

**2015-2016 Preliminary Budget
General Fund Budget Worksheet
November 3, 2014**

Revenue	2015-16 Proposed Preliminary Budget	2015-16 Dec Packs (Ongoing)	2015-16 Transfer to Capital Dev.	2015-16 Dec Packs (One time)*	Total 2015-16 Budget
General Fund	\$ 99,768,157		\$ 300,000	\$ 1,385,493	\$ 101,453,650
Restoration of 6% GF utility tax Increase + 1%	1,058,691				1,058,691
Business License Restoration	620,000				620,000
Additional Recreation Center Revenues	235,610				235,610
Annual 1% increase in Property Tax	394,952				394,952
Inc. Associated w/Property Tax Banked Capacity	264,098				264,098
Annual 1% increase in EMS-Property Tax	22,021				22,021
	-				-
Total Revenue	\$ 102,363,529	\$ -	\$ 300,000	\$ 1,385,493	\$ 104,049,022
<hr/>					
Expenditures					
General Fund	\$ 102,247,285		\$ 300,000	\$ 1,385,493	\$ 103,932,778
	-				-
	-				-
	-				-
	-				-
Total Expenditures	\$ 102,247,285	\$ -	\$ 300,000	\$ 1,385,493	\$ 103,932,778
Difference (Surplus/Deficit)	\$ 116,244	\$ -		\$ -	\$ 116,244
One-Time use of Fund Balance				\$ 1,385,493	

* For detail of Decision Packages see individual department sections

**2015-2016 Preliminary Budget
Decision Packages**

Revised 11/03/2014

One-Time

Decision Pkg#	Title/Description	Amount
AS/EXEC	Cost of Service Efficiency and Delivery and Regional Solutions	\$ 300,000
PRL-1	Recreation Center Claim Settlement/Remediation	104,493
CD-7	On Line Permitting/Electronic Plan Review	47,000
E-4	Community Vision Initiatives	200,000
AS-4	Document management, i.e. Public Records	200,000
E-3	Personal Services-Intergovernmental Services	80,000
CD-3	Code Enforcement Revolving Loan Fund	100,000
PW-6	Major Appliance Replacement at Fire Stations 15/14	62,000
AS-2	Limited Term part Time Help with Procurement, Acct, PRR, Audit	250,000
PRCLS-1	Park Maintenance ERR	30,000
PRCLS-4	Landscape Renovation/Beautification Program	12,000
Total One-Time		\$ 1,385,493

On-Going

Decision Pkg#	Title/Description	Amount
E-5	City-Wide Translation Service	\$ 5,000
PRELS-2	Extended Recreation Center Hours*	-
PRELS-3	Increased Hours for Aquatics Staff*	-
PD-2	Jail Medical Program	360,000
CD-2	Reviewer/Building Inspector	195,000
HR-1	Labor Relations Services	50,000
E-1	Increase Mayor Executive Assistant to Full Time from 0.5 FTE	70,000
FD-2	Retain Fire Training Captain**	309,690
ED-2	Economic Growth: New Business Liaison Position	205,000
AS-8	Increase Acct Tech to 0.3 FTE	36,668
HR-2a	Employee Training and Development	40,000
HR-2b	Linked in Recruiter License	23,000
Total On-Going		\$ 1,294,358

* While PRELS-2 (Cost \$79,194/Revenues \$120,000) and PRELS-3 (Cost \$76,398/Revenue \$76,968) have initial costs both proposals are projected to generate revenues in excess of these cost, therefore these proposals are considered cost neutral.

** All decision package narratives have been provided to Council, except for FD-2, which is attached.

CITY OF LYNNWOOD
DECISION PACKET - Cover Sheet
 (REV 06/14)

Biennial Year 2015-2016	DEC PAK No. FD-2	Dept. Code 4	Department Fire	Priority No. 1
Division Training			Program Training	Is the one-time or ongoing? On-going

Proposal Title
 Fire: priority to restore position funding

Proposal Summary

The Fire Department incurred a budget reduction of \$971,000 over the 2015/16 biennium. To meet the budget reduction, we prioritized positions based on our mission of providing timely emergency response service to the public, safety for our firefighters, and reductions where actual dollar for dollar saving could be achieved. Eliminated positions include an Assistant Chief of Support Services, and Fire Captain Training Officer. If there was to be a reversal with the overall fire budget reduction, we would request the restoration of the Fire Captain Training Officer position as the first priority. The Fire Captain Training Officer position helps to ensure our emergency responders are trained to a level that meets the mandates set by the State of Washington. 2014 W.A.C 305 has had significant impacts on the level, type, documentation, frequency and complexity of training, health and safety, and also provides at a minimum, a level that preserves skills, which improves safety and efficient outcomes during emergency and non-emergency incidents. The Fire Department provides a wide-range of services, each with a unique set of skills, all requiring regular opportunities to train. **The cost to restore this position would be \$309.690**

Requires Legislation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	LMC Code Section(s) to be Added/Amended/Repealed
Does this DEC PAK contain information technology (IT) components? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, please contact Lorenzo Hines for further details.</i>	

If proposal affects another department, does other department concur with proposal? Yes No
Attach comments of affected department, signed and dated by the department director or designee.

Prepared By Scott Cockrum	Date 10/21/2014	Department Director Scott Cockrum	Date 10/29/2014
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**City of Lynnwood
2015-2016 Preliminary Budget
Department Detail**

	A	B	C	D	E	F	G
6	Object Category		2011-2012 Amended Budget	2011-2012 Actuals	2013-2014 Original Budget	2013 Thru June 2014 Actuals	2015-2016 Budget
7	11 - GENERAL FUND						
8		ADMINISTRATIVE SERVICES	\$ 8,872,624	\$ 8,543,067	\$ 9,078,843	\$ 6,627,596	\$ 9,825,201
9		COMMUNITY DEVELOPMENT	4,353,465	3,805,106	4,020,975	2,518,113	4,289,970
10		ECONOMIC DEVELOPMENT	795,181	629,570	1,419,974	786,300	1,183,435
11		EXECUTIVE	527,659	556,372	708,036	488,129	1,271,661
12		FIRE	17,300,936	16,243,004	17,263,598	12,554,379	18,828,561
13		HUMAN RESOURCES	1,099,198	977,407	1,103,632	778,467	1,100,453
14		LEGAL	1,820,000	2,173,705	2,350,000	1,665,214	2,850,000
15		LEGISLATIVE	749,357	657,066	738,142	537,959	829,862
16		MUNICIPAL COURT	2,867,909	2,505,566	2,866,529	1,786,545	2,602,743
17		NON-DEPARTMENTAL	5,518,060	5,248,192	14,190,393	8,561,873	10,403,229
18		PARKS & RECREATION	11,746,446	10,862,850	12,783,348	10,078,321	12,944,523
19		POLICE	33,367,938	30,266,359	31,843,629	21,593,860	32,483,169
20		PUBLIC WORKS	7,299,936	7,019,359	5,563,502	4,142,986	5,319,971
21		11 - GENERAL FUND Total	\$ 96,318,709	\$ 89,487,622	\$ 103,930,600	\$ 72,119,742	\$ 103,932,778

	A	B	C
1	Administrative Services		
2	General Fund		
3	2015-2016 Preliminary Budget Summary		
4			
5	<u>Category</u>		<u>Amount</u>
6			\$ 9,375,201
7	Preliminary Budget from Departments		
8			
9			
10			
11			
12	One-Time Decision Packages		
13	Limited Term Part-Time Help with Procurement/Acctg		\$ 250,000
14	Document management, i.e. Public Records		200,000
15			<u>\$ 450,000</u>
16			
17			
18			
19			
20			
21	Department total including One-Time Decision Packages		<u>\$ 9,825,201</u>

**City of Lynnwood
2015-2016 Preliminary Budget
Department Detail**

	A	B	C	D	E	F	G
6	Object Category		2011-2012 Amended Budget	2011-2012 Actuals	2013-2014 Original Budget	2013 Thru June 2014 Actuals	2015-2016 Budget
7							
8	ADMINISTRATIVE SERVICES						
9		0-Reclassification	\$ -	\$ 91,864	\$ -	\$ -	\$ -
10		1-Salaries & Wages	4,491,635	4,746,038	5,058,817	3,555,364	5,347,724
11		2-Personnel Benefits	1,506,213	1,608,672	1,713,416	1,302,881	1,813,081
12		3-Supplies	698,388	317,075	431,037	445,599	443,569
13		4-Services	1,910,884	1,544,016	1,620,973	1,187,251	1,608,478
14		5-Intergovernmental Svcs	9,950	1,844	-	2,558	1,000
15		6-Capital Outlay	174,600	152,981	161,000	62,582	161,000
16		8-Debt Service-Interest	1,940	1,563	-	1,310	350
17		9-Interfund Payment for Svcs	79,014	79,014	93,600	70,050	-
18		ADMINISTRATIVE SERVICES Total	\$ 8,872,624	\$ 8,543,067	\$ 9,078,843	\$ 6,627,596	\$ 9,375,201

	A	B	C
1	Non-Departmental		
2	General Fund		
3	2015-2016 Preliminary Budget Summary		
4			
5	<u>Category</u>		<u>Amount</u>
6			\$ 10,103,229
7	Preliminary Budget from Departments		
8			
9			
10	One-Time Decision Packages		
11	Cost of Service Efficiency Service Delivery and Regional Solutions		\$ 300,000
13			\$ 300,000
14			
15			
16			
17	Department total including One-Time Decision Packages		\$ 10,403,229

**City of Lynnwood
2015-2016 Preliminary Budget
Department Detail**

	A	B	C	D	E	F	G
6	Object Category		2011-2012 Amended Budget	2011-2012 Actuals	2013-2014 Original Budget	2013 Thru June 2014 Actuals	2015-2016 Budget
7							
8	NON-DEPARTMENTAL						
9		0-Reclassification	\$ 2,905,913	\$ 2,265,934	\$ 8,329,321	\$ 3,999,881	\$ 3,896,712
10		1-Salaries & Wages	47,167	-	200,000	86,040	200,000
11		2-Personnel Benefits	1,165,563	1,127,032	1,688,447	1,240,549	1,688,447
12		3-Supplies	-	59	-	-	-
13		4-Services	83,615	204,490	1,494,760	1,096,686	1,646,560
14		5-Intergovernmental Svcs	1,315,802	1,296,949	2,477,865	2,138,717	2,671,510
15		6-Capital Outlay	-	284,034	-	-	-
16		8-Debt Service-Interest	-	69,694	-	-	-
17		NON-DEPARTMENTAL Total	\$ 5,518,060	\$ 5,248,192	\$ 14,190,393	\$ 8,561,873	\$ 10,103,229

	A	B	C
1	Community Development		
2	General Fund		
3	2015-2016 Preliminary Budget Summary		
4			
5	<u>Category</u>		<u>Amount</u>
6			
7	Preliminary Budget from Departments		\$ 4,142,970
8			
9			
10			
11			
12	One-Time Decision Packages		
13	Code Enforcement Revolving Loan Fund		\$ 100,000
14	On Line Permitting electronic Plan Review		47,000
15			<u>\$ 147,000</u>
16			
17			
18			
19			
20			
21	Department Total		<u>\$ 4,289,970</u>

	A	B	C
1		Executive	
2		General Fund	
3		2015-2016 Preliminary Budget Summary	
4			
5		<u>Category</u>	<u>Amount</u>
6			
7		Preliminary Budget from Departments	\$ 991,661
8			
9			
10			
11			
12		One-Time Decision Packages	
13		Personal Services - Intergovernmental Services	\$ 80,000
14		On Line Permitting electronic Plan Review	200,000
15			\$ 280,000
16			
17			
18			
19			
20			
21		Department Total	\$ 1,271,661

**City of Lynnwood
2015-2016 Preliminary Budget
Department Detail**

	A	B	C	D	E	F	G
6	Object Category		2011-2012 Amended Budget	2011-2012 Actuals	2013-2014 Original Budget	2013 Thru June 2014 Actuals	2015-2016 Budget
7							
8	EXECUTIVE						
9		0-Reclassification	\$ -	\$ 5,840	\$ -	\$ -	\$ -
10		1-Salaries & Wages	380,500	381,906	466,608	335,483	647,200
11		2-Personnel Benefits	114,249	121,179	184,810	116,598	219,556
12		3-Supplies	8,646	3,316	15,000	4,260	11,000
13		4-Services	17,146	17,320	34,500	17,220	113,905
14		5-Intergovernmental Svcs	-	19,693	-	9,231	-
15		9-Interfund Payment for Svcs	7,118	7,118	7,118	5,338	-
16		EXECUTIVE Total	\$ 527,659	\$ 556,372	\$ 708,036	\$ 488,129	\$ 991,661

	A	B	C
1		Legal	
2		General Fund	
3		2015-2016 Preliminary Budget Summary	
4			
5		<u>Category</u>	<u>Amount</u>
6			
7		Preliminary Budget from Departments	\$ 2,850,000
8			
9			
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11			
12		Department Total	<u>\$ 2,850,000</u>

**City of Lynnwood
2015-2016 Preliminary Budget
Department Detail**

	A	B	C	D	E	F	G
			2011-2012				
6		Object Category	Amended Budget	2011-2012 Actuals	2013-2014 Original Budget	2013 Thru June 2014 Actuals	2015-2016 Budget
7							
8		LEGAL					
9		0-Reclassification	\$ -	\$ 19,043	\$ -	\$ -	\$ -
10		4-Services	1,820,000	2,154,662	2,350,000	1,665,214	2,850,000
11		LEGAL Total	\$ 1,820,000	\$ 2,173,705	\$ 2,350,000	\$ 1,665,214	\$ 2,850,000

	A	B	C
1		Legislative	
2		General Fund	
3		2015-2016 Preliminary Budget Summary	
4			
5		<u>Category</u>	<u>Amount</u>
6			
7		Preliminary Budget from Departments	\$ 829,862
8			
9			
10			
11			
12		Department Total	<u>\$ 829,862</u>

**City of Lynnwood
2015-2016 Preliminary Budget
Department Detail**

	A	B	C	D	E	F	G
6	Object Category		2011-2012 Amended Budget	2011-2012 Actuals	2013-2014 Original Budget	2013 Thru June 2014 Actuals	2015-2016 Budget
7							
8	LEGISLATIVE						
9		0-Reclassification	\$ -	\$ 7,841	\$ -	\$ -	\$ -
10		1-Salaries & Wages	366,814	370,415	366,814	282,950	368,098
11		2-Personnel Benefits	203,764	210,082	214,526	193,921	303,082
12		3-Supplies	6,780	2,288	2,790	1,706	2,790
13		4-Services	163,983	58,424	145,996	53,370	155,892
14		9-Interfund Payment for Svcs	8,016	8,016	8,016	6,012	-
15		LEGISLATIVE Total	\$ 749,357	\$ 657,066	\$ 738,142	\$ 537,959	\$ 829,862

	A	B	C
1		Police	
2		General Fund	
3		2015-2016 Preliminary Budget Summary	
4			
5		<u>Category</u>	<u>Amount</u>
6			
7		Preliminary Budget from Departments	\$ 32,483,169
8			
9			
10			
11			
12			
13		Department total including One-Time Decision Packages	<u>\$ 32,483,169</u>

**City of Lynnwood
2015-2016 Preliminary Budget
Department Detail**

	A	B	C	D	E	F	G
6	Object Category		2011-2012 Amended Budget	2011-2012 Actuals	2013-2014 Original Budget	2013 Thru June 2014 Actuals	2015-2016 Budget
7							
8	POLICE						
9		0-Reclassification	\$ -	\$ 361,993	\$ -	\$ -	\$ -
10		1-Salaries & Wages	18,473,404	17,228,982	19,128,313	13,101,425	18,304,316
11		2-Personnel Benefits	6,423,623	5,852,606	5,974,114	4,413,873	6,514,418
12		3-Supplies	801,201	780,589	813,272	471,016	814,872
13		4-Services	2,331,943	2,152,251	2,343,709	1,472,428	4,482,562
14		5-Intergovernmental Svcs	3,418,433	1,843,647	1,727,800	776,691	2,367,000
15		6-Capital Outlay	-	171,051	-	15,713	-
16		9-Interfund Payment for Svcs	1,919,334	1,875,240	1,856,421	1,342,715	-
17		POLICE Total	\$ 33,367,938	\$ 30,266,359	\$ 31,843,629	\$ 21,593,860	\$ 32,483,169

Transportation Fund 111

- Installed and terminated new fiber optic cable from PRV#1 to 176th and 44th.
 - Designed new Traffic Signal Cabinet for signals that will be constructed beginning in 2014.
 - Hired/Trained new traffic signal technician.
 - Recovered from losing traffic signal technician to City of Seattle.
 - Hosted computer and networking training classes for one hour each week.
 - Validated efficacy of infrared detection cameras to see vehicles through thick fog.
 - Took ownership of 1,200 street light poles, luminaire heads, conductors, and junction boxes.
 - Maintain traveled way markings and signs at frequencies that promote safe travel for motorists and pedestrians alike, to enhance motorist safety and to maximize safe pedestrian and bicycle travel.
 - Assist in maintaining the City's transportation planning model and simulation model to minimize congestion within the city while allowing for a reasonable amount of development.
 - Provide adequate street lighting for both arterial and residential streets for the safety of the pedestrian, bicyclist, and other users.
 - Maintain sidewalk trip hazards to facilitate safe pedestrian public travel, to enhance pedestrian safety and reduce City risk for liability.
 - Maintain the Traffic Management Center (TMC), communication hardware, and traffic signal components to provide reliable and predictable traffic signal operation, promoting safety and ease of travel.
- 2013-2014 Biennial Goals**
- Maintain vehicle traveled way surfaces in a clean and passable condition at all times; keeping them free from dirt and debris and maintaining adequate driving conditions for inclement weather for the traveling public and for safety response personnel.

Sources:

Fund / Category	2011-2012 Amended Budget	2011-2012 ACTUAL	2013-2014 Original Budget	2013-2014 thru June 2014	2015-2016 Budget
111 - STREET FUND					
30-Fund Balance	\$ 969,443	\$ -	\$ 99,818	\$ -	\$ -
31-Taxes	1,950,440	1,896,523	1,140,000	790,375	1,960,000
32-Licenses and Permits	278,048	223,334	200,000	171,863	244,000
33-Intergovernmental Revenue	1,350,540	1,311,041	1,483,876	920,198	1,459,560
34-Charges for Services	-	9,065	-	1,127	
36-Miscellaneous Revenues	10,352	3,076	-	2,886	
38-Non-Revenue	-	182,912	-	-	
39-Other Financing Sources	-	1,125	765,000	204,582	545,720
111 - STREET FUND Total	\$ 4,558,823	\$ 3,627,075	\$ 3,688,694	\$ 2,091,030	\$ 4,209,280

Uses:

Object Category	2011-2012 Amended Budget	2011-2012 Actuals	2013-2014 Original Budget	2013 Thru June 2014 Actuals	2015-2016 Budget
111 - STREET FUND					
0-Reclassification	\$ 120,000	\$ 129,142	\$ 80,000	\$ 13,333	\$ 44,000
1-Salaries & Wages	1,786,878	1,553,337	1,512,649	911,543	1,582,196
2-Personnel Benefits	610,382	652,643	604,603	395,318	594,693
3-Supplies	331,087	409,581	567,100	317,945	638,500
4-Services	786,860	657,359	871,820	469,116	1,299,891
6-Capital Outlay	-	39,123	50,000	18,689	50,000
9-Interfund Payment for Svcs	689,984	459,893	-	312,076	-
111 - STREET FUND Total	\$ 4,325,191	\$ 3,901,077	\$ 3,686,172	\$ 2,438,020	\$ 4,209,280

Golf Course Fund 460

SOURCES:

Fund / Category	2011-2012 Amended Budget	2011-2012 ACTUAL	2013-2014 Original Budget	2013-2014 thru June 2014	2015-2016 Budget
460 - GOLF COURSE					
30-Fund Balance	\$ -	\$ -	\$ 111,711	\$ -	\$ -
34-Charges for Services	2,317,396	1,870,059	2,058,438	1,447,773	2,614,500
36-Miscellaneous Revenues	203,688	231,502	208,848	162,023	246,400
38-Non-Revenue	238,082	0	214,162	49,586	
39-Other Financing Sources	-	(33)	-	175,437	
460 - GOLF COURSE Total	\$ 2,759,166	\$ 2,101,528	\$ 2,593,159	\$ 1,834,819	\$ 2,860,900

USES:

Object Category	2011-2012 Amended Budget	2011-2012 Actuals	2013-2014 Original Budget	2013 Thru June 2014 Actuals	2015-2016 Budget
460 - GOLF COURSE					
0-Reclassification	\$ 431,305	\$ 265,806	\$ -	\$ (19,942)	\$ -
1-Salaries & Wages	878,368	884,659	830,899	509,570	-
2-Personnel Benefits	315,912	293,089	366,406	159,311	-
3-Supplies	236,500	224,312	244,008	106,279	-
4-Services	262,320	298,366	392,504	440,105	2,255,371
5-Intergovernmental Svcs	256,000	204,306	222,162	128,848	222,162
6-Capital Outlay	-	-	-	-	-
8-Debt Service-Interest	-	5,064	4,000	2,413	254,000
9-Interfund Payment for Svcs	282,050	285,043	276,180	222,553	-
460 - GOLF COURSE Total	\$ 2,662,455	\$ 2,460,645	\$ 2,336,159	\$ 1,549,138	\$ 2,731,533

Vehicle Services Fund 511

Sources:

Fund / Category	2011-2012 Amended Budget	2011-2012 ACTUAL	2013-2014 Original Budget	2013-2014 thru June 2014	2015-2016 Budget
511 - EQUIPMENT RENTAL					
30-Fund Balance	\$ -	\$ -	\$ 388,253	\$ -	\$ -
33-Intergovernmental Revenue	-	-	-	-	
34-Charges for Services	-	-	-	1,346,701	2,477,670
36-Miscellaneous Revenues	2,309,890	2,206,367	2,200,000	280,368	
38-Non-Revenue	-	-	-	-	
39-Other Financing Sources	64,532	(7,532)	-	65,881	
511 - EQUIPMENT RENTAL Total	\$ 2,374,422	\$ 2,198,835	\$ 2,588,253	\$ 1,692,950	\$ 2,477,670

Uses:

Object Category	2011-2012 Amended Budget	2011-2012 Actuals	2013-2014 Original Budget	2013 Thru June 2014 Actuals	2015-2016 Budget
511 - EQUIPMENT RENTAL					
0-Reclassification	\$ 51,000	\$ 88,396	\$ 39,680	\$ 74,241	\$ 28,000
1-Salaries & Wages	403,077	425,341	458,906	405,096	768,555
2-Personnel Benefits	153,033	192,015	184,069	187,590	315,011
3-Supplies	1,399,280	1,117,945	1,182,700	761,377	1,098,900
4-Services	170,700	374,612	293,793	214,672	267,204
6-Capital Outlay	64,532	64,532	-	5,821	-
9-Interfund Payment for Svcs	217,747	25,852	429,105	18,312	-
511-EQUIPMENT RENTAL M & O FUND	\$ 2,459,369	\$ 2,288,692	\$ 2,588,253	\$ 1,667,108	\$ 2,477,670

Maintenance Shop Fund 513

The Public Works Department will efficiently develop, manage and operate the physical infrastructure that is the foundation of the City's health, safety, and welfare while enhancing the quality of life in our community.

Public Works Maintenance Shops Mission

To provide adequate maintenance facilities for the efficient operation of the Transportation, Storm Water Utility, Water and Sewer Utilities and Vehicle & Equipment Services crews.

What the Fund Does

The Public Works Maintenance fund supports the operation and maintenance of Lynnwood's Utility Maintenance Center (UMC) now called the Lynnwood Operations Maintenance Center (LOMC). The fund used to also fund the operation of the Joint Shop with the City of Mountlake Terrace. Lynnwood's interest in the joint facility, which houses the Transportation crews and the Storm Water Utility maintenance employees was sold to Mountlake Terrace in 2010. The LOMC, underwent minor modifications and now houses all Public Works

Sources:

crews. The LOMC now lacks sufficient dry storage areas for vehicles and equipment and in the future budget requests will be made to rectify this. We are making due now and using this site and others that we have control of to the best of our ability.

The Fund oversees the basic building functions such as heat, water, utilities, building maintenance and capital improvements to the site.

The LOMC building is relatively new and therefore only requires basic maintenance activities. The budget anticipates only minor repairs, replacement or new equipment.

Personnel cost in this budget for the fleet specialist position within the Finance department has been moved to Fleet Fund 511 for 2015/2016. This resulted in a decrease in this Fund 513.

Fund / Category	2011-2012 Amended Budget	2011-2012 ACTUAL	2013-2014 Original Budget	2013-2014 thru June 2014	2015-2016 Budget
513 - LYNNWOOD OPER'S & MAINT CENTER					
30-Fund Balance	\$ -	\$ -	\$ -	\$ -	
34-Charges for Services	-	-	-	188,687	274,000
36-Miscellaneous Revenues	-	7,640	-	-	
39-Other Financing Sources	461,000	461,000	411,680	69,570	
513 - LYNNWOOD OPER'S & MAINT CENTER	\$ 461,000	\$ 468,640	\$ 411,680	\$ 258,257	\$ 274,000

Uses:

Object Category	2011-2012 Amended Budget	2011-2012 Actuals	2013-2014 Original Budget	2013 Thru June 2014 Actuals	2015-2016 Budget
513 - LYNNWOOD OPER'S & MAINT CENTER					
0-Reclassification	\$ -	\$ (20,243)	\$ -	\$ 3,167	\$ -
1-Salaries & Wages	126,332	95,820	141,061	113,111	-
2-Personnel Benefits	61,470	32,706	56,710	41,122	-
3-Supplies	20,000	75,628	31,000	10,501	28,000
4-Services	127,144	176,605	176,800	130,929	188,848
5-Intergovernmental Svcs	100,000	18,377		-	-
6-Capital Outlay	20,000	22,353	4,429	(297)	10,000
9-Interfund Payment for Svcs	7,744	16,361	-	7,032	-
513-LYNNWOOD OPERATIONS/MAINT	\$ 462,690	\$ 417,607	\$ 410,000	\$ 305,565	\$ 226,848

Self-Insurance Fund 515

The Cumulative Reserve Fund for Self-Insurance was created in 1981 (Ord. 1177, LMC 3.80.010) in accordance with RCW 35.21.070. This fund will accumulate and maintains money sufficient to pay expenses and estimated losses related to claims against the City.

The primary sources of revenue for the 2013/2014 budget are from internal services charges, investment income, and other sources such as insurance subrogation recovery.

Description of Services:

Beginning in FY2001, this fund has accounted for collecting all insurance costs from within city department's budgets, paying for: professional services, insurance premiums, claims, defense costs, investigation costs and judgments. The fund is not assessed any overhead and pays no administrative type expenses.

Current Financial Condition:

The risk of loss to the city was reduced from a "self-insured retention" of \$250,000 per occurrence to a "deductible" of \$75,000 per occurrence. Limits were increased; more thorough coverage was obtained while reducing insurance costs.

The program includes insurance for claims and judgments (including costs) above the \$25,000 deductible. A third party claims administrator assisted by staff reports investigates all claims. The claims adjuster recommends a disposition on the claim. This program is managed by the Finance Director, who is the City's Risk Manager. Program and claim activity is reviewed approximately quarterly. This review includes department personnel, the Mayor's office and City Council members.

The fund balance has declined over the past several years due to an outdated cost allocation methodology. The department is developing a new cost allocation method which fully allocates all costs of the fund.

Major Issues:

Costs of the city's risk management program have stabilized over the past few years. We expect future costs to also be stable. Insurance rates have increased over the prior biennium by approximately \$204,000 per year.

Source of Funds:

Fund / Category	2011-2012 Amended Budget	2011-2012 ACTUAL	2013-2014 Original Budget	2013-2014 thru June 2014	2015-2016 Budget
515 - SELF-INSURANCE					
30-Fund Balance	\$ 700,294	\$ -	\$ -	\$ -	\$ -
34-Charges for Services	-	-	-	-	-
36-Miscellaneous Revenues	1,325,956	1,298,963	1,530,000	909,772	1,507,342
38-Non-Revenue	-	(1,146,710)	-	-	-
39-Other Financing Sources	2,100,000	251,437	-	-	-
515 - SELF-INSURANCE Total	\$ 4,126,250	\$ 403,690	\$ 1,530,000	\$ 909,772	\$ 1,507,342

Uses:

Object Category	2011-2012 Amended Budget	2011-2012 Actuals	2013-2014 Original Budget	2013 Thru June 2014 Actuals	2015-2016 Budget
515 - SELF-INSURANCE					
0-Reclassification	\$ -	\$ (889,623)		\$ -	
2-Personnel Benefits	250	160	-	75	
3-Supplies	-	573,445	-	-	
4-Services	2,026,000	2,159,403	1,530,000	1,354,672	1,507,342
6-Capital Outlay	2,100,000	1,194,072	-	-	
8-Debt Service-Interest	-	29	-	47	
515 - SELF-INSURANCE Total	\$ 4,126,250	\$ 3,037,485	\$ 1,530,000	\$ 1,354,794	\$ 1,507,342



CITY OF LYNNWOOD

ORDINANCE NO. _____

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5 AN ORDINANCE OF THE CITY OF LYNNWOOD, WASHINGTON,
6 ADOPTING A TWO YEAR BIENNIUM BUDGET FOR THE CITY OF
7 LYNNWOOD, WASHINGTON, FOR THE YEARS ENDING DECEMBER
8 31, 2015 AND 2016; TRANSMITTING BUDGET COPIES TO THE
9 STATE; AND PROVIDING FOR AN EFFECTIVE DATE, SEVERABILITY,
10 AND SUMMARY PUBLICATION.

11
12
13 WHEREAS, in accordance with state law, RCW 35A.34, the Mayor of the City of
14 Lynnwood, Washington, did make, and file with the Finance Director of the City of Lynnwood
15 his recommendation for the final budget for fiscal years 2015 and 2016 in the form of a
16 preliminary biennial budget and estimate of the amount of monies required to meet the public
17 expenses, bond retirement, interest and expenses of government of said City for the fiscal years
18 ending December 31, 2015 and 2016; and

19
20 WHEREAS, the Lynnwood City Council is charged by RCW 35A.34.120 to make such
21 adjustments and changes as it deems necessary or proper, and after determining the allowance
22 in each item, department, classification and fund, to adopt a budget for fiscal years 2015 and
23 2016 ; and

24
25 WHEREAS, the Finance Director did cause to be published in the official newspaper of
26 said city, that the City Council would meet on June 9, 2014, October 6, 2014, November 10,
27 2014, and November 24, 2014, for the purpose of hearings on proposed preliminary budget,
28 preliminary budget, budget revenue and capital facilities plans at the hour of 7:00 p.m., at the
29 Lynnwood City Hall giving the public an opportunity to be heard upon said proposed biennial
30 budget, and the City Council did meet at the dates and times so specified, and heard interested
31 citizens and taxpayers; and

32
33 WHEREAS, as provided in state law RCW Chapter 35A.34, the City Council did determine
34 and fix the ad valorem taxes to be levied for 2015 on November 24, 2014; and

35
36 WHEREAS, the said proposed biennial budget does not exceed the lawful limit of
37 taxation allowed by law to be levied on the property of the City of Lynnwood for the purposes

38 set forth in the budget, and estimated expenditures set forth in the budget being all necessary
39 to carry on the government of the said City during said period;

40

41 THE CITY COUNCIL OF THE CITY OF LYNNWOOD, WASHINGTON, DO ORDAIN AS
42 FOLLOWS:

43

44 Section 1. Department and Fund Appropriations. The required expenditures for operation of
45 the various departments and funds of the City of Lynnwood, for the fiscal years ending
46 December 31, 2015 and 2016, are fixed in the following amounts to wit:

			2015-2016 Biennial Budget (Ord.)
011	GENERAL FUND		
	00	NON DEPARTMENTAL	\$ 10,403,229
	20	ADMINISTRATIVE SERVICES	9,825,201
	30	COMMUNITY DEVELOPMENT	4,289,970
	18	ECONOMIC DEVELOPMENT	1,183,435
	10	EXECUTIVE	1,271,661
	40	FIRE	18,828,561
	15	HUMAN RESOURCES	1,100,453
	13	LEGAL	2,850,000
	16	LEGISLATIVE	829,862
	14	MUNICIPAL COURT	2,602,743
	50	PARKS & RECREATION	12,944,523
	70	POLICE	32,483,169
	60	PUBLIC WORKS	5,319,971
	GENERAL FUND Total		\$103,932,778
	101-HOTEL/MOTEL FUND		2,752,057
	104-DRUG ENFORCEMENT		425,370
	105-CRIMINAL JUSTICE RESERVE		769,568
	110-TRANSPORTATION IMPACT FEE FUND		100,000
	111-STREET FUND		4,209,280
	114-CUMULATIVE PK RES & DEV		43,000
	116-CUMULATIVE ART RESERVE		8,000
	120-EMS PROPERTY TAX RESERVE		4,404,126
	121-TREE FUND RESERVE		44,000
	144-SOLID WASTE MANAGEMENT		90,000
	202-2009 LIMITED TAX GO REF BONDS		687,450
	215-800 MZH DEBT SERVICE		281,786
	223-REC CENTER 2012 LTGO BONDS		2,627,478
	330-REAL ESTATE EXCISE TAX 2		729,750
	331-REAL ESTATE EXCISE TAX 1		865,782
	333-CAPITAL DEVELOPMENT FUND		150,220
	411-S/W UTILITY		33,931,834
	417-2008 UTILITY SYSTEM BONDS		895,900
	419-2010 UTILITY SYSTEM BONDS		1,133,025
	460-GOLF COURSE		2,731,533
	510-EQUIP RENTAL RESERVE		1,520,410
	511-EQUIPMENT RENTAL		2,477,670
	513-JOINT SHOP OPERATIONS		226,848
	515-SELF-INSURANCE		1,507,342
	519-RESERVE RETIREMENT CNTRB		49,025
	2015 - 2016 Total Budget		\$166,594,232

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Section 2. Severability. If any section, subsection, sentence, clause, phrase or word of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, sentence, clause, phrase or word of this Ordinance.

Section 3. Effective Date and Summary Publication. This ordinance, being an exercise of a power specifically delegated to the City legislative body, is not subject to referendum and shall take effect and be in full force five (5) days after its passage, approval, and publication of an approved summary thereof consisting of the title.

PASSED BY THE CITY COUNCIL, the ____ day of _____, 2014 and approved by the Mayor this ____ day of _____, 2014.

APPROVED:

Nicola Smith, Mayor

ATTEST/AUTHENTICATED:

APPROVED AS TO FORM:

Finance Director

Rosemary Larson, City Attorney

PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NUMBER:

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CITY OF LYNNWOOD

ORDINANCE _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LYNNWOOD, WASHINGTON, PROVIDING FOR THE ANNUAL TAX LEVY FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2015, BY INCREASING THE REGULAR PROPERTY TAX LEVY BY THE CURRENT LEVY LIMIT, THEREBY LEVYING AN ESTIMATED REGULAR PROPERTY TAX LEVY OF \$9,470,000, AND EMS LEVY OF \$2,250,000 AS REQUIRED BY THE LAWS OF THE STATE OF WASHINGTON; ESTABLISHING AN EFFECTIVE DATE; AND PROVIDING FOR SUMMARY PUBLICATION.

WHEREAS, the City Council of the City of Lynnwood duly and regularly adopts as required by law the estimate of amounts required to meet public expenses of the City during the ensuing 2015-2016 biennial from all sources including direct taxation; and

WHEREAS, the City Council has met and considered its budget for the biennial 2015-2016; and

WHEREAS, the City Council and the City of Lynnwood have properly given notice of the public hearing held on November 24, 2014, to consider the City's current expense budget for the biennial 2015-2016, pursuant to RCW 84.55.120; and

WHEREAS, the district's actual levy amount for the previous year was \$9,470,000 for regular property levy, and \$2,250,000 for is EMS levy, and

WHEREAS, the City Council hereby determines following public hearing that it is in the best interest of and necessary to meet the expenses and obligations of the City to maintain the regular property levy at the same level as prior year; and maintain the Emergency Medical Services (EMS) levy to at the same level as prior year, and

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF LYNNWOOD, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1: Regular Property Tax. The 2014 regular property tax levy for collection in 2015 is the amount levied in 2013 for collection in 2014, plus an increase of \$171,150 which is a percentage increase of 2.9%, plus an increase equal to the amount allowed by one or more of the following; new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made, for an estimated total levy of \$9,470,000.

46 Section 2: Emergency Medical Services (EMS) property tax levy. The 2014 EMS property
47 tax levy for collection in 2015 is the amount levied in 2013 for collection in 2014, plus an
48 increase of \$22,020.63 which is a percentage increase of 1%, plus an increase equal to the
49 amount allowed by one or more of the following; new construction, improvements to property,
50 newly constructed wind turbines, any increase in the value of state assessed property, any
51 annexations that have occurred and refunds made, for an estimated total levy of \$2,250,000.

52
53 Section 3: The Finance Director is hereby directed to certify to the County Assessor of the
54 Snohomish County, Washington, a copy of this ordinance in order that the same is extended
55 upon the general assessment roll of said County, in the same manner and at the same time as the
56 levy of the State and County taxes is extended.

57
58 Section 4: That the taxes described herein shall be collected and paid to the City Finance
59 Director at the same time and in the same manner as provided by the laws of the State of
60 Washington relating to collection of taxes in cities of the first class.

61
62 Section 5: In the event that any section, sentence or clause of the ordinance shall be held
63 unconstitutional, such unconstitutionality shall not be deemed to affect any other section,
64 sentence or clause of the ordinance. This ordinance may likewise be amended to reflect any
65 additional amounts as may be due and assessable, in accordance with any subsequent
66 certification by the County Assessor, and such amendment shall be deemed as if a part of this
67 original enactment.

68
69 Section 6: This ordinance or a summary thereof consisting of the title shall be published in
70 the official newspaper of the City, and shall take effect and be in full force five (5) days after the
71 date of publication.

72
73 PASSED this _____ day of _____, 2014, and signed in authentication of its passage
74 this _____ day of _____, 2014.

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77 _____
78 Nicola Smith
79 Mayor

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81 ATTEST: APPROVED AS TO FORM:

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85 _____
86 Finance Director
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88 _____
89 Rosemary Larson
90 City Attorney

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CITY OF LYNNWOOD

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF LYNNWOOD,
WASHINGTON, AMENDING ESTABLISHED FEES AND
CHARGES FOR THE 2015-2016 BIENNIUM AND
REPEALING CURRENT FEES AND CHARGES; PROVIDING
FOR SEVERABILITY; ESTABLISHING AN EFFECTIVE
DATE; AND PROVIDING FOR SUMMARY PUBLICATION.

WHEREAS, the City Council desires to establish fees and charges for the 2015-2016 biennium, NOW, THEREFORE,

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

Section 1. The fees and charges set forth on Attachment A are established as City of Lynnwood fees and charges for the 2015-2016 biennium.

Section 2. The fees and charges imposed by Title 3.104.010 of the Lynnwood Municipal Code are hereby amended.

Section 3. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 4. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City, and shall take effect and be in full force January 1, 2015.

Section 5. The fees and charges set forth herein may be amended by resolution or motion at any time by the City Council.

PASSED BY THE CITY COUNCIL, the _____ day of _____, 2014 and approved by the Mayor this _____ day of _____, 2014.

APPROVED:

Nicola Smith
Mayor

1 ATTEST/AUTHENTICATED:

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7 Finance Director

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10 APPROVED AS TO FORM:

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14 _____

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16 Rosemary Larson

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20 PASSED BY THE CITY COUNCIL: _____

21 PUBLISHED: _____

22 EFFECTIVE DATE: _____

23 ORDINANCE NUMBER: _____

Attachment A

	B	C	D	E
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2				
3	Type of Fee		15-16 Fees (Ord.)	2015 Fee Changes
4	TITLE 5: BUSINESS REGULATIONS AND LICENSE FEES			
5				
6	Resident, Nonresident & Home Occupation 5.06.040			
7	Each full time equivalent (FTE) employee of resident business	per year	85.00	85.00
8	Each employee working 14 or less hours per week		48.50	48.50
9	Each employee working 15 or more hours per week		88.50	88.50

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CITY OF LYNNWOOD

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF LYNNWOOD,
WASHINGTON, AMENDING SECTION 3.41.030 OF THE
LYNNWOOD MUNICIPAL CODE RELATING TO CITY
UTILITY TAXES; AND PROVIDING FOR SEVERABILITY,
AN EFFECTIVE DATE AND SUMMARY PUBLICATION.

WHEREAS, the City Council is authorized by Chapters 35.21 and 35.22 RCW to collect excise taxes from persons conducting business within the City; and

WHEREAS, the City Council has determined that the public interest is best served by reducing utility taxes; now therefore

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

Section 1. Section 3.41.030 of the Lynnwood Municipal Code is hereby amended as follows:

3.41.030 Businesses subject to tax.

H. Commencing on January 1, 2015, upon every person engaged in or carrying on the business of sewerage operation (which includes surface water drains and outfalls), a tax equal to seven (7%) of the total gross income derived from the operation of such business within the city.

I. Commencing on January 1, 2015, upon every person engaged in or carrying on the business of water distribution operation, a tax equal to seven (7%) of the total gross income derived from the operation of such business within the city.

Section 2. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 3. Effective Date. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after publication.

1
2 PASSED BY THE CITY COUNCIL, the _____ day of _____, 2014 and approved
3 by the Mayor this _____ day of _____, 2014.
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7 APPROVED:
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11 _____
12 Nicola Smith
13 Mayor
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15 ATTEST/AUTHENTICATED:
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20 Finance Director
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23 APPROVED AS TO FORM:
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27 _____
28 Rosemary Larson
29 City Attorney
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33 PASSED BY THE CITY COUNCIL: _____

34 PUBLISHED: _____

35 EFFECTIVE DATE: _____

36 ORDINANCE NUMBER: _____