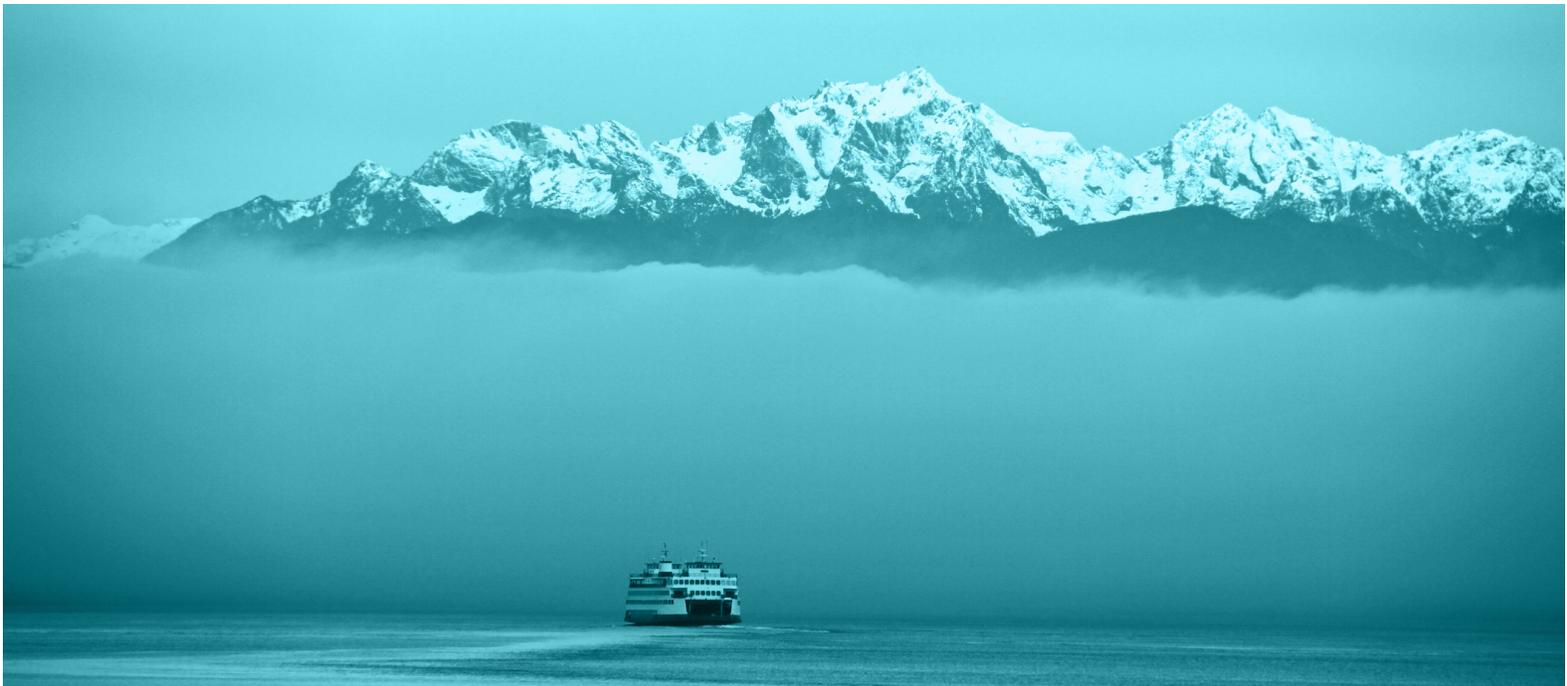


2019 ADOPTED BUDGET

CITY OF EDMONDS
WASHINGTON



CITY OF EDMONDS - 121 5TH AVE N - EDMONDS, WA 98020

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2019 Budget Message

Members of the Edmonds City Council, Staff and Citizens:

I am pleased to present the City of Edmonds 2019 Proposed Budget.

As most of us would acknowledge, we continue to have a strong economy across the nation, state and region. We in Edmonds have also been obvious beneficiaries of the strong economy. Whether Downtown, in Westgate, or along Highway 99, we have witnessed a sustained and growing energy in our community these past several years. Younger families moving in, strong sales tax revenues, new construction projects, and a growing and exciting business community.

Yet, we also know the economic "bump in the road" will show up at some point. Consider this: we are in the 112th month of sustained economic growth. The record duration of an economic expansion is 120 months. With that in mind, prudence dictates that we begin to focus on that fact and not engage in excessive spending. And I know I'm not alone among regional mayors in recognizing this reality.

Nevertheless, our current city economy is very strong. To be blunt, we have had another banner revenue year; as an example, our sales tax has again set a record of over \$8,000,000.

However, as I mentioned, we also know how important it is to pay very close attention to the trends in local revenue generation. And to be equally blunt, amid the financial successes there are also sobering signs that we need to, and will, seriously consider.

So also consider this: In the past few months, automobile sales, while still strong, have begun to slow. And we have all heard the reports of real estate sales leveling off, with fewer properties receiving multiple offers, and in some cases, price reductions. Also our building permit activity, while still good, has similarly slowed. These are three important indicators we need to closely watch.

Are we now saying we are on the brink of a recession? No! We expect the economy to remain healthy in 2019. However, recent indications tell us to pay very close attention to shifting trends.

So the budget this year is a mix of new, one-time expenditures and some additions which require long-term financial commitments. A few important examples to highlight:

While we have included limited staff additions in the 2019 budget, there are two additional Public Works positions, a new Safety and Risk Management Coordinator position, a half-time position for the newly created Youth Commission, and a School Resource Officer for Scriber Lake High School located at the former Woodway High School. This last position is funded with the same-cost sharing arrangement we have with the Edmonds School District at Edmonds-Woodway High School.

Council is aware that South Snohomish County Fire & Rescue has not yet settled their union agreement, so we have set aside an additional \$495,000 for its estimated impact on our budget.

We will continue to improve our street overlay program with an additional \$1.5 million dollars. We are still trying to catch-up in this area from previous years of neglect. We will also increase our building repair and maintenance fund for city buildings from \$400,000 to \$700,000. Again catch-up from years of lack of attention.

With the increasing growth in our city, we have included \$75,000 for a needed downtown parking study, as well as \$2.5 M for City-Wide Pedestrian Safety Improvement projects.

We will also commit \$4.3M to the beach rehabilitation and parking improvements associated with the Waterfront Center in 2019. We have been setting aside our dollars and have also secured approximately \$1.125M in grants.

As Council knows, you gave the Administration a series of priorities you would like to include in the budget. For many of these initiatives we are on the same page as they are also priorities for the administration. Our rough calculation for your variety of requests is \$1.88M. With that in mind, we cannot fully fund all of your requested priorities; however the list and amounts we have included in the budget are:

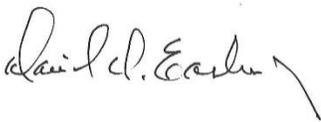
- 1) Sidewalk improvements: \$323,000. This includes the afore-mentioned 2 Public Works employees
- 2) ECA funding for operations: \$75,000
- 3) Transitional Housing: \$250,000 (It is hoped council would include an additional \$250,000 from their 2018 budget for a total of \$500,000)
- 4) Waterfront Center: \$250,000
- 5) Marsh enhancements: \$100,000
- 6) Additional \$1 per capita to the Health District above the existing \$1 per capita commitment

Longer term, while our economy remains strong in the short term, our five-year projection shows some economic softening, which would send us modestly into the red by the fifth year. We will continue to monitor the trends, and over the next year, if that trend holds true, either we will need to have further strengthened our tax base or we will need to consider other sources such as additional Transportation Benefit District fees or raising EMS fees.

Council and citizens of Edmonds, we have a successful, energetic community with an exciting and quality business community. We have every reason to expect that to continue. As I have mentioned before, we continue to grow our reputation as a Puget Sound area daytime destination, drawing visitors from throughout the region. We have a strong and growing health-care sector. More and more families are moving to Edmonds, seeking quality schools and housing opportunities. Downtown has become a lively destination for shopping, dining and entertainment. All of this has benefitted our local economy greatly and will continue to be the cornerstones of our local economic strength.

In closing we need to thank staff, Directors and most of all our fine Finance Department for their patience and hard work in assembling the 2019 City of Edmonds budget.

Thank you.



David O. Earling
Mayor

ORDINANCE NO. 4136

AN ORDINANCE OF THE CITY OF EDMONDS, WASHINGTON, RELATING TO THE BUDGET FOR FISCAL YEAR COMMENCING JANUARY 1, 2019 AND FIXING A TIME WHEN THE SAME SHALL BECOME EFFECTIVE.

WHEREAS, on or before the first business day in the third month prior to the beginning of the fiscal year of 2019, the Finance Director submitted to the Mayor the estimates of revenues and expenditures for the next fiscal year as required by law; and,

WHEREAS, the Mayor reviewed the estimates and made such revisions and/or additions as deemed advisable and prior to sixty days before January 1, 2019, filed the said revised preliminary budget with the City Clerk together with a budget message, as recommendation for the final budget, and

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

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

WHEREAS, the City Council did meet on November 5, 2018 which was on or before the first Monday of the month next preceding the beginning of the ensuing fiscal year, for the purpose of fixing a final budget at which hearing all taxpayers were heard who appeared for or against any part of said budget, and

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

WHEREAS, the Finance Director submitted the Use of Tax Funds Report to Mayor and Council as required by RCW 82.46.015, NOW, THEREFORE;

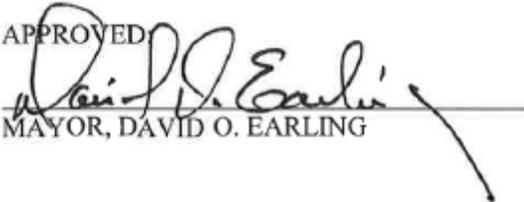
THE CITY COUNCIL OF THE CITY OF EDMONDS, WASHINGTON, DO ORDAIN AS FOLLOWS:

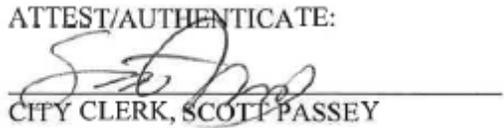
Section 1. Attached hereto and identified as Exhibit A, in summary form, are the totals of estimated revenues and appropriations for each separate fund and the aggregate totals for all such funds combined, and by this reference said Exhibit A is incorporated herein as if set forth in full and the same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

Section 2. A complete copy of the final budget for 2019, as adopted, together with a copy of this adopting ordinance shall be transmitted by the City Clerk to the Division of Municipal Corporations of the Office of the State Auditor and to the Association of Washington Cities.

Section 3. Attached hereto and identified as Exhibit B, Use of Tax Funds Report, and by this reference said Exhibit B is incorporated herein as if set forth in full and the same is hereby adopted in full. The Finance Director is authorized to update actual expenditures in the final report as projected prior to printing the final report document.

Section 4. This ordinance is a legislative act delegated by statute to the City Council of the City of Edmonds, is not subject to referendum and shall take effect January 1, 2019.

APPROVED: 
MAYOR, DAVID O. EARLING

ATTEST/AUTHENTICATE:

CITY CLERK, SCOTT PASSEY

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY:
BY 
CITY ATTORNEY, JEFFREY TARADAY

FILED WITH THE CITY CLERK: December 7, 2018
PASSED BY THE CITY COUNCIL: December 11, 2018
PUBLISHED: December 14, 2018
EFFECTIVE DATE: January 1, 2019
ORDINANCE NO. 4136

SUMMARY OF ORDINANCE NO. 4136

of the City of Edmonds, Washington

On the 11th day of December, 2018, the City Council of the City of Edmonds, passed Ordinance No. 4136. A summary of the content of said ordinance, consisting of the title, provides as follows:

AN ORDINANCE OF THE CITY OF EDMONDS, WASHINGTON, RELATING TO THE BUDGET FOR FISCAL YEAR 2019; PROVIDING FOR SEVERABILITY; AND FIXING A TIME WHEN THE SAME SHALL BECOME EFFECTIVE.

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

DATED this 12th day of December, 2018.



CITY CLERK, SCOTT PASSEY

EXHIBIT "A" 2019 BUDGET SUMMARY BY FUND

Fund No.	Fund Description	Revenue	Expenditure	Difference (Rev - Exp) *
001	General Fund	\$ 40,774,939	\$ 44,364,843	\$ (3,589,904)
009	LEOFF Medical Insurance Reserve Subfund	437,980	444,270	(6,290)
011	Risk Management Reserve Subfund	28,210	-	28,210
012	Contingency Reserve Subfund	182,400	-	182,400
014	Historic Preservation Gift Fund	5,230	5,400	(170)
017	Marsh Restoration & Preservation Fund	556,800	-	556,800
019	Edmonds Opioid Response Fund	-	200,000	(200,000)
104	Drug Enforcement Fund	165,430	45,800	119,630
111	Street Fund	1,859,270	2,234,528	(375,258)
112	Street Construction Fund	6,646,917	6,399,379	247,538
117	Municipal Arts Acquisition Fund	150,910	181,880	(30,970)
118	Memorial Tree Fund	580	-	580
120	Hotel/Motel Tax Fund	94,730	100,400	(5,670)
121	Employee Parking Permit Fund	26,170	26,880	(710)
122	Youth Scholarship Fund	1,680	3,000	(1,320)
123	Tourism Promotional Arts Fund	31,250	32,000	(750)
125	REET 2	1,597,600	2,853,560	(1,255,960)
126	REET 1	1,604,020	3,102,850	(1,498,830)
127	Gifts Catalog Fund	82,100	77,795	4,305
130	Cemetery Maintenance/Imp. Fund	182,560	184,707	(2,147)
136	Parks Trust Fund	4,870	5,000	(130)
137	Cemetery Maintenance Fund	44,500	-	44,500
138	Sister City Commission Fund	10,240	10,500	(260)
211	LID Control Fund	12,400	12,400	-
231	2012 LTGO Debt Service Fund	716,420	716,410	10
332	Parks Capital Construction Fund	2,796,849	3,763,628	(966,779)
421	Water Utility Fund	10,473,626	12,229,053	(1,755,427)
422	Storm Utility Fund	5,461,148	9,690,422	(4,229,274)
423	Sewer/WWTP Utility Fund	14,386,296	17,259,438	(2,873,142)
424	Utility Debt Service Fund	1,995,280	1,991,210	4,070
511	Equipment Rental Fund	1,763,760	2,408,431	(644,671)
512	Technology Rental Fund	1,101,798	1,048,911	52,887
617	Firemen's Pension Fund	72,040	78,627	(6,587)
	Totals	\$ 93,268,003	\$ 109,471,322	\$ (16,203,319)

* Amount represents a contribution of (use of) fund balance

Exhibit B Use of Tax Funds Report

Part 1: Actual Use of REET Funds collected during the prior two-year period and Actual Use of REET Funds as a Percentage of Project

REET FUNDS USED FOR THE FOLLOWING STREET EXPENDITURES	2017	% of Project using REET	2018 Estimate	% of Project using REET
REET 2 - Fund 125				
Minor Sidewalk Program	2,611	10%		
2017 Overlay Program	305,000	42%		
Curb Ramp Upgrades	25,000	79%		
2017 Minor Sidewalk Repairs	52,600	100%		
Audible Pedestrian Signals	21,157	100%		
Annual Street Preservation Program (Overlays, Chips Seals, etc.)			550,000	28%
ADA Curb Ramp Improvements			28,000	100%
Audible Pedestrian Signals			6,269	100%
Minor Sidewalk Program			29,325	100%
REET 1 - Fund 126				
236th St SW Walkway	117,650	25%		
2016 Overlay Program	24,208	100%		
Protected/Permissive Signal Conversion	6,092	100%		
2017 Overlay Program	429,315	59%		
2017 Traffic Calming	20,586	85%		
89th Pl W Retaining Wall	10,365	81%		
Highway 99 Gateway/Revitalization	6,992	5%		
ADA Transition Plan	66,106	100%		
Annual Street Preservation Program (Overlays, Chip Seals, etc.)			\$1,097,000	56%
84th St SW Overlay from 220th to 212th			\$19,000	100%
Protective/Permissive Traffic Signal Conversion			\$14,762	100%
220th Signal Coordination from Hwy. 99 to 76th Ave. W			\$47,000	100%
89th Pl. Retaining Wall			\$126,438	100%
238th Walkway from SR-104 to Hwy. 99			\$19,125	100%
Dayton St. Walkway from 3rd Ave. S to 9th Ave. S			\$47,500	100%
Traffic Calming Program			\$20,000	57%
Trackside Warning @ Main St and Dayton St. Crossings			\$377,418	91%

Exhibit B Use of Tax Funds Report

Part 1: Actual Use of REET Funds collected during the prior two-year period and Actual Use of REET Funds as a Percentage of Project

REET FUNDS USED FOR THE FOLLOWING PARKS EXPENDITURES	2017	% of Project using REET	2018 Estimate	% of Project using REET
REET 2 - Fund 125				
Dayton Street Plaza	834	3%		
Edmonds Fishing Pier Rehabilitation	100,000	55%		
Civic Center Property	70,273	97%		
Edmonds Marsh Enhancement Project	3,536	100%		
Frances Anderson Center Bandshell	195,020	100%		
Veteran's Plaza Project	120,750	20%		
Yost Pool Improvements	91,253	100%		
Waterfront Redevelopment/Ebb tide walkway	281,087	100%		
Meadowdale Playfield Renovations	500,000	100%		
Citywide Park Improvements / Miscellaneous Small Projects	40,726	2%		
Edmonds Marsh Project	25,000	100%		
Waterfront Restoration	29,574	68%		
Parks Maintenance	42,908	5%		
Civic Park Development	8,739	100%		
Container Storage Units	5,074	25%		
Anderson Center Field / Court / Stage			150,000	100%
Civic Center Park			430,000	100%
Fishing Pier & Restrooms			75,000	100%
Seaview Park Improvements			50,000	100%
City Gateway replacements			5,000	100%
Flower Pole Replacement			20,000	100%
Citywide Beautification			21,000	100%
Hickman Park			25,000	100%
Edmonds Marsh Feasibility & Restoration			25,000	100%
Edmonds Marsh Walkway			30,000	100%
Veteran's Plaza			41,000	100%
Civic stadium removal			45,886	100%
Citywide Park Improvements/Misc Small Projects			50,000	100%
Yost Park / Pool Improvements			63,747	100%
City Park Storage Building			115,000	100%
Waterfront Redevelopment / Waterfront Walkway Completion			200,000	100%
REET 1 - Fund 126				
Land Acquisition	43,201	100%		
Debt Service	169,223	100%	161,980	100%

Exhibit B Use of Tax Funds Report

Part 1: Actual Use of REET Funds collected during the prior two-year period and Actual Use of REET Funds as a Percentage of Project

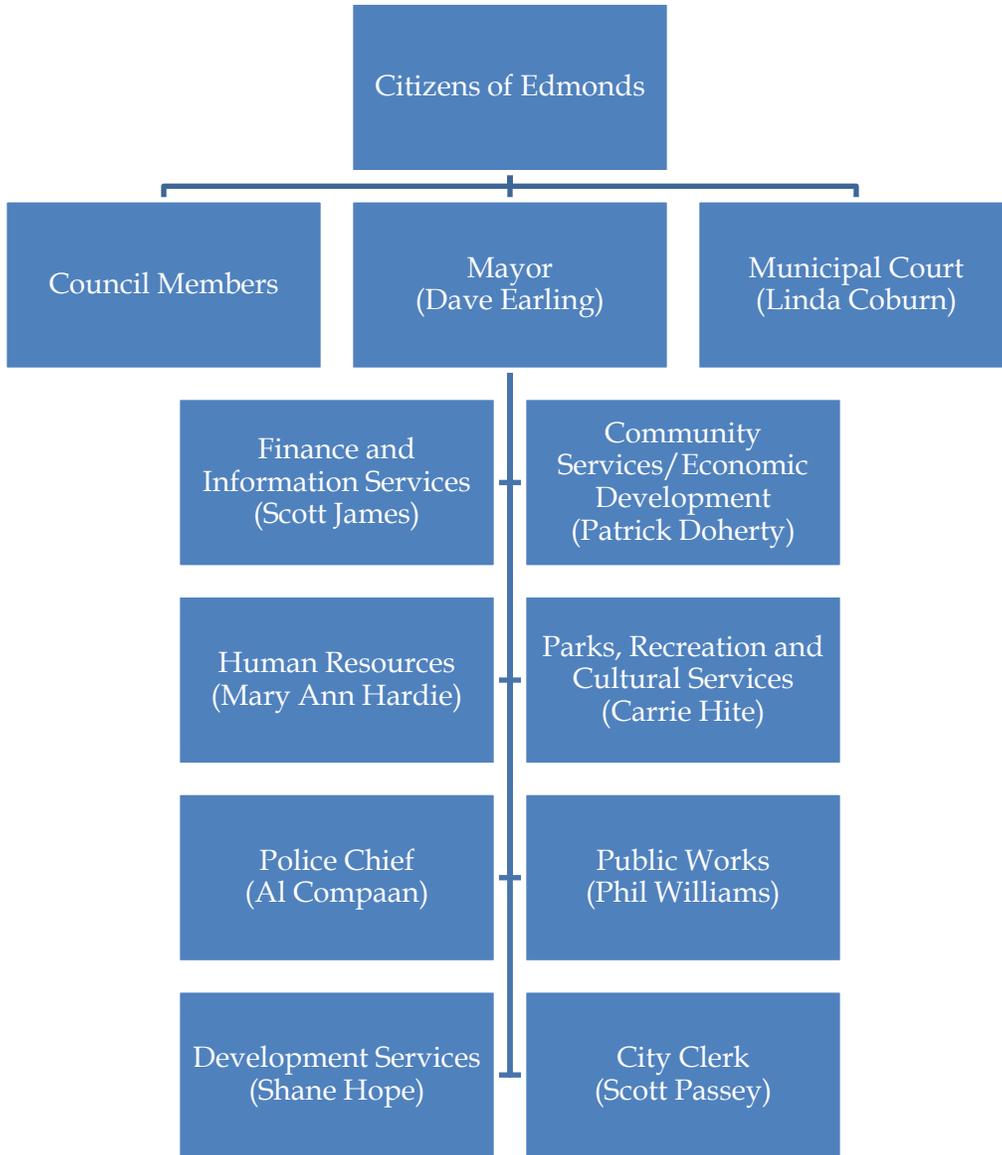
REET FUNDS USED FOR THE FOLLOWING FACILITIES EXPENDITURES	2017	% of Project using REET	2018 Estimate	% of Project using REET
REET 2 - Fund 125				
Building Maintenance			150,000	100%
REET 1 - Fund 126				
Downtown Restroom Project	238,637	54%		
Frances Anderson Center Electrical Retrofit	29,534	100%		
Museum Structural Analysis	6,307	100%		
City Hall-Carpeting	24,299	100%		
City Wide Roof Maintenance	30,029	100%		
Facility Assessment Program	30,600	100%		
Museum Skylight Replacement	33,797	100%		
Public Safety HVAC Commissioning	6,251	100%		
City Hall HVAC Commissioning	5,581	100%		
FS20 Roll Up Door Repair	2,046	85%		
FS20 Door Operator	1,241	100%		
City Hall window waterproofing West	2,719	100%		
City Hall failed window seals	6,133	100%		
Public Safety Failed Window Seals	1,915	100%		
Library/plaza failed window	12,996	100%		
Frances Anderson Center Painting	3,220	100%		
Container Storage Units OPW	5,074	25%		
Public Works Window Seals	10,710	100%		
Elyessator	5,277	100%		
Frances Anderson Center Hardwood	11,043	100%		
Public Works Re-Carpeting	6,640	100%		
Public Safety VFD Replace	7,633	100%		

Exhibit B Use of Tax Funds Report

Part 2: Use of REET Funds for the succeeding two-year period and Percentage of REET Funds for capital projects
Compared to all other sources of capital project funding as Identified in City's Capital Facilities Plan.

TRANSPORTATION PROJECTS AND FUNDING SOURCES	2019	2020	Total	% of Funding
Hwy 99 Gateway / Revitalization	(437,376)	(1,540,000)	(1,977,376)	
Federal or State Grants (Secured)	\$437,376		437,376	22%
Federal or State Grants (Unsecured)		1,250,000	1,250,000	63%
Fund 126 Reimbursement - for Hwy 99 Gateway / Revitalization	-	290,000	290,000	15%
Hwy 99 Gateway / Revitalization	\$ -	\$ -	\$ -	100%
238th St SW from SR-104 to Hwy 99	(5,750)	-	(5,750)	
Federal or State Grants (Secured)	4,000	-	4,000	70%
Fund 126 Reimbursement	1,750	-	1,750	30%
238th St SW from SR-104 to Hwy 99	\$ -	\$ -	\$ -	100%
Dayton St from 3rd Ave to 9th Ave	(252,500)	-	(252,500)	
Federal or State Grants (Unsecured)	250,000	-	250,000	99%
Fund 126 Reimbursement	2,500	-	2,500	1%
Dayton St from 3rd Ave to 9th Ave	\$ -	\$ -	\$ -	100%
PARKS PROJECTS AND FUNDING SOURCES	2019	2020	Total	% of Funding
Civic Center Development	-	(12,000,170)	(12,000,170)	
G.O. Bonds		3,334,185	3,334,185	28%
General Fund		2,000,000	2,000,000	17%
Grants		4,350,000	4,350,000	36%
Fund 125 Reimbursement		1,815,985	1,815,985	15%
Park Impact Fees		500,000	500,000	4%
Civic Center Acquisition/Development/Stadium demo	\$ -	\$ -	\$ -	100%
Waterfront Redevelopment / Waterfront Walkway Completion	(4,298,266)	(1,591,033)	(5,889,299)	
Fund 125 Reimbursement - Waterfront development	1,139,398	841,033	1,980,431	34%
Grants	1,125,000	750,000	1,875,000	32%
Park Impact Fees/Waterfront development	1,100,000		1,100,000	19%
Private Partnership	933,868		933,868	16%
Waterfront Redevelopment / Waterfront Walkway Completion	\$ -	\$ -	\$ -	100%

**City of Edmonds, Washington
2019 Organization Chart**



CITY OFFICIALS**2019 CITY COUNCIL**

Council President (Position #3)	Adrienne Fraley- Monillas
Councilmember (Position #1)	Kristiana Johnson
Councilmember (Position #2)	Mike Nelson
Councilmember (Position #4)	Diane Buckshnis
Councilmember (Position #5)	Dave Teitzel
Councilmember (Position #6)	Thomas Mesaros
Councilmember (Position #7)	Neil Tibbott

CITY ADMINISTRATION

Mayor	Dave Earling
Finance Director	Scott James
Community Services/Economic Development Director	Patrick Doherty
Parks, Recreation and Cultural Services Director	Carrie Hite
Public Works Director	Phil Williams
Police Chief	Al Compaan
Human Resources Director	Mary Ann Hardie
Municipal Court Judge	Linda Coburn
Development Services Director	Shane Hope
City Clerk	Scott Passey

2019 BUDGET PREPARED BY:**FINANCE DEPARTMENT PERSONNEL**

Finance Director	Scott James
Assistant Finance Director	Dave Turley
Accountant	Deb Sharp
Accountant	Sarah Mager
Accounting Specialist	Lori Palmer
Accounting Specialist	Nori Jacobson
Accounting Specialist	Denise Kenyon
Accounting Specialist	Sue Satterlund

STRATEGIC OUTLOOK
CITY OF EDMONDS
TOTAL REVENUES & EXPENDITURES
2016 - 2023 ANALYSIS

	2016	2017	2018	2019	2020	2021	2022	2023
	Actual	Actual	Projection	Outlook	Outlook	Outlook	Outlook	Outlook
General, Risk & Contingency Funds								
Beginning Fund Balances	14,997,981	16,172,588	16,623,187	14,987,929	13,221,932	11,985,687	10,033,747	8,056,968
Revenue								
Property Taxes	14,621,747	14,194,942	14,345,500	14,592,923	14,738,251	14,931,335	15,139,813	15,420,160
Retail Sales Taxes	7,007,914	7,409,525	8,100,000	7,825,000	7,668,500	7,438,400	7,438,400	7,512,800
Other Sales Taxes	683,915	718,422	806,900	779,500	763,900	741,000	741,000	748,400
Utility Taxes	6,764,398	6,950,552	6,874,700	6,997,100	6,875,500	6,644,000	6,649,800	6,656,000
Other Taxes	325,819	298,762	312,690	313,540	314,340	315,140	315,940	316,740
Licenses/Permits/Franchise	1,560,447	1,601,198	1,671,680	1,630,230	1,623,790	1,627,050	1,630,310	1,633,570
Construction Permits	708,865	905,602	725,000	703,600	672,100	650,500	628,800	606,900
Grants	438,480	16,487	78,228	35,106	35,100	35,100	35,100	35,100
State Revenues	823,518	874,085	871,306	883,616	886,200	888,820	891,420	894,020
Charges for Goods & Services	3,110,592	3,077,492	2,843,760	3,138,527	3,041,050	2,996,650	2,952,250	3,007,650
Interfund Service Charges	2,293,193	2,386,421	2,460,022	2,634,292	2,325,000	2,250,000	2,225,000	2,200,000
Fines & Forfeitures	522,051	459,929	637,535	635,135	639,940	644,741	649,642	654,543
Miscellaneous Revenues	470,460	717,359	1,114,560	832,780	836,944	841,129	845,334	849,561
Other Financing Sources	549,095	-	-	-	-	-	-	-
Transfers	777,730	42,750	92,096	38,700	26,300	26,300	26,300	26,300
Total Revenues	40,658,226	39,653,526	40,933,977	41,040,049	40,446,915	40,030,165	40,169,109	40,561,744
Revenue Growth / (Decline)	4.6%	-2.5%	3.2%	0.3%	-1.4%	-1.0%	0.3%	1.0%
Expenditures								
Labor	14,287,162	15,011,554	16,139,684	17,139,081	17,464,000	17,813,300	18,169,600	18,533,000
Benefits	5,268,420	5,663,747	5,856,750	6,172,776	6,463,400	6,770,400	7,092,000	7,428,900
Supplies	517,549	446,489	419,283	569,240	435,100	437,300	439,500	441,700
Services	15,171,429	16,529,498	17,275,693	18,404,798	17,503,600	17,153,500	16,810,400	16,474,200
Capital	56,662	90,573	363,721	-	50,000	50,000	50,000	50,000
Debt Service	753,257	198,361	198,000	198,260	60,440	60,230	59,950	60,480
Transfers	3,429,141	1,262,703	2,316,104	1,645,790	995,790	995,790	827,920	827,920
Total Expenses	39,483,619	39,202,926	42,569,235	44,129,945	42,972,330	43,280,520	43,449,370	43,816,200
Expense Growth / (Decline)	7.3%	-0.7%	8.6%	3.7%	-2.6%	0.7%	0.4%	0.8%
Change in Ending Fund Balance	1,174,607	450,599	(1,635,258)	(3,089,896)	(2,525,415)	(3,250,355)	(3,280,261)	(3,254,456)
Anticipated Under-Expenditure	-	-	-	(1,323,898)	(1,289,170)	(1,298,416)	(1,303,481)	(1,314,486)
Ending Fund Balance	16,172,588	16,623,187	14,987,929	13,221,932	11,985,687	10,033,747	8,056,968	6,116,998

**STRATEGIC OUTLOOK
CITY OF EDMONDS
GENERAL FUND FUND BALANCE
2016 - 2023 ANALYSIS**

	2016	2017	2018	2019	2020	2021	2022	2023
General, Risk & Contingency Funds	Actual	Actual	Projection	Outlook	Outlook	Outlook	Outlook	Outlook
General Operations (001)	9,841,719	10,273,342	8,584,246	6,607,639	5,172,193	3,020,057	842,079	(1,300,095)
Risk Management (011)	963,026	902,700	927,490	955,700	984,052	1,012,544	1,041,180	1,069,958
General Operations Contingency (012)	5,367,841	5,447,144	5,476,192	5,658,592	5,829,442	6,001,146	6,173,709	6,347,135
	16,172,586	16,623,186	14,987,929	13,221,932	11,985,687	10,033,747	8,056,968	6,116,998
Other General Fund Fund Balances	Actual	Actual	Projection	Outlook	Outlook	Outlook	Outlook	Outlook
LEOFF Medical Insurance Fund (009)	518,569	417,153	411,643	405,353	400,353	395,353	390,353	385,353
Multimodal Transportation Fund (013)	56,857	-	-	-	-	-	-	-
Historic Preservation Fund (014)	2,229	7,357	7,177	7,007	7,000	7,000	7,000	7,000
Building Maintenance Fund (016)	286,035	284,562	189,218	-	-	-	-	-
	863,690	709,072	608,038	412,360	407,353	402,353	397,353	392,353
Total General Fund Fund Balances	17,036,276	17,332,258	15,595,967	13,634,292	12,393,040	10,436,100	8,454,321	6,509,351
<i>Fund Balance as a % of General, Risk & Contingency Fund Revenues</i>	41.90%	43.71%	38.10%	33.22%	30.64%	26.07%	21.05%	16.05%

Employee Count by Department

Department	2017 Actuals	2018 Actuals	2019 Budget
City Council	1.0	1.0	1.0
Mayor/City Clerk	7.0	7.0	7.0
Human Resources	3.0	3.0	3.5
Court	7.0	7.0	7.0
Finance	8.0	9.0	9.0
Information Services	4.0	4.0	4.0
Police	67.5	69.8	70.8
Economic Dev & Community Services	2.0	2.0	2.0
Development Services	18.0	18.0	18.0
Parks, Recreation, and Cultural Services	25.1	25.1	25.1
Public Works Admin/Facilities	14.6	14.6	15.6
Engineering	15.0	17.5	17.5
Streets/Storm	16.0	16.0	18.0
Water/Sewer/Treatment Plant	33.4	33.4	33.4
Equipment Rental	3.0	3.0	3.0
Total City Employee Count	224.6	230.4	234.9

Property Tax New Construction

Year	Total Assessed Value (AV)	New Construction Assessment	Regular Property Tax Revenue from New Construction	% New Construction to AV
2019 *	\$ 10,250,720,519	\$ 67,202,400	\$ 105,843	0.4%
2018	9,107,284,679	38,266,907	47,819	0.4%
2017	8,177,283,180	39,277,000	53,646	0.5%
2016	7,369,027,390	43,500,982	64,017	0.6%
2015	6,775,485,646	26,567,300	42,748	0.4%

* Amounts shown for the 2019 year are estimates.

2019 REVENUE SUMMARY - ALL FUNDS

Fund		2017 Actuals	2018 Budget	2018 Estimate	2019 Budget	Change 19-18 Estimate	Change 19-18 Estimate
GENERAL FUND	001 General Fund	\$ 39,553,281	\$ 39,518,239	\$ 40,830,555	\$ 40,774,939	\$ (55,616)	-0.14%
	009 LEOFF Medical Insurance Reserve Subfund	287,624	285,650	288,760	437,980	149,220	51.68%
	011 Risk Management Reserve Subfund	20,951	19,180	24,790	28,210	3,420	13.80%
	012 Contingency Reserve Subfund	79,303	64,750	78,632	182,400	103,768	131.97%
	014 Historic Preservation Gift Fund	5,110	5,170	5,220	5,230	10	0.19%
	016 Building Maintenance Subfund	308,904	-	60	-	(60)	-100.00%
	017 Marsh Restoration & Preservation Fund	-	300,000	300,000	556,800	256,800	85.60%
	018 Edmonds Homelessness Response Fund	-	250,000	250,000	-	(250,000)	-100.00%
	019 Edmonds Opioid Response Fund	-	250,000	250,000	-	(250,000)	-100.00%
	Total General Fund		40,255,173	40,692,989	42,028,017	41,985,559	(42,458)
SPECIAL REVENUE FUNDS	104 Drug Enforcement Fund	38,419	130,560	130,730	165,430	34,700	26.54%
	111 Street Fund	2,053,794	1,784,270	1,900,190	1,859,270	(40,920)	-2.15%
	112 Street Construction Fund	5,724,714	3,866,003	3,292,541	6,646,917	3,354,376	101.88%
	117 Municipal Arts Acquisition Fund	98,772	149,808	108,020	150,910	42,890	39.71%
	118 Memorial Tree Fund	249	400	520	580	60	11.54%
	120 Hotel/Motel Tax Fund	90,435	87,960	88,460	94,730	6,270	7.09%
	121 Employee Parking Permit Fund	32,317	25,640	26,120	26,170	50	0.19%
	122 Youth Scholarship Fund	1,792	850	950	1,680	730	76.84%
	123 Tourism Promotional Arts Fund	30,976	30,520	31,040	31,250	210	0.68%
	125 REET 2	1,562,196	1,446,880	1,810,580	1,597,600	(212,980)	-11.76%
	126 REET 1	1,563,143	1,448,300	1,812,420	1,604,020	(208,400)	-11.50%
	127 Gifts Catalog Fund	30,060	53,810	71,260	82,100	10,840	15.21%
	129 Special Projects Fund	753	-	-	-	-	N/A
	130 Cemetery Maintenance/Imp. Fund	202,466	180,170	181,210	182,560	1,350	0.74%
	136 Parks Trust Fund	2,113	3,150	4,060	4,870	810	19.95%
137 Cemetery Maintenance Fund	36,936	33,360	41,655	44,500	2,845	6.83%	
138 Sister City Commission Fund	7,206	10,170	10,220	10,240	20	0.20%	
Total Special Revenue Funds		11,476,341	9,251,851	9,509,976	12,502,827	2,992,851	31.47%
DEBT SERVICE FUNDS	211 LID Control Fund	-	14,400	12,400	12,400	-	0.00%
	231 2012 LTGO Debt Service Fund	695,321	708,700	708,700	716,420	7,720	1.09%
	Total Debt Service Funds		695,321	723,100	721,100	728,820	7,720
CAPITAL PROJECT FUNDS	332 Parks Capital Construction Fund	675,953	1,621,977	1,622,827	2,796,849	1,174,022	72.34%
ENTERPRISE FUNDS	421 Water Utility Fund	9,066,487	9,660,690	9,707,114	10,473,626	766,512	7.90%
	422 Storm Utility Fund	4,314,548	5,317,996	4,991,575	5,461,148	469,573	9.41%
	423 Sewer/WWTP Utility Fund	11,705,355	11,917,843	12,099,223	14,386,296	2,287,073	18.90%
	424 Utility Debt Service Fund	-	1,991,530	1,991,540	1,995,280	3,740	0.19%
Total Enterprise Funds		25,086,390	28,888,059	28,789,452	32,316,350	3,526,898	12.25%
INTERNAL SERVICE FUNDS	511 Equipment Rental Fund	1,908,769	1,624,640	1,656,110	1,763,760	107,650	6.50%
	512 Technology Rental Fund	959,331	1,268,390	1,268,740	1,101,798	(166,942)	-13.16%
	Total Internal Service Funds		2,868,100	2,893,030	2,924,850	2,865,558	(59,292)
FIDUCIARY FUNDS	617 Firemen's Pension Fund	69,425	69,690	71,060	72,040	980	1.38%
TOTAL BUDGET		\$ 81,126,703	\$ 84,140,696	\$ 85,667,282	\$ 93,268,003	\$ 7,600,721	8.87%

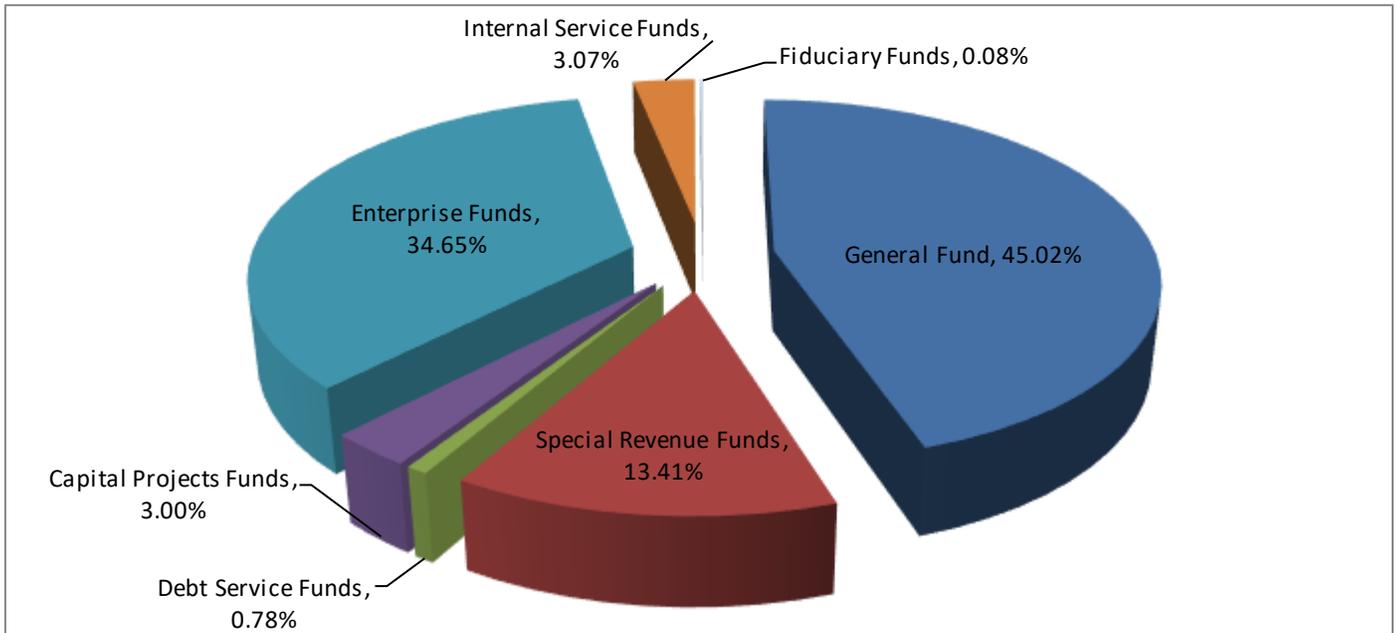
2019 EXPENDITURE SUMMARY - ALL FUNDS

Fund			2017 Actuals	2018 Budget	2018 Estimate	2019 Budget	Change 19-18 Estimate	Change 19-18 Estimate
GENERAL FUND	001	General Fund	\$ 39,121,679	\$ 44,718,826	\$ 42,519,651	\$ 44,364,843	\$ 1,845,192	4.34%
	009	LEOFF Medical Insurance Reserve Subfund	410,725	427,438	294,270	444,270	150,000	50.97%
	011	Risk Management Reserve Subfund	81,277	-	-	-	-	N/A
	012	Contingency Reserve Fund	-	49,584	49,584	-	(49,584)	N/A
	014	Historic Preservation Gift Fund	5,400	5,400	5,400	5,400	-	0.00%
	016	Building Maintenance Subfund	197,118	-	-	-	-	N/A
	018	Edmonds Opioid Response Fund	-	25,000	-	-	-	N/A
	019	Edmonds Opioid Response Fund	-	-	-	200,000	200,000	N/A
	Total General Fund			39,816,199	45,226,248	42,868,905	45,014,513	2,145,608
SPECIAL REVENUE FUNDS	104	Drug Enforcement Fund	72,359	103,252	75,022	45,800	(29,222)	-38.95%
	111	Street Fund	1,742,147	1,856,507	1,863,942	2,234,528	370,586	19.88%
	112	Street Construction Fund	5,087,890	3,979,638	3,297,608	6,399,379	3,101,771	94.06%
	117	Municipal Arts Acquisition Fund	58,645	183,892	83,992	181,880	97,888	116.54%
	120	Hotel/Motel Tax Fund	102,546	90,550	90,550	100,400	9,850	10.88%
	121	Employee Parking Permit Fund	26,728	26,880	26,880	26,880	-	0.00%
	122	Youth Scholarship Fund	1,375	2,200	2,000	3,000	1,000	50.00%
	123	Tourism Promotional Arts Fund	55,461	29,700	29,700	32,000	2,300	7.74%
	125	REET 2	1,921,141	2,733,000	2,110,957	2,853,560	742,603	35.18%
	126	REET 1	1,375,420	2,740,436	1,911,124	3,102,850	1,191,726	62.36%
	127	Gifts Catalog Fund	27,938	70,900	75,400	77,795	2,395	3.18%
	129	Special Projects Fund	39,535	-	-	-	-	N/A
	130	Cemetery Maintenance/Imp. Fund	155,916	213,509	221,245	184,707	(36,538)	-16.51%
	136	Parks Trust Fund	-	-	-	5,000	5,000	N/A
138	Sister City Commission Fund	6,023	10,500	10,500	10,500	-	0.00%	
Total Special Revenue Funds			10,673,124	12,040,964	9,798,920	15,258,279	5,459,359	55.71%
DEBT SERVICE FUNDS	211	LID Control Fund	16,450	16,450	16,212	12,400	(3,812)	-23.51%
	231	2012 LTGO Debt Service Fund	695,321	708,700	708,700	716,410	7,710	1.09%
	Total Debt Service Funds			711,771	725,150	724,912	728,810	3,898
CAPITAL PROJECT FUNDS	332	Parks Capital Construction Fund	317,016	2,346,881	422,462	3,763,628	3,341,166	790.88%
ENTERPRISE FUNDS	421	Water Utility Fund	7,782,240	13,490,028	12,392,531	12,229,053	(163,478)	-1.32%
	422	Storm Utility Fund	3,570,353	7,011,013	5,506,976	9,690,422	4,183,446	75.97%
	423	Sewer/WWTP Utility Fund	9,733,950	14,838,853	14,100,492	17,259,438	3,158,946	22.40%
	424	Utility Debt Service Fund	-	1,991,520	1,991,520	1,991,210	(310)	-0.02%
Total Enterprise Funds			21,086,543	37,331,414	33,991,519	41,170,123	7,178,604	21.12%
INTERNAL SERVICE FUNDS	511	Equipment Rental Fund	1,224,326	1,670,082	1,626,765	2,408,431	781,666	48.05%
	512	Technology Rental Fund	705,222	1,335,413	1,327,219	1,048,911	(278,308)	-26.53%
	Total Internal Service Funds			1,929,548	3,005,495	2,953,984	3,457,342	503,358
FIDUCIARY FUNDS	617	Firemen's Pension Fund	67,640	75,218	75,218	78,627	3,409	4.53%
TOTAL BUDGET			\$ 74,601,841	\$ 100,751,370	\$ 90,835,920	\$ 109,471,322	\$ 18,635,402	20.52%

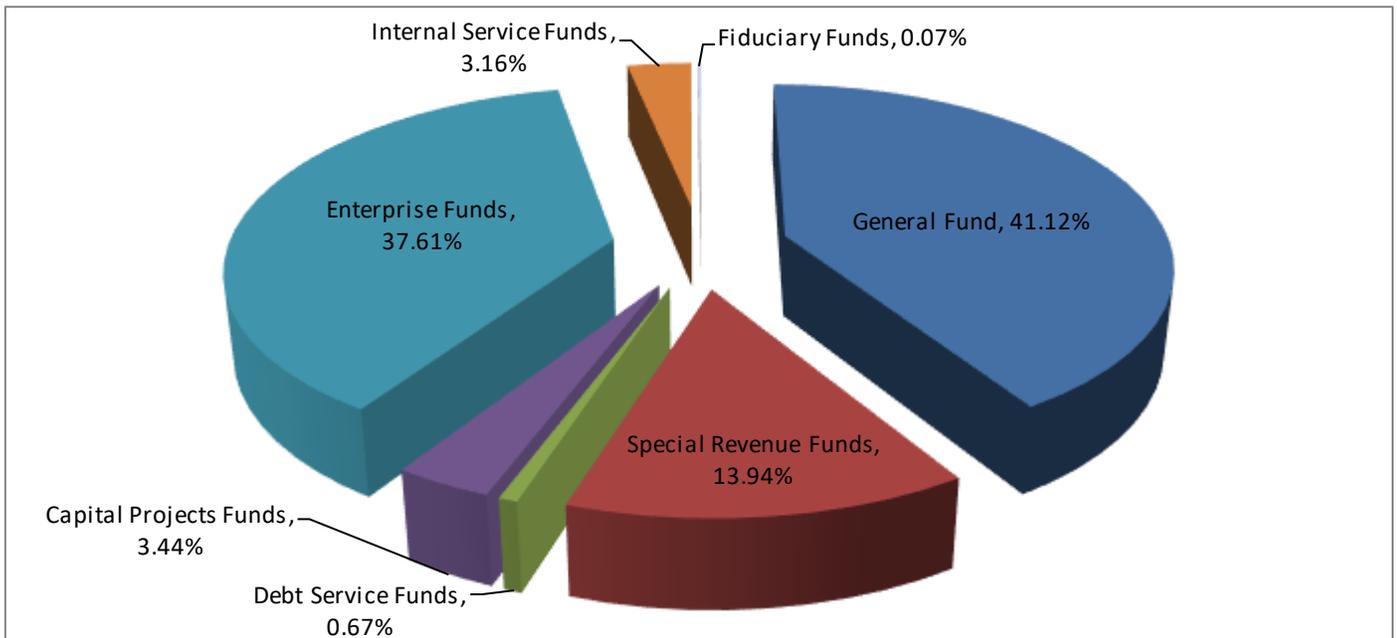
2019 BUDGET SUMMARY - ALL FUNDS

		Beginning	2019	2019	Ending	
Fund		Fund Balance	Revenue	Expenditures	Fund Balance	
GENERAL FUND	001	General Fund	\$ 8,584,246	\$ 40,774,939	\$ 44,364,843	\$ 4,994,342
	009	LEOFF Medical Insurance Reserve Subfund	411,644	437,980	444,270	405,354
	011	Risk Management Reserve Subfund	927,490	28,210	-	955,700
	012	Contingency Reserve Subfund	5,476,192	182,400	-	5,658,592
	014	Historic Preservation Gift Fund	7,176	5,230	5,400	7,006
	016	Building Maintenance Fund	210,281	-	-	210,281
	017	Marsh Restoration & Preservation Fund	300,000	556,800	-	856,800
	018	Edmonds Homelessness Response Fund	250,000	-	200,000	50,000
	019	Edmonds Opioid Response Fund	250,000	-	-	250,000
		Total General Fund	16,417,029	41,985,559	45,014,513	13,388,075
SPECIAL REVENUE FUNDS	104	Drug Enforcement Fund	56,400	165,430	45,800	176,030
	111	Street Fund	1,138,326	1,859,270	2,234,528	763,068
	112	Street Construction Fund	723,715	6,646,917	6,399,379	971,253
	117	Municipal Arts Acquisition Fund	557,236	150,910	181,880	526,266
	118	Memorial Tree Fund	18,869	580	-	19,449
	120	Hotel/Motel Tax Fund	80,265	94,730	100,400	74,595
	121	Employee Parking Permit Fund	68,534	26,170	26,880	67,824
	122	Youth Scholarship Fund	14,298	1,680	3,000	12,978
	123	Tourism Promotional Arts Fund	61,226	31,250	32,000	60,476
	125	REET 2	1,600,626	1,597,600	2,853,560	344,666
	126	REET 1	2,066,505	1,604,020	3,102,850	567,675
	127	Gifts Catalog Fund	261,526	82,100	77,795	265,831
	130	Cemetery Maintenance/Imp. Fund	148,850	182,560	184,707	146,703
	136	Parks Trust Fund	159,967	4,870	5,000	159,837
	137	Cemetery Maintenance Fund	979,764	44,500	-	1,024,264
	138	Sister City Commission Fund	7,318	10,240	10,500	7,058
	Total Special Revenue Funds	7,943,425	12,502,827	15,258,279	5,187,973	
DEBT SERVICE FUNDS	211	LID Control Fund	-	12,400	12,400	-
	231	2012 LTGO Debt Service Fund	-	716,420	716,410	10
		Total Debt Service Funds	-	728,820	728,810	10
CAPITAL PROJECT FUNDS	332	Parks Capital Construction Fund	2,744,449	2,796,849	3,763,628	1,777,670
ENTERPRISE FUNDS	421	Water Utility Fund	16,468,472	10,473,626	12,229,053	14,713,045
	422	Storm Utility Fund	10,475,366	5,461,148	9,690,422	6,246,092
	423	Sewer/WWTP Utility Fund	42,665,537	14,386,296	17,259,438	39,792,395
	424	Utility Debt Service Fund	843,980	1,995,280	1,991,210	848,050
		Total Enterprise Funds	70,453,355	32,316,350	41,170,123	61,599,582
INTERNAL-SERVICE FUNDS	511	Equipment Rental Fund	9,025,422	1,763,760	2,408,431	8,380,751
	512	Technology Rental Fund	195,630	1,101,798	1,048,911	248,517
		Total Internal Service Funds	9,221,052	2,865,558	3,457,342	8,629,268
FIDUCIARY FUNDS	617	Firemen's Pension Fund	222,322	72,040	78,627	215,735
TOTAL BUDGET		\$ 107,001,632	\$ 93,268,003	\$ 109,471,322	\$ 90,798,313	

Budgeted Revenues by Fund (All Funds) – 2019



Budgeted Expenditures by Fund (All Funds) – 2019



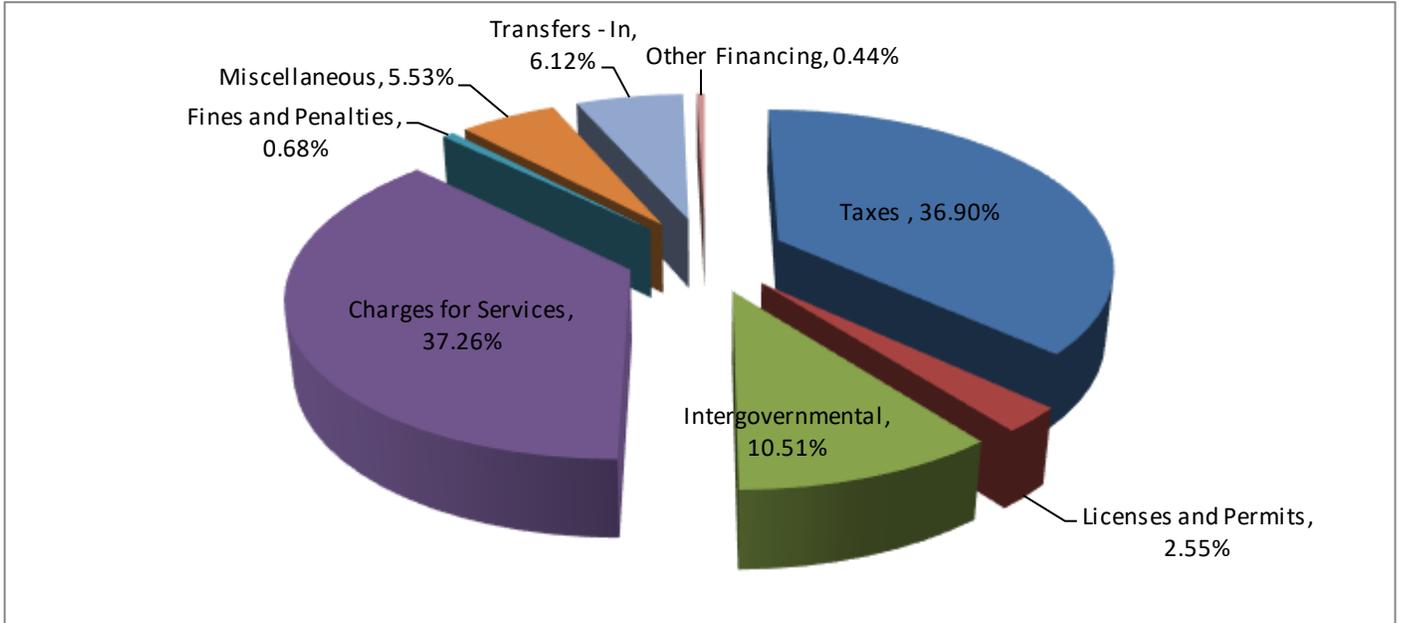
CHANGE IN ENDING FUND BALANCE - ALL FUNDS

Fund		Est. 2018 Ending Fund Balance	Net 2019 Surplus/(Deficit)	2019 Ending Fund Balance	Change in Fund Bal. 19-18
GENERAL FUND	001 General Fund	\$ 8,584,246	\$ (3,589,904)	\$ 4,994,342	-41.82%
	009 LEOFF Medical Insurance Reserve Subfund	411,644	(6,290)	405,354	-1.53%
	011 Risk Management Reserve Subfund	927,490	28,210	955,700	3.04%
	012 Contingency Reserve Subfund	5,476,192	182,400	5,658,592	3.33%
	014 Historic Preservation Gift Fund	7,176	(170)	7,006	-2.37%
	016 Building Maintenance Subfund	210,281	-	210,281	0.00%
	017 Marsh Restoration & Preservation Fund	300,000	556,800	856,800	185.60%
	018 Edmonds Homelessness Response Fund	250,000	(200,000)	50,000	-80.00%
	019 Edmonds Opioid Response Fund	250,000	-	250,000	0.00%
	Total General Fund		16,417,029	(3,028,954)	13,388,075
SPECIAL REVENUE FUNDS	104 Drug Enforcement Fund	56,400	119,630	176,030	212.11%
	111 Street Fund	1,138,326	(375,258)	763,068	-32.97%
	112 Street Construction Fund	723,715	247,538	971,253	34.20%
	117 Municipal Arts Acquisition Fund	557,236	(30,970)	526,266	-5.56%
	118 Memorial Tree Fund	18,869	580	19,449	3.07%
	120 Hotel/Motel Tax Fund	80,265	(5,670)	74,595	-7.06%
	121 Employee Parking Permit Fund	68,534	(710)	67,824	-1.04%
	122 Youth Scholarship Fund	14,298	(1,320)	12,978	-9.23%
	123 Tourism Promotional Arts Fund	61,226	(750)	60,476	-1.22%
	125 REET 2	1,600,626	(1,255,960)	344,666	-78.47%
	126 REET 1	2,066,505	(1,498,830)	567,675	-72.53%
	127 Gifts Catalog Fund	261,526	4,305	265,831	1.65%
	130 Cemetery Maintenance/Imp. Fund	148,850	(2,147)	146,703	-1.44%
	136 Parks Trust Fund	159,967	(130)	159,837	-0.08%
	137 Cemetery Maintenance Fund	979,764	44,500	1,024,264	4.54%
	138 Sister City Commission Fund	7,318	(260)	7,058	-3.55%
Total Special Revenue Funds		7,943,425	(2,755,452)	5,187,973	-34.69%
DEBT SERVICE FUNDS	231 2012 LTGO Debt Service Fund	-	10	10	N/A
CAPITAL PROJECT FUNDS	332 Parks Capital Construction Fund	2,744,449	(966,779)	1,777,670	-35.23%
ENTERPRISE FUNDS	421 Water Utility Fund	16,468,472	(1,755,427)	14,713,045	-10.66%
	422 Storm Utility Fund	10,475,366	(4,229,274)	6,246,092	-40.37%
	423 Sewer/WWTP Utility Fund	42,665,537	(2,873,142)	39,792,395	-6.73%
	424 Utility Debt Service Fund	843,980	4,070	848,050	0.48%
Total Enterprise Funds		70,453,355	(8,853,773)	61,599,582	-12.57%
INTERNAL SERVICE FUNDS	511 Equipment Rental Fund	9,025,422	(644,671)	8,380,751	-7.14%
	512 Technology Rental Fund	195,630	52,887	248,517	-21.28%
	Total Internal Service Funds		9,221,052	(591,784)	8,629,268
FIDUCIARY FUNDS	617 Firemen's Pension Fund	222,322	(6,587)	215,735	-2.96%
TOTAL BUDGET		\$ 107,001,632	\$ (16,203,319)	\$ 90,798,313	-15.14%

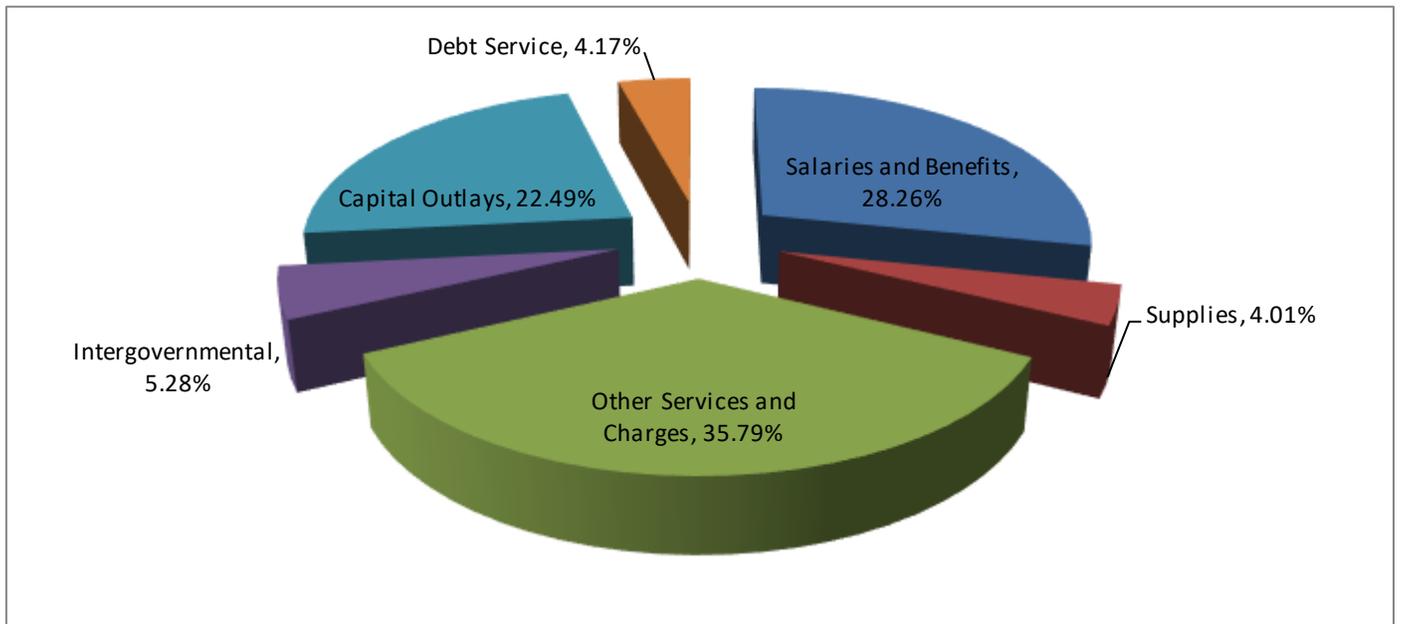
REVENUE SUMMARY - ALL FUNDS

	2016	2017	2018	2019
	Actual	Actual	Estimate	Budget
Beginning Cash Balance	\$ 63,767,696	\$ 63,058,442	\$ 60,810,000	\$ 55,641,362
Remaining Fund Balance	37,121,000	42,586,934	51,360,270	51,360,270
Total Beginning Fund Balance	100,888,696	105,645,376	112,170,270	107,001,632
REVENUES				
General Property Tax	14,621,748	14,194,943	14,345,500	14,592,923
Retail Sales and Use Taxes	7,814,209	8,255,040	9,029,900	8,734,350
Business and Occupation Taxes	6,817,251	7,004,600	6,928,140	7,050,640
Excise Taxes	1,026,652	934,793	961,250	961,900
Other Taxes	2,588,124	3,019,706	3,500,000	3,080,000
Taxes Total	32,867,984	33,409,082	34,764,790	34,419,813
Business Licenses and Permits	1,520,248	1,512,383	1,580,180	1,534,230
Building Permits and Fees	844,144	1,046,449	863,500	840,600
Licenses & Permits Total	2,364,392	2,558,832	2,443,680	2,374,830
Intergovernmental Total	7,646,401	7,028,929	6,118,837	9,805,211
General Government	426,357	1,442,643	1,580,045	1,360,258
Public Safety	1,112,274	968,561	1,061,960	1,272,177
Utilities	20,616,418	22,668,994	24,378,710	26,501,858
Transportation	633,672	47,734	32,500	14,500
Natural and Economic Environment	1,204,616	1,508,011	1,015,964	1,321,651
Social Services	11,119	11,459	11,460	11,460
Culture and Recreation	963,934	899,221	887,550	975,540
Interfund Services	3,043,312	3,133,522	3,114,642	3,298,402
Charges for Services Total	28,011,702	30,680,145	32,082,831	34,755,846
Fines and Penalties Total	522,803	460,531	638,535	636,035
Investment Earnings	143,026	599,807	839,990	1,092,210
Rents and Concessions	1,188,545	1,329,468	1,355,190	1,433,870
Contributions/Donations	366,628	299,631	125,380	149,250
Special Assessments	16,962	-	12,000	12,000
Other Misc Revenue	834,192	820,070	971,330	606,150
Capital Contributions	2,378,272	2,135,802	1,181,786	1,860,017
Sale of Capital Assets	(517,497)	273,932	40,100	5,000
Miscellaneous Total	4,410,128	5,458,710	4,525,776	5,158,497
Transfers In	3,763,904	1,530,474	4,956,583	5,709,021
Other Financing	838,526	-	136,250	408,750
Total Revenues & Transfers	80,425,840	81,126,703	85,667,282	93,268,003
Total Resources Available	144,193,536	144,185,145	146,477,282	148,909,365
Estimated Remaining Fund Balance	37,121,000	42,586,934	51,360,270	51,360,270
Total Fund Balance	\$ 181,314,536	\$ 186,772,079	\$ 197,837,552	\$ 200,269,635

Percentage Revenue Budget by Type (All Funds) – 2019



Percentage Expenditure Budget by Type (All Funds) – 2019



EXPENDITURE SUMMARY - ALL FUNDS

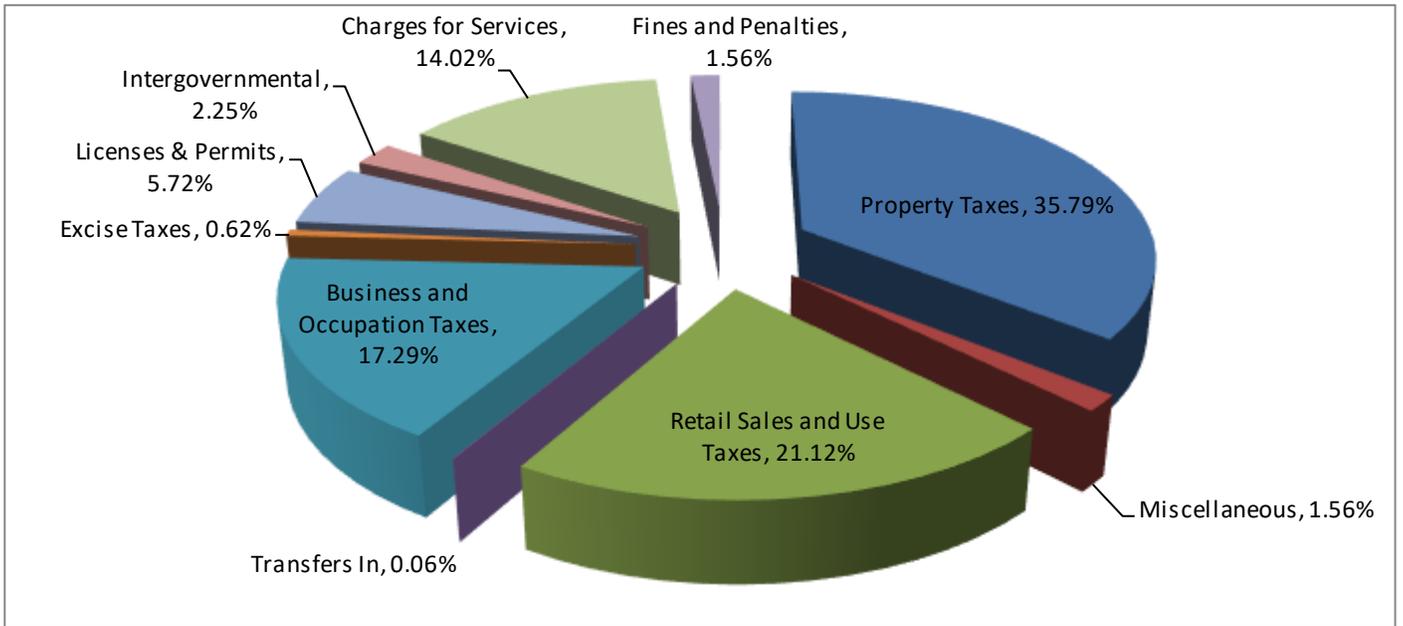
	2016 Actual	2017 Actual	2018 Estimate	2019 Budget
EXPENDITURE				
Salaries	\$ 18,346,356	\$ 19,379,799	\$ 20,711,533	\$ 22,136,200
Benefits	7,319,387	8,087,498	8,223,684	8,800,145
Total Salaries and Benefits	25,665,743	27,467,297	28,935,217	30,936,345
Total Supplies	3,324,991	3,638,714	4,034,768	4,385,875
Professional Services	15,700,567	17,340,170	17,471,403	23,360,857
Communication	273,305	278,533	290,265	301,315
Travel	48,670	51,467	68,510	84,360
Excise Taxes	2,866,171	3,019,417	3,101,600	3,099,300
Rental/Lease	1,684,611	2,624,883	2,905,410	2,851,969
Insurance	891,548	1,000,316	976,615	981,065
Utilities	1,972,570	1,741,219	1,964,490	2,032,595
Repairs & Maintenance	2,905,383	2,647,148	3,812,573	5,498,638
Miscellaneous	598,015	875,199	775,850	970,784
Total Other Services and Charges	26,940,840	29,578,352	31,366,716	39,180,883
Total Intergovernmental Services	4,487,720	1,600,474	5,359,733	5,784,021
Total Capital Outlays	7,268,274	6,232,884	16,579,516	24,624,384
Total Debt Service	4,115,853	2,131,825	4,559,970	4,559,814
EXPENDITURE TOTAL	71,803,421	70,649,546	90,835,920	109,471,322
Depreciation Expense	3,865,807	3,952,295	-	-
TOTAL EXPENDITURES & TRANSFERS	75,669,228	74,601,841	90,835,920	109,471,322
Ending Cash Balance	63,058,442	60,810,000	55,641,362	39,438,043
Estimated Remaining Fund Balance	42,586,934	51,360,270	51,360,270	51,360,270
Ending Fund Balance	105,645,376	112,170,270	107,001,632	90,798,313
Total All Uses with Fund Balance	\$ 181,314,604	186,772,111	\$ 197,837,552	\$ 200,269,635

2019 General Fund Revenue

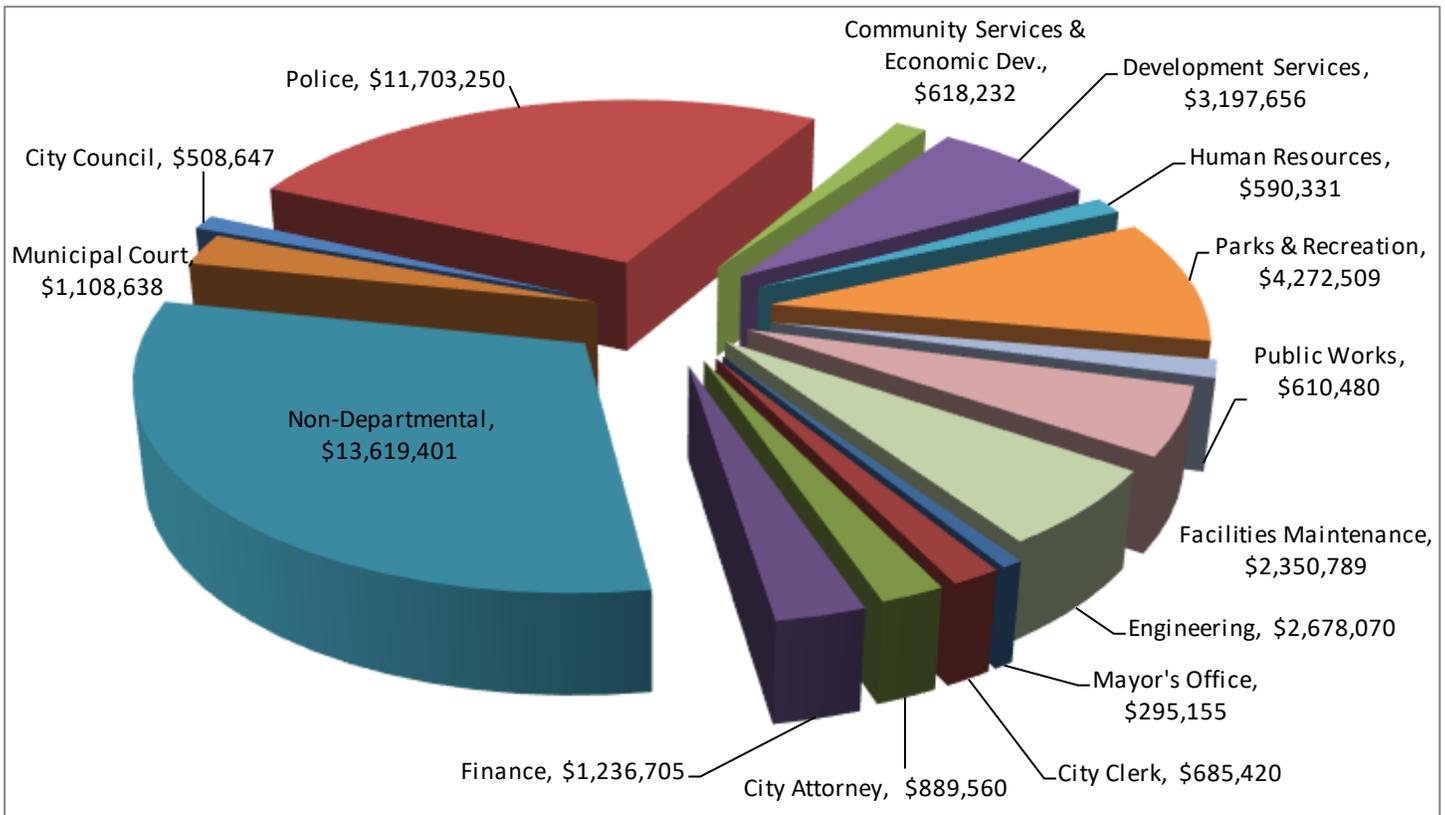
General Fund revenue for 2019, excluding fund balances, is \$40.8 million; a decrease of \$55,616 from the 2018 year-end estimate.

General Fund Revenues	2016 Actual	2017 Actual	2018 Estimate	2019 Budget
General Property Tax	\$ 14,621,748	\$ 14,194,943	\$ 14,345,500	\$ 14,592,923
Retail Sales and Use Taxes	7,698,573	8,136,151	8,914,900	8,612,600
Business and Occupation Taxes	6,817,251	7,004,600	6,928,140	7,050,640
Excise Taxes	266,223	236,510	251,250	251,900
Tax Total	29,403,795	29,572,204	30,439,790	30,508,063
Business Licenses and Permits	1,520,248	1,512,383	1,580,180	1,534,230
Non-Business Licenses and Permits	799,554	994,419	816,500	799,600
Licenses & Permits Total	2,319,802	2,506,802	2,396,680	2,333,830
Intergovernmental Total	1,261,998	890,571	949,534	918,722
General Government	394,418	620,028	399,190	393,600
Public Safety	1,112,274	968,561	1,061,960	1,272,177
Transportation	2,274	2,547	2,500	2,500
Natural and Economic Environment	654,570	628,257	528,100	482,750
Social Services	11,119	11,459	11,460	11,460
Culture and Recreation	917,961	846,640	840,550	931,040
Interfund Reimbursement-Contract Svcs	2,293,193	2,386,421	2,460,022	2,624,792
Charges for Services Total	5,385,809	5,463,913	5,303,782	5,718,319
Fines and Penalties Total	522,051	459,931	637,535	635,135
Interest and Other Earnings	(26,713)	154,740	221,390	260,370
Rents, Leases & Concessions	349,843	336,320	347,350	343,000
Contributions & Donations	9,693	66,285	39,130	13,850
Other Miscellaneous Revenues	31,409	69,072	419,480	17,350
Disposition of Capital Assets	58,451	7,143	-	-
Miscellaneous Total	422,683	633,560	1,027,350	634,570
Proceeds from refunding Long-Term Debt	549,095	-	-	-
Transfers In	82,695	26,300	75,884	26,300
Total Revenues & Transfers	\$ 39,947,928	\$ 39,553,281	\$ 40,830,555	\$ 40,774,939

Percentage General Revenue by Type – 2019



2019 General Fund Expenditures by Department



General Fund Expenditures by Department							
	2015 Actual	2016 Actual	2017 Actual	2018 Estimate	2019 Budget	18-17 % Change	19-18 % Change
City Council	\$ 214,503	\$ 243,590	\$ 268,922	\$ 553,800	\$ 508,647	105.93%	-8.15%
Mayor's Office	251,287	255,933	273,636	293,557	295,155	7.28%	0.54%
Human Resources	368,766	366,120	397,506	462,317	590,331	16.30%	27.69%
Municipal Court	858,081	882,177	984,205	1,069,365	1,108,638	8.65%	3.67%
City Clerk	572,965	571,620	632,191	661,485	685,420	4.63%	3.62%
Finance	815,123	889,222	1,046,702	1,172,700	1,236,705	12.04%	5.46%
City Attorney	667,843	726,741	802,103	842,480	889,560	5.03%	5.59%
Non-Departmental	12,614,952	14,536,168	12,651,132	13,289,118	13,619,401	5.04%	2.49%
Police	9,009,598	9,496,090	10,493,870	11,062,404	11,703,250	5.42%	5.79%
Community Services & Economic Dev.	437,824	511,945	549,794	587,473	618,232	6.85%	5.24%
Development Services	2,176,722	2,386,299	2,826,501	3,181,368	3,197,656	12.55%	0.51%
Parks, Recreation and Cultural Services	3,479,402	3,648,643	3,885,311	4,155,933	4,272,509	6.97%	2.81%
Public Works Administration	340,636	358,210	463,296	519,715	610,480	12.18%	17.46%
Facilities Maintenance	1,446,614	1,472,618	1,647,106	2,131,977	2,350,789	29.44%	10.26%
Engineering	1,861,375	2,424,079	2,199,404	2,535,959	2,678,070	15.30%	5.60%
Total Expenditures	\$ 35,115,691	\$ 38,769,455	\$ 39,121,679	\$ 42,519,651	\$ 44,364,843	8.69%	4.34%

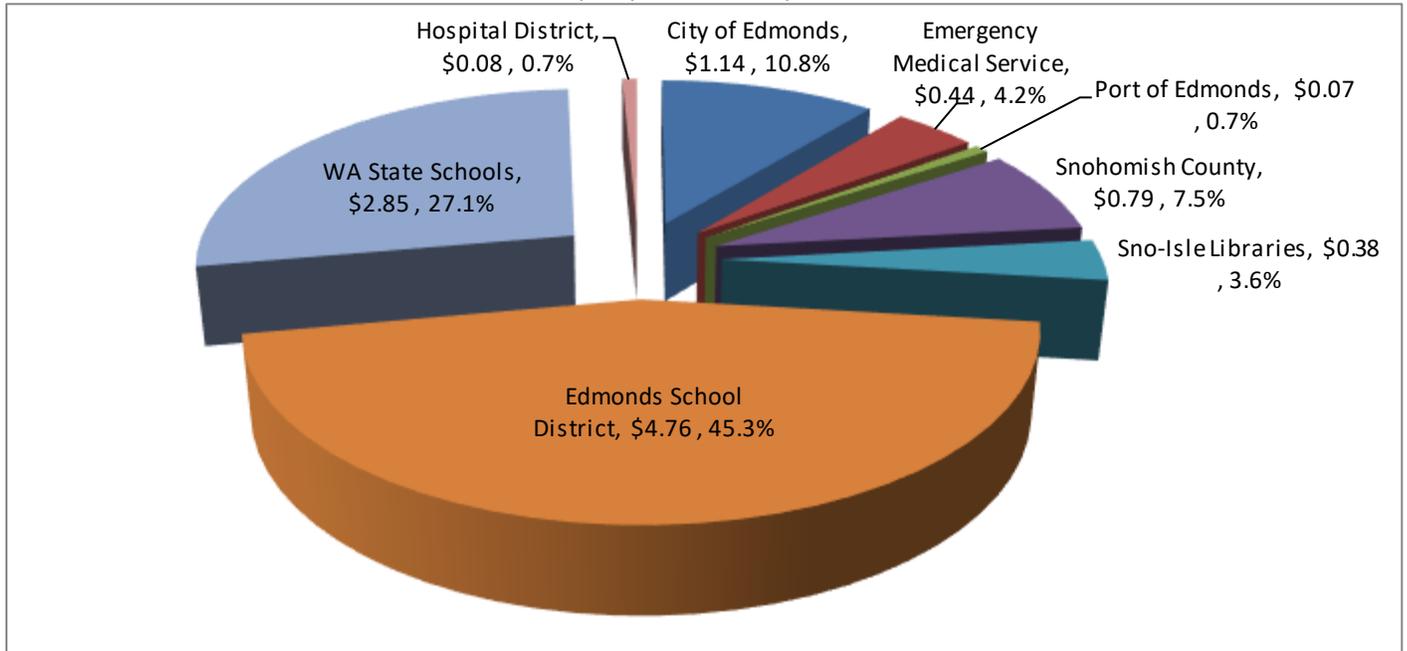
Significant General Fund Changes include:

- 1) Increasing the Safety & Risk Coordinator from 0.5 FTE to 1.0 FTE
- 2) Adding a School Resource Officer and vehicle at Scriber Lake High School
- 3) Adding \$495,000 for increase to RFA ongoing increased costs and retro payment
- 4) Adding \$700,000 for Facilities maintenance projects
- 5) Adding \$500,000 for the Street Preservation Program
- 6) Adding \$40,000 for a Downtown Parking Study
- 7) Moving the City website to a hosted off-premise platform
- 8) Adding \$75,000 for operations funding for the ECA
- 9) Transferring \$350,000 to the Marsh Restoration and Preservation Fund (017)

PROPERTY TAX

Property taxes are the City’s largest revenue source at \$14.6 million in 2019, or 36% of the total revenue supporting the General Fund. These taxes pay for the City’s general operations such as services provided by the Police, Public Works Department and Parks. Including the EMS levy and voted bond levy, the City receives 15.0% of property taxes paid by Edmonds property owners.

2018 Property Tax Rates by Jurisdiction



The City of Edmonds receives a relatively small percentage of a property owner’s tax bill (10.8% for the regular tax levy). In comparison, the Edmonds School District and WA State Schools taken together account for 72.4% of the property tax bill.

2018 Property Tax Rate per \$1,000 of Assessed Value		
Government Agency	Tax Rate	% of Total
City of Edmonds	\$ 1.14	10.8%
Emergency Medical Service	0.44	4.2%
Total, City of Edmonds	1.57	15.0%
Port of Edmonds	0.07	0.7%
Snohomish County	0.79	7.5%
Sno-Isle Libraries	0.38	3.6%
Edmonds School District	4.76	45.3%
WA State Schools	2.85	27.1%
Hospital District	0.08	0.7%
Total	\$ 10.50	100.0%

APPROVED DECISION PACKAGES

October 16th Meeting	¹ DP #	Priority #	Description	Amount
Facilities				
	1	1	Fire Alarm Testing	52,000
	2	2	Capital Renewal Projects	700,000
	4	4	Repair & Maintenance Supplies	25,000
Engineering Department				
	5	1	Downtown Parking Study	40,000
	6	2	Employee Incentive for the Commute Trip Reduction	28,000
	7	3	Armadillo Radar Traffic Collector	3,200
	8	4	Pedestrian Task Force Education Program	20,000
	9	5	Equipment Rate Subscription	3,900
	10	6	PUD Green Power Program	12,000
Street Fund				
	11	1	111 Fund Expense Increase	1,560
	12	2	Sidewalk Crew	323,294
Water Fund				
	13	1	5 Corners Reservoir Recoating	492,400
	14	2	Miscellaneous Engineering - Utilities	47,800
	15	3	Utility Interfund Services	678,000
	16	4	421 Fund Expense Increase	464,500
	17	5	Recycling Budget Increase	1,000
Water Utility Capital				
	19	1	Swedish & 76th Waterline Replacement	870,000
	20	1	2019 Waterline Overlays	300,000
	21	1	2019 Waterline Replacement Project	15,000
	22	1	5 Corners Reservoir Recoating	1,302,600
Storm Fund				
	23	1	422 Fund Expense Increase	22,500
	24	2	NPDES Permit Compliance	19,000
	25	3	Dayton Street Pump Station: Additional City Funds	500,000
	26	4	Ballinger Regional Facility Pre-design	375,000
Storm Utility Capital				
	27	1	Phase 1 Annual Storm Pipe Replacement Project	1,000,000
	28	1	Dayton Storm Pump Station	907,000
	29	1	Seaview Infiltration Project	76,125
	30	1	Citywide Drainage Replacement Project	441,000
	31	1	Lake Ballinger Storm Drainage	68,000
	32	1	Stormwater Comprehensive Plan	200,000
	33	1	Number Not Used	-
Sewer Fund				
	34	1	423 Fund Expense Increase	70,000
	35	2	Phase 6 Carbon Recovery Design	3,670,438
	36	3	Repair and Maintenance	350,000
	37	4	Trench Shoring	30,000
	38	5	Lake Ballinger Trunk Sewer Preliminary Design	500,000
Sewer Utility Capital				
	39	1	2018 Sanitary Sewer Replacement	5,000
	40	1	Cured in Place Pipe Sewer Rehab Phase 2	706,680
	41	1	Lift Station 1 Metering & Flow Study	75,000
	42	1	Lake Ballinger Sewer Trunk Study	165,000
	43	1	2019 Sanitary Sewer Overlay	75,000
	44	1	2019 Sanitary Sewer Replacement	5,000
Equipment Rental Fund				
	45	1	Equipment B-Fund	1,328,000
	46	2	511.000 A-Fund changes	(21,200)

¹ Lapse in DP# indicates DP was removed as part of the Budget Approval Process

APPROVED DECISION PACKAGES CONTINUED

October 23rd Meeting	¹ DP #	Priority #	Description	Amount
Economic Development				
	47	1	Federal Lobbyist	72,000
	48	2	Creative District Support	10,000
	51	5	Diversity Commission Film Series Revenue & Exp	1,000
	52	6	Holiday Market Revenue & Expenditure	6,000
	54	1	Lodging Tax Expenditures	95,900
	55	2	Log Cabin Maintenance	4,500
Development Services				
	56	1	Electronic Plan Review	32,000
	57	2	Digitization & Archiving project	48,000
	59	4	Professional Services for consultant plan review	10,000
Parks & Recreation				
	61	1	Parks Picnic Tables	5,000
	62	2	Athletics Increased Programming	6,450
	63	3	Increase Preschool Programming	20,458
	64	4	P&R General Fund Changes	(27,590)
	65	5	Youth Services Consultant	30,000
	66	1	122 Youth Scholarship Fund Changes	1,000
	67	1	123 Arts Tourism Promotion Fund	32,000
	68	1	127 Purchase of Tables and Chairs for FAC	15,325
	69	2	127 Powder Coat Memorial Benches	11,250
	70	1	Graphic Panel for Visitor Station	5,000
Human Resources				
	71	1	Safety & Risk/Disaster Coordinator	85,567
	72	2	Increase to Professional Services Bars	5,000
	73	3	Onboarding Program (NEOGOV module)	8,886
City Attorney				
	74	1	Annual City Attorney Increase	22,100
	75	2	Prosecutor's Contract	19,980
Municipal Court				
	76	1	Operating Cost Increases	18,080

¹ Lapse in DP# indicates DP was removed as part of the Budget Approval Process

APPROVED DECISION PACKAGES CONTINUED

November 5th Meeting	¹ DP #	Priority #	Description	Amount
Police				
	77	1	School Resource Officer for Scriber Lake HS	214,424
	78	2	Purchase of Electronic Restraint Devices	74,700
	79	3	Police Hiring and Basic Training	25,000
	80	4	Electronic Parking Ticketing Software/Hardware	49,900
	81	5	Purchase of Bullet Resistant Shields	11,700
	82	6	Police Operating Cost Increase	2,400
City Clerk				
	83	1	Clerk Budget Adjustments	-
Mayor				
	84	1	Increase of Professional Services Budget	-
Information Services				
	85	1	Hosted Website	122,000
	86	2	O365 Migration	20,000
	87	3	Council Video Recording Device	30,000
	88	4	Tableau Software	28,250
	89	5	Aerial Imagery	24,000
Non-Departmental				
	90	1	2019 Regional Fire Authority	494,965
	91	2	Public Defense Contract	21,990
	92	3	2019 Insurance Allocation	(22,565)
	93	4	State Auditor Fee Increase 5%	3,600
	94	5	Non-Departmental Baseline Adjustment	356,574
	96	7	Enhance our Arts and Culture	75,000

¹ Lapse in DP# indicates DP was removed as part of the Budget Approval Process

APPROVED DECISION PACKAGES CONTINUED

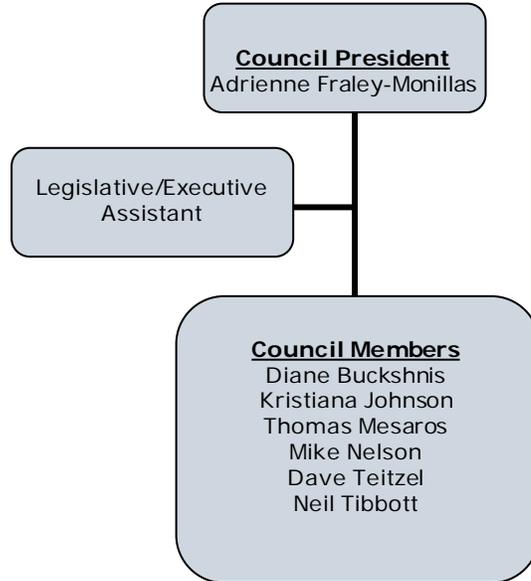
Capital Budgets	¹ DP #	Priority #	Description	Amount
Street Capital				
	97	1	2019 Pavement Preservation Program	2,000,000
	98	2	238th Island and ADA Curb Ramps	251,850
	99	3	Citywide Pedestrian Enhancements	429,000
	100	4	2019 Pedestrian Safety Program	50,000
	101	5	Traffic Signal Upgrades	70,000
	102	6	Audible Pedestrian Signals	42,500
	103	7	Guardrail installations	20,000
	104	8	Admiral Way Crossing	40,000
	105	1	Dayton 3rd to 9th	6,043,500
	106	1	84th Ave W Overlay-220th to 212th Project	1,290,870
	107	1	76th Ave. @ 212th St. SW Intersection Improvements	10,000
	108	1	238th St. SW Walkway from SR-104 to SR-99 Project	8,750
	109	1	Highway 99 Revitalization Project	437,380
	110	1	Citywide Pedestrian Crossing Project	1,181,873
	111	1	Waterfront Connector	3,000,000
Park Capital				
	112	1	Waterfront Redevelopment/Ebb Tide	4,298,266
	113	2	Civic Center Complex	1,320,000
	114	3	Edmonds Marsh Feasibility and Restoration	100,000
	115	4	City Park Walkway	40,000
	116	5	Community Garden	155,000
	117	6	Fishing Pier/Olympic Beach	20,000
	118	7	Seaview Park	120,000
	119	8	City Gateway Replacement	10,000
	120	9	Outdoor Fitness Zones	175,000
	121	10	Flower Pole Replacement	20,000
	122	11	Fourth Avenue Cultural Corridor	50,000
	123	12	Yost Park / Pool	10,000
	124	13	Mathay Ballinger Park	20,000
	126	15	Waterfront Center	933,868

¹ Lapse in DP# indicates DP was removed as part of the Budget Approval Process.

COUNCIL'S REQUESTED BUDGET CHANGES		
Budget Book Page #	Description	Cash Increase (Decrease)
GENERAL FUND 001		
62	Reduce City's SnoCo. Health Dist. Contribution to \$0.50/pp	\$20,815
62	Carryforward Un-allocated 2018 Council Contingency	(\$93,740)
106	Remove Tree Board Minute Taker - DP #60	\$1,500
106	NEW DP - Add Tree Board Supplies for brochures	(\$1,000)
127	NEW DP - Add new position "City Arborist"	(\$20,000)
56	NEW DP - Add increase for Court Security	(\$33,000)
106	Remove Five Corners consultant - DP #58	\$30,000
118	Reduce Youth Services Commission position to a consultant (\$53,717- 23,717=\$30,000) DP #65	(\$30,000)
		\$36,012
		\$14,405
		\$1,000
		\$1,500
		\$800
98	Remove Increase for PIO/Communications Specialist - DP #49	\$18,000
38	NEW DP - Add Carryforward for Professional Services	(\$132,000)
150	Remove Contract Project Management Support - DP #3	\$45,000
98	Remove National Citizen Survey - DP #53	\$22,000
98	Remove Diversity Commission Support Staff - DP #50	\$17,500
		\$2,500
152	Reduce Downtown Parking Study - DP #5	\$35,000
62	Marsh Restoration Funding	(\$350,000)
98	New DP - Consultant for Diversity Commission	(\$12,000)
	Impacts to General Fund Ending Cash	(\$425,708)
MARSH RESTORATION & PRESERVATION FUND 017		
130	Marsh Restoration Funding from General Fund	\$350,000
130	Marsh Restoration Funding from Opiod Fund	\$200,000
	Impacts to Fund 017 Ending Cash	\$550,000
OPIOD RESPONSE FUND 019		
68	Marsh Restoration Funding	(\$200,000)
	Impacts to Fund 019 Ending Cash	(\$200,000)
REET 2 FUND 125		
172	Reduce Gateway Sign Replacement - DP #119	\$25,000
172	New DP - Accessible Playground Upgrades	(\$100,000)
	Impacts to Fund 125 Ending Cash	(\$75,000)
REET 1 FUND 126		
174	Relocate staff proposed location of Admiral Way crosswalk Net Reduction = \$70,000 + General Fund Contract Services Revenue - DP #104	\$9,500 \$60,500 (\$9,500)
174	Move Funding for Land Acquisition to Reserves for Marsh-DP# 125	\$200,000
174	New DP - Accessible Playground Upgrades	(\$100,000)
	Impacts to Fund 126 Ending Cash	\$160,500
WATER FUND 421		
156	Remove Vacuum Machine - DP #18	\$70,000
	Impacts to Fund 421 Ending Cash	\$70,000
STORM FUND 422		
	Marsh Restoration Funding	\$0
	Impacts to Fund 422 Ending Cash	\$0

STAFF'S RECOMMENDED PROPOSED BUDGET BOOK CHANGES		
Budget Book Page #	Description	Cash Increase (Decrease)
GENERAL FUND 001		
48	City Clerk Benefits Understated	(\$15,125)
27	Culture & Recreation - Program Revenue	(\$45,000)
62	SnoCo DEM(Former ESCA)/SERS	(\$5,245)
62	SnoCo 911 (former SNOCOM) Merger Savings	\$169,180
62	Reduce Contribution to Sno. Health District to \$1/capita - DP #95	\$42,000
	Impacts to General Fund Ending Cash	\$145,810
MARSH RESTORATION AND PRESERVATION FUND 017		
130	Add Donation Revenues	\$6,800
	Impacts to Fund 017 Ending Cash	\$6,800
STREET CONSTRUCTION FUND 112		
	Correct pavement preservation expense for General Fund	
170	Transfer by increasing Fund 112 expense - DP #97	(\$500,000)
	Impacts to Fund 112 Ending Cash	(\$500,000)
EDMONDS HOMELESSNESS RESPONSE FUND 018		
67	Move \$250,000 Transitional Housing budget to REET Fund 125	\$250,000
	Impacts to Fund 018 Ending Cash	\$250,000
REET 2 FUND 125		
172	Move \$250,000 Transitional Housing budget from Fund 018	(\$250,000)
172	Add Budget to DP #126 for Waterfront Center Project	(\$200,000)
	Impacts to Fund 125 Ending Cash	(\$450,000)
REET 1 FUND 126		
174	Add Budget to DP #126 for Waterfront Center Project	(\$483,868)
	Impacts to Fund 125 Ending Cash	(\$483,868)
	Total Staff Recommended Changes	(\$1,031,258)

Fund:	General		Fund #:	001
Department:	City Council		Department #:	11
Cost Center	Total Department		Cost Center #:	511.60



Fund:	General		Fund #:	001
Department:	City Council		Department #:	11
Cost Center	Total Department		Cost Center #:	511.60

Mission Statement

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

Purpose

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

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

Budget Narrative

- 11 Salaries – Council and Executive Council Assistant
- 23 Benefits – Council and Executive Council Assistant

2019 Budget Changes

Annual adjustment for technology services and interfund rental

- Decision Package #85 added \$668 for a hosted website
- Decision Package #86 added \$109 for Office 365 Migration
- Decision Package #87 added \$164 for a Council video recording device
- Decision Package #89 added \$131 for aerial imagery

Council amendment added \$132,000 as a carryforward for professional services

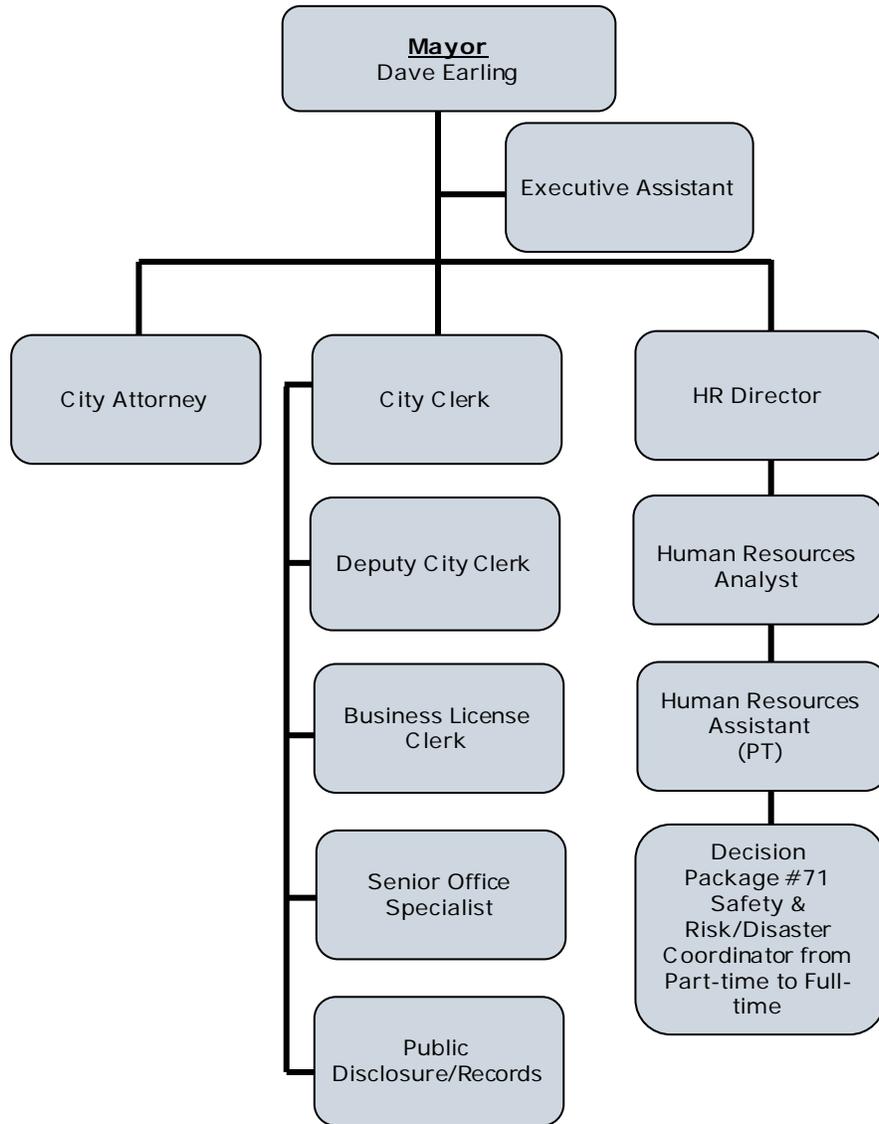
Fund:	General		Fund #:	001
Department:	City Council		Department #:	11
Cost Center	Total Department		Cost Center #:	511.60

Description	2017	2018	2018	2019	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Salaries	149,179	169,808	190,438	171,950	2,142	1%	(18,488)	-10%
Overtime	-	1,000	-	1,000	-	0%	1,000	N/A
Benefits	93,904	119,687	91,938	92,751	(26,936)	-23%	813	1%
Supplies	1,079	2,000	2,000	2,000	-	0%	-	0%
Minor Equipment	285	-	-	-	N/A	N/A	N/A	N/A
Professional Services	2,172	237,160	237,160	194,160	(43,000)	-18%	(43,000)	-18%
Communications	3,601	3,000	3,000	3,000	-	0%	-	0%
Travel	1,323	6,700	2,700	6,700	-	0%	4,000	148%
Rental/Lease	265	490	490	490	-	0%	-	0%
Interfund Rental	8,580	15,574	15,574	11,096	(4,478)	-29%	(4,478)	-29%
Repair/Maintenance	-	500	500	500	-	0%	-	0%
Miscellaneous	3,520	-	-	-	N/A	N/A	N/A	N/A
Council Contingency	5,014	25,000	10,000	25,000	-	0%	15,000	150%
	268,922	580,919	553,800	508,647	(72,272)	-12%	(45,153)	-8%



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Fund:	General		Fund #:	001
Department:	Mayor		Department #:	20
Cost Center	Total Department		Cost Center #:	N/A



Fund:	General		Fund #:	001
Department:	Mayor		Department #:	20
Cost Center	Total Department		Cost Center #:	N/A

Mission Statement

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

Purpose

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

Program	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change 19-18 Budget	% Change 19-18 Budget	\$ Change 19-18 Estimate	% Change 19-18 Estimate
Office of the Mayor	273,635	297,088	293,557	295,155	(1,933)	-1%	1,598	1%
Human Resources	397,506	477,314	462,317	590,331	113,017	24%	128,014	28%
City Clerk	632,191	697,748	661,485	685,420	(12,328)	-2%	23,935	4%
City Attorney	802,103	847,480	842,480	889,560	42,080	5%	47,080	6%
	2,105,435	2,319,630	2,259,839	2,460,466	140,836	6%	200,627	9%

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change 19-18 Budget	% Change 19-18 Budget	\$ Change 19-18 Estimate	% Change 19-18 Estimate
Salaries	745,659	803,169	806,669	901,364	98,195	12%	94,695	12%
Overtime	549	-	-	-	N/A	N/A	N/A	N/A
Benefits	276,561	302,040	288,749	322,954	20,914	7%	34,205	12%
Supplies	8,315	24,040	19,040	24,040	-	0%	5,000	26%
Small Equipment	1,818	300	300	300	-	0%	-	0%
Professional Svc	897,858	945,790	935,790	1,006,756	60,966	6%	70,966	8%
Communication	32,727	52,100	32,100	42,100	(10,000)	-19%	10,000	31%
Travel	3,588	6,000	6,000	6,000	-	0%	-	0%
Rental/Lease	26,885	24,200	24,200	24,200	-	0%	-	0%
Intefund Rental	57,850	87,431	87,431	63,192	(24,239)	-28%	(24,239)	-28%
Repair/Maintenance	38,167	38,930	38,930	39,930	1,000	3%	1,000	3%
Miscellaneous	15,458	35,630	20,630	29,630	(6,000)	-17%	9,000	44%
	2,105,435	2,319,630	2,259,839	2,460,466	140,836	6%	200,627	9%



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Fund:	General		Fund #:	001
Department:	Mayor		Department #:	21
Cost Center	Administration		Cost Center #:	513.10

Function

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

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

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

Budget Narrative

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

The supplies budget includes letterhead, envelopes, stationery, forms, office supplies, and boards and commissions acknowledgements.

The professional services budget covers videotaping of the Mayor’s annual State of the City Address, printing services, vacation coverage for the Mayor’s Executive Assistant, and other professional services as needed.

The communication budget includes the Mayor’s iPad, cell phone and related data plan.

The travel budget includes mileage/parking/meals, accommodations, and travel expenses for City-related meetings.

The rental/lease budget covers 15% of maintenance and printing costs for copier shared with Human Resources and Community Services departments.

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

2019 Budget Changes

Annual adjustment for technology services and interfund rental

- Decision Package #85 added \$668 for a hosted website
- Decision Package #86 added \$109 for Office 365 Migration
- Decision Package #87 added \$164 for a Council video recording device
- Decision Package #89 added \$131 for aerial imagery

Fund:	General		Fund #:	001
Department:	Mayor		Department #:	21
Cost Center	Administration		Cost Center #:	513.10

Description	2017	2018	2018	2019	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Salaries	202,299	208,326	208,326	215,076	6,750	3%	6,750	3%
Benefits	49,666	53,611	50,080	53,257	(354)	-1%	3,177	6%
Supplies	1,041	1,500	1,500	1,500	-	0%	-	0%
Professional Services	1,582	2,000	2,000	3,000	1,000	50%	1,000	50%
Communications	1,346	1,400	1,400	1,400	-	0%	-	0%
Travel	2,121	4,000	4,000	3,000	(1,000)	-25%	(1,000)	-25%
Rental/Lease	1,591	2,000	2,000	2,000	-	0%	-	0%
Interfund Rental	9,450	19,801	19,801	11,472	(8,329)	-42%	(8,329)	-42%
Miscellaneous	4,539	4,450	4,450	4,450	-	0%	-	0%
	273,635	297,088	293,557	295,155	(1,933)	-1%	1,598	1%

Fund:	General		Fund #:	001
Department:	Mayor		Department #:	22
Cost Center	Human Resources		Cost Center #:	518.10 & 521.10

Function

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

Budget Narrative

The Salary and Benefit budget includes the Human Resources Director, Human Resources Analyst, part-time Human Resources Assistant, and a Safety & Risk/Disaster Coordinator.

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

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

The professional services budget includes contracts for professional services, MEBT costs, hearing tests, non-Civil Service fitness for duty evaluations, drug testing, City-wide training, investigations, background checks for summer seasonal employees in the Parks and Recreation department and Public Works in addition to other key employees throughout the city, and monthly fees for the Flexible Spending Plan. Included as well is the worker’s compensation claims consultant fees.

The communications budget funds the expense associated with the Director’s iPad service charges.

The travel budget funds Human Resources training and travel.

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

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

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

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

CIVIL SERVICE

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

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

Fund:	General		Fund #:	001
Department:	Mayor		Department #:	22
Cost Center	Human Resources		Cost Center #:	518.10 & 521.10

2019 Budget Changes

Annual adjustment for technology services and interfund rental

Decision Package #71 added \$85,567 to increase the Safety and Risk/Disaster Coordinator to full-time

Decision Package #72 added \$5,000 the professional services BARS number

Decision Package #73 added \$8,886 for Onboarding Program (NEOGOV Module)

Decision Package #85 added \$1,336 for a hosted website

Decision Package #86 added \$219 for Office 365 Migration

Decision Package #87 added \$328 for a Council video recording device

Decision Package #89 added \$263 for aerial imagery

Description	2017	2018	2018	2019	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Salaries	216,083	249,577	252,577	327,939	78,362	31%	75,362	30%
Overtime	369	-	-	-	N/A	N/A	N/A	N/A
Benefits	77,910	84,882	86,885	118,229	33,347	39%	31,344	36%
Supplies	2,600	12,300	12,300	12,300	-	0%	-	0%
Minor Equipment	1,818	300	300	300	-	0%	-	0%
Professional Services	49,528	55,000	50,000	68,886	13,886	25%	18,886	38%
Communications	1,223	700	700	700	-	0%	-	0%
Travel	1,099	1,000	1,000	1,000	-	0%	-	0%
Rental/Lease	4,690	2,200	2,200	2,200	-	0%	-	0%
Interfund Rental	17,590	23,325	23,325	20,747	(2,578)	-11%	(2,578)	-11%
Repair/Maintenance	7,056	7,850	7,850	7,850	-	0%	-	0%
Miscellaneous	2,444	27,000	12,000	17,000	(10,000)	-37%	5,000	42%
	382,410	464,134	449,137	577,151	113,017	24%	128,014	29%
Civil Service								
Professional Svc	14,950	13,000	13,000	13,000	-	0%	-	0%
Miscellaneous	146	180	180	180	-	0%	-	0%
	15,096	13,180	13,180	13,180	-	0%	-	0%
	397,506	477,314	462,317	590,331	113,017	24%	128,014	28%

Fund:	General		Fund #:	001
Department:	Mayor		Department #:	25
Cost Center	City Clerk		Cost Center #:	514.30

Function

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

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

Budget Narrative

The Salary and Benefit budget includes the City Clerk, Deputy City Clerk, Business License Clerk, Senior Office Specialist, and Public Disclosure/Records.

Supplies: Printing application forms, permits, licenses, letterhead/envelopes; minute books; paper; Council meeting public hearing notice signs; and general office supplies.

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

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

Travel: Travel associated with recording documents at the Snohomish County Auditor’s Office; travel and meals associated with professional meetings/training.

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

Rental/lease: Citywide mailing equipment and copier.

Repair/maintenance: Annual software maintenance fees for Clerk’s Index, Eden business licensing, meeting streaming software; records request software, hosting City Code on MRSC website; Laser fiche document management; repair of office equipment.

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

2019 Budget Changes

Annual adjustment for technology services and interfund rental

- Decision Package #85 added \$1,781 for a hosted website
- Decision Package #86 added \$292 for Office 365 Migration
- Decision Package #87 added \$438 for a Council video recording device
- Decision Package #89 added \$350 for aerial imagery

Staff recommended change added \$15,125 for understated benefits

Fund:	General		Fund #:	001
Department:	Mayor		Department #:	25
Cost Center	City Clerk		Cost Center #:	514.30

Description	2017	2018	2018	2019	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Salaries	327,277	345,266	345,766	358,349	13,083	4%	12,583	4%
Overtime	180	-	-	-	N/A	N/A	N/A	N/A
Benefits	148,985	163,547	151,784	151,468	(12,079)	-7%	(316)	0%
Supplies	4,674	10,240	5,240	10,240	-	0%	5,000	95%
Professional Services	29,695	28,310	28,310	32,310	4,000	14%	4,000	14%
Communications	30,158	50,000	30,000	40,000	(10,000)	-20%	10,000	33%
Travel	368	1,000	1,000	2,000	1,000	100%	1,000	100%
Rental/Lease	20,604	20,000	20,000	20,000	-	0%	-	0%
Interfund Rental	30,810	44,305	44,305	30,973	(13,332)	-30%	(13,332)	-30%
Repair/Maintenance	31,111	31,080	31,080	32,080	1,000	3%	1,000	3%
Miscellaneous	8,329	4,000	4,000	8,000	4,000	100%	4,000	100%
	632,191	697,748	661,485	685,420	(12,328)	-2%	23,935	4%

Fund:	General		Fund #:	001
Department:	Mayor		Department #:	36
Cost Center	City Attorney		Cost Center #:	515

Function

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

Budget Narrative

The professional services budget includes three separate categories. The first is the City Attorney budget which covers general legal services such as drafting routine ordinances and resolutions and attending City Council meetings and other boards or commissions as requested, as well as lawsuits and negotiations. The second category is the Prosecuting Attorney budget. Both the City Attorney and the City Prosecutor are hired on a contract basis by the City. The third category is miscellaneous legal services provided by other outside legal counsel.

The miscellaneous-prosecutor budget covers the cost of witness fees.

2019 Budget Changes

Decision Package #74 adds \$22,100 to the City Attorney budget
 Decision Package #75 adds \$19,980 to the Prosecutor’s budget

Fund:	General		Fund #:	001
Department:	Mayor		Department #:	36
Cost Center	City Attorney		Cost Center #:	515

Description	2017	2018	2018	2019	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Prof Svc - City Atty	534,407	552,400	552,400	574,500	22,100	4%	22,100	4%
Prof Serv - Misc Legal	-	5,000	-	5,000	-	0%	5,000	N/A
Prof Serv - Prosecutor	267,696	290,080	290,080	310,060	19,980	7%	19,980	7%
	802,103	847,480	842,480	889,560	42,080	5%	47,080	6%

Fund:	Sister City Commission		Fund #:	138
Department:	Mayor		Department #:	21
Cost Center	Total Fund		Cost Center #:	N/A

Function

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

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

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

Fund:	Sister City Commission		Fund #:	138
Department:	Mayor		Department #:	21
Cost Center	Total Fund		Cost Center #:	N/A

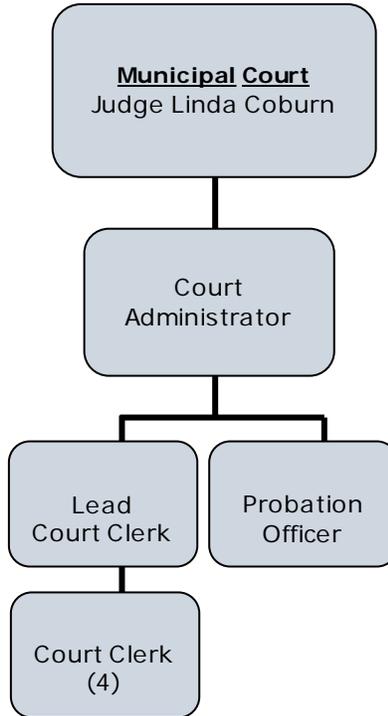
Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change 19-18 Budget	% Change 19-18 Budget	\$ Change 19-18 Estimate	% Change 19-18 Estimate
Program 100 - Public								
Beginning Balance	5,611	6,640	6,641	6,311	(329)	-5%	(330)	-5%
<u>Revenue</u>								
Investment Interest	74	130	170	180	50	38%	10	6%
Interfund Transfer	5,000	5,000	5,000	5,000	-	0%	-	0%
Total Revenues	5,074	5,130	5,170	5,180	50	1%	10	0%
<u>Expenditure</u>								
Supplies	390	1,000	1,000	1,000	-	0%	-	0%
Travel	860	1,000	1,000	1,000	-	0%	-	0%
Miscellaneous	2,794	3,500	3,500	3,500	-	0%	-	0%
Total Expenditures	4,044	5,500	5,500	5,500	-	0%	-	0%
Ending Balance	6,641	6,270	6,311	5,991	(279)	-4%	(320)	-5%

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change 19-18 Budget	% Change 19-18 Budget	\$ Change 19-18 Estimate	% Change 19-18 Estimate
Program 200 - Private								
Beginning Balance	805	960	958	1,008	48	5%	50	5%
<u>Revenue</u>								
Investment Interest	32	40	50	60	20	50%	10	20%
Contributions	2,100	5,000	5,000	5,000	-	0%	-	0%
Total Revenues	2,132	5,040	5,050	5,060	20	0%	10	0%
<u>Expenditure</u>								
Supplies	-	500	500	500	-	0%	-	0%
Student Trip	1,979	3,500	3,500	3,500	-	0%	-	0%
Miscellaneous	-	1,000	1,000	1,000	-	0%	-	0%
Total Expenditures	1,979	5,000	5,000	5,000	-	0%	-	0%
Ending Balance	958	1,000	1,008	1,068	68	7%	60	6%



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Fund:	General		Fund #:	001
Department:	Municipal Court		Department #:	23
Cost Center	Municipal Court		Cost Center #:	512.50 & 523.30



Fund:	General		Fund #:	001
Department:	Municipal Court		Department #:	23
Cost Center	Municipal Court		Cost Center #:	512.50 & 523.30

Function

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

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

Budget Narrative

The Edmonds Municipal Court staff encompasses the judge, the court administrator, one probation officer, one lead court clerk, and four FTE court clerk positions.

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

2019 Budget Changes

Annual adjustment for technology services and interfund rental

Decision Package #76 adds \$16,800 for court operating costs and \$1,280 for probation operating costs

Decision Package #85 added \$3,785 for a hosted website

Decision Package #86 added \$620 for Office 365 Migration

Decision Package #87 added \$931 for a Council video recording device

Decision Package #89 added \$745 for aerial imagery

Council amendment added \$33,000 for increased court security

Fund:	General		Fund #:	001
Department:	Municipal Court		Department #:	23
Cost Center	Municipal Court		Cost Center #:	512.50 & 523.30

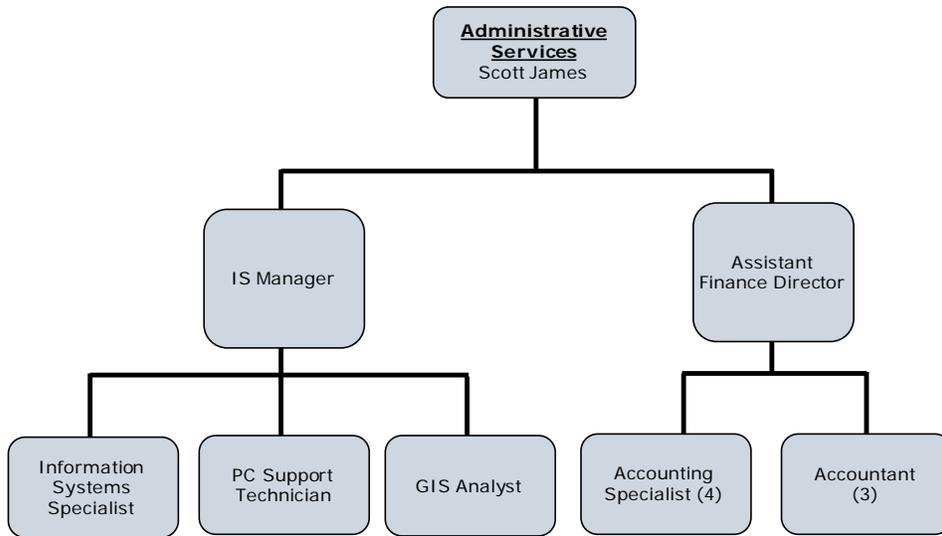
Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change 19-18 Budget	% Change 19-18 Budget	\$ Change 19-18 Estimate	% Change 19-18 Estimate
Court								
Salaries	486,346	490,142	490,142	523,386	33,244	7%	33,244	7%
Overtime	455	500	500	500	-	0%	-	0%
Benefits	193,996	207,024	192,229	208,458	1,434	1%	16,229	8%
Supplies	19,081	4,600	5,600	5,600	1,000	22%	-	0%
Minor Equipment	4,098	900	900	900	-	0%	-	0%
Professional Services	82,273	83,925	83,925	116,925	33,000	39%	33,000	39%
Communications	2,791	2,600	2,600	2,600	-	0%	-	0%
Travel	880	5,000	5,000	5,000	-	0%	-	0%
Rental/Lease	1,083	600	2,300	2,300	1,700	283%	-	0%
Interfund Rental	38,480	70,104	70,104	62,451	(7,653)	-11%	(7,653)	-11%
Repair/Maintenance	4,134	2,983	2,983	3,600	617	21%	617	21%
Miscellaneous	17,405	13,500	24,600	24,600	11,100	82%	-	0%
Equipment	-	70,821	45,821	-	(70,821)	-100%	(45,821)	-100%
	851,022	952,699	926,704	956,320	3,621	0%	29,616	3%

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change 19-18 Budget	% Change 19-18 Budget	\$ Change 19-18 Estimate	% Change 19-18 Estimate
Probation								
Salaries	91,578	97,756	90,106	99,325	1,569	2%	9,219	10%
Overtime	-	300	300	300	-	0%	-	0%
Benefits	34,487	38,117	35,275	34,863	(3,254)	-9%	(412)	-1%
Supplies	3,055	5,000	5,000	5,000	-	0%	-	0%
Minor Equipment	-	100	100	100	-	0%	-	0%
Professional Services	2,194	8,000	8,000	8,000	-	0%	-	0%
Communications	-	100	100	950	850	850%	850	850%
Travel	980	1,500	1,500	1,500	-	0%	-	0%
Rental/Lease	250	500	500	500	-	0%	-	0%
Repair/Maintenance	313	1,280	1,280	1,280	-	0%	-	0%
Miscellaneous	326	500	500	500	-	0%	-	0%
	133,183	153,153	142,661	152,318	(835)	-1%	9,657	7%
	984,205	1,105,852	1,069,365	1,108,638	2,786	0%	39,273	4%



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Fund:	General		Fund #:	001
Department:	Administrative Services		Department #:	31
Cost Center	Total Department		Cost Center #:	N/A



Fund:	General		Fund #:	001
Department:	Administrative Services		Department #:	31
Cost Center	Finance		Cost Center #:	N/A

Function

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

Budget Narrative

The Salary and Benefit budget includes the Finance Director, an Assistant Finance Director, three Accountants, and four Accounting Specialists.

2019 Budget Changes

Annual adjustment for technology services and interfund rental

- Decision Package #85 added \$2,894 for a hosted website
- Decision Package #86 added \$474 for Office 365 Migration
- Decision Package #87 added \$712 for a Council video recording device
- Decision Package #89 added \$569 for aerial imagery

Fund:	General		Fund #:	001
Department:	Administrative Services		Department #:	31
Cost Center	Finance		Cost Center #:	N/A

Description	2017	2018	2018	2019	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Salaries	686,431	821,066	789,066	844,384	23,318	3%	55,318	7%
Overtime	-	4,500	1,000	4,500	-	0%	3,500	350%
Benefits	237,296	284,724	252,638	268,345	(16,379)	-6%	15,707	6%
Supplies	5,968	7,350	6,850	7,350	-	0%	500	7%
Minor Equipment	1,612	5,400	5,100	2,650	(2,750)	-51%	(2,450)	-48%
Professional Services	34,266	9,300	9,300	9,300	-	0%	-	0%
Communications	1,859	2,000	1,500	2,000	-	0%	500	33%
Travel	2,654	3,100	4,200	3,100	-	0%	(1,100)	-26%
Rental/Lease	4,472	3,300	3,300	3,300	-	0%	-	0%
Interfund Rental	27,040	44,846	44,846	44,926	80	0%	80	0%
Repair/Maintenance	40,372	38,500	41,200	38,500	-	0%	(2,700)	-7%
Miscellaneous	4,732	13,700	13,700	8,350	(5,350)	-39%	(5,350)	-39%
	1,046,702	1,237,786	1,172,700	1,236,705	(1,081)	0%	64,005	5%

Fund:	General		Fund #:	001
Department:	Administrative Services		Department #:	39
Cost Center	Non-Departmental		Cost Center #:	Various

Function

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

Budget Narrative

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

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

2019 Budget Changes

Annual adjustment for technology services and interfund rental
 Annual adjustment for debt service allocation

- Decision Package #85 added \$445 for a hosted website
- Decision Package #86 added \$73 for Office 365 Migration
- Decision Package #87 added \$109 for a Council video recording device
- Decision Package #89 added \$88 for aerial imagery
- Decision Package #90 added \$494,965 for the 2019 Regional Fire Authority contract
- Decision Package #91 added \$21,990 for the public defense contract
- Decision Package #92 decreased \$193,435 for the insurance allocation
- Decision Package #93 added \$1,580 for the State Auditor’s Office fee increase
- Decision Package #94 added \$206,574 for a baseline adjustment
- Decision Package #96 added \$75,000 for Enhance our Arts and Culture
- Decision Package #97 added \$500,000 for the 2019 Pavement Preservation program

Staff recommended change added \$5,245 for SnoCo DEM (Former ESCA)/SERS
 Staff recommended change reduced \$169,180 for SnoCo 911 (former SNOCOM) merger savings

Council amendment reduced the City’s SnoCo Health District contribution by \$20,815
 Council amendment added \$93,740 as a carryforward for the unallocated 2018 council contingency
 Council amendment added \$350,000 for Marsh Restoration funding

Fund:	General		Fund #:	001
Department:	Administrative Services		Department #:	39
Cost Center	Non-Departmental		Cost Center #:	Various

Description	2017	2018	2018	2019	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Council Contingency	-	93,740	-	93,740	-	0%	93,740	N/A
Public Defender	294,416	330,080	275,000	352,070	21,990	7%	77,070	28%
Miscellaneous Memberships	65,093	66,830	66,830	67,114	284	0%	284	0%
Excise Taxes	4,820	6,500	6,500	6,500	-	0%	-	0%
State Auditor Fees	34,234	31,500	31,500	31,580	80	0%	80	0%
Election Costs	-	25,000	12,000	15,000	(10,000)	-40%	3,000	25%
Voter Registration	-	75,000	75,000	-	(75,000)	-100%	(75,000)	-100%
Pension & Other Benefits	15,000	-	-	25,000	25,000	N/A	25,000	N/A
Salaries	-	-	-	101,750	101,750	N/A	101,750	N/A
Unemployment Compensation	5,346	-	10,000	15,000	15,000	N/A	5,000	50%
Miscellaneous-Smart Commuter Grant	-	1,000	1,000	1,000	-	0%	-	0%
Business Card Supplies	384	-	-	-	N/A	N/A	N/A	N/A
Liability & Property Ins.	616,495	624,530	437,253	431,095	(193,435)	-31%	(6,158)	-1%
Hydrant Costs	126,508	200,000	200,000	200,000	-	0%	-	0%
Interfund Rental	6,880	6,707	6,707	-	(6,707)	-100%	(6,707)	-100%
Interfund Rental - IT	-	-	-	6,938	6,938	N/A	6,938	N/A
Fire District Contract	7,906,390	7,678,200	7,378,718	8,095,044	416,844	5%	716,326	10%
Ambulance Fees	52,373	55,000	55,000	64,000	9,000	16%	9,000	16%
Prisoner Care Supplies	3,058	5,000	5,000	5,000	-	0%	-	0%
Prisoner Care Professional Services	3,678	7,350	7,350	7,350	-	0%	-	0%
Prisoner Care Intergovernmental	689,726	620,000	620,000	650,000	30,000	5%	30,000	5%
Emergency Response Supplies	1,684	-	-	-	N/A	N/A	N/A	N/A
ESCA / SERS	159,895	164,740	164,740	174,205	9,465	6%	9,465	6%
Snocom/New World	977,268	1,052,230	1,052,230	885,620	(166,610)	-16%	(166,610)	-16%
Rental/Lease	3,600	3,600	3,600	3,600	-	0%	-	0%
P S Clean Air Agency	34,782	35,910	35,910	35,800	(110)	0%	(110)	0%
Saving Salmon Club	2,218	2,500	2,500	2,500	-	0%	-	0%
Intergovernmental Services	40,900	82,260	41,260	20,445	(61,815)	-75%	(20,815)	-50%
Homeless Services	-	57,114	50,000	50,000	(7,114)	-12%	-	0%
Alcoholism Intergovtl Svc	10,891	11,500	11,500	10,000	(1,500)	-13%	(1,500)	-13%
Senior Center	75,000	75,000	75,000	75,000	-	0%	-	0%
ECA Contingency Reserve	70,000	695,000	403,150	75,000	(620,000)	-89%	(328,150)	-81%
Intergovernmental Services	4,429	-	-	-	N/A	N/A	N/A	N/A
Chase Ltgo Bond Principal	50,466	51,360	51,360	52,190	830	2%	830	2%
2000 Bond Prin - 800 Mgtz	119,694	124,980	124,980	131,520	6,540	5%	6,540	5%
Chase Ltgo Bond - Interest	9,170	8,330	8,330	7,470	(860)	-10%	(860)	-10%
Otr Interest And Debt Service Costs	222	500	500	500	-	0%	-	0%
2000 Bond Interest - 800 Mgtz	18,809	12,830	12,830	6,580	(6,250)	-49%	(6,250)	-49%
Open Space	-	200,000	200,000	-	(200,000)	-100%	(200,000)	-100%
Transfers to Other Funds	-	600,000	600,000	350,000	(250,000)	-42%	(250,000)	-42%
Transfer To Fund 009	275,000	275,000	275,000	425,000	150,000	55%	150,000	55%
Transfer to Fund 014	5,000	5,000	5,000	5,000	-	0%	-	0%
Transfer to Fund 016	100,000	-	-	-	N/A	N/A	N/A	N/A
Transfer to Fund 231	167,703	169,370	169,370	165,790	(3,580)	-2%	(3,580)	-2%
TRANSFER TO FUND 512	45,000	-	-	-	N/A	N/A	N/A	N/A
Transfer to Fund 130	40,000	40,000	40,000	40,000	-	0%	-	0%
Transfer To Fund 111	412,000	400,000	400,000	400,000	-	0%	-	0%
Transfer To Fund 112	183,000	354,000	354,000	515,000	161,000	45%	161,000	45%
Transfer To Fund 138	5,000	5,000	5,000	5,000	-	0%	-	0%
Transfer To Fund 117	15,000	15,000	15,000	15,000	-	0%	-	0%
	12,651,132	14,267,661	13,289,118	13,619,401	(648,260)	(5)	330,283	(3)

Fund:	LEOFF Medical Insurance Reserve		Fund #:	009
Department:	Administrative Services		Department #:	39
Cost Center	LEOFF Medical Insurance Reserve		Cost Center #:	N/A

Function

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

Budget Narrative

Annual contributions from the General Fund are based on an actuarial study performed by Northwest Plan Services, Inc. to assure that its pension and benefit obligation is adequately funded on a pay-as-you-go basis.

Decision Package #94 added \$150,000 for long-term care

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change 19-18 Budget	% Change 19-18 Budget	\$ Change 19-18 Estimate	% Change 19-18 Estimate
Beginning Balance	540,254	417,150	417,153	411,643	(5,507)	-1%	(5,510)	-1%
<u>Revenue</u>								
Investment Interest	12,624	10,650	13,760	12,980	2,330	22%	(780)	-6%
Interfund Transfer In	275,000	275,000	275,000	425,000	150,000	55%	150,000	55%
Total Revenue	287,624	285,650	288,760	437,980	152,330	53%	149,220	52%
<u>Expenditure</u>								
Medical Benefits	148,069	184,000	184,000	184,000	-	0%	-	0%
Long Term Care Benefit	253,428	236,158	102,990	252,990	16,832	7%	150,000	146%
Professional Services	8,828	7,000	7,000	7,000	-	0%	-	0%
Miscellaneous	400	280	280	280	-	0%	-	0%
Total Expenditure	410,725	427,438	294,270	444,270	16,832	4%	150,000	51%
Ending Balance	417,153	275,362	411,643	405,353	129,991	47%	(6,290)	-2%

Fund:	Risk Management Reserve Fund		Fund #:	011
Department:	Administrative Services		Department #:	39
Cost Center	Risk Management Reserve Fund		Cost Center #:	N/A

Function

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

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change 19-18 Budget	% Change 19-18 Budget	\$ Change 19-18 Estimate	% Change 19-18 Estimate
Beginning Balance	963,026	902,700	902,700	927,490	24,790	3%	24,790	3%
<u>Revenue</u>								
Investment Interest	20,951	19,180	24,790	28,210	9,030	47%	3,420	14%
Total Revenue	20,951	19,180	24,790	28,210	9,030	47%	3,420	14%
<u>Expenditures</u>								
Miscellaneous	81,277	-	-	-	N/A	N/A	N/A	N/A
Total Expenditures	81,277	-	-	-	N/A	N/A	N/A	N/A
Ending Balance	902,700	921,880	927,490	955,700	33,820	4%	28,210	3%

Fund:	Contingency Reserve Fund		Fund #:	012
Department:	Administrative Services		Department #:	39
Cost Center	Contingency Reserve Fund		Cost Center #:	N/A

Function

Pursuant to RCW 35A.33.145, the City Council authorized the Finance Director to create a new reserve fund per the Reserve Policy adopted on July 17, 2012. The Contingency Reserve Fund (012) was established through Ordinance No. 3893 as part of a budget amendment in August of 2012. The reserve policy sets a target in the Contingency Reserve Fund of between 8% and 16% of total General Fund revenues.

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change 19-18 Budget	% Change 19-18 Budget	\$ Change 19-18 Estimate	% Change 19-18 Estimate
Beginning Balance	5,367,841	5,447,140	5,447,144	5,476,192	29,052	1%	29,048	1%
<u>Revenue</u>								
Investment Interest	62,853	48,300	62,420	170,000	121,700	252%	107,580	172%
Interfund Transfer	16,450	16,450	16,212	12,400	(4,050)	-25%	(3,812)	-24%
Total Revenue	79,303	64,750	78,632	182,400	117,650	182%	103,768	132%
<u>Expenditures</u>								
Interfund Transfer	-	49,584	49,584	-	(49,584)	-100%	(49,584)	-100%
Total Expenditures	-	49,584	49,584	-	(49,584)	-100%	(49,584)	-100%
Ending Balance	5,447,144	5,462,306	5,476,192	5,658,592	196,286	4%	182,400	3%

Fund:	Edmonds Homelessness Response Fund		Fund #:	018
Department:	Administrative Services		Department #:	39
Cost Center	Total Fund		Cost Center #:	N/A

Function

The Edmonds Homelessness Response Fund (018) was established through Ordinance No. 4104 effective April 6, 2018. The fund was established to provide moneys with which to alleviate the problem of homelessness in Edmonds and the surrounding area.

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change 19-18 Budget	% Change 19-18 Budget	\$ Change 19-18 Estimate	% Change 19-18 Estimate
Beginning Balance	-	-	-	250,000	250,000	N/A	250,000	N/A
Revenue								
Transfer In	-	250,000	250,000	-	(250,000)	-100%	(250,000)	-100%
Total Revenue	-	250,000	250,000	-	(250,000)	-100%	(250,000)	-100%
Expenditure								
Professional Services	-	25,000	-	-	(25,000)	-100%	N/A	N/A
Total Expenditure	-	25,000	-	-	(25,000)	-100%	N/A	N/A
Ending Balance	-	225,000	250,000	250,000	25,000	11%	-	0%

Fund:	Edmonds Opioid Response Fund		Fund #:	019
Department:	Administrative Services		Department #:	39
Cost Center	Total Fund		Cost Center #:	N/A

Function

The Edmonds Opioid Response Fund (019) was established through Ordinance No. 4105 effective April 6, 2018. The fund was established to provide moneys with which to alleviate the problem of opioid addiction in Edmonds and the surrounding area.

2019 Budget Changes

Council amendment added \$200,000 for a transfer to the Marsh Restoration Fund

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change 19-18 Budget	% Change 19-18 Budget	\$ Change 19-18 Estimate	% Change 19-18 Estimate
Beginning Balance	-	-	-	250,000	250,000	N/A	250,000	N/A
<u>Revenue</u>								
Transfer In	-	250,000	250,000	-	(250,000)	-100%	(250,000)	-100%
Total Revenue	-	250,000	250,000	-	(250,000)	-100%	(250,000)	-100%
<u>Expenditure</u>								
Interfund Transfer	-	-	-	200,000	200,000	N/A	200,000	N/A
Total Expenditure	-	-	-	200,000	200,000	N/A	200,000	N/A
Ending Balance	-	250,000	250,000	50,000	(200,000)	-80%	(200,000)	-80%

Fund:	Employee Parking Permit		Fund #:	121
Department:	Administrative Services		Department #:	25
Cost Center	Employee Parking Permit		Cost Center #:	N/A

Function

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

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change 19-18 Budget	% Change 19-18 Budget	\$ Change 19-18 Estimate	% Change 19-18 Estimate
Beginning Balance	63,704	69,290	69,293	68,533	(757)	-1%	(760)	-1%
<u>Revenue</u>								
Employee Parking Permits	31,210	24,000	24,000	24,000	-	0%	-	0%
Investment Interest	1,107	1,640	2,120	2,170	530	32%	50	2%
Total Revenue	32,317	25,640	26,120	26,170	530	2%	50	0%
<u>Expenditures</u>								
Supplies	1,638	1,790	1,790	1,790	-	0%	-	0%
Professional Services	25,090	25,090	25,090	25,090	-	0%	-	0%
Total Expenditures	26,728	26,880	26,880	26,880	-	0%	-	0%
Ending Balance	69,293	68,050	68,533	67,823	(227)	0%	(710)	-1%

Fund:	Local Improvement District Control Fund		Fund #:	211
Department:	Administrative Services		Department #:	31
Cost Center	Local Improvement District Control Fund		Cost Center #:	N/A

Function

This fund collects special assessments levied against benefited properties for payment of principal and interest for special assessment bond issues. Even though there is no outstanding Local Improvement District (L.I.D) bond debt, the City is still collecting on the special assessments. Council approved a recommendation in the 2016 3rd quarter budget amendment that the revenue received on the outstanding amounts, be transferred to the Contingency Reserve Fund.

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change	% Change	\$ Change	% Change
					19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Beginning Balance	20,262	3,810	3,812	0	(3,810)	-100%	(3,812)	-100%
<u>Revenue</u>								
Special Assessment Penalty	-	400	400	400	-	0%	-	0%
Special Assessment Interest	-	2,000	-	-	(2,000)	-100%	N/A	N/A
Special Assessment Principal	-	12,000	12,000	12,000	-	0%	-	0%
Total Revenues	-	14,400	12,400	12,400	(2,000)	-14%	-	0%
<u>Expenditure</u>								
Interfund Transfer	16,450	16,450	16,212	12,400	(4,050)	-25%	(3,812)	-24%
Total Expenditures	16,450	16,450	16,212	12,400	(4,050)	-25%	(3,812)	-24%
Ending Balance	3,812	1,760	0	0	(1,760)	-100%	-	0%

Fund:	LTGO Debt Service		Fund #:	231
Department:	Administrative Services		Department #:	31
Cost Center	LTGO Debt Service		Cost Center #:	N/A

Function

Debt Service Funds are used to account for the accumulation of resources for, and payment of, general long-term debt principal, interest, and other related costs. The LTGO Debt Service Fund (231) provides debt service accounting for the 2012 LTGO bond, which is a general government obligation.

2019 Budget Changes

Annual adjustment for debt service allocation

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change 19-18 Budget	% Change 19-18 Budget	\$ Change 19-18 Estimate	% Change 19-18 Estimate
Beginning Balance	0	0	0	0	0	N/A	0	0%
<u>Revenue</u>								
Other Misc Revenue (PFD)	385,293	404,200	404,200	417,600	13,400	3%	13,400	3%
Transfer In From 001	167,703	169,370	169,370	165,790	(3,580)	-2%	(3,580)	-2%
Transfer In From 126	142,325	135,130	135,130	133,030	(2,100)	-2%	(2,100)	-2%
Total Revenues	695,321	708,700	708,700	716,420	7,720	1%	7,720	1%
<u>Expenditure</u>								
Bond Principal	565,444	589,630	589,630	609,630	20,000	3%	20,000	3%
Bond Interest	129,877	119,070	119,070	106,780	(12,290)	-10%	(12,290)	-10%
Total Expenditures	695,321	708,700	708,700	716,410	7,710	1%	7,710	1%
Ending Balance	0	0	0	10	10	N/A	10	50000%

Fund:	Technology Rental Fund		Fund #:	512
Department:	Administrative Services		Department #:	31
Cost Center	Technology Rental Fund		Cost Center #:	N/A

Function

The Technology Rental Fund accrues equipment replacement costs and allocates Information Technology costs back to departments.

Budget Narrative

- Salaries and Benefits Includes funding for Information Services Supervisor, Information Systems Specialist, GIS Analyst and PC Support Technician.
- Supplies Covers software acquisition, licenses, upgrades, and updates to stay current with technology.
- Small Equipment Support of the installed base of mobile, desktop, laptop, work station, server, storage, network, and telecom infrastructure.
- Professional Services Consulting fees for specific design, installation, configuration and operation of technology that is outside the scope of current Information Services capabilities.
- Repair/Maintenance Fees paid for maintenance of software and hardware assets.

2019 Budget Changes

Annual adjustment for interfund rental

- Decision Package #85 added \$61,000 for a hosted website
- Decision Package #86 added \$10,000 for Office 365 Migration
- Decision Package #87 added \$15,000 for a Council video recording device
- Decision Package #88 added \$28,250 for Tableau Software
- Decision Package #89 added \$12,000 for aerial imagery

Fund:	Technology Rental Fund		Fund #:	512
Department:	Administrative Services		Department #:	31
Cost Center	Technology Rental Fund		Cost Center #:	N/A

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change 19-18 Budget	% Change 19-18 Budget	\$ Change 19-18 Estimate	% Change 19-18 Estimate
Beginning Balance	-	254,110	254,109	195,630	(58,480)	-23%	(58,479)	-23%
<u>Revenue</u>								
IT Services A Fund	789,640	1,145,790	1,145,790	933,338	(212,452)	-19%	(212,452)	-19%
Fiber Services	16,380	16,400	16,400	16,400	-	0%	-	0%
Investment Interest	361	1,200	1,550	8,040	6,840	570%	6,490	419%
Rental Charge B Fund	95,000	105,000	105,000	144,020	39,020	37%	39,020	37%
Contributions	2,500	-	-	-	N/A	N/A	N/A	N/A
Interfund Transfer	55,450	-	-	-	N/A	N/A	N/A	N/A
Total Revenue	959,331	1,268,390	1,268,740	1,101,798	(166,592)	-13%	(166,942)	-13%
<u>Expenditures</u>								
Salaries and Wages	276,098	283,742	279,482	292,502	8,760	3%	13,020	5%
Overtime	30	2,000	2,000	2,000	-	0%	-	0%
Benefits	93,054	98,101	94,167	97,499	(602)	-1%	3,332	4%
Supplies	12,737	5,000	5,000	5,000	-	0%	-	0%
Small Equipment	57,582	23,000	23,000	38,000	15,000	65%	15,000	65%
Professional Services	17,777	203,300	203,300	186,000	(17,300)	-9%	(17,300)	-9%
Communications	42,828	58,770	58,770	58,770	-	0%	-	0%
Travel	(17)	1,500	1,500	1,500	-	0%	-	0%
Rental Lease	3,018	3,000	3,000	3,000	-	0%	-	0%
Interfund Rental	4,850	3,810	3,810	4,200	390	10%	390	10%
Repairs and Maintenance	179,622	315,190	315,190	280,690	(34,500)	-11%	(34,500)	-11%
Miscellaneous	17,643	5,000	5,000	5,000	-	0%	-	0%
Equipment	-	333,000	333,000	74,750	(258,250)	-78%	(258,250)	-78%
Total Expenditures	705,222	1,335,413	1,327,219	1,048,911	(286,502)	-21%	(278,308)	-21%
Ending Balance	254,109	187,087	195,630	248,517	61,430	33%	52,887	27%

Fund:	Firemen’s Pension		Fund #:	617
Department:	Administrative Services		Department #:	51
Cost Center	Firemen’s Pension		Cost Center #:	N/A

Function

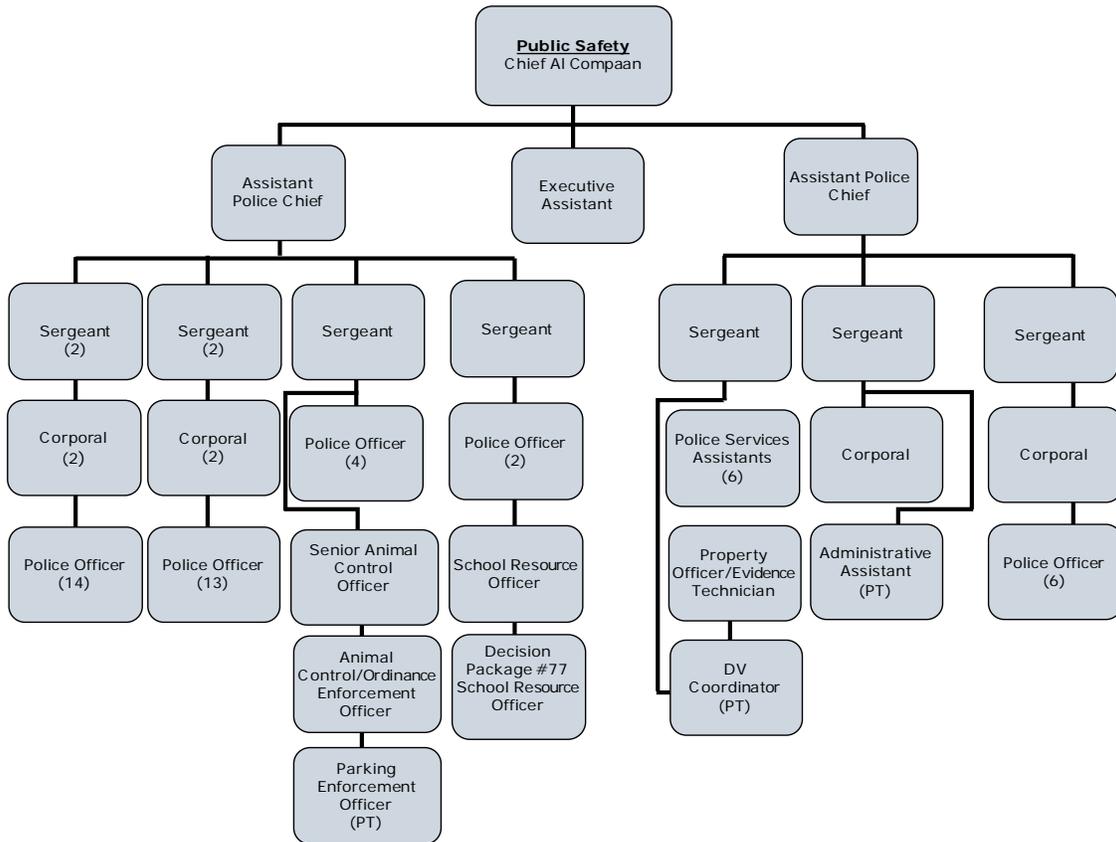
This fund was established to provide retirement pensions and medical benefits to retired City firefighters who left service prior to the establishment of the statewide Law Enforcement Officer and Firefighter (LEOFF) retirement system. This entire fund may be expended by the Firemen’s Pension Board as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

Budget Narrative

Annual contributions from the General Fund are based on an actuarial study performed by Northwest Plan Services, Inc. to assure that its pension and benefit obligation is adequately funded on a pay-as-you-go basis.

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change 19-18 Budget	% Change 19-18 Budget	\$ Change 19-18 Estimate	% Change 19-18 Estimate
Beginning Balance	224,696	226,480	226,481	222,323	(4,157)	-2%	(4,158)	-2%
<u>Revenue</u>								
Fire Ins Premium Tax	49,970	50,000	50,000	50,000	-	0%	-	0%
Employer Contributions	15,000	15,000	15,000	15,000	-	0%	-	0%
Investment Interest	4,455	4,690	6,060	7,040	2,350	50%	980	16%
Total Revenues	69,425	69,690	71,060	72,040	2,350	3%	980	1%
<u>Expenditure</u>								
Pension Payments	48,062	51,018	51,018	54,427	3,409	7%	3,409	7%
Health Benefits	18,356	23,000	23,000	23,000	-	0%	-	0%
Professional Services	1,222	1,200	1,200	1,200	-	0%	-	0%
Total Expenditures	67,640	75,218	75,218	78,627	3,409	5%	3,409	5%
Ending Balance	226,481	220,952	222,323	215,736	(5,216)	-2%	(6,587)	-3%

Fund:	General		Fund #:	001
Department:	Police		Department #:	41
Cost Center	Total Department		Cost Center #:	N/A



Fund:	General		Fund #:	001
Department:	Police		Department #:	41
Cost Center	Total Department		Cost Center #:	N/A

Mission

The mission of the Edmonds Police Department is:

We place service above self, with an unwavering and unbiased commitment to public safety, improving the quality of life for our community.

Core Values

The Edmonds Police are committed to the following core values:

- *Service*
- *Integrity*
- *Respect*
- *Stewardship*

Vision

We Are:

- Committed to reducing crime and enhancing public safety and security.
- Dedicated to earning and maintaining the respect and confidence entrusted to us.

We Will:

- Treat all people with dignity and respect.
- Empower our employees to reach their maximum potential by providing them with knowledge, training, and mentorship opportunities.

We Strive:

- Through innovation, to adapt and evolve so that we may provide state of the art law enforcement services.
- To exercise our authority with unparalleled professionalism and humility.

Purpose

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

Fund:	General		Fund #:	001
Department:	Police		Department #:	41
Cost Center	Total Department		Cost Center #:	N/A

Program	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change	% Change	\$ Change	% Change
					19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Administration	1,244,044	1,500,165	1,499,655	1,450,730	(49,435)	-3%	(48,925)	-3%
Records Management	675,549	770,726	741,780	777,629	6,903	1%	35,849	5%
Investigation	1,294,366	1,302,398	1,226,301	1,162,137	(140,261)	-11%	(64,164)	-5%
Patrol	5,722,624	5,970,793	5,845,358	6,412,368	441,575	7%	567,010	10%
Special Operations	31,713	28,450	26,770	26,970	(1,480)	-5%	200	1%
K-9 Unit	168,486	292,462	286,363	331,748	39,286	13%	45,385	16%
Training	274,501	281,536	279,940	309,391	27,855	10%	29,451	11%
Ordinance Enforcement	211,202	294,845	268,934	362,174	67,329	23%	93,240	35%
Traffic	672,422	774,878	686,268	659,528	(115,350)	-15%	(26,740)	-4%
Property Management	107,173	108,644	106,495	113,195	4,551	4%	6,700	6%
Dispatch	91,790	94,540	94,540	97,380	2,840	3%	2,840	3%
	10,493,870	11,419,437	11,062,404	11,703,250	283,813	2%	640,846	6%

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change	% Change	\$ Change	% Change
					19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Salaries	6,061,429	6,560,766	6,344,775	6,916,238	355,472	5%	571,463	9%
Overtime	525,621	574,194	601,080	454,780	(119,414)	-21%	(146,300)	-24%
Holiday Buyback	201,476	243,389	223,558	250,491	7,102	3%	26,933	12%
Benefits	2,395,056	2,545,200	2,443,250	2,549,180	3,980	0%	105,930	4%
Uniforms	65,228	78,650	72,821	80,250	1,600	2%	7,429	10%
Supplies	76,690	94,169	77,350	86,500	(7,669)	-8%	9,150	12%
Small Equipment	29,846	32,346	25,100	165,410	133,064	411%	140,310	559%
Professional Services	106,796	133,970	119,452	141,770	7,800	6%	22,318	19%
Communications	37,861	32,000	32,900	32,000	-	0%	(900)	-3%
Travel	22,867	19,310	19,200	29,310	10,000	52%	10,110	53%
Rental/Lease	205,874	184,370	182,370	204,500	20,130	11%	22,130	12%
Interfund Rental	633,390	800,508	800,508	716,351	(84,157)	-11%	(84,157)	-11%
Repair/Maintenance	7,277	15,120	12,900	15,120	-	0%	2,220	17%
Miscellaneous	33,886	47,545	49,240	61,350	13,805	29%	12,110	25%
Equipment	90,573	57,900	57,900	-	(57,900)	-100%	(57,900)	-100%
	10,493,870	11,419,437	11,062,404	11,703,250	283,813	2%	640,846	6%

Fund:	General		Fund #:	001
Department:	Police		Department #:	41
Cost Center	Administration		Cost Center #:	521.10

Function

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

Budget Narrative

- Salary and Benefits - Chief of Police, two Assistant Police Chiefs, a Professional Standards Sergeant, an Executive Assistant, a part time Domestic Violence Coordinator, and a part time Admin. Assistant.
- Uniforms - \$900 uniform allowance for each commissioned (x4) employee and miscellaneous uniform costs.
- Supplies – Paper, printing letterhead and business cards, citizen and employee awards, and office supplies for department.
- Small Equipment – Computer accessories, replacement of broken furniture.
- Professional Services – Medical and psychological fit-for-duty exams; pre-hire polygraphs, credit checks and medical/psychological exams; accreditation fees; chaplain fees; shredding service; transcription for internal affairs investigations.
- Communications -Shipping for evidence, documents and equipment.
- Travel – Attendance at Snohomish County Sheriff and Police Chief Association meetings.
- Advertising – Unclaimed property/surplus property sales.
- Rental/Lease – Copier leases and per copy charges.
- Interfund Rental – Covers rental and maintenance/fuel for vehicles for the Chief, two Assistant Chiefs, and a shared staff vehicle.
- Repair/Maintenance – Repair and maintenance of building security system, office equipment and furniture.
- Miscellaneous – Credit card merchant fees, and WASPC, IACP and FBINAA memberships.
- Intergovernmental Services – Snohomish Regional Drug and Gang Task Force participation.

2019 Budget Changes

Annual adjustment for technology services and interfund rental

Decision Package #85 added \$21,818 for a hosted website

Decision Package #86 added \$3,577 for Office 365 Migration

Decision Package #87 added \$5,365 for a Council video recording device

Decision Package #89 added \$4,292 for aerial imagery

Fund:	General		Fund #:	001
Department:	Police		Department #:	41
Cost Center	Administration		Cost Center #:	521.10 & 565.50

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change	% Change	\$ Change	% Change
					19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Salaries	697,355	723,952	723,952	744,657	20,705	3%	20,705	3%
Overtime	7,918	3,280	8,400	3,280	-	0%	(5,120)	-61%
Holiday Buyback	4,799	4,810	4,919	5,130	320	7%	211	4%
Benefits	218,406	233,089	229,823	225,532	(7,557)	-3%	(4,291)	-2%
Uniforms	3,823	5,900	4,421	5,900	-	0%	1,479	33%
Supplies	10,571	13,000	13,000	13,000	-	0%	-	0%
Minor Equipment	-	4,236	500	500	(3,736)	-88%	-	0%
Professional Services	28,836	27,680	31,902	34,180	6,500	23%	2,278	7%
Communications	2,243	1,000	1,900	1,000	-	0%	(900)	-47%
Travel	97	180	100	180	-	0%	80	80%
Rental/Lease	14,634	18,000	16,000	18,000	-	0%	2,000	13%
Interfund Rental	252,020	458,848	458,848	393,181	(65,667)	-14%	(65,667)	-14%
Repair/Maintenance	-	500	200	500	-	0%	300	150%
Miscellaneous	3,342	5,690	5,690	5,690	-	0%	-	0%
	1,244,044	1,500,165	1,499,655	1,450,730	(49,435)	-3%	(48,925)	-3%

Fund:	General		Fund #:	001
Department:	Police		Department #:	41
Cost Center	Records Management		Cost Center #:	521.11

Function

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

Budget Narrative

- Salary and Benefits - one Sergeant and six Police Services Assistants.
- Uniforms - \$360 for each non-commissioned (x6) employee plus \$900 uniform allowance for a commissioned employee.
- Supplies - all department forms and citations.
- Small Equipment – On-going technology upgrades of various office equipment that is already in need of replacement.
- Professional Services - document imaging support maintenance and microfiche maintenance.
- Repairs/Maintenance - repairs of office equipment and property room security systems.
- Miscellaneous – WA Association of Public Records Officer (WAPRO) dues for Sergeant and two clerks.

2019 Budget Changes

Decision Package #82 added \$500 for an increase in operating costs

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change	% Change	\$ Change	% Change
					19-18	19-18	19-18	19-18
Salaries	425,016	473,613	468,791	488,554	14,941	3%	19,763	4%
Overtime	15,632	15,600	9,880	8,600	(7,000)	-45%	(1,280)	-13%
Holiday Buyback	12,395	20,570	18,427	20,785	215	1%	2,358	13%
Benefits	206,268	241,983	224,182	239,730	(2,253)	-1%	15,548	7%
Uniforms	2,566	3,560	2,000	3,560	-	0%	1,560	78%
Supplies	5,102	5,200	4,000	5,200	-	0%	1,200	30%
Minor Equipment	5,105	5,000	5,000	5,000	-	0%	-	0%
Professional Services	1,627	2,700	7,000	3,700	1,000	37%	(3,300)	-47%
Repair/Maintenance	1,250	1,500	1,500	1,500	-	0%	-	0%
Miscellaneous	588	1,000	1,000	1,000	-	0%	-	0%
	675,549	770,726	741,780	777,629	6,903	1%	35,849	5%



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Fund:	General		Fund #:	001
Department:	Police		Department #:	41
Cost Center	Investigation		Cost Center #:	521.21

Function

Investigation of crimes reported within the city.

Budget Narrative

- Salary and Benefits - one Detective Sergeant, one Detective Corporal, five Detectives, and one Narcotics Detective.
- Uniforms - \$900 clothing allowance for each commissioned (x8) employee assigned to the investigations unit to repair or replace clothing per labor agreement.
- Supplies – audio/video interview supplies, general office and evidence processing supplies, identification manual yearly update.
- Small Equipment – evidence collection and processing equipment.
- Professional Services - criminal polygraph services, various search engine subscriptions, translator services for the entire department, transcription services, Leads Online, child interview specialist services provided by Dawson Place, and evidentiary/DNA processing.
- Travel - ferry fares for investigations and transports, meals and parking fees for local business meetings.
- Interfund Rental covers rental charge for investigation vehicles.
- Miscellaneous – membership dues (FBI-LEEDA and WA Violent Crime Investigators Association); detective buy fund to purchase non-narcotics related information and other fees to further an investigation.

2019 Budget Changes

Annual adjustment for technology services and interfund rental

Decision Package #82 added \$500 for an increase in operating costs

Fund:	General		Fund #:	001
Department:	Police		Department #:	41
Cost Center	Investigation		Cost Center #:	521.21

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change	% Change	\$ Change	% Change
					19-18	19-18	19-18	19-18
Salaries	827,754	821,646	781,087	746,594	(75,052)	-9%	(34,493)	-4%
Overtime	57,676	62,050	60,000	39,000	(23,050)	-37%	(21,000)	-35%
Holiday Buyback	26,992	34,070	25,117	31,587	(2,483)	-7%	6,470	26%
Benefits	303,559	307,172	287,967	274,786	(32,386)	-11%	(13,181)	-5%
Uniforms	7,021	7,600	6,500	7,600	-	0%	1,100	17%
Supplies	589	2,700	1,200	2,700	-	0%	1,500	125%
Minor Equipment	4,380	2,500	2,000	2,500	-	0%	500	25%
Professional Services	16,821	24,500	22,500	25,000	500	2%	2,500	11%
Travel	1,330	130	100	130	-	0%	30	30%
Interfund Rental	48,000	39,030	39,030	31,240	(7,790)	-20%	(7,790)	-20%
Repair/Maintenance	-	500	400	500	-	0%	100	25%
Miscellaneous	244	500	400	500	-	0%	100	25%
	1,294,366	1,302,398	1,226,301	1,162,137	(140,261)	-11%	(64,164)	-5%

Fund:	General		Fund #:	001
Department:	Police		Department #:	41
Cost Center	Patrol		Cost Center #:	521.22

Function

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

Budget Narrative

- Salary and Benefits – Includes six Sergeants, four Corporals, and 24 Patrol Officers. Reimbursable overtime and benefits are matched by revenue from third parties such as Edmonds School District (football games, graduations, dances), Edmonds Rotary Club (Waterfront Festival), and the Edmonds Chamber of Commerce (4th of July, Taste of Edmonds).
- Uniforms – Repair and replacement of uniforms lost or damaged on the job or no longer serviceable per the Collective Bargaining Agreement between the Edmonds Police Officers Association and the City; dry cleaning for entire department.
- Supplies – Department batteries, flashlight switches and bulbs, safety flares, traffic cones, duty belts/pouches/holsters, handcuffs, personal protection gloves, safety glasses, hand sanitizer, digital memory cards/flash drives, emergency blankets, personal protection face masks, etc.
- Small Equipment – Patrol digital cameras and police RADAR/LIDAR as needed. Miscellaneous equipment needs for the patrol function.
- Professional Services – Five dive team medical exams, vehicle decontamination and contract towing fees.
- Communications – Fees associated with cellular phones, iPads and computer air card devices for the entire department.
- Interfund Rental – Charges associated with the rental and maintenance/fuel for patrol vehicles.
- Repair and Maintenance – Service and parts for repair of police radars, LIDAR devices, total station, radios, dive equipment, fire extinguishers and police bicycles; car washes for department vehicles.
- Miscellaneous – Dues for Western Hostage Negotiators Association (WSHNA), Boy Scouts of America, National Association of Field Training Officers (NAFTO).

2019 Budget Changes

Annual adjustment for technology services and interfund rental

Decision Package #77 added \$149,424 for a school resource officer at Scriber Lake High School

Decision Package #78 added \$74,700 to purchase electronic restraint devices

Decision Package #81 added \$11,700 to purchase bullet resistant shields

Fund:	General		Fund #:	001
Department:	Police		Department #:	41
Cost Center	Patrol		Cost Center #:	521.22

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change	% Change	\$ Change	% Change
					19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Salaries	3,382,130	3,577,737	3,480,856	3,984,531	406,794	11%	503,675	14%
Overtime	377,592	409,221	442,000	324,500	(84,721)	-21%	(117,500)	-27%
Holiday Buyback	129,780	148,199	138,385	154,808	6,609	4%	16,423	12%
Benefits	1,387,887	1,407,117	1,366,757	1,446,279	39,162	3%	79,522	6%
Uniforms	41,197	48,400	48,400	54,100	5,700	12%	5,700	12%
Supplies	13,378	17,669	10,000	10,000	(7,669)	-43%	-	0%
Minor Equipment	7,942	4,500	4,200	90,900	86,400	1920%	86,700	2064%
Professional Services	7,696	14,000	12,000	14,000	-	0%	2,000	17%
Communications	35,618	31,000	31,000	31,000	-	0%	-	0%
Travel	208	-	-	-	N/A	N/A	N/A	N/A
Interfund Rental	333,370	302,630	302,630	291,930	(10,700)	-4%	(10,700)	-4%
Repair/Maintenance	5,760	10,190	9,000	10,190	-	0%	1,190	13%
Miscellaneous	66	130	130	130	-	0%	-	0%
	5,722,624	5,970,793	5,845,358	6,412,368	441,575	7%	567,010	10%

Fund:	General		Fund #:	001
Department:	Police		Department #:	41
Cost Center	Special Operations		Cost Center #:	521.23

Function

Edmonds is a member of the eight-city North Sound Metro Special Weapons and Tactics (SWAT)/Crisis Negotiating Team (CNT). This integrated team is trained and equipped to respond to critical emergencies. This budget consists of Edmonds’ financial contribution to the combined team, as well as the costs of equipping Edmonds officers who are SWAT team members.

Budget Narrative

Details of maintenance and operations expenditures are as follows:

- Supplies – Edmonds’ financial contribution to North Sound Metro SWAT Team per the interlocal agreement; ammunition for handguns, rifles, shotguns, 40mm impact weapons, distraction devices and chemical agents.
- Interfund Rental – Charge associated with maintenance/fuel for the SWAT bus.
- Repair/Maintenance – Maintenance of all SWAT-related equipment utilized by the team members.
- Miscellaneous – Annual advanced refresher training following best practice recommendations as well as membership dues in the Washington State Tactical Officers Association (WSTOA).

2019 Budget Changes

Annual adjustment for technology services and interfund rental

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change	% Change	\$ Change	% Change
					19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Uniforms	3,620	4,500	4,500	-	(4,500)	-100%	(4,500)	-100%
Supplies	12,061	12,500	8,000	12,500	-	0%	4,500	56%
Small Equipment	-	500	500	500	-	0%	-	0%
Repair/Maintenance	-	430	200	430	-	0%	230	115%
Miscellaneous	2,892	4,750	7,800	4,750	-	0%	(3,050)	-39%
Interfund Rental	13,140	5,770	5,770	8,790	3,020	52%	3,020	52%
	31,713	28,450	26,770	26,970	(1,480)	-5%	200	1%

Fund:	General		Fund #:	001
Department:	Police		Department #:	41
Cost Center	K-9 Unit		Cost Center #:	521.26

Function

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

Budget Narrative

- Salary and Benefits – Includes two K-9 Officers.
- Uniforms – Repair and replacement of uniforms lost or damaged on the job or no longer serviceable per the Collective Bargaining Agreement between the Edmonds Police Officers Association and the City.
- Supplies – Dog food and miscellaneous equipment including leads, muzzles, bite sleeves, medications.
- Professional Services – Kennel boarding and veterinarian services.
- Interfund Rental – Charges associated with the rental and maintenance/fuel for the assigned K-9 officer vehicles.
- Miscellaneous – Membership dues for the Washington State Police Canine Association (WSPCA).

2019 Budget Changes

Decision Package #82 added \$400 for an increase in operating costs

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change	% Change	\$ Change	% Change
					19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Salaries	96,446	175,573	163,779	194,801	19,228	11%	31,022	19%
Overtime	19,269	32,000	38,000	32,000	-	0%	(6,000)	-16%
Holiday Buyback	4,066	7,270	7,850	8,231	961	13%	381	5%
Benefits	46,906	71,119	70,484	89,816	18,697	26%	19,332	27%
Uniforms	358	1,600	1,400	2,000	400	25%	600	43%
Supplies	1,172	2,500	2,500	2,500	-	0%	-	0%
Minor Equipment	-	500	500	500	-	0%	-	0%
Professional Services	269	1,800	1,800	1,800	-	0%	-	0%
Miscellaneous	-	100	50	100	-	0%	50	100%
	168,486	292,462	286,363	331,748	39,286	13%	45,385	16%

Fund:	General		Fund #:	001
Department:	Police		Department #:	41
Cost Center	Training		Cost Center #:	521.40

Function

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

Budget Narrative

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

2019 Budget Changes

Annual adjustment for technology services and interfund rental

Decision Package #79 added \$25,000 for police hiring and basic training

Decision Package #82 added \$1,000 for an increase in operating costs

Fund:	General		Fund #:	001
Department:	Police		Department #:	41
Cost Center	Training		Cost Center #:	521.40

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change	% Change	\$ Change	% Change
					19-18	19-18	19-18	19-18
Salaries	104,062	106,336	106,336	110,513	4,177	4%	4,177	4%
Overtime	8,616	6,500	8,000	6,500	-	0%	(1,500)	-19%
Holiday Buyback	4,043	4,400	4,502	4,696	296	7%	194	4%
Benefits	45,034	46,945	43,742	45,952	(993)	-2%	2,210	5%
Uniforms	550	750	650	750	-	0%	100	15%
Supplies	28,123	34,000	34,000	34,000	-	0%	-	0%
Minor Equipment	6,880	5,200	6,500	5,700	500	10%	(800)	-12%
Professional Services	22,740	21,450	21,450	21,250	(200)	-1%	(200)	-1%
Travel	21,232	19,000	19,000	29,000	10,000	53%	10,000	53%
Rental/Lease	6,300	1,760	1,760	2,030	270	15%	270	15%
Repair/Maintenance	267	1,000	1,000	1,000	-	0%	-	0%
Miscellaneous	26,654	34,195	33,000	48,000	13,805	40%	15,000	45%
	274,501	281,536	279,940	309,391	27,855	10%	29,451	11%

Fund:	General		Fund #:	001
Department:	Police		Department #:	41
Cost Center	Ordinance Enforcement		Cost Center #:	521.70

Function

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

Budget Narrative

- Salary and Benefits – Includes two Animal Control/Ordinance Enforcement Officers and one part-time Parking Enforcement Officer.
- Uniforms – Repair and replacement of uniforms lost or damaged on the job or no longer serviceable per the Collective Bargaining Agreement between the Edmonds Police Officers Association and the City.
- Supplies – Plastic bags, animal control drugs, disposable leashes, dog licenses and renewal forms.
- Professional Services – Veterinary services with local veterinarians, animal disposal services with S. Morris, and contract animal shelter services with PAWS.
- Interfund Rental – Charges associated with the rental and maintenance/fuel for the Animal Control and Parking Enforcement vehicles.
- Miscellaneous – Dues for Washington Animal Control Association (WACA).
- Spay and Neuter – Specific to veterinary services for spay and neuter of stray animals that are placed (adopted) per City Ordinance.

2019 Budget Changes

Annual adjustment for technology services and interfund rental

Decision Package #80 added \$49,900 for electronic parking ticketing software/hardware

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change	% Change	\$ Change	% Change
					19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Salaries	105,497	157,977	161,491	172,380	14,403	9%	10,889	7%
Overtime	8,637	3,000	2,300	3,000	-	0%	700	30%
Holiday Buyback	3,625	6,180	5,448	5,707	(473)	-8%	259	5%
Benefits	50,618	66,638	62,835	66,887	249	0%	4,052	6%
Uniforms	3,537	3,030	2,000	3,030	-	0%	1,030	52%
Supplies	380	2,000	1,200	2,000	-	0%	800	67%
Minor Equipment	837	5,310	2,000	55,210	49,900	940%	53,210	2661%
Professional Services	25,951	39,040	20,000	39,040	-	0%	19,040	95%
Rental/Lease	12,120	10,590	10,590	13,840	3,250	31%	3,250	31%
Miscellaneous	-	1,080	1,070	1,080	-	0%	10	1%
	211,202	294,845	268,934	362,174	67,329	23%	93,240	35%

Fund:	General		Fund #:	001
Department:	Police		Department #:	41
Cost Center	Traffic		Cost Center #:	521.71

Function

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

Budget Narrative

- Salary and Benefits – Includes four Traffic Officers. Reimbursable overtime and benefits are matched by revenue from the Washington State Traffic Safety Commission for DUI, seatbelt and speeding emphasis patrols.
- Uniforms – Repair and replacement of uniforms lost or damaged on the job or no longer serviceable per the Collective Bargaining Agreement between the Edmonds Police Officers Association and the City.
- Supplies – Printer ink and miscellaneous supplies.
- Small Equipment – Replacement/upgrade/service agreement of traffic collision investigation equipment/software and replacement of radars.
- Interfund Rental – Charges associated with the rental and maintenance/fuel for the police motorcycles and traffic car.

2019 Budget Changes

Annual adjustment for technology services and interfund rental

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change	% Change	\$ Change	% Change
					19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Salaries	359,334	458,419	391,299	405,344	(53,075)	-12%	14,045	4%
Overtime	28,964	41,343	32,000	36,700	(4,643)	-11%	4,700	15%
Holiday Buyback	13,078	15,120	16,229	16,634	1,514	10%	405	2%
Benefits	112,344	146,146	133,590	135,250	(10,896)	-7%	1,660	1%
Uniforms	2,418	3,000	2,800	3,000	-	0%	200	7%
Supplies	580	500	450	500	-	0%	50	11%
Minor Equipment	3,321	3,500	3,200	3,500	-	0%	300	9%
Rental/Lease	61,810	48,450	48,450	58,100	9,650	20%	9,650	20%
Repair/Maintenance	-	500	350	500	-	0%	150	43%
Equipment	90,573	57,900	57,900	-	(57,900)	-100%	(57,900)	-100%
	672,422	774,878	686,268	659,528	(115,350)	-15%	(26,740)	-4%

Fund:	General		Fund #:	001
Department:	Police		Department #:	41
Cost Center	Property Management		Cost Center #:	521.80

Function

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

Budget Narrative

- Salary and Benefits - includes one Property Officer/Evidence Technician.
- Uniforms - repair or replacement of uniforms lost or damaged on the job per union contract.
- Supplies - evidence supplies, fingerprint supplies, and drug testing supplies.
- Small Equipment – additional freezer for the storage of organic evidence.
- Professional Services – hazardous materials disposal, analytical and precision balance, and property room audit.
- Interfund rental - charges associated with the rental and maintenance/fuel for the property van.
- Miscellaneous - dues for Law Enforcement Identification and Records Association and miscellaneous evidence processing/handling costs.

2019 Budget Changes

Annual adjustment for technology services and interfund rental

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change	% Change	\$ Change	% Change
					19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Salaries	63,835	65,513	67,184	68,864	3,351	5%	1,680	3%
Overtime	1,317	1,200	500	1,200	-	0%	700	140%
Holiday Buyback	2,698	2,770	2,681	2,913	143	5%	232	9%
Benefits	24,034	24,991	23,870	24,948	(43)	0%	1,078	5%
Uniforms	138	310	150	310	-	0%	160	107%
Supplies	4,734	4,100	3,000	4,100	-	0%	1,100	37%
Minor Equipment	1,381	1,100	700	1,100	-	0%	400	57%
Professional Services	2,856	2,800	2,800	2,800	-	0%	-	0%
Rental/Lease	6,080	5,260	5,260	6,360	1,100	21%	1,100	21%
Repair/Maintenance	-	500	250	500	-	0%	250	100%
Miscellaneous	100	100	100	100	-	0%	-	0%
	107,173	108,644	106,495	113,195	4,551	4%	6,700	6%

Fund:	General		Fund #:	001
Department:	Police		Department #:	41
Cost Center	Dispatch		Cost Center #:	528.60

Function

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

Budget Narrative

The annual contribution of \$48,000 is split evenly between police radio replacement and the replacement of mobile computers. Those transfers were suspended in 2009 and 2012 due to budget shortfalls. Our current portable radios are now past warranty, and getting close to the end of their service life. Replacement parts are difficult to find. Due to changes in radio system technology and the expiring life of our current radios, all portable and vehicle radios will have to be replaced between 2018 and 2020.

In addition, our mobile computers have a service life of four years, which cannot be stretched much due to changing technologies. It is important that the reserve fund is maintained to cover future expenditures for mobile radios, portable radios, and mobile computers.

2019 Budget Changes

Annual adjustment for technology services and interfund rental

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change	% Change	\$ Change	% Change
					19-18	19-18	19-18	19-18
Interfund Rental	91,790	94,540	94,540	97,380	2,840	3%	2,840	3.00%
	91,790	94,540	94,540	97,380	2,840	3%	2,840	3.00%

Fund:	Drug Enforcement		Fund #:	104
Department:	Police		Department #:	41
Cost Center	Total Fund		Cost Center #:	N/A

Function

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

Purpose

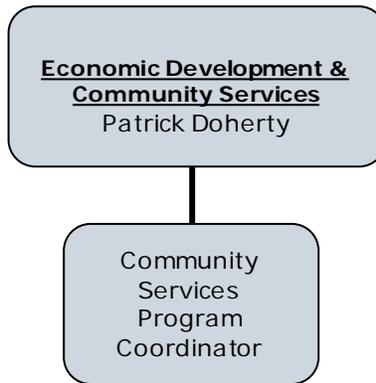
Enforce local and state laws and keep citizens and the community safe from violence and crime.

Budget Narrative

- Supplies – office and drug testing supplies.
- Fuel Consumed – fuel for the narcotics vehicle.
- Small Equipment – undercover equipment purchases.
- Communication – the Blackberry and Nextel phones used by the narcotics detectives; surveillance equipment which operates with wireless technology.
- Repair/Maintenance – the cost of repairs for the narcotics vehicle.
- Miscellaneous – funds for drug purchases.
- Intergovernmental Services – One third of the salary, benefits and overtime for the Narcotics Detective Sergeant. Payment of 10% State of Washington tax on seizures.

Description	2017	2018	2018	2019	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Beginning Balance	34,632	690	692	56,400	55,710	8074%	55,708	8055%
<u>Revenue</u>								
Investment Interest	393	560	730	430	(130)	-23%	(300)	-41%
Miscellaneous Revenue	38,026	130,000	130,000	165,000	35,000	27%	35,000	27%
Total Revenues	38,419	130,560	130,730	165,430	34,870	27%	34,700	27%
<u>Expenditure</u>								
Fuel Consumed	2,001	3,000	1,000	-	(3,000)	-100%	(1,000)	-100%
Small Equipment	-	5,000	-	-	(5,000)	-100%	N/A	N/A
Intergovernmental Serv.	64,543	72,222	72,222	45,000	(27,222)	-38%	(27,222)	-38%
Communications	815	2,230	1,000	-	(2,230)	-100%	(1,000)	-100%
Repair and Maint.	-	800	800	800	-	0%	-	0%
Miscellaneous	5,000	20,000	-	-	(20,000)	-100%	N/A	N/A
Total Expenditures	72,359	103,252	75,022	45,800	(57,452)	-56%	(29,222)	-39%
Ending Balance	692	27,998	56,400	176,030	148,032	529%	119,630	212%

Fund:	General		Fund #:	001
Department:	Community Services & Economic Development		Department #:	61
Cost Center	Total Department		Cost Center #:	



Fund:	General		Fund #:	001
Department:	Community Services & Economic Development		Department #:	61
Cost Center	Total Department		Cost Center #:	

Program	2017	2018	2018	2019	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Community Services	471,560	491,951	487,723	509,482	17,531	4%	21,759	4%
Economic Development	78,234	105,710	99,750	108,750	3,040	3%	9,000	9%
	549,794	597,661	587,473	618,232	20,571	3%	30,759	5%



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Fund:	General		Fund #:	001
Department:	Community Services & Economic Development		Department #:	61
Cost Center	Community Services		Cost Center #:	557.20

Function

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

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

Budget Narrative

The Salary and Benefits budget includes the Community Services & Economic Development Director and one Program Coordinator.

2019 Budget Changes

- Annual adjustment for technology services and interfund rental
- Decision Package #47 added \$72,000 for the federal lobbyist
- Decision Package #51 added \$1,000 for diversity commission film services expenditures
- Decision Package #85 added \$668 for a hosted website
- Decision Package #86 added \$109 for Office 365 Migration
- Decision Package #87 added \$164 for a Council video recording device
- Decision Package #89 added \$131 for aerial imagery

Council amendment added \$12,000 for a Diversity Commission consultant

Description	2017	2018	2018	2019	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Salaries	230,767	237,599	237,599	244,655	7,056	3%	7,056	3%
Benefits	71,108	76,411	73,383	75,833	(578)	-1%	2,450	3%
Supplies	948	1,000	1,000	1,000	-	0%	-	0%
Minor Equipment	500	500	500	500	-	0%	-	0%
Professional Services	153,946	153,600	152,400	165,400	11,800	8%	13,000	9%
Communications	990	1,090	1,090	1,090	-	0%	-	0%
Travel	1,042	1,000	1,000	1,000	-	0%	-	0%
Rental/Lease	859	2,000	2,000	2,000	-	0%	-	0%
Interfund Rental	8,960	11,751	11,751	11,004	(747)	-6%	(747)	-6%
Repair/Maintenance	-	500	500	500	-	0%	-	0%
Miscellaneous	2,440	6,500	6,500	6,500	-	0%	-	0%
	471,560	491,951	487,723	509,482	17,531	4%	21,759	4%

Fund:	General		Fund #:	001
Department:	Community Services & Economic Development		Department #:	61
Cost Center	Economic Development		Cost Center #:	558.70

Function

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

Budget Narrative

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

2019 Budget Changes

Decision Package #48 added \$10,000 for creative district support
 Decision Package #52 added \$6,000 for holiday market expenses

Description	2017	2018	2018	2019	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Salaries	487	850	850	850	-	0%	-	0%
Benefits	44	160	200	200	40	25%	-	0%
Supplies	5,537	6,000	6,000	6,000	-	0%	-	0%
Minor Equipment	292	300	300	300	-	0%	-	0%
Professional Services	68,006	94,000	88,000	97,000	3,000	3%	9,000	10%
Communications	206	400	400	400	-	0%	-	0%
Travel	1,305	1,000	1,000	1,000	-	0%	-	0%
Miscellaneous	2,357	3,000	3,000	3,000	-	0%	-	0%
	78,234	105,710	99,750	108,750	3,040	3%	9,000	9%

Fund:	Hotel/Motel Tax		Fund #:	120
Department:	Community Services and Economic Development		Department #:	31
Cost Center	Total Fund		Cost Center #:	N/A

Function

This fund was established by Ordinance No. 2010, which imposed a special excise tax of two-percent on the sale of, or charge made for, the furnishing of lodging by a hotel, rooming house, tourist court, motel, trailer camp, and the granting of any similar license to use real property. In accordance with the Revised Code of Washington (RCW) the use of revenues generated by this tax is dedicated to fund facilities, activities, programs or events that will serve to attract visitors to the community. The City’s Lodging Tax Advisory Committee (LTAC) advises Council on effective use of the fund’s assets.

The City receives a total of approximately \$115,000 (2017 estimate) in Lodging Tax revenues. Pursuant to the requirement that these funds be used solely for the purpose of promoting tourism and visitors to Edmonds, seventy-five percent of the total revenue is devoted to fund tourism promotion, tourism-related activities, programs and events (the 120 Fund), while the remaining twenty-five percent is directly allocated to the 123 Tourism Promotion/Arts Fund (per CC Resolution 630) to promote tourism through the support of arts and culture events. The revenue in the 120 Fund is allocated annually for a variety of tourism promotion activities and programs. This includes an expenditure of up to \$4,500 that is allocated every three years (last done in 2016) for maintenance work on the City-owned log cabin facility used as a Visitor Information Center. In addition, per Council directive, a transfer of \$4,000 is made annually to the 117 Municipal Arts Fund to partially fund the summer Concerts in the Park, which both bring visitors to Edmonds and serve as an additional attraction or amenity for those visitors already staying in town.

As with previous years, the 2018 budget will be administered by the Economic Development Department, including such activities as event support and promotion, as well as national and regional advertising and promotion. Expenditures will also include support for the Snohomish County Visitor Bureau and the Edmonds Chamber Visitor Center.

2019 Decision Packages

Decision Package #54 added \$95,900 for lodging tax expenditures

Decision Package #55 added \$4,500 for log cabin maintenance

Fund:	Hotel/Motel Tax		Fund #:	120
Department:	Community Services and Economic Development		Department #:	31
Cost Center	Total Fund		Cost Center #:	N/A

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change 19-18 Budget	% Change 19-18 Budget	\$ Change 19-18 Estimate	% Change 19-18 Estimate
Beginning Balance	94,468	82,360	82,357	80,267	(2,093)	-3%	(2,090)	-3%
<u>Revenue</u>								
75% Hotel/Motel Tax*	89,167	86,250	86,250	92,250	6,000	7%	6,000	7%
Investment Interest	1,268	1,710	2,210	2,480	770	45%	270	12%
Total Revenues	90,435	87,960	88,460	94,730	6,770	8%	6,270	7%
<u>Expenditure</u>								
Professional Services	97,846	86,300	86,300	95,400	9,100	11%	9,100	11%
Miscellaneous	700	250	250	1,000	750	300%	750	300%
Interfund Transfer Out	4,000	4,000	4,000	4,000	-	0%	-	0%
Total Expenditures	102,546	90,550	90,550	100,400	9,850	11%	9,850	11%
Ending Balance	82,357	79,770	80,267	74,597	(5,173)	-6%	(5,670)	-7%

Note:

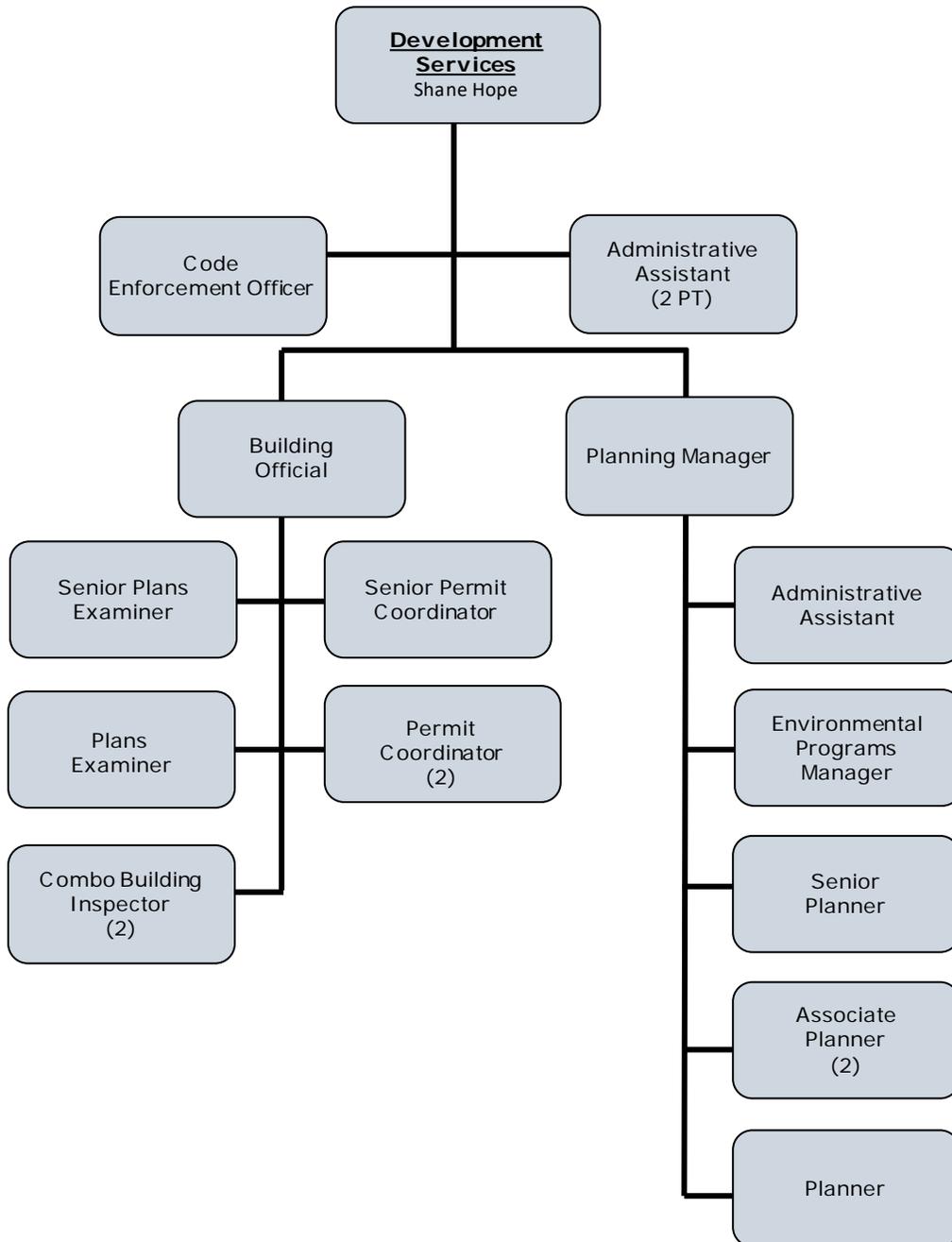
*Net amount after direct distribution of 25% of gross hotel/motel tax revenue to Fund 123 Tourism Promotion/Arts for arts and culture programs that promote tourism

**Log Cabin charges are incurred every three years.



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Fund:	General		Fund #:	001
Department:	Development Services		Department #:	62
Cost Center	Total Department		Cost Center #:	N/A



Fund:	General		Fund #:	001
Department:	Development Services		Department #:	62
Cost Center	Total Department		Cost Center #:	N/A

Mission Statement

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

- Providing accurate, consistent, and timely permit processing
- Promoting building safety and sustainable land use
- Drafting and implementing City codes, policies, plans, and standards
- Protecting the public’s health and safety
- Providing excellent customer service

Program	2017	2018	2018	2019	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Administration	786,365	1,082,673	1,033,386	1,005,215	(77,458)	-7%	(28,171)	-3%
Planning	1,076,656	1,200,604	1,142,549	1,166,561	(34,043)	-3%	24,012	2%
Building Services	963,480	1,074,439	1,005,433	1,025,880	(48,559)	-5%	20,447	2%
	2,826,501	3,357,716	3,181,368	3,197,656	(160,060)	-5%	16,288	1%

Description	2017	2018	2018	2019	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Salaries	1,486,357	1,623,298	1,574,166	1,665,849	42,551	3%	91,683	6%
Overtime	16,820	1,300	17,000	1,300	-	0%	(15,700)	-92%
Benefits	544,075	625,023	577,223	609,831	(15,192)	-2%	32,608	6%
Uniforms	-	500	500	500	-	0%	-	0%
Supplies	13,483	16,100	16,100	17,100	1,000	6%	1,000	6%
Minor Equipment	6,473	6,100	6,100	6,100	-	0%	-	0%
Professional Services	538,619	829,526	736,410	678,380	(151,146)	-18%	(58,030)	-8%
Communications	8,284	9,000	9,000	9,000	-	0%	-	0%
Travel	7,190	4,750	4,750	5,500	750	16%	750	16%
Rental/Lease	12,849	11,800	11,800	11,800	-	0%	-	0%
Interfund Rental	135,780	145,159	145,159	131,436	(13,723)	-9%	(13,723)	-9%
Repairs/Maintenance	2,490	31,100	31,100	6,800	(24,300)	-78%	(24,300)	-78%
Miscellaneous	54,081	54,060	52,060	54,060	-	0%	2,000	4%
	2,826,501	3,357,716	3,181,368	3,197,656	(160,060)	-5%	16,288	1%



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Fund:	General		Fund #:	001
Department:	Development Services		Department #:	62
Cost Center	Administration		Cost Center #:	524.10

Function

Department administration is under the Director, who provides oversight of the department. This includes ensuring that applicable plans, codes, and polices are implemented and updated as needed, and that the department represents the City well with state and regional agencies, as well as with the general public and others. The Code Enforcement Officer reports to the Director and handles code compliance issues; the issues focus on building, zoning, and nuisance complaints. The Administrative Assistants within the Administration Division handle customer contacts by phone and at the counter and handle Department supply orders, payroll and invoicing.

Budget Narrative

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

Salaries and Benefits	Director, Administrative Assistant and Code Enforcement Officer, Intern(s)
Overtime	Coverage during absences or added service demands.
Supplies	Office supplies, forms, copier paper & supplies, publications, cleaning supplies, and occasional refreshments or materials for public meetings.
Minor Equipment	Small tools and minor equipment.
Professional Services	Code updates and permit system maintenance & enhancement.
Communication	Wireless services, phones, postage, fax.
Travel	Lodging, meals, mileage
Rental/Lease	Copier and equipment leases.
Repairs/Maintenance	Office equipment repairs/maintenance – e.g. fax, binding machine, label maker, laminator.
Miscellaneous	Dues/subscriptions/memberships, registration, training, publications.

2019 Budget Changes

Annual adjustment for technology services and interfund rental

- Decision Package #56 added \$32,000 for electronic plan review
- Decision Package #57 added \$48,000 for the digitizing and archiving project
- Decision Package #85 added \$1,781 for a hosted website
- Decision Package #86 added \$292 for Office 365 Migration
- Decision Package #87 added \$438 for a Council video recording device
- Decision Package #89 added \$350 for aerial imagery

Council amendment added \$1,000 for Tree Board supplies for brochures

Fund:	General		Fund #:	001
Department:	Development Services		Department #:	62
Cost Center	Administration		Cost Center #:	524.10

Description	2017	2018	2018	2019	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Salaries	298,155	307,866	299,866	314,905	7,039	2%	15,039	5%
Overtime	928	1,000	1,700	1,000	-	0%	(700)	-41%
Benefits	92,311	99,435	90,998	97,985	(1,450)	-1%	6,987	8%
Supplies	12,830	16,100	16,100	17,100	1,000	6%	1,000	6%
Minor Equipment	1,457	1,500	1,500	1,500	-	0%	-	0%
Professional Services	275,308	556,000	522,450	501,420	(54,580)	-10%	(21,030)	-4%
Communications	1,223	1,500	1,500	1,500	-	0%	-	0%
Travel	4,843	2,000	2,000	2,300	300	15%	300	15%
Rental/Lease	12,849	11,800	11,800	11,800	-	0%	-	0%
Interfund Rental	52,540	51,372	51,372	45,905	(5,467)	-11%	(5,467)	-11%
Repair/Maintenance	-	31,100	31,100	6,800	(24,300)	-78%	(24,300)	-78%
Miscellaneous	33,921	3,000	3,000	3,000	-	0%	-	0%
	786,365	1,082,673	1,033,386	1,005,215	(77,458)	-7%	(28,171)	-3%

Fund:	General		Fund #:	001
Department:	Development Services		Department #:	62
Cost Center	Building Division		Cost Center #:	524.20

Function

The Building Division provides permitting information, permit intake and issuance, plan review services, field inspection services and building code enforcement for public and private development. The Division determines compliance with State mandated building and related construction codes, local regulations and city ordinances and ensures compliance. The Division also maintains a variety of public information and assistance materials, in both printed and digital form, and assists in maintaining the City website.

Budget Narrative

Salaries & Benefits	One Building Official, two Combo Building Inspectors, one Senior Plans Examiner, one Plans Examiner, one Senior Permit Coordinator, and two Permit Coordinator (8.0 FTE's)
Overtime	Overtime for the processing and microfilming of permit records, special projects, and maintaining weekly administrative duties for the division, etc.
Uniforms	Boots, field gear, safety equipment, uniforms, raingear – as required by union contract.
Minor Equipment	Small tools and minor equipment.
Professional Services	Consultant reviews, engineering evaluations and studies, etc.
Communications	Phones and wireless devices and services.
Travel	Lodging, meals, mileage for meetings or training.
Advertising	Publication for legal notices.
Miscellaneous	Public forms and handouts, reference books, code books, technical software, training, memberships, dues, registrations, conferences, microfilming, etc.
Interfund Rental	Vehicle rental for units #34, #70 and #122.

2019 Budget Changes

Annual adjustment for technology services and interfund rental

- Decision Package #59 added \$10,000 for consultant plan review
- Decision Package #85 added \$1,781 for a hosted website
- Decision Package #86 added \$292 for Office 365 Migration
- Decision Package #87 added \$438 for a Council video recording device
- Decision Package #89 added \$350 for aerial imagery

Fund:	General		Fund #:	001
Department:	Development Services		Department #:	62
Cost Center	Building Division		Cost Center #:	524.20

Description	2017	2018	2018	2019	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Salaries	593,227	662,752	621,620	663,949	1,197	0%	42,329	7%
Overtime	12,349	-	15,000	-	N/A	N/A	(15,000)	-100%
Benefits	217,811	246,899	243,591	255,613	8,714	4%	12,022	5%
Uniforms	-	500	500	500	-	0%	-	0%
Supplies	653	-	-	-	N/A	N/A	N/A	N/A
Minor Equipment	2,074	3,000	3,000	3,000	-	0%	-	0%
Professional Services	83,428	81,566	42,000	30,000	(51,566)	-63%	(12,000)	-29%
Communications	6,101	6,000	6,000	6,000	-	0%	-	0%
Travel	1,962	1,250	1,250	1,500	250	20%	250	20%
Interfund Rental	36,850	49,142	49,142	41,988	(7,154)	-15%	(7,154)	-15%
Miscellaneous	9,025	23,330	23,330	23,330	-	0%	-	0%
	963,480	1,074,439	1,005,433	1,025,880	(48,559)	-5%	20,447	2%

Fund:	General		Fund #:	001
Department:	Development Services		Department #:	62
Cost Center	Planning Division		Cost Center #:	558.60

Function

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

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

Budget Narrative

Salaries & Benefits	Planning Manager, one Senior Planner, three Associate Planners and an Administrative Assistant. Total 7 FTE.
Overtime	Minor overtime charges to cover peak period workloads.
Minor Equipment	Small tools and minor equipment.
Professional Services	Hearing Examiner, minute taker, AHA, critical areas and support studies.
Communications	Wireless devices and services.
Travel	Lodging, meals, mileage for meetings or training.
Advertising	Legal notices, meeting agendas, display ads and public mailings.
Miscellaneous	Dues/subscriptions/memberships, class registrations & tuition, printing, resource materials and publications, archiving.
Interfund Rental	Vehicle rental for #17.

2019 Budget Changes

Annual adjustment for technology services and interfund rental

- Decision Package #85 added \$2,004 for a hosted website
- Decision Package #86 added \$328 for Office 365 Migration
- Decision Package #87 added \$493 for a Council video recording device
- Decision Package #89 added \$394 for aerial imagery

Fund:	General		Fund #:	001
Department:	Development Services		Department #:	62
Cost Center	Planning Division		Cost Center #:	558.60

Description	2017	2018	2018	2019	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Salaries	594,975	652,680	652,680	686,995	34,315	5%	34,315	5%
Overtime	3,543	300	300	300	-	0%	-	0%
Benefits	233,953	278,689	242,634	256,233	(22,456)	-8%	13,599	6%
Minor Equipment	2,942	1,600	1,600	1,600	-	0%	-	0%
Professional Services	179,883	191,960	171,960	146,960	(45,000)	-23%	(25,000)	-15%
Communications	960	1,500	1,500	1,500	-	0%	-	0%
Travel	385	1,500	1,500	1,700	200	13%	200	13%
Interfund Rental	46,390	44,645	44,645	43,543	(1,102)	-2%	(1,102)	-2%
Repair and Maintenance	2,490	-	-	-	N/A	N/A	N/A	N/A
Miscellaneous	11,135	27,730	25,730	27,730	-	0%	2,000	8%
	1,076,656	1,200,604	1,142,549	1,166,561	(34,043)	-3%	24,012	2%

Fund:	Historic Preservation		Fund #:	014
Department:	Development Services		Department #:	62
Cost Center	Total Fund		Cost Center #:	557.20

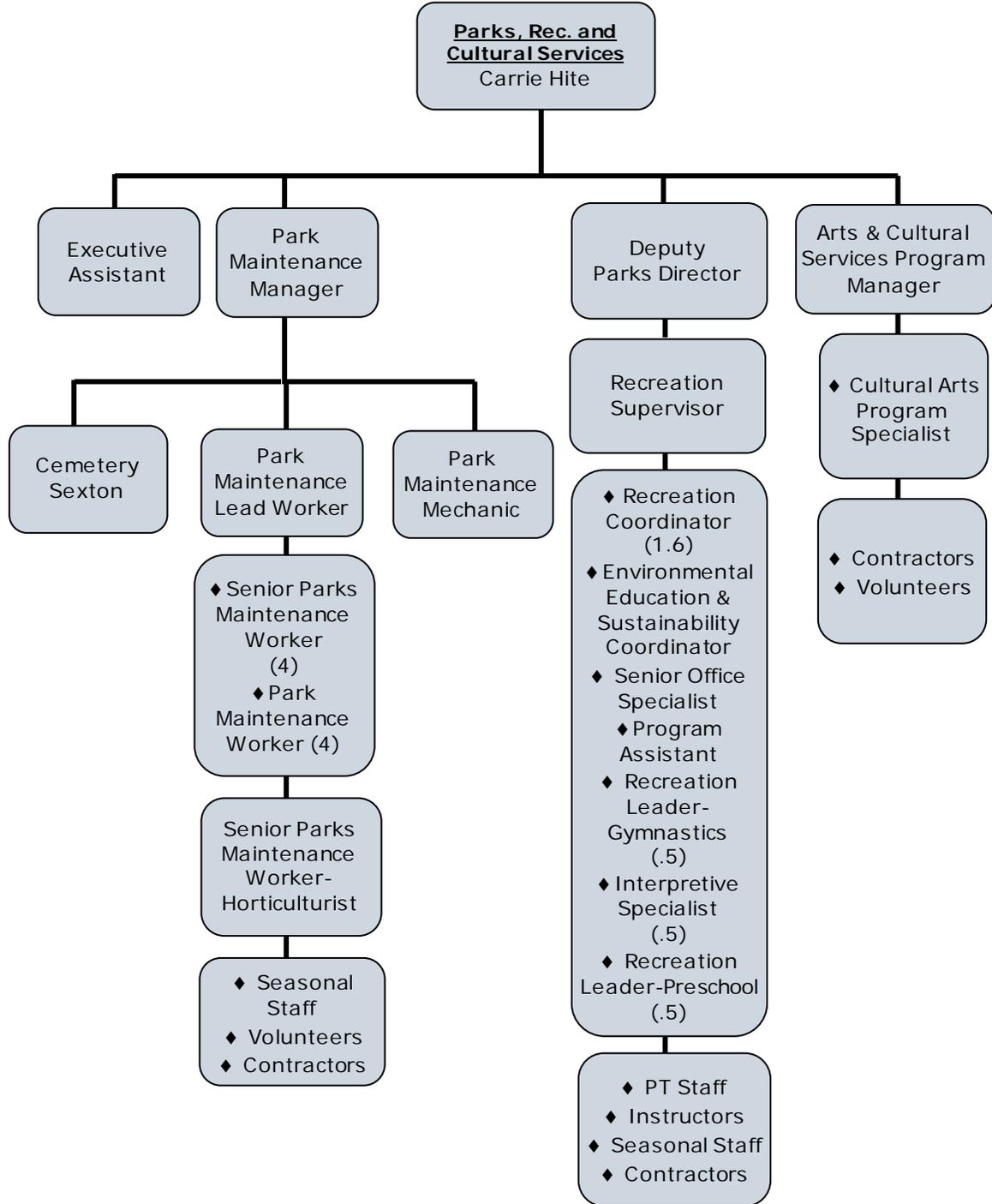
Function

The purpose of this fund is to support the mission of the Edmonds Historic Preservation Commission to promote historic preservation and encourage the owners of historically significant properties to voluntarily add them to the Edmonds Register of Historic Places in order to raise awareness and appreciation of local history.

- Supplies Office supplies, materials for publications and printing.
- Professional Services Professional assistance for producing surveys, publications and educational materials.
- Travel Lodging, meals, mileage for meetings or training.
- Advertising Notices or ads for meetings, events.
- Miscellaneous Dues/subscriptions/memberships, registration, training, publications. Recognition or register plaques and materials.

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change 19-18 Budget	% Change 19-18 Budget	\$ Change 19-18 Estimate	% Change 19-18 Estimate
Beginning Balance	7,647	7,360	7,357	7,177	(183)	-2%	(180)	-2%
<u>Revenue</u>								
Investment Interest	110	170	220	230	60	35%	10	5%
Transfer In	5,000	5,000	5,000	5,000	-	0%	-	0%
Total Revenue	5,110	5,170	5,220	5,230	60	1%	10	0%
<u>Expenditure</u>								
Supplies	-	100	100	100	-	0%	-	0%
Professional Services	-	200	200	200	-	0%	-	0%
Miscellaneous	5,400	5,100	5,100	5,100	-	0%	-	0%
Total Expenditure	5,400	5,400	5,400	5,400	-	0%	-	0%
Ending Balance	7,357	7,130	7,177	7,007	(123)	-2%	(170)	-2%

Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Total Department		Cost Center #:	N/A



Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Total Department		Cost Center #:	N/A

Mission Statement

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

Purpose

The Parks, Recreation and Cultural Services Department serves as the community’s key resource for providing parks, recreation and aquatic programs, cultural arts, tourism, economic development and an enhanced quality of life for its citizens. Thousands of participants visit weekly to join the 1,000 plus programs offered each year. There are more than 62 sites, including 32 active parks that encompass nearly 325 acres, 20,000 square feet of flowerbeds and more than 1,000 feet of waterfront shoreline in the Edmonds Parks’ system. The Department manages the Edmonds Memorial Cemetery and serves as liaison to the Edmonds Public Library, the Edmonds Senior Center, and the Arts Commission and provides ongoing partnerships with numerous community organizations including the Edmonds School District, Edmonds Boys and Girls Club, Edmonds Community College, Sno King Youth Club, among others.

Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Total Department		Cost Center #:	N/A

Program	2017	2018	2018	2019	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Administration	373,131	386,582	381,476	392,345	5,763	1%	10,869	3%
Rec. & Cultural Services	1,351,975	1,511,978	1,365,824	1,563,466	51,488	3%	197,642	14%
Discovery Programs	59,274	67,892	71,312	68,204	312	0%	(3,108)	-4%
Athletics	70,055	97,566	96,140	100,540	2,974	3%	4,400	5%
Day Camp	-	8,785	-	600	(8,185)	-93%	600	N/A
Fitness	59,933	64,505	63,770	63,770	(735)	-1%	-	0%
Gymnastics	126,792	165,641	156,692	181,986	16,345	10%	25,294	16%
Meadowdale Preschool	40,260	45,840	45,449	59,604	13,764	30%	14,155	31%
Parks Maintenance	1,786,243	2,015,230	1,927,317	1,793,133	(222,097)	-11%	(134,184)	-7%
Flower Program	17,648	47,953	47,953	48,861	908	2%	908	2%
	3,885,311	4,411,972	4,155,933	4,272,509	(139,463)	-3%	116,576	3%

Description	2017	2018	2018	2019	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Salaries	1,868,199	2,048,165	2,039,968	2,096,118	47,953	2%	56,150	3%
Overtime	23,659	10,000	10,300	10,000	-	0%	(300)	-3%
Benefits	744,422	847,782	747,092	785,394	(62,388)	-7%	38,302	5%
Uniforms	4,834	6,275	6,275	6,275	-	0%	-	0%
Supplies	122,075	125,390	126,840	121,590	(3,800)	-3%	(5,250)	-4%
Small Equipment	15,464	7,750	8,250	8,500	750	10%	250	3%
Professional Services	463,389	709,732	560,170	644,920	(64,812)	-9%	84,750	15%
Communications	27,737	30,320	30,320	30,320	-	0%	-	0%
Travel	5,819	4,870	4,530	5,070	200	4%	540	12%
Rental/Lease	78,772	76,560	76,560	76,560	-	0%	-	0%
Interfund Rental	207,000	187,818	187,818	188,114	296	0%	296	0%
Public Utility	215,664	175,000	175,000	175,338	338	0%	338	0%
Repair/Maintenance	37,074	29,700	29,700	29,700	-	0%	-	0%
Miscellaneous	71,203	92,610	93,110	94,610	2,000	2%	1,500	2%
Buildings	-	60,000	60,000	-	(60,000)	-100%	(60,000)	-100%
	3,885,311	4,411,972	4,155,933	4,272,509	(139,463)	-3%	116,576	3%

Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Administration		Cost Center #:	571.21

Function

Administration manages park and recreational needs for the City of Edmonds. The program oversees more than 62 sites, 325 acres of parkland and 60,000 square feet of program space among the Frances Anderson Center, Plaza Room, Meadowdale Community Clubhouse and Yost Pool. The staff develops long range plans for capital assets, park land acquisition, and capital development, administers county, state, and federal grants, and manages general fund budgets as well as nine special fund accounts. Administration serves as liaison to three boards and commissions as well as neighboring City, County, and school district jurisdictions.

This cost center includes the Director and one Executive Assistant, and oversees the complete planning and operations of the Parks, Recreation, and Cultural Services Department.

Budget Narrative

Salaries and benefits are for the Director and an Executive Assistant.

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

2019 Budget Changes

None

Description	2017	2018	2018	2019	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Salaries	220,340	226,950	226,950	233,695	6,745	3%	6,745	3%
Benefits	82,090	87,832	85,626	88,000	168	0%	2,374	3%
Supplies	5,430	6,500	6,500	6,500	-	0%	-	0%
Minor Equipment	2,563	750	750	1,000	250	33%	250	33%
Professional Services	47,753	48,850	45,250	45,250	(3,600)	-7%	-	0%
Communications	1,507	1,000	1,000	1,000	-	0%	-	0%
Travel	2,521	1,200	1,400	1,400	200	17%	-	0%
Rental/Lease	7,755	9,500	9,500	9,500	-	0%	-	0%
Miscellaneous	3,172	4,000	4,500	6,000	2,000	50%	1,500	33%
	373,131	386,582	381,476	392,345	5,763	1%	10,869	3%



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Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Recreation & Cultural Services		Cost Center #:	571.22

Function

The General Recreation & Cultural Services Program is designed to create and implement recreational and environmental education and sustainability programs along with arts, tourism, and cultural opportunities for the citizens of Edmonds. Staff supervise community recreation, adult enrichment, athletics, aquatics, wellness, outdoor recreation, urban agriculture, nature and ranger/naturalist activities and programs. Staff oversee union employees, contracted and hourly instructors, as well as seasonal employees.

Staff also supervise recreation program registration, facility rentals (picnic shelters, Plaza Room, Frances Anderson Center, Meadowdale Clubhouse), building supervision for the Frances Anderson Center, and provide customer service to the public.

In addition to ongoing programs, staff members develop and supervise special events throughout the year and participate in numerous community partnerships. Staff provides leadership in regional marketing of recreational activities, community youth programs, cultural tourism, economic development including streetscape enhancements, Edmonds Arts Commission programs, and activities of state recreation and arts organizations. Staff members oversee the Frances Anderson Center, Meadowdale Community Clubhouse, and six tenant leases at the Frances Anderson Center. Staff is also responsible for the park concession agreements, which includes the Yost Pool agreement with the YMCA.

Budget Narrative

The positions covered in the salaries and benefits line include the Deputy Director, Arts & Cultural Services Program Manager, Recreation Supervisor, Recreation Coordinators (1.6), Environmental Education & Sustainability Coordinator, Program Assistant and a Senior Office Specialists, part-time front desk staff and facility attendants. The salary of the facility attendants is recovered by rental revenue.

Contracted program instructors are paid a percentage of the class revenue out of the professional services line.

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

2019 Budget Changes

Annual adjustment for technology services and interfund rental

- Decision Package #64 reduced the cost center by \$27,590 for operating costs
- Decision Package #65 added \$30,000 for a Youth Services Consultant
- Decision Package #85 added \$4,453 for a hosted website
- Decision Package #86 added \$730 for Office 365 Migration
- Decision Package #87 added \$1,095 for a Council video recording device
- Decision Package #89 added \$876 for aerial imagery

Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Recreation & Cultural Services		Cost Center #:	571.22

Description	2017	2018	2018	2019	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Salaries	679,729	670,623	670,623	677,867	7,244	1%	7,244	1%
Benefits	251,299	277,247	233,183	242,555	(34,692)	-13%	9,372	4%
Supplies	5,156	7,500	7,500	7,500	-	0%	-	0%
Minor Equipment	858	-	-	-	N/A	N/A	N/A	N/A
Professional Services	244,674	358,240	256,150	348,150	(10,090)	-3%	92,000	36%
Communications	20,635	22,150	22,150	22,150	-	0%	-	0%
Travel	1,559	2,000	2,000	2,000	-	0%	-	0%
Rental/Lease	-	600	600	600	-	0%	-	0%
Interfund Rental	90,910	93,838	93,838	182,864	89,026	95%	89,026	95%
Miscellaneous	57,155	79,780	79,780	79,780	-	0%	-	0%
	1,351,975	1,511,978	1,365,824	1,563,466	51,488	3%	197,642	14%

Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Discovery Programs		Cost Center #:	571.23

Function

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

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

Budget Narrative

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

2019 Budget Changes

None

Description	2017	2018	2018	2019	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Salaries	45,374	51,647	54,567	51,515	(132)	0%	(3,052)	-6%
Benefits	9,354	11,170	11,170	11,614	444	4%	444	4%
Uniforms	1,159	1,155	1,155	1,155	-	0%	-	0%
Supplies	1,267	1,300	1,300	1,300	-	0%	-	0%
Small Equipment	-	-	500	-	N/A	N/A	(500)	-100%
Professional Services	473	1,000	1,000	1,000	-	0%	-	0%
Communications	801	800	800	800	-	0%	-	0%
Travel	774	720	720	720	-	0%	-	0%
Miscellaneous	72	100	100	100	-	0%	-	0%
	59,274	67,892	71,312	68,204	312	0%	(3,108)	-4%

Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Athletics		Cost Center #:	571.25

Function

Adult leagues include basketball, softball, volleyball and pickleball. Tennis is offered in the summer for youth and adults. Youth programs include, but are not limited to soccer instruction and summer sports camps. The Athletic Program is responsible for managing and scheduling the City’s thirteen ballfields throughout the year.

Budget Narrative

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

2019 Budget Changes

Decision Package #62 added \$6,450 for athletics program

Description	2017	2018	2018	2019	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Salaries	2,193	3,015	-	-	(3,015)	-100%	N/A	N/A
Benefits	327	461	-	-	(461)	-100%	N/A	N/A
Supplies	5,458	10,000	12,050	11,200	1,200	12%	(850)	-7%
Professional Services	45,241	65,000	65,000	70,250	5,250	8%	5,250	8%
Rental/Lease	15,731	16,290	16,290	16,290	-	0%	-	0%
Miscellaneous	1,105	2,800	2,800	2,800	-	0%	-	0%
	70,055	97,566	96,140	100,540	2,974	3%	4,400	5%

Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Day Camps		Cost Center #:	571.26

Function

Camp Goodtime (ages 3.5-5) provides a safe and fun traditional summer camp experience for preschool age children. It offers socially enriching experiences.

Budget Narrative

The salaries and benefits cover the Camp Goodtime supervisor and assistants.

2019 Budget Changes

None

Description	2017	2018	2018	2019	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Salaries	-	7,597	-	-	(7,597)	-100%	N/A	N/A
Benefits	-	588	-	-	(588)	-100%	N/A	N/A
Supplies	-	600	-	600	-	0%	600	N/A
	-	8,785	-	600	(8,185)	-93%	600	N/A

Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Fitness		Cost Center #:	571.27

Function

Wellness classes include but are not limited to Yoga, Tai Chi, Qigong, Tae-Kwon Do, Pilates, Feldenkrais and Kendo.

Budget Narrative

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

2019 Budget Changes

None

Description	2017	2018	2018	2019	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Salaries	9,380	505	-	-	(505)	-100%	N/A	N/A
Benefits	234	230	-	-	(230)	-100%	N/A	N/A
Supplies	269	350	350	350	-	0%	-	0%
Professional Services	50,050	61,920	61,920	61,920	-	0%	-	0%
Repair/Maintenance	-	1,500	1,500	1,500	-	0%	-	0%
	59,933	64,505	63,770	63,770	(735)	-1%	-	0%

Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Gymnastics		Cost Center #:	571.28

Function

All classes in this program are designed to provide positive social and physical experiences with an emphasis on development of major motor skills. The participants (ages 2+) enrolled learn at their own pace through step-by-step methods in a safe, fun, and fit environment. Our gymnastics team competes locally throughout the gymnastics season. Birthday parties, play zones and camps round out the comprehensive recreational gymnastics and youth fitness programs.

Budget Narrative

The salaries and benefits are for the coordinator (.6) and the part-time gymnastics instructors and assistants. The miscellaneous line covers USA Gymnastics affiliation. The minor equipment line covers replacement mats/equipment.

2019 Budget Changes

None

Description	2017	2018	2018	2019	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Salaries	92,097	123,287	123,287	138,908	15,621	13%	15,621	13%
Benefits	27,846	33,684	24,735	34,408	724	2%	9,673	39%
Supplies	3,845	4,900	4,900	4,900	-	0%	-	0%
Minor Equipment	2,000	2,000	2,000	2,000	-	0%	-	0%
Professional Services	565	800	800	800	-	0%	-	0%
Rental/Lease	179	170	170	170	-	0%	-	0%
Repair/Maintenance	-	500	500	500	-	0%	-	0%
Miscellaneous	260	300	300	300	-	0%	-	0%
	126,792	165,641	156,692	181,986	16,345	10%	25,294	16%

Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Meadowdale Preschool		Cost Center #:	571.29

Function

The Meadowdale Preschool Program was established in 1991 to meet the needs for a preschool in the north Edmonds area and to better utilize the space at the Meadowdale Community Clubhouse. Meadowdale Preschool is a developmentally appropriate preschool program focusing on activities to enhance social, emotional, cognitive and physical skills to prepare children for Kindergarten. Children enjoy hands-on curriculum in math, science, art, early literacy, music and large motor activities.

Budget Narrative

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

2019 Budget Changes

Decision Package #63 added \$20,458 to increase the preschool program

Description	2017	2018	2018	2019	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Salaries	28,084	32,399	32,399	41,369	8,970	28%	8,970	28%
Benefits	8,687	10,081	9,690	11,875	1,794	18%	2,185	23%
Supplies	1,862	1,500	1,500	4,500	3,000	200%	3,000	200%
Professional Services	149	720	720	720	-	0%	-	0%
Communications	1,363	1,080	1,080	1,080	-	0%	-	0%
Travel	-	10	10	10	-	0%	-	0%
Miscellaneous	115	50	50	50	-	0%	-	0%
	40,260	45,840	45,449	59,604	13,764	30%	14,155	31%

Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Parks Maintenance		Cost Center #:	576.80

Function

The purpose of the Parks Maintenance cost center is to provide safe, well maintained, multi-faceted park facilities for the recreation and enjoyment of Edmonds residents as well as park patrons from surrounding areas. There are 62 parks and gateway entrances maintained on a regular basis. On a daily basis, Parks Maintenance maintains six waterfront beach parks, a fishing pier, and 31 neighborhood parks. Maintenance includes trash, litter and City restroom upkeep along with maintaining all City owned landscapes. Parks also maintains new assets including the Veterans Plaza located at Public Safety complex, Dayton Street Plaza, Frances Anderson Center Bandshell, and Hazel Miller Plaza. Parks maintains Yost Pool and City Park Spray Park from May thru September which is a key asset for this community.

The Park Maintenance division is responsible for preserving and upgrading all playground structures and equipment as needed. The Parks Maintenance crew maintains the Street Tree program which is beneficial to the downtown area. Parks is responsible for maintaining all City owned baseball and soccer fields in order to keep up with the high demand of organized youth sports. Parks also assists with numerous City events such as the 4th of July, Taste of Edmonds, Arts Festival, Wenatchee Youth Circus, Concerts in the Park, Hazel Miller Plaza concerts, Anderson Center Egg Hunt, Downtown Christmas Tree Lighting and many more small events.

Budget Narrative

- Salaries/Benefits: Parks Maintenance Department consists of 12 full time positions; the Park Maintenance Manager, Parks Maintenance Lead Man, Parks Maintenance Mechanic, Senior Parks Maintenance Worker (6), and (3) Parks Maintenance Workers
- Supplies: Soil, sand, infield mix, fertilizers, herbicides, metal/rebar, mower parts, shop tools, lumber, trash liners, safety equipment, cleaning and miscellaneous supplies.
- Rental Lease: Chemical toilets, power equipment, tool lease and equipment rental.
- Public Utility: Includes water, gas, electricity, fuel, oil and dump fees.
- Repair Maintenance: Outside repair service, tree/stump removal, equipment and Marina Beach Pier. There will be an increase in tree removal due to the age of trees throughout our park system.
- Intergovernmental Services: Meadowdale complex and Lynndale Skateboard Park maintenance fees. Permit fees for Yost Pool.
- Interfund Rental: Annual rate for twelve trucks, two tractors, two trailers and shared cost with Public Works Department of bucket truck and wood chipper.

Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Parks Maintenance		Cost Center #:	576.80 & 594

2019 Budget Changes

Annual adjustment for technology services and interfund rental

Decision Package #10 added \$338 for the PUD Green Power Program

Decision Package #61 added \$5,000 for parks picnic tables

Council amendment added \$20,000 for a city arborist

Description	2017	2018	2018	2019	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Salaries	780,925	895,066	895,066	913,563	18,497	2%	18,497	2%
Overtime	23,624	10,000	10,300	10,000	-	0%	(300)	-3%
Benefits	362,993	422,462	378,661	391,842	(30,620)	-7%	13,181	3%
Uniforms	3,675	5,120	5,120	5,120	-	0%	-	0%
Supplies	97,173	88,680	88,680	80,680	(8,000)	-9%	(8,000)	-9%
Minor Equipment	9,344	4,500	4,500	5,000	500	11%	500	11%
Professional Services	74,484	173,202	129,330	116,830	(56,372)	-33%	(12,500)	-10%
Communications	3,431	5,290	5,290	5,290	-	0%	-	0%
Travel	965	940	400	940	-	0%	540	135%
Rental/Lease	55,107	50,000	50,000	50,000	-	0%	-	0%
Interfund Rental	112,460	91,690	91,690	5,250	(86,440)	-94%	(86,440)	-94%
Public Utility	215,664	175,000	175,000	175,338	338	0%	338	0%
Repair/Maintenance	37,074	27,700	27,700	27,700	-	0%	-	0%
Miscellaneous	9,324	5,580	5,580	5,580	-	0%	-	0%
Buildings	-	60,000	60,000	-	(60,000)	-100%	(60,000)	-100%
	1,786,243	2,015,230	1,927,317	1,793,133	(222,097)	-11%	(134,184)	-7%

Fund:	General		Fund #:	001
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Flower Program		Cost Center #:	576.81

Function

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

The Flower Program employees plant 25,000 plants annually. Staff maintains 183 individual flower beds in 41 locations throughout the City and 138 flower baskets. On various planting days, volunteers from the Floretum Garden Club and Edmonds in Bloom assist parks employees in transplanting in greenhouse, planting flower baskets and other areas in downtown area.

Budget Narrative

Supplies: Fertilizers, herbicides, seeds, plants, irrigation parts, miscellaneous supplies and utensils.

Interfund Rental Annual rental cost of water wagon unit 100

2019 Budget Changes

None

Description	2017	2018	2018	2019	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Salaries	10,077	37,076	37,076	39,201	2,125	6%	2,125	6%
Overtime	35	-	-	-	N/A	N/A	N/A	N/A
Benefits	1,592	4,027	4,027	5,100	1,073	27%	1,073	27%
Supplies	1,615	4,060	4,060	4,060	-	0%	-	0%
Minor Equipment	699	500	500	500	-	0%	-	0%
Interfund Rental	3,630	2,290	2,290	-	(2,290)	-100%	(2,290)	-100%
	17,648	47,953	47,953	48,861	908	2%	908	2%



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Fund:	Marsh Restoration & Preservation Fund		Fund #:	017
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Total Fund		Cost Center #:	N/A

Function

The Edmonds Marsh Restoration and Preservation Fund (017) was established through Ordinance No. 4100 effective March 16, 2018. The fund was established for the purpose of holding city-provided funds and receiving donations from the citizens for, or in aid of, the cost of operating and restoring the Edmonds Marsh, including the daylighting of Willow Creek.

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change 19-18 Budget	% Change 19-18 Budget	\$ Change 19-18 Estimate	% Change 19-18 Estimate
Beginning Balance	-	-	-	300,000	300,000	N/A	300,000	N/A
<u>Revenue</u>								
Contributions	-	-	-	6,800	6,800	N/A	6,800	N/A
Transfer In	-	300,000	300,000	550,000	250,000	83%	250,000	83%
Total Revenue	-	300,000	300,000	556,800	256,800	86%	256,800	86%
<u>Expenditure</u>								
Total Expenditure	-	-	-	-	N/A	N/A	N/A	N/A
Ending Balance	-	300,000	300,000	856,800	556,800	186%	556,800	186%

Fund:	Municipal Arts		Fund #:	117
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Total Fund		Cost Center #:	N/A

Municipal Arts Program 100

The Edmonds Arts Commission (EAC), established by Ordinance No. 1765 in 1975, presents a year-round comprehensive arts program in literary, visual, and performing arts as defined in the 2014 adopted Community Cultural Plan and refined in the EAC strategic plan (reviewed annually). The 1988 Ordinance No. 2667 provides “general revenue funding at a level of at least \$15,000 per year, in addition to such monies as may be appropriated or expended for staff support services.” The Arts & Culture Manager and Senior Office Specialist (Arts Assistant) salaries are part of the Recreation and Cultural Services cost center. An allocation of \$4,000 annually from the Lodging Tax Fund 120 was authorized by Council in 1992 and is used to promote arts and culture activities in Edmonds through the CRAZE and other advertising opportunities.

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

- Nationally known Write on the Sound Writers’ Conference (WOTS) which sells out annually and generates the majority of community events revenue (approximately \$45 - 48,000)
- Concerts in the Parks Series at City Park and Hazel Miller Plaza
- Rotating Visual art exhibits in Edmonds Library, Frances Anderson Center and City Hall, and other temporary art exhibits
- Public Art program – acquisition, display, maintenance and promotion of City Art Collection
- Partnership events and programs in performing, literary and visual arts
- Quarterly Arts Bulletin email newsletter to publicize arts events and website updates
- Economic development and cultural tourism promotion through participation in capital projects such as streetscape improvements, gateways & wayfinding signage
- Cultural destination marketing for WOTS and other programs through websites and advertising
- Community Cultural Planning and meetings for Plan implementation.
- Partnering with Economic Development on Certified Creative District designation if awarded.

Programs such as WOTS, Concerts in the Parks, and other special events are supported in part by community grants and sponsorships.

Public Arts Acquisition Program 200

The Public Arts Acquisition Fund, established by Ordinance 1802 in 1975 and amended by Ordinance 2667, requires that one-percent of municipal construction projects be allocated for visual art either for that particular project or for a different site in the City. “Municipal construction project” is any project paid for wholly or in part by the City to construct or remodel any building, community structure, park, street, sidewalk, parking facility, utility or portion thereof. Revenues vary from year to year. Anticipated 2019 projects include both permanent and temporary installations. Percent for art funds are augmented by private donations. The fund is also used for maintenance/repair, plaques, and display of artworks in the City’s Public Art Collection.

Arts Education Program 300

Funds are budgeted for periodic opportunities for literary arts related education projects in collaboration with the Edmonds School District and arts organizations., for example a poetry workshop in conjunction with Write on the Sound.

Fund:	Municipal Arts		Fund #:	117
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Total Fund		Cost Center #:	N/A

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change 19-18 Budget	% Change 19-18 Budget	\$ Change 19-18 Estimate	% Change 19-18 Estimate
Program 100								
Beginning Balance	399,089	437,190	437,189	461,587	24,397	6%	24,398	6%
<u>Revenue</u>								
Resale Items	213	120	290	320	200	167%	30	10%
Community Events	52,581	47,000	47,000	44,500	(2,500)	-5%	(2,500)	-5%
Investment Interest	6,918	7,350	9,500	12,690	5,340	73%	3,190	34%
Contributions	14,050	13,600	13,600	13,600	-	0%	-	0%
Interfund Transfer In	19,000	19,000	19,000	19,000	-	0%	-	0%
Total Revenues	92,762	87,070	89,390	90,110	3,040	3%	720	1%
<u>Expenditure</u>								
Supplies	4,013	4,700	4,700	4,500	(200)	-4%	(200)	-4%
Small Equipment	902	1,700	1,700	1,700	-	0%	-	0%
Professional Services	45,585	89,312	51,412	87,500	(1,812)	-2%	36,088	70%
Travel	35	80	80	80	-	0%	-	0%
Rental / Lease	-	2,000	2,000	2,000	-	0%	-	0%
Repair and Maint.	-	300	300	300	-	0%	-	0%
Miscellaneous	4,127	4,800	4,800	4,800	-	0%	-	0%
Total Expenditures	54,662	102,892	64,992	100,880	(2,012)	-2%	35,888	55%
Ending Balance	437,189	421,368	461,587	450,817	29,449	7%	(10,770)	-2%

Fund:	Municipal Arts		Fund #:	117
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Total Fund		Cost Center #:	N/A

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change 19-18 Budget	% Change 19-18 Budget	\$ Change 19-18 Estimate	% Change 19-18 Estimate
Program 200								
Beginning Balance	85,237	87,090	87,094	87,364	274	0%	270	0%
<u>Revenue</u>								
Investment Interest	1,640	2,030	2,620	3,500	1,470	72%	880	34%
Contributions	1,200	35,000	1,200	35,000	-	0%	33,800	2817%
Interfund Transfer	3,000	25,428	14,450	21,820	(3,608)	-14%	7,370	51%
Total Revenues	5,840	62,458	18,270	60,320	(2,138)	-3%	42,050	230%
<u>Expenditure</u>								
Supplies	-	200	200	200	-	0%	-	0%
Professional Services	3,983	78,000	16,000	78,000	-	0%	62,000	388%
Miscellaneous	-	1,800	1,800	1,800	-	0%	-	0%
Total Expenditures	3,983	80,000	18,000	80,000	-	0%	62,000	344%
Ending Balance	87,094	69,548	87,364	67,684	(1,864)	-3%	(19,680)	-23%

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change 19-18 Budget	% Change 19-18 Budget	\$ Change 19-18 Estimate	% Change 19-18 Estimate
Program 300								
Beginning Balance	8,753	8,920	8,923	8,283	(637)	-7%	(640)	-7%
<u>Revenue</u>								
Investment Interest	170	280	360	480	200	71%	120	33%
Total Revenues	170	280	360	480	200	71%	120	33%
<u>Expenditure</u>								
Professional Services	-	1,000	1,000	1,000	-	0%	-	0%
Total Expenditures	-	1,000	1,000	1,000	-	0%	-	0%
Ending Balance	8,923	8,200	8,283	7,763	(437)	-5%	(520)	-6%

Fund:	Memorial Street Tree		Fund #:	118
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Total Fund		Cost Center #:	N/A

Function

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

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change	% Change	\$ Change	% Change
					19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Beginning Balance	18,101	18,350	18,350	18,870	520	3%	520	3%
<u>Revenue</u>								
Investment Interest	249	400	520	580	180	45%	60	12%
Total Revenue	249	400	520	580	180	45%	60	12%
<u>Expenditure</u>								
Total Expenditure	-	-	-	-	N/A	N/A	N/A	N/A
Ending Balance	18,350	18,750	18,870	19,450	700	4%	580	3%

Fund:	Youth Scholarship		Fund #:	122
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Total Fund		Cost Center #:	N/A

Function

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

2019 Budget Changes

Decision Package #66 added \$1,000 for the youth scholarship

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change 19-18 Budget	% Change 19-18 Budget	\$ Change 19-18 Estimate	% Change 19-18 Estimate
Beginning Balance	14,931	15,350	15,348	14,298	(1,052)	-7%	(1,050)	-7%
<u>Revenue</u>								
Investment Interest	200	350	450	480	130	37%	30	7%
Contributions	1,592	500	500	1,200	700	140%	700	140%
Total Revenues	1,792	850	950	1,680	830	98%	730	77%
<u>Expenditures</u>								
Miscellaneous	1,375	2,200	2,000	3,000	800	36%	1,000	50%
Total Expenditures	1,375	2,200	2,000	3,000	800	36%	1,000	50%
Ending Balance	15,348	14,000	14,298	12,978	(1,022)	-7%	(1,320)	-9%

Fund:	Tourism Promotional / Arts		Fund #:	123
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Total Fund		Cost Center #:	N/A

Function

This fund was established in 1985 by Resolution No. 630, which designates that 25 percent of all monies received from the motel/hotel excise tax are to be held in the Tourism Promotion Fund. 2019 revenues are projected at \$29,500. The Fund is administered with the directions and recommendations of the Edmonds Arts Commission (EAC) with allocations of current Lodging Tax revenue forwarded to the Lodging Tax Advisory Committee (LTAC) for approval. Expenditures promote and advertise artistic events and programs in Edmonds including:

- EAC works in partnership with the Economic Development Department to promote economic development through cultural tourism
- Advertising/promotion for Write on the Sound Writers’ Conference, a nationally recognized 3 day event that brings overnight visitors
- EAC Tourism Promotion Award program – annually recommends to the Lodging Tax Advisory Committee award reimbursement contracts to local organizations promoting cultural arts activities that attract visitors to Edmonds. The 2019 total is \$21,000, with a suggested limit of \$2,500 per promotion project. A maximum of \$2,500 is awarded per promotion project.

All 123 Fund expenditures are recommendations approved by LTAC as recommendations to City Council for the 2019 budget.

2019 Budget Changes

Decision Package #67 added \$32,000 for arts tourism promotion

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change 19-18 Budget	% Change 19-18 Budget	\$ Change 19-18 Estimate	% Change 19-18 Estimate
Beginning Balance	84,371	59,890	59,886	61,226	1,336	2%	1,340	2%
<u>Revenue</u>								
25% Hotel/Motel Tax*	29,722	28,750	28,750	29,500	750	3%	750	3%
Investment Interest	1,254	1,770	2,290	1,750	(20)	-1%	(540)	-24%
Total Revenues	30,976	30,520	31,040	31,250	730	2%	210	1%
<u>Expenditures</u>								
Professional Services	51,806	28,200	28,200	28,500	300	1%	300	1%
Miscellaneous	3,655	1,500	1,500	3,500	2,000	133%	2,000	133%
Total Expenditures	55,461	29,700	29,700	32,000	2,300	8%	2,300	8%
Ending Balance	59,886	60,710	61,226	60,476	(234)	0%	(750)	-1%

Note:

*Net amount after direct distribution of 75% of gross hotel/motel tax revenue to Fund 120 Hotel/Motel Tax



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Fund:	Gifts Catalog		Fund #:	127
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Total Fund		Cost Center #:	N/A

Parks and Recreation 000

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

In 2012, the City started the Adopt-A-Flower Basket program, and in 2013 the City added the Adopt-A-Corner Park program. Proceeds from these programs continue to help offset the cost of the flower program.

Art Museum/Memorial Building 100

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

Public Art Donations 200

This fund provides an opportunity for individuals or organizations to donate funds to help offset costs of specific public art projects sited in the City of Edmonds, such as the Art Embellished Flower Basket Poles established in 2010 and temporary art projects. Revenue is from contributions and interest. Contributions may be considered tax deductible if for “exclusive public purposes.” Expenditures include artwork enhancements for flower basket poles and temporary art projects.

2019 Budget Changes

Decision Package #68 added \$15,325 for the purchase of tables and chairs at the Frances Anderson Center
 Decision Package #69 added \$11,250 to powder coat memorial benches

Fund:	Gifts Catalog		Fund #:	127
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Total Fund		Cost Center #:	N/A

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change 19-18 Budget	% Change 19-18 Budget	\$ Change 19-18 Estimate	% Change 19-18 Estimate
Beginning Balance-000	178,495	179,160	179,161	174,061	(5,099)	-3%	(5,100)	-3%
<u>Revenue</u>								
Investment Interest	2,416	3,210	4,150	8,300	5,090	159%	4,150	100%
Contributions	26,188	43,000	59,050	67,800	24,800	58%	8,750	15%
Total Revenues	28,604	46,210	63,200	76,100	29,890	65%	12,900	20%
<u>Expenditure</u>								
Supplies	1,638	37,500	42,000	17,820	(19,680)	-52%	(24,180)	-58%
Small Equipment	-	-	-	15,325	15,325	N/A	15,325	N/A
Repair and Maintenance	-	-	-	11,250	11,250	N/A	11,250	N/A
Interfund Transfer Out	26,300	26,300	26,300	26,300	-	0%	-	0%
Total Expenditures	27,938	63,800	68,300	70,695	6,895	11%	2,395	4%
Ending Balance-000	179,161	161,570	174,061	179,466	17,896	11%	5,405	3%

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change 19-18 Budget	% Change 19-18 Budget	\$ Change 19-18 Estimate	% Change 19-18 Estimate
Beginning Balance-100	65,797	66,950	66,946	68,506	1,556	2%	1,560	2%
<u>Revenue</u>								
Investment Interest	1,049	1,210	1,560	-	(1,210)	-100%	(1,560)	-100%
Contributions	100	-	-	-	N/A	N/A	N/A	N/A
Total Revenues	1,149	1,210	1,560	-	(1,210)	-100%	(1,560)	-100%
<u>Expenditure</u>								
Total Expenditures	-	-	-	-	N/A	N/A	N/A	N/A
Ending Balance-100	66,946	68,160	68,506	68,506	346	1%	-	0%

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change 19-18 Budget	% Change 19-18 Budget	\$ Change 19-18 Estimate	% Change 19-18 Estimate
Beginning Balance-200	19,253	19,560	19,560	18,960	(600)	-3%	(600)	-3%
<u>Revenue</u>								
Investment Interest	307	390	500	-	(390)	-100%	(500)	-100%
Contributions	-	6,000	6,000	6,000	-	0%	-	0%
Total Revenues	307	6,390	6,500	6,000	(390)	-6%	(500)	-8%
<u>Expenditure</u>								
Professional Services	-	6,500	6,500	6,500	-	0%	-	0%
Miscellaneous	-	600	600	600	-	0%	-	0%
Total Expenditures	-	7,100	7,100	7,100	-	0%	-	0%
Ending Balance-200	19,560	18,850	18,960	17,860	(990)	-5%	(1,100)	-6%

Fund:	Cemetery Maintenance/ Improvement		Fund #:	130
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Total Fund		Cost Center #:	N/A

Function

The Cemetery Improvement Fund was established by Ordinance No. 2306. The purpose of this fund is to provide for the day-to-day operations of the municipal cemetery under the direction of the Cemetery Board as reviewed and approved by the City Council. Ninety percent of revenue from lot sales, burial fees and donations are designated to this fund. The cemetery is maintained by one FTE year around which includes landscape maintenance along burials and selling of graves and columbarium niches. Edmonds Memorial Cemetery & Columbarium is a very important asset for the City of Edmonds.

2019 Budget Changes

Annual adjustment for technology services and interfund rental

Decision Package #10 added \$35 for the PUD Green Power Program

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change 19-18 Budget	% Change 19-18 Budget	\$ Change 19-18 Estimate	% Change 19-18 Estimate
Beginning Balance	142,339	188,880	188,889	148,854	(40,026)	-21%	(40,035)	-21%
<u>Revenue</u>								
Resale Items/Taxable	26,419	27,000	27,000	27,000	-	0%	-	0%
Cemetery Grave Sales	132,624	109,620	109,620	109,620	-	0%	-	0%
Investment Interest	3,309	3,550	4,590	5,940	2,390	67%	1,350	29%
Contributions	(100)	-	-	-	N/A	N/A	N/A	N/A
Miscellaneous	214	-	-	-	N/A	N/A	N/A	N/A
Interfund Transfer	40,000	40,000	40,000	40,000	-	0%	-	0%
Total Revenue	202,466	180,170	181,210	182,560	2,390	1%	1,350	1%
<u>Expenditures</u>								
Salaries and Wages	74,427	91,711	91,711	93,593	1,882	2%	1,882	2%
Overtime	3,526	3,500	3,500	3,500	-	0%	-	0%
Benefits	35,093	38,253	36,489	38,909	656	2%	2,420	7%
Uniforms	-	1,000	1,000	1,000	-	0%	-	0%
Supplies	7,037	22,995	22,995	7,000	(15,995)	-70%	(15,995)	-70%
Resale Items	10,704	20,000	40,000	20,000	-	0%	(20,000)	-50%
Professional Services	2,540	4,200	4,200	4,200	-	0%	-	0%
Communications	1,376	1,410	1,410	1,410	-	0%	-	0%
Travel	-	500	-	500	-	0%	500	N/A
Utilities	5,208	3,800	3,800	3,835	35	1%	35	1%
Repairs and Maintenan	-	500	500	500	-	0%	-	0%
Miscellaneous	5,215	14,000	4,000	4,000	(10,000)	-71%	-	0%
Interfund Rental	10,790	11,640	11,640	6,260	(5,380)	-46%	(5,380)	-46%
Total Expenditures	155,916	213,509	221,245	184,707	(28,802)	-13%	(36,538)	-17%
Ending Balance	188,889	155,541	148,854	146,707	(8,834)	-6%	(2,147)	-1%



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Fund:	Parks Trust		Fund #:	136
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Total Fund		Cost Center #:	N/A

Function

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

Flower Program 100

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

Environmental/Beach Ranger Program 200

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

Yost Pool 300

Yost Pool is a popular summer pool that enhances the lives, fitness, and health of our community.

2019 Budget Changes

Decision Package #70 added \$5,000 for graphic panel for visitor station

Fund:	Parks Trust		Fund #:	136
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Total Fund		Cost Center #:	N/A

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change 19-18 Budget	% Change 19-18 Budget	\$ Change 19-18 Estimate	% Change 19-18 Estimate
Beginning Balance-100	86,939	87,760	87,755	90,065	2,305	3%	2,310	3%
<u>Revenue</u>								
Investment Interest	816	1,790	2,310	2,767	977	55%	457	20%
Total Revenues	816	1,790	2,310	2,767	977	55%	457	20%
<u>Expenditure</u>								
Total Expenditures	-	-	-	-	N/A	N/A	N/A	N/A
Ending Balance-100	87,755	89,550	90,065	92,832	3,282	4%	2,767	3%

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change 19-18 Budget	% Change 19-18 Budget	\$ Change 19-18 Estimate	% Change 19-18 Estimate
Beginning Balance- 200	65,132	66,400	66,396	68,046	1,646	2%	1,650	2%
<u>Revenue</u>								
Investment Interest	1,264	1,280	1,650	1,979	699	55%	329	20%
Total Revenues	1,264	1,280	1,650	1,979	699	55%	329	20%
<u>Expenditure</u>								
Small Equipment	-	-	-	5,000	5,000	N/A	5,000	N/A
Total Expenditures	-	-	-	5,000	5,000	N/A	5,000	N/A
Ending Balance-200	66,396	67,680	68,046	65,025	(2,655)	-4%	(3,021)	-4%

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change 19-18 Budget	% Change 19-18 Budget	\$ Change 19-18 Estimate	% Change 19-18 Estimate
Beginning Balance- 300	1,722	1,750	1,755	1,855	105	6%	100	6%
<u>Revenue</u>								
Investment Interest	33	80	100	124	44	55%	24	24%
Total Revenues	33	80	100	124	44	55%	24	24%
<u>Expenditure</u>								
Total Expenditures	-	-	-	-	N/A	N/A	N/A	N/A
Ending Balance-300	1,755	1,830	1,855	1,979	149	8%	124	7%

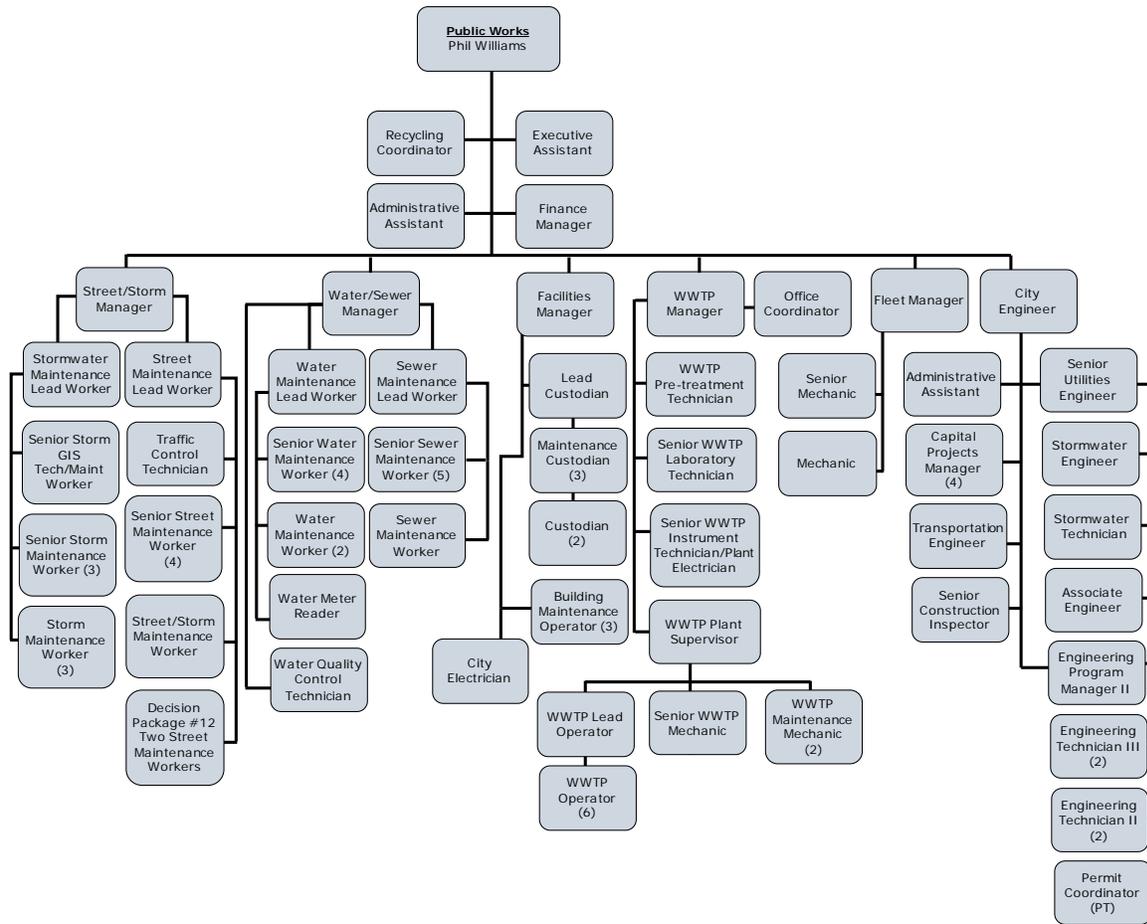
Fund:	Cemetery Maintenance Trust		Fund #:	137
Department:	Parks, Rec. & Cult. Svcs.		Department #:	64
Cost Center	Total Fund		Cost Center #:	N/A

Function

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

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change 19-18 Budget	% Change 19-18 Budget	\$ Change 19-18 Estimate	% Change 19-18 Estimate
Beginning Balance	901,173	938,110	938,109	979,764	41,654	4%	41,655	4%
Revenue								
Resale Items/Taxable	2,935	3,000	4,275	3,000	-	0%	(1,275)	-30%
Cemetery Grave Sales	14,736	12,180	13,890	12,180	-	0%	(1,710)	-12%
Investment Interest	19,165	18,180	23,490	29,320	11,140	61%	5,830	25%
Contributions	100	-	-	-	N/A	N/A	N/A	N/A
Total Revenues	36,936	33,360	41,655	44,500	11,140	33%	2,845	7%
Expenditure								
Total Expenditures	-	-	-	-	N/A	N/A	N/A	N/A
Ending Balance	938,109	971,470	979,764	1,024,264	52,794	5%	44,500	5%

Fund:	Various		Fund #:	001, 111, 421, 422, 423 & 511
Department:	Public Works & Utilities		Department #:	
Cost Center	Total Department		Cost Center #:	N/A



Fund:	Various		Fund #:	001, 111, 421, 422, 423 & 511
Department:	Public Works & Utilities		Department #:	
Cost Center	Total Department		Cost Center #:	N/A

Mission Statement

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

Purpose

The Department of Public Works & Utilities is responsible for the operations and maintenance of the City’s physical infrastructure, including: street transportation networks, right-of-ways, and traffic control systems; storm and surface water drainage systems and environmental pollutant discharge mitigation; municipal-owned buildings and other facilities, potable water distribution systems and water quality control, sewerage conveyance and collection systems; secondary wastewater treatment plant management; and maintenance of the City’s fleet.

Fund:	General		Fund #:	001
Department:	Public Works		Department #:	65, 66,67
Cost Center	Administration, Facilities, Engineering		Cost Center #:	Various

Program	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change 19-18 Budget	% Change 19-18 Budget	\$ Change 19-18 Estimate	% Change 19-18 Estimate
Administration	463,296	514,048	519,715	610,480	96,432	19%	90,765	17%
Engineering	2,199,404	2,600,781	2,535,959	2,678,070	77,289	3%	142,111	6%
Facilities Maintenance	1,647,106	2,305,363	2,131,977	2,350,789	45,426	2%	218,812	10%
	4,309,806	5,420,192	5,187,651	5,639,339	219,147	4%	451,688	9%

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change 19-18 Budget	% Change 19-18 Budget	\$ Change 19-18 Estimate	% Change 19-18 Estimate
Salaries	2,426,908	2,666,427	2,709,517	2,844,129	177,702	7%	134,612	5%
Overtime	9,638	19,500	12,650	12,700	(6,800)	-35%	50	0%
Benefits	992,764	1,127,784	1,061,817	1,117,712	(10,072)	-1%	55,895	5%
Uniforms	4,644	3,360	3,360	3,450	90	3%	90	3%
Supplies	109,885	95,600	95,600	95,600	-	0%	-	0%
Minor Equipment	14,861	6,200	6,253	6,200	-	0%	(53)	-1%
Professional Services	43,143	194,640	184,200	812,040	617,400	317%	627,840	341%
Communications	31,699	33,975	31,375	33,975	-	0%	2,600	8%
Travel	863	2,100	2,050	2,100	-	0%	50	2%
Rental/Lease	7,427	16,100	15,400	16,100	-	0%	700	5%
Interfund Rental	235,500	295,029	295,029	257,846	(37,183)	-13%	(37,183)	-13%
Public Utility	297,429	282,800	282,800	285,287	2,487	1%	2,487	1%
Repair/Maintenance	111,934	568,100	429,700	67,100	(501,000)	-88%	(362,600)	-84%
Miscellaneous	23,111	62,577	57,900	85,100	22,523	36%	27,200	47%
Buildings	-	23,000	-	-	-	-	-	-
Equipment	-	23,000	-	-	(23,000)	-100%	N/A	N/A
	4,309,806	5,420,192	5,187,651	5,639,339	219,147	4%	451,688	9%

Fund:	General		Fund #:	001
Department:	Public Works		Department #:	65
Cost Center	Administration		Cost Center #:	518.20

Function

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

Budget Narrative

Salary and Benefits Includes the Director of Public Works & Utilities (1 FTE), a Finance Manager (1 FTE), an Executive Assistant (1 FTE), and an Administrative Assistant (.65 FTE). A percentage of these salaries are reimbursed by the Utility Enterprise Funds.

Supplies Materials, supplies, and small equipment germane to general office administration.

Professional Services Public lobby floor mat cleaning and replacement.

Communications Charges and fees for telecommunications, both mobile and land-based.

Travel Travel to meetings, conferences, seminars, training, etc.

Rental/Lease Multipurpose copy/scan/fax machine lease and maintenance.

Interfund Rental Use of one Toyota Prius from Public Works motor pool.

Public Utility Administration portion of water, sewer, storm drainage, natural gas, electricity, waste disposal and recycling services for Public Works Operations and Maintenance Center.

Repair/Maintenance Costs for minor repairs of office equipment and facilities.

Miscellaneous Snohomish County Committee for Improved Transportation and other municipal association memberships, employee training, licensing, and certification, periodicals, publications, and other miscellaneous expenses.

2019 Budget Changes

A Public Works Finance Manager was added in the fall of 2018
 Annual adjustment for technology services and interfund rental

- Decision Package #10 added \$207 for the PUD Green Power Program
- Decision Package #85 added \$4,675 for a hosted website
- Decision Package #86 added \$766 for Office 365 Migration
- Decision Package #87 added \$1,150 for a Council video recording device
- Decision Package #89 added \$920 for aerial imagery

Fund:	General		Fund #:	001
Department:	Public Works		Department #:	65
Cost Center	Administration		Cost Center #:	518.20

Description	2017	2018	2018	2019	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Salaries	273,428	279,248	279,248	369,334	90,086	32%	90,086	32%
Overtime	-	200	200	200	-	0%	-	0%
Benefits	87,665	92,055	97,722	129,196	37,141	40%	31,474	32%
Supplies	4,432	8,600	8,600	8,600	-	0%	-	0%
Minor Equipment	-	1,000	1,000	1,000	-	0%	-	0%
Professional Services	100	200	200	200	-	0%	-	0%
Communications	702	1,350	1,350	1,350	-	0%	-	0%
Travel	656	500	500	500	-	0%	-	0%
Rental/Lease	1,171	2,400	2,400	2,400	-	0%	-	0%
Interfund Rental	91,590	119,795	119,795	88,793	(31,002)	-26%	(31,002)	-26%
Public Utility	2,535	2,800	2,800	3,007	207	7%	207	7%
Repair/Maintenance	109	1,000	1,000	1,000	-	0%	-	0%
Miscellaneous	908	4,900	4,900	4,900	-	0%	-	0%
	463,296	514,048	519,715	610,480	96,432	19%	90,765	17%

Fund:	General		Fund #:	001
Department:	Public Works		Department #:	66
Cost Center	Facilities Maintenance		Cost Center #:	518.30

Function

Facilities Maintenance maintains and operates all City-owned buildings, which total approximately 225,000 square feet of interior space. Major buildings include City Hall, Maxwell-McGinness Public Safety Complex, Frances Anderson Center, Library and Plaza Room, Public Works and Utilities Operational complex, Fire Stations 16, 17, and 20, Senior Center, Meadowdale Clubhouse, Museum, Wade James Theater, Log Cabin, Boys and Girls Club, and Parks buildings. Maintenance and renovation activities for these buildings include painting, roofing, carpentry, flooring, plumbing, locksmithing, electrical, heating/ventilation/cooling, and computer cabling. In addition, custodial care is provided for approximately 150,000 square feet of areas occupied by City staff, or areas used by City recreation programs, Sno-Isle Libraries, and Fire District #1.

Facilities Maintenance also provides the electrical expertise to support the maintenance of the City’s traffic signals, water and wastewater pump stations, and downtown street lights. Assistance to other City departments, such as Parks and Recreation, remains another key component of the service provided by this division, including construction assistance for Parks and Recreation, such as that provided in past years at Mathey-Ballinger Park, Hazel Miller Park, and City Park. Additionally, this division provides support for the Arts Festival, Independence Day Parade and fireworks, the Taste of Edmonds, and the Downtown Christmas Tree Lighting Ceremony.

Budget Narrative

This division provides essential support for the other City departments and associated programs. The salary and benefits budget includes the Facilities Manager, a City Electrician, three Building Maintenance Operators, four Maintenance Custodians, and two Custodians.

2019 Budget Changes

Annual adjustment for technology services and interfund rental

- Decision Package #1 added \$52,000 for fire alarm testing
- Decision Package #2 added \$700,000 for capital renewal projects
- Decision Package #4 added \$25,000 for repair and maintenance supplies
- Decision Package #10 added \$2,280 for the PUD Green Power Program

Fund:	General		Fund #:	001
Department:	Public Works		Department #:	66
Cost Center	Facilities Maintenance		Cost Center #:	518.30

Description	2017	2018	2018	2019	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Salaries	715,836	729,620	768,910	754,619	24,999	3%	(14,291)	-2%
Overtime	8,878	10,500	7,500	7,500	(3,000)	-29%	-	0%
Benefits	309,610	325,233	307,757	310,160	(15,073)	-5%	2,403	1%
Uniforms	4,644	3,000	3,000	3,000	-	0%	-	0%
Supplies	105,453	87,000	87,000	87,000	-	0%	-	0%
Minor Equipment	11,478	3,000	3,000	3,000	-	0%	-	0%
Professional Services	2,357	166,200	156,000	758,000	591,800	356%	602,000	386%
Communications	17,953	16,000	16,000	16,000	-	0%	-	0%
Travel	162	1,000	1,000	1,000	-	0%	-	0%
Rental/Lease	773	5,000	5,000	5,000	-	0%	-	0%
Interfund Rental	59,360	63,310	63,310	54,730	(8,580)	-14%	(8,580)	-14%
Public Utility	294,894	280,000	280,000	282,280	2,280	1%	2,280	1%
Repair/Maintenance	111,238	564,500	428,500	63,500	(501,000)	-89%	(365,000)	-85%
Miscellaneous	4,470	5,000	5,000	5,000	-	0%	-	0%
Buildings	-	23,000	-	-	(23,000)	-100%	N/A	N/A
Construction	-	23,000	-	-	(23,000)	-100%	N/A	N/A
	1,647,106	2,305,363	2,131,977	2,350,789	45,426	2%	218,812	10%

Fund:	General		Fund #:	001
Department:	Public Works		Department #:	67
Cost Center	Engineering		Cost Center #:	518.21

Function

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

Budget Narrative

Salaries and Benefits	Seventeen and a half (17.5) Full Time Equivalent (FTEs) including City Engineer, Transportation Engineer, Stormwater Engineer, Senior Utilities Engineer, Engineering Program Manager, four Capital Project Managers, four Engineering Technicians, one Stormwater Engineering Technician, Senior Construction Inspector, an Administrative Assistant, an associate engineer, and a part-time permit coordinator.
Uniforms	Boot allowance per labor contract, rain gear, etc.
Professional Services	Consultant services for special requirements and studies.
Communications	Mobile phones for field staff and air cards for I-pads and lap top computers.
Travel	Travel to meetings, seminars, training, etc.
Repair/Maintenance	Repair/maintenance of copier, plotter, surveying equipment, traffic counters, etc.
Miscellaneous	Bankcard fees for permit transactions, miscellaneous training, conferences, survey software maintenance/tech support, professional publications, MRSC On-Call Rosters, SCCIT, APWA and other memberships and dues, etc.
Interfund Rental	Rental (from Public Works motor pool) of five vehicles and 33% of another staff car.

2019 Budget Changes

Annual adjustment for technology services and interfund rental

- Decision Package #5 added \$40,000 for downtown parking
- Decision Package #6 added \$28,000 for employee incentive for the commute trip reduction
- Decision Package #7 added \$3,200 for armadillo radar traffic collector
- Decision Package #8 added \$20,000 for the pedestrian task force education program
- Decision Package #85 added \$4,675 for a hosted website
- Decision Package #86 added \$766 for Office 365 Migration
- Decision Package #87 added \$1,150 for a Council video recording device
- Decision Package #89 added \$920 for aerial imagery

Fund:	General		Fund #:	001
Department:	Public Works		Department #:	67
Cost Center	Engineering		Cost Center #:	532.20

Description	2017	2018	2018	2019	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Salaries	1,437,644	1,657,559	1,661,359	1,720,176	62,617	4%	58,817	4%
Overtime	760	8,800	4,950	5,000	(3,800)	-43%	50	1%
Benefits	595,489	710,496	656,338	678,356	(32,140)	-5%	22,018	3%
Uniforms	-	360	360	450	90	25%	90	25%
Minor Equipment	3,383	2,200	2,253	2,200	-	0%	(53)	-2%
Professional Services	40,686	28,240	28,000	53,840	25,600	91%	25,840	92%
Communications	13,044	16,625	14,025	16,625	-	0%	2,600	19%
Travel	45	600	550	600	-	0%	50	9%
Rental/Lease	5,483	8,700	8,000	8,700	-	0%	700	9%
Interfund Rental	84,550	111,924	111,924	114,323	2,399	2%	2,399	2%
Repair/Maintenance	587	2,600	200	2,600	-	0%	2,400	1200%
Miscellaneous	17,733	52,677	48,000	75,200	22,523	43%	27,200	57%
	2,199,404	2,600,781	2,535,959	2,678,070	77,289	3%	142,111	6%

Fund:	Street		Fund #:	111
Department:	Public Works & Utilities		Department #:	68
Cost Center	Street		Cost Center #:	542

Function

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

Budget Narrative

The Salary and Benefit budget includes .5 FTE Street/Stormwater Manager, one Street Maintenance Lead Worker, one Traffic Control Technician, and four Senior Street Maintenance Workers. The Manager also supervises the Stormwater Division.

2019 Budget Changes

Annual adjustment for technology services and interfund rental
 Annual adjustment for debt service allocation

Decision Package #10 added \$2,875 for the PUD Green Power Program
 Decision Package #11 added \$1,560 for operating expenses
 Decision Package #12 added \$323,294 for a sidewalk crew
 Decision Package #92 added \$40,651 for insurance allocation
 Decision Package #93 added \$50 for the State Auditor's Office fee increase

Fund:	Street		Fund #:	111
Department:	Public Works & Utilities		Department #:	68
Cost Center	Street		Cost Center #:	542

	2017	2018	2018	2019	\$ Change	% Change	\$ Change	% Change
Description	Actual	Budget	Estimate	Budget	19-18	19-18	19-18	19-18
					Budget	Budget	Estimate	Estimate
Beginning Balance	790,428	1,102,080	1,102,075	1,138,323	36,243	3%	36,248	3%
Revenue								
TBD Vehicle Fee	698,283	-	710,000	710,000	710,000	N/A	-	0%
Street And Curb Permit	7,800	5,000	8,000	5,000	-	0%	(3,000)	-38%
Motor Vehicle Fuel Tax	726,932	685,000	710,000	710,000	25,000	4%	-	0%
Transportation Charges	37,751	680,000	18,000	-	(680,000)	-100%	(18,000)	-100%
Investment Interest	9,425	13,070	16,890	33,070	20,000	153%	16,180	96%
Miscellaneous Revenues	1,443	1,200	2,200	1,200	-	0%	(1,000)	-45%
Capital Assets Disposition	160,160	-	29,000	-	N/A	N/A	(29,000)	-100%
Interfund Transfer In	412,000	400,000	400,000	400,000	-	0%	-	0%
Insurance Recoveries	-	-	6,100	-	N/A	N/A	(6,100)	-100%
Total Revenues	2,053,794	1,784,270	1,900,190	1,859,270	75,000	4%	(40,920)	-2%
Expenditure								
Salaries	519,755	551,495	551,495	795,977	244,482	44%	244,482	44%
Overtime	29,914	24,400	24,400	18,400	(6,000)	-25%	(6,000)	-25%
Benefits	270,940	286,892	258,252	264,125	(22,767)	-8%	5,873	2%
Uniforms	3,711	6,000	6,000	6,000	-	0%	-	0%
Supplies	229,749	310,000	310,000	335,000	25,000	8%	25,000	8%
Small Equipment	11,055	20,000	20,000	20,000	-	0%	-	0%
Professional Services	25,152	21,050	18,750	26,140	5,090	24%	7,390	39%
Communications	7,506	4,500	4,500	4,500	-	0%	-	0%
Training	-	1,000	1,000	1,000	-	0%	-	0%
Rental/Lease	3,212	2,300	2,400	2,300	-	0%	(100)	-4%
Insurance	110,508	113,230	156,645	153,881	40,651	36%	(2,764)	-2%
Public Utility	272,804	273,170	273,530	276,605	3,435	1%	3,075	1%
Repairs & Maintenance	28,388	45,000	42,500	52,000	7,000	16%	9,500	22%
Miscellaneous	2,697	8,000	5,000	8,000	-	0%	3,000	60%
Interfund Rental	178,720	184,850	184,850	265,980	81,130	44%	81,130	44%
Debt Principal	3,900	3,970	3,970	4,040	70	2%	70	2%
Debt Interest	709	650	650	580	(70)	-11%	(70)	-11%
Total Expenditures	1,742,147	1,856,507	1,863,942	2,234,528	378,021	20%	370,586	20%
Ending Balance	1,102,075	1,029,843	1,138,323	763,065	(266,778)	-26%	(375,258)	-33%

Fund:	Water		Fund #:	421
Department:	Operations and Capital		Department #:	74
Cost Center	Water		Cost Center #:	534

Function

Under Public Works & Utilities, the Water Division is responsible for the maintenance and operation of the City’s water distribution system for the constant and safe delivery of potable water to over 10,109 accounts. The Water Division operates and maintains all storage and conveyance facilities including over 138 miles of distribution mains, 18 pressure reducing stations, three 1.5 million gallon reservoirs, and one three-million gallon reservoir and pumping station. Eight permanent employees are responsible for the above functions.

Budget Narrative

Water Operations

The Salary and Benefit budget includes the Water/Sewer Manager (0.5 FTE), Water Maintenance Lead Worker, Water Quality Control Technician, Water Meter Reader, Administrative Assistant (.35 FTE), four Senior Water Maintenance Workers, one Water Maintenance Worker, a Recycling Coordinator, and an allowance for seasonal help.

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

2019 Budget Changes

- Annual adjustment for technology services and interfund rental
- Annual adjustment for debt service allocation
- Decision Package #9 added \$1,300 for equipment rate subscription
- Decision Package #10 added \$310 for the PUD Green Power Program
- Decision Package #14 added \$16,100 for miscellaneous engineering costs
- Decision Package #15 added \$151,000 for engineering interfund services
- Decision Package #16 added \$464,500 for an increase to operations costs
- Decision Package #17 added \$1,000 for the recycling budget
- Decision Package #85 added \$1,558 for a hosted website
- Decision Package #86 added \$255 for Office 365 Migration
- Decision Package #87 added \$383 for a Council video recording device
- Decision Package #89 added \$307 for aerial imagery
- Decision Package #92 decreased \$1,627 for the insurance allocation
- Decision Package #93 added \$570 for the State Auditor’s Office fee increase

Capital Improvement Program

- Decision Package #13 added \$492,400 for the Five Corners Reservoir Recoating
- Decision Package #19 added \$870,000 for the Swedish and 76th Waterline Replacement
- Decision Package #20 added \$300,000 for the 2019 Waterline Overlays
- Decision Package #21 added \$15,000 for the 2019 Waterline Replacement Project
- Decision Package #22 added \$1,302,600 for the Five Corners Reservoir Recoating
- Decision Package #105 added \$1,717,000 for Dayton 3rd to 9th

Fund:	Water		Fund #:	421
Department:	Operations and Capital		Department #:	74
Cost Center	Water		Cost Center #:	534

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change 19-18 Budget	% Change 19-18 Budget	\$ Change 19-18 Estimate	% Change 19-18 Estimate
Beginning Balance	17,869,639	19,153,890	19,153,886	16,468,469	(2,685,421)	-14%	(2,685,417)	-14%
<u>Revenue</u>								
Grants	20,602	53,950	53,950	53,950	-	0%	-	0%
Custodial & Building Service:	3,408	2,500	3,500	3,000	500	20%	(500)	-14%
Water Sales and Services	8,617,135	9,215,960	9,340,854	10,038,476	822,516	9%	697,622	7%
Investment Interest	19,482	39,780	51,410	41,700	1,920	5%	(9,710)	-19%
Leases Long-Term	9,000	41,500	41,500	41,500	-	0%	-	0%
Contributions	2,730	-	900	-	N/A	N/A	(900)	-100%
Miscellaneous Revenues	61,316	7,000	13,000	5,000	(2,000)	-29%	(8,000)	-62%
Water Connection Fee	332,814	300,000	202,000	290,000	(10,000)	-3%	88,000	44%
Total Revenues	9,066,487	9,660,690	9,707,114	10,473,626	812,936	8%	766,512	8%
<u>Expenditure</u>								
Depreciation	912,379	-	-	-	N/A	N/A	N/A	N/A
Salaries	761,767	828,440	828,440	845,003	16,563	2%	16,563	2%
Overtime	20,833	24,000	25,000	24,000	-	0%	(1,000)	-4%
Benefits	342,987	392,984	361,619	371,025	(21,959)	-6%	9,406	3%
Uniforms	4,727	4,000	4,000	4,000	-	0%	-	0%
Supplies	132,993	220,000	220,000	150,000	(70,000)	-32%	(70,000)	-32%
Resale Inventory - Water	1,685,772	1,800,000	1,800,000	1,950,000	150,000	8%	150,000	8%
Resale Inventory - Supplies	191,569	170,000	130,000	170,000	-	0%	40,000	31%
Small Equipment	6,115	11,000	11,000	11,000	-	0%	-	0%
Professional Services	514,516	276,098	145,743	196,990	(79,108)	-29%	51,247	35%
Interfund Services	324,425	620,549	668,504	588,730	(31,819)	-5%	(79,774)	-12%
Communications	29,829	30,000	30,000	30,000	-	0%	-	0%
Training	45	200	200	200	-	0%	-	0%
Excise Tax	1,663,229	1,609,700	1,645,000	1,649,700	40,000	2%	4,700	0%
Rental/Lease	3,371	5,000	5,000	5,000	-	0%	-	0%
Interfund Rental	141,130	139,907	139,907	150,532	10,625	8%	10,625	8%
Insurance	58,214	56,050	56,738	54,423	(1,627)	-3%	(2,315)	-4%
Public Utility	28,582	35,000	35,000	35,310	310	1%	310	1%
Repairs & Maintenance	387,984	239,500	217,000	1,603,100	1,363,600	569%	1,386,100	639%
Miscellaneous	94,553	84,785	113,000	121,400	36,615	43%	8,400	7%
Interfund Transfer Out	-	644,620	644,620	646,370	1,750	0%	1,750	0%
Equipment	-	15,000	15,000	-	(15,000)	-100%	(15,000)	-100%
Construction Projects	-	5,673,935	4,687,500	3,012,400	(2,661,535)	-47%	(1,675,100)	-36%
Debt Principal	-	373,160	373,160	384,290	11,130	3%	11,130	3%
Debt Interest	476,845	236,100	236,100	225,580	(10,520)	-4%	(10,520)	-4%
Debt Issue Costs	375	-	-	-	N/A	N/A	N/A	N/A
Total Expenditures	7,782,240	13,490,028	12,392,531	12,229,053	(1,260,975)	-9%	(163,478)	-1%
Ending Balance	19,153,886	15,324,552	16,468,469	14,713,042	(611,510)	-4%	(1,755,427)	-11%

Fund:	Storm Water		Fund #:	422
Department:	Operations and Capital		Department #:	72
Cost Center	Storm		Cost Center #:	531

Function

Storm Drainage Utility staff conduct system maintenance, street sweeping, emergency flooding response, creek maintenance, inspection and monitoring of private stormwater detention systems, and minor capital improvement projects. The Division’s recent focus is to upgrade its services to comply with Federal Clean Water Act requirements and Phase II municipal stormwater permit issued by the State Department of Ecology.

Budget Narrative

Storm Water Operations

The Salary and Benefit budget includes .5 FTE Street/Stormwater Manager, one Stormwater Maintenance Lead Worker, four Senior Storm Maintenance Workers, one Storm Maintenance Worker, and a Senior Storm GIS Tech/Maint Worker. The Manager also supervises the Street Division.

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

2019 Budget Changes

- Annual adjustment for technology services and interfund rental
- Annual adjustment for debt service allocation

- Decision Package 9# added \$1,300 for equipment rate subscription
- Decision Package #10 added \$210 for the PUD Green Power Program
- Decision Package #14 added \$12,800 for miscellaneous engineering costs
- Decision Package #15 added \$369,000 for engineering interfund services
- Decision Package #23 added \$22,500 for an increase to operations costs
- Decision Package #24 added \$19,000 for NPDES Permit Compliance
- Decision Package #32 added \$200,000 for the stormwater comprehensive plan
- Decision Package #85 added \$445 for a hosted website
- Decision Package #86 added \$74 for Office 365 Migration
- Decision Package #87 added \$109 for a Council video recording device
- Decision Package #89 added \$88 for aerial imagery
- Decision Package #92 added \$53,850 for the insurance allocation
- Decision Package #93 added \$310 for the State Auditor’s Office fee increase

Fund:	Storm Water		Fund #:	422
Department:	Operations and Capital		Department #:	72
Cost Center	Storm		Cost Center #:	531

Capital Improvement Program

- Decision Package #25 added \$500,000 for the Dayton Street Pump Station Project
- Decision Package #26 added \$375,000 for the Ballinger regional facility pre-design
- Decision Package #27 added \$1,000,000 for phase 1 annual storm pip replacement project
- Decision Package #28 added \$907,000 for the Dayton storm pump station
- Decision Package #29 added \$76,125 for Seaview infiltration project
- Decision Package #30 added \$441,000 for the citywide drainage replacement project
- Decision Package #31 added \$68,000 for the Lake Ballinger Storm Drainage project
- Decision Package #105 added \$1,717,000 for Dayton 3rd to 9th
- Decision Package #106 added \$522,870 for the 84th Ave W Overlay – 220th to 212th Project
- Decision Package #108 added \$1,166 for the 238th St SW Walkway from SR-104 to SR-99 Project
- Decision Package #114 added \$75,000 for the Edmonds Marsh Feasibility and Restoration

Fund:	Storm Water		Fund #:	422
Department:	Operations and Capital		Department #:	72
Cost Center	Storm		Cost Center #:	531

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change 19-18 Budget	% Change 19-18 Budget	\$ Change 19-18 Estimate	% Change 19-18 Estimate
Beginning Balance	10,246,572	10,990,760	10,990,768	10,475,367	(515,393)	-5%	(515,401)	-5%
Revenue								
Grants	143,481	765,511	314,909	57,094	(708,417)	-93%	(257,815)	-82%
Stormwater Sales	4,057,114	4,467,495	4,462,766	4,909,044	441,549	10%	446,278	10%
Stormwater Mitigation Fees	1,278	-	-	-	N/A	N/A	N/A	N/A
Illegal Discharge Fine	600	3,700	600	500	(3,200)	-86%	(100)	-17%
Investment Interest	13,937	27,280	35,250	34,760	7,480	27%	(490)	-1%
Leases Long-Term	12,828	14,010	16,000	16,000	1,990	14%	-	0%
Miscellaneous Revenues	52,963	-	800	-	N/A	N/A	(800)	-100%
Insurance Recoveries	2,500	-	-	-	N/A	N/A	N/A	N/A
Gains (Losses)	(181)	-	-	-	N/A	N/A	N/A	N/A
Water Connection Fee	30,028	40,000	25,000	35,000	(5,000)	-13%	10,000	40%
Proceeds Of LT Debt	-	-	136,250	408,750	408,750	N/A	272,500	200%
Total Revenues	4,314,548	5,317,996	4,991,575	5,461,148	143,152	3%	469,573	9%
Expenditure								
Depreciation	594,963	-	-	-	N/A	N/A	N/A	N/A
Salaries	601,315	677,138	664,738	702,584	25,446	4%	37,846	6%
Overtime	12,578	6,000	6,000	6,000	-	0%	-	0%
Benefits	308,245	356,297	333,114	360,829	4,532	1%	27,715	8%
Uniforms	5,689	6,500	6,500	6,500	-	0%	-	0%
Supplies	39,233	46,000	42,000	46,000	-	0%	4,000	10%
Small Equipment	6,873	4,000	4,000	4,000	-	0%	-	0%
Professional Services	261,184	437,406	285,803	699,385	261,979	60%	413,582	145%
Interfund Services	590,998	431,870	691,278	860,968	429,098	99%	169,690	25%
Communications	5,453	3,200	3,200	3,200	-	0%	-	0%
Training	-	4,300	3,300	4,300	-	0%	1,000	30%
Excise Taxes	430,293	461,100	470,100	470,100	9,000	2%	-	0%
Rental/Lease	1,928	6,500	2,000	6,000	(500)	-8%	4,000	200%
Interfund Rental	258,470	244,267	244,267	240,404	(3,863)	-2%	(3,863)	-2%
Insurance	72,028	71,540	178,798	125,390	53,850	75%	(53,408)	-30%
Public Utility	9,789	10,500	10,500	10,710	210	2%	210	2%
Repairs & Maintenance	52,860	15,000	18,500	439,568	424,568	2830%	421,068	2276%
Miscellaneous	90,133	88,500	99,000	113,100	24,600	28%	14,100	14%
Interfund Transfer Out	-	298,500	298,500	297,750	(750)	0%	(750)	0%
Equipment	-	315,000	315,000	-	(315,000)	-100%	(315,000)	-100%
Construction Projects	50,624	3,099,815	1,402,798	4,834,000	1,734,185	56%	3,431,202	245%
Debt Principal	-	297,750	297,750	328,479	30,729	10%	30,729	10%
Debt Interest	177,696	129,830	129,830	131,155	1,325	1%	1,325	1%
Total Expenditures	3,570,352	7,011,013	5,506,976	9,690,422	2,679,409	38%	4,183,446	76%
Ending Balance	10,990,768	9,297,743	10,475,367	6,246,093	(3,051,650)	-33%	(4,229,274)	-40%

Fund:	Sewer / WWTP		Fund #:	423
Department:	Operations & Capital		Department #:	75, 76
Cost Center	Sewer/Treatment Plant		Cost Center #:	535

Function

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

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

Budget Narrative

Sewer Operations

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

Treatment Plant Operations

Due to the regional nature of the Treatment Plant, other agencies pay a proportionate share of both operating and capital expenditures. The City of Edmonds pays approximately 50% of both O&M and capital expenses. Significant impacts to our 2017 operating budget are as follows: increased regulatory fees; testing of newly designed air emissions equipment to achieve the requirements of the new incineration regulations; and carbon replacement in all odor control units to ensure proper operation.

Fund:	Sewer / WWTP		Fund #:	423
Department:	Operations & Capital		Department #:	75, 76
Cost Center	Sewer/Treatment Plant		Cost Center #:	535

2019 Budget Changes

Annual adjustment for technology services and interfund rental
 Annual adjustment for debt service allocation

- Decision Package #9 added \$1,300 for equipment rate subscription
- Decision Package #10 added \$3,450 for the PUD Green Power Program
- Decision Package #14 added \$18,900 for miscellaneous engineering costs
- Decision Package #15 added \$158,000 for engineering interfund services
- Decision Package #34 added \$70,000 for an increase to operations costs
- Decision Package #36 added \$350,000 for wastewater treatment plant repair and maintenance
- Decision Package #85 added \$5,565 for a hosted website
- Decision Package #86 added \$915 for Office 365 Migration
- Decision Package #87 added \$1,369 for a Council video recording device
- Decision Package #89 added \$1,095 for aerial imagery
- Decision Package #92 added \$74,991 for the insurance allocation
- Decision Package #93 added \$1,010 for the State Auditor’s Office fee increase

Capital Improvement Program

- Decision Package #35 added \$3,670,438 for the phase 6 carbon recovery design project
- Decision Package #37 added \$30,000 for trench shoring
- Decision Package #38 added \$500,000 for Lake Ballinger trunk sewer preliminary design
- Decision Package #39 added \$5,000 for 2018 Sanitary Sewer Replacement
- Decision Package #40 added \$706,680 for cured in place pipe sewer rehab phase 2
- Decision Package #41 added \$75,000 for the lift station 1 metering and flow study
- Decision Package #42 added \$165,000 for the Lake Ballinger sewer trunk study
- Decision Package #43 added \$75,000 for the 2019 sanitary sewer overlay
- Decision Package #44 added \$5,000 for the 2019 sanitary sewer replacement
- Decision Package #105 added \$2,407,000 for Dayton 3rd to 9th

Fund:	Sewer / WWTP		Fund #:	423
Department:	Operations & Capital		Department #:	75, 76
Cost Center	Sewer/Treatment Plant		Cost Center #:	535

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change 19-18 Budget	% Change 19-18 Budget	\$ Change 19-18 Estimate	% Change 19-18 Estimate
Beginning Balance	42,695,396	44,666,810	44,666,801	42,665,532	(2,001,278)	-4%	(2,001,269)	-4%
Revenue								
Other/Non-Bus/Lic/Permit	13,020	12,000	15,000	12,000	-	0%	(3,000)	-20%
Sewer Sales and Services	9,831,005	10,380,750	10,435,180	11,416,138	1,035,388	10%	980,958	9%
Investment Interest	13,853	59,810	77,110	64,000	4,190	7%	(13,110)	-17%
Miscellaneous Revenues	111,484	-	1,650	-	N/A	N/A	(1,650)	-100%
Gains/Losses	(36,967)	-	-	-	N/A	N/A	N/A	N/A
Capital Contributions	1,542,946	599,786	599,786	1,335,017	735,231	123%	735,231	123%
Sewer Connection Fee	230,014	250,000	355,000	200,000	(50,000)	-20%	(155,000)	-44%
Interfund Transfer In	-	615,497	615,497	1,359,141	743,644	121%	743,644	121%
Total Revenues	11,705,355	11,917,843	12,099,223	14,386,296	2,468,453	21%	2,287,073	19%
Expenditure								
Depreciation	2,042,302	-	-	-	N/A	N/A	N/A	N/A
Salaries	1,714,818	1,793,854	1,737,524	1,850,763	56,909	3%	113,239	7%
Overtime	99,066	95,000	93,000	95,000	-	0%	2,000	2%
Benefits	759,231	821,233	776,856	815,177	(6,056)	-1%	38,321	5%
Uniforms	7,466	9,500	9,500	9,500	-	0%	-	0%
Supplies	239,608	432,200	350,000	417,200	(15,000)	-3%	67,200	19%
Fuel Consumed	74,580	80,000	70,000	80,000	-	0%	10,000	14%
Sewer Inventory	1,459	4,000	1,500	4,000	-	0%	2,500	167%
Small Equipment	38,969	50,000	55,000	50,000	-	0%	(5,000)	-9%
Professional Services	678,690	779,271	610,843	708,430	(70,841)	-9%	97,587	16%
Interfund Services	559,904	778,476	768,483	796,710	18,234	2%	28,227	4%
Communications	40,657	43,000	44,000	43,000	-	0%	(1,000)	-2%
Training	54	5,000	5,000	5,000	-	0%	-	0%
Excise Tax	921,075	963,000	980,000	973,000	10,000	1%	(7,000)	-1%
Rental/Lease	5,453	9,500	8,000	9,500	-	0%	1,500	19%
Interfund Rental	297,150	301,309	301,309	303,969	2,660	1%	2,660	1%
Insurance	116,720	109,270	117,717	184,261	74,991	69%	66,544	57%
Public Utility	897,208	1,217,860	1,169,860	1,231,310	13,450	1%	61,450	5%
Repairs & Maintenance	667,030	695,000	764,772	695,000	-	0%	(69,772)	-9%
Miscellaneous	102,660	105,450	115,450	125,650	20,200	19%	10,200	9%
Interfund Transfer Out	-	1,681,935	1,678,327	2,420,671	738,736	44%	742,344	44%
Equipment	-	85,000	185,000	30,000	(55,000)	-65%	(155,000)	-84%
Construction Projects	-	4,300,205	3,739,821	5,932,877	1,632,672	38%	2,193,056	59%
Debt Principal	-	397,040	431,915	402,930	5,890	1%	(28,985)	-7%
Debt Interest	463,911	81,750	82,615	75,490	(6,260)	-8%	(7,125)	-9%
Debt Issue Costs	5,939	-	4,000	-	N/A	N/A	(4,000)	-100%
Total Expenditures	9,733,950	14,838,853	14,100,492	17,259,438	2,420,585	16%	3,158,946	22%
Ending Balance	44,666,801	41,745,800	42,665,532	39,792,390	(1,953,410)	-5%	(2,873,142)	-7%

Fund:	Utility Debt Service Fund		Fund #:	424
Department:	Debt Service Fund		Department #:	71
Cost Center	Total Fund		Cost Center #:	N/A

Function

Debt Service Funds are used to account for the accumulation of resources for and payment of revenue bond principal, interest, and related costs. The Utility Debt Service Fund (424) provides debt service accounting for the 2013 revenue bond issue, which is backed by the City’s utility rates for water, sewer and storm water.

2019 Budget Changes

Annual adjustment for debt service allocation

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change 19-18 Budget	% Change 19-18 Budget	\$ Change 19-18 Estimate	% Change 19-18 Estimate
Beginning Balance	843,961	843,960	843,961	843,981	21	0%	20	0%
<u>Revenue</u>								
Investment Interest	-	30	40	4,080	4,050	13500%	4,040	10100%
Transfer In from 421	-	644,620	644,620	646,370	1,750	0%	1,750	0%
Transfer In from 422	-	284,050	284,050	283,300	(750)	0%	(750)	0%
Transfer In from 423	-	1,062,830	1,062,830	1,061,530	(1,300)	0%	(1,300)	0%
Total Revenues	-	1,991,530	1,991,540	1,995,280	3,750	0%	3,740	0%
<u>Expenditure</u>								
Bond Principal	-	710,020	710,020	740,010	29,990	4%	29,990	4%
Bond Interest	-	1,281,500	1,281,500	1,251,200	(30,300)	-2%	(30,300)	-2%
Total Expenditures	-	1,991,520	1,991,520	1,991,210	(310)	0%	(310)	0%
Ending Balance	843,961	843,970	843,981	848,051	4,081	0%	4,070	0%



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Fund:	Equipment Rental		Fund #:	511
Department:	Equipment Rental		Department #:	77
Cost Center	Municipal Vehicles and PW Equipment		Cost Center #:	548

Function

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

Budget Narrative

The Salary and Benefits budget includes the Fleet Manager, Senior Vehicle & Equipment Mechanic and a Vehicle & Equipment Mechanic

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

2019 Replacement Schedules:

- 400-POL 2000 GO-4 Scooter
- 106-STM 2007 Vactor Truck
- 62-SWR 2009 Cues Video Inspection Truck
- 3-WTR 1995 Case Backhoe
- 102-WTR 2004 Chevrolet Colorado Pickup
- 6-WTR 2008 Ford F-250 Pickup
- 50-WTR 2005 Chevrolet 1500 Pickup
- (2) Police mobile radios
- (5) Police portable radios

2019 Budget Changes

Annual adjustment for interfund rental

- Decision Package #10 added \$200 for the PUD Green Power Program
- Decision Package #45 added \$1,328,000 per the replacement schedule of new vehicles
- Decision Package #46 reduced the fleet operation budget by \$21,200
- Decision Package #77 added \$65,000 for the school resource officer vehicle
- Decision Package #92 added \$3,005 for the insurance allocation
- Decision Package #93 added \$80 for the State Auditor’s Office fee increase

Fund:	Equipment Rental		Fund #:	511
Department:	Equipment Rental		Department #:	77
Cost Center	Municipal Vehicles and PW Equipment		Cost Center #:	548

Description	2017	2018	2018	2019	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Beginning Balance	8,311,631	8,996,080	8,996,074	9,025,419	29,339	0%	29,345	0%
<u>Revenue</u>								
Garage Services	7,436	12,000	12,000	12,000	-	0%	-	0%
Other Environmental Services	8,373	0	0	0	N/A	N/A	N/A	N/A
Sales and Services	747,101	654,620	654,620	673,610	18,990	3%	18,990	3%
Investment Income	128,003	107,680	139,150	183,800	76,120	71%	44,650	32%
Rental Charge - B Fund	876,320	845,340	845,340	889,350	44,010	5%	44,010	5%
Miscellaneous Revenue	259	0	0	0	N/A	N/A	N/A	N/A
Insurance Recovery	35,974	5,000	5,000	5,000	-	0%	-	0%
Capital Assets Disposition	105,303	0	0	0	N/A	N/A	N/A	N/A
Total Revenues	1,908,769	1,624,640	1,656,110	1,763,760	139,120	9%	107,650	7%
<u>Expenditure</u>								
Depreciation	402,651	0	0	0	N/A	N/A	N/A	N/A
Salaries	238,011	250,519	250,519	259,309	8,790	4%	8,790	4%
Overtime	48	2,000	2,000	2,000	-	0%	-	0%
Benefits	102,548	114,956	109,002	113,207	(1,749)	-2%	4,205	4%
Uniforms	716	1,000	1,000	1,000	-	0%	-	0%
Supplies	79,963	110,000	110,000	110,000	-	0%	-	0%
Fuel Consumed	0	1,000	1,000	1,000	-	0%	-	0%
Resale Supplies	181,467	268,000	268,000	273,000	5,000	2%	5,000	2%
Small Equipment	69,069	58,000	58,000	58,000	-	0%	-	0%
Professional Services	4,116	3,500	3,500	3,580	80	2%	80	2%
Interfund Services	0	43,000	43,000	43,000	-	0%	-	0%
Interfund Rental	13,850	8,280	8,280	12,620	4,340	52%	4,340	52%
Communication	2,314	3,000	3,000	3,000	-	0%	-	0%
Travel	0	1,000	1,000	1,000	-	0%	-	0%
Rental/Lease	1,145	1,500	1,500	1,500	-	0%	-	0%
Insurance	26,351	29,010	29,464	32,015	3,005	10%	2,551	9%
Public Utilities	12,886	14,000	14,000	14,200	200	1%	200	1%
Repair and Maintenance	58,472	60,000	60,000	60,000	-	0%	-	0%
Miscellaneous	20,269	12,000	12,000	12,000	-	0%	-	0%
Machinery and Equipment	0	689,317	651,500	1,408,000	718,683	104%	756,500	116%
Interfund Transfer	10,450	0	0	0	N/A	N/A	N/A	N/A
Total Expenditures	1,224,326	1,670,082	1,626,765	2,408,431	738,349	44%	781,666	48%
Ending Balance	8,996,074	8,950,638	9,025,419	8,380,748	(569,890)	-6%	(644,671)	-7%



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Fund:	Building Maintenance		Fund #:	016
Department:	Capital Project Funds		Department #:	N/A
Cost Center	Total Fund		Cost Center #:	N/A

Function

The City Council established this Fund in 1984 to provide money for large maintenance and repair projects and to track such money. It should be noted that Fund 016 is not primarily for capital improvements; however, some projects could qualify as Capital Improvement Plan (CIP) expenditures.

Budget Narrative

The maintenance and operation expenses of City-owned buildings depend primarily on the General Fund. Properly maintained City buildings play an integral role to deliver efficient and effective services to Edmonds’ citizens and assist the various City departments in their missions. Currently, due to the continued lack of General Fund Revenues, there is insufficient staffing and money for all of the necessary repairs and capital renovation projects for City buildings. This is reflected in the large list of potential projects included in the Capital Improvement Plan and its stated need to increase funding to keep up with the work on the designed six-year schedule. In 2015, a consultant study was completed that documents the extent of the ongoing needs of City facilities.

The Building Maintenance Fund activity moved to the Facilities Cost Center in the General Fund in 2018.

Description	2017	2018	2018	2019	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Beginning Balance	98,435	210,220	210,221	210,281	61	0%	60	0%
<u>Revenue</u>								
Grants	98,852	-	-	-	N/A	N/A	N/A	N/A
Interlocal Revenue	10,000	-	-	-	N/A	N/A	N/A	N/A
Investment Interest	52	-	60	-	N/A	N/A	(60)	-100%
Miscellaneous Revenue	100,000	-	-	-	N/A	N/A	N/A	N/A
Interfund Transfer	100,000	-	-	-	N/A	N/A	N/A	N/A
Total Revenue	308,904	-	60	-	N/A	N/A	(60)	-100%
<u>Expenditure</u>								
Supplies	3,931	-	-	-	N/A	N/A	N/A	N/A
Professional Services	81,038	-	-	-	N/A	N/A	N/A	N/A
Repair and Maintenance	112,149	-	-	-	N/A	N/A	N/A	N/A
Total Expenditure	197,118	-	-	-	N/A	N/A	N/A	N/A
Ending Balance	210,221	210,220	210,281	210,281	61	0%	-	0%

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

Function

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

2019 Budget Changes

Annual adjustment for debt service allocation

Decision Package #10 added \$2,095 for the PUD Green Power Program

Capital Improvement Program

Decision Package #97 added \$600,000 for the 2019 pavement presentation program

Decision Package #98 added \$201,850 for 238th Island and ADA Curb Ramps

Decision Package #105 added \$200,000 for Dayton 3rd to 9th

Decision Package #106 added \$614,200 for 84th Ave W overlay – 220th to 212th project

Decision Package #107 added \$10,000 for the 76th Ave at 212th ST SW Intersection Improvements

Decision Package #108 added \$5,750 for 238th St SW walkway from SR-104 to SR-99 P

Decision Package #109 added \$437,380 for the highway 99 revitalization project

Decision Package #110 added \$1,181,873 for the citywide pedestrian crossing project

Decision Package #111 added \$3,000,000 for the waterfront connector

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

Description	2017 Actual	2018	2018	2019	\$ Change	% Change	\$ Change	% Change
		Budget	Estimate	Budget	19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Beginning Balance	91,958	728,770	728,782	723,715	(5,055)	-1%	(5,067)	-1%
<u>Revenue</u>								
Grants	4,351,642	2,666,757	2,207,201	5,647,577	2,980,820	112%	3,440,376	156%
Motor Vehicle Fuel Tax	202,570	194,000	194,000	194,000	-	0%	-	0%
Interlocal Revenue	439,619	165,706	271,800	-	(165,706)	-100%	(271,800)	-100%
Traffic Impact Fees	372,481	255,000	225,000	250,000	(5,000)	-2%	25,000	11%
Investment Interest	9,415	-	-	-	N/A	N/A	N/A	N/A
Contributions	125,276	-	-	-	N/A	N/A	N/A	N/A
Interfund Transfer In	223,711	584,540	394,540	555,340	(29,200)	-5%	160,800	41%
Total Revenues	5,724,714	3,866,003	3,292,541	6,646,917	2,780,914	72%	3,354,376	102%
<u>Expenditure</u>								
Salaries	15,383	-	12,040	-	N/A	N/A	(12,040)	-100%
Overtime	672	-	-	-	N/A	N/A	N/A	N/A
Benefits	6,410	-	8,427	961	961	N/A	(7,466)	-89%
Small Equipment	25,580	-	-	-	N/A	N/A	N/A	N/A
Professional Services	60,507	88,000	90,419	3,410,475	3,322,475	3776%	3,320,056	3672%
Interfund Services	292,701	277,918	240,502	192,040	(85,878)	-31%	(48,462)	-20%
Repair and Maintenance	(88,878)	300,000	269,410	1,105,920	805,920	269%	836,510	310%
Miscellaneous	1,756	-	-	-	N/A	N/A	N/A	N/A
Intangible Rights to Land	-	25,000	25,000	38,500	13,500	54%	13,500	54%
Construction Projects	4,651,178	2,975,900	2,536,360	1,529,223	(1,446,677)	-49%	(1,007,137)	-40%
Interfund Transfer Out	40,711	237,910	40,540	47,710	(190,200)	-80%	7,170	18%
Debt Principal	72,202	72,220	72,220	72,220	-	0%	-	0%
Debt Interest	9,668	2,690	2,690	2,330	(360)	-13%	(360)	-13%
Total Expenditures	5,087,890	3,979,638	3,297,608	6,399,379	2,419,741	61%	3,101,771	94%
Ending Balance	728,782	615,135	723,715	971,253	356,118	58%	247,538	34%

Fund:	REET 2		Fund #:	125
Department:	Capital Project Funds		Department #:	N/A
Cost Center	Total Fund		Cost Center #:	N/A

REET 2

Function

REET II dollars may be used for public works projects for planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, bridges, domestic water systems, storm and sanitary sewer systems, and planning, construction, reconstruction, repair, rehabilitation, or improvement of parks.

2019 Budget Changes

Staff recommended change added \$250,000 for transitional housing

Council amendment added \$100,000 for accessible playground upgrades

Capital Improvement Program

- Decision Package #97 added \$450,000 for the 2019 pavement preservation program
- Decision Package #98 added \$50,000 for the 238th Island and ADA curb ramp project
- Decision Package #102 added \$42,500 for audible pedestrian signals
- Decision Package #112 added \$824,800 for the waterfront redevelopment/Ebb Tide project
- Decision Package #113 added \$70,000 for the civic center complex
- Decision Package #114 added \$25,000 for the Edmonds Marsh feasibility and restoration project
- Decision Package #115 added \$40,000 for the City Park walkway
- Decision Package #116 added \$155,000 for a community garden
- Decision Package #117 added \$20,000 for the fishing pier / Olympic Beach
- Decision Package #118 added \$120,000 for Seaview Park
- Decision Package #119 added \$10,000 for city gateway replacement
- Decision Package #120 added \$75,000 for the outdoor fitness zone
- Decision Package #121 added \$20,000 for the flower pole replacement project
- Decision Package #122 added \$50,000 for the Fourth Avenue cultural corridor
- Decision Package #123 added \$10,000 for Yost Park pool
- Decision Package #124 added \$20,000 for Mathay Ballinger Park
- Decision Package #126 added \$395,000 for the Waterfront Center

Fund:	REET 2		Fund #:	125
Department:	Capital Project Funds		Department #:	N/A
Cost Center	Total Fund		Cost Center #:	N/A

Description	2017	2018	2018	2019	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Beginning Balance	2,259,949	1,901,000	1,901,004	1,600,627	(300,373)	-16%	(300,377)	-16%
Revenue								
Local Real Estate Tax - 2nd Half	1,509,853	1,400,000	1,750,000	1,540,000	140,000	10%	(210,000)	-12%
Investment Interest	52,343	46,880	60,580	57,600	10,720	23%	(2,980)	-5%
Total Revenues	1,562,196	1,446,880	1,810,580	1,597,600	150,720	10%	(212,980)	-12%
Expenditure								
Supplies	56,874	21,000	21,000	21,000	-	0%	-	0%
Professional Services	607,130	50,000	47,030	521,250	471,250	943%	474,220	1008%
Intefund Services	47,254	15,040	2,325	45,260	30,220	201%	42,935	1847%
Utilities	1,649	-	-	-	N/A	N/A	N/A	N/A
Repair and Maintenance	444,067	600,000	544,690	520,000	(80,000)	-13%	(24,690)	-5%
Miscellaneous	100,000	-	-	-	N/A	N/A	N/A	N/A
Buildings	-	150,000	150,000	-	(150,000)	-100%	(150,000)	-100%
Machinery/Equipment	5,074	-	-	-	N/A	N/A	N/A	N/A
Construction Projects	659,093	1,896,960	1,345,912	1,746,050	(150,910)	-8%	400,138	30%
Total Expenditures	1,921,141	2,733,000	2,110,957	2,853,560	120,560	4%	742,603	35%
Ending Balance	1,901,004	614,880	1,600,627	344,667	(270,213)	-44%	(1,255,960)	-78%

Fund:	REET 1: Special Capital/ Parks Acquisition		Fund #:	126
Department:	Capital Project Funds		Department #:	N/A
Cost Center	Total Fund		Cost Center #:	N/A

Function

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

2019 Budget Changes

Council amendment added \$100,000 for accessible playground upgrades

Capital Improvement Program

- Decision Package #97 added \$450,000 for the 2019 pavement preservation program
- Decision Package #99 added \$429,000 for citywide pedestrian enhancements
- Decision Package #100 added \$50,000 for the 2019 pedestrian safety program
- Decision Package #101 added \$70,000 for traffic signal upgrades
- Decision Package #103 added \$20,000 for guardrail installations
- Decision Package #104 added \$40,000 for the Admiral Way Crossing
- Decision Package #105 added \$2,500 for Dayton 3rd to 9th
- Decision Package #106 added \$153,800 for 84th Ave W overlay – 220th to 212th project
- Decision Package #108 added \$1,834 for 238th St SW walkway from SR-104 to SR-99 project
- Decision Package #112 added \$314,598 for the waterfront redevelopment/Ebb Tide project
- Decision Package #113 added \$750,000 for the civic center complex
- Decision Package #126 added \$538,868 for the waterfront center

Fund:	REET 1: Special Capital/ Parks Acquisition		Fund #:	126
Department:	Capital Project Funds		Department #:	N/A
Cost Center	Total Fund		Cost Center #:	N/A

Description	2017	2018	2018	2019	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	19-18 Budget	19-18 Budget	19-18 Estimate	19-18 Estimate
Beginning Balance	1,977,485	2,165,210	2,165,208	2,066,504	(98,706)	-5%	(98,704)	-5%
<u>Revenue</u>								
Local Real Estate Tax-1st Half	1,509,853	1,400,000	1,750,000	1,540,000	140,000	10%	(210,000)	-12%
Investment Interest	53,290	48,300	62,420	64,020	15,720	33%	1,600	3%
Total Revenues	1,563,143	1,448,300	1,812,420	1,604,020	155,720	11%	(208,400)	-11%
<u>Expenditure</u>								
Supplies	18,722	-	-	-	N/A	N/A	N/A	N/A
Professional Services	233,777	160,555	152,584	156,784	(3,771)	-2%	4,200	3%
Repair and Maintenance	556,965	1,031,762	990,118	526,480	(505,282)	-49%	(463,638)	-47%
Miscellaneous	34,701	216,720	-	-	(216,720)	-100%	N/A	N/A
Land	8,500	-	-	-	N/A	N/A	N/A	N/A
Machinery/Equipment	5,074	-	-	-	N/A	N/A	N/A	N/A
Construction Projects	348,458	1,169,419	606,442	2,259,716	1,090,297	93%	1,653,274	273%
Interfund Transfer Out	142,325	135,130	135,130	133,030	(2,100)	-2%	(2,100)	-2%
Debt Principal	22,701	23,100	23,100	23,480	380	2%	380	2%
Debt Interest	4,197	3,750	3,750	3,360	(390)	-10%	(390)	-10%
Total Expenditures	1,375,420	2,740,436	1,911,124	3,102,850	362,414	13%	1,191,726	62%
Ending Balance	2,165,208	873,074	2,066,504	567,674	(305,400)	-35%	(1,498,830)	-73%

Fund:	Parks Capital Construction		Fund #:	332
Department:	Capital Projects Fund		Department #:	N/A
Cost Center	Total Fund		Cost Center #:	N/A

Function

Fund 132 was established as part of the City’s 2007 and 2008 Operating Budget to specifically segregate park improvement projects that would be totally or partially funded by grants and contributions. The fund number changed from Fund 132 to Fund 332, a capital projects fund, during the 2018 budget process. Fund 332 is for improvement, renovation, planning and development of park sites to maintain high quality and varied parks and open space in the city. Revenue sources for the Fund include state and local grants, contributions from developers, and carryover from previous years.

Capital Improvement Program

Decision Package #112 added \$3,158,858 for the waterfront redevelopment /Ebb Tide project
 Decision Package #113 added \$500,000 for the civic center complex
 Decision Package #120 added \$100,000 for the outdoor fitness zones

Fund:	Parks Capital Construction		Fund #:	332
Department:	Capital Projects Fund		Department #:	N/A
Cost Center	Total Fund		Cost Center #:	N/A

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change 19-18 Budget	% Change 19-18 Budget	\$ Change 19-18 Estimate	% Change 19-18 Estimate
Program 000								
Beginning Balance	449,441	302,050	302,054	1,233,185	931,135	308%	931,131	308%
<u>Revenue</u>								
Grants	79,690	1,352,443	1,352,443	2,158,868	806,425	60%	806,425	60%
Investment Interest	(7,206)	1,740	1,150	-	(1,740)	-100%	(1,150)	-100%
Parks Donations	57,610	-	-	-	N/A	N/A	N/A	N/A
Transfer In from 001	39,535	-	-	-	N/A	N/A	N/A	N/A
Total Revenue	169,629	1,354,183	1,353,593	2,158,868	804,685	59%	805,275	59%
<u>Expenditure</u>								
Interfund Services	50,754	7,160	-	4,760	(2,400)	-34%	4,760	N/A
Construction Projects	421,507	1,389,721	222,462	2,158,868	769,147	55%	1,936,406	870%
Professional Services	(164,973)	-	-	-	N/A	N/A	N/A	N/A
Repair and Maintenance	6,728	-	-	-	N/A	N/A	N/A	N/A
Interfund Transfer To Fd 117	3,000	200,000	200,000	-	(200,000)	-100%	(200,000)	-100%
Total Expenditure	317,016	1,596,881	422,462	2,163,628	566,747	35%	1,741,166	412%
Ending Balance	302,054	59,352	1,233,185	1,228,425	1,169,073	1970%	(4,760)	0%

Description	2017 Actual	2018 Budget	2018 Estimate	2019 Budget	\$ Change 19-18 Budget	% Change 19-18 Budget	\$ Change 19-18 Estimate	% Change 19-18 Estimate
Program 100 - Park Impact Fees								
Beginning Balance	735,705	1,242,030	1,242,029	1,511,263	269,233	22%	269,234	22%
<u>Revenue</u>								
Park Impact Fees	497,622	262,864	262,864	588,901	326,037	124%	326,037	124%
Investment Interest	8,702	4,930	6,370	49,080	44,150	896%	42,710	670%
Total Revenue	506,324	267,794	269,234	637,981	370,187	138%	368,747	137%
<u>Expenditure</u>								
Construction	-	750,000	-	1,600,000	850,000	113%	1,600,000	N/A
Total Expenditure	-	750,000	-	1,600,000	850,000	113%	1,600,000	N/A
Ending Balance	1,242,029	759,824	1,511,263	549,244	(210,580)	-28%	(962,019)	-64%

Rates of Pay

Elected Officials	Minimum	Maximum
Council Member Position	\$ 15,000	\$ 15,000
Council President	17,400	17,400
Judge	117,073	117,073
Mayor	125,935	125,935
Non-Represented	Minimum	Maximum
Arts & Cultural Services Program Manager	80,732	108,188
Assistant Finance Director	98,129	131,503
Assistant Police Chief	113,597	152,231
Associate Engineer	69,738	93,456
Associate Planner	69,738	93,456
Building Official	93,456	125,242
Capital Projects Manager	76,887	103,036
City Clerk	89,007	119,277
City Engineer	113,597	152,231
Community Services & Economic Development Director	119,277	159,843
Court Administrator	84,767	113,597
Deputy Parks & Recreation Services Director	103,036	138,078
Development Services Director	119,277	159,843
Engineering Program Manager II	80,732	108,188
Environmental Program Manager	89,007	119,277
Executive Assistant Confidential	63,256	84,767
Executive Assistant To The Mayor	66,418	89,007
Facilities Manager	89,007	119,277
Finance Director	119,277	159,843
Fleet Manager	80,732	108,188
Human Resources Assistant	41,905	56,152
Human Resources Analyst	66,418	89,007
Human Resources Director	119,277	159,843
Information Services Manager	93,456	125,242
Parks And Recreation Director	119,277	159,843
Parks Maintenance Manager	80,732	108,188
Planner	63,256	84,767
Planning Manager	98,129	131,503
Police Chief	131,503	176,227
Public Disclosure & Records Management Specialist	47,203	63,256
Public Works & Utilities Director	125,242	167,834
Recreation Supervisor	73,225	98,129
Recycling Coordinator	63,256	84,767
Safety & Risk/Disaster Coordinator	63,256	84,767
Senior Planner	76,887	103,036
Senior Utilities Engineer	98,129	131,503
Stormwater Engineer	84,767	113,597
Street/Storm Manager	93,456	125,242
Transportation Engineer	89,007	119,277
Wastewater Treatment Plant Manager	103,036	138,078
Wastewater Treatment Plant Supervisor	84,767	113,597
Water/Sewer Manager	93,456	125,242

Rates of Pay

Police Non-Commissioned	Minimum	Maximum
Animal Control Officer	\$ 54,575	\$ 73,225
Domestic Violence Coordinator	26,186	32,461
Part Time Administrative Assistant	23,155	28,721
Part Time Parking Enforcement Officer	23,155	28,721
Police Services Assistant	49,249	61,070
Property Officer/Evidence Technician	52,177	64,661
Senior Animal Control Officer	57,970	71,955
Police Guild	Minimum	Maximum
Administrative Sergeant	104,393	107,230
Corporal	93,406	96,518
Detective Corporal	97,142	100,379
Police Officer 1st Class	75,067	88,954
Police Officer 2nd Class	66,617	69,003
Professional Standards Sergeant	104,393	107,230
Sergeant	101,352	104,107
Teamsters	Minimum	Maximum
Building Maintenance Operator	60,348	73,392
Cemetery Sexton	63,360	77,088
City Electrician	69,912	84,972
Custodian	42,912	52,140
Lead Custodian	52,140	63,360
Maintenance Custodian	45,048	54,756
Mechanic	60,348	73,392
Parks Maintenance Lead Worker	69,912	84,972
Parks Maintenance Worker	49,608	60,348
Parks Maintenance Mechanic	60,348	73,392
Senior Parks Maintenance Worker-Horticulturist	57,444	69,912
Senior Parks Maintenance Worker	57,444	69,912
Sewer Maintenance Lead Worker	69,912	84,972
Sewer Maintenance Worker	52,140	63,360
Senior Sewer Maintenance Worker	66,480	80,964
Senior Storm GIS Technician/Maintenance Worker	60,348	73,392
Senior Storm Maintenance Worker	57,444	69,912
Senior Street Maintenance Worker	57,444	69,912
Senior Water Maintenance Worker	57,444	69,912
Senior Mechanic	63,360	77,088
Stormwater Maintenance Lead Worker	69,912	84,972
Storm Maintenance Worker	49,608	60,348
Street Maintenance Lead Worker	69,912	84,972
Traffic Control Technician	60,348	73,392
Water Maintenance Lead Worker	69,912	84,972
Water Maintenance Worker	52,140	63,360
Water Meter Reader	47,268	57,444
Water Quality Control Technician	63,360	77,088

Rates of Pay

Teamsters (Continued)	Minimum	Maximum
Senior WWTP Instrument Technician/Plant Electrician	69,912	84,972
Senior WWTP Laboratory Technician	69,912	84,972
WWTP Pre-Treatment Technician	66,480	80,964
WWTP Lead Operator	69,912	84,972
WWTP Maintenance Mechanic	69,912	84,972
WWTP Senior Mechanic	63,360	77,088
WWTP Operator	63,360	77,088

WSCCCE	Minimum	Maximum
Accountant	71,316	88,452
Accounting Specialist	52,860	65,544
Administrative Assistant	52,860	65,544
Business License Clerk	47,280	58,596
Code Enforcement Officer	63,000	78,060
Combination Building Inspector	64,872	80,400
Community Services Program Coordinator	63,000	78,060
Court Clerk	47,280	58,596
Cultural Arts Program Specialist	49,896	61,908
Deputy City Clerk	52,860	65,544
Engineering Technician II	59,388	73,620
Engineering Technician III	67,272	83,388
Environmental Education & Sustainability Coordinator	67,272	83,388
Executive Assistant	56,148	69,672
GIS Analyst	71,316	88,452
Information Systems Specialist	67,272	83,388
Lead Court Clerk	52,860	65,544
Office Coordinator	56,148	69,672
PC Support Technician	59,388	73,620
Permit Coordinator	52,860	65,544
Senior Plans Examiner	67,272	83,388
Plans Examiner	64,248	79,632
Probation Officer	56,148	69,672
Program Assistant	49,896	61,908
Public Works Finance Manager	71,316	88,452
Recreation Coordinator	67,272	83,388
Recreation Leader - Preschool	35,256	43,692
Recreation Leader - Gymnastics	17,628	21,846
Recreation Leader - Interpretive Specialist	17,628	21,846
Senior Building Inspector	71,316	88,452
Senior Construction Inspector	67,272	83,388
Senior Permit Coordinator	59,388	73,620
Senior Office Specialist	44,400	55,044
Stormwater Technician	59,388	73,620

Contract Positions	Minimum	Maximum
Legislative/Executive Assistant	68,557	68,557