

**Decision Package: 220-17001 - Safety/Risk Coordinator (part-time)**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/22/2016	2017	hardie	0	1	Ongoing	Approved

**Item Description**

Part-time Safety & Risk Coordinator (20 hours per week).

**Justification**

The City launched the updated Accident Prevention Program (APP) in the fall of 2015 as required under the Washington Administrative Code (WAC 296-800-140) as well as WISHA/OSHA regulations. The APP provides documentation of the organization's written safety policies and the procedures for working safely including when working with workplace hazards. Safety violations are very expensive and the costs associated with the injury have a considerably negative impact. Safety non-compliance of the OSHA/WISHA/WAC regulations through a random inspection by L & I can result in willful or serious violations monetary penalties and citations as well. The City's APP program has oversight (monitoring), training and compliance requirements as noted under the WAC/WISHA/OSHA regulations that need to be implemented that will require either contracting with a safety company to assist with managing City safety risk or retaining an in-house specialist to perform these services.

The duties of this position include: promoting safety and safe work practices, assisting with providing safety program training needs and proof that employees have been trained, identifying safety risks and/or issues and providing guidance and correction for compliance, injury and accident prevention, monitoring compliance with safety standards.

This part-time Safety/Risk Coordinator will also take the place of HR to serve as the worker's compensation claims management coordinator to help reduce the cost of the City's insurance premiums through accident prevention and claims management. The City has received \$16,805.88 to date from SAW (L & I's early return to work program) reimbursements that have been applied toward the City's APP launch (training and implementation and hiring a consultant for the welding, trenching and shoring programs). It is estimated that there will be an additional \$2,500 in SAW reimbursements based on the number of injured employees on light duty at the City. Going forward, with the funds used to pay Penser and the SAW reimbursements, those funds alone will partially fund this position.

**Strategic Action Plan Task**

Critical to a successful Accident Prevention Program (APP). Providing required compliance with WAC 296-800-140). Part of the HR Strategic plan in managing City risk and promoting employee health and safety.

<b>FISCAL DETAILS</b>		<b>2017</b>
<b>Operating Expenditures</b>		
001.000.22.518.10.11.00 SALARIES		20,000.00
	Total Operating Expenditures	20,000.00
	Total Expenditures	20,000.00
<b>Revenues</b>		
001.000.369.91.000.00 OTHER MISC REVENUES		-2,000.00
	Total Revenues	-2,000.00
	Net Budget	18,000.00

**Decision Package: 250-17002 - City Clerk Overtime**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/26/2016	2017	spassey	0	2	One-Time	Approved

**Item Description**

Overtime

**Justification**

Overtime for special/one-time projects and/or unanticipated work products

**Strategic Action Plan Task**

Addresses Goal #5/5A: Responsible, accountable, and responsive government, provide efficient and effective delivery of services

**FISCAL DETAILS** **2017**

**Operating Expenditures**

001.000.25.514.30.12.00 OVERTIME	1,000.00
Total Operating Expenditures	1,000.00
Total Expenditures	1,000.00
Net Budget	1,000.00

**Decision Package: 250-17001 - Public records request web portal**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/04/2016	2017	spassey	0	1	Ongoing	Approved

**Item Description**

Procurement of a web-based public records request software module

**Justification**

This decision package will fund procurement of a web-based public records request software module designed to streamline the workflow and add operational transparency to the public records request process.

**Strategic Action Plan Task**

Responds to Strategic Action Plan Item #5 & 5A: Responsible, accountable, and responsive government 63  
5a Provide efficient and effective delivery of services.

**FISCAL DETAILS**

**2017**

**Operating Expenditures**

001.000.25.514.30.48.00 REPAIRS & MAINTENANCE	9,500.00
Total Operating Expenditures	9,500.00
Total Expenditures	9,500.00
Net Budget	9,500.00

**Decision Package: 230-17001 - PAPERLESS COURT**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/03/2016	2017	ferebee	0	1	One-Time	Approved

**Item Description**

The online payment system has been implemented this year, 2016, and is available to the public. In 2017, 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		2017
<b>Operating Expenditures</b>		
001.000.23.512.50.49.00 MISCELLANEOUS		20,000.00
Total Operating Expenditures		20,000.00
Total Expenditures		20,000.00
Net Budget		20,000.00

**Decision Package: 310-17001 - GASB 73 Implementation**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/07/2016	2017	sjames	0	1	One-Time	Approved

**Item Description**

Contract with Actuary to assist City with the implementation of Statement No. 73 of the Governmental Accounting Standards Board (GASB).

Statement No. 73; "Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68," becomes effective for the City's 2016 Financial Statements.

**Justification**

The requirements of this Statement are very complex and by contracting with our Actuary for the initial implementation of the Statement will help staff produce timely and accurate financial statements .

**Strategic Action Plan Task**

N/A

**FISCAL DETAILS**

**2017**

**Operating Expenditures**

001.000.31.514.23.41.00 PROFESSIONAL SVC	3,500.00
Total Operating Expenditures	3,500.00
Total Expenditures	3,500.00
Net Budget	3,500.00

**Decision Package: 390-17001 - Council Contingency**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
09/16/2016	2017	sames	0	1	One-Time	Approved

**Item Description**

\$100,000 Budget to fund Council priorities.

**Justification**

The Council contingency is a budget allocation that Council can allocate during the 2017 Budget development and adoption process

**Strategic Action Plan Task**

Council to decide how funds are allocated

**FISCAL DETAILS 2017**

**Operating Expenditures**

001.000.39.511.90.49.00 CONTINGENCY	100,000.00
Total Operating Expenditures	100,000.00
Total Expenditures	100,000.00
Net Budget	100,000.00

**Decision Package: 220-17002 - Public Defense Consultant**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/02/2016	2017	cyncruz	0	1	Ongoing	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. In 2016, the City retained new a new public defender firm. The City is also retaining the services of a Consultant to provide on-going, required review/monitoring and evaluation of the public defense monthly reports for compliance with the standards for indigent defense. The additional funds needed for this process for 2017 will be \$5,000. The City also applied for a grant to help with this cost, but we will not be informed until after the budget process begins.

**Strategic Action Plan Task**

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

**FISCAL DETAILS**

**2017**

**Operating Expenditures**

001.000.39.512.52.41.00 PROFESSIONAL SVC PUBLIC DEFENDER	5,000.00
Total Operating Expenditures	5,000.00
Total Expenditures	5,000.00
Net Budget	5,000.00

**Decision Package: 311-17007 - New IT Fund Seed Money**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
09/08/2016	2017	btuley	0	2	One-Time	Approved

**Item Description**

Technology Services are moving to a new internal services fund titled: Technology Services Fund 512.

The creation of a separate internal services fund accomplished two primary goals:

- 1) Provide a stable - ongoing source of funds, and
- 2) Meet the State Auditors request to allocate IT related costs to City Departments .

**Justification**

The seed money comes from unused 2016 Budget and provides the initial funding for Technology Services new Internal Service Fund

**Strategic Action Plan Task**

N/A

<b>FISCAL DETAILS</b>		<b>2017</b>
<b>Operating Expenditures</b>		
001.000.39.597.19.55.51 TRANSFER TO FUND 512		45,000.00
	Total Operating Expenditures	45,000.00
	Total Expenditures	45,000.00
<b>Revenues</b>		
512.100.397.19.001.00 TRANSFER FROM FUND 001		-45,000.00
	Total Revenues	-45,000.00
	Net Budget	0.00

**Decision Package: 410-17002 - Radio Enhancement**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/05/2016	2017	lawless	0	3	One-Time	Approved

**Item Description**

Design and installation of an emergency radio communication enhancement system within the public safety building

**Justification**

Since the construction of the public safety building, there have been major "dead zones" within the building that severely hamper radio communications. Of particular concern that most times, portable radio communication by the officers while downstairs is not possible as the signal is blocked by the design and location of the building. On numerous occasions, we have attempted to mitigate the problem in cooperation with our radio supplier and the Snohomish Emergency Radio System (SERS) who maintain the emergency radio system infrastructure, without success. A solution has been developed that would require a radio antenna/repeater system be designed and installed in the public safety building. This system would include back-up power and meet all City code requirements as well as fire code and SERS criteria. This is a one time expenditure.

**Strategic Action Plan Task**

Action item 5c.1: Safe and secure environment

<b>FISCAL DETAILS</b>		<b>2017</b>
<b>Capital Expenditures</b>		
001.000.41.521.10.42.00 COMMUNICATIONS		23,610.00
	Total Capital Expenditures	23,610.00
	Total Expenditures	23,610.00
	Net Budget	23,610.00

**Decision Package: 410-17001 - Police Staff Assistant**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/05/2016	2017	lawless	0	1	Ongoing	Approved

**Item Description**

Addition of one full-time Police Staff Assistant Position (1 FTE)

**Justification**

The Support Services Division of the Police Department is currently allotted five full-time Police Staff Assistants. This unit had previously been staffed at six full-time employees and though staffing was decreased due to budget shortfalls the workload of the PSA's had not decreased but in fact has increased over the years, especially in the complexity of their work. Due to the increase in public records requests, and the complexity of those requests, we currently have one PSA dedicating 100% of their time to processing these requests and 50% of another PSA's week doing the same. A steady increase in gun permits and a required prolonged involvement by another PSA in the New World RMS system development has also significantly tapped into the time availability of our remaining PSA's. To maintain service levels in this unit which performs a critical function in the records management of the Police Department, we are requesting the funding of an additional Police Staff Assistant.

**Strategic Action Plan Task**

Action item 5c.1: Safe and secure environment - performance measures include ensuring proper reporting of all incidents investigated by the police department, as well as timely and accurate responses to public records requests.

<b>FISCAL DETAILS</b>		<b>2017</b>
<b>Operating Expenditures</b>		
001.000.41.521.11.11.00 SALARIES		46,500.00
001.000.41.521.11.15.00 HOLIDAY BUYBACK		3,450.00
001.000.41.521.11.23.00 BENEFITS		27,710.00
001.000.41.521.11.24.00 UNIFORMS		360.00
	Total Operating Expenditures	<u>78,020.00</u>
	Total Expenditures	<u>78,020.00</u>
	Net Budget	78,020.00

**Decision Package: 410-17004 - School Resource Officer**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/05/2016	2017	lawless	0	2	Ongoing	Approved

**Item Description**

Funding for one new FTE Police Officer position for School Resource Officer (SRO), plus funding for purchase, outfitting, and operation of one Ford Explorer patrol vehicle for assignment to the SRO.

**Justification**

For a number of years prior to the economic downturn, the Edmonds Police Department (PD) and Edmonds School District had partnered on funding a School Resource Officer at Edmonds Woodway High School (EWHS). A SRO greatly enhances safety and security at EWHS and is viewed by the District and the PD as a true win-win partnership. Unfortunately, funding for the partnership was discontinued at the conclusion of the 2009-2010 school year. The District and PD have stayed in communication since then and now the District has indicated interest in reinstating the partnership effective September 1, 2017, which is start of the 2017-2018 school year.

Terms that have been discussed include a 50/50 cost share of salary and benefits between the PD and District for ten months of each year (District contributing up to \$53,280), plus a contribution by the District toward operational cost of the police vehicle. The District has informed the PD that their final commitment to the SRO partnership is contingent upon the District receiving sufficient funding from the state legislature, and passage of the District's budget in spring, 2017.

This Decision Package funds an additional Police Officer FTE beginning January 1, 2017 with the intention of assigning the FTE as SRO. It takes up to eight months to academy train and field train a new officer after hire, and then that officer will backfill for a veteran officer subsequently assigned as SRO.

Should the District not move forward with this partnership and, assuming the PD has successfully filled this FTE, the PD will not backfill one of its existing FTE positions that the PD reliably predicts will come open by mid-year 2017 due to a retirement.

**Strategic Action Plan Task**

Action item 5c.1: Safe and secure environment; specifically within the EWHS environment.

<b>FISCAL DETAILS</b>		<b>2017</b>
<b>Operating Expenditures</b>		
001.000.41.521.22.11.00 SALARIES		95,760.00
001.000.41.521.22.15.00 HOLIDAY BUYBACK		4,050.00
001.000.41.521.22.23.00 BENEFITS		27,370.00
001.000.41.521.22.24.00 UNIFORMS		700.00
001.000.41.521.22.45.10 INTERFUND RENTAL		5,040.00
	Total Operating Expenditures	132,920.00
<b>Capital Expenditures</b>		
511.100.77.594.48.64.00 EQUIPMENT - B FUND		55,000.00
	Total Capital Expenditures	55,000.00
	Total Expenditures	187,920.00
<b>Revenues</b>		
001.000.342.10.200.00 CAMPUS SAFETY-EDM. SCH. DIST.		-53,280.00
	Total Revenues	-53,280.00
	Net Budget	134,640.00

**Decision Package: 410-17005 - SWAT Vehicle**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/05/2016	2017	lawless	0	4	One-Time	Approved

**Item Description**

Purchase of Ford panel van to replace current SWAT transport vehicle (surplused CT bus)

**Justification**

The Edmonds Police Department was one of the original members of the South Snohomish County SWAT Team and its successor, the North Sound Metro SWAT Team. Over the last 17+ years, Edmonds has been responsible for the on-going registration, maintenance and fuel costs for the team bus. The current bus is a 1989 RTA bus that was purchased from Community Transit in December of 2007 when it was placed on the surplus list. This bus currently has 616,000+ miles on it, of which the team has been responsible for 10,195 of those miles. Since its acquisition, the department has spent \$30,762 on maintenance (\$8,019 parts/\$22,743 labor) and supplied 1,614 gallons of fuel .

Prior to the acquisition of this bus, the team utilized a 1980 Flyer bus that was also purchased from Community Transit and was owned by the City from September 1999 until October 2005. At the time the City sold the bus, it had 708,924 miles on it, of which the team was responsible for 9,029 of those miles. During the time it was owned, the department spent \$43,352 on maintenance (\$14,535 parts/\$27,817 labor) and supplied 1,585 gallons of fuel . Both buses were purchased for \$1,500 each.

According to the U.S. Energy Information Administration , the average cost of diesel fuel from September 1999 through June 2016 is \$2.80. That would equate to an additional \$8,957 expended on fuel.

The total funds expended by the police department on the two buses during this time period totals \$86,071.

The expense of maintaining the current bus will only increase as it gets older. In addition, the requirements for licensing and training drivers has changed considerably over the years and become very burdensome. The role that the bus fills has also evolved considerably as the team has continued to grow and more agencies have come on board. While there is still a large need for an equipment transport vehicle, the bus has become more of a liability than an asset. I have had several conversations with Mike Adams (Edmonds Fleet Manager) regarding this issue and he is very much in favor of decommissioning the bus for all of the reasons stated. As opposed to seeking out another surplus vehicle that would be in need of constant maintenance, we are both of the opinion that it would be best to purchase a new vehicle that is more suitable to team needs, is updated with new technology, is more fuel efficient (16 mpg combined)/reliable, and is under warranty (5 years).

The department is requesting authorization to purchase a 2017 Ford Transit Van off of the state contract for assignment to and utilization by the SWAT team. The van is a long wheel base, high top cargo van that is rated for a 4,400 pound payload. The total price of the van utilizing the state contract bid price for purchase , as well as additional equipment outfitting would be \$42,000. A van such as this would be able to remain in service for a minimum of 20 years given the manner in which it will be utilized and the miles that would be placed on it . Currently, there is more than adequate funding within the patrol B-fund to cover this purchase to be made. The request would be to increase the patrol B-fund by \$2,800 per year for the next 15 years, the anticipated minimum service life of the vehicle. Again, I have conferred with Mike Adams regarding this time schedule and budgeting request and strongly believes, as do I, that this will be not only a significant cost savings, but a significant upgrade in the vehicle itself.

**Strategic Action Plan Task**

Action item 5c.1: Safe and secure environment

<b>FISCAL DETAILS</b>		<b>2017</b>
<b>Operating Expenditures</b>		
001.000.41.521.23.45.10 INTERFUND RENTAL		-500.00
	Total Operating Expenditures	-500.00
<b>Capital Expenditures</b>		
511.000.77.594.48.64.00 MACHINERY/EQUIPMENT		42,000.00
	Total Capital Expenditures	42,000.00
	Total Expenditures	41,500.00

**Decision Package: 610-17002 - Diversity Commission Consultant**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/28/2016	2017	cruz	0	4	One-Time	Approved

**Item Description**

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

**Justification**

Professional staff services continue to be needed to support the Commission and its programs. These services should be provided by a qualified professional under contract. \$6,000 will 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**

Responds to Strategic Objective 5b: Promotion and encouragement of an active and involved community.

**FISCAL DETAILS**

**2017**

**Operating Expenditures**

001.000.61.557.20.41.00 PROFESSIONAL SERVICES	6,000.00
Total Operating Expenditures	6,000.00
Total Expenditures	6,000.00
Net Budget	6,000.00

**Decision Package: 610-17003 - Community Engagement & Public Relations Consultant**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/28/2016	2017	cruz	0	2	Ongoing	Approved

**Item Description**

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

**Justification**

Over the past two years City Council has approved a \$30,000 one-time budget item for implementation of a community engagement/public relations contracted services. Services under this contract 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 contributions to special projects, etc. This is a request to continue the contract into 2017 at \$30,000.

**Strategic Action Plan Task**

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

**FISCAL DETAILS 2017**

**Operating Expenditures**

001.000.61.557.20.41.00 PROFESSIONAL SERVICES	30,000.00
Total Operating Expenditures	30,000.00
Total Expenditures	30,000.00
Net Budget	30,000.00

**Decision Package: 610-17010 - Federal Lobbyist**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/29/2016	2017	cruz	0	3	One-Time	Approved

**Item Description**

\$72,000 for Washington, DC lobbyist/strategist services.

**Justification**

Brought on board in the Spring of 2016, Capitol Strategies has been providing assistance to the City as we seek federal-level funding for both next-level design and environmental work in 2017 and eventual construction of an alternative to the waterfront at-grade rail crossings, as well as helping seek funds for other transportation priorities, such as Highway 99. Continued, targeted lobbying and strategic work is required to seek federal funds and partnerships both for near-term funds in 2017 as well as ultimate construction funding. Capitol Strategies' rate is \$5,000/month.

**Strategic Action Plan Task**

Strategic Action Plan Items 4a.9 and 4a.10

**FISCAL DETAILS**

**2017**

**Operating Expenditures**

001.000.61.557.20.41.00 PROFESSIONAL SERVICES	72,000.00
Total Operating Expenditures	72,000.00
Total Expenditures	72,000.00
Net Budget	72,000.00

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**Decision Package: 610-17001 - Diversity Commission Miscellaneous Expenses**

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Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/28/2016	2017	cruz	0	5	One-Time	Approved

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**Item Description**

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

**Justification**

In addition to professional staff services (see related Decision Package) continued funds will be needed to support programs and activities related to the Commission's work program.

**Strategic Action Plan Task**

Responds to Strategic Objective 5b: Promotion and encouragement of an active and involved community.

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**FISCAL DETAILS** **2017**

**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

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**Decision Package: 311-17004 - Departmental Software Maintenance**

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Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/05/2016	2017	btuley	0	2	Ongoing	Approved

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**Item Description**

Information Technology Department will be overseeing software maintenance and licensing City wide. This adjustment moves departmental expenses into IT budget.

**Justification**

Single source of licensing and software management to ensure current and compatible versions

**Strategic Action Plan Task**

Efficient Government

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**FISCAL DETAILS** **2017**

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**Operating Expenditures**

001.000.62.524.10.41.00 PROFESSIONAL SVC	-16,600.00
512.000.31.518.88.48.00 REPAIR & MAINTENANCE	31,000.00
Total Operating Expenditures	14,400.00
Total Expenditures	14,400.00
Net Budget	14,400.00

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**Decision Package: 620-17001 - Housing Strategy**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/02/2016	2017	cunningham	0	7	One-Time	Approved

**Item Description**

Development of a housing strategy

**Justification**

The City's Comprehensive Plan requires the development of a housing strategy by 2019. However, doing so sooner is better, given the level and type of housing issues that our City and region are experiencing. The Comprehensive Plan describes the requirement as: "Develop a strategy by 2019 for increasing the supply of affordable housing and meeting diverse housing needs."

The Housing Strategy could have a two-prong focus on both data collection and possible strategies for: (A) Addressing housing supply-both for affordable housing and special-needs (such as for seniors or veterans) housing; and (B) Addressing homelessness. (Part B is an emerging issue that stretches beyond the Comprehensive Plan's requirement.) The Alliance for Housing Affordability has indicated it could provide assistance with part A (identifying the existing housing supply, what's needed, and what are the barriers and opportunities). For part B (homelessness), assistance would be needed from one or more non-profit agencies. Additional assistance through a professional services agreement would greatly help to pull the information and recommendations together in a timely, clear, and easy-to-read manner.

**Strategic Action Plan Task**

- 2a: Build a community that balances environmental protection, economic health, and social needs
  - Strategic Objective 3: Maintain and enhance Edmonds' community character and quality of life
- 3a.11 Diversify housing options
- 3a.12 Affordable housing

<b>FISCAL DETAILS</b>		<b>2017</b>
<b>Operating Expenditures</b>		
001.000.62.524.10.41.00 PROFESSIONAL SVC		30,000.00
	Total Operating Expenditures	30,000.00
	Total Expenditures	30,000.00
	Net Budget	30,000.00

**Decision Package: 620-17004 - Initiate new digital permit tracking system**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/02/2016	2017	cunningham	0	3	One-Time	Approved

**Item Description**

Initiate search for new digital permit tracking system. The current system was installed in 2005/6 and is a sole proprietorship. It will be unlikely to keep up with evolving technologies and expanding system integration needs.

**Justification**

The City's current digital permit tracking system was installed in 2005/6. The system was installed at a time when systems were just beginning to become more sophisticated, taking advantage of internet and browser-based software that matched well with the City's needs. However, as we have sought to increase our systems integration and expand services to web-based portals and digital plan review we are finding that the current system cannot always deliver the services we need. The current system is a sole proprietorship. With the upcoming transitions needed for expanding online digital permit submittal, review, and issuance, we believe this is the best time to evaluate our permit system needs and see what other systems have to offer. Evaluation is necessary before further investment decisions are made. The cost can be offset by the historically high revenues we are receiving. The proposal assumes a first level of implementing a new system. This is a two-year proposal: an additional \$125,000 will be needed for 2018.

**Strategic Action Plan Task**

5a.2, 5b.2

**FISCAL DETAILS**

**2017**

**Operating Expenditures**

001.000.62.524.10.41.00 PROFESSIONAL SVC	125,000.00
Total Operating Expenditures	125,000.00
Total Expenditures	125,000.00
Net Budget	125,000.00

**Decision Package: 621-17003 - Digitization and Archiving**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/04/2016	2017	cunningham	0	4	One-Time	Approved

**Item Description**

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

**Justification**

Development Services is currently in the process of converting the bulk of its paper records into digital format for storage in the new Laserfiche repository. Citizens do not have full access to historical files and staff utilizes a lot of time fulfilling public records requests. Also, the current volumes of paper records occupy valuable office space which will be better utilized for other purposes once the file cabinets and multitude of storage boxes are disposed of. In order to continue progress of the file conversion, funding is requested to reflect the anticipated expenses for 2017. The project is likely to take a total of 4 to 6 years.

**Strategic Action Plan Task**

5a.2, 5b.2

<b>FISCAL DETAILS</b>		<b>2017</b>
<b>Operating Expenditures</b>		
001.000.62.524.10.41.00 PROFESSIONAL SVC		48,000.00
Total Operating Expenditures		48,000.00
Total Expenditures		48,000.00
Net Budget		48,000.00

**Decision Package: 621-17001 - Increase Permit Coordinator to Full Time**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/03/2016	2017	cunningham	0	2	Ongoing	Approved

**Item Description**

Increase the half-time Permit Coordinator position currently shared by Building and Engineering to full time to support counter activity, permit processing, archiving and customer service.

**Justification**

Construction and building permit activity has again 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 Building and Engineering staff to meet expected levels of service in the Permit Center, as well as the managing of archiving and related records processing. This is an increase from the 0.5 FTE approved by last year's Decision Package 621-01603. It should be noted that this position provides support to the plans examiner positions, which are expected to stay under a heavy workload, but for which no requests have been made for staffing increase.

**Strategic Action Plan Task**

5a.2, 5b.2

**FISCAL DETAILS**

**2017**

**Operating Expenditures**

001.000.62.524.20.11.00 SALARIES	13,660.00
001.000.62.524.20.23.00 BENEFITS	4,510.00
001.000.67.518.21.11.00 SALARIES/WAGES	13,660.00
001.000.67.518.21.23.00 BENEFITS	4,510.00
421.000.74.534.80.41.67 INTERFUND SERVICES	2,720.00
422.000.72.531.70.41.67 INTERFUND SERVICES	2,720.00
423.000.75.535.80.41.67 INTERFUND SERVICES	2,720.00
Total Operating Expenditures	<u>44,500.00</u>
Total Expenditures	44,500.00

**Revenues**

001.000.349.18.000.00 INTERFUND REIMBURSEMENT-CONTRACT S	-8,160.00
Total Revenues	<u>-8,160.00</u>
Net Budget	36,340.00

**Decision Package: 621-17002 - Building Division Professional Services**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/04/2016	2017	cunningham	0	6	One-Time	Approved

**Item Description**

Professional Services to provide consultant plan review for anticipated permit projects.

**Justification**

Historically the Building Professional Services budget has been used to allow the City to use outside consultant services to supplement staff reviews for complex projects without having additional in-house staff with the necessary level of expertise. These reviews have most often related to complex engineered structural reviews. Considering the construction projects that are anticipated to apply for permits in 2017 (including Madrona School), the need for consultant review will be greater than normal. The requested amount of \$10,000 is in addition to the base \$20,000 for Professional Services.

**Strategic Action Plan Task**

5a.2

**FISCAL DETAILS** **2017**

**Operating Expenditures**

001.000.62.524.20.41.00 PROFESSIONAL SVC	10,000.00
Total Operating Expenditures	10,000.00
Total Expenditures	10,000.00
Net Budget	10,000.00

**Decision Package: 620-17005 - Credit Card Fee Compensation**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/02/2016	2017	cunningham	0	5	One-Time	Approved

**Item Description**

This proposal would provide funds for the Development Services budget to cover the charges from credit companies when customers use their credit cards to pay for permits and fees. The funds would be offset by revenues collected from an update to the City's development fee schedule to include a charge for credit card payments. (The fee schedule update will be considered by the City Council as part of this year's budgeting process.)

**Justification**

A few years back, permit fees were commonly paid by check or even cash. Now individuals and businesses typically use credit cards. However, credit companies charge a "merchant fee" on each credit card transaction; it must be paid by the establishment that accepts the credit card for payment. Until a couple years ago, establishments were not allowed to pass this merchant fee on to credit card users. Now, the law allows merchant fees to be partially or fully charged to the credit card user.

During just the first half of 2016, merchant fees to the Department for credit card payments on permits totaled over \$10,000. Given the growing level of credit card use (and resulting merchant fees), the Development Services Department has had to seek a budget amendment in past years to help cover the cost of merchant fees.

Rather than seeking a budget amendment each year, this proposal would provide a base amount of \$15,000 in the Development Services budget under the "Miscellaneous" category to cover merchant fees paid during the year. As an offset, the Department will be proposing a new method to collect the fees from credit card users so that the general public is not compensating the full amount. The new method will be proposed as an update to the City's development fee schedule for Council consideration. It will provide for a user charge on credit transactions. (We expect the amount to be 4% of each credit payment. However, the actual charge is subject to City Council approval as a separate proposal during the budget process this year.) Note: The collection of merchant fees will be monitored each year in comparison with the budgeted amount.

**Strategic Action Plan Task**

5a

**FISCAL DETAILS**

**2017**

**Operating Expenditures**

001.000.62.524.20.49.00 MISCELLANEOUS	7,500.00
001.000.62.558.60.49.00 MISCELLANEOUS	7,500.00
Total Operating Expenditures	15,000.00
Total Expenditures	15,000.00
Net Budget	15,000.00

**Decision Package: 622-17001 - Make 1/2 Planner position full time**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/02/2016	2017	cunningham	0	1	One-Time	Approved

**Item Description**

Make 1/2 time planner position full time for: (a) development review (due to increased workloads from permitting); (b) preparation of plans, strategies, and code updates; (c) increased support of boards and commissions.

**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 assistance with consultants to supplement staffing, such as for the Comprehensive Plan update. However, for ongoing activities, an advance planner is needed on staff. Otherwise, more 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...

**FISCAL DETAILS**

**2017**

**Operating Expenditures**

001.000.62.558.60.11.00 SALARIES	43,920.00
001.000.62.558.60.23.00 BENEFITS	12,310.00
Total Operating Expenditures	<u>56,230.00</u>
Total Expenditures	<u>56,230.00</u>
Net Budget	56,230.00

**Decision Package: 640-17002 - Student Conservation Association**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/02/2016	2017	cyncruz	0	3	Ongoing	Approved

**Item Description**

Student Conservation Association

**Justification**

This decision package would help fund the Student Conservation Association's work in Edmonds. Over the past 4 years the SCA has brought youth crews to our Edmonds parks for a 3-4 week work experience. The goal of this program is two-fold: provide technical and employment skills for Edmonds youth, and provide assistance with park and trail maintenance and restoration of the Edmonds Marsh. This program has been very successful, and one of the only programs we offer specifically for Edmonds youth. The youth who work are ages 15-19. There are 10-12 youth on each crew that spend the summer in Edmonds. Hazel Miller Foundation provides some funding, and we have provided partial funding through our CIP for operations. This would help in keeping the SCA in Edmonds.

**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.

<b>FISCAL DETAILS</b>		<b>2017</b>
<b>Operating Expenditures</b>		
001.000.64.571.21.41.00 PROFESSIONAL SVC		5,000.00
	Total Operating Expenditures	5,000.00
	Total Expenditures	5,000.00
	Net Budget	5,000.00

**Decision Package: 640-17003 - Parks Department Reorganization**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/02/2016	2017	cyncruz	0	2	Ongoing	Approved

**Item Description**

Reorganization of the Parks Department

**Justification**

This proposal seeks to organize the Parks Department more efficiently and effectively. The Department is organized into four areas, yet has only three managers: Park Maintenance, Cultural Services, Recreation and Park Planning and Development. The Park Planning and Development area has no assigned manager, but is operated by the Director, at times the other managers, and at times Capital Projects Managers from Engineering. As we are anticipating a retirement this year of a long time manager, it is timely to reclassify the Recreation Manager position to a Deputy Director position, seeking to add some Park planning skill and expertise and project management skills to the staff. In addition, once the Recreation Manager is reclassified, it would make sense to reclassify one of the Coordinators to a Supervisor level, to have some oversight of fulltime staff. Some examples of work that the Deputy Director would be responsible for include managing our donation program, writing grants for park development, assisting with Park development projects, including SEPA/NEPA, permit application, etc, assistance with the comprehensive plan and CIP, incorporating new technologies department wide to be more efficient, and continued broad oversight in Recreation. Some examples of work that a Recreation Supervisor would be responsible for would be oversight of the front desk, customer service staff, scheduling staff, recreation operations, and continued program planning. This position would continue to coordinate activities, but would also supervise the recreation full time staff.

**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**

**2017**

**Operating Expenditures**

001.000.64.571.22.11.00 SALARIES	6,580.00
001.000.64.571.22.23.00 BENEFITS	1,970.00
Total Operating Expenditures	<u>8,550.00</u>
Total Expenditures	<u>8,550.00</u>
Net Budget	8,550.00

**Decision Package: 640-17001 - Parks FTE Employee**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/02/2016	2017	cyncruz	0	1	Ongoing	Approved

**Item Description**

Parks FTE Employee

**Justification**

Over the past 18 years, the City parks division has had 11 FTE's dedicated to park maintenance. This number of staffing has remained static, however, the park assets have increased.

Since this time, the following duties have been added, without any additional staffing: Bracketts Landing South, waterfront pathway, 110 Railroad Avenue, 264 Beach place, Hickman park (6 acres), Haines Wharf park (1 acre), Interurban trail ( 1 mile), Hazel Miller Plaza, Public Safety Complex, Firestation 16, Sunset avenue pathway and rose beds, 150 additional street trees, roundabout landscaping at 5 corners, main street hill and northside property, Increase corner parks ( downtown flower beds), summer market, garbage pick up, Spray pad at City Park, SR 104 medians, Downtown core, increased service due to higher use. Event support has included: Arts festival, 4th of July, Taste of Edmonds, Holiday lighting.

This year, we are adding Dayton Street Plaza and Veteran's Plaza to the crew.

These additional assets need to be maintained to provide safe parks for the public to enjoy. We currently operate on a reactive basis in maintaining the 350 acres of land and parks. This added FTE will help us move to a more proactive maintenance schedule, and protect our assets for the future.

Operating expenditures (salaries, benefits, uniforms, interfund rental) are ongoing; the capital expenditure is a one-time only purchase of a Ford one ton flatbed truck.

**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.

<b>FISCAL DETAILS</b>		<b>2017</b>
<b>Operating Expenditures</b>		
001.000.64.576.80.11.00 SALARIES		58,380.00
001.000.64.576.80.23.00 BENEFITS		17,510.00
001.000.64.576.80.24.00 UNIFORMS		380.00
001.000.64.576.80.45.10 INTERFUND RENTAL		6,900.00
	Total Operating Expenditures	83,170.00
<b>Capital Expenditures</b>		
001.000.64.594.76.64.00 MACHINERY/EQUIPMENT		47,000.00
	Total Capital Expenditures	47,000.00
	Total Expenditures	130,170.00
	Net Budget	130,170.00

**Decision Package: 640-17006 - Rental Costs for Portable Toilets**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/03/2016	2017	cyncruz	0	4	One-Time	Approved

**Item Description**

Rental Costs for Portable Toilets

**Justification**

The cost and use of portable toilets has increased due to high use and demand from the public in Edmonds Parks system. Servicing portable toilets in the park system has also increased due to the parks' popularity for citizens and visitors. The increase to the Rental Lease amount from \$35,000 to \$50,000 will ensure citizens have have good clean portable toilets to use.

**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**

**2017**

**Operating Expenditures**

001.000.64.576.80.45.00 RENTAL/LEASE	15,000.00
Total Operating Expenditures	15,000.00
Total Expenditures	15,000.00
Net Budget	15,000.00

**Decision Package: 650-17001 - Ergonomic Deskpace Improvements**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/05/2016	2017	rmapolitin	0	1	One-Time	Approved

**Item Description**

Ergonomic Deskpace Improvements for (3) three workstations.

**Justification**

In hopes of providing a more ergonomically balanced workspace, Administration will offer (3) three workspace lifts to desktops. With no significant improvements made in the last two years, we have strides to cover in order to outfit our employees with comfortable, healthful working spaces. Electing to use two BARS sources, will help spread the load over categories that have had little to no significant increases in the last two budget cycles.

**Strategic Action Plan Task**

N/A

**FISCAL DETAILS**

**2017**

**Operating Expenditures**

001.000.65.518.20.31.00 SUPPLIES	1,000.00
001.000.65.518.20.49.00 MISCELLANEOUS	1,000.00
Total Operating Expenditures	<u>2,000.00</u>
Total Expenditures	<u>2,000.00</u>
Net Budget	<u>2,000.00</u>

**Decision Package: 660-17011 - Lead Maintenance Custodian**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/25/2016	2017	tsullivan	0	2	Ongoing	Approved

**Item Description**

Promotion of existiong Maintenance Custodian to Lead of Custodial staff

**Justification**

The Lead Custodian will help plan and impliment new city wide custodial standards and practices, during off shift days and hours of the Facilities Manager. This will allow for flexibility of the custodials staffing to meet the increasing demands of the city's facilities, programs and events.

**Strategic Action Plan Task**

N/A

**FISCAL DETAILS**

**2017**

**Operating Expenditures**

001.000.66.518.30.11.00 SALARIES		6,900.00
	Total Operating Expenditures	6,900.00
	Total Expenditures	6,900.00
	Net Budget	6,900.00

**Decision Package: 660-17012 - Overtime increase**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/25/2016	2017	tsullivan	0	3	Ongoing	Approved

**Item Description**

Increase in Facilities Maintenance overtime for FY17 from 2500 to 7500

**Justification**

This increase is to set an annual overtime budget amount based on historical of overtime expenditures in Facilities Maintenance and Custodial.

**Strategic Action Plan Task**

N/A

**FISCAL DETAILS** **2017**

**Operating Expenditures**

001.000.66.518.30.12.00 OVERTIME		5,000.00
	Total Operating Expenditures	5,000.00
	Total Expenditures	5,000.00
	Net Budget	5,000.00

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**Decision Package: 660-17001 - Professional Services**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/04/2016	2017	tsullivan	0	1	Ongoing	Approved

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**Item Description**

Professional Services are being used to evaluate building maintenance conditions, the structural integrity of aging buildings , and to plan projects with engineering reports. This proposal would increase the budget from \$0 to \$6,000.

**Justification**

No budget has previously been allocated.

**Strategic Action Plan Task**

N/A

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**FISCAL DETAILS** **2017**

**Operating Expenditures**

001.000.66.518.30.41.00 PROFESSIONAL SVC	6,000.00
Total Operating Expenditures	6,000.00
Total Expenditures	6,000.00
Net Budget	6,000.00

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**Decision Package: 660-17006 - Travel Expenses**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/04/2016	2017	tsullivan	0	8	Ongoing	Approved

**Item Description**

Cover costs associated with required training

**Justification**

To cover travel expenses that have not been budgeted for in the past.

**Strategic Action Plan Task**

N/A

<b>FISCAL DETAILS</b>		<b>2017</b>
<b>Operating Expenditures</b>		
001.000.66.518.30.43.00 TRAVEL		1,000.00
	Total Operating Expenditures	1,000.00
	Total Expenditures	1,000.00
	Net Budget	1,000.00

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**Decision Package: 660-17003 - Rental /Lease**

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Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/04/2016	2017	tsullivan	0	6	Ongoing	Approved

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**Item Description**

Equipment rental fees that will be necessary for the continued maintenance of the City's buildings

**Justification**

Rental equipment required for on going facility maintenance

**Strategic Action Plan Task**

N/A

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**FISCAL DETAILS**

**2017**

**Operating Expenditures**

001.000.66.518.30.45.00 RENTAL/LEASE	5,000.00
Total Operating Expenditures	5,000.00
Total Expenditures	5,000.00
Net Budget	5,000.00

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**Decision Package: 660-17004 - interfund rental**

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Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/04/2016	2017	tsullivan	0	5	Ongoing	Approved

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**Item Description**

two additional vehicles that are already city owned being used to support the new custodial process

**Justification**

Team cleaning will require custodians to travel in groups with materials and supplies from location to location

**Strategic Action Plan Task**

N/A

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**FISCAL DETAILS**

**2017**

**Operating Expenditures**

001.000.66.518.30.45.10 INTERFUND RENTAL	5,600.00
Total Operating Expenditures	5,600.00
Total Expenditures	5,600.00
Net Budget	5,600.00

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**Decision Package: 660-17007 - Planned maintenance service renewal**

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Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/04/2016	2017	tsullivan	0	4	One-Time	Approved

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**Item Description**

Renew planned maintenance agreements with Specialty Door and Evergreen State HVAC to perform regularly scheduled maintenance on all city owned overhead roll up doors and HVAC equipment at FAC , CH, Museum, Library, PS and PW

**Justification**

The age of the city owned equipment will require specialized and regular maintenance to extend usable system life.

**Strategic Action Plan Task**

N/A

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**FISCAL DETAILS** **2017**

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**Operating Expenditures**

001.000.66.518.30.48.00 REPAIR/MAINT	6,000.00
Total Operating Expenditures	6,000.00
Total Expenditures	6,000.00
Net Budget	6,000.00

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**Decision Package: 660-17005 - Misc.**

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Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/04/2016	2017	tsullivan	0	7	Ongoing	Approved

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**Item Description**

Increase from \$2,100 to 7,100 to accommodate new and ongoing training costs.

**Justification**

Training costs

**Strategic Action Plan Task**

N/A

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**FISCAL DETAILS**

**2017**

**Operating Expenditures**

001.000.66.518.30.49.00 MISCELLANEOUS	5,000.00
Total Operating Expenditures	5,000.00
Total Expenditures	5,000.00
Net Budget	5,000.00

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**Decision Package: 670-17010 - Desk Systems, 3 sit/stand**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/04/2016	2017	rnapolitin	0	1	One-Time	Approved

**Item Description**

Three new stand or sit desk systems and new desk chairs

**Justification**

Replace old desks with new stand or sit desk systems and chairs. Create an ergonomic work space for employees. Funded 75% Utility Funds and 25% Development Permit Fees.

**Strategic Action Plan Task**

N/A

**FISCAL DETAILS**

**2017**

**Operating Expenditures**

001.000.67.518.21.35.00 SMALL EQUIPMENT	1,730.00
421.000.74.534.80.35.00 SMALL EQUIPMENT	1,730.00
422.000.72.531.90.35.00 SMALL EQUIPMENT	1,730.00
423.000.75.535.80.35.00 SMALL EQUIPMENT	1,730.00
Total Operating Expenditures	<u>6,920.00</u>
Total Expenditures	<u>6,920.00</u>
Net Budget	6,920.00

**Decision Package: 610-17009 - Waterfront At-Grade Crossing Design Development**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/29/2016	2017	cruz	0	1	One-Time	Approved

**Item Description**

\$150,000 as local seed money to leverage other local contributions, as well as State monies, to fund early design development, environmental and permitting costs for the preferred alternative to the waterfront at-grade crossings, expected to be identified later this year.

**Justification**

With a combination of City of Edmonds funds, joined by contributions from BNSF, Port of Edmonds, Sound Transit and Community Transit, we were able to leverage \$500,000 from the State in 2015 to fund the Waterfront At-Grade Crossings Alternatives Analysis, conducted by Tetra Tech consultants under the direction of the Mayor's Advisory Task Force and City staff. That process is expected to result in a preferred alternative, as vetted by the Mayor and City Council, by the end of this year. Consequently, the preferred alternative will be ready for early design development, along with environmental and permitting in 2017, which will prepare and position the project to compete successfully for state and federal construction funds. This request will similarly serve as seed money to leverage other local contributions, as well as State monies, to fund that design, environmental and permitting work in 2017.

**Strategic Action Plan Task**

Strategic Action Plan Items 4a.9 and 4a.10

<b>FISCAL DETAILS</b>		<b>2017</b>
<b>Operating Expenditures</b>		
001.000.67.518.21.41.00 PROFESSIONAL SERVICES		150,000.00
Total Operating Expenditures		150,000.00
Total Expenditures		150,000.00
Net Budget		150,000.00

**Decision Package: 670-17007 - Commute Trip Reduction (CTR)**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/04/2016	2017	rmapolitin	0	2	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

<b>FISCAL DETAILS</b>		<b>2017</b>
<b>Operating Expenditures</b>		
001.000.67.518.21.49.00 MISCELLANEOUS		2,000.00
Total Operating Expenditures		2,000.00
Total Expenditures		2,000.00
Net Budget		2,000.00

**Decision Package: 660-17008 - FAC roof replacement**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/04/2016	2017	tsullivan	0	2	One-Time	Approved

**Item Description**

Replace roof on original building and on gym

**Justification**

Roof membranes are at end of life and need replacement

**Strategic Action Plan Task**

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**FISCAL DETAILS**

**2017**

**Capital Expenditures**

016.000.66.594.19.65.00 PROJECTS	350,000.00
Total Capital Expenditures	350,000.00
Total Expenditures	350,000.00

**Revenues**

016.000.333.14.000.00 FEDERAL GRANTS - BUDGET ONLY	-350,000.00
Total Revenues	-350,000.00
Net Budget	0.00

**Decision Package: 660-17010 - FY 17 Capital Renewal**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/09/2016	2017	tsullivan	0	1	One-Time	Approved

**Item Description**

Capital Renewal projects budget to begin maintenance backlog work throughout city owned facilities

**Justification**

Deferred maintenance on City owned facilities has renewed support after the Facilities Condition Assessment performed last year.

**Strategic Action Plan Task**

NA

**FISCAL DETAILS** **2017**

**Capital Expenditures**

016.000.66.594.19.65.00 PROJECTS	300,000.00
016.000.66.594.19.65.91 CONSTRUCTION PROJECTS FROM OTHER	-300,000.00
126.000.68.595.33.65.90 CONSTRUCTION PROJECTS TO OTHER FUI	300,000.00
Total Capital Expenditures	300,000.00
Total Expenditures	300,000.00
Net Budget	300,000.00

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**Decision Package: 670-17013 - Synchro 9 Transportation Software**

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Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/04/2016	2017	rnapolitin	0	1	One-Time	Approved

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**Item Description**

Synchro 9 Transportation Software

**Justification**

This \$4,500 request is to fund the purchase of the Synchro 9 Transportation Software. The transportation software will allow staff to model level of service at intersections.

**Strategic Action Plan Task**

5c.1 (Safe and Secure Environment)

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**FISCAL DETAILS** **2017**

**Operating Expenditures**

111.000.68.542.31.49.00 MISCELLANEOUS	4,500.00
Total Operating Expenditures	4,500.00
Total Expenditures	4,500.00
Net Budget	4,500.00

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**Decision Package: 680-17002 - Mid-Block crosswalk Ped Warning lights**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/28/2016	2017	moles	0	3	One-Time	Approved

**Item Description**

The ground level pedestrian crossing lights on 212th street are failing. The "canned" lights are sinking and some lights aren't functional. The street department would like to remove these lights and install flashing beacon lights attached to the crossing signs as we have at five corners and at main street

**Justification**

replacement of outdated equipment that is failing

**Strategic Action Plan Task**

creates a safe mid-block crossing at the Edmonds/Woodway High school

**FISCAL DETAILS**

**2017**

**Operating Expenditures**

111.000.68.542.64.31.00 SUPPLIES		20,000.00
Total Operating Expenditures		20,000.00
Total Expenditures		20,000.00
Net Budget		20,000.00

**Decision Package: 680-17003 - traffic control cabinets**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/29/2016	2017	moles	0	1	Limited 2024	Approved

**Item Description**

The City of Edmonds now has 22 signalized intersections. The control cabinets and associated equipment is dated and in need of upgrade. Of those 22 cabinets, 13 of them are over 15years old and 5 are over 25 years old. The internal controls are outdated, showing signs of distress, and it's getting hard to find replacement parts. Last year the City had to take possession of two intersection on SR 104 from WSDOT. Those cabinets were also over 20 years old and failing. The street department requested \$70,000 last year to update the two cabinets and that request was denied. The Street department had to replace these two cabinets and so we had to absorb the cost. That has caused issues with the traffic control budget this year. The control cabinets will have to be replaced... its up to the city to find the funds to do this critical infrastructure update to prevent possible signal failure and the liability associated with outdated signal equipment. The Street Department requests \$70,000 for seven years in a row to bring 14 of our most outdated equipment back to industry standards.

**Justification**

Update very old traffic control cabinets

**Strategic Action Plan Task**

safe streets for vehicles and pedestrians

FISCAL DETAILS		2017
<b>Operating Expenditures</b>		
111.000.68.542.64.31.00 SUPPLIES		70,000.00
	Total Operating Expenditures	70,000.00
	Total Expenditures	70,000.00
	Net Budget	70,000.00

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**Decision Package: 680-17004 - Tree maintenance**

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Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/02/2016	2017	moles	0	4	Ongoing	Approved

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**Item Description**

The city has an increased awareness regarding our street trees and the "urban forest". The cost of maintaining and removing hazardous trees has increased.

**Justification**

maintenance of the city's trees

**Strategic Action Plan Task**

Quality trees, quality cities

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**FISCAL DETAILS** **2017**

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**Operating Expenditures**

111.000.68.542.71.48.00 REPAIR/MAINT	8,000.00
Total Operating Expenditures	8,000.00
Total Expenditures	8,000.00
Net Budget	8,000.00

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**Decision Package: 670-17002 - 220th St SW Traffic Signal - Hwy 99 to 76th Ave W**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/04/2016	2017	rmapolitin	0	1	One-Time	Approved

**Item Description**

220th St. SW Traffic Signal Coordination from Hwy 99 to 76th Ave.

**Justification**

This \$300,000 request is to fund the design and construction phases for the addition of an adaptive system along this corridor. This project will improve traffic flow on 220th St between Hwy 99 and 76th Ave and reduce the intersection delay at 76th Ave and 220th St.

**Strategic Action Plan Task**

4v.1 Maintain Public Works Growth Management Concurrency

**FISCAL DETAILS**

**2017**

**Capital Expenditures**

112.000.68.595.33.41.00 PROFESSIONAL SERVICES	30,000.00
112.000.68.595.33.41.67 INTERFUND SERVICES	10,000.00
112.000.68.595.33.65.00 CONSTRUCTION PROJECTS	260,000.00
112.000.68.595.33.65.91 CONSTRUCTION PROJECTS FROM OTHER	-47,000.00
126.000.68.595.33.65.90 CONSTRUCTION PROJECTS TO OTHER FUI	47,000.00
Total Capital Expenditures	<u>300,000.00</u>
Total Expenditures	<u>300,000.00</u>

**Revenues**

112.000.333.10.000.00 BUDGET ONLY	-253,000.00
Total Revenues	<u>-253,000.00</u>
Net Budget	<u>47,000.00</u>

**Decision Package: 670-17005 - Audible Pedestrian Signals**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/04/2016	2017	rmapolitn	0	1	One-Time	Approved

**Item Description**

Audible Pedestrian Signals

**Justification**

This request is to fund the installation of Audible Pedestrian Signals at signalized intersections, in order to comply with ADA requirements.

**Strategic Action Plan Task**

4b.1 (Maintain Public Works Growth Management Concurrency)

**FISCAL DETAILS** **2017**

**Operating Expenditures**

112.000.68.595.33.41.00	PROFESSIONAL SERVICES	5,000.00
112.000.68.595.33.65.91	CONSTRUCTION PROJECTS FROM OTHER	-5,000.00
	Total Operating Expenditures	0.00

**Capital Expenditures**

112.000.68.595.33.65.00	CONSTRUCTION PROJECTS	20,000.00
112.000.68.595.33.65.91	CONSTRUCTION PROJECTS FROM OTHER	-20,000.00
125.000.68.595.33.65.90	CONSTRUCTION PROJECTS TO STREET FL	20,000.00
	Total Capital Expenditures	20,000.00
	Total Expenditures	20,000.00
	Net Budget	20,000.00

**Decision Package: 670-17008 - Minor Sidewalk Program**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/04/2016	2017	rmapolitn	0	1	One-Time	Approved

**Item Description**

Minor Sidewalk Program

**Justification**

This annual program will construct a missing section of sidewalk on 15th St. to make a continuous run of sidewalk. The program is in the City's 6-yr Transportation Improvement Program.

**Strategic Action Plan Task**

4a.3 (Walkways)

**FISCAL DETAILS** **2017**

**Capital Expenditures**

112.000.68.595.33.41.00 PROFESSIONAL SERVICES	2,500.00
112.000.68.595.33.41.67 INTERFUND SERVICES	12,500.00
112.000.68.595.33.65.00 CONSTRUCTION PROJECTS	85,000.00
112.000.68.595.33.65.91 CONSTRUCTION PROJECTS FROM OTHER	-100,000.00
125.000.68.595.33.65.90 CONSTRUCTION PROJECTS TO STREET FL	100,000.00
Total Capital Expenditures	100,000.00
Total Expenditures	100,000.00
Net Budget	100,000.00

**Decision Package: 670-17009 - 2017 Pavement Preservation Program**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/04/2016	2017	rmapolitin	0	1	One-Time	Approved

**Item Description**

2017 Pavement Preservation Program, Pavement Rating Survey and Software.

**Justification**

This \$1.135M request is to fund the 2017 pavement preservation program, hire a consultant to complete a pavement rating survey and purchase pavement management software.

**Strategic Action Plan Task**

4a.2 (Street Maintenance)

**FISCAL DETAILS**

**2017**

**Capital Expenditures**

112.000.68.595.33.41.00 PROFESSIONAL SERVICES	163,300.00
112.000.68.595.33.41.67 INTERFUND SERVICES	40,300.00
112.000.68.595.33.65.00 CONSTRUCTION PROJECTS	931,400.00
112.000.68.595.33.65.91 CONSTRUCTION PROJECTS FROM OTHER	-1,135,000.00
125.000.68.595.33.65.90 CONSTRUCTION PROJECTS TO STREET FL	140,000.00
126.000.68.595.33.65.90 CONSTRUCTION PROJECTS TO OTHER FUI	995,000.00
Total Capital Expenditures	<u>1,135,000.00</u>
Total Expenditures	<u>1,135,000.00</u>
Net Budget	1,135,000.00

**Decision Package: 670-17011 - SR-99 Access Management**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/04/2016	2017	rmapolitin	0	1	One-Time	Approved

**Item Description**

Grant Funding Contingent Project for SR-99 Access Management (216th St SW to 224th

**Justification**

This \$300,000 request is to fund a portion of the design costs to implement access management (raised medians) on SR-99 between 216th St and 224th St. Eliminating the two-way left turn lane and installing raised medians will help reduce the high accident rate along this section of SR-99.

**Strategic Action Plan Task**

4a.7 (Highway 99 Enhancement)

**FISCAL DETAILS**

**2017**

**Capital Expenditures**

112.000.68.595.33.41.00 PROFESSIONAL SERVICES	275,000.00
112.000.68.595.33.41.67 INTERFUND SERVICES	25,000.00
112.000.68.595.33.65.91 CONSTRUCTION PROJECTS FROM OTHER	-300,000.00
126.000.68.595.33.65.90 CONSTRUCTION PROJECTS TO OTHER FUI	300,000.00
Total Capital Expenditures	<u>300,000.00</u>
Total Expenditures	<u>300,000.00</u>
Net Budget	<u>300,000.00</u>

**Decision Package: 670-17014 - 2017 Traffic Calming Program**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/04/2016	2017	rmapolitin	0	1	One-Time	Approved

**Item Description**

2017 Traffic Calming Program

**Justification**

This on-going program is in the City's 6-year Transportation Improvement Program and CIP.

**Strategic Action Plan Task**

4b.1 (Maintain Public Works Growth Management Concurrency)

**FISCAL DETAILS**

**2017**

**Capital Expenditures**

112.000.68.595.33.41.67 INTERFUND SERVICES	3,000.00
112.000.68.595.33.65.00 CONSTRUCTION PROJECTS	17,000.00
112.000.68.595.33.65.91 CONSTRUCTION PROJECTS FROM OTHER	-20,000.00
126.000.68.595.33.65.90 CONSTRUCTION PROJECTS TO OTHER FUI	20,000.00
Total Capital Expenditures	<u>20,000.00</u>
Total Expenditures	<u>20,000.00</u>
Net Budget	<u>20,000.00</u>

**Decision Package: 670-17004 - Sidewalk Curb Ramps**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/04/2016	2017	rmapolitn	0	1	One-Time	Approved

**Item Description**

Upgrade sidewalk curb ramps to meet requirements of the Americans with Disabilities Act (ADA).

**Justification**

This annual program will upgrade 3 to 4 sidewalk curb ramps per year to comply with ADA requirements. The program is in the City's Transportation Comprehensive Plan, 6-yr Transportation Improvement Plan and the CIP.

**Strategic Action Plan Task**

4a.3 (Walkways); 4a.11 (Crosswalks)

**FISCAL DETAILS**

**2017**

**Capital Expenditures**

112.000.68.595.33.41.67 INTERFUND SERVICES	2,000.00
112.000.68.595.33.65.00 CONSTRUCTION PROJECTS	23,000.00
112.000.68.595.33.65.91 CONSTRUCTION PROJECTS FROM OTHER	-25,000.00
125.000.68.595.33.65.90 CONSTRUCTION PROJECTS TO STREET FL	25,000.00
Total Capital Expenditures	<u>25,000.00</u>
Total Expenditures	<u>25,000.00</u>
Net Budget	25,000.00

**Decision Package: 670-17003 - 2016 Annual Street Preservation Carryforward**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/04/2016	2017	rmapolitin	0	1	One-Time	Approved

**Item Description**

2016 Annual Street Preservation Carryforward

**Justification**

The City Council approved \$1,030,000 for pavement preservation work as part of the 2016 budget. Invoices from the County Overlay contract are anticipated to be received in the first quarter of 2017 for work performed in 2016.

**Strategic Action Plan Task**

4a.2 (Street Maintenance)

**FISCAL DETAILS**

**2017**

**Capital Expenditures**

112.000.68.595.33.65.00 CONSTRUCTION PROJECTS	165,000.00
112.000.68.595.33.65.91 CONSTRUCTION PROJECTS FROM OTHER	-165,000.00
125.000.68.595.33.65.90 CONSTRUCTION PROJECTS TO STREET FL	165,000.00
Total Capital Expenditures	<u>165,000.00</u>
Total Expenditures	<u>165,000.00</u>
Net Budget	<u>165,000.00</u>

**Decision Package: 610-17006 - \$5,000 increase in LTAC Advertising**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/29/2016	2017	cruz	0	1	Ongoing	Approved

**Item Description**

\$42,500 for Advertising-related expenses for the tourism program, constituting a \$5,000 increase over 2016.

This includes:

- \$30,000 for general tourism advertising (increase of \$5,000)
- \$12,500 for a tourism ad in the ECA season brochure

**Justification**

In conformance with RCW 67.28.1817, use of lodging tax funds must be approved by the City Council after review and recommendation by the Lodging Tax Advisory Committee. The uses and corresponding budget amounts were reviewed and recommended by the Edmonds LTAC, chaired by Councilmember Nelson, on 6/27/16.

The \$5,000 increase in general advertising is due to an increase in expected lodging tax revenue, thereby allowing for enhanced tourism advertising throughout the year.

**Strategic Action Plan Task**

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

FISCAL DETAILS		2017
<b>Operating Expenditures</b>		
120.000.31.575.42.41.40 ADVERTISING		5,000.00
Total Operating Expenditures		5,000.00
Total Expenditures		5,000.00
Net Budget		5,000.00

**Decision Package: 610-17008 - \$3,000 increase in LTAC Advertising**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/29/2016	2017	cruz	0	1	One-Time	Approved

**Item Description**

\$3,000 increase in one-time Advertising expenses related to the tourism program, including:  
 \$2,000 to support enhanced advertising for the 2017 Waterfront Festival  
 \$1,000 to support advertising for the Chamber of Commerce 2017 Chowder Cook- Off

**Justification**

In conformance with RCW 67.28.1817, use of lodging tax funds must be approved by the City Council after review and recommendation by the Lodging Tax Advisory Committee. The uses and corresponding budget amounts were reviewed and recommended by the Edmonds LTAC, chaired by Councilmember Nelson, on 6/27/16.

These two items constitute awards to the organizers of these two events in an effort to enhance regional advertising in order to draw more visitors from a greater distance, thereby maximizing the economic impact of visitors to these events.

**Strategic Action Plan Task**

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

<b>FISCAL DETAILS</b>		<b>2017</b>
<b>Operating Expenditures</b>		
120.000.31.575.42.41.40 ADVERTISING		3,000.00
	Total Operating Expenditures	3,000.00
	Total Expenditures	3,000.00
	Net Budget	3,000.00

**Decision Package: 610-17004 - LTAC Professional Services Increase**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/29/2016	2017	cruz	0	1	Ongoing	Approved

**Item Description**

\$37,700 for Professional Services for the tourism program, constituting a \$2,200 increase over 2016. This includes:

- \$7,500 for printing/distribution of the tourism rack card
- \$1,500 for promotion/support of Bird Fest
- \$6,200 to support the Snohomish County Tourism Bureau (increase of \$200)
- \$2,500 for the Edmond's Visitor Center
- \$20,000 for professional contracted services for tourism promotion, website and events calendar support, etc. (increase of \$2,000)

**Justification**

In conformance with RCW 67.28.1817, use of lodging tax funds must be approved by the City Council after review and recommendation by the Lodging Tax Advisory Committee. The uses and corresponding budget amounts were reviewed and recommended by the Edmonds LTAC, chaired by Councilmember Nelson, on 6/27/16.

The \$200 increase in support for the Snohomish County Tourism Bureau is due to increased costs by the Bureau resulting in small increases to member cities.

The \$2,000 increase in professional contracted services is to ensure more hours per month to keep the tourism website, arts/events calendar, tourism Facebook page, etc., up and current.

**Strategic Action Plan Task**

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

<b>FISCAL DETAILS</b>		<b>2017</b>
<b>Operating Expenditures</b>		
120.000.31.575.42.49.00 MISCELLANEOUS		2,200.00
	Total Operating Expenditures	2,200.00
	Total Expenditures	2,200.00
	Net Budget	2,200.00

**Decision Package: 610-17005 - Increase of \$850 LTAC Fund Miscellaneous**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/29/2016	2017	cruz	0	1	Ongoing	Approved

**Item Description**

\$6,000 for Miscellaneous tourism-related expenditures, constituting a \$850 increase over 2016. This includes:

- \$3,425 in contingency reserves, which will allow for less-than-anticipated revenue and/or additional minor expenditures in approved line items after mid-year review of revenue projections (increase of \$850)
- \$2,575 in miscellaneous supporting expenses such as photography, ad design, emerging opportunities, etc.

**Justification**

In conformance with RCW 67.28.1817, use of lodging tax funds must be approved by the City Council after review and recommendation by the Lodging Tax Advisory Committee. The uses and corresponding budget amounts were reviewed and recommended by the Edmonds LTAC, chaired by Councilmember Nelson, on 6/27/16.

The \$850 increase in contingency reserves is due to applying an approximately 3% contingency factor to an increased revenue projection.

**Strategic Action Plan Task**

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

<b>FISCAL DETAILS</b>		<b>2017</b>
<b>Operating Expenditures</b>		
120.000.31.575.42.49.00 MISCELLANEOUS		850.00
	Total Operating Expenditures	850.00
	Total Expenditures	850.00
	Net Budget	850.00

**Decision Package: 610-17007 - LTAC \$4,000 Miscellaneous one-time**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/29/2016	2017	cruz	0	1	One-Time	Approved

**Item Description**

\$4,000 in one-time Miscellaneous expenditures related to the tourism program. This includes:  
 \$3,000 to support hosting of statewide RevitalizeWA historic preservation conference (if awarded).  
 \$1,000 to support emerging opportunities, such as Visitor Center directional signage, etc.

**Justification**

In conformance with RCW 67.28.1817, use of lodging tax funds must be approved by the City Council after review and recommendation by the Lodging Tax Advisory Committee. The uses and corresponding budget amounts were reviewed and recommended by the Edmonds LTAC, chaired by Councilmember Nelson, on 6/27/16.

The \$3,000 line item is intended to defray costs associated with potential hosting of the statewide RevitalizeWA historic preservation conference in Spring 2017, if Edmonds is selected as the host city. This earmark was made in the 2015 and 2016 budgets, but not yet utilized.

The \$1,000 line item is intended to allow for quick response to emerging opportunities to enhance tourism promotion, such as creation of directional signage to the Visitor Center or other minor projects.

**Strategic Action Plan Task**

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

<b>FISCAL DETAILS</b>		<b>2017</b>
<b>Operating Expenditures</b>		
120.000.31.575.42.49.00 MISCELLANEOUS		4,000.00
	Total Operating Expenditures	4,000.00
	Total Expenditures	4,000.00
	Net Budget	4,000.00

**Decision Package: 740-17001 - Replace 2 Confined Space Ventilation Blowers**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/04/2016	2017	rnapolitin	0	1	One-Time	Approved

**Item Description**

Replace 2 Confined Space Ventilaton Blowers

**Justification**

The blowers provide safe breathing air to employees working in confined spaces. The existing blowers are many years old and are failing to operate.

**Strategic Action Plan Task**

N/A

**FISCAL DETAILS** **2017**

**Operating Expenditures**

421.000.74.534.80.35.00 SMALL EQUIPMENT	4,000.00
Total Operating Expenditures	4,000.00
Total Expenditures	4,000.00
Net Budget	4,000.00

**Decision Package: 740-17002 - Portable Maintenance Management Technology**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/04/2016	2017	rnapolitin	0	2	One-Time	Approved

**Item Description**

I-Pads for Portable Maintenance Management

**Justification**

The city is moving from paper to computerized management of tasks and work orders. This requires additional technology purchases for tracking maintenance work orders and task assignment.

**Strategic Action Plan Task**

N/A

**FISCAL DETAILS** **2017**

**Operating Expenditures**

421.000.74.534.80.35.00 SMALL EQUIPMENT	3,000.00
423.000.75.535.80.35.00 SMALL EQUIPMENT	3,000.00
Total Operating Expenditures	6,000.00
Total Expenditures	6,000.00
Net Budget	6,000.00

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**Decision Package: 740-17003 - Vehicle Mounted Air Compressor**

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Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/04/2016	2017	rmapolitin	0	3	One-Time	Approved

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**Item Description**

Vehicle Mounted Air Compressor

**Justification**

Having an air compressor mounted in the truck would eliminate towing a compressor to the jobsites. We could have a more compact job site and be able to utilize other vehicles more efficiently.

**Strategic Action Plan Task**

N/A

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**FISCAL DETAILS** **2017**

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**Capital Expenditures**

421.000.74.594.34.64.00 MACHINERY/EQUIPMENT	25,000.00
Total Capital Expenditures	25,000.00
Total Expenditures	25,000.00
Net Budget	25,000.00

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**Decision Package: 670-17012 - LID Code Update & Training for New Code**

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Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/04/2016	2017	rnapolitin	0	1	One-Time	Approved

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**Item Description**

LID Code Update and Training for New Stormwater Code

**Justification**

Continue training and public outreach on new stormwater code for staff, engineers, developers and the public.

**Strategic Action Plan Task**

2a.7 (Stormwater and Habitat)

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**FISCAL DETAILS**

**2017**

**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

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**Decision Package: 720-17001 - Stormwater permit fees**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/02/2016	2017	moles	0	1	Ongoing	Approved

**Item Description**

The cost of doing Stormwater business has continually gone up with permit fees, federal cleanwater regulations, and wildlife protection. The Requested increase allows for funds to be available to pay for unexpected audits. I would expect the Dept. of Ecology to continue to increase the permit fees in the future.

**Justification**

ecology permit - \$60000, WIRA - \$9200, Port lease - \$32000, storm monitoring - \$29,000 possible audit fees and increases ?

**Strategic Action Plan Task**

Federal clean water act

**FISCAL DETAILS** **2017**

**Operating Expenditures**

422.000.72.531.90.51.00 INTERGOVT SERVICE	65,000.00
Total Operating Expenditures	65,000.00
Total Expenditures	65,000.00
Net Budget	65,000.00

**Decision Package: 750-17002 - Replace 4 Confined Space Ventilation Blowers**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/04/2016	2017	rnapolitin	0	1	One-Time	Approved

**Item Description**

For the replacement of four Confined Space Ventilaton Blowers

**Justification**

These Blowers provide safe breathing air to employees working in confined spaces. The existing Blowers are many years old and are failing to operate reliably..

**Strategic Action Plan Task**

N/A

**FISCAL DETAILS** **2017**

**Operating Expenditures**

423.000.75.535.80.35.00 SMALL EQUIPMENT	8,000.00
Total Operating Expenditures	8,000.00
Total Expenditures	8,000.00
Net Budget	8,000.00

**Decision Package: 750-17004 - Emergency Generator Plugs at Lift Stations**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/04/2016	2017	rnapolitin	0	3	One-Time	Approved

**Item Description**

Emergency Generator Plugs at Lift Stations

**Justification**

Some generator plugs must be changed or the pump station can be charged with improper voltage, thus damaging the motors and electrical controls.

**Strategic Action Plan Task**

N/A

**FISCAL DETAILS** **2017**

**Operating Expenditures**

423.000.75.535.80.48.00 REPAIR/MAINT	15,000.00
Total Operating Expenditures	15,000.00
Total Expenditures	15,000.00
Net Budget	15,000.00

**Decision Package: 750-17003 - Confined Space Fall Protection**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/04/2016	2017	rmapolitin	0	2	One-Time	Approved

**Item Description**

For the improvement of Confined Space Fall Protection

**Justification**

We are in need of Fall Protection to be stored at Lift Stations 3 & 10 to make entry into the Lift Station wetwells and drywells safer for the employees. This will consist of hoists built for entry into sewer pump stations in confined spaces. These hoists have a block and tackle, and a winch with a cable that is connected to the employee's harness and as the employee enters a sewer wet well (sewage holding tank), the employee can be retrieved from the wet well by another employee by turning the winch and pulling the employee from the wet well to safety without anyone else getting into the wet well.

**Strategic Action Plan Task**

N/A

**FISCAL DETAILS** **2017**

**Capital Expenditures**

423.000.75.594.35.64.00 MACHINERY/EQUIPMENT	20,000.00
Total Capital Expenditures	20,000.00
Total Expenditures	20,000.00
Net Budget	20,000.00

**Decision Package: 750-17005 - Push Camera Replacement for Small Sewer Lines**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/04/2016	2017	rnapolitin	0	4	One-Time	Approved

**Item Description**

Push Camera Replacement for Small Sewer Lines

**Justification**

The existing camera was purchased many years ago. It is becoming unreliable. It requires regular, costly maintenance and is prone to continuous breakdowns. This camera allows us to inspect the city's sewer lines along with customer lines when there are blockages or problems, thus avoiding costly excavations.

**Strategic Action Plan Task**

N/A

**FISCAL DETAILS**

**2017**

**Capital Expenditures**

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

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**Decision Package: 750-17006 - 50 KW Portable Generator for Emergency Backup**

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Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/04/2016	2017	rnapolitin	0	5	One-Time	Approved

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**Item Description**

A 50 Kilowatt, Portable Generator is needed for Emergency Backup

**Justification**

Many pump stations have been upgraded and our smaller, portable generators are now undersized. The pumps are now demanding 5 horsepower, where previously 2-3 horsepower would suffice.

**Strategic Action Plan Task**

N/A

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**FISCAL DETAILS** **2017**

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**Capital Expenditures**

423.000.75.594.35.64.00 MACHINERY/EQUIPMENT	75,000.00
Total Capital Expenditures	75,000.00
Total Expenditures	75,000.00
Net Budget	75,000.00

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**Decision Package: 760-17002 - Two Temporary Workers**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/05/2016	2017	sjames	0	5	One-Time	Approved

**Item Description**

We are seeking approval to hire two temporary positions on an ongoing basis. The positions would be at the H11 payscale and would be open to individuals who have a demonstrated interest (currently an OIT or have completed some education in WW) in wastewater treatment. The benefit to the community is the fact that the position would most likely attract local residents or those interested in working with the City of Edmonds. The position would be designed to assist the individual in obtaining a certificate with the State of Washington and would assist current wastewater staff in completion of plant cleaning projects.

**Justification**

We are seeking approval to hire two temporary positions on an ongoing basis. The positions would be at the H11 payscale and would be open to individuals who have a demonstrated interest (currently an OIT or have completed some education in WW) in wastewater treatment. The benefit to the community is the fact that the position would most likely attract local residents or those interested in working with the City of Edmonds. The position would be designed to assist the individual in obtaining a certificate with the State of Washington and would assist current wastewater staff in completion of plant cleaning projects.

**Strategic Action Plan Task**

N/A

<b>FISCAL DETAILS</b>		<b>2017</b>
<b>Operating Expenditures</b>		
423.000.76.535.80.11.00 SALARIES		12,700.00
423.000.76.535.80.23.00 BENEFITS		1,300.00
	Total Operating Expenditures	14,000.00
	Total Expenditures	14,000.00
<b>Revenues</b>		
423.000.343.50.310.00 INTERGOVTL SERVICES - OVWD SEWER SVC		-1,880.00
423.000.343.50.400.00 INTERGOVTL SERVICES -CITY MLT		-4,120.00
423.000.343.50.500.00 INTERGOVTL SERVICES-RONALD		-1,190.00
	Total Revenues	-7,190.00
	Net Budget	6,810.00

**Decision Package: 770-17002 - 2017 Propane conversions**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/22/2016	2017	adams	0	1	One-Time	Approved

**Item Description**

I would like to convert all 5 of the 2017 scheduled B- Fund replacement work trucks to Bi- Fuel Propane.

**Justification**

The conversions will save the city on fuel costs and reduced carbon emissions

**Strategic Action Plan Task**

To convert all 5 of the new 2017 Public Works and Parks work trucks to Bi-Fuel Propane

<b>FISCAL DETAILS</b>		<b>2017</b>
<b>Operating Expenditures</b>		
511.000.77.594.48.64.00 MACHINERY/EQUIPMENT		35,000.00
Total Operating Expenditures		35,000.00
Total Expenditures		35,000.00
Net Budget		35,000.00

**Decision Package: 770-17001 - Public Works Site Generator Replacement**

Date	Budget Year	Group	Version	Priority	Duration	Approval Status
07/21/2016	2017	adams	0	1	One-Time	Approved

**Item Description**

Currently at the Public Works Maintenance Facility we have a 1957 Caterpillar 250KW generator that was surplus from the WWTP back in 1995. This generator powers our entire facility during power outages. We need to upgrade to a new 200KW generator with an automatic transfer switch to have a more reliable system. The Public Works Operations Center is the City of Edmonds back-up Emergency Operations Center (EOC).

**Justification**

The reasons why this generator needs to be replaced are several: 1) It is very old and parts are difficult to come by, 2) The fuel tank is in a remote location and the fuel lines run underground. This is a bad situation in the event of an earthquake, which could result in sudden failure or due to slow corrosion of its supply lines over time resulting in a slow leak over a long period of time before discovery. Both of these could create the need for extensive and expensive environmental cleanup. The new generator will have the fuel tank underneath the generator, on the skid as an assembly. Lastly, the existing generator has to be manually started, and the power has to be manually transferred. This is a problem after hours. The water/sewer telemetry will fail and our fuel station is inoperative until someone gets the generator running and transferred. This is the only building/site in the city that has a manual start and transfer.

**Strategic Action Plan Task**

Replace existing 1957 Caterpillar generator, remove the remote above ground fuel tank. Install new Cummins 200KW generator with fuel tank, and install 800 amp automatic transfer switch

<b>FISCAL DETAILS</b>		<b>2017</b>
<b>Capital Expenditures</b>		
511.100.77.594.48.64.00 EQUIPMENT - B FUND		115,000.00
	Total Capital Expenditures	115,000.00
	Total Expenditures	115,000.00
	Net Budget	115,000.00

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**Decision Package: 311-17001 - Reduction in Fiber Hardware Maintenance**

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Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/05/2016	2017	btuley	0	6	Ongoing	Approved

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**Item Description**

City wide equipment replacement schedule is part of B fund.

**Justification**

Equipment previously cover by fiber budget will get replaced by B fund allocation

**Strategic Action Plan Task**

Efficient and planned use of City funding.

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<b>FISCAL DETAILS</b>		<b>2017</b>
<b>Operating Expenditures</b>		
512.000.31.518.87.35.00 SMALL EQUIPMENT		-15,000.00
	Total Operating Expenditures	-15,000.00
	Total Expenditures	-15,000.00
	Net Budget	-15,000.00

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**Decision Package: 311-17002 - Redundancy in Communication**

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Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/05/2016	2017	btuley	0	1	One-Time	Approved

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**Item Description**

Second internet connection provides necessary backup to allow continued operation in the event of our primary internet connection experiences an outage or fiber cut.

**Justification**

Creates a City loop with backup access to Internet from a second location. This replaces the \$120K initial plan from 2008.

**Strategic Action Plan Task**

efficient use of City resources

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**FISCAL DETAILS** **2017**

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**Operating Expenditures**

512.000.31.518.87.42.00 COMMUNICATIONS	6,500.00
Total Operating Expenditures	6,500.00
Total Expenditures	6,500.00
Net Budget	6,500.00

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**Decision Package: 311-17003 - Reducing Supplies Baseline for 2017**

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Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/05/2016	2017	btuley	0	5	Ongoing	Approved

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**Item Description**

Reducing this budget baseline as there are no new systems and applications scheduled for purchase in 2017.

**Justification**

There are no planned 2017 purchases.

**Strategic Action Plan Task**

Reponsible finances.

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**FISCAL DETAILS**

**2017**

**Operating Expenditures**

512.000.31.518.88.31.00 SUPPLIES		-23,200.00
Total Operating Expenditures		-23,200.00
Total Expenditures		-23,200.00
Net Budget		-23,200.00

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**Decision Package: 311-17005 - Conference costs increase**

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Date	Budget Year	Group	Version	Priority	Duration	Approval Status
08/05/2016	2017	btuley	0	4	Ongoing	Approved

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**Item Description**

Travel costs have risen. Budget has not changed to account for increased conference costs.

**Justification**

Accurately cover conference costs..

**Strategic Action Plan Task**

stay aware of current technologies and trends

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**FISCAL DETAILS**

**2017**

**Operating Expenditures**

512.000.31.518.88.43.00 TRAVEL		700.00
Total Operating Expenditures		700.00
Total Expenditures		700.00
Net Budget		700.00

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