500	(279,500)	-99%
Construction Projects	144,881	1,095,833	353,704	1,109,000	755,296	214%
Interfund Transfers Out	0	265,167	455,800	170,333	(285,467)	-63%
Interfund Services	0	0	0	87,701	87,701	NA
Total Expenditures	543,024	1,873,333	1,278,201	2,137,086	858,885	67%
Ending Balance	**(243,997)**	**(237,330)**	**116,907**	**316,821**	**199,914**	**171%**

Fund:	Combined Utility Construction / Improve		Fund #:	412.300
Department:	Capital Project Funds		Department #:	
Cost Center	Sewer Projects		Cost Center #:	

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
Utility Construction Fund						
Beginning Balance	**2,047,208**	**3,773,252**	**3,773,252**	**3,411,278**	**(361,974)**	**-10%**
Sewer Program (300)						
Revenue						
Grants	0	0	0	0	N/A	N/A
Mitigation Fees	0	0	0	0	N/A	N/A
Investment Interest	6,043	0	7,000	0	(7,000)	-100%
Miscellaneous Revenue	0	0	0	0	N/A	N/A
Contributed Capital	29,980	20,000	20,000	25,000	5,000	25%
Debt Proceeds	0	0	0	1,100,000	1,100,000	NA
Interfund Transfers In	2,500,000	779,000	720,000	903,500	183,500	25%
Total Revenues	2,536,022	799,000	747,000	2,028,500	1,281,500	172%
Expenditure						
Professional Services	660,427	539,334	392,174	628,180	236,006	60%
Advertising	0	0	0	0	N/A	N/A
Repair and Maintenance	0	0	0	0	N/A	N/A
Miscellaneous	0	0	0	0	N/A	N/A
Intangible Rights to Land	0	0	45,000	0	(45,000)	-100%
Construction Projects	149,552	3,285,834	531,000	4,101,479	3,570,479	672%
Interfund Transfers Out	0	146,166	140,800	334	(140,466)	-100%
Interfund Services	0	0	0	260,400	260,400	NA
Total Expenditures	809,978	3,971,334	1,108,974	4,990,393	3,881,419	350%
Ending Balance	**3,773,252**	**600,918**	**3,411,278**	**449,385**	**(2,961,893)**	**-87%**

Fund:	Capital Improvement Reserve		Fund #:	414
Department:	Capital Project Funds		Department #:	
Cost Center	Treatment Plant		Cost Center #:	

Function

The Capital Improvements Reserve Fund was established as provided in the Agreement for Wastewater Treatment, Disposal and Transport Services, and among the City of Edmonds, the City of Mountlake Terrace, Olympic View Water and Sewer District, and Ronald Wastewater District. The minimum amount is set at $100,000. Each participant will contribute to the fund in the ratio as originally shown as percentage capacity in Exhibit A of the Agreement. The intent of the fund is to handle future capital improvements and major repairs not included within the regular maintenance and operation costs. All King County capital contributions have been placed in this account to meet the arbitrator's requirements that a portion of the "swap" payment be used for capital projects.

Fund:	Capital Improvement Reserve		Fund #:	414
Department:	Capital Project Funds		Department #:	
Cost Center	Treatment Plant		Cost Center #:	

Description	2010 Actuals	2011 Budget	2011 Estimate	2012 Budget	Change 12-11	Change 12-11
414 Treatment Plant Construction Fund						
Beginning Balance	**51,152**	**206,257**	**205,784**	**200,663**	**(5,121)**	**-2%**
Revenue						
Intergovernmental Revenues	0	38,000	0	0	N/A	N/A
Investment Interest	338	0	0	0	N/A	N/A
Miscellaneous Revenue	178,450	0	0	0	N/A	N/A
Contributed Capital	1,107,417	522,438	232,535	554,324	321,789	138%
Interfund Transfers In	1,024,169	424,597	239,974	572,053	332,079	138%
Total Revenues	2,310,374	985,035	472,509	1,126,377	653,868	138%
Expenditure						
Professional Services	535,032	0	0	0	N/A	N/A
Miscellaneous	2,653	0	0	0	N/A	N/A
Construction Projects	1,340,026	251,000	201,000	854,000	653,000	325%
Debt Principal	168,570	172,164	172,164	173,389	1,225	1%
Debt Interest	109,463	103,871	104,466	98,987	(5,479)	-5%
Total Expenditures	2,155,742	527,035	477,630	1,126,376	648,746	136%
Ending Balance	**205,784**	**664,257**	**200,663**	**200,664**	**1**	**0%**

Fund No..	Capital Improvements Program	2011 Budget	2011 Estimate	2012 Budget
	Transportation Projects- Fund 112			
112	Nonmotorized Trans- Main Street Pedestrian Lighting	115,000	83,600	890,300
112	Nonmotorized Trans- Caspers/ 9th/Puget Drive Walkway		101,200	
112	Nonmotorized Trans.- Sunset Ave Walkway (Bell St-CaspersSt)		16,000	50,000
112	Nonmotorized Trans.- Interurban Trail			
112	Nonmotorized Trans.- Olympic View Dr. Ped Improvements		31,600	
112	Nonmotorized Trans- 80th Ave W / 180th St SW Walkway	30,000		
112	Nonmotorized Trans- Shell Valley-Bike-Walk	486,500	465,000	7,000
112	Nonmotorized Trans- 226th St. SW Walkway	139,000	162,400	5,000
112	Overlay-Citywide		1,200	
112	Signal Upgrades- 238th St & 100th Ave			5,500
112	SR99 - 228th St. SW Corridor & Safety Improvements	310,000	160,000	355,000
112	212th SW @ 84th Ave (Five Corners) Roundabout		120,500	323,000
112	212th SW @ 76th Ave Intersection Improvements		2,000	291,000
112	Dayton Street Overlay (SR104-BNSF tracks)	120,000	200,000	
112	Traffic Calming Program	50,000	34,000	10,000
112	Transportation Plan Update			20,000
	Transportation Total	1,250,500	1,377,500	1,956,800
	Buildings Maintenance- Fund 116			
116	Anderson Center Roof Replacement	25,000		125,000
116	Anderson Center Accessibility			100,000
116	Anderson Center Energy Project Study (EECBG Grant)		19,650	
116	Cemetery Building Gutter Replacement	5,000		5,000
116	Library Fire Alarm System Replacement		25,000	
116	Senior Center Misc Repairs & Maint.			10,000
116	Senior Center Roofing (Grant)		115,000	
116	Senior Center Siding/Sealing (CTED Grant)	60,000		
116	Wade James Theater Gutter Replacement	5,000		5,000
116	Wade James Theater Roof Repair/Replacement		12,000	
	Building Maintenance Total	95,000	159,650	245,000

Fund No..	Capital Improvements Program	2011 Budget	2011 Estimate	2012 Budget
	Parks Improvement - Fund 125			
	Park Development Projects			
125	Haines Wharf Park & Walkway		50,000	
125	Anderson Center Field/Court			5,000
125	Brackett's Landing			5,000
125	City Park	210,000		210,000
125	Civic Center Complex	10,000	5,000	
125	Edmonds Marsh/Hatchery	5,000	5,000	
125	Fishing Pier/Olympic Beach			20,000
125	Former Woodway HS (development dependent upon successful capital campaign)			55,000
125	Maplewood Park			
125	Marina Beach Park			
125	Mathay Ballinger Park			75,000
125	Meadowdale Clubhouse Grounds			
125	Hickman Park			
125	Pine Ridge Park			
125	Pine Street Park			
125	Seaview Park			25,000
125	Milltown Plaza		110,000	
125	Waterfront Walkway/Olympic Beach			
125	Yost Park/Pool	120,000	120,000	120,000
	Citywide Park Improvements			
125	Citywide Beautification	30,000	30,000	36,000
125	ADA			
125	Misc Paving	10,000		10,000
125	Citywide Park Improvements/Misc Small Projects	35,000	35,000	35,000
125	Sports Fields Upgrade/Playground Partnership			
	Trail Development			
125	Interurban Trail (08-10 to Fund 132)			
125	Interurban Trail (To Fund 132)		294,000	
125	Misc Unpaved Trail/Bike Path	10,000	10,000	
	Planning			
	Edmonds Marsh Feasibility Study			50,000
	Park Impact Fee Study			30,000
	Parks Improvements Total	430,000	659,000	676,000
	Parks Acquisition - Fund 126			
126	Misc. Openspace/Land			
126	Tideland/Beach Acquisition			
	Parks Acquisition Total	0	0	0

Fund No..	Capital Improvements Program	2011 Budget	2011 Estimate	2012 Budget
	Special Projects- Fund 129			
129	State Route (SR) 99 International District Enhancements	224,962	200,250	313,000
	Special Projects Total	224,962	200,250	313,000
	Parks Construction - Fund 132			
132	City Park Spray Park	150,000		250,000
132	Dayton Street Plaza	135,500		168,000
132	Interurban Trail	1,327,000	1,727,000	206,000
132	Senior Center Parking Lot			500,000
132	4th Avenue Cultural Corridor Planning	75,000		25,000
132	4th Avenue Interpretive Signage	48,000	10,000	38,000
132	Old Milltown Courtyard	40,000	120,000	
	Parks Construction Total	1,775,500	1,857,000	1,187,000
	Combined Utility Construction Improvement - Fund 412-100 Water Projects			
412	Citywide Water Improvements			
412	Replacement Program			
412	2010 Replacement Program	1,500,000	1,762,500	238,600
412	2011 Replacement Program	1,981,000	1,617,900	507,800
412	2012 Replacement Program		50,200	1,054,300
412	2012 Waterline Overlays			524,000
412	2013 Replacement Program			88,000
412	76th Ave Waterline Replacement			526,400
412	Olympic View Drive Waterline Replacement			
412	Five Corners Pump Station Improvements	61,000	46,200	
412	Automated Meter Evaluation Study	50,000		
412	BNSF Crossings	39,000	46,800	
412	Dayton Street Overlay (SR104-BNSF tracks)	20,000	75,000	
412	Shell Valley Access Road Water Main	55,000	55,000	
412	New 596/420 PRV Station	125,000		
412	PRV Station 11 Abandonment	8,000		
412	PRV Station 12 Abandonment	8,000		
412	Alderwood Meter, Seaview & Yost Improvements	140,000	290,100	6,400
412	Fire Hydrant Improvements	96,000		97,900
412	Telemetry System Improvements	10,000		58,000
412	Lift Station 2 Water Line	279,000	220,000	103,500
412	Main Street Waterline Replacement			129,000
412	GFC Study		8,300	3,200
	Total Water Projects	4,372,000	4,172,000	3,337,100

Fund	Capital Improvements Program	2011 Budget	2011 Estimate	2012 Budget
	412-200 Drainage Projects			
412	Citywide Drainage Replacement, Extension	140,000	107,700	143,000
412	Lake Ballinger Basin Study and Associated Projects	100,000	54,000	102,000
412	Perrinville Creek Diversion			
412	Public Education, Outreach & Involvement Projects			
412	Talbot Road / Perrinville Creek Drainage Improvement	522,000	49,400	598,000
412	Perrinville Creek Culvert Replacement at Talbot Rd.			147,600
412	95th/93rd Pl Stormwater Improvements			26,000
412	North Talbot Rd. Drainage Improvement Project			180,000
412	Edmonds Marsh Channel Improvements			
412	BNSF Crossings	23,000	107,900	
412	Dayton Street Overlay (SR104-BNSF tracks)	20,000	20,000	
412	Shell Valley Emergency Access Road Drainage Portion	195,000	195,000	
412	Public Works Yard Water Quality	55,000	17,500	125,000
412	Shellbarger Cr/Willow Cr/Edmonds Marsh Feasibility Study			150,000
412	SW Edmonds Basin Study Project 4	106,000	13,600	15,000
412	SW Edmonds-Connected Sumps on 238th St. to Hickman Park			105,000
412	Shellabarger Creek/Willow Creek/Edmonds Marsh	239,000		
412	Stormwater Utility for Drainage Portions of Transportation Projects	50,000	50,000	51,000
412	NPDES Phase II Permit Capacity Building	50,000	24,100	24,100
412	Low Impact Development Demonstration Project (Main St)	100,000		120,000
412	Dayton Street Emergency Storm Repair		69,500	
412	Dayton Street Cured in-place pipe (CIPP) Repair		72,000	
412	Storm Drainage Alternatives Study (Dayton St & SR104)			150,000
412	Dayton Street Storm Improvements (6th Ave to 8th Ave)			150,000
412	Property Acquisition		281,500	
412	Interurban Trail Storm Improvements		215,000	
	Total Drainage System Projects	1,600,000	1,277,200	2,086,700
	412-300 Sewer Projects			
412	2012 Sewer Main Replacement Program		22,600	1,235,000
412	2013 Sewer Main Replacement Program			148,000
412	224th St Sewer	30,000		
412	Alder Street East	35,000		
412	Beach Place Sewer	15,000		
412	McAleer Way Sewer	71,000	65,000	
412	Citywide CIPP Sewer Rehabilitation			106,000
412	Citywide Sewer Improvements	30,000		30,000
412	Dellwood Dr	20,000		
412	Infiltration & Inflow Study & Projects	50,000		
412	Lift Station 2	899,000	683,700	346,000
412	Lift Station 3, 4, 5, 9, 10, 11, 12,14 & 15	2,418,000	140,600	2,897,400
412	Lift Station 7 & 8	244,000	92,900	
412	BNSF Crossings	26,000		
412	Dayton Street Overlay (SR104-BNSF tracks)	50,000	75,000	
412	Smoke Test in Basin LS-01	25,000	20,000	53,600
412	Sewer Comprehensive Plan Update			174,000
412	GFC Study		8,300	
	Total Sewer System Projects	3,913,000	1,108,100	4,990,000

Fund No..	Capital Improvements Program	2011 Budget	2011 Estimate	2012 Budget
	414 Wastewater Treatment Plant			
414	Variable Frequency Drive up-grades (5 Drives)		10,000	90,000
414	A-Basin Up-Grade (walls & diffusers)		45,000	100,000
414	Non-pot Pump Upgrade		15,000	0
414	Fiber Optic Network		50,000	
414	Secondary Clarifier Steel Coating			30,000
414	Automatic Transfer Switch Replacement	460,000	50,000	400,000
414	Roof Replacements	100,000	26,000	234,000
	Total Treatment Plant Projects	560,000	196,000	854,000

Appendix

Salary Range Table

Elected Officials	Minimum	Maximum
Council Member Position	$12,600	$12,600
Judge	74,043	74,043
Mayor	113,210	113,210

Non-Represented	Minimum	Maximum
Assistant Building Official	$66,905	$100,358
Assistant Police Chief	94,402	141,604
Associate Planner	48,574	72,861
Building Official	85,237	127,855
Capital Projects Manager	57,740	86,610
Chief Information Officer	76,071	114,107
City Clerk	85,237	127,855
City Engineer	94,402	141,604
Community Services Director	103,568	155,352
Court Administrator	76,071	114,107
Cultural Services Manager	66,905	100,358
Engineering Program Manager I	57,740	86,610
Executive Assistant Confidential	48,574	72,861
Executive Assistant To The Mayor	57,740	86,610
Facilities Manager	66,905	100,358
Finance Director	103,568	155,352
Fleet Manager	66,905	100,358
Human Resources Analyst	48,574	72,861
Parks And Recreation Director	103,568	155,352
Parks Maintenance Manager	66,905	100,358
Planning Manager	85,237	127,855
Police Chief	103,568	155,352
Public Works Director	103,568	155,352
Recreation Services Manager	66,905	100,358
Recycling Coordinator	48,574	72,861
Senior Utilities Engineer	66,905	100,358
Street/Storm Manager	76,071	114,107
Transportation Engineer	76,071	114,107
Wastewater Treatment Plant Manager	85,237	127,855
Wastewater Treatment Plant Supervisor	76,071	114,107
Water/Sewer Manager	76,071	114,107

Salary Range Table

Police Non-Commissioned	Minimum	Maximum
Animal Control Officer	$46,740	$57,948
Domestic Violence Coordinator	46,740	57,948
Part Time Administrative Assistant	39,144	48,552
Police Services Assistant	41,748	51,756
Property Officer/Evidence Technician	44,052	54,612
Senior Animal Control Officer	49,164	61,008

Police Guild	Minimum	Maximum
Administrative Sergeant	$83,076	$85,188
Corporal	77,652	79,656
Detective Corporal	77,652	79,656
Police Officer 1st Class	62,520	74,088
Police Officer 2nd Class	55,488	57,480
Professional Standards Sergeant	83,076	85,188
Sergeant	83,076	85,188

Teamsters	Minimum	Maximum
Building Maintenance Operator	$51,624	$62,784
Cemetery Sexton	54,204	65,940
Electo-Mechanical Specialist	59,808	72,696
Laboratory Technician	49,152	62,784
Lead Storm Water Worker	59,808	72,696
Lead Water Maintenance Worker	59,808	72,696
Maintenance Custodian	38,532	46,836
Nursery Person	49,152	62,784
Parks Maintenance Lead Worker	59,808	72,696
Parks Maintenance Mechanic	51,624	62,784
Parks Maintenance Worker II	49,152	62,784
Pretreatment	56,868	69,252
Senior Mechanic	54,204	65,940
Sewer Lead Worker	59,808	72,696
Sewer Maintenance Worker I	44,592	54,204
Sewer Maintenance Worker II	49,152	62,784
Storm Maintenance Worker I	42,432	51,624

Salary Range Table

Teamsters (Continued)	Minimum	Maximum
Storm Maintenance Worker II	49,152	62,784
Street Lead Worker	59,808	72,696
Street Maintenance Worker I	42,432	51,624
Street Maintenance Worker II	49,152	62,784
Traffic Control Technician	51,624	62,784
Vehicle & Equipment Mechanic	51,624	62,784
Water Maintenance Worker II	49,152	62,784
Water Meter Reader	40,428	49,152
Water Quality Control Technician	54,204	65,940
Wwtp Lead Maintenance Mechanic	59,808	72,696
Wwtp Lead Person	59,808	72,696
Wwtp Maintenance Mechanic	51,624	62,784
Wwtp Maintenance Worker I	44,592	54,204
Wwtp Mechanic II	54,204	65,940
Wwtp Operator	54,204	65,940

SEIU	Minimum	Maximum
Accountant	$64,728	$80,292
Accounting Assistant	42,900	53,196
Accounting Technician	47,964	59,484
Administrative Assistant	47,964	59,484
Code Enforcement Officer	57,168	70,836
Computer Support Technician	53,892	66,828
Court Clerk	40,296	49,956
Cultural Services Assistant	35,892	44,508
Deputy City Clerk	47,964	59,484
Development Services Technician III	53,892	66,828
Engineering Technician II	53,892	66,828
Engineering Technician III	61,056	75,684
Environmental Education Coordinator	61,056	75,684
Executive Assistant	57,168	70,836
Gis Analyst	64,728	80,292
Gymnastics Instructor	16,002	19,824
Interpretive Specialist	16,002	19,824
Inventory Control Assistant	42,900	53,196
Network Support Technician	61,056	75,684
Parks & Recreation Office Supervisor	50,964	63,240

Salary Range Table

SEIU (Continued)	Minimum	Maximum
Permit Coordinator II	47,964	59,484
Plans Examiner	57,168	70,836
Preschool Director	32,004	39,648
Probation Officer	50,964	63,240
Recreation Coordinator	61,056	75,684
Senior Comb Building Inspector	64,728	80,292
Senior Executive Asst To City Council	26,854	26,854
Senior Office Assistant	40,296	49,956
Utility Accounting Technician	47,964	59,484