

Decision Package Budget Report
City of Edmonds

Decision Package #1

Decision Package: 110-01601 - Council Legislative Assistant

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/10/2015	2016	spellman	0	1	Ongoing	Approved

Item Description

Council Legislative Assistant Salary & Benefits

Justification

Legislative assistant to Council to aid in research in making legislative decisions. Council finds that it now needs a legislative assistant to help research issues that may come before the Council or issues they want to bring before the Council.

Strategic Action Plan Task

N/A

FISCAL DETAILS

2016

Operating Expenditures

001.000.11.511.60.11.11 SALARIES - COUNCIL MEETINGS	31,000.00
001.000.11.511.60.23.11 BENEFITS - COUNCIL MEETINGS	11,160.00
Total Operating Expenditures	<u>42,160.00</u>
Total Expenditures	<u>42,160.00</u>
Net Budget	42,160.00

2016 Decision Package On-going Costs

Item Description	Council Legislative Assistant				
	2016	2017	2018	2019	2020
Decision Package Costs:					
Salaries (11)	31,000	32,550	34,180	35,890	37,680
Benefits (23)	11,160	11,720	12,300	12,920	13,560
Total	\$42,160	\$44,270	\$46,480	\$48,810	\$51,240

Decision Package Budget Report
City of Edmonds

Decision Package #2

Decision Package: 110-01603 - Travel

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/10/2015	2016	spellman	0	1	Ongoing	Approved

Item Description

Additional travel for Councilmembers to attend meetings and training.

Justification

Councilmembers want to have the opportunity to travel to training seminars and have more Councilmembers participate in other meetings that benefit the City.

Strategic Action Plan Task

N/A

FISCAL DETAILS **2016**

Operating Expenditures

001.000.11.511.60.43.00 TRAVEL		4,200.00
	Total Operating Expenditures	4,200.00
	Total Expenditures	4,200.00
	Net Budget	4,200.00

Decision Package Budget Report
City of Edmonds

Decision Package #3

Decision Package: 110-01604 - Miscellaneous

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/10/2015	2016	spellman	0	1	One-Time	Approved

Item Description

Registration fees for Councilmembers to attend training seminars. Unanticipated consultants for 2016 Council Retreat.

Justification

Councilmembers have indicated a need to allow more Councilmembers be able to avail themselves of training opportunities . Unanticipated consultant need for 2016 Council Retreat.

Strategic Action Plan Task

N/A

FISCAL DETAILS **2016**

Operating Expenditures

001.000.11.511.60.49.00 MISCELLANEOUS	7,000.00
Total Operating Expenditures	<u>7,000.00</u>
Total Expenditures	<u>7,000.00</u>
Net Budget	7,000.00

Decision Package Budget Report
City of Edmonds

Decision Package #4

Decision Package: 110-01606 - Salaries

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/10/2015	2016	spellman	0	1	Ongoing	Approved

Item Description

Increase salary line item for council meeting camera operator because of length of Council meetings.

Justification

Increase salary line item for council meeting camera operator because of length of Council meetings.

Strategic Action Plan Task

N/A

FISCAL DETAILS **2016**

Operating Expenditures

001.000.11.511.60.11.11 SALARIES - COUNCIL MEETINGS	1,720.00
001.000.11.511.60.23.11 BENEFITS - COUNCIL MEETINGS	130.00
Total Operating Expenditures	<u>1,850.00</u>
Total Expenditures	<u>1,850.00</u>
Net Budget	1,850.00

2016 Decision Package On-going Costs

Item Description	Salaries				
	2016	2017	2018	2019	2020
Decision Package Costs:					
Salaries (11)	1,720	1,750	1,790	1,830	1,870
Benefits (23)	130	130	140	140	140
Total	\$1,850	\$1,880	\$1,930	\$1,970	\$2,010

Decision Package Budget Report
City of Edmonds

Decision Package #5

Decision Package: 220-01601 - NeoGov Applicant Tracking System

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/23/2015	2016	hardie	0	1	One-Time	Approved

Item Description

NEOGOV, on-line. Applicant tracking system (ATS).

Justification

Improves the recruitment process to attract more candidates for position through ease of applying on line. Offers a far more robust and easy-to-use applicant tracking system and recruitment options from the current program which has not integrated well with the current Eden module. This program will be used to help streamline portions of the hiring process allow for applicants to apply for positions on line. Includes recruitment, job applications, postings, recruitment examination and planning, scoring, notification of examination and EEO data reports as well as records retention for applications. Over the last 4 years, the City has posted an average of 40 jobs each year. These postings include temporary/seasonal and regular part-time and full time positions. At this time, at least 66 of our 220 FTE's (33%) are eligible to retire through our DRS state retirement system.

The one time purchase cost for the program is \$14,000.

The On-going costs for the yearly subscription fee is \$6,000 per year.

Strategic Action Plan Task

As part of workforce planning through human resources, in order to attract quality candidates to the City, this program will assist with that recruitment process and to provide some metrics as to usage of recruitment resources (return on investment).

FISCAL DETAILS

2016

Operating Expenditures

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

Decision Package Budget Report
City of Edmonds

Decision Package #6

Decision Package: 220-01602 - Reclassification of HR Analyst to Sr HR Analyst

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/23/2015	2016	hardie	0	3	Ongoing	Approved

Item Description

Reclassification of the HR Analyst (NE 8, Step 5) to a Senior HR Analyst (NE 10, Step 4)

Justification

The HR department has been transitioning from a reactive to a pro-active work culture (in the last four years) as well as looking at ways to create efficiencies with lean (minimal) staffing. This process has involved a considerable amount of internal auditing and examination of processes and procedures for best practices relating to compliance, creation of a department procedures manual, benefits audits, forms and process reviews, documentation needs, etc. For example, this year, the recruitment process has been under review and the next process is the evaluation forms and evaluation process. Some of these process changes will involve focus groups made up of managers and directors and will involve training on the implementation of any changes. This will take a senior level HR staff person (such as a Senior HR Analyst) who is able to be the point person on these types of projects from start to finish. This HR Analyst position currently processes the LEOFF 1 Disability Board claims and the Senior HR Analyst position will also continue to handle the LEOFF 1 Disability Board claims processing, which requires considerable time to review and process each claim. Our current HR Analyst can and will rise to the level of the Senior HR Analyst position.

Strategic Action Plan Task

This ties in to the overall HR best practices (including internal risk management) and the HR strategic plan.

FISCAL DETAILS		2016
Operating Expenditures		
001.000.22.518.10.11.00 SALARIES		5,600.00
001.000.22.518.10.23.00 BENEFITS		1,050.00
	Total Operating Expenditures	6,650.00
	Total Expenditures	6,650.00
	Net Budget	6,650.00

2016 Decision Package On-going Costs

Item Description	Reclassification of HR Analyst				
	2016	2017	2018	2019	2020
Decision Package Costs:					
Salaries (11)	5,600	5,880	6,170	6,290	6,420
Benefits (23)	1,050	1,100	1,160	1,180	1,200
Total	\$6,650	\$6,980	\$7,330	\$7,470	\$7,620

Decision Package Budget Report
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Decision Package #7

Decision Package: 390-01602 - Public Defense Consultant

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
09/09/2015	2016	hardie	0	1	One-Time	Approved

Item Description

Public Defense Consultant.

Justification

In June 2012, Washington State adopted new Standards for Indigent Defense, applicable to the public defense process at the City. The new standards requirement provides a measurement of how clients, who are otherwise financially incapable ("indigent") of retaining legal defense (and use a public defender) receive appropriate legal defense. This standard also sets limits on caseload limits and types of cases, administrative costs, qualifications of attorneys, and requires review/monitoring of monthly reports of caseloads and types to ensure appropriate legal defense. As these standards are relatively new and given that our current public defender contract with Feldman & Lee ends 12/31/15, the City retained the services of Consultant Eileen Farley to provide assistance with an RFQ for public defender and to review the current public defender contract for compliance with the standards. Now that the RFQ is completed and the City has received RFQ's from potential public defender candidates, the City is retaining the services of a Consultant to assist with: 1) the evaluation of the RFQ's received and the selection process for the next public defender; 2) providing an assessment of public defense services as well as providing, 3) an on-going, required review/monitoring and evaluation of the public defense monthly reports for compliance with the standards for indigent defense. The total cost for this process will be \$41,000 per year; Council approved \$25,000 in the 2015 budget toward these services. There is an additional \$16,000 needed in 2016 budget for this process. Staff anticipate that this amount will decrease after the first of the year .

Strategic Action Plan Task

Required for compliance as a City under the standards (CrR 3.1, CrRLJ 3.1, JuCR 9.2).

FISCAL DETAILS

2016

Operating Expenditures

001.000.22.518.10.41.00 PROFESSIONAL SVC	16,000.00
Total Operating Expenditures	<u>16,000.00</u>
Total Expenditures	<u>16,000.00</u>
Net Budget	16,000.00

Decision Package Budget Report
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Decision Package #8

Decision Package: 250-01601 - Public Disclosure Specialist FTE

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/05/2015	2016	spassey	0	1	Ongoing	Approved

Item Description

This budget amendment would increase the Public Disclosure Specialist position from 0.75 FTE to 1.0 FTE

Justification

Increasing this position to full time would provide the necessary resource to respond to the public records request workload , and help decrease workload on others assigned to assist with public disclosure.

Strategic Action Plan Task

Maintaining adequate resources to respond to public records requests helps the City achieve compliance with the Public Records Act.

FISCAL DETAILS

2016

Operating Expenditures

001.000.25.514.30.11.00 SALARIES AND WAGES	14,510.00
001.000.25.514.30.23.00 BENEFITS	2,830.00
Total Operating Expenditures	<u>17,340.00</u>
Total Expenditures	<u>17,340.00</u>
Net Budget	17,340.00

2016 Decision Package On-going Costs

Item Description	Public Disclosure Specialist				
	2016	2017	2018	2019	2020
Decision Package Costs:					
Salaries (11)	14,510	14,800	15,100	15,400	15,710
Benefits (23)	2,830	2,890	2,950	3,000	3,060
Total	\$17,340	\$17,690	\$18,050	\$18,400	\$18,770

Decision Package Budget Report
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Decision Package #9

Decision Package: 360-01601 - Prosecutor Contract

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
09/10/2015	2016	hardie	0	1	Ongoing	Approved

Item Description

Prosecutor contract

Justification

The contract for our current Prosecutor services (Zachor and Thomas) is terminating in December 2015, with a one year automatic renewal. They have come forward to request a substantial increase for their service, based on several factors. These include increase in court time, increase in court cases, and most notably the impact of the implementation of the new public defense standards. A direct result of the new standards has been that the public defenders have increased their staffing levels and now outnumber prosecutors 2:1. This increase has led to a spike in public defense contacts with increased phone calls, emails, requests for interviews, motions and discovery requests. Given this increased workload, Zachor and Thomas is proposing an increase in FTE to adequately represent Edmonds. They are requesting an increase from 13,390 per month to 20,390 per month, or a \$7,000 increase. The Mayor is recommending 50% of this increase, with a one year amendment. The intent would be to engage in an RFQ process for prosecution services next year. In addition, there will be work completed to look at some of the structural issues of the court to determine if the City can create some efficiencies.

Strategic Action Plan Task

RCW 36.27- Prosecuting Attorney

FISCAL DETAILS

2016

Operating Expenditures

001.000.36.515.33.41.00 PROFESSIONAL SVC	42,000.00
Total Operating Expenditures	42,000.00
Total Expenditures	42,000.00
Net Budget	42,000.00

Decision Package Budget Report
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Decision Package #10

Decision Package: 230-01601 - PAPERLESS COURT

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/04/2015	2016	ferebee	0	1	One-Time	Approved

Item Description

Paperless court system was to be implemented in 2015 but only the online payment system will be completed this year. In 2016, the court will develop and implement the case-flow management system part of a paperless court that will include; orders, notices, plea forms, letters, and probation monitoring reports. All documents will be imaged as PDF and required signatures will be recorded electronically.

Justification

The court's efficiency will increase staff productivity, decrease expenditures for supplies and there will be quicker access to electronic files for all judicial users and the public. The funds will come from the court improvement account which is restricted to improving the court's operations.

Strategic Action Plan Task

Strategic Action Item

FISCAL DETAILS

2016

Operating Expenditures

001.000.23.512.50.49.00 MISCELLANEOUS	20,000.00
Total Operating Expenditures	<u>20,000.00</u>
Total Expenditures	<u>20,000.00</u>
Net Budget	<u>20,000.00</u>

Decision Package Budget Report
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Decision Package #11

Decision Package: 310-01601 - Staff Accountant/Financial Analyst

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/07/2015	2016	sjames	0	1	Ongoing	Approved

Item Description

Restore the Staff Account/Financial Analyst Position.

Justification

Adding back the Staff Accountant/Financial Analyst will address the Finance Department's most critical staffing need: This staffing addition will greatly improve the Finance Dept.'s ability to meet deadlines for producing the annual financial report and the City's annual budget. Additionally, the new staff member would provide much needed flexibility to better leverage our Eden Software programs and undertake the development of the City's long-range financial plan.

Strategic and Long-Range Financial Planning are essential to the long-term financial health of the City. The current staffing of the Finance Dept. has consistently been tasked to carry heavy workloads from year to year and does not allow time for the finance staff to fully develop a long-range financial plan for the City.

The estimated utility fund allocation is \$36,930 of the total. The remaining costs of \$67,020 would be paid by the General Fund.

Details of this request are as follows:

\$74,300 Salary SEIU Member: Pay Grade 14

\$26,750 Benefits

\$1,500 Small Equipment includes: PC, Office Suite, Adobe and monitors.

\$400 Training is an essential element for staff to keep abreast of new GASB pronouncements and new long-range financial planning methodologies.

\$500 Conference registration costs

Strategic Action Plan Task

Strategic Objective: Responsible, accountable and responsive government.

FISCAL DETAILS

2016

Operating Expenditures

001.000.31.514.23.11.00 SALARIES	74,300.00
001.000.31.514.23.23.00 BENEFITS	26,750.00
001.000.31.514.23.35.00 SMALL EQUIPMENT	2,000.00
001.000.31.514.23.43.00 TRAVEL	400.00
001.000.31.514.23.49.00 MISCELLANEOUS	500.00
421.000.74.534.80.41.10 INTERFUND SERVICES	13,300.00
422.000.72.531.70.41.10 INTERFUND SERVICES	7,390.00
423.000.75.535.80.41.10 INTERFUND SERVICES	8,120.00
423.000.76.535.80.41.10 INTERFUND SERVICES	8,120.00
Total Operating Expenditures	<u>140,880.00</u>
Total Expenditures	140,880.00

Revenues

001.000.349.18.000.00 INTERFUND REIMBURSEMENT-CONTRACT S	-36,930.00
Total Revenues	<u>-36,930.00</u>
Net Budget	103,950.00

2016 Decision Package On-going Costs

Item Description	Staff Accountant/Financial Analyst				
	2016	2017	2018	2019	2020
Decision Package Costs:					
Salaries (11)	74,300	78,020	81,920	86,020	87,740
Benefits (23)	26,750	28,090	29,490	30,970	31,590
Small Equipment (35)	2,000	0	0	0	0
Training Travel (43)	400	400	400	400	400
Training Registration (49)	500	500	500	500	500
Total	\$103,950	\$107,010	\$112,310	\$117,890	\$120,230

Decision Package Budget Report
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Decision Package #12

Decision Package: 311-01601 - Information Systems Management Promotion

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/09/2015	2016	sjames	0	1	Ongoing	Approved

Item Description

Promote the City's Information Systems Supervisor to Information System Manager

Justification

The work load demands in the Information Systems Dept. have and will continue to change significantly and requires a re-structuring of the I.S. Supervisors salary to match. In 2014, the dept. implemented a much overdue upgrade of equipment and software. The successful implementation is credited to the I.S. Supervisors knowledge of IT and his careful oversight. Also, the ever changing demands placed on the position require constant research and learning to keep abreast of new technologies and threats to system security. Additionally, the increase in salary would bring the position in line with comparable positons.

The estimated utility fund allocation is 19.8% of the total cost of this promotion or \$1,180 of the total. The remaining costs of \$4,770 would be paid by the General Fund.

Details of this request are as follows:

\$5,000 Salary Non-Represented Member: Pay Grade 15
 \$950 Benefits

Strategic Action Plan Task

Strategic Objective: Responsible, accountable and responsive government.

FISCAL DETAILS		2016
Operating Expenditures		
001.000.31.518.88.11.00 SALARIES		5,000.00
001.000.31.518.88.23.00 BENEFITS		950.00
421.000.74.534.80.41.10 INTERFUND SERVICES		420.00
422.000.72.531.70.41.10 INTERFUND SERVICES		240.00
423.000.75.535.80.41.10 INTERFUND SERVICES		260.00
423.000.76.535.80.41.10 INTERFUND SERVICES		260.00
	Total Operating Expenditures	<u>7,130.00</u>
	Total Expenditures	7,130.00
Revenues		
001.000.349.18.000.00 INTERFUND REIMBURSEMENT-CONTRACT S		-1,180.00
	Total Revenues	<u>-1,180.00</u>
	Net Budget	5,950.00

2016 Decision Package On-going Costs

Item Description	Information Systems Supervisor Promotion				
	2016	2017	2018	2019	2020
Decision Package Costs:					
Salaries (11)	5,000	5,100	5,200	5,300	5,410
Benefits (23)	950	970	990	1,010	1,030
Total	\$5,950	\$6,070	\$6,190	\$6,310	\$6,440

Decision Package Budget Report
City of Edmonds

Decision Package #13

Decision Package: 311-01602 - Software License True up

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/09/2015	2016	sjames	0	2	One-Time	Approved

Item Description

The City has more software users than we have licenses for their use. The request will provide funds needed to purchase the licensing shortfall.

Justification

The City has more software users than we have licenses for their use. The request will provide funds needed to purchase the licensing shortfall. The attachment below provides the licensing details by dept.

Strategic Action Plan Task

Strategic Objective: Responsible, accountable, and responsive government and promotion and encouragement of an active and involved community.

FISCAL DETAILS

2016

Operating Expenditures

001.000.31.518.88.48.00 REPAIR/MAINT	47,560.00
Total Operating Expenditures	47,560.00
Total Expenditures	47,560.00
Net Budget	47,560.00

Decision Package: 311-01604 - Police Video Surveillance System Data Storage

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/09/2015	2016	sjames	0	4	One-Time	Approved

Item Description

Monitoring of City assets is a necessity to ensure security. The Police Department maintains a video surveillance system comprising a network of cameras, servers and monitoring stations. The existing video storage capacity has reached its maximum in terms of number of days storage for the number of cameras in use. This piece of equipment adds modular storage capacity to the existing system.

Justification

The Police Dept is enhancing their video surveillance of the Public Safety Building and surrounding parking lot. Storage space has to be increased to retain the additional video images produced.

Strategic Action Plan Task

Strategic Objective: Ensure a safe and secure environment for residents, visitors and staff.

FISCAL DETAILS

2016

Operating Expenditures

001.000.31.518.88.35.00 SMALL EQUIPMENT	8,000.00
423.100.76.535.80.31.00 SUPPLIES	2,000.00
Total Operating Expenditures	<u>10,000.00</u>
Total Expenditures	<u>10,000.00</u>
Net Budget	10,000.00

Decision Package: 311-01605 - Data Wiring Upgrades

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/09/2015	2016	sjames	0	5	Ongoing	Approved

Item Description

City buildings were built with wiring there were available at time of their construction. Today's and tomorrow's technology is requiring upgrades to the outdated wiring from CAT 3 cable to CAT 6 to handle the new technologies.

Justification

City buildings were built with wiring there were available at time of their construction. Today's and tomorrow's technology is requiring upgrades to the outdated wiring from CAT 3 cable to CAT 6 to handle the new technologies.

Current CAT 3 cables cannot efficiently handle data and digital voice concurrently that CAT 6 is able to do.

The City's Long-range Strategic Plan calls for an upgrade to the City's phone system that failed during 2014 and was patched with replacement equipment. The replacement equipment is tentatively scheduled for replacement in 2017 with a new VOIP phone system, which requires cables with higher data capacity than the current CAT 3 cables provide. The upgrade of the city buildings will take two years to accomplish, 2016 and 2017. This funding will provide for 150 data jack replacements at an average cost of \$150 per jack.

Strategic Action Plan Task

Strategic Objective: Responsible, accountable and responsive government.

FISCAL DETAILS

2016

Operating Expenditures

001.000.31.518.88.41.00 PROFESSIONAL SVC	22,500.00
Total Operating Expenditures	22,500.00
Total Expenditures	22,500.00
Net Budget	22,500.00

Decision Package Budget Report
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Decision Package #16

Decision Package: 311-01606 - Share Point Servers

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/09/2015	2016	sames	0	6	One-Time	Approved

Item Description

The IT division would like to bring back Microsoft Share Point into use for staff in 2016. Share Point provides a common site to store and use documents that otherwise are often duplicated and require additional storage space. The request will provide funding to purchase the server and required licensing to operate Share Point.

Justification

The IT division would like to bring back Microsoft Share Point into use for staff in 2016. Share Point provides a common site to store and use documents that otherwise are often duplicated and require additional storage space. The request will provide funding to purchase the server and required licensing to operate Share Point.

Strategic Action Plan Task

Strategic Objective: Responsible, accountable, and responsive government.

FISCAL DETAILS

2016

Operating Expenditures

001.000.31.518.88.35.00 SMALL EQUIPMENT	15,000.00
Total Operating Expenditures	<u>15,000.00</u>
Total Expenditures	<u>15,000.00</u>
Net Budget	<u>15,000.00</u>

Decision Package: 311-01607 - LIDAR - GIS Radar imaging

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/14/2015	2016	sjames	0	7	One-Time	Approved

Item Description

Multi-jurisdiction effort to acquire high resolution lidar elevation data for the King County area. High resolution imagery integrates into GIS applications providing improved information available to multiple Departments and is public facing.

Justification

Some of the common uses for lidar data are:

- " Landslide risk modeling
- " Geomorphology, including change detection
- " Terrain modeling and visualization
- " Flood modeling
- " Building mapping
- " 3D modeling/visualization for urban planning
- " Canopy and biomass measurement
- " Infrastructure mapping, especially transportation

Strategic Action Plan Task

Provides information for Engineering, Development services and improved Citizen facing data.

FISCAL DETAILS

2016

Operating Expenditures

001.000.31.518.88.31.00 SUPPLIES	7,000.00
421.000.74.534.80.31.00 SUPPLIES	1,000.00
422.000.72.531.10.31.00 SUPPLIES	1,000.00
423.000.75.535.80.31.00 SUPPLIES	1,000.00
Total Operating Expenditures	<u>10,000.00</u>
Total Expenditures	<u>10,000.00</u>
Net Budget	10,000.00

Decision Package Budget Report
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Decision Package #18

Decision Package: 670-01611 - Software Support & GIS Web Application

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/26/2015	2016	luttrell	0	1	Ongoing	Approved

Item Description

Software support and GIS Web application.

Justification

Give utility staff, the public, PSE, PUD, and telecommunication companies the ability to view the size, material type, approximate location and approximate depth of public utilities. This will decrease the number of mapping requests for information from the public, PSE, PUD and telecommunication companies. Staff uses this data on a daily basis to verify utilities available to property owners and for general information about properties located within Edmonds City limits. It also allows City Staff the ability to access important data quickly should an emergency/outage arise. This data can be used to determine any needed reroutes, help determine how many properties would be affected and how to best resolve issues. The decision package cost is split between the general fund and the water, storm and sewer utility funds.

A portion (\$1,600) of this DP is related to on-going software support for Laserfiche, Bluebeam and Geodocs. This on-going cost was approved as part of the 2015 DP submitted by Development Services. The remaining \$5,490 is an on-going subscription cost to provide a GIS web application that allows staff, citizens and utility companies to view city facility maps and planning documents.

Strategic Action Plan Task

5a.2 Permitting Processes

FISCAL DETAILS	2016
Operating Expenditures	
001.000.31.518.88.49.00 MISCELLANEOUS	3,490.00
421.000.74.534.80.49.00 MISCELLANEOUS	1,200.00
422.000.72.531.10.49.00 MISCELLANEOUS	1,200.00
423.000.75.535.80.49.00 MISCELLANEOUS	1,200.00
Total Operating Expenditures	<u>7,090.00</u>
Total Expenditures	<u>7,090.00</u>
Net Budget	7,090.00

Decision Package Budget Report
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Decision Package #19

Decision Package: 660-01602 - Base Allocation Increase

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/06/2015	2016	jstevens	0	1	Ongoing	Approved

Item Description

This budget request is to increase the traditional annual allocation of \$56,600 from general fund monies to Fund 016 to an annual total of \$100,000.

Justification

Thirty years ago, Fund 016 was established to provide a conduit for regularly earmarking dollars transferred from the general fund to address the capital needs of City facilities. Even at that time, it was not intended to take care of everything, but to provide a reservoir of funds from which smaller capital projects could be done. The current allocation of \$56,600 is essentially the same as has been provided since 1999, and it now needs to be bolstered to \$100,000 per year to be more effective at reducing the backlog of facilities projects and in addressing the cost of emergent needs .

Strategic Action Plan Task

This request does not specifically address an SAP action item.

FISCAL DETAILS		2016
Operating Expenditures		
001.000.39.597.19.55.16 TRANSFER TO FUND 016		43,400.00
	Total Operating Expenditures	<u>43,400.00</u>
	Total Expenditures	43,400.00
Revenues		
016.000.397.19.001.00 TRANSFER FROM FUND 001		-43,400.00
	Total Revenues	<u>-43,400.00</u>
	Net Budget	0.00

Decision Package Budget Report
City of Edmonds

Decision Package #20

Decision Package: 390-01603 - Public Defense Contract

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
09/09/2015	2016	hardie	0	1	Ongoing	Approved

Item Description

Public Defense Contract

Justification

In June 2012, Washington State adopted new Standards for Indigent Defense, applicable to the public defense process at the City. The new standards requirement provides a measurement of how clients, who are otherwise financially incapable ("indigent") of retaining legal defense (and use a public defender) receive appropriate legal defense. This standard also sets limits on caseload limits and types of cases, administrative costs, qualifications of attorneys, and requires review/monitoring of monthly reports of caseloads and types to ensure appropriate legal defense. As these standards are relatively new and given that our current public defender contract with Feldman & Lee ends 12/31/15, the City retained the services of Consultant Eileen Farley to provide assistance with an RFQ for public defender and to review the current public defender contract for compliance with the standards.

In July 2012, the City retained Bob Buruchowitz as a consultant to: 1) assist with the evaluations of the RFQ's that were submitted and the selection process for the next public defender, 2) provide an on-going, required review/monitoring and evaluation of the public defense monthly reports for compliance with the standards for indigent defense, and 3) provide consultation regarding the public defense program as needed.

The City is in the process of negotiating the 2016 contract for services (with the top public defense contract firm from this selection process). Based on the costs to provide public defense and the proposal (which includes costs for compliance requirements for the indigent standards), there will be additional funds needed in the public defense budget to pay for these cost in the amount of \$31,080.

Strategic Action Plan Task

Required for compliance as a City under the standards (CrR 3.1, CrRLJ 3.1, JuCR 9.2).

FISCAL DETAILS

2016

Operating Expenditures

001.000.39.512.52.41.00 PROFESSIONAL SVC PUBLIC DEFENDER	31,080.00
Total Operating Expenditures	<u>31,080.00</u>
Total Expenditures	<u>31,080.00</u>
Net Budget	31,080.00

Decision Package Budget Report
City of Edmonds

Decision Package #21

Decision Package: 611-01603 - Restroom construction

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/05/2015	2016	cruz	0	1	One-Time	Approved

Item Description

\$90,000 in Real Estate Excise Tax Fund 126 monies, \$110,000 of General Fund monies and a \$60,000 transfer from Fund 120 (Tourism, lodging tax revenue) will be used for construction of the Downtown Restrooms. This project will be contingent on receiving \$40,000 from contributions, donations, and grants to underwrite the total cost, estimated at \$300,000. for construction of Downtown Restrooms.

Justification

In the City Council-approved 2014-2019 Capital Facilities Plan there is a line item for the Downtown Restroom project but with no funding. The project is a high priority among many constituents, including the Downtown merchants, and is a "very high" priority in the Strategic Action Plan. The Lodging Tax Advisory Committee has recommended allocation of \$60,000 from its fund balance towards this project. The Edmonds Downtown Alliance and the Historical Museum have both pledged support, but have not yet identified a dollar amount. In addition, it is likely that this project would qualify for a tourism grant from Snohomish County.

Strategic Action Plan Task

This proposal fulfills SAP Action Items 3a.2: Downtown Restrooms

FISCAL DETAILS		2016
Operating Expenditures		
001.000.39.597.76.55.32 TRANSFER TO FUND 132		110,000.00
	Total Operating Expenditures	110,000.00
Capital Expenditures		
120.000.31.594.76.65.00 CONSTRUCTION PROJECTS		60,000.00
126.000.64.594.75.65.90 CONST PROJECT TO OTHER FUND		90,000.00
132.000.64.594.76.65.00 CONSTRUCTION PROJECTS		240,000.00
132.000.64.594.76.65.91 CONST PROJECT FROM OTHER FUND		-90,000.00
	Total Capital Expenditures	300,000.00
	Total Expenditures	410,000.00
Revenues		
132.000.337.10.000.00 SNOCO GRANT		-40,000.00
132.000.397.76.001.00 TRANSFER FROM FUND 001		-110,000.00
	Total Revenues	-150,000.00
	Net Budget	260,000.00

Decision Package Budget Report
City of Edmonds

Decision Package #22

Decision Package: 410-01604 - Part-time DV Coordinator hours increase

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/07/2015	2016	lawless	0	4	Ongoing	Approved

Item Description

The position of Domestic Violence Coordinator is a 12 hour shared position between the city of Edmonds and the City of Mill Creek. Currently six hours are dedicated to Edmonds and six hours are dedicated to Mill Creek. This proposal is to increase the number of hours dedicated to the city of Edmonds to 13.

Justification

This increase in hours will keep the position in part-time status, allow the department to maintain our agreement with Mill Creek and give Edmonds much needed additional hours dedicated to domestic violence advocacy. This position was reduced from 19 hours a week to its current 12 in 2013. Up until that time 2/3 of that 19 hours had been dedicated to the city of Edmonds. Though the hours were decreased the caseload of the position had not. In 2014 the position managed 536 cases in the city of Edmonds. Of the Sno. Co. cities with DV services, Edmonds currently provides the lowest number of hours for DV services per capita (MLTPD and LPD have full time positions). Total cost (wages and benefits): \$14,210.

Strategic Action Plan Task

Strategic Objective 5, Action 5c.1: Safe and secure environment

Strategic Objective: To reduce crime and to enhance public safety and security, improving quality of life for our community.

Performance measures of increasing the hours of the DV Coordinator position include: numbers of successful prosecutions; persons (victims, witness) contacted and assisted; level of overall safety and security felt by residents.

FISCAL DETAILS		2016
Operating Expenditures		
001.000.41.521.10.11.00 SALARIES		10,050.00
001.000.41.521.10.23.00 BENEFITS		4,160.00
	Total Operating Expenditures	14,210.00
	Total Expenditures	14,210.00
	Net Budget	14,210.00

2016 Decision Package On-going Costs

Item Description	Increase DV Coordinator Hours				
	2016	2017	2018	2019	2020
Decision Package Costs:					
Salaries (11)	10,050	10,250	10,460	10,670	10,880
Benefits (23)	4,160	4,240	4,330	4,420	4,500
Total	\$14,210	\$14,490	\$14,790	\$15,090	\$15,380

Decision Package: 410-01603 - Re-Establishment of Street Crimes Unit

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/07/2015	2016	lawless	0	2	Ongoing	Approved

Item Description

Decision Package includes funding for two additional Police Officer FTEs (bringing total budgeted complement of Commissioned Officer FTEs to 55), plus funding to promote one current Commissioned Officer FTE to rank of sergeant for supervision of the Unit. Purchase and equipping of one Ford Explorer vehicle is also included, with associated A-fund contribution.

Justification

The Police Department requests funding to reinstitute its Street Crimes Unit. Funding for Street Crimes was cut in 2012, beginning with the 2013 budget year. The unit will consist of two police officers and a sergeant. Bringing it back on-line will enhance our ability as a law enforcement agency to be proactive and tactical with our enforcement initiatives, particularly with street level crime that quickly impacts quality of life and the community's feeling of safety and security. It will also further enhance our ability to collaborate with other law enforcement agencies in surrounding communities. Street Crimes also serves as an excellent interface between uniformed patrol and our investigations unit.

Strategic Action Plan Task

Strategic Objective 5, Action 5c.1: Safe and secure environment

Strategic Objective: To reduce crime and to enhance public safety and security, improving quality of life for our community.

Performance measures of Street Crimes include numbers of: arrests; persons (victims, witness, suspects) contacted; cases initiated and investigated both independently or collaboratively with other law enforcement agencies; level of overall safety and security felt by residents.

FISCAL DETAILS		2016
Operating Expenditures		
001.000.41.521.22.11.00 SALARIES		143,120.00
001.000.41.521.22.15.00 HOLIDAY BUYBACK		6,050.00
001.000.41.521.22.23.00 BENEFITS		53,700.00
001.000.41.521.22.24.00 UNIFORMS		2,800.00
001.000.41.521.22.45.10 INTERFUND RENTAL		1,900.00
	Total Operating Expenditures	207,570.00
Capital Expenditures		
511.100.77.594.48.64.00 EQUIPMENT - B FUND		55,000.00
	Total Capital Expenditures	55,000.00
	Total Expenditures	262,570.00
	Net Budget	262,570.00

2016 Decision Package On-going Costs

Item Description	Street Crimes Unit				
	2016	2017	2018	2019	2020
Decision Package Costs:					
Salaries (11)	143,120	150,280	157,790	165,680	173,960
Holiday Buyback (15)	6,050	6,050	6,050	6,050	6,050
Benefits (23)	53,700	56,280	58,980	61,820	64,800
Uniforms (24)	2,800	1,400	1,400	1,400	1,400
Rental/Lease (45)	1,900	1,900	1,900	1,900	1,900
Total	\$207,570	\$215,910	\$226,120	\$236,850	\$248,110

Decision Package Budget Report
City of Edmonds

Decision Package #24

Decision Package: 410-01601 - Ballistic Vests Replacement

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/07/2015	2016	lawless	0	1	One-Time	Approved

Item Description

During 2016, the department will need to purchase a total of 21 ballistic vests for issue/replacement purposes. The cost for these vest will be \$20,600, based upon the contract price with the department's current vendor. The department will be receiving \$11,970 of this total expenditure from a U.S. Department of Justice grant program in 2016.

Justification

Every officer is required (per department policy as well as best safety practices) to wear their department issued vest anytime that they are in uniform, or in the case of plain clothes detectives /officers, whenever contacting a suspect. The vests are on a five year replacement cycle and during 2016, the department will need to purchase vests for 21 officers.

Strategic Action Plan Task

N/A, required equipment.

FISCAL DETAILS		2016
Capital Expenditures		
001.000.41.521.22.24.00 UNIFORMS		20,600.00
	Total Capital Expenditures	<u>20,600.00</u>
	Total Expenditures	<u>20,600.00</u>
Revenues		
001.000.331.16.601.00 DOJ 15-0404-0-1-754 - Bullet Proof Vest		-11,970.00
	Total Revenues	<u>-11,970.00</u>
	Net Budget	8,630.00

Decision Package Budget Report
City of Edmonds

Decision Package #25

Decision Package: 111-01602 - Miscellaneous expenses for Diversity Comm.

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/06/2015	2016	cruz	0	1	One-Time	Approved

Item Description

\$3,000 for miscellaneous expenses related to programs and activities of the Diversity Commission.

Justification

Pursuant to City Council creation of a Diversity Commission, in addition to professional staff services (see related Decision Package), funds will be needed to support programs and activities related to the Commission's work program.

Strategic Action Plan Task

No specific reference in the SAP but responds to Strategic Objective 5b: Promotion and encouragement of an active and involved community.

FISCAL DETAILS

2016

Operating Expenditures

001.000.61.557.20.49.00 MISCELLANEOUS	3,000.00
Total Operating Expenditures	3,000.00
Total Expenditures	3,000.00
Net Budget	3,000.00

Decision Package Budget Report
City of Edmonds

Decision Package #26

Decision Package: 111-01603 - Diversity Commission contracted staff services

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/06/2015	2016	cruz	0	1	One-Time	Approved

Item Description

\$6,000 for contracted services to provide program staffing to Diversity Commission.

Justification

Pursuant to City Council creation of a Diversity Commission, professional staff services are needed to support the Commission and its programs. These services should be provided by a qualified professional under contract. \$6,000 would fund 10 hours/month at \$50/hour for the year. This will be supplemented by a Miscellaneous expenditure line item of \$3,000 (see related Decision Package) for program events and other related expenditures.

Strategic Action Plan Task

No specific reference in the SAP but responds to Strategic Objective 5b: Promotion and encouragement of an active and involved community.

FISCAL DETAILS

2016

Operating Expenditures

001.000.61.557.20.41.00 PROFESSIONAL SERVICES	6,000.00
Total Operating Expenditures	<u>6,000.00</u>
Total Expenditures	<u>6,000.00</u>
Net Budget	<u>6,000.00</u>

Decision Package Budget Report
City of Edmonds

Decision Package #27

Decision Package: 610-01601 - Community relations consultant

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/04/2015	2016	cruz	0	3	One-Time	Approved

Item Description

\$30,000 one-time addition to professional services budget for community engagement and public relations consultant.

Justification

City Council approved a \$30,000 one-time budget item in 2015 for implementation of a community engagement/public relations consultant. Services under this contract this year have included creation of press releases, liaison with local and regional press on emerging issues, oversight of and contribution to the City's social media platforms, strategy-building and implementation of community engagement and outreach measures, communications -related contribution to special projects, etc. This is a request to continue the contract into 2016 at \$30,000.

Strategic Action Plan Task

This proposal fulfills SAP Action Items 5b.1: Public access and 5b.2: Communication.

FISCAL DETAILS

2016

Operating Expenditures

001.000.61.557.20.41.00 PROFESSIONAL SERVICES	30,000.00
Total Operating Expenditures	<u>30,000.00</u>
Total Expenditures	<u>30,000.00</u>
Net Budget	<u>30,000.00</u>

Decision Package Budget Report
City of Edmonds

Decision Package #28

Decision Package: 610-01603 - Social media services

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/04/2015	2016	cruz	0	2	Ongoing	Approved

Item Description

Convert to on-going the \$3,600 one-time expenditure in 2015 for social media back-up, archiving and analytics.

Justification

Now that the City employs Facebook and Twitter, and may ultimately use YouTube and other social media platforms to communicate with the public, it is imperative that we provide back-up, archiving and analytics of the information and comments on these platforms. This was started in 2015 as a one-time expenditure, but should now be converted to an on-going expenditure.

Strategic Action Plan Task

This proposal fulfills SAP Action Items 5b.1: Public access and 5b.2: Communication.

FISCAL DETAILS

2016

Operating Expenditures

001.000.61.557.20.41.00 PROFESSIONAL SERVICES	3,600.00
Total Operating Expenditures	3,600.00
Total Expenditures	3,600.00
Net Budget	3,600.00

Decision Package Budget Report
City of Edmonds

Decision Package #29

Decision Package: 610-01604 - Community Survey

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/04/2015	2016	cruz	0	6	One-Time	Approved

Item Description

One-time expenditure of up to \$19,000 for the National Citizen Survey in 2016.

Justification

The National Citizen Survey (NCS) is a product of the International City/County Management Association (ICMA). A nationally standardized, statistically significant citizen survey, the NCS also includes a handful of survey questions customized to each community. It's intended to gather residents' opinions across a range of community issues in order to help with service delivery, enhanced communications, and priority-setting for strategic and budget planning. Many options exist as to quantity of respondents desired, mail versus web-based surveys, etc. \$19,000 appears to allow for a reasonable set of survey options to choose from, most likely costing somewhat less than this outside sum.

Strategic Action Plan Task

This proposal fulfills SAP Action Item 5b.2: Communication.

FISCAL DETAILS

2016

Operating Expenditures

001.000.61.557.20.41.00 PROFESSIONAL SERVICES	19,000.00
Total Operating Expenditures	19,000.00
Total Expenditures	19,000.00
Net Budget	19,000.00

Decision Package Budget Report
City of Edmonds

Decision Package #30

Decision Package: 611-01601 - Increase annual business-attraction advertising

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/04/2015	2016	cruz	0	4	Ongoing	Approved

Item Description

Increase annual business-attraction advertising budget BY \$26,000 from \$24,000 to \$50,000.

Justification

In 2015 for the first time the Economic Development Department implemented a business-attraction advertising campaign, paired with a substantially improved and more informational business-oriented webpage, rebranded as www.YourBizInEdmonds.com . The \$24,000 budgeted for advertising in 2015 bought us a modest media presence (once monthly in Seattle Business magazine) and 3 times in the Puget Sound Business Journal over half the year (July thru December). In order to implement a similar advertising campaign in 2016 over the entire year, the budget will have to be doubled to \$50,000.

Strategic Action Plan Task

This advertising campaign helps fulfill Strategic Objective 1: Create economic health, vitality & sustainability.

FISCAL DETAILS

2016

Operating Expenditures

001.000.61.558.70.41.40 ADVERTISING	<u>26,000.00</u>
Total Operating Expenditures	<u>26,000.00</u>
Total Expenditures	<u>26,000.00</u>
Net Budget	<u>26,000.00</u>

Decision Package Budget Report
City of Edmonds

Decision Package #31

Decision Package: 611-01602 - Calendar software for VisitEdmonds

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/04/2015	2016	cruz	0	1	Ongoing	Approved

Item Description

Increase Supplies for economic development to purchase software for calendar in VisitEdmonds \$5,500

Justification

In 2015, we engaged the yearly services of Localist to provide the arts/culture calendar on our tourism and city websites. This costs \$5,500/year. The request is to increase the supplies budget above the baseline by the amount of the cost of Localist's services, which will still allow budget for other, needed supplies.

Strategic Action Plan Task

This fulfills Strategic Action Plan Item 1e.1: Organization and promotion - arts and culture.

FISCAL DETAILS

2016

Operating Expenditures

001.000.61.558.70.31.00 SUPPLIES		5,500.00
	Total Operating Expenditures	5,500.00
	Total Expenditures	5,500.00
	Net Budget	5,500.00

Decision Package: 620-01601 - Digitization and Archiving

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/05/2015	2016	kjohns	0	5	Limited 2018	Approved

Item Description

Digitization and archiving project to transfer paper documents to electronic files.

Justification

Currently Development Services is over capacity with paper records. Citizens do not have access to historical files and staff utilizes a lot of time fulfilling public records requests. With the 2015 addition of Laserfiche and GeoDocs software, Development Services now has a suitable repository in which to store records and plans electronically. In the 2016 base budget, \$27,000 is allocated for scanning and electronic conversions. With the base amount and the additional \$48,000 requested, the 2016 proposal will enable approximately one-third of the department paper archive files to be digitized by an outside vendor. Since the 2016 project is intended to digitize about 1/3 of the Development Services records, please note that we will be coming back for at least 2 more years to request additional amounts to finish the job.

Strategic Action Plan Task

5a.2, 5b.2

FISCAL DETAILS

2016

Operating Expenditures

001.000.62.524.10.41.00 PROFESSIONAL SVC	48,000.00
Total Operating Expenditures	<u>48,000.00</u>
Total Expenditures	<u>48,000.00</u>
Net Budget	48,000.00

Decision Package: 620-01603 - Completion of Highway 99 Subarea Plan

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/06/2015	2016	kjohns	0	4	One-Time	Approved

Item Description

Complete the Highway 99 Subarea Plan and Planned Action by funding professional services for preparing environmental review, land use options, and specific recommendations, consistent with the community vision.

Justification

Some parts of the Highway 99 Subarea are doing well financially and should be encouraged to continue. Other parts are not thriving and should be encouraged to redevelop. Also, streetscape choices (sidewalk, landscaping, and amenities) need to be made before Highway 99 is improved. A good subarea plan by the City will accomplish these tasks and more, while attracting new state and federal funding for improvements. Previously, \$100,000 was allocated by Council to get the project started in the second half of 2015, but additional funding is still needed to complete the work in 2016.

Strategic Action Plan Task

1a.7, 1b.6, 3a.10, 4a.7, 4a.14

FISCAL DETAILS

2016

Operating Expenditures

001.000.62.524.10.41.00 PROFESSIONAL SVC	75,000.00
Total Operating Expenditures	<u>75,000.00</u>
Total Expenditures	<u>75,000.00</u>
Net Budget	75,000.00

Decision Package Budget Report
City of Edmonds

Decision Package #34

Decision Package: 621-01602 - Building Inspector

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/05/2015	2016	kjohns	0	1	Ongoing	Approved

Item Description

Add a Building Inspector to help address increased work loads in inspections and plan review.

Justification

Construction and building permit activity has far exceeded the projections for the current year and is expected to continue beyond this year. This has resulted in an increase in revenues and it has also resulted in permit loads that exceed the ability of staff to meet expected levels of service for building inspections and plan review. The addition of a building inspector will allow for a more appropriate level of inspection, timelier permit reviews and better customer service. This is a continuation of the position approved under the 2015 2nd quarter budget amendment.

Strategic Action Plan Task

5a.2, 5b.2

FISCAL DETAILS		2016
Operating Expenditures		
001.000.62.524.20.11.00 SALARIES		68,450.00
001.000.62.524.20.23.00 BENEFITS		24,640.00
001.000.62.524.20.35.00 MINOR EQUIPMENT		1,000.00
001.000.62.524.20.42.00 COMMUNICATIONS		600.00
001.000.62.524.20.49.00 MISCELLANEOUS		500.00
	Total Operating Expenditures	95,190.00
	Total Expenditures	95,190.00
	Net Budget	95,190.00

2016 Decision Package On-going Costs

Item Description	Building Inspector				
	2016	2017	2018	2019	2020
Decision Package Costs:					
Salaries (11)	68,450	71,870	75,460	79,230	83,190
Benefits (23)	24,640	25,870	27,170	28,520	29,950
Small Equipment (35)	1,000	0	0	0	0
Communications (42)	600	600	600	600	600
Miscellaneous (49)	500	500	500	500	500
Total	\$95,190	\$98,840	\$103,730	\$108,850	\$114,240

Decision Package Budget Report
City of Edmonds

Decision Package #35

Decision Package: 621-01603 - Permit Coordinator

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/06/2015	2016	kjohns	0	2	Ongoing	Approved

Item Description

Add a half-time Permit Coordinator to be shared between Development Services and Engineering to support counter activity, permit processing, archiving and customer service.

Justification

Construction and building permit activity has far exceeded the projections for the current year and is expected to continue beyond this year. This has resulted in an increase in revenues and it has also resulted in permit loads that exceed the ability of both Engineering and Development Services staff to meet expected levels of service in the Permit Center. With the additional staff requested, the Permit Center will be able to be open to the public all days of the week. (Currently the center is closed on Wednesdays.)

Strategic Action Plan Task

5a.2, 5b.2

FISCAL DETAILS

2016

Operating Expenditures

001.000.62.524.20.11.00 SALARIES	23,440.00
001.000.62.524.20.23.00 BENEFITS	8,440.00
001.000.62.524.20.35.00 MINOR EQUIPMENT	1,500.00
001.000.62.524.20.49.00 MISCELLANEOUS	500.00
421.000.74.534.80.41.11 INTERFUND SERVICES	2,720.00
422.000.72.531.70.41.11 INTERFUND SERVICES	2,720.00
423.000.75.535.80.41.11 INTERFUND SERVICES	2,720.00
Total Operating Expenditures	<u>42,040.00</u>
Total Expenditures	42,040.00

Revenues

001.000.349.18.000.00 INTERFUND REIMBURSEMENT-CONTRACT S	-8,160.00
Total Revenues	<u>-8,160.00</u>
Net Budget	33,880.00

2016 Decision Package On-going Costs

Item Description	Permit Coordinator				
	2016	2017	2018	2019	2020
Decision Package Costs:					
Salaries (11) General Fund	23,440	24,610	25,840	27,130	28,490
Benefits (23) General Fund	8,440	8,860	9,300	9,770	10,260
Small Equipment (35) General Fund	1,500	0	0	0	0
Professional Services (41) (Utility Funds Only)	8,160	8,160	8,160	8,160	8,160
Training Registration (49) General Fund	500	500	500	500	500
Total	\$42,040	\$42,130	\$43,800	\$45,560	\$47,410

Decision Package Budget Report
City of Edmonds

Decision Package #36

Decision Package: 622-01601 - Advance Planner

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/06/2015	2016	kjohns	0	3	Ongoing	Approved

Item Description

Add a half-time planner to assist with: (a) special projects; (b) development review (given increased workloads from permitting); (c) support of boards and commissions; and (d) preparation of plans, strategies, and code updates.

Justification

Planning has been experiencing historically high service level demands (record high permit loads with commensurate high levels of public inquiries and assistance); this is likely to continue for some time ahead. In addition, the Division needs to spend more time on priorities for improving codes (code rewrite), supporting Council-approved initiatives (such as planning for development along Highway 99), and staffing boards and commissions. The combination of these priorities has produced significant challenges for work load management. To date we have managed to use part-time temporary staff and consultants to help with the workload, such as for the Comprehensive Plan update. However, for ongoing activities, an advance planner on staff is needed. Otherwise, continued reliance on consultants will be necessary and some priorities can't be achieved.

Strategic Action Plan Task

1a.7; 1a.8; 1a.13; 1b.1; 1b.5; 1b.6; 1b.8; 2a.6; 2a.9; 3a.4; 3a.7; 3a.10; 3a.11; 4a; 5a.2; 5b.2

FISCAL DETAILS

2016

Operating Expenditures

001.000.62.558.60.11.00 SALARIES	28,330.00
001.000.62.558.60.23.00 BENEFITS	10,200.00
Total Operating Expenditures	<u>38,530.00</u>
Total Expenditures	<u>38,530.00</u>
Net Budget	38,530.00

2016 Decision Package On-going Costs

Item Description	Advance Planner				
	2016	2017	2018	2019	2020
Decision Package Costs:					
Salaries (11)	28,330	29,750	31,240	32,800	34,440
Benefits (23)	10,200	10,710	11,250	11,810	12,400
Total	\$38,530	\$40,460	\$42,490	\$44,610	\$46,840

Decision Package: 622-01602 - Urban Forest Management Plan

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/06/2015	2016	kjohns	0	6	One-Time	Approved

Item Description

Develop an Urban Forest Management Plan to provide the policy and implementation basis for a sustainable approach to managing the city's urban forest. Half the plan will be completed in 2016 costing \$65,000 and the second half will be completed in 2017, costing \$65,000 for a total cost of \$130,000.

Justification

Trees are important to Edmonds. In 2014-2015, an effort was made to draft new tree regulations. As this unfolded, the Planning Board recommended developing an Urban Forest Management (UFM) Plan as a priority to set the basis for managing trees in the City's parks and public right of way, as well as for any programs effecting trees on private property . The UFM Plan would identify existing tree cover information, best practices, and recommended incentives, activities, and policies. This year, the City Council adopted a Comprehensive Plan requiring that an Urban Forest Management Plan be prepared by the end of 2017. Because this is a fairly complex task, it would best to start—and if possible, complete—the draft Plan in 2016.

Strategic Action Plan Task

2a.4, 3a.4, 3a.7

FISCAL DETAILS

2016

Operating Expenditures

001.000.62.558.60.41.00 PROFESSIONAL SVC	65,000.00
Total Operating Expenditures	65,000.00
Total Expenditures	65,000.00
Net Budget	65,000.00

Decision Package Budget Report
City of Edmonds

Decision Package #38

Decision Package: 640-01605 - FAC classroom chairs and tables

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/05/2015	2016	mcrae	1	6	One-Time	Approved

Item Description

This decision package is to purchase 60 folding mesh chairs and 12 tables for classrooms at the Frances Anderson Center.

Justification

Tables and chairs in our classrooms are very old. Many of them have been repaired numerous times. This decision package begins the replacement process for tables and chairs at the Frances Anderson Center .

Strategic Action Plan Task

3a 3: Anderson Center: Refine long range strategy to enhance, maintain and update life cycle maintenance, repair requirements and functional program needs.

FISCAL DETAILS

2016

Operating Expenditures

001.000.64.571.22.35.00 SMALL EQUIPMENT	5,830.00
Total Operating Expenditures	<u>5,830.00</u>
Total Expenditures	<u>5,830.00</u>
Net Budget	<u>5,830.00</u>

Decision Package Budget Report
City of Edmonds

Decision Package #39

Decision Package: 640-01606 - Migration to ActiveNet

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/05/2015	2016	mcrae	1	4	Ongoing	Approved

Item Description

This decision package is to migrate the CLASS registration system to ActiveNet.

Justification

We have been using CLASS for our integrated facilities reservation and registration system since 2000. CLASS will not be supported as of November 2017.

We currently pay \$12,000/year for support and 3% per transaction in credit card merchant fees. In 2014 we paid \$34,288 in merchant fees. With ActiveNet, we will be charged 1.5% technology fee per transaction and 2.75% per transaction in credit card merchant fees. Based on \$1,529,666 in 2014 revenue, this would equate to \$53,261 in fees. This requires an additional \$6,970 in the recreation miscellaneous line. Depending on the amount of revenue we bring in each year the total fees could fluctuate up or down.

Migrating to ActiveNet by April 2016 provides us with a two-year credit of our maintenance support fees. This \$24,000 credit will be used for implementation and training. We anticipate \$0 in transition costs. With ActiveNet we will always be running the most current version of the program. We will have an offering that works effectively across platforms, is integrated with social media, and is designed to increase participation rates and overall cost recovery. We will be PCI compliant, have zero server related costs, and no IT staff time will be needed for hot fixes, patches and upgrades. The security of data and system uptime will be unsurpassed in a "tier 4 gold" data center.

After a thorough review of products that are available for this type of business, we feel that ActiveNet is a simplified upgrade path for our current software solution and offers the best functionality for our current business needs.

Strategic Action Plan Task

5b. Provide efficient and effective delivery of services

FISCAL DETAILS	2016
Operating Expenditures	
001.000.64.571.22.49.00 MISCELLANEOUS	6,970.00
Total Operating Expenditures	6,970.00
Total Expenditures	6,970.00
Net Budget	6,970.00

Decision Package Budget Report
City of Edmonds

Decision Package #40

Decision Package: 640-01607 - Restore .5 Arts Assistant

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/05/2015	2016	mcrae	0	2	Ongoing	Approved

Item Description

Restore .5 Arts Assistant Position

Justification

In the 2013 budget cuts, the Senior Office Specialist in the Arts Office was eliminated. The position was restored to .5 in the 2015 budget. We would like to restore the position to 1 FTE.

The position provides administrative support for day-to-day operations, programs, and special projects in the Arts Office. Edmonds Arts Commission programs include organization of the nationally known Write on the Sound writers' conference, summer concert series, art exhibits, public art, youth arts education, arts e-newsletter, and community cultural planning.

Strategic Plan action items supported by this position include working with infrastructure development to promote Edmonds as a tourism destination through visual artworks, gateways, wayfinding, and streetscape improvements; serving as a clearinghouse for arts related information; and marketing/promoting arts and cultural heritage through website, media, and online calendar.

Goal Five of the 2014 adopted Community Cultural Plan specifically identifies the need for staffing in order to represent and plan for arts and culture in the City and support implementation of the adopted plan goals and strategies.

Strategic Action Plan Task

Economic health & vitality - arts & culture 1d.1, 1d.2, 1e.1, 1e.2, 1e.6

FISCAL DETAILS

2016

Operating Expenditures

001.000.64.571.22.11.00 SALARIES	23,210.00
001.000.64.571.22.23.00 BENEFITS	4,490.00
Total Operating Expenditures	<u>27,700.00</u>
Total Expenditures	<u>27,700.00</u>
Net Budget	27,700.00

2016 Decision Package On-going Costs

Item Description	Part Time Arts Assistant Position				
	2016	2017	2018	2019	2020
Decision Package Costs:					
Salaries (11)	23,210	24,370	25,590	26,870	28,210
Benefits (23)	4,490	4,710	4,950	5,200	5,460
Total	\$27,700	\$29,080	\$30,540	\$32,070	\$33,670

Decision Package: 611-01610 - Operations & Maintenance for Restrooms

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/06/2015	2016	cruz	0	1	Ongoing	Approved

Item Description

\$25,000 for operations and maintenance costs associated with the new Downtown Restrooms.

Justification

In the City Council-approved 2014-2019 Capital Facilities Plan there is a line item for the Downtown Restroom project but with no funding. The project is a high priority among many constituents, including the Downtown merchants, and is a "very high" priority in the Strategic Action Plan. It is estimated that the new Downtown Restrooms would require a relatively higher level and frequency of maintenance than some other public restrooms. A full year's operations and maintenance cost would total approximately \$35,000, split approximately 60% labor and 40% supplies/utilities/reserves. In 2016 the Restrooms will likely not be open the full year. The \$25,000 requested represents an amount sufficient to cover these costs from approximately April forward, given that the Restrooms would likely not be constructed and open any sooner than that time frame.

Strategic Action Plan Task

This proposal fulfills SAP Action Items 3a.2: Downtown Restrooms

FISCAL DETAILS

2016

Operating Expenditures

001.000.64.576.80.11.11 SEASONAL STAFF SALARIES	15,000.00
001.000.64.576.80.31.00 SUPPLIES	10,000.00
Total Operating Expenditures	<u>25,000.00</u>
Total Expenditures	<u>25,000.00</u>
Net Budget	25,000.00

Decision Package Budget Report
City of Edmonds

Decision Package #42

Decision Package: 640-01604 - John Deere Gator Utility Tractor

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/04/2015	2016	cyncruz	1	5	One-Time	Approved

Item Description

John Deere Gator Utility Tractor

Justification

The John Deere Gator Utility Tractor is a needed piece of equipment to assist with trash removal, landscaping and general maintenance of the city parks. Purchasing this piece of equipment for \$13,000 eliminates having to purchase a new/replacement truck at \$35,000 for park maintenance duties. The operating costs (interfund rental) are ongoing and the capital expenditure is one-time only.

Strategic Action Plan Task

This Decision Package relates to the Strategic Action Plan:

Action 3a.4 (35): Greenways and Parks

Parks & Recreation Department

Develop a system of coordinated open spaces, conservation corridors, and greenways with trail access along the shoreline, waterfront, wetlands, hillsides, and parks to preserve the natural setting and increase public awareness and access.

FISCAL DETAILS

2016

Operating Expenditures

001.000.64.576.80.45.10 INTERFUND RENTAL	1,400.00
Total Operating Expenditures	<u>1,400.00</u>

Capital Expenditures

001.000.64.594.76.64.00 MACHINERY/EQUIPMENT	13,000.00
Total Capital Expenditures	<u>13,000.00</u>
Total Expenditures	<u>14,400.00</u>
Net Budget	<u>14,400.00</u>

Decision Package Budget Report
City of Edmonds

Decision Package #43

Decision Package: 660-01601 - Custodian

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/21/2015	2016	jstevens	0	1	Ongoing	Approved

Item Description

Addition of 1.0 FTE to custodial staffing

Justification

In the 2011 budget year, Facilities Maintenance lost one custodial position and its absence has since been characterized by the inability of the division to respond adequately to the project cleaning needs of the seven major City facilities served. This position provided regular service at the Anderson Center during days and that responsibility has since shifted to evenings, meaning that daytime custodial tasks are now met by maintenance staff. These skills are better applied to the structural, mechanical, and electrical needs of our facilities. Additionally, the loss of this position also meant that there was no one available to backfill during leave periods, and custodial services have especially suffered when two or more staff members are absent. Returning this position to active status will result in a markedly higher level of cleanliness in our facilities.

Strategic Action Plan Task

This request does not specifically address an SAP action item.

FISCAL DETAILS

2016

Operating Expenditures

001.000.66.518.30.11.00 SALARIES	42,000.00
001.000.66.518.30.23.00 BENEFITS	15,120.00
Total Operating Expenditures	<u>57,120.00</u>
Total Expenditures	<u>57,120.00</u>
Net Budget	57,120.00

2016 Decision Package On-going Costs

Item Description	Custodian				
	2016	2017	2018	2019	2020
Decision Package Costs:					
Salaries (11)	42,000	44,100	46,310	48,630	51,060
Benefits (23)	15,120	15,880	16,670	17,510	18,380
Total	\$57,120	\$59,980	\$62,980	\$66,140	\$69,440

Decision Package Budget Report
City of Edmonds

Decision Package #44

Decision Package: 670-01602 - Construction Inspector

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/07/2015	2016	luttrell	0	1	Ongoing	Approved

Item Description

Construction Inspector

Justification

This position will reduce project costs by using a city employee for construction inspection on capital improvement projects related to utility (water, sewer, stormwater) replacement, transportation and parks projects. The position could also perform inspections on private development projects and provide staff with more flexibility to manage increased workloads during high permit activity.

The position will be 90 percent funded by the utility funds, grants for capital improvement projects and permit fees from private development projects.

Strategic Action Plan Task

N/A

FISCAL DETAILS

2016

Operating Expenditures

001.000.67.518.21.11.00 SALARIES/WAGES	80,000.00
001.000.67.518.21.23.00 BENEFITS	28,800.00
001.000.67.518.21.49.00 MISCELLANEOUS	5,000.00
421.000.74.534.80.41.11 INTERFUND SERVICES	34,140.00
422.000.72.531.70.41.11 INTERFUND SERVICES	34,140.00
423.000.75.535.80.41.11 INTERFUND SERVICES	34,140.00
Total Operating Expenditures	<u>216,220.00</u>

Capital Expenditures

511.100.77.594.48.64.00 EQUIPMENT - B FUND	31,000.00
Total Capital Expenditures	<u>31,000.00</u>
Total Expenditures	<u>247,220.00</u>

Revenues

001.000.349.18.000.00 INTERFUND REIMBURSEMENT-CONTRACT S	-102,420.00
Total Revenues	<u>-102,420.00</u>
Net Budget	<u>144,800.00</u>

2016 Decision Package On-going Costs

Item Description	Construction Inspector				
	2016	2017	2018	2019	2020
Decision Package Costs:					
Salaries (11)	80,000	84,000	88,200	92,610	97,240
Benefits (23)	28,800	30,240	31,750	33,340	35,010
Miscellaneous (49)	5,000	5,000	5,000	5,000	5,000
Equipment (64) (Utility Funds)	31,000	0	0	0	0
Total	\$144,800	\$119,240	\$124,950	\$130,950	\$137,250

Decision Package Budget Report
City of Edmonds

Decision Package #45

Decision Package: 670-01613 - Edmonds Waterfront Analysis Study

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/26/2015	2016	luttrell	0	1	One-Time	Approved

Item Description

Alternatives Analysis to Study, 1) Waterfront Access Issues Emphasizing and Prioritizing Near Term Solutions to Providing Emergency Access, Also Including, But Not Limited to, 2) At Grade Conflicts Where Main and Dayton Streets Intersect BNSF Rail Lines, 3) Pedestrian/Bicycle Access, and 4) Options to the Edmonds Crossing Multimodal Terminal Project (Identified as Modified Alternative 2) within the 2004 Final Environmental Impact Statement

Justification

This study has received funding from WSDOT, BNSF, Sound Transit and the Port of Edmonds. The City Council allocated \$100,000 to the project during the 2015 Budget process.

Strategic Action Plan Task

N/A

FISCAL DETAILS **2016**

Capital Expenditures

001.000.67.518.21.41.00 PROFESSIONAL SERVICES	450,000.00
Total Capital Expenditures	<u>450,000.00</u>
Total Expenditures	<u>450,000.00</u>

Revenues

001.000.337.10.000.00 INTERLOCAL GRANTS	-383,330.00
Total Revenues	<u>-383,330.00</u>
Net Budget	<u>66,670.00</u>

Decision Package Budget Report
City of Edmonds

Decision Package #46

Decision Package: 670-01615 - SR99 Access Management Study (220th-224th)

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/26/2015	2016	luttrell	0	1	One-Time	Approved

Item Description

SR99 Access Management study (220TH St- 224TH

Justification

Based on the (3) year accident history, (40) accidents have occurred involving vehicles making left turns from Hwy. 99 between 220th St. SW and 224th St. SW to access various driveways. Many of those accidents have involved vehicles making left turn from the two-way left turn lane and vehicles driving in the Business Access and Transit (BAT) lanes. This funding will be used to complete an analysis of possible access management improvements to address the increase in accidents along this section of Hwy 99.

Strategic Action Plan Task

4a.7 (54) Highway 99

FISCAL DETAILS

2016

Capital Expenditures

001.000.67.518.21.41.00 PROFESSIONAL SERVICES	10,000.00
Total Capital Expenditures	<u>10,000.00</u>
Total Expenditures	<u>10,000.00</u>
Net Budget	<u>10,000.00</u>

Decision Package Budget Report
City of Edmonds

Decision Package #47

Decision Package: 670-01616 - Commute Trip Reduction

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
09/07/2015	2016	luttrell	0	7	Ongoing	Approved

Item Description

Employee Incentives for the Commute Trip Reduction (CTR) Program

Justification

The purpose of the expenditure is to increase the number of employees using commute alternatives (such as walk, bike, carpool, ride transit...) by providing them incentives. This program helps reduce traffic and pollution. Participation in this program also provides employee health benefits and potentially reduces their work stress level. Participants are eligible for monthly raffles if they use a commute trip reduction alternative at least 8 times per month. Approximately 10% of the workforce is currently participating in this program and the number may increase by having an on-going annual program.

Strategic Action Plan Task

2a.6(46) Energy

FISCAL DETAILS		2016
Operating Expenditures		
001.000.67.518.21.49.00 MISCELLANEOUS		1,000.00
	Total Operating Expenditures	1,000.00
	Total Expenditures	1,000.00
	Net Budget	1,000.00

Decision Package Budget Report
City of Edmonds

Decision Package #48

Decision Package: 660-01604 - FS 20 Generator Replacement

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/06/2015	2016	jstevens	0	3	One-Time	Approved

Item Description

Fire Station 20 Emergency Generator Replacement

Justification

The emergency generator serving FS 20 is 25 years old and in need of enough repair work that it makes sense to replace the entire unit with a new generator. The Fleets Maintenance Division (primarily responsible for mechanical repairs to this unit) is in agreement that this is the correct strategy to address the deficiencies with this essential piece of equipment.

Strategic Action Plan Task

Not specifically part of an SAP action item.

FISCAL DETAILS

2016

Capital Expenditures

016.000.66.518.30.48.00 REPAIRS & MAINTENANCE	10,000.00
016.000.66.594.19.64.00 MACHINERY/EQUIPMENT	33,000.00
Total Capital Expenditures	<u>43,000.00</u>
Total Expenditures	<u>43,000.00</u>
Net Budget	43,000.00

Decision Package Budget Report
City of Edmonds

Decision Package #49

Decision Package: 660-01605 - FS 17 Ceiling Repairs

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/06/2015	2016	jstevens	0	4	One-Time	Approved

Item Description

Fire Station 17 Bay Ceiling Repairs

Justification

When it was constructed in 1999, the ceiling of the apparatus bay in FS 17 simply consisted of fabric-covered insulation. In the time since then, the fabric has deteriorated from age and now the large fans that remove exhaust gases from this area cause bits of this fabric to fall to the floor like flakes of snow. The solution intended with this request is to close this ceiling with wallboard, eliminating the problem altogether.

Strategic Action Plan Task

Not specifically an SAP action item.

FISCAL DETAILS

2016

Capital Expenditures

016.000.66.518.30.48.00 REPAIRS & MAINTENANCE	25,000.00
Total Capital Expenditures	25,000.00
Total Expenditures	25,000.00
Net Budget	25,000.00

Decision Package Budget Report
City of Edmonds

Decision Package #50

Decision Package: 660-01606 - City Hall Fire Door Controls Replacement

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/06/2015	2016	jstevens	0	5	One-Time	Approved

Item Description

City Hall Fire Door Controls Replacement

Justification

There is a required automatic smoke curtain intended to isolate the lobby in City Hall from the Finance Department in the event of fire. During the annual recertification of this device in 2015, it was determined that the controls for this curtain are failing and need to be replaced to ensure proper operation during an emergency.

Strategic Action Plan Task

Not an SAP action item.

FISCAL DETAILS

2016

Capital Expenditures

016.000.66.518.30.48.00 REPAIRS & MAINTENANCE	6,000.00
Total Capital Expenditures	6,000.00
Total Expenditures	6,000.00
Net Budget	6,000.00

Decision Package: 660-01607 - FAC Floor Repairs

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/06/2015	2016	jstevens	0	6	One-Time	Approved

Item Description

Frances Anderson Center Floor Repairs

Justification

There is an on-going need to replace flooring in the FAC, and one of the drivers is the fact that there are rooms that still contain vinyl asbestos tile. This request will address some of this remaining need as well as refresh sections of existing flooring with sorely needed new material.

Strategic Action Plan Task

Action 3a.3

FISCAL DETAILS

2016

Capital Expenditures

016.000.66.518.30.48.00 REPAIRS & MAINTENANCE	10,000.00
Total Capital Expenditures	10,000.00
Total Expenditures	10,000.00
Net Budget	10,000.00

Decision Package: 720-01602 - Asset Management Mobile Field Conversion

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/10/2015	2016	moles	0	1	One-Time	Approved

Item Description

\$50,000 one-time cost for transition to a web based Operations Management System (OMS). This is the next step progressing to a management system using mobile devices that will allow for a more efficient way to assign, track, record, and retrieve our maintenance activities as well as public action requests.

Justification

Create efficiencies with data recording and asset management.

Strategic Action Plan Task

N/A

FISCAL DETAILS

2016

Operating Expenditures

111.000.68.542.31.49.00 MISCELLANEOUS	12,500.00
421.000.74.534.80.49.00 MISCELLANEOUS	12,500.00
422.000.72.531.10.49.00 MISCELLANEOUS	12,500.00
423.000.75.535.80.49.00 MISCELLANEOUS	12,500.00
Total Operating Expenditures	<u>50,000.00</u>
Total Expenditures	<u>50,000.00</u>
Net Budget	50,000.00

Decision Package: 610-01606 - Log Cabin Maintenance

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/05/2015	2016	cruz	0	1	One-Time	Approved

Item Description

\$4,500 transfer from Fund 120 (Tourism, lodging tax revenue) for maintenance of the Log Cabin/Visitor Center.

Justification

Every three years the City transfers \$4,500 from the Fund 120 to help off-set maintenance costs associated with the Log Cabin that serves as the Edmonds Visitor Center. This transfer in 2016 will come from the Fund 120 fund balance.

Strategic Action Plan Task

This fulfills Strategic Action Plan Item 1a.1: Economic sustainability.

FISCAL DETAILS

2016

Operating Expenditures

120.000.31.575.42.41.50 LOG CABIN MAINTENANCE	4,500.00
Total Operating Expenditures	4,500.00
Total Expenditures	4,500.00
Net Budget	4,500.00

Decision Package Budget Report
City of Edmonds

Decision Package #54

Decision Package: 610-01608 - \$3,000 Contribution to RevitalizeWa Conference

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/25/2015	2016	cruz	0	1	One-Time	Approved

Item Description

LTAC \$3,000 contribution to RevitalizeWa Conference

Justification

One-time contribution by LTAC (120 Fund) to support bid for RevitalizeWa Conference in 2016

Strategic Action Plan Task

This proposal fulfills SAP Objective 5b: Promotion and encouragement of an active and involved community.

FISCAL DETAILS

2016

Operating Expenditures

120.000.31.575.42.49.00 MISCELLANEOUS	3,000.00
Total Operating Expenditures	3,000.00
Total Expenditures	3,000.00
Net Budget	3,000.00

Decision Package: 611-01604 - LTAC increase in Miscellaneous Expenditures

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/05/2015	2016	cruz	0	1	Ongoing	Approved

Item Description

\$4,650 increase to \$5,150 in Miscellaneous expenditures for Fund 120 (Tourism) from lodging tax revenue.

Justification

Miscellaneous expenditures includes such things as design for ads and brochures, photography, emerging opportunities, and includes a contingency fund of \$2,575 to account for reduced revenue. The Lodging Tax Advisory Committee recommended a detailed set of attached 2016 recommended LTAC budget spreadsheet.

Strategic Action Plan Task

This fulfills Strategic Action Plan Item 1a.1: Economic sustainability.

FISCAL DETAILS

2016

Operating Expenditures

120.000.31.575.42.49.00 MISCELLANEOUS	4,650.00
Total Operating Expenditures	4,650.00
Total Expenditures	4,650.00
Net Budget	4,650.00

Decision Package: 611-01605 - Increase in LTAC Advertising

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/05/2015	2016	cruz	0	1	One-Time	Approved

Item Description

Increase of \$4,000 to \$37,500 Advertising expenditures for Fund 120 (Tourism) from lodging tax revenue.

Justification

Advertising for tourism promotion is placed in various publications throughout the County, region and in Canada, taking the form of print media, electronic media and radio spots. The Lodging Tax Advisory Committee recommended a detailed set of expenditures under professional services, detailed in the attached 2016 recommended LTAC budget spreadsheet.

Strategic Action Plan Task

This fulfills Strategic Action Plan Item 1a.1: Economic sustainability.

FISCAL DETAILS

2016

Operating Expenditures

120.000.31.575.42.41.40 ADVERTISING	4,000.00
Total Operating Expenditures	4,000.00
Total Expenditures	4,000.00
Net Budget	4,000.00

Decision Package Budget Report
City of Edmonds

Decision Package #57

Decision Package: 611-01606 - Increase to LTAC Professional Svcs budget

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/05/2015	2016	cruz	0	1	One-Time	Approved

Item Description

Increase of \$4,000 to \$36,000 Professional Services expenditures for Fund 120 (Tourism) from lodging tax revenue.

Justification

Professional services for tourism promotion includes such things as printing/distribution of the rack card, advertising, support for the Snohomish County Tourism Bureau, support for the Edmonds Visitor Center, support for the ECA, tourism promotion contracted professional services, etc. The Lodging Tax Advisory Committee recommended a detailed set of expenditures under professional services, detailed in the attached 2016 recommended LTAC budget spreadsheet.

Strategic Action Plan Task

This fulfills Strategic Action Plan Item 1a.1: Economic sustainability.

FISCAL DETAILS

2016

Operating Expenditures

120.000.31.575.42.41.00 PROFESSIONAL SERVICES	3,500.00
Total Operating Expenditures	<u>3,500.00</u>
Total Expenditures	<u>3,500.00</u>
Net Budget	<u>3,500.00</u>

Decision Package: 640-01603 - Parks Seasonal Cemetery Laborer

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/04/2015	2016	cyncruz	0	3	Ongoing	Approved

Item Description

Parks Seasonal Cemetery Laborer

Justification

One Parks Seasonal Cemetery Laborer to assist in mowing, edging, weeding and general maintenance in the spring and summer months to ensure the Cemetery is well maintained. A well maintained cemetery will attract future purchases of grave sites and columbarium niches.

Strategic Action Plan Task

This Decision Package relates to the Strategic Action Plan:

Action 3a.4 (35): Greenways and Parks

Parks & Recreation Department

Develop a system of coordinated open spaces, conservation corridors, and greenways with trail access along the shoreline, waterfront, wetlands, hillsides, and parks to preserve the natural setting and increase public awareness and access.

FISCAL DETAILS

2016

Operating Expenditures

130.000.64.536.20.11.10 SEASONAL STAFF SALARIES	12,000.00
130.000.64.536.20.23.10 BENEFITS	6,300.00
Total Operating Expenditures	<u>18,300.00</u>
Total Expenditures	<u>18,300.00</u>
Net Budget	18,300.00

Decision Package Budget Report
City of Edmonds

Decision Package #59

Decision Package: 740-01602 - Full Time Employee

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/06/2015	2016	waite	0	1	Ongoing	Approved

Item Description

Need a full time employee in the water department.

Justification

This employee would take up some of the work load of changing out water meters, maintaining water meters and helping the crews with maintenance of the water system along with repairs and new installations.

Strategic Action Plan Task

N/A

FISCAL DETAILS **2016**

Operating Expenditures

421.000.74.534.80.11.00 SALARIES	49,320.00
421.000.74.534.80.23.00 BENEFITS	17,760.00
Total Operating Expenditures	<u>67,080.00</u>
Total Expenditures	<u>67,080.00</u>
Net Budget	67,080.00

2016 Decision Package On-going Costs

Item Description	Water Employee				
	2016	2017	2018	2019	2020
Decision Package Costs:					
Salaries (11)	49,320	51,790	54,380	57,100	59,960
Benefits (23)	17,760	18,640	19,580	20,560	21,590
Total	\$67,080	\$70,430	\$73,960	\$77,660	\$81,550

Decision Package: 740-01601 - Truck Mounted Hoist

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/06/2015	2016	waite	0	2	One-Time	Approved

Item Description

This is a hoist that will be mounted to a existing vehicle.

Justification

So we have the ability to lift and place sewage and water pumps and parts into trucks from pits and ditches. We have problems now with using our backhoe and since the hydraulics bleed off while placing parts into pipelines the alignment is hard to keep steady. This hoist will make placing parts easier.

Strategic Action Plan Task

N/A

FISCAL DETAILS

2016

Capital Expenditures

421.000.74.594.34.64.00 MACHINERY/EQUIPMENT	15,000.00
Total Capital Expenditures	15,000.00
Total Expenditures	15,000.00
Net Budget	15,000.00

Decision Package Budget Report
City of Edmonds

Decision Package #61

Decision Package: 720-01601 - Request for full time employee

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/05/2015	2016	moles	0	1	Ongoing	Approved

Item Description

The City's storm division has been tasked with doing a video assessment of the city wide storm system. Federal mandates require us to have inspected at least 40% of the system by 2016. The city has never done a city wide assessment of the Storm System. This information will also help to develop an asset inspection and rehabilitation program that is imperative we get started on. Much of the system is comprised of very old combined sewer/storm that has been neglected for ... 125years ! The ability to video inspect the system requires dedicated man-hours during the summer (dry) season. This is by far our busiest time of year and we have had difficulties getting any progress towards this goal .

Justification

Additional employee to help comply with federal NPDES/Surface water quality mandates. Begin to develop an asset inspection and rehabilitation program for our very old storm water collection system

Strategic Action Plan Task

n/a

FISCAL DETAILS

2016

Operating Expenditures

422.000.72.531.70.11.00 SALARIES	44,760.00
422.000.72.531.70.23.00 BENEFITS	16,120.00
Total Operating Expenditures	<u>60,880.00</u>
Total Expenditures	<u>60,880.00</u>
Net Budget	60,880.00

2016 Decision Package On-going Costs

Item Description	Storm Employee				
	2016	2017	2018	2019	2020
Decision Package Costs:					
Salaries (11)	44,760	47,000	49,350	51,820	54,410
Benefits (23)	16,120	16,920	17,770	18,660	19,590
Total	\$60,880	\$63,920	\$67,120	\$70,480	\$74,000

Decision Package: 670-01610 - Stormwater Code Updated for Phase II NPDES Permit

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/10/2015	2016	luttrell	0	1	One-Time	Approved

Item Description

Stormwater Code Update for Phase II NPDES Permit Compliance

Justification

Complete revision to Stormwater Code:

- Revise Stormwater supplement
- Revise Policies, Handouts and Review Checklists
- Train Staff

Complete review of entire development code, rules, standards and other enforceable documents to incorporate Low Impact Development (LID) principles and LID Best Management Practices (BMPs) by 12/26/2016

Field Screening of Stormwater System to Identify Potential Sources

- Develop Plan to field screen 40% of the system by 12/31/2017 and on average 12 % each year thereafter.
- Begin implementing Field Screening Plan (training staff to implement Plan).

Work with Snohomish County Surface Water Management (Natural Yard Care Workshops & Evaluation), Snohomish Conservation District (Rain Gardens), and other local education groups (Edmonds School District, WSU Extension, STORM [Stormwater Outreach for Regional Municipalities]), on providing stormwater education and outreach services to the public.

Submit report to the Department of Ecology summarizing the review of the entire development code, rules, standards and other enforceable documents to incorporate LID principles and LID BMPs.

Update Illicit Discharge Code to meet Permit specific provisions by 2/2/2018.

Work with Snohomish County Surface Water Management (Natural Yard Care Workshops & Evaluation), Snohomish Conservation District (Rain Gardens), and other local education groups (Edmonds School District, WSU Extension, STORM [Stormwater Outreach for Regional Municipalities]), on providing stormwater education and outreach services to the public.

Strategic Action Plan Task

2a.7 (Stormwater and Habitat)

FISCAL DETAILS	2016
Operating Expenditures	
422.000.72.531.90.41.00 PROFESSIONAL SERVICES	50,000.00
Total Operating Expenditures	50,000.00
Total Expenditures	50,000.00
Net Budget	50,000.00

Decision Package Budget Report
City of Edmonds

Decision Package #63

Decision Package: 770-01601 - Canopy for the propane dispenser

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/03/2015	2016	adams	0	3	One-Time	Approved

Item Description

I would like to have a canopy built to cover the propane/autogas dispenser in the Public Works work yard.

Justification

Durring the rainy season it is not pleasant to fill the vehicles.

Strategic Action Plan Task

N/A

FISCAL DETAILS **2016**

Capital Expenditures

511.000.77.594.48.64.00 MACHINERY/EQUIPMENT	22,000.00
Total Capital Expenditures	22,000.00
Total Expenditures	22,000.00
Net Budget	22,000.00

Decision Package: 770-01602 - Propane conversions to (4) work trucks

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/03/2015	2016	adams	0	1	One-Time	Approved

Item Description

I would like to convert (4) more work trucks to Prins Bi-Fuel propane

Justification

To save money on fuel costs, and to have more alternate fuel vehicles.

Strategic Action Plan Task

N/A

FISCAL DETAILS

2016

Capital Expenditures

511.000.77.594.48.64.00 MACHINERY/EQUIPMENT	30,000.00
Total Capital Expenditures	30,000.00
Total Expenditures	30,000.00
Net Budget	30,000.00

Decision Package: 770-01603 - Computers for police patrol cars

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/03/2015	2016	adams	0	1	One-Time	Approved

Item Description

Nine of the police patrol cars are in need of laptop computer replacement.

Justification

The laptops are outdated and worn out, they would be replaced with money from their own B-Fund

Strategic Action Plan Task

N/A

FISCAL DETAILS

2016

Capital Expenditures

511.100.77.594.48.64.00 EQUIPMENT - B FUND	50,000.00
Total Capital Expenditures	50,000.00
Total Expenditures	50,000.00
Net Budget	50,000.00