

City of Edmonds, Washington

2013 Budget



Downtown Edmonds at 5th and Main

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

Dave Earling, Mayor



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December 11, 2012

Members of the City Council and the Citizens of Edmonds:

I am pleased to present to you the 2013 Budget. The budget is balanced and maintains most of the services the residents of our community expect. However, while most of those services will be in place, we face compromises and dramatic reductions at every level and department of the city.

When I took office on November 29, 2011, I spoke of only two issues. One of those issues was to alert the city we would be facing a "blunt" conversation regarding the budget over the next several years. The impacts of the 2008 recession will be felt locally for years. Fifty-eight percent of our revenue comes from property tax and sales tax. Both revenue sources have been dramatically reduced and will be slow to recover.

The city has, for the last number of years, relied on clever ways to achieve a balanced budget with budget shifts such as; assigning money used traditionally from the general fund for street overlays to balance the budget or merging our fire department with Fire District 1. We had a major staff layoff in the early 2000s, over time we have reduced service levels, staff has taken furloughs, we have frozen hiring, and we have stopped out of state travel

As we would expect, our budget must acknowledge certain mandatory cost increases, such as cost of living allowances for employees, funding for fleet Maintenance and Operations expenses, increasing incarceration fees, as well as public defender fees and union contract pay expenses.

Revenues for 2013 are expected to increase by just 0.5% over 2012 projected revenue. This modest increase comes at a time when expenses are expected to increase by at least 1.5% from 2012. The City is limited to 1% increases in its regular property tax levy each year. For 2013 that increase will be more than offset by a decline in the EMS levy, which is limited to \$0.50 at a time when assessed values are still declining. The net result for 2013 is a decline in total property tax revenue, the City's largest revenue source. We also expect modest increases in sales tax and utility taxes, but again these will be outpaced by increases in mostly mandatory or uncontrollable costs.

To achieve a budget for 2013 where projected revenues meet projected expenses, we set a goal to cut \$1.5 million from the General Fund Budget. The three major objectives of that goal were; 1) across the board reductions in each department of 4.5% or about \$850,000, 2) through the Voluntary Separation Incentive Program (VSIP), achieve savings of \$400,000, and 3) savings in health care premium costs of \$250,000. We have succeeded in meeting, and in some cases surpassing, each of the outlined objectives.

As mentioned above, dramatic reductions are needed to meet the \$1.5 million targeted cuts. The staff has devoted hundreds of hours in carefully analyzing each department and their basic needs, and has come to some difficult decisions. All Directors, while not pleased to make these difficult decisions, have worked closely and professionally and concluded the following reductions are necessary:

Through retirements and other staff reductions (including the VSIP) across all departments we have lost and/or made reductions of 9.2 FTEs, which is about a 5% reduction in our workforce. It should be noted that applicants for the VSIP program have about another week to make their final decision regarding participation. Because of that, the 9.2 FTE reduction count could change.

Reducing the workforce by 5% will have a dramatic impact on the ability to deliver the level of service throughout the city our community is used to receiving. A workforce which is already one of the smallest on a per capita basis compared to most cities in the Puget Sound Region, reduced again will face new challenges.

With the budget reductions, I have requested each Director analyze how the reductions will impact the function of their Department. In some cases the cuts will impact the internal workings of the staff, causing delays in completing projects. In other cases portions of programs will be cut and not meet the expectations our citizens have grown to appreciate and expect.

Service level implications of staffing and other reductions

- Lower level of oversight and monitoring of sales tax reporting
- Technology implementations will occur slower or deferred indefinitely
- Hardware and software updates will occur less frequently
- Internet and social media adoptions will occur on a case-by-case basis and will have to fit into overall IT work plan
- Reduced level of advertising of City events and activities
- Greater reliance on electronic forms of communication
- Reduced travel and training for staff at all levels
- Fewer staff and slower response times for development review and permit applications
- Fewer updates to the Public Works website
- Lower level of maintenance and custodial work in City facilities
- Additional use of online advertising in Human Resources versus printed advertising
- Lower level of planting and watering of corner flower beds
- Reduced mowing, watering and landscape maintenance, one of the outcomes of which will be dormant (brown) grass at parks
- Reduction in trash pickup and restroom cleaning in City parks
- Reduced public hours at the Frances Anderson Center
- Reduced number of summer concerts
- Reduced summer beach patrols, closing of visitor station
- Reduction in advertising activities for promotion and marketing of the City for tourism and development purposes

- Increased reliance on electronic information and communication in the Development Services department to reduce printing costs
- Reduction or elimination of passport services at the Court
- Reduced number of hearings at the Court, resulting in longer hearings and wait times
- Reorganization and reassignments within the Police Department, Information Services, Parks & Recreation, and Public Works because of retirements and VSIP program. It should be noted that the Police Department reorganization will include the loss of the Street Crimes Unit.

In addition to the revenue and expenditure challenges within the General Fund, there is continuing pressure from other funds of the City for transfers from the General Fund. The 2012 budget included what was assumed to be a one-time transfer of \$600,000 from the General Fund to the LEOFF Medical Insurance Reserve fund. However, it was necessary to budget \$350,000 for 2013 due to declining fund balance in the LEOFF fund. Also, for the first time since the Transportation Benefit District was created, the City will be transferring \$100,000 of General Fund money to the Street Fund in order to cover a declining fund balance there as well. There are declining fund balances in other funds too, like the Cemetery Maintenance and Improvement Fund, which could in the near-term require even more resources from the General Fund to cover declining fund balances.

While there will be disappointment with some of the reductions, we are able to meet the needed adjustments and still maintain the core services without complete elimination of most programs. The staff has worked long and hard to make compromises to meet our goals.

While the process has been difficult, we do have many bright spots. We have spent the last two years with extensive citizen input developing a Strategic Plan which will allow us to prioritize the needs and desires of our community. The final report will be forthcoming in the next few weeks. One of the outcomes will be to move our budget process toward Budgeting by Priorities. This concept allows for the community to have input on which programs are the highest priorities to maintain in the city.

We have had great success in bringing new businesses to town. Old Milltown has a new owner and has brought new energy to that project. The longtime eyesore, the Antique Mall, has new owners and we will see dramatic improvement at that site. The Port District is proposing to redevelop Harbor Square. Westgate and Highway 99 continue to add new businesses. Our Arts community continues to bring visitors to town and expand their creativity. All of this advancement is extremely important as those changes bring vitality to the community and more importantly, brings much needed tax revenue to the city.

Even with the financial challenges, our staff has been very successful in seeking grants. We have approximately \$14 million dollars in grants either secured or in the pipeline. This bright spot allows us to make dramatic improvements in Public Works and Parks and Recreation that we would otherwise not have the ability to fund. Dollars received for grants, may not be used for uses other than the project itself.

As mentioned before, 58% of the city budget comes from property tax and sales tax. At the moment property values appear to have firmed and our sales tax shows very modest improvement. Dramatic improvement to reach the level prior to the 2008 national financial debacle is years away.

Even with the bright spots, the difficulties we face over the next few years will be very challenging. Unless we as a community face the harsh reality of our financial challenges, we will have to make further compromises. There are very few ways besides a stunning turnaround in the economy to change our course. We of course can consider new taxes which no one wants to hear about. We can try to have continued economic development, but that alone will not solve the problem. We will have to work together to make difficult decisions. This is too good of a community not to face and deal with the challenges. I look forward to working with the council and the community to solve our long-term challenges.

The budget now goes before the city council for analysis and work. The staff and I look forward to answering questions and hearing suggestions in the coming weeks. We have worked long and hard to deliver a balanced and yet austere budget to the council and citizens. I would ask the council to follow one principle, if you add to the budget, please either find new revenue or make adjustments by reducing some other portion of the budget. We have, quite simply, run out of clever.

Thank you.

A handwritten signature in black ink that reads "David O. Earling". The signature is written in a cursive style and includes a long, sweeping tail that extends downwards and to the right.

David O. Earling
Mayor

ORDINANCE NO. 3904

AN ORDINANCE OF THE CITY OF EDMONDS,
WASHINGTON, RELATING TO THE BUDGET FOR
FISCAL YEAR COMMENCING JANUARY 1, 2013
AND FIXING A TIME WHEN THE SAME SHALL
BECOME EFFECTIVE.

WHEREAS, on or before the first business day in the third month prior to the beginning of the fiscal year of 2013, the Finance Director submitted to the Mayor the estimates of revenues and expenditures for the next fiscal year as required by law; and,

WHEREAS, the Mayor reviewed the estimates and made such revisions and/or additions as deemed advisable and prior to sixty days before January 1, 2013, filed the said revised preliminary budget with the City Clerk together with a budget message, as recommendation for the final budget, and

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

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

WHEREAS, the City Council did meet on November 5, 2012 which was on or before the first Monday of the month next preceding the beginning of the ensuing fiscal year, for the purpose of fixing a final budget at which hearing all taxpayers were heard who appeared for or against any part of said budget, and

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

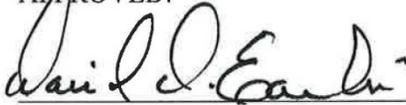
THE CITY COUNCIL OF THE CITY OF EDMONDS, WASHINGTON, DO ORDAIN
AS FOLLOWS:

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

Section 2. A complete copy of the final budget for 2013, as adopted, together with a copy of this adopting ordinance shall be transmitted by the City Clerk to the Division of Municipal Corporations of the Office of the State Auditor and to the Association of Washington Cities.

Section 3. This ordinance is a legislative act delegated by statute to the City Council of the City of Edmonds, is not subject to referendum and shall take effect January 1, 2013.

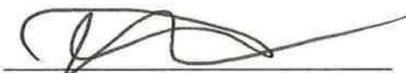
APPROVED:


MAYOR, DAVID O. EARLING

ATTEST/AUTHENTICATE:


CITY CLERK, SANDRA S. CHASE

APPROVED AS TO FORM
OFFICE OF THE CITY ATTORNEY:

BY 
CITY ATTORNEY

FILED WITH THE CITY CLERK: 12-07-2012
PASSED BY THE CITY COUNCIL: 12-11-2012
PUBLISHED: 12-16-2012
EFFECTIVE DATE: 01-01-2013
ORDINANCE NO. 3904

SUMMARY OF ORDINANCE NO. 3904

of the City of Edmonds, Washington

On the 11th day of December, 2012, the City Council of the City of Edmonds, passed Ordinance No. 3904. A summary of the content of said ordinance, consisting of the title, provides as follows:

AN ORDINANCE OF THE CITY OF EDMONDS, WASHINGTON, RELATING TO THE BUDGET FOR FISCAL YEAR COMMENCING JANUARY 1, 2013 AND FIXING A TIME WHEN THE SAME SHALL BECOME EFFECTIVE.

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

DATED this 12th day of December, 2012.


CITY CLERK, SANDRA S. CHASE

EXHIBIT "A" 2013 BUDGET SUMMARY BY FUND

Fund		REVENUE	EXPENDITURES	DIFFERENCE (REV - EXP)*	
General Fund	001	GENERAL FUND	\$ 32,846,292	\$ 32,836,495	\$ 9,797
	009	LEOFF-MEDICAL INS. RESERVE SUBFUND	600,350	619,400	(19,050)
	011	RISK MANAGEMENT RESERVE SUBFUND	418,200	661,000	(242,800)
	012	CONTINGENCY RESERVE SUBFUND	123,223	-	123,223
	016	BUILDING MAINTENANCE SUBFUND	56,900	35,000	21,900
		Total General Fund	34,044,965	34,151,895	(106,930)
Special Revenue Funds	104	DRUG ENFORCEMENT FUND	20,175	80,033	(59,858)
	111	STREET FUND	1,406,800	1,557,715	(150,915)
	112	COMBINED STREET CONST/IMPROVE	6,223,755	6,304,984	(81,229)
	117	MUNICIPAL ARTS ACQUIS. FUND	59,891	130,600	(70,709)
	118	MEMORIAL STREET TREE	27	-	27
	120	HOTEL/MOTEL TAX REVENUE FUND	52,870	68,500	(15,630)
	121	EMPLOYEE PARKING PERMIT FUND	18,120	26,726	(8,606)
	122	YOUTH SCHOLARSHIP FUND	2,025	4,000	(1,975)
	123	TOURISM PROMOTIONAL FUND/ARTS	19,000	19,000	-
	125	PARK ACQ/IMPROVEMENT	650,600	964,000	(313,400)
	126	SPECIAL CAPITAL FUND	650,600	662,105	(11,505)
	127	GIFTS CATALOG FUND	20,483	20,020	463
	129	SPECIAL PROJECTS FUND	14,700	14,700	-
	130	CEMETERY MAINTENANCE/IMPROV	119,950	152,761	(32,811)
	132	PARKS CONSTRUCTION	1,869,500	1,887,500	(18,000)
	136	PARKS TRUST FUND	228	-	228
	137	CEMETERY MAINTENANCE TRUST FD	14,600	-	14,600
138	SISTER CITY COMMISSION	3,517	4,600	(1,083)	
139	TRANSPORTATION BENEFIT DISTRICT	645,000	645,000	-	
	Total Special Revenue Funds	11,791,841	12,542,244	(750,403)	
Debt Service Funds	211	LID FUND CONTROL	22,130	22,130	-
	213	LID GUARANTY FUND	22,230	-	22,230
	234	LTGO BOND DEBT SERVICE FUND	414,500	388,671	25,829
		Total Debt Service Funds	458,860	410,801	48,059
Enterprise Funds	421	WATER UTILITY FUND	10,625,680	9,195,130	1,430,550
	422	STORM UTILITY FUND	3,486,716	4,471,135	(984,419)
	423	SEWER/WWTP UTILITY FUND	11,020,123	16,854,966	(5,834,843)
		Total Enterprise Funds	25,132,519	30,521,231	(5,388,712)
Internal Service Funds	511	EQUIPMENT RENTAL FUND	1,361,972	1,042,840	319,132
Fiduciary Funds	617	FIREMEN'S PENSION FUND	45,400	108,790	(63,390)
Totals		\$ 72,835,557	\$ 78,777,801	\$ (5,942,244)	

* Amount represents a contribution to or (use of) fund balance.

EXHIBIT "B" 2013 BUDGET RECONCILIATION BY FUND

Fund		REVENUE	CORRECTIONS, ADJUSTMENTS DECISION PKGS	REVISED REVENUE BUDGET	EXPENDITURES	CORRECTIONS, ADJUSTMENTS DECISION PKGS	REVISED EXPENDITURES BUDGET	DIFFERENCE (REV - EXP)*
General Fund	001 GENERAL FUND	\$ 32,869,792	\$ (23,500)	\$ 32,846,292	\$ 32,869,792	\$ (33,297)	\$ 32,836,495	\$ 9,797
	009 LEOFF-MEDICAL INS. RESERVE SUBFUND	600,350		600,350	619,400		619,400	(19,050)
	011 RISK MANAGEMENT RESERVE SUBFUND	418,200		418,200	661,000		661,000	(242,800)
	012 CONTINGENCY RESERVE SUBFUND	123,223		123,223	-		-	123,223
	016 BUILDING MAINTENANCE SUBFUND	56,900	-	56,900	35,000		35,000	21,900
	Total General Fund	34,068,465	(23,500)	34,044,965	34,185,192	(33,297)	34,151,895	(106,930)
Special Revenue Funds	104 DRUG ENFORCEMENT FUND	20,175		20,175	80,033		80,033	(59,858)
	111 STREET FUND	1,406,800		1,406,800	1,558,082	(367)	1,557,715	(150,915)
	112 COMBINED STREET CONST/IMPROVE	6,223,755		6,223,755	6,254,984	50,000	6,304,984	(81,229)
	117 MUNICIPAL ARTS ACQUIS. FUND	59,891		59,891	130,600	-	130,600	(70,709)
	118 MEMORIAL STREET TREE	27		27	-		-	27
	120 HOTEL/MOTEL TAX REVENUE FUND	70,120	(17,250)	52,870	68,500		68,500	(15,630)
	121 EMPLOYEE PARKING PERMIT FUND	18,120		18,120	26,726		26,726	(8,606)
	122 YOUTH SCHOLARSHIP FUND	2,025		2,025	4,000		4,000	(1,975)
	123 TOURISM PROMOTIONAL FUND/ARTS	19,000		19,000	19,000		19,000	-
	125 PARK ACQ/IMPROVEMENT	650,600		650,600	964,000		964,000	(313,400)
	126 SPECIAL CAPITAL FUND	650,600		650,600	677,382	(15,277)	662,105	(11,505)
	127 GIFTS CATALOG FUND	20,483		20,483	20,020		20,020	463
	129 SPECIAL PROJECTS FUND	14,700		14,700	14,700		14,700	-
	130 CEMETERY MAINTENANCE/IMPROV	119,950		119,950	152,761		152,761	(32,811)
	132 PARKS CONSTRUCTION	1,869,500		1,869,500	1,887,500		1,887,500	(18,000)
	136 PARKS TRUST FUND	228		228	-		-	228
	137 CEMETERY MAINTENANCE TRUST FD	14,600		14,600	-		-	14,600
	138 SISTER CITY COMMISSION	3,517		3,517	4,600		4,600	(1,083)
	139 TRANSPORTATION BENEFIT DISTRICT	645,000		645,000	645,000		645,000	-
Total Special Revenue Funds	11,809,091	(17,250)	11,791,841	12,507,888	34,356	12,542,244	(750,403)	
Debt Service Funds	211 LID FUND CONTROL	22,130		22,130	22,130		22,130	-
	213 LID GUARANTY FUND	22,230		22,230	-		-	22,230
	234 LTGO BOND DEBT SERVICE FUND	414,500		414,500	414,500	(25,829)	388,671	25,829
	Total Debt Service Funds	458,860	-	458,860	436,630	(25,829)	410,801	48,059
Enterprise Funds	421 WATER UTILITY FUND	6,125,680	4,500,000	10,625,680	9,164,888	30,242	9,195,130	1,430,550
	422 STORM UTILITY FUND	3,486,716		3,486,716	4,439,175	31,960	4,471,135	(984,419)
	423 SEWER/WWTP UTILITY FUND	9,020,123	2,000,000	11,020,123	16,822,996	31,970	16,854,966	(5,834,843)
Total Enterprise Funds	18,632,519	6,500,000	25,132,519	30,427,059	94,172	30,521,231	(5,388,712)	
Internal Service Funds	511 EQUIPMENT RENTAL FUND	1,361,972	-	1,361,972	1,042,840		1,042,840	319,132
Fiduciary Funds	617 FIREMEN'S PENSION FUND	95,400	(50,000)	45,400	108,790		108,790	(63,390)
Totals		\$ 66,426,307	\$ 6,409,250	\$ 72,835,557	\$ 78,708,399	\$ 69,402	\$ 78,777,801	\$ (5,942,244)

* Amount represents a contribution to or (use of) fund balance.

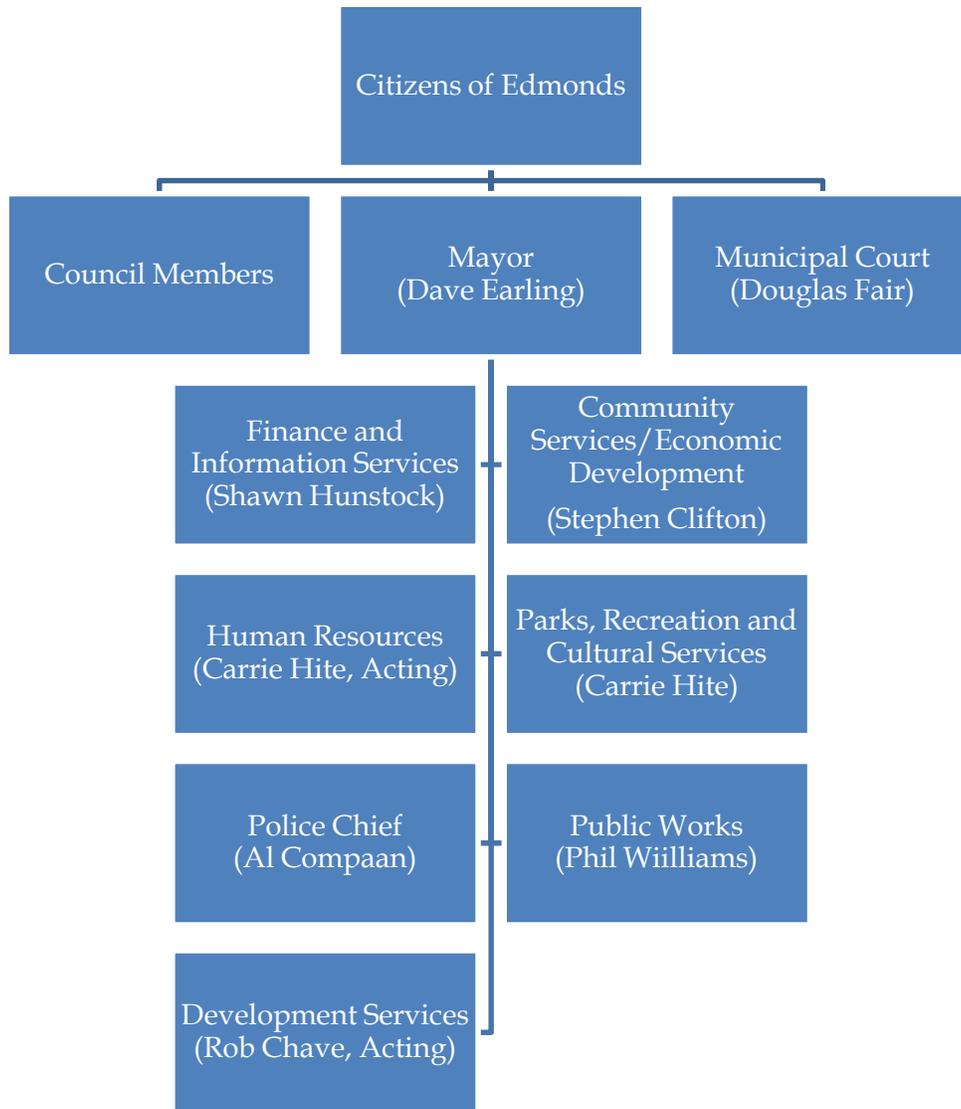
Attachment C: Approved Changes to the 2013 Proposed Budget

Budget Changes (General Fund Only)		2013	2014	2015	2016	2017
	Proposed Change	Approved Amendment	Outlook	Outlook	Outlook	Outlook
Surplus/(Deficit) from Strategic Outlook (pg. 21)		(0)	75,863	(604,003)	(1,090,436)	(1,430,097)
Increases/(Decreases) in General Fund Revenue:						
	Decrease in sewer utility taxes	(23,500)	(23,500)	(23,500)	(23,500)	(23,500)
	Subtotal:	(23,500)	(23,500)	(23,500)	(23,500)	(23,500)
Increases/(Decreases) in General Fund Expenditures:						
Corrections:						
	Additional bond refinance savings (GF portion)	(7,517)	(7,517)	(7,517)	(7,517)	(7,517)
	Decrease contribution to ECA (pg. 69)	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)
	Corrections to Parks budget (pg. 109 & 115)	(51,370)	(51,370)	(51,370)	(51,370)	(51,370)
	Increase in Prosecutor costs (pg. 58)	4,200	4,200	4,200	4,200	4,200
Decision Packages (pg. 43):						
	Diverse fiber route to Hwy 99 (City Park to Cemetery)	60,000	60,000			
	Fiber optic customer development	40,000	40,000			
	PROS Plan (fund at either \$100K or \$125K)	125,000	62,500	62,500		
Council amendments:						
	Fiber business plan	35,000	35,000			
	Video annotation of Council meetings (Phase I)	27,000	27,000	10,095	10,095	10,095
	Video annotation of Council meetings (Phase II)	22,000	22,000			
	Reduce Police overtime (range of \$20K to \$70K)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)
	Reduce overtime in Council budget (\$5,287 to \$5,687 in savings) (pg. 49)	(5,287)	(4,687)	(4,687)	(4,687)	(4,687)
	Reduce overall training/travel in PD budget (pg. 72)	(30,000)	(10,000)	(10,000)	(10,000)	(10,000)
	Consider skipping 2013 transfer to Firemen's Pension Fund (617) (pg. 180)	(50,000)	(50,000)			
	Provide funding for Code re-write (\$75K for 2013 and \$75K for 2014) (pg. 99)	150,000	75,000	75,000		
	Restore Planning Board minute taking cut (range of \$3,500 to \$5,000) (pg. 99)	3,500	3,500	3,500	3,500	3,500
	Reduce GF contribution to LEOFF Insurance Reserve Fund (pg. 69)	(300,000)	(250,000)			
	Restore Council travel budget to \$2,500 (pg. 49)	1,500	1,500	1,500	1,500	1,500
	Reduce supplies budget in PD Records Management division (pg. 76)	(1,800)	(1,800)	(1,800)	(1,800)	(1,800)
	Reduce uniform budget in Parks Maint to 2012 Estimate (pg. 117)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)
	Restore 0.2 FTE reduction in Public Works Admin (pg. 123)	12,377	12,377	12,377	12,377	12,377
	Fund SR104 Transportation Study from General Fund (pg. 69)	150,000	50,000			
	Subtotal:	(232,453)	(33,297)	42,798	(94,702)	(94,702)
Revised Surplus/(Deficit) - General Fund Only		208,953	9,797	9,565	(432,801)	(1,019,234)
Budget Changes (Other Funds)						
Corrections:						
	Additional bond refinance savings (non-GF portion)	(43,191)	(43,191)	(43,191)	(43,191)	(43,191)
	Reduce hotel/motel tax in fund 120 by the amount going to fund 123 (pg. 144)	(17,250)	(17,250)			
	Water fund bond proceeds of \$4.5M in 2013 (vs. \$5.3M in 2012) (pg. 169)	4,500,000	4,500,000			
	Sewer/WWTP bond proceeds of \$2.0M in 2013 (vs. \$3.9M in 2012) (pg. 174)	2,000,000	2,000,000			
Decision Packages (pg. 43):						
	Engineering FTE	95,890	95,890	95,890	95,890	95,890
Council amendments:						
	Consider skipping 2013 transfer to Firemen's Pension Fund (617) (pg. 180)	(50,000)	(50,000)			
	SR104 transportation study (pg. 139)	150,000	50,000			
Total Budget Changes (Other Funds)		6,264,449	6,535,449	52,699	52,699	52,699



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City of Edmonds, Washington 2013 Organization Chart



CITY OFFICIALS**2013 CITY COUNCIL**

Council President (Position #2)
 Councilmember (Position #1)
 Councilmember (Position #3)
 Councilmember (Position #4)
 Councilmember (Position #5)
 Councilmember (Position #6)
 Councilmember (Position #7)

Strom Peterson
 Kristiana Johnson
 Adrienne Fraley-Monillas
 Diane Buckshnis
 Joan Bloom
 Frank Yamamoto
 Lora Petso

CITY ADMINISTRATION

Mayor
 Finance Director
 Community Services/Economic Development Director
 Parks, Recreation and Cultural Services Director
 Public Works Director
 Police Chief
 Human Resources
 Municipal Court Judge
 Development Services Director

Dave Earling
 Shawn Hunstock
 Stephen Clifton
 Carrie Hite
 Phil Williams
 Al Compaan
 Carrie Hite, Reporting Director
 Douglas Fair
 Rob Chave, Acting

2013 BUDGET PREPARED BY:**FINANCE DEPARTMENT PERSONNEL**

Finance Director
 Accountant
 Accounting Supervisor
 Accounting Technician
 Accounting Technician
 Utility/Accounting Technician
 Utility Accounting Technician

Shawn Hunstock
 Deb Sharp
 Sarah Mager
 Lori Cress
 Nori Jacobson
 Denise Burke
 Sue Schneider

City of Edmonds Background

Edmonds, a vibrant city located just 15 miles north of Seattle and 18 miles south of Everett, is easy to reach by Amtrak and Sound Transit commuter rail, Community Transit buses, Washington State Ferries, automobiles and bicycles. Edmonds was a well-established town by the turn of the century and the present urban form preserves many characteristics of its historic origins. The community's location along the west-facing slopes of Puget Sound provides many amenities, including extensive views of the water and Olympic Mountains, access to four beaches and waterfront parks, and convenient access to a compact, walkable downtown area. The City prides itself with:

- An active arts and cultural community
- A strong sense of civic pride widely shared in the community
- An active, involved citizenry
- Numerous well-kept residential neighborhoods



City of Edmonds Details

- A 122-year old community incorporated in 1890 encompassing an area of 8.9 square miles.
- Current population is 39,800
- Mayor-Council form of government.
- Administered by a full-time Mayor, and a seven-member City Council. All elected official terms are for a period of four years.
- Located 15 miles north of Seattle, and 18 miles south of Everett.

READER'S GUIDE

For the novice, the City's Annual Budget Document can look formidable. Since budget document users come with a wide variety of backgrounds, and include City staff, City Councilmembers, citizens, and financial market experts, the information in the annual budget is designed to provide a lot of different information about the City to a lot of different users. The information in the budget can be grouped into one of four main areas to facilitate an understanding of what the City plans to do with its resources for the next fiscal year.

1. A Policy Document: The City's annual budget addresses two primary kinds of policies: policies that are under development (usually stated as goals to be accomplished) that may change how the City operates in the future, and policies that are already in place. The Mayor's Budget Message, found at the beginning of the document, provides the background, sets the stage for the specific work plan that will be accomplished during the coming budget period, and identifies the policy issues that are important in the community as identified by the City Council. New policy issues that have a fiscal impact are highlighted in this message. All of these policy issues have the potential to impact fees, taxes, and/or the allocation of existing staff or financial resources.

2. A Communications Device: The City's annual budget provides information about the priorities the City Council has set to be accomplished during the next fiscal year, but it also includes information about the day-to-day activities the City performs. The Budget Message provides a concise discussion of the major priorities of the City; the financial and department information included in the detailed budget section of this document provides additional information about the budget for the major priorities, but also provides a considerable amount of information about the day-to-day activities, and the resources required to meet service demands. Performance measures are included in the detailed budget section for each fund to provide information on how efficient and effective the City is with resources in pursuit of meeting Council goals and management objectives.

3. A Financial Plan: The budget document is foremost a financial plan, providing a numerical road map that matches resources available with the spending priorities defined by the Mayor and City Council. Each operational area of the budget is comprised of specific departments and is summarized by the budget organization charts.

a. **The Budget by Department:** The department designation is used to group a set of like activities to enhance the opportunities for operational efficiencies, or to take advantage of professional qualifications of staff to work on multiple types of projects. A department can operate in just one fund, like the Finance Department operating in the General Fund. In this case, the department has a fairly singular focus in its work, with specialized training that does not cross into other work areas. A department can also operate in more than one fund, like the Public Works Department that operates in multiple funds, including the General Fund, Water, Stormwater, Sewer utility funds, and various Capital Project Funds. In this case the department has a more complex set of work tasks, but the same set of staff skills can be used in a number of areas. Each department also has divisions and within each division there can be anywhere from one to several programs. The program level is used to either manage specific work, allow the ability to cost specific services for which customers are charged a fee for service, or report to the City Council, citizens, or outside agencies.

b. **The Budget by Fund:** Summaries of the City's adopted budget by fund can be found at the beginning of this document. The City uses a fund structure as the primary method of accounting for financial operations. A fund can be thought of as a "business", with all revenues in the fund specifically associated with the kinds of expenditures in the fund. In most cases, there is a legal restriction on the use of the revenue in a fund. This means that Water Fund revenues cannot be used to pay for street repair since the Water Fund revenue is restricted in its use to services necessary to provide water to all properties in Edmonds not served by other providers. However, some projects can have components of multiple funds. For instance, a waterline replacement could involve funding from both the Water utility fund and the Street fund since the street will also need to be repaved after the old pavement is removed to replace the waterline. Funds are usually named for

their primary activity (i.e., Street Fund accounts for revenue and expenditures associated with improvements in the City's major arterial street infrastructure). The General Fund is used as a catch-all fund, and is specifically defined as the fund to use when there is no reason to use another fund.

c. **The Budget by Category:** The City's budget also includes different categories of revenues and expenditures which overlay the budget by fund and department. Comparing the budget by categories can help a reader understand how major sources of revenue or major costs are treated across the organization. Operating revenues include categories such as: Sales Taxes, Property Taxes, Licenses and Permits, Charges for Services, Intergovernmental Revenues, Fines and Forfeitures, and Miscellaneous revenues. Non-Operating Revenue categories include Transfers, Issuance of Long Term Debt or Sale of Capital Assets. Operating expenditure categories include: Personnel Services (includes salaries and wages, plus all associated benefits), Professional Services, Materials and Supplies, Transfers, Debt Service and Capital Outlay. Non-operating expenditure categories include Contingencies and Reserves which are appropriated but not used unless authorized by the City Council.

4. An Operations Guide: The City's operations are defined through the budget document in each department's discussions. At the beginning of every department section is a page showing the organizational structure within that department. The following page shows a summary of the resource allocations for that department and provides a brief summary of how those funds are used. The Mayor's Budget Message and budget summary also serve to drive operations by tying services and initiatives back to citizen needs and Council goals. The budget document as a whole is also used by staff operationally as both a guide for the work plan to be accomplished and as a reference tool, serving as a comprehensive source of historical information and projections based on current assumptions. During the course of the fiscal year, each department manages and monitors its budget, reporting as needed to the Mayor and/or Finance Director on any unusual occurrences. The Finance Department has the overall responsibility to develop and monitor the budget. The Finance Department's staff prepares monthly budget to actual reports in addition to the quarterly financial status reports which are designed as interim snapshots of the City's financial projections and are included in Council meeting packets. The Finance Department also prepares the Comprehensive Annual Financial Report (CAFR) each year.

ANNUAL BUDGET PROCESS

The City of Edmonds budget procedures are mandated by RCW 35A.33. The steps in the budget process are as follows:

1. Prior to November 1, the Mayor submits a proposed budget to the City Council. This budget is based on priorities established by the Council and estimates provided by the City departments during the preceding months, and balanced with revenue estimates made by the Mayor.
2. The City Council conducts public hearings on the proposed budget in October and November.
3. The Council makes its adjustments to the proposed budget and adopts by ordinance a final balanced budget no later than December 31.
4. The final operating budget as adopted is published and distributed within the first month of the following year. Copies of the budget are made available to the public.

Every fiscal year the budget process begins with the review of the City's adopted financial policies followed by the preparation of a five-year general fund forecast. This document is developed prior to the annual budget so that annual appropriations can be viewed in the context of the city's long term direction and resource capability. The annual budget document implements the projects and priorities identified in the five-year general fund forecast and capital improvement program. It outlines the manner in which financial resources will be utilized during the budget period. The course the City is taking can be changed through the allocation of resources. The City Council, Mayor, Department Directors, City staff and residents all participate in the budget process.

The City of Edmonds budget process is designed to provide the essential structure for the financial planning, control and evaluation process of government. It presents a forecast of expected resources and the purposeful distribution of those resources. Once adopted, the budget is a formal expression of public policy on the City's objectives and priorities, and on how resources will be provided to meet those objectives.

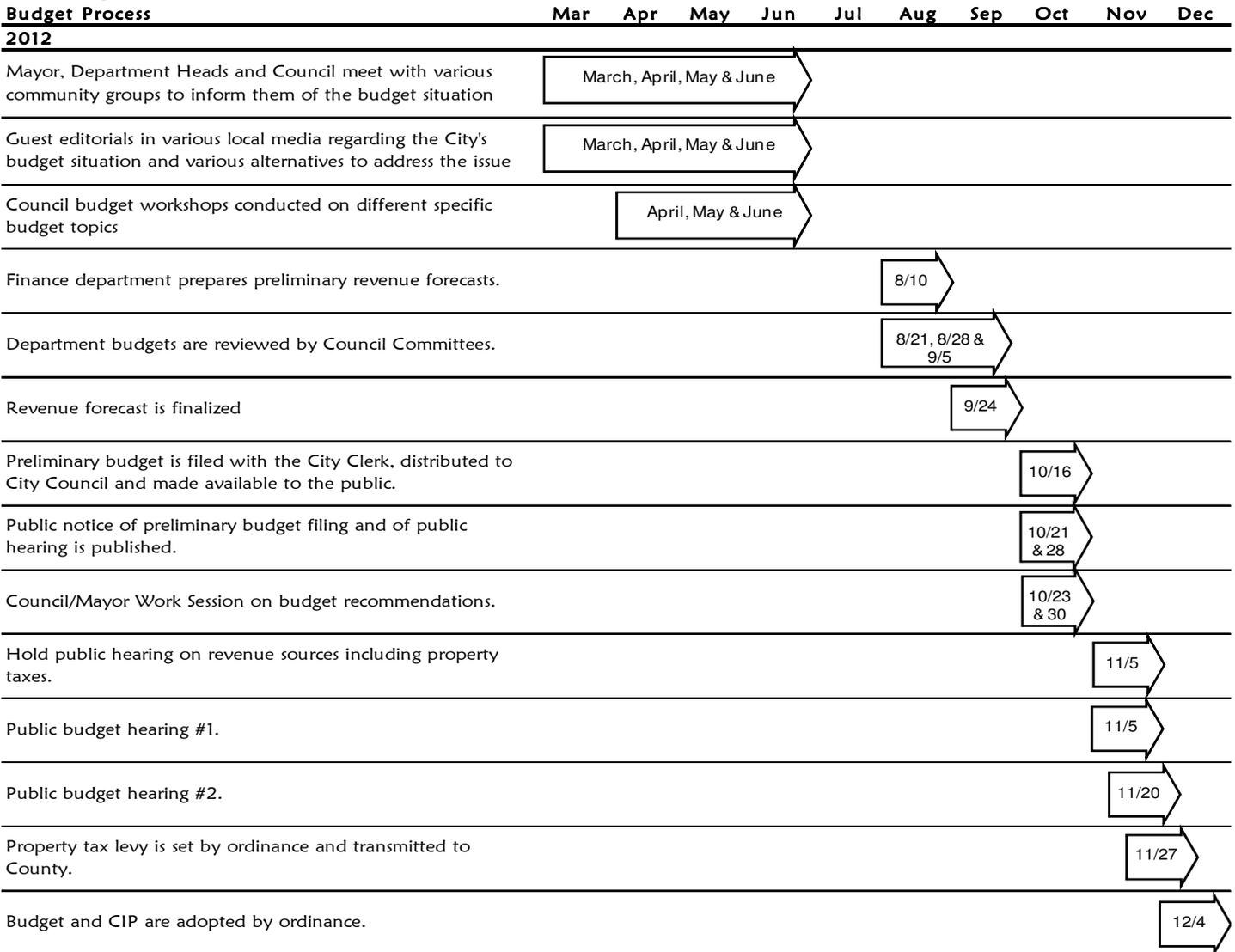
City staff present changes to the adopted financial policies to the Council as needed. The Council considers changes to these policies and then adopts the policies with any revisions. City staff then prepares the five-year general fund forecast and presents it to the Council each year in the fall and it is adopted prior to the end of the year as part of the annual budget document.

City staff then prepares the final estimates of revenues, expenditures and capital improvement changes. This Preliminary Budget is presented to the Council in early October. Public hearings and Council discussions are held and the final budget is adopted in late November to early December.

The adopted budget takes effect on January 1st. Throughout the year, expenditures are monitored to ensure that funds are used in an approved manner. A few times during the budget period, the budget may be changed (amended) by Council action in an open public meeting to respond to additional City activities throughout the course of the budget period.

BUDGET PROCEDURES AND AMENDMENT PROCESS

2013 Budget Calendar



BUDGET DEFINITIONS

The City Council authorizes transfers within funds and must approve by ordinance any amendments that increase the total for the fund. Budget amounts presented in the basic financial statements include both the original amounts and the final amended budget as approved by the City Council.

Expenditure categories are identified in the following:

General Government Services – includes administration, finance, municipal court, attorney, and city clerk activities.

Public Safety – includes all police activities.

Utilities and Environment – includes expenditures for the public works activities not chargeable to the enterprise funds.

Transportation – includes all street and arterial street maintenance and construction.

Economic Environment – reflects the planning and building inspection activities.

Culture and Recreation – includes the parks and recreation activities.

Budget and Accounting System

The official budget is maintained, both before and after adoption, on the City's financial management and accounting system at a very detailed line item level. Computerized reports may be generated at any time and at various levels of detail. Departments can also access these budgets at any time on a read-only inquiry basis to compare actual revenue and expenditures to their budgets. This computerized budget becomes the accounting system that controls expenditures after adoption of the final budget.

Preliminary Budget

The Preliminary Budget is prepared, pursuant to State law, as the Mayor's budget recommendations to the City Council. This public document contains a summary of information at the fund level, and for the General Fund at the department level. It focuses on key policy issues, while still providing a comprehensive overview of the complete budget.

Budget Ordinance

The actual appropriations implementing the budget are contained in the budget ordinance adopted by the City Council.

Final Budget

The Final Budget is issued as a formal published document as modified by the City Council. It is this document which is formally filed as the Final Budget.

Programs

While the budget proposals of the administration are developed in concert with the fiscal proposals in the budget, the budget documents themselves only summarize the individual objectives and performance measures. Generally, these programs are not finalized until the budget is in final form since the budget will determine the actual activities undertaken by each department.

Components of the Budget

The budget consists of two parts: operating budget and capital budget.

Operating Budget

The operating budget consists of departmental budget proposals, which would be sufficient to maintain the objectives set by the departments to meet Council goals.

Capital Budget

The capital budget authorizes and provides the basis of control of expenditures for the acquisition of significant city assets and construction of capital facilities.

Separation of the budget into these two components separates key policy issues in order to facilitate their consideration. The policy officials can examine the level at which existing programs should be funded, what program improvements should be made and at what level of funding.

Capital Planning

The City's Capital Facilities Plan (CFP) Element is a document updated annually and identifies capital projects for at least the next six years which support the City's Comprehensive Plan. The CFP contains a list of projects that need to be expanded or will be new capital facilities in order to accommodate the City's projected population growth in accordance with the Growth Management Act. Thus, capital projects that preserve existing capital facilities are not included in the CFP. These Preservation projects are identified within the six-year Capital Improvement Program (CIP) along with Capital facility plan projects which encompass the projected expenditure needs for all city Capital related projects.

Implementation, Monitoring and Amendment

The financial aspects of the budget are monitored in periodic reports issued by the Finance Department comparing actual expenditures and revenues with the budget. In these reports, financial data can be presented at a higher level of detail than the final budget. These reports include an analysis of the City's financial condition.

From time to time it becomes necessary to modify the adopted budget. The procedure for amending the budget depends upon the type of change that is needed. One type of change does not affect the "bottom line" total for a department or a fund. These changes, mainly transfers from one line-item to another within a department's operating budget or changes between divisions within a department are presented by administration to City Council for their consideration and approval.

The second type of budget amendment brings about a change in the total appropriation for a department or fund. Examples of these changes include but are not limited to the following: the acceptance of additional grant money, an adjustment to reflect increased revenues such as tax receipts, the appropriation of additional funding if expenditures are projected to exceed budgeted amounts, and re-appropriation of monies from one fund to another when deemed necessary. These changes require council approval in the form of an ordinance. The status of the budget is analyzed periodically through each year to identify any needed adjustments. All requests for amendments are first filed with the Finance Department.

Basis of Budgeting

All governmental fund type budgets are prepared on the modified accrual basis of accounting in conformity with generally accepted accounting principles (GAAP). The budget for proprietary funds is prepared on an accrual basis, also in accordance with GAAP. The legal level of budgetary control where expenditures cannot exceed appropriations is at the individual fund level. Revisions that alter the total expenditures of any fund must be approved by the City Council and adopted by ordinance. All appropriations lapse at the end of each year.

FUND DEFINITIONS

The following are the fund types budgeted by the City and other fund grouping definitions:

Governmental Fund Types

General Fund

The General Fund supports the general operations of the City government. These include administration, the legislative function, legal services, public safety, planning and community development, enforcement of local codes, parks, recreation, and cultural activities. Taxes are the principal source of revenue for the General Fund: property tax, sales tax, utility tax, and excise tax. Other important sources are shared revenue from other governments, licenses and permits, charges for service, and fines and forfeitures. The General Fund accounts for all City resources except those for which a specific fund has been created.

Special Revenue Funds

Special Revenue funds are used to account for revenues which are legally or administratively restricted for special purposes. These funds receive revenue from a variety of sources, including Federal and State grants, taxes, and service fees. These revenues are dedicated to carrying out the purposes of the individual special revenue fund. There are nineteen Special Revenue funds: *Drug Enforcement, Street, Street Construction, Municipal Arts Acquisition, Memorial Tree, Hotel/Motel Tax, Employee Parking Permit Fund, Youth Scholarship, Tourism Promotional Arts, Real Estate Excise Tax 2, Real Estate Excise Tax 1, Gifts Catalog, Special Projects, Cemetery Maintenance/Improvement, Parks Construction, Parks Trust, Cemetery Maintenance Trust, Sister City Commission, and Transportation Benefit District.*

Debt Service Fund

Debt service funds account for payment of principal and interest on general obligation and special assessment long-term debt. The City of Edmonds has one outstanding general obligation bond issue accounted for through a debt service fund, and two special assessment related funds.

Capital Project Funds

These funds are used to account for financial resources to be used for the acquisition of capital facilities including those financed by special assessment, major improvements and construction. Revenues for capital funds consist of contributions from operating funds and bond proceeds. These revenues are usually dedicated to capital purposes and are not available to support operating costs. The City currently has no Capital Project funds.

Proprietary Fund Types

Enterprise Funds – Enterprise Funds are used to account for operations that are financed and operated in a manner similar to business enterprises. They are established as fully self-supporting operations with revenues provided primarily from fees, charges, or contracts for services. The City maintains three Enterprise Funds to account for the operations of Water, Storm Water, and Sewer/Wastewater Treatment Plant.

Internal Service Funds – Internal Service Funds are used to account for operations similar to those accounted for in Enterprise Funds, but these funds provide goods or services to other departments on a cost reimbursement basis. The City maintains one Internal Service fund to account for equipment purchase and maintenance.

Fiduciary Funds - Fiduciary, or Trust Funds, are used to account for assets held by the City in a trustee capacity and cannot be used to support the City's own programs. These include pension trust, investment trust, private-purpose trust, and agency funds. The City's pension trust fund is the Firemen's Pension Fund and is budgeted on the accrual basis of accounting where revenues are recognized when earned and expenses are recorded when incurred.

Chapter 35A.33 of the Revised Code of Washington (RCW) mandates the City's budget procedures. The budget, as adopted annually by the City Council, constitutes the legal authority for expenditures. The City's budget is adopted at the fund level and expenditures may not legally exceed appropriations at that level of detail. Appropriation authority for all funds, except capital project funds, lapse at year-end and are prepared on a modified accrual basis. Appropriations on budgets for capital project funds are on a life-to-date basis, and the appropriations do not lapse at year-end, but continue until completion of the project.

FINANCIAL POLICIES

The City's Financial Policies are intended to serve as a Council-approved set of values and expectations for Council Members, City staff, citizens and other interested parties who may do business with the City. The use of the term "City" refers to all City officials and staff who are responsible for the activities to carry out these policies. The policies describe expectations for financial planning, budgeting, accounting, reporting and other management practices. They have been prepared to assure prudent financial management and responsible stewardship of the City's financial and physical resources.

DEBT POLICIES

The Debt Policies can be segregated into three areas: Legal Debt limits, Practical or Fiscal limits and General Debt policies.

- A. Legal Debt Limit – The Revised Code of Washington (RCW 39.36) establishes the legal debt limits for cities. Specifically, this RCW provides that debt cannot be incurred in excess of the following percentages of the value of the taxable property of the City: 1.5% without a vote of the people; 2.5% with a vote of the people; 5.0% with a vote of the people, provided the indebtedness in excess of 2.5% is for utilities; and 7.5% with a vote of the people, provided the indebtedness in excess of 5.0% is for parks or open space development.
 - Prior to issuing any long-term bonds, the Administration must provide an impact analysis over the life of the new bonds. Bond issues must be approved by the City Council.
- B. Practical or Fiscal Limitations – More important than the legal limitations is the practical or fiscal limitations, i.e. ability to repay borrowed funds.
 - Long-term debt should not be issued prior to reviewing the impact on the Five Year Planning Model and its policy guidelines. The impact of other potential bond issues shall be considered.
- C. General Debt Policies
 - The City will be cognizant of the criteria used by rating agencies to maintain the highest possible bond rating.
 - Assessment Debt (Local Improvement District) shall be considered as an alternative to General Debt.

- Debt issuance will conform to IRS regulations and avoid arbitrage consequences.

FINANCIAL PLANNING MODEL POLICIES

The Five-Year Strategic Outlook is the primary financial policy document. It represents the culmination of all financial policies.

Revenues

- Revenues will be estimated on a conservative basis. Increases greater than projected inflation in the five-year financial projection; will require additional documentation.
- Major revenue sources in the five-year financial projection; will require explanation.

Operations & Maintenance Expenditures

- Expenditures for the General Fund operations will only include basic inflationary increases at the beginning of the budget preparation process. Proposed new increases in programs or personnel will require a Decision Package and Council approval before being added to the expenditure estimates.

CAPITAL ASSET POLICIES

Capital Assets – General capital assets are those assets not specifically related to activities reported in the proprietary funds. The capital assets purchased or constructed by a governmental fund are recorded as expenditures in the fund at the time the related purchases are made; however, the associated capital assets are reported in the governmental activities column of the government-wide statement of net assets while not reported in the fund balance sheets.

The City classifies assets with an estimated useful life in excess of one year as capital assets. Capital assets include land, buildings, improvements, machinery, equipment, intangible assets, and infrastructure. Land is capitalized at cost with no minimum threshold. Buildings, improvements, intangible assets, and machinery and equipment are capitalized when cost meets or exceeds \$5,000. Public domain (infrastructure) assets consist of certain improvements other than buildings, including utility systems, streets, traffic controls, and overlays are capitalized when cost equals or exceeds \$50,000.

Costs of normal maintenance and repair for general assets are not capitalized. However, any improvement that increases an asset's value, capacity or materially extends its life is added to that asset's capitalized costs.

Equipment items acquired through capital lease agreements and land purchased through conditional sales contracts are reported as general capital assets in the government-wide statement of net assets. In the governmental fund financial statements, lease and contract payments are reported as expenditures.

All project costs are included in construction in progress in the government-wide statement of net assets. At completion, capital costs are reclassified to property plant and equipment. In the governmental fund financial statements, projects are reported as expenditures.

Capital assets acquired or constructed by the proprietary funds are capitalized in those funds at historical cost. Contributed assets are recorded at their estimated fair values as of the date acquired. The estimated value of donated assets is recorded as contributed capital by the fund which receives them.

Land and construction in progress are not depreciated. Buildings, equipment, non-building improvements and intangible assets are depreciated using the straight line method, using varying estimated service lines for individual assets and asset classifications depending on particular characteristics of an asset and factors surrounding its anticipated use. Depreciation is reported as part of the related program expense column on government-wide statement of activities and as a fund expense in the proprietary funds, while not reported in the fund statements of governmental funds. Capital assets are reported net of accumulated depreciation on the government-wide statement of net assets and in the proprietary fund statement of net assets, while not reported in the governmental fund balance sheets.

The average service lives used to calculate depreciation for specific categories of assets are summarized below:

<u>Asset Type</u>	<u>Est. Service Life (Yrs)</u>
Buildings	30-50
Improvements other than Buildings	25-60
Infrastructure	20-100
Machinery and Equipment	2-20
Intangible Assets	20-30

OTHER GENERAL FINANCIAL POLICIES

The City's various user charges and fees will be reviewed periodically for proposed adjustments based on services provided and comparisons with other jurisdictions.

The Finance Director will provide a financial status update monthly as well as a quarterly presentation to Council.

Interfund loans will be permissible if necessary, as approved by Council. Interest rates will be computed based on the annual average of the State Investment Pool earnings rate.

The City shall, whenever practical and advantageous, take advantage of grants, loans, or other external financing sources. Staff shall report to and seek the approval of the City Council before acceptance of the Grant.

Contingency Reserve Fund Policy: The General Fund is used to account for all general revenues of the City not specifically levied or collected for in other City funds, and for expenditures related to providing general services by the City. For the purpose of this policy and as it applies to the General Fund only, the City will establish a Contingency Reserve Fund with a minimum balance of 8% of annual General Fund revenues and a target balance of at least 16%. At no time, however, shall the balance in the Contingency Reserve Fund fall below 8% unless

specifically waived by the City Council because of an unforeseen emergency. The City shall maintain a targeted balance of 16% of annual General Fund revenues.

Risk Management Reserve Fund Policy: The City shall maintain a Risk Management Reserve Fund dedicated to mitigation of the risk of loss arising from potential claims and lawsuits against the City for general liability purposes as well as claims resulting from natural disasters such as earthquakes. Amounts not needed for current or

estimated future claims will be made available along with the Contingency Reserve Fund for unanticipated expenditures or significant declines in actual revenue versus budgeted revenue in the General Fund. The Risk Management Reserve Fund shall be set at 2% of annual General Fund revenues.

Investment Policy: It is the policy of the City of Edmonds to invest public funds in a manner which will provide maximum security with the highest investment return while meeting the daily cash flow demands of the City of Edmonds and conforming to all state and local statutes governing the investment of public funds.

FINANCIAL PLAN

Introduction

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

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

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

STRATEGIC OUTLOOK
CITY OF EDMONDS
TOTAL REVENUES & EXPENDITURES

11-Dec-12

2010-2017 Analysis in 000's

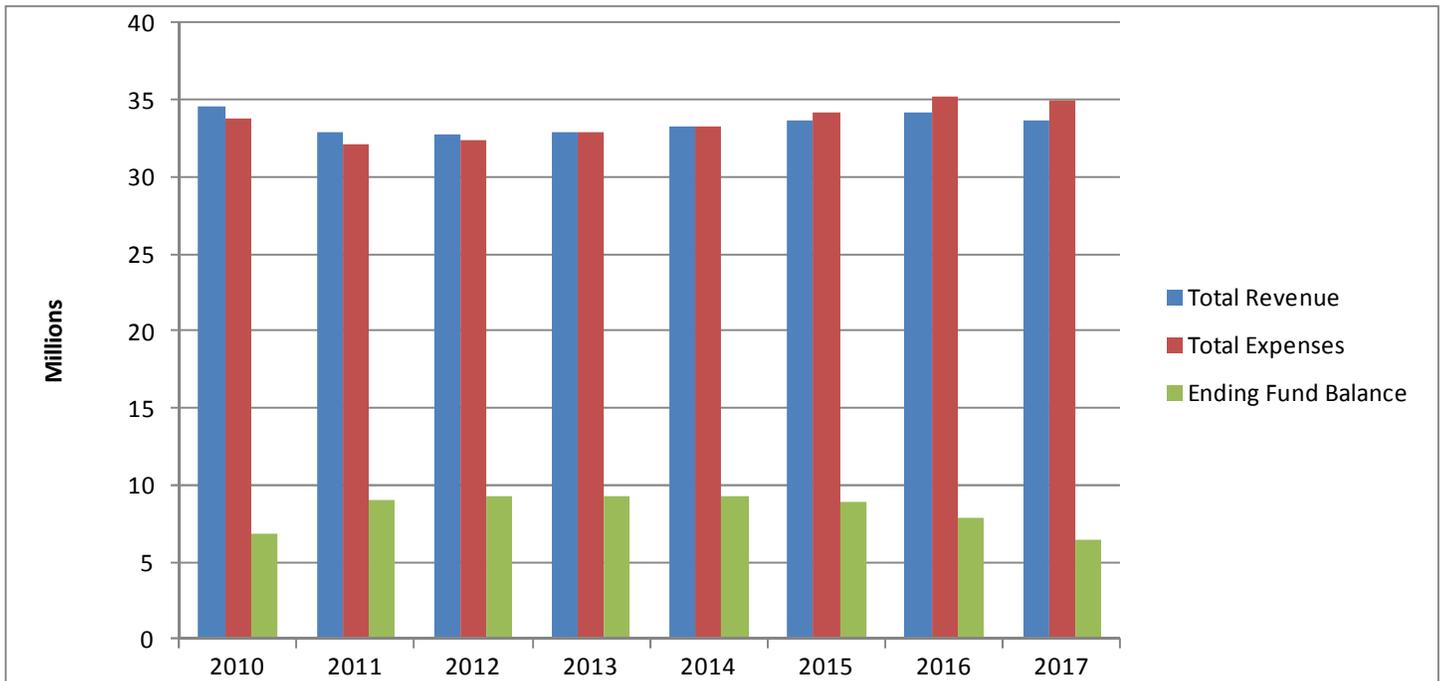
	2010	2011	2012	2013	2014	2015	2016	2017
	Actual	Actual	Estimate	Budget	Outlook	Outlook	Outlook	Outlook
Beginning Fund Balance	6,068,906	8,193,286	8,973,910	9,281,847	9,291,643	9,301,208	8,868,407	7,849,173
REVENUE								
Property Tax	13,672,873	13,436,557	13,321,904	13,472,494	13,617,996	13,799,945	13,984,706	13,167,327
Retail Sales Tax	4,468,237	4,690,244	4,873,609	4,913,150	5,011,413	5,111,641	5,213,874	5,318,152
Other Sales & Use Tax	547,008	520,527	524,937	529,123	534,501	539,935	545,425	550,972
Utility Tax	5,984,189	6,232,489	6,398,758	6,484,143	6,549,219	6,614,947	6,681,331	6,748,379
Other Taxes	303,114	280,162	271,229	274,466	279,341	284,308	289,368	294,523
Licenses/Permits/Franchise	1,227,302	1,137,177	1,141,582	1,160,181	1,171,712	1,183,359	1,195,121	1,207,002
Construction Permits	415,113	529,120	410,812	395,436	398,890	402,379	405,903	409,462
Grants	209,434	99,685	9,928	17,191	-	-	-	-
State Revenues	795,552	714,344	875,378	569,336	584,556	588,417	592,312	596,244
Intergov't Service Charges	184,488	221,343	264,935	224,682	209,147	206,624	208,287	211,331
Interfund Service Charges	1,284,137	1,401,380	1,353,228	1,522,998	1,530,613	1,538,266	1,545,957	1,553,687
Chgs. for Goods & Services	2,914,196	2,458,488	2,310,258	2,399,575	2,440,723	2,483,424	2,527,690	2,573,534
Fines & Forfeits	624,447	690,078	545,442	518,898	530,569	542,507	554,716	567,203
Misc Revenues	1,935,604	409,663	392,466	364,619	373,366	382,332	391,521	400,941
Total Revenue	34,565,693	32,821,257	32,694,466	32,846,292	33,232,047	33,678,084	34,136,213	33,598,757
Revenue Growth / (Decline)	3.0%	-5.0%	-0.4%	0.5%	1.2%	1.3%	2.7%	1.1%
EXPENSES								
Salaries and Wages	12,376,573	12,429,499	13,165,902	12,664,821	12,944,498	13,267,192	13,597,954	13,869,179
Benefits	3,929,193	4,161,662	4,041,325	4,153,198	4,465,785	4,811,895	5,194,454	5,289,670
Supplies	567,263	474,292	515,009	491,294	477,996	489,991	502,286	514,602
Services	4,484,691	3,838,898	3,525,524	3,684,586	3,739,528	3,739,504	3,857,052	4,016,113
Intergov't	8,053,622	8,116,230	8,197,421	8,295,155	8,497,784	8,705,478	8,918,365	9,136,575
Capital	-	-	-	85,000	-	-	-	-
Debt Service	1,422,455	1,433,777	1,445,780	1,417,873	1,276,915	1,247,492	1,205,906	211,228
Transfers	2,013,051	612,035	899,623	1,096,535	853,150	858,334	863,656	879,119
Interfund	932,643	974,240	595,946	948,033	966,826	990,997	1,015,772	1,041,166
Total Expenses	33,779,491	32,040,633	32,386,530	32,836,495	33,222,483	34,110,885	35,155,446	34,957,652
Expense Growth / (Decline)	2.5%	-5.1%	1.1%	1.4%	1.2%	2.7%	3.1%	-0.6%
Change in Ending Fund Balance	786,202	780,624	307,936	9,797	9,565	(432,801)	(1,019,234)	(1,358,895)
Ending Fund Balance	6,855,108	8,973,910	9,281,847	9,291,643	9,301,208	8,868,407	7,849,173	6,490,279

Target Ending Working Capital Balance ⁽¹⁾ 5,760,949 5,470,210 5,449,078 5,474,382 5,538,675 5,613,014 5,689,369 5,599,793

(1) The Reserve Policy recommends two months (16%) of General Fund revenue be used as a target.

Revenue beyond expenses	786,202	780,624	307,936	9,797	9,565			
Expenses beyond revenue						(432,801)	(1,019,234)	(1,358,895)

FUND FORECAST Revenues & Expenditures



Revenues and expenditures are projected on the basis of assumed economic relationships. Revenues are forecast on the basis of future economic and demographic factors with little dependence on past trends. Expenditures are forecast based on past trends modified by present and future conditions. Future conditions are based upon a series of complex assumptions. This model has been used to test a large range of assumptions and policy options in the course of developing budget recommendations.

The Strategic Outlook reflects a moderate set of assumptions regarding revenues and expenditures. The Edmonds economy is cyclical and the City enjoyed a strong economy in past years due to low unemployment coupled with development. However, decreases in the stock market, higher unemployment rates, and unfunded mandates by state and federal government have all had a significant impact on the General Fund budget. Continued moderate economic growth is reflected in the revenue forecasts through 2017. In the past, the forecast has relied on increases in assessed value for forecasting. However, with recent legislation and initiative activity, this forecast is relying on a 1% increase for property taxes plus an average factor for new construction. While estimated revenue growth has decreased over the past years, expenditures involving public safety and public services are expected to increase at a greater rate. Based on the current trends, it is anticipated that fund balances will continue to decrease over the next few years as the growth in expenditures outpaces the growth in revenues. It is necessary to reflect non-departmental costs so that estimated ending fund balances are not overstated. Expenditures in this area generally represent one-time payments or transfers for capital projects, costs not assigned to a specific department or debt service. The administration will continue to study revenue options and enhancements to offset the decline in future revenues.

Forecasting models have been used to assist in fiscal planning for quite some time. Models have allowed analysis of alternative actions in funding programs during the development of the budget. The model accents the continuing need to control the per capita rate of expenditures reflected in the preceding pages. Continued caution will be required to anticipate and manage the effects of current and future legislative actions to avoid service reductions for budgetary reasons.

If current trends continue, fund balance is estimated to decrease by 31.8% by the end of 2017. Revenue has been estimated realistically based on anticipated economic growth, and considering the effects of voter initiatives. Should growth remain slower than anticipated the adverse effect on fund balance may be greater than predicted. Revenues from property taxes are increased at 1% plus the addition of new construction and annexations. Initiative 747 went before the voters in November 2001 and passed. The initiative limits the increase in property taxes to the lesser of 1% or inflation. Assessed valuation for the City is expected to bottom out in the next year or two and increase very slowly after that. Since the City may not increase property taxes greater than 1%, it is anticipated that the levy rate will increase as assessed value decreases. This initiative has been overturned by the Supreme Court but the objectives contained in the initiative have been implemented by the state legislature. The increase in regular property taxes could be offset, however, by the decline in the City's EMS levy which is capped at \$0.50 per \$1,000 of assessed value.

This analysis reflects the position of the City if no adjustments are made on the expenditure side and other revenue does not grow at a rate necessary to offset the slower growth rate from property taxes and sales tax. The City is addressing the long-term revenue short fall through concerted efforts with other jurisdictions and the legislature. At this time, however, any additional adjustments that will be necessary beyond those already made are unknown.

As mentioned, the City has taken into account the statewide initiative in forecasting property taxes. The issue that develops when property tax increases are held to 1% is that costs are not. Costs such as employee benefits, negotiated labor contracts, services and supplies continue to increase at a greater rate. Fuel, professional services, and healthcare costs are good examples. The shortfall then has to be made up by increases in sales tax collection and population growth. The City has been able to maintain most of the existing level of service, in light of legislative action, because the economy is growing at rates sufficient to offset the limits placed on property taxes. Sales tax and utility tax revenue need to grow at a rate that will make up the revenues lost from property tax declines. If not, the City will then have to make some different choices in the delivery of basic levels of services.

BUDGET SUMMARY

This section summarizes the 2013 annual budget and provides comparisons to previous years' revenues and expenditures. The section begins with a summary of the City's financial structure and an overview of the City's General Fiscal environment. This section continues with summarized budget data of revenues and expenditures for all funds combined, then a breakdown of General Fund revenues and expenditures follows. The reader is encouraged to refer to the Operating Budget section, General Fund and Other Funds tabs for a more detailed account of the departmental budgets.

Financial Structure of the City Budget

The City of Edmonds accounting and budget structure is based upon Governmental Fund Accounting to ensure legal compliance and financial management for various restricted revenues and program expenditures. Fund accounting segregates certain functions and activities into separate self-balancing funds created and maintained for specific purposes (as described below). Resources from one fund used to offset expenditures in a different fund are budgeted as either a transfer to or transfer from.

The City of Edmonds budget is organized in a hierarchy of levels, each of which is defined below:

Fund	A fund is an accounting entity used to record the revenues and expenditures of a governmental unit which is designated for the purpose of carrying on specific activities or attaining certain objectives. For
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example Fund 120, the Hotel/Motel Tax Fund, was created to account for the hotel/motel taxes levied to support City tourism promotion.

Department Department designates a major department of the City operation, e.g., Public Works or Parks and Recreation.

Program A specific distinguishable line of work performed by the department, for the purpose of accomplishing a function for which government is responsible.

Object The appropriation unit (object of expenditure) is the level of detail used in the budget to sort and summarize objects of expenditure according to the type of goods or services being purchased, e.g., salaries, supplies.

GENERAL FISCAL ENVIRONMENT

Effective budget and financial policies are developed gradually over a period of time in response to long-term fiscal and social-economic conditions. Accordingly, although this document responds to the City's financial policy, framework has been developed in response to multi-year fiscal pressures.

General Fund

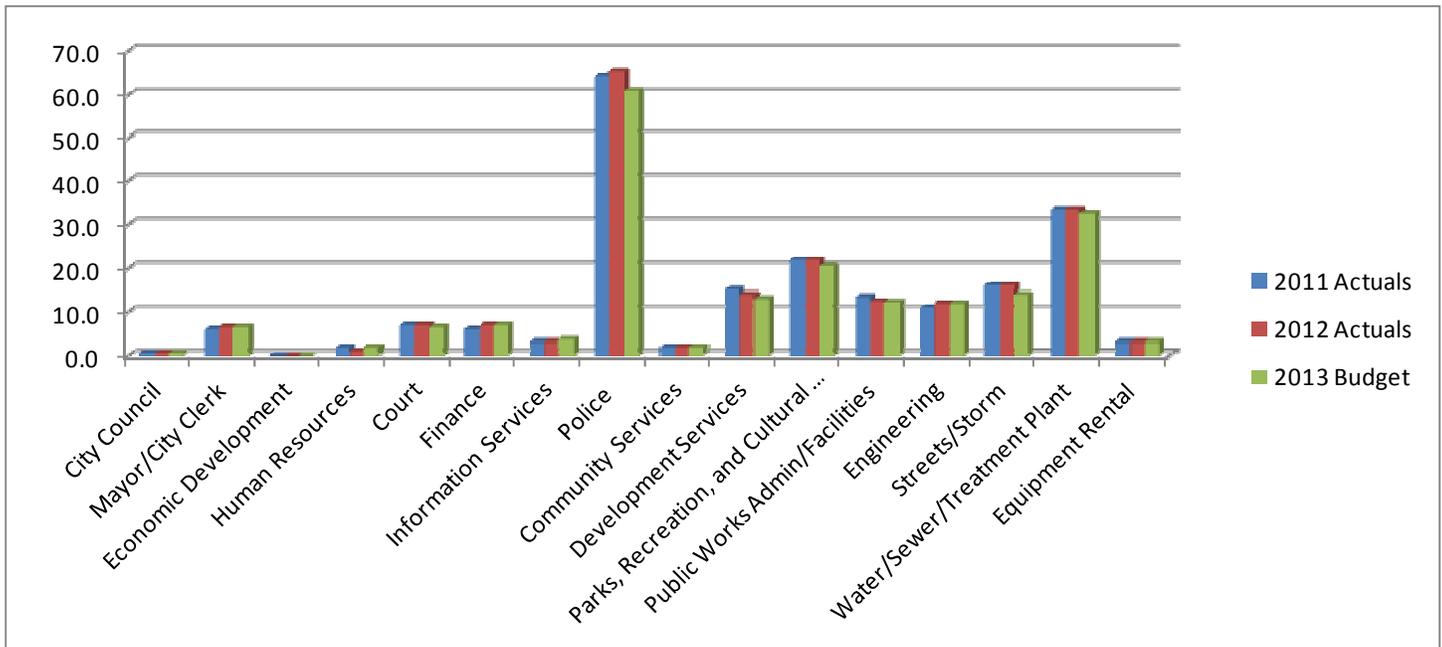
Edmond's economy is generally cyclical following the economic cycles of the surrounding region. However, the economic down periods in the cycles have generally been less severe for Edmonds than for other municipalities in the region due to the relatively stable nature of Edmond's economy. While the economic downturn has been a challenge for Edmonds, the City is well positioned for a strong recovery.

Economic cycles are not the only determinants of revenues for municipal budgeting. Even with an up sloping economy, laws that determine who pays taxes and how much they can pay can also have a major impact. The Washington State Legislature has adopted several pieces of legislation, which have limited the ability of local governments to increase revenues and future taxing ability. Although Edmonds economy is stable, these exemptions and unfunded mandates have impacted Edmonds revenues substantially. Although inflation is controlled, these altered revenue sources are having, and will continue to have, a substantial impact on Edmonds budget.

Other significant concerns for the future are the demand for services. In particular, the demand for public safety and recreation/cultural services will increase with a growing and potentially aging population. Due to mandatory sentencing guidelines required by the State, we have experienced an increase in the care and custody of prisoners in the past few years. Alternatives to incarceration are being used to control costs where possible. The State Supreme Court also recently changed the standards for caseload limits for public defenders, the impact of which is expected to be a doubling of such costs.

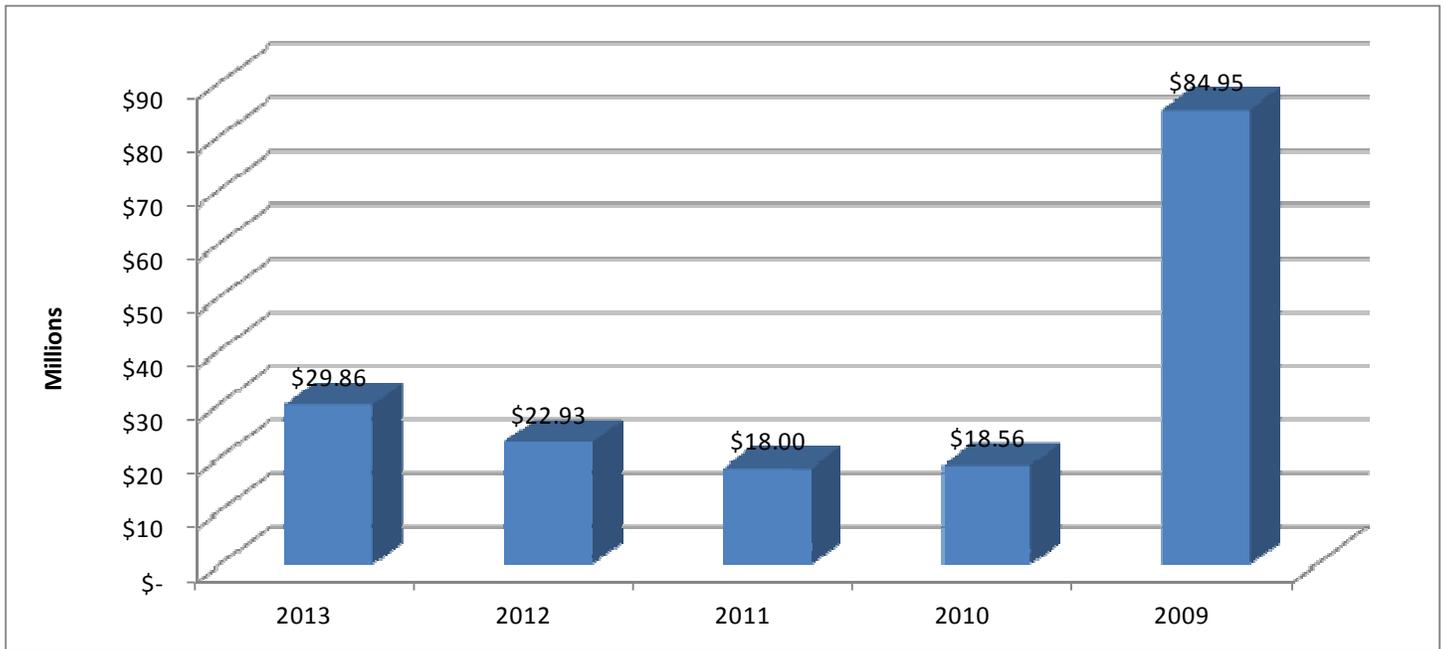
The General Fund must be budgeted and monitored very carefully. Passage of voter approved initiatives and other pending voter initiatives, can negatively impact the general fund. Due to strong fiscal management in previous years and the adoption of a reserve policy, and funding of those reserves, the City should be positioned to maintain most of the current levels of service provided another down turn in the economy is neither deep nor long.

Employee Count by Department



Department	2011 Actuals	2012 Actuals	2013 Budget
City Council	0.5	0.5	0.5
Mayor/City Clerk	6.0	6.5	6.5
Economic Development	0.0	0.0	0.0
Human Resources	2.0	1.0	2.0
Court	7.0	7.0	6.5
Finance	6.0	7.0	7.0
Information Services	3.0	3.0	3.5
Police	64.0	65.0	61.0
Community Services	2.0	2.0	2.0
Development Services	15.0	14.0	13.0
Parks, Recreation, and Cultural Services	22.0	22.0	20.5
Public Works Admin/Facilities	13.5	12.5	12.3
Engineering	11.0	12.0	12.0
Streets/Storm	16.0	16.0	14.0
Water/Sewer/Treatment Plant	33.5	33.5	32.5
Equipment Rental	3.0	3.0	3.0
	204.5	205.0	196.3

Property Tax New Construction



Year	Total Assessed Value (AV)	New Construction Assessment	Regular Property Tax Revenue from New Construction	% New Construction to AV
2013	\$5,550,564,092	\$29,858,023	\$49,588	0.5%
2012	5,817,888,776	22,925,000	33,852	0.4%
2011	6,433,258,853	18,004,460	24,288	0.3%
2010	6,955,482,717	18,563,567	22,274	0.3%
2009	7,709,209,490	84,951,003	101,041	1.1%

2013 REVENUE SUMMARY - ALL FUNDS

Fund		2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	Change 13-12 Estimate	Change 13-12 Estimate
GENERAL FUND	001 General Fund	\$ 32,821,257	\$ 33,017,174	\$ 32,694,466	\$ 32,846,292	\$ 151,826	0.46%
	009 LEOFF Medical Insurance Reserve Subfund	377,102	600,550	600,310	600,350	40	0.01%
	010 Reserve Subfund (fire assets)	2,217	2,200	1,189	-	(1,189)	-100.00%
	011 Risk Management Reserve Subfund	-	244,000	244,600	418,200	173,600	70.97%
	012 Contingency Reserve Subfund	-	5,282,000	5,282,086	123,223	(5,158,863)	-97.67%
	013 Multimodal Transportation Subfund	-	-	-	-	-	0.00%
	016 Building Maintenance Subfund	227,112	56,860	56,904	56,900	(4)	-0.01%
	Total General Fund	33,427,688	39,202,784	38,879,555	34,044,965	(4,834,590)	-12.43%
SPECIAL REVENUE FUNDS	104 Drug Enforcement Fund	66,514	28,200	47,010	20,175	(26,835)	-57.08%
	111 Street Fund	1,358,285	1,313,650	1,316,850	1,406,800	89,950	6.83%
	112 Street Construction Fund	1,381,969	2,840,102	2,247,795	6,223,755	3,975,960	176.88%
	117 Municipal Arts Acquisition Fund	61,050	58,325	65,967	59,891	(6,076)	-9.21%
	118 Memorial Tree Fund	29	28	27	27	-	0.00%
	120 Hotel/Motel Tax Fund	75,654	51,950	69,110	52,870	(16,240)	-23.50%
	121 Employee Parking Permit Fund	19,016	20,140	17,120	18,120	1,000	5.84%
	122 Youth Scholarship Fund	2,110	2,525	2,164	2,025	(139)	-6.42%
	123 Tourism Promotional Arts Fund	22,434	19,000	24,450	19,000	(5,450)	-22.29%
	125 Real Estate Excise Tax 2 Fund	585,447	770,850	862,550	650,600	(211,950)	-24.57%
	126 Real Estate Excise Tax 1 Fund	544,869	590,800	682,550	650,600	(31,950)	-4.68%
	127 Gifts Catalog Fund	10,671	10,759	27,671	20,483	(7,188)	-25.98%
	129 Special Projects Fund	25,207	482,004	460,700	14,700	(446,000)	-96.81%
	130 Cemetery Maintenance/Imp. Fund	140,142	119,850	126,718	119,950	(6,768)	-5.34%
	132 Parks Construction Fund	1,564,212	1,289,414	832,737	1,869,500	1,036,763	124.50%
	136 Parks Trust Fund	36,716	177	228	228	-	0.00%
	137 Cemetery Maintenance Fund	16,868	14,600	11,600	14,600	3,000	25.86%
	138 Sister City Commission Fund	1,432	5,230	3,517	3,517	-	0.00%
	139 Transportation Benefit District Fund	639,180	600,000	640,000	645,000	5,000	0.78%
Total Special Revenue Funds	6,551,805	8,217,604	7,438,764	11,791,841	4,353,077	58.52%	
DEBT SERVICE FUNDS	211 LID Control Fund	104,409	46,700	21,861	22,130	269	1.23%
	213 LID Guaranty Fund	228	151,725	126,890	22,230	(104,660)	-82.48%
	234 2002 LTGO Bond Fund	465,973	478,573	478,573	414,500	(64,073)	-13.39%
	Total Debt Service Funds	570,611	676,998	627,324	458,860	(168,464)	-26.85%
ENTERPRISE FUNDS	421 Water Utility Fund	5,579,786	8,982,374	10,992,757	10,625,680	(367,077)	-3.34%
	422 Storm Utility Fund	2,949,319	5,176,122	7,685,174	3,486,716	(4,198,458)	-54.63%
	423 Sewer/WWTP Utility Fund	7,785,454	10,770,213	14,059,676	11,020,123	(3,039,553)	-21.62%
	Total Enterprise Funds	16,314,559	24,928,709	32,737,607	25,132,519	(7,605,088)	-23.23%
INTERNAL SERVICE FUNDS	511 Equipment Rental Fund	1,312,006	1,076,456	1,098,141	1,361,972	263,831	24.03%
FIDUCIARY FUNDS	617 Firemen's Pension Fund	48,490	94,423	93,018	45,400	(47,618)	-51.19%
TOTAL BUDGET		\$ 58,225,158	\$ 74,196,974	\$ 80,874,409	\$ 72,835,557	\$ (8,038,852)	-9.94%

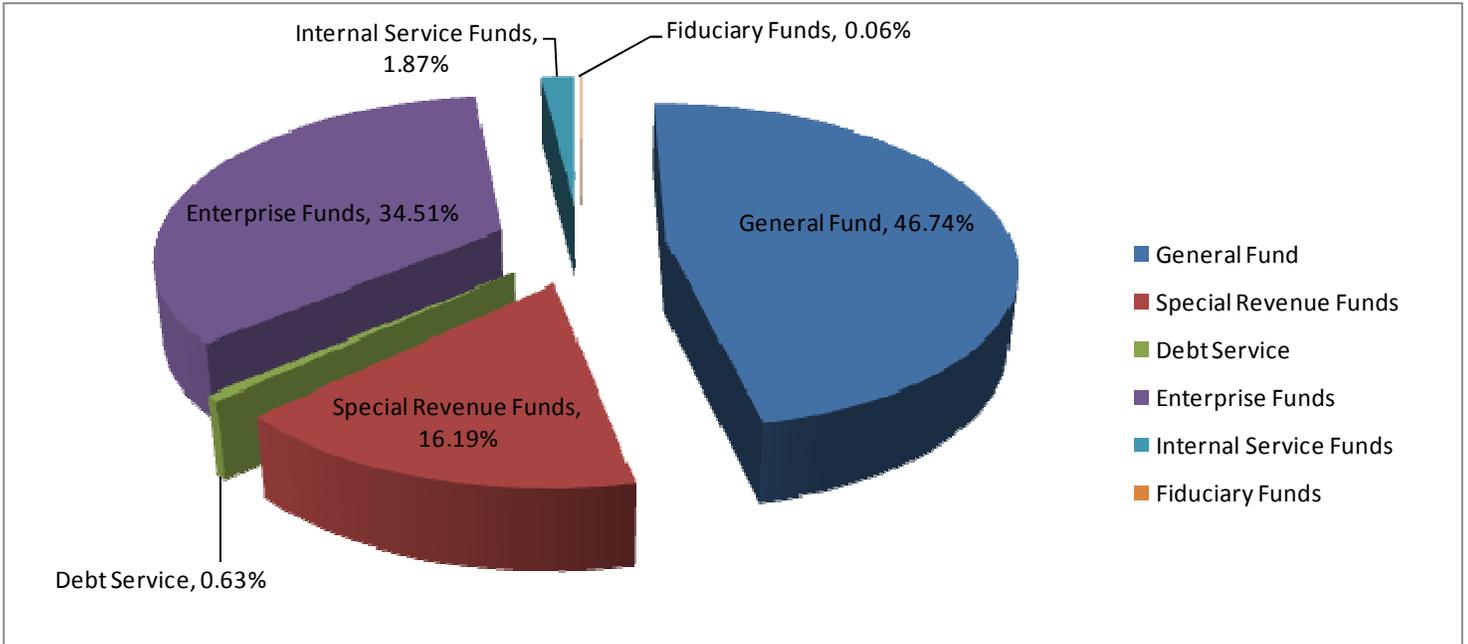
2013 EXPENDITURE SUMMARY - ALL FUNDS

Fund		2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	Change 13-12 Estimate	Change 13-12 Estimate
GENERAL FUND	001 General Fund	\$ 32,040,633	\$ 35,281,328	\$ 34,401,530	\$ 32,836,495	\$ (1,565,035)	-4.55%
	006 Emergency Financial Reserve Subfund	-	1,927,600	1,927,600	-	(1,927,600)	-100.00%
	009 LEOFF Medical Insurance Reserve Subfund	484,767	619,811	600,100	619,400	19,300	3.22%
	010 Reserve Subfund (fire assets)	-	1,339,400	1,339,367	-	(1,339,367)	-100.00%
	011 Risk Management Reserve Subfund	-	-	-	661,000	661,000	100.00%
	012 Contingency Reserve Subfund	-	-	-	-	-	0.00%
	013 Multimodal Transportation Subfund	-	-	-	-	-	0.00%
	016 Building Maintenance Subfund	200,780	245,000	67,990	35,000	(32,990)	-48.52%
	Total General Fund	32,726,180	39,413,139	38,336,587	34,151,895	(4,184,692)	-10.92%
SPECIAL REVENUE FUNDS	104 Drug Enforcement Fund	58,743	80,233	80,000	80,033	33	0.04%
	111 Street Fund	1,463,464	1,625,148	1,551,609	1,557,715	6,106	0.39%
	112 Street Construction Fund	1,162,273	2,940,666	2,319,694	6,304,984	3,985,290	171.80%
	117 Municipal Arts Acquisition Fund	52,710	134,550	78,050	130,600	52,550	67.33%
	118 Memorial Tree Fund	-	-	-	-	-	0.00%
	120 Hotel/Motel Tax Fund	106,871	56,500	55,483	68,500	13,017	23.46%
	121 Employee Parking Permit Fund	26,099	26,086	26,648	26,726	78	0.29%
	122 Youth Scholarship Fund	2,668	4,000	3,680	4,000	320	8.70%
	123 Tourism Promotional Arts Fund	15,796	19,000	19,000	19,000	-	0.00%
	125 Real Estate Excise Tax 2 Fund	592,469	1,055,000	701,500	964,000	262,500	37.42%
	126 Real Estate Excise Tax 1 Fund	741,982	697,717	697,717	662,105	(35,612)	-5.10%
	127 Gifts Catalog Fund	14,744	12,275	12,143	20,020	7,877	64.87%
	129 Special Projects Fund	21,464	483,500	460,700	14,700	(446,000)	-96.81%
	130 Cemetery Maintenance/Imp. Fund	143,255	172,005	161,800	152,761	(9,039)	-5.59%
	132 Parks Construction Fund	1,567,435	1,376,200	637,120	1,887,500	1,250,380	196.26%
	136 Parks Trust Fund	-	6,930	6,930	-	(6,930)	-100.00%
	137 Cemetery Maintenance Fund	-	-	-	-	-	0.00%
	138 Sister City Commission Fund	4,581	4,600	2,700	4,600	1,900	70.37%
	139 Transportation Benefit District Fund	639,180	600,000	640,000	645,000	5,000	0.78%
Total Special Revenue Funds	6,613,733	9,294,410	7,454,774	12,542,244	5,087,470	68.24%	
DEBT SERVICE FUNDS	211 LID Control Fund	-	151,500	126,730	22,130	(104,600)	-82.54%
	213 LID Guaranty Fund	-	244,000	244,000	-	(244,000)	-100.00%
	234 2002 LTGO Bond Fund	465,973	478,573	478,573	388,671	(89,902)	-18.79%
	Total Debt Service Funds	465,973	874,073	849,303	410,801	(438,502)	-51.63%
ENTERPRISE FUNDS	421 Water Utility Fund	4,407,345	9,065,613	7,378,295	9,195,130	1,816,835	24.62%
	422 Storm Utility Fund	2,068,261	4,575,850	3,865,951	4,471,135	605,184	15.65%
	423 Sewer/WWTP Utility Fund	5,699,739	14,600,132	9,574,430	16,854,966	7,280,536	76.04%
	Total Enterprise Funds	12,175,345	28,241,595	20,818,676	30,521,231	9,702,555	46.61%
INTERNAL SERVICE FUNDS	511 Equipment Rental Fund	1,209,926	1,321,334	1,281,824	1,042,840	(238,984)	-18.64%
FIDUCIARY FUNDS	617 Firemen's Pension Fund	102,600	123,515	96,165	108,790	12,625	13.13%
TOTAL BUDGET		\$ 53,293,758	\$ 79,268,066	\$ 68,837,329	\$ 78,777,801	\$ 9,940,472	14.44%

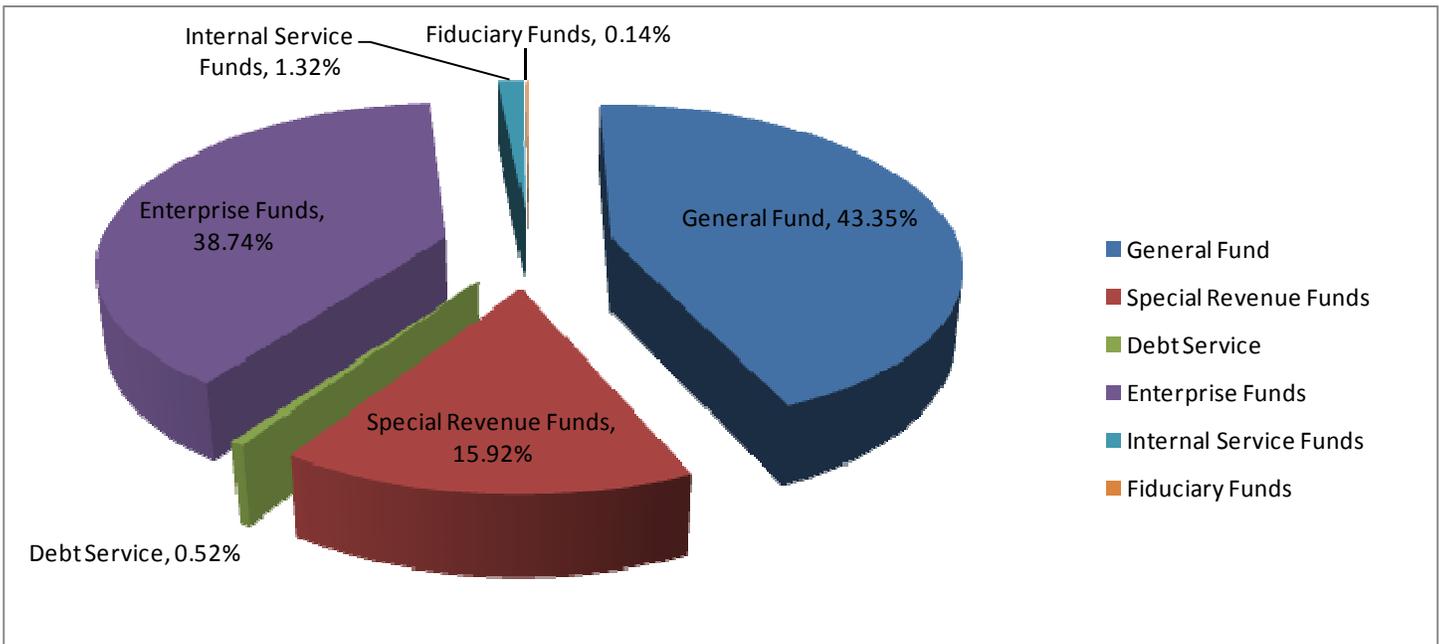
2013 BUDGET SUMMARY - ALL FUNDS

Fund		Beginning Fund Balance	2013 Revenue	2013 Expenditures	Ending Fund Balance
GENERAL FUND	001 General Fund	\$ 1,734,413	\$ 32,846,292	\$ 32,836,495	\$ 1,744,210
	009 LEOFF Medical Insurance Reserve Subfund	320,866	600,350	619,400	301,816
	011 Risk Management Reserve Subfund	244,600	418,200	661,000	1,800
	012 Contingency Reserve Subfund	5,282,086	123,223	-	5,405,309
	013 Multimodal Transportation Subfund	55,859	-	-	55,859
	016 Building Maintenance Subfund	201,126	56,900	35,000	223,026
	Total General Fund		7,838,950	34,044,965	34,151,895
SPECIAL REVENUE FUNDS	104 Drug Enforcement Fund	91,671	20,175	80,033	31,813
	111 Street Fund	157,290	1,406,800	1,557,715	6,375
	112 Street Construction Fund	351,549	6,223,755	6,304,984	270,320
	117 Municipal Arts Acquisition Fund	389,614	59,891	130,600	318,905
	118 Memorial Tree Fund	17,673	27	-	17,700
	120 Hotel/Motel Tax Fund	107,522	52,870	68,500	91,892
	121 Employee Parking Permit Fund	68,049	18,120	26,726	59,443
	122 Youth Scholarship Fund	15,018	2,025	4,000	13,043
	123 Tourism Promotional Arts Fund	65,700	19,000	19,000	65,700
	125 Real Estate Excise Tax 2 Fund	597,690	650,600	964,000	284,290
	126 Real Estate Excise Tax 1 Fund	210,770	650,600	662,105	199,265
	127 Gifts Catalog Fund	209,513	20,483	20,020	209,976
	129 Special Projects Fund	5,841	14,700	14,700	5,841
	130 Cemetery Maintenance/Imp. Fund	48,062	119,950	152,761	15,251
	132 Parks Construction Fund	282,369	1,869,500	1,887,500	264,369
	136 Parks Trust Fund	149,909	228	-	150,137
	137 Cemetery Maintenance Fund	812,679	14,600	-	827,279
	138 Sister City Commission Fund	11,077	3,517	4,600	9,994
	139 Transportation Benefit District Fund	-	645,000	645,000	-
Total Special Revenue Funds		3,591,996	11,791,841	12,542,244	2,841,593
DEBT SERVICE FUNDS	211 LID Control Fund	-	22,130	22,130	-
	213 LID Guaranty Fund	20,786	22,230	-	43,016
	234 2002 LTGO Bond Fund	-	414,500	388,671	25,829
	Total Debt Service Funds		20,786	458,860	410,801
ENTERPRISE FUNDS	421 Water Utility Fund	12,322,592	10,625,680	9,195,130	13,753,142
	422 Storm Utility Fund	7,552,075	3,486,716	4,471,135	6,567,656
	423 Sewer/WWTP Utility Fund	43,942,247	11,020,123	16,854,966	38,107,404
	Total Enterprise Funds		63,816,914	25,132,519	30,521,231
INTERNAL SERVICE FUNDS	511 Equipment Rental Fund	6,479,210	1,361,972	1,042,840	6,798,342
FIDUCIARY FUNDS	617 Firemen's Pension Fund	210,063	45,400	108,790	146,673
TOTAL BUDGET		\$ 81,957,919	\$ 72,835,557	\$ 78,777,801	\$ 76,015,675

Budgeted Revenues by Fund (All Funds) – 2013



Budgeted Expenditures by Fund (All Funds) – 2013



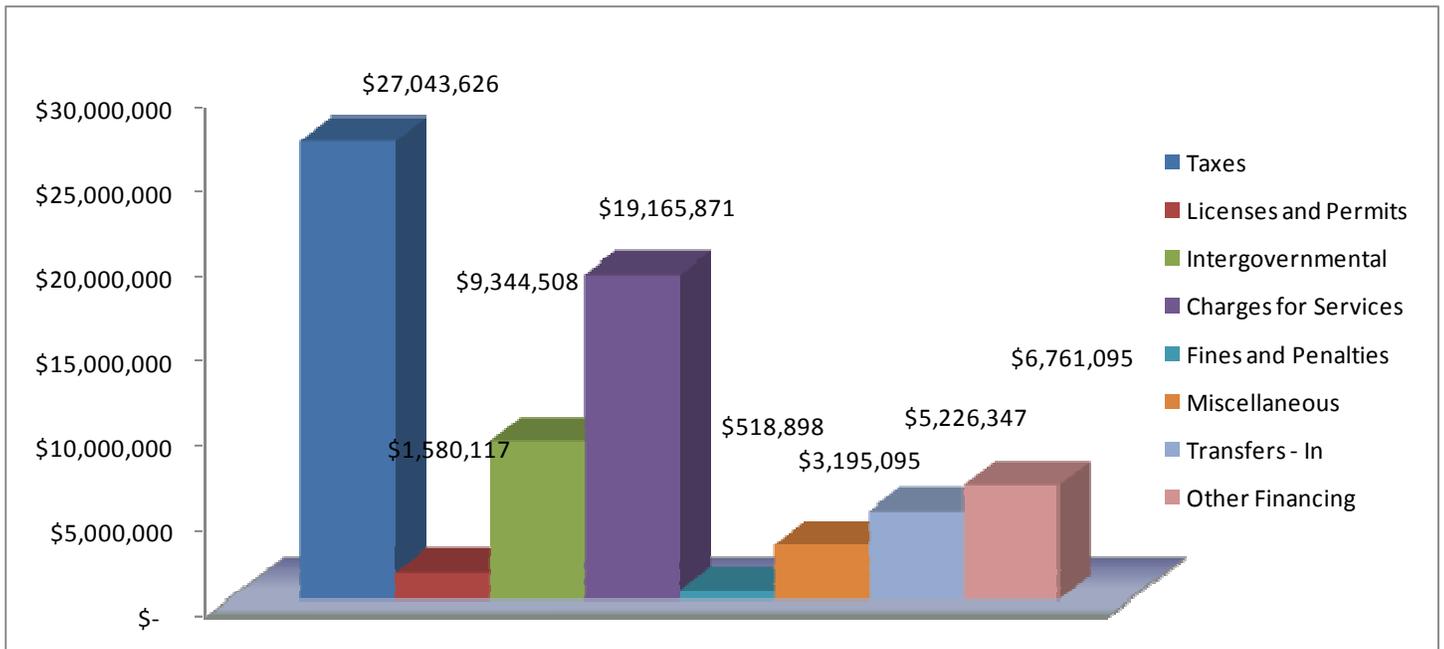
CHANGE IN ENDING FUND BALANCE - ALL FUNDS

Fund		Est. 2012 Ending Fund Balance	Net 2013 Surplus/(Deficit)	2013 Ending Fund Balance	Change in Fund Bal. 13-12
GENERAL FUND	001 General Fund	\$ 1,734,413	\$ 9,797	\$ 1,744,210	0.56%
	009 LEOFF Medical Insurance Reserve Subfund	320,866	(19,050)	301,816	-5.94%
	011 Risk Management Reserve Subfund	244,600	(242,800)	1,800	0.00%
	012 Contingency Reserve Subfund	5,282,086	123,223	5,405,309	2.33%
	013 Multimodal Transportation Subfund	55,859	-	55,859	0.00%
	016 Building Maintenance Subfund	201,126	21,900	223,026	10.89%
Total General Fund		7,838,950	(106,930)	7,732,020	-1.36%
SPECIAL REVENUE FUNDS	104 Drug Enforcement Fund	91,671	(59,858)	31,813	-65.30%
	111 Street Fund	157,290	(150,915)	6,375	-95.95%
	112 Street Construction Fund	351,549	(81,229)	270,320	-23.11%
	117 Municipal Arts Acquisition Fund	389,614	(70,709)	318,905	-18.15%
	118 Memorial Tree Fund	17,673	27	17,700	0.15%
	120 Hotel/Motel Tax Fund	107,522	(15,630)	91,892	-14.54%
	121 Employee Parking Permit Fund	68,049	(8,606)	59,443	-12.65%
	122 Youth Scholarship Fund	15,018	(1,975)	13,043	-13.15%
	123 Tourism Promotional Arts Fund	65,700	-	65,700	0.00%
	125 Real Estate Excise Tax 2 Fund	597,690	(313,400)	284,290	-52.44%
	126 Real Estate Excise Tax 1 Fund	210,770	(11,505)	199,265	-5.46%
	127 Gifts Catalog Fund	209,513	463	209,976	0.22%
	129 Special Projects Fund	5,841	-	5,841	0.00%
	130 Cemetery Maintenance/Imp. Fund	48,062	(32,811)	15,251	-68.27%
	132 Parks Construction Fund	282,369	(18,000)	264,369	0.00%
	136 Parks Trust Fund	149,909	228	150,137	0.15%
	137 Cemetery Maintenance Fund	812,679	14,600	827,279	1.80%
	138 Sister City Commission Fund	11,077	(1,083)	9,994	-9.78%
	139 Transportation Benefit District Fund	-	-	-	0.00%
Total Special Revenue Funds		3,591,996	(750,403)	2,841,593	-20.89%
DEBT SERVICE FUNDS	211 LID Control Fund	-	-	-	0.00%
	213 LID Guaranty Fund	20,786	22,230	43,016	0.00%
	234 2002 LTGO Bond Fund	-	25,829	25,829	0.00%
	Total Debt Service Funds		20,786	48,059	68,845
ENTERPRISE FUNDS	421 Water Utility Fund	12,322,592	1,430,550	13,753,142	11.61%
	422 Storm Utility Fund	7,552,075	(984,419)	6,567,656	-13.04%
	423 Sewer/WWTP Utility Fund	43,942,247	(5,834,843)	38,107,404	-13.28%
	Total Enterprise Funds		63,816,914	(5,388,712)	58,428,202
INTERNAL SERVICE FUNDS	511 Equipment Rental Fund	6,479,210	319,132	6,798,342	4.93%
FIDUCIARY FUNDS	617 Firemen's Pension Fund	210,063	(63,390)	146,673	-30.18%
TOTAL BUDGET		\$ 81,957,919	\$ (5,942,244)	\$ 76,015,675	-7.25%

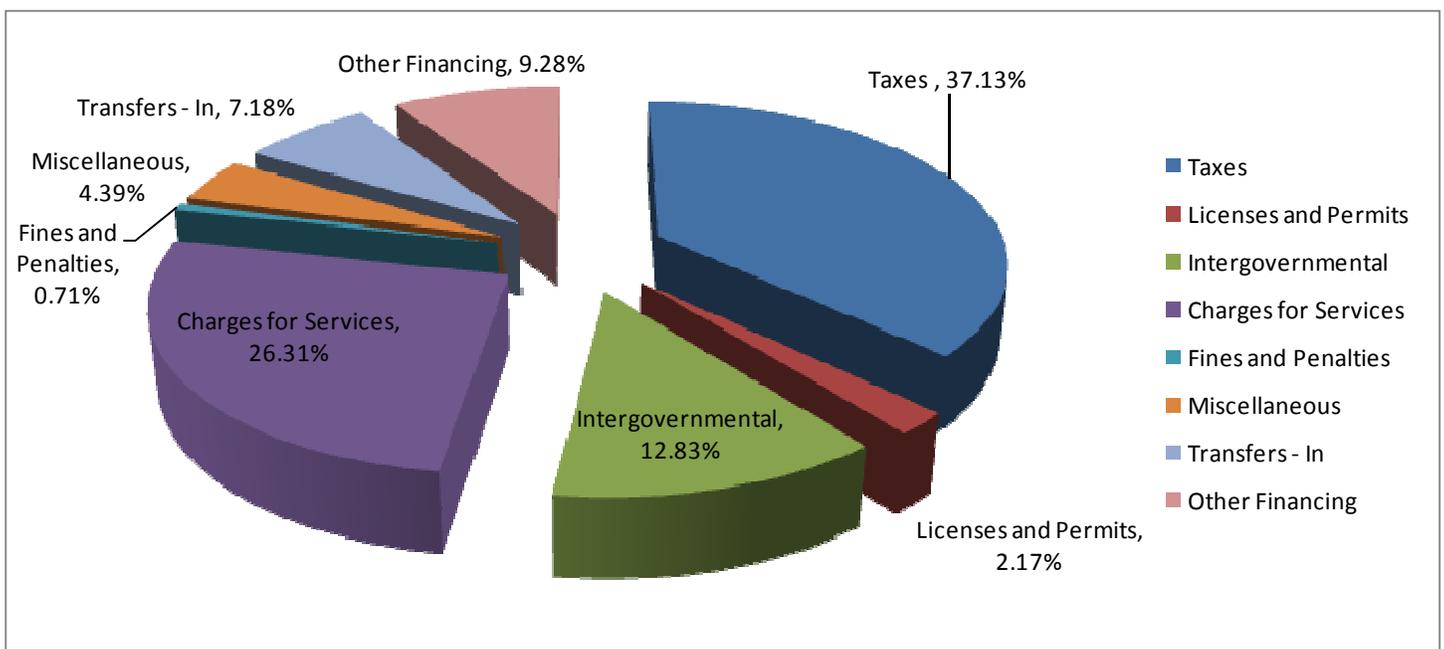
REVENUE SUMMARY - ALL FUNDS

	2010	2011	2012	2013
	Actual	Actual	Estimate	Budget
Beginning Fund Balance	\$ 81,156,758	\$ 83,099,453	\$ 85,850,951	\$ 81,957,919
REVENUES				
Property Taxes	13,672,874	13,436,557	13,321,904	13,472,494
Sales and Use Taxes	5,083,431	5,286,262	5,484,796	5,512,523
Utility Taxes	5,984,188	6,232,489	6,398,758	6,484,143
Excise Taxes	1,561,363	1,368,159	1,635,229	1,574,466
Taxes Total	26,301,857	26,323,467	26,840,687	27,043,626
Business Licenses and Permits	1,206,402	1,117,463	1,122,582	1,139,906
Building Permits and Fees	459,823	574,688	454,812	440,211
Licenses & Permits Total	1,666,225	1,692,151	1,577,394	1,580,117
Intergovernmental Total	5,534,253	6,264,256	7,283,373	9,344,508
General Government	64,403	65,382	58,245	51,456
Security	945,629	967,405	929,568	943,524
Utilities & Environment	12,220,920	13,256,213	13,722,928	14,626,052
Transportation	1,172,912	648,406	643,711	648,213
Economic Environment	319,956	626,981	293,731	305,568
Culture and Recreation	1,007,781	1,023,051	986,275	1,047,060
Interfund Services	1,300,442	1,420,349	1,386,528	1,543,998
Charges for Services Total	17,032,044	18,007,788	18,020,986	19,165,871
Fines and Penalties Total	625,317	690,829	546,242	518,898
Investment Earnings	87,383	60,632	44,185	47,973
Rents and Concessions	395,620	391,047	387,605	373,530
Internal Service Fund Misc. Rev	1,339,607	1,224,313	1,052,791	1,344,372
Contributions/Donations	65,776	54,257	156,223	39,208
Special Assessments	64,960	88,971	16,940	17,000
Other Misc Revenue	817,951	694,859	662,669	1,373,012
Sale of Capital Assets	1,011,658	46,184	16,409	-
Miscellaneous Total	3,782,955	2,560,263	2,336,822	3,195,095
Transfers In	3,564,514	2,268,137	8,941,283	5,226,347
Other Financing	362,043	418,267	15,327,622	6,761,095
Total Revenues & Transfers	58,869,208	58,225,158	80,874,409	72,835,557
Total Resources Available (Including Fund Balance)	\$ 140,025,966	\$ 141,324,611	\$ 166,725,360	\$ 154,793,476

Revenue Budget by Type (All Funds) – 2013



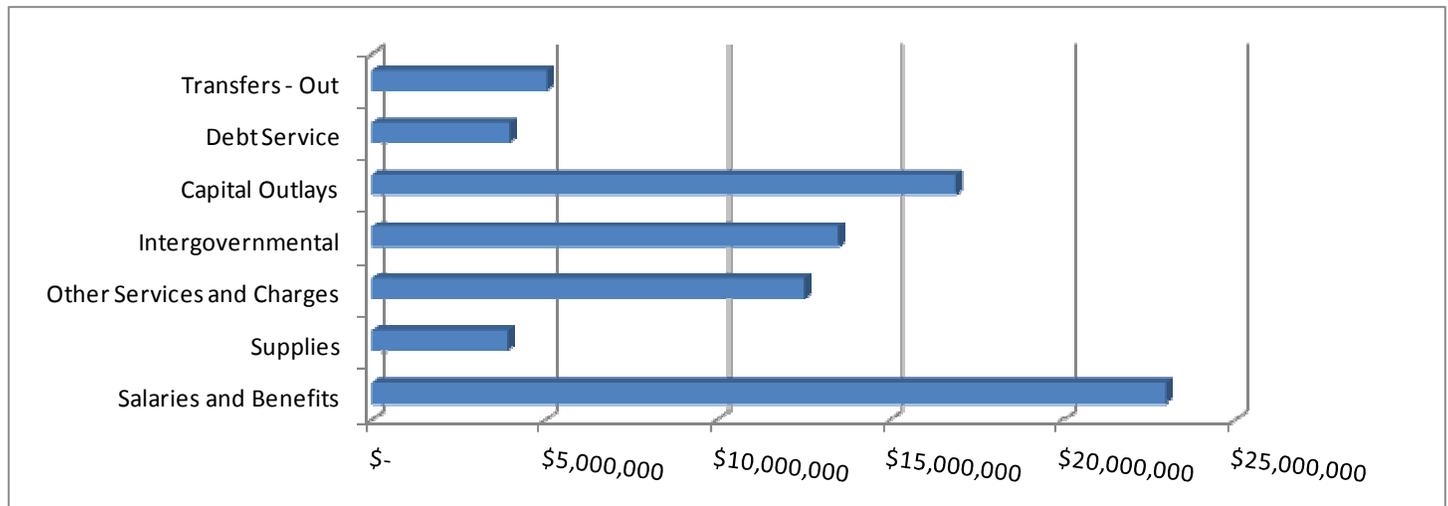
Percentage Revenue by Type (All Funds) – 2013



EXPENDITURE SUMMARY - ALL FUNDS

	2010 Actual	2011 Actual	2012 Estimate	2013 Budget
EXPENDITURE				
Salaries	\$ 15,869,784	\$ 16,020,010	\$ 16,837,616	\$ 16,514,103
Benefits	6,551,471	6,185,270	6,153,828	6,430,839
Total Salaries and Benefits	22,421,255	22,205,281	22,991,444	22,944,942
Total Supplies	3,242,006	3,435,870	3,684,115	3,923,664
Professional Services	2,924,829	2,964,172	5,119,056	7,163,451
Communication	267,900	277,191	281,276	288,845
Travel	34,120	31,196	34,335	55,992
Advertising	100,617	89,745	104,351	93,775
Rental/Lease	159,469	152,745	157,614	155,860
Insurance	936,969	979,568	793,173	755,714
Utilities	1,569,334	1,685,046	1,705,102	1,669,350
Repairs & Maintenance	546,389	635,960	582,036	698,167
Miscellaneous	936,080	898,038	938,166	1,625,710
Total Other Services and Charges	7,475,708	7,713,661	9,715,109	12,506,864
Total Intergovernmental Services	12,938,444	12,532,149	12,752,992	13,483,068
Total Capital Outlays	1,443,736	1,845,254	6,543,180	16,913,380
Total Debt Service	2,970,172	2,956,173	4,174,602	3,941,432
EXPENDITURE TOTAL	50,491,321	50,688,387	59,861,442	73,713,350
Transfers Out	3,564,514	2,268,137	8,941,283	5,026,347
Depreciation Expense	2,888,312	2,781,736	-	-
Payment to Fiscal Agent	-	40,511	34,604	38,104
TOTAL EXPENDITURES & TRANSFERS	56,944,146	55,778,771	68,837,329	78,777,801
Ending Fund Balance	83,099,453	85,850,951	95,618,763	76,015,675
Total All Uses with Fund Balance	\$ 140,043,599	\$ 141,629,722	\$ 164,456,092	\$ 154,793,476

2013 Expenditure Budget by Type

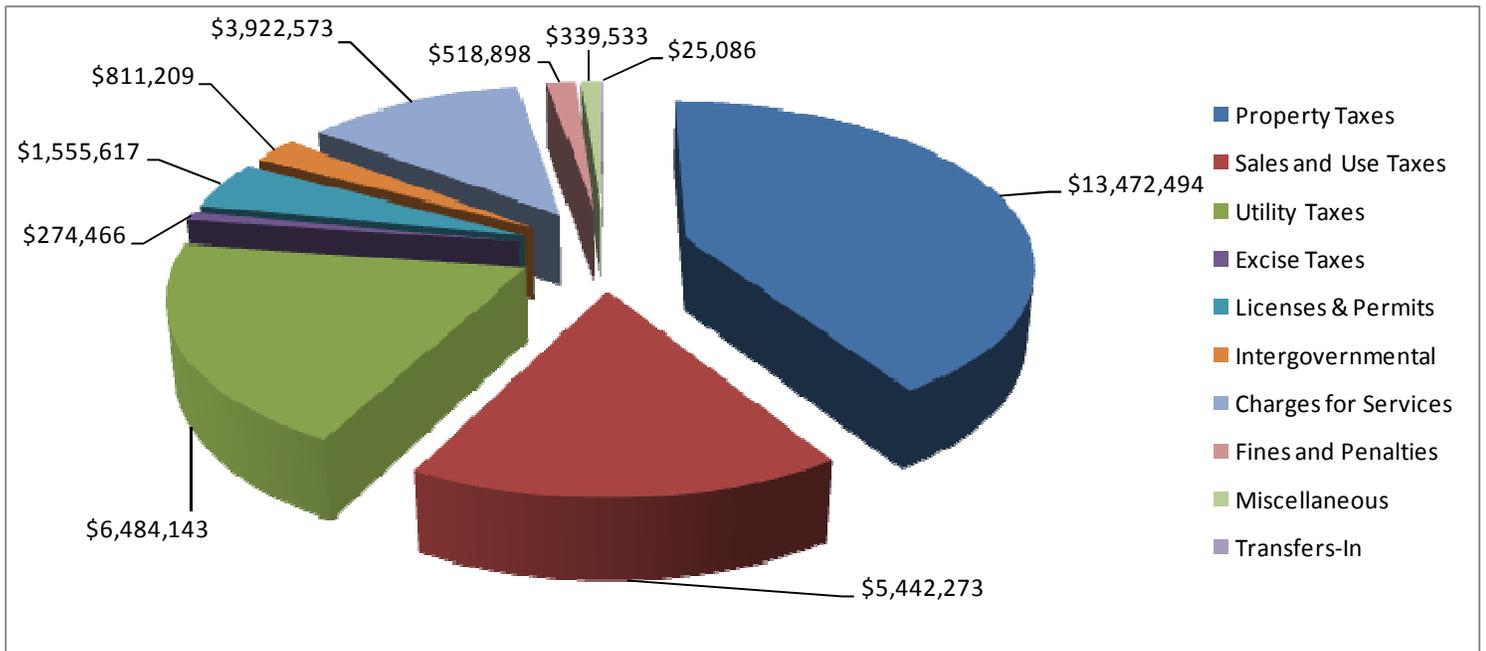


2013 General Fund Revenue

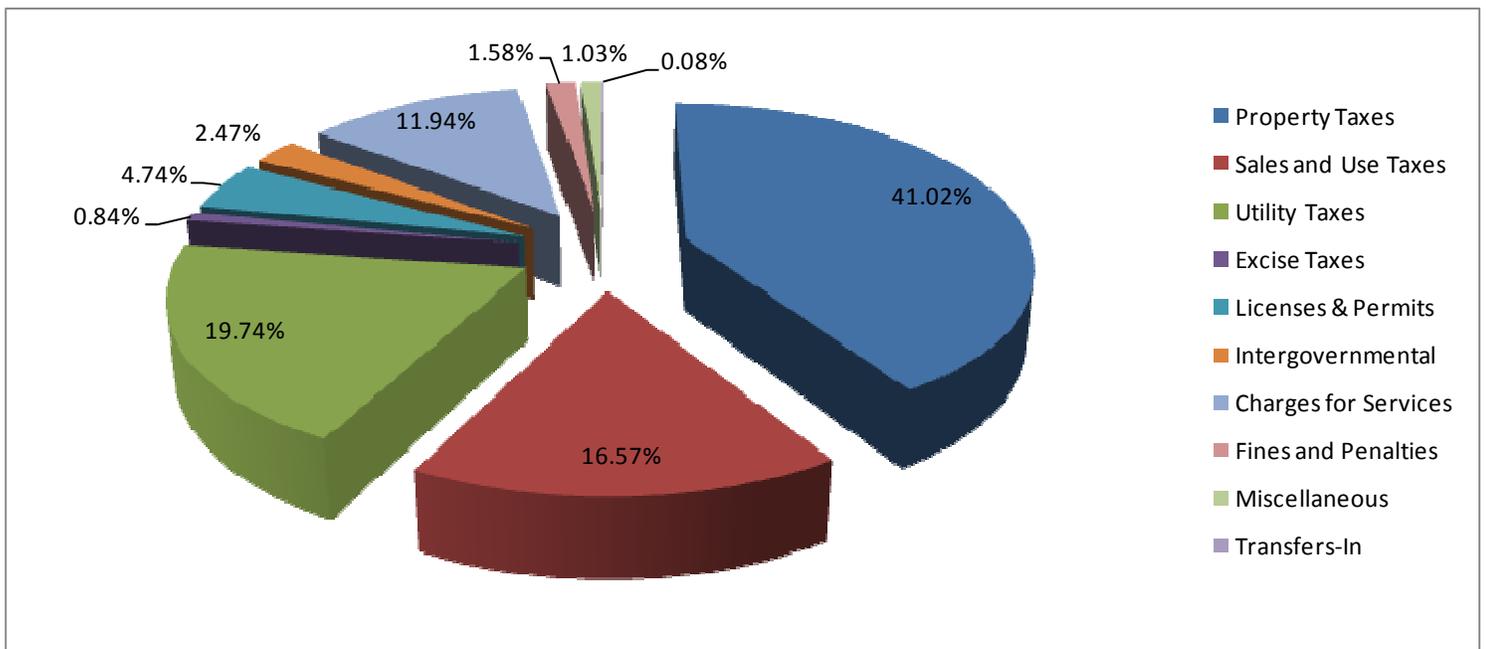
General Fund revenue for 2013, excluding fund balances, is \$32.9 million; an increase of 0.5% from the 2012 year-end estimate.

General Fund Revenues	2010 Actual	2011 Actual	2012 Estimate	2013 Budget
Property Taxes	\$ 13,672,874	\$ 13,436,557	\$ 13,321,904	\$ 13,472,494
Sales and Use Taxes	5,015,245	5,210,771	5,398,546	5,442,273
Utility Taxes	5,984,188	6,232,489	6,398,758	6,484,143
Excise Taxes	303,114	280,162	271,229	274,466
Tax Total	24,975,421	25,159,978	25,390,437	25,673,376
Business Licenses & Franchise Fees	1,206,402	1,117,463	1,122,582	1,139,906
Building Permits and Fees	436,013	548,833	429,812	415,711
Licenses & Permits Total	1,642,415	1,666,296	1,552,394	1,555,617
Intergovernmental Total	1,189,474	1,035,371	1,150,241	811,209
General Government	25,625	24,755	20,945	21,156
Public Safety	945,629	967,405	929,568	943,524
Engineering Services	100,265	156,820	140,028	143,054
Transportation	583,141	(320)	211	213
Plan Check and Review Fees	285,215	319,459	264,231	275,568
Culture and Rec Fees	974,321	990,370	955,275	1,016,060
Interfund Charges for Services	1,284,137	1,401,380	1,353,228	1,522,998
Charges for Services Total	4,198,333	3,859,869	3,663,486	3,922,573
Fines and Penalties Total	624,447	690,079	545,442	518,898
Investment Earnings	20,120	13,204	10,876	14,741
Rents, Leases & Concessions	348,840	333,403	325,105	311,030
Contributions & Donations	5,159	5,218	9,156	5,700
Other Misc Revenue	17,608	22,491	15,313	8,062
Sale of Capital Assets & Ins. Recoveries	968,872	10,263	-	-
Miscellaneous Total	1,360,599	384,579	360,450	339,533
Transfers In	575,004	25,086	32,016	25,086
Total Revenues & Transfers	\$ 34,565,693	\$ 32,821,257	\$ 32,694,466	\$ 32,846,292

General Fund Revenue – 2013



Percentage General Revenue by Type – 2013

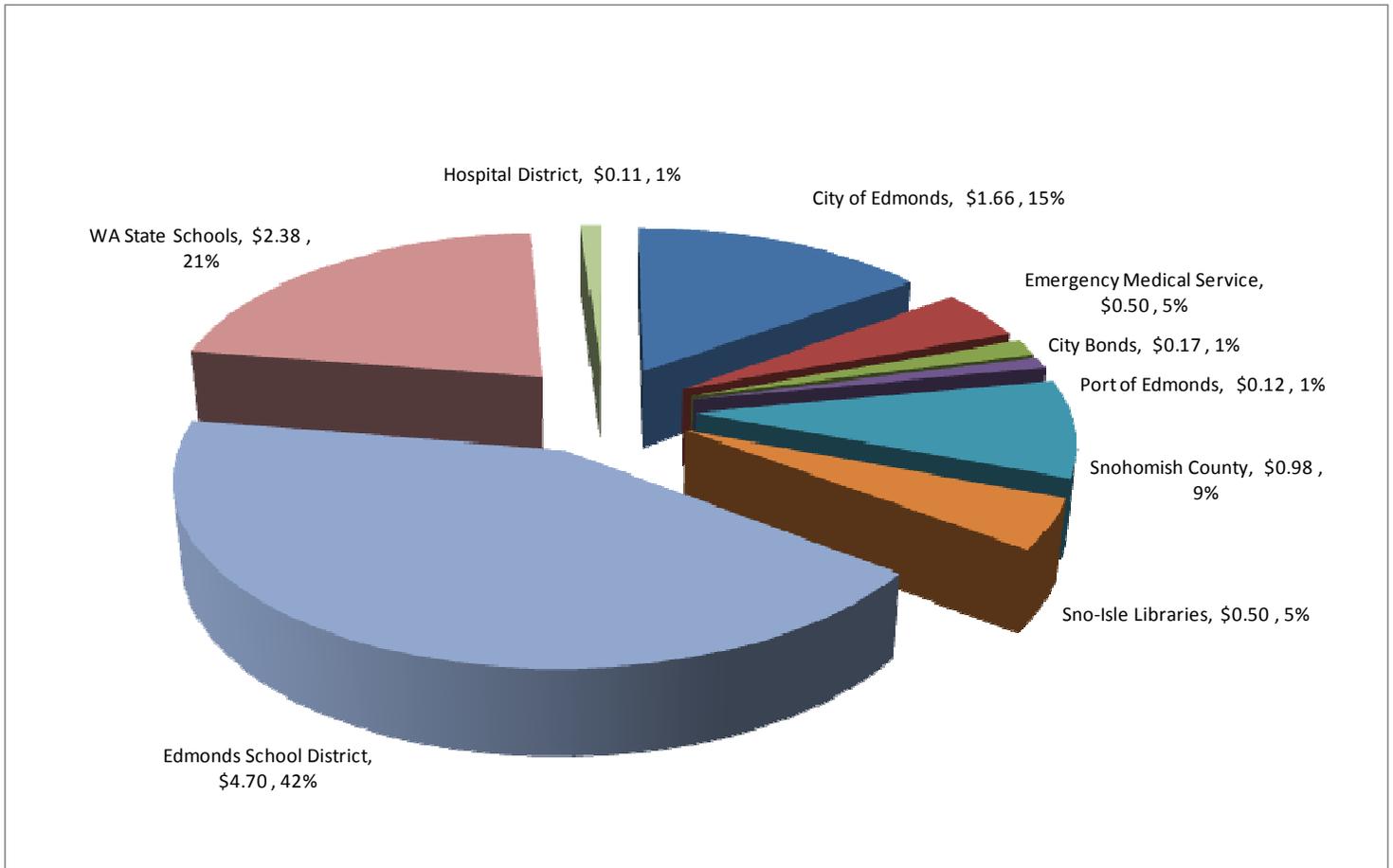


MAJOR REVENUE SOURCES

PROPERTY TAX

Property taxes are the City’s largest revenue source at \$13.5 million in 2013, or 41% of the total revenue supporting the General Fund. These taxes pay for the City’s general operations such as services provided by the Police, Public Works Department and Parks. Including the EMS levy and voted bond levy, the City receives 21% of property taxes paid by Edmonds property owners.

2012 Property Tax Rates by Jurisdiction



The City of Edmonds receives a relatively small percentage of a property owner’s tax bill (15% for the regular tax levy). In comparison, the Edmonds School District and WA State Schools taken together account for 64% of the property tax bill, Port of Edmonds, EMS, Snohomish County, and the Hospital District receive 15%, and the Snohomish County Library District get 5%. Property taxes are distributed to the following jurisdictions:

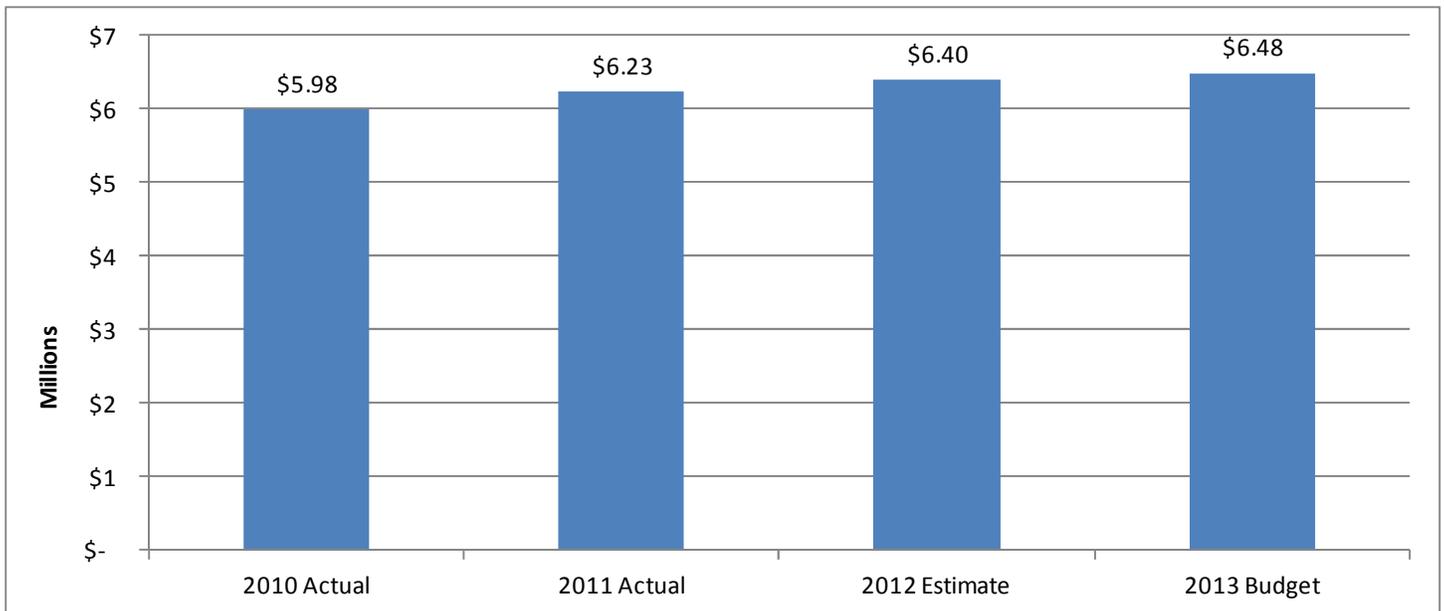
2012 Property Tax Rate per \$1,000 of Assessed Value		
Government Agency	Tax Rate	% of Total
City of Edmonds	\$ 1.66	14.9%
Emergency Medical Service	0.50	4.5%
City Bonds	0.17	1.5%
Total, City of Edmonds	2.33	20.9%
Port of Edmonds	0.12	1.0%
Snohomish County	0.98	8.8%
Sno-Isle Libraries	0.50	4.5%
Edmonds School District	4.70	42.3%
WA State Schools	2.38	21.4%
Hospital District	0.11	1.0%
Total	\$ 11.11	100.0%

UTILITY TAX

The City collects utility taxes of 10% for stormwater and sewer utilities. The City also collects 18.7% utility tax for the water utility, a portion of which is dedicated to maintenance of the City’s 1,100+ fire hydrants. In addition to taxes imposed on City provided utilities, there is also a utility tax of 6% for telephone, cable TV, natural gas and electricity and 10% for solid waste.

Total utility taxes collected in 2011 were \$6.2 million, or 19.0% of General Fund revenue, which comprises the City’s second largest revenue source.

Utility Tax Collection by Year



SALES TAX

The City receives revenues from two sources of sales tax. The main source of sales tax, \$4.9 million in 2013, is the City-imposed 0.85% on retail sales as shown below. The City also receives a portion of the sales tax collected by Snohomish County for Criminal Justice. This is collected countywide and distributed to all cities on a per capita basis. These two revenues account for 15% of the City’s General Fund revenue, making sales tax the third largest revenue source for the General Fund.

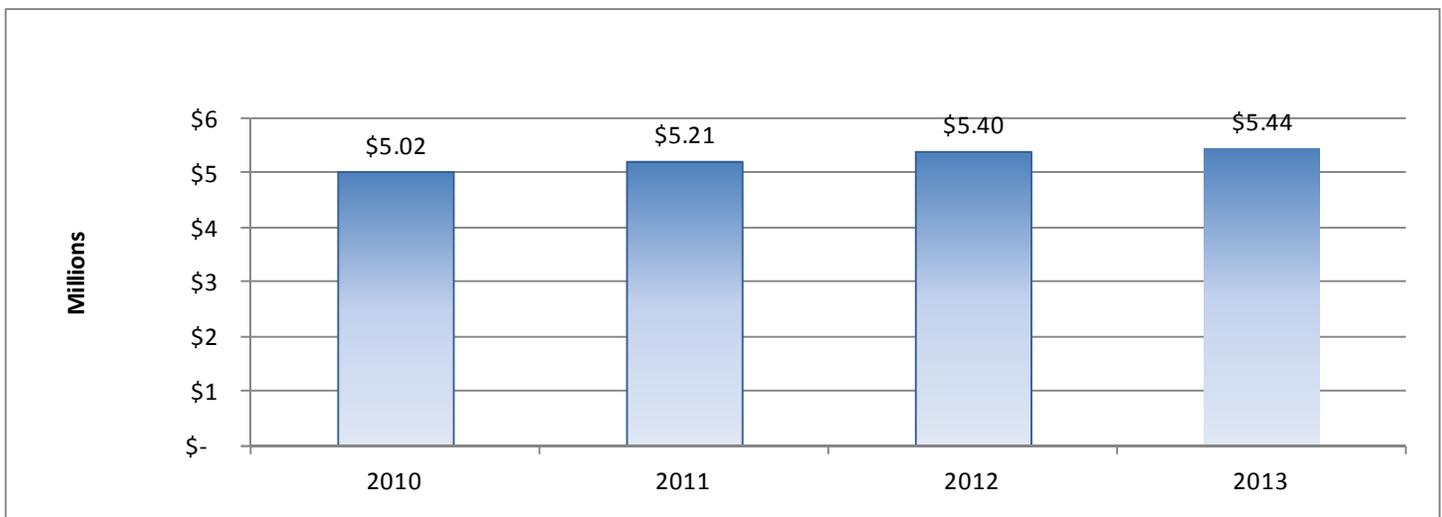
The sales tax rate in the City of Edmonds is the state allowable 9.5% on retail goods. The chart below summarizes how the 9.5% tax collected is divided between various governmental entities.

Sales Tax Distribution by Government Entity

	Percent	Percent of Total
Washington State	6.50%	68.42%
City of Edmonds	0.85%	8.95%
Snohomish County	0.25%	2.63%
Snohomish County Criminal Justice	0.10%	1.05%
Regional Transit Authority	0.90%	9.47%
Snohomish County Public Transportation Benefit Area	0.90%	9.47%
Total Sales Tax on \$100 of retail goods	9.50%	100.00%

From 2010 to 2011, the City’s sales tax collection grew 5.0%. The following chart shows the change in sales tax since 2009, along with forecasted sales tax revenues for 2013. The City is assuming a 4.8% increase in sales taxes for 2013 from 2011 actual sales tax revenue and a 4.0% increase in 2013 from the 2012 budget.

Sales Tax by Year
(Shaded boxes represent budget estimates)



The retail sales tax makes up the majority of total sales and use tax receipts for the City. Retail sales taxes are reported by major industry code (NAICS classification). Below is sales tax reported by major industry for the last six complete years.

Retail Sales Tax Collection by Sector

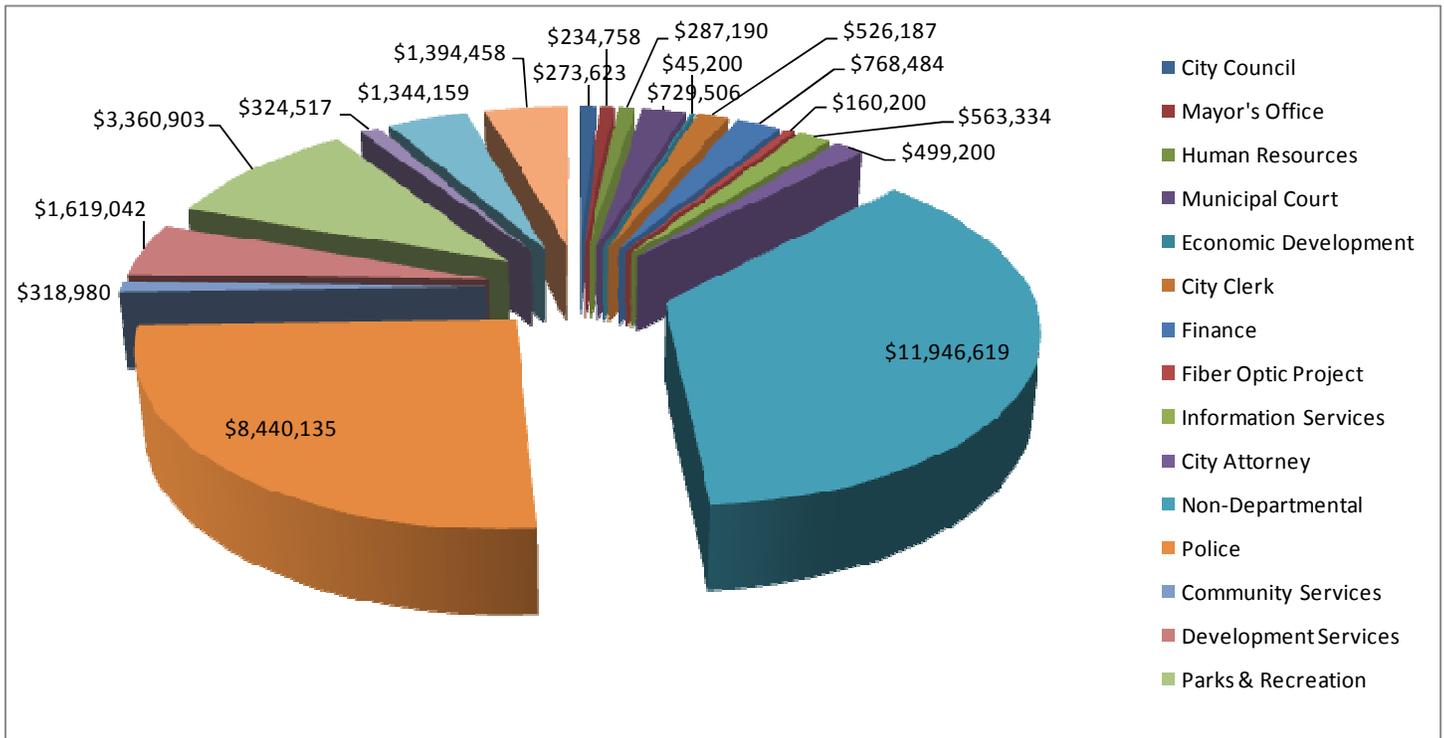
Major Industry Sector	2006	2007	2008	2009	2010	2011
Unknown	\$ 26,574	\$ 26,737	\$ 12,606	\$ 6,244	\$ 33,893	\$ 69,170
Agriculture, Forestry, Fishing	1,834	1,033	1,482	1,458	1,646	1,574
Mining	61	170	444	76	298	808
Utilities	3,280	4,478	4,645	3,851	4,021	4,659
Construction	982,762	965,479	828,660	655,647	545,028	625,730
Manufacturing	40,779	59,314	67,128	61,807	55,942	55,860
Wholesale Trade	141,171	190,169	215,628	205,592	185,223	219,404
Retail Trade - Motor Vehicle and Parts Dealer	1,579,650	1,570,752	1,102,433	1,018,023	1,030,521	1,028,350
Retail Trade - Furniture and Home Furnishings	72,843	74,640	78,673	81,596	92,878	87,445
Retail Trade - Electronics and Appliances	48,473	47,232	38,700	43,864	50,631	58,030
Retail Trade - Building Material and Garden	39,999	41,953	45,537	42,346	47,191	43,452
Retail Trade - Food and Beverage Stores	192,965	203,501	211,070	218,450	225,745	218,015
Retail Trade - Health and Personal Care Store	56,494	58,696	62,468	66,063	107,829	99,429
Retail Trade - Gasoline Stations	32,566	40,459	33,834	31,362	31,516	31,059
Retail Trade - Clothing and Accessories	190,069	189,438	183,199	186,227	189,570	195,484
Retail Trade - Sporting Goods, Hobby, Books	32,915	33,036	21,737	16,777	23,108	25,492
Retail Trade - General Merchandise Stores	63,597	68,444	77,903	87,751	94,847	91,504
Retail Trade - Miscellaneous Store Retailers	208,278	198,751	203,376	198,979	201,436	185,481
Retail Trade - Nonstore Retailers	80,068	86,934	96,489	95,361	106,656	127,338
Transportation and Warehousing	10,399	15,601	9,187	8,840	9,559	11,780
Information	192,720	206,668	214,375	214,693	214,244	204,967
Finance and Insurance	33,171	28,808	33,368	26,018	23,174	30,992
Real Estate, Rental, Leasing	91,645	116,475	99,485	78,451	74,411	72,738
Prof, Sci, Technical Svcs	101,957	104,543	93,900	81,511	87,491	110,917
Admin, Supp, Remed Svcs	158,167	184,604	216,656	124,608	123,388	132,388
Educational Services	4,463	4,360	5,293	5,731	5,819	6,137
Health Care Social Assistance	45,307	41,824	35,092	33,507	36,151	44,429
Arts, Entertain, Recreation	65,307	63,678	61,298	59,814	57,339	65,243
Accommodation and Food Svcs	538,400	563,804	555,704	547,498	563,254	600,509
Other Services	155,636	180,378	178,362	164,397	181,475	175,051
Public Administration	104,545	92,873	63,598	59,457	63,984	66,808
Total Retail Sales Tax Collections	\$ 5,296,094	\$ 5,464,833	\$ 4,852,329	\$ 4,425,997	\$ 4,468,265	\$ 4,690,244

General Fund Expenditures by Department							
	2009	2010	2011	2012	2013	11-12	12-13
	Actual	Actual	Actual	Estimate	Budget	% Change	% Change
City Council	\$ 274,246	\$ 295,489	\$ 286,824	\$ 253,233	\$ 273,623	-11.71%	8.05%
Mayor's Office	245,006	248,201	252,916	232,299	234,758	-8.15%	1.06%
Human Resources	263,763	274,056	291,919	231,603	287,190	-20.66%	24.00%
Municipal Court	724,023	736,393	768,608	714,443	729,506	-7.05%	2.11%
Economic Development	7,461	39,381	31,975	133,380	45,200	317.14%	-66.11%
City Clerk	470,052	485,484	501,950	598,461	526,187	19.23%	-12.08%
Finance	632,107	539,232	711,664	736,793	768,484	3.53%	4.30%
Fiber Optic Project	169,883	76,234	24,606	24,872	160,200	1.08%	544.10%
Information Services	464,183	643,938	617,476	605,694	563,334	-1.91%	-6.99%
City Attorney	556,410	703,824	563,048	495,200	499,200	-12.05%	0.81%
Non-Departmental	4,947,601	13,126,261	11,298,149	13,412,394	11,946,619	18.71%	-10.93%
Police	8,808,722	8,437,279	8,482,165	8,831,676	8,440,135	4.12%	-4.43%
Fire Services	7,627,727	27,435	-	-	-	0.00%	0.00%
Community Services	354,364	383,272	311,164	316,772	318,980	1.80%	0.70%
Development Services	1,690,286	1,605,427	1,666,687	1,581,159	1,619,042	-5.13%	2.40%
Parks, Recreation and Cultural Services	3,036,037	3,334,651	3,312,869	3,310,514	3,360,903	-0.07%	1.52%
Public Works	297,474	371,086	272,662	312,470	324,517	14.60%	3.86%
Facilities Maintenance	1,299,004	1,346,281	1,438,703	1,307,855	1,344,159	-9.09%	2.78%
Engineering	1,004,351	1,105,567	1,207,248	1,302,712	1,394,458	7.91%	7.04%
Total Expenditures	\$ 32,872,698	\$ 33,779,491	\$ 32,040,633	\$ 34,401,530	\$ 32,836,495	7.37%	-4.55%

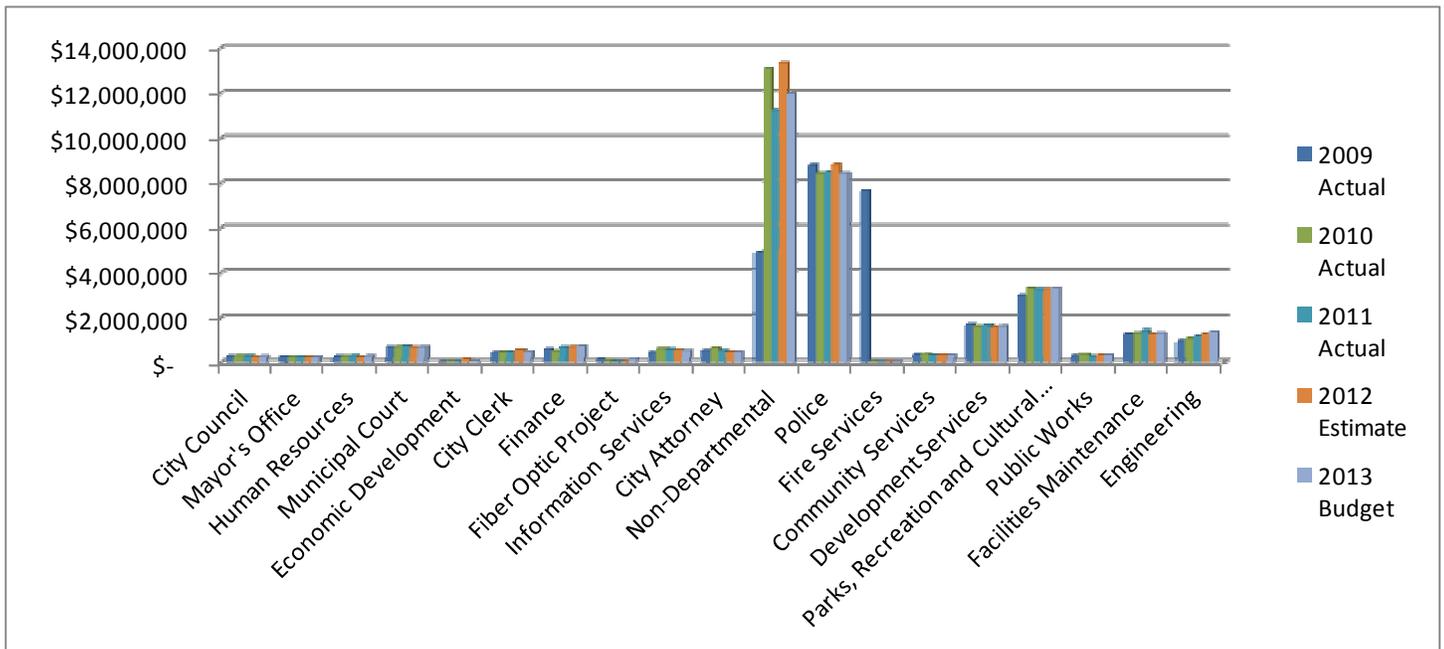
The Mayor implemented a three-pronged approach to dealing with actual and projected revenue declines, particularly in the area of property and sales tax receipts, as well as increasing costs. The approach adopted by the administration was to 1) implement an across-the-board expenditure reduction in all departments, 2) reduce the employer's cost health insurance premiums by selection of an alternate provider, and 3) reduce overall staffing levels through a voluntary separation incentive program.

Many of the reductions found above in 2013 compared to 2012 reflect the efforts of the City to reduce the cost of operations. This was accomplished through targeted program reductions in certain departments, staffing reductions, decreased costs related to health insurance, and lower levels of staffing due to the voluntary separation program. The three-pronged budget strategy resulted in a \$1.5 million reduction in the cost of operations in the General Fund in 2013, which is partially offset by changes in revenue and uncontrollable or mandatory cost increases.

2013 General Fund Expenditures by Department



General Fund Expenditures by Department (2009-2013)



DECISION PACKAGES

2013 Proposed Budget Decision Packages						
Decision Package	Duration	Budget Year 2013	Fund			
			General 001	Water Utility 421	Storm Utility 422	Sewer Utility 423
Council						
None						
Mayor						
None						
Municipal Court						
None						
Admin Services						
Diverse Fiber Route to Hwy 99	One Time	60,000	60,000			
Fiber Optic Customer Development	One Time	40,000	40,000			
Police						
None						
Community Services/ Econ. Development						
None						
Development Services						
None						
Parks, Recreation and Cultural Services						
PROS Plan	One Time	125,000	125,000			
Public Works						
Engineering FTE	Ongoing	95,890		31,963	31,963	31,963
Grand Total		320,890	225,000	31,963	31,963	31,963



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General Fund



Fund:	General		Fund #:	001
Department:	All Departments		Department #:	
Cost Center	All Cost Centers		Cost Center #:	

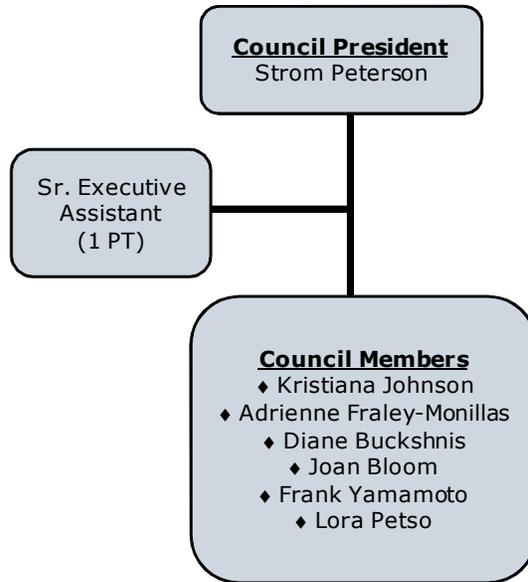
Program	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change 13-12 Budget	% Change 13-12 Budget	\$ Change 13-12 Estimate	% Change 13-12 Estimate
City Council	\$ 286,824	\$ 269,812	\$ 253,233	\$ 273,623	\$ 3,811	1%	\$ 20,390	8%
Mayor's Office	252,916	253,184	232,299	234,758	(18,426)	-7%	2,459	1%
Human Resources	291,919	286,799	231,603	287,190	391	0%	55,587	24%
City Clerk	501,950	609,840	598,461	526,187	(83,653)	-14%	(72,274)	-12%
City Attorney	563,048	495,000	495,200	499,200	4,200	1%	4,000	1%
Municipal Court	768,608	779,038	714,443	729,506	(49,532)	-6%	15,063	2%
Finance Department	711,664	754,734	736,793	768,484	13,750	2%	31,691	4%
Information Services	642,082	657,841	630,566	723,534	65,693	10%	92,968	15%
Non-Departmental	10,803,156	13,414,538	13,412,394	11,946,619	(1,467,919)	-11%	(1,465,775)	-11%
Police	8,977,159	9,165,244	8,831,676	8,440,135	(725,109)	-8%	(391,541)	-4%
Comm Serv/Econ Dev	343,138	465,810	450,152	364,180	(101,630)	-22%	(85,972)	-19%
Development Serv	1,666,687	1,658,272	1,581,159	1,619,042	(39,230)	-2%	37,883	2%
Parks and Recreation	3,312,869	3,506,852	3,310,514	3,360,903	(145,949)	-4%	50,389	2%
Public Works	2,918,613	2,964,364	2,923,037	3,063,134	98,770	3%	140,097	5%
	<u>\$ 32,040,633</u>	<u>\$ 35,281,328</u>	<u>\$ 34,401,530</u>	<u>\$ 32,836,495</u>	<u>\$ (2,444,833)</u>	<u>-7%</u>	<u>\$ (1,565,035)</u>	<u>-5%</u>

*2012 Budget and 2012 Estimate as of 10/16/2012



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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.

Budget Narrative

SALARIES 110:

COUNCIL SALARIES:

In 2012 Councilmember’s were paid \$600 a month base pay, and \$50 per meeting attended up to 8 meetings per month (4 council meetings are counted in those 8) along with a benefit package which included health benefits for Councilmembers only.

The 2012 Citizen’s Commission on Compensation for Elected Officials recommended a change to how Councilmembers are paid in 2013. Below is the recommendation made by the Commission and the resulting impact on the 2013 Council budget*:

Recommendation:

The Commission unanimously recommends Option 2B. The other options are simply offered as alternatives if option 2B is not acceptable to Council. Option 2B provides the maximum flexibility possible for Council members to have personal choice and receive compensation in the form that is most important to them. This additional flexibility addresses many of the issues raised in our interviews with current and former elected officials. We recommend a flexible compensation system as a strategic approach to make running for office more attractive to people from diverse backgrounds and to help attract candidates to public service.

The Commission is not recommending additional authorized salary and benefits amounts. The Commission recommends a more flexible approach to utilizing the existing authorized salary and benefit amounts.

Option 2B will result in minimal increased costs. In this option, all Council Members would be compensated at the maximum meeting rate. Because the 2012 budget was developed on the average amount used by Council for meetings, it currently only represents 6 meetings per month per Council member. The budget impact for this recommendation is \$100 per month per Council Member, but does not exceed the amount each Council member is already eligible for.

The Commission recommends the benefits package for Council Members remain unchanged. However, the Commission recommends that any future change to the health care benefits package, (either plan, or contribution rate) for non represented employees also apply to the Council. The health care benefits package for Council Members currently mirrors that of non-represented employees.

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

Option #2B

Combine all possible compensation into a lump sum, including maximum meeting pay (\$400), current base pay (\$600) and health insurance contribution from the city (\$567), for a total of \$1,567 per Council member. Continue a \$200 monthly salary differential for the Council Chair for a total of \$1,767 for the Council President.

Allow each Council member to receive the full amount in any combination of the following: salary, paid health care premiums for themselves and/or family members, or contributions to a deferred compensation account.

***Impact:**

The City's legal advisor has stated that there does not appear to be any Washington law restricting a city or local government from implementing this type of compensation for elected officials, which is often referred to as a cafeteria plan.

In addition, because this recommendation does not increase the compensation for Council members, just changes the method of payment, this can be effective starting January 1, 2013 for all seated Council members.

There is minimal administrative work involved to make these changes. Payroll deductions are already in place for deferred compensation, health care premiums and salary. The full budget amount for 8 meetings per Councilmember per month will have to be figured back into the budget for 2013.

Allow each Council member to receive the full amount in any combination of the following: salary, paid health care premiums for themselves and/or family members, or contributions to a deferred compensation account.

Salaries - Staff: Changed to bring salary commensurate with non-representative employees.

Overtime: Decrease in Council Assistant overtime hours for videotaping Council Meetings.

Benefits – Council: Decrease in Council medical benefits due to change in medical insurance carrier.

Benefits – Staff: Increase due to State-mandated increase in PERS 1 contribution by City.

Supplies 310: Decrease to 2011 supply allotment.

Professional Services 410: Increase is due to additional use of the City Attorney by City Council.

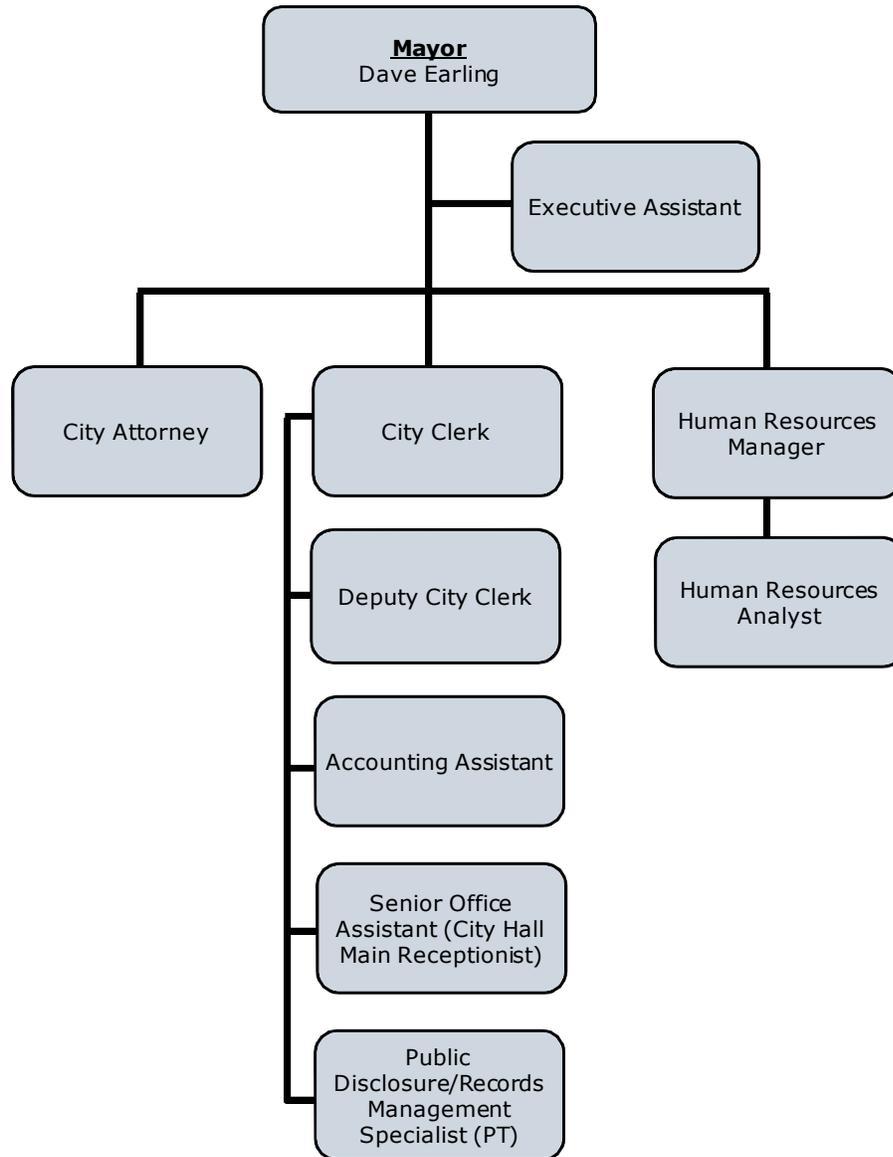
Rental/Lease 450: Increase is based on 2012 expenditures in that budget line item.

Misc 490: Decrease based on estimated 2012 expenditures.

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

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Salaries-Council	75,275	78,000	78,000	86,400	8,400	11%	8,400	11%
Salaries-Staff	27,125	27,665	27,665	28,218	553	2%	553	2%
Overtime	6,276	7,240	7,240	2,000	(5,240)	-72%	(5,240)	-72%
Benefits-Council	83,061	57,868	59,828	55,737	(2,131)	-4%	(4,091)	-7%
Benefits-Staff	12,111	12,034	12,596	12,428	394	3%	(168)	-1%
Supplies	1,283	1,525	1,000	1,000	(525)	-34%	-	0%
Small Equipment	3,586	-	-	-	N/A	N/A	N/A	N/A
Professional Svc	62,144	50,000	53,082	53,082	3,082	6%	-	0%
Communications	1,211	3,000	2,632	3,000	-	0%	368	14%
Travel	536	2,500	1,500	2,500	-	0%	1,000	67%
Rental/Lease	-	480	490	490	10	2%	-	0%
Repairs/Maintenance	276	1,500	1,500	1,500	-	0%	-	0%
Miscellaneous	1,186	3,000	2,700	2,268	(732)	-24%	(432)	-16%
Council Contingency	12,756	25,000	5,000	25,000	-	0%	20,000	400%
	286,824	269,812	253,233	273,623	3,811	1%	20,390	8%

Fund:	General		Fund #:	001
Department:	Mayor		Department #:	200
Cost Center	Total Department		Cost Center #:	N/A



Fund:	General		Fund #:	001
Department:	Mayor		Department #:	200
Cost Center	Total Department		Cost Center #:	N/A

Mission Statement

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

Purpose

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

Program	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Office of the Mayor	252,916	253,184	232,299	234,758	(18,426)	-7%	2,459	1%
Human Resources	291,919	286,799	231,603	287,190	391	0%	55,587	24%
City Clerk	501,950	609,840	598,461	526,187	(83,653)	-14%	(72,274)	-12%
City Attorney	563,048	495,000	495,200	499,200	4,200	1%	4,000	1%
	1,609,834	1,644,823	1,557,563	1,547,335	(97,488)	-6%	(10,228)	-1%

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Salaries	647,237	640,141	577,517	654,935	14,794	2%	77,418	13%
Overtime	131	-	-	-	N/A	N/A	N/A	N/A
Benefits	181,386	171,331	163,225	196,046	24,715	14%	32,821	20%
Supplies	14,125	18,260	17,533	17,760	(500)	-3%	227	1%
Small Equipment	31	100	100	100	-	0%	-	0%
Professional Svc	627,317	662,877	652,877	556,807	(106,070)	-16%	(96,070)	-15%
Communication	56,462	53,967	53,967	51,900	(2,067)	-4%	(2,067)	-4%
Travel	443	2,200	1,461	2,750	550	25%	1,289	88%
Advertising	32,652	32,690	28,690	8,690	(24,000)	-73%	(20,000)	-70%
Rental/Lease	24,076	30,810	29,726	29,400	(1,410)	-5%	(326)	-1%
Repair/Maintenance	13,880	14,537	14,037	14,537	-	0%	500	4%
Miscellaneous	12,093	17,910	18,430	14,410	(3,500)	-20%	(4,020)	-22%
	1,609,834	1,644,823	1,557,563	1,547,335	(97,488)	-6%	(10,228)	-1%

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 communication budget includes the Mayor’s cell phone, ipad and related data plans.

The travel budget includes the Mayor’s mileage/parking/meals reimbursement, accommodations, and travel expenses 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.

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

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Salaries	195,594	193,896	179,046	180,363	(13,533)	-7%	1,317	1%
Benefits	46,320	49,188	43,153	41,595	(7,593)	-15%	(1,558)	-4%
Supplies	2,358	2,000	1,263	2,000	-	0%	737	58%
Small Equipment	31	-	-	-	N/A	N/A	N/A	N/A
Professional Svc	36	1,000	1,000	1,500	500	50%	500	50%
Communication	2,933	1,400	1,400	1,400	-	0%	-	0%
Travel	282	700	711	2,000	1,300	186%	1,289	181%
Rental/Lease	1,800	1,500	2,726	2,400	900	60%	(326)	-12%
Repair/Maintenance	594	500	-	500	-	0%	500	N/A
Miscellaneous	2,968	3,000	3,000	3,000	-	0%	-	0%
	252,916	253,184	232,299	234,758	(18,426)	-7%	2,459	1%

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

Function

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

Budget Narrative

The Salary and Benefit budget includes the Human Resources Manager and Human Resources 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 Manager’s ipad service charges.

The travel budget funds Human Resources training and travel.

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

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

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

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

CIVIL SERVICE

The professional services budget covers 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.

2013 Budget Changes

- \$500 reduction to "Supplies" which will reduce the amount of office supplies for HR use
- \$2,500 reduction to "Professional Services" eliminates city-provided flu shots for employees
- \$4,000 reduction to "Advertising" is attainable due to the limited hiring and advertising online.
- \$4,000 reduction to "Misc" reducing the city-wide tuition reimbursement program, employee awards, wellness.

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

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Personnel								
Salaries	179,876	144,191	100,504	169,000	24,809	17%	68,496	68%
Overtime	131	-	-	-	N/A	N/A	N/A	N/A
Benefits	50,985	32,098	34,759	61,680	29,582	92%	26,921	77%
Supplies	2,140	2,500	2,500	2,000	(500)	-20%	(500)	-20%
Small Equipment	-	100	100	100	-	0%	-	0%
Professional Svc	26,298	67,500	57,500	25,000	(42,500)	-63%	(32,500)	-57%
Communications	1,542	500	500	500	-	0%	-	0%
Travel	70	500	500	500	-	0%	-	0%
Advertising	9,037	9,000	5,000	5,000	(4,000)	-44%	-	0%
Rental/Lease	1,632	2,000	2,000	2,000	-	0%	-	0%
Repair/Maintenance	5,257	6,000	6,000	6,000	-	0%	-	0%
Miscellaneous	6,482	12,230	12,230	8,230	(4,000)	-33%	(4,000)	-33%
	283,451	276,619	221,593	280,010	3,391	1%	58,417	26%
Civil Service								
Supplies	-	-	10	-	N/A	N/A	(10)	-100%
Professional Svc	8,468	10,000	10,000	7,000	(3,000)	-30%	(3,000)	-30%
Miscellaneous	-	180	-	180	-	0%	180	N/A
	8,468	10,180	10,010	7,180	(3,000)	-29%	(2,830)	-28%
	291,919	286,799	231,603	287,190	391	0%	55,587	24%

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: 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: Travel associated with recording documents at the Snohomish County Auditor’s Office.

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

Rental/lease: Citywide mailing equipment and copier.

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

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

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

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Salaries And Wages	271,767	302,054	297,967	305,572	3,518	1%	7,605	3%
Benefits	84,082	90,045	85,313	92,771	2,726	3%	7,458	9%
Supplies	9,627	13,760	13,760	13,760	-	0%	-	0%
Professional Services	29,467	89,377	89,377	24,107	(65,270)	-73%	(65,270)	-73%
Communications	51,987	52,067	52,067	50,000	(2,067)	-4%	(2,067)	-4%
Travel	91	1,000	250	250	(750)	-75%	-	0%
Advertising	23,615	23,690	23,690	3,690	(20,000)	-84%	(20,000)	-84%
Rental/Lease	20,644	27,310	25,000	25,000	(2,310)	-8%	-	0%
Repairs & Maintenance	8,030	8,037	8,037	8,037	-	0%	-	0%
Miscellaneous	2,644	2,500	3,000	3,000	500	20%	-	0%
	501,950	609,840	598,461	526,187	(83,653)	-14%	(72,274)	-12%

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

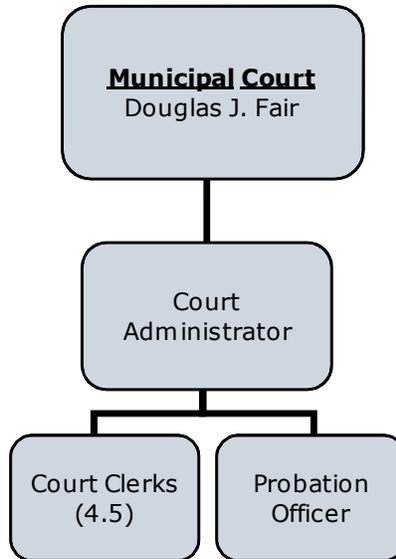
The professional services budget – City Attorney covers general legal services such as drafting routine ordinances and resolutions and attending City Council meetings and other boards or commissions as requested, as well as lawsuits and negotiations.

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.

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change	% Change	\$ Change	% Change
					13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Prof Svc - City Atty	407,048	334,000	334,000	334,000	-	0%	-	0%
Prof Serv - Misc Legal	-	5,000	5,000	5,000	-	0%	-	0%
Prof Serv - Prosecutor	156,000	156,000	156,000	160,200	4,200	3%	4,200	3%
Misc Prosecutor	-	-	200	-	N/A	N/A	(200)	-100%
	563,048	495,000	495,200	499,200	4,200	1%	4,000	1%

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

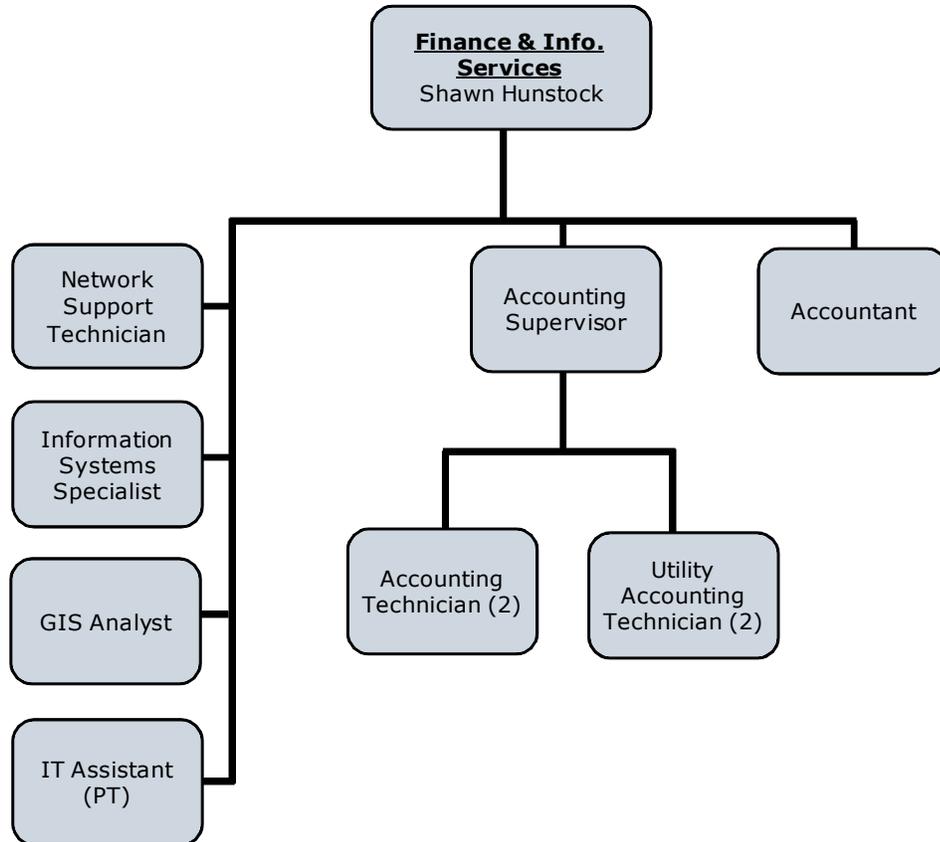
The Edmonds Municipal Court staff encompasses the Judge, the Court Administrator, one Probation Officer and four and a half Court Clerks.

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.

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

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Court								
Salaries	366,000	377,422	356,765	376,296	(1,126)	0%	19,531	5%
Overtime	709	900	200	100	(800)	-89%	(100)	-50%
Benefits	117,311	120,840	107,086	124,901	4,061	3%	17,815	17%
Supplies	6,835	6,000	6,000	2,659	(3,341)	-56%	(3,341)	-56%
Minor Equipment	1,044	1,500	600	500	(1,000)	-67%	(100)	-17%
Small Equipment-Judicial	9,993	5,000	4,200	1,500	(3,500)	-70%	(2,700)	-64%
Professional Services	29,793	27,000	27,000	27,000	-	0%	-	0%
Prof Serv - Interpreter	24,352	23,100	23,100	20,000	(3,100)	-13%	(3,100)	-13%
Communications	2,547	2,500	2,500	2,500	-	0%	-	0%
Travel	1,668	2,000	1,300	1,000	(1,000)	-50%	(300)	-23%
Rental/Lease	16	-	30	-	N/A	N/A	(30)	-100%
Repair/Maintenance	1,534	1,000	1,000	500	(500)	-50%	(500)	-50%
Repairs & Maint-Judicial	-	700	-	-	(700)	-100%	N/A	N/A
Miscellaneous	20,979	20,000	20,000	18,000	(2,000)	-10%	(2,000)	-10%
Misc - Jury	-	1,350	1,000	1,000	(350)	-26%	-	0%
	582,781	589,312	550,781	575,956	(13,356)	-2%	25,175	5%
Probation								
Salaries	106,636	109,263	109,264	88,175	(21,088)	-19%	(21,089)	-19%
Overtime	368	500	-	-	(500)	-100%	N/A	N/A
Benefits	48,675	51,213	30,048	43,625	(7,588)	-15%	13,577	45%
Supplies	9,283	8,500	8,500	6,500	(2,000)	-24%	(2,000)	-24%
Prof Serv - Interpreter	15,839	16,500	13,500	13,500	(3,000)	-18%	-	0%
Communications	-	100	100	100	-	0%	-	0%
Travel	71	500	500	250	(250)	-50%	(250)	-50%
Rental/Lease	1,012	1,300	650	650	(650)	-50%	-	0%
Repairs & Maintenance	182	500	500	500	-	0%	-	0%
Miscellaneous	3,582	1,000	500	250	(750)	-75%	(250)	-50%
Home Monitoring	178	350	100	-	(350)	-100%	(100)	-100%
	185,826	189,726	163,662	153,550	(36,176)	-19%	(10,112)	-6%
	768,608	779,038	714,443	729,506	(49,532)	-21%	15,063	-2%

Fund:	General		Fund #:	001
Department:	Finance & Info Services		Department #:	300
Cost Center	Total Department		Cost Center #:	N/A



Fund:	General		Fund #:	001
Department:	Finance & Info 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.

Program	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Finance	711,664	754,734	736,793	768,484	13,750	2%	31,691	4%
Information Services	617,476	632,641	605,694	563,334	(69,307)	-11%	(42,360)	-7%
Fiber Optic Project	24,606	25,200	24,872	160,200	135,000	536%	135,328	544%
	1,353,746	1,412,575	1,367,359	1,492,018	79,443	6%	124,659	9%

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Salaries	610,567	741,281	714,348	682,370	(58,911)	-8%	(31,978)	-4%
Overtime	9,303	8,100	6,600	4,000	(4,100)	-51%	(2,600)	-39%
Benefits	181,142	222,830	203,975	220,100	(2,730)	-1%	16,125	8%
Supplies	80,814	60,690	60,690	35,700	(24,990)	-41%	(24,990)	-41%
Minor Equipment	44,547	63,500	64,358	87,500	24,000	38%	23,142	36%
Professional Services	217,243	71,842	69,242	126,350	54,508	76%	57,108	82%
Communications	59,316	60,220	60,220	58,960	(1,260)	-2%	(1,260)	-2%
Travel	810	4,800	4,800	3,300	(1,500)	-31%	(1,500)	-31%
Rental/Lease	5,324	3,300	4,114	4,200	900	27%	86	2%
Repair/Maintenance	127,182	164,720	153,220	171,750	7,030	4%	18,530	12%
Miscellaneous	13,358	10,500	19,000	8,000	(2,500)	-24%	(11,000)	-58%
Interfund Rental	4,140	792	6,792	4,788	3,996	505%	(2,004)	-30%
Machinery/Equipment	-	-	-	85,000	85,000	NA	85,000	NA
	1,353,746	1,412,575	1,367,359	1,492,018	79,443	6%	124,659	9%

Fund:	General		Fund #:	001
Department:	Finance & Info 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, one Accountant, an Accounting Supervisor, two Utility Accounting Technicians and two Accounting Technicians.

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Salaries	378,600	503,086	490,569	520,916	17,830	4%	30,347	6%
Overtime	5,446	4,100	4,100	-	(4,100)	-100%	(4,100)	-100%
Benefits	103,284	141,596	135,172	161,170	19,574	14%	25,998	19%
Supplies	6,858	25,690	25,690	7,500	(18,190)	-71%	(18,190)	-71%
Professional Services	173,100	29,242	29,242	31,750	2,508	9%	2,508	9%
Communications	2,324	1,000	1,000	1,000	-	0%	-	0%
Travel	-	4,000	4,000	2,500	(1,500)	-38%	(1,500)	-38%
Rental/Lease	5,324	3,300	3,300	3,300	-	0%	-	0%
Repair/Maintenance	30,482	35,720	35,720	34,720	(1,000)	-3%	(1,000)	-3%
Miscellaneous	6,246	7,000	5,000	4,500	(2,500)	-36%	(500)	-10%
Interfund Rental	-	-	3,000	1,128	1,128	N/A	(1,872)	-62%
	711,664	754,734	736,793	768,484	13,750	2%	31,691	4%

Fund:	General		Fund #:	001
Department:	Finance & Info 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.

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Small Equipment	-	3,500	4,358	28,500	25,000	714%	24,142	554%
Professional Services	7,451	6,000	4,000	65,000	59,000	983%	61,000	1525%
Communications	10,994	13,200	13,200	13,200	-	0%	-	0%
Rental/Lease	-	-	814	900	900	N/A	86	11%
Repairs & Maintenance	6,161	2,500	2,500	7,600	5,100	204%	5,100	204%
Machinery/Equipment	-	-	-	45,000	45,000	N/A	45,000	N/A
	24,606	25,200	24,872	160,200	135,000	536%	135,328	544%

Fund:	General		Fund #:	001
Department:	Finance & Info 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

- Salaries and Benefits Includes funding for Network Support Technician, Information Systems Specialist, GIS Analyst and half-time IT assistant position. Also includes funding to upgrade one of the full-time positions to an IT Supervisor position as part of the department reorganization.
- 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.

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Salaries	231,967	238,195	223,779	161,454	(76,741)	-32%	(62,325)	-28%
Overtime	3,857	4,000	2,500	4,000	-	0%	1,500	60%
Benefits	77,858	81,234	68,803	58,930	(22,304)	-27%	(9,873)	-14%
Supplies	73,956	35,000	35,000	28,200	(6,800)	-19%	(6,800)	-19%
Small Equipment	44,547	60,000	60,000	59,000	(1,000)	-2%	(1,000)	-2%
Professional Services	36,692	36,600	36,000	29,600	(7,000)	-19%	(6,400)	-18%
Communications	45,998	46,020	46,020	44,760	(1,260)	-3%	(1,260)	-3%
Travel	810	800	800	800	-	0%	-	0%
Repair/Maintenance	90,539	126,500	115,000	129,430	2,930	2%	14,430	13%
Miscellaneous	7,112	3,500	14,000	3,500	-	0%	(10,500)	-75%
Interfund Rental	4,140	792	3,792	3,660	2,868	362%	(132)	-3%
Machinery/Equipment	-	-	-	40,000	40,000	N/A	40,000	N/A
	617,476	632,641	605,694	563,334	(69,307)	-11%	(42,360)	-7%



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Fund:	General		Fund #:	001
Department:	Finance & Info 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

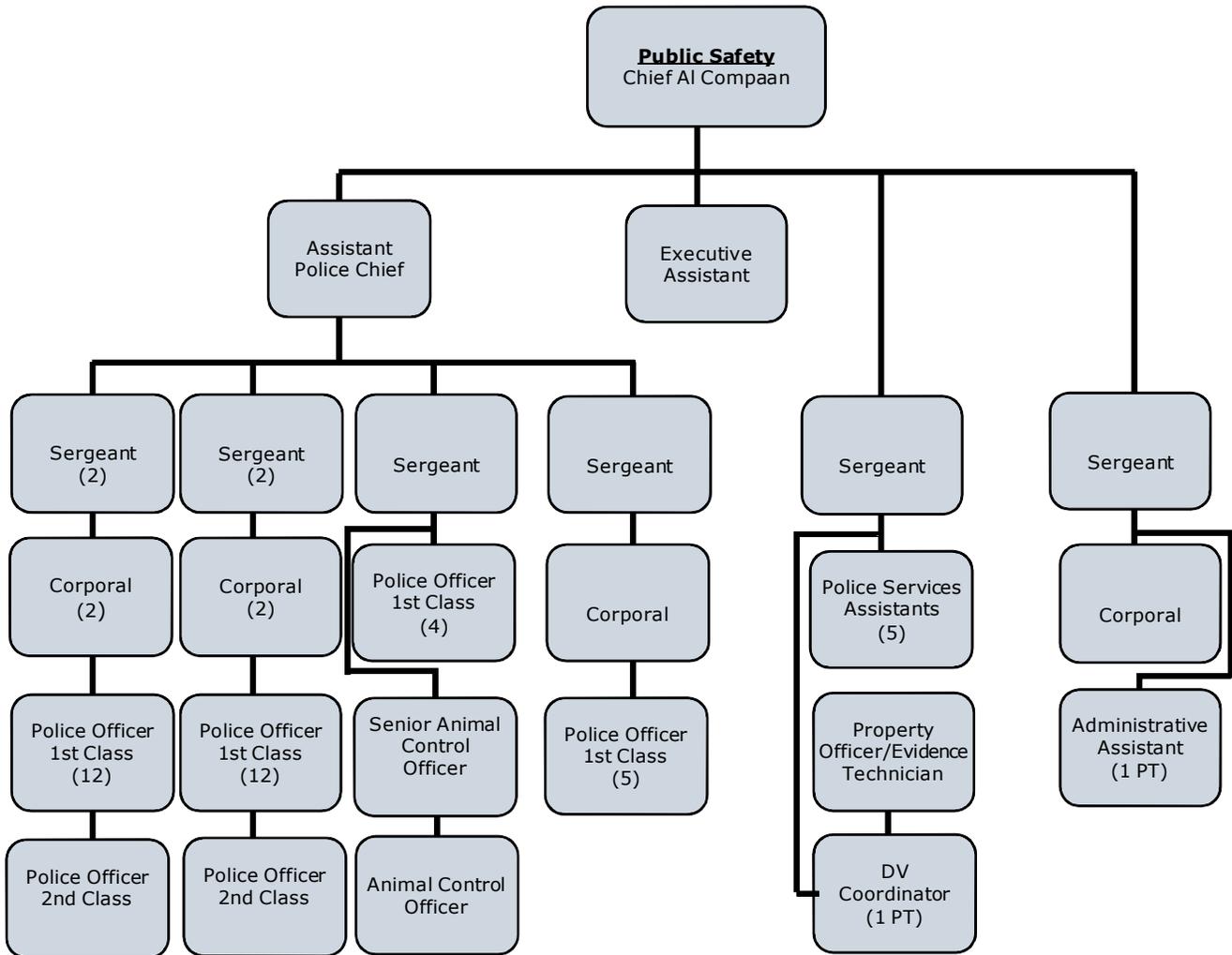
The schedule of budget expenditures on the following page provides significant detail as to the nature of the expenditures from this cost center.

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.

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

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change	% Change	\$ Change	% Change
					13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Election Costs	23,005	35,000	-	35,000	-	0%	35,000	N/A
Voter Registration	137,817	72,499	80,000	85,000	12,501	17%	5,000	6%
Public Defender	148,725	148,000	130,000	270,000	122,000	82%	140,000	108%
Unemployment Compensation	31,987	70,000	45,000	40,000	(30,000)	-43%	(5,000)	-11%
Miscellaneous	480	300	-	-	(300)	-100%	N/A	N/A
Accrued Vacation/Sick Leave	-	100,000	483,763	136,000	36,000	36%	(347,763)	-72%
Benefits	35,465	-	-	-	N/A	N/A	N/A	N/A
Senior Center	85,981	60,000	60,000	60,000	-	0%	-	0%
Professional Services	18,020	28,537	1,000	-	(28,537)	-100%	(1,000)	-100%
Rental/Lease	3,600	3,700	3,600	3,600	(100)	-3%	-	0%
Liability & Property Ins.	475,026	444,962	420,109	396,193	(48,769)	-11%	(23,916)	-6%
Miscellaneous Memberships	50,790	72,000	55,557	55,156	(16,844)	-23%	(401)	-1%
State Auditor Fees	35,085	35,000	33,900	35,000	-	0%	1,100	3%
Excise Taxes	5,543	5,200	5,800	5,500	300	6%	(300)	-5%
Fire District Contract	6,203,322	6,358,405	6,222,779	6,347,235	(11,170)	0%	124,456	2%
Hydrant Costs	300,115	197,900	159,700	201,800	3,900	2%	42,100	26%
Prisoner Care Supplies	-	-	-	5,000	5,000	N/A	5,000	N/A
Prisoner Care	-	-	-	486,050	486,050	N/A	486,050	N/A
ESCA / SERS	156,163	163,589	172,386	179,386	15,797	10%	7,000	4%
Ambulance Fees	52,460	58,425	46,000	50,000	(8,425)	-14%	4,000	9%
Communications	15	-	-	-	N/A	N/A	N/A	N/A
Snocom/New World	876,477	912,666	876,828	817,064	(95,602)	-10%	(59,764)	-7%
P S Clean Air Agency	24,353	24,152	24,152	23,227	(925)	-4%	(925)	-4%
Alcoholism Intergovtl Svc	9,731	10,300	11,417	11,000	700	7%	(417)	-4%
2007 Ltgo Bond Principal	36,414	38,148	38,148	39,015	867	2%	867	2%
2000 Bond Prin - 800 Mgtz	98,256	102,559	102,559	107,580	5,021	5%	5,021	5%
2001 Ltgo Principal	121,191	125,370	125,370	166,533	41,163	33%	41,163	33%
1996/2003 Public Safety Bond P	715,000	755,000	755,000	800,000	45,000	6%	45,000	6%
Fire Station #20 - Principal	62,752	63,380	63,380	64,014	634	1%	634	1%
1998 Ltgo Ref Bond Principal	60,515	62,985	62,985	50,117	(12,868)	-20%	(12,868)	-20%
Debt Issue Costs	4,692	5,000	1,500	5,000	-	0%	3,500	233%
Otr Interest And Debt Service Cc	1,182	-	-	-	N/A	N/A	N/A	N/A
2007 Ltgo Bond - Interest	29,563	28,233	28,233	26,841	(1,392)	-5%	(1,392)	-5%
2000 Bond Interest - 800 Mgtz	50,770	45,857	45,857	40,730	(5,127)	-11%	(5,127)	-11%
2001 Ltgo Interest	77,656	72,506	72,506	-	(72,506)	-100%	(72,506)	-100%
1996/2003 Public Safety Bond Ii	162,984	140,640	140,640	116,103	(24,537)	-17%	(24,537)	-17%
Fire Station #20 Interest	3,201	2,574	2,574	1,940	(634)	-25%	(634)	-25%
1998 Bonds - Interest	9,600	7,028	7,028	-	(7,028)	-100%	(7,028)	-100%
Transfer To Fund 009	376,566	600,000	600,000	350,000	(250,000)	-42%	(250,000)	-42%
Transfer to Fund 011	-	-	-	417,000	417,000	N/A	417,000	N/A
Transfer to Fund 012	-	2,015,000	2,015,000	122,935	(1,892,065)	-94%	(1,892,065)	-94%
Transfer To Fund 111	-	-	-	100,000	100,000	N/A	100,000	N/A
Transfer To Fund 112	28,404	-	-	50,000	50,000	N/A	50,000	N/A
Transfer To Fund 016	56,600	56,600	56,600	56,600	-	0%	-	0%
Transfer To Fund 117	15,000	15,000	15,000	-	(15,000)	-100%	(15,000)	-100%
Transfer to Fund 125	-	180,000	180,000	-	(180,000)	-100%	(180,000)	-100%
Transfer to Fund 136	36,500	-	-	-	N/A	N/A	N/A	N/A
Transfer To Fund 511	50,942	-	-	-	N/A	N/A	N/A	N/A
Transfer To Fund 617	48,023	48,023	48,023	-	(48,023)	-100%	(48,023)	-100%
ECA Contingency Reserve	83,185	250,000	220,000	190,000	(60,000)	-24%	(30,000)	-14%
	10,803,156	13,414,538	13,412,394	11,946,619	(1,467,919)	-11%	(1,465,775)	-11%

Fund:	General		Fund #:	001
Department:	Police		Department #:	410
Cost Center	Total Department		Cost Center #:	N/A



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.

Program	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Administration	855,905	849,579	851,867	717,170	(132,409)	-16%	(134,697)	-16%
Records Management	519,841	548,938	548,360	561,678	12,740	2%	13,318	2%
Investigation	959,881	963,140	888,400	971,315	8,175	1%	82,915	9%
Patrol	4,756,123	4,842,378	4,664,441	4,667,971	(174,407)	-4%	3,530	0%
Special Operations	16,656	22,410	17,860	22,746	336	1%	4,886	27%
K-9 Unit	244,634	280,144	296,910	311,552	31,408	11%	14,642	5%
Crime Prevention	2,100	-	-	-	N/A	N/A	N/A	N/A
Youth Services	13,548	-	-	-	N/A	N/A	N/A	N/A
Training	221,546	259,668	227,086	231,413	(28,255)	-11%	4,327	2%
Ordinance Enforcement	210,473	219,078	220,515	229,016	9,938	5%	8,501	4%
Traffic	543,104	560,655	544,937	583,663	23,008	4%	38,726	7%
Property Management	90,355	88,204	87,800	95,611	7,407	8%	7,811	9%
Prisoner Care	494,994	531,050	483,500	-	(531,050)	-100%	(483,500)	-100%
Dispatch	48,000	-	-	48,000	48,000	N/A	48,000	N/A
	8,977,159	9,165,244	8,831,676	8,440,135	(725,109)	-8%	(391,541)	-4%

Fund:	General		Fund #:	001
Department:	Police		Department #:	410
Cost Center	Total Department		Cost Center #:	N/A

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Salaries	5,159,308	5,400,738	5,375,563	5,169,010	(231,728)	-4%	(206,553)	-4%
Overtime	453,016	420,000	370,612	400,000	(20,000)	-5%	29,388	8%
Holiday Buyback	185,736	179,687	185,712	193,388	13,701	8%	7,676	4%
Benefits	1,825,956	1,899,147	1,745,683	1,728,703	(170,444)	-9%	(16,980)	-1%
Uniforms	67,029	53,570	46,800	52,410	(1,160)	-2%	5,610	12%
Supplies	75,901	95,900	89,625	89,100	(6,800)	-7%	(525)	-1%
Small Equipment	16,369	14,300	12,580	14,300	-	0%	1,720	14%
Professional Services	94,724	95,200	92,000	95,200	-	0%	3,200	3%
Communications	29,514	33,592	28,400	33,592	-	0%	5,192	18%
Travel	20,189	26,300	15,275	16,300	(10,000)	-38%	1,025	7%
Advertising	77	375	100	375	-	0%	275	275%
Rental/Lease	19,195	18,000	18,000	18,000	-	0%	-	0%
Repair/Maintenance	5,674	16,115	12,300	16,115	-	0%	3,815	31%
Miscellaneous	28,484	55,512	33,297	35,300	(20,212)	-36%	2,003	6%
Intergovt Services	500,350	536,048	484,969	9,998	(526,050)	-98%	(474,971)	-98%
Interfund Fuel - Boat	787	-	-	-	N/A	N/A	N/A	N/A
Interfund Supplies - Boat	20	-	-	-	N/A	N/A	N/A	N/A
Interfund Rental	491,748	320,760	320,760	568,344	247,584	77%	247,584	77%
Interfund Repair - Boat	3,082	-	-	-	N/A	N/A	N/A	N/A
	8,977,159	9,165,244	8,831,676	8,440,135	(725,109)	-8%	(391,541)	-4%



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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, an Assistant Chief, 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 (x3) 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 (\$515), Snohomish County Sheriff & Police Chiefs Association (\$35), LEEDA (\$165), FBI-NAA (\$80), International Association of Police Chaplains (\$250); subscriptions (\$105).
- Intergovernmental Services - City’s share of Snohomish County Regional Drug Task Force (\$9,998).
- Interfund Rental charge is for vehicles.

Decreases in salary and benefits, uniforms and miscellaneous reflect the loss of one Assistant Chief of Police position.

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

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Salaries	598,017	605,709	602,541	498,859	(106,850)	-18%	(103,682)	-17%
Overtime	1,461	3,782	2,756	3,282	(500)	-13%	526	19%
Holiday Buyback	4,181	3,795	4,181	4,181	386	10%	-	0%
Benefits	162,344	161,671	168,621	129,324	(32,347)	-20%	(39,297)	-23%
Uniforms	1,751	3,000	3,300	2,600	(400)	-13%	(700)	-21%
Supplies	11,776	13,000	12,500	13,000	-	0%	500	4%
Small Equipment	755	-	-	-	N/A	N/A	N/A	N/A
Professional Services	25,953	16,500	16,500	16,500	-	0%	-	0%
Communications	2,391	2,000	1,400	2,000	-	0%	600	43%
Travel	66	175	175	175	-	0%	-	0%
Advertising	77	125	100	125	-	0%	25	25%
Rental/Lease	19,195	18,000	18,000	18,000	-	0%	-	0%
Miscellaneous	1,096	1,312	1,312	1,150	(162)	-12%	(162)	-12%
Intergovt Services	9,900	9,998	9,969	9,998	-	0%	29	0%
Interfund Rental	16,944	10,512	10,512	17,976	7,464	71%	7,464	71%
	855,905	849,579	851,867	717,170	(132,409)	-16%	(134,697)	-16%

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. (\$4,700)
- Small Equipment – Technology upgrades in preparation for New World implementation in 2012, including tablet computer, bar code scanner, 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 (WAPRO) dues for Sergeant (\$75) and bank card merchant fees, which are expected to increase with implementation of on-line animal licensing (\$425).

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Salaries	352,516	362,856	371,663	380,095	17,239	5%	8,432	2%
Overtime	4,611	8,545	6,839	8,545	-	0%	1,706	25%
Holiday Buyback	14,184	13,663	14,662	10,833	(2,830)	-21%	(3,829)	-26%
Benefits	141,435	145,174	142,996	145,305	131	0%	2,309	2%
Uniforms	1,186	2,500	2,000	2,500	-	0%	500	25%
Supplies	3,050	6,500	3,200	4,700	(1,800)	-28%	1,500	47%
Small Equipment	1,764	5,000	4,200	5,000	-	0%	800	19%
Professional Services	789	2,700	1,000	2,700	-	0%	1,700	170%
Repair/Maintenance	-	1,500	1,300	1,500	-	0%	200	15%
Miscellaneous	307	500	500	500	-	0%	-	0%
	519,841	548,938	548,360	561,678	12,740	2%	13,318	2%

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), Accurant 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.

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change	% Change	\$ Change	% Change
					13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Salaries	610,675	624,030	624,461	629,962	5,932	1%	5,501	1%
Overtime	50,253	41,644	27,389	39,644	(2,000)	-5%	12,255	45%
Overtime - Reimbursable	2,906	-	1,116	-	N/A	N/A	(1,116)	-100%
Holiday Buyback	25,872	22,505	23,976	25,751	3,246	14%	1,775	7%
Benefits	229,347	231,852	169,650	226,357	(5,495)	-2%	56,707	33%
Benefits - Reimbursable	302	-	224	-	N/A	N/A	(224)	-100%
Uniforms	2,592	4,900	5,400	4,900	-	0%	(500)	-9%
Supplies	2,701	4,300	3,200	4,300	-	0%	1,100	34%
Small Equipment	1,362	-	350	-	N/A	N/A	(350)	-100%
Professional Services	13,726	21,500	20,000	21,500	-	0%	1,500	8%
Travel	60	125	100	125	-	0%	25	25%
Repair/Maintenance	-	-	250	-	N/A	N/A	(250)	-100%
Miscellaneous	597	500	500	500	-	0%	-	0%
Interfund Rental	19,488	11,784	11,784	18,276	6,492	55%	6,492	55%
	959,881	963,140	888,400	971,315	8,175	1%	82,915	9%

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 five Sergeants, four Corporals, and 24 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 (\$22,000); dry cleaning for entire department (\$13,750).
- 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.

Reduction in salary and benefits as well as uniforms is the result of the loss of two police officer positions and one sergeant position.

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

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Salaries	2,862,538	3,018,082	2,967,124	2,835,893	(182,189)	-6%	(131,231)	-4%
Overtime	276,895	252,867	229,245	237,867	(15,000)	-6%	8,622	4%
Overtime - Reimbursable	41,953	24,000	39,000	24,000	-	0%	(15,000)	-38%
Holiday Buyback	109,787	112,026	110,075	119,142	7,116	6%	9,067	8%
Benefits	1,033,539	1,097,206	995,112	950,160	(147,046)	-13%	(44,952)	-5%
Benefits - Reimbursable	4,525	-	1,850	1,976	1,976	N/A	126	7%
Uniforms	55,297	36,510	30,000	35,750	(760)	-2%	5,750	19%
Supplies	9,336	12,000	10,000	12,000	-	0%	2,000	20%
Small Equipment	3,915	-	130	-	N/A	N/A	(130)	-100%
Professional Services	7,067	7,000	7,000	7,000	-	0%	-	0%
Communications	27,123	31,592	27,000	31,592	-	0%	4,592	17%
Repair/Maintenance	5,644	13,190	10,000	13,190	-	0%	3,190	32%
Miscellaneous	-	125	125	125	-	0%	-	0%
Interfund Fuel - Boat	787	-	-	-	N/A	N/A	N/A	N/A
Interfund Supplies - Boat	20	-	-	-	N/A	N/A	N/A	N/A
Interfund Rental	314,616	237,780	237,780	399,276	161,496	68%	161,496	68%
Interfund Repair - Boat	3,082	-	-	-	N/A	N/A	N/A	N/A
	4,756,123	4,842,378	4,664,441	4,667,971	(174,407)	-4%	3,530	0%

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).

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Uniforms	827	-	-	-	N/A	N/A	N/A	N/A
Supplies	515	11,175	8,000	11,175	-	0%	3,175	40%
Small Equipment	484	-	-	-	N/A	N/A	N/A	N/A
Repair/Maintenance	-	425	-	425	-	0%	425	N/A
Miscellaneous	4,750	4,750	3,800	4,750	-	0%	950	25%
Interfund Rental	10,080	6,060	6,060	6,396	336	6%	336	6%
	16,656	22,410	17,860	22,746	336	1%	4,886	27%

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.

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Salaries	130,734	168,234	186,205	188,601	20,367	12%	2,396	1%
Overtime	26,386	32,000	25,615	32,000	-	0%	6,385	25%
Holiday Buyback	6,595	4,484	7,583	7,583	3,099	69%	-	0%
Benefits	56,323	61,642	63,433	76,592	14,950	24%	13,159	21%
Uniforms	2,059	1,600	1,600	1,600	-	0%	-	0%
Supplies	2,469	2,100	2,400	2,100	-	0%	(300)	-13%
Professional Services	3,837	1,800	1,800	1,800	-	0%	-	0%
Miscellaneous	90	100	90	100	-	0%	10	11%
Interfund Rental	16,140	8,184	8,184	1,176	(7,008)	-86%	(7,008)	-86%
	244,634	280,144	296,910	311,552	31,408	11%	14,642	5%

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.

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Interfund Rental	2,100	-	-	-	N/A	N/A	N/A	N/A
	2,100	-	-	-	N/A	N/A	N/A	N/A

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.

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Interfund Rental	13,548	-	-	-	N/A	N/A	N/A	N/A
	13,548	-	-	-	N/A	N/A	N/A	N/A

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, range equipment, training room/City EOC equipment and materials, 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. (\$16,000)
- 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).
- Interfund Rental – Charges associated with staff cars available to all employees.

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

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Salaries	92,751	94,249	94,392	95,635	1,386	1%	1,243	1%
Overtime	6,691	6,500	5,805	6,500	-	0%	695	12%
Holiday Buyback	3,909	3,549	3,909	3,909	360	10%	-	0%
Benefits	21,935	22,290	22,600	21,677	(613)	-3%	(923)	-4%
Uniforms	658	750	750	750	-	0%	-	0%
Supplies	35,445	36,000	36,000	36,000	-	0%	-	0%
Small Equipment	1,200	5,200	4,000	5,200	-	0%	1,200	30%
Professional Services	16,857	16,500	16,500	16,500	-	0%	-	0%
Travel	20,062	26,000	15,000	16,000	(10,000)	-38%	1,000	7%
Advertising	-	250	-	250	-	0%	250	N/A
Repair/Maintenance	30	1,000	750	1,000	-	0%	250	33%
Miscellaneous	20,506	46,000	26,000	26,000	(20,000)	-43%	-	0%
Interfund Rental	1,500	1,380	1,380	1,992	612	44%	612	44%
	221,546	259,668	227,086	231,413	(28,255)	-11%	4,327	2%

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.

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Salaries	116,212	120,577	123,863	125,826	5,249	4%	1,963	2%
Overtime	2,428	3,003	2,959	3,003	-	0%	44	1%
Holiday Buyback	4,956	4,540	5,068	5,264	724	16%	196	4%
Benefits	48,968	49,735	49,007	52,776	3,041	6%	3,769	8%
Uniforms	818	1,000	600	1,000	-	0%	400	67%
Supplies	2,430	2,000	2,000	2,000	-	0%	-	0%
Professional Services	25,891	28,000	28,000	28,000	-	0%	-	0%
Miscellaneous	70	75	70	75	-	0%	5	7%
Spay and Neuter	1,068	2,000	800	2,000	-	0%	1,200	150%
Interfund Rental	7,632	8,148	8,148	9,072	924	11%	924	11%
	210,473	219,078	220,515	229,016	9,938	5%	8,501	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/calibration of radars (\$1,300).
- Interfund Rental – Charges associated with the rental and maintenance/fuel for the police motorcycles and traffic car.

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change	% Change	\$ Change	% Change
					13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Salaries	339,615	349,907	346,070	355,903	5,996	2%	9,833	3%
Overtime	25,362	30,000	23,079	28,500	(1,500)	-5%	5,421	23%
Overtime-Reimbursable	13,872	16,000	6,809	16,000	-	0%	9,191	135%
Holiday Buyback	14,089	12,975	14,149	14,309	1,334	10%	160	1%
Benefits	108,238	111,134	114,271	105,301	(5,833)	-5%	(8,970)	-8%
Benefits-Reimbursable	1,275	-	170	345	345	N/A	175	103%
Uniforms	1,842	3,000	3,000	3,000	-	0%	-	0%
Supplies	114	125	125	125	-	0%	-	0%
Small Equipment	3,286	3,000	2,800	3,000	-	0%	200	7%
Miscellaneous	-	50	-	-	(50)	-100%	N/A	N/A
Interfund Rental	35,412	34,464	34,464	57,180	22,716	66%	22,716	66%
	543,104	560,655	544,937	583,663	23,008	4%	38,726	7%

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 evidence refrigerator (\$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).

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Salaries	56,250	57,094	59,244	58,236	1,142	2%	(1,008)	-2%
Overtime	200	1,659	-	659	(1,000)	-60%	659	N/A
Holiday Buyback	2,163	2,150	2,109	2,416	266	12%	307	15%
Benefits	17,724	18,443	17,749	18,890	447	2%	1,141	6%
Uniforms	-	310	150	310	-	0%	160	107%
Supplies	3,521	3,700	3,700	3,700	-	0%	-	0%
Small Equipment	3,605	1,100	1,100	1,100	-	0%	-	0%
Professional Services	604	1,200	1,200	1,200	-	0%	-	0%
Miscellaneous	-	100	100	100	-	0%	-	0%
Interfund Rental	6,288	2,448	2,448	9,000	6,552	268%	6,552	268%
	90,355	88,204	87,800	95,611	7,407	8%	7,811	9%

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

The prisoner care cost center moved to Non-Departmental for the 2013 Budget

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Supplies	4,543	5,000	8,500	-	(5,000)	-100%	(8,500)	-100%
Intergovt Services	490,451	526,050	475,000	-	(526,050)	-100%	(475,000)	-100%
	494,994	531,050	483,500	-	(531,050)	-100%	(483,500)	-100%

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

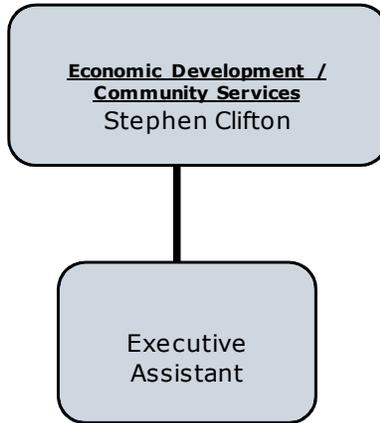
Transfers to the reserve fund were suspended in 2009 and 2012 due to budget shortfalls. Our current portable radios are now past warranty, and getting close to the end of their service life. Replacement parts are difficult to find. In addition, our mobile computers have a service life of four years, 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.

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Interfund Rental	48,000	-	-	48,000	48,000	N/A	48,000	N/A
	48,000	-	-	48,000	48,000	N/A	48,000	N/A



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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 & Economic Development		Department #:	610
Cost Center	Total Department		Cost Center #:	

Program	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Community Services	311,164	326,930	316,772	318,980	(7,950)	-2%	2,208	1%
Economic Development	31,975	138,880	133,380	45,200	(93,680)	-67%	(88,180)	-66%
	343,138	465,810	450,152	364,180	(101,630)	-22%	(85,972)	-19%

Fund:	General		Fund #:	001
Department:	Community Services & Economic Development		Department #:	610
Cost Center	Community Services		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.

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change	% Change	\$ Change	% Change
					13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Salaries	206,652	212,854	210,773	213,304	450	0%	2,531	1%
Benefits	58,080	60,622	59,085	62,052	1,430	2%	2,967	5%
Supplies	1,007	1,000	750	1,000	-	0%	250	33%
Small Equipment	131	500	500	500	-	0%	-	0%
Professional Services	40,260	45,924	39,594	35,670	(10,254)	-22%	(3,924)	-10%
Communications	1,528	1,090	1,090	1,090	-	0%	-	0%
Travel	138	1,000	500	1,000	-	0%	500	100%
Advertising	-	500	250	500	-	0%	250	100%
Rental/Lease	1,638	1,320	2,360	2,000	680	52%	(360)	-15%
Repair/Maintenance	311	500	250	500	-	0%	250	100%
Miscellaneous	1,035	1,000	1,000	1,000	-	0%	-	0%
Interfund Rental	384	620	620	364	(256)	-41%	(256)	-41%
	311,164	326,930	316,772	318,980	(7,950)	-2%	2,208	1%

Fund:	General		Fund #:	001
Department:	Community Services & Economic Development		Department #:	610
Cost Center	Economic Development		Cost Center #:	513.110

Function

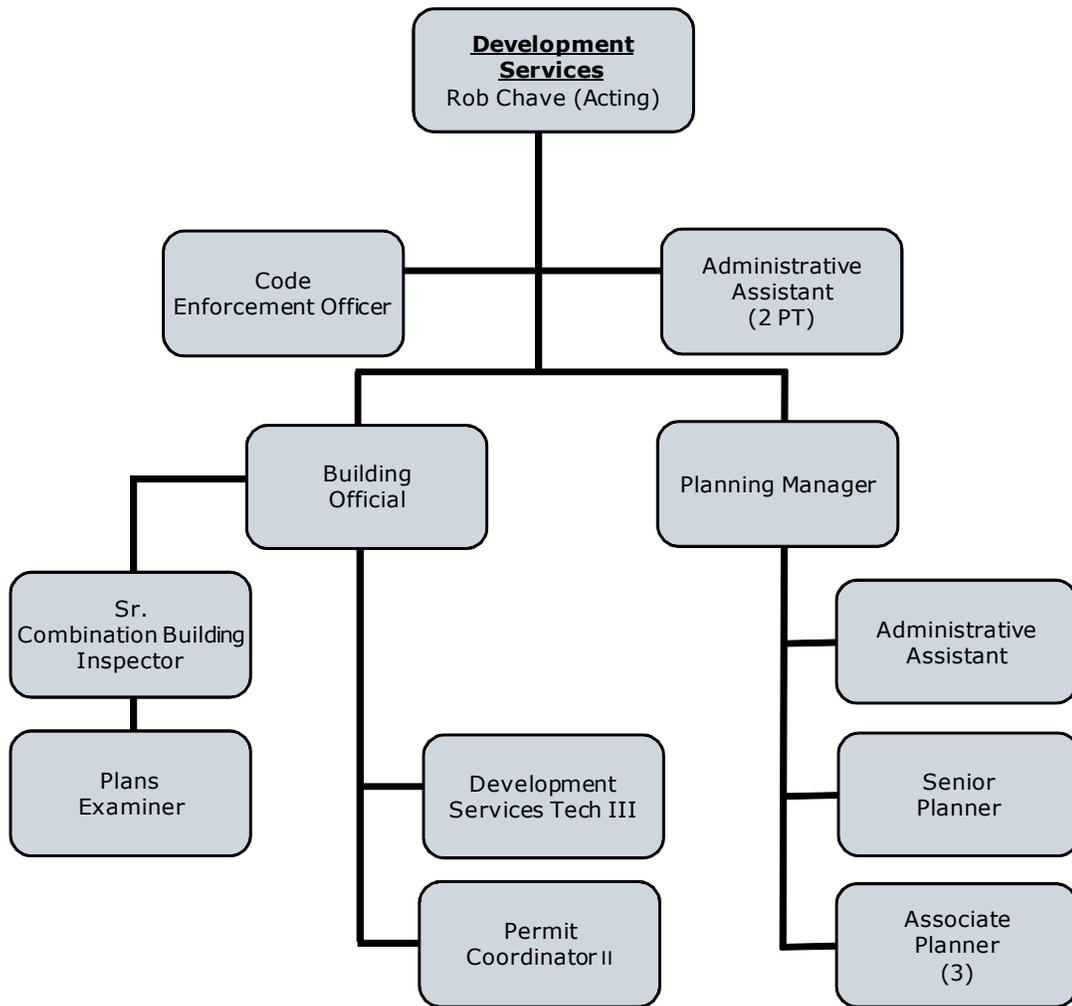
The Economic Development office works to strengthen the local economy by attracting new businesses, working with property owners on redevelopment options, assisting local merchants to grow their businesses, resolving complaints and concerns, and marketing Edmonds to businesses and visitors. The department 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. Other costs include: supplies for general office use and for special events, travel to business meetings and conferences, advertising and printing 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.

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Supplies	262	500	1,500	500	-	0%	(1,000)	-67%
Small Equipment	-	300	300	300	-	0%	-	0%
Professional Services	17,854	103,680	103,680	16,000	(87,680)	-85%	(87,680)	-85%
Communications	33	400	400	400	-	0%	-	0%
Travel	138	1,000	500	1,000	-	0%	500	100%
Advertising	9,809	30,000	25,000	24,000	(6,000)	-20%	(1,000)	-4%
Miscellaneous	3,879	3,000	2,000	3,000	-	0%	1,000	50%
	31,975	138,880	133,380	45,200	(93,680)	-67%	(88,180)	-66%

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 sustainable land use
- Implementing adopted City codes, policies, plans, and standards
- Protecting the public’s health and safety
- Providing excellent customer service

Program	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Planning	747,787	737,677	736,141	744,531	6,854	1%	8,390	1%
Building Services	648,254	641,191	570,636	540,487	(100,704)	-16%	(30,149)	-5%
Development Serv Admin	270,646	279,404	274,382	334,024	54,620	20%	59,642	22%
	1,666,687	1,658,272	1,581,159	1,619,042	(39,230)	-2%	37,883	2%

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Salaries	1,058,723	1,071,681	1,064,844	1,032,549	(39,132)	-4%	(32,295)	-3%
Overtime	2,422	2,800	3,023	1,300	(1,500)	-54%	(1,723)	-57%
Benefits	361,722	374,639	333,739	358,465	(16,174)	-4%	24,726	7%
Uniforms	-	320	-	-	(320)	-100%	N/A	N/A
Supplies	16,727	17,510	14,011	13,000	(4,510)	-26%	(1,011)	-7%
Minor Equipment	435	2,300	1,800	1,100	(1,200)	-52%	(700)	-39%
Professional Services	155,866	116,890	97,290	145,600	28,710	25%	48,310	50%
Communications	4,515	4,630	4,400	4,000	(630)	-14%	(400)	-9%
Travel	607	3,500	1,500	1,600	(1,900)	-54%	100	7%
Advertising	4,655	4,250	3,500	3,000	(1,250)	-29%	(500)	-14%
Rental/Lease	22,264	22,500	22,000	20,500	(2,000)	-9%	(1,500)	-7%
Repairs/Maintenance	259	2,000	1,000	500	(1,500)	-75%	(500)	-50%
Miscellaneous	23,960	27,600	26,400	25,100	(2,500)	-9%	(1,300)	-5%
Interfund Rental	14,532	7,652	7,652	12,328	4,676	61%	4,676	61%
	1,666,687	1,658,272	1,581,159	1,619,042	(39,230)	-2%	37,883	2%

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. Total 6 FTE.
Overtime	Minor overtime charges to cover peak period workloads.
Small Equipment	Small tools and minor equipment.
Professional Services	Hearing Examiner, Minute Taker.
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.

2013 Budget Changes

Reductions in minor equipment, communications and miscellaneous line items reduce the ability to expand or adapt technology and office systems to provide more efficient service, and reduces the ability to replace aging equipment. Reductions in professional services removes any capability to fund special studies or enforcement actions or respond to requests for special research projects without a dedicated funding source. Reductions in travel and miscellaneous expenses reduces staff training capabilities. Reductions in advertising budget removes ability for expanded notice for development or other projects of special public interest.

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

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Salaries	463,253	470,384	478,123	489,736	19,352	4%	11,613	2%
Overtime	-	300	523	300	-	0%	(223)	-43%
Benefits	159,939	164,097	161,138	182,531	18,434	11%	21,393	13%
Uniforms	-	320	-	-	(320)	-100%	N/A	N/A
Supplies	-	-	11	-	N/A	N/A	(11)	-100%
Minor Equipment	59	1,700	1,200	500	(1,200)	-71%	(700)	-58%
Professional Svc	96,811	73,290	73,290	52,100	(21,190)	-29%	(21,190)	-29%
Planning Signs	1,295	2,600	-	-	(2,600)	-100%	N/A	N/A
Communications	1,978	1,230	1,200	1,000	(230)	-19%	(200)	-17%
Travel	607	2,000	900	1,000	(1,000)	-50%	100	11%
Advertising	4,655	4,000	3,500	3,000	(1,000)	-25%	(500)	-14%
Miscellaneous	15,710	16,500	15,000	14,000	(2,500)	-15%	(1,000)	-7%
Interfund Rental	3,480	1,256	1,256	364	(892)	-71%	(892)	-71%
	747,787	737,677	736,141	744,531	6,854	1%	8,390	1%

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, Senior Permit Coordinator and Permit Coordinator.
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.

2013 Budget Changes

Substantial reduction in professional services removes most of the capability to respond to special review needs or outside reviews during peak permitting times; this could lead to increased review turn-around times if permit activity increases. Reduction in repair/maintenance reduces ability to replace aging equipment. Reduction in travel reduces staff training capabilities.

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

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Salaries	456,848	448,503	434,422	394,682	(53,821)	-12%	(39,740)	-9%
Benefits	145,680	149,542	111,318	116,341	(33,201)	-22%	5,023	5%
Supplies	10	-	-	-	N/A	N/A	N/A	N/A
Minor Equipment	(40)	-	-	-	N/A	N/A	N/A	N/A
Professional Svc	24,841	22,000	5,000	4,500	(17,500)	-80%	(500)	-10%
Communications	2,581	2,600	3,200	3,000	400	15%	(200)	-6%
Travel	-	1,400	500	500	(900)	-64%	-	0%
Advertising	-	250	-	-	(250)	-100%	N/A	N/A
Repairs/Maintenance	49	1,000	-	-	(1,000)	-100%	N/A	N/A
Miscellaneous	7,234	9,500	9,800	9,500	-	0%	(300)	-3%
Interfund Rental	11,052	6,396	6,396	11,964	5,568	87%	5,568	87%
	648,254	641,191	570,636	540,487	(100,704)	-16%	(30,149)	-5%

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 primarily include building, zoning, and nuisance complaints.

Budget Narrative

Development Services Administration consists of the Director (vacant and not budgeted other than for acting pay), two part time Administrative Assistants and the Code Enforcement Officer.

Salaries and Benefits	2 FTEs, including front counter reception and Code Enforcement
Overtime	Coverage during vacation or added service demands
Supplies	Office supplies, forms, copy paper, publications, cleaning supplies, and refreshments for public meetings
Small Equipment	Small tools and minor equipment
Professional Services	Permit system maintenance & enhancement.
Communication	Telephone, on-line changes, postage, fax
Travel	Lodging, meals, mileage
Advertising	Legal notices, meeting dates/agenda ads
Rental/Lease	Copier leases
Repairs/Maintenance	Office equipment repairs/maintenance – e.g. fax, binding machine, label maker, laminator
Miscellaneous	Dues/subscriptions/memberships, registration, training.

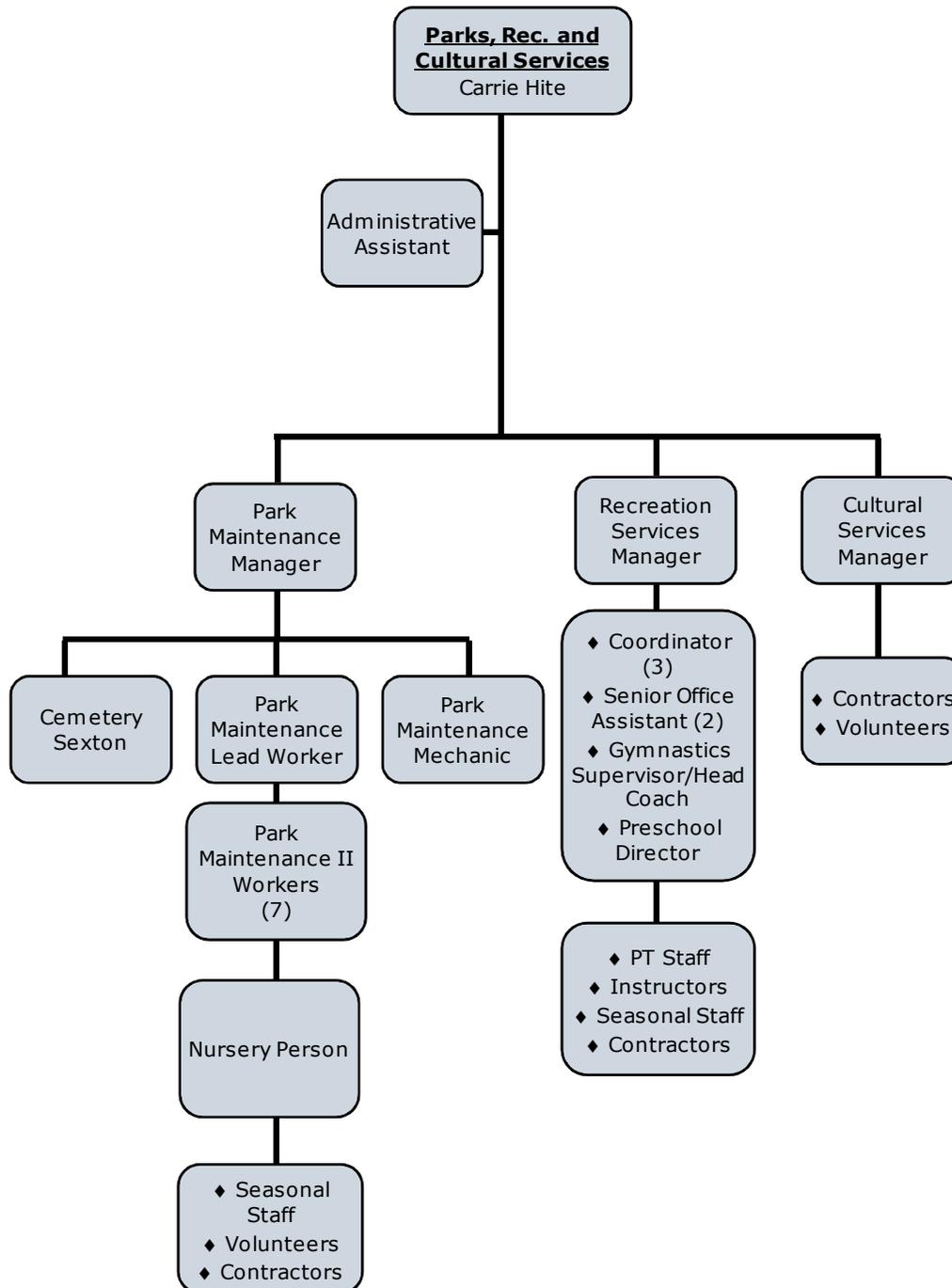
2013 Budget Changes

Budget reflects continued un-funding of Development Services Director position. Reduction in overtime reduces front reception coverage meaning that other staff will have to fill in and be taken away from their primary duties. Reductions in supplies, rental/lease and repairs/maintenance will mean significant reductions in printing and public information handouts or materials (e.g. no copies of public meeting or study materials available at meetings, except for a single ‘public copy’) resulting in an increased reliance on electronic or web-based materials. In combination with the reduction in professional services, these reductions also remove most of the ability to replace aging equipment or respond to emerging technology improvements, including enhancements to the electronic permitting system.

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

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Salaries	138,622	152,794	152,299	148,131	(4,663)	-3%	(4,168)	-3%
Overtime	2,422	2,500	2,500	1,000	(1,500)	-60%	(1,500)	-60%
Benefits	56,103	61,000	61,283	59,593	(1,407)	-2%	(1,690)	-3%
Supplies	16,717	17,510	14,000	13,000	(4,510)	-26%	(1,000)	-7%
Minor Equipment	416	600	600	600	-	0%	-	0%
Professional Services	32,920	19,000	19,000	89,000	70,000	368%	70,000	368%
Communications	(44)	800	-	-	(800)	-100%	N/A	N/A
Travel	-	100	100	100	-	0%	-	0%
Rental/Lease	22,264	22,500	22,000	20,500	(2,000)	-9%	(1,500)	-7%
Repairs/Maintenance	210	1,000	1,000	500	(500)	-50%	(500)	-50%
Miscellaneous	1,017	1,600	1,600	1,600	-	0%	-	0%
	270,646	279,404	274,382	334,024	54,620	20%	59,642	22%

Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		Department #:	640
Cost Center	Total Department		Cost Center #:	N/A



Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		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 62 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.

Program	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Administration	404,748	412,067	422,178	449,795	37,728	9%	27,617	7%
Rec. & Cultural Services	930,759	966,897	918,064	907,879	(59,018)	-6%	(10,185)	-1%
Discovery Programs	47,589	58,061	56,167	51,582	(6,479)	-11%	(4,585)	-8%
Aquatics	114,698	166,523	122,637	123,908	(42,615)	-26%	1,271	1%
Athletics	74,920	93,395	63,017	91,362	(2,033)	-2%	28,345	45%
Day Camp	71,835	72,188	59,758	73,849	1,661	2%	14,091	24%
Fitness	102,527	82,695	54,326	72,539	(10,156)	-12%	18,213	34%
Gymnastics	103,187	128,248	120,416	132,290	4,042	3%	11,874	10%
Meadowdale Preschool	26,030	27,772	28,376	32,638	4,866	18%	4,262	15%
Parks Maintenance	1,403,125	1,458,624	1,430,598	1,416,667	(41,957)	-3%	(13,931)	-1%
Flower Program	33,451	40,382	34,977	8,394	(31,988)	-79%	(26,583)	-76%
	3,312,869	3,506,852	3,310,514	3,360,903	(145,949)	-4%	50,389	2%

Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		Department #:	640
Cost Center	Total Department		Cost Center #:	N/A

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Salaries	1,781,891	1,880,905	1,804,114	1,735,424	(145,481)	-8%	(68,690)	-4%
Overtime	7,111	5,300	8,800	-	(5,300)	-100%	(8,800)	-100%
Benefits	555,932	571,640	592,951	582,236	10,596	2%	(10,715)	-2%
Uniforms	3,049	6,540	4,200	5,340	(1,200)	-18%	1,140	27%
Supplies	98,764	145,026	116,256	131,925	(13,101)	-9%	15,669	13%
Small Equipment	3,441	35,012	34,096	3,250	(31,762)	-91%	(30,846)	-90%
Professional Services	343,712	339,666	267,081	379,980	40,314	12%	112,899	42%
Communications	27,501	28,938	27,567	28,218	(720)	-2%	651	2%
Travel	1,073	6,140	1,254	5,942	(198)	-3%	4,688	374%
Advertising	3,293	3,852	2,861	4,300	448	12%	1,439	50%
Rental/Lease	55,881	50,471	49,694	50,470	(1)	0%	776	2%
Public Utility	177,676	150,000	150,000	135,000	(15,000)	-10%	(15,000)	-10%
Repair/Maintenance	22,395	52,025	45,639	51,845	(180)	0%	6,206	14%
Miscellaneous	76,277	76,370	73,773	77,596	1,226	2%	3,823	5%
Intergovernmental Service	61,022	70,695	65,100	70,695	-	0%	5,595	9%
Equipment	-	17,144	-	-	(17,144)	-100%	N/A	N/A
Interfund Rental	93,852	67,128	67,128	98,682	31,554	47%	31,554	47%
	3,312,869	3,506,852	3,310,514	3,360,903	(145,949)	-4%	50,389	2%

Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		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 62 sites, 325 acres of parkland and 60,000 square feet of program space among the Frances Anderson Center, Plaza Room, Meadowdale Community Clubhouse and Yost Pool. The staff develops long range plans for capital assets, park land acquisition, and capital development, administers county, state, and federal grants, and manages general fund budgets as well as nine special fund accounts. Administration serves as liaison to 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, 1.5 FTE 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.

2013 Budget changes:

Budget reduction includes .5 FTE Senior Office Assistant which will reduce the hours of operation of the Frances Anderson Center by five hours per week, and shorten weekend hours, which may produce more wait time for service during operational hours, and reduce access to the community center.

Moved \$3,500 from professional services to salaries to pay building monitors.

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Salaries	294,580	293,696	306,656	272,809	(20,887)	-7%	(33,847)	-11%
Benefits	89,604	94,401	91,552	94,016	(385)	0%	2,464	3%
Supplies	5,680	6,300	6,300	6,300	-	0%	-	0%
Small Equipment	-	500	750	750	250	50%	-	0%
Professional Services	4,611	4,500	4,500	63,500	59,000	1311%	59,000	1311%
Communications	1,017	900	600	600	(300)	-33%	-	0%
Travel	460	400	200	200	(200)	-50%	-	0%
Advertising	-	-	250	250	250	N/A	-	0%
Rental/Lease	7,307	9,500	9,500	9,500	-	0%	-	0%
Repair/Maintenance	-	370	370	370	-	0%	-	0%
Miscellaneous	1,489	1,500	1,500	1,500	-	0%	-	0%
	404,748	412,067	422,178	449,795	37,728	9%	27,617	7%

Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		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 Office Specialist. Also included is a part-time Hiking Instructor 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, jump rope, art, 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).

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change	% Change	\$ Change	% Change
					13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Salaries	456,620	454,583	455,572	425,367	(29,216)	-6%	(30,205)	-7%
Overtime	61	-	-	-	N/A	N/A	N/A	N/A
Benefits	152,222	156,691	153,245	148,599	(8,092)	-5%	(4,646)	-3%
Supplies	1,947	33,506	16,000	20,835	(12,671)	-38%	4,835	30%
Small Equipment	-	5,994	4,251	-	(5,994)	-100%	(4,251)	-100%
Professional Services	212,730	212,414	187,256	203,650	(8,764)	-4%	16,394	9%
Communications	19,718	19,800	20,190	20,400	600	3%	210	1%
Travel	-	3,350	-	3,350	-	0%	3,350	N/A
Advertising	3,293	3,152	2,611	3,150	(2)	0%	539	21%
Repair/Maintenance	12,319	12,943	12,475	12,632	(311)	-2%	157	1%
Miscellaneous	62,826	60,000	62,000	62,000	2,000	3%	-	0%
Interfund Rental	9,024	4,464	4,464	7,896	3,432	77%	3,432	77%
	930,759	966,897	918,064	907,879	(59,018)	-6%	(10,185)	-1%

Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		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.

2013 Budget Changes

In 2013 Ranger-Naturalist salaries and benefits have been reduced by \$10,000. This reduction may limit summer patrols, keep the Olympic Beach Visitor’s Station closed for the season, and reduce programming.

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Salaries	37,400	44,443	44,725	37,945	(6,498)	-15%	(6,780)	-15%
Benefits	7,074	8,028	6,643	8,247	219	3%	1,604	24%
Uniforms	338	800	400	600	(200)	-25%	200	50%
Supplies	692	2,200	2,200	2,200	-	0%	-	0%
Professional Services	720	1,000	600	1,000	-	0%	400	67%
Communications	814	850	850	850	-	0%	-	0%
Travel	460	700	709	700	-	0%	(9)	-1%
Miscellaneous	90	40	40	40	-	0%	-	0%
	47,589	58,061	56,167	51,582	(6,479)	-11%	(4,585)	-8%

Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		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.

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change	% Change	\$ Change	% Change
					13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Salaries	91,804	112,767	86,720	99,548	(13,219)	-12%	12,828	15%
Overtime	(4)	-	-	-	N/A	N/A	N/A	N/A
Benefits	16,037	19,252	6,689	14,991	(4,261)	-22%	8,302	124%
Supplies	1,854	4,000	1,900	4,000	-	0%	2,100	111%
Small Equipment	-	23,362	22,950	-	(23,362)	-100%	(22,950)	-100%
Professional Services	443	-	-	-	N/A	N/A	N/A	N/A
Communications	776	1,200	407	-	(1,200)	-100%	(407)	-100%
Advertising	-	-	-	200	200	N/A	200	N/A
Repair/Maintenance	-	1,642	1,094	1,643	1	0%	549	50%
Miscellaneous	3,788	4,300	2,877	3,526	(774)	-18%	649	23%
	114,698	166,523	122,637	123,908	(42,615)	-26%	1,271	1%

Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		Department #:	640
Cost Center	Athletics		Cost Center #:	575.520

Function

Adult leagues 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.

2013 Budget Changes

All youth athletic camps/programs will be paid from professional services.

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change	% Change	\$ Change	% Change
					13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Salaries	2,668	4,266	2,203	2,859	(1,407)	-33%	656	30%
Benefits	366	567	297	303	(264)	-47%	6	2%
Supplies	9,613	11,330	8,906	11,000	(330)	-3%	2,094	24%
Professional Services	44,468	58,232	34,251	58,200	(32)	0%	23,949	70%
Rental/Lease	15,600	15,850	15,610	15,850	-	0%	240	2%
Miscellaneous	2,205	3,150	1,750	3,150	-	0%	1,400	80%
	74,920	93,395	63,017	91,362	(2,033)	-2%	28,345	45%

Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		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. 32 teens volunteer in the Day Camp as Junior Counselors. Highlights include the talent show and the annual student visit from our Sister City in Hekinan, Japan.

Budget Narrative

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

2013 Budget Changes

The Extended Care hours are being expanded to accommodate working families that would like to attend this traditional day camp. The camp hours will expand by one hour. Expenditures are fee reimbursed through program fees.

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change	% Change	\$ Change	% Change
					13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Salaries	52,251	54,870	46,350	57,820	2,950	5%	11,470	25%
Benefits	15,012	9,368	9,242	8,079	(1,289)	-14%	(1,163)	-13%
Supplies	3,698	5,800	3,200	5,800	-	0%	2,600	81%
Travel	150	750	270	750	-	0%	480	178%
Miscellaneous	724	1,400	696	1,400	-	0%	704	101%
	71,835	72,188	59,758	73,849	1,661	2%	14,091	24%

Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		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 and Kendo.

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.

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change	% Change	\$ Change	% Change
					13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Salaries	21,068	19,000	13,540	19,000	-	0%	5,460	40%
Benefits	199	195	122	139	(56)	-29%	17	14%
Supplies	327	500	350	400	(100)	-20%	50	14%
Professional Services	80,229	62,000	39,614	52,000	(10,000)	-16%	12,386	31%
Repairs & Maintenance	704	1,000	700	1,000	-	0%	300	43%
	102,527	82,695	54,326	72,539	(10,156)	-12%	18,213	34%

Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		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/equipment.

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Salaries	86,368	103,961	94,162	96,739	(7,222)	-7%	2,577	3%
Benefits	10,871	13,010	16,769	26,931	13,921	107%	10,162	61%
Supplies	3,851	4,900	3,400	4,900	-	0%	1,500	44%
Minor Equipment	1,612	4,656	5,656	2,000	(2,656)	-57%	(3,656)	-65%
Professional Services	260	800	345	800	-	0%	455	132%
Rental/Lease	133	121	84	120	(1)	-1%	36	43%
Repair/Maintenance	-	500	-	500	-	0%	500	N/A
Miscellaneous	92	300	-	300	-	0%	300	N/A
	103,187	128,248	120,416	132,290	4,042	3%	11,874	10%

Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		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.

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change	% Change	\$ Change	% Change
					13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Salaries	21,083	21,917	23,673	25,628	3,711	17%	1,955	8%
Benefits	2,773	2,385	1,776	3,358	973	41%	1,582	89%
Supplies	1,114	1,750	1,500	1,750	-	0%	250	17%
Professional Services	143	720	395	720	-	0%	325	82%
Communications	914	900	1,020	1,080	180	20%	60	6%
Travel	2	-	2	2	2	N/A	-	0%
Miscellaneous	2	100	10	100	-	0%	90	900%
	26,030	27,772	28,376	32,638	4,866	18%	4,262	15%

Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		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.

2013 Budget Changes

Reduce parks Seasonal-labor and benefits from \$40,943 to \$10,000 which will reduce seasonal mowing and garbage pickup. Keeping one parks seasonal-laborer position will allow us to service parks Friday through Monday so as not to incur overtime costs.

The reduction of irrigation will save \$15,000 in water/utility bills for Hickman, Sierra, Seaview, Mathey Ballinger, Hummingbird and Pine Street parks. Grass on ball fields and smaller neighborhood parks will go dormant for the season. This will depend on weather; the grass could brown out as early as June or late as August.

Total savings \$45,943

Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		Department #:	640
Cost Center	Parks Maintenance		Cost Center #:	576.800

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Salaries	671,005	707,244	671,442	688,124	(19,120)	-3%	16,682	2%
Seasonal Staff Salaries	22,973	35,525	35,000	9,585	(25,940)	-73%	(25,415)	-73%
Overtime	6,453	5,000	8,700	-	(5,000)	-100%	(8,700)	-100%
Seasonal Staff Overtime	601	300	100	-	(300)	-100%	(100)	-100%
Benefits	254,209	257,476	293,439	274,202	16,726	6%	(19,237)	-7%
Seasonal Staff Benefits	3,568	5,418	9,100	3,371	(2,047)	-38%	(5,729)	-63%
Uniforms	2,711	5,740	3,800	4,740	(1,000)	-17%	940	25%
Supplies	67,087	70,680	68,500	70,680	-	0%	2,180	3%
Small Equipment	1,194	-	-	-	N/A	N/A	N/A	N/A
Professional Services	110	-	120	110	110	N/A	(10)	-8%
Communications	4,263	5,288	4,500	5,288	-	0%	788	18%
Travel	-	940	73	940	-	0%	867	1188%
Advertising	-	700	-	700	-	0%	700	N/A
Rental/Lease	32,841	25,000	24,500	25,000	-	0%	500	2%
Public Utility	177,676	150,000	150,000	135,000	(15,000)	-10%	(15,000)	-10%
Repair/Maintenance	9,372	35,570	31,000	35,700	130	0%	4,700	15%
Miscellaneous	5,062	5,580	4,900	5,580	-	0%	680	14%
Intergovernmental Service	61,022	70,695	65,100	70,695	-	0%	5,595	9%
Interfund Rental	82,980	60,324	60,324	86,952	26,628	44%	26,628	44%
Machinery and Equip	-	17,144	-	-	(17,144)	-100%	N/A	N/A
	1,403,125	1,458,624	1,430,598	1,416,667	(41,957)	-3%	(13,931)	-1%

Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		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

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.

2013 Budget Changes

Reduce all parks flower seasonal positions at a savings of \$33,482. This would eliminate flower’s being planted in downtown street corners parks. However more perennials would be planted to help offset the reduction of flowers in the downtown area. Parks crews would still plant and maintain 133 flower baskets as last year. Hazel Miller Plaza will be planted with flowers and maintained by parks full time employees.

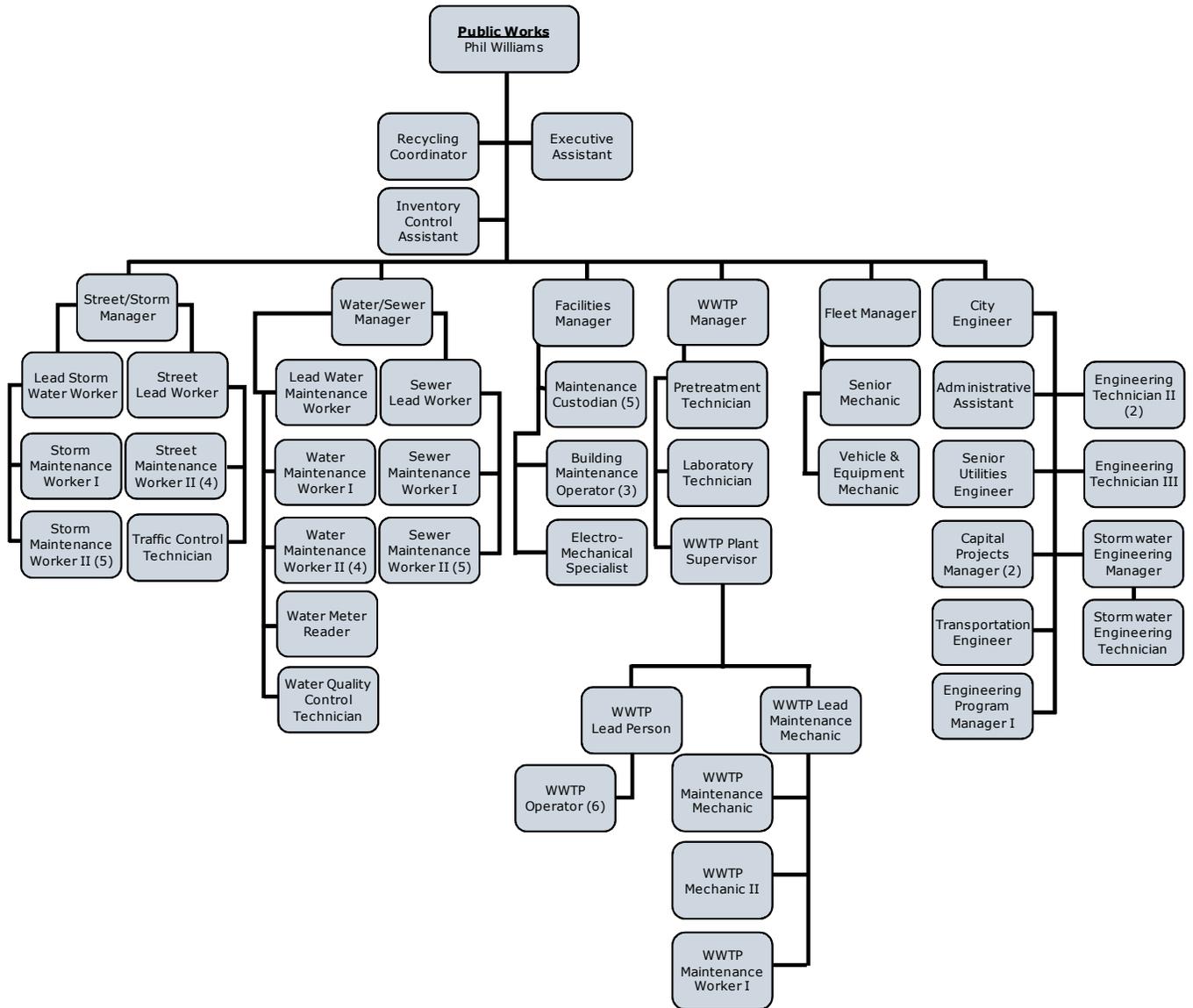
Total savings \$ 33,482

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Salaries	24,071	28,633	24,071	-	(28,633)	-100%	(24,071)	-100%
Benefits	3,996	4,849	4,077	-	(4,849)	-100%	(4,077)	-100%
Supplies	2,900	4,060	4,000	4,060	-	0%	60	2%
Minor Equipment	635	500	489	500	-	0%	11	2%
Interfund Rental	1,848	2,340	2,340	3,834	1,494	64%	1,494	64%
	33,451	40,382	34,977	8,394	(31,988)	-79%	(26,583)	-76%



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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		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.

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

Program	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Administration	272,662	294,110	312,470	324,517	30,407	10%	12,047	4%
Engineering	1,207,248	1,318,706	1,302,712	1,394,458	75,752	6%	91,746	7%
Facilities Maintenance	1,438,703	1,351,548	1,307,855	1,344,159	(7,389)	-1%	36,304	3%
	2,918,613	2,964,364	2,923,037	3,063,134	98,770	3%	140,097	5%

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Salaries	1,719,776	1,760,290	1,773,599	1,853,625	93,335	5%	80,026	5%
Overtime	5,236	13,700	7,500	7,700	(6,000)	-44%	200	3%
Benefits	596,345	632,010	633,749	667,822	35,812	6%	34,073	5%
Uniforms	2,411	3,450	3,360	3,360	(90)	-3%	-	0%
Supplies	84,738	80,100	70,100	70,100	(10,000)	-12%	-	0%
Fuel Consumed	-	700	-	-	(700)	-100%	N/A	N/A
Minor Equipment	4,978	10,500	10,500	8,000	(2,500)	-24%	(2,500)	-24%
Professional Services	61,069	5,200	4,700	5,200	-	0%	500	11%
Communications	21,943	21,600	20,400	20,900	(700)	-3%	500	2%
Travel	2,198	1,120	635	1,100	(20)	-2%	465	73%
Rental/Lease	9,602	7,400	7,400	7,400	-	0%	-	0%
Public Utility	274,121	304,500	278,500	279,600	(24,900)	-8%	1,100	0%
Repair/Maintenance	57,118	77,800	66,700	62,800	(15,000)	-19%	(3,900)	-6%
Miscellaneous	13,498	12,700	12,600	13,800	1,100	9%	1,200	10%
Interfund Rental	65,580	33,294	33,294	61,727	28,433	85%	28,433	85%
	2,918,613	2,964,364	2,923,037	3,063,134	98,770	3%	140,097	5%

Fund:	General		Fund #:	001
Department:	Public Works		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 & Utilities Director, an Executive Assistant, and an Administrative Assistant (.5 FTE). A portion of these salaries are reimbursed by the Utility Fund.

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Salaries	173,261	208,578	216,591	225,381	16,803	8%	8,790	4%
Overtime	43	200	-	200	-	0%	200	N/A
Benefits	50,446	64,638	76,685	76,157	11,519	18%	(528)	-1%
Supplies	5,123	5,100	5,100	5,100	-	0%	-	0%
Professional Services	24,546	200	200	200	-	0%	-	0%
Communications	2,404	1,100	1,100	1,200	100	9%	100	9%
Travel	1,901	500	-	500	-	0%	500	N/A
Rental/Lease	9,602	7,400	7,400	7,400	-	0%	-	0%
Public Utility	2,308	2,500	2,500	2,600	100	4%	100	4%
Repair/Maintenance	-	1,000	-	1,000	-	0%	1,000	N/A
Miscellaneous	567	1,000	1,000	1,400	400	40%	400	40%
Interfund Rental	2,460	1,894	1,894	3,379	1,485	78%	1,485	78%
	272,662	294,110	312,470	324,517	30,407	10%	12,047	4%

Fund:	General		Fund #:	001
Department:	Public Works		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 and Benefits	Twelve (12) Full Time Equivalents (FTEs) including City Engineer, Transportation Engineer, Stormwater Engineer, Utility Engineer, Engineering Program Manager, two Capital Project Managers, four Engineering Technicians and an 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, MRSC On-Call Rosters, 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.

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Salaries	878,925	958,860	952,715	1,007,140	48,280	5%	54,425	6%
Overtime	2,807	5,000	5,000	5,000	-	0%	-	0%
Benefits	293,388	321,636	312,797	342,150	20,514	6%	29,353	9%
Uniforms	-	450	360	360	(90)	-20%	-	0%
Minor Equipment	517	2,500	2,500	2,000	(500)	-20%	(500)	-20%
Professional Services	5,353	5,000	4,500	5,000	-	0%	500	11%
Communications	6,653	6,500	6,300	6,700	200	3%	400	6%
Travel	297	620	600	600	(20)	-3%	-	0%
Repair/Maintenance	309	1,800	1,700	1,800	-	0%	100	6%
Miscellaneous	9,472	9,600	9,500	10,300	700	7%	800	8%
Interfund Rental	9,528	6,740	6,740	13,408	6,668	99%	6,668	99%
	1,207,248	1,318,706	1,302,712	1,394,458	75,752	6%	91,746	7%

Fund:	General		Fund #:	001
Department:	Public Works		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, including construction assistance for Parks and Recreation, such as that provided during the past year at Hazel Miller Plaza. 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, four Maintenance Custodians, and one Custodian.

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12	13-12	13-12	13-12
					Budget	Budget	Estimate	Estimate
Salaries	667,590	592,852	604,293	621,104	28,252	5%	16,811	3%
Overtime	2,386	8,500	2,500	2,500	(6,000)	-71%	-	0%
Benefits	252,511	245,736	244,267	249,515	3,779	2%	5,248	2%
Uniforms	2,411	3,000	3,000	3,000	-	0%	-	0%
Supplies	79,616	75,000	65,000	65,000	(10,000)	-13%	-	0%
Fuel Consumed	-	700	-	-	(700)	-100%	N/A	N/A
Minor Equipment	4,461	8,000	8,000	6,000	(2,000)	-25%	(2,000)	-25%
Professional Services	31,170	-	-	-	N/A	N/A	N/A	N/A
Communications	12,887	14,000	13,000	13,000	(1,000)	-7%	-	0%
Public Utility	271,812	302,000	276,000	277,000	(25,000)	-8%	1,000	0%
Repair/Maintenance	56,809	75,000	65,000	60,000	(15,000)	-20%	(5,000)	-8%
Miscellaneous	3,458	2,100	2,100	2,100	-	0%	-	0%
Interfund Rental	53,592	24,660	24,660	44,940	20,280	82%	20,280	82%
	1,438,703	1,351,548	1,307,855	1,344,159	(7,389)	-1%	36,304	3%

Other Funds



Fund:	Emergency Finance Reserve Fund		Fund #:	006
Department:	Finance & Info 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 manmade disasters.

The fund was closed through Ordinance 3891 in August of 2012 transferring the funds into the 012 Contingency Reserve Fund.

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change 13-12 Budget	% Change 13-12 Budget	\$ Change 13-12 Estimate	% Change 13-12 Estimate
Beginning Balance	1,927,600	1,927,600	1,927,600	(0)	(1,927,600)	-100%	(1,927,600)	-100%
<u>Revenue</u>								
Total Revenue	-	-	-	-	N/A	N/A	N/A	N/A
<u>Expenditure</u>								
Interfund Transfer	-	1,927,600	1,927,600	-	(1,927,600)	-100%	(1,927,600)	-100%
Total Expenditure	-	1,927,600	1,927,600	-	(1,927,600)	-100%	(1,927,600)	-100%
Ending Balance	1,927,600	(0)	(0)	(0)	-	0%	-	0%

Fund:	LEOFF Medical Insurance Reserve		Fund #:	009
Department:	Finance & Info 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 performed by Northwest Plan Services, Inc to assure that its pension and benefit obligation is adequately funded on a pay-as-you-go basis.

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change 13-12 Budget	% Change 13-12 Budget	\$ Change 13-12 Estimate	% Change 13-12 Estimate
Beginning Balance	428,322	320,657	320,656	320,866	209	0%	210	0%
<u>Revenue</u>								
Investment Interest	536	550	310	350	(200)	-36%	40	13%
Interfund Transfer In	376,566	600,000	600,000	600,000	-	0%	-	0%
Total Revenue	377,102	600,550	600,310	600,350	(200)	0%	40	0%
<u>Expenditure</u>								
Medical Benefits	385,959	462,886	432,000	435,000	(27,886)	-6%	3,000	1%
Long Term Care Benefit	98,009	140,425	160,600	176,400	35,975	26%	15,800	10%
Professional Services	799	16,500	7,200	8,000	(8,500)	-52%	800	11%
Travel	-	-	300	-	N/A	N/A	(300)	-100%
Total Expenditure	484,767	619,811	600,100	619,400	(411)	0%	19,300	3%
Ending Balance	320,656	301,396	320,866	301,816	420	0%	(19,050)	-6%

Fund:	Reserve Fund		Fund #:	010
Department:	Finance & Info Services		Department #:	310
Cost Center	Total Fund		Cost Center #:	N/A

Function

The Reserve Fund (010) was formally established through Ordinance No. 3886 as part of a budget amendment in July of 2012. 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. The fund was closed through Ordinance 3891 in August of 2012 transferring the funds into the 012 Contingency Reserve Fund.

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change 13-12 Budget	% Change 13-12 Budget	\$ Change 13-12 Estimate	% Change 13-12 Estimate
Beginning Balance	1,335,961	1,338,178	1,338,178	-	(1,338,178)	-100%	(1,338,178)	-100%
<u>Revenue</u>								
Investment Interest	2,217	2,200	1,189	-	(2,200)	-100%	(1,189)	-100%
Total Revenue	2,217	2,200	1,189	-	(2,200)	-100%	(1,189)	-100%
<u>Expenditures</u>								
Interfund Transfer	-	1,339,400	1,339,367	-	(1,339,400)	-100%	(1,339,367)	-100%
Total Expenditures	-	1,339,400	1,339,367	-	(1,339,400)	-100%	(1,339,367)	-100%
Ending Balance	1,338,178	978	-	-	(978)	-100%	N/A	N/A

Fund:	Risk Management Reserve Fund		Fund #:	011
Department:	Finance & Info Services		Department #:	390
Cost Center	Total Funds		Cost Center #:	N/A

Function

The Risk Management Reserve Fund (011) was established through Ordinance No. 3886 as part of a budget amendment in July of 2012. The reserve fund was established based on the reserve policy adopted by Council on July 17, 2012. The reserve policy sets a target in the Risk Management Reserve Fund of 2% of total General Fund revenues.

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change 13-12 Budget	% Change 13-12 Budget	\$ Change 13-12 Estimate	% Change 13-12 Estimate
Beginning Balance	-	-	-	244,600	244,600	N/A	244,600	N/A
<u>Revenue</u>								
Investment Interest	-	-	600	1,200	1,200	N/A	600	100%
Interfund Transfer	-	244,000	244,000	417,000	173,000	71%	173,000	71%
Total Revenue	-	244,000	244,600	418,200	174,200	71%	173,600	71%
<u>Expenditures</u>								
Miscellaneous	-	-	-	661,000	661,000	N/A	661,000	N/A
Total Expenditures	-	-	-	661,000	661,000	NA	661,000	NA
Ending Balance	-	244,000	244,600	1,800	(242,200)	-99%	(242,800)	-99%

Fund:	Contingency Reserve Fund		Fund #:	012
Department:	Finance & Info Services		Department #:	390
Cost Center	Total Funds		Cost Center #:	N/A

Function

Pursuant to RCW 35A.33.145, the City Council authorized the Finance Director to create a new reserve fund per the Reserve Policy adopted on July 17, 2012. The Contingency Reserve Fund (012) was established through Ordinance No. 3891 as part of a budget amendment in August of 2012. The reserve policy sets a target in the Contingency Reserve Fund of 16% of total General Fund revenues.

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change 13-12 Budget	% Change 13-12 Budget	\$ Change 13-12 Estimate	% Change 13-12 Estimate
Beginning Balance	-	-	-	5,282,086	5,282,086	N/A	5,282,086	N/A
<u>Revenue</u>								
Investment Interest	-	-	119	288	288	N/A	169	142%
Interfund Transfer	-	5,282,000	5,281,967	122,935	(5,159,065)	-98%	(5,159,032)	-98%
Total Revenue	-	5,282,000	5,282,086	123,223	(5,158,777)	-98%	(5,158,863)	-98%
<u>Expenditures</u>								
Total Expenditures	-	-	-	-	N/A	N/A	N/A	N/A
Ending Balance	-	5,282,000	5,282,086	5,405,309	123,309	2%	123,223	2%

Fund:	Multimodal Transportation		Fund #:	013
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. The balance in this fund represents the unspent portion of General Fund resources transferred into the fund in previous years.

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	Change 13-12 Budget	% Change 13-12 Budget	Change 13-12 Estimate	Change 13-12 Estimate
Beginning Balance	55,859	55,859	55,859	55,859	-	0%	-	0%
<u>Revenue</u>								
Total Revenue	-	-	-	-	N/A	N/A	N/A	N/A
<u>Expenditure</u>								
Total Expenditure	-	-	-	-	N/A	N/A	N/A	N/A
Ending Balance	55,859	55,859	55,859	55,859	-	0%	-	0%

Fund:	Building Maintenance		Fund #:	016
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 016 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 application of Fund 016 this year will be at the Frances Anderson Center to address the need to improve its accessibility for all citizens. Architectural work is on track to be completed in 2012 to accurately estimate both this project and the remaining Anderson Center roof replacements

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	Change 13-12 Budget	% Change 13-12 Budget	Change 13-12 Estimate	Change 13-12 Estimate
Beginning Balance	185,881	212,213	212,212	201,126	(11,087)	-5%	(11,086)	-5%
Revenue								
Grants	164,239	-	-	-	N/A	N/A	N/A	N/A
Investment Interest	279	260	304	300	40	15%	(4)	-1%
Insurance Proceeds	5,994	-	-	-	N/A	N/A	N/A	N/A
Interfund Transfer In	56,600	56,600	56,600	56,600	-	0%	-	0%
Total Revenue	227,112	56,860	56,904	56,900	40	0%	(4)	0%
Expenditure								
Supplies	2,890	10,000	-	10,000	-	0%	10,000	NA
Professional Services	31,241	40,000	38,990	20,000	(20,000)	-50%	(18,990)	-49%
Repair and Maintenance	166,305	195,000	29,000	5,000	(190,000)	-97%	(24,000)	-83%
Miscellaneous	345	-	-	-	N/A	N/A	N/A	N/A
Total Expenditure	200,780	245,000	67,990	35,000	(210,000)	-86%	(32,990)	-49%
Ending Balance	212,212	24,073	201,126	223,026	198,953	826%	21,900	11%

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).

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change 13-12 Budget	% Change 13-12 Budget	\$ Change 13-12 Estimate	% Change 13-12 Estimate
Beginning Balance	116,889	124,661	124,661	91,671	(32,990)	-26%	(32,990)	-26%
Revenue								
Investment Interest	211	200	170	175	(25)	-13%	5	3%
Miscellaneous Revenue	66,303	28,000	46,840	20,000	(8,000)	-29%	(26,840)	-57%
Total Revenues	66,514	28,200	47,010	20,175	(8,025)	-28%	(26,835)	-57%
Expenditure								
Supplies	83	200	-	-	(200)	-100%	N/A	N/A
Fuel Consumed	3,441	2,000	2,000	2,000	-	0%	-	0%
Small Equipment	6,960	5,000	5,000	5,000	-	0%	-	0%
Communications	1,757	2,233	2,200	2,233	-	0%	33	2%
Repair and Maintenan	-	800	800	800	-	0%	-	0%
Miscellaneous	5,000	20,000	20,000	20,000	-	0%	-	0%
Intergovernmental Serv	41,502	50,000	50,000	50,000	-	0%	-	0%
Total Expenditures	58,743	80,233	80,000	80,033	(200)	0%	33	0%
Ending Balance	124,661	72,628	91,671	31,813	(40,815)	-56%	(59,858)	-65%



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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.

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

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Beginning Balance	497,227	392,049	392,049	157,290	(234,759)	-60%	(234,759)	-60%
Revenue								
Street And Curb Permit	3,975	3,000	5,000	3,500	500	17%	(1,500)	-30%
Grants	-	-	6,000	-	N/A	N/A	(6,000)	-100%
Motor Vehicle Fuel Tax	678,096	700,000	650,000	650,000	(50,000)	-7%	-	0%
Transportation Charges	9,546	5,000	3,500	3,000	(2,000)	-40%	(500)	-14%
Interfund Services	10,406	10,000	10,000	10,000	-	0%	-	0%
Investment Interest	619	650	250	300	(350)	-54%	50	20%
Miscellaneous Revenues	12,312	-	4,600	-	N/A	N/A	(4,600)	-100%
Capital Assets Disposition	9,271	-	2,500	-	N/A	N/A	(2,500)	-100%
Interfund Transfer In	634,060	595,000	635,000	740,000	145,000	24%	105,000	17%
Total Revenues	1,358,285	1,313,650	1,316,850	1,406,800	93,150	7%	89,950	7%
Expenditure								
Salaries	490,162	474,924	426,438	447,655	(27,269)	-6%	21,217	5%
Overtime	20,662	18,400	30,000	18,400	-	0%	(11,600)	-39%
Benefits	194,317	191,707	175,858	197,283	5,576	3%	21,425	12%
Uniforms	5,077	7,000	5,500	6,000	(1,000)	-14%	500	9%
Supplies	183,765	242,500	232,500	240,000	(2,500)	-1%	7,500	3%
Small Equipment	10,979	24,000	20,000	26,000	2,000	8%	6,000	30%
Professional Services	1,686	32,700	28,000	32,700	-	0%	4,700	17%
Communications	3,035	3,000	3,500	3,500	500	17%	-	0%
Training	-	1,000	60	1,000	-	0%	940	1567%
Advertising	-	-	350	350	350	NA	-	0%
Rental/Lease	892	1,500	2,300	2,300	800	53%	-	0%
Insurance	57,707	93,719	93,305	87,204	(6,515)	-7%	(6,101)	-7%
Public Utility	266,990	261,100	266,700	267,750	6,650	3%	1,050	0%
Repairs & Maintenance	6,981	25,500	19,000	25,000	(500)	-2%	6,000	32%
Miscellaneous	7,006	6,000	8,000	8,000	2,000	33%	-	0%
Intergovernmental Services	2,314	6,000	4,000	4,000	(2,000)	-33%	-	0%
Interfund Rental	166,668	190,944	190,944	156,834	(34,110)	-18%	(34,110)	-18%
Debt Principal	37,408	38,954	38,954	31,665	(7,289)	-19%	(7,289)	-19%
Debt Interest	7,815	6,200	6,200	2,074	(4,126)	-67%	(4,126)	-67%
Total Expenditures	1,463,464	1,625,148	1,551,609	1,557,715	(67,433)	-4%	6,106	0%
Ending Balance	392,049	80,551	157,290	6,375	(74,176)	-92%	(150,915)	-96%

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

The following transportation improvement projects are anticipated to begin in 2013:

1. Five Corners Roundabout (212th St. SW / 84th Ave)
2. 5th Ave Overlay (Elm Way to Walnut St.)
3. Traffic Signal Cabinet Improvements
4. Traffic Signal Pedestrian Countdown Displays

The engineering designs and acquisition of right of way are scheduled in 2013 on the following transportation projects:

1. 228th St. SW Corridor Improvement Project
2. 212th St. SW / 76th Ave Intersection Improvements
3. SR99 Lighting Phase 3
4. Sunset Walkway

All of the projects listed, with the exception of the Sunset Walkway project, have received federal and state transportation grants. The local match required on these projects range from 0-13.5%.

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

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Beginning Balance	203,752	423,449	423,448	351,549	(71,900)	-17%	(71,899)	-17%
<u>Revenue</u>								
Grants	621,620	2,012,305	1,596,047	4,546,153	2,533,848	126%	2,950,106	185%
Motor Vehicle Fuel Tax	148,850	140,000	117,000	120,000	(20,000)	-14%	3,000	3%
Traffic Impact Fees	307,522	35,000	29,500	30,000	(5,000)	-14%	500	2%
Investment Interest	225	102	152	102	-	0%	(50)	-33%
Interfund Transfer In	345,642	652,695	505,096	1,527,500	874,805	134%	1,022,404	202%
Total Revenues	1,423,860	2,840,102	2,247,795	6,223,755	3,383,653	119%	3,975,960	177%
<u>Expenditure</u>								
Professional Services	369,940	846,180	886,000	1,152,100	305,920	36%	266,100	30%
Intangible Rights to Land	-	231,022	41,000	909,400	678,378	294%	868,400	2118%
Construction Projects	605,428	1,596,538	1,093,250	3,482,300	1,885,762	118%	2,389,050	219%
Interfund Services	109,502	136,386	168,900	306,000	169,614	124%	137,100	81%
Interfund Transfer Out	41,891	53,497	53,499	378,500	325,003	608%	325,001	607%
Debt Principal	72,201	72,202	72,203	72,203	1	0%	-	0%
Debt Interest	5,201	4,841	4,842	4,481	(360)	-7%	(361)	-7%
Total Expenditures	1,204,163	2,940,666	2,319,694	6,304,984	3,364,318	114%	3,985,290	172%
Ending Balance	423,449	322,885	351,549	270,320	(52,565)	-16%	(81,229)	-23%

Fund:	Municipal Arts		Fund #:	117
Department:	Parks, Rec. & Cult. Svcs.		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.” **Due to budget cuts the \$15,000 general fund transfer is suspended temporarily through at least 2015 and the Arts Commission programs will be funded solely through proceeds from the Write On The Sound writers’ conference, sponsorships, and donations.** The Cultural Services Manager and Cultural Services Office Specialist salaries are part of the Recreation and Cultural Services cost center. An allocation of \$4,000 annually from the Lodging Tax Fund 120 was authorized by Council in 1992 and is used to promote arts and culture activities in Edmonds through the CRAZE and other advertising opportunities.

EAC programs encourage collaboration in the arts between private and public entities; provide cultural opportunities for youth and adults; and enhance the visibility of the arts while promoting economic development through arts and cultural tourism. Programs include:

- Write on the Sound Writers’ Conference
- Concerts in the Park Series
- Rotating Visual art exhibits in Edmonds Library, Frances Anderson Center and City Hall
- Public Art program
- Partnership events and youth programs in performing, literary 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 2013 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

After 26 years of providing performing and literary arts scholarships for Edmonds students seeking higher education and a career in the arts, this program will be eliminated once the balance of funds from donations and program proceeds is expended over the next 3 – 5 years. Contributions may be considered tax deductible if for “exclusive public purposes”.

2013 Budget Changes

The annual General Fund transfer of \$15,000 per Ordinance 2667 is temporarily suspended through at least 2015. No transfer will be made from the 117-100 to the 117-300 for the Scholarship program and the program will be eliminated once donated funds are expended. Professional Services is reduced to reflect elimination of the Shakespeare performance in the Summer Concerts in the Park Series. All Arts Commission programs in 2013 will be supported by program revenues (Write on the Sound), donations and sponsorships.

Fund:	Municipal Arts		Fund #:	117
Department:	Parks, Rec. & Cult. Svcs.		Department #:	640
Cost Center	Total Fund		Cost Center #:	N/A

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change 13-12 Budget	% Change 13-12 Budget	\$ Change 13-12 Estimate	% Change 13-12 Estimate
Program 100								
Beginning Balance	254,710	271,913	271,913	285,663	13,750	5%	13,750	5%
<u>Revenue</u>								
Resale Items	315	200	200	200	-	0%	-	0%
Community Events	32,681	26,000	31,000	31,000	5,000	19%	-	0%
Investment Interest	432	400	400	400	-	0%	-	0%
Contributions / Private So	6,156	6,000	6,000	6,300	300	5%	300	5%
Interfund Transfer In	19,000	19,000	19,000	4,000	(15,000)	-79%	(15,000)	-79%
Total Revenues	58,583	51,600	56,600	41,900	(9,700)	-19%	(14,700)	-26%
<u>Expenditure</u>								
Supplies	2,456	4,000	4,000	4,000	-	0%	-	0%
Small Equipment	348	1,000	1,000	1,000	-	0%	-	0%
Professional Services	27,092	30,500	29,000	27,500	(3,000)	-10%	(1,500)	-5%
Travel	22	50	50	50	-	0%	-	0%
Advertising	4,000	4,000	4,000	4,000	-	0%	-	0%
Rental / Lease	-	1,000	-	550	(450)	-45%	550	NA
Repair and Maintenance	-	300	300	300	-	0%	-	0%
Miscellaneous	4,462	4,500	4,500	4,500	-	0%	-	0%
Interfund Transfer Out	3,000	3,000	-	-	(3,000)	-100%	N/A	N/A
Total Expenditures	41,380	48,350	42,850	41,900	(6,450)	-13%	(950)	-2%
Ending Balance	271,913	275,163	285,663	285,663	10,500	4%	-	0%

Fund:	Municipal Arts		Fund #:	117
Department:	Parks, Rec. & Cult. Svcs.		Department #:	640
Cost Center	Total Fund		Cost Center #:	N/A

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change 13-12 Budget	% Change 13-12 Budget	\$ Change 13-12 Estimate	% Change 13-12 Estimate
Program 200								
Beginning Balance	123,919	114,260	114,260	91,402	(22,858)	-20%	(22,858)	-20%
<u>Revenue</u>								
Investment Interest	197	200	200	200	-	0%	-	0%
Contributions / Private So	1,975	1,000	1,500	1,500	500	50%	-	0%
Interfund Transfer In	-	2,500	7,642	16,266	13,766	551%	8,624	113%
Total Revenues	2,172	3,700	9,342	17,966	14,266	386%	8,624	92%
<u>Expenditure</u>								
Supplies	-	200	200	200	-	0%	-	0%
Professional Services	11,572	80,000	30,000	80,000	-	0%	50,000	167%
Miscellaneous	258	3,000	2,000	1,500	(1,500)	-50%	(500)	-25%
Interfund Transfer	-	-	-	3,000	3,000	N/A	3,000	N/A
Total Expenditures	11,830	83,200	32,200	84,700	1,500	2%	52,500	163%
Ending Balance	114,260	34,760	91,402	24,668	(10,092)	-29%	(66,734)	-73%

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change 13-12 Budget	% Change 13-12 Budget	\$ Change 13-12 Estimate	% Change 13-12 Estimate
Program 300								
Beginning Balance	14,729	15,525	15,524	12,549	(2,976)	-19%	(2,975)	-19%
<u>Revenue</u>								
Investment Interest	23	25	25	25	-	0%	-	0%
Contributions / Private So	273	-	-	-	N/A	N/A	N/A	N/A
Interfund Transfer In	3,000	3,000	-	-	(3,000)	-100%	N/A	N/A
Total Revenues	3,295	3,025	25	25	(3,000)	-99%	-	0%
<u>Expenditure</u>								
Miscellaneous	2,500	3,000	3,000	4,000	1,000	33%	1,000	33%
Total Expenditures	2,500	3,000	3,000	4,000	1,000	33%	1,000	33%
Ending Balance	15,524	15,550	12,549	8,574	(6,976)	-45%	(3,975)	-32%

Fund:	Memorial Street Tree		Fund #:	118
Department:	Parks, Rec. & Cult. Svcs.		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.

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change	% Change	\$ Change	% Change
					13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Beginning Balance	17,617	17,646	17,646	17,673	27	0%	27	0%
<u>Revenue</u>								
Investment Interest	29	28	27	27	(1)	-4%	-	0%
Total Revenue	29	28	27	27	(1)	-4%	-	0%
<u>Expenditure</u>								
Total Expenditure	-	-	-	-	N/A	N/A	N/A	N/A
Ending Balance	17,646	17,674	17,673	17,700	26	0%	27	0%

Fund:	Hotel/Motel Tax		Fund #:	120
Department:	Community Services and Economic Development		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 2013 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.

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change	% Change	\$ Change	% Change
					13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Beginning Balance	125,112	93,895	93,895	107,522	13,627	15%	13,627	15%
Revenue								
Hotel / Motel Excise Tax	75,492	51,750	69,000	52,750	1,000	2%	(16,250)	-24%
Investment Interest	163	200	110	120	(80)	-40%	10	9%
Total Revenues	75,654	51,950	69,110	52,870	920	2%	(16,240)	-23%
Expenditure								
Professional Services	51,923	10,000	13,983	14,500	4,500	45%	517	4%
Advertising	23,288	35,000	30,000	37,500	2,500	7%	7,500	25%
Miscellaneous	4,373	2,500	2,500	2,500	-	0%	-	0%
Interfund Transfer Out	27,287	9,000	9,000	14,000	5,000	56%	5,000	56%
Total Expenditures	106,871	56,500	55,483	68,500	12,000	21%	13,017	23%
Ending Balance	93,895	89,345	107,522	91,892	2,547	3%	(15,630)	-15%

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.

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change 13-12 Budget	% Change 13-12 Budget	\$ Change 13-12 Estimate	% Change 13-12 Estimate
Beginning Balance	84,660	77,577	77,577	68,049	(9,528)	-12%	(9,528)	-12%
<u>Revenue</u>								
Employee Parking Permit f	18,875	20,000	17,000	18,000	(2,000)	-10%	1,000	6%
Investment Interest	141	140	120	120	(20)	-14%	-	0%
Total Revenue	19,016	20,140	17,120	18,120	(2,020)	-10%	1,000	6%
<u>Expenditures</u>								
Supplies	1,013	1,000	1,562	1,640	640	64%	78	5%
Interfund Transfer	25,086	25,086	25,086	25,086	-	0%	-	0%
Total Expenditures	26,099	26,086	26,648	26,726	640	2%	78	0%
Ending Balance	77,577	71,631	68,049	59,443	(12,188)	-17%	(8,606)	-13%

Fund:	Youth Scholarship		Fund #:	122
Department:	Parks, Rec. & Cult. Svcs.		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.

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change	% Change	\$ Change	% Change
					13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Beginning Balance	17,092	16,534	16,534	15,018	(1,516)	-9%	(1,516)	-9%
<u>Revenue</u>								
Investment Interest	26	25	16	25	-	0%	9	56%
Contribution/Donation	2,083	2,500	2,148	2,000	(500)	-20%	(148)	-7%
Total Revenues	2,110	2,525	2,164	2,025	(500)	-20%	(139)	-6%
<u>Expenditures</u>								
Miscellaneous	2,668	4,000	3,680	4,000	-	0%	320	9%
Total Expenditures	2,668	4,000	3,680	4,000	-	0%	320	9%
Ending Balance	16,534	15,059	15,018	13,043	(2,016)	-13%	(1,975)	-13%

Fund:	Tourism Promotional / Arts		Fund #:	123
Department:	Parks, Rec. & Cult. Svcs.		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 \$9,500 awarded in any given year.

Budget Changes for 2013

The Arts Commission received one time funding in 2012 from Snohomish County and the TPA for Write on the Sound website development and advertising - grant funding for 2013 is projected to be minimal.

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change 13-12 Budget	% Change 13-12 Budget	\$ Change 13-12 Estimate	% Change 13-12 Estimate
Beginning Balance	53,611	60,250	60,250	65,700	5,450	9%	5,450	9%
<u>Revenue</u>								
25% Hotel/Motel Tax Reve	-	17,250	17,250	17,500	250	1%	250	1%
Grants	3,280	1,500	7,000	1,300	(200)	-13%	(5,700)	-81%
Sale Maps & Books	782	150	100	100	(50)	-33%	-	0%
Investment Interest	85	100	100	100	-	0%	-	0%
Transfer In	18,287	-	-	-	N/A	N/A	N/A	N/A
Total Revenues	22,434	19,000	24,450	19,000	-	0%	(5,450)	-22%
<u>Expenditures</u>								
Professional Services	8,500	10,500	10,500	10,500	-	0%	-	0%
Advertising	4,055	4,500	4,500	4,500	-	0%	-	0%
Miscellaneous	3,241	4,000	4,000	4,000	-	0%	-	0%
Total Expenditures	15,796	19,000	19,000	19,000	-	0%	-	0%
Ending Balance	60,250	60,250	65,700	65,700	5,450	9%	-	0%

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 2013 budget include the completion of the City Park Play and Spray Renovation, 4th Avenue North Cultural Corridor planning, renovation work at Yost Pool, and set aside for the development of Woodway fields. The Parks Department continues to budget to fulfill the goals and objectives of the Parks, Recreation & Open Space Comprehensive Plan.

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change	% Change	\$ Change	% Change
					13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Beginning Balance	443,662	436,640	436,640	597,690	161,050	37%	161,050	37%
Revenue								
Local Real Estate Tax- 2nd	543,999	590,000	682,000	650,000	60,000	10%	(32,000)	-5%
Investment Interest	698	850	550	600	(250)	-29%	50	9%
Miscellaneous Revenue	40,750	-	-	-	N/A	N/A	N/A	N/A
Interfund Transfer In	-	180,000	180,000	-	(180,000)	-100%	(180,000)	-100%
Total Revenues	585,447	770,850	862,550	650,600	(120,250)	-16%	(211,950)	-25%
Expenditure								
Supplies	28,201	36,000	36,000	29,000	(7,000)	-19%	(7,000)	-19%
Professional Services	20,700	617,000	235,000	275,000	(342,000)	-55%	40,000	17%
Repair and Maintenance	114,272	100,000	80,000	160,000	60,000	60%	80,000	100%
Interfund Services	33,943	-	-	-	N/A	N/A	N/A	N/A
Construction Projects	18,230	103,000	178,000	-	(103,000)	-100%	(178,000)	-100%
Interfund Transfer Out	377,123	199,000	172,500	500,000	301,000	151%	327,500	190%
Total Expenditures	592,469	1,055,000	701,500	964,000	(91,000)	-9%	262,500	37%
Ending Balance	436,641	152,490	597,690	284,290	131,800	86%	(313,400)	-52%

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.

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change	% Change	\$ Change	% Change
					13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Beginning Balance	423,051	225,937	225,937	210,770	(15,167)	-7%	(15,167)	-7%
<u>Revenue</u>								
Local Real Estate Tax-First	543,999	590,000	682,000	650,000	60,000	10%	(32,000)	-5%
Investment Interest	870	800	550	600	(200)	-25%	50	9%
Total Revenues	544,869	590,800	682,550	650,600	59,800	10%	(31,950)	-5%
<u>Expenditure</u>								
Miscellaneous	604	-	-	-	N/A	N/A	N/A	N/A
Land	-	-	-	200,000	200,000	N/A	200,000	N/A
Interfund Transfer Out	110,230	68,080	68,080	56,550	(11,530)	-17%	(11,530)	-17%
Debt Principal	481,677	502,163	502,163	393,481	(108,682)	-22%	(108,682)	-22%
Debt Interest	149,471	127,474	127,474	12,074	(115,400)	-91%	(115,400)	-91%
Total Expenditures	741,982	697,717	697,717	662,105	(35,612)	-5%	(35,612)	-5%
Ending Balance	225,937	119,020	210,770	199,265	80,245	67%	(11,505)	-5%

Fund:	Gifts Catalog		Fund #:	127
Department:	Parks, Rec. & Cult. Svcs.		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”.

In 2012, the City started the Adopt-A-Flower Basket program. The donations help to offset the cost of the flower program.

Art Museum/Memorial Building 100

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

Public Art Donations 200

This fund provides an opportunity for individuals or organizations to donate funds for specific public art projects such as the art enhanced flower basket poles, 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”.

Budget Changes for 2013

Expenditure for artwork for flower basket poles is increased to reflect potential donations as more poles are installed.

Fund:	Gifts Catalog		Fund #:	127
Department:	Parks, Rec. & Cult. Svcs.		Department #:	640
Cost Center	Total Fund		Cost Center #:	N/A

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change 13-12 Budget	% Change 13-12 Budget	\$ Change 13-12 Estimate	% Change 13-12 Estimate
Beginning Balance-000	117,787	119,581	119,581	140,984	21,403	18%	21,403	18%
<u>Revenue</u>								
Investment Interest	198	234	200	250	16	7%	50	25%
Contributions	10,340	6,400	23,346	14,108	7,708	120%	(9,238)	-40%
Total Revenues	10,538	6,634	23,546	14,358	7,724	116%	(9,188)	-39%
<u>Expenditure</u>								
Supplies	8,744	6,275	2,143	14,020	7,745	123%	11,877	554%
Total Expenditures	8,744	6,275	2,143	14,020	7,745	123%	11,877	554%
Ending Balance-000	119,581	119,940	140,984	141,322	21,382	18%	338	0%

Beginning Balance-100	64,178	64,284	64,284	64,384	100	0%	100	0%
<u>Revenue</u>								
Grants	-	-	-	-	N/A	N/A	N/A	N/A
Investment Interest	106	100	100	100	-	0%	-	0%
Contributions	-	-	-	-	N/A	N/A	N/A	N/A
Total Revenues	106	100	100	100	-	0%	-	0%
<u>Expenditure</u>								
Total Expenditures	-	-	-	-	N/A	N/A	N/A	N/A
Ending Balance-100	64,284	64,384	64,384	64,484	100	0%	100	0%

Beginning Balance-200	16,094	10,120	10,120	4,145	(5,975)	-59%	(5,975)	-59%
<u>Revenue</u>								
Investment Interest	26	25	25	25	-	0%	-	0%
Contributions	-	4,000	4,000	6,000	2,000	50%	2,000	50%
Total Revenues	26	4,025	4,025	6,025	2,000	50%	2,000	50%
<u>Expenditure</u>								
Professional Services	6,000	4,000	4,000	6,000	2,000	50%	2,000	50%
Interfund Transfer Out	-	2,000	6,000	-	(2,000)	-100%	(6,000)	-100%
Total Expenditures	6,000	6,000	10,000	6,000	-	0%	(4,000)	-40%
Ending Balance-200	10,120	8,145	4,145	4,170	(3,975)	-49%	25	1%

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.

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change	% Change	\$ Change	% Change
					13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Beginning Balance	2,098	5,841	5,841	5,841	-	0%	-	0%
<u>Revenue</u>								
Wa St Dot - Sr 99	25,204	482,000	460,700	14,700	(467,300)	-97%	(446,000)	-97%
Investment Interest	3	4	-	-	(4)	-100%	N/A	N/A
Total Revenue	25,207	482,004	460,700	14,700	(467,304)	-97%	(446,000)	-97%
<u>Expenditure</u>								
Construction Projects	-	400,000	389,000	-	(400,000)	-100%	(389,000)	-100%
Professional Services	21,464	83,500	34,500	7,700	(75,800)	-91%	(26,800)	-78%
Interfund Services	-	-	37,200	7,000	7,000	N/A	(30,200)	-81%
Total Expenditures	21,464	483,500	460,700	14,700	(468,800)	-97%	(446,000)	-97%
Ending Balance	5,841	4,345	5,841	5,841	1,496	34%	-	0%



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Fund:	Cemetery Maintenance/ Improvement		Fund #:	130
Department:	Parks, Rec. & Cult. Svcs.		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.

2013 Budget Changes

No changes to 2013 Cemetery Maintenance Improvement Fund 130.

Fund:	Cemetery Maintenance/Improvement		Fund #:	130
Department:	Parks, Rec. & Cult. Svcs.		Department #:	640
Cost Center	Total Fund		Cost Center #:	N/A

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change 13-12 Budget	% Change 13-12 Budget	\$ Change 13-12 Estimate	% Change 13-12 Estimate
Beginning Balance	88,826	85,714	85,713	48,062	(37,652)	-44%	(37,651)	-44%
<u>Revenue</u>								
Resale Items/Taxable	35,607	27,000	34,500	27,000	-	0%	(7,500)	-22%
Cemetery Grave Sales	104,373	92,700	92,000	92,700	-	0%	700	1%
Investment Interest	163	150	145	150	-	0%	5	3%
Contribution/Donation	-	-	73	100	100	N/A	27	37%
Total Revenue	140,142	119,850	126,718	119,950	100	0%	(6,768)	-5%
<u>Expenditures</u>								
Salaries and Wages	66,782	71,107	67,259	68,605	(2,502)	-4%	1,346	2%
Overtime	2,923	3,500	3,100	3,500	-	0%	400	13%
Benefits	30,281	32,926	31,343	33,188	262	1%	1,845	6%
Uniforms	183	1,000	183	1,000	-	0%	817	446%
Supplies	2,233	7,000	4,100	7,000	-	0%	2,900	71%
Resale Items	21,847	20,000	20,000	20,000	-	0%	-	0%
Professional Services	200	1,000	400	1,000	-	0%	600	150%
Communications	1,482	1,412	1,400	1,412	-	0%	12	1%
Travel	-	1,000	-	500	(500)	-50%	500	N/A
Advertising	3,175	3,000	2,100	3,000	-	0%	900	43%
Utilities	3,205	3,800	3,500	3,800	-	0%	300	9%
Repairs and Maintenanc	-	500	220	500	-	0%	280	127%
Miscellaneous	4,356	1,000	3,599	4,000	3,000	300%	401	11%
Interfund Rental	6,588	7,260	7,260	5,256	(2,004)	-28%	(2,004)	-28%
Equipment	-	17,500	17,336	-	(17,500)	-100%	(17,336)	-100%
Total Expenditures	143,255	172,005	161,800	152,761	(19,244)	-11%	(9,039)	-6%
Ending Balance	85,714	33,559	50,631	15,251	(18,308)	-55%	(35,380)	-70%

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.

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change 13-12 Budget	% Change 13-12 Budget	\$ Change 13-12 Estimate	% Change 13-12 Estimate
Beginning Balance	20,314	86,794	86,752	282,369	195,575	225%	195,617	225%
<u>Revenue</u>								
Grants	1,018,023	980,500	420,750	511,500	(469,000)	-48%	90,750	22%
Parks Donations	26,800	-	106,500	-	N/A	N/A	(106,500)	-100%
Misc Revenue	-	-	623	845,000	845,000	N/A	844,377	135534%
Transfer In from 112	-	11,803	11,803	-	(11,803)	-100%	(11,803)	-100%
Transfer In from 117	-	-	-	3,000	3,000	N/A	3,000	N/A
Transfer In from 120	5,000	5,000	5,000	10,000	5,000	100%	5,000	100%
Transfer In from 125	377,123	197,500	172,500	500,000	302,500	153%	327,500	190%
Transfer In from 127	-	2,000	6,000	-	(2,000)	-100%	(6,000)	-100%
Transfer In from 422	162,757	92,611	95,611	-	(92,611)	-100%	(95,611)	-100%
Transfer In from 423	44,213	-	13,950	-	N/A	N/A	(13,950)	-100%
Total Revenue	1,633,915	1,289,414	832,737	1,869,500	580,086	45%	1,036,763	125%
<u>Expenditure</u>								
Supplies	51,853	-	73,070	-	N/A	N/A	(73,070)	-100%
Professional Services	232,560	63,000	564,050	1,887,500	1,824,500	2896%	1,323,450	235%
Construction Projects	1,221,596	1,303,200	-	-	(1,303,200)	-100%	N/A	N/A
Interfund Services	61,426	10,000	-	-	(10,000)	-100%	N/A	N/A
Total Expenditure	1,567,435	1,376,200	637,120	1,887,500	511,300	37%	1,250,380	196%
Ending Balance	86,794	8	282,369	264,369	264,361	3219988%	(18,000)	-6%



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Fund:	Parks Trust		Fund #:	136
Department:	Parks, Rec. & Cult. Svcs.		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.

Fund:	Parks Trust		Fund #:	136
Department:	Parks, Rec. & Cult. Svcs.		Department #:	640
Cost Center	Total Fund		Cost Center #:	N/A

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change 13-12 Budget	% Change 13-12 Budget	\$ Change 13-12 Estimate	% Change 13-12 Estimate
Beginning Balance-100	48,052	84,658	84,658	84,783	125	0%	125	0%
<u>Revenue</u>								
Investment Interest	105	75	125	125	50	67%	-	0%
Contributions	-	-	-	-	N/A	N/A	N/A	N/A
Interfund Transfers	36,500	-	-	-	N/A	N/A	N/A	N/A
Total Revenues	36,605	75	125	125	50	67%	-	0%
<u>Expenditure</u>								
Total Expenditures	-	-	-	-	N/A	N/A	N/A	N/A
Ending Balance-100	84,658	84,733	84,783	84,908	175	0%	125	0%

Beginning Balance- 200	63,350	63,448	63,448	63,543	95	0%	95	0%
<u>Revenue</u>								
Investment Interest	98	90	95	95	5	6%	-	0%
Contributions	-	-	-	-	N/A	N/A	N/A	N/A
Total Revenues	98	90	95	95	5	6%	-	0%
<u>Expenditure</u>								
Total Expenditures	-	-	-	-	N/A	N/A	N/A	N/A
Ending Balance-200	63,448	63,538	63,543	63,638	100	0%	95	0%

Beginning Balance- 300	8,492	8,505	8,505	1,583	(6,922)	-81%	(6,922)	-81%
<u>Revenue</u>								
Investment Interest	13	12	8	8	(4)	-33%	-	0%
Total Revenues	13	12	8	8	(4)	-33%	-	0%
<u>Expenditure</u>								
Interfund Transfers	-	6,930	6,930	-	(6,930)	-100%	(6,930)	-100%
Total Expenditures	-	6,930	6,930	-	(6,930)	-100%	(6,930)	-100%
Ending Balance-300	8,505	1,587	1,583	1,591	4	0%	8	1%

Fund:	Cemetery Maintenance Trust		Fund #:	137
Department:	Parks, Rec. & Cult. Svcs.		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.

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change	% Change	\$ Change	% Change
					13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Beginning Balance	784,211	801,079	801,079	812,679	11,600	1%	11,600	1%
<u>Revenue</u>								
Resale Items/Taxable	3,924	3,000	2,500	3,000	-	0%	500	20%
Cemetery Grave Sales	11,630	10,300	8,000	10,300	-	0%	2,300	29%
Investment Interest	1,314	1,300	1,100	1,300	-	0%	200	18%
Total Revenues	16,868	14,600	11,600	14,600	-	0%	3,000	26%
<u>Expenditure</u>								
Total Expenditures	-	-	-	-	N/A	N/A	N/A	N/A
Ending Balance	801,079	815,679	812,679	827,279	11,600	1%	14,600	2%



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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	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change 13-12 Budget	% Change 13-12 Budget	\$ Change 13-12 Estimate	% Change 13-12 Estimate
Program 100 - Public								
Beginning Balance	7,894	7,906	7,907	7,919	13	0%	12	0%
<u>Revenue</u>								
Investment Interest	13	15	12	12	(3)	-20%	-	0%
Total Revenues	13	15	12	12	(3)	-20%	-	0%
<u>Expenditure</u>								
Total Expenditures	-	-	-	-	N/A	N/A	N/A	N/A
Ending Balance	7,907	7,921	7,919	7,931	10	0%	12	0%

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change 13-12 Budget	% Change 13-12 Budget	\$ Change 13-12 Estimate	% Change 13-12 Estimate
Program 200 - Private								
Beginning Balance	5,515	2,356	2,353	3,158	802	34%	805	34%
<u>Revenue</u>								
Investment Interest	7	15	5	5	(10)	-67%	-	0%
Contributions	1,412	5,200	3,500	3,500	(1,700)	-33%	-	0%
Total Revenues	1,419	5,215	3,505	3,505	(1,710)	-33%	-	0%
<u>Expenditure</u>								
Supplies	-	500	200	500	-	0%	300	150%
Student Trip	2,638	2,600	2,500	2,600	-	0%	100	4%
Miscellaneous	1,943	1,500	-	1,500	-	0%	1,500	NA
Total Expenditures	4,581	4,600	2,700	4,600	-	0%	1,900	70%
Ending Balance	2,353	2,971	3,158	2,063	(908)	-31%	(1,095)	-35%

Fund:	Transportation Benefit District		Fund #:	139
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.

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Beginning Balance	-	-	-	-	N/A	N/A	N/A	N/A
<u>Revenue</u>								
Annual Vehicle Fee (TBD)	639,180	600,000	640,000	645,000	45,000	8%	5,000	1%
Total Revenue	639,180	600,000	640,000	645,000	45,000	8%	5,000	1%
<u>Expenditure</u>								
Professional Services	120	-	-	-	N/A	N/A	N/A	N/A
Insurance	5,000	5,000	5,000	5,000	-	0%	-	0%
Interfund Transfers	634,060	595,000	635,000	640,000	45,000	8%	5,000	1%
Total Expenditures	639,180	600,000	640,000	645,000	45,000	8%	5,000	1%
Ending Balance	-	-	-	-	N/A	N/A	N/A	N/A

Fund:	Local Improvement District Control Fund		Fund #:	211
Department:	Finance & Info 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.

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change 13-12 Budget	% Change 13-12 Budget	\$ Change 13-12 Estimate	% Change 13-12 Estimate
Beginning Balance	460	104,869	104,869		- (104,869)	-100%	(104,869)	-100%
<u>Revenue</u>								
Special Assessment Penalty	1,169	700	133	130	(570)	-81%	(3)	-2%
Special Assessment Interest	14,269	6,000	4,788	5,000	(1,000)	-17%	212	4%
Special Assessment Principal	88,971	40,000	16,940	17,000	(23,000)	-58%	60	0%
Total Revenues	104,409	46,700	21,861	22,130	(24,570)	-53%	269	1%
<u>Expenditure</u>								
Interfund Transfer	-	151,500	126,730	22,130	(129,370)	-85%	(104,600)	-83%
Total Expenditures	-	151,500	126,730	22,130	(129,370)	-85%	(104,600)	-83%
Ending Balance	104,869	69	-	-	(69)	-100%	N/A	N/A

Fund:	Local Improvement District Guaranty Fund		Fund #:	213
Department:	Finance & Info 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.

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Beginning Balance	137,667	137,896	137,896	20,786	(117,110)	-85%	(117,110)	-85%
<u>Revenue</u>								
Investment Interest	228	225	160	100	(125)	-56%	(60)	-38%
Interfund Transfer	-	151,500	126,730	22,130	(129,370)	-85%	(104,600)	-83%
Total Revenues	228	151,725	126,890	22,230	(129,495)	-85%	(104,660)	-82%
Interfund Transfer	-	244,000	244,000	-	(244,000)	-100%	(244,000)	-100%
Total Expenditures	-	244,000	244,000	-	(244,000)	-100%	(244,000)	-100%
Ending Balance	137,896	45,621	20,786	43,016	(2,605)	-6%	22,230	107%

Fund:	LTGO Bond Fund		Fund #:	234
Department:	Finance & Info 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.

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change	% Change	\$ Change	% Change
					13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Beginning Balance	-	-	-	-	N/A	N/A	N/A	N/A
Revenue								
Debt Service - PFD	396,493	410,493	410,493	357,950	(52,543)	-13%	(52,543)	-13%
Transfer In (REET 1)	69,480	68,080	68,080	56,550	(11,530)	-17%	(11,530)	-17%
Total Revenues	465,973	478,573	478,573	414,500	(64,073)	-13%	(64,073)	-13%
Expenditure								
Bond Principal	185,000	205,000	205,000	388,671	183,671	90%	183,671	90%
Bond Interest	280,973	273,573	273,573	-	(273,573)	-100%	(273,573)	-100%
Total Expenditures	465,973	478,573	478,573	388,671	(89,902)	-19%	(89,902)	-19%
Ending Balance	-	-	-	25,829	25,829	NA	25,829	NA

Fund:	Water		Fund #:	421
Department:	Operations and Capital		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 10,109 accounts. The Water Division operates and maintains all storage and conveyance facilities including over 138 miles of distribution mains, 18 pressure reducing stations, three 1.5 million gallon reservoirs, and one three-million gallon reservoir and pumping station. Eight permanent employees are responsible for the above functions.

Budget Narrative

Water Operations

The Salary and Benefit budget includes the Water/Sewer Manager (0.5 FTE), 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.

Capital

Significant capital water projects planned in 2013 include:

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

Fund:	Water		Fund #:	421
Department:	Operations and Capital		Department #:	654
Cost Center	Water		Cost Center #:	534.800

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change	% Change	\$ Change	% Change
					13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Beginning Fund Balance	12,835,689	14,008,130	14,008,130	12,322,592	(1,685,538)	-12%	(1,685,538)	-12%
Revenue								
Grants	45,657	21,000	47,000	47,000	26,000	124%	-	0%
Intergovernmental Services	300,115	197,900	159,700	201,800	3,900	2%	42,100	26%
Utility Charges	5,072,822	5,236,352	5,342,900	5,743,898	507,546	10%	400,998	8%
Investment Interest	3,280	3,472	4,759	4,472	1,000	29%	(287)	-6%
Rental Leases	51,025	49,000	49,000	49,000	-	0%	-	0%
Other Misc. Revenues	69,009	42,706	63,538	49,302	6,597	15%	(14,235)	-22%
Capital Contributions	37,879	31,944	25,861	30,208	(1,736)	-5%	4,347	17%
Revenue Bond Proceeds	-	3,200,000	-	4,500,000	1,300,000	41%	4,500,000	N/A
Interfund Transfer	-	200,000	-	-	(200,000)	-100%	N/A	N/A
Total Revenues	5,579,786	8,982,374	5,692,757	10,625,680	1,643,307	18%	4,932,923	87%
Expenditure								
Salaries	674,466	715,880	698,669	756,455	40,575	6%	57,786	8%
Overtime	24,044	24,180	24,180	24,180	-	0%	-	0%
Benefits	275,571	267,990	249,044	285,866	17,876	7%	36,822	15%
Uniforms	3,390	6,800	5,400	6,840	40	1%	1,440	27%
Supplies	186,243	143,505	143,000	143,505	-	0%	505	0%
Resale Inventory-Water	1,347,968	1,410,000	1,410,000	1,725,000	315,000	22%	315,000	22%
Resale Inventory-Supplies	87,696	140,000	86,000	140,000	-	0%	54,000	63%
Small Equipment	6,966	10,000	3,000	10,400	400	4%	7,400	247%
Professional Services	41,210	497,265	252,800	173,136	(324,129)	-65%	(79,664)	-32%
Communications	27,230	30,000	30,000	30,280	280	1%	280	1%
Travel	-	3,400	200	3,400	-	0%	3,200	1600%
Advertising	-	560	-	560	-	0%	560	N/A
Rental/Lease	2,282	1,500	4,500	1,500	-	0%	(3,000)	-67%
Insurance	84,512	84,030	70,440	67,699	(16,331)	-19%	(2,741)	-4%
Utilities	23,687	28,000	28,000	28,000	-	0%	-	0%
Repair	16,905	24,160	24,160	24,160	-	0%	-	0%
Miscellaneous	304,544	301,630	301,630	307,630	6,000	2%	6,000	2%
Intergovernmental Services	29,380	30,000	30,000	30,000	-	0%	-	0%
Utility Tax	798,954	824,935	841,500	904,893	79,958	10%	63,393	8%
Interfund Transfer Out	77,134	572,833	257,369	927,500	354,667	62%	670,131	260%
Equipment	-	-	-	85,000	85,000	N/A	85,000	N/A
Construction Projects	-	2,891,907	1,925,900	2,532,580	(359,327)	-12%	606,680	32%
Amortized Debt Issue Cost	16,552	16,553	16,553	16,553	-	0%	-	0%
Interfund Services	237,289	447,690	378,968	344,368	(103,322)	-23%	(34,600)	-9%
Interfund Rental	87,456	104,486	104,486	89,705	(14,781)	-14%	(14,781)	-14%
Debt Principal	-	227,877	229,446	255,614	27,737	12%	26,168	11%
Debt Interest	53,865	260,432	263,050	280,306	19,874	8%	17,256	7%
Total Expenditures	4,407,345	9,065,613	7,378,295	9,195,130	129,517	1%	1,816,835	25%
Ending Fund Balance	14,008,130	13,924,890	12,322,592	13,753,142	(171,748)	-1%	1,430,550	12%

Fund:	Storm Water		Fund #:	422
Department:	Operations and Capital		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

Storm Water Operations

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.

Capital

Significant storm drainage capital projects planned in 2013 include:

- Perrinville Creek Stormwater Flow Reduction Retrofit Study
- NPDES Phase II permit (illicit discharge, public education, O&M)
- SW Edmonds-Replace Infiltration pipe near 107th PL W/Connected Sumps on 238th St to Hickman Park Infiltration
- Public Works Yard Improvements (Vehicle Wash Station and Cover for Materials)
- 95th/93rd PI Stormwater Improvements/Low Impact Development Retrofit
- Lake Ballinger Associated Projects
- Storm Water Alternatives Study and Implementation – Dayton St. & SR104

Fund:	Storm Water		Fund #:	422
Department:	Operations and Capital		Department #:	652
Cost Center	Storm		Cost Center #:	542.000

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change	% Change	\$ Change	% Change
					13-12	13-12	13-12	13-12
					Budget	Budget	Estimate	Estimate
Beginning Fund Balance	7,351,794	8,232,852	8,232,852	7,552,075	(680,777)	-8%	(680,777)	-8%
<u>Revenue</u>								
Grants	133,822	25,000	140,500	213,300	188,300	753%	72,800	52%
Utility Charges	2,750,897	2,794,670	2,970,000	3,207,600	412,930	15%	237,600	8%
Illegal Discharge	750	-	800	-	N/A	N/A	(800)	-100%
Investment Interest	1,722	2,474	3,636	3,474	1,000	40%	(162)	-4%
Rental Leases	6,620	6,600	13,500	13,500	6,900	105%	-	0%
Other Misc. Revenues	34,039	30,430	45,274	35,131	4,701	15%	(10,143)	-22%
Capital Contributions	21,470	16,948	11,464	13,711	(3,237)	-19%	2,247	20%
Revenue Bond Proceeds	-	2,100,000	-	-	(2,100,000)	-100%	N/A	N/A
Interfund Transfer	-	200,000	-	-	(200,000)	-100%	N/A	N/A
Total Revenues	2,949,319	5,176,122	3,185,174	3,486,716	(1,689,406)	-33%	301,542	9%
<u>Expenditure</u>								
Salaries	482,515	477,207	529,657	568,591	91,384	19%	38,934	7%
Overtime	10,618	6,000	6,000	6,000	-	0%	-	0%
Benefits	201,372	195,826	206,962	232,141	36,315	19%	25,179	12%
Uniforms	5,124	6,500	6,500	6,940	440	7%	440	7%
Supplies	53,729	58,005	50,000	50,000	(8,005)	-14%	-	0%
Small Equipment	2,157	4,000	4,000	4,000	-	0%	-	0%
Professional Services	42,154	785,388	626,344	586,190	(199,198)	-25%	(40,154)	-6%
Communications	1,173	3,200	1,500	3,480	280	9%	1,980	132%
Travel	-	4,300	-	4,300	-	0%	4,300	N/A
Advertising	-	500	500	500	-	0%	-	0%
Rental/Lease	557	7,500	1,950	6,500	(1,000)	-13%	4,550	233%
Insurance	58,112	9,302	8,889	8,418	(884)	-10%	(471)	-5%
Utilities	8,848	10,000	9,000	10,000	-	0%	1,000	11%
Repair	6,956	12,860	9,860	11,860	(1,000)	-8%	2,000	20%
Miscellaneous	95,685	78,500	96,500	106,100	27,600	35%	9,600	10%
Intergovernmental Services	33,376	40,000	44,000	45,000	5,000	13%	1,000	2%
Utility Tax	250,134	254,061	270,000	291,600	37,539	15%	21,600	8%
Interfund Transfer Out	290,970	634,944	340,484	237,766	(397,178)	-63%	(102,718)	-30%
Land	-	3,500	-	-	(3,500)	-100%	N/A	N/A
Construction Projects	-	1,109,000	764,700	1,388,400	279,400	25%	623,700	82%
Amortized Debt Issue Cost	376	400	-	-	(400)	-100%	N/A	N/A
Interfund Services	279,099	315,793	328,691	288,391	(27,402)	-9%	(40,300)	-12%
Interfund Rental	172,068	167,112	167,112	210,912	43,800	26%	43,800	26%
Debt Principal	-	173,079	173,079	188,904	15,825	9%	15,825	9%
Debt Interest	73,238	218,873	220,223	215,142	(3,731)	-2%	(5,081)	-2%
Total Total Expenditures	2,068,261	4,575,850	3,865,951	4,471,135	(104,715)	-2%	605,184	16%
Ending Fund Balance	8,232,852	8,833,124	7,552,075	6,567,656	(2,265,469)	-26%	(984,419)	-13%

Fund:	Sewer / WWTP		Fund #:	423.000
Department:	Operations & Capital		Department #:	655, 656
Cost Center	Sewer/Treatment Plant		Cost Center #:	

Function

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

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

Budget Narrative

Sewer Operations

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

Treatment Plant Operations

Due to the regional nature of the Treatment Plant, other agencies pay a proportionate share of both operating and capital expenditures. The City of Edmonds pays approximately 50% of both O&M and capital expenses. The most notable change will be loss of revenue from King County due to the end of the flow swap agreement in 2012. New air emissions regulations will require the preparation and application for an EPA Title 5 Operating Permit.

Sewer Capital

Significant sewer capital projects planned in 2013 include:

- Replace/Repair Lift Stations 2, 5,11,12,14 and 15
- Sewer Main Replacement Program
- CIPP Sewer Rehabilitation
- Update the Sewer Comprehensive Plan
- Infiltration & Inflow data collection

Fund:	Sewer / WWTP		Fund #:	423.100
Department:	Capital Improvements Reserve		Department #:	656
Cost Center	Treatment Plant		Cost Center #:	

Treatment Plant Capital

The Capital Improvements Reserve 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 \$200,000. 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.

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 however we do not anticipate these contributions beyond 2012. Capital contributions based on a percentage of solids handling services provided to other agencies are anticipated but significantly reduced from prior years.

In 2012, a Public Works Trust Fund loan of \$4,500,000 was requested. The loan is intended to finance required incinerator emission upgrades, a main switchgear upgrade and infrastructure coatings that protect concrete and metal from corrosion. Projects funded from this source will be completed in 2015.

Fund:	Sewer / WWTP		Fund #:	423
Department:	Operations & Capital		Department #:	655, 656
Cost Center	Sewer/Treatment Plant		Cost Center #:	

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change 13-12 Budget	% Change 13-12 Budget	\$ Change 13-12 Estimate	% Change 13-12 Estimate
Beginning Fund Balance	41,232,132	43,317,846	43,317,846	43,942,247	624,401	1%	624,401	1%
Program 000								
<u>Revenue</u>								
Non-Business Licenses/ Permits	3,005	3,000	3,000	3,000	-	0%	-	0%
Intergovernmental Services	2,079,386	1,923,298	1,708,500	1,323,779	(599,519)	-31%	(384,721)	-23%
Utility Charges	5,159,672	5,170,000	5,170,000	5,428,500	258,500	5%	258,500	5%
Investment Interest	9,867	4,054	6,155	6,054	2,000	49%	(101)	-2%
Other Misc. Revenues	93,658	49,864	74,188	57,567	7,703	15%	(16,621)	-22%
Capital Contributions	37,124	33,108	14,176	16,081	(17,027)	-51%	1,905	13%
Revenue Bond Proceeds	-	1,100,000	-	2,000,000	900,000	82%	2,000,000	N/A
Interfund Transfer	-	903,500	31,200	47,000	(856,500)	-95%	15,800	51%
Total Revenues	7,382,711	9,186,824	7,007,219	8,881,981	(304,843)	-3%	1,874,762	27%
Program 100-Capital Impr Reserve								
<u>Revenue</u>								
Intergovernmental Revenues	-	127,000	127,000	-	(127,000)	-100%	(127,000)	-100%
Investment Interest	418	-	-	-	N/A	N/A	N/A	N/A
Miscellaneous Revenue	311	-	-	-	N/A	N/A	N/A	N/A
Contributed Capital	402,014	803,578	938,547	1,059,862	256,284	32%	121,315	13%
PWTF Loan Proceeds	-	-	1,325,000	-	N/A	N/A	(1,325,000)	-100%
Interfund Transfers In	-	652,811	801,065	1,078,280	425,469	65%	277,215	35%
Total Revenues	402,743	1,583,389	3,191,612	2,138,142	554,753	35%	(1,053,470)	-33%

Fund:	Sewer / WWTP		Fund #:	423
Department:	Operations & Capital		Department #:	655, 656
Cost Center	Sewer/Treatment Plant		Cost Center #:	

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change	% Change	\$ Change	% Change
					13-12	13-12	13-12	13-12
Fund 423 Continued								
Program 000								
<u>Expenditure</u>								
Salaries	1,530,727	1,598,036	1,570,417	1,653,859	55,823	3%	83,442	5%
Overtime	70,083	87,000	72,000	73,000	(14,000)	-16%	1,000	1%
Benefits	610,054	649,891	632,507	677,979	28,088	4%	45,472	7%
Uniforms	12,735	15,350	11,700	11,190	(4,160)	-27%	(510)	-4%
Supplies	398,506	473,505	498,500	482,505	9,000	2%	(15,995)	-3%
Fuel Consumed	94,207	150,723	160,000	90,000	(60,723)	-40%	(70,000)	-44%
Sewer Inventory	2,319	3,000	3,500	3,000	-	0%	(500)	-14%
Small Equipment	10,367	11,500	11,500	16,400	4,900	43%	4,900	43%
Professional Services	100,342	761,016	374,400	724,236	(36,780)	-5%	349,836	93%
Communications	35,532	39,000	39,000	40,280	1,280	3%	1,280	3%
Travel	667	10,900	2,000	7,400	(3,500)	-32%	5,400	270%
Advertising	4,743	2,500	2,500	2,500	-	0%	-	0%
Rental/Lease	6,405	7,300	9,500	6,800	(500)	-7%	(2,700)	-28%
Insurance	273,952	194,879	162,900	157,117	(37,762)	-19%	(5,783)	-4%
Public Utility	917,393	961,853	957,402	931,200	(30,653)	-3%	(26,202)	-3%
Repair & Maintenance	45,830	94,910	92,550	90,000	(4,910)	-5%	(2,550)	-3%
Miscellaneous	194,244	212,750	210,000	211,100	(1,650)	-1%	1,100	1%
Intergovernmental Services	233,479	597,900	282,108	290,000	(307,900)	-51%	7,892	3%
Utility Tax	468,061	470,000	470,000	493,500	23,500	5%	23,500	5%
Interfund Transfer Out	114,213	1,453,145	815,015	1,078,280	(374,865)	-26%	263,265	32%
Intangible Rights to Land	-	-	2,220	-	N/A	N/A	(2,220)	-100%
Equipment	-	-	-	141,000	141,000	N/A	141,000	N/A
Construction Projects	-	4,101,479	696,500	6,479,700	2,378,221	58%	5,783,200	830%
Interfund Services	310,590	625,792	414,719	574,489	(51,303)	-8%	159,770	39%
Interfund Rental	103,956	135,552	135,552	126,936	(8,616)	-6%	(8,616)	-6%
Debt Issue Costs	16,551	16,551	16,551	16,551	-	0%	-	0%
Debt Principal	-	300,797	300,797	300,307	(490)	0%	(490)	0%
Debt Interest	40,269	53,288	53,289	52,488	(800)	-2%	(801)	-2%
Total Sewer	5,595,225	13,028,617	7,997,127	14,731,817	1,703,200	13%	6,734,690	84%
Program 100-Capital Impr Reserve								
<u>Expenditure</u>								
Professional Services	-	85,000	302,000	300,000	215,000	253%	(2,000)	-1%
Interfund Transfers Out	-	-	-	47,000	47,000	N/A	47,000	N/A
Construction Projects	-	1,226,012	1,015,274	1,445,000	218,988	18%	429,726	42%
Debt Principal	-	169,895	169,895	258,216	88,321	52%	88,321	52%
Debt Interest	104,514	90,608	90,134	72,933	(17,675)	-20%	(17,201)	-19%
Total Expenditures	104,514	1,571,515	1,577,303	2,123,149	551,634	35%	545,846	35%
Ending Fund Balance	43,317,846	39,487,927	43,942,247	38,107,404	(1,380,523)	-3%	(5,834,843)	-13%

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 and two Senior Vehicle Equipment Mechanics.

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.

2013 Replacement Schedules:

Sewer

Unit 21-SWR 1995 GMC 5 yard dump truck

Street

Unit 42-STR 1995 F-350 Ford Flatbed Shared half/half Street and Parks Dept.

Unit 70-STR 1996 F-350 Ford Flatbed

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

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change	% Change	\$ Change	% Change
					13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Beg. Balance - Summary	6,560,813	6,662,893	6,662,893	6,479,210	(183,683)	-3%	(183,683)	-3%
<u>Revenue</u>								
Garage Services	1,834	1,000	1,300	1,000	-	0%	(300)	-23%
Sales and Services	6,728	20,000	22,000	10,000	(10,000)	-50%	(12,000)	-55%
Investment Income	7,288	7,000	6,341	6,600	(400)	-6%	259	4%
Interfund Income	1,224,313	1,048,456	1,052,791	1,344,372	295,916	28%	291,581	28%
Miscellaneous Revenue	243	-	1,800	-	N/A	N/A	(1,800)	-100%
Capital Assets Disposition	20,657	-	13,909	-	N/A	N/A	(13,909)	-100%
Interfund Transfer In	50,942	-	-	-	N/A	N/A	N/A	N/A
Total Revenues	1,312,006	1,076,456	1,098,141	1,361,972	285,516	27%	263,831	24%
<u>Expenditure</u>								
Salaries	216,296	218,537	242,994	228,064	9,527	4%	(14,930)	-6%
Overtime	1,232	2,000	1,000	1,000	(1,000)	-50%	-	0%
Benefits	98,503	100,670	99,206	100,397	(273)	0%	1,191	1%
Uniforms	759	1,000	600	1,000	-	0%	400	67%
Supplies	100,907	76,000	76,000	76,000	-	0%	-	0%
Fuel Consumed	787	1,000	760	1,000	-	0%	240	32%
Resale Supplies	311,196	320,510	311,081	321,800	1,290	0%	10,719	3%
Small Equipment	33,718	10,000	10,000	8,000	(2,000)	-20%	(2,000)	-20%
Professional Services	983	1,000	678	1,000	-	0%	322	47%
Communication	2,397	3,500	2,000	3,000	(500)	-14%	1,000	50%
Travel	-	500	-	-	(500)	-100%	N/A	N/A
Advertising	-	500	-	-	(500)	-100%	N/A	N/A
Rental/Lease	-	3,500	1,300	1,500	(2,000)	-57%	200	15%
Insurance	25,259	23,261	32,530	34,083	10,822	47%	1,553	5%
Public Utilities	13,127	14,000	12,000	14,000	-	0%	2,000	17%
Repair and Maintenance	49,900	85,000	30,000	60,000	(25,000)	-29%	30,000	100%
Miscellaneous	4,454	7,500	7,500	6,000	(1,500)	-20%	(1,500)	-20%
Intergovernmental Services	2,440	2,500	1,819	2,500	-	0%	681	37%
Machinery and Equipment	-	420,000	420,000	165,000	(255,000)	-61%	(255,000)	-61%
Interfund Services	-	20,000	22,000	10,000	(10,000)	-50%	(12,000)	-55%
Interfund Rental	13,452	10,356	10,356	8,496	(1,860)	-18%	(1,860)	-18%
Total Expenditures	875,408	1,321,334	1,281,824	1,042,840	(278,494)	-21%	(238,984)	-19%
Ending Balance	6,997,411	6,418,015	6,479,210	6,798,342	380,327	6%	319,132	5%

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

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change	% Change	\$ Change	% Change
					13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Beginning Balance	601,073	505,771	492,863	505,307	(464)	0%	12,444	3%
Operations Program (000)								
<u>Revenue</u>								
Garage Services	1,834	1,000	1,300	1,000	-	0%	(300)	-23%
Sales and Services	6,728	20,000	22,000	10,000	(10,000)	-50%	(12,000)	-55%
Investment Income	929	1,000	557	600	(400)	-40%	43	8%
Interfund Income	729,277	824,776	823,111	819,756	(5,020)	-1%	(3,355)	0%
Miscellaneous Revenue	243	-	1,800	-	N/A	N/A	(1,800)	-100%
Capital Assets Disposition	9,424	-	3,500	-	N/A	N/A	(3,500)	-100%
Total Revenues	748,436	846,776	852,268	831,356	(15,420)	-2%	(20,912)	-2%
<u>Expenditure</u>								
Salaries	216,296	218,537	242,994	228,064	9,527	4%	(14,930)	-6%
Overtime	1,232	2,000	1,000	1,000	(1,000)	-50%	-	0%
Benefits	98,503	100,670	99,206	100,397	(273)	0%	1,191	1%
Uniforms	759	1,000	600	1,000	-	0%	400	67%
Supplies	100,907	76,000	76,000	76,000	-	0%	-	0%
Fuel Consumed	787	1,000	760	1,000	-	0%	240	32%
Resale Supplies	311,196	320,510	311,081	321,800	1,290	0%	10,719	3%
Small Equipment	10,251	10,000	10,000	8,000	(2,000)	-20%	(2,000)	-20%
Professional Services	983	1,000	678	1,000	-	0%	322	47%
Communication	2,397	3,500	2,000	3,000	(500)	-14%	1,000	50%
Travel	-	500	-	-	(500)	-100%	N/A	N/A
Advertising	-	500	-	-	(500)	-100%	N/A	N/A
Rental/Lease	-	3,500	1,300	1,500	(2,000)	-57%	200	15%
Insurance	25,259	23,261	32,530	34,083	10,822	47%	1,553	5%
Public Utilities	13,127	14,000	12,000	14,000	-	0%	2,000	17%
Repair and Maintenance	49,900	85,000	30,000	60,000	(25,000)	-29%	30,000	100%
Miscellaneous	972	7,500	7,500	6,000	(1,500)	-20%	(1,500)	-20%
Intergovernmental Services	2,440	2,500	1,819	2,500	-	0%	681	37%
Interfund Rental	13,452	10,356	10,356	8,496	(1,860)	-18%	(1,860)	-18%
Total Expenditures	848,459	881,334	839,824	867,840	(13,494)	-2%	28,016	3%
Ending Balance	501,049	471,213	505,307	468,823	(2,390)	-1%	(36,484)	-7%

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

Description	2011	2012	2012	2013	\$ Change	% Change	\$ Change	% Change
	Actuals	Budget	Estimate	Budget	13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Beginning Balance	5,959,740	6,157,122	6,170,030	5,973,903	(183,219)	-3%	(196,127)	-3%
Replacement Program (100)								
<u>Revenue</u>								
Investment Interest	6,359	6,000	5,784	6,000	-	0%	216	4%
B-Fund Rental Charge	495,036	223,680	229,680	524,616	300,936	135%	294,936	128%
Capital Assets Disposition	11,234	-	10,409	-	N/A	N/A	(10,409)	-100%
Interfund Transfer In	50,942	-	-	-	N/A	N/A	N/A	N/A
Total Revenue	563,570	229,680	245,873	530,616	300,936	131%	284,743	116%
<u>Expenditure</u>								
Small Equipment	23,467	-	-	-	N/A	N/A	N/A	N/A
Miscellaneous	3,482	-	-	-	N/A	N/A	N/A	N/A
Interfund Services	-	20,000	22,000	10,000	(10,000)	-50%	(12,000)	-55%
Machinery and Equipment	-	420,000	420,000	165,000	(255,000)	-61%	(255,000)	-61%
Total Expenditure	26,949	440,000	442,000	175,000	(265,000)	-60%	(267,000)	-60%
Ending Balance	6,496,362	5,946,802	5,973,903	6,329,519	382,717	6%	355,616	6%

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 Northwest Plan Services, Inc to assure that its pension and benefit obligation is adequately funded on a pay-as-you-go basis.

Description	2011 Actuals	2012 Budget	2012 Estimate	2013 Budget	\$ Change	% Change	\$ Change	% Change
					13-12 Budget	13-12 Budget	13-12 Estimate	13-12 Estimate
Beginning Balance	267,320	213,210	213,210	210,063	(3,147)	-1%	(3,147)	-1%
<u>Revenue</u>								
Fire Ins Premium Tax	78	46,000	44,665	45,000	(1,000)	-2%	335	1%
Investment Interest	389	400	330	400	-	0%	70	21%
Interfund Transfer In	48,023	48,023	48,023	-	(48,023)	-100%	(48,023)	-100%
Total Revenues	48,490	94,423	93,018	45,400	(49,023)	-52%	(47,618)	-51%
<u>Expenditure</u>								
Pension Payments	48,270	52,500	38,800	43,790	(8,710)	-17%	4,990	13%
Health Benefits	54,004	66,515	56,300	63,000	(3,515)	-5%	6,700	12%
Professional Services	326	4,500	1,065	2,000	(2,500)	-56%	935	88%
Total Expenditures	102,600	123,515	96,165	108,790	(14,725)	-12%	12,625	13%
Ending Balance	213,210	184,118	210,063	146,673	(37,445)	-20%	(63,390)	-30%

Fund:	Capital Funds		Fund #s:	112, 016, 125, 129
Department:	Various		Fund #'s Con't	132, 421, 422, 423
Cost Center	N/A		Cost Center #:	N/A

Fund Capital Improvements Program **2012 Budget** **2012 Estimate** **2013 Budget**
No..

Transportation Projects- Fund 112

112	Nonmotorized Trans- Main Street Pedestrian Lighting	890,300	1,476,200	220,000
112	Nonmotorized Trans.- Sunset Ave Walkway (Bell St-Casper	50,000	16,000	88,000
112	Nonmotorized Trans.- Interurban Trail	-	11,800	-
112	Nonmotorized Trans- Shell Valley-Bike-Walk	7,000	3,900	-
112	Nonmotorized Trans- 226th St. SW Walkway	5,000	6,800	-
112	5th Ave Overlay	-	-	774,000
112	Signal Cabinet Improvements/Citywide Countdown Displa'	-	5,000	295,000
112	Signal Upgrades- 238th St & 100th Ave	5,500	5,000	-
112	SR99 Lighting Phase 3	-	2,000	98,000
112	SR99 - 228th St. SW Corridor & Safety Improvements	355,000	260,300	719,700
112	212th SW @ 84th Ave (Five Corners) Roundabout	323,000	216,900	3,134,200
112	212th SW @ 76th Ave Intersection Improvements	291,000	161,500	450,800
112	Main St. @ 9th Ave	-	-	10,000
112	Walnut St. @ 9th Ave	-	10,000	-
112	Traffic Calming Program	10,000	4,600	10,000
112	Transportation Plan Update	20,000	20,000	-
	Transportation Total	1,956,800	2,200,000	5,799,700

Buildings Maintenance- Fund 116

016	ADA Repairs	5,000	-	5,000
016	Anderson Center Boiler Repairs	-	10,000	-
016	Anderson Center Roof Replacement	125,000	-	-
016	Anderson Center Accessibility	100,000	39,000	150,000
016	Cemetery Building Gutter Replacement	5,000	5,000	-
016	Misc. Fire Sprinkler System Repairs	-	10,000	-
016	Public Safety Railing Installations	-	9,000	-
016	Senior Center Misc Repairs & Maint.	10,000	10,000	10,000
016	Wade James Theater Gutter Replacement	5,000	-	-
	Building Maintenance Total	245,000	83,000	165,000

Fund No..	Capital Improvements Program	2012 Budget	2012 Estimate	2013 Budget
Parks Improvement - Fund 125				
Park Development Projects				
125	Haines Wharf Park & Walkway	-	177,200	-
125	Anderson Center Field/Court/Library Plaza	5,000	5,000	30,000
125	Brackett's Landing	5,000	5,000	5,000
125	City Park	210,000	-	500,000
125	Civic Center Complex	-	-	10,000
125	Edmonds Marsh/Hatchery	-	-	25,000
125	Fishing Pier/Olympic Beach	20,000	10,000	10,000
Former Woodway HS (development dependent upon				
125	successful capital campaign)	55,000	-	155,000
125	Maplewood Park	-	-	10,000
125	Marina Beach Park	-	-	5,000
125	Mathay Ballinger Park	75,000	100,000	-
125	Meadowdale Clubhouse Grounds	-	-	5,000
125	Seaview Park	25,000	20,000	-
125	Yost Park/Pool	120,000	50,000	120,000
Citywide Park Improvements				
125	Citywide Beautification	36,000	36,000	29,000
125	Misc Paving	10,000	5,000	10,000
125	Citywide Park Improvements/Misc Small Projects	35,000	35,000	40,000
Trail Development				
125	Misc Unpaved Trail/Bike Path	-	-	10,000
Planning				
125	Edmonds Marsh Feasibility Study	50,000	50,000	-
125	Park Impact Fee Study	30,000	30,000	-
Parks Improvements Total		676,000	523,200	964,000
Special Projects- Fund 129				
129	State Route (SR) 99 International District Enhancements	313,000	460,700	14,700
Special Projects Total		313,000	460,700	14,700
Parks Construction - Fund 132				
132	City Park Spray Park	250,000	-	1,300,000
132	Dayton Street Plaza	168,000	168,000	-
132	Interurban Trail	206,000	-	-
132	Senior Center Parking Lot	500,000	-	500,000
132	4th Avenue Cultural Corridor Planning	25,000	-	25,000
132	4th Avenue Interpretive Signage	38,000	22,000	23,000
132	Old Milltown Courtyard	-	152,678	-
Parks Construction Total		1,187,000	342,678	1,848,000

Fund No..	Capital Improvements Program	2012 Budget	2012 Estimate	2013 Budget
Water Projects				
421	2010 Replacement Program	238,600	199,000	-
421	2011 Replacement Program	507,800	881,200	-
421	2012 Replacement Program	1,054,300	806,200	10,000
421	2012 Waterline Overlays	524,000	261,000	5,000
421	5th Ave Overlay	-	-	222,500
421	2013 Replacement Program	88,000	50,000	2,092,980
421	2014 Replacement Program	-	-	95,000
421	76th Ave Waterline Replacement	526,400	59,300	490,800
421	Pioneer Way Road Repair/Monitoring	-	36,700	-
421	Shell Valley Access Road Water Main	-	200	-
421	Fire Hydrant Improvements	97,900	-	-
421	Telemetry System Improvements	58,000	-	68,600
421	Lift Station 2 Water Line	103,500	37,700	-
421	Main Street Waterline Replacement	129,000	223,000	-
421	212th SW @ 84th Ave (Five Corners) Roundabout	-	-	700,000
421	GFC Study	3,200	-	-
	Total Water Projects	3,330,700	2,554,300	3,684,880
Drainage Projects				
422	Citywide Drainage Replacement, Extension	143,000	143,000	149,000
422	Lake Ballinger Basin Study and Associated Projects	102,000	52,000	106,000
422	Talbot Road / Perrinville Creek Drainage Improvement and	598,000	598,000	-
422	Perrinville Creek Culvert Replacement at Talbot Rd.	147,600	66,000	-
422	Perrinville Creek Stormwater Flow Reduction Retrofit Study	-	-	200,000
422	95th/93rd Pl Stormwater Improvements	26,000	-	226,000
422	North Talbot Rd. Drainage Improvement Project	180,000	108,800	2,000
422	Public Works Yard Water Quality Upgrades (Vehicle Wash	125,000	120,500	263,500
422	Shellbarger Cr/Willow Cr/Edmonds Marsh Feasibility Study	150,000	76,000	100,000
422	SW Edmonds Basin Study Project 4-Connect Sumps on 105	15,000	-	-
422	SW Edmonds-Connected Sumps on 238th St. to Hickman Pa	105,000	94,100	646,260
422	Stormwater Utility for Drainage Portions of Transportation	51,000	-	100,000
422	NPDES Phase II Permit Capacity Building (Illicit discharge,	24,100	-	-
422	Low Impact Development Demonstration Project (Main St)	120,000	241,400	-
422	212th SW @ 84th Ave (Five Corners) Roundabout	-	-	128,500
422	Storm Drainage Alternatives Study (Dayton St & SR104)	150,000	196,000	283,000
422	Dayton Street Cured in-place pipe (CIPP) Repair	-	2,000	-
422	Dayton Street Storm Improvements (6th Ave to 8th Ave)	150,000	-	40,000
422	Interurban Trail Storm Improvements	-	95,611	-
422	Northstream Pipe Abandonment on Puget Drive	-	-	10,000
	Total Drainage System Projects	2,086,700	1,793,411	2,254,260

Fund No..	Capital Improvements Program	2012 Budget	2012 Estimate	2013 Budget
Sewer System Projects				
423	2012 Sewer Main Replacement Program	1,235,000	10,500	1,224,500
423	2013 Sewer Main Replacement Program	148,000	45,000	1,982,000
423	Citywide CIPP Sewer Rehabilitation	106,000	3,400	302,600
423	Citywide Sewer Improvements	30,000	-	-
423	Lift Station 2	346,000	44,300	-
423	Lift Station 3, 4, 5, 9, 10, 11, 12,14 & 15	2,897,400	803,720	3,484,900
423	Meter Installations	-	-	72,600
423	Smoke Test in Basin LS-01	53,600	-	75,000
423	Sewer Comprehensive Plan Update	174,000	119,000	99,100
Total Sewer System Projects		4,990,000	1,025,920	7,240,700
Wastewater Treatment Plant				
423	Variable Frequency Drive up-grades (5 Drives)	90,000	50,000	-
423	A-Basin Up-Grade (walls & diffusers)	100,000	200,000	-
423	Non-pot Pump Upgrade	-	35,000	-
423	Fiber Optic Network	-	117,000	-
423	Secondary Clarifier Steel Coating	30,000	-	45,000
423	Automatic Transfer Switch Replacement/Upgrade	400,000	100,000	650,000
423	Roof Replacements	234,000	362,000	-
423	Lighting Upgrade	-	38,000	-
423	Hypo Chlorination Project	-	12,000	-
423	Switchgear Catwalk Access	-	75,000	-
423	Incinerator testing/evaluation and upgrade	-	75,000	140,000
423	In plant Hatches/Safety modifications	-	-	10,000
423	Underground Diesel Storage Tanks Monitoring	-	20,000	-
423	Plant and Operational Improvements and Unanticipated R	-	112,500	75,000
423	Energy Upgrade - Blower project closeout	-	70,912	-
423	Replace I/O racks in 600 PLC	-	-	100,000
423	Outfall Diffuser Modifications/pumping strategy	-	14,500	-
423	Steel and concrete repair/coating throughout plant	-	-	75,000
423	Convert 200 HP Blower to Turbo	-	-	50,000
423	Upgrade 700 bldg Heat Pumps	-	-	10,000
423	Upgrade Control Valve Actuators on Effluent Pumps/tide le	-	-	15,000
423	Flow Shearing strategy development and implementation	-	-	25,000
423	Facility Improvement Design	-	25,000	500,000
423	Control System Upgrade	-	25,000	50,000
423	Sewer Comp Plan	-	-	47,000
Total Treatment Plant Projects		854,000	3,383,752	1,792,000

Salary Range Table

Elected Officials	Minimum	Maximum
Council Member Position	\$12,000	\$18,804
Council President	14,400	21,204
Judge	74,043	74,043
Mayor	115,474	115,474
Non-Represented	Minimum	Maximum
Accounting Supervisor	\$70,511	\$94,491
Assistant Building Official	63,955	85,706
Assistant Police Chief	99,215	132,958
Associate Planner	60,909	81,624
Building Official	81,624	109,385
Capital Projects Manager	67,153	89,992
City Clerk	77,738	104,176
City Engineer	99,215	132,958
Community Services & Economic Development Director	104,176	139,606
Court Administrator	74,036	99,215
Cultural Services Manager	70,511	94,491
Engineering Program Manager I	63,955	85,706
Executive Assistant Confidential	55,247	74,036
Executive Assistant To The Mayor	58,009	77,738
Facilities Manager	77,738	104,176
Finance Director	104,176	139,606
Fleet Manager	70,511	94,491
Human Resources Analyst	58,009	77,738
Human Resources Manager	81,624	109,385
Information Services Supervisor	70,511	94,491
Parks And Recreation Director	104,176	139,606
Parks Maintenance Manager	70,511	94,491
Planning Manager	85,706	114,854
Police Chief	114,854	153,916
Public Disclosure & Records	20,613	27,624
Public Works Director	109,385	146,586
Recreation Services Manager	70,511	94,491
Recycling Coordinator	55,247	74,036
Senior Planner	67,153	89,992
Senior Utilities Engineer	77,738	104,176
Stormwater Engineer Manager	77,738	104,176
Street/Storm Manager	81,624	109,385
Transportation Engineer	77,738	104,176
Wastewater Treatment Plant Manager	89,992	120,597
Wastewater Treatment Plant Supervisor	74,036	99,215
Water/Sewer Manager	81,624	109,385

Salary Range Table

Police Non-Commissioned	Minimum	Maximum
Animal Control Officer	\$48,385	\$59,988
Domestic Violence Coordinator	48,385	59,988
Part Time Administrative Assistant	40,527	50,270
Police Services Assistant	43,219	53,687
Property Officer/Evidence Technician	45,606	56,537
Senior Animal Control Officer	50,892	63,158

Police Guild	Minimum	Maximum
Administrative Sergeant	\$86,004	\$88,200
Corporal	80,388	82,464
Detective Corporal	80,388	82,464
Police Officer 1st Class	64,716	76,704
Police Officer 2nd Class	57,444	59,508
Professional Standards Sergeant	86,004	88,200
Sergeant	86,004	88,200

Teamsters	Minimum	Maximum
Building Maintenance Operator	\$52,656	\$64,040
Cemetery Sexton	55,292	67,262
Electo-Mechanical Specialist	61,010	74,154
Laboratory Technician	58,004	70,637
Lead Storm Water Worker	61,010	74,154
Lead Water Maintenance Worker	61,010	74,154
Maintenance Custodian	37,439	45,487
Nursery Person	50,135	61,010
Parks Maintenance Lead Worker	61,010	74,151
Parks Maintenance Mechanic	52,656	64,040
Parks Maintenance Worker II	50,135	61,010
Pretreatment	58,004	70,637
Senior Mechanic	55,292	67,262
Sewer Lead Worker	61,010	74,151
Sewer Maintenance Worker I	45,487	55,292
Sewer Maintenance Worker II	50,135	61,010
Storm Maintenance Worker I	43,284	52,656
Storm Maintenance Worker II	50,135	61,176
Street Lead Worker	61,010	74,352
Street Maintenance Worker I	43,284	52,656
Street Maintenance Worker II	50,135	61,010
Traffic Control Technician	52,656	64,040
Vehicle & Equipment Mechanic	52,656	64,040

Salary Range Table

Teamsters (Continued)	Minimum	Maximum
Water Maintenance Worker II	50,135	61,010
Water Meter Reader	41,233	50,135
Water Quality Control Technician	55,292	67,262
Wwtp Lead Maintenance Mechanic	61,010	74,151
Wwtp Lead Person	61,010	74,151
Wwtp Maintenance Mechanic	52,800	64,040
Wwtp Mechanic II	55,292	67,262
Wwtp Operator	55,292	67,262

SEIU	Minimum	Maximum
Accountant	\$66,017	\$81,896
Accounting Assistant	43,760	54,254
Accounting Technician	48,920	60,668
Administrative Assistant	48,920	60,668
Code Enforcement Officer	58,310	72,254
Court Clerk	41,105	50,954
Deputy City Clerk	48,920	60,668
Development Services Technician III	54,969	68,159
Engineering Technician II	54,969	68,159
Engineering Technician III	62,271	77,199
Environmental Education Coordinator	62,271	77,199
Executive Assistant	51,978	64,503
Executive Assistant-Comm Svcs	58,310	72,254
GIS Analyst	66,017	81,896
Gymnastics Instructor	32,645	40,439
Gymnastics Supervisor	32,645	40,439
Information Systems Specialist	62,271	77,199
Information Systems Assistant	24,460	30,334
Interpretive Specialist	32,645	40,439
Network Support Technician	62,271	77,199
Parks & Recreation Office Supervisor	51,978	64,503
Permit Coordinator II	48,920	60,668
Plans Examiner	58,310	72,254
Preschool Director	32,645	40,439
Probation Officer	51,978	64,503
Recreation Coordinator	62,271	77,199
Senior Comb Building Inspector	66,017	81,896
Senior Office Assistant	41,105	50,954
Stormwater Engineer Technician	54,969	68,159
Utility Accounting Technician	48,920	60,668

Salary Range Table

Contract Positions	Minimum	Maximum
Senior Executive Asst To City Council	28,219	28,219