



CITY OF BURLINGTON 2018 BUDGET



ELECTED OFFICIALS

		<u>TERM</u>	<u>TERM ENDS</u>
MAYOR:	Steve Sexton	4 years	December, 2019
COUNCILORS:			
N.W. Ward #1	Ted Montgomery	4 years	December, 2019
N.E. Ward #2	Edith Edmundson	4 years	December, 2019
Central Ward #3	Richard DeGloria	4 years	December, 2019
S.W. Ward #4	Tonya Bieche	4 years	December, 2017
S.E. Ward #5	Chris Loving	4 years	December, 2017
East Ward #6	Bill Aslett	4 years	December, 2017
At Large	Joe DeGloria	4 years	December, 2017

EXECUTIVE STAFF

CITY ADMINISTRATOR
 CITY ATTORNEY
 FINANCE DIRECTOR
 FIRE CHIEF
 LIBRARY DIRECTOR
 PARKS DIRECTOR
 POLICE CHIEF
 PUBLIC WORKS DIRECTOR

Bryan Harrison
 Leif Johnson
 Renee Sinclair
 Levon Yengoyan
 Sarah Ward
 Jennifer Berner
 Michael Luvera
 Marvin Pulst

2018 Amended Resources

Fund #	Fund Description	Resources							
		Estimated Beginning Fund Balances	Audited Beginning Fund Balances	Difference	Estimated Resources & Revenues	Projected Resources & Revenues	Estimated Total Resources	Projected Total Resources	Difference
001	General Fund	\$ 4,150,000	\$ 4,005,300	\$ (144,700)	\$13,450,665	\$13,349,650	\$ 17,600,665	\$17,354,950	\$ (245,715)
101	City Street	\$ 600,000	\$ 745,535	\$ 145,535	\$ 1,003,790	\$ 946,375	\$ 1,603,790	\$ 1,691,910	\$ 88,120
102	Arterial Street	\$ 1,500,000	\$ 1,449,600	\$ (50,400)	\$ 2,127,750	\$ 3,127,750	\$ 3,627,750	\$ 4,577,350	\$ 949,600
107	Park Endowment	\$ 32,250	\$ 32,085	\$ (165)	\$ 200	\$ 200	\$ 32,450	\$ 32,285	\$ (165)
116	Cemetery	\$ 75,000	\$ 81,110	\$ 6,110	\$ 54,750	\$ 54,750	\$ 129,750	\$ 135,860	\$ 6,110
119	Substance Abuse Control	\$ 8,745	\$ 8,830	\$ 85	\$ 70	\$ 75	\$ 8,815	\$ 8,905	\$ 90
150	EMS	\$ -	\$ -	\$ -	\$ -	\$ 2,095,905	\$ 2,095,905	\$ 2,095,905	\$ 2,095,905
197	Lodging Tax	\$ 600,000	\$ 753,365	\$ 153,365	\$ 295,500	\$ 295,500	\$ 895,500	\$ 1,048,865	\$ 153,365
201	GO Bonds	\$ 230,000	\$ 234,000	\$ 4,000	\$ 27,140	\$ 27,140	\$ 257,140	\$ 261,140	\$ 4,000
300	Current Expense Capital Reserve	\$ 750,000	\$ 741,175	\$ (8,825)	\$ 430,000	\$ 430,000	\$ -	\$ 1,180,000	\$ 1,171,175
301	Capital Improvement	\$ 1,350,000	\$ 1,367,590	\$ 17,590	\$ 231,000	\$ 231,000	\$ -	\$ 1,581,000	\$ 1,598,590
311	Parks & Rec Capital Reserves	\$ 1,550,500	\$ 1,471,040	\$ (79,460)	\$ 230,000	\$ 319,500	\$ 89,500	\$ 1,780,500	\$ 1,790,540
401	Sewer	\$ 2,000,000	\$ 1,366,730	\$ (633,270)	\$ 3,317,000	\$ 3,294,000	\$ (23,000)	\$ 4,660,730	\$ (656,270)
402	Sewer Capital Reserve	\$ 2,000,000	\$ 2,293,500	\$ 293,500	\$ 1,585,000	\$ 1,600,000	\$ 15,000	\$ 3,893,500	\$ 308,500
425	Storm Drainage	\$ 690,000	\$ 335,000	\$ (355,000)	\$ 1,040,950	\$ 1,038,200	\$ (2,750)	\$ 1,730,950	\$ 1,373,200
426	Storm Capital Reserve	\$ 1,200,000	\$ 1,029,600	\$ (170,400)	\$ 102,500	\$ 184,050	\$ 81,550	\$ 1,302,500	\$ 1,213,650
501	Equipment Rental & Replacement	\$ 1,731,745	\$ 1,532,500	\$ (199,245)	\$ 44,165	\$ 303,065	\$ 258,900	\$ 1,835,565	\$ 59,655
701	Cemetery Endowment	\$ 346,000	\$ 348,500	\$ 2,500	\$ 4,900	\$ 4,900	\$ -	\$ 350,900	\$ 2,500
Total All Funds		\$ 18,814,240	\$ 17,795,460	\$ (1,018,780)	\$ 23,945,380	\$ 27,302,060	\$ 3,356,680	\$ 42,759,620	\$ 2,337,900

Amended to reflect audited 2017 ending fund balances and changes in interfund transfers.

Note: This document reflects how the General Fund began balance went from \$4,150,000 to \$4,005,300. It was the result of completing the 2017 audit.

ORDINANCE NO. 1849

**AN ORDINANCE ADOPTING THE 2018 BUDGET OF THE CITY OF
BURLINGTON, WASHINGTON AND SETTING FORTH IN SUMMARY
FORM THE ESTIMATED REVENUES AND APPROPRIATED
EXPENDITURE TOTALS**

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BURLINGTON DO ORDAIN AS
FOLLOWS:**

SECTION I. The final budget for the calendar year 2018, entitled "CITY OF BURLINGTON 2018 BUDGET", approved by the Mayor and attested by the Finance Director, is hereby adopted by reference and shall constitute all of the appropriations of the City for the year 2018.

SECTION II. A summary of estimated revenues and appropriated expenditures for each separate fund and aggregate totals for all funds are as follows:

see prior page

Fund Description	Beginning Fund Balances	Resources	
		Resources & Revenues	Total Resources
General Fund	\$ 4,150,000	\$ 13,450,665	\$ 17,600,665
City Street	\$ 600,000	\$ 1,003,790	\$ 1,603,790
Arterial Street	\$ 1,500,000	\$ 2,127,750	\$ 3,627,750
Park Endowment	\$ 32,250	\$ 200	\$ 32,450
Cemetery	\$ 75,000	\$ 54,750	\$ 129,750
Substance Abuse Control	\$ 8,745	\$ 70	\$ 8,815
Lodging Tax	\$ 600,000	\$ 295,500	\$ 895,500
GO Bonds	\$ 230,000	\$ 27,140	\$ 257,140
Current Expense Capital Reserve	\$ 750,000	\$ 430,000	\$ 1,180,000
Capital Improvement	\$ 1,350,000	\$ 231,000	\$ 1,581,000
Parks & Rec Capital Reserves	\$ 1,550,500	\$ 230,000	\$ 1,780,500
Sewer	\$ 2,000,000	\$ 3,317,000	\$ 5,317,000
Sewer Capital Reserve	\$ 2,000,000	\$ 1,585,000	\$ 3,585,000
Storm Drainage	\$ 690,000	\$ 1,040,950	\$ 1,730,950
Storm Capital Reserve	\$ 1,200,000	\$ 102,500	\$ 1,302,500
Equipment Rental & Replacement	\$ 1,731,745	\$ 44,165	\$ 1,775,910
Cemetery Endowment	\$ 346,000	\$ 4,900	\$ 350,900
Total All Funds	\$ 18,814,240	\$ 23,945,380	\$ 42,759,620

Fund Description	Uses & Expenditures		Unappropriated Ending Fund Balances
	Uses & Expenditures	Total Uses	
General Fund	\$ 14,824,600	\$ 14,824,600	\$ 2,776,065
City Street	\$ 865,715	\$ 865,715	\$ 738,075
Arterial Street	\$ 2,730,150	\$ 2,730,150	\$ 897,600
Park Endowment	\$ 3,050	\$ 3,050	\$ 29,400
Cemetery	\$ 87,255	\$ 87,255	\$ 42,495
Substance Abuse Control	\$ 2,850	\$ 2,850	\$ 5,965
Lodging Tax	\$ 396,895	\$ 396,895	\$ 498,605
GO Bonds	\$ 23,840	\$ 23,840	\$ 233,300
Current Expense Capital Reserve	\$ 603,000	\$ 603,000	\$ 577,000
Capital Improvement	\$ -	\$ -	\$ 1,581,000
Parks & Rec Capital Reserves	\$ 565,000	\$ 565,000	\$ 1,215,500
Sewer	\$ 3,330,330	\$ 3,330,330	\$ 1,986,670
Sewer Capital Reserve	\$ 1,965,000	\$ 1,965,000	\$ 1,620,000
Storm Drainage	\$ 806,200	\$ 806,200	\$ 924,750
Storm Capital Reserve	\$ 452,500	\$ 452,500	\$ 850,000
Equipment Rental & Replacement	\$ 440,000	\$ 440,000	\$ 1,335,910
Cemetery Endowment	\$ -	\$ -	\$ 350,900
Total All Funds	\$ 27,096,385	\$ 27,096,385	\$ 15,663,235

SECTION III. The Director of Budget & Accounting is hereby directed to transmit the State Auditor's Office a copy of the final budget as adopted:

SECTION IV. This ordinance shall take effect five (5) days following its publication as required by law.

INTRODUCED AND PASSED and approved at a regular meeting of the City Council this 14th day of December, 2017.

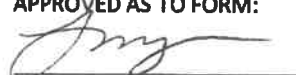
THE CITY OF BURLINGTON


Steve Sexton, Mayor

ATTEST: ?

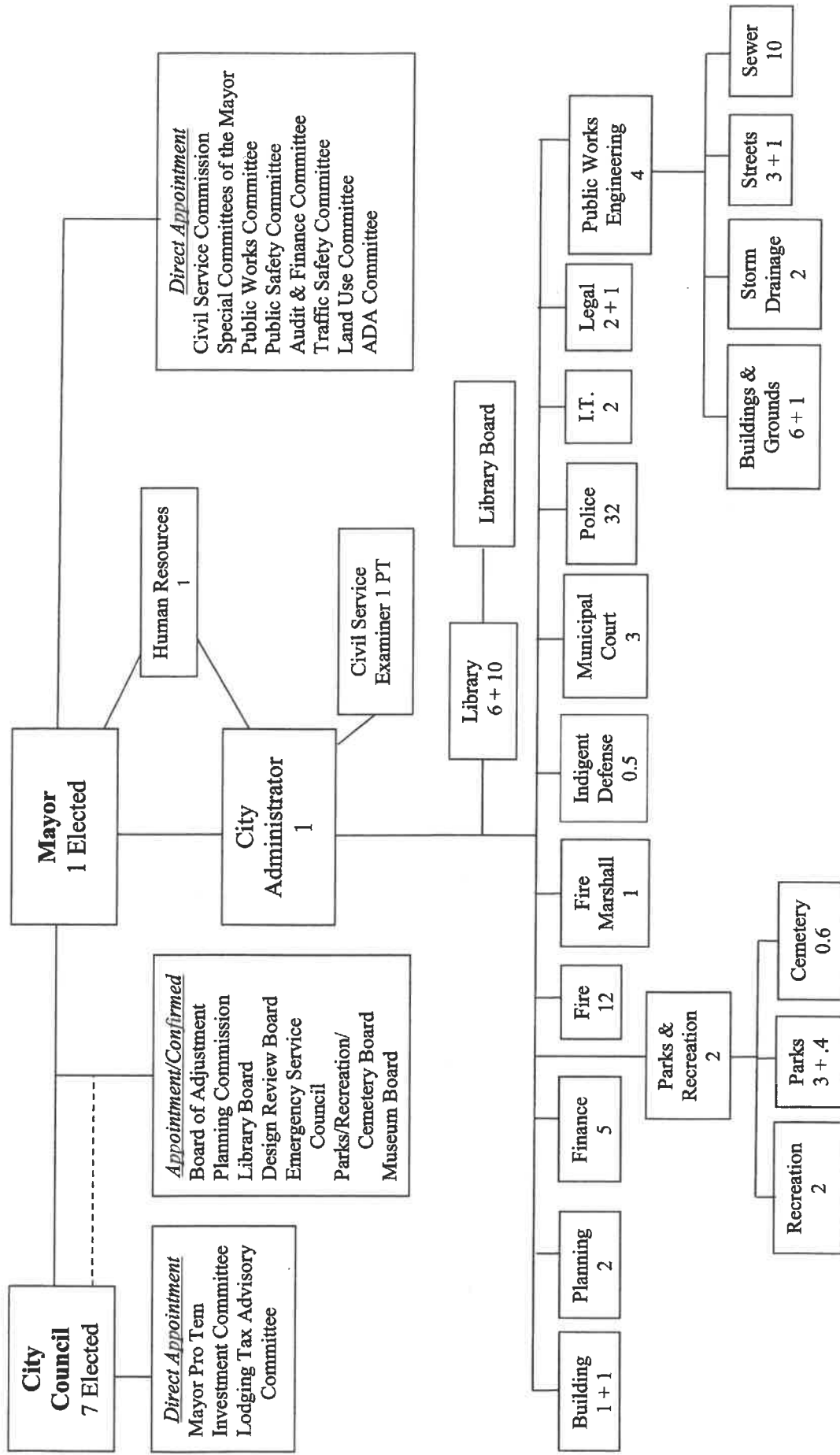

Renee Sinclair, Director of Budget & Accounting

APPROVED AS TO FORM:


Leif Johnson, City Attorney

Published: 12/18/17

City of Burlington Organizational Chart – 2017 Funded Positions



8 Elected, 100 Full-time; 25 Part-time

City of Burlington
2018 Requested Budget Summary

FUND # FUND NAME	2018 Projected Beginning Fund Balance	2018 Estimated Revenues	2018 Transfers In	2018 Total Resources	2018 Operating & Maintenance Expenditures	2018 Capital Expenditures	2018 Transfers Out	2018 Total Uses	2018 Proposed Ending Fund Balance	2018 Net Change in Fund Balance	15% of Operating Budget
001 GENERAL	\$ 4,150,000	\$ 13,034,865	\$ 415,800	\$ 17,600,665	\$ 14,824,600	\$ -	\$ 44,165	\$ 14,868,765	\$ 2,731,900	\$ (1,418,100)	\$ 2,223,690
Legislative					\$ 537,650						
Court					\$ 432,325						
Indigent Defense					\$ 522,830						
Executive					\$ 379,470						
Human Resources					\$ 336,205						
Finance					\$ 492,930						
Legal & Risk Management					\$ 729,445						
Community Development					\$ 794,615						
Buildings & Grounds					\$ 911,685						
Information Technology & Fiber					\$ 406,085						
Police					\$ 4,311,020						
Fire					\$ 2,095,905						
Library					\$ 938,530						
Emergency Management					\$ 252,770						
Engineering					\$ 364,895						
Social Services					\$ 36,600						
Festivals					\$ 49,400						
Parks & Recreation					\$ 1,232,240						
101 STREET	\$ 600,000	\$ 1,003,790	\$ -	\$ 1,603,790	\$ 776,065	\$ -	\$ 89,650	\$ 865,715	\$ 738,075	\$ 138,075	\$ 116,410
102 ARTERIAL STREET	\$ 1,500,000	\$ 2,127,750	\$ -	\$ 3,627,750	\$ 275,150	\$ 2,455,000	\$ -	\$ 2,730,150	\$ 897,600	\$ (602,400)	\$ 41,273
107 PARK ENDOWMENT	\$ 32,250	\$ 200	\$ -	\$ 32,450	\$ 3,050	\$ -	\$ -	\$ 3,050	\$ 29,400	\$ (2,850)	\$ 458
116 CEMETERY	\$ 75,000	\$ 54,750	\$ -	\$ 129,750	\$ 87,255	\$ -	\$ -	\$ 87,255	\$ 42,495	\$ (32,505)	\$ 13,088
119 SUBSTANCE ABUSE	\$ 8,745	\$ 70	\$ -	\$ 8,815	\$ 2,850	\$ -	\$ -	\$ 2,850	\$ 5,965	\$ (2,780)	\$ 428
197 LODGING TAX	\$ 600,000	\$ 295,500	\$ -	\$ 895,500	\$ 396,895	\$ -	\$ -	\$ 396,895	\$ 498,605	\$ (101,395)	\$ 59,534
201 DEBT SERVICE	\$ 230,000	\$ 27,140	\$ -	\$ 257,140	\$ -	\$ 23,840	\$ -	\$ 23,840	\$ 233,300	\$ 3,300	\$ 3,576
300 GENERAL CAPITAL RESERVE	\$ 750,000	\$ 430,000	\$ -	\$ 1,180,000	\$ -	\$ 603,000	\$ -	\$ 603,000	\$ 577,000	\$ (173,000)	\$ 90,450
301 LOCAL CAPITAL IMPROVEMENT	\$ 1,350,000	\$ 231,000	\$ -	\$ 1,581,000	\$ -	\$ -	\$ -	\$ -	\$ 1,581,000	\$ 231,000	\$ -
311 PARK CAPITAL RESERVE	\$ 1,550,500	\$ 230,000	\$ -	\$ 1,780,500	\$ -	\$ 565,000	\$ -	\$ 565,000	\$ 1,215,500	\$ (335,000)	\$ 84,750
401 SEWER	\$ 2,000,000	\$ 3,286,000	\$ 31,000	\$ 5,317,000	\$ 2,100,330	\$ -	\$ 1,230,000	\$ 3,330,330	\$ 1,986,670	\$ (13,330)	\$ 315,050
402 SEWER CAPITAL RESERVE	\$ 2,000,000	\$ 585,000	\$ 1,000,000	\$ 3,585,000	\$ -	\$ 1,965,000	\$ -	\$ 1,965,000	\$ 1,620,000	\$ (380,000)	\$ 294,750
425 STORM DRAIN	\$ 690,000	\$ 1,040,950	\$ -	\$ 1,730,950	\$ 679,050	\$ -	\$ 127,150	\$ 806,200	\$ 924,750	\$ 234,750	\$ 101,858
426 STORM DRAIN CAPITAL RESERVE	\$ 1,200,000	\$ 102,500	\$ -	\$ 1,302,500	\$ -	\$ 452,500	\$ -	\$ 452,500	\$ 850,000	\$ (350,000)	\$ 67,875
501 EQUIPMENT RENTAL & REPLACEMENT	\$ 1,731,745	\$ 10,000	\$ 44,165	\$ 1,785,910	\$ -	\$ 440,000	\$ -	\$ 440,000	\$ 1,345,910	\$ (385,835)	\$ 66,000
701 CEMETERY ENDOWMENT	\$ 346,000	\$ 4,900	\$ -	\$ 350,900	\$ -	\$ -	\$ -	\$ -	\$ 350,900	\$ 350,900	\$ -
Totals	\$ 18,814,240	\$ 22,464,415	\$ 1,490,965	\$ 42,769,620	\$ 19,145,245	\$ 6,504,340	\$ 1,490,965	\$ 27,140,550	\$ 15,629,070	\$ (2,839,170)	

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget	2018 Adopted Budget
001	General Fund					
000	Non-Departmental					
001-000-308-90-00-00	Unassigned Fund Balance - Beg	\$ -	\$ -	\$ -	\$ -	(4,005,300.00)
001-000-311-10-00-00	Real & Personal Property Tax	\$ (2,479,474.34)	\$ (2,551,608.58)	\$ (2,553,034.12)	\$ (2,545,405.00)	\$ (2,560,135.00)
001-000-313-11-00-00	Sales & Use Tax	\$ (7,084,348.53)	\$ (7,143,156.93)	\$ (7,532,506.41)	\$ (7,230,600.00)	\$ (7,377,500.00)
001-000-313-15-00-00	Special Prop Tax - Pub Safety	\$ (326,738.23)	\$ (341,261.24)	\$ (364,623.81)	\$ (330,000.00)	\$ (350,000.00)
001-000-313-61-00-00	Natural Gas Use Tax	\$ (10,027.18)	\$ (9,119.60)	\$ (9,442.71)	\$ (10,500.00)	\$ (10,500.00)
001-000-313-71-00-00	Local Sales Tax Criminal Just	\$ (167,661.24)	\$ (178,038.94)	\$ (192,758.25)	\$ (170,000.00)	\$ (187,125.00)
001-000-316-41-00-00	Electricity Utility Tax	\$ (368,845.14)	\$ (381,863.52)	\$ (384,192.79)	\$ (400,000.00)	\$ (400,000.00)
001-000-316-43-00-00	Natural Gas Utility Tax	\$ (83,166.94)	\$ (78,124.98)	\$ (85,037.43)	\$ (90,000.00)	\$ (90,000.00)
001-000-316-47-00-00	Telephone Utility Tax	\$ (271,628.94)	\$ (250,852.92)	\$ (240,733.50)	\$ (270,000.00)	\$ (245,000.00)
001-000-316-81-00-00	Gambling Tax Pnch Bds Pull Tab	\$ (17,377.31)	\$ (28,795.78)	\$ (17,534.89)	\$ (18,000.00)	\$ (18,000.00)
001-000-317-20-00-00	Leasehold Excise Tax	\$ (1,274.59)	\$ (1,228.07)	\$ (2,042.78)	\$ (2,200.00)	\$ (1,500.00)
001-000-318-11-00-00	Admissions Tax	\$ (161,937.29)	\$ (161,609.43)	\$ (141,475.20)	\$ (160,000.00)	\$ (160,000.00)
001-000-321-70-00-15	Amusements Licenses	\$ (1,075.00)	\$ (3,025.00)	\$ (2,775.00)	\$ (2,000.00)	\$ (2,500.00)
001-000-321-91-00-00	Comcast Blackrock Franchise	\$ (107,233.76)	\$ (109,173.51)	\$ (113,407.63)	\$ (110,000.00)	\$ (110,000.00)
001-000-321-91-00-05	Waste Mgmt Franchise Fee	\$ (111,391.37)	\$ (117,241.15)	\$ (117,710.64)	\$ (120,000.00)	\$ (125,000.00)
001-000-321-99-00-00	Business Licenses & Permits	\$ (103,167.50)	\$ (127,422.50)	\$ (213,568.50)	\$ (110,000.00)	\$ (110,000.00)
001-000-321-99-00-15	Vendor Licenses & Permits	\$ (6,520.00)	\$ (4,645.00)	\$ (3,300.00)	\$ (6,000.00)	\$ (6,000.00)
001-000-322-10-00-00	Building Permits	\$ (125,665.75)	\$ (83,407.10)	\$ (135,635.22)	\$ (100,000.00)	\$ (100,000.00)
001-000-322-10-00-01	Plumbing & Mechanical Permits	\$ (26,575.00)	\$ (19,705.00)	\$ (33,523.00)	\$ (15,000.00)	\$ (25,000.00)
001-000-322-10-00-02	Miscellaneous Permits	\$ (17,201.22)	\$ (13,242.57)	\$ (13,594.68)	\$ (16,000.00)	\$ (16,000.00)
001-000-322-30-00-00	Animal License Fees	\$ (2,110.00)	\$ (1,425.00)	\$ (1,665.00)	\$ (1,600.00)	\$ (1,600.00)
001-000-322-90-00-00	Gun Permits	\$ (1,754.00)	\$ (2,171.00)	\$ (2,384.75)	\$ (1,705.00)	\$ (1,800.00)
001-000-331-16-60-02	Natl Inst of Justice Vests	\$ (1,138.72)	\$ (2,421.18)	\$ (3,661.88)	\$ (2,610.00)	\$ (2,750.00)
001-000-333-20-60-02	WASPC Traffic Safety Intx/Rdar	\$ -	\$ (799.00)	\$ (1,799.00)	\$ (1,000.00)	\$ (1,000.00)
001-000-334-04-20-00	Dept of Commerce GMA Grant	\$ (5,700.00)	\$ (8,100.00)	\$ -	\$ (5,700.00)	\$ (5,700.00)
001-000-334-04-90-10	WA State Trauma Care Grant	\$ (1,341.00)	\$ (1,290.00)	\$ (6,614.44)	\$ (1,350.00)	\$ (1,350.00)
001-000-336-00-99-00	Streamlined Mitigation	\$ -	\$ (132,396.17)	\$ (133,294.95)	\$ (140,000.00)	\$ (140,000.00)
001-000-336-01-29-02	State Judicial Salary Contrib	\$ (5,326.00)	\$ (7,889.00)	\$ (4,080.00)	\$ (8,000.00)	\$ (8,000.00)
001-000-336-06-21-00	Crim Just Violent Crimes/Popul	\$ (2,256.58)	\$ (2,337.88)	\$ (2,452.65)	\$ (2,430.00)	\$ (2,650.00)
001-000-336-06-26-00	Crim Just Special Programs	\$ (8,268.08)	\$ (8,523.96)	\$ (8,902.07)	\$ (8,415.00)	\$ (9,195.00)
001-000-336-06-41-00	Marijuana Enforcement	\$ -	\$ -	\$ -	\$ -	\$ (3,000.00)
001-000-336-06-51-00	DUI & Other Crim Just Assist	\$ (1,279.38)	\$ (1,323.41)	\$ (1,314.69)	\$ (1,500.00)	\$ (1,200.00)

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget	2018 Adopted Budget
001-000-336-06-94-00	Liquor/Beer Excise Tax	\$ (22,991.91)	\$ (39,602.51)	\$ (41,814.66)	\$ (38,430.00)	\$ (42,680.00)
001-000-336-06-95-00	Liquor Control Board Profits	\$ (73,997.68)	\$ (73,117.99)	\$ (73,241.87)	\$ (74,690.00)	\$ (71,915.00)
001-000-337-00-00-00	Skagit Co Econ Dev Funding	\$ -	\$ (15,000.00)	\$ (7,500.00)	\$ (7,500.00)	\$ (7,500.00)
001-000-337-15-00-00	Public Safety Tax Rebate	\$ (220,000.00)	\$ (236,138.38)	\$ (249,333.38)	\$ (230,000.00)	\$ (230,000.00)
001-000-337-72-00-04	Skagit County Contribution	\$ (8,914.00)	\$ (19,769.00)	\$ (6,671.00)	\$ (9,000.00)	\$ (5,000.00)
001-000-337-72-00-05	Evergreen Consortium Reimb	\$ (3,902.25)	\$ (3,571.00)	\$ (8,084.46)	\$ (4,000.00)	\$ (4,000.00)
001-000-341-32-00-00	Court Records Services	\$ (184.77)	\$ (113.56)	\$ -	\$ (250.00)	\$ (250.00)
001-000-341-32-02-00	D/M Court Records Ser	\$ -	\$ -	\$ (83.50)	\$ -	\$ -
001-000-341-33-00-01	City Diversion Program	\$ (333.86)	\$ -	\$ -	\$ (900.00)	\$ (900.00)
001-000-341-33-02-00	Warrant Admin Costs	\$ (8,651.33)	\$ (10,765.98)	\$ (11,698.82)	\$ (8,000.00)	\$ (8,000.00)
001-000-341-33-03-00	Deferred Prosecution	\$ (1,297.38)	\$ (198.53)	\$ (172.27)	\$ (2,000.00)	\$ (2,000.00)
001-000-341-33-06-00	IT Time Pay Fees	\$ (1,427.00)	\$ (1,752.30)	\$ (1,880.91)	\$ (2,000.00)	\$ (2,000.00)
001-000-341-62-00-00	Court Tape Duplicating Fees	\$ (31.34)	\$ (3.50)	\$ (13.18)	\$ (25.00)	\$ (25.00)
001-000-341-62-00-01	Printing & Duplication	\$ (225.67)	\$ (198.71)	\$ (152.25)	\$ (250.00)	\$ (250.00)
001-000-341-81-00-04	Printing & Duplication Library	\$ (6,784.10)	\$ (7,545.45)	\$ (6,811.78)	\$ (6,500.00)	\$ (6,500.00)
001-000-341-91-00-00	Election Candidate Filing Fees	\$ (767.50)	\$ -	\$ (519.36)	\$ (770.00)	\$ (770.00)
001-000-341-95-00-00	Legal Services Application Fee	\$ (702.45)	\$ (6.51)	\$ (8.59)	\$ (700.00)	\$ (700.00)
001-000-341-95-00-01	Public Def Prog Cost Share MV	\$ -	\$ (11,979.04)	\$ (14,900.88)	\$ (13,000.00)	\$ (13,000.00)
001-000-341-99-00-00	Passport & Naturalization Fees	\$ (10,750.00)	\$ (11,975.00)	\$ (12,187.00)	\$ (8,000.00)	\$ (8,000.00)
001-000-342-10-00-00	Special Patrol Services	\$ (4,273.30)	\$ (6,622.33)	\$ (7,427.32)	\$ (4,500.00)	\$ (4,500.00)
001-000-342-10-00-01	Fingerprints	\$ (1,055.00)	\$ (870.00)	\$ (665.00)	\$ (900.00)	\$ (900.00)
001-000-342-21-00-10	Fire Protection Services	\$ (43,822.73)	\$ (18,648.00)	\$ (21,687.10)	\$ (18,645.00)	\$ (18,645.00)
001-000-342-33-00-00	Adult Probation Services	\$ (4,541.68)	\$ (10,197.38)	\$ (10,316.39)	\$ (1,500.00)	\$ (1,500.00)
001-000-342-38-01-00	Pretrial Sup CLJ	\$ (980.00)	\$ (1,350.22)	\$ (816.63)	\$ (2,000.00)	\$ (2,000.00)
001-000-342-40-00-00	Protective Inspection Services	\$ (600.00)	\$ (285.00)	\$ (225.00)	\$ (600.00)	\$ (600.00)
001-000-342-40-00-04	Fire Plan Review	\$ (3,697.42)	\$ (4,925.00)	\$ (10,198.37)	\$ (3,500.00)	\$ (3,500.00)
001-000-343-20-00-00	Fiber Service	\$ (7,463.20)	\$ (7,034.19)	\$ (13,575.40)	\$ (7,300.00)	\$ (7,300.00)
001-000-345-81-00-00	Zoning & Subdivision Fees	\$ (15,380.00)	\$ (16,401.73)	\$ (31,680.00)	\$ (10,000.00)	\$ (10,000.00)
001-000-345-83-00-00	Plan Checking Fees	\$ (81,461.42)	\$ (48,696.68)	\$ (85,808.45)	\$ (50,000.00)	\$ (50,000.00)
001-000-345-85-00-10	GMA Impact Fees Fire	\$ (59,153.19)	\$ (4,223.40)	\$ (54,444.82)	\$ (40,000.00)	\$ (40,000.00)
001-000-345-89-00-00	Other Planning & Development	\$ (21,685.71)	\$ (11,658.38)	\$ (44,606.24)	\$ (20,000.00)	\$ (20,000.00)
001-000-347-20-00-04	Library Service Fees	\$ (22,084.02)	\$ (21,319.19)	\$ (20,439.60)	\$ (21,000.00)	\$ (21,000.00)
001-000-352-30-00-00	Proof of MV Insurance	\$ (835.00)	\$ (1,110.81)	\$ (781.85)	\$ (900.00)	\$ (900.00)

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget	2018 Adopted Budget
001-000-353-10-00-00	Traffic Infraction Penalties	\$ (419.24)	\$ -	\$ -	\$ (1,500.00)	\$ (72,000.00)
001-000-353-10-04-00	Legis Assessment	\$ -	\$ -	\$ (5,349.01)	\$ -	\$ -
001-000-353-70-04-00	Non-Traffic Infractions	\$ (79.83)	\$ (264.46)	\$ (175.59)	\$ (200.00)	\$ (200.00)
001-000-354-00-00-00	Civil Parking Infrac Penalties	\$ (1,911.71)	\$ (1,267.27)	\$ (1,912.58)	\$ (3,200.00)	\$ (1,200.00)
001-000-355-20-00-00	DUI Fines	\$ (6,646.68)	\$ (6,772.28)	\$ (9,027.87)	\$ (8,000.00)	\$ (8,000.00)
001-000-355-20-01-00	DUI DP Act	\$ (1,264.07)	\$ (1,230.37)	\$ (1,205.28)	\$ (1,000.00)	\$ (1,000.00)
001-000-355-20-03-00	Conv Fee DUI 1/13	\$ -	\$ -	\$ (659.41)	\$ -	\$ -
001-000-355-80-01-00	Criminal Traffic Misdemeanor	\$ (10,209.14)	\$ (8,998.30)	\$ (7,374.31)	\$ (14,000.00)	\$ (14,000.00)
001-000-355-80-02-00	Conv Fee Crim Traffic 1/13	\$ -	\$ -	\$ (671.43)	\$ -	\$ -
001-000-356-90-04-00	Other Criminal Non Traffic	\$ (13,542.18)	\$ (12,977.13)	\$ (11,467.90)	\$ (15,000.00)	\$ (15,000.00)
001-000-356-90-14-00	Conv Fee CN 1/13	\$ -	\$ -	\$ (1,478.30)	\$ -	\$ -
001-000-359-90-00-00	Misc Fines & Penalties Lib	\$ (8,808.09)	\$ (4,499.05)	\$ (3,316.46)	\$ (8,000.00)	\$ (8,000.00)
001-000-359-90-00-01	Misc Fines & Penalties Pol	\$ (2,600.00)	\$ (3,859.88)	\$ (4,600.00)	\$ (2,500.00)	\$ (2,500.00)
001-000-361-11-00-00	Investment Earnings	\$ (21,225.12)	\$ (28,010.28)	\$ (32,910.49)	\$ (15,000.00)	\$ (30,000.00)
001-000-361-40-00-00	Sales & Use Tax Interest	\$ (1,724.77)	\$ (2,497.06)	\$ (6,314.08)	\$ (1,500.00)	\$ (4,500.00)
001-000-361-40-01-00	D/M Interest Income General	\$ -	\$ -	\$ (1,950.60)	\$ -	\$ (2,400.00)
001-000-361-40-03-00	D/M Interest Income Court	\$ -	\$ -	\$ (1,950.60)	\$ -	\$ (2,400.00)
001-000-362-00-00-00	Rents and Leases	\$ (68,653.86)	\$ (49,918.85)	\$ (50,131.98)	\$ (57,204.00)	\$ (50,700.00)
001-000-367-11-00-02	Private Grant Proj Lifesaver	\$ (1,684.00)	\$ (992.00)	\$ (917.00)	\$ (1,300.00)	\$ (1,300.00)
001-000-369-10-00-00	Sale of Surplus	\$ (272.20)	\$ (235.15)	\$ (5,249.97)	\$ (200.00)	\$ (200.00)
001-000-369-20-00-00	Proceeds - Sale Unclaimed Prop	\$ (142.62)	\$ (44.25)	\$ (560.08)	\$ -	\$ -
001-000-369-40-00-00	Judgements & Settlements	\$ (22,617.72)	\$ (5,066.18)	\$ (2,939.41)	\$ (5,000.00)	\$ (5,000.00)
001-000-369-81-00-00	Cash Adjustments	\$ (15.33)	\$ (101.04)	\$ (28.50)	\$ -	\$ (125.00)
001-000-369-91-00-00	Miscellaneous Other	\$ (4,681.56)	\$ (4,580.03)	\$ (10,997.45)	\$ (2,500.00)	\$ (2,500.00)
001-000-372-20-00-00	Insurance Recoveries	\$ -	\$ -	\$ (7,809.61)	\$ -	\$ -
001-000-395-20-00-00	Comp for Capital Asset Loss	\$ (3,515.33)	\$ (10,807.73)	\$ -	\$ -	\$ -
001-000-397-00-01-01	Transfer In - Streets	\$ (135,000.00)	\$ (89,633.00)	\$ (89,650.00)	\$ (89,650.00)	\$ (67,395.00)
001-000-397-00-04-01	Transfer In - Sewer	\$ (217,000.00)	\$ (229,369.00)	\$ (230,000.00)	\$ (230,000.00)	\$ (173,385.00)
001-000-397-00-04-25	Transfer In - Storm	\$ (153,500.00)	\$ (96,151.00)	\$ (96,150.00)	\$ (96,150.00)	\$ (74,505.00)
000	Non-Departmental	\$ (12,947,357.59)	\$ (13,019,698.65)	\$ (13,778,170.70)	\$ (13,153,775.00)	\$ (17,200,450.00)



Department Overview 2018 Budget

DEPARTMENT

001-010

Legislative

The Legislative budget provides for all expenditures associated with operating the Legislative branch of city government. The city council establishes priorities and policy direction for procedures and annual budgets, and city organization by adopting ordinances and resolutions. The Legislative budget supports the functions of the city council including public notices and adoption of city ordinances, resolutions and policies, city council member trainings, city council stipends and city membership fees for specific organizations such as EDASC, Association of Washington Cities, Skagit Council of Governments, and Northwest Clean Air Agency. The Public Safety sales taxes passed through to Skagit County is now budgeted in this department.

POSITION SUMMARY		
POSITION TITLE	2017	2018
Council Member	7	7

2012	2013	2014	2015	2016	2017 Adopted Budget	2018 Adopted Budget
\$ 94,682	\$ 110,962	\$ 95,539	\$ 166,120	\$ 127,653	\$ 449,930	\$ 573,030

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget	2018 Adopted Budget
010	Legislative					
001-010-511-60-10-00	Legis Salaries & Wages	\$ 62,400.00	\$ 64,800.00	\$ 64,800.00	\$ 64,800.00	\$ 64,800.00
001-010-511-60-22-00	Legis L & I	\$ 60.30	\$ 63.10	\$ 73.79	\$ 100.00	\$ 90.00
001-010-511-60-23-00	Legis FICA	\$ 4,773.60	\$ 4,957.20	\$ 4,957.20	\$ 4,960.00	\$ 4,960.00
001-010-511-60-31-00	Legis Office Supplies	\$ 860.34	\$ 824.65	\$ 98.50	\$ 1,000.00	\$ 1,345.00
001-010-511-60-35-00	Legis Small Tools & Equip	\$ 40,212.60	\$ -	\$ 106.28	\$ 250.00	\$ 250.00
001-010-511-60-41-00	Legis Professional Services	\$ 6,987.40	\$ 6,229.75	\$ 50.00	\$ 500.00	\$ 10,000.00
001-010-511-60-41-90	Legis Public Notices	\$ -	\$ 2,506.78	\$ 2,114.34	\$ 2,000.00	\$ 2,000.00
001-010-511-60-43-00	Legis Travel	\$ 493.76	\$ 39.00	\$ -	\$ 750.00	\$ 750.00
001-010-511-60-45-00	Legis Rentals	\$ 53.09	\$ 223.56	\$ 292.22	\$ 250.00	\$ 250.00
001-010-511-60-48-00	Legis Repair & Maintenance	\$ 57.19	\$ -	\$ 281.70	\$ 300.00	\$ 300.00
001-010-511-60-49-00	Legis Miscellaneous	\$ 1,481.18	\$ 1,029.87	\$ 2,082.95	\$ 500.00	\$ 500.00
001-010-511-60-49-02	Legis EDASC	\$ 7,500.00	\$ 7,500.00	\$ 5,000.00	\$ -	\$ -
001-010-511-60-49-10	Legis Dues & Subscriptions	\$ -	\$ -	\$ 28,498.75	\$ 30,500.00	\$ 30,735.00
001-010-511-60-49-20	Legis Training & Education	\$ -	\$ -	\$ 245.00	\$ 1,000.00	\$ 1,000.00
001-010-511-60-49-90	Legis Code Publishing	\$ -	\$ -	\$ 7,213.08	\$ 700.00	\$ 700.00
001-010-511-60-51-00	Legis GMA Admin Support	\$ -	\$ -	\$ 1,533.24	\$ 1,850.00	\$ 1,850.00
001-010-514-40-51-00	Legis Election Services	\$ -	\$ 15,551.94	\$ 23,065.68	\$ 18,500.00	\$ 18,500.00
001-010-589-30-00-00	Legis Public Safety Sales Tax	\$ 326,738.23	\$ 341,231.24	\$ 364,623.81	\$ 570,000.00	\$ 405,000.00
001-010-594-11-64-00	Legis Emergency Expenses	\$ 41,240.85	\$ -	\$ 10,419.34	\$ 40,000.00	\$ 15,000.00
001-010-594-18-60-00	Legis Regulatory Actions	\$ -	\$ 23,927.24	\$ 23,797.03	\$ 271,970.00	\$ 15,000.00
010	Legislative	\$ 492,858.54	\$ 468,884.33	\$ 539,252.91	\$ 1,009,930.00	\$ 573,030.00



Department Overview 2018 Budget

DEPARTMENT

001-020

Court

Burlington Municipal Court was created as a sub-division of Skagit County District Court (RCW 3.46.040). As a municipal department, the Court has the court exclusive jurisdiction of civil, criminal, and traffic infraction matters arising from violation of city ordinances and State statutes adopted by ordinance. The court provides the following services:

Maintain court records	Collect fees/fines/bail
Administer Trust Account	Monitor defendants on probation
Collect court ordered victim restitution	Monitor/declare potentially dangerous dogs
Prepare warrants of arrest	Schedule court appearances
Accept applications for passports	Assist public in locating various services
Provide interpreters for foreign languages	Process referrals to appropriate agencies
Assist/protect victim rights	Telephone/counter public service
Schedule jury trials, summon jurors/litigants	

POSITION SUMMARY		
POSITION TITLE	2017	2018
Court Administrator	1	1
Court Clerk	2	2

2012	2013	2014	2015	2016	2017 Adopted Budget	2018 Adopted Budget
\$ 310,975	\$ 319,081	\$ 319,966	\$ 324,995	\$ 380,750	\$ 393,465	\$ 431,125

12

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget	Adopted Budget
020	Municipal Court					
001-020-512-50-10-00	Court Salaries & Wages	\$ 151,572.89	\$ 166,857.60	\$ 179,717.64	\$ 172,295.00	\$ 179,635.00
001-020-512-50-11-00	Court Overtime	\$ -	\$ -	\$ -	\$ 150.00	\$ 150.00
001-020-512-50-21-00	Court Retirement	\$ 15,474.35	\$ 18,654.63	\$ 21,476.72	\$ 19,280.00	\$ 22,835.00
001-020-512-50-22-00	Court L & I	\$ 552.71	\$ 598.56	\$ 750.17	\$ 755.00	\$ 755.00
001-020-512-50-23-00	Court FICA	\$ 11,429.07	\$ 12,666.86	\$ 13,646.64	\$ 13,195.00	\$ 13,755.00
001-020-512-50-24-00	Court Medical Insurance	\$ 40,910.22	\$ 41,434.90	\$ 43,705.79	\$ 42,375.00	\$ 46,230.00
001-020-512-50-25-00	Court Life Insurance	\$ 35.70	\$ 37.40	\$ 40.80	\$ 45.00	\$ 45.00
001-020-512-50-31-00	Court Office Supplies	\$ 4,122.46	\$ 3,993.79	\$ 2,972.71	\$ 3,925.00	\$ 3,925.00
001-020-512-50-31-10	Court Operating Supplies	\$ -	\$ -	\$ 1,365.34	\$ 1,000.00	\$ 500.00
001-020-512-50-35-00	Court Small Tools & Equip	\$ 303.17	\$ 1,093.42	\$ 1,625.94	\$ 2,000.00	\$ 1,100.00
001-020-512-50-35-10	Court Furnishings	\$ -	\$ -	\$ -	\$ 450.00	\$ 1,500.00
001-020-512-50-41-00	Court Professional Services	\$ 15,571.97	\$ 14,855.93	\$ 5,252.05	\$ 6,750.00	\$ 5,400.00
001-020-512-50-41-50	Court Interpreter	\$ -	\$ 852.00	\$ 15,290.76	\$ 12,000.00	\$ 14,000.00
001-020-512-50-41-70	Court Confidential Shredding	\$ -	\$ 134.34	\$ 156.73	\$ 150.00	\$ 150.00
001-020-512-50-42-20	Court Postage	\$ -	\$ 6,399.24	\$ 5,025.16	\$ 6,500.00	\$ 6,500.00
001-020-512-50-42-30	Court Telephone	\$ -	\$ 134.39	\$ 540.82	\$ 685.00	\$ 685.00
001-020-512-50-43-00	Court Travel	\$ 694.97	\$ 1,152.25	\$ 461.63	\$ 950.00	\$ 950.00
001-020-512-50-45-00	Court Rentals	\$ 2,578.25	\$ 2,725.47	\$ 3,058.43	\$ 3,000.00	\$ 2,500.00
001-020-512-50-48-00	Court Repair & Maintenance	\$ 287.77	\$ 36.79	\$ 734.39	\$ 1,000.00	\$ 960.00
001-020-512-50-49-10	Court Dues & Subscriptions	\$ -	\$ 2,506.83	\$ 1,643.98	\$ 250.00	\$ 355.00
001-020-512-50-49-20	Court Training & Education	\$ -	\$ 391.26	\$ 418.00	\$ 2,000.00	\$ 2,000.00
001-020-512-50-49-50	Court Recording Service	\$ -	\$ -	\$ -	\$ 1,200.00	\$ 1,200.00
001-020-512-50-49-55	Court Jury Supplies	\$ -	\$ 42.24	\$ 201.51	\$ 500.00	\$ 500.00
001-020-512-50-51-00	Skagit County District Court	\$ 80,192.00	\$ 106,182.00	\$ 118,677.00	\$ 103,010.00	\$ 125,495.00
020	Municipal Court	\$ 323,725.53	\$ 380,749.90	\$ 416,762.21	\$ 393,465.00	\$ 431,125.00



Department Overview 2018 Budget

DEPARTMENT

001-025

Indigent Defense

This department accounts for all costs associated with providing legal defense counsel and services for indigent persons in criminal, civil, and juvenile matters for which the provision of counsel at public expense is provided by law. Costs to be included are attorney salaries and benefits (or contract costs), costs for eligibility screening, conflict counsel fees, expert witnesses, investigators, psychological and other examinations, evidence testing, etc.

2013	2014	2015	2016	2017 Adopted Budget	2018 Adopted Budget
\$ 200,767	\$ 292,224	\$ 297,168	\$ 446,795	\$ 542,505	\$ 522,865

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget	2018 Adopted Budget
025	Indigent Defense					
001-025-515-91-10-00	Ind Def Salaries & Wages	\$ -	\$ 15,266.00	\$ 15,988.50	\$ 17,680.00	\$ 17,680.00
001-025-515-91-21-00	Ind Def Retirement	\$ -	\$ 1,706.73	\$ 1,920.54	\$ 1,980.00	\$ 2,250.00
001-025-515-91-22-00	Ind Def L & I	\$ -	\$ 458.61	\$ 340.93	\$ 275.00	\$ 160.00
001-025-515-91-23-00	Ind Def FICA	\$ -	\$ 1,168.02	\$ 1,201.63	\$ 1,355.00	\$ 1,355.00
001-025-515-91-24-00	Ind Def Medical Insurance	\$ -	\$ 1,802.90	\$ 6,186.80	\$ 4,815.00	\$ 10,020.00
001-025-515-91-31-00	Ind Def Office Supplies	\$ 35.63	\$ 737.94	\$ 86.21	\$ 400.00	\$ 400.00
001-025-515-91-35-00	Ind Def Small Tools & Equip	\$ -	\$ -	\$ -	\$ 400.00	\$ 400.00
001-025-515-91-41-00	Ind Def Professional Services	\$ -	\$ 84,920.36	\$ 66,894.59	\$ 90,000.00	\$ 90,000.00
001-025-515-91-41-10	Ind Def Advertising	\$ -	\$ 469.58	\$ -	\$ 400.00	\$ 400.00
001-025-515-91-41-60	Ind Def Indigent Screening	\$ 6,160.00	\$ 13,181.01	\$ 6,557.69	\$ 25,000.00	\$ 15,000.00
001-025-515-91-41-65	Ind Def Public Defenders	\$ 290,972.25	\$ 327,040.92	\$ 345,736.08	\$ 400,000.00	\$ 385,000.00
001-025-515-91-42-20	Ind Def Postage	\$ -	\$ -	\$ -	\$ 100.00	\$ 100.00
001-025-515-91-43-00	Ind Def Travel	\$ -	\$ 42.66	\$ 26.27	\$ 100.00	\$ 100.00
025	Indigent Defense	\$ 297,167.88	\$ 446,794.73	\$ 444,939.24	\$ 542,505.00	\$ 522,865.00



Department Overview 2018 Budget

DEPARTMENT

001-030

Executive

This department represents the functions of the offices of the Mayor and City Administrator. It accounts for the cost of providing management and administration of the affairs of the government entity including coordination, guidance and support for the development of effective programs and the planning, evaluation, analysis, control and general management of city departments. The Executive Department is responsible for the management of staff and other special projects of the City and the management the City budget upon its approval by City Council.

POSITION SUMMARY		
POSITION TITLE	2017	2018
Mayor	-	-
City Administrator	1	1
Staff Assistant 1	-	1

2012	2013	2014	2015	2016	2017 Adopted Budget	2018 Adopted Budget
\$ 32,055	\$ 30,588	\$ 60,994	\$ 80,684	\$ 297,194	\$ 466,820	\$ 379,500

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget	2018 Adopted Budget
030	Executive					
001-030-513-10-10-00	Exec Salaries & Wages	\$ 51,916.32	\$ 196,548.58	\$ 233,812.68	\$ 276,130.00	\$ 242,590.00
001-030-513-10-21-00	Exec Retirement	\$ -	\$ 22,145.32	\$ 41,268.42	\$ 46,600.00	\$ 30,810.00
001-030-513-10-22-00	Exec L & I	\$ 61.09	\$ 311.64	\$ 424.61	\$ 675.00	\$ 580.00
001-030-513-10-23-00	Exec FICA	\$ 3,891.44	\$ 13,331.42	\$ 24,539.18	\$ 30,285.00	\$ 18,560.00
001-030-513-10-24-00	Exec Medical Insurance	\$ 18,705.30	\$ 51,859.89	\$ 57,605.49	\$ 62,700.00	\$ 68,140.00
001-030-513-10-31-00	Exec Office Supplies	\$ 611.03	\$ 827.73	\$ 865.27	\$ 500.00	\$ 500.00
001-030-513-10-32-00	Exec Fuel Consumed	\$ 100.88	\$ 41.85	\$ 166.31	\$ 300.00	\$ 250.00
001-030-513-10-35-00	Exec Small Tools & Equip	\$ 48.81	\$ 1,626.68	\$ 2,996.83	\$ 300.00	\$ 300.00
001-030-513-10-41-00	Exec Professional Services	\$ -	\$ 550.00	\$ 2,003.82	\$ 2,100.00	\$ 2,100.00
001-030-513-10-41-01	Exec Advertising	\$ 2,915.00	\$ 300.68	\$ 118.36	\$ 500.00	\$ 500.00
001-030-513-10-42-10	Exec Cell Phone	\$ -	\$ 700.74	\$ 973.01	\$ 750.00	\$ 750.00
001-030-513-10-42-20	Exec Postage	\$ -	\$ 738.53	\$ 50.57	\$ 1,000.00	\$ 500.00
001-030-513-10-42-30	Exec Telephone	\$ -	\$ 127.23	\$ 512.53	\$ 635.00	\$ 700.00
001-030-513-10-43-00	Exec Travel	\$ 1,612.83	\$ 578.81	\$ 2,604.33	\$ 3,500.00	\$ 3,500.00
001-030-513-10-45-00	Exec Rentals	\$ -	\$ 124.19	\$ 2,899.78	\$ 2,000.00	\$ 2,500.00
001-030-513-10-48-00	Exec Repair & Maintenance	\$ 152.51	\$ 229.82	\$ 2,341.04	\$ 2,200.00	\$ 1,500.00
001-030-513-10-49-00	Exec Miscellaneous	\$ 668.39	\$ 1,464.07	\$ 1,581.94	\$ 2,500.00	\$ 2,500.00
001-030-513-10-49-10	Exec Dues & Subscriptions	\$ -	\$ 617.00	\$ 1,184.82	\$ 1,120.00	\$ 1,120.00
001-030-513-10-49-20	Exec Training & Education	\$ -	\$ 2,070.00	\$ 1,630.00	\$ 3,000.00	\$ 2,100.00
030	Executive	\$ 80,683.60	\$ 294,194.18	\$ 377,578.99	\$ 436,795.00	\$ 379,500.00



Department Overview 2018 Budget

DEPARTMENT

001-035

Human Resources

This department was formed in 2016 to account for all expenditures related to the recruitment and management of personnel and benefits.

POSITION SUMMARY		
POSITION TITLE	2017	2018
Human Resources Manager	1	1
Civil Services Secretary	0.1	0.1

2014	2015	2016	2017 Adopted Budget	2018 Adopted Budget
\$ -	\$ -	\$ 167,055	\$ 253,595	\$ 336,205

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget	2018 Adopted Budget
035	Human Resources					
001-035-517-70-26-00	HR Unemployment Compensation	\$ -	\$ -	\$ 22,997.09	\$ -	\$ 20,500.00
001-035-518-10-10-00	HR Salaries & Wages	\$ -	\$ 59,195.00	\$ 81,746.94	\$ 75,590.00	\$ 81,750.00
001-035-518-10-10-10	HR Part Time Wages	\$ -	\$ 8,193.75	\$ 5,074.99	\$ 15,000.00	\$ 15,000.00
001-035-518-10-21-00	HR Retirement	\$ -	\$ 8,450.00	\$ 7,902.03	\$ 8,450.00	\$ 10,380.00
001-035-518-10-22-00	HR L & I	\$ -	\$ 320.00	\$ 210.99	\$ 325.00	\$ 325.00
001-035-518-10-23-00	HR FICA	\$ -	\$ 4,890.00	\$ 6,354.80	\$ 6,930.00	\$ 7,400.00
001-035-518-10-24-00	HR Medical Insurance	\$ -	\$ 23,130.00	\$ 23,091.75	\$ 23,135.00	\$ 25,215.00
001-035-518-10-29-00	HR Salary Schedule Adj	\$ -	\$ -	\$ -	\$ -	\$ 92,500.00
001-035-518-10-31-00	HR Office Supplies	\$ -	\$ -	\$ 848.06	\$ 6,000.00	\$ 6,000.00
001-035-518-10-32-00	HR Fuel Consumed	\$ -	\$ -	\$ -	\$ 200.00	\$ 200.00
001-035-518-10-35-00	HR Small Tools & Equip	\$ -	\$ -	\$ 2,045.61	\$ 500.00	\$ 750.00
001-035-518-10-41-00	HR Professional Services	\$ -	\$ -	\$ 800.00	\$ -	\$ 5,000.00
001-035-518-10-41-60	HR Recruitment Advertising	\$ -	\$ 5,530.09	\$ 14,021.68	\$ 15,000.00	\$ 11,000.00
001-035-518-10-41-62	HR Background Checks	\$ -	\$ 4,527.00	\$ 4,960.71	\$ 5,000.00	\$ 5,000.00
001-035-518-10-41-64	HR Physicals & Psychologicals	\$ -	\$ 1,255.00	\$ 10,042.00	\$ 8,700.00	\$ 8,700.00
001-035-518-10-41-66	HR Testing	\$ -	\$ 2,800.00	\$ 2,656.00	\$ 4,000.00	\$ 4,000.00
001-035-518-10-41-68	HR Labor Negotiations	\$ -	\$ 4,668.00	\$ 29,683.66	\$ 16,000.00	\$ 1,500.00
001-035-518-10-41-69	HR Recruitment Services	\$ -	\$ 13,760.76	\$ 25,371.43	\$ 22,000.00	\$ 15,000.00
001-035-518-10-42-10	HR Cell Phone	\$ -	\$ 175.05	\$ 701.77	\$ 705.00	\$ 710.00
001-035-518-10-42-20	HR Postage	\$ -	\$ 1.86	\$ 184.99	\$ 1,500.00	\$ 750.00
001-035-518-10-42-30	HR Telephone	\$ -	\$ 121.13	\$ 493.68	\$ 485.00	\$ 500.00
001-035-518-10-43-00	HR Travel	\$ -	\$ 217.94	\$ 1,250.98	\$ 1,100.00	\$ 1,100.00
001-035-518-10-43-60	HR Candidate Travel	\$ -	\$ -	\$ 4,034.43	\$ 5,000.00	\$ 5,000.00
001-035-518-10-45-00	HR Rentals	\$ -	\$ -	\$ 292.22	\$ 500.00	\$ 225.00
001-035-518-10-48-00	HR Maint & Repairs	\$ -	\$ -	\$ 733.76	\$ 500.00	\$ 850.00
001-035-518-10-49-10	HR Dues & Subscriptions	\$ -	\$ -	\$ 1,891.00	\$ 1,000.00	\$ 1,175.00
001-035-518-10-49-20	HR Training & Education	\$ -	\$ 365.00	\$ 300.00	\$ 1,675.00	\$ 1,675.00
001-035-518-10-49-50	HR Wellness Program Expenses	\$ 1,953.02	\$ 8,826.78	\$ 15,913.89	\$ 10,000.00	\$ 10,000.00
001-035-518-10-49-60	HR Gen Recruitment Expenses	\$ -	\$ 1,111.48	\$ 1,089.94	\$ 4,000.00	\$ 4,000.00
035	Human Resources	\$ 1,953.02	\$ 147,538.84	\$ 264,694.40	\$ 233,295.00	\$ 336,205.00



Department Overview 2018 Budget

DEPARTMENT

001-040

Finance

The Finance Department is responsible for all accounting and treasury functions, which include accounts payable, accounts receivable, utility billing, payroll, cash management, facilitating audits, job costing, budgeting, and financial reporting. The department also issues all business licenses and coordinates cemetery services. This department is responsible for coordinating the overall preparation and administration of the City's operating and capital projects budgets. The Finance staff also assist other department staff in identifying budget issues, formulating solutions, offering alternatives and implementing corrective actions where and when indicated.

POSITION SUMMARY		
POSITION TITLE	2017	2018
Director of Budget & Accounting	1	1
Accounting Supervisor	1	1
Accounting Technician II	2	2

2012	2013	2014	2015	2016	2017 Adopted Budget	2018 Adopted Budget
\$ 939,488	\$ 894,301	\$ 731,112	\$ 765,307	\$ 765,307	\$ 492,265	\$ 502,930

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget	Adopted Budget
040	Finance					
001-040-514-20-10-00	Finance Salaries & Wages	\$ 493,740.30	\$ 280,928.23	\$ 230,697.52	\$ 263,450.00	\$ 258,250.00
001-040-514-20-11-00	Finance Overtime	\$ 1,094.36	\$ 1,090.06	\$ 4,069.51	\$ 5,000.00	\$ 500.00
001-040-514-20-21-00	Finance Retirement	\$ 51,297.90	\$ 28,984.06	\$ 27,092.93	\$ 29,510.00	\$ 32,860.00
001-040-514-20-22-00	Finance L & I	\$ 1,193.32	\$ 643.51	\$ 993.86	\$ 1,200.00	\$ 1,010.00
001-040-514-20-23-00	Finance FICA	\$ 36,691.47	\$ 21,377.15	\$ 17,760.36	\$ 20,195.00	\$ 19,795.00
001-040-514-20-24-00	Finance Medical Insurance	\$ 94,856.86	\$ 41,652.40	\$ 58,682.78	\$ 80,785.00	\$ 88,175.00
001-040-514-20-25-00	Finance Life Insurance	\$ 34.00	\$ 30.60	\$ 40.80	\$ 50.00	\$ 45.00
001-040-514-20-31-00	Finance Office Supplies	\$ 5,514.19	\$ 6,689.44	\$ 4,263.10	\$ 6,000.00	\$ 6,000.00
001-040-514-20-31-10	Finance Operating Supplies	\$ -	\$ -	\$ 2,239.57	\$ -	\$ 2,500.00
001-040-514-20-32-00	Finance Fuel Consumed	\$ 90.22	\$ 121.34	\$ -	\$ 100.00	\$ 100.00
001-040-514-20-35-00	Finance Small Tools & Equip	\$ 1,808.40	\$ 1,085.09	\$ 893.88	\$ 500.00	\$ 500.00
001-040-514-20-41-00	Finance Professional Services	\$ 15,200.93	\$ 65,945.40	\$ 576.00	\$ 750.00	\$ 750.00
001-040-514-20-41-70	Finance Confidential Shredding	\$ -	\$ -	\$ 303.80	\$ 500.00	\$ 250.00
001-040-514-20-41-80	Finance Software Maintenance	\$ -	\$ -	\$ 19,332.57	\$ 20,000.00	\$ 20,000.00
001-040-514-20-41-85	Finance Caselle Software Maint	\$ -	\$ 1,600.00	\$ -	\$ 820.00	\$ 10,820.00
001-040-514-20-42-10	Finance Cell Phone	\$ -	\$ 1,212.51	\$ 701.77	\$ 705.00	\$ 710.00
001-040-514-20-42-20	Finance Postage	\$ -	\$ 5,263.75	\$ 3,024.31	\$ 5,000.00	\$ 2,500.00
001-040-514-20-42-30	Finance Telephone	\$ -	\$ 132.01	\$ 531.37	\$ 780.00	\$ 780.00
001-040-514-20-43-00	Finance Travel	\$ 6,171.06	\$ 3,716.49	\$ 3,679.30	\$ 5,450.00	\$ 5,950.00
001-040-514-20-45-00	Finance Rentals	\$ 2,881.36	\$ 3,082.96	\$ 66.45	\$ 3,500.00	\$ 3,500.00
001-040-514-20-48-00	Finance Repair & Maintenance	\$ 3,305.17	\$ 3,410.23	\$ 3,556.80	\$ 4,000.00	\$ 4,000.00
001-040-514-20-49-10	Finance Dues & Subscriptions	\$ -	\$ 593.30	\$ 498.64	\$ 545.00	\$ 510.00
001-040-514-20-49-20	Finance Training & Education	\$ -	\$ 3,418.38	\$ 1,298.00	\$ 3,625.00	\$ 3,625.00
001-040-514-20-49-95	Finance Bank Service Charges	\$ -	\$ 3,912.15	\$ 3,605.26	\$ 4,800.00	\$ 4,800.00
001-040-514-20-51-01	Finance State Auditor Fees	\$ 35,438.32	\$ 34,585.98	\$ 27,581.88	\$ 35,000.00	\$ 35,000.00
040	Finance	\$ 749,317.86	\$ 509,475.04	\$ 411,490.46	\$ 492,265.00	\$ 502,930.00



Department Overview 2018 Budget

DEPARTMENT

001-050

Legal & Risk Management

The legal and risk management department provides accurate and timely legal counsel to the Mayor, City Administrator, City Council, City departments, and advisory boards and commissions to improve and minimize risk exposure of city operations. This department represents the City in all civil court proceedings, prosecutes criminal cases in municipal court and provides risk management services. This department also facilitates all risk management activities, coordinates property and liability insurances, and coordinates risk management trainings for all City departments.

POSITION SUMMARY		
POSITION TITLE	2017	2018
City Attorney	1	1
Risk Manager/Paralegal Lead	1	1
Legal Assistant	0.5	0.62

2012	2013	2014	2015	2016	2017 Adopted Budget	2018 Adopted Budget
\$ 314,618	\$ 351,171	\$ 366,002	\$ 286,694	\$ 607,225	\$ 731,385	\$ 729,445

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget	Adopted Budget
050	Legal & Risk Management					
001-050-515-30-10-00	Legal Salaries & Wages	\$ 151,278.91	\$ 159,754.50	\$ 164,708.48	\$ 164,925.00	\$ 168,175.00
001-050-515-30-10-10	Legal Part Time Wages	\$ 15,994.01	\$ 19,285.42	\$ 28,477.57	\$ 28,395.00	\$ 29,250.00
001-050-515-30-11-00	Legal Overtime	\$ 965.44	\$ 2,925.65	\$ 1,450.92	\$ 5,000.00	\$ 5,000.00
001-050-515-30-21-00	Legal Retirement	\$ 17,515.12	\$ 20,347.10	\$ 23,237.58	\$ 22,170.00	\$ 25,710.00
001-050-515-30-22-00	Legal L & I	\$ 520.41	\$ 552.60	\$ 675.68	\$ 815.00	\$ 815.00
001-050-515-30-23-00	Legal FICA	\$ 12,756.94	\$ 13,759.38	\$ 14,719.96	\$ 15,170.00	\$ 15,485.00
001-050-515-30-24-00	Legal Medical Insurance	\$ 34,384.08	\$ 39,997.64	\$ 41,409.29	\$ 41,485.00	\$ 45,255.00
001-050-515-30-31-00	Legal Office Supplies	\$ 248.54	\$ 976.89	\$ 422.30	\$ 700.00	\$ 700.00
001-050-515-30-32-00	Legal Fuel Consumed	\$ -	\$ 133.95	\$ -	\$ 150.00	\$ 150.00
001-050-515-30-35-00	Legal Small Tools & Equip	\$ -	\$ -	\$ -	\$ 100.00	\$ 100.00
001-050-515-30-41-00	Legal Professional Services	\$ 44,968.05	\$ 81,963.75	\$ 71,289.28	\$ 100,500.00	\$ 85,000.00
001-050-515-30-42-20	Legal Postage	\$ -	\$ 2,783.35	\$ 284.95	\$ 2,000.00	\$ 750.00
001-050-515-30-42-30	Legal Telephone	\$ -	\$ 129.62	\$ 521.94	\$ 645.00	\$ 645.00
001-050-515-30-43-00	Legal Travel	\$ 2,080.67	\$ 2,314.48	\$ 1,877.91	\$ 3,000.00	\$ 4,500.00
001-050-515-30-45-00	Legal Rentals	\$ 53.14	\$ 223.59	\$ 353.43	\$ 250.00	\$ 300.00
001-050-515-30-48-00	Legal Repair & Maintenance	\$ 362.20	\$ 488.61	\$ 661.69	\$ 350.00	\$ 850.00
001-050-515-30-49-10	Legal Dues & Subscriptions	\$ -	\$ 1,212.86	\$ 3,180.28	\$ 2,000.00	\$ 3,700.00
001-050-515-30-49-20	Legal Training & Education	\$ -	\$ 490.00	\$ 792.63	\$ 1,000.00	\$ 1,000.00
001-050-518-30-43-00	Risk Mgt Travel	\$ -	\$ -	\$ 80.79	\$ -	\$ -
001-050-518-30-46-00	Risk Mgt Prop & Liab Insurance	\$ -	\$ 258,286.60	\$ 296,294.00	\$ 330,260.00	\$ 330,260.00
001-050-518-30-49-10	Risk Mgt Dues & Subscriptions	\$ -	\$ -	\$ 300.00	\$ 200.00	\$ 300.00
001-050-518-30-49-20	Risk Mgt Training & Education	\$ -	\$ 649.71	\$ -	\$ 1,500.00	\$ 1,500.00
001-050-518-30-49-95	Risk Mgt Risk Management	\$ -	\$ 949.54	\$ 9,445.77	\$ 10,000.00	\$ 10,000.00
050	Legal & Risk Management	\$ 281,127.51	\$ 607,225.24	\$ 660,184.45	\$ 730,615.00	\$ 729,445.00



Department Overview 2018 Budget

DEPARTMENT

001-060

Community Development

Code Enforcement, Permit Services, Planning, Protective Inspection Services

Management and operation of the permit center provides a consolidated location for access to public information and the issuance of all land use and construction-related permits. The department is responsible for administration of the land use permit process, as codified in Chapter 17.68 BMC; maintenance and update of the city's comprehensive plan, comprehensive plan map, zoning ordinance, zoning map, critical areas ordinance, shoreline master program, environmental ordinance, and related land use regulations; and maintaining the city's land use permit records. The department manages an ongoing citizen involvement process including publication of land use information bulletins, conducting public meetings and facilitating citizen advisory committees on land use issues and public notification of land use actions. Code compliance efforts for zoning, nuisance, weeds and related codes are coordinated. This department also coordinates all protective inspection activities. This office is the Community Rating System Coordinator for Flood Insurance programs, including maintaining the Flood Emergency Plan, public outreach, report preparation and interdepartmental coordination, and the regular update of the mandatory Natural Hazard Mitigation Plan.



Department Overview 2018 Budget

DEPARTMENT

001-060

Community Development

CODE ENFORCEMENT POSITION SUMMARY		
POSITION TITLE	2017	2018
Code Enforcement Inspector	1	1

Code Enforcement

2012	2013	2014	2015	2016	2017 Adopted Budget	2018 Adopted Budget
\$ -	\$ -	\$ -	\$ -	\$ 24,134	\$ 23,875	\$ 28,980

DEPARTMENT

001-060

Community Development

PERMIT SERVICES POSITION SUMMARY		
POSITION TITLE	2017	2018
Fire Marshal	0.3	0.3
Building Official	0.5	0.5
Public Works Director	0.2	0.2
Assistant Public Works Director	0.2	0.2
Engineering Technician	0.2	0.2
Permit Center Manager	0.25	0.25

Permit Services

2012	2013	2014	2015	2016	2017 Adopted Budget	2018 Adopted Budget
\$ 155,963	\$ 166,475	\$ 126,710	\$ 150,480	\$ 105,698	\$ 212,010	\$ 234,099

Department Overview 2018 Budget

DEPARTMENT

001-060

Community Development

PLANNING POSITION SUMMARY		
POSITION TITLE	2017	2018
Senior Planner	1	1
Permit Center Manager	0.75	0.75

Planning

2012	2013	2014	2015	2016	2017 Adopted Budget	2018 Adopted Budget
\$ 243,961	\$ 242,969	\$ 238,768	\$ 277,072	\$ 205,507	\$ 271,815	\$ 295,721

PROTECTIVE INSPECTION SERVICES POSITION SUMMARY		
POSITION TITLE	2017	2018
Fire Marshal	0.5	0.5
Deputy Fire Marshal	0	0.5
Building Official	0.5	0.5
Code Enforcement Inspector	0.55	0.55

Personnel Request: Half-Time Deputy Fire Marshal

The Fire Marshal's office is staffed with one full time employee. In the last two years the workload has increased by 14% percent. In 2017 only 24% of our existing commercial buildings have been inspected year to date.

The Fire Marshal provides numerous services to the citizens of Burlington. The Fire Marshal investigates fires when requested, reviews all fire reports, responds to illegal burn complaints, attends semi- weekly predevelopment meets, reviews all new construction projects, performs all the plan review and inspections on sprinkler and alarm systems on all new and existing projects, provides fire prevention classes and origin and cause classes, and provides supervision and assists in the building inspections of existing commercial buildings throughout the city. Currently we have 783 businesses in the City of Burlington that are required by WSRB to be inspected. Year to date we have only inspected 150 existing business with the help of the fire department. The Fire Marshal also maintains his own budget and attends after hour meetings as needed.

The requested half-time Deputy Fire Marshal position will be responsible for aiding the Fire Marshal in the administration and enforcement of the International Fire Code and determining cause and origin of fires in the City of Burlington. The Deputy Fire Marshal will conduct inspections of schools, hotels, motels, dormitories, stores, factories and all commercial businesses, inspecting for violations of the provisions of the International Fire Code or City Ordinances.

2017 hours spent year to date on fire investigations alone:

Fire investigations average out to be approximately 24 hours from first response to completion of the report. More than 360 hours have been recorded in responding to fire investigations so far in 2017.



Department Overview 2018 Budget

DEPARTMENT

001-060

Community Development

Protective Inspection Services

2012	2013	2014	2015	2016	2017 Adopted Budget	2018 Adopted Budget
\$ -	\$ -	\$ -	\$ -	\$ 156,286	\$ 199,715	\$ 235,815

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget	Adopted Budget
060	Comm Plan & Econ Development					
001-060-524-20-10-00	Inspect Salaries & Wages	\$ -	\$ 80,656.70	\$ 99,787.13	\$ 105,445.00	\$ 120,110.00
001-060-524-20-10-10	Inspect Part Time Wages	\$ -	\$ 24,207.89	\$ 32,903.98	\$ 21,400.00	\$ 31,685.00
001-060-524-20-21-00	Inspect Retirement	\$ -	\$ 11,725.53	\$ 15,421.24	\$ 14,180.00	\$ 19,280.00
001-060-524-20-22-00	Inspect L & I	\$ -	\$ 1,624.24	\$ 2,665.88	\$ 2,700.00	\$ 3,495.00
001-060-524-20-23-00	Inspect FICA	\$ -	\$ 7,928.29	\$ 10,041.02	\$ 9,705.00	\$ 11,610.00
001-060-524-20-24-00	Inspect Medical Insurance	\$ -	\$ 21,570.39	\$ 29,934.46	\$ 31,155.00	\$ 35,450.00
001-060-524-20-31-00	Inspect Office Supplies	\$ -	\$ 179.52	\$ 267.33	\$ 800.00	\$ 800.00
001-060-524-20-31-50	Inspect Public Educ Supplies	\$ -	\$ -	\$ 596.95	\$ 2,500.00	\$ 2,500.00
001-060-524-20-32-00	Inspect Fuel Consumed	\$ -	\$ 355.63	\$ 989.78	\$ 2,500.00	\$ 2,500.00
001-060-524-20-35-00	Inspect Small Tools & Equip	\$ -	\$ 1,283.50	\$ 510.79	\$ 1,000.00	\$ 1,000.00
001-060-524-20-42-00	Inspect Communications	\$ -	\$ -	\$ -	\$ 1,050.00	\$ 1,050.00
001-060-524-20-42-10	Inspect Cell Phone	\$ -	\$ 682.50	\$ 1,083.58	\$ 1,350.00	\$ 705.00
001-060-524-20-42-20	Inspect Postage	\$ -	\$ 28.36	\$ 1.38	\$ 500.00	\$ 500.00
001-060-524-20-42-30	Inspect Telephone	\$ -	\$ 122.20	\$ 503.09	\$ 630.00	\$ 630.00
001-060-524-20-43-00	Inspect Travel	\$ -	\$ 1,360.39	\$ 2,465.61	\$ 1,200.00	\$ 1,200.00
001-060-524-20-48-00	Inspect Repairs & Maint	\$ -	\$ -	\$ 664.20	\$ 2,500.00	\$ 2,500.00
001-060-524-20-49-10	Inspect Dues & Subscriptions	\$ -	\$ 150.00	\$ -	\$ -	\$ 200.00
001-060-524-20-49-20	Inspect Training & Education	\$ -	\$ 912.26	\$ 1,327.99	\$ 1,100.00	\$ 600.00
001-060-524-60-10-00	CodeEnf Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ 32,230.00
001-060-524-60-10-10	CodeEnf Part Time Wages	\$ -	\$ 19,806.46	\$ 26,920.74	\$ 17,830.00	\$ -
001-060-524-60-21-00	CodeEnf Retirement	\$ -	\$ 2,214.50	\$ 3,243.75	\$ 1,995.00	\$ 4,095.00
001-060-524-60-22-00	CodeEnf L & I	\$ -	\$ 315.00	\$ 578.72	\$ 425.00	\$ 770.00
001-060-524-60-23-00	CodeEnf FICA	\$ -	\$ 1,515.19	\$ 2,046.89	\$ 1,365.00	\$ 2,465.00
001-060-524-60-24-00	CodeEnf Medical Insurance	\$ -	\$ -	\$ 3,425.58	\$ -	\$ 9,020.00
001-060-524-60-31-00	CodeEnf Office Supplies	\$ -	\$ -	\$ -	\$ 150.00	\$ 150.00
001-060-524-60-35-00	CodeEnf Small Tools & Equip	\$ -	\$ -	\$ -	\$ 100.00	\$ 100.00
001-060-524-60-42-10	CodeEnf Cell Phone	\$ -	\$ 161.88	\$ 681.67	\$ 780.00	\$ 780.00
001-060-524-60-42-30	CodeEnf Telephone	\$ -	\$ 121.13	\$ 493.68	\$ 630.00	\$ 630.00
001-060-524-60-43-00	CodeEnf Travel	\$ -	\$ -	\$ -	\$ 200.00	\$ 200.00
001-060-524-60-45-00	CodeEnf Rentals	\$ -	\$ -	\$ -	\$ 100.00	\$ 100.00
001-060-524-60-48-00	CodeEnf Repair & Maint	\$ -	\$ -	\$ -	\$ 150.00	\$ 150.00
001-060-524-60-49-10	CodeEnf Dues & Subscriptions	\$ -	\$ -	\$ -	\$ 50.00	\$ 50.00
001-060-524-60-49-20	CodeEnf Training & Education	\$ -	\$ -	\$ 176.00	\$ 100.00	\$ 100.00

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget	Adopted Budget
001-060-558-50-10-00	Permit Salaries & Wages	\$ 90,691.02	\$ 64,984.16	\$ 131,774.30	\$ 140,820.00	\$ 138,160.00
001-060-558-50-11-00	Permit Overtime	\$ -	\$ -	\$ 1,907.90	\$ -	\$ -
001-060-558-50-21-00	Permit Retirement	\$ 13,764.19	\$ 7,266.13	\$ 15,429.12	\$ 15,770.00	\$ 17,580.00
001-060-558-50-22-00	Permit L & I	\$ 2,124.01	\$ 1,154.58	\$ 1,421.17	\$ 1,580.00	\$ 1,580.00
001-060-558-50-23-00	Permit FICA	\$ 10,182.70	\$ 4,901.86	\$ 9,985.27	\$ 10,795.00	\$ 10,600.00
001-060-558-50-24-00	Permit Medical Insurance	\$ 21,494.52	\$ 16,479.78	\$ 26,048.93	\$ 28,610.00	\$ 29,310.00
001-060-558-50-31-00	Permit Office Supplies	\$ 377.00	\$ 765.00	\$ 1,028.25	\$ 800.00	\$ 800.00
001-060-558-50-31-10	Permit Operating Supplies	\$ -	\$ 792.89	\$ 36.51	\$ -	\$ -
001-060-558-50-32-00	Permit Fuel Consumed	\$ 492.08	\$ 1,108.08	\$ 469.85	\$ 1,250.00	\$ 1,250.00
001-060-558-50-35-00	Permit Small Tools & Equip	\$ 4,592.52	\$ 672.42	\$ 188.49	\$ 200.00	\$ 200.00
001-060-558-50-42-10	Permit Cell Phone	\$ -	\$ 318.07	\$ 532.71	\$ 805.00	\$ 805.00
001-060-558-50-42-20	Permit Postage	\$ -	\$ 231.50	\$ 38.65	\$ 500.00	\$ 500.00
001-060-558-50-42-30	Permit Telephone	\$ -	\$ 127.23	\$ 512.53	\$ 680.00	\$ 680.00
001-060-558-50-43-00	Permit Travel	\$ 366.98	\$ 292.22	\$ 1,376.52	\$ 800.00	\$ 800.00
001-060-558-50-45-00	Permit Rentals	\$ 1,427.00	\$ 1,812.15	\$ (356.75)	\$ 2,400.00	\$ 1,000.00
001-060-558-50-48-00	Permit Repair & Maint	\$ 4,967.55	\$ 4,941.24	\$ 4,692.89	\$ 6,000.00	\$ 6,000.00
001-060-558-50-49-10	Permit Dues & Subscriptions	\$ -	\$ 520.00	\$ 380.00	\$ 400.00	\$ 200.00
001-060-558-50-49-20	Permit Training & Education	\$ -	\$ 123.47	\$ 659.63	\$ 600.00	\$ 600.00
001-060-558-50-49-95	Permit Bank Service Charges	\$ -	\$ -	\$ 4,790.86	\$ -	\$ 3,000.00
001-060-558-60-10-00	Planning Salaries & Wages	\$ 185,458.78	\$ 138,177.15	\$ 132,026.60	\$ 132,005.00	\$ 134,610.00
001-060-558-60-11-00	Planning Overtime	\$ 7,415.56	\$ 5,165.00	\$ 5,723.86	\$ 3,750.00	\$ 750.00
001-060-558-60-21-00	Planning Retirement	\$ 19,013.92	\$ 16,025.57	\$ 16,454.94	\$ 14,845.00	\$ 17,190.00
001-060-558-60-22-00	Planning L & I	\$ 404.20	\$ 405.96	\$ 485.41	\$ 550.00	\$ 445.00
001-060-558-60-23-00	Planning FICA	\$ 14,568.59	\$ 10,906.94	\$ 10,499.28	\$ 10,155.00	\$ 10,355.00
001-060-558-60-24-00	Planning Medical Insurance	\$ 17,248.17	\$ 17,772.35	\$ 16,804.11	\$ 30,350.00	\$ 18,385.00
001-060-558-60-31-00	Planning Office Supplies	\$ 1,637.67	\$ 1,717.24	\$ 1,194.71	\$ 2,000.00	\$ 2,000.00
001-060-558-60-35-00	Planning Small Tools & Equip	\$ 1,245.88	\$ 432.89	\$ 397.77	\$ 800.00	\$ 800.00
001-060-558-60-41-00	Planning Professional Services	\$ 23,036.15	\$ 2,896.12	\$ 8,822.12	\$ 55,000.00	\$ 85,000.00
001-060-558-60-41-90	Planning Public Notices	\$ -	\$ -	\$ 3,246.78	\$ 2,500.00	\$ 5,000.00
001-060-558-60-42-10	Planning Cell Phone	\$ -	\$ 734.46	\$ 701.77	\$ 705.00	\$ 705.00
001-060-558-60-42-20	Planning Postage	\$ -	\$ 746.23	\$ 1,325.30	\$ 2,500.00	\$ 3,000.00
001-060-558-60-42-30	Planning Telephone	\$ -	\$ 127.25	\$ 512.53	\$ 655.00	\$ 655.00
001-060-558-60-43-00	Planning Travel	\$ 1,060.73	\$ 1,103.23	\$ 1,559.19	\$ 2,000.00	\$ 2,000.00
001-060-558-60-45-00	Planning Rentals	\$ 2,712.30	\$ 2,900.54	\$ 2,899.82	\$ 3,500.00	\$ 3,500.00

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget	2018 Adopted Budget
001-060-558-60-48-00	Planning Repair & Maint	\$ 1,333.54	\$ 4,465.34	\$ 4,480.23	\$ 6,000.00	\$ 6,000.00
001-060-558-60-49-10	Planning Dues & Subscriptions	\$ -	\$ 706.00	\$ 896.00	\$ 1,000.00	\$ 1,000.00
001-060-558-60-49-20	Planning Training & Education	\$ -	\$ 175.00	\$ 350.00	\$ 3,500.00	\$ 3,500.00
060	Comm Plan & Econ Development	\$ 425,615.06	\$ 487,869.61	\$ 646,028.69	\$ 707,415.00	\$ 794,615.00

The Buildings and Grounds Department's purpose is to provide functional and clean facilities for Burlington residents, the general public, and city employees. Maintain appearance of facilities and grounds. Oversee facilities preventive maintenance actions and contracts. Respond to equipment breakdowns and ensure timely system repair. Provide support to the City's special events and projects. This budget includes the utility expenses and dike assessments for City general purpose facilities.

POSITION SUMMARY		
POSITION TITLE	2017	2018
Supervisor	1	1
Utility I	2	2
Custodians	3	3
Seasonal Worker	1,500 hours	1,500 hours
Custodian (Part-Time)	800 hours	800 hours

2012	2013	2014	2015	2016	2017 Adopted Budget	2018 Adopted Budget
\$ 740,985	\$ 739,938	\$ 742,095	\$ 776,244	\$ 809,176	\$ 825,195	\$ 996,185

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget
080	Facilities Maintenance				
001-080-518-31-10-00	Fac Maint Salaries & Wages	\$ 326,207.31	\$ 291,879.11	\$ 272,118.12	\$ 273,960.00
001-080-518-31-10-10	Fac Maint Part Time Wages	\$ 19,732.23	\$ 27,241.89	\$ 9,714.46	\$ 9,950.00
001-080-518-31-10-15	Fac Maint Seasonal Wages	\$ -	\$ -	\$ 11,310.00	\$ 19,500.00
001-080-518-31-11-00	Fac Maint Overtime	\$ 845.63	\$ 6,661.91	\$ 2,899.18	\$ 1,500.00
001-080-518-31-21-00	Fac Maint Retirement	\$ 32,960.75	\$ 33,236.19	\$ 33,589.29	\$ 30,795.00
001-080-518-31-22-00	Fac Maint L & I	\$ 8,526.57	\$ 8,275.09	\$ 10,835.34	\$ 10,485.00
001-080-518-31-23-00	Fac Maint FICA	\$ 26,098.77	\$ 24,611.39	\$ 22,182.03	\$ 23,325.00
001-080-518-31-24-00	Fac Maint Medical Insurance	\$ 110,677.42	\$ 91,435.67	\$ 113,820.33	\$ 107,895.00
001-080-518-31-25-00	Fac Maint Life Insurance	\$ 101.81	\$ 90.44	\$ 78.28	\$ 85.00
001-080-518-31-27-00	Fac Maint Prot Clothing	\$ 1,139.20	\$ 1,560.66	\$ 1,309.76	\$ 1,700.00
001-080-518-31-31-00	Fac Maint Office Supplies	\$ 19,832.81	\$ -	\$ 2,335.27	\$ 2,000.00
001-080-518-31-31-05	Fac Maint Seasonal Supplies	\$ 4,012.00	\$ 3,059.55	\$ -	\$ 5,000.00
001-080-518-31-31-10	Fac Maint Operating Supplies	\$ -	\$ 25,417.30	\$ 47,542.96	\$ 24,000.00
001-080-518-31-31-40	Fac Maint Janitor Supplies	\$ -	\$ 21,906.73	\$ 15,581.40	\$ 18,000.00
001-080-518-31-32-00	Fac Maint Fuel Consumed	\$ 4,452.11	\$ 4,423.10	\$ 3,703.94	\$ 5,000.00
001-080-518-31-35-00	Fac Maint Small Tools & Equip	\$ 3,415.05	\$ 3,691.83	\$ 12,758.95	\$ 7,500.00
001-080-518-31-41-00	Fac Maint Professional Svcs	\$ 3,768.28	\$ 2,362.00	\$ 49,217.07	\$ 4,000.00
001-080-518-31-42-10	Fac Maint Cell Phone	\$ -	\$ 2,220.64	\$ 2,636.55	\$ 2,200.00
001-080-518-31-42-30	Fac Maint Telephone	\$ -	\$ 127.23	\$ 4,838.20	\$ 655.00
001-080-518-31-43-00	Fac Maint Travel	\$ 26.65	\$ 120.00	\$ 42.00	\$ 500.00
001-080-518-31-45-00	Fac Maint Rentals	\$ -	\$ 1,087.84	\$ -	\$ 1,900.00
001-080-518-31-47-00	Fac Maint Util City Hall	\$ 34,902.24	\$ 32,890.85	\$ 40,135.46	\$ 33,000.00
001-080-518-31-47-01	Fac Maint Util Byways Center	\$ 9,060.90	\$ 9,729.64	\$ 16,106.89	\$ 9,000.00
001-080-518-31-47-02	Fac Maint Util Library	\$ 32,264.40	\$ 33,900.51	\$ 37,696.11	\$ 35,000.00
001-080-518-31-47-03	Fac Maint Util Pks & Rec	\$ 12,716.16	\$ 13,433.30	\$ 16,481.99	\$ 18,000.00
001-080-518-31-47-04	Fac Maint Util Comm Hall	\$ 22,640.03	\$ 21,103.47	\$ 20,348.54	\$ 27,000.00
001-080-518-31-47-05	Fac Maint Util Police	\$ 35,436.63	\$ 37,072.40	\$ 45,672.88	\$ 39,000.00
001-080-518-31-47-06	Fac Maint Util Storage	\$ 3,867.53	\$ 3,687.88	\$ 4,657.61	\$ 4,500.00
001-080-518-31-47-08	Fac Maint Util Fire	\$ 24,764.76	\$ 24,473.95	\$ 30,402.68	\$ 27,000.00
001-080-518-31-48-00	Fac Maint Repair & Maint	\$ 52,220.85	\$ 50,263.84	\$ 31,610.47	\$ 42,000.00
001-080-518-31-48-02	Fac Maint Vehicle Maint	\$ 1,697.17	\$ 4,541.87	\$ 3,917.73	\$ 4,000.00
001-080-518-31-49-10	Fac Maint Dues & Subscription	\$ -	\$ 36.67	\$ 159.00	\$ 250.00
001-080-518-31-49-20	Fac Maint Training & Educ	\$ -	\$ 452.91	\$ 178.00	\$ 2,500.00

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget	2018 Adopted Budget
001-080-518-31-49-50	Fac Maint Uniforms & Mats	\$ -	\$ 1,555.54	\$ 1,869.46	\$ 1,000.00	\$ 1,500.00
001-080-518-31-49-60	Fac Maint Regulatory Fees	\$ -	\$ 950.80	\$ 165.00	\$ 500.00	\$ 500.00
001-080-518-31-50-99	Fac Maint Dike Assessments	\$ -	\$ 24,603.09	\$ 32,418.60	\$ 32,500.00	\$ 30,700.00
080	Facilities Maintenance	\$ 791,367.26	\$ 808,105.29	\$ 898,333.55	\$ 820,695.00	\$ 996,185.00



Department Overview 2018 Budget

DEPARTMENT

001-085

Information Technology

The Information Technology Department provides IT and IS services to support all information systems to the City of Burlington users to accomplish their goals and perform the objectives outlined in the City's mission statement. IT services include design, procurement, management and support of information technology hardware, software, networking and website support. IT has implemented our own city web server to host several different applications and services. IT now manages the City fiber project, designs, plans, implements, and works with city fiber and electrical contractors, develops and manages fiber infrastructure and ISP contracts with local businesses.

POSITION SUMMARY		
POSITION TITLE	2017	2018
IT Technician	1	1
IT Manager	1	1

2013	2014	2015	2016	2017 Adopted Budget	2018 Adopted Budget
\$ 229,648	\$ 225,918	\$ 255,148	\$ 271,935	\$ 368,440	\$ 414,385

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget	2018 Adopted Budget
085	Information Technology					
001-085-518-81-10-00	IT Salaries & Wages	\$ 128,118.08	\$ 135,305.38	\$ 152,790.36	\$ 139,220.00	\$ 151,965.00
001-085-518-81-11-00	IT Overtime	\$ -	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00
001-085-518-81-21-00	IT Retirement	\$ 13,071.54	\$ 15,127.11	\$ 18,321.70	\$ 15,735.00	\$ 19,490.00
001-085-518-81-22-00	IT L & I	\$ 422.11	\$ 436.82	\$ 524.94	\$ 575.00	\$ 510.00
001-085-518-81-23-00	IT FICA	\$ 9,560.48	\$ 10,101.20	\$ 11,429.06	\$ 10,765.00	\$ 11,740.00
001-085-518-81-24-00	IT Medical Insurance	\$ 49,490.52	\$ 50,909.78	\$ 52,959.47	\$ 52,815.00	\$ 57,630.00
001-085-518-81-31-00	IT Office Supplies	\$ 834.25	\$ 448.94	\$ 371.64	\$ 750.00	\$ 500.00
001-085-518-81-31-10	IT Operating Supplies	\$ 2,864.93	\$ 3,162.57	\$ 4,627.97	\$ 4,000.00	\$ 4,000.00
001-085-518-81-32-00	IT Fuel Consumed	\$ 20.52	\$ 147.37	\$ 250.03	\$ 250.00	\$ 250.00
001-085-518-81-35-00	IT Small Tools & Equipment	\$ -	\$ 3.24	\$ 293.48	\$ 150.00	\$ 150.00
001-085-518-81-35-10	IT Computer Hardware	\$ -	\$ -	\$ -	\$ -	\$ 29,000.00
001-085-518-81-41-00	IT Professional Services	\$ 9,463.87	\$ 5,916.23	\$ -	\$ -	\$ -
001-085-518-81-41-60	IT Web Site Hosting	\$ -	\$ -	\$ 5,010.95	\$ 5,050.00	\$ 13,800.00
001-085-518-81-41-62	IT Network Support	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00
001-085-518-81-41-64	IT Software Support	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00
001-085-518-81-42-10	IT Cell Phone	\$ -	\$ 1,771.99	\$ 1,883.66	\$ 2,000.00	\$ 2,100.00
001-085-518-81-42-20	IT Postage	\$ -	\$ 46.33	\$ 39.03	\$ 25.00	\$ 25.00
001-085-518-81-42-30	IT Telephone	\$ -	\$ 206.68	\$ 928.76	\$ 705.00	\$ 725.00
001-085-518-81-42-50	IT Network Communications	\$ 12,561.01	\$ 9,361.66	\$ 1,887.00	\$ 14,000.00	\$ 14,000.00
001-085-518-81-43-00	IT Travel	\$ 728.72	\$ 1,371.44	\$ 45.00	\$ 4,250.00	\$ 4,250.00
001-085-518-81-45-00	IT Rentals	\$ -	\$ -	\$ 292.22	\$ 250.00	\$ 50.00
001-085-518-81-48-00	IT Repairs & Maintenance	\$ 400.24	\$ 3,631.41	\$ 1,372.31	\$ 4,500.00	\$ 4,500.00
001-085-518-81-49-10	IT Dues & Subscriptions	\$ -	\$ 75.00	\$ 132.25	\$ 250.00	\$ 250.00
001-085-518-81-49-20	IT Training & Education	\$ -	\$ 825.00	\$ -	\$ 4,500.00	\$ 4,500.00
001-085-518-81-49-60	IT Software Licensing & Support	\$ -	\$ -	\$ 21,195.26	\$ 26,750.00	\$ 26,750.00
001-085-532-81-31-60	Fiber Conduit	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,300.00
001-085-532-81-31-62	Fiber Spools	\$ -	\$ -	\$ -	\$ 3,500.00	\$ 2,500.00
001-085-532-81-31-64	Fiber Parts	\$ -	\$ -	\$ 787.24	\$ 9,500.00	\$ 7,500.00
001-085-532-81-31-65	Fiber Vaults	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00
001-085-532-81-35-00	Fiber Small Tools & Equip	\$ 447.42	\$ -	\$ 7,902.62	\$ 7,500.00	\$ 7,500.00
001-085-532-81-41-00	Fiber Professional Services	\$ 658.60	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00
001-085-532-81-41-01	Fiber Advertising	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00
001-085-532-81-42-60	Fiber Internet Communications	\$ -	\$ -	\$ 3,798.98	\$ 2,400.00	\$ 2,400.00

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget	2018 Adopted Budget
001-085-532-81-43-00	Fiber Travel	\$ 4,375.54	\$ 3,006.17	\$ 905.02	\$ 4,000.00	\$ 4,000.00
001-085-532-81-48-00	Fiber Repairs & Maintenance	\$ 4,444.03	-	-	\$ 15,000.00	\$ 4,000.00
001-085-532-81-49-20	Fiber Training & Education	-	-	-	\$ 3,500.00	\$ 3,500.00
085	Information Technology	\$ 237,461.86	\$ 241,854.32	\$ 287,748.95	\$ 368,440.00	\$ 414,385.00

DEPARTMENT

Police

The Police Department provides public safety through a number of diverse activities including the protection of persons and property, crime prevention, traffic safety and enforcement, safety education programs, and co-operative efforts involving the Community Resource Officer, Gang Task Force and Drug Task Force.

POSITION SUMMARY		
POSITION TITLE	2017	2018
Chief	1	1
Assistant Chief	1	1
Lieutenant	1	1
Sergeants	4	4
Officers	17	17
Detectives	2	2
Community Resource Officer	1	1
Administrative Secretary	1	1
Records Technicians	4	4



Department Overview
2018 Budget
001-090

DEPARTMENT

Police

2013	2014	2015	2016	2017 Adopted Budget	2018 Adopted Budget
\$ 3,680,812	\$ 3,643,025	\$ 3,795,714	\$ 4,074,818	\$ 4,150,125	\$ 4,306,020

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget
090	Police				
001-090-521-20-10-00	Police Salaries & Wages	\$ 2,141,935.72	\$ 2,260,704.63	\$ 2,395,361.18	\$ 2,328,545.00
001-090-521-20-11-00	Police Overtime	\$ 87,859.23	\$ 63,589.83	\$ 72,618.99	\$ 80,000.00
001-090-521-20-11-01	Police Outside Overtime	\$ 2,843.05	\$ 3,562.16	\$ 6,532.41	\$ 4,000.00
001-090-521-20-12-00	Police Holiday	\$ 60,380.61	\$ 69,527.35	\$ 112,730.72	\$ 87,350.00
001-090-521-20-21-00	Police Retirement	\$ 132,324.58	\$ 141,470.20	\$ 155,765.03	\$ 146,570.00
001-090-521-20-22-00	Police L & I	\$ 33,564.03	\$ 38,403.45	\$ 55,153.22	\$ 55,415.00
001-090-521-20-23-00	Police FICA	\$ 173,207.69	\$ 181,317.97	\$ 193,296.69	\$ 191,245.00
001-090-521-20-24-00	Police Medical Insurance	\$ 547,830.42	\$ 583,180.32	\$ 623,152.92	\$ 627,050.00
001-090-521-20-24-10	Police Retired LEOFF I Med Ins	\$ 43,093.05	\$ 37,564.61	\$ 36,437.28	\$ 56,430.00
001-090-521-20-25-00	Police Life Insurance	\$ 81.60	\$ 81.60	\$ 81.60	\$ 85.00
001-090-521-20-27-00	Police Uniform & Clothing	\$ 10,681.87	\$ 15,428.40	\$ 27,378.97	\$ 23,500.00
001-090-521-20-27-10	Police Uniforms - New Officer	\$ 11,930.26	\$ 14,621.55	\$ 8,723.79	\$ 8,000.00
001-090-521-20-31-00	Police Office Supplies	\$ 16,161.57	\$ 27,481.83	\$ 27,165.67	\$ 26,800.00
001-090-521-20-31-10	Police Proj Lifesaver Supplies	\$ -	\$ 1,864.50	\$ 37.20	\$ 1,000.00
001-090-521-20-31-20	Police General Oper Supplies	\$ -	\$ -	\$ 2,116.96	\$ -
001-090-521-20-31-30	Police Oper Supplies Firearms	\$ -	\$ -	\$ 548.36	\$ -
001-090-521-20-31-40	Police Oper Supplies Training	\$ -	\$ -	\$ -	\$ -
001-090-521-20-31-50	Police Oper Supplies Veh Maint	\$ -	\$ -	\$ -	\$ -
001-090-521-20-31-60	Police Oper Supplies Tasers	\$ -	\$ -	\$ -	\$ -
001-090-521-20-31-70	Police Oper Supplies Unif & Eq	\$ -	\$ -	\$ 4,171.92	\$ -
001-090-521-20-32-00	Police Fuel Consumed	\$ 26,246.80	\$ 40,870.98	\$ 36,926.45	\$ 65,000.00
001-090-521-20-35-00	Police Small Tools & Equipment	\$ 511.70	\$ 14,505.98	\$ 38,591.16	\$ 22,025.00
001-090-521-20-35-10	Police Youth Outreach Supplies	\$ 2,673.39	\$ 2,708.82	\$ 1,550.98	\$ 4,000.00
001-090-521-20-35-20	Police Small Tools Firearms	\$ -	\$ -	\$ -	\$ -
001-090-521-20-35-30	Police Small Tools Taser	\$ -	\$ -	\$ -	\$ -
001-090-521-20-35-40	Police Small Tools Trning Eqp	\$ -	\$ -	\$ -	\$ -
001-090-521-20-35-50	Police Small Tools Radios	\$ -	\$ -	\$ -	\$ -
001-090-521-20-41-00	Police Professional Services	\$ 43,242.14	\$ 46,509.71	\$ 62,436.45	\$ 46,350.00
001-090-521-20-41-70	Police Confidential Shredding	\$ -	\$ -	\$ 441.91	\$ -
001-090-521-20-42-00	Police Communications	\$ 23,844.95	\$ 5,857.55	\$ -	\$ -
001-090-521-20-42-10	Police Cell Phone	\$ -	\$ 17,700.93	\$ 18,704.42	\$ 21,800.00
001-090-521-20-42-20	Police Postage	\$ -	\$ 666.13	\$ 768.64	\$ 700.00
001-090-521-20-42-30	Police Telephone	\$ -	\$ 265.75	\$ 2,286.72	\$ 3,170.00

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget	2018 Adopted Budget
001-090-521-20-43-00	Police Travel	\$ 2,469.68	\$ 8,205.98	\$ 14,003.00	\$ 9,500.00	\$ 16,650.00
001-090-521-20-45-00	Police Rentals	\$ 13,959.34	\$ 15,849.22	\$ 12,021.25	\$ 17,800.00	\$ 6,000.00
001-090-521-20-48-00	Police Equip Repair & Maint	\$ 5,570.18	\$ 7,767.98	\$ 5,608.74	\$ 6,300.00	\$ 4,500.00
001-090-521-20-48-01	Police Vehicle Maint	\$ 22,222.11	\$ 27,372.96	\$ 24,891.52	\$ 31,000.00	\$ 20,000.00
001-090-521-20-49-10	Police Dues & Subscriptions	\$ 19,617.65	\$ 22,053.67	\$ 10,760.59	\$ 1,000.00	\$ 68,175.00
001-090-521-20-49-20	Police Training & Education	\$ -	\$ -	\$ 14,352.57	\$ 20,000.00	\$ 25,000.00
001-090-521-20-49-55	Police Car Washes	\$ -	\$ -	\$ 468.21	\$ -	\$ 400.00
001-090-521-20-49-57	Police Dry Cleaning	\$ -	\$ -	\$ 1,082.62	\$ -	\$ 1,250.00
001-090-521-20-49-60	Police Regulatory Fees	\$ -	\$ 147.75	\$ 129.47	\$ -	\$ 250.00
001-090-523-60-51-00	Police Care & Cust of Prisoner	\$ 36,814.70	\$ 78,045.37	\$ 65,560.04	\$ 55,900.00	\$ 88,000.00
001-090-554-30-31-00	Animal Control Supplies	\$ 140.10	\$ 109.91	\$ 42.94	\$ 200.00	\$ 200.00
001-090-554-30-41-00	Animal Control Prof Services	\$ 3,705.75	\$ 1,482.00	\$ 1,975.00	\$ 4,000.00	\$ 4,000.00
001-090-554-30-48-00	Animal Control Maint	\$ 358.43	\$ 255.81	\$ -	\$ 150.00	\$ 150.00
001-090-594-21-64-04	Police WASPC Traf Saf Intox	\$ -	\$ 799.00	\$ -	\$ 1,000.00	\$ 1,000.00
090	Police	\$ 3,463,270.60	\$ 3,729,973.90	\$ 4,033,875.59	\$ 3,945,885.00	\$ 4,306,020.00

The Burlington Public Library provides programming and resources to support the educational, civic, and cultural activities of residents of the City of Burlington, and the greater Burlington community.

Activities include:

- Collecting materials in a variety of formats and subject interests
- Providing free and equal access to information, public meeting space, and public forums to support citizens' engagement with our democratic society
- Facilitating life-long education for all ages through programming and resources
- Encouraging the use of library materials and services for recreation and social inclusion
- Developing early literacy skills for preschool children,
- Providing technology support and training to all ages

POSITION SUMMARY		
POSITION TITLE	2017	2018
Library Director	1.0	1.0
Librarian	4.0	4.0
Senior Library Associate	1.0	1.0
Public Services Associate	1.0	1.0
Outreach Associate	0.5	0.5
Tech Lead	0.5	0.5
Tech Services Associate	0.5	0.5
Library Assistant (part time)	1.5	1.5
Library Page (part time)	1.0	1.0



Department Overview 2018 Budget

DEPARTMENT

001-104

Library

2012	2013	2014	2015	2016	2017 Adopted Budget	2018 Adopted Budget
\$ 546,027	\$ 602,626	\$ 600,738	\$ 674,846	\$ 843,924	\$ 889,185	\$ 938,530

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget	Adopted Budget
104	Library					
001-104-572-20-10-00	Library Salaries & Wages	\$ 305,988.35	\$ 288,703.49	\$ 289,076.10	\$ 324,425.00	\$ 379,590.00
001-104-572-20-10-10	Library Part Time Wages	\$ 171,803.49	\$ 206,351.70	\$ 204,987.06	\$ 154,045.00	\$ 133,675.00
001-104-572-20-11-10	Library Overtime PT	\$ -	\$ -	\$ -	\$ -	\$ -
001-104-572-20-21-00	Library Retirement	\$ 46,624.54	\$ 53,600.28	\$ 54,506.67	\$ 51,240.00	\$ 62,150.00
001-104-572-20-22-00	Library L & I	\$ 2,093.10	\$ 2,674.37	\$ 4,041.05	\$ 3,790.00	\$ 2,755.00
001-104-572-20-23-00	Library FICA	\$ 36,297.68	\$ 37,457.66	\$ 37,447.51	\$ 36,600.00	\$ 39,265.00
001-104-572-20-24-00	Library Medical Insurance	\$ 75,950.63	\$ 107,418.89	\$ 108,209.35	\$ 115,810.00	\$ 126,870.00
001-104-572-20-25-00	Library Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
001-104-572-20-31-00	Library Office Supplies	\$ 12,102.39	\$ 12,771.53	\$ 3,675.26	\$ 4,810.00	\$ 4,810.00
001-104-572-20-31-10	Library Operating Supplies	\$ -	\$ -	\$ 13,454.60	\$ 32,850.00	\$ 8,150.00
001-104-572-20-35-00	Library Small Tools & Equip	\$ 922.70	\$ 778.50	\$ 4,880.22	\$ 3,325.00	\$ 3,325.00
001-104-572-20-39-00	Library Books & Materials	\$ -	\$ 85,640.21	\$ 99,592.62	\$ 100,000.00	\$ 100,000.00
001-104-572-20-39-50	Library Skagit Co Contrib	\$ -	\$ -	\$ 6,671.00	\$ 9,000.00	\$ 9,000.00
001-104-572-20-41-00	Library Professional Services	\$ 8,535.26	\$ 9,086.42	\$ 4,244.58	\$ 10,150.00	\$ 10,150.00
001-104-572-20-41-01	Library Advertising	\$ 1,602.01	\$ 438.92	\$ 928.90	\$ 1,565.00	\$ 1,565.00
001-104-572-20-42-10	Library Cell Phone	\$ -	\$ 700.74	\$ 701.77	\$ 705.00	\$ 705.00
001-104-572-20-42-20	Library Postage	\$ -	\$ 1,030.50	\$ 2,399.52	\$ 2,200.00	\$ 2,200.00
001-104-572-20-42-30	Library Telephone	\$ -	\$ 129.62	\$ 521.94	\$ 720.00	\$ 720.00
001-104-572-20-42-50	Library Internet Connection	\$ -	\$ 2,189.00	\$ 2,587.00	\$ 2,400.00	\$ 2,400.00
001-104-572-20-43-00	Library Travel	\$ 2,492.54	\$ 1,942.00	\$ 2,301.72	\$ 3,250.00	\$ 3,850.00
001-104-572-20-45-00	Library Rentals	\$ 4,457.38	\$ 5,003.69	\$ 2,205.45	\$ 2,120.00	\$ 2,120.00
001-104-572-20-48-00	Library Repair & Maintenance	\$ 5,975.64	\$ 7,458.00	\$ 4,386.01	\$ 8,025.00	\$ 9,725.00
001-104-572-20-49-10	Library Dues & Subscriptions	\$ -	\$ 19,171.77	\$ 20,660.04	\$ 22,770.00	\$ 26,770.00
001-104-572-20-49-20	Library Training & Education	\$ -	\$ 570.00	\$ 157.97	\$ 7,085.00	\$ 6,685.00
001-104-572-20-49-60	Library Software Maintenance	\$ -	\$ -	\$ 9,330.23	\$ 9,500.00	\$ 1,250.00
001-104-572-20-49-95	Library Bank Service Charges	\$ -	\$ 725.83	\$ 455.06	\$ 800.00	\$ 800.00
104	Library	\$ 674,845.71	\$ 843,843.12	\$ 877,421.63	\$ 907,185.00	\$ 938,530.00



Department Overview 2018 Budget

DEPARTMENT

001-105

Emergency Management
Services

This portion of the General Fund accounts for activities related to fire investigations and the preparation for, response to, and recovery from disasters, including communications, alarms and dispatch services, and for 911 dispatch services.

POSITION SUMMARY		
POSITION TITLE	2017	2018
Fire Marshal	0.2	0.2

2012	2013	2014	2015	2016	2017 Adopted Budget	2018 Adopted Budget
\$ 91,576	\$ 94,663	\$ 128,904	\$ 157,592	\$ 202,366	\$ 238,700	\$ 313,285

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budge	2018 Adopted Budget
105	Fire Investigation					
001-105-522-20-51-00	Enhanced 911	\$ 136,012.88	\$ 155,616.32	\$ 147,965.94	\$ 187,290.00	\$ 224,450.00
001-105-522-30-10-00	Fire Inv Salaries & Wages	\$ -	\$ 15,672.54	\$ 16,428.57	\$ 16,270.00	\$ 16,455.00
001-105-522-30-21-00	Fire Inv Retirement	\$ -	\$ 1,752.79	\$ 1,961.62	\$ 1,820.00	\$ 2,090.00
001-105-522-30-22-00	Fire Inv L & I	\$ -	\$ 247.70	\$ 312.17	\$ 340.00	\$ 340.00
001-105-522-30-23-00	Fire Inv FICA	\$ -	\$ 1,174.54	\$ 1,230.86	\$ 1,245.00	\$ 1,260.00
001-105-522-30-24-00	Fire Inv Medical Insurance	\$ -	\$ 5,090.61	\$ 5,271.66	\$ 5,285.00	\$ 5,765.00
001-105-522-30-31-50	Fire Inv Clothing & Uniforms	\$ -	\$ -	\$ 386.91	\$ -	\$ 2,100.00
001-105-522-30-43-30	Fire Inv Travel	\$ -	\$ -	\$ 120.00	\$ 500.00	\$ 2,000.00
001-105-522-30-45-00	Fire Inv Spec Equip Rentals	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00
001-105-522-30-49-10	Fire Inv Dues & Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ 200.00
001-105-522-30-49-20	Fire Inv Training & Education	\$ -	\$ -	\$ 460.00	\$ -	\$ 2,300.00
001-105-522-30-49-30	Fire Inv Specialty Materials	\$ -	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00
001-105-525-20-51-00	Emergency Services	\$ 21,156.65	\$ 22,386.77	\$ 68,808.58	\$ 23,000.00	\$ 50,875.00
001-105-525-60-51-00	NW Wash Incident Mgmt Team	\$ 422.25	\$ 424.25	\$ -	\$ 450.00	\$ 450.00
105	Fire Investigation	\$ 157,591.78	\$ 202,365.52	\$ 242,946.31	\$ 238,700.00	\$ 313,285.00

The Engineering Department provides oversight of the Street, Sewer, Stormwater and Buildings and Grounds departments, and technical support for City departments. The department reviews all the site plans for development in Burlington, including parking lot areas, street and utility improvements and public assistance with private project developments and city-financed projects. The department is also responsible for capital facilities projects including streets, sewers, pump stations, sidewalks, and traffic signals.

POSITION SUMMARY		
POSITION TITLE	2017	2018
Public Works Director - City Engineer	0.8	0.8
Asst. Public Works Director - City Engineer	0.8	0.8
Engineering Technician	0.8	0.8

Personnel Request: Staff Assistant I 1.0 FTE

The Public Works Department is a collection of technical experts that support City staff at large, manage the infrastructure that serves the citizens of Burlington, and work with local developers to ensure new development prescribes to City standards and best engineering practices. The current collection of department heads work cooperatively with the best interest of the overall organization in mind. This esprit de corps is evident at our weekly staff meetings. Key to promoting this team momentum are frequent communications, flow of information essential to projects, and the processing and maintenance of administrative documents. To function at a professional level, departments must properly organize, maintain and have access to: reports, engineering plans, correspondence, contractor and developer requests, grant documentation, procurement requests and associated billings and tracking of citizen concerns / interactions. This requires administrative support which has been lacking within the Public Works Department.

The department heads are sacrificing their valuable technical skills to perform required administrative tasks. While they do their best administratively, the records and paperwork are not handled adequately for an operation that is expected to be of "professional grade". The Engineering group alone has reviewed and processed at least double the amount of developer projects this past year and the outlook suggests this pace will continue. In the midst of this developer and internal project activity is the management of grants which support the City's larger infrastructure projects. Management of federal grant money is especially administratively intense requiring processing of specialized paperwork and maintenance of project files. The City is especially at risk when federal auditors review project files. Inadequate project documentation and file maintenance can cause the City to be ineligible for future grant funding. For the above reasons and many not mentioned, it is beyond time for an Administrative Assistant to be added to the Public Works staff. The fact that 34% of the City's budget is spent by Public Works without proper records and documentation being in place should be of grave concern to Council.



Department Overview 2018 Budget

DEPARTMENT

001-110

Engineering

2013	2014	2015	2016	2017 Adopted Budget	2018 Adopted Budget
\$ 326,205	\$ 368,282	\$ 389,340	\$ 329,748	\$ 335,910	\$ 378,495

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budge	2018 Adopted Budget
110	Engineering					
001-110-544-20-10-00	Eng Salaries & Wages	\$ -	\$ 231,773.23	\$ 201,970.48	\$ 230,700.00	\$ 251,000.00
001-110-544-20-21-00	Eng Retirement	\$ -	\$ 25,912.41	\$ 24,008.58	\$ 25,795.00	\$ 31,875.00
001-110-544-20-22-00	Eng L&I	\$ -	\$ 1,316.61	\$ 1,003.15	\$ 1,075.00	\$ 725.00
001-110-544-20-23-00	Eng FICA	\$ -	\$ 17,049.47	\$ 14,812.32	\$ 17,650.00	\$ 19,200.00
001-110-544-20-24-00	Eng Medical Insurance	\$ -	\$ 35,127.78	\$ 27,892.18	\$ 36,245.00	\$ 45,925.00
001-110-544-20-27-00	Eng Protective Clothing	\$ -	\$ -	\$ -	\$ 200.00	\$ 200.00
001-110-544-20-31-00	Eng Office Supplies	\$ -	\$ 7,304.97	\$ 1,693.12	\$ 7,000.00	\$ 7,000.00
001-110-544-20-32-00	Eng Fuel Consumed	\$ -	\$ 812.25	\$ 288.16	\$ 1,500.00	\$ 1,500.00
001-110-544-20-35-00	Eng Small Tools & Equipment	\$ -	\$ 210.52	\$ 45.51	\$ 1,000.00	\$ 1,000.00
001-110-544-20-41-00	Eng Professional Services	\$ -	\$ 1,280.31	\$ 4,149.25	\$ 500.00	\$ 500.00
001-110-544-20-41-05	Eng Consultant Dev Review	\$ -	\$ 942.50	\$ -	\$ 1,000.00	\$ 1,000.00
001-110-544-20-41-10	Eng Advertising	\$ -	\$ 2,243.23	\$ 1,730.00	\$ 1,000.00	\$ 1,000.00
001-110-544-20-42-10	Eng Cell Phone	\$ -	\$ 1,963.51	\$ 1,079.98	\$ 2,150.00	\$ 2,150.00
001-110-544-20-42-20	Eng Postage	\$ -	\$ 403.46	\$ 376.92	\$ -	\$ 500.00
001-110-544-20-42-30	Eng Telephone	\$ -	\$ 132.01	\$ 531.39	\$ 720.00	\$ 720.00
001-110-544-20-43-00	Eng Travel	\$ -	\$ 925.63	\$ 71.69	\$ 2,000.00	\$ 2,000.00
001-110-544-20-45-00	Eng Rentals	\$ -	\$ 943.64	\$ 990.61	\$ 375.00	\$ 200.00
001-110-544-20-48-00	Eng Repair & Maint	\$ -	\$ 335.97	\$ 2,293.69	\$ 2,000.00	\$ 5,500.00
001-110-544-20-49-10	Eng Dues & Subscriptions	\$ -	\$ 395.69	\$ 613.62	\$ 1,000.00	\$ 2,500.00
001-110-544-20-49-20	Eng Training & Education	\$ -	\$ 675.00	\$ 200.00	\$ 4,000.00	\$ 4,000.00
110	Engineering	\$ -	\$ 329,748.19	\$ 283,750.65	\$ 335,910.00	\$ 378,495.00



Department Overview 2018 Budget

DEPARTMENT

001-112

Social Services

The city funds services provided for the care, treatment and control of mental and physical illness. A drug and alcoholism prevention treatment program is provided through contracts with direct service providers and is supported by a portion of city revenues from Liquor Excise Tax and Liquor Board Profits received from the State of Washington. Skagit Domestic Violence and Sexual Assault Services (SDV & SAS) are funded partially through a commitment of current expense resources and 50% of the Criminal Justice Area #3 funding from the State of Washington.

2012	2013	2014	2015	2016	2017 Adopted Budget	2018 Adopted Budget
\$ 23,451	\$ 28,041	\$ 30,127	\$ 31,224	\$ 28,895	\$ 36,600	\$ 49,200

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget	Adopted Budget
112	Mental Health					
001-112-564-41-41-00	Mntl Hlth Skagit Domestic Viol	\$ 1,499.99	\$ -	\$ -	\$ 1,500.00	\$ 2,200.00
001-112-564-41-41-01	Mntl Hlth SDV & SAS Crim Just	\$ 3,000.00	\$ 4,500.00	\$ 4,500.10	\$ 3,000.00	\$ 3,000.00
001-112-564-41-41-02	Mntl Hlth Skagit Co CommAction	\$ 7,000.00	\$ -	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
001-112-566-41-41-00	Mntl Hlth Alcohol Program	\$ 9,723.62	\$ 11,294.86	\$ 14,346.16	\$ 12,000.00	\$ 12,000.00
001-112-569-10-41-70	Sr Svc Senior Services	\$ -	\$ -	\$ 16,448.75	\$ 13,100.00	\$ 25,000.00
112	Mental Health	\$ 21,223.61	\$ 15,794.86	\$ 42,295.01	\$ 36,600.00	\$ 49,200.00



Department Overview 2018 Budget

DEPARTMENT

001-114

Festivals

The Festivals budget supports the expense of staffing and incidentals involved in supporting our local Berry Dairy Days and Quidditch Festivals in the summer, the Harvest festival in the fall and most recently the summer nights concert series throughout the summer. This budget was developed to capture the costs associated with running and/or supporting these community events.

2012	2013	2014	2015	2016	2017 Adopted Budget	2018 Adopted Budget
\$ 11,333	\$ 15,609	\$ 24,708	\$ 29,099	\$ 28,288	\$ 44,025	\$ 49,400

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget	Adopted Budget
114	Festivals					
001-114-573-90-10-00	Festivals Salaries & Wages	\$ 395.24	\$ 132.03	\$ 544.47	\$ 1,150.00	\$ 650.00
001-114-573-90-10-10	Festivals Part Time Wages	\$ -	\$ -	\$ 216.41	\$ -	\$ 210.00
001-114-573-90-10-15	Festivals Seasonal Wages	\$ -	\$ -	\$ 264.00	\$ -	\$ 1,480.00
001-114-573-90-11-00	Festivals Overtime	\$ 6,062.43	\$ 6,182.45	\$ 5,702.38	\$ 6,850.00	\$ 8,650.00
001-114-573-90-21-00	Festivals Retirement	\$ 472.77	\$ 597.12	\$ 699.66	\$ 895.00	\$ 1,200.00
001-114-573-90-22-00	Festivals L & I	\$ 127.48	\$ 113.10	\$ 485.01	\$ 600.00	\$ 520.00
001-114-573-90-23-00	Festivals FICA	\$ 487.52	\$ 467.37	\$ 508.84	\$ 615.00	\$ 825.00
001-114-573-90-24-00	Festivals Medical Insurance	\$ 1,002.90	\$ 2,937.51	\$ 482.25	\$ 1,000.00	\$ 1,000.00
001-114-573-90-25-00	Festivals Life Insurance	\$ 0.39	\$ 2.02	\$ 0.24	\$ 15.00	\$ 15.00
001-114-573-90-31-00	Festivals Office Supplies	\$ 1,068.14	\$ 1,082.76	\$ 631.84	\$ -	\$ -
001-114-573-90-31-10	Festivals Operating Supplies	\$ -	\$ -	\$ 2,245.95	\$ 700.00	\$ 1,500.00
001-114-573-90-35-00	Festivals Small Tools & Equip	\$ 997.49	\$ 587.47	\$ -	\$ 400.00	\$ 600.00
001-114-573-90-41-00	Festivals Professional Service	\$ 2,671.50	\$ 1,964.27	\$ 5,826.50	\$ -	\$ 1,100.00
001-114-573-90-41-01	Festivals Advertising	\$ 4,944.83	\$ 5,779.77	\$ 9,529.95	\$ 8,000.00	\$ 9,050.00
001-114-573-90-41-80	Festivals Bands	\$ -	\$ -	\$ 1,300.00	\$ 7,900.00	\$ 2,600.00
001-114-573-90-45-00	Festivals Rentals	\$ 5,536.03	\$ 3,124.80	\$ 9,439.11	\$ 5,900.00	\$ 10,000.00
001-114-573-90-49-00	Festivals Fireworks BDD	\$ 6,400.00	\$ 6,400.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
114	Festivals	\$ 30,166.72	\$ 29,370.67	\$ 47,876.61	\$ 44,025.00	\$ 49,400.00

DEPARTMENT

001-115

Parks & Recreation

The mission of the Parks and Recreation Department is to provide and facilitate safe, quality recreational services, programs, parks and facilities while preserving and enhancing parks and natural resources and stimulating the economic vitality of the community. The Parks and Recreation Department is comprised of a recreation division, parks and cemetery division and administrative division. The recreation division is responsible for planning and implementing a variety of year-round recreation programs for all ages and a variety of large and small community events. The parks and cemetery division maintains and develops a diverse park system that includes a cemetery, large regional athletic facility, neighborhood parks, open space and park facilities. The administrative division develops and maintains the departments' budgets, policies, procedures, writes and manages grants, manages the special event process and processes registrations and reservations of all the recreation programs, parks and facility rentals. Additionally, the administrative division manages capital facilities projects.

POSITION SUMMARY		
POSITION TITLE	2017	2018 (FTE's)
Parks and Recreation Director	1	1
Parks Supervisor	1	1
Recreation Coordinator	1	1
Parks and Recreation Staff Assistant	1	1
Parks and Recreation Receptionist (part time)	0	0.45
Parks and Recreation Receptionist (part time)	0.6	0.6
Parks Lead	1	1
Utility 1 Staff	3	3
Parks PT Field Lineman	0.1	0.1
Parks Seasonal Staff	1	1
On-Call Staff (Rec 4 & Event Monitors 3)	0.15	0.15
Recreation Seasonal Staff (7 staff)	0.7	0.7

Personnel Request: 0.45 FTE Receptionist

The Parks and Recreation Department administrative office requests a part-time receptionist position (18 hours per week) with skills and competency to handle frontline customer service, processing of payments, data entry, correspondence and record keeping.

The part-time Receptionist employee will allow the Parks and Recreation office to extend its operational hours to 7:00 pm, Monday through Thursday. Currently the front office closes to the public at 4:30 pm, which makes it difficult for residents to conduct business with the department. Currently recreation program participants show up to participate in a class, and want to pay that evening. Since the office is not open to accept the payment the instructor accepts the payment, which is not a good practice.

Hiring a part-time Receptionist will provide the day-time staff two hours of concentrated project work time between 3:00pm and 5:00pm. Additional project work is scheduled for 2018, making this time very valuable. Additional projects include: development of the PROS Plan, park master plan projects and revisions to the field



Department Overview 2018 Budget

DEPARTMENT

001-115

Parks & Recreation

use fees, rental policies and special event policies. The Receptionist position will take over the routine frontline functions such as front counter customer service, answer phones, collect payments, prepare paperwork for evening classes, register patrons and process facility reservations. Additional new staff tasks would include unlocking and locking facilities, run end of day close-out reports, assist with records retention filing, communicating with class instructors, documentation and processing facility schedules and generating data entry reports.

2013	2014	2015	2016	2017 Adopted Budget	2018 Adopted Budget
\$ 947,392	\$ 949,011	\$ 986,107	\$ 1,038,123	\$ 1,061,900	\$ 1,237,850

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget
115	Parks & Recreation				
001-115-341-70-00-00	Sales of Merchandise	\$ (1,762.19)	\$ (804.62)	\$ (3,169.66)	\$ (2,000.00)
001-115-347-60-00-00	PR Program Fees	\$ (46,797.24)	\$ (50,257.65)	\$ (60,161.18)	\$ (54,000.00)
001-115-362-00-00-10	PR Picnic Shelter Rentals	\$ -	\$ -	\$ -	\$ (4,400.00)
001-115-362-00-00-11	PR Community/Sr Center Rentals	\$ -	\$ -	\$ -	\$ (12,500.00)
001-115-362-00-00-12	PR Pks & Rec Bldg Rentals	\$ -	\$ -	\$ -	\$ (1,000.00)
001-115-362-00-00-13	PR Maiben House Rentals	\$ -	\$ -	\$ -	\$ (120.00)
001-115-362-00-00-14	PR Skgt Rvr Prk Field Rentals	\$ (94,807.71)	\$ (60,321.58)	\$ (69,229.88)	\$ (50,000.00)
001-115-362-00-00-15	PR Skgt Rvr Prk Event Rentals	\$ -	\$ -	\$ -	\$ (1,000.00)
001-115-362-00-00-16	PR Park Field Rentals	\$ -	\$ -	\$ -	\$ (240.00)
001-115-362-00-00-17	PR Park Event Rentals	\$ -	\$ -	\$ -	\$ (240.00)
001-115-362-00-00-18	PR Portable Toilets	\$ -	\$ -	\$ -	\$ (15,000.00)
001-115-362-00-00-99	PR Whitmarsh House Rental	\$ -	\$ -	\$ -	\$ (1,000.00)
001-115-367-00-00-00	PR Sponsorship Contributions	\$ -	\$ -	\$ -	\$ (15,000.00)
001-115-571-10-10-00	PksRecAdm Salaries & Wages	\$ -	\$ -	\$ 135,661.00	\$ 152,515.00
001-115-571-10-10-10	PksRecAdm Part Time Wages	\$ -	\$ -	\$ 19,606.18	\$ 43,635.00
001-115-571-10-11-00	PksRecAdm Overtime	\$ -	\$ -	\$ 2,696.15	\$ 500.00
001-115-571-10-21-00	PksRecAdm Retirement	\$ -	\$ -	\$ 18,807.92	\$ 23,730.00
001-115-571-10-22-00	PksRecAdm L & I	\$ -	\$ -	\$ 705.03	\$ 2,225.00
001-115-571-10-23-00	PksRecAdm FICA	\$ -	\$ -	\$ 12,054.14	\$ 14,660.00
001-115-571-10-24-00	PksRecAdm Medical Insurance	\$ -	\$ 1,224.15	\$ 19,659.40	\$ 22,420.00
001-115-571-10-27-00	PksRecAdm Uniform & Clothing	\$ -	\$ -	\$ -	\$ 200.00
001-115-571-10-31-00	PksRecAdm Office Supplies	\$ -	\$ -	\$ 1,940.19	\$ 2,500.00
001-115-571-10-31-10	PksRecAdm Operating Supplies	\$ -	\$ -	\$ 29.36	\$ 150.00
001-115-571-10-32-00	PksRecAdm Fuel Consumed	\$ -	\$ -	\$ 72.80	\$ 250.00
001-115-571-10-35-00	PksRecAdm Small Tools & Equip	\$ -	\$ -	\$ 486.44	\$ 4,300.00
001-115-571-10-41-00	PksRecAdm Professional Service	\$ -	\$ 1,051.26	\$ 89.80	\$ 1,400.00
001-115-571-10-41-01	PksRecAdm Advertising	\$ -	\$ -	\$ 430.70	\$ 1,870.00
001-115-571-10-42-10	PksRecAdm Cell Phone	\$ -	\$ -	\$ 548.35	\$ 720.00
001-115-571-10-42-20	PksRecAdm Postage	\$ -	\$ 171.35	\$ 212.98	\$ 250.00
001-115-571-10-42-30	PksRecAdm Telephone	\$ -	\$ 124.83	\$ 503.09	\$ 685.00
001-115-571-10-43-00	PksRecAdm Travel	\$ -	\$ -	\$ -	\$ 1,735.00
001-115-571-10-48-00	PksRecAdm Repair & Maint	\$ -	\$ 648.46	\$ 3,775.50	\$ 4,000.00
001-115-571-10-49-10	PksRecAdm Dues & Subscriptions	\$ -	\$ -	\$ 260.00	\$ 1,595.00

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget	Adopted Budget
001-115-571-10-49-20	PksRecAdm Training & Education	\$ -	\$ -	\$ 445.00	\$ 1,180.00	\$ 1,490.00
001-115-571-10-49-60	PksRecAdm Software Maintenance	\$ -	\$ -	\$ -	\$ 2,300.00	\$ 2,300.00
001-115-571-10-49-95	PksRecAdm Bank Service Charges	\$ -	\$ 1,859.68	\$ 2,644.10	\$ 3,600.00	\$ 2,500.00
001-115-571-20-10-00	Rec Salaries & Wages	\$ 162,251.33	\$ 160,859.15	\$ 63,838.16	\$ 64,260.00	\$ 64,380.00
001-115-571-20-10-10	Rec Part Time Wages	\$ 18,132.88	\$ 17,951.71	\$ 602.25	\$ 6,250.00	\$ 3,770.00
001-115-571-20-10-15	Rec Seasonal Wages	\$ -	\$ -	\$ 17,643.50	\$ 8,770.00	\$ 16,560.00
001-115-571-20-11-00	Rec Overtime	\$ -	\$ 1,173.61	\$ 1,487.24	\$ 500.00	\$ 700.00
001-115-571-20-21-00	Rec Retirement	\$ 17,306.99	\$ 16,873.62	\$ 7,787.48	\$ 7,240.00	\$ 8,265.00
001-115-571-20-22-00	Rec L & I	\$ 1,190.14	\$ 1,179.80	\$ 1,731.47	\$ 2,825.00	\$ 3,395.00
001-115-571-20-23-00	Rec FICA	\$ 13,597.00	\$ 13,590.84	\$ 6,270.90	\$ 6,105.00	\$ 6,535.00
001-115-571-20-24-00	Rec Medical Insurance	\$ 41,947.26	\$ 36,685.78	\$ 26,357.16	\$ 26,410.00	\$ 28,815.00
001-115-571-20-27-00	Rec Uniform & Clothing	\$ 226.55	\$ 389.27	\$ -	\$ 200.00	\$ 400.00
001-115-571-20-31-00	Rec Office Supplies	\$ 866.48	\$ 458.70	\$ 74.46	\$ 150.00	\$ 370.00
001-115-571-20-31-10	Rec Operating Supplies	\$ 6,537.18	\$ 6,028.55	\$ 8,354.20	\$ 9,150.00	\$ 8,500.00
001-115-571-20-32-00	Rec Fuel Consumed	\$ 742.77	\$ 720.80	\$ 693.86	\$ 750.00	\$ 1,115.00
001-115-571-20-34-00	Rec Supplies for Resale	\$ -	\$ 231.76	\$ 2,198.53	\$ 1,500.00	\$ 2,400.00
001-115-571-20-35-00	Rec Small Tools & Equipment	\$ 1,040.12	\$ 799.43	\$ 1,897.45	\$ 1,000.00	\$ 3,700.00
001-115-571-20-41-00	Rec Professional Services	\$ 19,207.14	\$ 13,519.01	\$ 18,477.09	\$ 18,500.00	\$ 21,050.00
001-115-571-20-41-01	Rec Advertising	\$ 2,621.93	\$ 1,991.64	\$ 1,950.11	\$ 2,150.00	\$ 6,025.00
001-115-571-20-41-95	Rec YMCA Remittance	\$ -	\$ -	\$ -	\$ -	\$ 10,005.00
001-115-571-20-42-10	Rec Cell Phone	\$ -	\$ 960.04	\$ 1,380.01	\$ 705.00	\$ 1,500.00
001-115-571-20-42-20	Rec Postage	\$ -	\$ 128.87	\$ 85.78	\$ 200.00	\$ 125.00
001-115-571-20-42-30	Rec Telephone	\$ -	\$ 123.77	\$ 493.68	\$ 685.00	\$ 685.00
001-115-571-20-43-00	Rec Travel	\$ 639.26	\$ 278.40	\$ 225.77	\$ 700.00	\$ 500.00
001-115-571-20-45-00	Rec Rentals	\$ 8,696.11	\$ 99.38	\$ -	\$ -	\$ 60.00
001-115-571-20-48-00	Rec Repair & Maintenance	\$ 2,098.05	\$ 2,571.43	\$ -	\$ 500.00	\$ 1,000.00
001-115-571-20-49-10	Rec Dues & Subscriptions	\$ -	\$ 475.17	\$ 435.92	\$ 285.00	\$ 265.00
001-115-571-20-49-20	Rec Training & Education	\$ -	\$ 326.00	\$ 325.00	\$ 400.00	\$ 950.00
001-115-571-20-53-00	Rec Excise Tax	\$ 671.18	\$ 2,275.19	\$ 1,721.61	\$ 750.00	\$ 1,000.00
001-115-576-80-10-00	Parks Salaries & Wages	\$ 325,457.55	\$ 350,222.82	\$ 281,126.33	\$ 291,990.00	\$ 290,365.00
001-115-576-80-10-10	Parks Part Time Wages	\$ 18,406.10	\$ 21,317.87	\$ 2,318.40	\$ 3,015.00	\$ 3,015.00
001-115-576-80-10-15	Parks Seasonal Wages	\$ -	\$ -	\$ 7,995.00	\$ 7,800.00	\$ 7,800.00
001-115-576-80-11-00	Parks Overtime	\$ 1,213.63	\$ 2,874.56	\$ 3,886.93	\$ 2,300.00	\$ 6,000.00
001-115-576-80-21-00	Parks Retirement	\$ 34,642.41	\$ 37,914.66	\$ 32,850.68	\$ 34,110.00	\$ 39,015.00

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget	Adopted Budget
001-115-576-80-22-00	Parks L & I	\$ 5,951.10	\$ 6,676.29	\$ 7,433.13	\$ 7,865.00	\$ 7,865.00
001-115-576-80-23-00	Parks FICA	\$ 26,551.34	\$ 28,680.66	\$ 22,313.50	\$ 23,340.00	\$ 23,500.00
001-115-576-80-24-00	Parks Medical Insurance	\$ 81,067.02	\$ 80,769.38	\$ 76,672.14	\$ 81,360.00	\$ 83,060.00
001-115-576-80-25-00	Parks Life Insurance	\$ 69.41	\$ 71.04	\$ 63.40	\$ 45.00	\$ 70.00
001-115-576-80-27-00	Parks Protective Clothing	\$ 964.33	\$ 1,442.08	\$ 406.74	\$ 1,750.00	\$ 1,750.00
001-115-576-80-31-00	Parks Office Supplies	\$ 24,192.24	\$ 455.85	\$ 65.44	\$ -	\$ 500.00
001-115-576-80-31-10	Parks Operating Supplies	\$ -	\$ 29,858.12	\$ 22,177.68	\$ 32,950.00	\$ 2,000.00
001-115-576-80-31-12	Parks Oper Supplies - Bldg	\$ -	\$ -	\$ -	\$ -	\$ 4,700.00
001-115-576-80-31-14	Parks Oper Supplies - Grounds	\$ -	\$ -	\$ -	\$ -	\$ 20,950.00
001-115-576-80-31-16	Parks Oper Supplies - Vehicle	\$ -	\$ -	\$ -	\$ -	\$ 4,800.00
001-115-576-80-31-18	Parks Oper Supplies - Equip	\$ -	\$ -	\$ -	\$ -	\$ 6,500.00
001-115-576-80-32-00	Parks Fuel Consumed	\$ 9,090.07	\$ 9,689.45	\$ 8,588.11	\$ 15,400.00	\$ 12,300.00
001-115-576-80-35-00	Parks Small Tools & Equipment	\$ 8,724.66	\$ 32,390.42	\$ 10,788.64	\$ 10,850.00	\$ 5,500.00
001-115-576-80-35-12	Parks Small Tools - Bldg	\$ -	\$ -	\$ -	\$ -	\$ 2,375.00
001-115-576-80-35-14	Parks Small Tools - Grounds	\$ -	\$ -	\$ -	\$ -	\$ 3,130.00
001-115-576-80-35-16	Parks Small Tools - Vehicle	\$ -	\$ -	\$ -	\$ -	\$ 1,050.00
001-115-576-80-35-18	Parks Small Tools - Equip	\$ -	\$ -	\$ -	\$ -	\$ 2,940.00
001-115-576-80-41-00	Parks Professional Service	\$ 1,072.43	\$ 5,352.00	\$ (100.00)	\$ 2,000.00	\$ 12,200.00
001-115-576-80-41-01	Parks Advertising	\$ 234.02	\$ 1,713.54	\$ -	\$ -	\$ -
001-115-576-80-42-10	Parks Cell Phone	\$ -	\$ 1,669.89	\$ 2,582.73	\$ 1,740.00	\$ 3,515.00
001-115-576-80-42-20	Parks Postage	\$ -	\$ 252.76	\$ 2.76	\$ 100.00	\$ 45.00
001-115-576-80-42-30	Parks Telephone	\$ -	\$ 648.10	\$ 962.59	\$ 680.00	\$ 1,280.00
001-115-576-80-43-00	Parks Travel	\$ 1,023.36	\$ 202.10	\$ 91.22	\$ 750.00	\$ 825.00
001-115-576-80-45-00	Parks Rentals	\$ 24,376.83	\$ 16,227.45	\$ 19,482.98	\$ 24,000.00	\$ 28,200.00
001-115-576-80-46-00	Parks Liability Insurance	\$ 19,004.24	\$ 32,358.56	\$ 34,231.00	\$ 30,000.00	\$ 37,750.00
001-115-576-80-47-00	Parks Misc Utilities	\$ 9,131.87	\$ 11,158.54	\$ 13,697.87	\$ 10,000.00	\$ 10,000.00
001-115-576-80-47-05	Parks Rotary Utilities	\$ 1,236.23	\$ 730.32	\$ 691.79	\$ 1,130.00	\$ 1,130.00
001-115-576-80-47-06	Parks Maiben Utilities	\$ 362.70	\$ 270.86	\$ 790.83	\$ 1,000.00	\$ 1,000.00
001-115-576-80-47-07	Parks River Pk Utilities	\$ 36,960.99	\$ 34,507.94	\$ 51,021.63	\$ 32,180.00	\$ 49,000.00
001-115-576-80-47-09	Parks Horseshoe Pits	\$ 1,197.78	\$ 1,497.58	\$ 1,592.63	\$ 1,100.00	\$ 1,100.00
001-115-576-80-47-10	Parks Water Park	\$ 3,624.79	\$ 3,256.28	\$ 5,002.06	\$ 3,600.00	\$ 5,700.00
001-115-576-80-48-00	Parks Bldgs Repair & Maint	\$ 8,200.99	\$ 11,992.99	\$ 962.34	\$ 4,000.00	\$ 2,500.00
001-115-576-80-48-01	Parks Grds Repair & Maint	\$ 3,487.98	\$ 4,214.83	\$ 1,108.75	\$ 5,000.00	\$ 2,500.00
001-115-576-80-48-02	Parks Vehicle Maint	\$ 3,771.15	\$ 3,294.18	\$ 1,814.93	\$ 5,000.00	\$ 5,000.00

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget	2018 Adopted Budget
001-115-576-80-48-03	Parks Equip Repair & Maint	\$ 6,665.61	\$ 6,533.09	\$ 15,925.16	\$ 2,000.00	\$ 5,000.00
001-115-576-80-48-04	Parks Mower Repair & Mice	\$ 787.83	\$ 1,945.34	\$ 617.76	\$ 1,750.00	\$ 3,500.00
001-115-576-80-48-05	Parks Turf Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 43,000.00
001-115-576-80-49-10	Parks Dues & Subscriptions	\$ -	\$ 439.51	\$ 348.61	\$ 200.00	\$ 425.00
001-115-576-80-49-20	Parks Training & Education	\$ -	\$ 152.00	\$ 1,476.00	\$ 2,000.00	\$ 2,220.00
001-115-576-80-49-50	Parks Uniforms & Mats	\$ -	\$ 1,328.61	\$ 2,155.38	\$ 5,000.00	\$ 5,000.00
001-115-576-80-49-90	Parks Regulatory Fees	\$ -	\$ 574.70	\$ 187.00	\$ -	\$ 575.00
001-115-576-80-50-99	Parks Dike Assessments	\$ -	\$ -	\$ 7,894.71	\$ 7,900.00	\$ 7,500.00
001-115-576-80-53-00	Parks Excise Tax	\$ 3,480.04	\$ 2,522.92	\$ 1,482.43	\$ 2,000.00	\$ 2,000.00
115	Parks & Recreation	\$ 958,721.07	\$ 1,029,978.94	\$ 1,025,369.04	\$ 1,061,900.00	\$ 1,083,350.00



Department Overview 2018 Budget

DEPARTMENT

101-000

Streets Fund

The purpose of the Streets department is to maintain the street transportation network system, including traveled way, signals, street markings, signs, and storm drainage and maintain vegetation and landscaping in the right of way. This department provides clean and well-maintained streets and public rights of way; provides a safe non-motorized network throughout the City and maintains, cleans and repairs all existing drainage systems.

POSITION SUMMARY		
POSITION TITLE	2017	2018
Street Supervisor (50%)	0.5	0.5
Lead (2 staff @ 50%)	1	1
Utility I (3 staff @ 50%)	1.5	1.5
Seasonal Staff	1, 040 hours	1,040 hours

2013	2014	2015	2016	2017 Adopted Budget	2018 Adopted Budget
\$ 571,402	\$ 783,142	\$ 826,163	\$ 730,361	\$ 945,310	\$ 1,691,910

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget
101	City Street Fund				
000	Non-Departmental				
101-000-308-90-00-00	Unassigned Fund Balance - Beg	\$ -	\$ -	\$ -	\$ (745,535.00)
101-000-313-11-00-00	Sales & Use Tax	\$ (750,000.01)	\$ (800,945.96)	\$ (836,945.17)	\$ (723,060.00)
101-000-322-40-00-00	Street & Curb Permits	\$ (21,165.00)	\$ (20,647.00)	\$ (22,088.00)	\$ (20,000.00)
101-000-336-00-71-00	Multimodal Trans City	\$ -	\$ (8,686.24)	\$ (9,120.33)	\$ (9,500.00)
101-000-336-00-87-00	Motor Vehicle Fuel Tax	\$ (177,952.82)	\$ (183,239.99)	\$ (187,875.55)	\$ (187,115.00)
101-000-342-40-00-01	Street Plan Review Fees	\$ (3,539.00)	\$ (2,239.00)	\$ (1,677.50)	\$ (2,000.00)
101-000-361-11-00-00	Investment Earnings	\$ (2,912.76)	\$ (2,344.64)	\$ (6,066.38)	\$ (3,000.00)
101-000-361-40-00-00	Sales & Use Tax Interest	\$ (1,724.78)	\$ (2,497.01)	\$ (701.56)	\$ (1,700.00)
101-000-362-00-00-00	Streets Rents and Leases	\$ -	\$ (23,927.67)	\$ (37,220.82)	\$ -
000	Non-Departmental	\$ (957,294.37)	\$ (1,044,527.51)	\$ (1,101,695.31)	\$ (1,691,910.00)
101	Streets				
101-101-508-90-00-00	Unassigned Fund Balance - End	\$ -	\$ -	\$ -	\$ 826,195.00
101-101-542-30-10-00	Street Salaries & Wages	\$ -	\$ 177,915.95	\$ 188,006.65	\$ 194,105.00
101-101-542-30-10-15	Street Seasonal Wages	\$ -	\$ -	\$ 16,370.25	\$ 19,320.00
101-101-542-30-11-00	Street Overtime	\$ -	\$ 1,793.50	\$ 3,000.05	\$ 3,000.00
101-101-542-30-21-00	Street Retirement	\$ -	\$ 19,907.20	\$ 21,013.03	\$ 24,650.00
101-101-542-30-22-00	Street L & I	\$ -	\$ 4,614.11	\$ 6,557.49	\$ 6,590.00
101-101-542-30-23-00	Street FICA	\$ -	\$ 14,640.75	\$ 16,085.59	\$ 16,555.00
101-101-542-30-24-00	Street Medical Insurance	\$ -	\$ 57,630.06	\$ 62,739.68	\$ 68,515.00
101-101-542-30-25-00	Street Life Insurance	\$ -	\$ 46.80	\$ 34.46	\$ 55.00
101-101-542-30-27-00	Street Protective Clothing	\$ -	\$ 1,640.71	\$ 1,931.99	\$ 2,650.00
101-101-542-30-31-00	Street Office Supplies	\$ -	\$ 392.61	\$ 82.34	\$ 150.00
101-101-542-30-31-10	Street Operating Supplies	\$ -	\$ 67,599.83	\$ 16,644.35	\$ 17,750.00
101-101-542-30-31-30	Street Vehicle Maint Supplies	\$ -	\$ 488.67	\$ 13,449.15	\$ 14,750.00
101-101-542-30-31-50	Street Road Repair & Maint Sup	\$ -	\$ 1,811.25	\$ 23,075.00	\$ 30,000.00
101-101-542-30-31-51	Street Road Striping Paint Sup	\$ -	\$ -	\$ 11,205.21	\$ 9,250.00
101-101-542-30-31-52	Street Snow & Ice Supplies	\$ -	\$ 4,150.39	\$ 5,702.55	\$ 6,000.00
101-101-542-30-31-70	Street In-House Sm Project Sup	\$ -	\$ -	\$ 3,787.03	\$ 10,000.00
101-101-542-30-31-71	Street In-House Sidewalk Sup	\$ -	\$ 2,822.73	\$ 10,631.48	\$ 12,000.00
101-101-542-30-32-00	Street Fuel Consumed	\$ -	\$ 18,545.51	\$ 19,958.42	\$ 24,600.00
101-101-542-30-35-00	Street Small Tools & Equipment	\$ -	\$ 5,933.17	\$ 8,875.75	\$ 10,000.00

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget	Adopted Budget
101-101-542-30-41-00	Street Professional Services	\$ -	\$ 3,502.95	\$ 5,108.59	\$ 1,000.00	\$ 2,750.00
101-101-542-30-42-10	Street Cell Phone	\$ -	\$ 3,364.05	\$ 3,205.94	\$ 3,775.00	\$ 3,775.00
101-101-542-30-42-30	Street Telephone	\$ -	\$ 124.84	\$ 503.09	\$ -	\$ 125.00
101-101-542-30-43-00	Street Travel	\$ -	\$ 156.00	\$ 849.13	\$ 1,000.00	\$ 1,000.00
101-101-542-30-45-00	Street Rentals	\$ -	\$ 5,782.34	\$ 18,836.38	\$ 3,000.00	\$ 15,000.00
101-101-542-30-45-10	Street Contracted Snow Removal	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00
101-101-542-30-46-00	Street Insurance	\$ -	\$ 10,342.94	\$ 15,520.00	\$ 6,050.00	\$ 17,000.00
101-101-542-30-47-00	Street Utilities	\$ -	\$ 10,791.70	\$ 4,195.24	\$ 10,300.00	\$ 4,000.00
101-101-542-30-47-10	Street Lighting & Signals Util	\$ -	\$ 144,563.09	\$ 147,183.40	\$ 140,000.00	\$ 140,000.00
101-101-542-30-47-20	Street Signals Repair & Maint	\$ -	\$ 48.41	\$ 17,315.97	\$ 15,000.00	\$ 17,500.00
101-101-542-30-48-00	Street Flagging Services	\$ -	\$ 2,333.56	\$ 13,342.66	\$ 15,000.00	\$ 10,000.00
101-101-542-30-48-10	Street Vehicle Repair & Maint	\$ -	\$ 1,318.95	\$ 3,909.52	\$ 5,000.00	\$ 7,000.00
101-101-542-30-48-50	Street Contract Repair & Maint	\$ -	\$ 3,378.11	\$ 6,159.43	\$ 25,700.00	\$ 24,230.00
101-101-542-30-48-52	Street Contr Vegetation Maint	\$ -	\$ 5,093.13	\$ 7,702.85	\$ 10,300.00	\$ 10,300.00
101-101-542-30-48-55	Street Contracted Sidewalks	\$ -	\$ 4,780.18	\$ 16,581.00	\$ 13,000.00	\$ 13,000.00
101-101-542-30-49-10	Street Dues & Subscriptions	\$ -	\$ 36.67	\$ 115.00	\$ -	\$ 55.00
101-101-542-30-49-20	Street Training & Education	\$ -	\$ 831.00	\$ 432.00	\$ 1,500.00	\$ 1,500.00
101-101-542-30-49-50	Street Uniforms & Mats	\$ -	\$ 1,684.52	\$ 2,018.36	\$ 1,600.00	\$ 2,000.00
101-101-542-30-49-70	Street Debris Disposal	\$ -	\$ 6,710.95	\$ 9,379.31	\$ 10,000.00	\$ 10,000.00
101-101-542-30-49-72	Street Concrete & Asphalt Dis	\$ -	\$ -	\$ 306.00	\$ -	\$ 500.00
101-101-542-30-49-75	Street Oil Disposal	\$ -	\$ 258.00	\$ -	\$ 500.00	\$ 500.00
101-101-542-30-49-90	Street Regulatory Fees	\$ -	\$ 439.00	\$ 461.15	\$ 5,000.00	\$ 5,000.00
101-101-542-30-50-99	Street Dike Assessments	\$ -	\$ 5,004.44	\$ 7,053.81	\$ 5,200.00	\$ 7,500.00
101-101-597-00-00-01	Transfer to - General	\$ 135,000.00	\$ 89,633.00	\$ 89,650.00	\$ 89,650.00	\$ 89,650.00
101-101-597-00-05-01	Transfer to - ER & R	\$ 50,250.00	\$ 50,250.00	\$ 142,380.00	\$ 142,380.00	\$ 8,390.00
101	Streets	\$ 185,250.00	\$ 730,361.07	\$ 941,359.30	\$ 945,310.00	\$ 1,691,910.00
101	City Street Fund	\$ 772,044.37	\$ 314,166.44	\$ 160,336.01	\$ 1,065.00	\$ -



Department Overview 2018 Budget

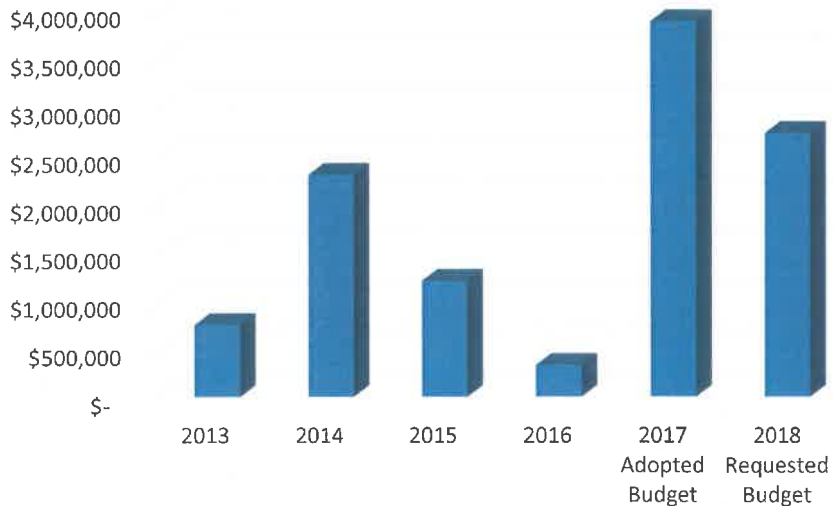
DEPARTMENT

102-000

Arterial Streets

This fund provides the administrative and accounting framework to design and construct complex City street projects which add transportation system capacity to the City's transportation network.

2013	2014	2015	2016	2017 Adopted Budget	2018 Adopted Budget
\$ 745,965	\$ 2,300,127	\$ 1,201,927	\$ 328,295	\$ 3,884,775	\$ 2,753,725



Account Number Description 2015 Actual 2016 Actual 2017 Actual 2017 Adopted Budget 2018 Adopted Budget

102	Arterial Street Fund																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
-----	----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

65



Department Overview 2018 Budget

DEPARTMENT

107-000

Parks Endowment Fund

The Parks Endowment exists because of a generous donation from Carrie and Curly Grafton. Originally these funds were held to build a park. The Grafton park is now located on the corner of Lila Lane and South Burlington Boulevard. The endowment exists to fund the operation and maintenance of this park. When this fund is exhausted, the Parks Operating budget will assume these responsibilities.

2014	2015	2016	2017 Adopted Budget	2018 Adopted Budget
\$ 1,430	\$ 2,417	\$ 2,192	\$ 1,950	\$ 3,050

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget	Adopted Budget
107	Park Endowment Fund					
000	Non-Departmental					
107-000-308-30-00-00	Restricted Fund Balance - Beg	\$ -	\$ -	\$ -	\$ -	\$ (32,085.00)
107-000-361-11-00-00	Investment Earnings	\$ (179.61)	\$ (222.77)	\$ (260.67)	\$ (200.00)	\$ (200.00)
107-000-508-30-00-00	Restricted Fund Balance - End	\$ -	\$ -	\$ -	\$ -	\$ 29,235.00
107-000-576-80-31-10	Park Endow Operating Supplies	\$ -	\$ -	\$ -	\$ 350.00	\$ 350.00
107-000-576-80-47-00	Park Endow Utilities	\$ 2,416.62	\$ 2,191.76	\$ 1,587.18	\$ 1,400.00	\$ 2,500.00
107-000-576-80-48-00	Park Endow Repair & Maint	\$ -	\$ -	\$ -	\$ 200.00	\$ 200.00
000	Non-Departmental	\$ 2,237.01	\$ 1,968.99	\$ 1,326.51	\$ 1,750.00	\$ -
107	Park Endowment Fund	\$ (2,237.01)	\$ (1,968.99)	\$ (1,326.51)	\$ (1,750.00)	\$ -

Department Overview 2018 Budget

DEPARTMENT

116-000

Cemetery Fund

The Cemetery Department's primary function is to provide sites for the interment of the remains of deceased persons. The department maintains cemetery grounds and provides graveside services. Ten years ago, the ratio between caskets and urns was about 70/30. Today that has changed to around 40/60. For this reason, the cemetery has approximately 30 years left before it is at capacity. When this happens, it is recommended that the endowment fund be activated to maintain the cemetery rather than acquire more property.

POSITION SUMMARY		
POSITION TITLE	2017	2018
Utility I	0.6	0.6
Seasonal Staff	600 hours	600 hours

2013	2014	2015	2016	2017 Adopted Budget	2018 Adopted Budget
\$ 69,213	\$ 61,822	\$ 57,325	\$ 43,440	\$ 70,850	\$ 87,255

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget
116	Cemetery Fund				
000	Non-Departmental				
116-000-308-90-00-00	Unassigned Fund Balance - Beg	\$ -	\$ -	\$ -	\$ (81,110.00)
116-000-343-60-00-01	Grave Openings & Closings	\$ (33,919.00)	\$ (44,113.34)	\$ (32,683.00)	\$ (35,000.00)
116-000-343-60-00-02	Marker Settings	\$ (5,514.65)	\$ (4,229.00)	\$ (6,235.63)	\$ (3,500.00)
116-000-343-60-00-03	Lot Sales 60 Percent	\$ (6,756.00)	\$ (9,018.00)	\$ (6,765.00)	\$ (8,500.00)
116-000-343-60-00-04	Liner & Urn Sales	\$ (4,932.00)	\$ (3,717.00)	\$ (3,172.00)	\$ (3,500.00)
116-000-343-60-00-17	Lots Sold 25 Percent	\$ (2,815.02)	\$ (3,757.50)	\$ (2,818.74)	\$ (3,750.00)
116-000-361-11-00-00	Investment Interest	\$ (137.10)	\$ (294.42)	\$ (675.13)	\$ (500.00)
116-000-508-90-00-00	Unassigned Fund Balance-End	\$ 23,583.82	\$ 57,650.29	\$ -	\$ 48,605.00
000	Non-Departmental	\$ (30,489.95)	\$ (7,478.97)	\$ (52,349.50)	\$ (87,255.00)
116	Cemetery				
116-116-536-20-10-00	Cemetery Salaries & Wages	\$ 27,204.27	\$ 21,775.25	\$ 24,608.15	\$ 36,055.00
116-116-536-20-10-15	Cemetery Seasonal Wages	\$ -	\$ -	\$ 6,958.00	\$ 7,800.00
116-116-536-20-11-00	Cemetery Overtime	\$ 511.50	\$ 537.18	\$ 673.39	\$ 500.00
116-116-536-20-21-00	Cemetery Retirement	\$ 3,655.78	\$ 2,698.76	\$ 3,026.03	\$ 4,085.00
116-116-536-20-22-00	Cemetery L & I	\$ 651.71	\$ 397.73	\$ 1,192.55	\$ 1,455.00
116-116-536-20-23-00	Cemetery FICA	\$ 3,141.61	\$ 1,992.28	\$ 2,456.11	\$ 3,395.00
116-116-536-20-24-00	Cemetery Medical Insurance	\$ 10,313.05	\$ 5,270.53	\$ 5,289.75	\$ 5,775.00
116-116-536-20-25-00	Cemetery Life Insurance	\$ 12.19	\$ 8.57	\$ 8.02	\$ 15.00
116-116-536-20-27-00	Cemetery Uniform & Clothing	\$ -	\$ -	\$ -	\$ 250.00
116-116-536-20-31-00	Cemetery Office Supplies	\$ 436.71	\$ 199.35	\$ 39.81	\$ -
116-116-536-20-31-10	Cemetery Operating Supplies	\$ -	\$ -	\$ 949.77	\$ 4,350.00
116-116-536-20-32-00	Cemetery Fuel Consumed	\$ -	\$ -	\$ -	\$ 200.00
116-116-536-20-34-00	Cemetery Markers Liners Resale	\$ 5,098.98	\$ 3,014.46	\$ 3,231.16	\$ 4,300.00
116-116-536-20-35-00	Cemetery Small Tools & Equip	\$ 561.47	\$ 345.65	\$ 115.01	\$ 1,100.00
116-116-536-20-41-00	Cemetery Professional Services	\$ -	\$ -	\$ -	\$ 3,000.00
116-116-536-20-42-20	Cemetery Postage	\$ -	\$ 248.19	\$ 22.04	\$ 100.00
116-116-536-20-45-00	Cemetery Rentals	\$ 53.09	\$ -	\$ -	\$ 100.00
116-116-536-20-46-00	Cemetery Insurance	\$ 1,444.37	\$ 851.85	\$ 1,930.00	\$ 2,125.00
116-116-536-20-47-00	Cemetery Utilities	\$ 1,509.82	\$ 1,414.90	\$ 1,557.04	\$ 1,500.00
116-116-536-20-48-00	Cemetery Bldg & Grounds Maint	\$ 104.16	\$ 3,135.65	\$ -	\$ 300.00
116-116-536-20-48-01	Cemetery Eqpt Repair Maint	\$ 1,842.46	\$ 405.78	\$ -	\$ 1,000.00

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget	2018 Adopted Budget
116-116-536-20-49-95	Cemetery Bank Service Charges	\$ -	\$ -	\$ 210.57	\$ -	\$ 250.00
116-116-536-20-50-99	Cemetery Dike Assessments	\$ -	\$ 301.18	\$ 441.79	\$ 400.00	\$ 500.00
116-116-536-20-53-00	Cemetery Excise Taxes	\$ 783.67	\$ 843.02	\$ 809.08	\$ 1,000.00	\$ 1,000.00
116-116-589-10-00-00	Cemetery Refund Lots	\$ -	\$ -	\$ -	\$ -	\$ -
116	Cemetery	\$ 57,324.84	\$ 43,440.33	\$ 53,518.27	\$ 70,400.00	\$ 87,255.00
116	Cemetery Fund	\$ (26,834.89)	\$ (35,961.36)	\$ (1,168.77)	\$ (15,850.00)	\$ -



Department Overview 2018 Budget

DEPARTMENT

119-000

Substance Abuse Fund

This fund shall be used for the purpose of funding activities intended to prevent or limit substance abuse, providing educational material and costs associated with educating the public regarding the dangers of substance abuse. The fund may also be used to acquire equipment necessary for the investigation of drug crimes.

2013	2014	2015	2016	2017 Adopted Budget	2018 Adopted Budget
\$ 1,463	\$ 179	\$ -	\$ -	\$ 4,835	\$ 2,850

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budge	2018 Adopted Budget
119	Substance Abuse Fund					
000	Non-Departmental					
119-000-308-30-00-00	Restricted Fund Balance - Beg	\$ -	\$ -	\$ -	\$ -	(8,830.00)
119-000-361-11-00-00	Investment Interest	\$ (38.68)	\$ (54.87)	\$ (72.64)	\$ (75.00)	(75.00)
119-000-369-30-00-00	Confiscated/Forfeited Property	\$ (1,404.86)	\$ -	\$ (11.55)	\$ -	-
119-000-369-40-00-00	Other Judgements & Settlements	\$ (703.03)	\$ (252.38)	\$ (341.67)	\$ -	-
119-000-508-30-00-00	Restricted Fund Balance - End	\$ -	\$ -	\$ -	\$ -	6,055.00
119-000-521-21-49-00	Investigative Fund Misc	\$ -	\$ -	\$ 80.00	\$ 500.00	350.00
119-000-594-21-64-00	SAC Machinery & Equipment	\$ -	\$ -	\$ -	\$ 4,335.00	2,500.00
000	Non-Departmental	\$ (2,146.57)	\$ (307.25)	\$ (345.86)	\$ 4,760.00	-
119	Substance Abuse Fund	\$ 2,146.57	\$ 307.25	\$ 345.86	\$ (4,760.00)	-

DEPARTMENT

001-100

Fire

The Burlington Fire Department (BFD) provides fire, emergency medical, and life safety services to the citizens and visitors to the City of Burlington. BFD provides emergency response to fires, motor vehicle accidents, medical, rescue, and hazardous materials incidents. In addition, the BFD performs a wide variety of non-emergency services including public education, fire safety inspections, business inspections, and pre-incident planning. The Fire Chief provides overall management Fire Department operations, administration, personnel, and budget. The Assistant Chief aids in the management emergency response operations and is responsible for career and part time firefighter scheduling. As the Training Officer, the Assistant Chief is responsible for the departments training program that provides ongoing training to all members that enhances and maintains the skills required of a Firefighter/Emergency Medical Technician. BFD utilizes a combination of part-time and full-time staff to deliver services. Full-time members are assigned program management areas with specific responsibilities such as EMS, fire/safety inspections, apparatus maintenance, logistics, technical rescue, etc. BFD works closely with the local EMS provider in the area, Central Valley Ambulance Authority (CVAA). The station houses the CVAA Paramedics who serve the City of Burlington and the surrounding areas of Skagit County.

POSITION SUMMARY		
POSITION TITLE	2017	2018
Fire Chief (Career)	1	1
Asst. Chief (Career)	1	1
Administrative Assistant	1	1
Captain (Career)	1	1
Lieutenant (Career)	2	2
Firefighter (Career)	6	6
Part-time Firefighter (2 per shift)	17,472 hours	17,472 hours



Department Overview 2018 Budget

DEPARTMENT

001-100

Fire

2012	2013	2014	2015	2016	2017 Adopted Budget	2018 Adopted Budget
\$ 960,345	\$ 1,367,063	\$ 1,022,593	\$ 1,226,044	\$ 1,584,222	\$ 1,914,530	\$ 2,095,905

Account Number Description 2015 Actual 2016 Actual 2017 Actual 2017 Adopted Budget 2018 Adopted Budget

150	Fire - EMS					
150-150-397-00-00-00	Transfer In - General	\$ -	\$ -	\$ -	\$ -	(2,095,905.00)
150-150-522-20-10-00	EMS Salaries & Wages	\$ 718,142.46	\$ 743,510.65	\$ 859,855.98	\$ 860,040.00	\$ 977,315.00
150-150-522-20-10-10	EMS Part Time Wages	\$ -	\$ 187,867.50	\$ 241,045.07	\$ 294,300.00	\$ 294,300.00
150-150-522-20-11-00	EMS Overtime	\$ 61,167.70	\$ 78,198.36	\$ 53,712.73	\$ 30,000.00	\$ 50,000.00
150-150-522-20-11-05	EMS Overtime - Training	\$ -	\$ 1,436.53	\$ 17,983.84	\$ 25,000.00	\$ 25,000.00
150-150-522-20-12-00	EMS Holiday Pay	\$ -	\$ -	\$ -	\$ -	\$ 35,000.00
150-150-522-20-21-00	EMS Retirement	\$ 41,159.13	\$ 62,466.28	\$ 80,550.93	\$ 83,955.00	\$ 101,120.00
150-150-522-20-22-00	EMS L & I	\$ 22,347.07	\$ 38,540.18	\$ 62,596.35	\$ 67,055.00	\$ 69,880.00
150-150-522-20-23-00	EMS FICA/Medicare	\$ 12,567.85	\$ 27,049.02	\$ 38,209.12	\$ 43,290.00	\$ 48,275.00
150-150-522-20-24-00	EMS Medical Insurance	\$ 164,872.22	\$ 172,051.34	\$ 193,280.69	\$ 202,495.00	\$ 223,705.00
150-150-522-20-25-00	EMS Deferred Comp Match	\$ 11,104.48	\$ 15,682.14	\$ 23,957.07	\$ 25,185.00	\$ 25,500.00
150-150-522-20-31-00	EMS Office Supplies	\$ 7,373.35	\$ 838.53	\$ 4,908.40	\$ 6,000.00	\$ 6,000.00
150-150-522-20-31-10	EMS Fire Operating Supplies	\$ 14,678.48	\$ 12,200.99	\$ 14,618.33	\$ 10,000.00	\$ 15,000.00
150-150-522-20-31-20	EMS FLSE Operating Supplies	\$ 196.92	\$ (251.00)	\$ 2,309.14	\$ 2,500.00	\$ 3,500.00
150-150-522-20-31-25	EMS Supplies-EMS Grant	\$ -	\$ -	\$ -	\$ -	\$ 3,750.00
150-150-522-20-31-30	EMS Uniform & Clothing	\$ -	\$ 21,742.35	\$ 38,220.75	\$ 48,600.00	\$ 48,600.00
150-150-522-20-32-00	EMS Fuel Consumed	\$ 9,912.10	\$ 8,152.72	\$ 9,835.87	\$ 16,000.00	\$ 10,000.00
150-150-522-20-35-10	EMS Small Tools & Equip	\$ 21,213.19	\$ 5,374.98	\$ 8,202.86	\$ 11,000.00	\$ 11,000.00
150-150-522-20-41-00	EMS Professional Services	\$ 26,089.04	\$ 93,599.01	\$ 7,387.79	\$ 15,000.00	\$ 22,000.00
150-150-522-20-42-00	EMS Communications	\$ 9,801.60	\$ 11,258.03	\$ 13,463.85	\$ 12,750.00	\$ 6,000.00
150-150-522-20-42-10	EMS Cell Phone	\$ -	\$ 4,815.72	\$ 5,673.56	\$ 5,750.00	\$ 5,750.00
150-150-522-20-42-20	EMS Postage	\$ -	\$ 61.26	\$ 247.23	\$ 250.00	\$ 100.00
150-150-522-20-42-30	EMS Telephone	\$ -	\$ 129.62	\$ 521.94	\$ 710.00	\$ 860.00
150-150-522-20-43-00	EMS Travel	\$ 3,194.42	\$ 2,419.27	\$ 8,001.56	\$ 6,000.00	\$ 11,000.00
150-150-522-20-45-10	EMS Rentals	\$ 1,468.59	\$ 2,694.49	\$ 1,159.88	\$ 2,000.00	\$ 1,500.00
150-150-522-20-48-00	EMS Repair & Maintenance	\$ 36,120.45	\$ 39,584.40	\$ 10,229.28	\$ 40,000.00	\$ 10,000.00
150-150-522-20-48-01	EMS Fire Rep & Maint 99 F250	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
150-150-522-20-48-02	EMS Fire Rep & Maint 03 Tahoe	\$ -	\$ -	\$ 977.60	\$ -	\$ 1,000.00
150-150-522-20-48-03	EMS Fire Rep & Maint 09 Tahoe	\$ -	\$ -	\$ 150.05	\$ -	\$ 1,000.00
150-150-522-20-48-10	EMS Fire Rep & Maint Hydrants	\$ -	\$ -	\$ -	\$ -	\$ 500.00
150-150-522-20-48-21	EMS Fire Rep & Maint 03 Pierce	\$ -	\$ 14.78	\$ 18,614.46	\$ -	\$ 10,000.00
150-150-522-20-48-22	EMS Fire Rep & Maint 09 Crimson	\$ -	\$ -	\$ 28,950.13	\$ -	\$ 12,500.00
150-150-522-20-48-40	EMS Fire Rep & Maint 96 LTI	\$ -	\$ -	\$ 16,052.18	\$ -	\$ 10,000.00

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget	2018 Adopted Budget
150-150-522-20-48-60	EMS Fire Rep & Maint 97 E350	\$ -	\$ -	\$ 2,567.02	\$ -	\$ 5,000.00
150-150-522-20-49-10	EMS Dues & Subscriptions	\$ -	\$ 867.29	\$ (10.99)	\$ 3,000.00	\$ 16,750.00
150-150-522-20-49-20	EMS Training & Education	\$ 22,543.73	\$ 14,925.21	\$ 14,220.11	\$ 17,500.00	\$ 33,000.00
150	Fire - EMS	\$ 1,183,952.78	\$ 1,545,229.65	\$ 1,777,492.78	\$ 1,828,380.00	\$ -

DEPARTMENT

197-000

Lodging Tax Fund

This fund was created by imposing a levy and special excise tax of 4% on the sale of or charge made for the furnishing of lodging by a hotel, rooming house, motel or trailer park. The tax proceeds are levied to operate tourism marketing facilities such as the Burlington Visitors' Information Center, and to operate and market events and festivals to potential tourists and visitors to Burlington in keeping with the terms specified in RCW 67.28.

2018 Awards

Burlington Chamber of Commerce - VIC Operations	\$ 117,000
Burlington Chamber of Commerce - Berry Dairy Days	\$ 11,000
Skagit Valley Tulip Festival	\$ 5,500
Skagit River Bald Eagle Awareness	\$ 5,000
City of Burlington Parks & Rec - Harvest Festival	\$ 8,000
City of Burlington Parks & Rec - Summer Nights	\$ 10,000
City of Burlington Parks & Rec - Sporting Events	\$ 57,595
Celtic Arts Foundation - Skagit Highland Games	\$ 2,500
McIntyre Hall Performing Arts Center - Events Marketing	\$ 15,000
Skagit River Salmon Festival	\$ 5,000
Burlington Edison Little League - Skagit River Park Baseball Fields	\$ 27,300
Lincoln Theater Foundation	\$ 8,000
Children's Museum of Skagit County - Passport	\$ 5,000
Children's Museum of Skagit County - Operations	\$ 30,000
Children's Museum of Skagit County - Winter Wonderland	\$ 50,000
City of Burlington Public Library - Quidditch Festival	\$ 40,000
2018 Total Awarded	\$ 396,895

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget
197	Lodging Tax Fund				
000	Non-Departmental				
197-000-308-30-00-00	Restricted Fund Balance - Beg	\$ -	\$ -	\$ -	\$ (753,365.00)
197-000-313-31-00-00	Hotel Motel Stadium Tax	\$ (293,036.80)	\$ (293,790.26)	\$ (314,724.16)	\$ (290,000.00)
197-000-361-11-00-00	Investment Earnings	\$ (2,772.64)	\$ (4,423.11)	\$ (6,354.66)	\$ (5,500.00)
197-000-508-30-00-00	Restricted Fund Balance - End	\$ -	\$ -	\$ -	\$ 501,970.00
197-000-557-30-49-00	Lodging Chamber Tourism Promo	\$ 113,779.76	\$ 106,751.81	\$ 112,061.75	\$ 117,000.00
197-000-557-30-49-01	Lodging Chmbr Berry Dairy Days	\$ -	\$ -	\$ 6,554.62	\$ 11,000.00
197-000-557-30-49-02	Lodging Cham Harvest Festival	\$ 5,775.00	\$ 5,194.35	\$ 8,000.00	\$ 8,000.00
197-000-557-30-49-03	Lodging McIntyre Hall Prf Arts	\$ 12,500.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
197-000-557-30-49-04	Lodging Lincoln Theater Found	\$ 2,500.00	\$ 3,500.00	\$ 1,987.45	\$ 8,000.00
197-000-557-30-49-05	Lodging Skagit Co Child Museum	\$ 3,013.00	\$ 20,000.00	\$ 85,039.50	\$ 235,000.00
197-000-557-30-49-10	Lodging City P&R Summer Nights	\$ -	\$ 9,148.00	\$ 9,941.11	\$ 10,000.00
197-000-557-30-49-11	Lodging City Library Quidditch	\$ -	\$ 3,459.44	\$ 20,166.81	\$ 40,000.00
197-000-557-30-49-14	Lodging Little League Playflds	\$ 2,000.00	\$ -	\$ -	\$ 27,300.00
197-000-557-30-49-16	Lodging Tulip Festival	\$ 5,500.00	\$ 5,500.00	\$ 6,800.00	\$ 5,500.00
197-000-557-30-49-19	Lodging City P&R Sprtg Events	\$ -	\$ -	\$ -	\$ 57,595.00
197-000-557-30-49-26	Lodging Celtic Arts Foundation	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
197-000-557-30-49-28	Lodging Bald Eagle Awrnss	\$ 2,931.28	\$ 3,128.16	\$ 5,710.00	\$ 5,000.00
197-000-557-30-49-31	Lodging Salmon Festival	\$ -	\$ -	\$ -	\$ 5,000.00
000	Non-Departmental	\$ (145,310.40)	\$ (124,031.61)	\$ (47,317.58)	\$ -
197	Lodging Tax Fund	\$ 145,310.40	\$ 124,031.61	\$ 47,317.58	\$ -



Department Overview 2018 Budget

DEPARTMENT

197-000

Lodging Tax Fund

2012	2013	2014	2015	2016	2017 Adopted Budget	2018 Adopted Budget
\$ 424,012	\$ 267,813	\$ 26,465	\$ 148,499	\$ 174,182	\$ 293,050	\$ 396,895

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget	2018 Adopted Budget
201	Debt Service Fund					
000	Non-Departmental					
201-000-308-40-00-00	Committed Fund Balance - Beg	\$ -	\$ -	\$ -	\$ -	\$ (234,000.00)
201-000-311-10-00-00	Real & Personal Property Tax	\$ (24,999.98)	\$ (25,144.01)	\$ (26,492.92)	\$ (25,710.00)	\$ (25,850.00)
201-000-361-11-00-00	Investment Earnings	\$ (1,152.10)	\$ (1,525.26)	\$ (1,613.85)	\$ (1,290.00)	\$ (1,290.00)
201-000-508-40-00-00	Committed Fund Balance - End	\$ -	\$ -	\$ -	\$ -	\$ 235,250.00
201-000-591-18-71-01	Debt Svc 2008 LTGO Principal	\$ -	\$ 20,910.20	\$ 21,156.65	\$ 21,160.00	\$ 20,175.00
201-000-592-18-83-01	Debt Svc 2008 LTGO Interest	\$ 3,235.95	\$ 2,983.02	\$ 2,736.53	\$ 2,740.00	\$ 5,715.00
000	Non-Departmental	\$ (22,916.13)	\$ (2,776.05)	\$ (4,213.59)	\$ (3,100.00)	\$ -
201	Debt Service Fund	\$ 22,916.13	\$ 2,776.05	\$ 4,213.59	\$ 3,100.00	\$ -



Department Overview 2018 Budget

DEPARTMENT

201-000

General Obligation Debt Service
Fund

This fund was established to make payments on current General Obligation Bond Issues. The funding of these payments typically comes from a combination of sales and property tax revenues.

2018 Debt Service	
• 2008 LTGO Debt - Banner Bank Final Payment 2027	• \$20,175 Principal \$ 5,715 Interest



Department Overview 2018 Budget

DEPARTMENT

300-000

General Fund Capital Reserve

The General Fund Capital Reserve fund allows General Fund departments to purchase various capital assets. These expenditures were previously included in the General Fund operating budget and were separated beginning in 2015.

2018 Planned Capital Projects	
Burlington Public Library Safety Updates	\$ 50,000
City Public Buildings - Painting (Interior & Exterior)	\$ 30,000
Community Center - Kitchen Wall Fire Code Compliance	\$ 8,000
City Buildings - Replace Door Lock System	\$ 35,000
Fiber Expansion Grant	\$ 425,000
Fiber Building & Structures	\$ 40,000
IT Software	\$ 15,000
2018 Total	\$ 603,000

2012	2013	2014	2015	2016	2017 Adopted Budget	2018 Adopted Budget
\$ -	\$ -	\$ 18,957	\$ 179,099	\$ 378,550	\$ 645,250	\$ 603,000

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budge	2018 Adopted Budget
300	Genl Govt Capital Reserve Fund					
000	Non-Departmental					
300-000-308-90-00-00	Unassigned Fund Balance - Beg	\$ -	\$ -	\$ -	\$ -	\$ (741,175.00)
300-000-337-00-01-00	GenCap County 0.09 Grant	\$ -	\$ -	\$ (285,650.87)	\$ (300,000.00)	\$ (425,000.00)
300-000-361-11-00-00	Investment Earnings	\$ (3,809.94)	\$ (6,822.76)	\$ (6,216.61)	\$ (3,000.00)	\$ (5,000.00)
300-000-508-90-00-00	Unassigned Fund Balance - End	\$ -	\$ -	\$ -	\$ -	\$ 568,175.00
300-000-594-18-60-00	GenCap Bldg&Grds Facility Impr	\$ -	\$ -	\$ 104,985.26	\$ 189,500.00	\$ 123,000.00
300-000-594-18-65-00	GenCap IT Software	\$ -	\$ -	\$ 29,572.14	\$ 44,750.00	\$ 15,000.00
300-000-594-32-60-01	Fiber Expansion .09 Grant	\$ -	\$ 1,276.51	\$ 312,793.35	\$ 300,000.00	\$ 425,000.00
300-000-594-32-62-00	Fiber Bldg & Structures	\$ 36,405.96	\$ 42,924.62	\$ 73,800.27	\$ 111,000.00	\$ 40,000.00
000	Non-Departmental	\$ 32,596.02	\$ 37,378.37	\$ 229,283.54	\$ 342,250.00	\$ -
300	Genl Govt Capital Reserve Fund	\$ (32,596.02)	\$ (37,378.37)	\$ (229,283.54)	\$ (342,250.00)	\$ -



Department Overview 2018 Budget

DEPARTMENT

301-000

Capital Improvement Fund

The Capital Improvement Fund is used to construct repairs or improvements to the City's long-term capital infrastructure systems or facilities, and is funded with a portion of Real Estate Excise Taxes.

2013	2014	2015	2016	2017 Adopted Budget	2018 Adopted Budget
\$ 178,971	\$ 160,409	\$ 211,052	\$ -	\$ -	\$ -

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budge	2018 Adopted Budget
301	Local Capital Improvement Fund					
000	Non-Departmental					
301-000-308-30-00-00	Restricted Fund Balance - Beg	\$ -	\$ -	\$ -	\$ -	\$ (791,095.00)
301-000-308-90-00-00	Unassigned Fund Balance - Beg	\$ -	\$ -	\$ -	\$ -	\$ (576,495.00)
301-000-318-34-00-00	Real Estate Excise Tax	\$ (195,875.01)	\$ (216,552.84)	\$ (247,669.50)	\$ (225,000.00)	\$ (225,000.00)
301-000-361-11-00-00	Investment Earnings	\$ (4,086.91)	\$ (6,659.89)	\$ (11,369.36)	\$ (6,000.00)	\$ (6,000.00)
301-000-508-30-00-00	Restricted Fund Balance - End	\$ -	\$ -	\$ -	\$ -	\$ 1,016,095.00
301-000-508-90-00-00	Unassigned Fund Balance - End	\$ -	\$ -	\$ -	\$ -	\$ 582,495.00
000	Non-Departmental	\$ (199,961.92)	\$ (223,212.73)	\$ (259,038.86)	\$ (231,000.00)	\$ -
301	Local Capital Improvement Fund	\$ 199,961.92	\$ 223,212.73	\$ 259,038.86	\$ 231,000.00	\$ -



Department Overview 2018 Budget

DEPARTMENT

311-000

Parks Reserve

The Parks Reserve makes up the financial institution that covers revenue and expenditures for all park projects, capital equipment and improvements.

2013	2014	2015	2016	2017 Adopted Budget	2018 Adopted Budget
\$ 102,475	\$ 88,894	\$ 52,715	\$ 60,612	\$ 162,000	\$ 565,000

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget
311	Park & Rec Capital Imp Fund				
000	Non-Departmental				
311-000-308-30-00-00	Restricted Fund Balance - Beg	\$ -	\$ -	\$ -	\$ (1,074,230.00)
311-000-308-90-00-00	Unassigned Fund Balance - Beg	\$ -	\$ -	\$ -	\$ (396,810.00)
311-000-318-35-00-00	Real Estate Excise Tax	\$ (195,875.02)	\$ (211,990.34)	\$ (247,669.47)	\$ (225,000.00)
311-000-345-85-00-00	GMA Impact Fees Parks	\$ (137,654.50)	\$ (10,021.00)	\$ (121,684.50)	\$ (90,000.00)
311-000-361-11-00-00	Investment Earnings	\$ (5,305.79)	\$ (7,740.15)	\$ (12,478.80)	\$ (4,500.00)
311-000-508-30-00-00	Restricted Fund Balance - End	\$ -	\$ -	\$ -	\$ 878,730.00
311-000-508-90-00-00	Unassigned Fund Balance - End	\$ -	\$ -	\$ -	\$ 346,810.00
311-000-594-76-61-00	Parks REET Land & Imp	\$ 1,069.40	\$ -	\$ 14,843.43	\$ 450,000.00
311-000-594-76-62-00	Parks REET Bldg & Structures	\$ 47,533.63	\$ 27,601.17	\$ 19,008.05	\$ 65,000.00
311-000-594-76-64-20	Parks Mach & Equ Unrestricted	\$ 1,188.27	\$ 33,010.66	\$ 75,411.62	\$ 50,000.00
311-000-594-76-69-00	Parks Impact Fees Refunds	\$ -	\$ -	\$ 1,136.00	\$ -
000	Non-Departmental	\$ (289,044.01)	\$ (169,139.66)	\$ (271,433.67)	\$ (172,500.00)
311	Park & Rec Capital Imp Fund	\$ 289,044.01	\$ 169,139.66	\$ 271,433.67	\$ -

DEPARTMENT

401-000

Sewer

The Sewer Department is a regional sewer utility and is responsible for the collection and treatment of all wastewater discharged to the Burlington sewer system. Sewer Department personnel operate and maintain the wastewater treatment plant, treatment processes, laboratory, and all collection system piping and pump stations.

POSITION SUMMARY		
POSITION TITLE	2017	2018
Supervisor	1	1
WWTP Operators Class II	5	5
Laboratory Specialist	1	1
Electrician	1	1
WWTP Operators Class I	1	1
Lead Operator	1	1

2013	2014	2015	2016	2017 Adopted Budget	2018 Adopted Budget
\$ 1,946,276	\$ 1,967,975	\$ 1,960,588	\$ 1,816,386	\$ 3,738,405	\$ 4,660,730

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget
401	Sewer Fund				
000	Non-Departmental				
401-000-308-89-00-00	Unrestricted Net Position-Beg	\$ -	\$ -	\$ -	\$ (1,366,730.00)
401-000-322-10-00-00	Sewer Permits	\$ (16,064.00)	\$ (12,497.00)	\$ (15,081.70)	\$ (13,500.00)
401-000-343-50-00-00	Sewer Service	\$ (3,044,132.08)	\$ (3,090,776.19)	\$ (3,232,412.25)	\$ (3,100,000.00)
401-000-343-50-00-01	Septage Disposal	\$ (114,189.86)	\$ (142,391.72)	\$ (187,701.01)	\$ (115,000.00)
401-000-343-50-00-02	Sewer Plan Review Fees	\$ (8,165.00)	\$ (4,416.00)	\$ (2,673.85)	\$ (5,000.00)
401-000-348-00-04-25	Transfer In Storm Drain	\$ -	\$ -	\$ (31,000.00)	\$ -
401-000-359-00-00-00	Fines & Penalties	\$ (26,909.71)	\$ (30,437.98)	\$ (15,385.61)	\$ (25,000.00)
401-000-361-11-00-00	Investment Earnings	\$ (7,143.56)	\$ (11,372.48)	\$ (21,800.54)	\$ (30,000.00)
401-000-369-10-00-00	Sewer Sale of Surplus	\$ (144.65)	\$ (442.71)	\$ (4,665.52)	\$ (500.00)
401-000-369-91-00-00	Miscellaneous Other	\$ (1,551.55)	\$ (5,173.71)	\$ (2,859.42)	\$ (5,000.00)
000	Non-Departmental	\$ (3,218,300.41)	\$ (3,297,507.79)	\$ (3,513,579.90)	\$ (4,660,730.00)
401	Sewer				
401-401-508-89-00-00	Unrestricted Net Position-End	\$ -	\$ -	\$ -	\$ 1,330,400.00
401-401-535-00-10-00	Sewer Salaries & Wages	\$ -	\$ 690,885.36	\$ 662,310.31	\$ 665,010.00
401-401-535-00-11-00	Sewer Overtime	\$ -	\$ 8,915.41	\$ 16,472.49	\$ 14,000.00
401-401-535-00-21-00	Sewer Retirement	\$ -	\$ 78,237.52	\$ 81,087.66	\$ 86,235.00
401-401-535-00-22-00	Sewer L & I	\$ -	\$ 12,106.41	\$ 16,721.10	\$ 17,205.00
401-401-535-00-23-00	Sewer FICA	\$ -	\$ 52,458.72	\$ 50,903.17	\$ 51,945.00
401-401-535-00-24-00	Sewer Medical Insurance	\$ -	\$ 225,750.89	\$ 207,041.82	\$ 237,075.00
401-401-535-00-25-00	Sewer Life Insurance	\$ -	\$ 197.26	\$ 180.13	\$ 185.00
401-401-535-00-27-00	Sewer Protective Clothing	\$ -	\$ 2,892.20	\$ 1,687.47	\$ 4,000.00
401-401-535-00-31-10	Sewer ADMIN Operating Supplies	\$ -	\$ 2,299.24	\$ 1,452.19	\$ 7,500.00
401-401-535-00-42-10	Sewer ADMIN Cell Phone	\$ -	\$ 966.62	\$ 3,813.47	\$ 4,000.00
401-401-535-00-42-20	Sewer ADMIN Postage	\$ -	\$ 7,147.71	\$ 4,648.07	\$ 8,500.00
401-401-535-00-42-30	Sewer ADMIN Telephone	\$ -	\$ -	\$ 799.08	\$ -
401-401-535-00-45-00	Sewer ADMIN Rentals	\$ -	\$ 90.53	\$ 292.28	\$ -
401-401-535-00-48-00	Sewer ADMIN Rep & Maint	\$ -	\$ -	\$ 4,313.58	\$ -
401-401-535-00-49-95	Sewer ADMIN Bank Svc Charges	\$ -	\$ 8,888.86	\$ 13,398.48	\$ 12,000.00
401-401-535-00-50-99	Sewer ADMIN Dike Assessments	\$ -	\$ 7,968.32	\$ -	\$ -
401-401-535-00-53-00	Sewer ADMIN Excise Tax	\$ -	\$ 56,616.31	\$ 54,872.51	\$ 60,000.00
401-401-535-10-31-10	Sewer COLL Operating Supplies	\$ -	\$ 37,949.07	\$ 92,066.39	\$ 60,000.00

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget	Adopted Budget
401-401-535-10-32-00	Sewer COLL Fuel Consumed	\$ -	\$ 7,763.37	\$ 5,872.96	\$ 13,000.00	\$ 13,000.00
401-401-535-10-35-00	Sewer COLL Small Tools & Equip	\$ -	\$ 5,285.71	\$ 8,806.22	\$ 8,000.00	\$ 8,500.00
401-401-535-10-41-00	Sewer COLL Professional Svcs	\$ -	\$ 92.49	\$ 1,678.12	\$ 2,500.00	\$ 2,500.00
401-401-535-10-42-00	Sewer COLL Communications	\$ -	\$ 5,578.89	\$ 565.17	\$ -	\$ -
401-401-535-10-42-30	Sewer COLL Telephone	\$ -	\$ 542.31	\$ 2,479.22	\$ 6,000.00	\$ 6,000.00
401-401-535-10-43-00	Sewer COLL Travel	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00
401-401-535-10-45-00	Sewer COLL Rentals	\$ -	\$ -	\$ 618.46	\$ 2,000.00	\$ 2,000.00
401-401-535-10-46-00	Sewer COLL Insurance	\$ -	\$ 31,155.39	\$ 35,399.50	\$ 35,965.00	\$ 38,940.00
401-401-535-10-47-00	Sewer COLL Utilities	\$ -	\$ 149.33	\$ 53,613.58	\$ 75,000.00	\$ 75,000.00
401-401-535-10-48-00	Sewer COLL Contr Repair & Main	\$ -	\$ 49,000.99	\$ 34,958.49	\$ 55,000.00	\$ 55,000.00
401-401-535-10-49-10	Sewer COLL Dues & Subscription	\$ -	\$ 30.00	\$ 65.00	\$ 750.00	\$ 750.00
401-401-535-10-49-20	Sewer COLL Training & Educ	\$ -	\$ 525.00	\$ -	\$ 6,000.00	\$ 6,000.00
401-401-535-10-49-50	Sewer COLL Uniforms & Mats	\$ -	\$ 1,058.63	\$ 3,789.29	\$ 7,000.00	\$ 7,000.00
401-401-535-10-50-99	Sewer COLL Dike Assessments	\$ -	\$ -	\$ 800.39	\$ 500.00	\$ 1,000.00
401-401-535-20-31-10	Sewer WWTP Operating Supplies	\$ -	\$ 147,055.72	\$ 152,147.69	\$ 150,000.00	\$ 208,545.00
401-401-535-20-32-00	Sewer WWTP Fuel Consumed	\$ -	\$ 5,024.27	\$ 4,666.17	\$ 3,500.00	\$ 3,500.00
401-401-535-20-35-00	Sewer WWTP Small Tools & Equip	\$ -	\$ 6,023.96	\$ 14,583.15	\$ 8,500.00	\$ 9,500.00
401-401-535-20-41-00	Sewer WWTP Professional Svcs	\$ -	\$ 18,862.25	\$ 11,418.24	\$ 18,000.00	\$ 18,000.00
401-401-535-20-41-50	Sewer WWTP Solids Disposal	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00
401-401-535-20-42-30	Sewer WWTP Telephone	\$ -	\$ 1,502.42	\$ 4,871.52	\$ 7,500.00	\$ 7,500.00
401-401-535-20-43-00	Sewer WWTP Travel	\$ -	\$ 424.57	\$ 540.53	\$ 1,000.00	\$ 1,000.00
401-401-535-20-45-00	Sewer WWTP Rentals	\$ -	\$ 618.46	\$ 2,052.87	\$ 4,000.00	\$ 4,000.00
401-401-535-20-46-00	Sewer WWTP Insurance	\$ -	\$ 32,427.18	\$ 35,399.50	\$ 28,735.00	\$ 38,940.00
401-401-535-20-47-00	Sewer WWTP Utilities	\$ -	\$ 231,658.04	\$ 189,429.52	\$ 250,000.00	\$ 250,000.00
401-401-535-20-48-00	Sewer WWTP Contr Repair & Maint	\$ -	\$ 57,103.84	\$ 32,260.63	\$ 55,000.00	\$ 55,000.00
401-401-535-20-49-10	Sewer WWTP Dues & Subscription	\$ -	\$ 805.40	\$ 559.60	\$ 5,000.00	\$ 5,000.00
401-401-535-20-49-20	Sewer WWTP Training & Educ	\$ -	\$ 3,164.63	\$ 3,344.20	\$ 15,000.00	\$ 15,000.00
401-401-535-20-49-50	Sewer WWTP Uniforms & Mats	\$ -	\$ 2,239.83	\$ 587.97	\$ 20,000.00	\$ 20,000.00
401-401-535-20-49-90	Sewer WWTP Regulatory Fees	\$ -	\$ 18,906.53	\$ 12,915.04	\$ 15,000.00	\$ 15,000.00
401-401-535-20-49-95	Sewer WWTP Lien Release Fees	\$ -	\$ -	\$ 768.00	\$ 1,500.00	\$ 1,500.00
401-401-535-20-50-99	Sewer WWTP Dike Assessments	\$ -	\$ -	\$ 2,239.76	\$ 8,000.00	\$ 2,500.00
401-401-597-00-00-01	Transfer to - General	\$ 217,000.00	\$ 229,369.00	\$ 230,000.00	\$ 230,000.00	\$ 230,000.00
401-401-597-00-04-02	Transfer to - Sewer Capital	\$ 3,700,000.00	\$ 800,000.00	\$ 1,600,000.00	\$ 1,600,000.00	\$ 1,000,000.00
401	Sewer	\$ 3,917,000.00	\$ 2,849,738.64	\$ 3,658,490.99	\$ 3,738,405.00	\$ 4,660,730.00

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget	2018 Adopted Budget
401	Sewer Fund	\$ (698,699.59)	\$ 447,769.15	\$ (144,911.09)	\$ (413,405.00)	\$ -



Department Overview 2018 Budget

DEPARTMENT

402-000

Sewer Capital Reserve Fund

The Sewer Department operates a plant that services the city proper of Burlington plus limited areas of Skagit County to the west and north of the City. Under its current discharge permit limitation, the plant has the capabilities of treating 3.79 million gallons of wastewater per day. The wastewater collection system includes approximately 58 miles of gravity sewer pipes varying in size from 4 inch diameter local connections to 27 inch diameter interceptors. Because of the flat terrain in the Burlington area, sewage must be pumped via force mains to the treatment plant. There are a total of 21 pump stations within the system. The physical assets of the system are extensive and the environment for the equipment is harsh. This translates to a high investment in maintenance and capital projects to keep a critical service for the community fully operational at all times. The plant is fully staffed for a 24/7 operation.

2012	2013	2014	2015	2016	2017 Adopted Budget	2018 Adopted Budget
\$ -	\$ -	\$ -	\$ 1,175,693	\$ 3,030,000	\$ 3,153,785	\$ 3,893,500

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget	2018 Adopted Budget
402	Sewer Capital Reserve Fund					
000	Non-Departmental					
402-000-308-89-00-00	Unrestricted Net Position-Beg	\$ -	\$ -	\$ -	\$ -	\$ (2,293,500.00)
402-000-343-50-00-00	Sewer Connection Fees	\$ -	\$ (111,166.87)	\$ (429,858.25)	\$ -	\$ (585,000.00)
402-000-361-11-00-00	Sewer Cap Invest Earnings	\$ (14,516.60)	\$ (22,033.71)	\$ (15,941.68)	\$ (15,000.00)	\$ (15,000.00)
402-000-397-00-04-01	Transfer In - Sewer	\$ (3,700,000.00)	\$ (800,000.00)	\$ (1,600,000.00)	\$ (1,600,000.00)	\$ (1,000,000.00)
402-000-508-89-00-00	Unrestricted Net Position-End	\$ -	\$ -	\$ -	\$ -	\$ 1,928,500.00
402-000-594-35-41-94	Sewer Capital Engineering	\$ -	\$ -	\$ 117,877.31	\$ 175,000.00	\$ 50,000.00
402-000-594-35-64-00	Sewer I & I	\$ -	\$ -	\$ -	\$ 100,000.00	\$ 100,000.00
402-000-594-35-64-10	Sewer Capital Improvements	\$ -	\$ -	\$ 305,297.40	\$ 1,305,000.00	\$ 1,315,000.00
402-000-594-35-64-20	Sewer Machinery & Equipment	\$ -	\$ -	\$ 1,236,681.97	\$ 1,723,785.00	\$ 225,000.00
402-000-594-35-64-30	Sewer Line Replacement	\$ -	\$ -	\$ -	\$ -	\$ 275,000.00
000	Non-Departmental	\$ (3,714,516.60)	\$ (933,200.58)	\$ (385,943.25)	\$ 1,688,785.00	\$ -
402	Sewer Capital Reserve Fund	\$ 3,714,516.60	\$ 933,200.58	\$ 385,943.25	\$ (1,688,785.00)	\$ -



Department Overview 2018 Budget

DEPARTMENT

425-000

Storm Drainage Fund

The Storm Drain Utility Fund was founded in 1997. The utility allows city staff to plan for and improve storm water system function. It also finances water quality studies. We use the results of these studies to determine the best type of water quality improvements to help clean the storm water entering Gages Slough and other tributaries.

POSITION SUMMARY		
POSITION TITLE	2017	2018
Engineer I	1	1
Street Supervisor (50%)	0.5	0.5
Lead Person (2 staff @ 50%)	1	1
Utility I (3 staff @ 50%)	1.5	1.5

2013	2014	2015	2016	2017 Adopted Budget	2018 Adopted Budget
\$ 1,084,628	\$ 959,289	\$ 832,971	\$ 955,619	\$ 1,488,865	\$1,373,200

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget
425	Storm Drain Fund				
000	Non-Departmental				
425-000-308-89-00-00	Unrestricted Net Position Beg	\$ -	\$ -	\$ -	\$ (335,000.00)
425-000-334-03-10-01	DOE Stormwater Capacity Grant	\$ (116,799.65)	\$ -	\$ (25,000.00)	\$ -
425-000-342-40-00-00	Storm Inspection Fee	\$ (11,034.00)	\$ (10,301.50)	\$ (10,846.00)	\$ (6,200.00)
425-000-343-10-00-00	Storm Plan Review Fees	\$ (4,954.00)	\$ (3,501.50)	\$ (5,502.80)	\$ (10,000.00)
425-000-343-10-00-01	Storm Fees & Charges	\$ (1,077,004.94)	\$ (1,123,285.71)	\$ (1,117,254.00)	\$ (1,000,000.00)
425-000-361-11-00-00	Investment Earnings	\$ (2,643.83)	\$ (4,369.31)	\$ (5,395.57)	\$ (2,000.00)
425-000-379-10-00-00	Storm Connection Fees	\$ (32,413.30)	\$ -	\$ (92,870.04)	\$ (20,000.00)
000	Non-Departmental	\$ (1,244,849.72)	\$ (1,141,458.02)	\$ (1,256,868.41)	\$ (1,373,200.00)
425	Storm Drain				
425-425-508-89-00-00	Unrestricted Net Position-End	\$ -	\$ -	\$ -	\$ 562,000.00
425-425-531-00-10-00	Storm Salaries & Wages	\$ -	\$ 245,070.89	\$ 230,693.71	\$ 238,065.00
425-425-531-00-11-00	Storm Overtime	\$ -	\$ 1,825.17	\$ 5,819.86	\$ 5,000.00
425-425-531-00-21-00	Storm Retirement	\$ -	\$ 27,427.99	\$ 29,175.08	\$ 30,870.00
425-425-531-00-22-00	Storm L & I	\$ -	\$ 3,913.50	\$ 4,295.88	\$ 5,530.00
425-425-531-00-23-00	Storm FICA	\$ -	\$ 18,506.78	\$ 17,182.59	\$ 18,595.00
425-425-531-00-24-00	Storm Medical Insurance	\$ -	\$ 84,339.51	\$ 88,387.42	\$ 97,330.00
425-425-531-00-25-00	Storm Life Insurance	\$ -	\$ 47.76	\$ 34.62	\$ 55.00
425-425-531-00-31-00	Storm Office Supplies	\$ -	\$ 1,401.54	\$ 11.21	\$ 100.00
425-425-531-00-31-10	Storm Operating Supplies	\$ -	\$ 20,385.01	\$ 18,995.90	\$ 38,505.00
425-425-531-00-35-00	Storm Small Tools & Equipment	\$ -	\$ 207.52	\$ 3,247.69	\$ 14,500.00
425-425-531-00-41-00	Storm Professional Services	\$ -	\$ 26,916.65	\$ 16,106.38	\$ 55,000.00
425-425-531-00-41-90	Storm NPDES Engineering	\$ -	\$ 13,142.96	\$ 19,475.07	\$ 75,000.00
425-425-531-00-42-20	Storm Postage	\$ -	\$ 3,234.30	\$ 2,886.80	\$ 5,000.00
425-425-531-00-42-30	Storm Telephone	\$ -	\$ 479.04	\$ 498.80	\$ 500.00
425-425-531-00-43-00	Storm Travel	\$ -	\$ -	\$ -	\$ 5,000.00
425-425-531-00-45-00	Storm Rentals	\$ -	\$ 555.85	\$ 3,482.85	\$ 2,000.00
425-425-531-00-46-00	Storm Insurance	\$ -	\$ 12,714.48	\$ 15,045.00	\$ 16,550.00
425-425-531-00-47-00	Storm Utilities	\$ -	\$ 21,685.48	\$ 18,846.12	\$ 23,000.00
425-425-531-00-48-00	Storm Contr Repair & Maint	\$ -	\$ 2,553.93	\$ 10,220.17	\$ 10,000.00
425-425-531-00-48-10	Storm Equip Repair & Maint	\$ -	\$ 1,195.94	\$ 1,741.07	\$ 3,000.00
425-425-531-00-49-10	Storm Dues & Subscriptions	\$ -	\$ -	\$ 1,000.00	\$ 250.00

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget	Adopted Budget
425-425-531-00-49-20	Storm Training & Education	\$ -	\$ -	\$ 300.00	\$ 1,000.00	\$ 1,000.00
425-425-531-00-49-70	Storm Debris Disposal	\$ -	\$ 5,971.59	\$ 8,120.53	\$ 5,900.00	\$ 10,000.00
425-425-531-00-49-95	Storm Bank Service Charges	\$ -	\$ 7,076.06	\$ 8,991.69	\$ -	\$ 9,000.00
425-425-531-00-50-99	Storm Dike Assessments	\$ -	\$ 139.60	\$ 173.59	\$ 200.00	\$ 200.00
425-425-531-00-53-00	Storm Excise Tax	\$ -	\$ 16,250.40	\$ 15,602.36	\$ -	\$ 20,000.00
425-425-597-15-00-01	Transfer to - General	\$ 153,500.00	\$ 96,151.00	\$ 96,150.00	\$ 96,150.00	\$ 96,150.00
425-425-597-15-04-01	Transfer to - Sewer	\$ 31,000.00	\$ 7,750.00	\$ 31,000.00	\$ 31,000.00	\$ 31,000.00
425	Storm Drain	\$ 184,500.00	\$ 618,942.95	\$ 647,484.39	\$ 727,195.00	\$ 1,373,200.00
425	Storm Drain Fund	\$ 1,060,349.72	\$ 522,515.07	\$ 609,384.02	\$ 311,005.00	\$ -



Department Overview 2018 Budget

DEPARTMENT

426-000

Storm Drainage Capital
Reserve

The Drainage Utility currently provides capital project funding and partial maintenance of the existing storm drain system, including city-owned detention and conveyance facilities. The level of service for the installed system is to convey the 25-year storm event to receiving drainage basins without causing ponding or overflows into the system.

2013	2014	2015	2016	2017 Adopted Budget	2018 Adopted Budget
\$ -	\$ -	\$ 22,708	\$ 2,286,334	\$ 492,000	\$ 447,500

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget	Adopted Budget
426	Storm Capital Reserve Fund					
000	Non-Departmental					
426-000-308-89-00-00	Unrestricted Net Position-Beg	\$ -	\$ -	\$ -	\$ -	(1,029,600.00)
426-000-334-03-10-03	WA DOE LID Grant	\$ -	\$ -	\$ -	(176,250.00)	(176,250.00)
426-000-361-11-00-00	Storm Cap Investment Earnings	\$ (10,156.72)	\$ (12,397.43)	\$ (10,154.84)	(7,800.00)	(7,800.00)
426-000-508-89-00-00	Unrestricted Net Position-End	\$ -	\$ -	\$ -	\$ -	766,150.00
426-000-594-31-60-10	Storm Cap Bldgs & Structures	\$ -	\$ -	\$ -	30,000.00	30,000.00
426-000-594-31-60-50	Storm Cap Construction	\$ -	\$ -	\$ 279,720.38	200,000.00	367,500.00
426-000-594-31-60-70	Storm Gages Slough Outfall	\$ -	\$ -	\$ -	\$ -	50,000.00
000	Non-Departmental	\$ (10,156.72)	\$ (12,397.43)	\$ 269,565.54	45,950.00	-
426	Storm Capital Reserve Fund	\$ 10,156.72	\$ 12,397.43	\$ (269,565.54)	(45,950.00)	-



Department Overview 2018 Budget

DEPARTMENT

501-000

Equipment Rental & Replacement Fund

All counties and cities with a population over 8,000 are required to have an ER&R fund per RCW 35.21.088. The City started the process of establishing this fund in 2013. In 2017 the City implemented the use of the ER&R fund by purposeful incremental funding for purchases of replacement capital equipment using funding based on adopted standards and levels of service, expected useful life for buildings & grounds, library, IT, fiber, public safety, parks, cemetery, sewer, streets, and storm water departments.

In 2018, the City will redefine the ER & R fund in accordance with RCW 35.21.088 using Governmental Accounting Standards. All equipment which meets the definitions for capitalization and depreciation will be recorded as assets in this fund. Operating funds will transfer the amounts necessary to reimburse this fund for depreciation expense and any additional amounts as prescribed by the City Council.

The table below represents the identified capital equipment needs, categorized by the responsible operating fund. The Streets and Sewer Funds capital equipment needs are fully funded within the current ER & R fund balance capacity. The General Fund capital equipment needs, with the exception of the Quint, are also fully funded within the current ER & R fund balance capacity. The ER & R fund has the capacity to fund \$672,915 of the \$1.2 million cost of the Quint. The funding for the remaining \$527,085 needs to be identified. The options include external financing, an inter-fund loan, or General Fund inter-fund transfer to ER & R.

DEPARTMENT

501-000

Equipment Rental &
Replacement Fund

2018 Capital Equipment Purchases	
General Fund Capital Equipment:	
Buildings & Grounds Vehicle Replacement	\$ 25,000.00
Fire Marshall Vehicle	\$ 25,000.00
Fire Station Emergency Generator Replacement	\$ 60,000.00
Fire Station Source Capture Exhaust System	\$ 30,000.00
IT AV & Projection Systems	\$ 30,000.00
IT Server Replacements	\$ 15,000.00
Police Vehicles Replacement (2 x Ford Explorers)	\$ 100,000.00
Police Command Vehicle Updates	\$ 10,000.00
Total General Fund Capital Equipment Requested	\$ 295,000.00
Council Authorized - Initial	\$ 300,000.00
2018-19 Fire Apparatus Purchase:	
Quint (fire engine/ladder truck)	\$ 1,250,000.00
-- ER & R capacity funding	\$ (647,915.00)
Net funding to be identified (interfund loan, financing, ...)	\$ 602,085.00
Streets Fund Capital Equipment:	
Streets Steer Loader	\$ 50,000.00
Streets Mounted Air Compressor	\$ 20,000.00
Total Streets Fund Capital Equipment	\$ 70,000.00
Sewer Fund Capital Equipment:	
Sewer Bucket Truck	\$ 70,000.00
Total Sewer Fund Capital Equipment	\$ 70,000.00

DEPARTMENT

501-000

Equipment Rental &
Replacement Fund

2018 Capital Equipment Purchases	
General Fund Capital Equipment:	
Buildings & Grounds Vehicle Replacement	\$ 25,000.00
Buildings & Grounds Extended Boom Lift	\$ 60,000.00
Fire Marshall Vehicle	\$ 25,000.00
Fire Station Emergency Generator Replacement	\$ 60,000.00
Fire Station Source Capture Exhaust System	\$ 30,000.00
Fire Command Vehicle Replacement	\$ 50,000.00
IT AV & Projection Systems	\$ 30,000.00
IT Server Replacements	\$ 28,000.00
Police Vehicles Replacement (2 x Ford Explorers)	\$ 100,000.00
Police Command Vehicle Updates	\$ 10,000.00
Total General Fund Capital Equipment Requested	\$ 418,000.00
Council Authorized - Initial	\$ 300,000.00
2018-19 Fire Apparatus Purchase:	
Quint (fire engine/ladder truck)	\$ 1,250,000.00
-- ER & R capacity funding	\$ (647,915.00)
Net funding to be identified (interfund loan, financing, ...)	\$ 602,085.00
Streets Fund Capital Equipment:	
Streets Steer Loader	\$ 50,000.00
Streets Mounted Air Compressor	\$ 20,000.00
Total Streets Fund Capital Equipment	\$ 70,000.00
Sewer Fund Capital Equipment:	
Sewer Bucket Truck	\$ 70,000.00
Total Sewer Fund Capital Equipment	\$ 70,000.00

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budge	2018 Adopted Budget
501	Equipment Rental & Repair Fund					
000	Non-Departmental					
501-000-308-89-00-00	Unrestricted Net Position-Beg	\$ -	\$ -	\$ -	\$ -	\$ (1,532,500.00)
501-000-361-11-00-00	ER&R Investment Earnings	\$ (4,876.44)	\$ (7,290.16)	\$ (11,905.08)	\$ (3,900.00)	\$ (3,900.00)
501-000-397-00-01-00	Transfer In - General	\$ -	\$ -	\$ (461,625.00)	\$ (461,625.00)	\$ (259,165.00)
501-000-397-00-05-00	Transfer In - EMS-Fire	\$ -	\$ -	\$ -	\$ -	\$ (40,000.00)
501-000-508-89-00-00	Unrestricted Net Position-End	\$ -	\$ -	\$ -	\$ -	\$ 450,565.00
501-000-594-18-60-02	ER&R IT Equip Replacement	\$ -	\$ -	\$ 68,570.91	\$ 95,900.00	\$ 45,000.00
501-000-594-21-60-01	ER&R Police Veh Replacement	\$ -	\$ -	\$ 139,790.67	\$ 148,000.00	\$ 110,000.00
501-000-594-22-60-01	ER&R Fire App Replacement	\$ -	\$ -	\$ -	\$ 25,000.00	\$ 945,000.00
501-000-594-22-60-02	ER&R Fire Mach & Equip Replace	\$ -	\$ -	\$ 59,034.95	\$ 60,000.00	\$ 90,000.00
501-000-594-24-60-01	ER&R Fire Marshall Veh Replace	\$ -	\$ -	\$ -	\$ 25,000.00	\$ 30,000.00
501-000-594-32-60-01	ER&R Fiber Mach & Equip	\$ -	\$ -	\$ 7,031.89	\$ 5,000.00	\$ -
501-000-594-35-60-02	ER&R Sewer Mach & Equip Replac	\$ -	\$ -	\$ 195.26	\$ 50,000.00	\$ 70,000.00
501-000-594-42-60-01	ER&R Streets Machine & Equip	\$ -	\$ -	\$ 45,878.42	\$ 55,000.00	\$ 70,000.00
501-000-594-59-60-01	ER&R Bldg & Grds Veh Replcmnt	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00
000	Non-Departmental	\$ (4,876.44)	\$ (7,290.16)	\$ (153,027.98)	\$ (1,625.00)	\$ -
501	Equipment Rental & Repair Fund	\$ 4,876.44	\$ 7,290.16	\$ 153,027.98	\$ 1,625.00	\$ -

DEPARTMENT

Capital Improvement Plan Requests

In 2018 the ER & R Fund will be redefined in accordance with Governmental Accounting Standards and RCW 35.21.088. All equipment meeting the definitions for capitalization and depreciation will be recorded in the ER & R Fund assets. Operating funds will reimbursement the ER & R Fund for depreciation expense and any additional amounts prescribed by the City Council during the budget process. Below are the 2018 Capital Improvement Plan funding requests. During this transition year any capital or operating purchases approved and adopted by the City Council will be budgeted in the operating fund accordingly.

2018 Capital Improvement Plan Funding Requested	
General Fund:	
Capital Purchases:	
Buildings & Grounds Vehicle Replacement	\$ 25,000.00
Buildings & Grounds Extended Boom Lift (Replace Boom Truck)	\$ 60,000.00
IT AV & Projection Systems	\$ 30,000.00
Police Vehicle Replacement	\$ 100,000.00
Fire Station Emergency Generator Replacement	\$ 100,000.00
Fire Station Source Capture Exhaust System	\$ 30,000.00
Police Command Vehicle Updates	\$ 10,000.00
2018 Fire Apparatus Funding	\$ 500,000.00
2018 Self-Contained Breathing Apparatus Funding	\$ 68,750.00
Operating (Non-Capital) Purchases:	
IT City Cameras	\$ 5,000.00
IT Network Security Systems	\$ 8,500.00
IT Phone Systems	\$ 15,000.00
IT Server Replacements	\$ 28,000.00
IT Desktop, Laptop Replacements & Hardware Upgrades	\$ 10,000.00
IT Network Switches & Core Network	\$ 4,000.00
Police Portable Radios Replacement	\$ 20,000.00
Police Uniforms & Equipment Replacement	\$ 30,000.00
Total 2018 General Fund Funding Requested	\$ 1,044,250.00
Streets Fund Capital Purchases:	
Streets Steer Loader	\$ 50,000.00
Streets Mounted Air Compressor	\$ 20,000.00
Total 2018 Streets Fund Funding Requested	\$ 70,000.00
Sewer Fund	\$ -
Storm Drainage Fund	\$ -



Department Overview 2018 Budget

DEPARTMENT

701-000

Cemetery Endowment Fund

The Cemetery Endowment is a permanent fund designed to hold an accumulated fifteen percent of lot sales to provide reasonable care to the plots and grounds in perpetuity. City code stipulates that no less than ten percent of lot sales will be allocated for this purpose. This fund cannot be used for maintenance of the cemetery until there are no plots left to sell. However, the fund can be used for property acquisition for expansion although there are no plans at this time.

Account Number	Description	2015 Actual	2016 Actual	2017 Actual	2017 Adopted Budget	2018 Adopted Budget
701	Cemetery Endowment Fund					
000	Non-Departmental					
701-000-308-20-00-00	Nonspendable Fund Balance Beg	\$ -	\$ -	\$ -	\$ -	(348,500.00)
701-000-343-60-00-00	Lots Sold 15 Percent	\$ (1,688.98)	\$ (2,254.50)	\$ (1,691.26)	\$ (2,500.00)	(2,500.00)
701-000-361-11-00-00	Investment Earnings	\$ (8,097.98)	\$ (2,264.28)	\$ (2,879.82)	\$ (2,400.00)	(2,400.00)
701-000-508-20-00-00	Nonspendable Fund Balance-End	\$ -	\$ -	\$ -	\$ -	353,400.00
000	Non-Departmental	\$ (9,786.96)	\$ (4,518.78)	\$ (4,571.08)	\$ (4,900.00)	-
701	Cemetery Endowment Fund	\$ 9,786.96	\$ 4,518.78	\$ 4,571.08	\$ 4,900.00	-