



# EDMONDS

PROPOSED BUDGET  
2023



**CITY OF EDMONDS**



**TABLE OF CONTENTS**

<b>Table of Contents</b> .....	1	<b>Police 41</b>	
<b>Mayor’s Budget Message</b> .....	3	Department Summary .....	75
<b>Budget Ordinance</b> .....	7	Administration .....	78
<b>Organization Chart</b> .....	11	Records Management .....	80
<b>City Officials</b> .....	12	Investigation .....	81
<b>Strategic Outlook</b> .....	14	Patrol .....	82
<b>Graphs &amp; Tables</b> .....	16	Special Operations.....	84
2023 Revenue Summary – All Funds .....	16	K-9 Unit.....	85
2023 Expenditure Summary – All Funds.....	17	Crime Prevention.....	86
2023 Budget Summary – All Funds.....	18	Training.....	88
Budgeted Revenues by Fund (All Funds).....	19	Ordinance Enforcement .....	90
Budgeted Expenditures by Fund (All Funds).....	19	Traffic.....	92
Change in Ending Fund Balance – All Funds.....	20	Property Management .....	93
2023 Revenue Summary – All Funds .....	21	Drug Enforcement (104).....	94
2023 Revenue Budget by Type (All Funds).....	22	<b>Community Services / Economic Dev. 60 &amp; 61</b>	
2023 Expenditure Budget by Type (All Funds) ..	22	Department Summary .....	95
2023 Expenditure Summary – All Funds.....	23	Neighborhood City Hall .....	98
2023 General Fund Revenue .....	24	Community Services .....	100
Percentage General Revenue by Type.....	25	Economic Development.....	102
General Expenditures by Department.....	25	Cultural Services Division.....	103
Property Tax .....	27	Municipal Arts (117) .....	105
Property Tax New Construction .....	28	Hotel/Motel Tax (120) .....	108
Employee Count by Department.....	28	Tourism Promotion/Arts (123) .....	110
Rates of Pay Table .....	29	Business Improvement District (140) .....	111
2023 Decision Packages.....	34	<b>Development Services 62</b>	
<b>Legislative 11</b>		Department Summary .....	113
Department Summary .....	37	Administration .....	116
<b>Mayor’s Office 20</b>		Building Division .....	118
Department Summary .....	41	Planning Division .....	120
Administration.....	42	Historic Preservation (014).....	122
City Attorney .....	44	<b>Parks, Recreation, Cultural Arts and Human Services 64</b>	
Sister City Commission (138).....	46	Department Summary .....	123
<b>Human Resources 22</b>		Human Services .....	124
Human Resources.....	49	Administration.....	128
<b>Municipal Court 23</b>		Recreation .....	130
Department Summary .....	53	Discovery Programs .....	132
<b>Finance and Information Services 30</b>		Athletics.....	133
Department Summary .....	57	Day Camp.....	134
Finance .....	59	Fitness.....	135
City Clerk.....	60	Gymnastics .....	136
Non-Departmental .....	62	Meadowdale Preschool .....	137
LEOFF Medical Insurance Reserve (009).....	64	Parks Maintenance .....	138
Risk Management Fund (011) .....	65	Marsh Restoration & Preservation (017)..	140
Contingency Reserve Fund (012).....	66	Youth Scholarship (122).....	141
Employee Parking Permit (121).....	67	Gifts Catalog (127) .....	142
Affordable and Supportive Housing (141).....	68	Cemetery Maintenance/Improvement (130) ..	144
Edmonds Rescue Plan Fund (142) .....	69	Parks Trust (136).....	146
LTGO Debt Service (231).....	70		
Technology Rental Fund (512).....	72		

**Parks, Recreation, Cultural Arts and Human Services 64 (continued)**

Cemetery Maintenance Trust (137) ..... 148  
 Tree Fund (143) ..... 149

**Public Works 60**

Department Summary ..... 151  
 Administration ..... 154  
 Facilities Maintenance ..... 156  
 Engineering ..... 158  
 Street (111) ..... 160  
 Water Utility (421) ..... 162  
 Storm Water Utility (422) ..... 164  
 Sewer/WWTP (423) ..... 166  
 Utility Debt Service Fund (424) ..... 169  
 Equipment Rental (511) ..... 170

**Capital Projects**

Building Maintenance (016) ..... 172  
 Street Construction/Improvement (112) ..... 174  
 REET 2 (125) ..... 176  
 REET 1 (126) ..... 178  
 Parks Capital Construction (332) ..... 180

**Fund Cross Reference**

009 LEOFF Medical Insurance Reserve ..... 64  
 011 Risk Management Fund ..... 65  
 012 Contingency Reserve Fund ..... 66  
 014 Historic Preservation ..... 122  
 016 Building Maintenance (016) ..... 172  
 017 Marsh Restoration & Preservation Fund ..... 140  
 104 Drug Enforcement ..... 94  
 111 Street ..... 160  
 112 Street Construction/Improvement ..... 174  
 117 Municipal Arts Acquisition ..... 105  
 120 Hotel/Motel Tax ..... 108  
 121 Employee Parking Permit ..... 67  
 122 Youth Scholarship ..... 141  
 123 Tourism Promotion/Arts ..... 110  
 125 REET 2 ..... 176  
 126 REET 1 ..... 178  
 127 Gifts Catalog ..... 142  
 130 Cemetery Maintenance/Improvement ..... 144  
 136 Parks Trust ..... 146  
 137 Cemetery Maintenance Trust ..... 148  
 138 Sister City Commission ..... 46  
 140 Business Improvement District ..... 111  
 141 Affordable and Supportive Housing ..... 68  
 142 Edmonds Rescue Plan Fund ..... 69  
 143 Tree Fund ..... 149  
 231 LTGO Debt Service ..... 70  
 332 Parks Capital Construction Fund ..... 180  
 421 Water Utility Fund ..... 162  
 422 Storm Water Utility Fund ..... 164  
 423 Sewer / WWTP Utility Fund ..... 166  
 424 Utility Debt Service Fund ..... 169  
 511 Equipment Rental ..... 170  
 512 Technology Rental Fund ..... 72



## **2023 Budget Message**

Citizens of Edmonds and members of the Edmonds City Council:

I present to you the Proposed 2023 City of Edmonds Budget.

After 3 years of Covid, now more than ever it is time to invest in our City. With strong sales tax revenues, a significant city surplus, and federal rescue plan funding, we are in a great position to invest in people and our city, while maintaining a balanced budget.

Tonight, I will highlight three areas of significant investment in my budget. One, is significant increases in public safety, two, is improving our neighborhoods, and three, providing more investments to our most underserved community, the Uptown area along Highway 99.

## **Budget Priorities**

### **1. Significant Increase in Public Safety**

My first priority for our 2023 Budget is an unprecedented increase in public safety resources. Our community's safety has always been my number one priority. I will not wait for crime to reach your doorstep. We must be ever vigilant in keeping our community safe and welcoming. As part of my continued effort to modernize our police department and keep our community safe, I am proposing investing an additional \$3 million for our police department. This will include the hiring of eight more Edmonds police officers.

#### **New Patrol District**

Five of these officers will be assigned to a brand-new police patrol district. We must ensure that there is sufficient police response for our entire city, not just in some parts. Our City has seen growing call volume in specific geographic areas. This new district will help improve police response times citywide and provide enough officers to meet the demand.

#### **Community Storefront Officer**

In addition to the patrol officers, one of the new police officer positions will include a new community storefront officer assigned to the Highway 99 area to provide crime prevention and problem-solving support, instead of just crisis response.

#### **Problem Solving Detectives**

Two of the new police officers will be assigned as Problem Solving Emphasis Detectives. They will join two others already assigned to form a more effective unit with a broad range of investigative techniques to

proactively detect and deter crimes, including crimes related to gangs, burglaries, vehicle thefts and other crimes against people and property.

### **Police Equipment**

Not only must our city ensure that our police have sufficient personnel to keep our community safe, but that they have the necessary equipment to do their job safely. This will include providing many more police cars to enable police services during multiple incidents under new legal restrictions as well as new specialty equipment for the problem emphasis team to aid in the capture of dangerous felony subjects.

### **City Prosecutor**

We must ensure we not only have the proper police coverage but are prosecuting crimes in a fair and equitable manner. To ensure we are prosecuting crimes fairly and to save taxpayer dollars, we will have our own in-house city prosecutor. In the past we have contracted out this service which has led to escalating costs and challenges with oversight of work being performed.

## **2. Neighborhood Improvements**

A second priority of mine is to enhance the livability of our neighborhoods.

### **Park Improvements**

First, we will be funding improvements in many neighborhood parks. The approximate costs for these park programs and improvements is over \$2.7million. These improvements will include a new permanent restroom and more ADA accessibility at Mathay Ballinger Park. A new inclusive playground will be built at Yost Park. This will allow children of all abilities to be able to play together similar to Seaview Park and the new Civic Field Park opening in 2023. Additionally, funding is proposed for plans to enhance trails, bridges, water quality and habitat at Yost Park and Shell Creek. We are also proposing the expansion of Parks Beautification Program so our neighborhoods can have more corner parks and hanging flower baskets.

### **Park Maintenance**

As we continue to expand and build parks and open space we must ensure that they are properly maintained to keep are parks clean and safe. We have seen park usage quadrupled since COVID. This funding will support more park staff and equipment to maintain the new Civic Field park and Hwy 99 landscape as well as more seasonal park staff to meet the increased park usage.



## **Open Space**

To ensure we can meet the rising costs of land I am also increasing funding to ensure we have over \$1 million to help secure new Open Space land so residents in every neighborhood throughout our city have the opportunity to enjoy green spaces and parks.

## **Green Streets**

The old way of building cities by blanketing them with asphalt and concrete will not make us resilient in face of our climate crisis. Instead of turning our city into a concrete jungle, our future must be built with sustainable materials that work with our natural environment, not pave over it. Green streets is one way we can reduce pollution in our water and air and accommodate all types of travel. Green Streets improve the environment by creating permeable walkways that allow water to pass through them, filter pollutants, do not reflect carbon back into the atmosphere, cost less money than over the life of the project, all while improving livability. Green streets will protect the water quality in our streams, absorb carbon, improve air quality and neighborhood aesthetics, and provide green connections between parks and open space. They also improve pedestrian and bicycle safety, and calm traffic. I am proposing setting aside \$2 million of federal ARPA funds for these projects.

## **Blighted Property Improvement Fund**

Unfortunately, some of our wonderful neighborhoods have buildings that have deteriorated or have simply been abandoned. To help improve the livability of our city and address buildings that are deteriorating, our City will be offering grants to improve blighted property in any of our neighborhood districts. This includes vacant lots, abandoned buildings in derelict or dangerous shape, environmental contamination, water, uncollected litter, and other signs of neglect. This grant program will cost approximately \$250,000.

## **Climate Crisis**

No community is immune from the impacts of our climate crisis. In addition to our green streets, our \$28 million Carbon Recovery Project is near completion. This project will result in using environmentally responsible carbon recovery technology to prevent sewage sludge combustion releasing harmful emissions, and instead replacing them with an environmentally sustainable byproduct.

And to better adapt our city to the more extreme weather we are now experiencing from the climate crisis, I am proposing purchasing a 4th snow plow. Originally this item was in my 2023 budget, but I have asked it to move up this funding request before Council for this fall so we can hopefully have it in time for this year's winter storms.

### 3. Hwy 99 Community Investments

My final budget priority is to continue our city's significant investments in the Uptown/Highway 99 corridor. You have noticed the new construction, lane closures and traffic in this area. This is actually good news because it is a clear sign that this \$10 million project is happening which will help improve traffic and pedestrian safety and beautification of this area. This first stage of rebuilding Highway 99 will be completed this Spring. Next will be the building and design of stages 2, 3 and 4. This package will bring long overdue investments to our most diverse and most underserved residents. It will promote transit usage and result in reduced harmful emissions. It will create a safer environment for pedestrians and transit riders by improving sidewalks, adding streetscape improvements, capturing more stormwater to help reduce pollution into our waterways, and establishing a distinct identity along the corridor supporting existing cultural destinations and amenities and creating a welcoming environment. This project will help remove barriers to a community long overlooked and ignored. Total costs will be approximately \$4.56 million.

### Conclusion

I would like to conclude by thanking our residents for helping make Edmonds such a special and wonderful place to live. Our City's financial position is strong, and we are in a position to make substantive progress towards improving our community for the long-term, while also addressing the challenges of today. This balanced budget prioritizes keeping our public safe, provides investments to the most underserved part of our city, and makes our neighborhoods more livable. Thank you for listening and for your commitment to our community.

Thank you.



Mike Nelson  
Mayor



**ORDINANCE NO. \_\_\_\_\_****AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF EDMONDS, WASHINGTON, FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2023.**

---

WHEREAS, the City of Edmonds, Washington completed and placed on file with the City Clerk a proposed budget and estimate of the amount of money required to meet the public expenses, bond retirement and interest, reserve funds, and expenses of government of the City for the fiscal year ending December 31, 2023; and,

WHEREAS, a notice was published that the City Council would meet virtually via Zoom on November 1<sup>st</sup>, 2022 for the purpose of making and adopting a budget for said fiscal year and giving taxpayers within the limits of the City an opportunity to be heard in a public hearing upon said budget, and

WHEREAS, the City Council did hold a public hearing on \_\_\_\_\_, and did then consider the matter of the proposed budget for the fiscal year beginning January 1, 2023, and

WHEREAS, the proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City for the purposes set forth in the budget, and the estimated expenditures set forth in the budget being all necessary to carry on the government of the City for the fiscal year 2023 and being sufficient to meet the various needs of the City during that period, and

NOW, THEREFORE; the City Council of the City of Edmonds, Washington, do ordain as follows:

Section 1. The budget for the City of Edmonds Washington for the year 2023 is hereby adopted at the fund level in its final form and content as set forth in the comprehensive budget document, City of Edmonds Adopted Budget, copies of which are on file in the Office of the City Clerk.

Section 2. Estimated resources for each separate fund of the City of Edmonds, and aggregate expenditures for all such funds for the year 2023 are set forth in summary form below, and are hereby appropriated for expenditure at the fund level during the year 2023 as set forth in the City of Edmonds Adopted Budget.

**EXHIBIT "A" 2023 BUDGET SUMMARY BY FUND**

<b>Fund Description</b>	<b>Revenue</b>	<b>Expenditure</b>	<b>Difference (Rev - Exp) *</b>
General Fund	\$ 49,557,812	\$ 55,281,728	\$ (5,723,916)
LEOFF Medical Insurance Reserve Subfund	225,000	367,140	(142,140)
Risk Management Reserve Fund	-	25,000	(25,000)
Historic Preservation Gift Fund	-	5,900	(5,900)
Building Maintenance Fund	17,480	1,215,000	(1,197,520)
Drug Enforcement Fund	167,650	45,800	121,850
Street Fund	1,790,410	2,325,969	(535,559)
Street Construction Fund	8,445,809	7,852,704	593,105
Municipal Arts Acquisition Fund	97,513	182,880	(85,367)
Hotel/Motel Tax Fund	84,400	95,400	(11,000)
Employee Parking Permit Fund	26,960	26,880	80
Youth Scholarship Fund	1,660	3,000	(1,340)
Tourism Promotional Arts Fund	30,440	28,500	1,940
REET 2	2,320,090	2,212,777	107,313
REET 1	2,302,980	1,631,812	671,168
Gifts Catalog Fund	135,340	497,598	(362,258)
Cemetery Maintenance/Imp. Fund	150,960	249,413	(98,453)
Parks Trust Fund	5,460	-	5,460
Cemetery Maintenance Fund	51,500	25,000	26,500
Sister City Commission Fund	10,430	11,900	(1,470)
Business Improvement District Fund	88,645	88,575	70
Affordable and Supportive Housing Fund	65,000	-	65,000
Edmonds Rescue Plan Fund	370,000	370,000	-
Tree Fund	215,100	214,800	300
2012 LTGO Debt Service Fund	309,800	309,800	-
Parks Capital Construction Fund	927,205	468,950	458,255
Water Utility Fund	11,950,114	11,322,550	627,564
Storm Utility Fund	8,689,400	7,211,280	1,478,120
Sewer/WWTP Utility Fund	15,898,844	15,368,746	530,098
Utility Debt Service Fund	1,991,860	1,989,820	2,040
Equipment Rental Fund	4,043,740	3,517,807	525,933
Technology Rental Fund	1,413,372	1,617,205	(203,833)
<b>Totals</b>	<b>\$ 111,384,974</b>	<b>\$ 114,563,934</b>	<b>\$ (3,178,960)</b>

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

Section 3. The City Clerk is directed to transmit a certified copy of the budget hereby adopted to the State Auditor’s Office and to the Association of Washington Cities.

Section 4. Attached hereto is the Use of Tax Funds Report, and by this reference said Report 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 document.

Section 5. 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, 2023.

APPROVED:

\_\_\_\_\_

MAYOR, MIKE NELSON

ATTEST/AUTHENTICATE:

\_\_\_\_\_

CITY CLERK, SCOTT PASSEY

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY:

\_\_\_\_\_

CITY ATTORNEY, JEFFREY TARADAY

FILED WITH THE CITY CLERK:  
PASSED BY THE CITY COUNCIL:  
PUBLISHED:  
EFFECTIVE DATE:  
ORDINANCE NO.

**SUMMARY OF ORDINANCE NO. \_\_\_\_\_**

of the City of Edmonds, Washington

---

On the \_\_\_ day of \_\_\_\_, 2022, the City Council of the City of Edmonds, passed Ordinance No \_\_\_\_.  
. A summary of the content of said ordinance, consisting of the title, provides as follows:

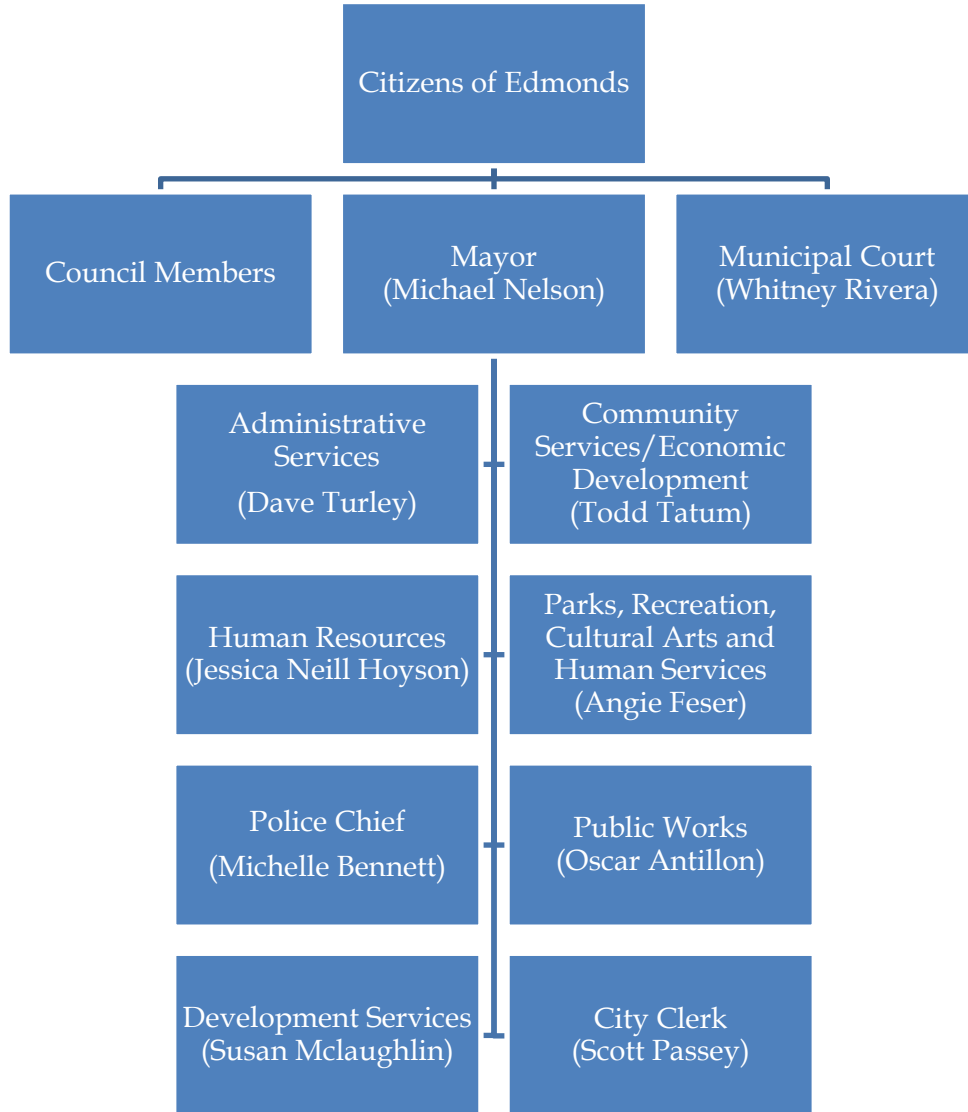
AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF  
EDMONDS, WASHINGTON, FOR THE FISCAL YEAR COMMENCING  
JANUARY 1, 2023.

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

DATED this \_\_\_\_ day of \_\_\_\_, 2022

\_\_\_\_\_  
CITY CLERK, SCOTT PASSEY

**City of Edmonds, Washington  
2023 Organization Chart**



**CITY OFFICIALS**

**2023 CITY COUNCIL**

Council President (Position #5)	Vivian Olson
Councilmember (Position #1)	Dave Teitzel
Councilmember (Position #2)	Will Chen
Councilmember (Position #3)	Neil Tibbott
Councilmember (Position #4)	Diane Buckshnis
Councilmember (Position #6)	Susan Paine
Councilmember (Position #7)	Vacant

**CITY ADMINISTRATION**

Mayor	Michael Nelson
Administrative Services Director	Dave Turley
Community Services/Economic Development Director	Todd Tatum
Parks, Recreation, Cultural Arts and Human Services Director	Angie Feser
Public Works Director	Oscar Antillon
Police Chief	Michelle Bennett
Human Resources Director	Jessica Neill-Hoyson
Municipal Court Judge	Whitney Rivera
Development Services Director	Susan McLaughlin
City Clerk	Scott Passey

**2023 BUDGET PREPARED BY:**

**FINANCE DEPARTMENT PERSONNEL**

Administrative Services Director	Dave Turley
Deputy Director Administrative Services	Megan Menkveld
Accountant	Deb Sharp
Accountant	Sarah Mager
Accountant	Marissa Cain
Accounting Specialist	Lori Palmer
Accounting Specialist	Nori Jacobson
Accounting Specialist	Denise Kenyon
Accounting Specialist	Miiko McCreary



*This page is intentionally left blank.*



**STRATEGIC OUTLOOK  
CITY OF EDMONDS  
TOTAL REVENUES & EXPENDITURES  
2020 - 2027 ANALYSIS**

	2020	2021	2022	2023	2024	2025	2026	2027
General, Risk & Contingency Funds	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>Budget</b>	<b>Outlook</b>	<b>Outlook</b>	<b>Outlook</b>	<b>Outlook</b>
<b>Beginning Fund Balances</b>	<b>17,334,339</b>	<b>15,650,898</b>	<b>17,722,411</b>	<b>16,911,399</b>	<b>15,033,954</b>	<b>13,357,972</b>	<b>12,637,987</b>	<b>12,775,708</b>
<b>Revenue</b>								
Property Taxes	14,634,303	14,654,572	15,727,500	16,305,500	16,599,000	16,798,000	17,000,000	17,204,000
Retail Sales Taxes	8,424,507	10,508,460	11,200,000	11,500,000	12,420,000	13,414,000	14,353,000	15,358,000
Other Sales Taxes	818,219	977,315	1,000,000	1,100,000	1,188,000	1,283,000	1,373,000	1,469,000
Utility Taxes	6,493,191	6,463,896	6,168,500	6,776,652	7,387,000	7,978,000	8,536,000	9,048,000
Other Taxes	368,232	375,461	369,150	369,150	391,000	414,000	439,000	465,000
Licenses/Permits/Franchise	1,621,436	1,761,282	1,750,598	1,748,250	1,853,000	1,964,000	2,082,000	2,207,000
Construction Permits	655,426	691,905	700,000	720,600	757,000	795,000	835,000	877,000
Grants	656,486	368,376	244,100	2,191,525	1,244,000	1,244,000	1,244,000	1,244,000
State Revenues	977,147	1,240,271	993,610	1,063,610	1,117,000	1,173,000	1,232,000	1,294,000
Charges for Goods & Services	2,120,243	2,792,824	3,070,174	3,250,300	3,380,000	3,549,000	3,726,000	3,912,000
Interfund Service Charges	3,291,802	3,120,735	3,912,768	3,429,665	3,567,000	3,745,000	3,932,000	4,129,000
Fines & Forfeitures	287,693	272,303	318,450	352,350	356,000	360,000	364,000	368,000
Miscellaneous Revenues	605,424	469,739	741,340	750,210	765,000	780,000	796,000	812,000
Other Financing Sources	-	-	-	-	-	-	-	-
Transfers	1,535,800	413,547	26,300	-	40,000	40,000	40,000	40,000
<b>Total Revenues</b>	<b>42,489,907</b>	<b>44,110,686</b>	<b>46,222,490</b>	<b>49,557,812</b>	<b>51,064,000</b>	<b>53,537,000</b>	<b>55,952,000</b>	<b>58,427,000</b>
Revenue Growth	-10%	4%	5%	7%	3%	5%	5%	4%
<b>Expenditures</b>								
Labor	17,373,826	17,919,401	18,712,244	22,759,955	22,988,000	23,678,000	24,388,000	25,120,000
Benefits	6,466,526	6,278,943	6,733,144	7,989,328	8,069,000	8,311,000	8,560,000	8,817,000
Supplies	657,932	708,590	668,355	1,022,294	1,033,000	1,043,000	1,053,000	1,064,000
Services	17,336,402	16,145,255	18,935,331	22,461,561	23,135,000	23,829,000	24,544,000	25,280,000
Capital	835,049	268,886	270,180	90,000	90,000	90,000	90,000	90,000
Debt Service	296,624	60,228	329,248	323,590	321,000	324,000	322,000	264,000
Transfers	1,206,990	657,870	1,385,000	660,000	650,000	630,000	610,000	600,000
<b>Total Expenses</b>	<b>44,173,348</b>	<b>42,039,173</b>	<b>47,033,502</b>	<b>55,306,728</b>	<b>56,286,000</b>	<b>57,905,000</b>	<b>59,567,000</b>	<b>61,235,000</b>
Expense Growth	-7%	-5%	12%	18%	2%	3%	3%	3%
Change in Ending Fund Balance	(1,683,442)	2,071,513	(811,012)	(5,748,916)	(5,222,000)	(4,368,000)	(3,615,000)	(2,808,000)
Anticipated Under-Expenditure	-	-	-	3,871,471	3,546,018	3,648,015	3,752,721	3,857,805
<b>Ending Fund Balance</b>	<b>15,650,898</b>	<b>17,722,411</b>	<b>16,911,399</b>	<b>15,033,954</b>	<b>13,357,972</b>	<b>12,637,987</b>	<b>12,775,708</b>	<b>13,825,513</b>

**STRATEGIC OUTLOOK  
CITY OF EDMONDS  
GENERAL FUND FUND BALANCES  
2020 - 2027 ANALYSIS**

General, Risk and Contingency Funds	2020	2021	2022	2023	2024	2025	2026	2027
	Actual	Actual	Estimate	Budget	Outlook	Outlook	Outlook	Outlook
General Fund (001)	\$13,868,750	\$15,940,263	\$15,129,251	\$12,666,826	\$10,964,691	\$10,175,866	\$10,242,919	\$11,221,801
Risk Management (011)	-	-	-	-	-	-	-	-
Contingency Fund (012)	1,782,149	1,782,149	1,782,149	2,367,128	2,393,281	2,462,121	2,532,789	2,603,712
<b>Total</b>	<b>\$15,650,898</b>	<b>\$17,722,411</b>	<b>\$16,911,399</b>	<b>\$15,033,954</b>	<b>\$13,357,972</b>	<b>\$12,637,987</b>	<b>\$12,775,708</b>	<b>\$13,825,513</b>

"Fund Balance Policy" Analysis	2020	2021	2022	2023	2024	2025	2026	2027
	Actual	Actual	Estimate	Budget	Outlook	Outlook	Outlook	Outlook
General Fund (16%)	\$ 7,052,520	\$ 6,625,685	\$ 7,525,360	\$ 9,468,512	\$ 9,573,123	\$ 9,848,482	\$10,131,155	\$10,414,849
Contingency Fund (4%)	1,782,150	1,782,150	1,782,150	2,367,128	2,393,281	2,462,121	2,532,789	2,603,712
Total Fund Balance								
Required Per Policy (20%)	8,834,670	8,407,835	9,307,510	11,835,640	11,966,404	12,310,603	12,663,944	13,018,561
Total GF & Contingency Fund Balances	15,650,898	17,722,411	16,911,399	15,033,954	13,357,972	12,637,987	12,775,708	13,825,513

<b>Unreserved Fund Balance - in Excess of Minimum Required Amount</b>	<b>\$ 6,816,228</b>	<b>\$ 9,314,576</b>	<b>\$ 7,603,889</b>	<b>\$ 3,198,314</b>	<b>\$ 1,391,568</b>	<b>\$ 327,384</b>	<b>\$ 111,764</b>	<b>\$ 806,952</b>
---	---------------------	---------------------	---------------------	---------------------	---------------------	-------------------	-------------------	-------------------

Other GF Fund Balances	2020	2021	2022	2023	2024	2025	2026	2027
	Actual	Actual	Estimate	Budget	Outlook	Outlook	Outlook	Outlook
LEOFF Medical Insurance (009)	\$ 537,177	\$ 255,218	\$ 194,409	\$ 52,269	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Historic Preservation (014)	17,189	16,422	10,522	4,622	5,000	5,000	5,000	5,000
Building Maintenance (016)	210,221	4,400,000	3,679,645	2,482,125	2,000,000	1,500,000	1,000,000	500,000
Marsh Restoration & Pres. (017)	864,616	848,617	848,616	848,616	848,616	848,616	848,616	848,616
Homelessness Response (018)	123,581	-	-	-	-	-	-	-
Opioid Response (019)	28,445	-	-	-	-	-	-	-
<b>Total GF Sub-Funds</b>	<b>\$ 1,781,229</b>	<b>\$ 5,520,257</b>	<b>\$ 4,733,192</b>	<b>\$ 3,387,632</b>	<b>\$ 2,928,616</b>	<b>\$ 2,428,616</b>	<b>\$ 1,928,616</b>	<b>\$ 1,428,616</b>

2023 REVENUE SUMMARY - ALL FUNDS

Fund		2021 Actuals	2022 Budget	2022 Estimate	2023 Budget	Change 23-22 Estimate	Change 23-22 Estimate
GENERAL FUND	001 General Fund	\$ 44,085,718	\$ 44,986,484	\$ 46,222,490	\$ 49,557,812	\$ 3,335,322	7.22%
	009 LEOFF Medical Insurance Reserve Subfund	-	225,000	225,000	225,000	-	0.00%
	011 Risk Management Reserve Fund	25,000	-	-	-	-	N/A
	014 Historic Preservation Gift Fund	5,000	-	-	-	-	N/A
	016 Building Maintenance Fund	4,440,411	119,645	119,645	17,480	(102,165)	-85.39%
	017 Marsh Restoration & Preservation Fund	150	-	-	-	-	N/A
	018 Edmonds Homelessness Response Fund	-	200,000	200,000	-	(200,000)	-100.00%
	<b>Total General Fund</b>	<b>48,556,279</b>	<b>45,531,129</b>	<b>46,767,135</b>	<b>49,800,292</b>	<b>3,033,157</b>	<b>6.49%</b>
SPECIAL REVENUE FUNDS	104 Drug Enforcement Fund	871	167,210	167,210	167,650	440	0.26%
	111 Street Fund	1,883,388	1,751,930	1,824,930	1,790,410	(34,520)	-1.89%
	112 Street Construction Fund	2,574,583	13,684,871	13,529,274	8,445,809	(5,083,465)	-37.57%
	117 Municipal Arts Acquisition Fund	52,658	216,701	160,300	97,513	(62,787)	-39.17%
	118 Memorial Tree Fund	270	-	-	-	-	N/A
	120 Hotel/Motel Tax Fund	88,304	84,410	84,410	84,400	(10)	-0.01%
	121 Employee Parking Permit Fund	20,882	26,540	26,540	26,960	420	1.58%
	122 Youth Scholarship Fund	655	1,550	1,550	1,660	110	7.10%
	123 Tourism Promotional Arts Fund	30,255	29,590	29,590	30,440	850	2.87%
	125 REET 2	2,412,990	2,271,020	2,140,000	2,320,090	180,090	8.42%
	126 REET 1	2,409,213	2,261,030	2,117,286	2,302,980	185,694	8.77%
	127 Gifts Catalog Fund	58,792	82,750	2,984,985	135,340	(2,849,645)	-95.47%
	130 Cemetery Maintenance/Imp. Fund	257,110	182,430	224,030	150,960	(73,070)	-32.62%
	136 Parks Trust Fund	1,951	4,330	4,330	5,460	1,130	26.10%
	137 Cemetery Maintenance Fund	36,425	43,520	43,527	51,500	7,973	18.32%
	138 Sister City Commission Fund	5,117	10,290	10,290	10,430	140	1.36%
	140 Business Improvement District Fund	76,649	79,349	79,349	88,645	9,296	11.72%
	141 Affordable and Supportive Housing Fund	80,973	65,000	65,000	65,000	-	0.00%
142 Edmonds Rescue Plan Fund	1,122,092	3,895,663	1,207,161	370,000	(837,161)	-69.35%	
143 Tree Fund	20,632	215,330	215,530	215,100	(430)	-0.20%	
<b>Total Special Revenue Funds</b>	<b>11,133,810</b>	<b>25,073,514</b>	<b>24,915,292</b>	<b>16,360,347</b>	<b>(8,554,945)</b>	<b>-34.34%</b>	
DEBT SERVICE FUNDS	231 2012 LTGO Debt Service Fund	3,047,053	611,370	611,370	309,800	(301,570)	-49.33%
CAPITAL PROJECT FUNDS	332 Parks Capital Construction Fund	2,359,025	4,272,685	3,822,685	927,205	(2,895,480)	-75.74%
ENTERPRISE FUNDS	421 Water Utility Fund	10,565,573	11,018,136	11,014,237	11,950,114	935,877	8.50%
	422 Storm Utility Fund	6,128,784	7,877,897	7,892,321	8,689,400	797,079	10.10%
	423 Sewer/WWTP Utility Fund	19,251,866	26,095,636	25,072,492	15,898,844	(9,173,648)	-36.59%
	424 Utility Debt Service Fund	-	1,988,700	1,988,700	1,991,860	3,160	0.16%
<b>Total Enterprise Funds</b>	<b>35,946,223</b>	<b>46,980,369</b>	<b>45,967,750</b>	<b>38,530,218</b>	<b>(7,437,532)</b>	<b>-16.18%</b>	
INTERNAL SERVICE FUNDS	511 Equipment Rental Fund	1,431,294	1,925,920	1,925,920	4,043,740	2,117,820	109.96%
	512 Technology Rental Fund	1,212,328	1,553,180	1,153,570	1,413,372	259,802	22.52%
	<b>Total Internal Service Funds</b>	<b>2,643,622</b>	<b>3,479,100</b>	<b>3,079,490</b>	<b>5,457,112</b>	<b>2,377,622</b>	<b>77.21%</b>
<b>TOTAL BUDGET</b>		<b>\$ 103,686,012</b>	<b>\$ 125,948,167</b>	<b>\$ 125,163,722</b>	<b>\$ 111,384,974</b>	<b>\$ (13,778,748)</b>	<b>-11.01%</b>

Note: The amounts in the column titled "2022 Budget", on this page and all subsequent pages, refer to the City's 2022 Amended Budget, not the City's 2022 Adopted Budget.

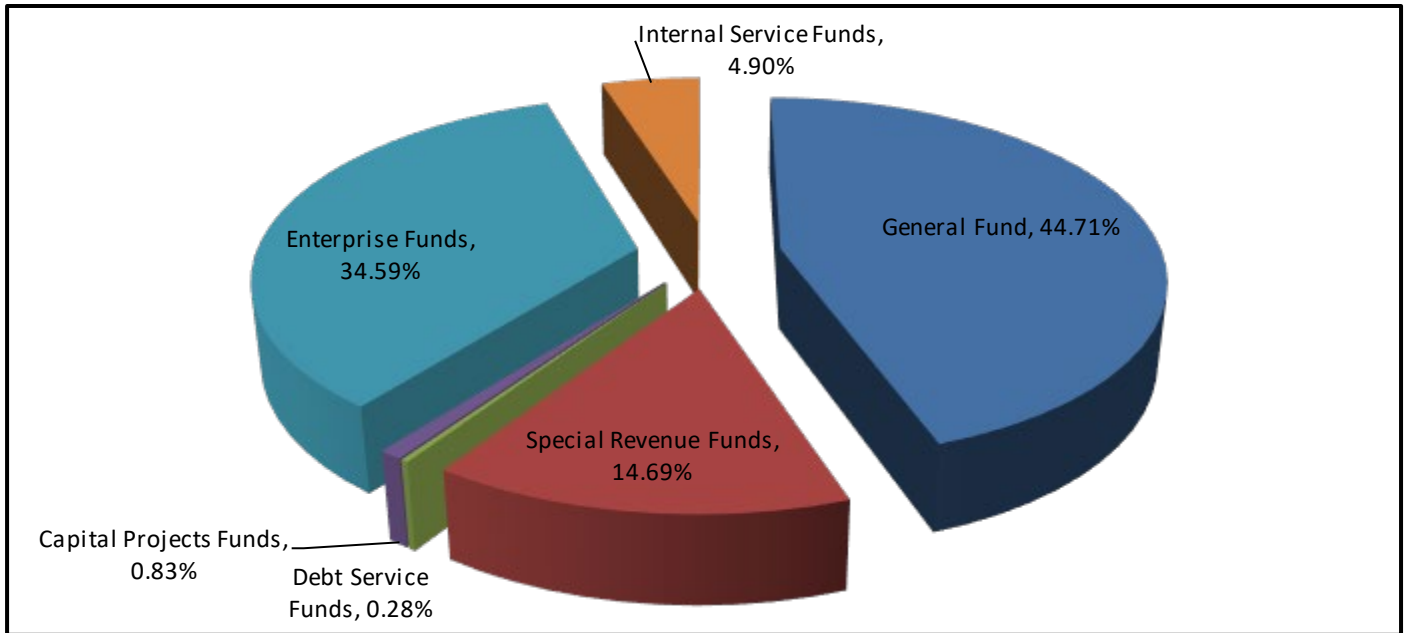
2023 EXPENDITURE SUMMARY - ALL FUNDS

Fund			2021 Actuals	2022 Budget	2022 Estimate	2023 Budget	Change 23-22 Estimate	Change 23-22 Estimate
GENERAL FUND	001	General Fund	\$ 42,039,135	\$ 52,919,589	\$ 47,033,502	\$ 55,281,728	\$ 8,248,226	17.54%
	009	LEOFF Medical Insurance Reserve Subfund	281,959	260,490	285,809	367,140	81,331	28.46%
	011	Risk Management Reserve Fund	-	25,000	-	25,000	25,000	N/A
	014	Historic Preservation Gift Fund	5,767	5,900	5,900	5,900	-	0.00%
	016	Building Maintenance Fund	250,632	545,000	840,000	1,215,000	375,000	44.64%
	017	Marsh Restoration & Preservation Fund	16,149	-	-	-	-	N/A
	018	Edmonds Homelessness Response Fund	123,581	200,000	200,000	-	(200,000)	-100.00%
	019	Edmonds Opioid Response Fund	28,445	-	-	-	-	N/A
	Total General Fund			42,745,668	53,955,979	48,365,211	56,894,768	8,529,557
SPECIAL REVENUE FUNDS	104	Drug Enforcement Fund	-	45,800	45,800	45,800	-	0.00%
	111	Street Fund	2,070,633	2,315,780	2,228,980	2,325,969	96,989	4.35%
	112	Street Construction Fund	2,417,800	12,868,796	11,155,870	7,852,704	(3,303,166)	-29.61%
	117	Municipal Arts Acquisition Fund	86,505	195,380	128,200	182,880	54,680	42.65%
	118	Memorial Street Tree Fund	20,487	-	-	-	-	N/A
	120	Hotel/Motel Tax Fund	84,111	100,900	100,900	95,400	(5,500)	-5.45%
	121	Employee Parking Permit Fund	26,356	26,880	26,880	26,880	-	0.00%
	122	Youth Scholarship Fund	225	3,000	3,000	3,000	-	0.00%
	123	Tourism Promotional Arts Fund	14,621	28,200	28,200	28,500	300	1.06%
	125	REET 2	931,557	4,589,688	4,616,445	2,212,777	(2,403,668)	-52.07%
	126	REET 1	1,406,043	2,483,667	2,137,467	1,631,812	(505,655)	-23.66%
	127	Gifts Catalog Fund	55,333	78,400	110,400	497,598	387,198	350.72%
	130	Cemetery Maintenance/Imp. Fund	196,031	220,561	222,346	249,413	27,067	12.17%
	136	Parks Trust Fund	-	50,000	50,000	-	(50,000)	-100.00%
	137	Cemetery Maintenance Fund	19,211	25,000	-	25,000	25,000	N/A
	138	Sister City Commission Fund	-	11,900	11,900	11,900	-	0.00%
	140	Business Improvement District Fund	66,669	87,680	87,680	88,575	895	1.02%
142	Edmonds Rescue Plan Fund	1,077,204	5,116,606	1,207,161	370,000	(837,161)	-69.35%	
143	Tree Fund	-	214,800	-	214,800	214,800	N/A	
Total Special Revenue Funds			8,472,784	28,463,038	22,161,229	15,863,008	(6,298,221)	-28.42%
DEBT SERVICE FUNDS	231	2012 LTGO Debt Service Fund	3,047,054	611,370	611,370	309,800	(301,570)	-49.33%
CAPITAL PROJECT FUNDS	332	Parks Capital Construction Fund	4,398,672	8,064,418	7,614,418	468,950	(7,145,468)	-93.84%
ENTERPRISE FUNDS	421	Water Utility Fund	7,538,056	11,492,138	9,884,381	11,322,550	1,438,169	14.55%
	422	Storm Utility Fund	4,072,094	9,620,346	8,494,327	7,211,280	(1,283,047)	-15.10%
	423	Sewer/WWTP Utility Fund	11,297,763	31,340,523	29,228,290	15,368,746	(13,859,544)	-47.42%
	424	Utility Debt Service Fund	-	1,988,710	1,988,710	1,989,820	1,110	0.06%
Total Enterprise Funds			22,907,914	54,441,717	49,595,708	35,892,396	(13,703,312)	-27.63%
INTERNAL SERVICE FUNDS	511	Equipment Rental Fund	1,326,577	2,065,371	2,075,371	3,517,807	1,442,436	69.50%
	512	Technology Rental Fund	983,912	1,929,322	1,539,022	1,617,205	78,183	5.08%
	Total Internal Service Funds			2,310,490	3,994,693	3,614,393	5,135,012	1,520,619
<b>TOTAL BUDGET</b>			<b>\$ 83,882,582</b>	<b>\$ 149,531,215</b>	<b>\$ 131,962,329</b>	<b>\$ 114,563,934</b>	<b>\$(17,398,395)</b>	<b>-13.18%</b>

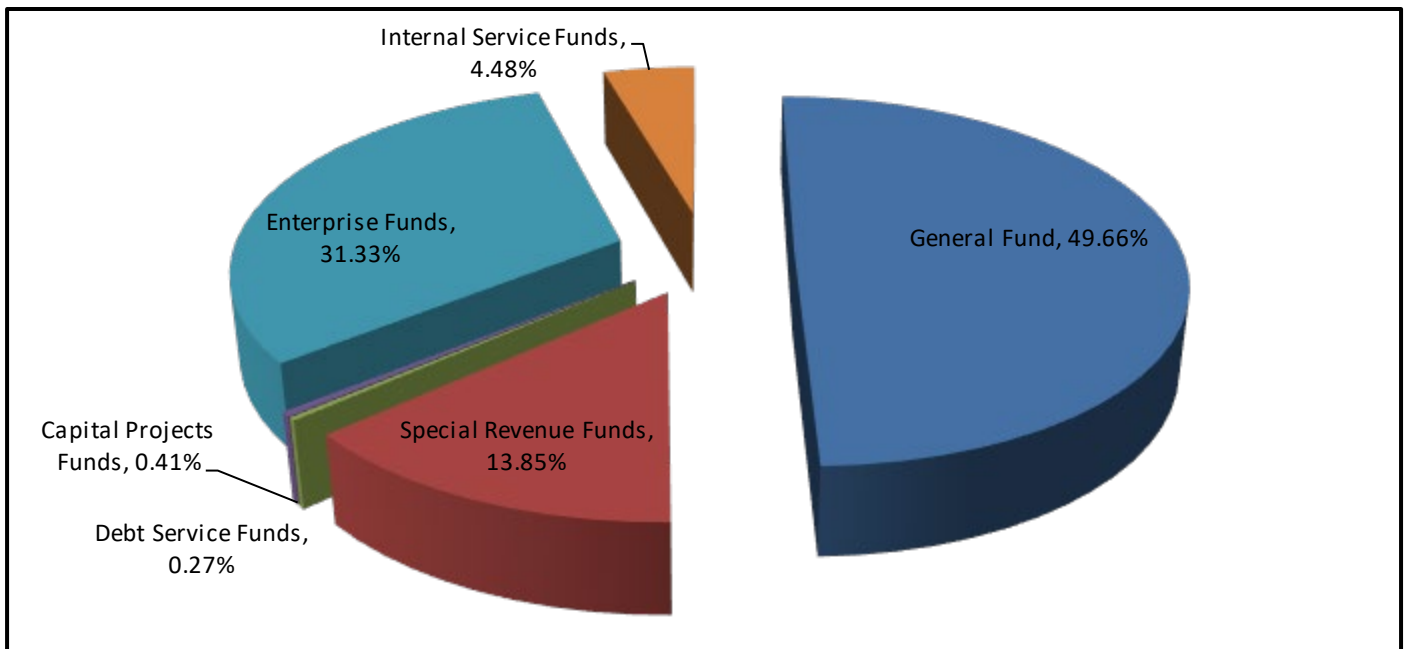
2023 BUDGET SUMMARY - ALL FUNDS

Fund		Beginning Fund Balance	2023 Revenue	2023 Expenditures	Ending Fund Balance
GENERAL FUND	001 General Fund	\$ 15,104,307	\$ 49,557,812	\$ 55,281,728	\$ 9,380,391
	009 LEOFF Medical Insurance Reserve Subfund	194,409	225,000	367,140	52,269
	011 Risk Management Reserve Subfund	25,000	-	25,000	-
	012 Contingency Reserve Subfund	1,782,150	-	-	1,782,150
	014 Historic Preservation Gift Fund	10,521	-	5,900	4,621
	016 Building Maintenance Fund	3,679,645	17,480	1,215,000	2,482,125
	017 Marsh Restoration & Preservation Fund	848,616	-	-	848,616
	Total General Fund		21,644,648	49,800,292	56,894,768
SPECIAL REVENUE FUNDS	104 Drug Enforcement Fund	196,584	167,650	45,800	318,434
	111 Street Fund	547,116	1,790,410	2,325,969	11,557
	112 Street Construction Fund	4,611,852	8,445,809	7,852,704	5,204,957
	117 Municipal Arts Acquisition Fund	680,979	97,513	182,880	595,612
	120 Hotel/Motel Tax Fund	54,624	84,400	95,400	43,624
	121 Employee Parking Permit Fund	76,184	26,960	26,880	76,264
	122 Youth Scholarship Fund	12,809	1,660	3,000	11,469
	123 Tourism Promotional Arts Fund	97,362	30,440	28,500	99,302
	125 REET 2	1,576,970	2,320,090	2,212,777	1,684,283
	126 REET 1	3,293,157	2,302,980	1,631,812	3,964,325
	127 Gifts Catalog Fund	3,176,109	135,340	497,598	2,813,851
	130 Cemetery Maintenance/Imp. Fund	267,889	150,960	249,413	169,436
	136 Parks Trust Fund	122,919	5,460	-	128,379
	137 Cemetery Maintenance Fund	1,150,601	51,500	25,000	1,177,101
	138 Sister City Commission Fund	13,870	10,430	11,900	12,400
	140 Business Improvement District Fund	20,801	88,645	88,575	20,871
	141 Affordable and Supportive Housing Fund	224,414	65,000	-	289,414
142 Edmonds Rescue Plan Fund	44,888	370,000	370,000	44,888	
143 Tree Fund	236,162	215,100	214,800	236,462	
Total Special Revenue Funds		16,405,291	16,360,347	15,863,008	16,902,630
DEBT SERVICE FUNDS	231 2012 LTGO Debt Service Fund	-	309,800	309,800	-
CAPITAL PROJECT FUNDS	332 Parks Capital Construction Fund	322,129	927,205	468,950	780,384
ENTERPRISE FUNDS	421 Water Utility Fund	29,857,020	11,950,114	11,322,550	30,484,584
	422 Storm Utility Fund	15,045,369	8,689,400	7,211,280	16,523,489
	423 Sewer/WWTP Utility Fund	56,196,724	15,898,844	15,368,746	56,726,822
	424 Utility Debt Service Fund	843,951	1,991,860	1,989,820	845,991
Total Enterprise Funds		101,943,064	38,530,218	35,892,396	104,580,886
INTERNAL SERVICE FUNDS	511 Equipment Rental Fund	9,059,060	4,043,740	3,517,807	9,584,993
	512 Technology Rental Fund	693,589	1,413,372	1,617,205	489,756
	Total Internal Service Funds		9,752,649	5,457,112	5,135,012
<b>TOTAL BUDGET</b>		<b>\$ 150,067,781</b>	<b>\$ 111,384,974</b>	<b>\$ 114,563,934</b>	<b>\$ 146,888,821</b>

**Budgeted Revenues by Fund (All Funds) – 2023**



**Budgeted Expenditures by Fund (All Funds) – 2023**



**CHANGE IN ENDING FUND BALANCE - ALL FUNDS**

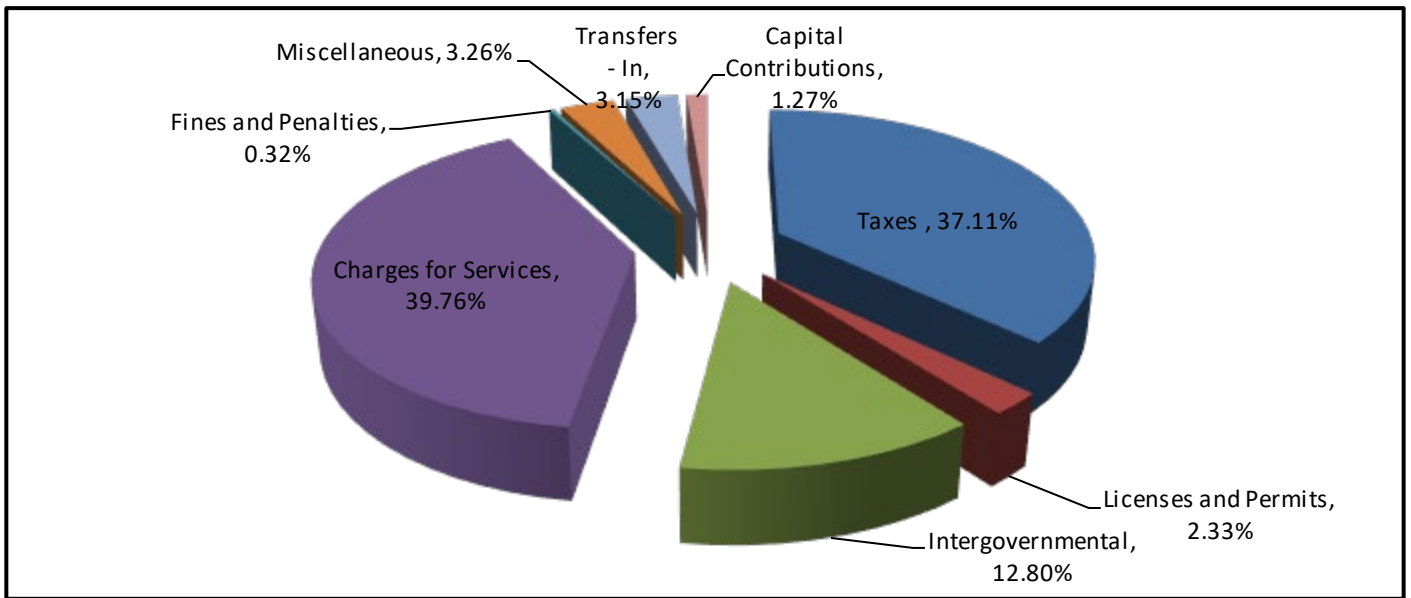
Fund		Est. 2022 Ending Fund Balance	Net 2023 Surplus/(Deficit)	2023 Ending Fund Balance	Change in Fund Bal. 23-22	
GENERAL FUND	001	General Fund	\$ 15,104,307	\$ (5,723,916)	\$ 9,380,391	-37.90%
	009	LEOFF Medical Insurance Reserve Subfund	194,409	(142,140)	52,269	-73.11%
	011	Risk Management Reserve Subfund	25,000	(25,000)	-	-100.00%
	012	Contingency Reserve Subfund	1,782,150	-	1,782,150	0.00%
	014	Historic Preservation Gift Fund	10,521	(5,900)	4,621	-56.08%
	016	Building Maintenance Fund	3,679,645	(1,197,520)	2,482,125	-32.54%
	017	Marsh Restoration & Preservation Fund	848,616	-	848,616	0.00%
		Total General Fund	21,644,648	(7,094,476)	14,550,172	-32.78%
SPECIAL REVENUE FUNDS	104	Drug Enforcement Fund	196,584	121,850	318,434	61.98%
	111	Street Fund	547,116	(535,559)	11,557	-97.89%
	112	Street Construction Fund	4,611,852	593,105	5,204,957	12.86%
	117	Municipal Arts Acquisition Fund	680,979	(85,367)	595,612	-12.54%
	120	Hotel/Motel Tax Fund	54,624	(11,000)	43,624	-20.14%
	121	Employee Parking Permit Fund	76,184	80	76,264	0.11%
	122	Youth Scholarship Fund	12,809	(1,340)	11,469	-10.46%
	123	Tourism Promotional Arts Fund	97,362	1,940	99,302	1.99%
	125	REET 2	1,576,970	107,313	1,684,283	6.81%
	126	REET 1	3,293,157	671,168	3,964,325	20.38%
	127	Gifts Catalog Fund	3,176,109	(362,258)	2,813,851	-11.41%
	130	Cemetery Maintenance/Imp. Fund	267,889	(98,453)	169,436	-36.75%
	136	Parks Trust Fund	122,919	5,460	128,379	4.44%
	137	Cemetery Maintenance Fund	1,150,601	26,500	1,177,101	2.30%
	138	Sister City Commission Fund	13,870	(1,470)	12,400	-10.60%
	140	Business Improvement District Fund	20,801	70	20,871	0.34%
	141	Affordable and Supportive Housing Fund	224,414	65,000	289,414	28.96%
	142	Edmonds Rescue Plan Fund	44,888	-	44,888	0.00%
143	Tree Fund	236,162	300	236,462	0.13%	
	Total Special Revenue Funds	16,405,291	497,339	16,902,630	3.03%	
CAPITAL PROJECT FUNDS	332	Parks Capital Construction Fund	322,129	458,255	780,384	142.26%
ENTERPRISE FUNDS	421	Water Utility Fund	29,857,020	627,564	30,484,584	2.10%
	422	Storm Utility Fund	15,045,369	1,478,120	16,523,489	9.82%
	423	Sewer/WWTP Utility Fund	56,196,724	530,098	56,726,822	0.94%
	424	Utility Debt Service Fund	843,951	2,040	845,991	0.24%
	Total Enterprise Funds	101,943,064	2,637,822	104,580,886	2.59%	
INTERNAL SERVICE FUNDS	511	Equipment Rental Fund	9,059,060	525,933	9,584,993	5.81%
	512	Technology Rental Fund	693,589	(203,833)	489,756	41.62%
		Total Internal Service Funds	9,752,649	322,100	10,074,749	3.30%
<b>TOTAL BUDGET</b>		<b>\$ 150,067,781</b>	<b>\$ (3,178,960)</b>	<b>\$ 146,888,821</b>	<b>-2.12%</b>	



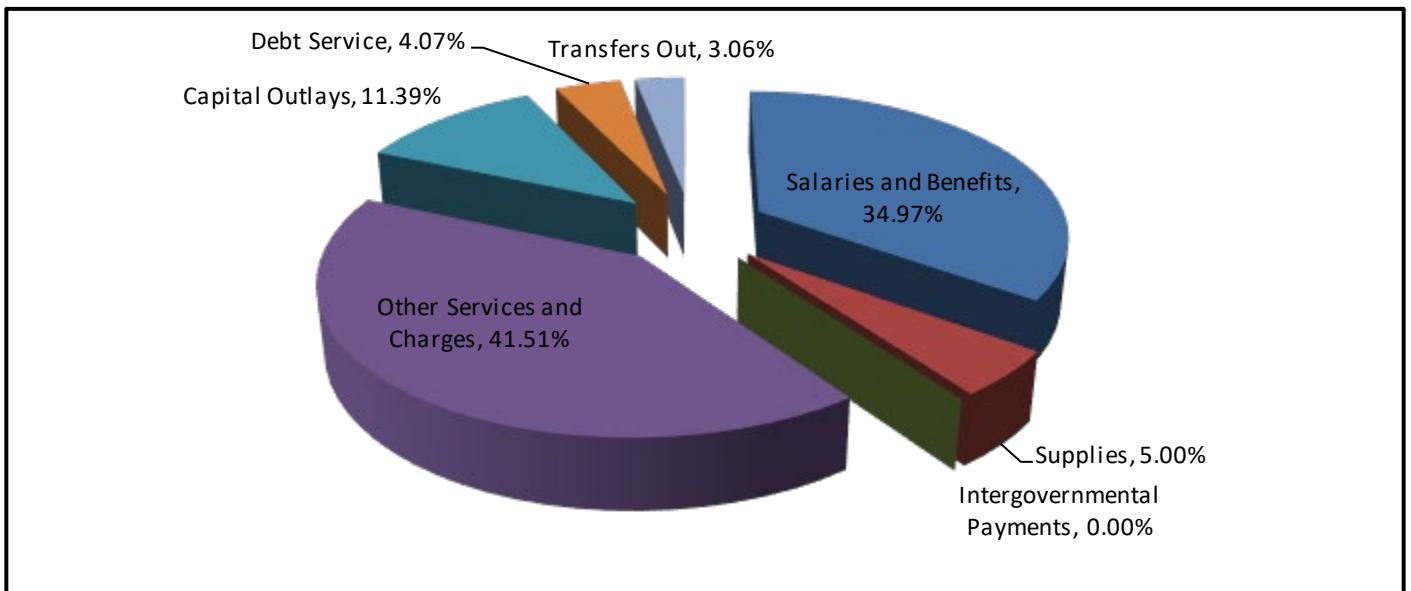
## REVENUE SUMMARY - ALL FUNDS

	2020	2021	2022	2023
	Actual	Actual	Estimate	Budget
Beginning Cash Balance	\$ 67,981,234	\$ 71,054,601	\$ 71,054,601	\$ 64,255,994
Remaining Fund Balance	62,157,354	66,143,497	85,811,787	85,811,787
<b>Total Beginning Fund Balance</b>	<b>130,138,588</b>	<b>137,198,098</b>	<b>156,866,388</b>	<b>150,067,781</b>
<b>REVENUES</b>				
General Property Tax	14,634,303	14,654,572	15,727,500	16,305,500
Retail Sales and Use Taxes	9,397,120	11,698,718	12,382,600	12,782,600
Business and Occupation Taxes	6,553,480	6,534,428	6,224,050	6,832,202
Excise Taxes	1,032,374	997,291	1,012,000	1,012,000
Other Taxes	3,653,320	4,753,384	4,000,000	4,400,000
<b>Taxes Total</b>	<b>35,270,597</b>	<b>38,638,393</b>	<b>39,346,150</b>	<b>41,332,302</b>
Business Licenses and Permits	1,599,279	1,682,663	1,683,532	1,717,825
Building Permits and Fees	785,837	883,347	887,525	880,600
<b>Licenses &amp; Permits Total</b>	<b>2,385,116</b>	<b>2,566,010</b>	<b>2,571,057</b>	<b>2,598,425</b>
<b>Intergovernmental Total</b>	<b>6,730,911</b>	<b>6,601,923</b>	<b>18,889,662</b>	<b>14,262,520</b>
General Government	1,442,188	1,445,696	1,441,298	1,634,722
Public Safety	1,236,734	1,222,967	1,316,970	1,286,970
Utilities	27,195,805	29,338,268	30,387,081	33,207,958
Transportation	68,629	91,819	17,500	17,000
Natural and Economic Environment	1,772,828	1,172,436	2,549,178	2,604,475
Culture and Recreation	143,444	503,311	732,106	1,085,080
Interfund Services	3,929,515	3,840,650	4,696,838	4,447,515
<b>Charges for Services Total</b>	<b>35,789,143</b>	<b>37,615,147</b>	<b>41,140,971</b>	<b>44,283,720</b>
<b>Fines and Penalties Total</b>	<b>287,695</b>	<b>272,303</b>	<b>318,950</b>	<b>352,850</b>
Investment Earnings	851,588	497,541	1,004,988	1,303,960
Rents and Concessions	1,237,225	943,325	1,537,640	1,812,140
Insurance Premiums/Recovery	78,543	42,222	5,000	5,000
Contributions/Donations	63,932	73,424	3,649,014	157,900
Other Misc Revenue	873,668	(2,471)	698,230	355,470
Gains (Loss) disposition of assets	(757,160)	(30,878)	-	-
<b>Miscellaneous Total</b>	<b>2,347,796</b>	<b>1,523,163</b>	<b>6,894,872</b>	<b>3,634,470</b>
Capital Contributions	5,003,745	6,450,214	6,935,615	1,413,685
Transfers In	2,910,999	1,210,163	9,066,445	3,507,002
Proceeds of Long-Term Debt	-	8,808,696	-	-
<b>Total Revenues &amp; Transfers</b>	<b>90,726,002</b>	<b>103,686,012</b>	<b>125,163,722</b>	<b>111,384,974</b>
Total Resources Available	158,707,236	174,740,613	196,218,323	175,640,968
Estimated Remaining Fund Balance	62,157,354	66,143,497	85,811,787	85,811,787
<b>Total Fund Balance</b>	<b>\$ 220,864,590</b>	<b>\$ 240,884,110</b>	<b>\$ 282,030,110</b>	<b>\$ 261,452,755</b>

**Percentage Revenue Budget by Type (All Funds) – 2023**



**Percentage Expenditure Budget by Type (All Funds) – 2023**



## EXPENDITURE SUMMARY - ALL FUNDS

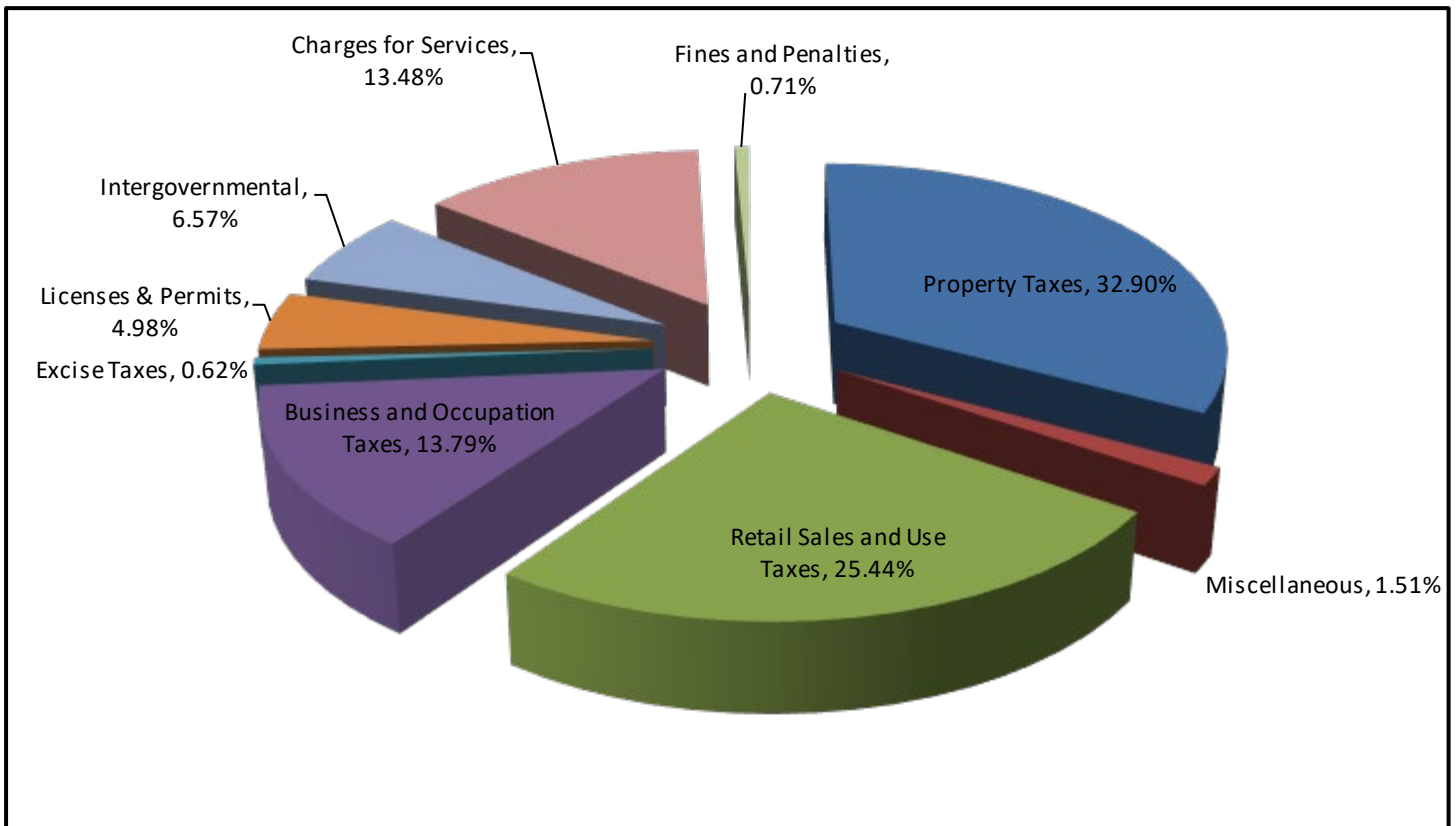
	2020 Actual	2021 Actual	2022 Estimate	2023 Budget
<b>EXPENDITURE</b>				
Salaries	\$ 22,212,523	\$ 22,665,004	\$ 24,191,718	\$ 29,282,325
Benefits	8,461,313	7,544,482	9,165,497	10,780,637
<b>Total Salaries and Benefits</b>	<b>30,673,836</b>	<b>30,209,486</b>	<b>33,357,215</b>	<b>40,062,962</b>
<b>Total Supplies</b>	<b>4,056,526</b>	<b>4,521,333</b>	<b>4,910,645</b>	<b>5,725,875</b>
Professional Services	21,056,203	18,577,750	27,141,234	30,257,571
Communication	305,684	367,868	308,945	333,315
Travel	10,177	44,697	97,850	93,095
Excise Taxes	3,127,771	3,212,128	3,114,300	3,239,452
Rental/Lease	2,785,399	2,551,438	3,134,013	3,933,282
Insurance	938,668	920,264	1,143,545	1,356,629
Utilities	2,015,563	2,636,475	2,389,890	2,551,655
Repairs & Maintenance	2,541,499	2,881,161	6,307,794	4,671,500
Miscellaneous	860,709	1,070,613	1,066,188	1,116,050
<b>Total Other Services and Charges</b>	<b>33,641,673</b>	<b>32,262,394</b>	<b>44,703,759</b>	<b>47,552,549</b>
<b>Total Intergovernmental Payments</b>	<b>75,000</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>
<b>Total Capital Outlays</b>	<b>4,755,163</b>	<b>6,005,674</b>	<b>34,696,249</b>	<b>13,052,476</b>
<b>Total Debt Service</b>	<b>2,880,607</b>	<b>5,458,135</b>	<b>5,178,006</b>	<b>4,663,070</b>
<b>EXPENDITURE TOTAL</b>	<b>76,082,805</b>	<b>78,507,022</b>	<b>122,895,874</b>	<b>111,056,932</b>
Depreciation Expense	4,672,718	4,300,512	-	-
Transfer Out	2,910,999	1,210,163	9,066,455	3,507,002
<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	<b>83,666,522</b>	<b>84,017,697</b>	<b>131,962,329</b>	<b>114,563,934</b>
Ending Cash Balance	71,054,601	71,054,601	64,255,994	61,077,034
Estimated Remaining Fund Balance	66,143,497	85,811,787	85,811,787	85,811,787
<b>Ending Fund Balance</b>	<b>137,198,098</b>	<b>156,866,388</b>	<b>150,067,781</b>	<b>146,888,821</b>
<b>Total All Uses with Fund Balance</b>	<b>\$ 220,864,620</b>	<b>240,884,085</b>	<b>\$ 282,030,110</b>	<b>\$ 261,452,755</b>

### 2023 General Fund Revenue

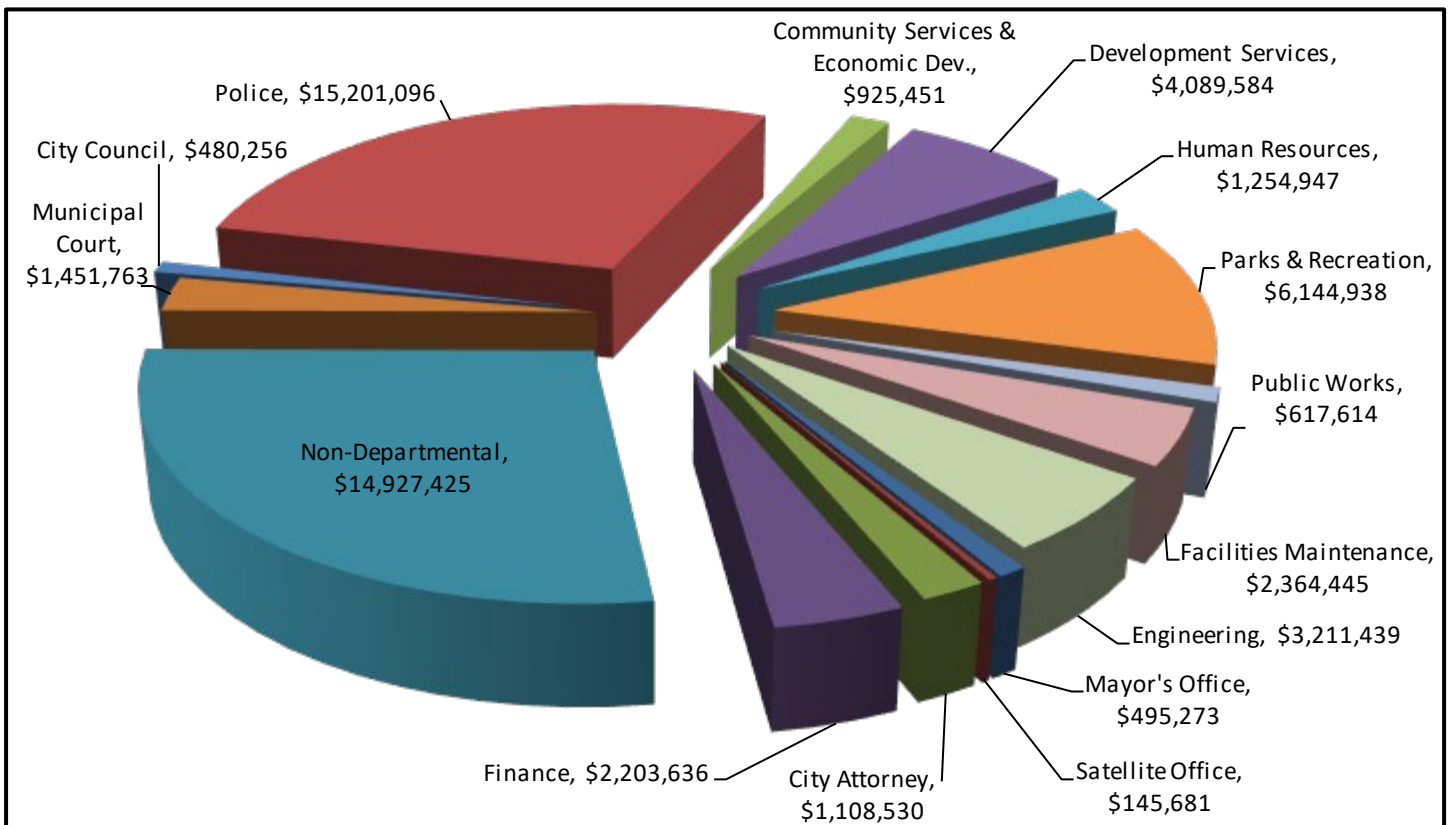
General Fund revenue for 2023, excluding fund balances, is \$49.6 million; an increase of \$3.3M from the 2022 year-end estimate.

General Fund Revenues	2020 Actual	2021 Actual	2022 Estimate	2023 Budget
General Property Tax	\$ 14,634,303	\$ 14,654,572	\$ 15,727,500	\$ 16,305,500
Retail Sales and Use Taxes	9,249,998	11,500,646	12,207,600	12,607,600
Business and Occupation Taxes	6,553,480	6,534,428	6,224,050	6,832,202
Excise Taxes	300,672	290,058	306,000	306,000
<b>Tax Total</b>	<b>30,738,453</b>	<b>32,979,704</b>	<b>34,465,150</b>	<b>36,051,302</b>
Business Licenses and Permits	1,524,799	1,606,075	1,604,323	1,629,250
Non-Business Licenses and Permits	752,063	847,112	846,275	839,600
<b>Licenses &amp; Permits Total</b>	<b>2,276,862</b>	<b>2,453,187</b>	<b>2,450,598</b>	<b>2,468,850</b>
<b>Intergovernmental Total</b>	<b>1,633,635</b>	<b>1,608,647</b>	<b>1,237,710</b>	<b>3,255,135</b>
General Government	384,559	368,184	425,898	402,650
Public Safety	1,236,734	1,222,967	1,316,970	1,286,970
Transportation	2,396	3,678	2,500	5,000
Natural and Economic Environment	384,640	716,746	615,200	515,100
Culture and Recreation	111,914	481,249	709,606	1,040,580
Interfund Reimbursement-Contract Svcs	3,291,802	3,120,735	3,912,768	3,429,665
<b>Charges for Services Total</b>	<b>5,412,045</b>	<b>5,913,559</b>	<b>6,982,942</b>	<b>6,679,965</b>
<b>Fines and Penalties Total</b>	<b>287,695</b>	<b>272,303</b>	<b>318,450</b>	<b>352,350</b>
Interest and Other Earnings	265,632	122,252	293,910	356,460
Rents, Leases & Concessions	193,940	271,900	377,100	360,100
Contributions & Donations	4,251	6,488	12,000	11,500
Other Miscellaneous Revenues	124,626	69,131	58,330	22,150
Insurance Recoveries	16,977	-	-	-
<b>Miscellaneous Total</b>	<b>605,426</b>	<b>469,771</b>	<b>741,340</b>	<b>750,210</b>
Transfers In	1,535,800	388,547	26,300	-
<b>Total Revenues &amp; Transfers</b>	<b>\$ 42,489,916</b>	<b>\$ 44,085,718</b>	<b>\$ 46,222,490</b>	<b>\$ 49,557,812</b>

**Percentage General Revenue by Type – 2023**



**2023 General Fund Expenditures by Department**

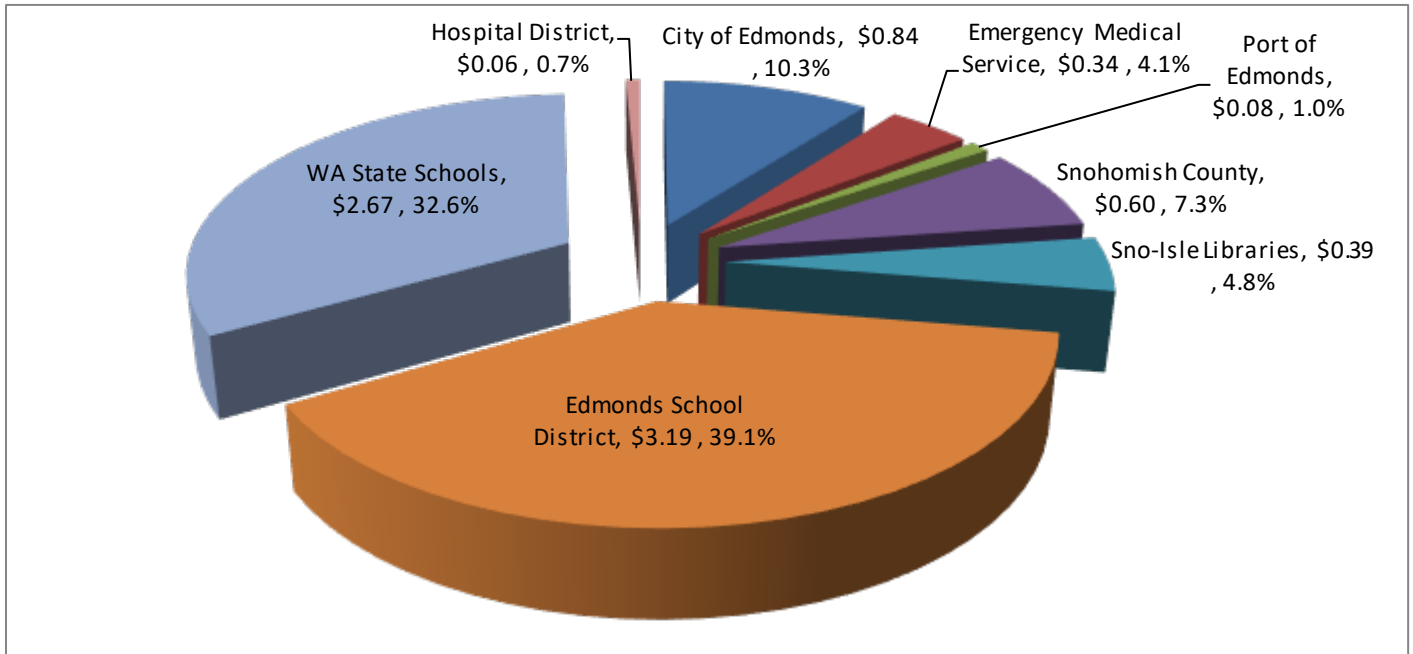


General Fund Expenditures by Department							
	2019 Actual	2020 Actual	2021 Actual	2022 Estimate	2023 Budget	22-21 % Change	23-22 % Change
City Council	\$ 402,243	\$ 320,573	\$ 335,097	\$ 367,900	\$ 480,256	9.79%	30.54%
Mayor's Office	297,115	331,096	337,753	363,913	495,273	7.75%	36.10%
Human Resources	552,186	692,902	694,985	824,831	1,254,947	18.68%	52.15%
Municipal Court	1,001,066	1,072,255	1,198,233	1,268,755	1,451,763	5.89%	14.42%
City Clerk	705,594	726,791	561,793	485,291	498,321	-13.62%	N/A
Administrative Services	1,262,025	1,306,188	1,349,338	1,671,620	1,705,315	23.88%	2.02%
City Attorney	868,031	860,435	842,071	971,780	1,108,530	15.40%	14.07%
Non-Departmental	12,874,382	13,011,969	11,034,534	13,870,857	14,927,425	25.70%	7.62%
Police	11,706,000	11,824,450	11,853,454	12,595,470	15,201,096	6.26%	20.69%
Satellite Office	-	-	8,908	148,576	145,681	1567.94%	-1.95%
Community Services & Economic Dev.	604,300	599,693	663,128	569,388	925,451	-14.14%	62.53%
Development Services	2,863,046	2,811,073	2,981,684	3,416,359	4,089,584	14.58%	19.71%
Human Services Program	-	-	110,607	208,109	659,650	0.8815169	216.97%
Parks, Recreation, Cultural Arts and Human Services	4,093,670	3,666,673	4,317,421	4,404,569	6,144,938	2.02%	39.51%
Public Works Administration	494,939	506,952	545,230	374,113	617,614	-31.38%	65.09%
Facilities Maintenance	2,521,539	3,906,132	2,566,698	2,715,275	2,364,445	5.79%	-12.92%
Engineering	2,602,131	2,618,208	2,638,200	2,776,696	3,211,439	5.25%	15.66%
<b>Total Expenditures</b>	<b>\$ 42,848,267</b>	<b>\$ 44,255,390</b>	<b>\$ 42,039,135</b>	<b>\$ 47,033,502</b>	<b>\$ 55,281,728</b>	<b>11.88%</b>	<b>17.54%</b>

**PROPERTY TAX**

Property taxes are the City’s largest revenue source at \$16.3 million in 2022, or 33% 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 14.5% of property taxes paid by Edmonds property owners.

2022 Property Tax Rates by Jurisdiction



The City of Edmonds receives a relatively small percentage of a property owner’s tax bill (10.3% for the regular tax levy). In comparison, the Edmonds School District and WA State Schools taken together account for 71.7% of the property tax bill.

2022 Property Tax Rate per \$1,000 of Assessed Value		
Government Agency	Tax Rate	% of Total
City of Edmonds	\$ 0.84	10.3%
Emergency Medical Service	0.34	4.1%
<b>Total, City of Edmonds</b>	<b>1.18</b>	<b>14.5%</b>
Port of Edmonds	0.08	1.0%
Snohomish County	0.60	7.3%
Sno-Isle Libraries	0.39	4.8%
Edmonds School District	3.19	39.1%
WA State Schools	2.67	32.6%
Hospital District	0.06	0.7%
<b>Total</b>	<b>\$ 8.17</b>	<b>100.0%</b>



### Property Tax New Construction

Year	Total Assessed Value (AV)	New Construction Assessment	Regular Property Tax Revenue from New Construction	% New Construction to AV
2023*	15,669,389,668	58,493,578	69,078	0.4%
2022	12,578,962,335	36,575,871	46,221	0.3%
2021	11,648,792,913	26,708,900	35,518	0.2%
2020	11,011,221,440	80,095,130	113,500	0.7%
2019	10,223,133,972	67,182,217	105,811	0.7%
2018	9,107,284,679	38,257,550	66,379	0.4%

\* Amounts shown for the 2023 year are estimates.

### Employee Count by Department

Department	2021 Actual	2022 Actuals	2023 Budget
City Council	1.0	1.0	1.0
Mayor	7.0	2.0	5.0
Human Resources	3.5	3.6	5.6
Court	7.0	9.0	9.0
Administrative Services	9.0	16.0	16.0
Information Services	5.0	6.0	6.0
Police	70.8	74.5	84.5
Economic Dev & Community Services	3.3	5.8	5.8
Development Services	18.5	20.0	20.0
Parks, Recreation, Cultural Arts and Human Services	27.7	27.2	33.2
Public Works Admin/Facilities	15.6	15.6	15.6
Engineering	17.5	17.5	18.5
Streets/Storm	18.0	18.0	18.0
Water/Sewer/Treatment Plant	34.4	36.4	36.4
Equipment Rental	3.0	3.0	3.0
<b>Total City Employee Count</b>	<b>241.2</b>	<b>255.5</b>	<b>277.5</b>

**Rates of Pay**

Elected Officials	Minimum	Maximum
Council Member Position	17,000	17,000
Council President	20,600	20,600
Judge	183,775	183,775
Mayor	136,211	136,211
Non-Represented (2022 Rates)	Minimum	Maximum
Administrative Services Director	136,484	182,902
Arts & Cultural Services Program Manager	87,979	117,900
Assistant Police Chief	136,484	182,902
Associate Engineer	79,799	106,938
Associate Planner	79,799	106,938
Building Official	106,938	143,309
Capital Projects Manager	92,379	123,796
City Clerk	96,996	129,985
City Engineer	129,985	174,192
Community Services & Economic Development Director	136,484	182,902
Court Administrator	129,985	174,192
Deputy Administrative Services Director	117,900	157,998
Deputy Parks & Recreation Services Director	117,900	157,998
Development Services Director	136,484	182,902
Engineering Program Manager II	101,847	136,484
Environmental Program Manager	96,996	129,985
Executive Assistant Confidential	79,799	106,938
Executive Assistant To The Mayor	83,789	112,285
Facilities Manager	101,847	136,484
Fleet Manager	96,996	129,985
Human Resources Analyst	76,000	101,847
Human Resources Director	136,484	182,902
Information Services Manager	117,900	157,998
Parks And Recreation Director	136,484	182,902
Parks Maintenance Manager	87,979	117,900
Permit Supervisor	76,000	101,847
Planner	76,000	101,847
Planning Manager	112,285	150,473
Police Chief	157,998	211,732
Public Works & Utilities Director	143,309	192,046
Recreation Supervisor	87,979	117,900
Safety & Risk/Disaster Coordinator	83,789	112,285
Senior Human Resources Analyst	83,789	112,285
Senior Planner	87,979	117,900

**Rates of Pay**

Non-Represented (2022 Rates) (continued)	Minimum	Maximum
Senior Utilities Engineer	117,900	157,998
Stormwater Engineer	101,847	136,484
Street/Storm Manager	112,285	150,473
Transportation Engineer	106,938	143,309
Urban Forest Planner	87,979	117,900
WWTP Manager	117,900	157,998
WWTP Plant Supervisor	96,996	129,985
WWTP Program Administrator	92,379	123,796
Water/Sewer Manager	112,285	150,473
Police Non-Commissioned (2022 Rates)	Minimum	Maximum
Animal Control / Ordinance Enforcement Officer	62,220	79,404
Community Engagement/Crime Prevention Coordinator	65,328	83,376
Domestic Violence Coordinator	62,220	79,404
Part Time Administrative Assistant	51,180	65,328
Part Time Parking Enforcement Officer	51,180	65,328
Police Services Assistant	53,748	68,592
Property Officer/Evidence Technician	59,256	75,612
Senior Animal Control Officer	65,328	83,376
Senior Police Services Assistant	56,424	72,024
Police Guild - See Contract for Premium Pay Percentage Rates (2023 Rates)	Minimum	Maximum
Police Officer 1st Class	88,757	102,636
Police Officer 2nd Class	78,757	81,586
Corporal	105,202	115,190
Sergeant	120,946	125,153
Teamsters (2021 Rates)	Minimum	Maximum
Building Maintenance Operator	63,408	77,112
Cemetery Sexton	66,564	80,988
City Electrician	73,440	89,280
Custodian	45,084	54,780
Field Arborist	66,564	80,988
Lead Custodian	54,780	66,564
Maintenance Custodian	47,328	57,528
Mechanic	63,408	77,112
Operator in Training	52,116	63,408
Parks Maintenance Lead Worker	73,440	89,280
Parks Maintenance Mechanic	63,408	77,112
Parks Maintenance Worker	52,116	63,408

**Rates of Pay**

Teamsters (2021 Rates) (continued)	Minimum	Maximum
Senior Mechanic	66,564	80,988
Senior Parks Maintenance Worker	60,360	73,440
Senior Parks Maintenance Worker-Horticulturist	60,360	73,440
Senior Sewer Maintenance Worker	60,360	73,440
Senior Storm GIS Technician/Maintenance Worker	63,408	77,112
Senior Storm Maintenance Worker	60,360	73,440
Senior Street Maintenance Worker	60,360	73,440
Senior Water Maintenance Worker	60,360	73,440
Senior Street Maintenance Worker - Cement Finisher	66,564	80,988
Senior WWTP Instrument Technician/Plant Electrician	73,440	89,280
Senior WWTP Laboratory Technician	73,440	89,280
Sewer Maintenance Lead Worker	73,440	89,280
Sewer Maintenance Worker	54,780	66,564
Storm Maintenance Worker	52,116	63,408
Stormwater Maintenance Lead Worker	73,440	89,280
Street Maintenance Lead Worker	73,440	89,280
Street/Storm Maintenance Worker	52,116	63,408
Traffic Control Technician	63,408	77,112
Water Maintenance Lead Worker	73,440	89,280
Water Maintenance Worker	54,780	66,564
Water Meter Reader	49,656	61,548
Water Quality Control Technician	66,564	80,988
WWTP Lead Operator	73,440	89,280
WWTP Maintenance Mechanic	63,408	77,112
WWTP Operator	66,564	80,988
WWTP Pre-Treatment Technician	69,852	85,056
WWTP Senior Mechanic	66,564	80,988
AFSCME (2021 Rates)	Minimum	Maximum
Accountant	79,488	98,592
Accounting Specialist	58,908	73,056
Administrative Assistant	58,908	73,056
Building Inspector	68,820	85,332
Business License Clerk	52,692	65,304
Code Enforcement Officer	70,224	87,000
Combination Building Inspector	72,300	89,604
Communications Strategist/Public Information Officer	79,046	105,929
Community Services Program Coordinator	70,224	87,000
Court Clerk	52,692	65,304

**Rates of Pay**

AFSCME (2021 Rates) (continued)	Minimum	Maximum
Cultural Arts Program Specialist	55,608	69,000
Deputy City Clerk	66,192	82,056
Engineering Technician I	62,580	77,652
Engineering Technician II	66,192	82,056
Engineering Technician III	74,976	92,940
Environmental Education & Sustainability Coordinator	74,976	92,940
Executive Assistant	62,580	77,652
Financial Analyst	79,488	98,592
Finance Manager - Public Works	79,488	98,592
GIS Analyst	79,488	98,592
Information Systems Specialist	74,976	92,940
Lead Court Clerk	58,908	73,056
Office Assistant	44,076	54,672
Office Coordinator	62,580	77,652
Part Time IT Assistant	58,908	73,056
PC Support Technician	66,192	82,056
Permit Coordinator	58,908	73,056
Permit Coordinator 1	52,692	65,304
Plans Examiner	71,604	88,752
Probation Officer	62,580	77,652
Program Assistant	55,608	69,000
Public Records Officer	66,192	82,056
Recreation Coordinator	74,976	92,940
Recreation Leader	39,300	48,708
Senior Combination Building Inspector	79,488	98,592
Senior Construction Inspector	74,976	92,940
Senior Office Specialist	49,488	61,356
Senior Permit Coordinator	66,192	82,056
Senior Plans Examiner	74,976	92,940
Stormwater Technician	66,192	82,056
System Support Technician	70,224	87,000
Web Systems Analyst	70,224	87,000
<b>Contract Positions (2022 Rates)</b>	<b>Minimum</b>	<b>Maximum</b>
Legislative/Executive Assistant	74,088	74,088

**Rates of Pay**

Hourly (2022 Rates)	Minimum	Maximum
Bailiff	20.21	24.57
Beautification Program Worker	16.98	20.65
Diversity Commission Coordinator	30.00	30.00
Facility Attendant	14.57	17.71
Front Desk Receptionist	14.57	17.71
Gymnastics Assistant	14.99	15.75
Gymnastics Instructor I	14.57	17.71
Gymnastics Instructor II	16.98	20.65
Intern I	18.20	22.13
Intern II	23.25	28.26
Mechanic Assistant	16.98	20.65
Preschool Assistant	14.57	17.71
Pro Tem Judges	65.00	65.00
Ranger Naturalist Lead	19.13	23.25
Ranger/Naturalist	16.40	19.94
Summer Preschool Assistant	14.99	15.75
Summer Preschool Supervisor	19.13	23.25
Temporary Office Worker	16.40	19.94
Temporary Project Specialist	35.29	42.90
Youth Commission Coordinator	26.65	32.39
Tennis Instructor	20.21	24.57

## DECISION PACKAGES

Department/Fund	DP#	Decision Package Description	Expenditure Budget
City Council	1	Continue A/V Consultant for Hybrid Council Mtgs	30,000
	2	Adjustment to Council Laptop budget	9,000
	3	Adjustment to Councilmember and Staff Training	1,800
	4	Adjustment to Council Cellular Service Costs	4,500
	5	Reallocation of Council Budget	(57,160)
Human Resources	6	New Position Request - Human Resources Assistant	121,830
	7	New Position - Human Resources Manager	197,810
Legal	8	New Position Request - In House Prosecuting Att.	136,750
Administrative Services	9	Continue ARPA Grant Manager Consultant	120,000
Information Technology	10	Software Maintenance cost increases	36,100
	11	IT Equipment Replacement	65,000
Police	12	Police Dept. Professional Staff Budget Package	129,329
	13	Expansion of PD Criminal Investigations Division	801,683
	14	Police Department - Patrol Support	1,259,422
	15	Police Dept. - Nine New Patrol Cars	744,000
Community Services	16	Neighborhood City Hall	99,846
	17	Changes to Municipal Arts Program (Fund 117)	1,000
	18	Lodging Tax Fund Budget - Fund 120	95,400
	19	Lodging Tax Advisory Committee Budget Proposal	28,500
	20	BID Annual Budget	88,575
Development Services	21	Comprehensive Plan Update	300,000
	22	Facade Improvement Program	250,000
Parks and Recreation	23	Yost Park / Shell Creek Study	220,000
	24	Salmon Safe Certification Implementation	75,000
	25	Increases to Park Maintenance Costs	154,141
	26	New Park Maintenance Services (HWY 99 & Civic)	1,076,025
	27	Gift Catalog Expenditure Authority (Fund 127)	48,700
	28	Updates to Parks Beautification Program	283,324
	29	Increase to Cemetery Seasonal Labor	10,000
	Facilities	30	Citywide Unscheduled Repairs and Maintenance
Engineering	31	New Position Request - Capital Projects Manager	220,640
Water Fund	32	Utility Rate Increase	125,152
	33	Water Operations & Capital Increase	255,500
	34	Phase 12 Waterline Replacement (2022)	10,000
	35	Phase 14 WL Replacement (2024)	506,128
	36	2023 Waterline Replacement Overlays	50,000
	37	Yost and Seaview Reservoirs Repairs & Upgrades	805,000
	38	Phase 13 Waterline Replacement (2023)	1,700,000




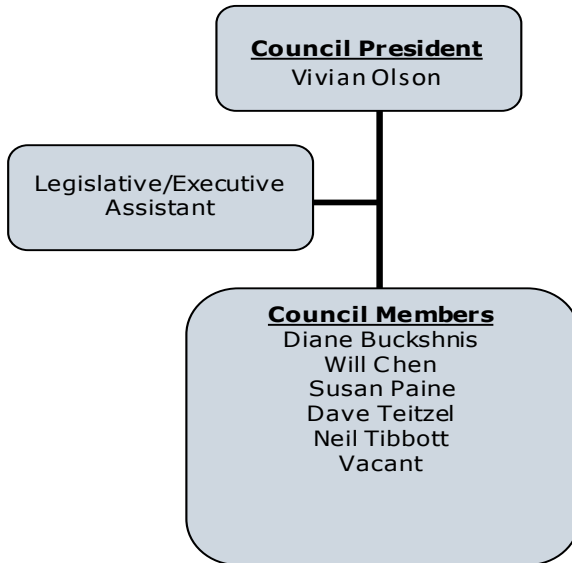
## DECISION PACKAGES CONTINUED

<b>Storm Fund</b>	39	Lower Perrinville Creek Restoration Project	750,000
	40	Seaview Infiltration Facility Phase 2	10,000
	41	2023 SD Overlays	200,000
	42	Phase 4 Storm Maintenance Project (2024)	290,000
	43	Perrinville Creek Basin Analysis Update	150,000
	44	Perrinville Creek Flow Management Projects	120,000
	45	Storm and Surface Water Comprehensive Plan Update	600,000
	46	7317 Lake Ballinger Way Floodplain Removal	750,000
<b>Sewer Fund</b>	47	Purchase of new Sewer Vehicle and GPS Equipment	48,900
	48	Sewer Operations Increase	6,000
	49	Closeout costs for Phase 9 Sewer Replacement-2022)	30,000
	50	Design costs for Phase 11 (2024) Sewer Replacement	349,517
	51	2023 Sanitary Sewer Replacement Overlays	200,000
	52	Phase 10 Sewer Replacement (2023)	1,689,212
	53	CIPP Sewer Rehab Phase 3 (2023)	423,710
<b>WWTP Fund</b>	54	WWTP Clarifier 1 rehab	527,754
	55	Vacuum Filter replacement	282,655
	56	Nuvoda design	452,361
	57	Joint Sealant	90,472
	58	WWTP	(69,000)
<b>Equipment Rental</b>	59	2023 Pre-Scheduled Vehicle Replacements	633,000
	60	Increase to Fleet Maintenance Costs	130,000
<b>Building Maintenance</b>	61	Bond Funded Deferred Maintenance Projects	1,215,000
<b>Street Capital Projects</b>	62	Transportation Plan Update	170,000
	63	76th Ave. W @ 220th St. SW Improvements	761,250
	64	2023 Pavement Overlay Program	1,500,000
	65	76th Ave. W Overlay from 196th St. SW to OVD	15,000
	66	Stage 2 Hwy 99 Revitalization	2,646,000
	67	Stage 3 Hwy 99 Revitalization	1,180,000
	68	Stage 4 Hwy 99 Revitalization	740,000
	69	Main St. Overlay from 6th Ave. to 9th Ave	157,000
	70	SR-104 Adaptive System from 236th St. SW to 226th	243,440
	71	Citywide Bicycle Improvement Program	1,771,847
	72	Green Streets	297,744
	73	2023 Traffic Signal Safety and Upgrades	30,280
	74	2023 Guardrail Program	20,190
	75	2023 Pedestrian Safety Program	20,195
	76	2023 Traffic Calming Program	15,130
77	Citywide Street Lighting Study	60,000	
78	Elm Way Walkway from 8th Ave. S to 9th Ave. S	901,974	
<b>Parks Capital Projects</b>	79	Citywide Park Improvements (Fund 125)	295,000
	80	Mathay Ballinger Park Improvement (Fund 332 & 125)	499,300
	81	Yost Park Inclusive Playground (Fund 125)	257,500
	82	Johnson Property Demolition (Fund 125)	200,000



*This page is intentionally left blank.*

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

**Purpose**

As the legislative branch of a mayor-council form of government, seven part-time councilmembers are elected directly by the people to staggered four-year terms. All positions represent the community at large.

The City Council adopts the City budget, establishes law and policy, approves appropriations and contracts, levies taxes, and grants franchises. Councilmembers also represent the City on boards and commissions and to other organizations. 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**


- Supplies – General Office and Operating Supplies
- Small Equipment – Includes Councilmember/Staff electronic devices and accessories
- Professional Services – Contracted professional services
- Communications – Includes Councilmember/Staff cellular phones and service
- Travel – Includes Councilmember/Staff expenditures for travel
- Rental/Lease – Includes Council Office copier
- Miscellaneous – Includes Councilmember/Staff training, subscriptions and memberships, and registration fees to events of City business.

**2023 Budget Changes**

Annual adjustment for technology services

**2023 Decision Packages**

DP #	1	Continue A/V Consultant for Hybrid Council Mtgs	30,000.00	One-Time
DP #	2	Adjustment to Council Laptop budget	9,000.00	One-Time
DP #	3	Adjustment to Councilmember and Staff Training	1,800.00	Ongoing
DP #	4	Adustment to Council Cellular Service Costs	4,500.00	Ongoing
DP #	5	Reallocation of Council Budget	<u>(57,160.00)</u>	One-Time
			(11,860.00)	


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

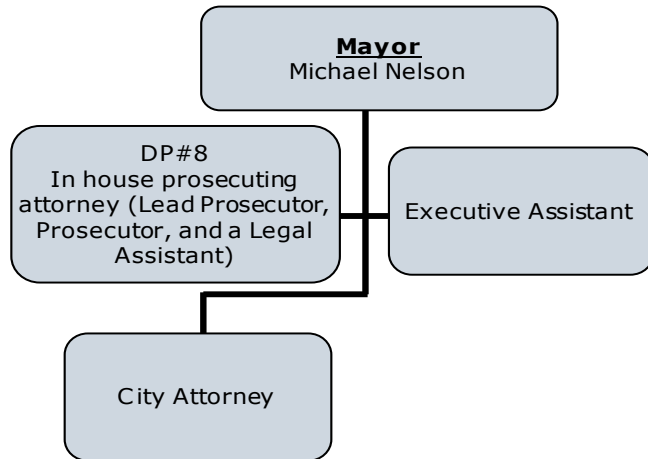
Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
Salaries	202,316	203,132	193,132	213,276	20,144	10%	10,144	5%
Overtime	-	1,000	1,000	1,000	-	0%	-	0%
Benefits	103,144	121,868	101,868	102,845	977	1%	(19,023)	-16%
Supplies	772	2,000	2,000	2,000	-	0%	-	0%
Minor Equipment	3,102	-	-	9,000	9,000	N/A	9,000	N/A
Professional Services	600	122,160	22,160	35,000	12,840	58%	(87,160)	-71%
Communications	9,358	3,000	3,000	7,500	4,500	150%	4,500	150%
Travel	-	6,700	500	500	-	0%	(6,200)	-93%
Rental/Lease	399	490	490	490	-	0%	-	0%
Interfund Rental	11,878	12,976	12,050	75,145	63,095	524%	62,169	479%
Repair/Maintenance	-	500	500	500	-	0%	-	0%
Miscellaneous	1,545	-	6,200	8,000	1,800	29%	8,000	N/A
Council Contingency	1,985	25,000	25,000	25,000	-	0%	-	0%
	335,099	498,826	367,900	480,256	112,356	31%	(18,570)	-4%


Note: The amounts in the column titled "2022 Budget", on this page and all subsequent pages, refer to the City's 2022 Amended Budget, not the City's 2022 Adopted Budget.



*This page is intentionally left blank.*

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



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, a 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, software, and special acknowledgements.

The professional services budget covers videotaping of special meetings, printing services, vacation coverage for the Mayor’s Executive Assistant, and other professional services as needed.

The communication budget includes iPads, laptops, cell phones and related data plans.

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.


**2023 Budget Changes**

Annual adjustment for technology services


**2023 Decision Packages**

None



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

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
Salaries	229,798	232,296	232,296	274,988	42,692	18%	42,692	18%
Benefits	80,211	81,787	81,787	88,487	6,700	8%	6,700	8%
Supplies	398	1,500	1,500	1,500	-	0%	-	0%
Minor Equipment	65	-	-	-	N/A	N/A	N/A	N/A
Professional Services	415	103,000	23,000	103,000	80,000	348%	-	0%
Communications	1,634	1,400	1,400	1,400	-	0%	-	0%
Travel	-	3,500	3,500	3,000	(500)	-14%	(500)	-14%
Rental/Lease	1,392	2,000	2,000	2,000	-	0%	-	0%
Interfund Rental	15,396	14,732	14,480	16,448	1,968	14%	1,716	12%
Miscellaneous	8,445	3,950	3,950	4,450	500	13%	500	13%
	337,754	444,165	363,913	495,273	131,360	36%	51,108	12%

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.

**2023 Budget Changes**


None

**2023 Decision Packages**

DP #	8	New Position Request - In House Prosecuting Att.	136,750.00	Ongoing
			136,750.00	

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

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
Salaries	-	-	-	93,750	93,750	N/A	93,750	N/A
Benefits	-	-	-	33,000	33,000	N/A	33,000	N/A
Small Equipment	-	-	-	5,000	5,000	N/A	5,000	N/A
Miscellaneous	-	-	-	5,000	5,000	N/A	5,000	N/A
Prof Svc - City Atty	622,676	647,420	647,420	647,420	-	0%	-	0%
Prof Serv - Misc Legal	2,645	5,000	5,000	5,000	-	0%	-	0%
Prof Serv - Prosecutor	216,750	319,360	319,360	319,360	-	0%	-	0%
	842,071	971,780	971,780	1,108,530	136,750	14%	136,750	14%


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, the Sister City Commission was established on June 30, 1989, and per ECC Section 10.60.040, private revenues and expenditures used 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 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 to fundraise to provide a separate source of private funding for special projects.


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

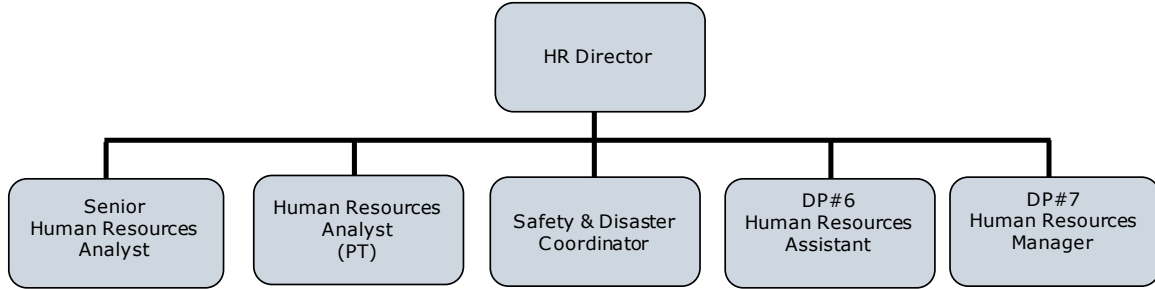
Description	2021 Actual	2022 Budget	2022 Estimate	2023 Budget	\$ Change 23-22 Estimate	% Change 23-22 Estimate	\$ Change 23-22 Budget	% Change 23-22 Budget
<b>Program 100 -Public</b>								
<b>Beginning Balance</b>	<b>8,378</b>	<b>13,448</b>	<b>13,447</b>	<b>11,777</b>	<b>(1,670)</b>	<b>-12%</b>	<b>(1,671)</b>	<b>-12%</b>
<u>Revenue</u>								
Investment Interest	69	230	230	350	120	52%	120	52%
Interfund Transfer	5,000	5,000	5,000	5,000	-	0%	-	0%
Total Revenues	5,069	5,230	5,230	5,350	120	2%	120	2%
<u>Expenditure</u>								
Supplies	-	1,000	1,000	1,000	-	0%	-	0%
Travel	-	1,000	1,000	1,000	-	0%	-	0%
Miscellaneous	-	4,900	4,900	4,900	-	0%	-	0%
Total Expenditures	-	6,900	6,900	6,900	-	0%	-	0%
<b>Ending Balance</b>	<b>13,447</b>	<b>11,778</b>	<b>11,777</b>	<b>10,227</b>	<b>(1,550)</b>	<b>-13%</b>	<b>(1,551)</b>	<b>-13%</b>


Description	2021 Actual	2022 Budget	2022 Estimate	2023 Budget	\$ Change 23-22 Estimate	% Change 23-22 Estimate	\$ Change 23-22 Budget	% Change 23-22 Budget
<b>Program 200 - Private</b>								
<b>Beginning Balance</b>	<b>1,984</b>	<b>2,033</b>	<b>2,032</b>	<b>2,092</b>	<b>60</b>	<b>3%</b>	<b>59</b>	<b>3%</b>
<u>Revenue</u>								
Investment Interest	48	60	60	80	20	33%	20	33%
Contributions	-	5,000	5,000	5,000	-	0%	-	0%
Total Revenues	48	5,060	5,060	5,080	20	0%	20	0%
<u>Expenditure</u>								
Supplies	-	500	500	500	-	0%	-	0%
Student Trip	-	3,500	3,500	3,500	-	0%	-	0%
Miscellaneous	-	1,000	1,000	1,000	-	0%	-	0%
Total Expenditures	-	5,000	5,000	5,000	-	0%	-	0%
<b>Ending Balance</b>	<b>2,032</b>	<b>2,093</b>	<b>2,092</b>	<b>2,172</b>	<b>80</b>	<b>4%</b>	<b>79</b>	<b>4%</b>



*This page is intentionally left blank.*

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



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, disciplinary actions, policy development, program development, Disability Board, Civil Service, and employee records.

**Budget Narrative**

The Salary and Benefit budget includes the Human Resources Director, Senior Human Resources Analyst, part-time Human Resources Analyst, and a Safety & Disaster Coordinator, as well as a proposed HR Assistant and HR Manager.

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

**2023 Budget Changes**

Annual adjustment for technology services


**2023 Decision Packages**

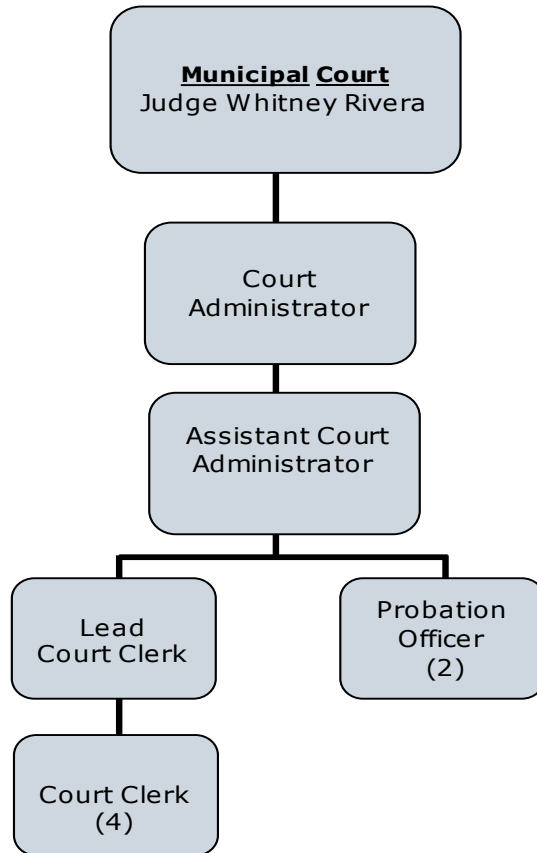
DP #	6	New Position Request - Human Resources Assistant	121,830.00	Ongoing
DP #	7	New Position - Human Resources Manager	197,810.00	Ongoing
			<u>319,640.00</u>	


Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
Salaries	366,181	398,299	398,299	747,258	348,959	88%	348,959	88%
Overtime	1,446	-	-	-	N/A	N/A	N/A	N/A
Benefits	136,697	142,526	142,526	236,609	94,083	66%	94,083	66%
Supplies	1,915	12,300	12,300	12,300	-	0%	-	0%
Minor Equipment	733	300	300	300	-	0%	-	0%
Professional Services	92,103	162,000	162,000	162,000	-	0%	-	0%
Communications	1,450	1,550	1,550	1,550	-	0%	-	0%
Travel	-	1,000	1,000	1,000	-	0%	-	0%
Rental/Lease	1,897	4,200	4,200	4,200	-	0%	-	0%
Interfund Rental	31,902	27,831	27,410	36,284	8,874	32%	8,453	30%
Repair/Maintenance	8,067	8,380	8,380	8,380	-	0%	-	0%
Miscellaneous	19,584	26,886	26,886	26,886	-	0%	-	0%
	<u>661,975</u>	<u>785,272</u>	<u>784,851</u>	<u>1,236,767</u>	<u>451,916</u>	<u>58%</u>	<u>451,495</u>	<u>57%</u>
<b>Civil Service</b>								
Professional Svc	33,012	34,800	34,800	13,000	(21,800)	-63%	(21,800)	-63%
Miscellaneous	-	180	180	180	-	0%	-	0%
	<u>33,012</u>	<u>34,980</u>	<u>34,980</u>	<u>13,180</u>	<u>(21,800)</u>	<u>-62%</u>	<u>(21,800)</u>	<u>-62%</u>
<b>Disaster Preparedness</b>								
Supplies	-	1,000	1,000	1,000	-	0.00%	-	0%
Travel	-	500	500	500	-	0%	-	0%
Miscellaneous	-	3,500	3,500	3,500	-	0%	-	0%
	<u>-</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>-</u>	<u>0%</u>	<u>-</u>	<u>0%</u>
	<u>694,987</u>	<u>825,252</u>	<u>824,831</u>	<u>1,254,947</u>	<u>430,116</u>	<u>52%</u>	<u>429,695</u>	<u>52%</u>



*This page is intentionally left blank.*

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**

Any person who receives a parking infraction, traffic infraction, or criminal citation for a misdemeanor or gross misdemeanor interacts with Edmonds Municipal Court. Edmonds Municipal Court works every day to provide access to justice. The Court adjudicates all civil infractions of City ordinances as well as a limited number of civil matters. The Court holds hearings for arraignments, pretrial, confirmation, motions, jury trials, bench trials, sentencing, and sentence compliance review. Outside of court hour, the Presiding Judge reviews all bookings that occur on the weekend and reviews search warrants.

The administration of the Court is governed by General Rule 29. Administrative responsibilities of the Court include state crime system data, case-flow management procedures, safeguarding financial records, maintaining all documents filed with the Court, and implementing retention and public disclosure policies.

**Budget Narrative**

Edmonds Municipal Court is comprised of one elected judge, who also serves as the presiding judge under General Rule 29. The Court also currently has a Court Administrator, two probation officers, one lead court clerk, and three court clerk positions. The Court recently submitted a request to City Council to change the lead clerk position to an Assistant Court Administrator and add additional court clerk positions.


Operation expenditures include, but are not limited to, court security, pretrial services monitoring, probation monitoring, required training for the Judge and court staff, interpreter costs for court hearings, office supply purchases, and the cost of renting and maintain the copy machine.

**2023 Budget Changes**

Annual adjustment for technology services

**2023 Decision Packages**

None


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

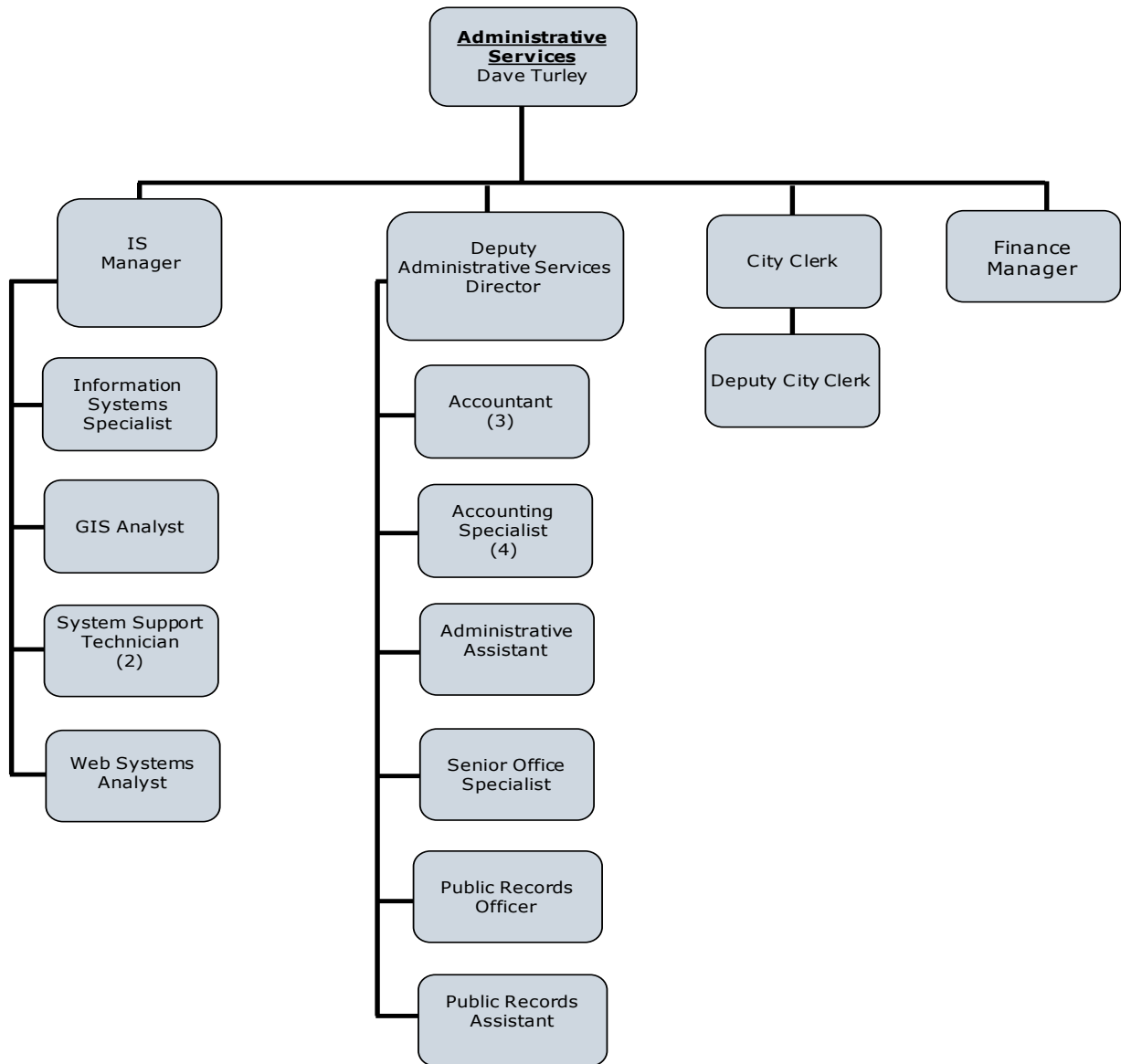
Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
<b>Court</b>								
Salaries	518,934	741,767	681,767	778,099	96,332	14%	36,332	5%
Overtime	19,869	500	500	500	-	0%	-	0%
Benefits	164,648	154,879	154,879	253,204	98,325	63%	98,325	63%
Supplies	5,337	5,600	5,600	5,600	-	0%	-	0%
Minor Equipment	403	900	900	900	-	0%	-	0%
Professional Services	135,953	111,925	111,925	111,925	-	0%	-	0%
Communications	4,497	2,600	2,600	2,600	-	0%	-	0%
Travel	2,864	10,000	10,000	10,000	-	0%	-	0%
Rental/Lease	3,105	2,300	2,300	2,300	-	0%	-	0%
Interfund Rental	67,882	61,223	61,140	31,966	(29,174)	-48%	(29,257)	-48%
Repair/Maintenance	-	3,600	3,600	3,600	-	0%	-	0%
Miscellaneous	23,118	24,600	24,600	24,600	-	0%	-	0%
Equipment	23,120	-	-	-	N/A	N/A	N/A	N/A
	969,730	1,119,894	1,059,811	1,225,294	165,483	16%	105,400	9%

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
<b>Probation</b>								
Salaries	161,077	168,039	128,039	158,871	30,832	24%	(9,168)	-5%
Overtime	10	300	300	300	-	0%	-	0%
Benefits	59,541	62,775	62,775	49,468	(13,307)	-21%	(13,307)	-21%
Supplies	5,156	5,000	5,000	5,000	-	0%	-	0%
Minor Equipment	553	100	100	100	-	0%	-	0%
Professional Services	-	5,500	5,500	5,500	-	0%	-	0%
Communications	-	950	950	950	-	0%	-	0%
Travel	451	4,000	4,000	4,000	-	0%	-	0%
Rental/Lease	-	500	500	500	-	0%	-	0%
Repair/Maintenance	-	1,280	1,280	1,280	-	0%	-	0%
Miscellaneous	1,714	500	500	500	-	0%	-	0%
	228,502	248,944	208,944	226,469	17,525	8%	(22,475)	-9%
	<b>1,198,232</b>	<b>1,368,838</b>	<b>1,268,755</b>	<b>1,451,763</b>	<b>183,008</b>	<b>14%</b>	<b>82,925</b>	<b>6%</b>



*This page is intentionally left blank*


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





*This page is intentionally left blank.*



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

**Function**

The Administrative Services Director also 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 budgeting, financial reporting, payroll, accounts payable, accounts receivable, financial audit management, investing, and utility billing. This office also issues all business and specialty licensing and parking permits, provides access to public records, and provides city hall receptionist services, citywide mail/postage services, photocopy services, and purchasing services.

**Budget Narrative**

The Salary and Benefit budget includes the Administrative Services Director, a Deputy Director, three Accountants, four Accounting Specialists, a Finance Manager, an Administrative Assistant, a Senior Office Specialist, a Public Disclosure and Records Management Specialist, and a Public Records Assistant.


**2023 Budget Changes**

Annual adjustment for technology services

**2023 Decision Packages**

None

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
Salaries	931,336	1,085,757	1,085,757	1,185,930	100,173	9%	100,173	9%
Overtime	349	4,500	4,500	4,500	-	0%	-	0%
Benefits	293,616	329,083	329,083	348,077	18,994	6%	18,994	6%
Supplies	4,496	7,350	7,350	7,350	-	0%	-	0%
Minor Equipment	2,109	2,650	2,650	2,650	-	0%	-	0%
Professional Services	1,886	242,500	131,700	9,300	(122,400)	-93%	(233,200)	-96%
Communications	1,222	2,000	2,000	2,000	-	0%	-	0%
Travel	-	5,600	5,600	5,600	-	0%	-	0%
Rental/Lease	8,798	3,300	3,300	3,300	-	0%	-	0%
Interfund Rental	51,876	46,543	45,870	82,798	36,928	81%	36,255	78%
Repair/Maintenance	45,924	44,810	44,810	44,810	-	0%	-	0%
Miscellaneous	7,729	9,000	9,000	9,000	-	0%	-	0%
	1,349,341	1,783,093	1,671,620	1,705,315	33,695	2%	(77,778)	-4%

Fund:	General		Fund #:	001
Department:	Administrative Services		Department #:	31
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 minutes preparation.

**Budget Narrative**


- Salaries and Benefits      Includes the City Clerk and Deputy City Clerk.
- 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.

**2023 Budget Changes**


Annual adjustment for technology services

**2023 Decision Packages**

None

Fund:	General		Fund #:	001
Department:	Administrative Services		Department #:	31
Cost Center	City Clerk		Cost Center #:	514.30

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
Salaries	252,938	210,816	210,816	228,464	17,648	8%	17,648	8%
Benefits	101,724	84,775	84,775	81,026	(3,749)	-4%	(3,749)	-4%
Supplies	1,908	3,000	3,000	3,000	-	0%	-	0%
Minor Equipment	2,291	-	-	-	N/A	N/A	N/A	N/A
Professional Services	41,518	34,200	34,200	34,200	-	0%	-	0%
Communications	59,669	33,000	33,000	33,000	-	0%	-	0%
Travel	7	1,500	1,500	1,500	-	0%	-	0%
Rental/Lease	7,557	16,000	16,000	16,000	-	0%	-	0%
Interfund Rental	39,980	46,673	46,000	73,081	27,081	59%	26,408	57%
Repair/Maintenance	48,253	20,050	48,000	20,050	(27,950)	-58%	-	0%
Miscellaneous	5,949	8,000	8,000	8,000	-	0%	-	0%
	561,794	458,014	485,291	498,321	13,030	3%	40,307	9%

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 costs not directly identifiable to a unique department and that are either required by law or are 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.


The fire services contract with South County Fire is the largest expenditure included in this budget. 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.

**2023 Budget Changes**


Annual adjustment for the debt service allocation and WCIA insurance rates

**2023 Decision Packages**

DP #	31	New Position Request - Capital Projects Manager	30,000.00	One-Time
			30,000.00	

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

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
Miscellaneous Memberships	43,414	80,344	80,344	80,344	-	0%	-	0%
Professional Services	29,756	-	-	-	N/A	N/A	N/A	N/A
State Auditor Fees	44,617	33,940	33,940	33,940	-	0%	-	0%
Excise Taxes	24,952	16,500	16,500	16,500	-	0%	-	0%
Election Costs	46,891	20,000	20,000	20,000	-	0%	-	0%
Voter Registration	-	70,000	-	70,000	70,000	N/A	-	0%
Public Defender	496,406	390,000	290,000	390,000	100,000	34%	-	0%
Pension & Other Benefits	-	25,000	15,000	25,000	10,000	67%	-	0%
Premium Benefits	-	14,560	14,560	14,560	-	0%	-	0%
REIMBURSEMENT BENEFITS	-	10,000	10,000	10,000	-	0%	-	0%
Pension & Other Benefits	-	70,944	70,944	165,023	94,079	133%	94,079	133%
Professional Services	-	1,200	1,200	1,200	-	0%	-	0%
Salaries	-	101,750	-	101,750	101,750	N/A	-	0%
Unemployment Compensation	12,210	25,000	25,000	25,000	-	0%	-	0%
Miscellaneous-Smart Commuter Grant	-	1,000	1,000	-	(1,000)	-100%	(1,000)	-100%
Miscellaneous	31,985	-	-	-	N/A	N/A	N/A	N/A
Liability & Property Ins.	405,121	503,161	503,161	597,722	94,561	19%	94,561	19%
Professional Services	4,118	-	-	-	N/A	N/A	N/A	N/A
Fire District Contract	7,850,837	10,071,514	9,100,000	10,071,514	971,514	11%	-	0%
Interfund Rental - IT	1,366	9,996	9,660	9,982	322	3%	(14)	0%
Ambulance Fees	47,607	64,000	64,000	64,000	-	0%	-	0%
Prisoner Care Supplies	1,467	5,000	5,000	5,000	-	0%	-	0%
Prisoner Care Professional Services	1,761	7,350	7,350	7,350	-	0%	-	0%
Prisoner Care Intergovernmental	187,144	1,050,000	600,000	1,050,000	450,000	75%	-	0%
ESCA/ SERS	54,464	56,358	56,358	56,358	-	0%	-	0%
Snocom/New World	844,609	1,001,937	1,001,937	1,001,937	-	0%	-	0%
Rental/Lease	2,088	5,000	5,000	5,000	-	0%	-	0%
P S Clean Air Agency	37,600	36,210	36,210	36,210	-	0%	-	0%
Saving Salmon Club	3,353	5,000	5,000	5,000	-	0%	-	0%
Edmonds Chamber Contribution	10,000	-	-	-	N/A	N/A	N/A	N/A
Intergovernmental Services	21,450	20,445	20,445	20,445	-	0%	-	0%
Homeless Services	522	54,000	54,000	-	(54,000)	-100%	(54,000)	-100%
Alcoholism Intergovtl Svc	12,670	10,000	10,000	10,000	-	0%	-	0%
Senior Center	50,000	50,000	50,000	50,000	-	0%	-	0%
ECA Contingency Reserve	50,000	50,000	50,000	-	(50,000)	-100%	(50,000)	-100%
Intergovernmental Services	28	-	-	-	N/A	N/A	N/A	N/A
2021 LTGO(A) PRINCIPAL	-	-	-	135,000	135,000	N/A	135,000	N/A
Chase Ltgo Bond Principal	54,529	55,170	55,170	56,620	1,450	3%	1,450	3%
2021 LTGO(A) INTEREST	-	-	-	127,600	127,600	N/A	127,600	N/A
Chase Ltgo Bond - Interest	5,699	4,790	4,790	3,870	(920)	-19%	(920)	-19%
Otr Interest And Debt Service Costs	-	500	500	500	-	0%	-	0%
DEBT ISSUE COSTS	-	268,788	268,788	-	(268,788)	-100%	(268,788)	-100%
Transfers to Other Funds	-	200,000	200,000	-	(200,000)	-100%	(200,000)	-100%
Transfer To Fund 009	-	225,000	225,000	225,000	-	0%	-	0%
Transfer To Fund 011	25,000	-	-	-	N/A	N/A	N/A	N/A
Transfer to Fund 014	5,000	-	-	-	N/A	N/A	N/A	N/A
Transfer to Fund 231	167,870	-	-	-	N/A	N/A	N/A	N/A
Transfer to Fund 130	40,000	40,000	40,000	-	(40,000)	-100%	(40,000)	-100%
Transfer To Fund 111	400,000	400,000	400,000	400,000	-	0%	-	0%
Transfer To Fund 112	-	500,000	500,000	-	(500,000)	-100%	(500,000)	-100%
Transfer To Fund 511	-	-	-	30,000	30,000	N/A	30,000	N/A
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)	-100%	(15,000)	-100%
	11,034,534	15,574,457	13,870,857	14,927,425	1,056,568	8%	(647,032)	-4%

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 1995 to establish reserves to cover the long-term health care and other related obligations of LEOFF I retirees, and is funded by transfers from the General Fund.

**Budget Narrative**

Contributions from the General Fund are sufficient to assure that its pension and benefit obligation is adequately funded on a pay-as-you-go basis.


Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
<b>Beginning Balance</b>	<b>537,177</b>	<b>255,218</b>	<b>255,218</b>	<b>194,409</b>	<b>(60,809)</b>	<b>-24%</b>	<b>(60,809)</b>	<b>-24%</b>
<u>Revenue</u>								
Interfund Transfer In	-	225,000	225,000	225,000	-	0%	-	0%
Total Revenue	-	225,000	225,000	225,000	-	0%	-	0%
<u>Expenditure</u>								
Medical Benefits	150,500	-	176,809	206,650	29,841	17%	206,650	N/A
Long Term Care Benefit	114,459	252,990	94,500	152,990	58,490	62%	(100,000)	-40%
Professional Services	17,000	7,000	14,000	7,000	(7,000)	-50%	-	0%
Miscellaneous	-	500	500	500	-	0%	-	0%
Total Expenditure	281,959	260,490	285,809	367,140	81,331	28%	106,650	41%
<b>Ending Balance</b>	<b>255,218</b>	<b>219,728</b>	<b>194,409</b>	<b>52,269</b>	<b>(142,140)</b>	<b>-73%</b>	<b>(167,459)</b>	<b>-76%</b>

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. 3891. The reserve fund will be utilized to handle small claims that are made against the City. Expenditures from the fund are made in accordance with the Risk Management Reserve Policy.

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
<b>Beginning Balance</b>	-	25,000	25,000	25,000	-	0%	-	0%
<u>Revenue</u>								
Interfund Transfer	25,000	-	-	-	N/A	N/A	N/A	N/A
<b>Total Revenue</b>	25,000	-	-	-	N/A	N/A	N/A	N/A
<u>Expenditures</u>								
Miscellaneous	-	25,000	-	25,000	25,000	N/A	-	0%
<b>Total Expenditures</b>	-	25,000	-	25,000	25,000	N/A	-	0%
<b>Ending Balance</b>	<b>25,000</b>	-	<b>25,000</b>	-	<b>(25,000)</b>	<b>-100%</b>	<b>N/A</b>	<b>N/A</b>

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


**Function**

2019 Council Resolution No. 1433 established the City’s Fund Balance Reserve Policy.

This Policy defined funding levels for a committed Fund Balance Reserve to be called the Contingent Reserve Fund. The primary purpose of the reserve is for meeting emergencies of the City and, secondarily, if the General Fund Operating Reserve have been exhausted, the Contingent Reserve Fund can be use in times of economic uncertainties, and for unanticipated expenses or revenue shortfalls. The target balance of the Reserve shall not exceed the limitations set forth by RCW 35A.33.145, which sets the statutory maximum at \$0.375 per \$1,000 of assessed valuation. At the City’s current AV the maximum balance in this fund cannot exceed approximately \$4.7 million. When combined with the General Fund Operating Reserve, the two fund balance reserves shall not exceed 20% of the General Fund’s Adopted Annual Operating Expenditure Budget. In other words, if the General Fund Operating Reserve balance equals 16% of operating budget, then the Contingent Reserve Fund balance cannot exceed 4% of the operating budget. Expenditures from this fund would require a simple majority vote of Council with a statement declaring the reason for their use.

Description	2021 Actual	2022 Budget	2022 Estimate	2023 Budget	\$ Change 23-22 Estimate	% Change 23-22 Estimate	\$ Change 23-22 Budget	% Change 23-22 Budget
<b>Beginning Balance</b>	<b>1,782,150</b>	<b>1,782,150</b>	<b>1,782,150</b>	<b>1,782,150</b>	-	0%	-	0%
<u>Revenue</u>								
Investment Interest	-	-	-	-	N/A	N/A	N/A	N/A
Interfund Transfer	-	-	-	-	N/A	N/A	N/A	N/A
Total Revenue	-	-	-	-	N/A	N/A	N/A	N/A
<u>Expenditures</u>								
Interfund Transfer	-	-	-	-	N/A	N/A	N/A	N/A
Total Expenditures	-	-	-	-	N/A	N/A	N/A	N/A
<b>Ending Balance</b>	<b>1,782,150</b>	<b>1,782,150</b>	<b>1,782,150</b>	<b>1,782,150</b>	-	0%	-	0%




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 permit fees received by the City for City of Edmonds employee parking permits, downtown business employee parking permits, and parking permits for downtown residents are deposited in this fund and used for the administration of the program.


Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
<b>Beginning Balance</b>	<b>81,998</b>	<b>76,524</b>	<b>76,524</b>	<b>76,184</b>	<b>(340)</b>	<b>0%</b>	<b>(340)</b>	<b>0%</b>
<u>Revenue</u>								
Employee Parking Permits	19,775	24,000	24,000	24,000	-	0%	-	0%
Investment Interest	1,107	2,540	2,540	2,960	420	17%	420	17%
<b>Total Revenue</b>	<b>20,882</b>	<b>26,540</b>	<b>26,540</b>	<b>26,960</b>	<b>420</b>	<b>2%</b>	<b>420</b>	<b>2%</b>
<u>Expenditures</u>								
Supplies	1,266	1,790	1,790	1,790	-	0%	-	0%
Professional Services	25,090	25,090	25,090	25,090	-	0%	-	0%
<b>Total Expenditures</b>	<b>26,356</b>	<b>26,880</b>	<b>26,880</b>	<b>26,880</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>0%</b>
<b>Ending Balance</b>	<b>76,524</b>	<b>76,184</b>	<b>76,184</b>	<b>76,264</b>	<b>80</b>	<b>0%</b>	<b>80</b>	<b>0%</b>

Fund:	Affordable and Supportive Housing		Fund #:	141
Department:	Administrative Services		Department #:	39
Cost Center	Affordable and Supportive Housing		Cost Center #:	N/A

**Function**

In September 2019 the City Council approved Ordinance 4159 adopting HB 1406, which was passed by the Washington State Legislature as a way to address affordable housing. The Bill, which has been incorporated into Chapter 82.14 RCW, authorizes participating cities to receive a small portion of the state’s sales tax revenue for certain housing purposes. This money may be used for acquiring, rehabilitating, or constructing affordable housing; operations and maintenance of new affordable or supportive housing facilities; and rental housing assistance.

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
<b>Beginning Balance</b>	<b>78,441</b>	<b>159,414</b>	<b>159,414</b>	<b>224,414</b>	<b>65,000</b>	<b>41%</b>	<b>65,000</b>	<b>41%</b>
<u>Revenue</u>								
Housing & Related Services Sales Tax	80,973	65,000	65,000	65,000	-	0%	-	0%
Total Revenues	80,973	65,000	65,000	65,000	-	0%	-	0%
<u>Expenditures</u>								
Total Expenditures	-	-	-	-	N/A	N/A	N/A	N/A
<b>Ending Balance</b>	<b>159,414</b>	<b>224,414</b>	<b>224,414</b>	<b>289,414</b>	<b>65,000</b>	<b>29%</b>	<b>65,000</b>	<b>29%</b>

Fund:	Edmonds Rescue Plan Fund		Fund #:	142
Department:	Administrative Services		Department #:	39
Cost Center	Edmonds Rescue Plan Fund		Cost Center #:	N/A


**Function**

In July 2021 the City Council approved Ordinance 4229 creating the Edmonds Rescue Plan Fund for the administration of Federal ARPA funds, received in two equal disbursements in June 2021 and the second one year later, and authorizes expenditure of those funds in six accounts: City expenditures; household support; business support; nonprofit organization support; job retraining programs; and city green infrastructure.

**2023 Decision Packages**

DP # 9	Continue ARPA Grant Manager Consultant	120,000.00	One-Time
DP # 22	Facade Improvement Program	250,000.00	One-Time
		<u>370,000.00</u>	

Description	2021 Actual	2022 Budget	2022 Estimate	2023 Budget	\$ Change 23-22 Estimate	% Change 23-22 Estimate	\$ Change 23-22 Budget	% Change 23-22 Budget
<b>Beginning Balance</b>	-	<b>4,772,380</b>	<b>44,888</b>	<b>44,888</b>	-	0%	<b>(4,727,492)</b>	<b>-99%</b>
<u>Revenue</u>								
Covid-19 Non-Grant	5,809	-	-	-	N/A	N/A	N/A	N/A
Coronavirus Relief Fund	1,116,283	3,895,663	1,207,161	370,000	(837,161)	-69%	(3,525,663)	-91%
<b>Total Revenues</b>	<b>1,122,092</b>	<b>3,895,663</b>	<b>1,207,161</b>	<b>370,000</b>	<b>(837,161)</b>	<b>-69%</b>	<b>(3,525,663)</b>	<b>-91%</b>
<u>Expenditures</u>								
Professional Services	1,077,204	5,116,606	1,207,161	370,000	(837,161)	-69%	(4,746,606)	-93%
<b>Total Expenditures</b>	<b>1,077,204</b>	<b>5,116,606</b>	<b>1,207,161</b>	<b>370,000</b>	<b>(837,161)</b>	<b>-69%</b>	<b>(4,746,606)</b>	<b>-93%</b>
<b>Ending Balance</b>	<b>44,888</b>	<b>3,551,437</b>	<b>44,888</b>	<b>44,888</b>	-	0%	<b>(3,506,549)</b>	<b>-99%</b>

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 various loan and bond payments.


**2023 Budget Changes**

Annual adjustment for debt service allocation

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
<b>Beginning Balance</b>	-	-	-	-	N/A	N/A	N/A	N/A
<u>Revenue</u>								
Other Misc Revenue (PFD)	26,547	471,100	471,100	166,920	(304,180)	-65%	(304,180)	(1)
Bond Proceeds	2,713,912	-	-	-	N/A	N/A	N/A	N/A
Transfer In From 001	167,870	-	-	-	N/A	N/A	N/A	N/A
Transfer In From 126	138,725	140,270	140,270	142,880	2,610	2%	2,610	0
<b>Total Revenues</b>	<b>3,047,054</b>	<b>611,370</b>	<b>611,370</b>	<b>309,800</b>	<b>(301,570)</b>	<b>-49%</b>	<b>(301,570)</b>	<b>(0)</b>
<u>Expenditure</u>								
Bond Principal	2,931,438	550,000	550,000	235,000	(315,000)	-57%	(315,000)	(1)
Bond Interest	115,616	61,370	61,370	74,800	13,430	22%	13,430	0
<b>Total Expenditures</b>	<b>3,047,054</b>	<b>611,370</b>	<b>611,370</b>	<b>309,800</b>	<b>(301,570)</b>	<b>-49%</b>	<b>(301,570)</b>	<b>(0)</b>
<b>Ending Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>



*This page is intentionally left blank.*

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

**2023 Budget Changes**

Annual adjustment for interfund rental

**2023 Decision Packages**

DP # 10	Software Maintenance cost increases	36,100.00	Ongoing
DP # 11	IT Equipment Replacement	65,000.00	One-Time
DP # 14	Expansion of PD Criminal Investigations Division	50,600.00	Ongoing
		<u>151,700.00</u>	


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

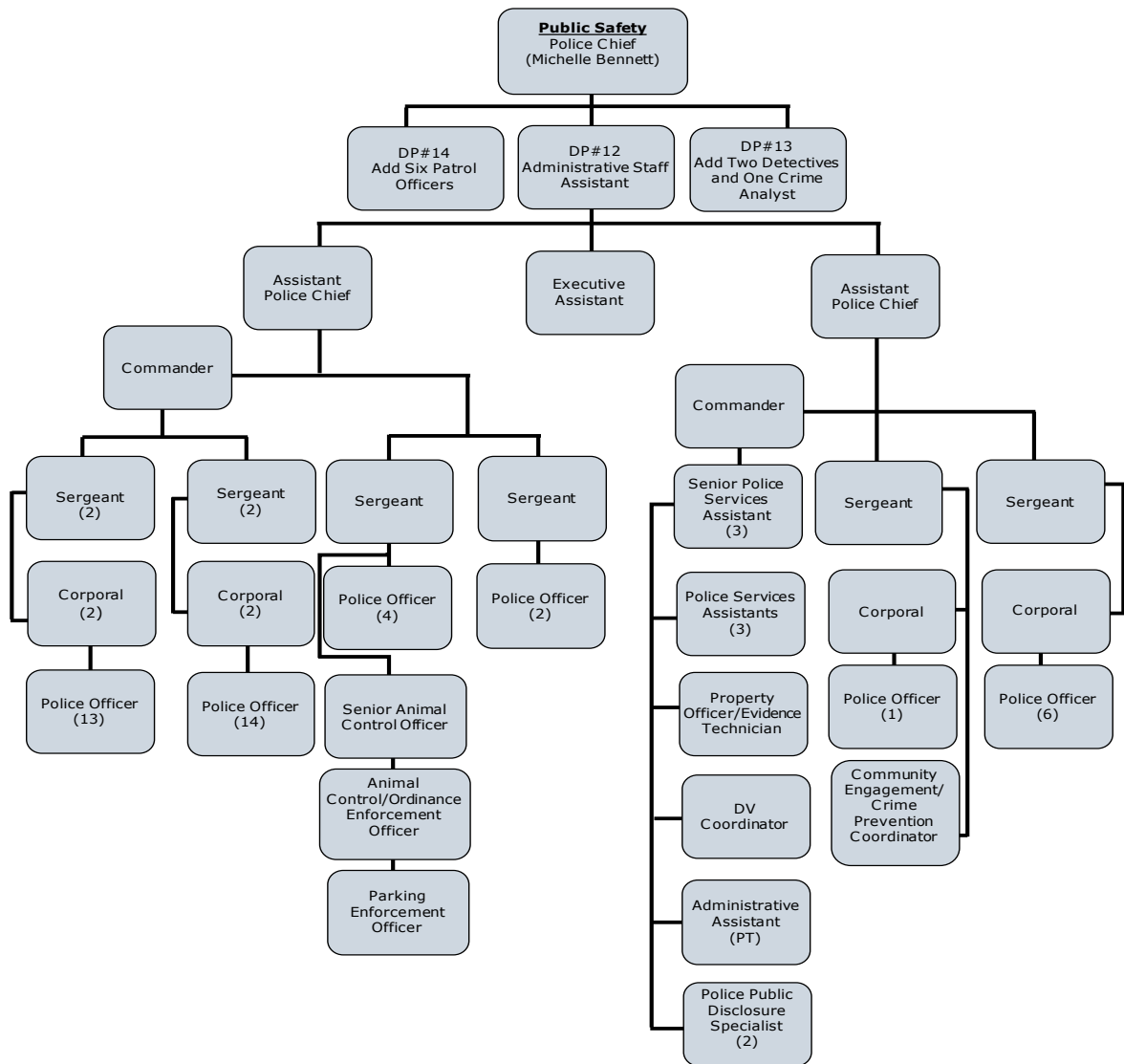
Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22	23-22	23-22	23-22
					Estimate	Estimate	Budget	Budget
<b>Beginning Balance</b>	<b>850,624</b>	<b>1,079,041</b>	<b>1,079,039</b>	<b>693,587</b>	<b>(385,452)</b>	<b>-36%</b>	<b>(385,454)</b>	<b>-36%</b>
<u>Revenue</u>								
Grants	5,692	399,610	-	35,000	35,000	N/A	(364,610)	-91%
IT Services A Fund	1,038,760	984,580	984,580	1,201,752	217,172	22%	217,172	22%
Fiber Services	16,480	16,400	16,400	16,400	-	0%	-	0%
Investment Interest	7,376	16,700	16,700	24,330	7,630	46%	7,630	46%
Rental Charge B Fund	144,020	135,890	135,890	135,890	-	0%	-	0%
<b>Total Revenue</b>	<b>1,212,328</b>	<b>1,553,180</b>	<b>1,153,570</b>	<b>1,413,372</b>	<b>259,802</b>	<b>23%</b>	<b>(139,808)</b>	<b>-9%</b>
<u>Expenditures</u>								
Depreciation	50,551	-	-	-	N/A	N/A	N/A	N/A
Salaries and Wages	307,874	442,074	442,074	600,771	158,697	36%	158,697	36%
Overtime	2,781	2,000	2,000	2,000	-	0%	-	0%
Benefits	(3,046)	159,538	159,538	180,554	21,016	13%	21,016	13%
Supplies	5,107	5,000	5,000	5,000	-	0%	-	0%
Small Equipment	59,656	357,900	357,900	181,800	(176,100)	-49%	(176,100)	-49%
Professional Services	34,631	61,860	61,860	61,860	-	0%	-	0%
Communications	66,567	58,770	58,770	58,770	-	0%	-	0%
Travel	-	1,500	1,500	1,500	-	0%	-	0%
Rental Lease	2,781	3,000	3,000	3,000	-	0%	-	0%
Interfund Rental	4,400	4,460	4,460	1,640	(2,820)	-63%	(2,820)	-63%
Repairs and Maintenance	448,409	767,220	381,920	408,710	26,790	7%	(358,510)	-47%
Miscellaneous	4,203	5,000	5,000	55,600	50,600	1012%	50,600	1012%
Equipment	-	61,000	56,000	56,000	-	0%	(5,000)	-8%
<b>Total Expenditures</b>	<b>983,914</b>	<b>1,929,322</b>	<b>1,539,022</b>	<b>1,617,205</b>	<b>78,183</b>	<b>5%</b>	<b>(312,117)</b>	<b>-16%</b>
<b>Ending Balance</b>	<b>1,079,038</b>	<b>702,899</b>	<b>693,587</b>	<b>489,754</b>	<b>(203,833)</b>	<b>-29%</b>	<b>(213,145)</b>	<b>-30%</b>




*This page is intentionally left blank.*



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 residents 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	2021 Actual	2022 Budget	2022 Estimate	2023 Budget	\$ Change 23-22 Estimate	% Change 23-22 Estimate	\$ Change 23-22 Budget	% Change 23-22 Budget
Administration	1,595,350	1,713,289	1,547,063	2,072,630	525,567	34%	359,341	21%
Records Management	826,298	945,870	840,870	872,113	31,243	4%	(73,757)	-8%
Investigation	1,563,320	1,512,325	1,437,325	2,097,119	659,794	46%	584,794	39%
Patrol	6,081,696	6,901,444	6,831,444	8,350,300	1,518,856	22%	1,448,856	21%
Special Operations	34,728	23,780	23,780	26,350	2,570	11%	2,570	11%
K-9 Unit	291,479	351,397	271,397	228,854	(42,543)	-16%	(122,543)	-35%
Crime Prevention	36,617	161,269	161,269	204,268	42,999	27%	42,999	27%
Training	566,396	548,584	488,584	412,262	(76,322)	-16%	(136,322)	-25%
Ordinance Enforcement	254,593	346,332	276,332	352,498	76,166	28%	6,166	2%
Traffic	486,300	747,758	587,758	443,687	(144,071)	-25%	(304,071)	-41%
Property Management	116,693	129,648	129,648	141,015	11,367	9%	11,367	9%
	11,853,470	13,381,696	12,595,470	15,201,096	2,605,626	21%	1,819,400	14%

Description	2021 Actual	2022 Budget	2022 Estimate	2023 Budget	\$ Change 23-22 Estimate	% Change 23-22 Estimate	\$ Change 23-22 Budget	% Change 23-22 Budget
Salaries	6,950,858	7,867,231	7,217,231	8,788,901	1,571,670	22%	921,670	12%
Overtime	664,960	562,280	562,280	633,280	71,000	13%	71,000	13%
Holiday Buyback	209,641	294,001	294,001	294,001	-	0%	-	0%
Benefits	2,599,207	2,886,950	2,756,950	3,245,771	488,821	18%	358,821	12%
Uniforms	76,538	107,926	107,926	109,726	1,800	2%	1,800	2%
Supplies	113,728	121,000	121,000	128,500	7,500	6%	7,500	6%
Fuel Consumed	215	-	-	-	N/A	N/A	N/A	N/A
Small Equipment	164,254	160,569	160,569	198,819	38,250	24%	38,250	24%
Professional Services	164,597	307,873	307,873	317,873	10,000	3%	10,000	3%
Communications	47,480	40,500	40,500	40,500	-	0%	-	0%
Travel	35,784	29,310	29,310	29,310	-	0%	-	0%
Rental/Lease	43,358	105,750	105,750	105,860	110	0%	110	0%
Interfund Rental	602,935	811,776	805,550	1,222,025	416,475	52%	410,249	51%
Repair/Maintenance	10,512	16,180	16,180	16,180	-	0%	-	0%
Miscellaneous	53,489	70,350	70,350	70,350	-	0%	-	0%
Equipment	115,914	-	-	-	N/A	N/A	N/A	N/A
	11,853,470	13,381,696	12,595,470	15,201,096	2,605,626	21%	1,819,400	14%

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. Fees associated with all department cellular phones, iPads, and computer air cards.
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.

**2023 Budget Changes**


Annual adjustment for technology services and interfund rental

**2023 Decision Packages**

DP #	12	Police Dept. Professional Staff Budget Package	<u>129,329.00</u>	Ongoing
			129,329.00	

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

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
Salaries	781,507	884,271	754,271	1,086,113	331,842	44%	201,842	23%
Overtime	23,007	59,280	59,280	59,280	-	0%	-	0%
Holiday Buyback	12,126	6,017	6,017	6,017	-	0%	-	0%
Benefits	208,587	270,105	240,105	349,365	109,260	46%	79,260	29%
Uniforms	6,294	13,900	13,900	13,900	-	0%	-	0%
Supplies	11,708	13,000	13,000	13,000	-	0%	-	0%
Fuel Consumed	215	-	-	-	N/A	N/A	N/A	N/A
Minor Equipment	2,235	2,500	2,500	2,500	-	0%	-	0%
Professional Services	75,692	33,280	33,280	33,280	-	0%	-	0%
Communications	47,480	37,000	37,000	37,000	-	0%	-	0%
Travel	2,658	180	180	180	-	0%	-	0%
Rental/Lease	12,578	15,000	15,000	15,000	-	0%	-	0%
Interfund Rental	406,665	372,566	366,340	450,805	84,465	23%	78,239	21%
Repair/Maintenance	-	500	500	500	-	0%	-	0%
Miscellaneous	4,598	5,150	5,150	5,150	-	0%	-	0%
Short-term DV Housing	-	540	540	540	-	0%	-	0%
	1,595,350	1,713,289	1,547,063	2,072,630	525,567	34%	359,341	21%

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	Repair/replacement of uniforms lost or damaged on the job or no longer serviceable, per the Edmonds Police Officers Association collective bargaining agreement. \$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.


**2023 Budget Changes**

None

**2023 Decision Packages**

None

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
Salaries	549,395	635,976	555,976	588,360	32,384	6%	(47,616)	-7%
Overtime	15,347	8,600	8,600	8,600	-	0%	-	0%
Holiday Buyback	15,007	27,031	27,031	27,031	-	0%	-	0%
Benefits	235,802	251,843	226,843	225,702	(1,141)	-1%	(26,141)	-10%
Uniforms	2,130	3,560	3,560	3,560	-	0%	-	0%
Supplies	2,211	5,200	5,200	5,200	-	0%	-	0%
Minor Equipment	3,524	5,000	5,000	5,000	-	0%	-	0%
Professional Services	274	6,100	6,100	6,100	-	0%	-	0%
Repair/Maintenance	2,478	1,560	1,560	1,560	-	0%	-	0%
Miscellaneous	130	1,000	1,000	1,000	-	0%	-	0%
	826,298	945,870	840,870	872,113	31,243	4%	(73,757)	-8%

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.


**2023 Budget Changes**

Annual adjustment for interfund rental

**2023 Decision Packages**

DP # 13 Expansion of PD Criminal Investigations Division	<u>531,083.00</u>	Ongoing
	531,083.00	

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22	23-22	23-22	23-22
					Estimate	Estimate	Budget	Budget
Salaries	1,039,624	978,077	908,077	1,273,098	365,021	40%	295,021	30%
Overtime	102,456	39,000	39,000	70,000	31,000	79%	31,000	79%
Holiday Buyback	28,606	41,169	41,169	41,169	-	0%	-	0%
Benefits	339,840	370,831	365,831	506,294	140,463	38%	135,463	37%
Uniforms	8,657	6,688	6,688	8,488	1,800	27%	1,800	27%
Supplies	1,157	2,700	2,700	10,200	7,500	278%	7,500	278%
Minor Equipment	2,491	2,500	2,500	40,750	38,250	1530%	38,250	1530%
Professional Services	19,471	25,000	25,000	35,000	10,000	40%	10,000	40%
Travel	1	130	130	130	-	0%	-	0%
Interfund Rental	21,010	45,230	45,230	110,990	65,760	145%	65,760	145%
Repair/Maintenance	-	500	500	500	-	0%	-	0%
Miscellaneous	7	500	500	500	-	0%	-	0%
	1,563,320	1,512,325	1,437,325	2,097,119	659,794	46%	584,794	39%

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 (4 <sup>th</sup> 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.
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).


**2023 Budget Changes**

Annual adjustment for interfund rental


**2023 Decision Packages**

DP #	14	Police Department - Patrol Support	789,422.00	Ongoing
DP #	15	Police Dept. - Nine New Patrol Cars	<u>84,000.00</u>	Ongoing
			873,422.00	



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

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
Salaries	3,690,244	4,095,638	4,025,638	4,936,901	911,263	23%	841,263	21%
Overtime	440,810	351,500	351,500	391,500	40,000	11%	40,000	11%
Holiday Buyback	124,724	168,224	168,224	168,224	-	0%	-	0%
Benefits	1,470,403	1,527,925	1,527,925	1,829,268	301,343	20%	301,343	20%
Uniforms	47,459	68,138	68,138	68,138	-	0%	-	0%
Supplies	32,338	14,000	14,000	14,000	-	0%	-	0%
Minor Equipment	83,542	85,616	85,616	85,616	-	0%	-	0%
Professional Services	10,373	185,103	185,103	185,103	-	0%	-	0%
Travel	53	-	-	-	N/A	N/A	N/A	N/A
Interfund Rental	175,260	393,980	393,980	660,230	266,250	68%	266,250	68%
Repair/Maintenance	6,490	11,190	11,190	11,190	-	0%	-	0%
Miscellaneous	-	130	130	130	-	0%	-	0%
	6,081,696	6,901,444	6,831,444	8,350,300	1,518,856	22%	1,448,856	21%

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.
Small Equipment	Small equipment purchases for department's SWAT members, e.g. gas masks, communications headsets, protective gear, etc.
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).


**2023 Budget Changes**

Annual adjustment for interfund rental

**2023 Decision Packages**

None

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22	23-22	23-22	23-22
					Estimate	Estimate	Budget	Budget
Uniforms	5,621	-	-	-	N/A	N/A	N/A	N/A
Supplies	17,029	12,500	12,500	12,500	-	0%	-	0%
Small Equipment	6,746	2,000	2,000	2,000	-	0%	-	0%
Repair/Maintenance	-	430	430	430	-	0%	-	0%
Miscellaneous	3,052	4,750	4,750	4,750	-	0%	-	0%
Interfund Rental	2,280	4,100	4,100	6,670	2,570	63%	2,570	63%
	34,728	23,780	23,780	26,350	2,570	11%	2,570	11%

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.  
 Supplies Miscellaneous supplies and equipment including leads, muzzles, bite sleeves, medications.  
 Professional Services Kennel boarding and veterinarian services.  
 Interfund Rental Charges associated with the use of the assigned K-9 officer vehicles.  
 Miscellaneous Membership dues for the Washington State Police Canine Association (WSPCA).


**2023 Budget Changes**

None

**2023 Decision Packages**

None

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
Salaries	161,373	213,434	153,434	120,456	(32,978)	-21%	(92,978)	-44%
Overtime	36,518	32,000	32,000	32,000	-	0%	-	0%
Holiday Buyback	4,802	9,089	9,089	9,089	-	0%	-	0%
Benefits	74,700	88,474	68,474	58,909	(9,565)	-14%	(29,565)	-33%
Uniforms	559	2,000	2,000	2,000	-	0%	-	0%
Supplies	5,684	4,000	4,000	4,000	-	0%	-	0%
Minor Equipment	1,917	500	500	500	-	0%	-	0%
Professional Services	5,826	1,800	1,800	1,800	-	0%	-	0%
Miscellaneous	100	100	100	100	-	0%	-	0%
	291,479	351,397	271,397	228,854	(42,543)	-16%	(122,543)	-35%

Fund:	General		Fund #:	001
Department:	Police		Department #:	41
Cost Center	Crime Prevention		Cost Center #:	521.30

**Function**

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

**Budget Narrative**

Salary and Benefits	A Community Engagement and Crime Prevention officer responsible for supervising all community engagement programs.
Uniforms	Uniforms for new employees and participants in community engagement events.
Supplies	Supplies for community events and development of the program. Promotional material with department logo to hand out at community events.
Minor Equipment	Tent, banners, portable chairs and tables, and other equipment needed for events which take place away from the department.
Professional Services	Production of promotional materials, pamphlets, posters, flyers and other items needed to support community engagement programs.
Communications	Advertising in local publications or Public Safety Testing to promote volunteer or other community engagement positions.

**2023 Budget Changes**

None


**2023 Decision Packages**

None

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
Salaries	21,247	67,630	67,630	97,440	29,810	44%	29,810	44%
Overtime	1,624	24,500	24,500	24,500	-	0%	-	0%
Holiday Buyback	3,596	2,792	2,792	2,792	-	0%	-	0%
Benefits	9,259	22,847	22,847	36,036	13,189	58%	13,189	58%
Uniforms	406	5,500	5,500	5,500	-	0%	-	0%
Supplies	485	29,000	29,000	29,000	-	0%	-	0%
Minor Equipment	-	1,500	1,500	1,500	-	0%	-	0%
Professional Services	-	4,000	4,000	4,000	-	0%	-	0%
Communications	-	2,000	2,000	2,000	-	0%	-	0%
Miscellaneous	-	1,500	1,500	1,500	-	0%	-	0%
	36,617	161,269	161,269	204,268	42,999	27%	42,999	27%



*This page is intentionally left blank.*

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	One Training Corporal and a Training Officer.
Uniforms	Yearly \$900 (x2) clothing allowance.
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, PowerDMS 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.

**2023 Budget Changes**


Annual adjustment for interfund rental

**2023 Decision Packages**

None

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

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
Salaries	243,308	249,096	199,096	135,348	(63,748)	-32%	(113,748)	-46%
Overtime	22,849	6,500	6,500	6,500	-	0%	-	0%
Holiday Buyback	9,140	10,559	10,559	10,559	-	0%	-	0%
Benefits	90,626	81,336	71,336	58,762	(12,574)	-18%	(22,574)	-28%
Uniforms	3,468	1,800	1,800	1,800	-	0%	-	0%
Supplies	39,244	34,000	34,000	34,000	-	0%	-	0%
Minor Equipment	52,963	52,543	52,543	52,543	-	0%	-	0%
Professional Services	27,671	24,750	24,750	24,750	-	0%	-	0%
Travel	33,050	29,000	29,000	29,000	-	0%	-	0%
Repair/Maintenance	-	1,000	1,000	1,000	-	0%	-	0%
Miscellaneous	44,077	58,000	58,000	58,000	-	0%	-	0%
	566,396	548,584	488,584	412,262	(76,322)	-16%	(136,322)	-25%

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.
Supplies	Plastic bags, animal control drugs, disposable leashes, dog licenses and renewal forms.
Professional Services	Veterinary services with local veterinarians, animal disposal services, and contract animal shelter services with PAWS.
Interfund Rental	Charges associated with the use of 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.


**2023 Budget Changes**

Annual adjustment for interfund rental


**2023 Decision Packages**

None



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

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
Salaries	155,908	205,190	155,190	228,008	72,818	47%	22,818	11%
Overtime	4,167	3,000	3,000	3,000	-	0%	-	0%
Holiday Buyback	3,137	6,903	6,903	6,903	-	0%	-	0%
Benefits	62,489	82,329	62,329	70,117	7,788	12%	(12,212)	-15%
Uniforms	802	3,030	3,030	3,030	-	0%	-	0%
Supplies	143	2,000	2,000	2,000	-	0%	-	0%
Minor Equipment	499	3,810	3,810	3,810	-	0%	-	0%
Professional Services	22,203	25,040	25,040	25,040	-	0%	-	0%
Rental/Lease	5,220	14,950	14,950	10,510	(4,440)	-30%	(4,440)	-30%
Miscellaneous	25	80	80	80	-	0%	-	0%
	254,593	346,332	276,332	352,498	76,166	28%	6,166	2%

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 Four Traffic Officers. Reimbursable overtime and benefits are matched by revenue from the Washington State Traffic Safety Commission for pedestrian safety and traffic emphasis patrols.

Uniforms Repair and replacement of uniforms lost or damaged on the job or no longer serviceable.

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 use of police motorcycles and traffic car.


**2023 Budget Changes**

Adjustment for interfund rental

**2023 Decision Packages**

None

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
Salaries	233,454	455,502	315,502	231,444	(84,058)	-27%	(224,058)	-49%
Overtime	18,182	36,700	36,700	36,700	-	0%	-	0%
Holiday Buyback	8,503	18,730	18,730	18,730	-	0%	-	0%
Benefits	81,797	165,116	145,116	82,153	(62,963)	-43%	(82,963)	-50%
Uniforms	1,021	3,000	3,000	3,000	-	0%	-	0%
Supplies	161	500	500	500	-	0%	-	0%
Minor Equipment	3,833	3,500	3,500	3,500	-	0%	-	0%
Travel	22	-	-	-	N/A	N/A	N/A	N/A
Rental/Lease	20,950	64,210	64,210	67,160	2,950	5%	2,950	5%
Repair/Maintenance	963	500	500	500	-	0%	-	0%
Miscellaneous	1,500	-	-	-	N/A	N/A	N/A	N/A
Equipment	115,914	-	-	-	N/A	N/A	N/A	N/A
	486,300	747,758	587,758	443,687	(144,071)	-25%	(304,071)	-41%

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      One Property Officer/Evidence Technician.  
 Uniforms                      Repair or replacement of uniforms lost or damaged on the job.  
 Supplies                        Evidence supplies, fingerprint supplies, and drug testing supplies.  
 Small Equipment              New or replacement equipment for proper processing, preservation and storage of evidence.  
 Professional Services        Hazardous materials disposal, analytical and precision balance, and property room audit.  
 Interfund rental                Charges associated with the use of the property van.  
 Miscellaneous                 Dues for Law Enforcement Identification and Records Association and miscellaneous evidence processing/handling costs.


**2023 Budget Changes**

Annual adjustment for interfund rental

**2023 Decision Packages**

None

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
Salaries	74,798	82,417	82,417	91,733	9,316	11%	9,316	11%
Overtime	-	1,200	1,200	1,200	-	0%	-	0%
Holiday Buyback	-	3,487	3,487	3,487	-	0%	-	0%
Benefits	25,704	26,144	26,144	29,165	3,021	12%	3,021	12%
Uniforms	121	310	310	310	-	0%	-	0%
Supplies	3,568	4,100	4,100	4,100	-	0%	-	0%
Minor Equipment	6,504	1,100	1,100	1,100	-	0%	-	0%
Professional Services	3,087	2,800	2,800	2,800	-	0%	-	0%
Rental/Lease	2,330	7,490	7,490	6,520	(970)	-13%	(970)	-13%
Repair/Maintenance	581	500	500	500	-	0%	-	0%
Miscellaneous	-	100	100	100	-	0%	-	0%
	116,693	129,648	129,648	141,015	11,367	9%	11,367	9%

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

**Function**

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


**Purpose**

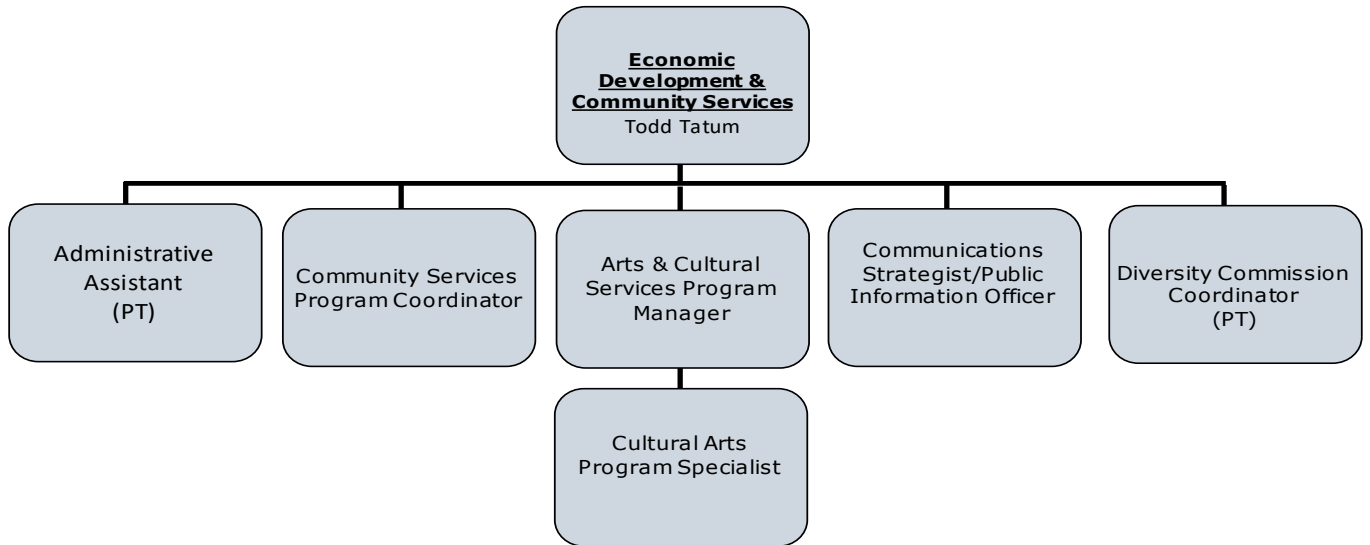
Enforce local and state laws and keep citizens and the community safe from violence and crime.

**Budget Narrative**

Supplies	Office and drug testing supplies.
Fuel Consumed	Fuel for the narcotics vehicle.
Small Equipment	Undercover equipment purchases.
Communication	iPhones 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	Payment of 10% State of Washington tax on seizures.


Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
<b>Beginning Balance</b>	<b>74,303</b>	<b>75,174</b>	<b>75,174</b>	<b>196,584</b>	<b>121,410</b>	<b>162%</b>	<b>121,410</b>	<b>162%</b>
<u>Revenue</u>								
Investment Interest	871	2,210	2,210	2,650	440	20%	440	20%
Miscellaneous Revenue	-	165,000	165,000	165,000	-	0%	-	0%
<b>Total Revenues</b>	<b>871</b>	<b>167,210</b>	<b>167,210</b>	<b>167,650</b>	<b>440</b>	<b>0%</b>	<b>440</b>	<b>0%</b>
<u>Expenditure</u>								
Intergovernmental Serv.	-	45,000	45,000	45,000	-	0%	-	0%
Repair and Maint.	-	800	800	800	-	0%	-	0%
<b>Total Expenditures</b>	<b>-</b>	<b>45,800</b>	<b>45,800</b>	<b>45,800</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>0%</b>
<b>Ending Balance</b>	<b>75,174</b>	<b>196,584</b>	<b>196,584</b>	<b>318,434</b>	<b>121,850</b>	<b>62%</b>	<b>121,850</b>	<b>62%</b>

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






*This page is intentionally left blank.*

Fund:	General		Fund #:	001
Department:	Community Services & Economic Development		Department #:	60 & 61
Cost Center	Total Department		Cost Center #:	

Program	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
Neighborhood City Hall	8,908	166,576	148,576	145,681	166,576	N/A	166,576	N/A
Community Services	534,872	568,033	406,338	536,279	129,941	32%	(31,754)	-6%
Economic Development	128,260	209,326	163,050	129,050	(34,000)	-21%	(80,276)	-38%
Cultural Services Division	-	-	-	260,122	260,122	N/A	260,122	N/A
	672,040	943,935	717,964	1,071,132	353,168	49%	127,197	13%

Fund:	General		Fund #:	001
Department:	Community Services & Economic Development		Department #:	60
Cost Center	Neighborhood City Hall		Cost Center #:	557.20

**Function**

The City of Edmonds has opened a neighborhood satellite office at 23632 Highway 99. The office is currently open to the public on Tuesdays, Wednesdays, and Thursdays. This satellite office is a place where members of the public can come to get high-level help with a broad range of city services, and serves as a center for the city’s outreach efforts in the Uptown area. The satellite office is utilized by the municipal court for monthly court hearings. The Edmonds Police Department also uses the new office. The Community Engagement Officer has an office there as a home base between her public outreach duties within the city. EPD officers also use the satellite office while in the field to complete paperwork and police reports between calls rather than driving to the main station.

**2023 Budget Changes**

None

**2023 Decision Packages**


DP # 16 Neighborhood City Hall	99,846.00	Ongoing
	99,846.00	

	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22	23-22	23-22	23-22
Satellite Office					Estimate	Estimate	Budget	Budget
Salaries	-	25,000	10,000	38,537	28,537	285%	13,537	54%
Benefits	-	5,000	2,000	7,298	5,298	265%	2,298	46%
Minor Equipment	-	12,000	12,000	12,000	-	0%	-	0%
Professional Services	-	13,000	13,000	13,000	-	0%	-	0%
Rental / Lease	8,908	53,433	53,433	54,703	1,270	2%	1,270	2%
Communications	-	5,000	5,000	5,000	-	0%	-	0%
Repair & Maintenance	-	43,000	43,000	5,000	(38,000)	-88%	(38,000)	-88%
Miscellaneous	-	10,143	10,143	10,143	-	0%	-	0%
	8,908	166,576	148,576	145,681	(2,895)	-2%	(20,895)	-13%





*This page is intentionally left blank.*

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

**Function**

The Community Services Department consists of several key functions within Edmonds City government: Communications and Community Relations, Intergovernmental Relations, and Special Projects. The department works with the Arts Commission, Diversity Commission, and Economic Development Commission.

**Communications and Community Relations**

Communication with and engagement of the public is a cornerstone of Edmonds city government. In collaboration with the Mayor’s Office, City Council and other City Departments, the Community Services Department manages media releases and media contacts, manages the City’s social media presence, and works to create comprehensive, accessible and transparent engagement of the public in the operations of city government. In addition, the Department is in charge of the new Neighborhood City Office in the Uptown/Highway 99 Corridor area.

**Intergovernmental Relations**

Relations with other governmental entities is a key line of business for this department. The two most important levels of government interaction are with our Congressional delegation and the State government. The City interacts directly with the members of Congress who represent Edmonds, as well as other Congress members working on issues of importance to Edmonds. In Olympia we employ a professional lobbyist who not only keeps the Mayor, City Council and staff updated on a regular basis when the Legislature is in session, but monitors important issues and seeks our engagement throughout the year. Each fall the City Council approves the City’s official Legislative Agenda for the following year’s Session.

**Special Projects**

Special projects arise every year and may either be cross-departmental projects or projects of a unique nature. Often this Department takes a leadership role with such projects.

**Budget Narrative**


The Salary and Benefits budget includes the Economic Development and Community Services Director, a Program Coordinator, a 0.5 FTE Public Information Officer and a 0.25 FTE Diversity Commission Coordinator

**2023 Budget Changes**


Annual adjustment for technology services

**2023 Decision Packages**

None

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

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
Salaries	359,240	364,752	239,752	347,970	108,218	45%	(16,782)	-5%
Benefits	93,106	111,361	86,361	94,629	8,268	10%	(16,732)	-15%
Supplies	147	2,000	2,000	2,000	-	0%	-	0%
Minor Equipment	-	500	500	500	-	0%	-	0%
Professional Services	11,608	8,104	8,104	7,104	(1,000)	-12%	(1,000)	-12%
Lobbyist Prof. Service	45,000	40,296	40,296	40,296	-	0%	-	0%
Communications	2,363	3,075	3,075	3,075	-	0%	-	0%
Travel	-	1,000	1,000	1,000	-	0%	-	0%
Rental/Lease	885	2,000	2,000	2,000	-	0%	-	0%
Interfund Rental	19,116	27,945	16,250	30,705	14,455	89%	2,760	10%
Repair/Maintenance	-	500	500	500	-	0%	-	0%
Miscellaneous	3,407	6,500	6,500	6,500	-	0%	-	0%
	534,872	568,033	406,338	536,279	129,941	32%	(31,754)	-6%

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, assisting with business related complaints and concerns, and marketing Edmonds to businesses and visitors. Since 2019 the Division, together with Cultural Services Division Arts & Culture Manager, has provided leadership to the programs, activities, projects and events associated with the City’s Creative District designation. 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. The Division works with the Economic Development Commission.

**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.


**2023 Budget Changes**

None

**2023 Decision Packages**

None

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
Salaries	-	875	875	875	-	0%	-	0%
Supplies	852	1,275	1,275	1,275	-	0%	-	0%
Minor Equipment	-	300	300	300	-	0%	-	0%
Professional Services	110,615	192,276	146,000	112,000	(34,000)	-23%	(80,276)	-42%
Communications	264	600	600	600	-	0%	-	0%
Travel	-	1,000	1,000	1,000	-	0%	-	0%
Repair & Maintenance	-	10,000	10,000	10,000	-	0%	-	0%
Miscellaneous	16,529	3,000	3,000	3,000	-	0%	-	0%
	128,260	209,326	163,050	129,050	(34,000)	-21%	(80,276)	-38%

Fund:	General		Fund #:	001
Department:	Community Services & Economic Development		Department #:	61
Cost Center	Cultural Services Division		Cost Center #:	573.90

**Function**

The Cultural Services Division manages the programs of 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; assists with updates of the Community Cultural Plan; and provides assistance and recommendations regarding the aesthetic of the public realm.

**Budget Narrative**

Funding is included for Salary and Benefits for the Arts & Culture Manager and the Arts Program Specialist, and Professional Services for special projects such as the 2023 Community Cultural Plan update for inclusion in the City Comprehensive Plan. Cultural Services manages Arts Commission program funding through Special Funds 117 and 123 and programs 100 and 200 of the 127 Fund in Parks which are designated for special Public Art projects of a capital nature which are donation based.

**2023 Budget Changes**

None


**2023 Decision Packages**

None

	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
Satellite Office	Actual	Budget	Estimate	Budget	23-22	23-22	23-22	23-22
					Estimate	Estimate	Budget	Budget
Salaries	-	-	-	201,568	201,568	N/A	201,568	N/A
Benefits	-	-	-	58,554	58,554	N/A	58,554	N/A
	-	-	-	260,122	260,122	N/A	260,122	N/A



*This page is intentionally left blank.*

Fund:	Municipal Arts		Fund #:	117
Department:	Community Services & Economic Development		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.” Staffing is funded through the Cultural Services Division of the Community Services & Economic Development Department. An allocation of \$4,000 annually from the Lodging Tax Fund 120 was authorized by Council in 1992 and is used to promote arts and culture activities in Edmonds.

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

- Nationally known Write on the Sound Writers’ Conference (WOTS) which sells out annually and generates the majority of community events revenue. Held as an online conference during the pandemic, WOTS is planned to return to being an in-person event in 2022.
- Concerts in the Parks Series at both City Park and Hazel Miller Plaza. Both series were canceled in 2020 due to the pandemic, with the HMP concert series returning in 2021, and both series planned for 2022.
- Rotating Visual art exhibits in Edmonds Library, Frances Anderson Center and City Hall, and other temporary art exhibits, temporarily on hold during the pandemic.
- Public Art program – acquisition, display, maintenance and promotion of City Art Collection.
- Partnership events and programs in performing, literary and visual arts.
- Publication of a quarterly Arts Bulletin email newsletter to publicize EAC arts activities and website updates.
- Economic development and cultural tourism promotion through participation in capital projects such as streetscape improvements, gateways and wayfinding signage.
- Cultural destination marketing for WOTS and other programs through websites and advertising.
- Community Cultural Planning and meetings for Plan implementation, next update scheduled in 2022.
- Implementation of Certified Creative District 2019 – 2024 work plan in partnership with Economic Development.


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 projects in 2023 include both permanent, e.g. completion of Civic Park art, 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 to provide periodic opportunities for literary arts education projects for youth, often in collaboration with the Edmonds School District and nonprofit arts organizations.


Fund:	Municipal Arts		Fund #:	117
Department:	Community Services & Economic Development		Department #:	64
Cost Center	Total Fund		Cost Center #:	N/A

**2023 Decision Packages**

DP # 17 Changes to Municipal Arts Program (Fund 117) 1,000.00 Ongoing  
1,000.00


Description	2021 Actual	2022 Budget	2022 Estimate	2023 Budget	\$ Change 23-22 Estimate	% Change 23-22 Estimate	\$ Change 23-22 Budget	% Change 23-22 Budget
<b>Program 100</b>								
<b>Beginning Balance</b>	<b>541,754</b>	<b>510,003</b>	<b>510,003</b>	<b>532,112</b>	<b>22,109</b>	<b>4%</b>	<b>22,109</b>	<b>4%</b>
<u>Revenue</u>								
Resale Items	368	320	320	320	-	0%	-	0%
Community Events	22,062	44,500	22,500	44,500	22,000	98%	-	0%
Investment Interest	4,495	13,290	13,290	15,930	2,640	20%	2,640	20%
Contributions	2,830	13,600	14,199	13,600	(599)	-4%	-	0%
Interfund Transfer In	19,000	19,000	19,000	4,000	(15,000)	-79%	(15,000)	-79%
<b>Total Revenues</b>	<b>48,755</b>	<b>90,710</b>	<b>69,309</b>	<b>78,350</b>	<b>9,041</b>	<b>13%</b>	<b>(12,360)</b>	<b>-14%</b>
<u>Expenditure</u>								
Supplies	2,144	4,500	2,200	4,500	2,300	105%	-	0%
Small Equipment	-	1,700	500	1,700	1,200	240%	-	0%
Professional Services	74,588	101,000	41,000	87,500	46,500	113%	(13,500)	-13%
Travel	-	80	-	80	80	N/A	-	0%
Rental / Lease	-	2,000	-	3,000	3,000	N/A	1,000	50%
Repair and Maint.	-	300	-	300	300	N/A	-	0%
Miscellaneous	3,774	4,800	3,500	4,800	1,300	37%	-	0%
<b>Total Expenditures</b>	<b>80,506</b>	<b>114,380</b>	<b>47,200</b>	<b>101,880</b>	<b>54,680</b>	<b>116%</b>	<b>(12,500)</b>	<b>-11%</b>
<b>Ending Balance</b>	<b>510,003</b>	<b>486,333</b>	<b>532,112</b>	<b>508,582</b>	<b>(23,530)</b>	<b>-4%</b>	<b>22,249</b>	<b>5%</b>



Fund:	Municipal Arts		Fund #:	117
Department:	Community Services & Economic Development		Department #:	64
Cost Center	Total Fund		Cost Center #:	N/A

Description	2021 Actual	2022 Budget	2022 Estimate	2023 Budget	\$ Change 23-22 Estimate	% Change 23-22 Estimate	\$ Change 23-22 Budget	% Change 23-22 Budget
<b>Program 200</b>								
<b>Beginning Balance</b>	<b>132,689</b>	<b>131,392</b>	<b>131,393</b>	<b>142,104</b>	<b>10,711</b>	<b>8%</b>	<b>10,712</b>	<b>8%</b>
<u>Revenue</u>								
Investment Interest	3,170	3,750	3,750	6,130	2,380	63%	2,380	63%
Contributions	-	35,000	-	-	N/A	N/A	(35,000)	-100%
Interfund Transfer	534	86,961	86,961	12,703	(74,258)	-85%	(74,258)	-85%
<b>Total Revenues</b>	<b>3,704</b>	<b>125,711</b>	<b>90,711</b>	<b>18,833</b>	<b>(71,878)</b>	<b>-79%</b>	<b>(106,878)</b>	<b>-85%</b>
<u>Expenditure</u>								
Supplies	-	200	200	200	-	0%	-	0%
Professional Services	5,000	78,000	78,000	78,000	-	0%	-	0%
Miscellaneous	-	1,800	1,800	1,800	-	0%	-	0%
<b>Total Expenditures</b>	<b>5,000</b>	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>0%</b>
<b>Ending Balance</b>	<b>131,393</b>	<b>177,103</b>	<b>142,104</b>	<b>80,937</b>	<b>(61,167)</b>	<b>-43%</b>	<b>(96,166)</b>	<b>-54%</b>

Description	2021 Actual	2022 Budget	2022 Estimate	2023 Budget	\$ Change 23-22 Estimate	% Change 23-22 Estimate	\$ Change 23-22 Budget	% Change 23-22 Budget
<b>Program 300</b>								
<b>Beginning Balance</b>	<b>8,285</b>	<b>7,484</b>	<b>7,484</b>	<b>6,764</b>	<b>(720)</b>	<b>-10%</b>	<b>(720)</b>	<b>-10%</b>
<u>Revenue</u>								
Investment Interest	199	280	280	330	50	18%	50	18%
<b>Total Revenues</b>	<b>199</b>	<b>280</b>	<b>280</b>	<b>330</b>	<b>50</b>	<b>18%</b>	<b>50</b>	<b>18%</b>
<u>Expenditure</u>								
Professional Services	1,000	1,000	1,000	1,000	-	0%	-	0%
<b>Total Expenditures</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>0%</b>
<b>Ending Balance</b>	<b>7,484</b>	<b>6,764</b>	<b>6,764</b>	<b>6,094</b>	<b>(670)</b>	<b>-10%</b>	<b>(670)</b>	<b>-10%</b>

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 2% 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. In previous years the City received as much as \$125,000 in total Lodging Tax revenues. However, the COVID-19 pandemic has negatively impacted lodging 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 2019) 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 promotion for recreation programs and concerts, which bring visitors to Edmonds and serve as an additional attraction for visitors already staying in town.

As with previous years, the 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 Edmonds Center for the Arts, Cascadia Art Museum and the Edmonds Chamber of Commerce for the Edmonds Visitor Center and Chamber-managed community events.

**2023 Decision Packages**

DP # 18 Lodging Tax Fund Budget - Fund 120	<u>95,400.00</u>	One-Time
	95,400.00	


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

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
<b>Beginning Balance</b>	<b>66,921</b>	<b>71,114</b>	<b>71,114</b>	<b>54,624</b>	<b>(16,490)</b>	<b>-23%</b>	<b>(16,490)</b>	<b>-23%</b>
<u>Revenue</u>								
75% Hotel/Motel Tax*	87,824	82,500	82,500	82,500	-	0%	-	0%
Investment Interest	480	1,910	1,910	1,900	(10)	-1%	(10)	-1%
<b>Total Revenues</b>	<b>88,304</b>	<b>84,410</b>	<b>84,410</b>	<b>84,400</b>	<b>(10)</b>	<b>0%</b>	<b>(10)</b>	<b>0%</b>
<u>Expenditure</u>								
Professional Services	80,111	95,900	95,900	90,400	(5,500)	-6%	(5,500)	-6%
Miscellaneous	0	1,000	1,000	1,000	-	0%	-	0%
Interfund Transfer Out	4,000	4,000	4,000	4,000	-	0%	-	0%
<b>Total Expenditures</b>	<b>84,111</b>	<b>100,900</b>	<b>100,900</b>	<b>95,400</b>	<b>(5,500)</b>	<b>-5%</b>	<b>(5,500)</b>	<b>-5%</b>
<b>Ending Balance</b>	<b>71,114</b>	<b>54,624</b>	<b>54,624</b>	<b>43,624</b>	<b>(11,000)</b>	<b>-20%</b>	<b>(11,000)</b>	<b>-20%</b>

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.

Fund:	Tourism Promotional / Arts		Fund #:	123
Department:	Community Services & Economic Development		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 money received from the motel/hotel excise tax are to be held in the Tourism Promotion Fund. 2022 revenues are projected at \$27,500.

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 Division to promote economic development through cultural tourism.
- Advertising/promotion for Write on the Sound Writers’ Conference, a nationally recognized 3-day event which attracts overnight visitors and will be in person again in 2023.
- 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.

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


**2023 Decision Packages**

DP # 19 Lodging Tax Advisory Committee Budget Proposal	28,500.00	One-Time
	28,500.00	

Description	2021 Actual	2022 Budget	2022 Estimate	2023 Budget	\$ Change	% Change	\$ Change	% Change
					23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
<b>Beginning Balance</b>	<b>80,338</b>	<b>95,972</b>	<b>95,972</b>	<b>97,362</b>	<b>1,390</b>	<b>1%</b>	<b>1,390</b>	<b>1%</b>
<u>Revenue</u>								
25% Hotel/Motel Tax*	29,275	27,500	27,500	27,500	-	0%	-	0%
Investment Interest	980	2,090	2,090	2,940	850	41%	850	41%
<b>Total Revenues</b>	<b>30,255</b>	<b>29,590</b>	<b>29,590</b>	<b>30,440</b>	<b>850</b>	<b>3%</b>	<b>850</b>	<b>3%</b>
<u>Expenditures</u>								
Professional Services	14,621	28,200	28,200	28,500	300	1%	300	1%
<b>Total Expenditures</b>	<b>14,621</b>	<b>28,200</b>	<b>28,200</b>	<b>28,500</b>	<b>300</b>	<b>1%</b>	<b>300</b>	<b>1%</b>
<b>Ending Balance</b>	<b>95,972</b>	<b>97,362</b>	<b>97,362</b>	<b>99,302</b>	<b>1,940</b>	<b>2%</b>	<b>1,940</b>	<b>2%</b>

Note:

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

Fund:	Business Improvement District Fund		Fund #:	140
Department:	Community Services and Economic Development		Department #:	61
Cost Center	Total Fund		Cost Center #:	N/A

**Function**

In 2013 the Edmonds City Council approved Ordinance No. 3909 creating an Edmonds Downtown Business Improvement District (aka Edmonds Downtown Alliance). Business Improvement Districts (BID) are special assessment areas established under the Revised Code of Washington (Chapter 35.87.A). They provide a local funding mechanism whereby businesses assess themselves to fund programs related to activities such as beautification, marketing, security, parking, clean-up or administration.

The Edmonds Downtown Alliance (Ed!) has nearly 350 members. Its goal is to ensure the City of Edmonds downtown stays lively, attractive and prosperous. Information about Ed! may be found at <http://edmondsdowntown.org>.


**2023 Decision Packages**

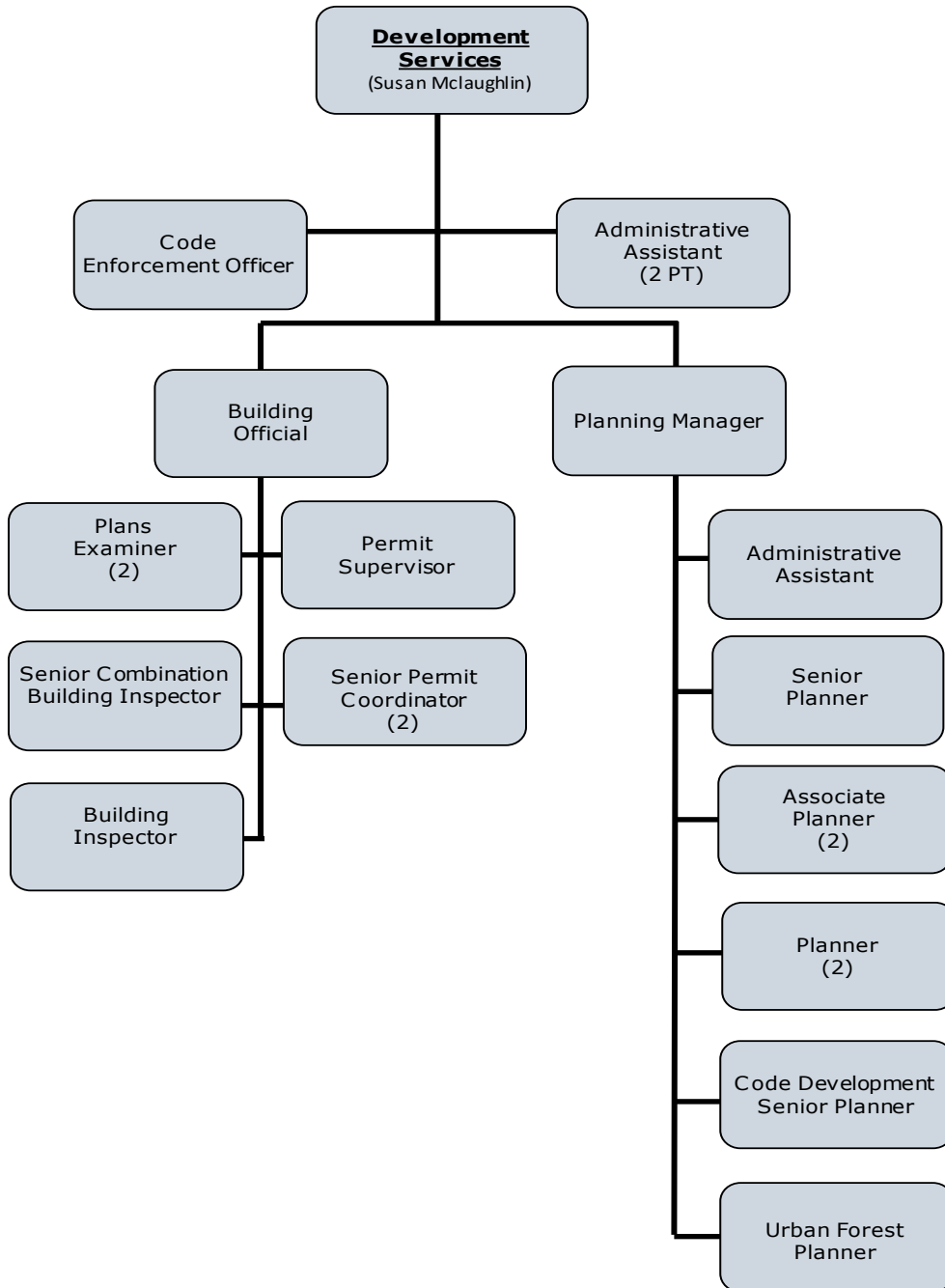
DP #	20	BID Annual Budget	<u>88,575.00</u>	One-Time
			88,575.00	

Description	2021	2020	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
<b>Beginning Balance</b>	<b>19,152</b>	<b>29,132</b>	<b>29,132</b>	<b>20,801</b>	<b>(8,331)</b>	<b>-29%</b>	<b>(8,331)</b>	<b>-29%</b>
<u>Revenue</u>								
ED! Assessment Fee	76,588	79,209	79,209	88,575	9,366	12%	9,366	12%
Interest from Collections	61	140	140	70	(70)	-50%	(70)	-50%
<b>Total Revenues</b>	<b>76,649</b>	<b>79,349</b>	<b>79,349</b>	<b>88,645</b>	<b>9,296</b>	<b>12%</b>	<b>9,296</b>	<b>12%</b>
<u>Expenditures</u>								
Supplies	1,313	4,050	4,050	4,091	41	1%	41	1%
Professional Services	61,823	77,535	77,535	78,327	792	1%	792	1%
Miscellaneous	3,533	6,095	6,095	6,157	62	1%	62	1%
<b>Total Expenditures</b>	<b>66,669</b>	<b>87,680</b>	<b>87,680</b>	<b>88,575</b>	<b>895</b>	<b>1%</b>	<b>895</b>	<b>1%</b>
<b>Ending Balance</b>	<b>29,132</b>	<b>20,801</b>	<b>20,801</b>	<b>20,871</b>	<b>70</b>	<b>0%</b>	<b>70</b>	<b>0%</b>



*This page is intentionally left blank.*


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





*This page is intentionally left blank.*



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 enhance our community’s sustainability and quality of life by:

- Planning for long-term needs related to land use, shorelines, climate, transportation, housing, environment, historic preservation, neighborhoods, and economic vitality
- Drafting and implementing codes, policies, plans, and standards related to development and preservation
- Handling all aspects of development permitting with excellent customer service.

Program	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
Administration	650,025	1,152,579	830,418	951,799	121,381	15%	(200,780)	-17%
Building Services	1,128,635	1,354,692	1,182,935	1,277,816	94,881	8%	(76,876)	-6%
Planning	1,203,027	1,516,348	1,403,006	1,859,969	456,963	33%	343,621	23%
	2,981,687	4,023,619	3,416,359	4,089,584	673,225	20%	65,965	2%

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
Salaries	1,832,801	1,977,532	1,977,532	2,170,281	192,749	10%	192,749	10%
Overtime	2,448	1,300	1,300	1,300	-	0%	-	0%
Benefits	635,977	681,206	681,206	735,973	54,767	8%	54,767	8%
Uniforms	547	500	500	500	-	0%	-	0%
Supplies	6,618	12,100	12,100	12,100	-	0%	-	0%
Minor Equipment	7,365	11,300	7,300	11,300	4,000	55%	-	0%
Professional Services	271,900	954,541	425,041	871,880	446,839	105%	(82,661)	-9%
Communications	18,287	11,500	11,500	11,500	-	0%	-	0%
Travel	691	7,300	7,300	7,300	-	0%	-	0%
Rental/Lease	7,983	11,800	11,800	11,800	-	0%	-	0%
Interfund Rental	123,910	155,180	152,920	199,790	46,870	31%	44,610	29%
Repairs/Maintenance	3,659	6,800	6,800	6,800	-	0%	-	0%
Miscellaneous	69,501	192,560	121,060	49,060	(72,000)	-59%	(143,500)	-75%
	2,981,687	4,023,619	3,416,359	4,089,584	673,225	20%	65,965	2%

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(s) and Code Enforcement Officer
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, planning and special studies.
Communication	Wireless services, phones, postage, fax.
Travel	Lodging, meals, mileage
Rental/Lease	Copier and equipment leases.
Repairs/Maintenance	Office equipment repairs/maintenance.
Miscellaneous	Dues/subscriptions/memberships, registration, training, publications.

**2023 Budget Changes**


Annual adjustment for technology services

**2023 Decision Packages**

None

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

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
Salaries	305,986	284,552	284,552	350,534	65,982	23%	65,982	23%
Overtime	59	1,000	1,000	1,000	-	0%	-	0%
Benefits	76,535	74,615	74,615	93,648	19,033	26%	19,033	26%
Supplies	6,098	12,100	12,100	12,100	-	0%	-	0%
Minor Equipment	2,114	1,500	1,500	1,500	-	0%	-	0%
Professional Services	191,796	568,081	318,081	414,920	96,839	30%	(153,161)	-27%
Communications	4,768	1,500	1,500	1,500	-	0%	-	0%
Travel	203	2,500	2,500	2,500	-	0%	-	0%
Rental/Lease	7,983	11,800	11,800	11,800	-	0%	-	0%
Interfund Rental	36,651	41,631	40,970	52,497	11,527	28%	10,866	26%
Repair/Maintenance	643	6,800	6,800	6,800	-	0%	-	0%
Miscellaneous	17,189	146,500	75,000	3,000	(72,000)	-96%	(143,500)	-98%
	650,025	1,152,579	830,418	951,799	121,381	15%	(200,780)	-17%

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, one Senior Combo Building Inspector, one Combo Building Inspector, two Plans Examiners, one Permit Coordinator Supervisor, and two Senior Permit Coordinators (8.0 FTE's)
Overtime	Minor overtime charges to cover peak period workloads.
Uniforms	Boots, field gear, safety equipment, uniforms, raingear.
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 of legal notices.
Miscellaneous	Public forms and handouts, reference books, code books, technical software, training, memberships, dues, registrations, conferences, digitization of documents, share of credit card fees, etc.
Interfund Rental	Use of vehicle units #30, #34 and #70.

**2023 Budget Changes**


Annual adjustment for technology services and interfund rental

**2023 Decision Packages**

None

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

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
Salaries	724,798	765,344	765,344	815,990	50,646	7%	50,646	7%
Overtime	2,389	-	-	-	N/A	N/A	N/A	N/A
Benefits	271,914	288,781	288,781	306,068	17,287	6%	17,287	6%
Uniforms	547	500	500	500	-	0%	-	0%
Supplies	241	-	-	-	N/A	N/A	N/A	N/A
Minor Equipment	22	7,000	3,000	7,000	4,000	133%	-	0%
Professional Services	58,753	210,000	43,000	43,000	-	0%	(167,000)	-80%
Communications	7,683	6,000	6,000	6,000	-	0%	-	0%
Travel	488	2,000	2,000	2,000	-	0%	-	0%
Interfund Rental	35,612	51,737	50,980	73,928	22,948	45%	22,191	43%
Miscellaneous	26,188	23,330	23,330	23,330	-	0%	-	0%
	1,128,635	1,354,692	1,182,935	1,277,816	94,881	8%	(76,876)	-6%

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, two Senior Planners, two Associate Planners, two Planners, an Urban Forest Planner, and an Administrative Assistant. Total 9 FTE.
Overtime	Minor overtime charges to cover peak period workloads.
Minor Equipment	Small tools and minor equipment.
Professional Services	Hearing Examiner, contract Minute Taker, Alliance for Housing Affordability, critical areas and support studies.
Communications	Mobile 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, training registrations & tuition, printing, resource materials and publications, archiving, remote meeting support, share of credit card fees.
Interfund Rental	Use of vehicle #17.

**2023 Budget Changes**


Annual adjustment for technology services and interfund rental

**2023 Decision Packages**

DP # 21 Comprehensive Plan Update	300,000.00	One-Time
	300,000.00	

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

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
Salaries	802,017	927,636	927,636	1,003,757	76,121	8%	76,121	8%
Overtime	-	300	300	300	-	0%	-	0%
Benefits	287,528	317,810	317,810	336,257	18,447	6%	18,447	6%
Supplies	279	-	-	-	N/A	N/A	N/A	N/A
Minor Equipment	5,229	2,800	2,800	2,800	-	0%	-	0%
Professional Services	21,351	176,460	63,960	413,960	350,000	547%	237,500	135%
Communications	5,836	4,000	4,000	4,000	-	0%	-	0%
Travel	-	2,800	2,800	2,800	-	0%	-	0%
Interfund Rental	51,647	61,812	60,970	73,365	12,395	20%	11,553	19%
Repair and Maintenance	3,016	-	-	-	N/A	N/A	N/A	N/A
Miscellaneous	26,124	22,730	22,730	22,730	-	0%	-	0%
	1,203,027	1,516,348	1,403,006	1,859,969	456,963	33%	343,621	23%

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, to raise awareness and appreciation of local history.

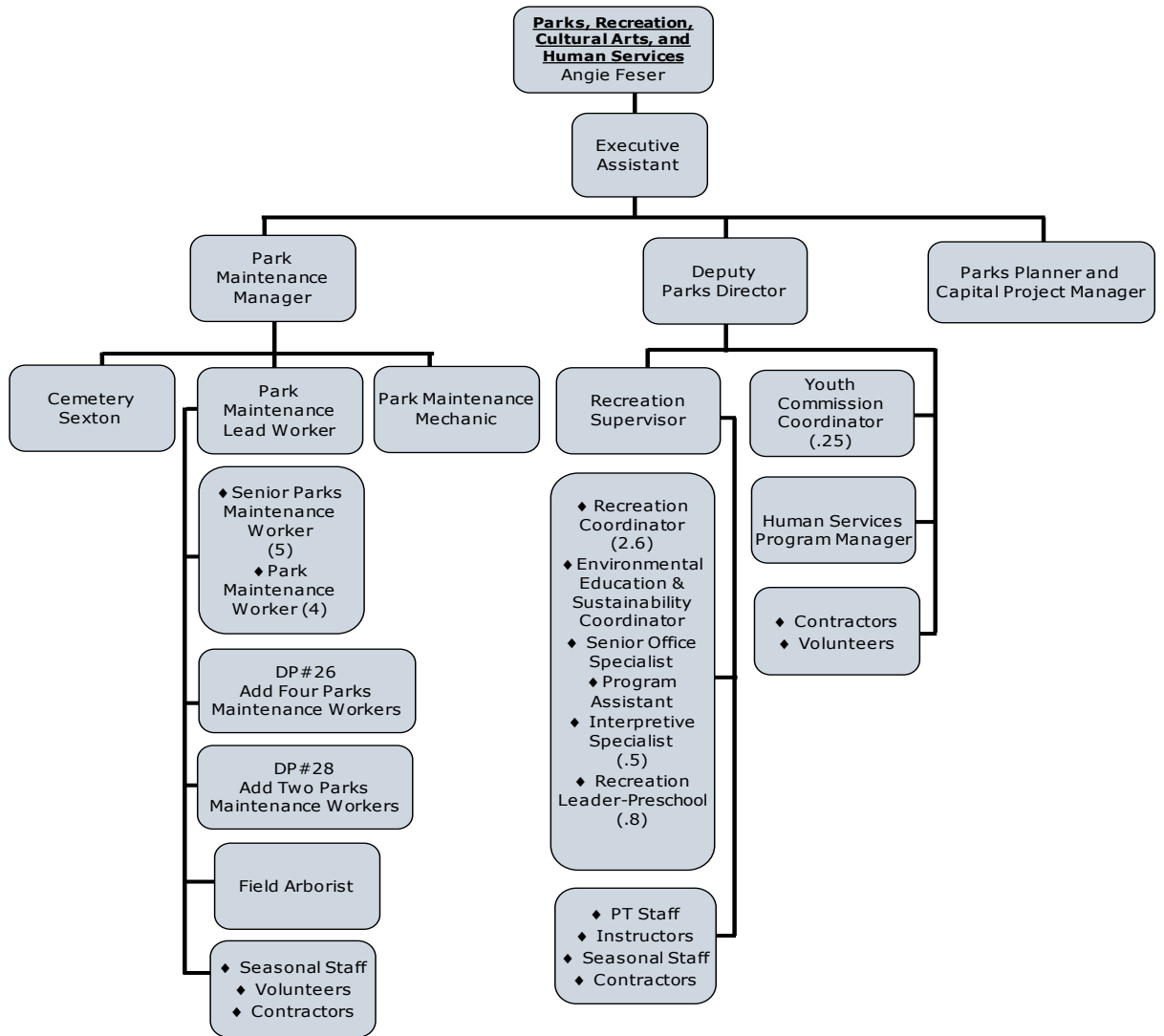
**Budget Narrative**


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	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
<b>Beginning Balance</b>	<b>17,189</b>	<b>16,421</b>	<b>16,422</b>	<b>10,522</b>	<b>(5,900)</b>	<b>-36%</b>	<b>(5,899)</b>	<b>-36%</b>
<u>Revenue</u>								
Transfer In	5,000	-	-	-	N/A	N/A	N/A	N/A
Total Revenue	5,000	-	-	-	N/A	N/A	N/A	N/A
<u>Expenditure</u>								
Supplies	-	100	100	100	-	0%	-	0%
Professional Services	-	200	200	200	-	0%	-	0%
Miscellaneous	5,767	5,600	5,600	5,600	-	0%	-	0%
Total Expenditure	5,767	5,900	5,900	5,900	-	0%	-	0%
<b>Ending Balance</b>	<b>16,422</b>	<b>10,521</b>	<b>10,522</b>	<b>4,622</b>	<b>(5,900)</b>	<b>-56%</b>	<b>(5,899)</b>	<b>-56%</b>



Fund:	General		Fund #:	001
Department:	Parks, Recreation & Human Services		Department #:	63 and 64
Cost Center	Total Department		Cost Center #:	N/A



Fund:	General		Fund #:	001
Department:	Parks, Recreation & Human Services		Department #:	63
Cost Center	Human Services		Cost Center #:	518.63 & 557.20

**Function**

The Human Services Division strives to connect Edmonds residents in need to resources across a variety of issues for the wide demographic spectrum that comprises the City. The Division includes a Program Manager and a contracted partnership with the Compass Health Community Transitions program providing outreach and social work services.

**Budget Narrative**

Salaries account for one full-time Human Services Program Manager, supplies to provide for basic needs such as food, toiletries and blankets in addition to office supplies for the division office. Professional Services funds are utilized to provide outreach and social services through a contracted partnership with Compass Health and to conduct local social service needs assessments utilized to inform goals and priority setting in the future. Communications funding is intended to be used to produce flyers, brochures and handout material to support connecting people with available services. The travel allocation supports outreach being done in the community traveling to individuals in need.

**2023 Budget Changes**

None


**2023 Decision Packages**

None

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
Professional Services	-	135,000	-	335,000	335,000	N/A	200,000	148%
Salaries	41,937	101,496	76,496	101,849	25,353	33%	353	0%
Overtime	581	-	-	-	N/A	N/A	N/A	N/A
Benefits	9,142	29,113	23,113	29,301	6,188	27%	188	1%
Supplies	6,326	15,000	15,000	15,000	-	0%	-	0%
Small Equipment	15,699	-	-	-	N/A	N/A	N/A	N/A
Professional Services	36,271	175,000	90,000	175,000	85,000	94%	-	0%
Communications	654	3,000	3,000	3,000	-	0%	-	0%
Travel	-	500	500	500	-	0%	-	0%
	110,610	459,109	208,109	659,650	451,541	217%	200,541	44%



*This page is intentionally left blank.*


Fund:	General		Fund #:	001
Department:	Parks, Recreation & Human Services		Department #:	64
Cost Center	Total Parks & Recreation		Cost Center #:	N/A

**Mission Statement**

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


**Purpose**

The Parks and Recreation Department serves as the community’s key resource for providing parks, trails and open spaces, recreation, aquatic facilities and programs, and supports tourism and economic development as well as providing an enhanced quality of life for its citizens. Thousands of participants and visitors join the many programs offered each year. There are 47 city-owned park sites totaling 230 acres, 20,000 square feet of flowerbeds and about one mile of waterfront shoreline in the Edmonds Parks’ system. The Department manages the Edmonds Memorial Cemetery, Youth Commission and Mayor’s Conservation Advisory Commission, supports the Parks & Planning Board and serves as liaison to the Edmonds Library, and the Edmonds Waterfront Center. It also is active with community partnerships with the Edmonds School District, Edmonds Boys and Girls Club, Edmonds College, Edmonds Historic Museum, Sno-King Youth Club, Edmonds Chamber of Commerce, Edmonds Rotary, Olympic Ballet, Edmonds Arts Festival Foundation, Edmonds Montessori, Main Street Kids and, neighboring cities of Mountlake Terrace and Lynnwood, as well as Snohomish County, among other organizations.

Fund:	General		Fund #:	001
Department:	Parks, Recreation & Human Services		Department #:	64
Cost Center	Total Parks & Recreation		Cost Center #:	N/A

Program	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
Administration	574,445	845,965	497,165	758,606	261,441	53%	(87,359)	-10%
Rec. & Cultural Services	1,339,550	1,633,596	1,375,522	1,660,584	285,062	21%	26,988	2%
Discovery Programs	49,194	89,953	75,983	101,657	25,674	34%	11,704	13%
Athletics	65,096	108,590	58,000	108,590	50,590	87%	-	0%
Day Camp	-	107,075	69,501	88,765	19,264	28%	(18,310)	-17%
Fitness	18,095	51,350	35,850	51,350	15,500	43%	-	0%
Gymnastics	11,035	160,248	117,848	173,762	55,914	47%	13,514	8%
Meadowdale Preschool	60,572	76,821	77,771	73,809	(3,962)	-5%	(3,012)	-4%
Distance Learning Camp	138,249	-	-	-	N/A	N/A	N/A	N/A
Parks Maintenance	2,022,938	2,150,237	2,048,265	3,127,815	1,079,550	53%	977,578	45%
Flower Program	38,251	48,664	48,664	-	(48,664)	-100%	(48,664)	-100%
	4,317,425	5,272,499	4,404,569	6,144,938	1,740,369	40%	872,439	17%

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
Salaries	2,255,122	2,617,863	2,477,863	2,832,976	355,113	14%	215,113	8%
Overtime	16,781	22,000	20,000	10,000	(10,000)	-50%	(12,000)	-55%
Benefits	793,895	859,670	831,670	947,886	116,216	14%	88,216	10%
Uniforms	4,071	6,275	6,275	9,275	3,000	48%	3,000	48%
Supplies	156,713	153,440	128,511	354,900	226,389	176%	201,460	131%
Small Equipment	13,740	13,200	21,500	85,100	63,600	296%	71,900	545%
Professional Services	460,473	828,670	210,230	844,440	634,210	302%	15,770	2%
Communications	19,440	33,710	27,250	35,920	8,670	32%	2,210	7%
Travel	-	7,145	4,840	7,705	2,865	59%	560	8%
Rental/Lease	100,323	166,390	155,600	166,390	10,790	7%	-	0%
Interfund Rental	145,159	206,664	201,700	297,216	95,516	47%	90,552	44%
Public Utility	249,431	229,662	220,000	331,000	111,000	50%	101,338	44%
Repair/Maintenance	12,514	29,700	28,700	29,700	1,000	3%	-	0%
Miscellaneous	63,969	98,110	70,430	102,430	32,000	45%	4,320	4%
Equipment	25,794	-	-	90,000	90,000	N/A	90,000	N/A
	4,317,425	5,272,499	4,404,569	6,144,938	1,740,369	40%	872,439	17%

Fund:	General		Fund #:	001
Department:	Parks, Recreation & Human Services		Department #:	64
Cost Center	Administration		Cost Center #:	571.21

**Function**

Administration manages park facilities and recreational needs for the City of Edmonds. The program oversees more than 47 sites, 230 acres of parkland and open space, 20,000 square feet of landscaping and flower beds and 73,000 square feet of program space including the Frances Anderson Center, Plaza Room, Meadowdale Community Clubhouse, Yost Pool and the Waterfront Center. The staff develops long range plans for capital assets, park land acquisition and capital development and maintenance. Further, the department administers county, state, and federal grants, manages general fund budgets as well as nine special fund accounts. Administration serves as liaison the Planning Board, Cemetery Board, Tree Board, and the Mayor’s Conservation Advisory Committee, as well as neighboring City, County, and school district jurisdictions.

This cost center includes the Director, one Executive Assistant, a Park Planner/Project Manager and the Youth Commission Coordinator (.25 FTE), and oversees the complete planning and operations of the Parks, Recreation, and Human Services Department as well as operational budget for the Youth Commission.

**Budget Narrative**

Salaries and benefits are for the Director, Executive Assistant, Park Planner/Project Manager and Youth Commission Coordinator (.25 FTE). Rental/Lease line is for copier rental and leased BNSF property at Marina Beach. Professional services line includes partnerships such as Sound Salmon Solutions and Student Conservation Association and planning projects.

**2023 Budget Changes**

None


**2023 Decision Packages**

DP # 23	Yost Park / Shell Creek Study	220,000.00	One-Time
DP # 24	Salmon Safe Certification Implementation	75,000.00	One-Time
		<u>295,000.00</u>	

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
Salaries	262,583	356,800	306,800	292,518	(14,282)	-5%	(64,282)	-18%
Benefits	85,804	117,115	102,115	92,838	(9,277)	-9%	(24,277)	-21%
Supplies	3,547	9,000	9,000	9,000	-	0%	-	0%
Minor Equipment	4,489	2,000	12,000	2,000	(10,000)	-83%	-	0%
Professional Services	208,567	339,050	45,250	340,250	295,000	652%	1,200	0%
Communications	604	1,500	1,500	1,500	-	0%	-	0%
Travel	-	1,500	1,500	1,500	-	0%	-	0%
Rental/Lease	6,122	9,500	9,500	9,500	-	0%	-	0%
Miscellaneous	2,729	9,500	9,500	9,500	-	0%	-	0%
	574,445	845,965	497,165	758,606	261,441	53%	(87,359)	-10%



*This page is intentionally left blank.*

Fund:	General		Fund #:	001
Department:	Parks, Recreation & Human Services		Department #:	64
Cost Center	Recreation		Cost Center #:	571.22

**Function**

The Recreation division is designed to create and implement recreational programs for the citizens of Edmonds. Staff supervise community recreation, adult enrichment, athletics, aquatics, wellness, outdoor recreation, a non-school and summer day camp and a preschool. 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 and the Waterfront Center), and athletic field rentals.

In addition to ongoing programs, staff members develop and supervise special events throughout the year and participate in numerous community partnerships. Recreation staff provide customer service and oversee marketing and promotion (direct email, mailings, social media, fliers, etc.) for department-wide activities, programs, planning projects, facility updates, etc. Staff members manage the operations of the Frances Anderson Center, Meadowdale Community Clubhouse, Plaza Room, and six tenant leases at the Frances Anderson Center as well as the park concession agreements, which includes the Yost Pool agreement and various recreation programs.

**Budget Narrative**

The positions covered in the salaries and benefits line include the Deputy Director, Recreation Supervisor, Recreation Coordinators (2), Environmental Education & Sustainability Coordinator, Program Assistant, a Senior Office Specialist, 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 their class revenue.


**2023 Budget Changes**

Salary for Arts and Culture Division moved to Community Services.


**2023 Decision Packages**

None



Fund:	General		Fund #:	001
Department:	Parks, Recreation & Human Services		Department #:	64
Cost Center	Recreation		Cost Center #:	571.22

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
Salaries	773,504	839,621	829,621	840,465	10,844	1%	844	0%
Benefits	270,056	279,841	279,841	281,013	1,172	0%	1,172	0%
Supplies	5,990	7,800	6,250	7,800	1,550	25%	-	0%
Minor Equipment	8,459	-	-	-	N/A	N/A	N/A	N/A
Professional Services	117,880	227,750	20,350	227,750	207,400	1019%	-	0%
Communications	9,485	22,150	15,770	22,150	6,380	40%	-	0%
Travel	-	2,000	2,000	2,000	-	0%	-	0%
Rental/Lease	15,892	90,600	90,600	90,600	-	0%	-	0%
Interfund Rental	86,559	84,054	79,090	109,026	29,936	38%	24,972	30%
Miscellaneous	51,725	79,780	52,000	79,780	27,780	53%	-	0%
	1,339,550	1,633,596	1,375,522	1,660,584	285,062	21%	26,988	2%

Fund:	General		Fund #:	001
Department:	Parks, Recreation & Human Services		Department #:	64
Cost Center	Discovery Programs		Cost Center #:	571.23

**Function**

Discovery Programs provide interpretive and environmental education opportunities throughout our community including residents, school-age children and visitors to our parks and beaches. In addition, they promote stewardship of Puget Sound, its shoreline, and the surrounding watershed.

This is accomplished in a variety of ways including:

- Environmental education for K-6 classrooms including school visits and field trips to Edmonds beaches and forests.
- Interpretive programs for all ages including day camps, interpretive walks, and other outdoor programming.
- Daily beach patrol by Ranger-Naturalist Memorial Day through Labor Day.
- Olympic Beach Visitor Station staffed by Ranger Naturalists and Volunteer Beach Docents.
- Nature themed festivals including the Watershed Fun Fair and the Puget Sound Bird Fest.
- Informational website.
- Stewardship events including Earth Day, beach cleanups, and habitat restoration work parties.

**Budget Narrative**

Salaries and benefits in this cost center cover the Interpretive Specialist (.5 FTE) and seasonal Ranger-Naturalists.


**2023 Budget Changes**

None

**2023 Decision Packages**

None

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
Salaries	38,677	70,344	60,344	84,369	24,025	40%	14,025	20%
Benefits	7,857	13,584	10,584	11,263	679	6%	(2,321)	-17%
Uniforms	287	1,155	1,155	1,155	-	0%	-	0%
Supplies	947	1,300	300	1,300	1,000	333%	-	0%
Professional Services	-	1,300	200	1,300	1,100	550%	-	0%
Communications	1,426	1,350	3,000	1,350	(1,650)	-55%	-	0%
Travel	-	820	400	820	420	105%	-	0%
Miscellaneous	-	100	-	100	100	N/A	-	0%
	49,194	89,953	75,983	101,657	25,674	34%	11,704	13%

Fund:	General		Fund #:	001
Department:	Parks, Recreation & Human Services		Department #:	64
Cost Center	Athletics		Cost Center #:	571.25

**Function**

Adult athletic leagues include basketball, softball, senior softball, volleyball and pickleball. The Athletic Program is responsible for managing and scheduling the City’s thirteen ballfields and indoor and outdoor courts for games, practices, and tournaments throughout the year.

**Budget Narrative**

Professional services include the expenditure of athletic league officials, and contracted instructors. The rental/lease budget line covers the rental of the Gymnasium at Edmonds College for volleyball.


**2023 Budget Changes**

None

**2023 Decision Packages**

None

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
Supplies	10,236	19,250	19,250	19,250	-	0%	-	0%
Professional Services	52,580	70,250	30,250	70,250	40,000	132%	-	0%
Rental/Lease	-	16,290	5,500	16,290	10,790	196%	-	0%
Miscellaneous	2,280	2,800	3,000	2,800	(200)	-7%	-	0%
	65,096	108,590	58,000	108,590	50,590	87%	-	0%

Fund:	General		Fund #:	001
Department:	Parks, Recreation & Human Services		Department #:	64
Cost Center	Day Camp		Cost Center #:	571.26

**Function**

Non-school and summer day camps support working parent households and provide safe and fun alternatives for Edmonds children. Camp is offered 10 weeks throughout the summer and includes both before and after care. In 2022 grants are secured to offset tuition costs for qualifying low-income families and the same is anticipated for 2023.

**Budget Narrative**

The salaries and benefits cover one year-round .75 FTE and five full-time seasonal employees. Revenue generated from this program will exceed the expenses thus contributing positively to the general fund balance.


**2023 Budget Changes**

None

**2023 Decision Packages**

None

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
Supplies	-	85,500	55,500	65,403	9,903	18%	(20,097)	-24%
Benefits	-	10,000	8,000	11,787	3,787	47%	1,787	18%
Supplies	-	1,000	6,001	1,000	(5,001)	-83%	-	0%
Professional Services	-	6,970	-	6,970	6,970	N/A	-	0%
Communications	-	1,730	-	1,730	1,730	N/A	-	0%
Travel	-	1,875	-	1,875	1,875	N/A	-	0%
	-	107,075	69,501	88,765	19,264	28%	(18,310)	-17%

Fund:	General		Fund #:	001
Department:	Parks, Recreation & Human Services		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. Classes are typically offered at the Frances Anderson Center, Plaza Room and Patio and the Waterfront Center. These classes are led by contracted instructors. The Department provides marketing and registration for these programs.

**Budget Narrative**

The professional services budget line covers all contracted fitness instructor expenditures. All payments to fitness instructors are based on a percentage of the revenue collected for the class.


**2023 Budget Changes**

None

**2023 Decision Package**

None

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
Supplies	-	350	350	350	-	0%	-	0%
Professional Services	18,095	49,500	35,000	49,500	14,500	41%	-	0%
Repair/Maintenance	-	1,500	500	1,500	1,000	200%	-	0%
	18,095	51,350	35,850	51,350	15,500	43%	-	0%

Fund:	General		Fund #:	001
Department:	Parks, Recreation & Human Services		Department #:	64
Cost Center	Gymnastics		Cost Center #:	571.28

**Function**

All classes in the Youth Gymnastics 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, and fun environment. Birthday parties, play zones, acrobatics classes, tumbling classes, bars classes and camps round out the comprehensive recreational gymnastics and youth fitness programs.

**Budget Narrative**

The salaries and benefits are for the coordinator (.6 FTE) and hourly gymnastics instructors. The minor equipment budget line covers replacement mats and related equipment.


**2023 Budget Changes**

None

**2023 Decision Packages**

None

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
Salaries	9,162	125,000	95,000	138,263	43,263	46%	13,263	11%
Benefits	1,382	26,748	18,748	26,999	8,251	44%	251	1%
Supplies	491	4,900	2,000	4,900	2,900	145%	-	0%
Minor Equipment	-	2,000	1,000	2,000	1,000	100%	-	0%
Professional Services	-	800	300	800	500	167%	-	0%
Repair/Maintenance	-	500	500	500	-	0%	-	0%
Miscellaneous	-	300	300	300	-	0%	-	0%
	11,035	160,248	117,848	173,762	55,914	47%	13,514	8%

Fund:	General		Fund #:	001
Department:	Parks, Recreation, & Human Services		Department #:	64
Cost Center	Meadowdale Preschool		Cost Center #:	571.29

**Function**

The Meadowdale Preschool Program provides a preschool in the north Edmonds area and utilizes the space at the city-owned Meadowdale Community Clubhouse. This preschool program focuses on activities which 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 Recreation Leader (.8 FTE) and two hourly assistants.


**2023 Budget Changes**

None

**2023 Decision Packages**

None

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
Salaries	46,981	58,320	58,320	54,513	(3,807)	-7%	(3,807)	-7%
Benefits	7,672	9,731	9,731	10,526	795	8%	795	8%
Supplies	3,255	6,300	6,300	6,300	-	0%	-	0%
Small Equipment	799	-	-	-	N/A	N/A	N/A	N/A
Professional Services	-	720	1,680	720	(960)	-57%	-	0%
Communications	1,683	1,690	1,690	1,690	-	0%	-	0%
Travel	-	10	-	10	10	N/A	-	0%
Miscellaneous	182	50	50	50	-	0%	-	0%
	60,572	76,821	77,771	73,809	(3,962)	-5%	(3,012)	-4%

Fund:	General		Fund #:	001
Department:	Parks, Recreation & Human Services		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 47 parks sites maintained on a regular basis. Parks Maintenance maintains six waterfront beach parks, a fishing pier, and 40 community, neighborhood, special use parks and open spaces. General maintenance includes trash and litter removal, City restroom cleaning and sanitation, irrigation, and vegetation maintenance including mowing, trimming and landscape bed upkeep for all City owned landscape beds parks, streets and plazas. Parks also maintains the Veterans, Dayton Street and Hazel Miller Plazas, and Frances Anderson Center Bandshell. Plaza. Parks also maintains Yost Pool year-round and the City Park Spray Park from May thru September.

The Park Maintenance division is responsible for preserving, maintaining and upgrading all playground structures and equipment as needed. The Parks Maintenance crew maintains all Street Trees and trees in city-properties. The highly used City-owned baseball and soccer fields provide opportunities for organized youth sports and are maintained by this Division. Parks also assists with numerous City events such as the Edmonds Arts Festival, 4<sup>th</sup> of July, Taste Edmonds, Concerts in the Park, Hazel Miller Plaza concerts, Oktoberfest, Anderson Center Egg Hunt, Christmas Tree Lighting, Uptown, Holiday and Summer Markets and many more small events.

**Budget Narrative**

Salaries/Benefits	Parks Maintenance Department consists of 13 fulltime positions; the Park Maintenance Manager, Parks Maintenance Lead Man, Parks Maintenance Mechanic, Field Arborist, Senior Parks Maintenance Worker (5), Parks Maintenance Workers (4) and seasonal employees (5).
Supplies	Soil, sand, infield mix, fertilizers, herbicides, metal/rebar, mower parts, shop tools, lumber, trash liners, restroom supplies, safety equipment, cleaning and miscellaneous supplies.
Rental Lease	Temporary 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 and equipment repair. There will be an increase in tree removal due to the age of trees throughout our park system.
Intergovernmental Services	Meadowdale Playfields maintenance.
Interfund Rental	Annual rate for fifteen trucks, four trailers, one tractor, two mowers, two backhoes one gator and shared cost with Public Works Department of bucket truck and wood chipper.


**2023 Budget Changes**

Annual adjustment for interfund rental.


**2023 Decision Packages**

DP #	25	Increases to Park Maintenance Costs	154,141.00	Ongoing
DP #	26	New Park Maintenance Services (HWY 99 & Civic)	791,025.00	Ongoing
DP #	28	Updates to Parks Beautification Program	(66,174.00)	Ongoing
			<u>878,992.00</u>	



Fund:	General		Fund #:	001
Department:	Parks, Recreation & Human Services		Department #:	64
Cost Center	Parks Maintenance		Cost Center #:	576.80 & 594


Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
Salaries	980,866	1,043,082	1,033,082	1,357,445	324,363	31%	314,363	30%
Overtime	16,781	22,000	20,000	10,000	(10,000)	-50%	(12,000)	-55%
Benefits	394,775	397,743	397,743	513,460	115,717	29%	115,717	29%
Uniforms	3,784	5,120	5,120	8,120	3,000	59%	3,000	59%
Supplies	124,646	99,480	75,000	305,000	230,000	307%	205,520	207%
Minor Equipment	792	8,700	8,000	81,100	73,100	914%	72,400	832%
Professional Services	63,351	132,330	77,200	146,900	69,700	90%	14,570	11%
Communications	6,242	5,290	5,290	7,500	2,210	42%	2,210	42%
Travel	-	940	940	1,500	560	60%	560	60%
Rental/Lease	78,309	50,000	50,000	50,000	-	0%	-	0%
Interfund Rental	58,600	122,610	122,610	188,190	65,580	53%	65,580	53%
Public Utility	249,431	229,662	220,000	331,000	111,000	50%	101,338	44%
Repair/Maintenance	12,514	27,700	27,700	27,700	-	0%	-	0%
Miscellaneous	7,053	5,580	5,580	9,900	4,320	77%	4,320	77%
Equipment - Recreational	16,728	-	-	-	N/A	N/A	N/A	N/A
Equipment - Facilities	9,066	-	-	90,000	90,000	N/A	90,000	N/A
	2,022,938	2,150,237	2,048,265	3,127,815	1,079,550	53%	977,578	45%

Fund:	Marsh Restoration & Preservation Fund		Fund #:	017
Department:	Parks, Recreation & Human Services		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. 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	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
<b>Beginning Balance</b>	<b>864,616</b>	<b>848,616</b>	<b>848,617</b>	<b>848,617</b>	-	0%	1	0%
<u>Revenue</u>								
Contributions	150	-	-	-	N/A	N/A	N/A	N/A
Total Revenue	150	-	-	-	N/A	N/A	N/A	N/A
<u>Expenditure</u>								
Professional Services	16,149	-	-	-	N/A	N/A	N/A	N/A
Total Expenditure	16,149	-	-	-	N/A	N/A	N/A	N/A
<b>Ending Balance</b>	<b>848,617</b>	<b>848,616</b>	<b>848,617</b>	<b>848,617</b>	-	0%	1	0%

Fund:	Youth Scholarship		Fund #:	122
Department:	Parks, Recreation & Human Services		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.

Description	2021 Actual	2022 Budget	2022 Estimate	2023 Budget	\$ Change 23-22 Estimate	% Change 23-22 Estimate	\$ Change 23-22 Budget	% Change 23-22 Budget
<b>Beginning Balance</b>	<b>13,828</b>	<b>14,259</b>	<b>14,258</b>	<b>12,808</b>	<b>(1,450)</b>	<b>-10%</b>	<b>(1,451)</b>	<b>-10%</b>
<u>Revenue</u>								
Investment Interest	161	350	350	460	110	31%	110	31%
Contributions	494	1,200	1,200	1,200	-	0%	-	0%
<b>Total Revenues</b>	<b>655</b>	<b>1,550</b>	<b>1,550</b>	<b>1,660</b>	<b>110</b>	<b>7%</b>	<b>110</b>	<b>7%</b>
<u>Expenditures</u>								
Miscellaneous	225	3,000	3,000	3,000	-	0%	-	0%
<b>Total Expenditures</b>	<b>225</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>0%</b>
<b>Ending Balance</b>	<b>14,258</b>	<b>12,809</b>	<b>12,808</b>	<b>11,468</b>	<b>(1,340)</b>	<b>-10%</b>	<b>(1,341)</b>	<b>-10%</b>

Fund:	Gifts Catalog		Fund #:	127
Department:	Parks, Recreation & Human Services		Department #:	64
Cost Center	Total Fund		Cost Center #:	N/A

**2023 Decision Packages**

640-23001	DP #	27	Gift Catalog Expenditure Authority (Fund 127)	48,700.00	Ongoing
640-23003	DP #	28	Updates to Parks Beautification Program	<u>370,498.00</u>	Ongoing
				419,198.00	

**Parks and Recreation 000**


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

Description	2021 Actual	2022 Budget	2022 Estimate	2023 Budget	\$ Change 23-22 Estimate	% Change 23-22 Estimate	\$ Change 23-22 Budget	% Change 23-22 Budget
<b>Beginning Balance-000</b>	<b>205,165</b>	<b>206,768</b>	<b>206,768</b>	<b>191,698</b>	<b>(15,070)</b>	<b>-7%</b>	<b>(15,070)</b>	<b>-7%</b>
<u>Revenue</u>								
Investment Interest	741	4,230	4,230	5,010	780	18%	780	18%
Contributions	56,195	69,980	84,000	120,000	36,000	43%	50,020	71%
<b>Total Revenues</b>	<b>56,936</b>	<b>74,210</b>	<b>88,230</b>	<b>125,010</b>	<b>36,780</b>	<b>42%</b>	<b>50,800</b>	<b>68%</b>
<u>Expenditure</u>								
Supplies	29,033	45,000	77,000	120,000	43,000	56%	75,000	167%
Interfund Transfer Out	26,300	26,300	26,300	-	(26,300)	-100%	(26,300)	-100%
<b>Total Expenditures</b>	<b>55,333</b>	<b>71,300</b>	<b>103,300</b>	<b>120,000</b>	<b>16,700</b>	<b>16%</b>	<b>48,700</b>	<b>68%</b>
<b>Ending Balance-000</b>	<b>206,768</b>	<b>209,678</b>	<b>191,698</b>	<b>196,708</b>	<b>5,010</b>	<b>3%</b>	<b>(12,970)</b>	<b>-6%</b>

**Art Museum/Memorial Building 100**

This program was established for the Cultural Services Division, now part of the Community Services & Economic Development Department, 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.”

Description	2021 Actual	2022 Budget	2022 Estimate	2023 Budget	\$ Change 23-22 Estimate	% Change 23-22 Estimate	\$ Change 23-22 Budget	% Change 23-22 Budget
<b>Beginning Balance-100</b>	<b>71,890</b>	<b>73,327</b>	<b>73,326</b>	<b>75,246</b>	<b>1,920</b>	<b>3%</b>	<b>1,919</b>	<b>3%</b>
<u>Revenue</u>								
Investment Interest	1,436	1,920	1,920	2,310	390	20%	390	20%
<b>Total Revenues</b>	<b>1,436</b>	<b>1,920</b>	<b>1,920</b>	<b>2,310</b>	<b>390</b>	<b>20%</b>	<b>390</b>	<b>20%</b>
<u>Expenditure</u>								
Total Expenditures	-	-	-	-	N/A	N/A	N/A	N/A
<b>Ending Balance-100</b>	<b>73,326</b>	<b>75,247</b>	<b>75,246</b>	<b>77,556</b>	<b>2,310</b>	<b>3%</b>	<b>2,309</b>	<b>3%</b>

Fund:	Gifts Catalog		Fund #:	127
Department:	Parks, Recreation & Human Services		Department #:	64
Cost Center	Total Fund		Cost Center #:	N/A

**Public Art Donations 200**


This program 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 such as the 4<sup>th</sup> Avenue luminous forest. Revenue is from contributions and interest. Contributions may be considered tax deductible if for “exclusive public purposes.” The fund is managed by Cultural Services in the Community Services & Economic Development Department.

Description	2021 Actual	2022 Budget	2022 Estimate	2023 Budget	\$ Change 23-22 Estimate	% Change 23-22 Estimate	\$ Change 23-22 Budget	% Change 23-22 Budget
<b>Beginning Balance-200</b>	<b>21,010</b>	<b>21,429</b>	<b>21,430</b>	<b>20,950</b>	<b>(480)</b>	<b>-2%</b>	<b>(479)</b>	<b>-2%</b>
<u>Revenue</u>								
Investment Interest	420	620	620	690	70	11%	70	11%
Contributions	-	6,000	6,000	6,600	600	10%	600	10%
<b>Total Revenues</b>	<b>420</b>	<b>6,620</b>	<b>6,620</b>	<b>7,290</b>	<b>670</b>	<b>10%</b>	<b>670</b>	<b>10%</b>
<u>Expenditure</u>								
Professional Services	-	6,500	6,500	6,500	-	0%	-	0%
Miscellaneous	-	600	600	600	-	0%	-	0%
<b>Total Expenditures</b>	<b>-</b>	<b>7,100</b>	<b>7,100</b>	<b>7,100</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>0%</b>
<b>Ending Balance-200</b>	<b>21,430</b>	<b>20,949</b>	<b>20,950</b>	<b>21,140</b>	<b>190</b>	<b>1%</b>	<b>191</b>	<b>1%</b>

**Beautification Program 300**

This program includes a large donation received in 2022 that conditioned use for flower baskets, corner parks and maintenance. Donations to the beautification program, flower basket and corner park adoptions, for example, will be accounted for here. Expenses that were previously in the General Fund (81) and REET (fund 125) which supported the beautification program have been moved to this fund. Expenses include two FTE’s, seasonal staff, supplies and related small equipment.

Description	2021 Actual	2022 Budget	2022 Estimate	2023 Budget	\$ Change 23-22 Estimate	% Change 23-22 Estimate	\$ Change 23-22 Budget	% Change 23-22 Budget
<b>Beginning Balance-300</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,888,215</b>	<b>2,888,215</b>	<b>N/A</b>	<b>2,888,215</b>	<b>N/A</b>
<u>Revenue</u>								
Investment Interest	-	-	3,600	730	(2,870)	-80%	730	N/A
Contributions	-	-	2,884,615	-	(2,884,615)	-100%	N/A	N/A
<b>Total Revenues</b>	<b>-</b>	<b>-</b>	<b>2,888,215</b>	<b>730</b>	<b>(2,887,485)</b>	<b>-100%</b>	<b>730</b>	<b>N/A</b>
<u>Expenditure</u>								
Salaries/Wages	-	-	-	196,455	196,455	N/A	196,455	N/A
Benefits	-	-	-	80,033	80,033	N/A	80,033	N/A
Supplies	-	-	-	26,000	26,000	N/A	26,000	N/A
Small Equipment	-	-	-	500	500	N/A	500	N/A
Professional Services	-	-	-	50,000	50,000	N/A	50,000	N/A
Interfund Rental	-	-	-	17,510	17,510	N/A	17,510	N/A
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>370,498</b>	<b>370,498</b>	<b>N/A</b>	<b>370,498</b>	<b>N/A</b>
<b>Ending Balance-200</b>	<b>-</b>	<b>-</b>	<b>2,888,215</b>	<b>2,518,447</b>	<b>(369,768)</b>	<b>-13%</b>	<b>2,518,447</b>	<b>N/A</b>

Fund:	Cemetery Maintenance/ Improvement		Fund #:	130
Department:	Parks, Recreation & Human Services		Department #:	64
Cost Center	Cemetery		Cost Center #:	N/A

**Function**

The Cemetery Improvement Fund was established by Ordinance No. 3797. The purpose of this fund is to provide for the day-to-day operations of the Edmonds Memorial Cemetery and Columbarium under the direction of the Cemetery Board, as reviewed and approved by the City Council. Ninety percent of revenue from lot sales, burial and internment fees and donations are designated to this fund. The cemetery is maintained by one FTE year around and one seasonal employee which includes landscape maintenance, burials and selling of graves and columbarium niches.

**2023 Budget Changes**

Annual adjustment for interfund rental


**2023 Decision Packages**

DP # 29 Increase to Cemetery Seasonal Labor	10,000.00	Ongoing
	10,000.00	

Description	2021 Actual	2022 Budget	2022 Estimate	2023 Budget	\$ Change 23-22 Estimate	% Change 23-22 Estimate	\$ Change 23-22 Budget	% Change 23-22 Budget
<b>Beginning Balance</b>	<b>205,127</b>	<b>266,205</b>	<b>266,206</b>	<b>267,890</b>	<b>1,684</b>	<b>1%</b>	<b>1,685</b>	<b>1%</b>
<b>Revenue</b>								
Grants	2,608	-	-	-	N/A	N/A	N/A	N/A
Resale Items/Taxable	33,286	27,000	27,500	27,000	(500)	-2%	-	0%
Cemetery Grave Sales	178,830	109,620	150,720	116,000	(34,720)	-23%	6,380	6%
Investment Interest	2,386	5,810	5,810	7,960	2,150	37%	2,150	37%
Interfund Transfer	40,000	40,000	40,000	-	(40,000)	-100%	(40,000)	-100%
<b>Total Revenue</b>	<b>257,110</b>	<b>182,430</b>	<b>224,030</b>	<b>150,960</b>	<b>(73,070)</b>	<b>-33%</b>	<b>(31,470)</b>	<b>-17%</b>
<b>Expenditures</b>								
Salaries and Wages	97,374	119,837	119,837	137,541	17,704	15%	17,704	15%
Overtime	841	3,500	3,500	3,500	-	0%	-	0%
Benefits	38,946	41,069	41,069	54,487	13,418	33%	13,418	33%
Uniforms	490	1,000	-	1,000	1,000	N/A	-	0%
Supplies	2,904	7,000	1,050	7,000	5,950	567%	-	0%
Resale Items	27,786	20,000	21,500	20,000	(1,500)	-7%	-	0%
Professional Services	1,445	4,200	2,300	4,200	1,900	83%	-	0%
Communications	1,683	1,700	1,700	1,700	-	0%	-	0%
Travel	-	500	-	500	500	N/A	-	0%
Utilities	5,195	5,565	4,800	5,565	765	16%	-	0%
Repairs and Maintenan	-	500	7,000	500	(6,500)	-93%	-	0%
Miscellaneous	2,717	4,000	7,900	4,000	(3,900)	-49%	-	0%
Interfund Rental	16,650	11,690	11,690	9,420	(2,270)	-19%	(2,270)	-19%
<b>Total Expenditures</b>	<b>196,031</b>	<b>220,561</b>	<b>222,346</b>	<b>249,413</b>	<b>27,067</b>	<b>12%</b>	<b>28,852</b>	<b>13%</b>
<b>Ending Balance</b>	<b>266,206</b>	<b>228,074</b>	<b>267,890</b>	<b>169,437</b>	<b>(98,453)</b>	<b>-37%</b>	<b>(58,637)</b>	<b>-26%</b>



*This page is intentionally left blank.*

Fund:	Parks Trust		Fund #:	136
Department:	Parks, Recreation & Human Services		Department #:	64
Cost Center	Total Fund		Cost Center #:	N/A

**Function**

This fund was established in 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 with hanging flower baskets and annually heavily planted street intersection corners and landscape beds.


**Environmental/Beach Ranger Program 200**

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

**Yost Pool 300**

Yost Pool is a popular outdoor pool operated in summer months that enhances the lives, fitness, and health of the Edmonds community.




Fund:	Parks Trust		Fund #:	136
Department:	Parks, Recreation & Human Services		Department #:	64
Cost Center	Total Fund		Cost Center #:	N/A

Description	2021 Actual	2022 Budget	2022 Estimate	2023 Budget	\$ Change 23-22 Estimate	% Change 23-22 Estimate	\$ Change 23-22 Budget	% Change 23-22 Budget
<b>Beginning Balance-100</b>	<b>97,598</b>	<b>97,905</b>	<b>97,905</b>	<b>50,035</b>	<b>(47,870)</b>	<b>-49%</b>	<b>(47,870)</b>	<b>-49%</b>
<u>Revenue</u>								
Investment Interest	307	2,130	2,130	2,650	520	24%	520	24%
Total Revenues	307	2,130	2,130	2,650	520	24%	520	24%
<u>Expenditure</u>								
Professional Services		50,000	50,000	-	(50,000)	-100%	(50,000)	-100%
Total Expenditures	-	50,000	50,000	-	(50,000)	-100%	(50,000)	-100%
<b>Ending Balance-100</b>	<b>97,905</b>	<b>50,035</b>	<b>50,035</b>	<b>52,685</b>	<b>2,650</b>	<b>5%</b>	<b>2,650</b>	<b>5%</b>

Description	2021 Actual	2022 Budget	2022 Estimate	2023 Budget	\$ Change 23-22 Estimate	% Change 23-22 Estimate	\$ Change 23-22 Budget	% Change 23-22 Budget
<b>Beginning Balance- 200</b>	<b>67,132</b>	<b>68,731</b>	<b>68,731</b>	<b>70,871</b>	<b>2,140</b>	<b>3%</b>	<b>2,140</b>	<b>3%</b>
<u>Revenue</u>								
Investment Interest	1,599	2,140	2,140	2,730	590	28%	590	28%
Contributions	-	-	-	-	N/A	N/A	N/A	N/A
Total Revenues	1,599	2,140	2,140	2,730	590	28%	590	28%
<u>Expenditure</u>								
Small Equipment	-	-	-	-	N/A	N/A	N/A	N/A
Total Expenditures	-	-	-	-	N/A	N/A	N/A	N/A
<b>Ending Balance-200</b>	<b>68,731</b>	<b>70,871</b>	<b>70,871</b>	<b>73,601</b>	<b>2,730</b>	<b>4%</b>	<b>2,730</b>	<b>4%</b>


Description	2021 Actual	2022 Budget	2022 Estimate	2023 Budget	\$ Change 23-22 Estimate	% Change 23-22 Estimate	\$ Change 23-22 Budget	% Change 23-22 Budget
<b>Beginning Balance- 300</b>	<b>1,907</b>	<b>1,953</b>	<b>1,952</b>	<b>2,012</b>	<b>60</b>	<b>3%</b>	<b>59</b>	<b>3%</b>
<u>Revenue</u>								
Investment Interest	45	60	60	80	20	33%	20	33%
Total Revenues	45	60	60	80	20	33%	20	33%
<u>Expenditure</u>								
Total Expenditures	-	-	-	-	N/A	N/A	N/A	N/A
<b>Ending Balance-300</b>	<b>1,952</b>	<b>2,013</b>	<b>2,012</b>	<b>2,092</b>	<b>80</b>	<b>4%</b>	<b>79</b>	<b>4%</b>

Fund:	Cemetery Maintenance Trust		Fund #:	137
Department:	Parks, Recreation & Human Services		Department #:	64
Cost Center	Cemetery		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 fund principal may be expended from this account. Ten percent of revenue from lot sales, burial and interment fees and donations is designated to this fund.

Description	2021 Actual	2022 Budget	2022 Estimate	2023 Budget	\$ Change 23-22 Estimate	% Change 23-22 Estimate	\$ Change 23-22 Budget	% Change 23-22 Budget
<b>Beginning Balance</b>	<b>1,089,860</b>	<b>1,107,074</b>	<b>1,107,074</b>	<b>1,150,601</b>	<b>43,527</b>	<b>4%</b>	<b>43,527</b>	<b>4%</b>
<u>Revenue</u>								
Resale Items/Taxable	5,098	3,000	3,000	3,000	-	0%	-	0%
Cemetery Grave Sales	18,470	12,180	12,187	12,510	323	3%	330	3%
Investment Interest	12,857	28,340	28,340	35,990	7,650	27%	7,650	27%
<b>Total Revenues</b>	<b>36,425</b>	<b>43,520</b>	<b>43,527</b>	<b>51,500</b>	<b>7,973</b>	<b>18%</b>	<b>7,980</b>	<b>18%</b>
<u>Expenditure</u>								
Small Equipment	-	25,000	-	25,000	25,000	N/A	-	0%
Equipment	19,211	-	-	-	N/A	N/A	N/A	N/A
<b>Total Expenditures</b>	<b>19,211</b>	<b>25,000</b>	<b>-</b>	<b>25,000</b>	<b>25,000</b>	<b>N/A</b>	<b>-</b>	<b>0%</b>
<b>Ending Balance</b>	<b>1,107,074</b>	<b>1,125,594</b>	<b>1,150,601</b>	<b>1,177,101</b>	<b>26,500</b>	<b>2%</b>	<b>51,507</b>	<b>5%</b>

Fund:	Tree Fund		Fund #:	143
Department:	Parks, Recreation & Human Services		Department #:	64
Cost Center	Total Fund		Cost Center #:	N/A

**Function**

The Tree Fund (143) was established by Ordinance 4218 and amended by Ordinance 4220, and is funded by the fee-in-lieu programs and penalties from critical area violations and tree cutting violations. The Parks, Recreation and Cultural Services Department will manage the expenditures of Fund 143 while the Planning Department will be responsible for ordinance compliance, violation penalties and fee collection.

**2023 Budget Changes**

All funding will be acquired through the stipulations as outlined in the tree ordinances to include but not limited to fee-in-lieu program and penalties from critical area violations and tree cutting violations.


**2023 Decision Packages**

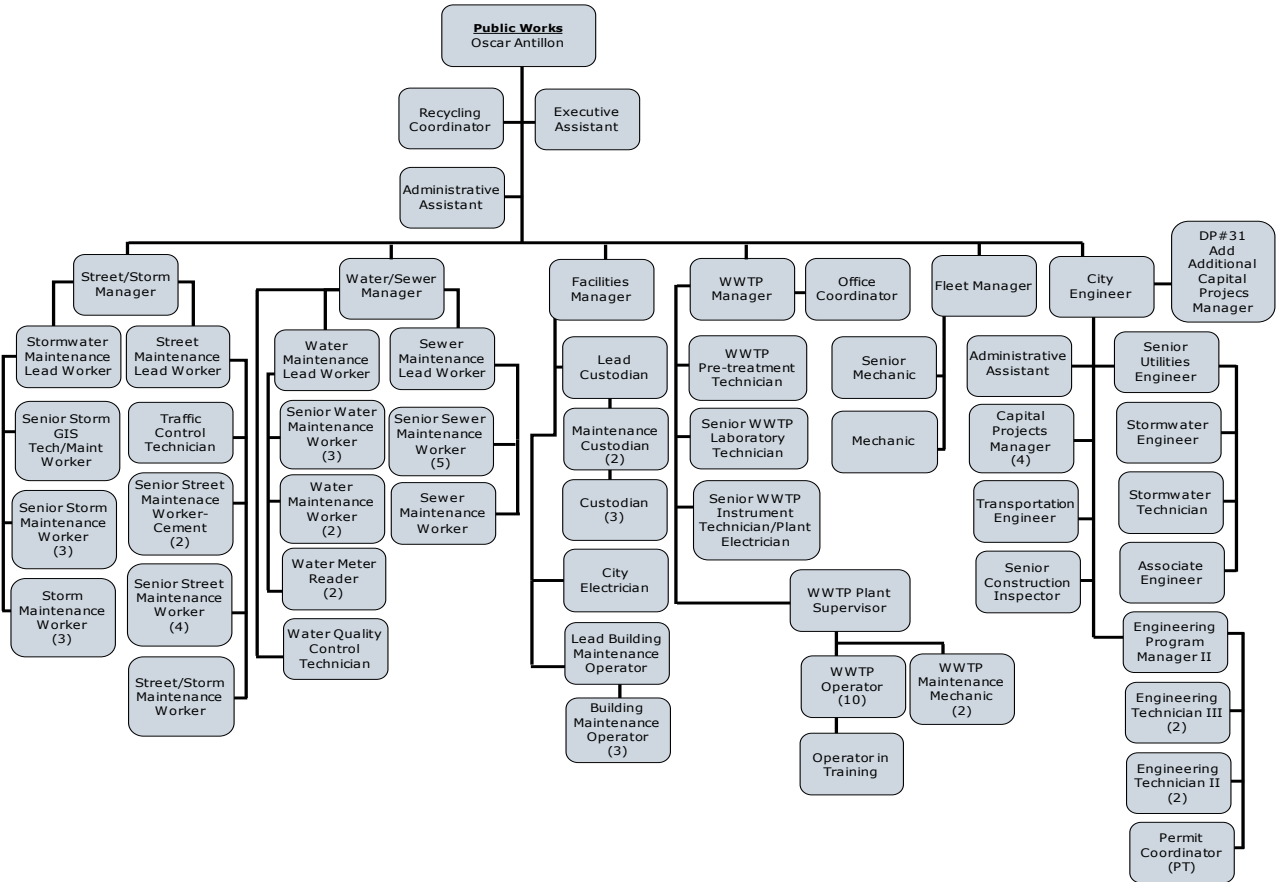
None


Description	2021 Actual	2022 Budget	2022 Estimate	2023 Budget	\$ Change 23-22 Estimate	% Change 23-22 Estimate	\$ Change 23-22 Budget	% Change 23-22 Budget
<b>Beginning Balance</b>	-	20,632	20,632	236,162	215,530	1045%	215,530	1045%
<b>Revenue</b>								
Planning & Development Fees	-	214,800	215,000	214,800	(200)	0%	-	0%
Investment Interest	145	530	530	300	(230)	-43%	(230)	-43%
Interfund Transfer	20,487	-	-	-	N/A	N/A	N/A	N/A
<b>Total Revenues</b>	20,632	215,330	215,530	215,100	(430)	0%	(230)	0%
<b>Expenditures</b>								
Supplies	-	1,000	-	1,000	1,000	N/A	-	0%
Professional Services	-	14,800	-	14,800	14,800	N/A	-	0%
Land	-	199,000	-	199,000	199,000	N/A	-	0%
<b>Total Expenditures</b>	-	214,800	-	214,800	214,800	N/A	-	0%
<b>Ending Balance</b>	<b>20,632</b>	<b>21,162</b>	<b>236,162</b>	<b>236,462</b>	<b>300</b>	<b>0%</b>	<b>215,300</b>	<b>1017%</b>



*This page is intentionally left blank.*

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; rights-of-way; 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 vehicle fleet.

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

Program	2021 Actual	2022 Budget	2022 Estimate	2023 Budget	\$ Change 23-22 Estimate	% Change 23-22 Estimate	\$ Change 23-22 Budget	% Change 23-22 Budget
Administration	545,230	616,928	374,113	617,614	243,501	65%	686	0%
Engineering	2,638,201	2,847,103	2,776,696	3,211,439	434,743	16%	364,336	13%
Facilities Maintenance	2,566,698	3,450,275	2,715,275	2,364,445	(350,830)	-13%	(1,085,830)	-31%
	5,750,129	6,914,306	5,866,084	6,193,498	327,414	6%	(720,808)	-10%

Description	2021 Actual	2022 Budget	2022 Estimate	2023 Budget	\$ Change 23-22 Estimate	% Change 23-22 Estimate	\$ Change 23-22 Budget	% Change 23-22 Budget
Salaries	2,889,099	3,099,808	2,884,808	3,535,531	650,723	23%	435,723	14%
Overtime	11,679	14,200	13,700	14,200	500	4%	-	0%
Benefits	1,109,186	1,194,496	1,139,496	1,311,666	172,170	15%	117,170	10%
Uniforms	5,483	4,450	4,450	6,450	2,000	45%	2,000	45%
Supplies	150,772	133,600	133,600	133,600	-	0%	-	0%
Minor Equipment	41,456	6,200	6,000	6,200	200	3%	-	0%
Professional Services	53,584	548,040	254,200	232,040	(22,160)	-9%	(316,000)	-58%
Communications	42,260	38,350	35,850	37,050	1,200	3%	(1,300)	-3%
Travel	-	2,100	2,100	2,100	-	0%	-	0%
Rental/Lease	8,332	14,900	13,900	14,900	1,000	7%	-	0%
Interfund Rental	244,205	315,182	310,600	318,461	7,861	3%	3,279	1%
Public Utility	310,098	294,800	294,800	294,800	-	0%	-	0%
Repair/Maintenance	730,399	902,600	465,500	242,100	(223,400)	-48%	(660,500)	-73%
Miscellaneous	49,518	75,400	36,900	44,400	7,500	20%	(31,000)	-41%
Buildings	103,128	-	-	-	N/A	N/A	N/A	N/A
Construction Projects	930	270,180	270,180	-	(270,180)	-100%	(270,180)	-100%
	5,750,129	6,914,306	5,866,084	6,193,498	327,414	6%	(720,808)	-10%

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), 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.


**2023 Budget Changes**

Annual adjustment for technology services and interfund rental


**2023 Decision Packages**

None



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

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
Salaries	349,234	387,224	187,224	372,700	185,476	99%	(14,524)	-4%
Overtime	-	200	200	200	-	0%	-	0%
Benefits	98,659	126,689	86,689	142,675	55,986	65%	15,986	13%
Supplies	3,167	8,600	8,600	8,600	-	0%	-	0%
Minor Equipment	5,502	1,000	1,000	1,000	-	0%	-	0%
Professional Services	238	200	200	200	-	0%	-	0%
Communications	778	1,350	1,350	1,350	-	0%	-	0%
Travel	-	500	500	500	-	0%	-	0%
Rental/Lease	994	2,400	2,400	2,400	-	0%	-	0%
Interfund Rental	81,920	80,065	77,250	79,289	2,039	3%	(776)	-1%
Public Utility	3,264	2,800	2,800	2,800	-	0%	-	0%
Repair/Maintenance	-	1,000	1,000	1,000	-	0%	-	0%
Miscellaneous	1,474	4,900	4,900	4,900	-	0%	-	0%
	545,230	616,928	374,113	617,614	243,501	65%	686	0%

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 325,000 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, Meadowdale Clubhouse, Museum, Wade James Theater, Log Cabin, Boys and Girls Club, and various Parks buildings. Maintenance and repair activities for these buildings include carpentry, flooring, plumbing, locksmithing, electrical, painting, roofing heating/ventilation/cooling, low voltage cabling, and all building security including, cameras and card entry systems and building automated controls, fire/life safety systems, burglar alarms and building automated environmental and lighting systems. In addition, custodial care is provided for approximately 150,000 square feet of areas occupied by City staff and tenants, or areas used by City recreation programs, Edmonds Sno-Isle Library, and South County Fire and Rescue.

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 and ancillary support to the waste water treatment plant. 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, and the Downtown Christmas Tree Lighting Ceremony. In 2023 the Facilities Division will take over repair of seven existing park restroom facilities, previously maintained by Parks and Recreation.

**Budget Narrative**


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

**2023 Budget Changes**


Annual adjustment for interfund rental

**2023 Decision Packages**

DP #	30	Citywide Unscheduled Repairs and Maintenance	200,000.00	Ongoing
			200,000.00	

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

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
Salaries	793,431	851,456	851,456	972,868	121,412	14%	121,412	14%
Overtime	7,566	9,000	9,000	9,000	-	0%	-	0%
Benefits	331,629	365,679	365,679	398,717	33,038	9%	33,038	9%
Uniforms	5,163	4,000	4,000	4,000	-	0%	-	0%
Supplies	147,605	125,000	125,000	125,000	-	0%	-	0%
Minor Equipment	34,016	3,000	3,000	3,000	-	0%	-	0%
Professional Services	53,346	534,000	234,000	218,000	(16,000)	-7%	(316,000)	-59%
Communications	23,728	16,000	16,000	16,000	-	0%	-	0%
Travel	-	1,000	1,000	1,000	-	0%	-	0%
Rental/Lease	2,375	5,000	5,000	5,000	-	0%	-	0%
Interfund Rental	24,050	69,960	69,960	76,360	6,400	9%	6,400	9%
Public Utility	306,834	292,000	292,000	292,000	-	0%	-	0%
Repair/Maintenance	730,331	899,000	464,000	238,500	(225,500)	-49%	(660,500)	-73%
Miscellaneous	2,566	5,000	5,000	5,000	-	0%	-	0%
Buildings	103,128	-	-	-	N/A	N/A	N/A	N/A
Construction Projects	930	270,180	270,180	-	(270,180)	-100%	(270,180)	-100%
	2,566,698	3,450,275	2,715,275	2,364,445	(350,830)	-13%	(1,085,830)	-31%

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 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, 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 laptop 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	Use of five vehicles and 33% of another staff car.

**2023 Budget Changes**


Annual adjustment for technology services and interfund rental

**2023 Decision Packages**

DP #	31	New Position Request - Capital Projects Manager	<u>160,640.00</u>	Ongoing
			160,640.00	

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

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
Salaries	1,746,434	1,861,128	1,846,128	2,189,963	343,835	19%	328,835	18%
Overtime	4,113	5,000	4,500	5,000	500	11%	-	0%
Benefits	678,898	702,128	687,128	770,274	83,146	12%	68,146	10%
Uniforms	320	450	450	2,450	2,000	444%	2,000	444%
Minor Equipment	1,938	2,200	2,000	2,200	200	10%	-	0%
Professional Services	-	13,840	20,000	13,840	(6,160)	-31%	-	0%
Communications	17,754	21,000	18,500	19,700	1,200	6%	(1,300)	-6%
Travel	-	600	600	600	-	0%	-	0%
Rental/Lease	4,963	7,500	6,500	7,500	1,000	15%	-	0%
Interfund Rental	138,235	165,157	163,390	162,812	(578)	0%	(2,345)	-1%
Repair/Maintenance	68	2,600	500	2,600	2,100	420%	-	0%
Miscellaneous	45,478	65,500	27,000	34,500	7,500	28%	(31,000)	-47%
	2,638,201	2,847,103	2,776,696	3,211,439	434,743	16%	364,336	13%

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, two Senior Street Maintenance/Cement Finishers, four Senior Street Maintenance Workers and a Street Maintenance Worker. The Manager also supervises the Stormwater Division.

**2023 Budget Changes**


Annual adjustment for debt service allocation, WCIA insurance rates, interfund rental and overhead allocation

**2023 Decision Packages**

None

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

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
<b>Beginning Balance</b>	<b>1,138,410</b>	<b>951,166</b>	<b>951,164</b>	<b>547,114</b>	<b>(404,050)</b>	<b>-42%</b>	<b>(404,052)</b>	<b>-42%</b>
<u>Revenue</u>								
TBD Vehicle Fee	707,233	706,000	706,000	706,000	-	0%	-	0%
Street And Curb Permit	3,400	5,000	5,000	5,000	-	0%	-	0%
Grants	543	-	-	-	N/A	N/A	N/A	N/A
Motor Vehicle Fuel Tax	674,189	620,000	690,000	660,000	(30,000)	-4%	40,000	6%
Transportation Charges	50,444	-	3,000	-	(3,000)	-100%	N/A	N/A
Investment Interest	5,022	19,730	19,730	18,210	(1,520)	-8%	(1,520)	-8%
Miscellaneous Revenues	768	1,200	1,200	1,200	-	0%	-	0%
Interfund Transfer In	400,000	400,000	400,000	400,000	-	0%	-	0%
Insurance Recoveries	41,789	-	-	-	N/A	N/A	N/A	N/A
<b>Total Revenues</b>	<b>1,883,388</b>	<b>1,751,930</b>	<b>1,824,930</b>	<b>1,790,410</b>	<b>(34,520)</b>	<b>-2%</b>	<b>38,480</b>	<b>2%</b>
<u>Expenditure</u>								
Salaries	706,903	749,110	749,110	828,313	79,203	11%	79,203	11%
Overtime	66,900	38,400	38,400	38,400	-	0%	-	0%
Benefits	354,368	347,919	347,919	377,585	29,666	9%	29,666	9%
Uniforms	5,432	6,000	6,000	6,000	-	0%	-	0%
Supplies	166,809	263,000	185,500	263,000	77,500	42%	-	0%
Small Equipment	3,565	20,000	11,000	20,000	9,000	82%	-	0%
Professional Services	9,384	23,210	21,210	23,210	2,000	9%	-	0%
Communications	6,878	4,500	4,500	4,500	-	0%	-	0%
Training	-	1,000	-	1,000	1,000	N/A	-	0%
Rental/Lease	2,843	2,300	1,800	2,300	500	28%	-	0%
Insurance	148,533	184,111	184,111	120,821	(63,290)	-34%	(63,290)	-34%
Public Utility	267,363	273,730	273,730	273,730	-	0%	-	0%
Repairs & Maintenance	62,126	72,000	66,200	52,000	(14,200)	-21%	(20,000)	-28%
Miscellaneous	12,399	8,000	17,000	8,000	(9,000)	-53%	-	0%
Equipment	7,507	30,000	30,000	-	(30,000)	-100%	(30,000)	-100%
Interfund Rental	244,970	287,850	287,850	302,430	14,580	5%	14,580	5%
Debt Principal	4,214	4,270	4,270	4,380	110	3%	110	3%
Debt Interest	440	380	380	300	(80)	-21%	(80)	-21%
<b>Total Expenditures</b>	<b>2,070,634</b>	<b>2,315,780</b>	<b>2,228,980</b>	<b>2,325,969</b>	<b>96,989</b>	<b>4%</b>	<b>10,189</b>	<b>0%</b>
<b>Ending Balance</b>	<b>951,164</b>	<b>387,316</b>	<b>547,114</b>	<b>11,555</b>	<b>(535,559)</b>	<b>-98%</b>	<b>(375,761)</b>	<b>-97%</b>

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 10,372 accounts. The Water Division operates and maintains all storage and conveyance facilities including over 138 miles of distribution mains, 18 pressure reducing stations, three 1,500,000 gallon reservoirs, and one 3,000,000 gallon reservoir and pumping station. Nine permanent employees are responsible for the above functions.

**Budget Narrative**

The Salary and Benefit budget includes the Water/Sewer Manager (0.5 FTE), Water Maintenance Lead Worker, Water Quality Control Technician, two Water Meter Readers, Administrative Assistant (.35 FTE), three Senior Water Maintenance Workers, two Water Maintenance Workers, 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.


**2023 Budget Changes**

Annual adjustment for debt service allocation, WCIA insurance rates, material costs, technology services, interfund rental and utility overhead allocation


**2023 Decision Packages**

DP #	32	Utility Rate Increase	47,234.00	Ongoing
DP #	33	Water Operations & Capital Increase	255,500.00	Ongoing
DP #	34	Phase 12 Waterline Replacement (2022)	10,000.00	One-Time
DP #	35	Phase 14 WL Replacement (2024)	506,128.00	One-Time
DP #	36	2023 Waterline Replacement Overlays	50,000.00	One-Time
DP #	37	Yost and Seaview Reservoirs Repairs & Upgrades	805,000.00	One-Time
DP #	38	Phase 13 Waterline Replacement (2023)	1,700,000.00	One-Time
DP #	63	76th Ave. W @ 220th St. SW Improvements	17,500.00	One-Time
			<u>3,391,362.00</u>	



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

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22	23-22	23-22	23-22
					Estimate	Estimate	Budget	Budget
<b>Beginning Balance</b>	<b>25,699,652</b>	<b>28,727,168</b>	<b>28,727,164</b>	<b>29,857,020</b>	<b>1,129,856</b>		<b>1,129,852</b>	<b>4%</b>
<b>Revenue</b>								
Grants	2,992	-	-	-	N/A	N/A	N/A	N/A
Water Sales and Services	10,283,161	10,416,436	10,459,028	11,362,824	903,796	9%	946,388	9%
Investment Interest	4	-	-	18,590	18,590	N/A	18,590	N/A
Leases Long-Term	21,215	41,500	41,500	41,500	-	0%	-	0%
Miscellaneous Revenues	12,098	200	2,600	200	(2,400)	-92%	-	0%
Gains/Losses	9,432	-	-	-	N/A	N/A	N/A	N/A
Water Connection Fee	236,671	560,000	511,109	527,000	15,891	3%	(33,000)	-6%
<b>Total Revenues</b>	<b>10,565,573</b>	<b>11,018,136</b>	<b>11,014,237</b>	<b>11,950,114</b>	<b>935,877</b>	<b>8%</b>	<b>931,978</b>	<b>8%</b>
<b>Expenditure</b>								
Depreciation	880,709	-	-	-	N/A	N/A	N/A	N/A
Salaries	646,307	842,096	842,096	963,268	121,172	14%	121,172	14%
Overtime	22,779	24,000	24,000	24,000	-	0%	-	0%
Benefits	83,908	330,100	330,100	393,439	63,339	19%	63,339	19%
Uniforms	3,559	4,000	4,000	4,000	-	0%	-	0%
Supplies	127,034	150,000	150,000	150,000	-	0%	-	0%
Resale Inventory - Water	2,213,652	2,170,000	2,170,000	2,398,000	228,000	11%	228,000	11%
Resale Inventory - Supplies	150,359	170,000	170,000	180,000	10,000	6%	10,000	6%
Small Equipment	4,437	11,000	11,000	13,500	2,500	23%	2,500	23%
Professional Services	199,307	1,800,279	1,224,054	1,786,598	562,544	46%	(13,681)	-1%
Interfund Services	500,031	437,160	437,160	440,330	3,170	1%	3,170	1%
Communications	30,796	30,000	30,000	35,000	5,000	17%	5,000	17%
Training	-	200	200	200	-	0%	-	0%
Excise Tax	1,443,415	1,649,700	1,649,700	1,696,934	47,234	3%	47,234	3%
Rental/Lease	5,162	5,000	5,000	5,000	-	0%	-	0%
Interfund Rental	119,630	148,740	147,590	182,952	35,362	24%	34,212	23%
Insurance	98,196	122,359	122,359	215,319	92,960	76%	92,960	76%
Public Utility	33,755	35,000	35,000	35,000	-	0%	-	0%
Repairs & Maintenance	168,718	176,130	176,130	71,130	(105,000)	-60%	(105,000)	-60%
Miscellaneous	176,391	123,600	123,600	123,600	-	0%	-	0%
Interfund Transfer Out	-	645,370	645,370	646,370	1,000	0%	1,000	0%
Equipment	-	10,000	10,000	10,000	-	0%	-	0%
Construction Projects	-	1,998,334	967,952	1,400,000	432,048	45%	(598,334)	-30%
Debt Principal	-	428,490	428,490	362,610	(65,880)	-15%	(65,880)	-15%
Debt Interest	588,409	180,580	180,580	185,300	4,720	3%	4,720	3%
Debt Issue Costs	41,507	-	-	-	N/A	N/A	N/A	N/A
<b>Total Expenditures</b>	<b>7,538,061</b>	<b>11,492,138</b>	<b>9,884,381</b>	<b>11,322,550</b>	<b>1,438,169</b>	<b>15%</b>	<b>(169,588)</b>	<b>-1%</b>
<b>Ending Balance</b>	<b>28,727,164</b>	<b>28,253,166</b>	<b>29,857,020</b>	<b>30,484,584</b>	<b>627,564</b>	<b>2%</b>	<b>2,231,418</b>	<b>8%</b>

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**

The Salary and Benefit budget includes .5 FTE Street/Stormwater Manager, one Stormwater Maintenance Lead Worker, a Senior Storm GIS worker, two Senior Storm Maintenance Workers, and four Storm Maintenance Workers. 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.

**2023 Budget Changes**


There is an annual adjustment for the debt service allocation, WCIA insurance rates, technology services, interfund rental and utility overhead allocation.

**2023 Decision Packages**

DP #	32	Utility Rate Increase	29,558.00	Ongoing
DP #	39	Lower Perrinville Creek Restoration Project	750,000.00	One-Time
DP #	40	Seaview Infiltration Facility Phase 2	10,000.00	One-Time
DP #	41	2023 SD Overlays	200,000.00	One-Time
DP #	42	Phase 4 Storm Maintenance Project (2024)	290,000.00	One-Time
DP #	43	Perrinville Creek Basin Analysis Update	150,000.00	One-Time
DP #	44	Perrinville Creek Flow Management Projects	120,000.00	One-Time
DP #	45	Storm and Surface Water Comprehensive Plan Update	600,000.00	One-Time
DP #	46	7317 Lake Ballinger Way Floodplain Removal	750,000.00	One-Time
DP #	63	76th Ave. W @ 220th St. SW Improvements	17,500.00	One-Time
DP #	78	Elm Way Walkway from 8th Ave. S to 9th Ave. S	349,927.00	One-Time
			<u>3,266,985.00</u>	

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

Description	2021 Actual	2022 Budget	2022 Estimate	2023 Budget	\$ Change 23-22 Estimate	% Change 23-22 Estimate	\$ Change 23-22 Budget	% Change 23-22 Budget
<b>Beginning Balance</b>	<b>13,590,690</b>	<b>15,647,377</b>	<b>15,647,375</b>	<b>15,045,369</b>	<b>(602,006)</b>	<b>-4%</b>	<b>(602,008)</b>	<b>-4%</b>
<b>Revenue</b>								
Grants	165,064	1,331,250	1,331,250	1,188,616	(142,634)	-11%	(142,634)	-11%
Stormwater Sales	5,889,150	6,502,647	6,448,037	7,385,734	937,697	15%	883,087	14%
Illegal Discharge Fine	-	500	500	500	-	0%	-	0%
Investment Interest	2	-	28,412	16,050	(12,362)	-44%	16,050	N/A
Leases Long-Term	18,110	18,500	18,500	18,500	-	0%	-	0%
Miscellaneous Revenues	4,625	-	-	-	N/A	N/A	N/A	N/A
Gains (Losses)	684	-	-	-	N/A	N/A	N/A	N/A
Water Connection Fee	51,149	25,000	65,622	80,000	14,378	22%	55,000	220%
<b>Total Revenues</b>	<b>6,128,784</b>	<b>7,877,897</b>	<b>7,892,321</b>	<b>8,689,400</b>	<b>797,079</b>	<b>10%</b>	<b>811,503</b>	<b>10%</b>
<b>Expenditure</b>								
Depreciation	590,778	-	-	-	N/A	N/A	N/A	N/A
Salaries	664,320	734,284	734,284	821,952	87,668	12%	87,668	12%
Overtime	38,296	26,000	26,000	26,000	-	0%	-	0%
Benefits	123,999	294,767	294,767	342,317	47,550	16%	47,550	16%
Uniforms	7,784	6,500	6,500	6,500	-	0%	-	0%
Supplies	36,190	46,000	43,000	46,000	3,000	7%	-	0%
Small Equipment	304	4,000	5,000	4,000	(1,000)	-20%	-	0%
Professional Services	319,113	2,735,693	1,839,475	2,214,284	374,809	20%	(521,409)	-19%
Interfund Services	673,281	745,570	745,570	708,840	(36,730)	-5%	(36,730)	-5%
Communications	6,267	3,200	3,200	3,200	-	0%	-	0%
Training	510	4,300	13,000	4,300	(8,700)	-67%	-	0%
Excise Taxes	622,133	470,100	470,100	499,658	29,558	6%	29,558	6%
Rental/Lease	1,579	6,000	3,000	6,000	3,000	100%	-	0%
Interfund Rental	261,778	261,847	261,150	287,210	26,060	10%	25,363	10%
Insurance	66,228	82,335	82,335	30,265	(52,070)	-63%	(52,070)	-63%
Public Utility	12,979	10,500	10,500	10,500	-	0%	-	0%
Repairs & Maintenance	90,109	67,130	57,000	189,130	132,130	232%	122,000	182%
Miscellaneous	274,220	232,300	232,300	232,300	-	0%	-	0%
Interfund Transfer Out	534	297,787	297,787	283,237	(14,550)	-5%	(14,550)	-5%
Land	-	-	-	680,000	680,000	N/A	680,000	N/A
Construction Projects	-	3,137,333	2,914,659	382,757	(2,531,902)	-87%	(2,754,576)	-88%
Debt Principal	-	353,520	353,520	329,760	(23,760)	-7%	(23,760)	-7%
Debt Interest	281,697	101,180	101,180	103,070	1,890	2%	1,890	2%
<b>Total Expenditures</b>	<b>4,072,099</b>	<b>9,620,346</b>	<b>8,494,327</b>	<b>7,211,280</b>	<b>(1,283,047)</b>	<b>-15%</b>	<b>(2,409,066)</b>	<b>-25%</b>
<b>Ending Balance</b>	<b>15,647,375</b>	<b>13,904,928</b>	<b>15,045,369</b>	<b>16,523,489</b>	<b>1,478,120</b>	<b>10%</b>	<b>2,618,561</b>	<b>19%</b>

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, Shoreline and Lynnwood and Olympic View Water and Sewer 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 at times the Ballinger pump station. The cost of the Lynnwood treatment plant 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. After taking into consideration significant energy, chemical and fuel savings and reallocating line items to be more accurate, the department will see a slight reduction in O&M expenses and an increase in labor expense in order to attract and retain qualified staff. Plant staff will be challenged in the coming year to find and develop a biochar market and develop a model to capture production expenses for the biochar.

The Capital Program has begun work on the Phase 6 Carbon Recovery project construction, beginning in 2020 and completing in early 2023. While the City has entered into an agreement with the WA State Department of Enterprise Services to ensure the project construction will be completed on time and within budget over the next three years, impacts of the pandemic have effected the project schedule. The Carbon Recovery project will replace the sanitary sewage incinerator (SSI) and associated equipment and is the single best opportunity for the WWTP to meet the goals and objectives of Council Resolution 1389, which commits Edmonds to achieving or exceeding established environmental goals.


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

**2023 Budget Changes**


Annual adjustment for debt service allocation, WCIA insurance rates, technology services, interfund rental and utility overhead allocation

**2023 Decision Packages**

DP #	32	Utility Rate Increase	48,360.00	Ongoing
DP #	47	Purchase of new Sewer Vehicle and GPS Equipment	11,900.00	One-Time
DP #	48	Sewer Operations Increase	6,000.00	Ongoing
DP #	49	Closeout costs for Phase 9 Sewer Replacement-2022)	30,000.00	One-Time
DP #	50	Design costs for Phase 11 (2024) Sewer Replacement	349,517.00	One-Time
DP #	51	2023 Sanitary Sewer Replacement Overlays	200,000.00	One-Time
DP #	52	Phase 10 Sewer Replacement (2023)	1,689,212.00	One-Time
DP #	53	CIPP Sewer Rehab Phase 3 (2023)	423,710.00	One-Time
DP #	54	WWTP Clarifier 1 rehab	527,754.00	One-Time
DP #	55	Vacuum Filter replacement	282,655.00	One-Time
DP #	56	Nuvoda design	452,361.00	One-Time
DP #	57	Joint Sealant	90,472.00	One-Time
DP #	58	WWTP	(69,000.00)	Ongoing
			<u>4,042,941.00</u>	

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

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22	23-22	23-22	23-22
					Estimate	Estimate	Budget	Budget
<b>Beginning Balance</b>	<b>52,398,428</b>	<b>60,352,529</b>	<b>60,352,522</b>	<b>56,196,724</b>	<b>(4,155,798)</b>	<b>-7%</b>	<b>(4,155,805)</b>	<b>-7%</b>
<b>Revenue</b>								
Other/Non-Bus/Lic/Permit	13,060	13,000	12,250	12,000	(250)	-2%	(1,000)	-8%
Grants	243,620	-	-	-	N/A	N/A	N/A	N/A
Sewer Sales and Services	12,952,177	13,493,686	13,300,709	14,314,490	1,013,781	8%	820,804	6%
Investment Interest	139,787	74,410	74,410	240,720	166,310	224%	166,310	224%
Miscellaneous Revenues	(115,735)	-	-	-	N/A	N/A	N/A	N/A
Insurance Recoveries	-	419,959	-	-	N/A	N/A	(419,959)	-100%
Gains/Losses	(143,437)	-	-	-	N/A	N/A	N/A	N/A
Capital Contributions	6,038,438	5,469,122	5,179,176	526,685	(4,652,491)	-90%	(4,942,437)	-90%
Sewer Connection Fee	123,956	1,000,000	1,179,708	280,000	(899,708)	-76%	(720,000)	-72%
Interfund Transfer In	-	5,625,459	5,326,239	524,949	(4,801,290)	-90%	(5,100,510)	-91%
<b>Total Revenues</b>	<b>19,251,866</b>	<b>26,095,636</b>	<b>25,072,492</b>	<b>15,898,844</b>	<b>(9,173,648)</b>	<b>-37%</b>	<b>(10,196,792)</b>	<b>-39%</b>
<b>Expenditure</b>								
Depreciation	2,211,906	-	-	-	N/A	N/A	N/A	N/A
Salaries	1,764,799	2,090,461	2,090,461	2,468,518	378,057	18%	378,057	18%
Overtime	135,661	95,000	130,000	130,000	-	0%	35,000	37%
Benefits	246,213	847,408	847,408	867,257	19,849	2%	19,849	2%
Uniforms	8,924	9,500	10,166	11,500	1,334	13%	2,000	21%
Supplies	373,294	421,000	332,000	453,000	121,000	36%	32,000	8%
Fuel Consumed	55,215	60,000	60,000	20,000	(40,000)	-67%	(40,000)	-67%
Sewer Inventory	-	4,000	4,000	5,000	1,000	25%	1,000	25%
Small Equipment	189,613	35,000	35,000	83,900	48,900	140%	48,900	140%
Professional Services	502,541	1,460,589	1,173,092	1,505,719	332,627	28%	45,130	3%
Interfund Services	739,114	1,008,270	1,008,270	1,012,230	3,960	0%	3,960	0%
Communications	44,819	43,000	43,000	48,000	5,000	12%	5,000	12%
Training	4,390	5,000	5,000	5,000	-	0%	-	0%
Excise Tax	1,121,629	978,000	978,000	1,026,360	48,360	5%	48,360	5%
Rental/Lease	8,388	9,500	9,500	9,500	-	0%	-	0%
Interfund Rental	320,398	310,232	307,910	302,506	(5,404)	-2%	(7,726)	-2%
Insurance	162,852	227,407	202,407	344,564	142,157	70%	117,157	52%
Public Utility	1,741,501	1,532,060	1,532,060	1,582,060	50,000	3%	50,000	3%
Repairs & Maintenance	505,142	1,685,589	790,630	728,630	(62,000)	-8%	(956,959)	-57%
Miscellaneous	122,482	126,350	126,350	138,350	12,000	9%	12,000	9%
Interfund Transfer Out	-	6,687,739	6,388,519	1,588,089	(4,800,430)	-75%	(5,099,650)	-76%
Construction Projects	-	12,956,488	12,406,587	2,396,163	(10,010,424)	-81%	(10,560,325)	-82%
Debt Principal	-	390,950	390,950	289,130	(101,820)	-26%	(101,820)	-26%
Debt Interest	1,034,088	356,980	356,980	353,270	(3,710)	-1%	(3,710)	-1%
Debt Issue Costs	4,803	-	-	-	N/A	N/A	N/A	N/A
<b>Total Expenditures</b>	<b>11,297,772</b>	<b>31,340,523</b>	<b>29,228,290</b>	<b>15,368,746</b>	<b>(13,859,544)</b>	<b>-47%</b>	<b>(15,971,777)</b>	<b>-51%</b>
<b>Ending Balance</b>	<b>60,352,522</b>	<b>55,107,642</b>	<b>56,196,724</b>	<b>56,726,822</b>	<b>530,098</b>	<b>1%</b>	<b>1,619,180</b>	<b>3%</b>

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


**Function**

The Utility Debt Service Fund is used to account for the accumulation of resources for the payment of revenue bond principal, interest, and other related costs.

**2023 Budget Changes**

Annual adjustment for debt service allocation

Description	2021 Actual	2022 Budget	2022 Estimate	2023 Budget	\$ Change 23-22 Estimate	% Change 23-22 Estimate	\$ Change 23-22 Budget	% Change 23-22 Budget
<b>Beginning Balance</b>	<b>843,961</b>	<b>843,961</b>	<b>843,961</b>	<b>843,951</b>	<b>(10)</b>	<b>0%</b>	<b>(10)</b>	<b>0%</b>
<u>Revenue</u>								
Investment Interest	-	-	-	2,040	2,040	N/A	2,040	N/A
Transfer In from 421	-	645,370	645,370	646,370	1,000	0%	1,000	0%
Transfer In from 422	-	281,050	281,050	280,310	(740)	0%	(740)	0%
Transfer In from 423	-	1,062,280	1,062,280	1,063,140	860	0%	860	0%
<b>Total Revenues</b>	<b>-</b>	<b>1,988,700</b>	<b>1,988,700</b>	<b>1,991,860</b>	<b>3,160</b>	<b>0%</b>	<b>3,160</b>	<b>0%</b>
<u>Expenditure</u>								
Bond Principal	-	810,010	810,010	840,010	30,000	4%	30,000	4%
Bond Interest	-	1,178,700	1,178,700	1,149,810	(28,890)	-2%	(28,890)	-2%
<b>Total Expenditures</b>	<b>-</b>	<b>1,988,710</b>	<b>1,988,710</b>	<b>1,989,820</b>	<b>1,110</b>	<b>0%</b>	<b>1,110</b>	<b>0%</b>
<b>Ending Balance</b>	<b>843,961</b>	<b>843,951</b>	<b>843,951</b>	<b>845,991</b>	<b>2,040</b>	<b>0%</b>	<b>2,040</b>	<b>0%</b>

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 vehicles and 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.


**2023 Budget Changes**

Annual adjustment for interfund rental and WCIA insurance rates


**2023 Decision Packages**

DP #	14	Police Department - Patrol Support	470,000.00	One-Time
DP #	13	Expansion of PD Criminal Investigations Division	220,000.00	One-Time
DP #	15	Police Dept. - Nine New Patrol Cars	660,000.00	One-Time
DP #	26	New Park Maintenance Services (HWY 99 & Civic)	285,000.00	One-Time
DP #	31	New Position Request - Capital Projects Manager	30,000.00	One-Time
DP #	47	Purchase of new Sewer Vehicle and GPS Equipment	37,000.00	One-Time
DP #	59	2023 Pre-Scheduled Vehicle Replacements	633,000.00	One-Time
DP #	60	Increase to Fleet Maintenance Costs	130,000.00	Ongoing
			2,465,000.00	



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

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	21-20	21-20	21-20	21-20
<b>Beginning Balance</b>	<b>9,103,793</b>	<b>9,208,511</b>	<b>9,208,512</b>	<b>9,059,061</b>	<b>(149,451)</b>	<b>-2%</b>	<b>(149,450)</b>	<b>-2%</b>
<u>Revenue</u>								
Grants	57	-	-	1,545,000	1,545,000	N/A	1,545,000	N/A
Garage Services	37,697	12,000	12,000	12,000	-	0%	-	0%
Other Environmental Services	28,678	-	-	-	N/A	N/A	N/A	N/A
Sales and Services	719,915	784,070	784,070	1,017,850	233,780	30%	233,780	30%
Investment Income	53,895	160,200	160,200	177,740	17,540	11%	17,540	11%
Rental Charge - B Fund	488,080	964,650	964,650	1,256,150	291,500	30%	291,500	30%
Miscellaneous Revenue	96	-	-	-	N/A	N/A	N/A	N/A
Insurance Recovery	433	5,000	5,000	5,000	-	0%	-	0%
Capital Assets Disposition	102,443	-	-	-	N/A	N/A	N/A	N/A
Interfund Transfer	-	-	-	30,000	30,000	N/A	30,000	N/A
<b>Total Revenues</b>	<b>1,431,294</b>	<b>1,925,920</b>	<b>1,925,920</b>	<b>4,043,740</b>	<b>2,117,820</b>	<b>110%</b>	<b>2,117,820</b>	<b>110%</b>
<u>Expenditure</u>								
Depreciation	566,569	-	-	-	N/A	N/A	N/A	N/A
Salaries	283,791	275,712	275,712	279,652	3,940	1%	3,940	1%
Overtime	6,986	2,000	2,000	2,000	-	0%	-	0%
Benefits	41,687	112,077	112,077	105,497	(6,580)	-6%	(6,580)	-6%
Uniforms	1,344	1,500	1,500	1,500	-	0%	-	0%
Supplies	76,443	120,000	120,000	149,120	29,120	24%	29,120	24%
Fuel Consumed	-	1,000	1,000	1,000	-	0%	-	0%
Resale Supplies	214,433	383,000	393,000	458,880	65,880	17%	75,880	20%
Small Equipment	6,129	58,000	58,000	58,000	-	0%	-	0%
Professional Services	1,742	3,750	3,750	3,750	-	0%	-	0%
Interfund Services	-	43,000	43,000	43,000	-	0%	-	0%
Interfund Rental	11,290	9,660	9,660	15,970	6,310	65%	6,310	65%
Communication	2,280	3,000	3,000	3,000	-	0%	-	0%
Travel	-	1,000	1,000	1,000	-	0%	-	0%
Rental/Lease	942	1,500	1,500	1,500	-	0%	-	0%
Insurance	39,335	49,172	49,172	47,938	(1,234)	-3%	(1,234)	-3%
Public Utilities	16,153	14,000	14,000	14,000	-	0%	-	0%
Repair and Maintenance	44,400	60,000	60,000	60,000	-	0%	-	0%
Miscellaneous	13,052	12,000	12,000	12,000	-	0%	-	0%
Machinery and Equipment	-	915,000	915,000	2,260,000	1,345,000	147%	1,345,000	147%
<b>Total Expenditures</b>	<b>1,326,576</b>	<b>2,065,371</b>	<b>2,075,371</b>	<b>3,517,807</b>	<b>1,442,436</b>	<b>70%</b>	<b>1,452,436</b>	<b>70%</b>
<b>Ending Balance</b>	<b>9,208,511</b>	<b>9,069,060</b>	<b>9,059,061</b>	<b>9,584,994</b>	<b>525,933</b>	<b>6%</b>	<b>515,934</b>	<b>6%</b>

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 account for their expenditures. While Fund 016 is not primarily intended for capital improvements, 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. In 2015, a consultant study was completed that documented the extent of the ongoing needs of City facilities.

**2023 Decision Packages**

DP # 61 Bond Funded Deferred Maintenance Projects	1,215,000.00	One-Time
	1,215,000.00	

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

Description	2021 Actual	2022 Budget	2022 Estimate	2023 Budget	\$ Change 23-22 Estimate	% Change 23-22 Estimate	\$ Change 23-22 Budget	% Change 23-22 Budget
<b>Beginning Balance</b>	<b>210,221</b>	<b>4,400,001</b>	<b>4,400,000</b>	<b>3,679,645</b>	<b>(720,355)</b>	<b>-16%</b>	<b>(720,356)</b>	<b>-16%</b>
<u>Revenue</u>								
Grants	-	119,645	119,645	-	(119,645)	-100%	(119,645)	-100%
Investment Interest	-	-	-	17,480	17,480	N/A	17,480	N/A
Bond Proceeds	4,440,411	-	-	-	N/A	N/A	N/A	N/A
<b>Total Revenue</b>	<b>4,440,411</b>	<b>119,645</b>	<b>119,645</b>	<b>17,480</b>	<b>(102,165)</b>	<b>-85%</b>	<b>(102,165)</b>	<b>-85%</b>
<u>Expenditure</u>								
Professional Services	-	195,000	320,000	121,500	(198,500)	-62%	(73,500)	-38%
Repair & Maintenance	-	150,000	-	1,093,500	1,093,500	N/A	943,500	629%
Equipment	-	90,000	410,000	-	(410,000)	-100%	(90,000)	-100%
Construction Projects	-	110,000	110,000	-	(110,000)	-100%	(110,000)	-100%
Interfund Transfer	210,221	-	-	-	N/A	N/A	N/A	N/A
Debt Costs	40,411	-	-	-	N/A	N/A	N/A	N/A
<b>Total Expenditure</b>	<b>250,632</b>	<b>545,000</b>	<b>840,000</b>	<b>1,215,000</b>	<b>375,000</b>	<b>45%</b>	<b>670,000</b>	<b>123%</b>
<b>Ending Balance</b>	<b>4,400,000</b>	<b>3,974,646</b>	<b>3,679,645</b>	<b>2,482,125</b>	<b>(1,197,520)</b>	<b>-33%</b>	<b>(1,492,521)</b>	<b>-38%</b>

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, and Public Works Trust Fund Loans.

**2023 Budget Changes**


Annual adjustment for debt service and overhead allocations

**2023 Decision Packages**

DP # 62	Transportation Plan Update	170,000.00	One-Time
DP # 63	76th Ave. W @ 220th St. SW Improvements	726,250.00	One-Time
DP # 64	2023 Pavement Overlay Program	500,000.00	One-Time
DP # 65	76th Ave. W Overlay from 196th St. SW to OVD	11,685.00	One-Time
DP # 66	Stage 2 Hwy 99 Revitalization	2,565,000.00	One-Time
DP # 67	Stage 3 Hwy 99 Revitalization	1,180,000.00	One-Time
DP # 68	Stage 4 Hwy 99 Revitalization	740,000.00	One-Time
DP # 69	Main St. Overlay from 6th Ave. to 9th Ave	125,600.00	One-Time
DP # 70	SR-104 Adaptive System from 236th St. SW to 226th	210,575.00	One-Time
DP # 71	Citywide Bicycle Improvement Program	1,249,500.00	One-Time
DP # 72	Green Streets	297,744.00	One-Time
		<u>7,776,354.00</u>	

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

Description	2021 Actual	2022 Budget	2022 Estimate	2023 Budget	\$ Change 23-22 Estimate	% Change 23-22 Estimate	\$ Change 23-22 Budget	% Change 23-22 Budget
<b>Beginning Balance</b>	<b>2,081,664</b>	<b>2,238,449</b>	<b>2,238,446</b>	<b>4,611,850</b>	<b>2,373,404</b>	<b>106%</b>	<b>2,373,401</b>	<b>106%</b>
<u>Revenue</u>								
Grants	1,709,673	9,812,360	9,812,360	5,516,419	(4,295,941)	-44%	(4,295,941)	-44%
Motor Vehicle Fuel Tax	204,975	192,350	192,350	192,350	-	0%	-	0%
Interlocal Revenue	318,193	2,071,186	2,071,186	1,500,000	(571,186)	-28%	(571,186)	-28%
Traffic Impact Fees	292,730	1,000,000	844,403	1,000,000	155,597	18%	-	0%
Investment Interest	41,745	-	-	64,390	64,390	N/A	64,390	N/A
Contributions	7,267	-	-	-	N/A	N/A	N/A	-
Interfund Transfer In	-	608,975	608,975	172,650	(436,325)	-72%	(436,325)	-72%
<b>Total Revenues</b>	<b>2,574,583</b>	<b>13,684,871</b>	<b>13,529,274</b>	<b>8,445,809</b>	<b>(5,083,465)</b>	<b>-38%</b>	<b>(5,239,062)</b>	<b>-38%</b>
<u>Expenditure</u>								
Non Expenditures	39,925	-	-	-	N/A	N/A	N/A	N/A
Professional Services	1,230,078	2,638,650	2,432,885	3,240,109	807,224	33%	601,459	23%
Interfund Services	263,055	520,910	568,167	315,615	(252,552)	-44%	(205,295)	-39%
Repair and Maintenance	160,087	1,508,270	2,411,323	426,800	(1,984,523)	-82%	(1,081,470)	-72%
Intangible Rights to Land	6,012	-	-	270,000	270,000	N/A	270,000	N/A
Construction Projects	684,775	8,018,521	5,561,050	3,372,580	(2,188,470)	-39%	(4,645,941)	-58%
Interfund Transfer Out	-	108,975	108,975	172,650	63,675	58%	63,675	58%
Debt Principal	32,277	72,220	72,220	54,070	(18,150)	-25%	(18,150)	-25%
Debt Interest	1,592	1,250	1,250	880	(370)	-30%	(370)	-30%
<b>Total Expenditures</b>	<b>2,417,801</b>	<b>12,868,796</b>	<b>11,155,870</b>	<b>7,852,704</b>	<b>(3,303,166)</b>	<b>-30%</b>	<b>(5,016,092)</b>	<b>-39%</b>
<b>Ending Balance</b>	<b>2,238,446</b>	<b>3,054,524</b>	<b>4,611,850</b>	<b>5,204,955</b>	<b>593,105</b>	<b>13%</b>	<b>2,150,431</b>	<b>70%</b>

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

**Function**


REET II dollars may be used for public works capital projects including 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. In addition, REET 2 may be used for maintenance as defined as use of funds for labor and materials that will preserve, prevent the decline of, or extend the useful life of a capital project, but is excluded from routine operations of a capital project.

**2023 Budget Changes**


Annual adjustment for the overhead allocation.

**2023 Decision Packages**

DP # 28	Updates to Parks Beautification Program	(21,000.00)	Ongoing
DP # 64	2023 Pavement Overlay Program	500,000.00	One-Time
DP # 69	Main St. Overlay from 6th Ave. to 9th Ave	31,400.00	One-Time
DP # 70	SR-104 Adaptive System from 236th St. SW to 226th	32,865.00	One-Time
DP # 71	Citywide Bicycle Improvement Program	522,347.00	One-Time
DP # 73	2023 Traffic Signal Safety and Upgrades	30,280.00	One-Time
DP # 74	2023 Guardrail Program	20,190.00	One-Time
DP # 75	2023 Pedestrian Safety Program	20,195.00	One-Time
DP # 79	Citywide Park Improvements (Fund 125)	295,000.00	Ongoing
DP # 80	Mathay Ballinger Park Improvement (Fund 332 & 125)	128,000.00	One-Time
DP # 81	Yost Park Inclusive Playground (Fund 125)	257,500.00	One-Time
DP # 82	Johnson Property Demolition (Fund 125)	200,000.00	One-Time
		2,016,777.00	

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

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
<b>Beginning Balance</b>	<b>2,571,982</b>	<b>4,053,415</b>	<b>4,053,415</b>	<b>1,576,970</b>	<b>(2,476,445)</b>	<b>-61%</b>	<b>(2,476,445)</b>	<b>-61%</b>
<b>Revenue</b>								
Local Real Estate Tax - 2nd Half	2,376,692	2,200,000	2,000,000	2,200,000	200,000	10%	-	0%
Investment Interest	36,298	71,020	140,000	120,090	(19,910)	-14%	49,070	69%
<b>Total Revenues</b>	<b>2,412,990</b>	<b>2,271,020</b>	<b>2,140,000</b>	<b>2,320,090</b>	<b>180,090</b>	<b>8%</b>	<b>49,070</b>	<b>2%</b>
<b>Expenditure</b>								
Supplies	66,064	21,000	21,000	-	(21,000)	-100%	(21,000)	-100%
Professional Services	56,659	426,820	360,320	340,887	(19,433)	-5%	(85,933)	-20%
Intefund Services	64,933	42,500	46,516	44,570	(1,946)	-4%	2,070	5%
Repair and Maintenance	287,445	668,258	757,499	793,300	35,801	5%	125,042	19%
Interfund Transfer	-	2,534	2,534	5,099	2,565	101%	2,565	101%
Land - Recreational Facilities	-	-	-	200,000	200,000	N/A	200,000	N/A
Construction Projects	456,456	3,428,576	3,428,576	828,921	(2,599,655)	-76%	(2,599,655)	-76%
<b>Total Expenditures</b>	<b>931,557</b>	<b>4,589,688</b>	<b>4,616,445</b>	<b>2,212,777</b>	<b>(2,403,668)</b>	<b>-52%</b>	<b>(2,376,911)</b>	<b>-52%</b>
<b>Ending Balance</b>	<b>4,053,415</b>	<b>1,734,747</b>	<b>1,576,970</b>	<b>1,684,283</b>	<b>107,313</b>	<b>7%</b>	<b>(50,464)</b>	<b>-3%</b>

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

**Function**

REET 1 funds are restricted to capital projects listed in the Capital Facilities Plan (CFP) element of the City’s Comprehensive Plan. Those public work projects include planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation or improvement of streets, roads, highways, sidewalks, street and road lighting system, traffic signals, bridges domestic water systems, storm and sanitary sewer systems, parks, recreational facilities, law enforcement facilities, fire protection facilities, trails, libraries, administrative facilities, judicial facilities and technology infrastructure that is integral to the capital project.

The Reserved Ending Fund Balance includes \$200,000 reserved for Marsh Restoration and \$1,000,000 reserved for the acquisition of Open Space.


**2023 Budget Changes**

Annual adjustment for debt service and overhead allocations.


**2023 Decision Packages**

DP #	64	2023 Pavement Overlay Program	500,000.00	One-Time
DP #	65	76th Ave. W Overlay from 196th St. SW to OVD	3,315.00	One-Time
DP #	66	Stage 2 Hwy 99 Revitalization	81,000.00	One-Time
DP #	76	2023 Traffic Calming Program	15,130.00	One-Time
DP #	77	Citywide Street Lighting Study	60,000.00	One-Time
DP #	78	Elm Way Walkway from 8th Ave. S to 9th Ave. S	552,047.00	One-Time
			<u>1,211,492.00</u>	



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

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
<b>Beginning Balance</b>	<b>2,310,167</b>	<b>3,313,338</b>	<b>3,313,337</b>	<b>3,293,156</b>	<b>(20,181)</b>	<b>-1%</b>	<b>(20,182)</b>	<b>-1%</b>
<u>Revenue</u>								
Local Real Estate Tax-1st Half	2,376,692	2,200,000	2,000,000	2,200,000	200,000	10%	-	0%
Investment Interest	32,521	61,030	117,286	102,980	(14,306)	-12%	41,950	69%
<b>Total Revenues</b>	<b>2,409,213</b>	<b>2,261,030</b>	<b>2,117,286</b>	<b>2,302,980</b>	<b>185,694</b>	<b>9%</b>	<b>41,950</b>	<b>2%</b>
<u>Expenditure</u>								
Professional Services	285,952	530,942	415,269	116,897	(298,372)	-72%	(414,045)	-78%
Interfund Services	101,528	142,885	135,669	114,363	(21,306)	-16%	(28,522)	-20%
Repair and Maintenance	210,207	878,353	922,042	457,800	(464,242)	-50%	(420,553)	-48%
Land	49,859	-	-	-	N/A	N/A	N/A	N/A
Construction Projects	358,204	526,057	259,057	535,755	276,698	107%	9,698	2%
Interfund Transfer Out	138,725	144,970	144,970	147,557	2,587	2%	2,587	2%
Debt Principal	144,529	149,820	149,820	155,470	5,650	4%	5,650	4%
Debt Interest	117,039	110,640	110,640	103,970	(6,670)	-6%	(6,670)	-6%
<b>Total Expenditures</b>	<b>1,406,043</b>	<b>2,483,667</b>	<b>2,137,467</b>	<b>1,631,812</b>	<b>(505,655)</b>	<b>-24%</b>	<b>(851,855)</b>	<b>-34%</b>
<b>Preliminary Ending Balance</b>	<b>3,313,337</b>	<b>2,235,701</b>	<b>2,438,156</b>	<b>2,764,324</b>	<b>326,168</b>	<b>13%</b>	<b>528,623</b>	<b>24%</b>
<b>Reserved Ending Balance</b>	<b>-</b>	<b>855,000</b>	<b>855,000</b>	<b>1,200,000</b>	<b>345,000</b>	<b>40%</b>	<b>345,000</b>	<b>40%</b>
<b>Ending Balance</b>	<b>3,313,337</b>	<b>3,090,701</b>	<b>3,293,156</b>	<b>3,964,324</b>	<b>671,168</b>	<b>20%</b>	<b>873,623</b>	<b>28%</b>

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

**Function**


Fund 332 is for 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 individuals and developers, general fund transfers, bond proceeds, and Park Improvement Funds.

**2023 Budget Changes**

Annual adjustment for the overhead allocation

**2023 Decision Packages**

DP #	80	Mathay Ballinger Park Improvement (Fund 332 & 125)	371,300.00	One-Time
			371,300.00	

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

Description	2021	2022	2022	2023	\$ Change	% Change	\$ Change	% Change
	Actual	Budget	Estimate	Budget	23-22 Estimate	23-22 Estimate	23-22 Budget	23-22 Budget
<b>Beginning Balance</b>	<b>6,153,509</b>	<b>4,113,862</b>	<b>4,113,862</b>	<b>322,129</b>	<b>(3,791,733)</b>	<b>-92%</b>	<b>(3,791,733)</b>	<b>-92%</b>
<u>Revenue</u>								
Grants	543,578	2,678,000	2,228,000	-	(2,228,000)	-100%	(2,678,000)	-100%
Park Impact Fees	134,282	874,575	874,575	874,575	-	0%	-	0%
Investment Interest	26,792	78,110	78,110	52,630	(25,480)	-33%	(25,480)	-33%
Parks Donations	-	642,000	642,000	-	(642,000)	-100%	(642,000)	-100%
Bond Proceeds	1,654,373	-	-	-	N/A	N/A	N/A	N/A
<b>Total Revenue</b>	<b>2,359,025</b>	<b>4,272,685</b>	<b>3,822,685</b>	<b>927,205</b>	<b>(2,895,480)</b>	<b>-76%</b>	<b>(3,345,480)</b>	<b>-78%</b>
<u>Expenditure</u>								
Interfund Services	137,356	95,832	95,832	-	(95,832)	-100%	(95,832)	-100%
Construction Projects	4,158,217	7,807,188	7,357,188	371,300	(6,985,888)	-95%	(7,435,888)	-95%
Professional Services	37,983	-	-	-	N/A	N/A	N/A	N/A
Repair and Maintenance	45,191	-	-	-	N/A	N/A	N/A	N/A
Interfund Transfer To Fd 117	-	63,000	63,000	-	(63,000)	-100%	(63,000)	-100%
Debt Principal	-	-	-	50,000	50,000	N/A	50,000	N/A
Debt Interest	19,926	98,398	98,398	47,650	(50,748)	-52%	(50,748)	-52%
<b>Total Expenditure</b>	<b>4,398,673</b>	<b>8,064,418</b>	<b>7,614,418</b>	<b>468,950</b>	<b>(7,145,468)</b>	<b>-94%</b>	<b>(7,595,468)</b>	<b>-94%</b>
<b>Ending Balance</b>	<b>4,113,861</b>	<b>322,129</b>	<b>322,129</b>	<b>780,384</b>	<b>458,255</b>	<b>142%</b>	<b>458,255</b>	<b>142%</b>



**City of Edmonds Finance Department**  
**PROPOSED BUDGET**

For the Fiscal Year Ending December 31, 2023  
121 5th Avenue North  
Edmonds, WA 98020  
425-775-2525