



City of
**MOUNT
VERNON**



2020 Budget

Mount Vernon, Washington

CITY OF MOUNT VERNON

2020 BUDGET

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MAYOR'S BUDGET MESSAGE

January 2020

TO: Mount Vernon City Council and Mount Vernon Community

RE: 2020 City Budget

When I reflect on the City of Mount Vernon, I believe we have so much to be proud of and thankful for. Our small city has effectively demonstrated how government can take care of services and create transparency while engaging with residents. Our services are highly valued by residents.

Departmental budgets, in many instances, are prepared for vastly different services – some services are 24-hour operations, while other Departments work 6 days a week, are on-call, or have a traditional 40-hour work schedule. Our employees are the City's greatest asset.

The 2020 budget was prepared to provide straight forward recommendations for expenditures essential to ensuring that the mission of the City of Mount Vernon is met. The budget was also prepared with respect and followed financial management policies adopted by City Council and updated annually during the budget process.

We budget for several unique services through 21 departmental budgets and a total of 34 different funds. The governmental operating fund budgets total \$36,458,817, representing a 5.3% increase compared to the 2019 final budget.

The 2020 budget for the City of Mount Vernon is \$70,099,287, representing a 7.5% decrease as compared to the 2019 final budget.

The City staff has devoted themselves in recent years, and continues daily, to examine practices that would increase efficiency and use tax dollars wisely. Shrinking shared revenues from the State of Washington and unfunded mandates from the State and Federal government have greatly impacted our City budget.

City Functions:	<u>2020 Budget</u>		<u>2019 Budget</u>		<u>2018 Budget</u>		<u>2017 Budget</u>	
Government Operations	36,458,817	52%	34,614,025	46%	30,543,667	49%	28,668,184	52%
Capital Funds	4,765,814	7%	5,381,640	7%	4,894,859	8%	4,559,100	8%
Utilities (Operations)	19,231,295	27%	19,233,149	25%	17,831,319	29%	16,638,979	30%
All other functions	9,643,361	14%	16,583,439	22%	8,927,128	14%	5,319,459	10%
Total City Budget	70,099,287	100%	75,812,253	100%	62,196,973	100%	55,185,722	100%
Gov't Operations by Dept	<u>2020 Budget</u>		<u>2019 Budget</u>		<u>2018 Budget</u>		<u>2017 Budget</u>	
Police	10,664,949	29%	10,114,443	29%	10,039,818	33%	9,361,569	33%
Fire	9,061,801	25%	8,787,079	25%	5,565,362	18%	5,153,169	18%
Streets	2,628,371	7%	2,279,819	7%	2,022,747	7%	1,658,422	6%
Parks	2,313,566	6%	2,154,682	6%	2,005,766	7%	1,905,029	7%
Library	1,439,366	4%	1,415,926	4%	1,358,995	4%	1,352,355	5%
Development Services	2,071,938	6%	2,095,644	6%	1,953,160	6%	1,741,233	6%
Other City Services	8,278,826	23%	7,766,432	22%	7,597,819	25%	7,496,407	26%
Total Gov't Operations	\$ 36,458,817	100%	\$ 34,614,025	100%	\$ 30,543,667	100%	\$ 28,668,184	100%

Strategic Goals

The 2020 budget was also prepared to fulfill the goals City Council adopted in the 2019-2021 strategic plan on October 10, 2018: Adequate Infrastructure, Healthy Neighborhoods, Good Place for Investment, and Efficient and Professional Operations.

Strategic Goal #1 Infrastructure

Provide an adequate level of quality public facilities in a fiscally prudent manner.

A City's infrastructure is critical to the City's health and safety as well as economic development and prosperity. The City will make a \$12.0 million investment in capital projects in 2020. In many respects, the City's ability to realize its competitive potential depends on making smart infrastructure choices.

Capital Transportation Projects and the Transportation Benefit District

The **Transportation** division is made up of the Street Department, Arterial Street Fund, and the Transportation Benefit District Fund. These divisions are responsible for the maintenance of the City's 138 miles of road ways. The passage of a Transportation Benefit District sales tax of .2% in 2016 is providing critical funding for the maintenance of City streets that was delayed for many years during the recession. Examples of funded projects for 2020:

- Widening of College Way (SR530) under Interstate 5—scheduled to complete in 2020
- Design and engineer intersection improvements at College Way (SR530) and N. 30th Street
- Signal upgrades at College Way & Riverside Drive area
- Increased overlay pavement preservation program, add ADA program, fund sidewalk gap program

Fire Infrastructure Needs

The current station, built in 1964, is inadequate to provide life safety to redevelopment planned in the entire downtown area. The City evaluated the fire station infrastructure citywide in 2018 and has identified safety improvement needs in fire station 2 & 3 also.

A Future Library Space Re-Imagined

The City is continuing in the planning and funding options for the Mount Vernon Library Commons project: a new Library, Community Center and Parking structure in collaborations with Skagit County, Library Board of Trustees and the Mount Vernon Library Foundation.

Parks Infrastructure Needs

The 2020 budget allocates \$238,362 for projects in our parks system to include continued funding for the completion of the Little Mountain Park Bike Skills Center access road and parking area and for other recurring park projects.

Infrastructure Operations

Wastewater, Surfacewater, and Collections services provide sewer services in our City and often are unnoticed to our general public. These crucial departments invest significant money into compliance with Federal and State Clean Water Act and other complex regulations. Included in \$2.66 million funded projects for 2020 include:

- Sewer and storm water restoration program (annual),
- Wastewater treatment upgrade,
- Addition to the Wastewater administration building,
- Kulshan pump station debris removal system,
- South 19th Street Culvert removal, and
- Freeway Drive stormwater force main improvements.

Strategic Goal #2 Healthy Neighborhoods

Create an action plan to address the health of our neighborhoods, including public safety, public health, and appearance.

Homelessness

The City continues to collaborate with partner agencies to address effects of homelessness and poverty on our City streets. The full time social worker position was added to the Mount Vernon Police Department in 2017. The City has dedicated over \$250,000 in efforts to address the impacts of homelessness. Continued efforts funded in the 2020 preliminary budget include:

- Adopt the provisions provided by the Washington State Legislature SHB 1406 “Encouraging investments in affordable and supportive housing” (RCW 82.14.540), a sales tax rebate from the State of Washington to use approximately \$64,000 for homeless initiatives
- Continue to dedicate more focus and resources in areas affected by encampments and vandalism.
- Continue collaboration with Skagit County government and Catholic Housing Services for procurement of property for a permanent supportive housing project, with construction to begin in late 2020.
- Continue engaging the local faith community in an effort to provide an opportunity for service and a partnership in proposing solutions.

Crime Prevention & Code Enforcement

The City continues the goal of updating our municipal codes dealing with nuisances including noise, overgrown vegetation, parked junk vehicles, broken fencing, and general disarray.

- Created a Park Ranger position in 2019 within the Mount Vernon Police Department to enforce park codes and to mitigate negative impacts of crimes associated with some members of the homeless population.
- GIS mapping for coordinated encampment inspections, work with property owners to minimize trespassing, work with business owners to unify approach.
- Support the Blockwatch Program.

Housing

The City is funding continued work to update land use codes around multi-family housing as adopted in the 2016 Comprehensive Plan. Staff continues work to bring forward codes for City Council to consider in a very thoughtful manner as to not affect the health of our existing neighborhoods. The focus on ‘missing middle’ housing stock continues to be the logical and realistic way to increase affordable options in the City of Mount Vernon.

The City received \$125,000 from a state grant to continue code revisions for affordable housing work plan that includes:

- Funding for consultants to assist in code development and revision including density bonuses for residential developments providing affordable housing for those earning less than 80% of the Area Median Income (AMI).
- Present options to City Council for downtown 2nd floor residential codes including possible tax deferral programs.

Maintenance

The 2020 budget places emphasis in funding for parks to maintain our parks, trails, and public spaces to the level to which our Community expects; which encourages more users and reduces crime and the perception of crime.

Strategic Goal #3

A Good Place for Investment

Maintain a strong proactive position toward prosperity to promote a vibrant business community, retain & recruit a talented workforce, a positive civic image, and establish the City as a good place for investment.

Redevelopment

With the completion and certification of the waterfront flood protection project in 2019, the City stands at a critical stage in the evolution of commercial and residential development in the downtown core. It is the responsibility of City leadership to attract and work with potential development to realize the vision of our Community. To that end the City will continue its work in the following areas:

- Further the Mount Vernon Library Commons project providing structured parking to downtown and subarea inventory, in addition to library and community center functionality.
- Work with property owners to realize benefits of the FEMA Letter of Map Revision designation.
- Historic downtown revitalization development – collaborate for residential, hotel, mixed use.
- Coordinate between historic downtown and south of Kincaid subarea opportunities.
- Opportunity zones – The City was awarded three census tracts for the Federal Government Program to incentivize investment. The City is working with the Federal Government and Washington State Department of Commerce to attract investment in our commercial corridor.

Development Services Department

Commercial and residential developers must work together with the City Development Services Department to ensure compliance with municipal code (law) and Federal and State requirements. This regulatory department provides expert analysis and advice to the City Council in the reform or enactment of municipal code. The following is examples of work funded in the 2020 budget:

- Continue to realize the benefits of the fastest permit center in the State of Washington through the use of new integrated permit software.
- Conduct a subarea plan extending the South Kincaid subarea to Blackburn Road, including redevelopment of the Skagit County Fairgrounds at the County's request.

Fiber Optics

The **Fiber Optic Network**, managed by the City's Information Services Department, has developed a fiber optic system that encompasses over 135 public entities and more than 280 businesses in Mount Vernon, Burlington, and the Port of Skagit. The city manages the fiber and contract with internet service providers to manage the service. This encourages competition in the marketplace. The fiber optic network has successfully been marketed to technology companies as the place where they can have the technology they need in a small city atmosphere where parking is free, office space is less expensive, and is in close proximity to both Seattle and Vancouver, B.C. The ability to communicate and quickly transfer large amounts of data has been crucial for attracting and keeping businesses and manufacturers in the area.

Tourism Promotion

The **Tourism Promotion** funding is derived from a tax imposed on hotel/motel guests. During the course of a year, applicants who have received funding are required to provide documentation that their activities brought tourists to the area. The scope of activities that are funded include various items such as the Celtic Arts-Highland Games, 4th of July Celebration, performing arts, festivals, and, of course, the Tulip Festival.

First Impressions Projects

Funding is included to support the Mount Vernon Downtown Association Art in the Alleys initiative, hanging flower baskets and fully support funding of transportation projects, park maintenance and an online presence.

Strategic Goal #4 Operations

Achieve efficiencies and professional services to meet our community's expectations through innovative management & governance.

The City staff works towards achieving efficiencies and professional services designed to meet our community expectations through innovative management and governance. Focusing on operating strategically, not in a reactionary manner. Each Department is expected to participate as a team in meeting the goals of the City and community.

The City's leadership aims to provide efficient and high-quality service to all customers and citizens by deploying best practices in the management of personnel, finances, and physical assets.

Any team accomplishes more when the goals and mission are clear and measured. Our community should expect the most qualified employees to serve them. With the increasing competition for good talent, the City has been working to improve employee wellness, competitive wages, streamline and standardize administrative processes, and engage with our public.

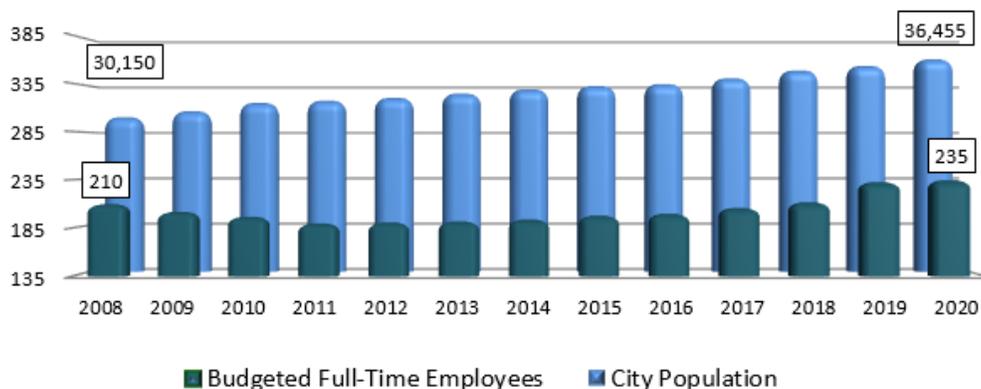
Staffing Levels

In 2018, the City of Mount Vernon's staffing level reached the level of a decade ago. Without question there is a need to reinstate positions that were eliminated during the recession to accommodate the growing number of services provided and growth of our City. The 2020 budget includes the following staffing changes:

- Converting a current part-time Records Specialist position in the Police Department to full time in order help out with day-to-day activities and to help address the growing number of public record requests in the Police Department.
- Civil Engineering Technician II in the Surface Water Utility to continue performing fundamental operational needs which includes the inspection and maintenance of drainage facilities, working with business owners on NPDES compliance, dry weather screening, GIS/GPS analysis and networking, and residential drainage issue response.
- Part-time Fiber Optic Laborer is needed to support the increased workload and the demand for fiber services.

The following graph depicts the staff to city population ratios over the past several years.

Population & Staffing Comparisons



Professional Development

Administration encourages continuing professional development at all levels. The 2020 budget funds employee skill building such as:

- Fire fighter on-going skills and emergency management leadership
- Police training
- Professional organization membership for all Director level roles

Union Groups

There are five union groups within the City of Mount Vernon's 235 full time employees. Police commissioned officers, Police non-commissioned staff, Fire Department battalion chiefs, Firefighters, and Teamsters (employees of public works and parks). The City is committed to good working relationships with our union groups, and engages in regular communication and relationship building.

City Shop

For the past decade the City has planned to update the city shop complex located on Cameron Way. This facility hosts the Solid Waste Division, Streets Department, Yard Waste Facility, and Equipment Department in addition to storage of the flood wall components, salt and sand storage for inclement weather and miscellaneous public work functions. The City will continue planning for a more consolidated shop to increase efficiencies in operations of this facility.

Strategic Planning 2019-2021

City Council adopted broad strategic goals for 2019-2021 on October 10, 2018. Annual work plans are developed each year by the Mayor and Department Directors. The public can view these strategic goals online at www.mountvernonwa.gov.

Conclusion

Our City is grateful for residents' support and excellent partnerships that help us achieve quality of life for our region. Specific thank you to Skagit County Public Health for their role in addressing homelessness, WSDOT and Skagit PUD #1 for partnership in improvements in the College Way (SR538) corridor; and Skagit County for their partnership in the Mount Vernon Library Commons Project.

As Mayor, I sincerely appreciate all of our City staff that have fulfilled our mission this past year. We believe that our example of good government will influence others to join us in an attitude of integrity and vitality. I would like to extend special gratitude to Mr. Doug Volesky, Finance Director, for his critical professional guidance in the preparation of this budget and accomplishments in the finance department.

We hope you will choose to partner with us, as we continue to create a lifetime positive difference for our community. Please participate in our monthly Civic Saturdays, sign up for electronic newsletters, and email or call with questions, concerns, or ideas.

Sincerely,



Jill Boudreau, Mayor
mvmayor@mountvernonwa.gov
360-336-6211

MEET YOUR 2020 ELECTED OFFICIALS



Mayor Jill Boudreau

The City of Mount Vernon is a code city Mayor/Council form of government. The Councilmembers are elected to four year terms. City Council exercises the legislative power of the City and determines matters of policy. The City Council is comprised of two members from each of the three wards within the city, and one that represents the city at-large.

City Councilmembers



Erin Moberg
Ward 1



Iris Carías
Ward 1



Mark Hulst
Ward 2



Gary Molenaar
Ward 2



Melissa Beaton
Ward 3



Mary Hudson
Ward 3



Richard Brocksmith
Council At-Large

Mount Vernon City Council meetings are open to the public and are held on the second and fourth Wednesdays of each month. In addition, Council holds Study Sessions on the first and third Wednesdays to discuss items of importance to the City.

Mission Statement

We provide professional, efficient services to create a lifetime positive difference for our community.

Vision Statement

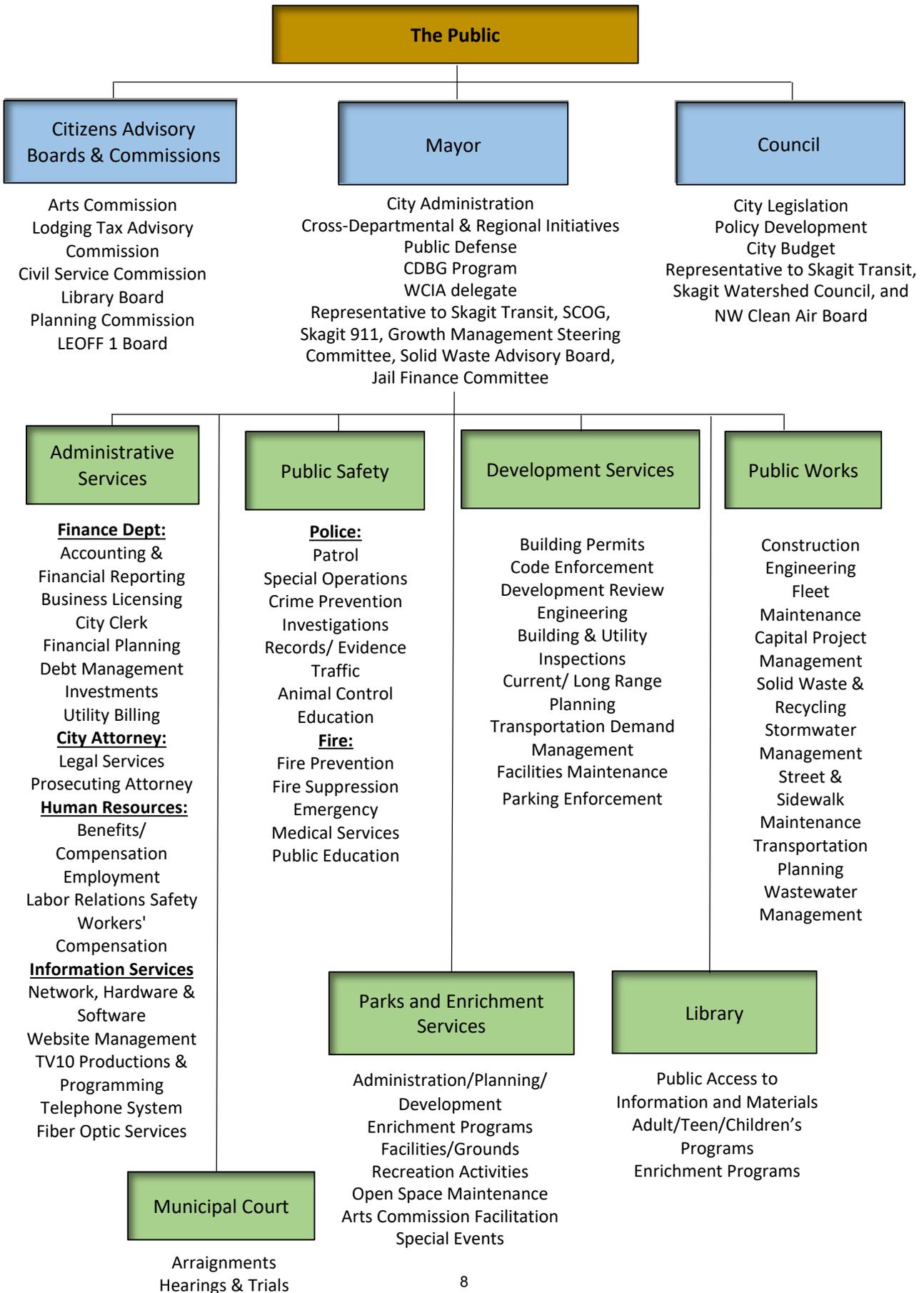
Mount Vernon is a city that is characterized by a "hometown" atmosphere, where residents and government work together in a trusting environment.

We encourage personal and economic vitality and pride in our accomplishments.

We promote cooperation with our neighbors to create a greater community that is a preferred place to live, work, and play.

City of Mount Vernon

Organizational Structure



Financial Management Policies

Introduction and Purpose

Sound financial stewardship and prudent use of public funds are the primary responsibilities given to the officials and managers of the City of Mount Vernon. Having been entrusted with this responsibility by our citizens, the establishment and maintenance of wise fiscal policies enable City officials to protect public interests and ensure public trust. The City is committed to the highest standards of responsible financial management. The City, including the City Council, Mayor, and staff will work together to ensure that all financial matters of the City are addressed with care, integrity, and in the best interest of the City.

The comprehensive financial management policy document incorporates past financial practices in defining the current policies to be used by the City to meet its obligations and operate in a financially prudent manner. These policies have been established to provide general fiscal guidelines and are intended to provide sound direction in the management of the City's financial affairs.

The policies contained in this document are designed to:

- Protect the assets of the City;
- Ensure the maintenance of open and accurate records of the City's financial activities;
- Provide a framework of operating standards and behavioral expectations;
- Ensure compliance with federal, state, and local legal and reporting requirements;
- Provide a means for the City Council to update and monitor these policies with the assistance and cooperation of the Mayor and Finance Director.

These policies will be reviewed annually during the budget cycle.

Revenue Policies

Current revenues will be sufficient to support current expenditures.

Revenue estimates should be calculated using an objective, analytical process, and will be neither overly optimistic nor overly conservative.

Revenue forecasts will be performed utilizing accepted analytical techniques and shall assess the full spectrum of resources available to finance City programs and services.

Should economic downturns develop which could result in revenue shortfalls or fewer available resources, the City will evaluate and, if deemed necessary, will make appropriate adjustments to its budget.

The City shall consider the diversification of revenue as a strategy when developing its financial plans, and to the extent possible, a diversified and stable revenue system will be maintained to shelter public services from short-run fluctuations in any one revenue source.

The City will establish all user fees and charges at a level sufficient to cover the entire cost of service delivery (such as in "Enterprise Funds"), or that percentage of total service cost deemed appropriate by the City. All fees for services shall be reviewed and adjusted (where necessary) periodically to take into account the effects of additional service costs and inflation.

Revenues of a one-time, limited or indefinite term will be used for capital projects or one-time operating expenditures to ensure that no ongoing service program is lost when such revenues are reduced or discontinued.

The City will not utilize deficit financing or short-term borrowing as a revenue source to finance current operating needs without full financial analysis and prior approval of the City Council. Interfund loans are permissible to cover temporary gaps in cash flow, but only when supported by a well-documented repayment schedule of limited duration.

Grant Revenues

All potential grants shall be carefully examined for matching requirements. Some grants may not be accepted if the local matching funds cannot be justified.

Grant applications to fund new service programs with state or federal funds will be reviewed by the City, as they become available, with due consideration being given to whether locally generated revenues will be required to support these programs when outside funding is no longer available.

Enterprise Revenues

To ensure that the enterprise funds remain self-supporting, user fees and rate structures will be incorporated to support the total direct and indirect costs of operations, capital facilities maintenance, debt service, and replacement of depreciable assets.

Revenues received for enterprise purposes will be restricted to the respective funds.

Expenditure Policies

Expenditures approved by the City Council in the annual budget define the City's spending limits for the upcoming year. Beyond legal requirements, the City will maintain an operating philosophy of cost control and responsible financial management.

Emphasis is placed on improving individual and work group productivity, such as increased utilization of technology, equipment, personnel, and prudent business methods. The City will hire additional personnel only after the need for a new employee is substantiated and documented.

The City will maintain expenditure categories according to state statute and administrative regulation.

Before the City undertakes any agreements that would create fixed ongoing expenditures, the cost implications of such agreements will be fully determined for current and future years through the use of strategic financial planning models.

Organizations that are not part of the City, but which receive funding from the City, shall not have their appropriation carried forward from year to year unless expressly authorized and directed by City Council. The annual review should ensure support is in conformance with City objectives and reauthorization of funding is required.

Department heads are responsible for ensuring departmental expenditures under their control are in accordance with City Council's authorized expenditure authorization.

Personnel

All compensation planning and negotiations will focus on total compensation including direct salary, health care premiums, pension contributions, and other benefits of a non-salary nature. Cost analysis of salary increases will include the effect of such increases on the employer-share of related fringe benefits.

Maintenance and Replacement

The budget process will include a multi-year projection of vehicle replacement requirements. The budget will provide sufficient funding for adequate maintenance and orderly replacement of capital plant, equipment, and vehicles. Future maintenance needs for all new capital facilities will be costed out and included as decision criteria.

Indirect Cost Allocation

All externally mandated services provided by one fund for another, for an outside source, or for which full or partial funding is available will be fully costed out to allow for budgeted and actual costs charged to the fund performing the service. Interfund service fees charged to recover these direct costs will be recognized as revenue to the providing fund.

Reserve Policies

General

Adequate fund balance and reserve levels are a necessary component of the City's overall financial management of the City's financial strength.

Maintenance of fund balance for each accounting fund assures adequate resources for cash flow and to mitigate short-term effects of revenue shortages.

Government Operating Funds

The City shall maintain a target reserve in the General Fund of 15% of the total operating budget, excluding identified one-time revenues.

The City shall maintain reserves in other Governmental Operating Funds (Streets, Parks & Recreation, and Library) of at least 10% of total operating budget, excluding identified one-time revenues, with a target of 15%.

Equipment Replacement & Reserve Fund

The Equipment Replacement & Reserve Fund is utilized to set aside the necessary resources to finance scheduled vehicle and equipment replacement for the operational needs of the City. For each listed piece of equipment, a schedule will be made outlining the projected future cost of replacement, and a listing of the current contributions made towards replacement. Funds or departments that participate will make

regularly scheduled payments to ensure that adequate replacement funds are available. Funds will not be withdrawn from the Equipment Replacement & Reserve Fund for other operating purposes unless a corresponding reduction in the equipment listing is made by the department requesting the withdrawal.

Other Funds

Reserve balances of other funds shall be set through the budget process in an amount consistent with the purpose and nature of the fund.

Debt Management Policies

The City will establish a formal Debt Management Policy which will be adopted by City Council and reviewed annually through the budget process.

The City may use short-term debt to cover temporary cash flow shortages that may be caused by a delay in receiving tax revenues or issuing long-term debt.

The City will not use short-term borrowing to finance current operating needs without full financial analysis and prior approval of the City Council.

The City may issue interfund loans rather than outside debt instruments to meet short-term cash flow needs. Interfund loans will be permitted only if an analysis of the affected fund indicates excess funds are available and the use of these funds will not impact the fund's current operation. All interfund borrowing will be subject to Council approval by ordinance, and will bear interest based upon prevailing rates.

An analytical review shall be conducted prior to the issuance of debt.

City Council approval is required prior to the issuance of debt.

The City will continually strive to maintain and improve its bond rating by enhancing and monitoring financial policies, budget forecasts and the financial health of the City so its borrowing costs are minimized and its access to credit is preserved.

The City will not use long-term debt to support current operations.

Long-term borrowing will only be used for capital improvements that cannot be financed from current revenues.

The City's policy is to plan and direct the use of debt so that debt service payments will be a predictable and manageable part of the operating budget.

The City's General Obligation Bond Policy requires every project proposed for financing through general obligation debt to be accompanied by a full analysis of the future operating and maintenance costs associated with the project.

The issuance of bonds shall be financed for a period not to exceed a conservative estimate of the asset's useful life.

Limited Tax General Obligation (LTGO) bonds will be issued only if:

- A project requires funding not available from alternative sources;
- Matching fund monies are available which may be lost if not applied for in a timely manner; or
- Catastrophic or emergency conditions exist.

Budget Overview

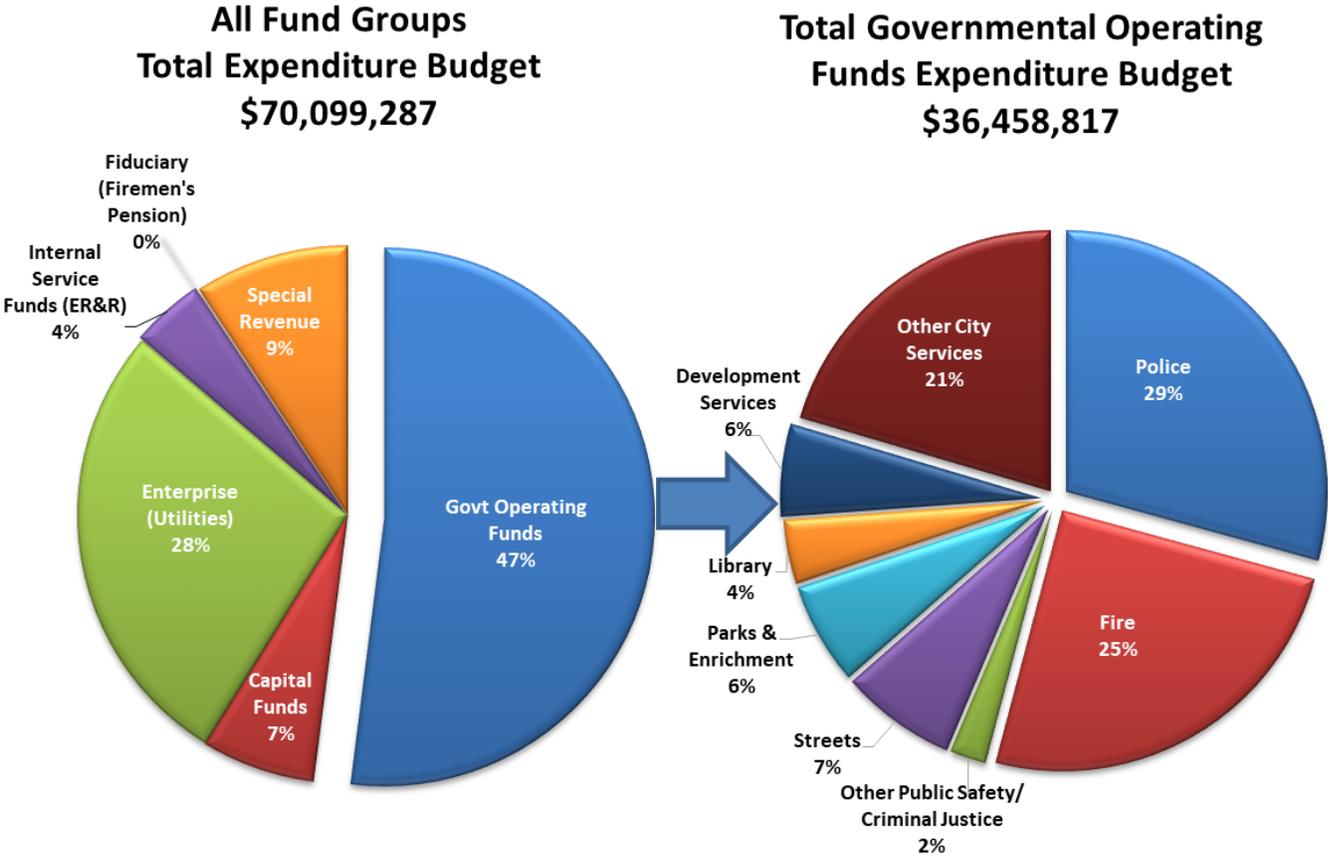


Financial Overview

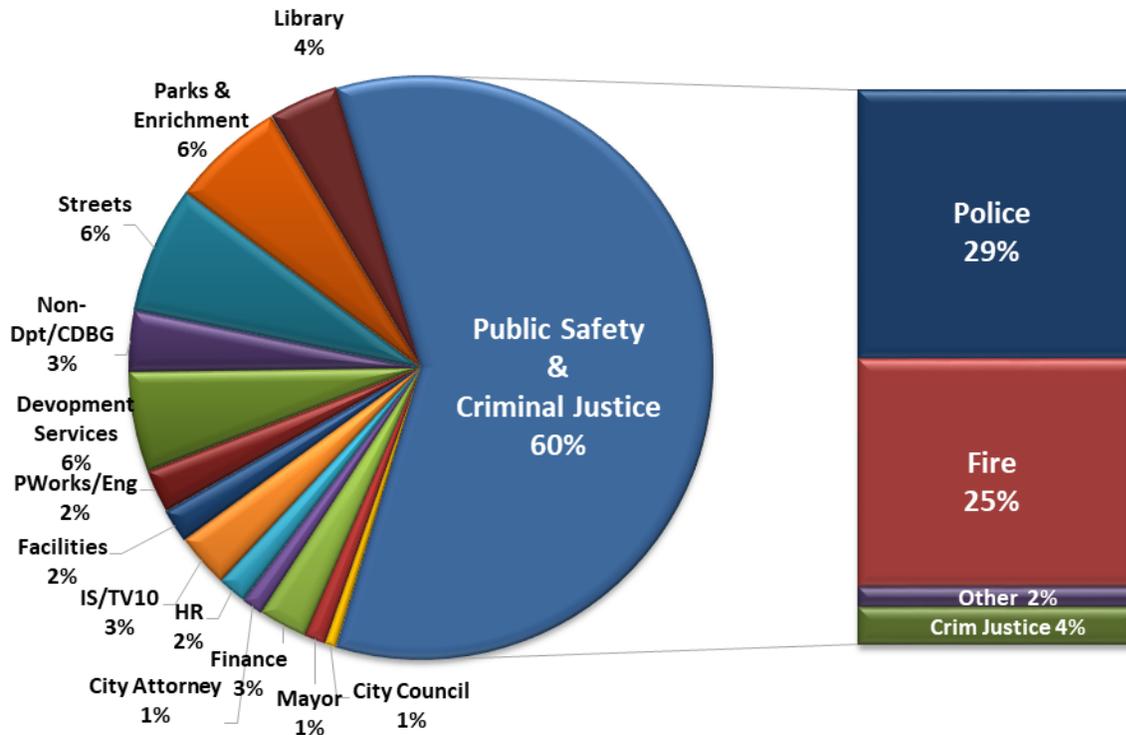
Total City

The City’s Operating budget is comprised of 34 separate funds. The Governmental Operating funds are General Fund, Street Department Fund, Parks and Enrichment Services Fund, and Library Fund. Additionally, the City has Special Revenue Funds, Debt Service Funds, Capital Project Funds, Fiduciary Funds, and Proprietary Funds (including Enterprise-Utility and Internal Services Funds). Each of these funds have a unique purpose. The budgets fund day-to-day expenditures for a variety of services such as police and fire protections, street maintenance, parks, library, debt service, support services, street maintenance, sewer treatment, surface water runoff control as well as garbage and recycling services. These basic services are funded by user fees, taxes, permits, grants, state-shared revenues and other charges. The budget can vary greatly from year to year depending on construction projects and equipment replacement schedules. The total expenditure budget for these funds decreased by \$5,712,966 between the 2019 final budget and 2020.

The total City revenue budget, excluding beginning fund balances that were budgeted, decreased \$3,633,896 from \$72.71 million in 2019 to \$69.08 million in 2020. More detail on this can be found on the following pages.



Public Safety and Criminal Justice Components Compared to all Governmental Operating Funds by Function 2020 Budget \$36,458,817



<u>Summary of Public Safety & Criminal Justice Budget</u>	<u>Amount</u>
Police Department	10,664,949
Fire Department	9,061,801
Other Public Safety:	
Police/Fire LEOFF 1 retirees medical	92,000
LEOFF 1 retirees LT care reserve	10,000
Police and Fire general facilities	175,300
Skagit County Dept of Emergency Mgmt	70,000
Skagit 911 Dispatch	477,065
	824,365
Criminal Justice:	
Municipal Court	573,462
Public Defense	679,216
Prosecution	244,118
	1,496,796
Total Public Safety and Criminal Justice Budgets	22,047,911

Fund Summaries and Descriptions

Governmental Operating Funds

Governmental funds are used to account for most of the City's basic services, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. The Governmental Operating Funds 2020 budget is \$36,458,817 and includes:

- The General Fund, including
 - City Council
 - Municipal Court
 - Mayor
 - Finance
 - City Attorney
 - Human Resources
 - General Facilities
 - Police Department
 - Fire Department
 - Public Works/Engineering
 - Development Services
 - TV 10 – Public Access Cable
 - CDBG Entitlement Grant
 - Information Services
 - Non-Departmental
- Street Department Fund
- Parks and Enrichment Services Fund
- Library Fund

Special Revenue Funds

The City has thirteen Special Revenue Funds which account for proceeds of revenue sources that are restricted for specific expenditure purposes. These funds are related to General Government operations. Items of note include:

- The Hotel/ Motel tax fund will make \$367,700 in grants available to support and promote tourism within the City – up from \$307,000 from last year.
- The Transportation (TBD) Fund has a \$2.31 million budget for 2020 to support transportation projects. This fund will support the City's annual overlay program.
- The Parks Special Revenue Funds have budgets of \$238,362 for projects in our parks system including continued funding for the completion of the Little Mountain Park Bike Skills Center access road and parking area.
- The Arterial Street Fund has a budget of \$2.9 million to fund the various projects like improvements at College Way, Riverside Drive, and Freeway Drive

Debt Service Funds

The City will not have any expense in the Debt Service Funds in 2020 as the debt that was incurred by UTGO/LTGO bond levy in 1998 was paid off in 2017.

The City does pay debt service amounts for the Wastewater Treatment Plant upgrade but these amounts are included in the Utilities operating budgets and are not a separate debt service fund. The Riverside Bridge debt payments are allocated out of the revenue that the City receives from REET I.

Capital Project Funds

The total budgeted capital expenditures by major category for 2020 are shown below. Items of note include:

- REET I Fund – budget includes \$786,770 which includes \$500,000 toward the Mount Vernon Library Commons project as matching funds to the City’s Local Infrastructure Financing Tool (LIFT) award. Other funding is for City facility projects and prior year project debt service (Riverside Bridge).
- REET II Fund – budget includes \$925,000 in street overlay and sidewalk improvement funding.

The overall budgeting for capital projects and vehicle purchases included in the 2020 budget are:

Capital Projects and Vehicles/Equipment

	2019 Final Budget	2020 Budget	2019 to 2020 Change	2019 to 2020 % Change
Equipment Replacements	1,791,484	1,821,484	30,000	1.7%
General Facilities	1,717,504	1,055,902	(661,602)	-38.5%
Transportation	12,508,411	6,136,525	(6,371,886)	-50.9%
Parks	1,871,200	238,362	(1,632,838)	-87.3%
Wastewater	1,677,000	2,302,000	625,000	37.3%
Solid Waste	94,000	115,000	21,000	22.3%
Surface Water	1,375,000	360,000	(1,015,000)	-73.8%
Total	21,034,599	12,029,273	(9,005,326)	-42.8%

Fiduciary Funds

Fiduciary funds account for assets held by the City in a trustee capacity for other governments, private organizations or individuals. The City has one fiduciary fund, the Firemen’s Pension & Relief Fund.

Proprietary Funds

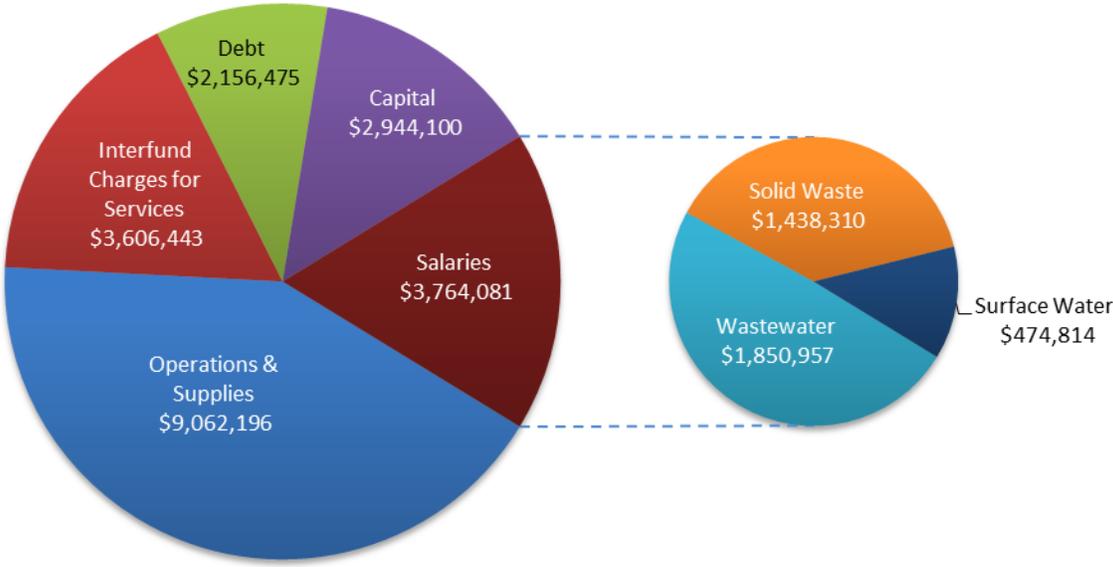
The City has three enterprise funds and two capital sub-funds that are self-supporting and expected to operate like private businesses. The City also has two internal service funds that provide vehicle maintenance and repairs and maintenance for the City’s fleet and buildings. Items of note include:

- The Wastewater and Solid Waste Utilities total budgets increased by \$795,000 due mainly to increases in the City’s recycling contract and contributions to the Equipment Replacement and Reserve fund for future equipment replacement. The Surfacewater Utility has an overall decrease of \$796,000 from the 2019 final budget due to a decrease in capital projects.
- The Surface Water utility fund had a rate study analysis completed in 2017 which resulted in a recommended rate increase in 2018, this represented the first rate increase since 1999. The 2018 rate was \$10.00 per Equivalent Service Unit (ESU) per month and changed to \$11.00 in 2019, and will be changing to \$12.00 in 2020, and then annual CPI adjustments for subsequent years.
- The two Wastewater Utility capital sub-funds have \$2.3 million budgeted for 2020 Wastewater projects.
- The Equipment Rental and Reserve Fund will purchase (replace) 14 vehicles/equipment per the equipment replacement schedule. This fund is also used to accumulate funds to purchase servers, computers, and work stations.

- The Facility Renewal Fund was created in the 2019 budget to provide for the maintenance of City owned buildings. It funds the long term Facility Renewal Program that includes the 6-Year Facility Capital Improvement Program, in-year Facility Renewal Project Development & Management, and addresses emergent Facility Renewal activities. The 2020 budget includes \$100,000 for facility improvements. Expenditures are financed by an annual transfer from other funds including the General Fund, Lincoln Commercial Block Fund, and the Real Estate Excise Tax I (REET I) Fund.

The Utility departments strive to preserve essential services for their customers and maintain regulatory compliance, while minimizing the cost of service.

**2020 Proprietary Fund Expense
\$21,533,295**



Expenditure Summary & Analysis



Citywide Budget Summary: 3 Year Comparison

Fund/ Dept No.	Fund / Department	2018 Budget	2019 Budget*	2020 Budget	2019-2020 Budget Difference	2019-2020 % Change
001	GENERAL FUND					
01	City Council	202,604	203,617	231,656	28,039	13.8%
02	Municipal Court	458,454	535,810	573,462	37,652	7.0%
03	Mayor	415,143	425,244	441,403	16,159	3.8%
04	Finance	974,537	1,001,824	1,004,946	3,122	0.3%
05	City Attorney	572,386	680,713	677,070	(3,643)	-0.5%
06	Human Resources	618,700	643,971	711,243	67,272	10.4%
07	General Facilities	898,628	857,033	858,464	1,431	0.2%
08	Police Department	10,039,818	10,114,443	10,664,949	550,506	5.4%
09	Fire Department	5,565,362	8,787,079	9,061,801	274,722	3.1%
11	Public Works/Engineering	863,033	889,633	886,821	(2,812)	-0.3%
12	Development Services	1,953,160	2,095,644	2,071,938	(23,706)	-1.1%
18	TV 10 - Public Access Cable	222,680	224,859	235,578	10,719	4.8%
97	CDBG Entitlement Grant	693,643	693,643	882,525	188,882	27.2%
98	Information Services	846,658	858,584	873,260	14,676	1.7%
99	Non-Departmental	831,353	751,501	902,398	150,897	20.1%
	Subtotal - General Fund	25,156,159	28,763,598	30,077,514	1,313,916	4.6%
	SPECIAL REVENUE FUNDS					
101	City Street Fund	2,022,747	2,279,819	2,628,371	348,552	15.3%
103	Parks and Recreation Fund	2,005,766	2,154,682	2,313,566	158,884	7.4%
104	Library Fund	1,358,995	1,415,926	1,439,366	23,440	1.7%
102	Arterial Street Fund	2,279,681	8,895,370	2,896,525	(5,998,845)	-67.4%
105	Paths and Trails Fund	30,000	78,500	-	(78,500)	-100.0%
106	Tourism Promotion Fund	385,100	307,000	367,700	60,700	19.8%
107	Little Mountain Improvements Reserve	144,000	635,750	46,500	(589,250)	-92.7%
109	Crime Prevention Fund	11,600	12,400	12,400	-	0.0%
110	Government Access Fund	68,000	68,000	110,719	42,719	62.8%
112	Criminal Justice Assistance Fund	143,700	147,000	150,000	3,000	2.0%
113	Municipal Arts Fund	-	20,800	13,000	(7,800)	-37.5%
115	Parks Capital Improvements Reserve	533,000	752,000	178,862	(573,138)	-76.2%
117	TBD Fund	1,750,000	1,855,050	2,315,000	459,950	24.8%
118	Fiber Optic Fund	288,200	269,476	299,842	30,366	11.3%
119	Critical Areas Enhancement Fund	35,000	30,000	30,000	-	0.0%
120	Lincoln Commercial Properties Fund	99,749	135,149	35,632	(99,517)	-73.6%
	Subtotal - Special Revenue Funds	11,155,538	19,056,922	12,837,483	(6,219,439)	-32.6%

* 2019 Budget includes Budget Amendments.

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Citywide Budget Summary: 3 Year Comparison

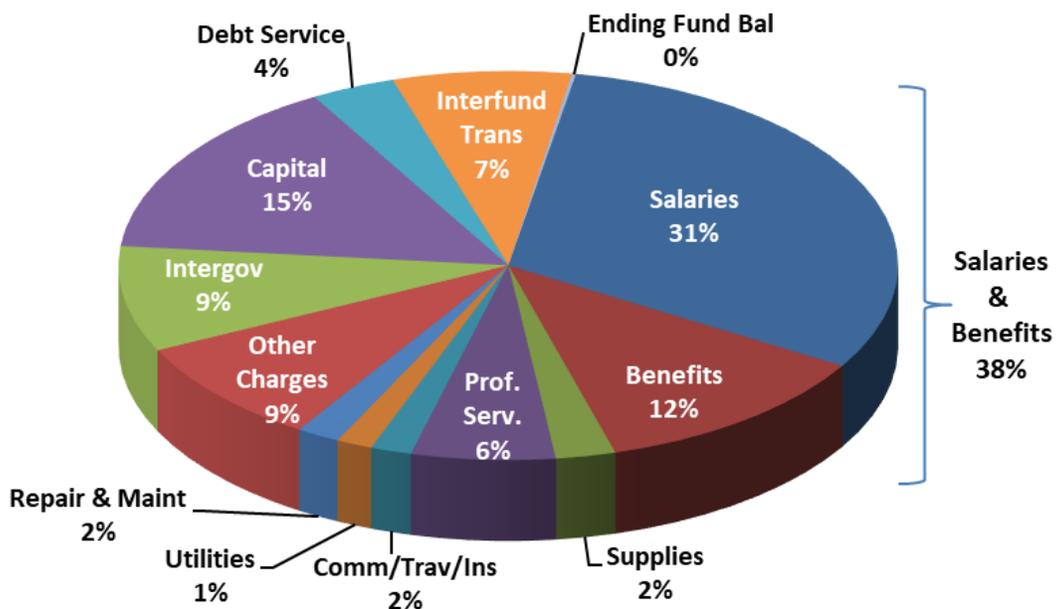
Fund/ Dept No.	Fund / Department	2018 Budget	2019 Budget*	2020 Budget	2019-2020 Budget Difference	2019-2020 % Change
CAPITAL PROJECTS FUNDS						
301	Library/Comm. Center/Parking	-	128,630	500,000	371,370	288.7%
304	Capital Improvement Fund - REET I	855,100	1,312,021	786,770	(525,251)	-40.0%
306	Fire Station Projects Capital Fund	-	131,000	118,544	(12,456)	-9.5%
311	Parks Impact Fees	255,000	384,150	-	(384,150)	-100.0%
312	Fire Impact Fees	86,000	75,804	133,500	57,696	76.1%
313	Transportation Impact Fees	103,800	624,240	-	(624,240)	-100.0%
314	REET II - Streets Fund	1,082,959	1,133,751	925,000	(208,751)	-18.4%
328	Public Works Facility Capital Fund	-	115,044	-	(115,044)	-100.0%
Subtotal - Capital Projects Funds		2,382,859	3,904,640	2,463,814	(1,440,826)	-36.9%
ENTERPRISE FUNDS (UTILITIES)						
401	Wastewater Utility Fund	9,381,219	9,234,949	9,523,998	289,049	3.1%
402	Solid Waste Utility Fund	6,035,100	6,602,081	7,107,597	505,516	7.7%
403	Surfacewater Utility Fund	2,415,000	3,396,119	2,599,700	(796,419)	-23.5%
411	Sewer Facility Expansion Fund	910,000	327,000	764,500	437,500	133.8%
412	Sewer Capital Reserve	1,602,000	1,150,000	1,537,500	387,500	33.7%
Subtotal - Enterprise Funds		20,343,319	20,710,149	21,533,295	823,146	4.0%
INTERNAL SERVICE FUNDS						
501	Equipment Rental Fund	3,030,098	2,853,129	2,936,181	83,052	2.9%
502	Facility Renewal Fund	-	372,815.00	100,000	(272,815)	n/a
512	Leoff I Long-term Healthcare Reserve	40,000	40,000	40,000	-	0.0%
Subtotal - Internal Service Funds		3,070,098	3,265,944	3,076,181	(189,763)	-5.8%
FIDUCIARY FUNDS						
611	Firemen's Pension and Relief Fund	89,000	111,000	111,000	-	0.0%
Subtotal - Fiduciary Funds		89,000	111,000	111,000	0	0.0%
TOTAL BUDGET - ALL FUNDS		62,196,973	75,812,253	70,099,287	(5,712,966)	-7.5%

* 2019 Budget includes Budget Amendments.

Expenditures by Category: 3 Year Comparison

Expenditure Category	2018 Budget	2019 Budget	2020 Budget	2019 to 2020 Change	2019 to 2020 % Change
Salaries & Wages	17,349,389	19,854,501	20,535,703	681,202	3.4%
Overtime	718,375	1,065,744	1,100,506	34,762	3.3%
Personnel Benefits	7,135,374	8,048,298	8,365,991	317,693	3.9%
Supplies	1,479,708	1,684,747	1,735,008	50,261	3.0%
Professional & Other Services	3,894,209	4,373,053	4,184,054	(188,999)	-4.3%
Communication	251,015	248,255	244,270	(3,985)	-1.6%
Training & Travel	214,461	378,625	413,499	34,874	9.2%
Insurance	456,488	538,969	532,898	(6,071)	-1.1%
Utilities	1,010,850	1,022,450	1,047,010	24,560	2.4%
Repair & Maintenance	938,884	1,090,000	1,257,294	167,294	15.3%
Other Services & Charges	4,442,013	4,826,898	6,167,278	1,340,380	27.8%
Intergovernmental	5,622,715	7,232,550	6,154,436	(1,078,114)	-14.9%
Capital	10,307,571	17,660,273	10,594,325	(7,065,948)	-40.0%
Debt Service	2,670,495	2,459,004	2,449,987	(9,017)	-0.4%
Interfund Transfers	4,804,093	5,031,612	5,198,484	166,872	3.3%
Budgeted Totals	61,295,640	75,514,979	69,980,743	(5,534,236)	-7.3%
Ending Fund Balance	901,333	297,274	118,544	(178,730)	-60.1%
Total	62,196,973	75,812,25	70,099,287	(5,712,966)	-7.5%

2020 Expenditures by Category All Funds \$70,099,287



Expenditures by Fund: All City Funds

Fund/Department	Salaries	Benefits	Supplies	Charges for Service	Intergovt Services	Capital Outlay	Debt Service	Interfund Transfers	Total
City Council	100,800	8,088	6,000	52,603	64,165	-	-	-	231,656
Municipal Court	-	50	5,000	141,650	426,762	-	-	-	573,462
Mayor	287,086	104,103	5,000	16,750	28,464	-	-	-	441,403
Finance	649,341	232,994	8,000	114,611	-	-	-	-	1,004,946
City Attorney	442,563	166,057	22,600	45,850	-	-	-	-	677,070
Human Resources	179,057	439,635	2,750	79,801	-	-	-	10,000	711,243
General Facilities	104,006	63,196	60,100	626,062	-	5,100	-	-	858,464
Police	5,966,698	2,073,718	163,658	1,038,080	1,422,795	-	-	-	10,664,949
Fire	5,886,247	1,970,064	308,600	813,390	-	83,500	-	-	9,061,801
P. Works/Engineering	590,252	223,016	5,750	67,803	-	-	-	-	886,821
Development Services	1,049,371	430,248	18,300	574,019	-	-	-	-	2,071,938
TV 10	175,141	54,712	-	5,725	-	-	-	-	235,578
CDBG Entitlement Grant	-	-	-	102,000	668,525	-	112,000	-	882,525
Information Services	440,724	181,049	32,050	219,437	-	-	-	-	873,260
Non-Departmental	-	-	-	825,673	651,725	-	-	(575,000)	902,398
Total Current Expense	15,871,286	5,946,930	637,808	4,723,454	3,262,436	88,600	112,000	(565,000)	30,077,514
City Street	748,143	351,305	227,500	1,181,423	45,000	75,000	-	-	2,628,371
Parks and Enrichment	1,167,547	457,103	92,750	530,804	-	-	65,362	-	2,313,566
Library	847,435	290,258	24,300	100,123	-	177,250	-	-	1,439,366
Arterial Street	-	-	-	-	-	2,896,525	-	-	2,896,525
Paths and Trails	-	-	-	-	-	-	-	-	-
Tourism Promotion	-	-	-	367,700	-	-	-	-	367,700
Little Mtn Improvement	-	-	-	-	-	26,500	-	20,000	46,500
Crime Prevention	-	-	11,750	650	-	-	-	-	12,400
Government Access	3,000	-	-	17,719	85,000	-	-	5,000	110,719
Criminal Justice Assistance	-	-	-	-	-	-	-	150,000	150,000
Municipal Arts Fund	3,000	-	-	-	-	10,000	-	-	13,000
Parks Capital Improvements	-	-	-	-	-	113,500	-	65,362	178,862
TBD Fund	-	-	-	100,000	-	2,215,000	-	-	2,315,000
Fiber Optics	124,678	44,792	-	50,372	-	60,000	-	20,000	299,842
Critical Areas Enhancement	-	-	5,000	25,000	-	-	-	-	30,000
Lincoln Commercial Bldg	-	-	-	25,632	-	-	-	10,000	35,632
Lib/CC/Parking Capital Fund	-	-	-	-	-	500,000	-	-	500,000
REET I - Cap Improvements	-	-	-	620	630,000	40,000	116,150	-	786,770
Fire Station Projects	-	-	-	-	-	118,544	-	-	118,544
Park Impact Fees	-	-	-	-	-	133,500	-	-	133,500
Fire Impact Fees	-	-	-	-	-	-	-	-	-
Transportation Impact Fees	-	-	-	-	-	-	-	-	-
REET II - Streets	-	-	-	-	10,000	260,000	-	655,000	925,000
Public Works Facility	-	-	-	-	-	-	-	-	-
Wastewater Utility	1,331,379	519,578	227,000	3,000,520	35,000	86,900	2,156,475	2,167,146	9,523,998
Solid Waste Utility	986,127	452,183	29,500	2,817,294	2,107,000	119,000	-	596,493	7,107,597
Surfacewater Utility	327,046	147,768	29,100	816,782	-	436,200	-	842,804	2,599,700
Sewer Facility Expansion	-	-	-	12,000	-	437,500	-	315,000	764,500
Sewer Capital Reserve	-	-	-	-	-	1,537,500	-	-	1,537,500
Equipment Rental	232,568	101,074	444,300	129,210	-	1,851,350	-	177,679	2,936,181
Facility Renewal	-	-	-	-	-	100,000	-	-	100,000
LEOFF 1 LT Healthcare Res	-	40,000	-	-	-	-	-	-	40,000
Firemen's Pension	-	15,000	-	12,000	-	-	-	84,000	111,000
Total All Funds*	21,642,209	8,365,991	1,729,008	13,911,303	6,174,436	11,282,869	2,449,987	4,543,484	70,099,287

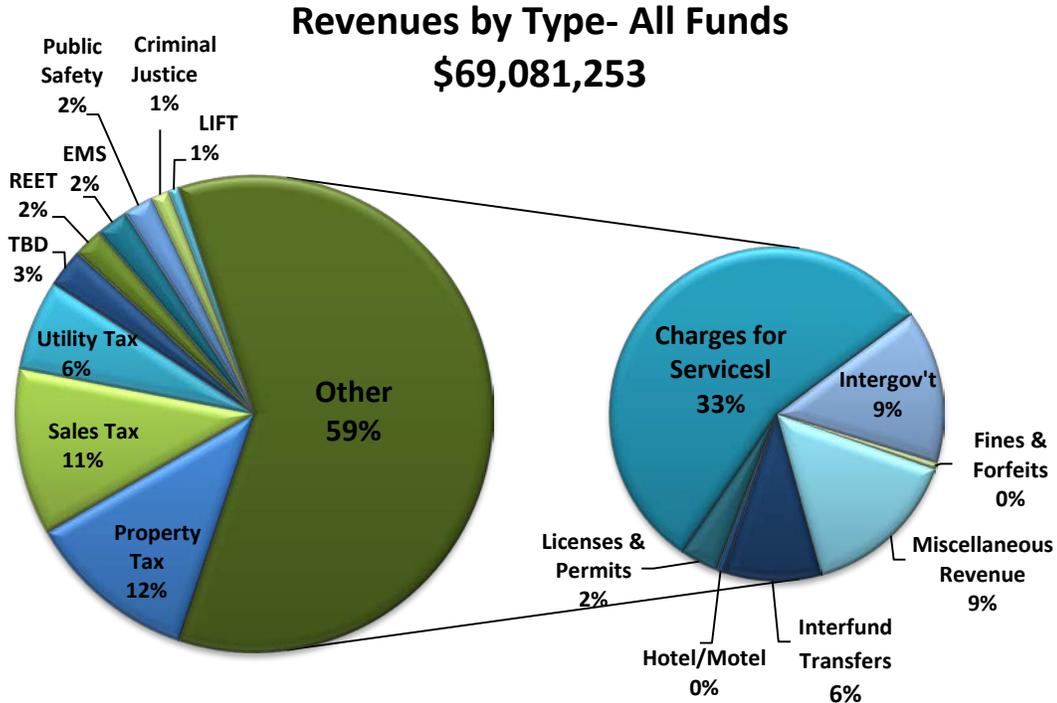
*Totals do not include beginning fund balances.

Revenue Summary & Analysis



Revenue Summary by Type: All City Funds

The City of Mount Vernon strives to maintain a diverse and stable revenue base to shelter public services from short term fluctuations in any one revenue source. The following graph depicts the composition of the general government's revenue sources.



Major changes to the 2020 revenue budget compared to 2019 are listed below:

2020 Revenue Summary: Revenue by Type					
Revenue Source	2018 Budget	2019 Budget	2020 Budget	2019 to 2020 Change	2019 to 2020 % Change
Property Tax	7,602,182	7,810,741	8,029,741	219,000	2.8%
Sales Tax	7,070,000	7,600,000	7,800,000	200,000	2.6%
Utility Tax	4,292,250	4,364,857	4,218,537	(146,320)	-3.4%
Transportation Benefit District	1,400,000	1,600,000	1,800,000	200,000	12.5%
Real Estate Excise Tax	1,200,000	1,600,000	1,400,000	(200,000)	-12.5%
EMS	-	1,446,000	1,489,380	43,380	NA
Public Safety Sales Tax	1,360,000	1,394,000	1,394,000	0	0.0%
Criminal Justice	740,000	777,000	835,000	58,000	7.5%
LIFT	0	0	500,000	500,000	NA
Hotel/Motel	274,000	295,000	295,000	0	0.0%
Total Taxes	23,938,432	26,887,598	27,761,658	874,060	3.3%
Licenses & Permits	1,445,000	1,546,200	1,546,250	50	0.0%
Charges for Services	20,233,500	22,423,647	23,030,450	606,803	2.7%
Intergov't (State & Local Sources)	4,508,892	11,487,458	6,157,361	(5,330,097)	-46.4%
Fines & Forfeits	310,800	281,800	289,300	7,500	2.7%
Miscellaneous Revenue	4,404,706	6,356,581	6,363,100	6,519	0.1%
Interfund Transfers	2,888,700	3,731,865	3,933,134	201,269	5.4%
Budgeted Totals	57,730,030	72,715,149	69,081,253	(3,633,896)	-5.0%
Budgeted Fund Balance	1,503,610	2,506,156	1,018,034	(1,488,122)	-59.4%
Total	59,233,640	75,221,305	70,099,287	(5,122,018)	-6.8%

Revenue Estimates by Source: All City Funds

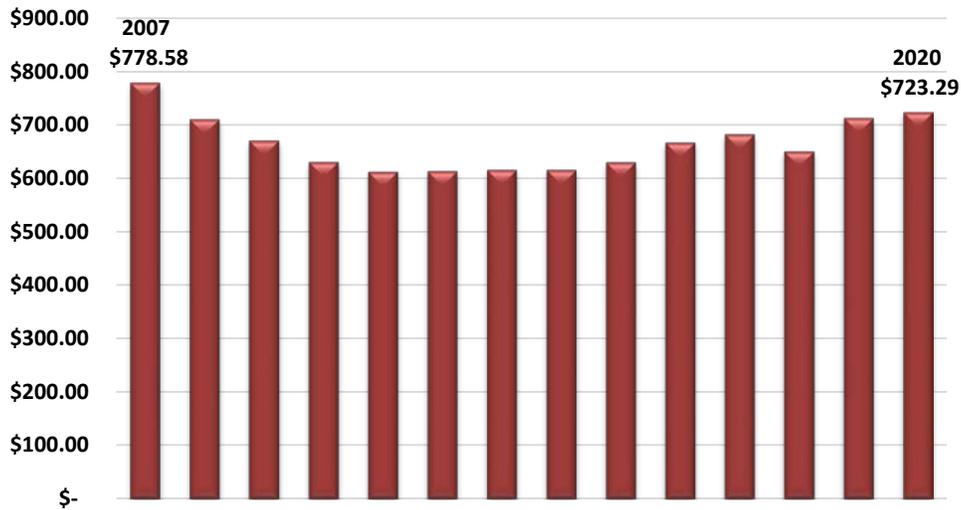
Fund Name	Property Tax	Sales Tax	Other Taxes	License & Permits	Intergovt. Revenue	Charges for Services	Fine & Forfeits	Misc. Revenue	Interfund Transfers	Total
General Fund	5,049,100	7,800,000	7,933,120	1,473,250	1,872,300	4,396,772	261,500	434,100	266,000	29,586,142
City Streets					804,284	479,776			1,350,000	2,634,060
Parks & Enrichment	1,688,945					242,216		300,488	88,362	2,220,011
Library	1,291,696					37,400	27,800	35,482		1,392,378
Arterial Streets					2,896,525			35,000		2,931,525
Paths and Trails			3,797					490		4,287
Hotel/Motel Tax			295,000					1,500		296,500
Little Mtn Park Impr.								46,000		46,000
Crime Prevention								12,400		12,400
Government Access				73,000						73,000
Criminal Justice Assist.					151,208					151,208
Municipal Arts								10,000		10,000
Parks Capital Impr.								420,235		420,235
TBD Fund			1,800,000		350,000			2,645		2,152,645
Fiber Optics						351,300		13,250		364,550
Critical Area Enhance.						5,000		650		5,650
Lincoln Block								68,000		68,000
Library/CC/Parking			500,000					750	500,000	1,000,750
Capital Impr. (REET I)			700,000					10,800		710,800
Fire Stations Projects										-
Park Impact Fees						105,000		1,200		106,200
Fire Impact Fees						25,000		500	45,000	70,500
Traffic Impact Fees						170,000		1,500		171,500
REET II-Streets			700,000					4,000		704,000
PW Facility Fund									100,000	100,000
Wastewater Utility						8,433,836		137,680	315,000	8,886,516
Solid Waste Utility						6,214,450		82,000		6,296,450
Surfacewater Utility						2,569,700		14,500		2,584,200
Wastewater Connections								575,500		575,500
Sewer Cap. Reserve								6,000	1,000,000	1,006,000
Equipment Rental					30,000			4,132,430	168,772	4,331,202
Facility Renewal									100,000	100,000
LEOFF 1 LT Healthcare Res								13,000		13,000
Firemen's Pension					53,044			3,000		56,044
Total All Funds	8,029,741	7,800,000	11,931,917	1,546,250	6,157,361	23,030,450	289,300	6,363,100	3,933,134	69,081,253

Economic Environment

Like the rest of the nation the “Great Recession” hit the City of Mount Vernon economy hard. The effects of the downturn had a protracted effect on the City’s revenues that inhibited the pace of recovery. It was not until 2016 that income, at least on a nominal basis, finally returned to pre-recession levels. The breakthrough was driven primarily by construction with real estate taxes showing the most growth. We expect to maintain this level of performance in 2020.

While the recent improvement in general government revenues is encouraging, there is more to consider when assessing funding public services. If we translate the revenues to constant dollars so that the impact of inflation is removed and present the results in a per capita format, the results show that we still have substantially fewer resources available to serve our growing community. General government revenue per capita in constant dollars is shown in the graph below. Adjusted for inflation and population growth, we expect that real general government revenues may not fully recover for several more years.

General Government Revenue per Capita All Tax Types



Tax Revenue

The City’s two largest sources of tax revenue are property tax and sales tax. Property tax increases are limited to an allowable 1% annual growth in Washington State. Mount Vernon’s City Council has not taken the allowable tax levy increase in 12 of the past 15 years. In the 2020 budget, City Council approved the 1% allowable for a total increase of \$85,579. Sales tax revenue is showing a recovery from the recession, and expectations are that it will be comparable to 2019 collections.

The chart below summarizes property and sales tax distribution by government function. UTGO bond levy taxes that were collected are not included as this bond paid in full as of 2017.

Distribution of Property & Sales Tax Revenue					
Government Function	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Projection 2020
Sales Tax	\$ 6,769,280	\$ 7,068,662	\$ 7,730,663	\$ 7,757,581	\$ 7,800,000
General Fund Property Tax	4,585,659	4,673,259	4,916,684	5,007,262	5,049,100
General Fund Total	11,354,939	11,741,921	12,647,347	12,764,843	12,849,100
City Streets	314,546	-	-	-	-
Parks & Enrichment Services	1,099,080	1,275,886	1,403,994	1,486,160	1,688,945
Library Services	1,155,238	1,175,855	1,274,968	1,329,850	1,291,696
Totals	\$ 13,923,803	\$ 14,193,662	\$ 15,326,309	\$ 15,580,853	\$ 15,829,741
Annual Revenue Increase	985,920	269,859	1,132,647	254,544	248,888
Annual Growth Rate	7.6%	1.9%	8.0%	1.7%	1.6%

The chart below breaks out sales tax into major categories and shows variances in activity between 2017 and 2018, the most recent years with complete data. The largest percentage of receipts is in the Retail category.

Sales Tax Revenue			
	Category as a % of Total Receipts		% \$ Change 2017-2018
	<u>2017</u>	<u>2018</u>	
Retail	52.8%	53.2%	8.4%
Construction	13.2%	12.7%	3.6%
Food Services/Accommodations	8.7%	8.4%	4.2%
Wholesale	6.3%	6.5%	11.1%
Information	3.5%	3.1%	-6.2%
All Other Categories	15.5%	16.0%	10.6%
	100.0%	100.0%	7.4%

The Retail Sales category can be divided to assess the major sub-categories. Motor Vehicle & Parts showed the largest percentage of gain from 2017 to 2018. Motor Vehicles & Parts also showed the largest tax revenues for the same period.

Retail Sales Only			
	Category as a % of Total Receipts		% \$ Change 2017-2018
	<u>2017</u>	<u>2018</u>	
Health & Personal Care	3.1%	3.0%	7.2%
Electronic & Appliances	4.3%	3.7%	-6.6%
Gas Stations	2.4%	2.3%	2.3%
Clothing	1.1%	1.1%	6.4%
Non-Store Retailers	3.7%	2.7%	-21.4%
Motor Vehicle & Parts	35.1%	37.6%	16.0%
Food & Beverage Stores	7.7%	7.5%	5.7%
Building Materials	14.0%	13.0%	0.3%
Furniture & Home Furnishings	2.5%	2.4%	1.2%
General Merchandise	26.1%	26.8%	11.3%
	100.0%	100.0%	8.4%

Permit Revenue

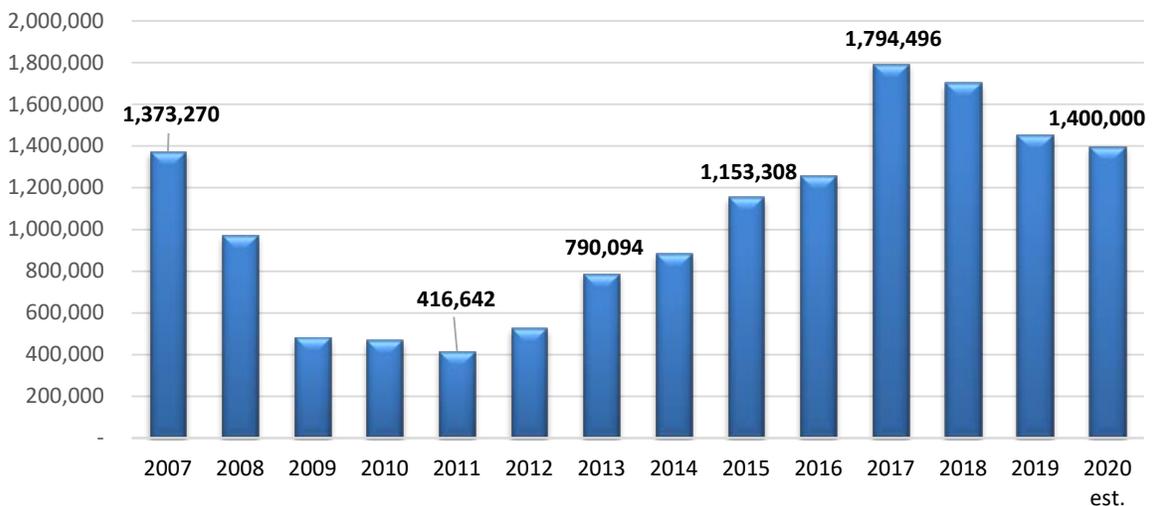
Building permit revenue has grown over the last 5 years. This increase in this sector of the economy indicates continued strength. The estimated number of building permits that will be issued in 2020 is based on a conservative estimate.

DEVELOPMENT SERVICES ACTIVITY	ACTUAL 2017	ACTUAL 2018	PROJECTED 2019	PROJECTED 2020
Overall Permit Revenue	\$650,000	\$734,814	\$615,000	\$780,000
New Construction Property Tax Revenue Added	\$108,658	\$127,752	\$102,704	\$131,233
BUILDING DIVISION				
Building Permits Issued	681	741	710	750
ENGINEERING DIVISION				
Engineering Permits Issued	305	285	315	350

Real Estate Excise Tax Revenue

Monthly real estate excise tax (REET) receipts (0.5% of the value of real estate transactions) represent a vital funding source for debt service, various road projects and other capital projects. The following chart illustrates the impact of the recession on REET revenues, beginning with a precipitous drop in 2008 with 2011 representing the bottom of the decline. Collections began improving in 2012 and have continued through 2017 where they reached their highest amount. Revenues have decreased over the last few years. Estimates for 2020 are within a conservative range and do not account for any large sales that could potentially happen.

Real Estate Excise Tax Revenue



Fund Balance Reconciliation

Fund Dept No.	City Fund	Fund Balance Dec 31, 2018	Estimates		Est Fund Bal Dec 31, 2019	Budget		Est. Balance Dec 31, 2020	Fund Bal. Budgeted in 2020
			2019	2019		2020	2020		
			Revenue	Expenditures		Revenue	Expenditures		
001	General Fund	4,911,234	28,035,048	27,511,685	5,434,597	29,486,142	30,077,514	4,843,225	591,372
101	City Street	193,006	2,278,689	2,070,643	401,052	2,634,060	2,628,371	406,741	(5,689)
103	Parks/Recreation	175,965	2,133,213	2,082,675	226,503	2,320,011	2,313,566	232,948	(6,445)
104	Library	200,170	1,387,177	1,381,489	205,858	1,392,378	1,439,366	158,870	46,988
	Total Gov't Op. Funds	5,480,375	33,834,127	33,046,492	6,268,010	35,832,591	36,458,817	5,641,784	626,226
102	Arterial Street	758,638	9,223,566	9,943,410	38,794	2,931,525	2,896,525	73,794	(35,000)
105	Paths and Trails	94,023	4,381	78,500	19,904	4,287	-	24,191	(4,287)
106	Tourism Promotion	171,456	296,000	307,000	160,456	296,500	367,700	89,256	71,200
107	Little Mountain Cap Res	120,368	443,000	562,850	518	46,000	46,500	18	500
109	Crime Prevention	47,646	12,400	5,900	54,146	12,400	12,400	54,146	-
110	Government Access TV	282,538	68,000	53,224	297,314	73,000	110,719	259,595	37,719
112	Criminal Justice Assistance	2,651	147,055	147,000	2,706	151,208	150,000	3,914	(1,208)
113	Municipal Arts Fund	-	20,800	17,800	3,000	10,000	13,000	-	3,000
115	Parks Capital Reserve	32,995	188,000	218,000	2,995	420,235	178,862	244,368	(241,373)
117	TBD Fund	329,954	1,802,645	1,966,228	166,371	2,152,645	2,315,000	4,016	162,355
118	Fiber Optics Fund	194,837	309,904	253,016	251,725	364,550	299,842	316,433	(64,708)
119	Critical Area Enhancement	113,160	5,656	25,000	93,816	5,650	30,000	69,466	24,350
120	Lincoln Commercial Block	190,799	68,000	135,149	123,650	68,000	35,632	156,018	(32,368)
301	Library/CC/Parking	178,826	796,746	76,052	899,520	1,000,750	500,000	1,400,270	(500,750)
304	REET I - Capital Improvement	781,008	712,021	1,060,005	433,024	710,800	786,770	357,054	75,970
306	Fire Station Projects	131,000	-	12,456	118,544	-	118,544	-	118,544
311	Park Impact Fees	455,230	106,272	535,150	26,352	106,200	-	132,552	(106,200)
312	Fire Impact Fees	182,038	70,585	50,000	202,623	70,500	133,500	139,623	63,000
313	Traffic Impact Fees	628,061	171,863	679,001	120,923	171,500	-	292,423	(171,500)
314	REET II - Streets	284,775	704,000	758,751	230,024	704,000	925,000	9,024	221,000
328	PW Facility Fund	15,044	100,000	-	115,044	100,000	-	215,044	(100,000)
401	Wastewater Utility (WC)	4,875,703	8,909,427	8,588,037	5,197,093	8,886,516	9,523,998	4,559,611	637,482
402	Solid Waste Utility (WC)	2,026,354	6,129,450	6,349,162	1,806,642	6,296,450	7,107,597	995,495	811,147
403	Surface Water Utility (WC)	965,310	2,532,742	3,088,260	409,792	2,584,200	2,599,700	394,292	15,500
411	Sewer Facility Expansion	2,265,496	580,443	315,000	2,530,939	575,500	764,500	2,341,939	189,000
412	Sewer Capital Reserve	2,895,874	1,006,814	1,150,000	2,752,688	1,006,000	1,537,500	2,221,188	531,500
501	Equipment Rental (WC)	5,991,910	3,397,799	2,762,256	6,627,453	4,331,202	2,936,181	8,022,474	(1,395,021)
502	Facility Renewal Fund	-	372,815	372,815	-	100,000	100,000	-	-
512	LEOFF I Health Care Res	424,928	12,800	40,000	397,728	13,000	40,000	370,728	27,000
611	FR&P	378,635	54,519	111,000	322,154	56,044	111,000	267,198	54,956
	Totals	30,299,634	72,081,830	72,707,514	29,673,950	69,081,253	70,099,287	28,655,916	1,018,034

Detailed Budgets by Fund



Freeway Drive Pump Station Rebuild

Revenue Estimates
CITY OF MOUNT VERNON

001	GENERAL FUND	2020
Account Number		Council Adopted
300	BEGINNING FUND BALANCE	
308.90.00	BEGINNING FUND BALANCE	591,372
	Total BEGINNING FUND BALANCE	591,372
310	TAXES	
311.10.00	PROPERTY TAX	5,049,100
313.11.11	SALES TAX	7,800,000
313.15.00	PUBLIC SAFETY SALES TAX	1,394,000
313.61.00	NATURAL GAS TAX	70,000
313.71.00	SALES TAX - CRIMINAL JUSTICE	835,000
316.41.00	ELECTRIC TAX	1,390,000
316.43.00	GAS TAX	430,000
316.44.01	WASTEWATER TAX - CITY	660,000
316.45.00	GARBAGE/SOLID WASTE TAX - PRIVATE	7,000
316.45.01	GARBAGE/SOLID WASTE TAX - CITY	344,760
316.46.00	CABLE TV TAX	167,580
316.47.00	TELEPHONE TAX	545,000
316.48.00	PUD WATER TAX	530,400
316.81.01	PUNCH BOARDS AND PULL TABS TAX	43,000
317.20.00	LEASEHOLD EXCISE TAX	27,000
318.44.00	AMBULANCE SERVICES	1,489,380
	Total TAXES	20,782,220
320	LICENSES AND PERMITS	
321.31.00	MISC. FIRE PERMITS	45,000
321.91.01	FRANCHISE FEES	400,000
321.99.00	BUSINESS LICENSES	158,500
322.10.00	BUILDING RELATED PERMITS	780,000
322.10.01	SEWER PERMITS	85,000
322.30.00	DOG LICENSES	4,750
	Total LICENSES AND PERMITS	1,473,250
330	INTERGOVERNMENTAL SERVICES	
331.14.21	HUD/CDBG ENTITLEMENT FUNDS	882,525
331.16.60	BULLETPROOF VEST PARTNERSHIP	5,500
333.16.58	GTEA CRIME VICTIMS GRANT	17,312
334.01.31	WA STATE PATROL - WILDLAND MOBILIZATION	50,000
334.04.60	STATE GRANT AFFORDABLE HOUSING	62,500
334.04.91	DOH - EMS (FIRE) MEDICAL SUPPLIES	2,500
336.00.98	CITY ASSISTANCE	80,000
336.01.29	MUNICIPAL COURT STATE ASSISTANCE	16,000
336.06.42	MARIJUANA EXCISE TAX DISTRIBUTION	75,000
336.06.91	FIRE INSURANCE PREMIUM TAX	58,115

Revenue Estimates
CITY OF MOUNT VERNON

001	GENERAL FUND	2020
<u>Account Number</u>		<u>Council Adopted</u>
336.06.94	LIQUOR EXCISE TAX	196,213
336.06.95	LIQUOR BOARD PROFITS	286,635
337.07.01	COUNTY - SUBAREA PLAN	140,000
	Total INTERGOVERNMENTAL SERVICES	1,872,300
340	CHARGES FOR SERVICES	
341.32.02	MUNICIPAL COURT RECORDS SERVICES	800
341.33.02	FINES - WARRANT FEE	20,000
341.33.03	DEFERRED PROS. ADMIN. COST	2,000
341.43.00	CREDIT CARD PROCESSING FEES	(3,000)
341.43.01	IMPACT FEE ADMINISTRATION	25,000
341.43.02	CREDIT CARD PROCESSING FEES - MUNI COURT	(1,500)
341.82.00	ENGINEERING FEES & CHARGES	90,000
341.82.02	PLAT APPLICATION FEES	100,000
342.10.00	LAW ENFORCEMENT SERVICES	5,000
342.10.90	PRINTS, P.D.REPORTS, & GUN PERMITS	6,000
342.33.00	ADULT PROBATION FEES	30,000
342.33.01	VICTIM IMPACT FEES	25
342.38.01	PRE-CONVICTION SUPERVISION COST	5,000
342.40.00	FIRE DEPARTMENT INSPECTIONS	16,200
342.60.00	AMBULANCE SERVICES	1,600,000
345.10.01	INTERLOCAL RESOURCE OFFICER SUPPORT	86,000
345.10.02	INTERLOCAL EMBEDDED SOCIAL WORKER	66,000
345.22.00	PROPERTY CLEAN UP/NUISANCE CONTROL	2,000
345.70.00	INTERLOCAL COMMUNITY SERVICE - TV 10	22,500
345.70.02	INTERLOCAL - INFORMATION SERVICES	7,200
345.70.06	FIBER OPTIC SERVICES	34,343
345.81.00	ZONING AND SUBDIVISION FEES	49,000
345.81.01	TECHNOLOGY PERMIT FEES	45,000
345.83.01	PLAN CHECK FEES	4,900
345.89.00	DEVELOPMENT REIMBURSED FEES	160,000
345.89.02	PUBLICATION REIMBURSEMENT	8,000
347.90.01	TECHNOLOGY FEE - FIRE DEPARTMENT	4,000
349.14.00	ADMIN. OVERHEAD CHARGES	1,505,932
349.32.01	INTERFUND ENGINEERING SERVICES	506,372
	Total CHARGES FOR SERVICES	4,396,772
350	FINES AND FORFEITS	
351.50.00	INVESTIGATIVE FUND ASSESSMENT (DUI)	4,000
352.30.00	MANDATORY INSURANCE COST	500
353.10.00	TRAFFIC INFRACTION PENALTIES	75,000
353.70.00	NON-PARKING INFRACTION PENALTY	7,000
354.00.00	PARKING INFRACTION PENALTIES	65,000
355.20.00	DUI PENALTIES	25,000

Revenue Estimates
CITY OF MOUNT VERNON

001	GENERAL FUND	2020
<u>Account Number</u>		<u>Council Adopted</u>
355.80.00	CRIMINAL TRAFFIC MISDEMEANOR	25,000
356.90.00	CRIMINAL NON - TRAFFIC PENALTIES	35,000
357.33.00	PUBLIC DEFENSE COST	1,000
357.34.00	WARRANT FEE	8,000
357.35.00	COURT INTERPRETER COST	2,000
359.91.00	POLICE FALSE ALARMS FEES	4,000
359.91.01	FIRE FALSE ALARMS FEES	10,000
	Total FINES AND FORFEITS	261,500
360	MISCELLANEOUS REVENUES	
361.10.00	INTEREST EARNINGS	190,000
361.40.00	INTEREST ON SALES TAX RECEIVABLE	20,000
361.40.01	INTEREST - MUNICIPAL COURTS	15,000
362.50.00	PARKING LOT LEASE	3,800
362.52.00	OTHER LEASES	100,000
362.55.00	FACILITY RENTALS	30,000
369.30.00	CONFISCATED & FORFEITED PROPERTY	10,000
369.40.01	COURT ORDERED RESTITUTION	4,500
369.90.00	MISCELLANEOUS REVENUE	60,000
369.93.00	NSF CHECK CHARGE	800
	Total MISCELLANEOUS REVENUES	434,100
390	OTHER FINANCING SOURCES	
397.00.00	OPERATING TRANSFERS-IN	266,000
	Total OTHER FINANCING SOURCES	266,000
	Total GENERAL FUND	<u>30,077,514</u>

Department: City Council (001-01)

City Mission Statement:

We provide professional, efficient services to create a lifetime positive difference for our Community.

City Vision Statement:

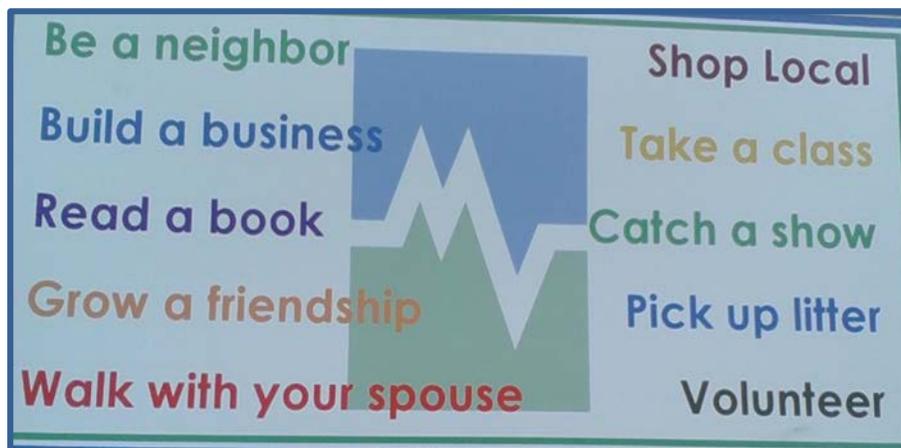
Mount Vernon is a City that is characterized by a “hometown” atmosphere where Residents and Government work together in a trusting environment.

- We value open and candid two way communication with our public. We listen to their ideas and concerns and respond promptly to provide information, services, and referrals.
- We solve problems. We see change as an opportunity.
- We respect and trust one another and are committed to a foundation of kind and dignified service.
- We believe that teamwork is the ultimate advantage.

We encourage personal and economic vitality and pride in our accomplishments.

We promote cooperation with our neighbors to create a greater community that is a preferred place to live, work and play.

	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Projected 2020
Mount Vernon Population	33,730	34,359	34,359	35,740	36,455
Total Assessed Value of Taxable Property	\$2.66 billion	\$2.83 billion	\$3.12 billion	\$3.51 billion	\$3.81 billion
City of MV levy rate (includes voted debt)	\$2.82	\$2.70	\$2.43	\$2.22	\$2.11
Property tax new construction revenue added	\$102,000	\$108,658	\$127,752	\$102,704	\$131,233
New construction value added	\$34.0 million	\$40.3 million	\$49.5 million	\$42.2 million	\$59.0 million



**Approved Expenditures
CITY OF MOUNT VERNON**

Account Number	2020 Council Adopted
001 GENERAL FUND	
01 CITY COUNCIL	
511 CITY COUNCIL	
511.30.4180 LEGAL PUBLISHING	14,000
511.60.1100 SALARIES AND WAGES	100,800
511.60.2100 SOCIAL SECURITY	7,711
511.60.2300 LABOR AND INDUSTRIES	377
511.60.3110 OFFICE SUPPLIES	6,000
511.60.4230 POSTAGE	50
511.60.4310 TRAVEL	1,000
511.60.4912 DUES CONFERENCE & TUITION	1,000
511.60.4979 DUES - ASSOC. OF WA CITIES	26,553
Total CITY COUNCIL	157,491
558 COMMUNITY PLANNING & ECONOMIC DEVELOPMENT	
558.70.4971 ECON. DEVELOP. ASSN. - SKAGIT	10,000
Total COMMUNITY PLANNING & ECONOMIC DEVELOPMENT	10,000
565 SOCIAL SERVICES	
565.40.5220 FRIENDSHIP HOUSE CONTRIBUTION	3,500
565.50.5215 SKAGIT DOMESTIC VIOLENCE	3,500
Total SOCIAL SERVICES	7,000
569 AGING & DISABILITY SERVICES	
569.11.5217 SKAGIT CO. SENIOR SERVICES	57,165
Total AGING & DISABILITY SERVICES	57,165
Total CITY COUNCIL	231,656

Department: Municipal Court (001-02)

Department Overview:

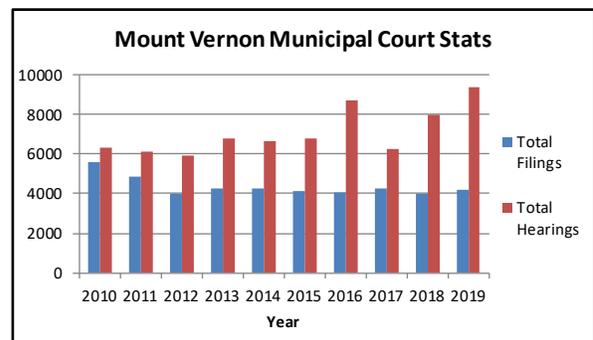
The Municipal Court's function is to effectively, efficiently and expeditiously perform case management and disposition. It records all statistical and financial data for state reporting. Mount Vernon Municipal Court contracts with Skagit County District Court for three court clerk positions and for court judicial administrative services.

Department Goals:

1. To continue to work cooperatively with Skagit County District Court to provide for a high functioning Municipal Court.
2. To maintain a high level of customer service to the public.
3. To remain current on the workload.
4. To dispense justice in an expeditious, efficient and effective manner.
5. To remain the storehouse of information for criminal history data dissemination as required by law.

Expenditure Line Item Detail	Amount
Professional Services	
001.02.512.50.4110 Interpreter Services	24,660
001.02.512.50.4110 Secure document shredding services	600
001.02.512.50.4110 Court Security Officer	6,240
001.02.523.30.4156 Probation Services - Skagit County	<u>90,000</u>
Total Professional Services	121,500
Intergovernmental Services	
001.02.512.50.5115 Skagit County District Court:	
Judicial services	161,138
Court judicial administrative services and clerk staffing	<u>265,624</u>
Total Intergovernmental Services	426,762

Municipal Court Statistics	2015 Actuals	2016 Actuals	2017 Actuals	2018 Actuals	2019 Actuals
Infractions Filed	870	534	581	447	461
Parking Citations Filed	2,232	2,447	2,649	2,561	2,765
DUI Filings	61	62	69	77	91
Criminal Traffic Filings	161	212	250	182	145
Criminal Non-traffic Filings	829	793	702	752	714
Total Filings	4,153	4,048	4,251	4,019	4,176
Infraction Hearings	399	347	258	346	589
Criminal Hearings	6,368	8,338	5,981	7,655	8,805
Jury Trials	16	15	20	-	8
Non-jury Trials	-	-	-	1	-
Total Hearings	6,783	8,700	6,259	8,002	9,402



**Approved Expenditures
CITY OF MOUNT VERNON**

001	GENERAL FUND	
02	MUNICIPAL COURT	
		2020
Account Number		Council Adopted
512	MUNICIPAL COURT	
512.50.2300	LABOR AND INDUSTRIES	50
512.50.3110	OFFICE SUPPLIES	5,000
512.50.4110	PROFESSIONAL SERVICES	31,500
512.50.4230	POSTAGE	8,000
512.50.4544	MACHINE RENTAL	5,000
512.50.4840	MAINTENANCE CONTRACT - SOFTWARE	1,350
512.50.4988	PETIT JURY & WITNESS FEES	5,800
512.50.5115	SKAGIT CO. DISTRICT COURT	426,762
Total	MUNICIPAL COURT	483,462
523	DETENTION AND/OR CORRECTIONS	
523.30.4156	PROBATION SERVICES	90,000
Total	DETENTION AND/OR CORRECTIONS	90,000
Total	MUNICIPAL COURT	573,462

Department: Mayor (001-03)

Department Overview:

Per applicable RCW, the Mayor shall be the chief executive and administrative officer of the City, in charge of all departments and employees, with authority to designate assistants and department heads. The Mayor may appoint and remove a chief administrative officer or assistant administrative officer, if so provided by ordinance or charter. She shall see that all laws and ordinances are faithfully enforced and that law and order is maintained in the City, and shall have general supervision of the administration of City government and all City interests. All official bonds and bonds of contractors with the City shall be submitted to the Mayor or such person as she may designate for approval or disapproval. She shall see that all contracts and agreements made with the City or for its use and benefit are faithfully kept and performed, and to this end she may cause any legal proceedings to be instituted and prosecuted in the name of the City, subject to approval by majority vote of all members of the Council. The Mayor shall preside over all meetings of the City Council, when present, but shall have a vote only in the case of a tie in the votes of the Councilmembers with respect to matters other than the passage of any ordinance, grant, or revocation of franchise or license, or any resolution for the payment of money. She shall report to the Council concerning the affairs of the City and its financial and other needs, and shall make recommendations for Council consideration and action. She shall prepare and submit to the Council a proposed budget, as required by chapter [35A.33](#) RCW. The Mayor shall have the power to veto ordinances passed by the Council and submitted to him as provided in RCW [35A.12.130](#) but such veto may be overridden by the vote of a majority of all Councilmembers plus one more vote. The mayor shall be the official and ceremonial head of the City and shall represent the City on ceremonial occasions, except that when illness or other duties prevent the Mayor's attendance at an official function and no Mayor pro tempore has been appointed by the Council, a member of the Council or some other suitable person may be designated by the Mayor to represent the City on such occasion.

Department Goals:

1. Complete 2020 Strategic Goals work plan in categories of Infrastructure, Healthy Neighborhoods, Good Place for Investment, and Operations.
2. Continue to work with all parties relative to building the Mount Vernon Library Commons, Fire Station 1, Safety remodels of Fire Stations 2 & 3, and the City Shop.
3. Continue to enhance the "First Impressions" of the City, with an emphasis on gateways, for the purpose of reduction of crime, promoting citizen pride and enhanced economic opportunities.
4. Continue to engage with the public via such methods as Mayor's Message and TV-10 for the purpose maximizing public awareness of City activities.
5. Continue to emphasize and work on City-wide Economic Development activities.

Personnel Staffing Summary:

Position/ Title	Actual 2018	Actual 2019	Department Request 2020	Approved 2020
Full Time Employees:				
Mayor	1	1	1	1
Project Development Manager	1	1	1	1
Administrative Assistant	1	1	1	1
Department Total	3	3	3	3

Department Service Measures:

Manage and oversee the accomplishment of goals and objectives throughout the City organization

**Approved Expenditures
CITY OF MOUNT VERNON**

001	GENERAL FUND	
03	MAYOR	
		2020
Account Number		Council Adopted
513	MAYOR	
513.10.1100	SALARIES AND WAGES	281,986
513.10.1200	SALARY PART-TIME EMPLOYEES	5,000
513.10.1300	OVERTIME	100
513.10.2100	SOCIAL SECURITY	21,962
513.10.2200	RETIREMENT	35,464
513.10.2300	LABOR AND INDUSTRIES	972
513.10.2400	HEALTH INSURANCE	45,705
513.10.3110	OFFICE SUPPLIES	4,500
513.10.3134	OFFICE EQUIPMENT	500
513.10.4182	ADVERTISING	250
513.10.4212	CELLULAR PHONES	1,500
513.10.4230	POSTAGE	200
513.10.4310	TRAVEL	2,500
513.10.4830	EQUIPMENT MAINTENANCE	400
513.10.4911	PRINTING	800
513.10.4967	NEWSLETTER/COMMUNITY DEVELOPMENT	2,500
513.10.4977	MAYOR'S DISCRETIONARY EXPENSES	4,500
513.10.4980	DUES SUBSCRIPTIONS & MEMBERSHIPS	100
513.10.4982	TUITION & REGISTRATION	4,000
513.10.5120	SCOG - SKAGIT COUNCIL OF GOVERNMENTS	28,464
Total	MAYOR	441,403

Department: Finance (001-04)

Department Overview:

The mission of the Finance Department is to provide the City with financial planning, to maintain financial operations, to provide continued improvement to existing financial systems and to maintain fiscal viability of the City as a whole. The Finance Department prepares and monitors budgetary and financial information for the City. Which includes analysis of internal services, user rate analysis, revenue forecasting, preparation of operating and capital budgets, analyzing optimal fund balances, and reserve requirements, and preparing various reports and analysis required by the City and other State and Federal agencies. The Finance Department is also in charge of providing cash, debt, investment management services, and administers the billing system for sewer, solid waste and surface water utilities.

The Finance Department mission is to be responsive, helpful, and efficient in serving the citizens, elected officials, and the other departments in the City of Mount Vernon. The Finance Department is committed to the highest level of financial management and accountability. The Department processes all payroll, payment of bills for the City, as well as provides billing, receipting, account management, and answers daily service calls for our 9000 plus utility customers. Other functions and responsibilities of the Finance Department include issuance of business licenses and all functions of the City Clerk; including setting City Council meeting agendas, managing public records requests, maintaining original files and database records for all ordinances, resolutions, City Council minutes, contracts, and deeds.

Department Goals:

1. Assure fiscal responsibility for the City; providing accurate and timely information to the Mayor, Council, and Departments.
2. Continually find ways to operate at high levels of productivity and maintain high levels of service.
3. Continue to seek ways to expand e-government applications to gain efficiencies and provide improved service, both internally and externally.
4. Continually enhance and strive for sound financial management: maximization of investments, yield on long-term portfolio, and short term/liquid investing.
5. Continue to streamline and improve upon all aspects of the budget process; including process improvement, communication, and reporting.
6. Continue to provide training to departments on the City's financial system; resulting in increased efficiencies and enhanced budget management by having key information immediately accessible from their desktops.
7. Continue to train and improve on the public record request process and software and develop a sound and efficient records management process utilizing full functionality of the city records management software.

Personnel Staffing Summary:

Position/ Title	Actual 2018	Actual 2019	Department Request 2020	Approved 2020
Full Time Employees:				
Finance Director	1	1	1	1
Assistant Finance Director	1	1	1	1
Records Manager	1	1	1	1
Payroll Specialist	1	1	1	1
Accountant	1	1	1	1
Accounting Tech I, II and III	3	3	3	3
Full Time Total	8	8	8	8
Part Time Total	3	1	1	1

Department Service Measures:

	Actual 2017	Actual 2018	Estimated 2019	Projected 2020
Utility Customers – Residential & Multi-Family	9,398	9,292	9,624	9,674
Utility Customers – Commercial	1,112	1,136	1,204	1,204
Electronic Utility Payments	56,750	60,950	65,208	66,000
Business Licenses	2,322	2,400	2,500	2,550
Invoices Processed	11,600	9,700	11,381	11,750



**Approved Expenditures
CITY OF MOUNT VERNON**

001 GENERAL FUND
04 FINANCE AND ADMINISTRATION

<i>Account Number</i>	<i>2020 Council Adopted</i>
514 FINANCIAL AND RECORDS SERVICE	
514.23.1100 SALARIES AND WAGES	623,156
514.23.1200 SALARY PART-TIME EMPLOYEES	21,185
514.23.1300 OVERTIME	5,000
514.23.2100 SOCIAL SECURITY	49,674
514.23.2200 RETIREMENT	83,505
514.23.2300 LABOR AND INDUSTRIES	2,664
514.23.2400 HEALTH INSURANCE	97,151
514.23.3110 OFFICE SUPPLIES	8,000
514.23.4110 PROFESSIONAL SERVICES	5,000
514.23.4121 STATE EXAMINER AUDITING	39,000
514.23.4212 CELLULAR PHONES	730
514.23.4230 POSTAGE	3,000
514.23.4310 TRAVEL	7,000
514.23.4544 MACHINE RENTAL	5,600
514.23.4610 PERFORMANCE BOND	1,827
514.23.4840 MAINTENANCE CONTRACT - SOFTWARE	39,104
514.23.4911 PRINTING	3,500
514.23.4915 COMPUTER SOFTWARE	4,000
514.23.4943 GFOA CERTIFICATE	450
514.23.4980 DUES SUBSCRIPTIONS & MEMBERSHIPS	400
514.23.4982 TUITION & REGISTRATION	5,000
Total FINANCE AND ADMINISTRATION	1,004,946

Department: Attorney (001-05)

Department Overview:

The City Attorney's Office consists of the City Attorney, Assistant City Attorney/City Prosecutor, Part-Time Assistant City Attorney, two paralegals, and one part-time legal assistant. Among the responsibilities and functions of the City Attorney's office are:

1. to resolve legal questions which arise during the development and implementation of City projects and programs;
2. to review and approve all ordinances as to form, and draft the same as requested; to review state and federal legislation in order to ensure compliance between state/federal law and local ordinances;
3. to analyze legal trends in order to present alternatives to Mayor, City Council and various City departments concerning issues facing the City;
4. to represent or manage the representation of the City in all actions brought by or against the City or against City officials in their official capacity, in state and federal court, excluding only those actions in which a complete defense is provided by the City's insurance risk pool;
5. to participate, monitor, and cooperate with counsel for the City's risk pool in all claims brought against the City;
6. to attend all scheduled meetings of the City Council, and various boards, commissions, and other City groups as requested;
7. to prosecute, or supervise the prosecution of, all criminal cases in which the City is a party including providing policy direction and technical advice to the Assistant City Attorney/ City Prosecutor to ensure the proper and effective handling of that individual's work;
8. to draft such documents as may from time to time be required in the course of City business, including ordinances and resolutions, real property conveyances, contracts, and notices. Supervise and review such legal documents ensuring compliance with local, state and federal law and adequate legal protection of the City;
9. to examine all conveyance of real property or interests therein made by, or to, the City;
10. to answer inquiries from citizens and the press for information concerning City matters and review all public records requests to ensure compliance with state law, and protect against the inadvertent disclosure of records that are exempt from disclosure; and
11. to provide training to City staff members and others pertaining to legal matters.

Personnel Staffing Summary:

Position/ Title	Actual 2018	Actual 2019	Department Request 2020	Mayor Recommend 2020
Full Time Employees:				
City Attorney	1	1	1	1
Asst. City Attorney/Prosecutor	1	1	1	1
Paralegal	2	2	2	2
Department Total	4	4	4	4
Part-time Total	1	2	2	2

Department Service Measures:

	Actual 2017	Actual 2018	Estimated 2019	Projected 2020
Contracts drafted	87	94	94	90
Ordinances written/reviewed	27	26	26	16
Active Court Cases	3	7	5	4
Claims against the City	12	13	13	16

**Approved Expenditures
CITY OF MOUNT VERNON**

**001 GENERAL FUND
05 CITY ATTORNEY**

<i>Account Number</i>	<i>2020 Council Adopted</i>
515 LEGAL	
515.30.1100 SALARIES AND WAGES	381,165
515.30.1200 SALARY PART-TIME EMPLOYEES	60,898
515.30.1300 OVERTIME	500
515.30.2100 SOCIAL SECURITY	33,856
515.30.2200 RETIREMENT	51,530
515.30.2300 LABOR AND INDUSTRIES	1,528
515.30.2400 HEALTH INSURANCE	79,143
515.30.3108 LEGAL PUBLICATIONS	17,000
515.30.3110 OFFICE SUPPLIES	5,500
515.30.3134 OFFICE EQUIPMENT	100
515.30.4110 PROFESSIONAL SERVICES	30,000
515.30.4212 CELLULAR PHONES	800
515.30.4230 POSTAGE	600
515.30.4310 TRAVEL	3,000
515.30.4544 MACHINE RENTAL	5,900
515.30.4810 REPAIRS AND MAINTENANCE	300
515.30.4912 DUES CONFERENCE & TUITION	2,000
515.30.4924 COURT COSTS	1,500
515.30.4981 PROFESSIONAL DUES	1,750
Total CITY ATTORNEY	677,070

Department: Human Resources (001-06)

Department Overview:

The Human Resources Department provides leadership, direction and support to city departments, serving 225 full time employees and 50 part-time employees (including 2019 employee additions). The department is responsible for recruitment and selection management, administering employee benefit programs, coordinating and delivering citywide training and workforce development, designing and administering a fair, equitable, and market driven compensation management system and providing for the consistent and uniform administration of collective bargaining agreements. The Human Resources Department also develops occupational health and safety programs and monitors compliance with established safety standards, administers drug-free workplace program, and ensures fair and equal treatment of employees and applicants. In addition, the Human Resources Department actively administers the Civil Service and LEOFF Board processes.

Department Goals:

1. Provide administrative support services, policy direction, and leadership to Directors and management staff to achieve City personnel objectives.
2. Increase employee training using Target Solutions software.
3. Establish city-wide employee credential process in Target Solutions.
4. Continue to review and update employee job descriptions.
5. Analyze current health care plans offered to employees and recommend changes for following year to reduce costs while providing an attractive benefit package to employees and future employees.
6. Continue to promote open lines of communication with City employees and labor unions in order to resolve labor issues before escalation occurs.
7. Facilitate the attraction and retention of quality candidates and long-term employees.

Personnel Staffing Summary:

Position/ Title	Actual 2018	Actual 2019	Department Request 2020	Mayor Recommend 2020
Full Time Employees:				
Human Resources Director	1	1	1	1
Human Resources Analyst	1	1	1	1
Full Time Total	2	2	2	2
Part Time Total	0	0	0	0

Department Service Measures:

	Actual 2016	Actual 2017	Actual 2018	Projected 2019
New Positions Filled	3	4	6	25
Replacement Positions Filled	12	17	13	15
Part-Time Positions Filled	27	15	28	17
LEOFF I Retiree Benefit Administration (# of retirees)	22	21	21	20
Professional Training Classes Offered	3	4	4	4
Healthcare Insurance Management (# of Employees)	188	194	191	228
Union Contract Negotiated	2	3	2	3
Arbitrations/ ULP's/ Hearings/ Mediations/Grievances	1	4	1	1
Worker's Compensation Management (#of Injuries)	25	21	12	20
Family Medical Leave Act Oversight (# of Employees)	22	6	5	7

**Approved Expenditures
CITY OF MOUNT VERNON**

001	GENERAL FUND	
06	HUMAN RESOURCES	2020
<u>Account Number</u>		<u>Council Adopted</u>
517	EMPLOYEE BENEFIT PROGRAMS	
517.21.2911	HEALTH INSURANCE - RETIRED	75,190
517.21.2912	MEDICAL CLAIMS - LEOFF I	15,000
517.22.2911	HEALTH INSURANCE - RETIRED	92,700
517.22.2912	MEDICAL CLAIMS - LEOFF I	18,000
517.90.2400	HEALTH INSURANCE	80,000
517.90.2401	OTHER PERSONNEL BENEFITS	16,500
517.90.2510	L&I RETRO PROGRAM	43,871
517.90.2520	EMPLOYEE WELLNESS	6,000
517.90.2530	EMPLOYEE RECOGNITION	2,000
517.90.2700	UNEMPLOYMENT COMPENSATION	15,000
Total	EMPLOYEE BENEFIT PROGRAMS	364,261
518	CENTRAL SERVICES	
518.10.1100	SALARIES AND WAGES	179,057
518.10.2100	SOCIAL SECURITY	13,698
518.10.2200	RETIREMENT	23,027
518.10.2300	LABOR AND INDUSTRIES	623
518.10.2400	HEALTH INSURANCE	38,026
518.10.3110	OFFICE SUPPLIES	2,600
518.10.4110	PROFESSIONAL SERVICES	28,000
518.10.4119	ARBITRATION/NEGOTIATION COSTS	10,000
518.10.4173	EMPLOYEE DRUG TESTING	5,500
518.10.4174	PHYSICAL EXAMINATIONS	4,000
518.10.4182	ADVERTISING	2,500
518.10.4212	CELLULAR PHONES	720
518.10.4230	POSTAGE	100
518.10.4310	TRAVEL	1,500
518.10.4840	MAINTENANCE CONTRACT - SOFTWARE	18,198
518.10.4923	HIRING COSTS	2,000
518.10.4980	DUES SUBSCRIPTIONS & MEMBERSHIPS	583
518.10.4982	TUITION & REGISTRATION	2,100
518.11.3110	OFFICE SUPPLIES	50
518.11.4110	PROFESSIONAL SERVICES	1,500
518.11.4182	ADVERTISING	2,000
518.11.4230	POSTAGE	100
518.14.3120	TRAINING MATERIALS	100
518.14.4110	PROFESSIONAL SERVICES	1,000
Total	CENTRAL SERVICES	336,982
597	OPERATING TRANSFERS-OUT	
597.00.0000	OPERATING TRANSFERS-OUT	10,000
Total	OPERATING TRANSFERS-OUT	10,000
Total	HUMAN RESOURCES	711,243

Department: General Facilities (001-07)

Department Overview:

The General Facilities Division is comprised of two full time and one part-time custodians. At the present time the Director of Development Services acts as the Facility Coordinator and executes day-to-day maintenance activities, program and process all preventative maintenance activities and maintain a long term Facility Renewal Program that includes 6-Year Facility Capital Improvement Program, in-year Facility Renewal Project Development & Management, and address emergent Facility Renewal activities. These services include daily cleaning, routine, preventive and emergent maintenance for all major building systems (i.e. heating, ventilation and air conditioning, electrical, plumbing, landscaping, etc.). In future budget requests/cycles, the department would like to entertain the creation of a FTE Facility Coordinator position. Additionally, custodians conduct and perform facility opening, vandalism checks, safety/health/welfare inspections, logistic/supply functions, assistance to other departments during special events/activities, and are a conduit for Facility Dude work orders that require routine, preventative or emergent response.

Preventative maintenance actions/activities are required to maximize the useful life of the building systems such as heating and ventilation, roofs, and electrical systems. Scheduled inspections, services and system component repairs, and replacements will provide an Annual Material Condition Rating for each system within a facility and develop a long term replacement program/plan so that city staff can utilize to incorporate energy efficient sustainable new technologies and replace equipment that is obsolete or has reached/surpassed its service life.

Department Goals:

1. Provide healthy and safe work environments for employees and citizens of Mount Vernon.
2. Perform routine, preventative and emergent maintenance actions/activities on buildings.
3. Implement energy conservation measures throughout all City of Mount Vernon maintained buildings.
4. Respond to complaints and maintenance issues in a timely manner.
5. Develop a long term Facility Renewal Program that identifies Internal, External, Electrical and HVAC requirements.

Personnel Staffing Summary:

Position/ Title	Actual 2017	Actual 2018	Department Request 2019	Mayor Recommend 2019
Full Time Employees:				
Custodian	2	2	2	2
Part Time Admin Asst	1	1	1	1
Department Total	3	3	3	3

**Approved Expenditures
CITY OF MOUNT VERNON**

001	GENERAL FUND	
07	GENERAL FACILITIES	
		2020
Account Number		Council Adopted
518	CENTRAL SERVICES	
518.30.1100	SALARIES AND WAGES	99,006
518.30.1300	OVERTIME	5,000
518.30.2100	SOCIAL SECURITY	7,957
518.30.2200	RETIREMENT	13,375
518.30.2300	LABOR AND INDUSTRIES	4,502
518.30.2400	HEALTH INSURANCE	37,362
518.30.3110	OFFICE SUPPLIES	3,500
518.30.3134	OFFICE EQUIPMENT	25,000
518.30.3500	MINOR TOOLS/EQUIPMENT	2,400
518.30.4110	PROFESSIONAL SERVICES	5,800
518.30.4210	TELEPHONE	10,000
518.30.4212	CELLULAR PHONES	850
518.30.4400	LEASEHOLD EXCISE TAX PAYMENTS	3,200
518.30.4483	DRAINAGE/DIKE TAX	30,000
518.30.4542	VEHICLE REPAIRS	1,542
518.30.4543	EQUIPMENT RENTAL & RESERVE	25,490
518.30.4640	MISC. PERILS/PROPERTY LOSS INSURANCE	25,930
518.30.4810	REPAIRS AND MAINTENANCE	25,000
518.30.4840	MAINTENANCE CONTRACT - SOFTWARE	40,000
518.30.4912	DUES CONFERENCE & TUITION	2,400
518.30.4913	LAUNDRY	1,500
518.30.4982	TUITION & REGISTRATION	400
518.30.6310	OTHER IMPROVEMENTS	5,100
518.32.3111	OPERATING SUPPLIES	5,400
518.32.4700	PUBLIC UTILITY SERVICES	65,000
518.32.4810	REPAIRS AND MAINTENANCE	25,000
518.32.4821	MAINTENANCE CONTRACTS	50,000
518.37.3111	OPERATING SUPPLIES	1,800
518.37.4700	PUBLIC UTILITY SERVICES	7,200
518.37.4810	REPAIRS AND MAINTENANCE	5,800
518.37.4821	MAINTENANCE CONTRACTS	3,300
Total	CENTRAL SERVICES	538,814
521	LAW ENFORCEMENT	
521.50.3111	OPERATING SUPPLIES	12,000
521.50.4700	PUBLIC UTILITY SERVICES	66,000
521.50.4810	REPAIRS AND MAINTENANCE	19,800
521.50.4821	MAINTENANCE CONTRACTS	25,000
Total	LAW ENFORCEMENT	122,800

**Approved Expenditures
CITY OF MOUNT VERNON**

Account Number	2020 Council Adopted
001 GENERAL FUND	
07 GENERAL FACILITIES	
522 FIRE CONTROL	
522.50.3111 OPERATING SUPPLIES	4,000
522.50.4700 PUBLIC UTILITY SERVICES	36,000
522.50.4810 REPAIRS AND MAINTENANCE	12,500
Total FIRE CONTROL	52,500
572 LIBRARIES	
572.50.3111 OPERATING SUPPLIES	6,000
572.50.4700 PUBLIC UTILITY SERVICES	2,200
572.50.4810 REPAIRS AND MAINTENANCE	8,000
572.50.4821 MAINTENANCE CONTRACTS	5,650
Total LIBRARIES	21,850
576 PARKS FACILITIES	
576.80.4700 PUBLIC UTILITY SERVICES	122,500
Total PARKS FACILITIES	122,500
Total GENERAL FACILITIES	858,464

Department: Police (001-08)

Department Overview:

Introduction: The Police Department's mission is to consistently seek and find ways to affirmatively promote, preserve, and deliver a feeling of security, safety, and productive, quality service to citizens and visitors of the community. Several years ago, the Police Department designed a work plan built around the strategic principles of prevention, exchange, adaptability and shared responsibility. These principles complement the established approach and priorities of the City and its City Council. Furthermore, they have helped solidify the interactions between police, the public, and the various City departments. The Department's philosophical approach to doing business requires the direct involvement of residents and business owners in identifying and solving problems related to crime, fear of crime, and neighborhood degradation. The Department focuses on a number of key priorities intended to have the greatest chance of impacting outcomes in a desired way. These priorities include rapid response to emergencies, aggressive crime fighting, high visibility, partnering in neighborhood problem solving, creating an atmosphere of trust, transparency, and fairness, emphasizing prevention as the central strategy of operations, and adherence to strict standards of conduct and ethics. These strategies and priorities have served as the foundation for policy development, organizational structure and function, resource allocation and operations.



Organization Profile: To best provide our public with meaningful service, safety, and security, the Department continually evaluates and adjusts the organizational structure. The Department has a traditional rank structure or chain of command; however, it manages its responsibilities with fewer bureaucratic tiers. Operational decisions are made at all levels. A supervisor's role is essentially that of a quality control manager and not simply a final voice of approval for staff decisions. Employees at all levels are trained and expected to make quality decisions that will contribute to improved neighborhood conditions and overall safety for all citizens and visitors.



The Department is comprised of two functional areas, or bureaus. These Bureaus (Operations and Services) are each comprised of three Divisions. Division-level oversight is the responsibility of mid-managers; in most cases lieutenants. To accomplish the current level of service, the Department maintains a workforce of 46 commissioned officers, 3 limited commission officers, 1 park ranger, 9.5 (10 proposed for 2020) support staff, 1 outreach coordinator and approximately 50 volunteers.

Department Mission:

To consistently seek and find ways to affirmatively promote, preserve, and deliver a feeling of security, safety, and productive, quality services to citizens and visitors of our community.

Department Goals:

1. To decrease the amount of actual and perceived criminal activity and other threats to public safety.
2. To deliver the type of police service consistent with community needs and the ideals of contemporary policing practices.
3. To create community-wide awareness of crime problems and methods of increasing police and resident ability to deal with actual and/or potential criminal activity.
4. To maintain a commitment to community-based policing principles as an effective means to attaining the Department Mission and ultimately the Department Vision.
5. To recognize no two neighborhoods are exactly alike and to design our policing function, approaches, and deployment to meet the needs of each neighborhood.

Personnel Staffing Summary:

Position/ Title Full Time Employees:	Actual 2018	Actual 2019	Department Request 2020	Mayor Recommend 2020
Chief of Police	1	1	1	1
Lieutenant	3	3	3	3
Sergeant	6	6	6	6
Police Officer	36	36	36	36
CSO	2	2	2	2
Park Ranger	1	1	1	1
Outreach Coordinator	1	1	1	1
Records Manager	1	1	1	1
Records Specialist	5	5	6	6
Administrative Assistant	1	1	1	1
Receptionist	1	1	1	1
Animal Control Officer	1	1	1	1
Investigations Secretary	1	1	1	1
Department Total	60	60	61	61
Part-time (Records Specialist)	1	1	0	0

Department Service Measures:

	Actual 2017	Actual 2018	Estimated 2019	Projected 2020
Block Watch Groups	101	101	103	101
Volunteer Hours	5,675	4,863	6,054	6,200
NIBRS Group A Incidents	3,440	3,421	3,100	3,150
Calls for Service	23,120	23,010	23,916	24,100
Violent Crimes per 1,000	2.43	2.38	2.36	2.37

**Approved Expenditures
CITY OF MOUNT VERNON**

001	GENERAL FUND	
08	POLICE DEPARTMENT	2020
Account Number		Council Adopted
521.10	POLICE ADMINISTRATION	
521.10.1100	SALARIES AND WAGES	328,508
521.10.1300	OVERTIME	750
521.10.2100	SOCIAL SECURITY	25,188
521.10.2200	RETIREMENT	21,673
521.10.2300	LABOR AND INDUSTRIES	6,626
521.10.2400	HEALTH INSURANCE	62,751
521.10.2821	UNIFORMS	2,256
521.10.2822	CLOTHING	450
521.10.3110	OFFICE SUPPLIES	4,250
521.10.4110	PROFESSIONAL SERVICES	4,850
521.10.4123	PSYCHOLOGICAL, MEDICAL, & POLYGRAPH	7,600
521.10.4137	PRE-EMPLOYMENT CHECKS	150
521.10.4183	RECRUITMENT COSTS	3,300
521.10.4220	RADIO	24,116
521.10.4221	ALARMS	2,590
521.10.4310	TRAVEL	1,750
521.10.4542	VEHICLE REPAIRS	1,084
521.10.4543	EQUIPMENT RENTAL & RESERVE	20,371
521.10.4820	GROUNDS MAINTENANCE	3,000
521.10.4912	DUES CONFERENCE & TUITION	1,250
521.10.4913	LAUNDRY	500
521.10.4915	COMPUTER SOFTWARE	51,992
521.10.4982	TUITION & REGISTRATION	10,039
521.10.4990	COLLEGE REIMBURSEMENTS	7,500
Total	POLICE ADMINISTRATION	592,544
521.11	POLICE RECORDS	
521.11.1100	SALARIES AND WAGES	409,562
521.11.1300	OVERTIME	7,268
521.11.2100	SOCIAL SECURITY	31,331
521.11.2200	RETIREMENT	51,555
521.11.2300	LABOR AND INDUSTRIES	2,181
521.11.2400	HEALTH INSURANCE	97,632
521.11.2821	UNIFORMS	1,800
521.11.3100	OFFICE & OPERATING SUPPLIES	30,000
521.11.4110	PROFESSIONAL SERVICES	101,118
521.11.4210	TELEPHONE	17,929
521.11.4212	CELLULAR PHONES	30,000
521.11.4230	POSTAGE	4,500
521.11.4310	TRAVEL	3,050
521.11.4544	MACHINE RENTAL	15,500
521.11.4546	ACCESS SYSTEM	2,400
521.11.4810	REPAIRS AND MAINTENANCE	1,000
521.11.4913	LAUNDRY	1,600
521.11.4982	TUITION & REGISTRATION	3,125
Total	POLICE RECORDS	811,551

**Approved Expenditures
CITY OF MOUNT VERNON**

001	GENERAL FUND	
08	POLICE DEPARTMENT	
		2020
Account Number		Council Adopted
521.20	PATROL OPERATIONS	
521.20.1100	SALARIES AND WAGES	2,937,232
521.20.1300	OVERTIME	290,495
521.20.2100	SOCIAL SECURITY	245,158
521.20.2200	RETIREMENT	170,519
521.20.2300	LABOR AND INDUSTRIES	101,895
521.20.2400	HEALTH INSURANCE	494,453
521.20.2410	HEALTH CLUB MEMBERSHIPS	7,500
521.20.2821	UNIFORMS	35,335
521.20.3122	K-9 SUPPLIES	1,500
521.20.3130	PATROL SUPPLIES	42,112
521.20.3131	PTO SUPPLIES	4,300
521.20.3134	OFFICE EQUIPMENT	1,150
521.20.4110	PROFESSIONAL SERVICES	1,000
521.20.4310	TRAVEL	9,700
521.20.4542	VEHICLE REPAIRS	12,469
521.20.4543	EQUIPMENT RENTAL & RESERVE	289,231
521.20.4810	REPAIRS AND MAINTENANCE	1,000
521.20.4913	LAUNDRY	4,500
521.20.4925	VEHICLE IMPOUNDMENT	12,500
521.20.4948	EXTRADITION EXPENSES	2,000
521.20.4982	TUITION & REGISTRATION	11,700
521.20.4989	SPECIAL INVESTIGATIONS	4,000
Total	PATROL OPERATIONS	4,679,749
521.21	POLICE INVESTIGATIONS	
521.21.1100	SALARIES AND WAGES	723,963
521.21.1300	OVERTIME	52,847
521.21.2100	SOCIAL SECURITY	58,881
521.21.2200	RETIREMENT	44,738
521.21.2300	LABOR AND INDUSTRIES	20,425
521.21.2400	HEALTH INSURANCE	97,444
521.21.2821	UNIFORMS	3,250
521.21.2822	CLOTHING	3,600
521.21.3111	OPERATING SUPPLIES	6,028
521.21.4310	TRAVEL	7,500
521.21.4542	VEHICLE REPAIRS	5,421
521.21.4543	EQUIPMENT RENTAL & RESERVE	59,695
521.21.4810	REPAIRS AND MAINTENANCE	400
521.21.4913	LAUNDRY	5,850
521.21.4982	TUITION & REGISTRATION	5,050
Total	POLICE INVESTIGATIONS	1,095,092

**Approved Expenditures
CITY OF MOUNT VERNON**

001	GENERAL FUND		
08	POLICE DEPARTMENT		2020
Account Number			Council Adopted
521.23	DRUG UNIT		
521.23.1100	SALARIES AND WAGES	103,163	
521.23.1300	OVERTIME	8,160	
521.23.2100	SOCIAL SECURITY	8,516	
521.23.2200	RETIREMENT	5,934	
521.23.2300	LABOR AND INDUSTRIES	3,333	
521.23.2400	HEALTH INSURANCE	21,635	
Total	DRUG UNIT		150,741
521.26	NEIGHBORHOOD POLICING		
521.26.1100	SALARIES AND WAGES	305,262	
521.26.1300	OVERTIME	22,128	
521.26.2100	SOCIAL SECURITY	24,730	
521.26.2200	RETIREMENT	17,230	
521.26.2300	LABOR AND INDUSTRIES	9,947	
521.26.2400	HEALTH INSURANCE	56,383	
521.26.2821	UNIFORMS	1,250	
521.26.3111	OPERATING SUPPLIES	2,750	
521.26.4150	TRANSLATOR	250	
521.26.4700	PUBLIC UTILITY SERVICES	3,200	
521.26.4810	REPAIRS AND MAINTENANCE	400	
521.26.4913	LAUNDRY	675	
Total	NEIGHBORHOOD POLICING		444,205
521.30	POLICE CRIME PREVENTION		
521.30.1100	SALARIES AND WAGES	324,372	
521.30.1300	OVERTIME	8,479	
521.30.2100	SOCIAL SECURITY	25,338	
521.30.2200	RETIREMENT	27,150	
521.30.2300	LABOR AND INDUSTRIES	10,831	
521.30.2400	HEALTH INSURANCE	75,389	
521.30.2821	UNIFORMS	1,200	
521.30.2822	CLOTHING	450	
521.30.3111	OPERATING SUPPLIES	10,669	
521.30.4310	TRAVEL	5,110	
521.30.4542	VEHICLE REPAIRS	4,337	
521.30.4543	EQUIPMENT RENTAL & RESERVE	42,413	
521.30.4913	LAUNDRY	800	
521.30.4982	TUITION & REGISTRATION	2,400	
Total	POLICE CRIME PREVENTION		538,938

**Approved Expenditures
CITY OF MOUNT VERNON**

001	GENERAL FUND	
08	POLICE DEPARTMENT	
		2020
Account Number		Council Adopted
521.31	PARK RANGER	
521.31.1100	SALARIES AND WAGES	56,940
521.31.1300	OVERTIME	1,000
521.31.2100	SOCIAL SECURITY	4,433
521.31.2200	RETIREMENT	7,451
521.31.2300	LABOR AND INDUSTRIES	2,209
521.31.2400	HEALTH INSURANCE	21,635
521.31.2821	UNIFORMS	1,250
521.31.3111	OPERATING SUPPLIES	2,500
521.31.4310	TRAVEL	700
521.31.4542	VEHICLE REPAIRS	542
521.31.4543	EQUIPMENT RENTAL & RESERVE	15,707
521.31.4913	LAUNDRY	600
521.31.4982	TUITION AND REGISTRATION	750
Total	PARK RANGER	115,717
521.40	POLICE TRAINING	
521.40.3111	OPERATING SUPPLIES	45,389
521.40.4110	PROFESSIONAL SERVICES	400
521.40.4991	RANGE FEES	6,783
Total	POLICE TRAINING	52,572
521.70	TRAFFIC POLICING	
521.70.1100	SALARIES AND WAGES	178,518
521.70.1300	OVERTIME	8,470
521.70.2100	SOCIAL SECURITY	14,197
521.70.2200	RETIREMENT	9,892
521.70.2300	LABOR AND INDUSTRIES	6,495
521.70.2400	HEALTH INSURANCE	43,269
521.70.2821	UNIFORMS	2,000
521.70.3111	OPERATING SUPPLIES	1,500
521.70.4310	TRAVEL	1,225
521.70.4542	VEHICLE REPAIRS	1,084
521.70.4543	EQUIPMENT RENTAL & RESERVE	16,415
521.70.4810	REPAIRS AND MAINTENANCE	300
521.70.4913	LAUNDRY	300
521.70.4920	RADAR & SPEED CALIBRATION	1,818
521.70.4982	TUITION & REGISTRATION	600
Total	TRAFFIC POLICING	286,083

**Approved Expenditures
CITY OF MOUNT VERNON**

**001 GENERAL FUND
08 POLICE DEPARTMENT**

<i>Account Number</i>	<i>2020 Council Adopted</i>
521.81 PROPERTY & EVIDENCE ROOM	
521.81.1100 SALARIES AND WAGES	62,152
521.81.1300 OVERTIME	500
521.81.2100 SOCIAL SECURITY	4,793
521.81.2200 RETIREMENT	8,057
521.81.2300 LABOR AND INDUSTRIES	2,195
521.81.2400 HEALTH INSURANCE	19,482
521.81.2821 UNIFORMS	200
521.81.3111 OPERATING SUPPLIES	6,700
521.81.4542 VEHICLE REPAIRS	1,084
521.81.4543 EQUIPMENT RENTAL & RESERVE	22,157
521.81.4810 REPAIRS AND MAINTENANCE	300
521.81.4913 LAUNDRY	675
Total PROPERTY & EVIDENCE ROOM	128,295
523.60 POLICE CARE & CUSTODY - PRISONER	
523.60.4124 EMERGENCY MEDICAL & HOSPITAL	74,000
523.60.5123 SKAGIT CO. CARE OF PRISONERS	2,000
523.60.5128 JAIL SALES TAX PASS THRU	1,394,000
523.60.5132 PRISONER TRANSPORTATION	26,795
Total POLICE CARE & CUSTODY - PRISONER	1,496,795
554.30 ANIMAL CONTROL	
554.30.1100 SALARIES AND WAGES	62,191
554.30.1300 OVERTIME	450
554.30.2100 SOCIAL SECURITY	4,792
554.30.2200 RETIREMENT	8,056
554.30.2300 LABOR AND INDUSTRIES	2,194
554.30.2400 HEALTH INSURANCE	8,390
554.30.2820 UNIFORMS & CLOTHING	650
554.30.3111 OPERATING SUPPLIES	700
554.30.4126 ANIMAL CARE & DISPOSAL	17,000
554.30.4310 TRAVEL	2,366
554.30.4542 VEHICLE REPAIRS	542
554.30.4543 EQUIPMENT RENTAL & RESERVE	39,984
554.30.4810 REPAIRS AND MAINTENANCE	150
554.30.4913 LAUNDRY	750
554.30.4982 TUITION & REGISTRATION	884
Total ANIMAL CONTROL	149,099

**Approved Expenditures
CITY OF MOUNT VERNON**

001	GENERAL FUND	
08	POLICE DEPARTMENT	
		2020
Account Number		Council Adopted
565.40	HOMELESS SERVICES	
565.40.1100	SALARIES AND WAGES	73,788
565.40.1300	OVERTIME	500
565.40.2100	SOCIAL SECURITY	5,683
565.40.2200	RETIREMENT	9,553
565.40.2300	LABOR AND INDUSTRIES	2,195
565.40.2400	HEALTH INSURANCE	8,390
565.40.2821	UNIFORMS	300
565.40.3110	OFFICE SUPPLIES	200
565.40.3111	OPERATING SUPPLIES	3,910
565.40.4110	PROFESSIONAL SERVICES	1,800
565.40.4310	TRAVEL	500
565.40.4542	VEHICLE REPAIRS	542
565.40.4543	EQUIPMENT RENTAL & RESERVE	15,707
565.40.4982	TUITION AND REGISTRATION	500
Total	HOMELESS SERVICES	123,568
Total	POLICE DEPARTMENT	<u>10,664,949</u>

Department: Fire (001-09)

Department Overview:

The MV Fire Department is responsible for fire prevention and investigation, fire suppression, emergency medical services, as well as Emergency Management for the City. This year our firefighters will respond to over 8,260 emergency and non-emergency calls. The fire department is an integral part of the community development planning process.

Department personnel respond from three stations strategically located around the geographical center of the city and from our neighboring Fire District on McLean Road. Each city station houses a fire engine staffed with a minimum of 2 personnel. In addition to the engine companies, Station 1 also houses a brush unit, support vehicle, as well as a reserve engine and reserve ambulance. Station 2 is home to the ladder truck, the Mount Vernon Medic Unit (M129), a BLS Unit (A129), a reserve engine, and the Battalion Chief. Station 3 has a front line engine and a cross staffed ALS Unit (M139). The primary engines, ladder and city ambulance are staffed with career firefighters, and the additional equipment is dependent upon career callback staffing. The department provides both Advanced and Basic life support. The Department and Fire District 2 have a joint agreement which enables us to house a third ambulance at their McLean Road headquarters. The McLean Road station is home to the Mount Vernon Medic Unit (M119). This unit covers our citizens of west Mount Vernon.

All of the Fire Department administrative matters such as permits, inspection scheduling, tours, personnel issues, payroll, and accounting are handled by the administrative assistant and the department office assistant.

The department functions under a typical paramilitary rank structure common to most fire departments in the county. Each shift is supervised by a Battalion Chief who is stationed at the headquarters station and responds to fires and multi-engine non-fire events. Each fire station is supervised by a Station Captain, who is responsible for the function of all shifts assigned to that station. Each piece of equipment has an assigned officer and operator.

Department Goals:

1. Improve our fire based EMS service by utilizing medical criteria based dispatch and closest unit based on geographic location.
2. Continue to develop and implement our comprehensive quality assurance and continuing quality improvement program for emergency medical responses.
3. Implement technologies that improve efficiencies and effectiveness of fire personnel.
4. Ensure that all personnel are achieving minimum training standards and advanced training opportunities are provided for career development.
5. Increase outside agency engagement and coordination.

Personnel Staffing Summary:

Position/ Title	Actual 2018	Actual 2019	Department Request 2020	Mayor Recommend 2020
Full Time Employees:				
Fire Chief	1	1	1	1
Assistant Fire Chief	0	1	1	1
Quality Assurance Manager	0	1	1	1
Fire Marshal	1	1	1	1
Battalion Chief	3	3	3	3
Captain	9	9	9	9
Firefighter & Firefighter Paramedic	21	36	36	36
Fire Inspector	1	1	1	1
Administrative Assistant	1	1	1	1
Office Assistant II	1	1	1	1
Department Total	38	55	55	55

Department Service Measures:

	Actual 2017	Actual 2018	Estimated 2019	Projected 2020
Number of alarms	5,733	6,102	7,122	8261
Fire Calls	172	133	130	150
Medical Calls	4013	4,283	5,090	5904
Rescue Calls	58	7	4	5
Public Assist Calls	573	437	456	529
Other Calls ¹	917	1,339	1,642	1,905
Medical Response Time in Minutes (90 th percentile) ²	8:02	8:23	10:28	9:45
Training hours	1,420	4,989	6,468	8,344
Number of Fire Inspections	3,419	4,078	5,442	6,803
Public education contacts	8,000	9,500	6,000	5,000
Number of Plan Reviews	184	199	210	220
Average Turn Around time for Plan Reviews ³	23.8	21.9	21.9	15

¹Other includes: Hazmat, Good Intent, False Alarm, Weather and Special Calls.

²Response time is based on priority response calls and is calculated from alarm time to arrival time of the first arriving unit. This time also includes the secondary response areas the City is responsible for per the EMS transport agreement.

³Plan Review Turn Around time includes plan reviews sent out to 3rd Party and delays in the review for modifications or construction builds.



Fire Department Public Outreach at Children's Art Festival

**Approved Expenditures
CITY OF MOUNT VERNON**

001	GENERAL FUND	
09	FIRE DEPARTMENT	
		2020
Account Number		Council Adopted
522.10	FIRE ADMINISTRATION	
522.10.1100	SALARIES AND WAGES	318,202
522.10.1300	OVERTIME	5,000
522.10.2100	SOCIAL SECURITY	14,731
522.10.2200	RETIREMENT	28,694
522.10.2300	LABOR AND INDUSTRIES	5,154
522.10.2400	HEALTH INSURANCE	40,462
522.10.2820	UNIFORMS & CLOTHING	3,000
522.10.3110	OFFICE SUPPLIES	7,500
522.10.3111	OPERATING SUPPLIES	50,000
522.10.3134	OFFICE EQUIPMENT	5,000
522.10.4110	PROFESSIONAL SERVICES	5,000
522.10.4123	PSYCHOLOGICAL	5,000
522.10.4230	POSTAGE	2,000
522.10.4310	TRAVEL	10,000
522.10.4544	MACHINE RENTAL	18,000
522.10.4840	MAINTENANCE CONTRACT - SOFTWARE	2,000
522.10.4980	DUES SUBSCRIPTIONS & MEMBERSHIPS	3,365
522.10.4982	TUITION & REGISTRATION	8,000
Total	FIRE ADMINISTRATION	531,108
522.12	FIRE COMMUNICATIONS	
522.12.3111	OPERATING SUPPLIES	1,000
522.12.3500	MINOR TOOLS/EQUIPMENT	500
522.12.4212	CELLULAR PHONES	14,000
522.12.4220	RADIO	24,000
522.12.4810	REPAIRS AND MAINTENANCE	3,100
522.12.4915	COMPUTER SOFTWARE	12,200
Total	FIRE COMMUNICATIONS	54,800
522.20	FIRE SUPPRESSION	
522.20.1100	SALARIES AND WAGES	835,184
522.20.1300	OVERTIME	130,000
522.20.2100	SOCIAL SECURITY	13,727
522.20.2200	RETIREMENT	50,326
522.20.2300	LABOR AND INDUSTRIES	52,524
522.20.2400	HEALTH INSURANCE	174,632
522.20.2820	UNIFORMS & CLOTHING	8,100
522.20.2824	PROTECTIVE CLOTHING	75,000
522.20.2910	PENSION SERVICES	36,000
522.20.3110	OFFICE SUPPLIES	1,000
522.20.3111	OPERATING SUPPLIES	25,000
522.20.3112	HYDRANT SUPPLIES	5,000
522.20.3113	HOSE SUPPLIES	7,500

**Approved Expenditures
CITY OF MOUNT VERNON**

001	GENERAL FUND		2020
09	FIRE DEPARTMENT		Council Adopted
Account Number			
522.20.3500	MINOR TOOLS/EQUIPMENT		10,000
522.20.4230	POSTAGE		275
522.20.4542	VEHICLE REPAIRS		22,367
522.20.4543	EQUIPMENT RENTAL & RESERVE		135,621
522.20.4810	REPAIRS AND MAINTENANCE		14,000
522.20.4913	LAUNDRY		15,000
522.20.4915	COMPUTER SOFTWARE		5,000
	Total FIRE SUPPRESSION		1,616,256
522.22	MOBILIZATION/CONTRACT REIMBURSEMENTS		
522.22.3111	OPERATING SUPPLIES		3,000
522.22.3500	MINOR TOOLS AND EQUIPMENT		500
522.22.4310	TRAVEL		2,000
522.22.4982	TUITION & REGISTRATION		500
	Total MOBILIZATION/CONTRACT REIMBURSEMENTS		6,000
522.30	FIRE PREVENTION & INVESTIGATION		
522.30.1100	SALARIES AND WAGES		247,539
522.30.1300	OVERTIME		10,000
522.30.2100	SOCIAL SECURITY		6,638
522.30.2200	RETIREMENT		22,957
522.30.2300	LABOR AND INDUSTRIES		6,955
522.30.2400	HEALTH INSURANCE		48,061
522.30.2820	UNIFORMS & CLOTHING		2,000
522.30.3111	OPERATING SUPPLIES		12,000
522.30.3500	MINOR TOOLS/EQUIPMENT		1,500
522.30.4310	TRAVEL		3,500
522.30.4810	REPAIRS AND MAINTENANCE		375
522.30.4980	DUES SUBSCRIPTIONS & MEMBERSHIPS		1,225
522.30.4982	TUITION & REGISTRATION		3,000
	Total FIRE PREVENTION & INVESTIGATION		365,750
522.45	FIRE TRAINING		
522.45.3111	OPERATING SUPPLIES		3,000
522.45.3500	MINOR TOOLS/EQUIPMENT		2,000
522.45.4110	PROFESSIONAL SERVICES		21,900
522.45.4310	TRAVEL		9,000
522.45.4810	REPAIRS AND MAINTENANCE		1,000
522.45.4982	TUITION & REGISTRATION		72,000
	Total FIRE TRAINING		108,900

**Approved Expenditures
CITY OF MOUNT VERNON**

Account Number	2020 Council Adopted
001 GENERAL FUND	
09 FIRE DEPARTMENT	
522.50 FIRE FACILITIES	
522.50.3111 OPERATING SUPPLIES	9,000
522.50.4810 REPAIRS AND MAINTENANCE	30,000
522.50.4811 BUILDING & GROUNDS MAINTENANCE	7,000
Total FIRE FACILITIES	46,000
522.70 AMBULANCE SERVICES	
522.70.1100 SALARIES AND WAGES	3,890,322
522.70.1300 OVERTIME	450,000
522.70.2100 SOCIAL SECURITY	61,713
522.70.2200 RETIREMENT	232,692
522.70.2300 LABOR AND INDUSTRIES	234,444
522.70.2400 HEALTH INSURANCE	817,254
522.70.2820 UNIFORMS & CLOTHING	35,000
522.70.3110 OFFICE SUPPLIES	1,000
522.70.3111 OPERATING SUPPLIES	125,000
522.70.3126 EMS OPERATING SUPPLIES	25,000
522.70.3500 MINOR TOOLS AND EQUIPMENT	5,000
522.70.4110 PROFESSIONAL SERVICES	90,000
522.70.4310 TRAVEL	8,000
522.70.4542 VEHICLE REPAIRS	5,592
522.70.4543 EQUIPMENT RENTAL & RESERVE	190,850
522.70.4913 LAUNDRY	6,000
522.70.4982 TUITION & REGISTRATION	60,800
Total AMBULANCE SERVICES	6,238,667
525.10 EMERGENCY OPERATIONS CENTER	
525.10.3110 OFFICE SUPPLIES	500
525.10.3116 OPERATING SUPPLIES - EOC	8,600
525.10.4110 PROFESSIONAL SERVICES	1,720
Total EMERGENCY OPERATIONS CENTER	10,820
594.22 CAPITAL EXPENDITURES - FIRE	
594.22.6311 FACILITY IMPROVEMENTS	83,500
Total CAPITAL EXPENDITURES - FIRE	83,500
Total FIRE DEPARTMENT	9,061,801

Department: Public Works/Engineering (001-11)

Department Overview:

Public Works/Engineering is comprised of the staff and resources of the Capital Programs Division, Program Coordination Division, and Administrative Services within the Public Works Department. The purpose of these divisions is to (1) provide general oversight and administrative services to the public works department, (2) identify and implement public works capital projects and infrastructure programs for the City, (3) provide engineering and public works management services to the City, and (4) support fiber optic infrastructure and expansion plans, in collaboration with IS.

Department Goals:

1. Complete construction on the widening of College Way under I-5 and the 30th & College Way Signal projects. Design the Complete Streets project and begin construction in late 2020 or 2021. Design the Freeway Drive project. Continue the City's street maintenance program at maximum level feasible with available REET and TBD funds.
2. Continue implementation of infrastructure maintenance projects and programs. For example, sewer and storm system restoration and inspection programs.
3. Complete design of first phase of new City Shop and begin its construction.
4. Continue to improve the quality of City's GIS data and broaden pool of trained staff users.

Personnel Staffing Summary:

Position/ Title	Actual 2018	Actual 2019	Department Request 2020	Mayor Recommend 2020
Full Time Employees:				
Public Works Director	1	1	1	1
Assistant Public Works Director	1	1	1	1
Engineering Manager	.25	.25	.25	.25
Project Engineer	1	1	1	1
Engineering Tech III- Capital Projects Inspector	1	1	1	1
Office Manager	1	1	1	1
Administrative Assistant	1	1	1	1
Department Total	6.25	6.25	6.25	6.25

Department Service Measures:	Actual 2017	Actual 2018	Estimated 2019	Projected 2020
Citizen Contacts	1394	1370	1400	1400
Street Projects	21	23	25	25
Storm Projects	5	7	7	7
Sewer Projects	7	6	7	7

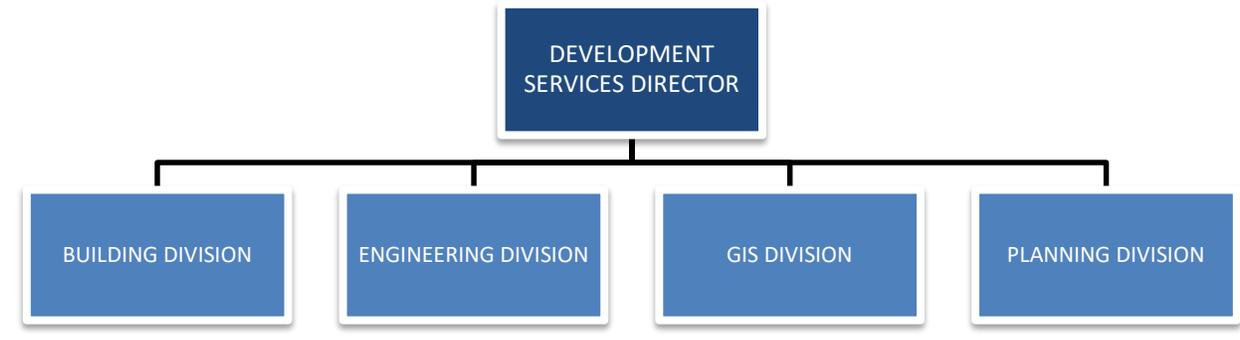
**Approved Expenditures
CITY OF MOUNT VERNON**

001	GENERAL FUND	
11	PUBLIC WORKS/ENGINEERING	
		2020
Account Number		Council Adopted
544.20	ENGINEERING	
544.20.1100	SALARIES AND WAGES	282,162
544.20.2100	SOCIAL SECURITY	21,585
544.20.2200	RETIREMENT	36,286
544.20.2300	LABOR AND INDUSTRIES	6,549
544.20.2400	HEALTH INSURANCE	51,660
Total	ENGINEERING	398,242
544.90	OPERATIONS & ADMINISTRATION	
544.90.1100	SALARIES AND WAGES	303,090
544.90.1300	OVERTIME	5,000
544.90.2100	SOCIAL SECURITY	23,186
544.90.2200	RETIREMENT	39,241
544.90.2300	LABOR AND INDUSTRIES	3,461
544.90.2400	HEALTH INSURANCE	41,048
544.90.3110	OFFICE SUPPLIES	4,000
544.90.3125	BOOKS	750
544.90.3134	OFFICE EQUIPMENT	1,000
544.90.4110	PROFESSIONAL SERVICES	15,000
544.90.4162	BRIDGE INSPECTION	5,000
544.90.4212	CELLULAR PHONES	1,875
544.90.4230	POSTAGE	400
544.90.4310	TRAVEL	2,200
544.90.4542	VEHICLE REPAIRS	3,985
544.90.4543	EQUIPMENT RENTAL & RESERVE	19,843
544.90.4544	MACHINE RENTAL	4,500
544.90.4810	REPAIRS AND MAINTENANCE	1,000
544.90.4915	COMPUTER SOFTWARE	7,970
544.90.4980	DUES SUBSCRIPTIONS & MEMBERSHIPS	2,330
544.90.4982	TUITION & REGISTRATION	3,700
Total	OPERATIONS & ADMINISTRATION	488,579
Total	PUBLIC WORKS/ENGINEERING	886,821

Department: Development Services (001-12)

Department Overview:

The Development Services Department Director provides overall leadership, management and coordination of the department by assisting with the creation of and implementing the goals and work plans established by the Mayor and City Council. There are four distinct divisions within the Development Services Department that the Director oversees: Building, Engineering, GIS and Planning.



Now that the Downtown Flood Protection and Revitalization project is complete Historic Downtown and South Kincaid Area are prime for redevelopment which include a significant number of tenant improvements, new commercial development at the former Alfco/Sakata Seed Company location across from the Multi-Modal Transportation Center, the Library Commons Project and exploring Private Public Partnership Project(s) on City-Owned property along the historic Skagit River. The Department continues to market/advertise the historic downtown through our community marketing campaign, encouraging businesses to relocate downtown and take advantage to Economic Development Enterprise Zone grants and the unique City's fiber optic infrastructure. Finally, the City continues to work on a variety of code amendments and explore development opportunities as they relate to the City's robust Housing Action Plan which includes: permanent supported housing, density bonuses for residential developments providing affordable housing for those earning less than 80% of the area median income (AMI), Auxiliary Dwelling Units and promoting in-fill / zero lot line development opportunities.

The Department maintains the Comprehensive Plan and its implementing development regulations including, but not limited to: zoning code, subdivision code, critical area code, building code, floodplain management, and engineering standards. The department regulates and provides stewardship of environmentally sensitive critical areas within the city, and provides facilities management services for city buildings.

Building Division:

The Building Division is comprised of the Building Official, Plans Examiner/Building Inspector, and Code Compliance Officer. This division is responsible for activity associated with the issuance of the Department's permits and the enforcement of codes.

The Building Official supervises the division, performs permit review and code interpretation, is responsible for the City's Flood Management & Hazard Mitigation Program, and manages the city's building facilities.

The Code Compliance Officer responds to complaints regarding the enforcement of codes, abandoned vehicles and property, and general nuisances. The officer conducts field investigations, gathers evidence, and files reports and issues notices of violation and citations.

Planning Division:

The Planning Division is comprised of a Principal Planner, Planning Coordinator and two Permit Technicians. This division coordinates and provides project management responsibility for long range Growth Management Act (GMA) planning, legislative issues, current planning, and permit issuance/tracking for building, engineering, and planning permits. The Permit Technicians perform general permit customer service for commercial and residential activities, inter/intra-departmental tracking of all permits.

This Division administers the State Environmental Policy Act, the Shoreline Master Program, and the Critical Areas Ordinance. To complete these duties the Principal Planner manages a number of consultants that complete work for the City related to critical areas, the Comprehensive Plan, and other planning related work.

This Division manages the Planning Commission, communicates and interacts with elected officials, the public, executives of public and private organizations/agencies on behalf of the Department Director to analyze, evaluate, resolve, and educate others on public policy issues and land use regulations.

Engineering Services Division:

The Engineering Division is comprised of the Development Services Engineering Manager, Associate Engineer/Planner, and Development Inspector. This Division is responsible for the management of development projects and oversees the design and installation of the City’s infrastructure. Additionally, this division leads the review, approval and inspection of projects for compliance with certain Mount Vernon Municipal codes, the City’s Engineering Standards and WSDOT Specification as well as Department of Ecology Storm Water Manual including NPDES requirements. This Division also performs traffic concurrency analysis, manages plan review and traffic consultant contracts.

The Development Services Engineering Manager supervises and provides support, guidance, coaching and training for staff; as well as performs plan review, code interpretation, leads on the update and revisions of process improvements, and code updates.

GIS Division:

The GIS Division is comprised of the Development Services GIS Manager and GIS Technician. This division is responsible for the management of all GIS products related to City infrastructure to include: street, stormwater, and wastewater utilities. Additionally, the Division creates high quality maps for print and digital presentation; Develop, maintain and update databases and assist in ensuring compliance with policies and procedures related to development, use and upkeep of spatial data; Assists in development and coordination of long range plans for the evolution of the City’s Geo database that include Parks, Police and Fire requirements; and prioritizes and coordinates GIS implementation, utilization and application requests for the City.

DEVELOPMENT SERVICES MEASURES	ACTUAL 2015	ACTUAL 2016	ACTUAL 2017	ACTUAL 2018	PROJECTED 2019	PROJECTED 2020
Overall Permit Revenue	\$832,500	\$615,000	\$650,000	\$734,814	\$600,000	\$780,000
New Construction Property Tax Revenue Added	\$102,000	\$113,658	\$108,658	\$127,752	\$102,704	\$131,233
BUILDING DIVISION						
Building Permits Issued	739	782	681	741	710	750
Building Permit Inspections	1914	2334	2,273	2,150	2,400	2,550
Code Enforcement Inspections	1679	1447	1,606	1,550	1,620	1,650
ENGINEERING DIVISION						
Engineering Permits Issued	237	270	305	285	315	350
Engineering Permit Inspections	958	973	1,185	1,150	2,000	2,100
PLANNING DIVISION						
Land Use Permit/Approvals	141	197	189	210	205	200
Pre-Application Meetings Held	52	75	63	83	80	85
Comprehensive Plan/Code Amendments Processed	12	20	13	10	8	8

EXPENDITURE LINE ITEM DETAIL – PROFESSIONAL SERVICES		AMOUNT
001.12.524.20.4110	Building Division (reimbursable cost)	\$20,000.00
001.12.558.50.4110	Plan & Permit Review Division	\$20,000.00
001.12.558.60.4110	Planning Division	
	Land Clearing/Landscape/Arborist Review	\$7,000.00
	Hearing Examiner	\$20,000.00
	SCOG GMA Participation	\$8,000.00
	Planning Services:	
	On-Call Planning	\$90,000.00
	On-Call Critical Area Review	\$5,000.00
	Cell Tower Code Updates	\$10,000.00
	Permit Process Update & Fee Schedule	\$25,000.00
	On-Call Arborist Services	\$10,000.00
	Critical Area, BiOp, SMP Code Updates	\$90,000.00
	Total Professional Services	\$265,000.00
001.12.558.60.4111	Professional Services that are Reimbursed	
	Critical Area Monitoring/Maintenance	\$15,000.00
	Critical Area Peer Review	\$15,000.00
	Traffic Concurrency Review	\$30,000.00
	Landscape Consultant	\$3,000.00
	Small Lot/PUD Design Consultant	\$20,000.00
	Reimbursable Professional Services	\$83,000.00
Total All Professional Services		\$388,000.00

Personnel Staffing Summary:

Position/ Title	Actual 2018	Actual 2019	Department Request 2020	Mayor Recommend 2020
Full Time Employees:				
Community & Economic Dev. Director	1	1	1	1
Senior Planner	1	1	1	1
Planning Coordinator	1	1	1	1
Associate Engineer / Planner	0	1	1	1
Admin Asst	1	1	1	1
Building Official	1	1	1	1
Code Compliance Inspector	1	1	1	1
Plans Examiner/Building Inspector	1	1	1	1
Senior Permit Technician	1	1	1	1
Permit Technician	1	1	1	1
Development Services Engineering Manager	1	1	1	1
Plat Inspector	1	1	1	1
GIS Manager	1	1	1	1
GIS Technician	1	1	1	1
Parking Enforcement	.7	.7	.7	.7
Full Time Total	13.7	14.7	14.7	14.7
Part Time Total	1	1	1	1

**Approved Expenditures
CITY OF MOUNT VERNON**

001	GENERAL FUND	
12	DEVELOPMENT SERVICES	
		2020
Account Number		Council Adopted
524	PROTECTIVE INSPECTIONS	
524.20.1100	SALARIES AND WAGES	237,739
524.20.1200	SALARY PART-TIME EMPLOYEES	36,000
524.20.1300	OVERTIME	2,000
524.20.2100	SOCIAL SECURITY	21,094
524.20.2200	RETIREMENT	26,425
524.20.2300	LABOR AND INDUSTRIES	8,372
524.20.2400	HEALTH INSURANCE	59,906
524.20.2821	UNIFORMS & CLOTHING	2,000
524.20.3120	SUPPLIES - ADDRESS SIGNAGE	3,000
524.20.3125	BOOKS	4,300
524.20.4110	PROFESSIONAL SERVICES	20,000
524.20.4129	NUISANCE ABATEMENT	4,300
524.20.4310	TRAVEL	5,900
524.20.4542	VEHICLE REPAIRS	770
524.20.4543	EQUIPMENT RENTAL & RESERVE	4,828
524.20.4913	LAUNDRY	175
524.20.4925	VEHICLE IMPOUNDMENT	3,000
524.20.4980	DUES SUBSCRIPTIONS & MEMBERSHIPS	815
524.20.4982	TUITION & REGISTRATION	5,800
Total	PROTECTIVE INSPECTIONS	446,424
558	COMMUNITY PLANNING & ECONOMIC DEVELOPMENT	
558.10.3110	OFFICE SUPPLIES	10,000
558.10.4171	ECONOMIC DEVELOPMENT MARKETING	1,000
558.10.4212	CELLULAR PHONES	9,000
558.10.4230	POSTAGE	2,900
558.10.4542	VEHICLE REPAIRS	2,309
558.10.4543	EQUIPMENT RENTAL & RESERVE	14,484
558.10.4544	MACHINE RENTAL	25,000
558.10.4810	REPAIRS AND MAINTENANCE	1,000
558.10.4911	PRINTING	450
558.10.4915	COMPUTER SOFTWARE	72,000
558.50.1100	SALARIES AND WAGES	229,525
558.50.2100	SOCIAL SECURITY	17,559
558.50.2200	RETIREMENT	29,517
558.50.2300	LABOR AND INDUSTRIES	4,678
558.50.2400	HEALTH INSURANCE	59,155
558.50.2820	UNIFORMS & CLOTHING	900
558.50.3125	BOOKS	500
558.50.4110	PROFESSIONAL SERVICES	20,000
558.50.4310	TRAVEL	1,400

**Approved Expenditures
CITY OF MOUNT VERNON**

001	GENERAL FUND	
12	DEVELOPMENT SERVICES	2020
<i>Account Number</i>		<i>Council Adopted</i>
558.50.4980	DUES SUBSCRIPTION MEMBERSHIP	500
558.50.4982	TUITION & REGISTRATION	1,450
558.60.1100	SALARIES AND WAGES	420,406
558.60.1200	SALARY PART-TIME EMPLOYEES	10,960
558.60.1300	OVERTIME	3,500
558.60.2100	SOCIAL SECURITY	33,267
558.60.2200	RETIREMENT	54,514
558.60.2300	LABOR AND INDUSTRIES	1,665
558.60.2400	HEALTH INSURANCE	59,944
558.60.4110	PROFESSIONAL SERVICES	265,000
558.60.4111	PROFESSIONAL SERVICES - REIMBURSABLE	83,000
558.60.4185	PUBLIC PARTICIPATION PROGRAM	2,300
558.60.4310	TRAVEL	1,100
558.60.4980	DUES SUBSCRIPTIONS & MEMBERSHIPS	3,538
558.60.4982	TUITION & REGISTRATION	9,000
558.61.1100	SALARIES AND WAGES	109,241
558.61.2100	SOCIAL SECURITY	8,357
558.61.2200	RETIREMENT	14,048
558.61.2300	LABOR AND INDUSTRIES	3,056
558.61.2400	HEALTH INSURANCE	24,991
558.61.2820	UNIFORMS & CLOTHING	800
558.61.3125	BOOKS	500
558.61.4110	PROFESSIONAL SERVICES	5,000
558.61.4310	TRAVEL	5,000
558.61.4980	DUES & MEMBERSHIPS	1,000
558.61.4982	TUITION AND REGISTRATION	2,000
Total	COMMUNITY PLANNING & ECONOMIC DEVELOPMENT	1,625,514
Total	DEVELOPMENT SERVICES	2,071,938

Department: TV 10 (001-18)

Department Overview:

To provide the Local Community with quality TV programming, covering local topics and agendas. This includes coverage of City Council Meetings, City Events, and productions along with productions for our TV10 partners including the Mount Vernon School District, The Skagit Valley Hospital, Skagit County, and Skagit Valley College.

Department Goals:

1. To continue to improve the city's television production.
2. To provide and maintain a TV studio, TV10 and TV26 programming in Spanish.
3. To provide and collaborate with all the public partners' TV production.
4. To give the city a community information resource.

Personnel Staffing Summary:

Position/ Title	Actual 2018	Actual 2019	Department Request 2020	Mayor Recommend 2020
Full Time Employees:				
Production Supervisor	1	1	1	1
Program Technician	1	1	1	1
Full Time Total	2	2	2	2
Part Time Total	3	2	2	2

Department Service Measures:

	Actual 2017	Actual 2018	Estimated 2019	Projected 2020
Production – Creation				
Council	36	30	30	30
City Content	15	16	16	20
Special Events	11	8	8	8
Live Productions	0	0	0	0
PSA's	21	20	20	20
SCALA Scripts - City Staff	119	120	120	120
SCALA Scripts - City Partners	40	40	40	30
Outside Content Provided				
Partner Content	110	115	100	100
Pre-Produced Content - Other Org.	15	16	15	20
Total Productions	362	359	353	354

**Approved Expenditures
CITY OF MOUNT VERNON**

001	GENERAL FUND	
18	TV 10 - PUBLIC EDUCATION CABLE CHANNEL	
		2020
Account Number		Council Adopted
557	ECONOMIC INFORMATION	
557.20.1100	SALARIES AND WAGES	146,038
557.20.1200	PART TIME SALARIES	29,103
557.20.2100	SOCIAL SECURITY	13,398
557.20.2200	RETIREMENT	18,780
557.20.2300	LABOR AND INDUSTRIES	872
557.20.2400	HEALTH INSURANCE	21,662
557.20.4110	PROFESSIONAL SERVICES	1,000
557.20.4212	CELLULAR PHONES	870
557.20.4230	POSTAGE	75
557.20.4310	TRAVEL	800
557.20.4542	VEHICLE REPAIRS	980
557.20.4982	TUITION & REGISTRATION	2,000
	Total TV 10 - PUBLIC EDUCATION CABLE CHANNEL	235,578

Department: Information Systems (001-98)

Department Overview:

The Information Systems Department provides information services for the City of Mount Vernon staff and create orderly growth and development of the City's technological infrastructure. It assists departmental growth with technology, standards, shared knowledgebase, and provides the City a common working environment by setting standards for software and hardware.

Department Goals:

1. Continue to improve the City's infrastructure through sound planning.
2. Increase the development of software skills to employees citywide.
3. Provide tools and training necessary for each employee to do their job more efficiently.
4. Develop a standard for Fiber Infrastructure and wireless for site development within the City.

Personnel Staffing Summary:

Position/ Title	Actual 2018	Actual 2019	Department Request 2020	Mayor Recommend 2020
Full Time Employees:				
IS Department:				
IS Director	1	1	1	1
Computer Specialist	1	1	1	1
IS Supervisor	1	1	1	1
Computer Fiber Specialist	1	1	1	1
PC Technician	0	1	1	1
Department Total	4	5	5	5
Part-time Total	1	0	0	0

Department Service Measures:

	Actual 2017	Actual 2018	Estimated 2019	Projected 2020
Servers Maintained – Virtual/Physical	25/42	30/45	37/40	38/41
Workstations Maintained	225	225	270	273
Network Routers, Switches and Firewalls	100	102	120	124
System Users/Accounts	251/281	253/283	279/291	280/294
Cameras for Surveillance IP/Analog	49/32	103	218	258
UPS	48	48	60	60
Databases Maintained	46	50	48	48
Applications Supported	60	66	109	112
Laptops/Tablets	89	98	104	107
Plotters/Large Scanner	3	3	3	2
Printers, Scanners and Network Copiers	82	82	65	66
Phones and Faxes	284	283	285	285
Mobile Wireless Systems	250	250	255	255
Mobile Wireless and Internal Access Points	24	26	38	40

**Approved Expenditures
CITY OF MOUNT VERNON**

Account Number	2020 Council Adopted
001 GENERAL FUND	
98 INFORMATION SERVICES	
518 CENTRAL SERVICES	
518.80.1100 SALARIES AND WAGES	438,724
518.80.1300 OVERTIME	2,000
518.80.2100 SOCIAL SECURITY	33,715
518.80.2200 RETIREMENT	56,677
518.80.2300 LABOR AND INDUSTRIES	1,563
518.80.2400 HEALTH INSURANCE	89,094
518.80.3110 OFFICE SUPPLIES	1,500
518.80.3111 OPERATING SUPPLIES	30,550
518.80.4140 TECHNICAL CONSULTANTS	2,500
518.80.4212 CELLULAR PHONES	3,445
518.80.4214 COMMUNICATION SERVICES	3,000
518.80.4310 TRAVEL	1,500
518.80.4542 VEHICLE REPAIRS	500
518.80.4543 EQUIPMENT RENTAL & RESERVE	66,078
518.80.4810 REPAIRS AND MAINTENANCE	28,250
518.80.4915 COMPUTER SOFTWARE	108,164
518.80.4982 TUITION & REGISTRATION	6,000
Total INFORMATION SERVICES	<u>873,260</u>

Fund: Non-departmental (001-99) and CDBG Entitlement Grant (001-97)

Department Overview:

The non-departmental budget (001-99) provides an accounting mechanism to charge city-wide common expenses such as risk management or other expenses which are not associated with any particular department.

The non-departmental budget includes the City's public defense budget.

Each city department is fully funded individually for all employees. The City utilizes this account to offset a 3% vacancy savings amount for all general governmental funds salaries, wages and benefits. The estimated offset amount for 2020 is \$690,000.

Expenditure Line Item Detail	Amount
Operating Transfers Out	
001.99.597.00.0000 Transfer to Fund 502 - Facilities Renewal Fund	100,000
001.99.597.00.0000 Transfer to Fund 312 - Radios	<u>15,000</u>
	115,000

The Community Development Block Grants – CDBG Entitlement Grant budget (001-97) separately accounts for the annual CDBG Entitlement Grant that the City receives through the Federal Housing and Urban Development (HUD) Agency.

**Approved Expenditures
CITY OF MOUNT VERNON**

001	GENERAL FUND		
99	NON-DEPARTMENTAL		2020
Account Number			Council Adopted
514	FINANCIAL AND RECORDS SERVICE		
514.40.5110	ELECTION SERVICES - AUDITOR	40,000	
514.90.5111	VOTER REGISTRATION - AUDITOR	55,000	
Total	FINANCIAL AND RECORDS SERVICE		95,000
515	LEGAL		
515.91.4110	PROFESSIONAL SERVICES	73,562	
515.91.4138	PUBLIC DEFENSE - CONTRACT	605,654	
Total	LEGAL		679,216
518	CENTRAL SERVICES		
518.60.4620	SELF INSURANCE RESERVE	50,000	
518.60.4630	LIABILITY INSURANCE PSCIA	74,144	
Total	CENTRAL SERVICES		124,144
525	EMERGENCY OPERATIONS		
525.10.5122	SKAGIT CO. EMERGENCY SERVICES	70,000	
Total	EMERGENCY OPERATIONS		70,000
528	COMMUNICATIONS		
528.81.5140	911 CENTER	477,065	
Total	COMMUNICATIONS		477,065
554	ENVIRONMENTAL SERVICES		
554.90.4904	NW AIR POLLUTION AUTHORITY	12,313	
Total	ENVIRONMENTAL SERVICES		12,313
558	COMMUNITY PLANNING & ECONOMIC DEVELOPMENT		
558.70.4952	MV DOWNTOWN ASSOCIATION	40,000	
558.70.4953	MV DOWNTOWN ASSOCIATION - B&O CREDIT	(30,000)	
Total	COMMUNITY PLANNING & ECONOMIC DEVELOPMENT		10,000
566	CHEMICAL DEPENDENCY SERVICES		
566.10.5218	ALCOHOL REHABILITATION PROGRAM	9,660	
Total	CHEMICAL DEPENDENCY SERVICES		9,660
597	OPERATING TRANSFERS-OUT		
597.00.0000	OPERATING TRANSFERS-OUT	(575,000)	
Total	OPERATING TRANSFERS-OUT		(575,000)
Total	NON-DEPARTMENTAL		902,398

**Approved Expenditures
CITY OF MOUNT VERNON**

Account Number	2020 Council Adopted
001 GENERAL FUND	
97 CDBG ENTITLEMENT GRANT	
558 COMMUNITY PLANNING & ECONOMIC DEVELOPMENT	
558.60.4110 PROFESSIONAL SERVICES	102,000
Total COMMUNITY PLANNING & ECONOMIC DEVELOPMENT	102,000
559 HOUSING AND COMMUNITY DEVELOPMENT	
559.20.5212 HOMEBUYER ASSISTANCE PROGRAM	100,000
559.20.5214 SCAA - LAND ACQUISITION	510,000
Total HOUSING AND COMMUNITY DEVELOPMENT	610,000
565 SOCIAL SERVICES	
565.40.5216 SCCAA - COMMUNITY ACTION AGENCY	58,525
Total SOCIAL SERVICES	58,525
591 REDEMPTION OF GENERAL L-T DEBT	
591.95.7700 DEBT SERVICE: PRINCIPAL	100,000
Total REDEMPTION OF GENERAL L-T DEBT	100,000
592 INTEREST AND OTHER DEBT COSTS	
592.95.8310 DEBT SERVICE - INTEREST	12,000
Total INTEREST AND OTHER DEBT COSTS	12,000
Total CDBG ENTITLEMENT GRANT	882,525

Fund: City Street (101)

Fund Overview:

The funds allocated in the City Street Fund are used by personnel in the City's Street Operations Division of the Public Works Department. The purpose of this division is to operate and maintain the streets, sidewalks/ADA ramps, signs, and pavement markings.

Department Goals:

1. Continue to increase productivity with equipment and the recent increase in employees.
2. Record accomplishment levels when performing maintenance tasks.
3. Incorporate all road related features into REET/TBD projects: streets, sidewalks, signs, etc. and bring up to City standards.
4. Increase efficiency in work methods to allow reduction in budget requirements.
5. Emphasize the improvement of pavement conditions and pavement markings such as crosswalks, arrows, parking, bike lanes, and turn lanes.

Personnel Staffing Summary:

Position/ Title	Actual 2018	Actual 2019	Department Request	Mayor Recommend
Full Time Employees:				
Street Supervisor	1	1	1	1
Assistant Supervisor	1	1	1	1
Foreman/Lead	2	2	2	2
Driver/ Laborer	5.5	6.5	6.5	6.5
Street Sweeper	1.5	1.5	1.5	1.5
Full Time Total	11	12	12	12
Part Time Total	1	1	1	1

Department Service Measures:

	Actual 2017	Actual 2018	Estimated 2019	Projected 2020
Street Sweeping (miles)	6000	6500	5500	6000
Sidewalk Replacement (LF)	500	235	800	500
Sign Replacement	650	811	600	600
Storm Sewer Repair (LF)	400	270	300	300
Side Sewer Repairs (each)	25	23	13	15
Asphalt Patching (tons)	100	433	550	700
Citizen Inquiries	150	242	250	200
Striping – (man hours)	2000	2300	1500	1600
Snow/ Ice Removal (man hours)	150	91	1350	200

Revenue Estimates
CITY OF MOUNT VERNON

101 CITY STREET FUND

Account Number	2020 Council Adopted
330 INTERGOVERNMENTAL SERVICES	
336.00.71 MULTIMODAL TRANSPORTATION - CITIES	48,606
336.00.87 MOTOR VEHICLE FUEL TAX - CITY STREET	755,678
Total INTERGOVERNMENTAL SERVICES	804,284
340 CHARGES FOR SERVICES	
344.10.01 SIDEWALK REPLACEMENT PROGRAM FEE	5,000
349.42.01 INTERFUND STREET SERVICES	474,776
Total CHARGES FOR SERVICES	479,776
390 OTHER FINANCING SOURCES	
397.00.00 OPERATING TRANSFERS-IN	655,000
397.62.00 TRANSFER FROM REET I	40,000
397.68.00 TRANSFER FROM REET II	655,000
Total OTHER FINANCING SOURCES	1,350,000
Total CITY STREET FUND	<u><u>2,634,060</u></u>

**Approved Expenditures
CITY OF MOUNT VERNON**

Account Number	2020 Council Adopted
101 CITY STREET FUND	
14 CITY STREET	
508 ENDING FUND BALANCE	
508.90.0000 ENDING FUND BALANCE	5,689
Total ENDING FUND BALANCE	5,689
542 ROAD AND STREET MAINTENANCE	
542.30.1100 SALARIES AND WAGES	723,009
542.30.1200 SALARY PART-TIME EMPLOYEES	13,134
542.30.1300 OVERTIME	12,000
542.30.2100 SOCIAL SECURITY	57,257
542.30.2200 RETIREMENT	93,863
542.30.2300 LABOR AND INDUSTRIES	22,812
542.30.2400 HEALTH INSURANCE	172,873
542.30.2820 UNIFORMS & CLOTHING	4,500
542.30.3110 OFFICE SUPPLIES	500
542.30.3111 OPERATING SUPPLIES	6,000
542.30.3115 MAINTENANCE SUPPLIES	2,500
542.30.3134 OFFICE EQUIPMENT	1,000
542.30.3141 SPOT REPAIRS - SUPPLIES	50,000
542.30.3142 POTHOLE PATCHING SUPPLIES	5,000
542.30.3143 CRUSHED GRAVEL	10,000
542.30.3144 CRACK SEAL SUPPLIES	18,000
542.30.3145 HERBICIDE APPLICATIONS	8,000
542.30.3500 MINOR TOOLS/EQUIPMENT	5,000
542.30.4135 ROW VEGETATION MAINTENANCE	10,000
542.30.4212 CELLULAR PHONES	5,000
542.30.4542 VEHICLE REPAIRS	50,487
542.30.4543 EQUIPMENT RENTAL & RESERVE	685,186
542.30.4544 MACHINE RENTAL	8,000
542.30.4700 PUBLIC UTILITY SERVICES	25,000
542.30.4810 REPAIRS AND MAINTENANCE	6,000
542.30.4817 REPAIRS AND MAINTENANCE - BNSF RAILROAD	2,500
542.30.4840 MAINTENANCE CONTRACT - SOFTWARE	4,750
542.30.4913 LAUNDRY	11,000
542.61.4823 SIDEWALK REPLACEMENT PROGRAM	5,000
542.61.4828 ADA - WHEELCHAIR RAMPS	4,000
542.61.4829 SIDEWALK/GUTTER REPAIRS	7,500
542.63.4700 PUBLIC UTILITY SERVICES	350,000
542.64.3146 SIGN MATERIAL	30,000
542.64.3147 PAINTING/STRIPING SUPPLIES	80,000
542.64.3148 GUARDRAIL REPAIR & INSTALLATION SUPPLIES	1,500
542.64.5130 SIGNAL MAINTENANCE	45,000
542.66.3111 OPERATING SUPPLIES	10,000
Total ROAD AND STREET MAINTENANCE	2,546,371

**Approved Expenditures
CITY OF MOUNT VERNON**

<i>Account Number</i>	<i>2020 Council Adopted</i>
101 CITY STREET FUND	
14 CITY STREET	
543 ROAD GENERAL ADMIN. & OVERHEAD	
543.50.4810 REPAIRS AND MAINTENANCE	3,000
Total ROAD GENERAL ADMIN. & OVERHEAD	3,000
544 ROAD/STREET OPERATIONS	
544.70.4982 TUITION & REGISTRATION	4,000
Total ROAD/STREET OPERATIONS	4,000
594 CAPITALIZED EXPENDITURES	
594.42.6419 VEHICLES & EQUIPMENT	75,000
Total CAPITALIZED EXPENDITURES	75,000
Total CITY STREET	2,634,060

Fund: Parks and Enrichment Services (103)

Fund Overview:

Administration Division:

The Administrative Division provides exceptional customer service and support to patrons and volunteers with diverse backgrounds and interests, all divisions and departments throughout the city, and dozens of civic organizations, groups and individuals. This division consists of two staff; an Office Assistant and Accounting Technician supporting 14 full time staff, 15 part time staff, coordination of over 1,300 youth and adult program participants, management of an excess of 1,500 annual facility rentals, and compliance with all documentation and reporting requirements for 4,000+ volunteer hours annually. The Office Assistant and Accounting Technician coordinate day-to-day operations of the department. They provide comprehensive financial and administrative services, office management,



Having Fun at the Children's Art Festival!

marketing and graphic design, web site design and maintenance, online program registration, and contract/lease management oversight. They ensure departmental budgetary tracking and reporting, financial management, information systems oversight, public record requests, and human resource functions are conducted at the highest level. The Public Records Request workload increased significantly in 2019 and this trend will most likely continue and require additional training and resources to comply with federal and state law. Supply chain management, travel, and all training planning, registrations and certifications are processed by this division. A primary goal for 2020 will be completion of the Mount Vernon Parks and Recreation Comprehensive Plan. This six-year plan will be the final element needed for the 2016 City of Mount Vernon Comprehensive Plan. Significant public involvement will ensure the Parks Department can establish a current and clear vision for the city's parks, trails, and pathways.

Enrichment Services Division:

This two person division is responsible for organizing leagues, programs, sports and special events that enrich and enhance quality of life for our community. The Recreation Supervisor and the Recreation and Volunteer Coordinator work closely together in balancing the multitude of programs, events, and activities under the Enrichment Services umbrella. They plan and implement community events such as the annual Father/Daughter Valentines dance and the popular 4th of July Music and Fireworks. Staff engages with community partners to fund and provide volunteer service for the Children's Art Festival, Outdoor Summer Movies, the Mobile Playground Program, Children's Music Series, Veterans Day Celebration and more. The Recreation and Volunteer Coordinator manages social media marketing and the gathering of organizations for the publication of the Skagit Valley Recreation Guide, which is published three times each year.

They supervise approximately 15-20 part-time and contracted staff and instructors. Of critical importance, is the technical and administrative support provided in their liaison role to the Mount Vernon Arts Commission and Mount Vernon Parks Foundation. Enrichment Services staff worked diligently with the Mount Vernon Parks Foundation on transitioning a Multi-Fund program from the Foundation to the city resulting in a more streamlined and efficient process for utilizing available funding. Staff routinely fosters strong working relationships with a variety of local agencies and organizations to include the Mount Vernon Downtown Association, Mount Vernon School District, Bakerview BMX Association, Northwest Teambuilding, Mount Vernon Pickleball Club, Bike/Walk Club, and the Economic Development Alliance of Skagit Valley (EDASC). Additionally, they oversee the Parks and Enrichment's Volunteer Program. This program includes service group park clean ups, litter patrols, the Adopt-A-Trail program, etc.

The volunteer program engages hundreds of volunteers providing thousands of hours in support of the City's Parks and open spaces. Volunteers are also involved in office support, special events, youth sports, coaching, and more.

Enrichment Services staff provided coordination and assistance in partnership with the Mount Vernon Library to institute the new Children's Music Series at Skagit Riverwalk Park. The division was key in securing grant funds; \$6,500 from the Kiwanis Club of Mount Vernon for the Summer Outdoor Movies in August and for the Summer Mobile Playground recreation program that visits sites with large densities of children; and \$45,000 over a three year period from Kiwanis Club of Mount Vernon towards the development of a playground at the 25th Street Park. Staff are now executing our partnership agreement with the Skagit Valley YMCA in providing free community swims, a walking program and more at the new facility in 2020.

Parks Operations Division:

Since replacing the Assistant Operations Supervisor with two Foremen in 2017, the division continues to take advantage of the Grey/Green organization model; Grey being dedicated to infrastructure and facilities and Green to landscaping and urban forestry. This administrative change has allowed our department to highlight and better utilize each employee's diverse and multifaceted skill sets. By concentrating the focus of each individual employee toward their area of expertise, the Parks Operations Division has been able to more effectively and efficiently perform the wide-ranging and demanding duties of Parks Operations. The division is comprised of eight full-time employees which include; an Operations Supervisor, two Foreman, two Maintenance Utility Operators, and three Laborers. Three permanent part-time employees and a number of seasonal employees complete our staffing for Operations.

This division is responsible for all daily operations, ongoing maintenance, and capital projects for nearly 25 miles of heavily used multi-use paths and trails, over 866 acres of parkland that includes playgrounds, sports fields, maintenance buildings, restroom facilities, day use rental facilities, designated right of ways, and open space within the City of Mount Vernon. Also under the care and supervision of the Operations Division are the street trees throughout the city, as well as, one commercial and two residential rental properties. Operations also assists with the management of City Ecosystem Restoration projects and the Urban Forestry Program.

This division also acts as liaison to various special interest groups and assists in the coordination and oversight of volunteer projects within the park system. Roughly 2,400 to 2,800 volunteer hours are donated to the park system annually, equating to the approximate savings to the City of one full time, and one part time employee. This volunteer program also gives our citizens an opportunity to give back to their community. Volunteer projects range from litter pick up and park clean ups, to building and maintaining trails, and improving sports complexes; all of which provide volunteers with an opportunity to leave a legacy for future generations.

Major projects in 2019 included the ongoing work on the Little Mountain Trailhead Parking lot and the Bakerview Sidewalk and road replacement. Both projects are expected to be complete in late fall 2019 and will greatly improve access and safety at these two popular parks. An 18-hole golf course was completed in close collaboration with the Mount Vernon Parks Foundation and the Skagit Disc Golf Club. The 25th St Playground is a late effort in 2019 but we hope to also bring this amazing project to completion in the fall thanks to the generous donation of \$45,000 from the Kiwanis Club. The Hillcrest Lodge Garden received a complete face lift and a beautiful new masonry and cedar wall and fence. The entire area around the garden and our administrative buildings were professionally paved and landscaped turning an eye sore into a beautiful supplement to our beautiful Hillcrest Park.

City Work Program (CWP):

This program has expanded dramatically and faces a number of challenges. Two factors drive these challenges; reduced staffing levels and a 45% increase in work load due to city growth, development and high use of the Riverwalk Plaza, and increased support to Operations in the form of park monitoring, cleanup, and debris disposal. Court ordered participants of the program continue to increase yearly at a rate of approximately 10-13% placing a further work load on the CWP Supervisors. The third FTE funded by Solid Waste has been very successful in addressing the ongoing transient and encampment issues impacting the health and safety of our parks. A Park Ranger was hired in September and as he becomes integrated into the City's Police Department and Parks we are optimistic in the positive impact he will have on monitoring and cleaning of trails, parks, and other city interests that are impacted by transient issues.

The CWP Supervisor and Assistant maintain the downtown beautification program encompassing Edgewater Park and all park facilities on the west side of the Skagit, and the entire park areas from North Lions Park to the city library. This includes the recently completed Riverwalk Plaza with 19 large planters and 65 hanging flower baskets. This also includes points of entry at Kincaid and Interstate 5 as well as College Way and Interstate 5. This area is a showcase for the city and sponsors numerous special events such as the Farmers Market, Summer Concert Series, Illuminight Walk, and other important civic activities.

This work is accomplished via an ever-changing level of CWP workers with varying skill sets and supervisory needs. The CWP team ensures court appointed individuals are properly processed in and out of the program and carefully evaluated for what work they can do. They then schedule the work often in collaboration with Park Operations or Public Works. Actual execution of planned work requires on-site supervision at all times. The CWP program began in 1990. It has a multi-level benefit for the city and community. It reduces the amount of time people are actually incarcerated, saving in excess of \$100,000 annually, and generates in excess of 6,500 hours of labor (3.1 FTE's) that is directly assists City projects in our parks and common areas. Employees focus on litter and illegal dumping sites, trails, and other special projects. The CWP Team continues to update two significant areas of technology. First, CWP staff took the lead on implementation of a Facility Maintenance software program which significantly improved the tracking and reporting of work orders. Of special note was the capability to track expenditures in labor and equipment in combatting the encampment and transients challenges faced by the city. Staff works closely with Public Works and Facilities to further refine and update this software platform. Second, the CWP Team partnered with the Community Development Department GIS Division on a platform to identify, define, track, and document encampments. This year, almost 200 encampment areas were documented which allows for a visual mapping representation of areas frequented by transients.



Downtown Beautification: Hanging Baskets in full bloom at Jasper Park

CWP also acts as the primary liaison between the Downtown Association, Celtics Art Foundation, Lincoln Theatre Foundation, and Chamber of Commerce when it comes to events in the downtown area.

The CWP also processes numerous requests from, and works collaboratively with, almost all city departments, such as Solid Waste, Streets, Wastewater, Code Enforcement, Community Development and Law Enforcement. These requests encompass illegal dumping reports, assistance with vegetation removal, landscaping/weed control, abandoned property issues, and more. The CWP also oversees the Youth Graffiti Abatement Program (YGAP) which receives requests for Graffiti abatement from the Police Department and other sources. These are processed and assigned to one of the three YGAP supervisors for removal.

Department Goals:

1. **Partnerships:** Develop new partnerships and enhance current ones (internally and externally) to ensure the highest levels of quality public parks and enrichment services in a fiscally prudent manner.
2. **Volunteers:** Expand the volunteer program to include regular park, trail and path maintenance, to enhance public safety and health, while creating opportunities for individual and group ownership of our resources.
3. **Technology:** Implement and leverage technology for improved efficiency in encampment tracking and mapping, facility management, employee training, and Recreation Program registration.
4. **Grants:** Identify and submit grant applications in support of parks and Enrichment Services programs and facilities.
5. **Capital Projects:** Execute funded infrastructure capital improvements on-time and within budget.
6. **Organizational Structure:** Continue evaluation of organizational roles and responsibilities to identify areas for improvement against projected growth and needs.
7. **Marketing:** Identify and implement innovative practices to promote and market all of Parks and Enrichment Services resources; parks, trails, programs, and events.
8. **Special Events:** Plan, develop, and execute special events to include the 4th of July Celebration, Children’s Art Festival, and the Veterans Day Celebration in collaboration with the Community and Economic Development Department to support a strong and vibrant tourism image that reflects current trends.
9. **Arts:** Support the Arts Commission’s in identifying new and innovative art projects for the City.
10. **Professional Growth & Quality of Life:** Pursue and embrace all opportunities that enhance or improve our employee professional growth and quality of life.

Personnel Staffing Summary:

	Actual 2018	Actual 2019	Recommend 2020
Parks & Enrichment Services Director	1	1	1
Parks Operations Supervisor	1	1	1
Recreation Supervisor	1	1	1
City Work Program Supervisor	1	1	1
City Work Program Assistant Supervisor	1	1	1
Recreation Activities & Volunteer Coordinator	1	1	1
Parks Foreman	2	2	2
Parks Maintenance Utilities Operator	2	2	2
Parks Laborer	2	3	3
Accounting Tech I	1	1	1
Office Assistant II	1	1	1
Full Time Total	14	15	15
Part-Time	15	15	15

Department Service Measures:

	Actual 2017	Actual 2018	Actual 2019	Projected 2020
Recreation Participation: (number of registered participants)	1400	1300	1375	1400
Facility Rentals: (number of days booked)	1550	1550	1500	1550
Total Parks Acres Maintained	866	866	866	866
Community Service Hours	7100	8378	8500	8200
Volunteer Hours	4500	4400	4100	4100

Revenue Estimates
CITY OF MOUNT VERNON

103 PARKS & ENRICHMENT SERVICES FUND		2020
Account Number		Council Adopted
310 TAXES		
311.10.00 PROPERTY TAX		1,688,945
Total TAXES		1,688,945
340 CHARGES FOR SERVICES		
347.30.01 RECREATIONAL ACTIVITIES		85,250
347.30.05 SPORT COURT LIGHTING FEES		150
347.40.07 SPECIAL EVENTS FEES/CHARGES		12,000
349.31.01 NATURAL RESOURCE SERVICES - INTERFUND		144,816
Total CHARGES FOR SERVICES		242,216
360 MISCELLANEOUS REVENUES		
361.10.00 INTEREST EARNINGS		1,500
362.40.30 FIELD RENTALS		19,000
362.40.40 HILLCREST LODGE RENTALS		50,400
362.40.41 VAUX RETREAT CENTER RENTALS		18,000
362.40.50 OTHER FACILITIES RENTALS		9,988
362.55.00 FACILITY RENTALS		50,400
362.90.00 PACIFIC QUARRY ROYALTIES		145,000
367.00.00 CONTRIBUTIONS & DONATIONS		6,200
Total MISCELLANEOUS REVENUES		300,488
390 OTHER FINANCING SOURCES		
397.00.00 OPERATING TRANSFERS-IN		88,362
Total OTHER FINANCING SOURCES		88,362
Total PARKS & ENRICHMENT SERVICES FUND		<u>2,320,011</u>

**Approved Expenditures
CITY OF MOUNT VERNON**

103 PARKS & ENRICHMENT SERVICES FUND
16 PARKS

<i>Account Number</i>	<i>2020 Council Adopted</i>
508 ENDING FUND BALANCE	
508.90.0000 ENDING FUND BALANCE	6,445
523 DETENTION AND/OR CORRECTIONS	
523.30.1100 SALARIES AND WAGES	126,455
523.30.1201 PART TIME GRAFFITI SALARIES	9,585
523.30.1300 OVERTIME	1,000
523.30.2100 SOCIAL SECURITY	10,484
523.30.2200 RETIREMENT	6,523
523.30.2300 LABOR AND INDUSTRIES	7,864
523.30.2400 HEALTH INSURANCE	10,826
523.30.2820 UNIFORMS & CLOTHING	1,500
523.30.3111 OPERATING SUPPLIES	8,250
523.30.3117 SAFETY EQUIPMENT & SUPPLIES	500
523.30.3123 GRAFFITI REMOVAL SUPPLIES	3,500
523.30.3127 ENCAMPMENT SUPPLIES	1,500
523.30.4212 CELLULAR PHONES	2,600
523.30.4310 TRAVEL	1,000
523.30.4810 REPAIRS AND MAINTENANCE	2,000
523.30.4812 LANDSCAPE MAINTENANCE	3,500
523.30.4912 DUES CONFERENCE & TUITION	750
542 ROAD AND STREET MAINTENANCE	
542.70.3111 OPERATING SUPPLIES	2,000
542.70.4110 PROFESSIONAL SERVICES	5,000
542.70.4812 LANDSCAPE MAINTENANCE	3,000
542.70.4826 STREET TREE MAINTENANCE	3,000
571 EDUCATIONAL & RECREATIONAL ACTIVITIES	
571.10.1100 SALARIES AND WAGES	246,147
571.10.1300 OVERTIME	1,224
571.10.2100 SOCIAL SECURITY	18,924
571.10.2200 RETIREMENT	30,951
571.10.2300 LABOR AND INDUSTRIES	969
571.10.2400 HEALTH INSURANCE	35,219
571.10.3110 OFFICE SUPPLIES	6,000
571.10.4110 PROFESSIONAL SERVICES	10,000
571.10.4212 CELLULAR PHONES	1,200
571.10.4230 POSTAGE	1,000
571.10.4310 TRAVEL	1,500
571.10.4544 MACHINE RENTAL	6,500
571.10.4912 DUES CONFERENCE & TUITION	1,500
571.10.7910 INTERFUND LOAN REPAYMENT - PRINCIPLE	58,040
571.10.8200 INTEREST ON INTERFUND LOANS	7,322
571.11.3100 OFFICE & OPERATING SUPPLIES	8,500

**Approved Expenditures
CITY OF MOUNT VERNON**

103 PARKS & ENRICHMENT SERVICES FUND
16 PARKS

Account Number	2020 Council Adopted
571.11.4110 PROFESSIONAL SERVICES	8,200
571.11.4547 OTHER RENTALS	6,200
571.11.4912 DUES AND LICENSING	1,600
571.20.1100 SALARIES AND WAGES	151,302
571.20.1200 SALARY PART-TIME EMPLOYEES	26,101
571.20.1300 OVERTIME	2,000
571.20.2100 SOCIAL SECURITY	13,725
571.20.2200 RETIREMENT	19,714
571.20.2300 LABOR AND INDUSTRIES	1,681
571.20.2400 HEALTH INSURANCE	41,117
571.20.3100 OFFICE & OPERATING SUPPLIES	16,500
571.20.3135 VOLUNTEER OPERATION COSTS	3,500
571.20.4110 PROFESSIONAL SERVICES	27,000
571.20.4182 ADVERTISING	13,000
571.20.4212 CELLULAR PHONES	1,900
571.20.4310 TRAVEL	1,000
571.20.4547 OTHER RENTALS	5,600
571.20.4912 DUES CONFERENCE & TUITION	1,700
571.20.4927 ACTIVITY FEES	1,800
571.23.4110 PROFESSIONAL SERVICES	1,000
571.23.4810 REPAIRS AND MAINTENANCE	500
576 PARKS FACILITIES	
576.80.1100 SALARIES AND WAGES	467,473
576.80.1200 SALARY PART-TIME EMPLOYEES	131,760
576.80.1300 OVERTIME	4,500
576.80.2100 SOCIAL SECURITY	46,186
576.80.2200 RETIREMENT	70,581
576.80.2300 LABOR AND INDUSTRIES	25,756
576.80.2400 HEALTH INSURANCE	109,883
576.80.2820 UNIFORMS & CLOTHING	5,200
576.80.3111 OPERATING SUPPLIES	35,000
576.80.3117 SAFETY EQUIPMENT & SUPPLIES	5,500
576.80.3134 OFFICE EQUIPMENT	2,000
576.80.4110 PROFESSIONAL SERVICES	8,750
576.80.4130 WASTE DISPOSAL - SELF CONTAINED	11,200
576.80.4212 CELLULAR PHONES	7,300
576.80.4310 TRAVEL	4,000
576.80.4400 LEASEHOLD EXCISE TAX PAYMENTS	5,000
576.80.4484 SALES EXCISE TAX - STATE	1,000
576.80.4542 VEHICLE REPAIRS	28,501
576.80.4543 EQUIPMENT RENTAL & RESERVE	244,203
576.80.4544 MACHINE RENTAL	1,500
576.80.4810 REPAIRS AND MAINTENANCE	6,000
576.80.4811 BUILDING & GROUNDS MAINTENANCE	16,500
576.80.4812 LANDSCAPE MAINTENANCE	7,000
576.80.4813 BALLFIELD MAINTENANCE	16,500

**Approved Expenditures
CITY OF MOUNT VERNON**

103 PARKS & ENRICHMENT SERVICES FUND
16 PARKS

<i>Account Number</i>	<i>2020 Council Adopted</i>
576.80.4830 EQUIPMENT MAINTENANCE	5,000
576.80.4832 IRRIGATION MAINTENANCE	13,000
576.80.4912 DUES CONFERENCE & TUITION	20,500
576.80.4913 LAUNDRY	8,800
576.80.4830 EQUIPMENT MAINTENANCE	4,000
576.80.4832 IRRIGATION MAINTENANCE	2,000
576.80.4912 DUES CONFERENCE & TUITION	5,500
576.80.4913 LAUNDRY	2,500
Total PARKS & ENRICHMENT SERVICES FUND	2,320,011

Fund: Library (104)

Fund Overview:

Mount Vernon City Library serves to enrich and educate citizens' lives through information, programming, and material. We believe sharing resources is the most cost-effective way to prepare for school, employment, and life changes. We offer services to support the informational, educational, and recreational needs of the community.

We have over 85,000 physical materials and 100,000 digital materials housed in a 12,212 square foot location with 10 FTEs and 14 part-time employees. We offer hundreds of programs and learning opportunities. In addition, we provide technology and learning opportunities from parks backpacks to internet work stations in order to grow technology skills across a lifetime.

Our Strategic Plan:

Youth and Family Learning: Providing Library services that support youth and families in academic success, career readiness, and life.

Technology and Access: Serving as Mount Vernon's primary point of access to information, lifelong learning, economic development, and creative expression through innovative use of technology and digital resources.

Community Engagement: Offering Library programs, services, and collections that reflect Skagit Valley's community needs and interests, and feature community voices and create meaningful experiences.

Economic Vitality: Serving as a hub for developing the workforce of tomorrow. Through business-focused learning opportunities.

Re-imagined Spaces: We are adapting and energizing our Library space for new uses to keep up with changing services, programs, interests, and needs of our community.

Department Goals:

1. Provide new programming to connect with youth and families.
2. Update technology and children's computers to stay a relevant technology hub for the City of Mount Vernon.
3. Form partnerships with regional and national organizations in order to provide access to the widest possible range of resources, programming, and learning networks for our citizens.
4. Enhance programming to reach more people in the City of Mount Vernon and share more about Skagit Life.
5. Update the current library space and prepare for new, innovative library space.
6. Keep an operationally efficient structure to direct funding towards the community.

Personnel Staffing Summary:

Position/ Title	Actual 2017	Actual 2019	Department Request 2020	Mayor Recommends 2020
Full-Time Employees:				
Library Director	1	1	1	1
Librarian I	4	4	4	4
Library Assistants	4	5	5	5
Full-time employees	10	10	10	10
Part-time employees	16	14	14	14
FTE Equivalents	18	17	17	17

Department Service Measures:

	Actual 2013	Actual 2018	Estimated 2019	Projected 2020
Library Services (Skagit County)	\$13,500	\$13,000	\$13,000	\$13,000
Library User Fees	\$17,000	\$16,500	\$16,500	\$6,500
Fines/ Lost Books	\$25,000	\$25,000	\$25,000	\$23,000
Annual Circulation	330,000	320,000	318,000	320,000
Library Visits	160,000	160,000	160,000	160,000
Reference Transactions	22,000	23,000	23,000	23,000
Program Attendance	15,000	16,000	16,500	17,500



Tulips in bloom at the City of Mount Vernon Library

Revenue Estimates
CITY OF MOUNT VERNON

104 LIBRARY FUND

Account Number	2020 Council Adopted
300 BEGINNING FUND BALANCE	
308.90.00 BEGINNING FUND BALANCE	46,988
Total BEGINNING FUND BALANCE	46,988
310 TAXES	
311.10.00 PROPERTY TAX	1,291,696
Total TAXES	1,291,696
340 CHARGES FOR SERVICES	
341.43.00 COLLECTION FEES	700
341.81.00 COPY SERVICES	3,000
341.81.10 PUBLIC PRINTING	3,200
347.20.00 LIBRARY USER FEES	15,000
347.21.00 LOST BOOK PROCESSING FEE	1,000
347.21.01 INTERLOCAL LIBRARY SERVICES	1,000
347.22.00 LIBRARY SERVICES	13,500
Total CHARGES FOR SERVICES	37,400
350 FINES AND FORFEITS	
359.70.00 LIBRARY FINES	22,000
359.70.05 LOST BOOKS	4,000
359.70.10 LIBRARY BOOK DAMAGES	1,800
Total FINES AND FORFEITS	27,800
360 MISCELLANEOUS REVENUES	
361.10.00 INTEREST EARNINGS	1,482
367.00.00 CONTRIBUTIONS & DONATIONS	19,000
367.01.00 PRIVATE GRANTS	15,000
Total MISCELLANEOUS REVENUES	35,482
Total LIBRARY FUND	1,439,366

**Approved Expenditures
CITY OF MOUNT VERNON**

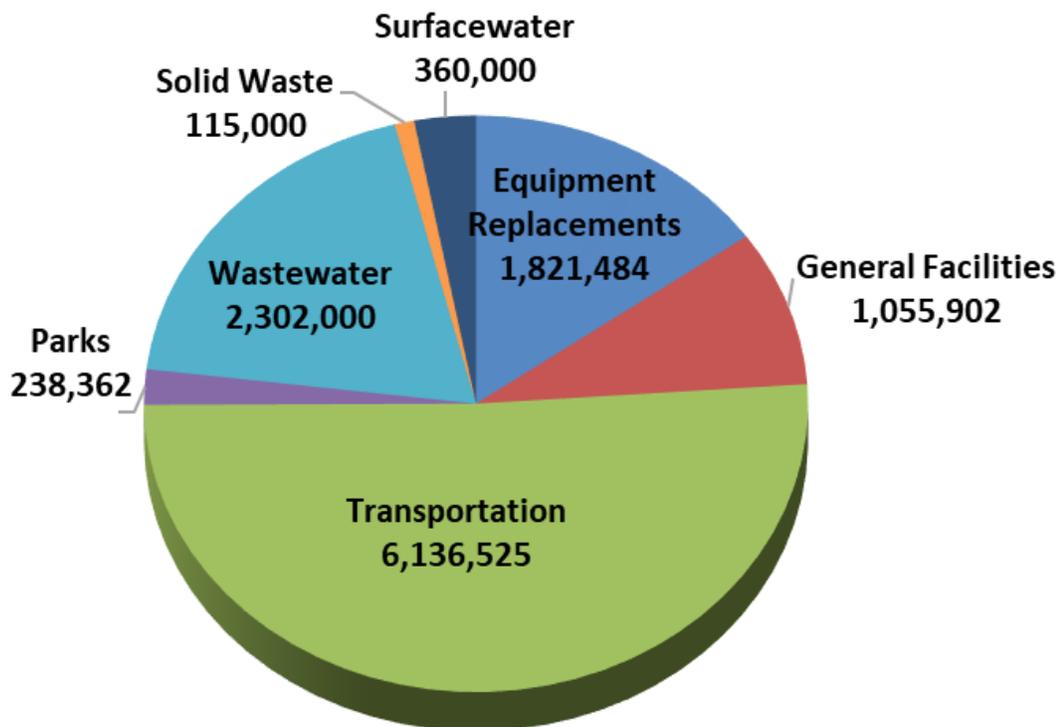
104	LIBRARY FUND	
17	LIBRARY	2020
Account Number		Council Adopted
572	LIBRARIES	
572.10.1100	SALARIES AND WAGES	110,481
572.10.2100	SOCIAL SECURITY	8,452
572.10.2200	RETIREMENT	14,208
572.10.2300	LABOR AND INDUSTRIES	312
572.10.2400	HEALTH INSURANCE	21,635
572.10.4310	TRAVEL	1,500
572.10.4980	DUES SUBSCRIPTIONS & MEMBERSHIPS	1,000
572.20.1100	SALARIES AND WAGES	524,985
572.20.1200	SALARY PART-TIME EMPLOYEES	211,969
572.20.2100	SOCIAL SECURITY	56,377
572.20.2200	RETIREMENT	87,048
572.20.2300	LABOR AND INDUSTRIES	4,859
572.20.2400	HEALTH INSURANCE	97,367
572.20.3110	OFFICE SUPPLIES	6,800
572.20.3111	OPERATING SUPPLIES	14,000
572.20.3134	OFFICE EQUIPMENT	2,000
572.20.4110	PROFESSIONAL SERVICES	2,400
572.20.4155	PROGRAMS	9,500
572.20.4212	CELLULAR PHONES	600
572.20.4230	POSTAGE	3,450
572.20.4310	TRAVEL	3,000
572.20.4484	SALES EXCISE TAX - STATE	500
572.20.4542	VEHICLE REPAIRS	265
572.20.4543	EQUIPMENT RENTAL & RESERVE	2,158
572.20.4547	OTHER RENTALS	8,100
572.20.4861	SOFTWARE MAINTENANCE - HORIZON	41,000
572.20.4911	PRESERVATION	150
572.20.4915	COMPUTER SOFTWARE	23,000
572.20.4982	TUITION & REGISTRATION	1,500
572.50.3111	OPERATING SUPPLIES	1,500
572.50.4810	REPAIRS AND MAINTENANCE	2,000
Total	LIBRARIES	1,262,116
594	CAPITALIZED EXPENDITURES	
594.72.6415	COMPUTER HARDWARE & EQUIPMENT	7,000
594.72.6425	BOOKS	52,500
594.72.6426	PERIODICALS	9,500
594.72.6427	NON PRINTED MATERIALS	27,250
594.72.6431	BOOKS - ENDOWMENTS	19,000
594.72.6433	DIGITAL CONTENT	62,000
Total	CAPITALIZED EXPENDITURES	177,250
Total	LIBRARY FUND	1,439,366

Fund: Arterial Streets (102)

Fund Overview:

The Arterial Street Fund historically collected a portion of the motor vehicle fuel taxes which was used to maintain and improve arterial streets within the city limits. Motor vehicle fuels tax (MVFT) is distributed to the City on a per capita basis. Historically, and by statute, 31.86% of the MVFT was allocated to arterial streets with the remainder of fuel tax being allocated to the City Street Fund for maintenance and operations. This statutory requirement was eliminated in 2006. The City continued to allocate MVFT to the arterial streets fund (40%); however, beginning in 2009 all fuel tax was directed to fund Street Operations in Fund 101.

2020 Capital Budgets by Function



**Revenue Estimates
CITY OF MOUNT VERNON**

102	ARTERIAL STREET FUND	2020
<u>Account Number</u>		<u>Council Adopted</u>
330	INTERGOVERNMENTAL SERVICES	
333.20.20	HIGHWAY PLANNING/CONSTRUCTION	21,625
333.20.21	HISP FED GRANT	1,450,000
333.20.29	SAFETEA-LU FEDERAL GRANT	800,000
334.03.80	TIB GRANT	400,000
334.03.90	STP REGIONAL	224,900
	Total INTERGOVERNMENTAL SERVICES	2,896,525
360	MISCELLANEOUS REVENUES	
362.90.00	GRAVEL PIT ROYALTIES	35,000
	Total MISCELLANEOUS REVENUES	35,000
	Total ARTERIAL STREET FUND	<u>2,931,525</u>

**Approved Expenditures
CITY OF MOUNT VERNON**

102	ARTERIAL STREET FUND	2020
15	ARTERIAL STREET	
<u>Account Number</u>		<u>Council Adopted</u>
508	ENDING FUND BALANCE	
508.90.0000	ENDING FUND BALANCE	35,000
	Total ENDING FUND BALANCE	35,000
595	ROADS & STREET CONSTRUCTION	
595.30.6381	30TH & COLLEGE SIGNAL	450,000
595.30.6382	COLLEGE/RIVERSIDE SIGNAL UPGRADE	200,000
595.30.6383	FREEWAY DRIVE PROJECT	224,900
595.30.6386	COLLEGE WAY AND I-5	2,000,000
595.30.6387	KULSHAN TRAIL LIGHTING PROJECT	21,625
	Total ROADS & STREET CONSTRUCTION	2,896,525
	Total ARTERIAL STREET FUND	<u>2,931,525</u>

Fund: Paths and Trails (105)

Fund Overview:

The paths and trails fund is established by RCW 47.30.050 wherein the City is required to direct a minimum of 0.42% of the City collected motor vehicle fuel tax into a separately designated trail and paths fund. The City currently contributes 0.5% of motor vehicle fuel tax into this fund.



Spreading Mulch on the Lower Hillcrest Park Trails!

**Revenue Estimates
CITY OF MOUNT VERNON**

105	PATHS AND TRAILS FUND	2020
<u><i>Account Number</i></u>		<u><i>Council Adopted</i></u>
330	INTERGOVERNMENTAL SERVICES	
336.00.87	MV FUEL TAX - CITY STREET	3,797
Total	INTERGOVERNMENTAL SERVICES	3,797
360	MISCELLANEOUS REVENUES	
361.10.00	INTEREST EARNINGS	490
Total	MISCELLANEOUS REVENUES	490
Total	PATHS AND TRAILS FUND	<u><u>4,287</u></u>

**Approved Expenditures
CITY OF MOUNT VERNON**

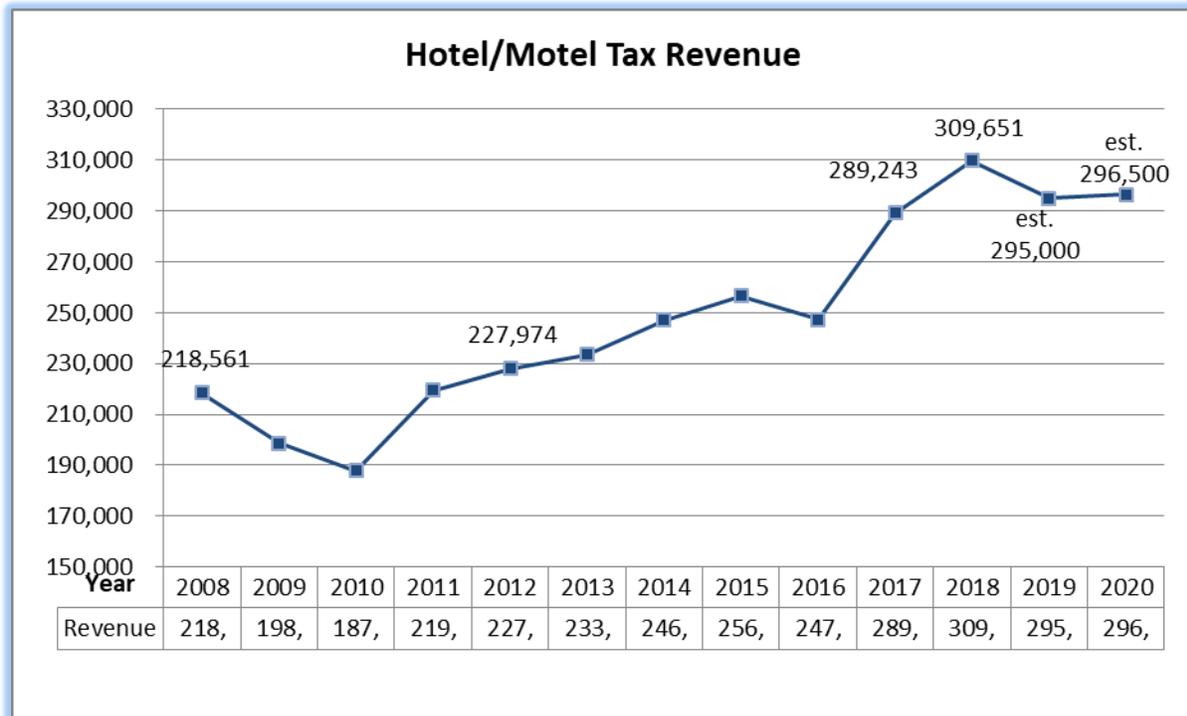
105	PATH AND TRAILS FUND PARKS	2020
<u><i>Account Number</i></u>		<u><i>Council Adopted</i></u>
508	ENDING FUND BALANCE	
508.90.0000	ENDING FUND BALANCE	4,287
Total	ENDING FUND BALANCE	4,287
Total	PATHS AND TRAILS FUND	<u><u>4,287</u></u>

Fund: Tourism Promotion (Hotel/Motel Tax) (106)

Fund Overview:

The Mount Vernon Tourism Promotion Fund receives hotel/motel taxes from lodging establishments inside the city limits. The City collects a 4% tax on charges for lodging (2% is considered a basic hotel/motel tax and the second 2% is a credit against the sales tax that lodging establishments collect).

The funding is made available to non-profit organizations and to the City through an established application and review process. Funds must be used for tourism marketing and promotion activities or operation of tourism-related facilities. In addition, funds may be used for City tourism related facilities. Detailed information about the use of tourism funds is from the Revised Code of Washington (RCW), chapter 67.28.



Revenue Estimates
CITY OF MOUNT VERNON

106 TOURISM PROMOTION FUND

Account Number	2020 Council Adopted
300 BEGINNING FUND BALANCE	
308.90.00 BEGINNING FUND BALANCE	71,200
Total BEGINNING FUND BALANCE	71,200
310 TAXES	
313.31.00 HOTEL/MOTEL TAX	295,000
Total TAXES	295,000
360 MISCELLANEOUS REVENUES	
361.10.00 INTEREST EARNINGS	1,500
Total MISCELLANEOUS REVENUES	1,500
Total TOURISM PROMOTION FUND	367,700

**Approved Expenditures
CITY OF MOUNT VERNON**

106	TOURISM PROMOTION FUND	
19	STADIUM/CONVENTION	
		2020
Account Number		Council Adopted
557	ECONOMIC INFORMATION	
557.30.4187	PARKS/REC SPECIAL EVENTS	20,000
557.30.4905	FIDALGO ISLAND QUILTERS	2,500
557.30.4906	CHRISTIANSON'S NURSERY	3,000
557.30.4907	SKAGIT ARTISTS	1,500
557.30.4908	CAMP KOREY	4,000
557.30.4909	SKAGIT WATERSHED COUNCIL	1,500
557.30.4931	SKAGIT RIVER SALMON FESTIVAL	3,000
557.30.4950	SKAGIT VALLEY TULIP FESTIVAL	13,000
557.30.4951	LINCOLN THEATRE FOUNDATION	21,500
557.30.4952	MV DOWNTOWN ASSOCIATION	14,700
557.30.4956	SKAGIT VALLEY CHORALE	1,500
557.30.4957	HIGHLAND GAMES	5,000
557.30.4958	FARMERS MARKET	3,500
557.30.4960	SHAKESPEARE NORTHWEST FESTIVAL	1,500
557.30.4962	MCINTYRE HALL	16,000
557.30.4964	SKAGIT COUNTY FAIRGROUNDS	3,500
557.30.4965	MOUNT VERNON ARTS COMMISSION	19,500
557.30.4966	MISCELLANEOUS	10,000
557.30.4973	THEATER ARTS GUILD	2,000
557.30.4974	MOUNT VERNON MARKETING CAMPAIGN	30,000
557.30.4975	SILVER ARROW BOWMAN	2,000
557.30.4978	CHAMBER OF COMMERCE	120,000
557.30.4994	META	2,000
557.30.4999	CANTABILE CHAMBER CHOIR	1,500
Total	ECONOMIC INFORMATION	302,700
597	OPERATING TRANSFERS-OUT	
597.00.5002	TRANSFER TO PARKS CAPITAL PROJECTS	65,000
Total	OPERATING TRANSFERS-OUT	65,000
Total	TOURISM PROMOTION FUND	367,700

Fund: Little Mountain Improvements (107)

Fund Overview:

The Little Mountain Improvements Fund was established to collect earmarked revenues to spend on improvements to the Park. Revenues accumulated in this fund come from cell tower leases, interest earnings, and other funds granted or contributed.

Expenditure Line Detail	Amount
Capital Outlay	
107.16.594.76.6324 Little Mountain Park Improvements	
Little Mountain Improvements:	
Trail Head & Mountain Bike Skill Center	26,500
Transfers out to Fund 103 - Operations	20,000
Total Capital Outlay	46,500



Construction of a retaining wall for the Little Mountain Trail Head & Mountain Bike Skill Center Project.

**Revenue Estimates
CITY OF MOUNT VERNON**

107 LITTLE MOUNTAIN IMPROVEMENT RESERVE		2020	
<u>Account Number</u>		<u>Council Adopted</u>	
300 BEGINNING FUND BALANCE			
308.90.00 BEGINNING FUND BALANCE		36,500	
Total BEGINNING FUND BALANCE			36,500
360 MISCELLANEOUS REVENUES			
362.52.00 OTHER LEASES		10,000	
Total MISCELLANEOUS REVENUES			10,000
Total LITTLE MOUNTAIN IMPROVEMENT RESERVE			<u>46,500</u>

**Approved Expenditures
CITY OF MOUNT VERNON**

107 LITTLE MOUNTAIN IMPROVEMENT RESERVE		2020	
16 PARKS			
<u>Account Number</u>		<u>Council Adopted</u>	
594 CAPITALIZED EXPENDITURES			
594.76.6324 LITTLE MOUNTAIN PARK IMPROVEMENTS		26,500	
Total CAPITALIZED EXPENDITURES			26,500
597 OPERATING TRANSFERS-OUT			
597.00.0000 OPERATING TRANSFERS-OUT		20,000	
Total OPERATING TRANSFERS-OUT			20,000
Total LITTLE MOUNTAIN IMPROVEMENT RESERVE			<u>46,500</u>

Fund: Crime Prevention (109)

Fund Overview:

To consistently seek and find ways to provide productive and quality services that promote, preserve, and deliver a feeling of security and safety to the citizens and visitors in our community. This fund supports proactive prevention of crime through innovative out-reach programs. Revenues come from restitution, contributions, grants, and drug seizure funds.

Expenditure Line Detail	Amount
Other Services	
Neighborhood Clean-up Program	650

**Revenue Estimates
CITY OF MOUNT VERNON**

109	CRIME PREVENTION FUND	2020 Council Adopted
<u>Account Number</u>		<u></u>
360	MISCELLANEOUS REVENUES	
367.00.00	CONTRIBUTIONS & DONATIONS	2,000
369.31.00	ASSET FORFEITURE & CONFISCATION	10,400
Total	MISCELLANEOUS REVENUES	12,400
Total	CRIME PREVENTION FUND	<u>12,400</u>

**Approved Expenditures
CITY OF MOUNT VERNON**

109	CRIME PREVENTION FUND	2020 Council Adopted
08	POLICE DEPARTMENT	
<u>Account Number</u>		<u></u>
521	LAW ENFORCEMENT	
521.20.3110	OFFICE SUPPLIES	2,000
521.30.3111	OPERATING SUPPLIES	9,750
521.30.4968	NEIGHBORHOOD CLEAN-UP PROGRAM	650
Total	LAW ENFORCEMENT	12,400
Total	CRIME PREVENTION FUND	<u>12,400</u>

Fund: Government Access (110)

Fund Overview:

The cable government access fee was implemented in 2002. The revenue generated each year exclusively funds capital expenditures such as production equipment to broadcast on the Public Education Government (PEG) cable channel. Since the inception of this programming the City of Mount Vernon has extended broadcasting to other agencies including Skagit County IS Department, Skagit Valley Hospital, and the Mount Vernon School District.

Expenditure Line Detail	Amount
Capital Expenditures	
110.99.594.57.6410 - Machinery & Equipment	85,000

Revenue Estimates CITY OF MOUNT VERNON

110	GOVERNMENT ACCESS FUND	2020 Council Adopted
<u>Account Number</u>		<u></u>
300	BEGINNING FUND BALANCE	
308.90.00	BEGINNING FUND BALANCE	37,719
	Total BEGINNING FUND BALANCE	37,719
320	LICENSES AND PERMITS	
321.91.05	CABLE ASSESSMENT - FRANCHISE	73,000
	Total LICENSES AND PERMITS	73,000
	Total GOVERNMENT ACCESS FUND	<u>110,719</u>

Approved Expenditures CITY OF MOUNT VERNON

110	GOVERNMENT ACCESS FUND	2020 Council Adopted
99	NON-DEPARTMENTAL	
<u>Account Number</u>		<u></u>
557	ECONOMIC INFORMATION	
557.20.3111	OPERATING SUPPLIES	3,000
557.20.4543	EQUIPMENT RENTAL & RESERVE	17,719
	Total ECONOMIC INFORMATION	20,719
594	CAPITALIZED EXPENDITURES	
594.57.6410	MACHINERY & EQUIPMENT	85,000
	Total CAPITALIZED EXPENDITURES	85,000
597	OPERATING TRANSFERS-OUT	
597.00.0000	OPERATING TRANSFERS-OUT	5,000
	Total OPERATING TRANSFERS-OUT	5,000
	Total GOVERNMENT ACCESS FUND	<u>110,719</u>

Fund: Criminal Justice Assistance (112)

Fund Overview:

This fund receives funds from the State of Washington to support various police and crime prevention programs.

Expenditure Line Detail	Amount
Operating Transfers Out	
112.08.597.21.0000 - To General Fund in support of Police operations	147,000
112.08.597.23.0000 - To Parks Fund for "At Risk Programs"	<u>3,000</u>
Total Operating Transfers Out	150,000

**Revenue Estimates
CITY OF MOUNT VERNON**

112 CRIMINAL JUSTICE ASSISTANCE

<u>Account Number</u>	<u>2020 Council Adopted</u>
330330 INTERGOVERNMENTAL SERVICES	
336.06.20 CRIMINAL JUSTICE - HIGH CRIME	95,000
336.06.21 MVET - POPULATION	11,079
336.06.26 CRIMINAL JUSTICE - SPECIAL PROGRAMS	40,029
336.06.51 CRIMINAL JUSTICE - DUI	5,100
Total INTERGOVERNMENTAL SERVICES	151,208
Total CRIMINAL JUSTICE ASSISTANCE	<u>151,208</u>

**Approved Expenditures
CITY OF MOUNT VERNON**

**112 CRIMINAL JUSTICE ASSISTANCE
08 POLICE DEPARTMENT**

<u>Account Number</u>	<u>2020 Council Adopted</u>
508 ENDING FUND BALANCE	
508.90.0000 ENDING FUND BALANCE	1,208
Total BEGINNING FUND BALANCE	1,208
597 OPERATING TRANSFERS-OUT	
597.21.0000 INTRFD TRSF TO CURRENT EXPENSE	147,000
597.23.0000 INTERFUND TRANSFER TO PARKS	3,000
Total OPERATING TRANSFERS-OUT	150,000
Total CRIMINAL JUSTICE ASSISTANCE	<u>151,208</u>

Fund: Municipal Arts (113)

Fund Overview:

Mount Vernon Municipal Code 2.97 Public Arts Commission requires the establishment of a Municipal Arts Fund to support the Mount Vernon Arts Commission and the public art program. This fund is used for commission programs and operating expenses of the public art program. This fund consolidates the multiple legacy funding sources being currently used to improve efficiency in fund tracking, management, and simplify the process for receipts and expenditures. The Director of Parks and Enrichment Services is responsible for submitting the annual operating budget to the Mayor. The 2020 budget includes \$10,000 for public art, dependent on the receipt of additional donations or grants for funding, and \$3,000 for operational costs.



"The Guardian" watching over the Skagit Valley from atop its perch on Little Mountain.

**Revenue Estimates
CITY OF MOUNT VERNON**

Account Number	2020 Council Adopted
<hr/>	
113 MUNICIPAL ARTS FUND	
300 BEGINNING FUND BALANCE	
308.90.00 BEGINNING FUND BALANCE	13,000
Total BEGINNING FUND BALANCE	13,000
Total MUNICIPAL ARTS FUND	<u>13,000</u>

**Approved Expenditures
CITY OF MOUNT VERNON**

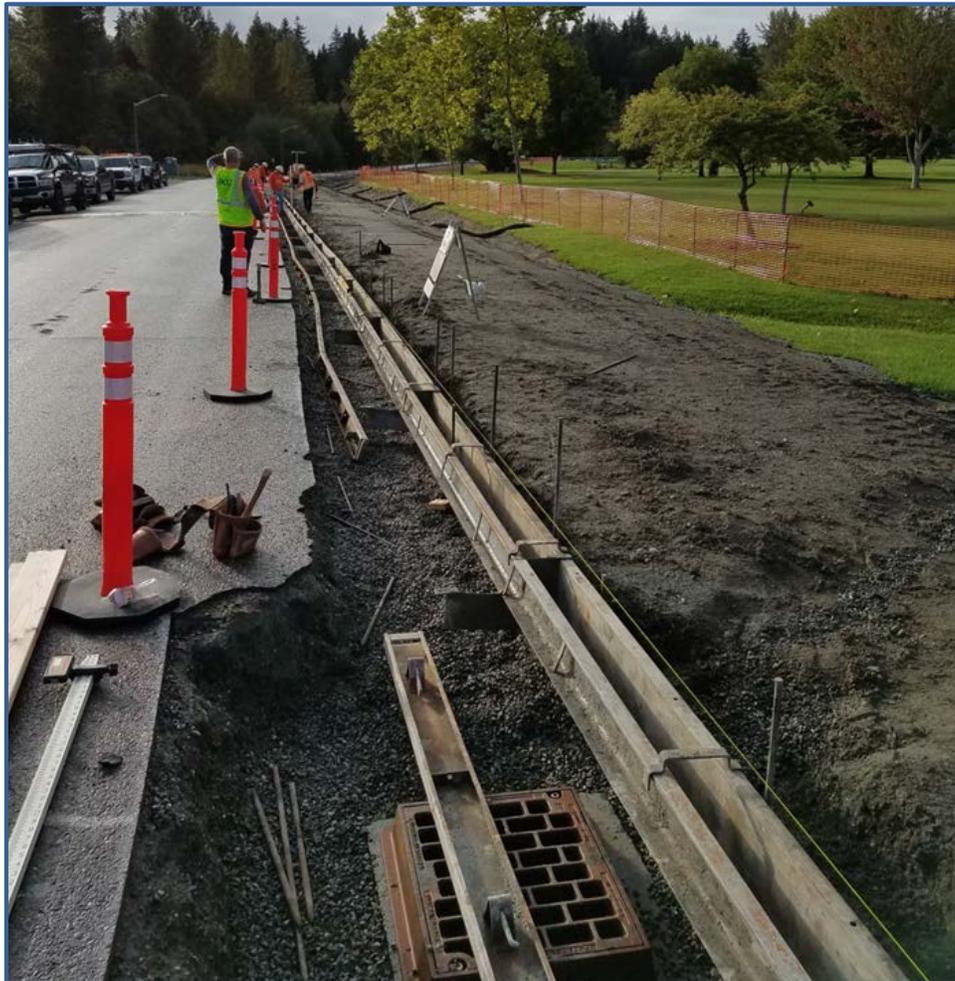
Account Number	2020 Council Adopted
<hr/>	
113 MUNICIPAL ARTS FUND	
16 PARKS	
573 CULTURAL & COMMUNITY ACTIVITIES	
573.20.3111 OPERATING SUPPLIES	3,000
Total CULTURAL & COMMUNITY ACTIVITIES	3,000
595 ROADS & STREET CONSTRUCTION	
595.62.6310 OTHER IMPROVEMENTS	10,000
Total ROADS & STREET CONSTRUCTION	10,000
Total MUNICIPAL ARTS FUND	<u>13,000</u>

Fund: Parks Capital Improvements Reserve (115)

Fund Overview:

The Parks Capital Improvement Fund was established to collect revenues earmarked for parks capital improvements. Revenues include cell tower leases, interest earnings, grants and donations.

Expenditure Line Detail	Amount
Capital Outlay	
115.16.594.76.6322 Little Mtn Access Road & Parking	43,500
115.16.594.76.6353 Recurring Park Projects	<u>70,000</u>
Total Capital Outlay	113,500



Road and Sidewalk Improvements at Bakerview Park.

**Revenue Estimates
CITY OF MOUNT VERNON**

115 PARKS CAPITAL IMPROVEMENTS RESERVE		2020
<u>Account Number</u>		<u>Council Adopted</u>
360	MISCELLANEOUS REVENUES	
361.10.00	INTEREST EARNINGS	235
362.51.00	STOKELY TOWER LEASE	70,000
367.00.00	CONTRIBUTIONS & DONATIONS	350,000
Total	MISCELLANEOUS REVENUES	420,235
Total	PARKS CAPITAL IMPROVEMENTS RESERVE	<u>420,235</u>

**Approved Expenditures
CITY OF MOUNT VERNON**

115 PARKS CAPITAL IMPROVEMENTS RESERVE		2020
16 PARKS		
<u>Account Number</u>		<u>Council Adopted</u>
508	ENDING FUND BALANCE	
508.90.0000	ENDING FUND BALANCE	241,373
Total	ENDING FUND BALANCE	241,373
594	CAPITALIZED EXPENDITURES	
594.76.6322	LITTLE MOUNTAIN TRAIL & SKILL CENTER	43,500
594.76.6353	RECURRING PARKS PROJECTS	70,000
Total	CAPITALIZED EXPENDITURES	113,500
597	OPERATING TRANSFERS-OUT	
597.00.0000	OPERATING TRANSFERS-OUT	65,362
Total	OPERATING TRANSFERS-OUT	65,362
Total	PARKS CAPITAL IMPROVEMENTS RESERVE	<u>420,235</u>

Fund: Transportation Benefit District (TBD) (117)

Fund Overview:

The Transportation Benefit District Fund was created in 2016 to collect 0.2% on retail sales within the City of Mount Vernon. Voters approved the proposition to impose this tax in November 2016. The tax is imposed for a period of ten years per RCW 32.14.0455.

The revenues collected are to be used exclusively for the purpose of funding the following transportation improvements:

- Street preservation and maintenance – repaving, striping, marking, and repairing
- Street improvement projects as identified in the City's six-year capital improvement plan and transportation element of the comprehensive plan.



Railroad Crossing Improvement Work.

**Revenue Estimates
CITY OF MOUNT VERNON**

117 TBD (TRANSPORTATION) FUND		2020	
<u>Account Number</u>		<u>Council Adopted</u>	
300	BEGINNING FUND BALANCE		
308.90.00	BEGINNING FUND BALANCE	162,355	
	Total BEGINNING FUND BALANCE		162,355
310	TAXES		
313.21.00	TBD SALES TAX	1,800,000	
	Total TAXES		1,800,000
330	INTERGOVERNMENTAL SERVICES		
334.03.80	TIB GRANT	350,000	
	Total INTERGOVERNMENTAL SERVICES		350,000
360	MISCELLANEOUS REVENUES		
361.10.00	INTEREST EARNINGS	2,645	
	Total MISCELLANEOUS REVENUES		2,645
	Total TBD (TRANSPORTATION) FUND		<u>2,315,000</u>

**Approved Expenditures
CITY OF MOUNT VERNON**

117 TBD (TRANSPORTATION) FUND 14 CITY STREET		2020	
<u>Account Number</u>		<u>Council Adopted</u>	
542	ROAD AND STREET MAINTENANCE		
542.30.4543	EQUIPMENT RENTAL & RESERVE	100,000	
	Total ROAD AND STREET MAINTENANCE		100,000
595	ROADS & STREET CONSTRUCTION		
595.30.6317	ASPHALT OVERLAY/PATCHING	1,010,000	
595.30.6318	SIDEWALK IMPROVEMENTS	400,000	
595.30.6331	STREET SIGNAL IMPROVEMENTS	50,000	
595.30.6375	STREET LIGHT IMPROVEMENTS	50,000	
595.30.6383	FREEWAY DRIVE PROJECT	50,000	
	Total ROADS & STREET CONSTRUCTION		1,560,000
597	OPERATING TRANSFERS-OUT		
597.64.0000	TRANSFER TO STREET FUND	655,000	
	Total OPERATING TRANSFERS-OUT		655,000
	Total TBD (TRANSPORTATION) FUND		<u>2,315,000</u>

Fund: Fiber Optic (118)

Fund Overview:

Mount Vernon Fiber System was designed and intended, in part, to provide institutional connectivity as well as provide its users with access to external high-speed bandwidth for Telecommunications purposes. Excess capacity exists on the Mount Vernon Fiber System, such that Mount Vernon makes such capacity available to additional governmental entities and private parties to satisfy the growing demand in Skagit County for access to high-speed broadband and internal networking.

The Mount Vernon Fiber System is currently being utilized by the City of Mount Vernon, government agencies in Skagit County for the provision of data services as an internal institutional network, private parties who have dark fiber leases with the City for internal use, and parties who have needs for broadband internet access who use one of service providers that are licensed by the City to get High-Speed Internet through the City's Fiber Infrastructure.

Department Goals:

1. Continue to provide Fiber Optic services to local Government Agencies
2. Continue to provide Fiber Optic services to local businesses
3. Continue to provide 24/7 support to the Fiber Infrastructure
4. Continue to provide and maintain a Fiber Headend
5. Continue to expand the fiber in Mount Vernon
6. Provide fast fiber installation services with good customer support

Personnel Staffing Summary:

Position/ Title	Actual 2018	Actual 2019	Department Request 2020	Approved 2020
Full Time Employees:				
Fiber Optic Technician	1	1	1	1
Fiber Optic Laborer (part-time)	0	0	1	1
Department Total	1	1	2	2

Department Service Measures:

	Actual 2017	Actual 2018	Estimated 2019	Projected 2019
Government Fiber Connections	75	80	84	80
Dark Fiber Leases	19	21	23	25
ISP Customers	135	158	182	177

Revenue Estimates
CITY OF MOUNT VERNON

118	FIBER OPTIC FUND	2020
<u>Account Number</u>		<u>Council Adopted</u>
340	CHARGES FOR SERVICES	
345.70.05	FIBER OPTIC SERVICES (PORT)	34,800
345.70.07	FIBER OPTIC SERVICES	105,000
345.70.08	MISC SERVICE - FIBER CONNECTIONS	27,700
345.70.09	INTERLOCAL MAINTENANCE FUNDS	67,800
345.70.10	DARK FIBER AGREEMENTS	81,000
345.70.11	IMPROVEMENT/EXPANSION	35,000
Total	CHARGES FOR SERVICES	351,300
360	MISCELLANEOUS REVENUES	
361.10.00	INTEREST EARNINGS	950
362.52.00	OTHER LEASES	12,300
Total	MISCELLANEOUS REVENUES	13,250
Total	FIBER OPTIC FUND	364,550

Approved Expenditures
CITY OF MOUNT VERNON

118	FIBER OPTIC FUND	2020
98	INFORMATION SERVICES	Council Adopted
<u>Account Number</u>		<u>Council Adopted</u>
508	ENDING FUND BALANCE	
508.90.0000	ENDING FUND BALANCE	64,708
518	CENTRAL SERVICES	
518.80.1100	SALARIES AND WAGES	94,464
518.80.1200	PART TIME SALARIES	30,214
518.80.2100	SOCIAL SECURITY	9,537
518.80.2200	RETIREMENT	16,034
518.80.2300	LABOR AND INDUSTRIES	3,493
518.80.2400	HEALTH INSURANCE	15,728
518.80.4110	PROFESSIONAL SERVICES	5,000
518.80.4212	CELLULAR PHONES	720
518.80.4400	LEASEHOLD EXCISE TAX PAYMENTS	930
518.80.4484	SALES EXCISE TAX - STATE	7,500
518.80.4542	VEHICLE REPAIRS	3,000
518.80.4543	EQUIPMENT RENTAL & RESERVE	15,222
518.80.4810	REPAIRS AND MAINTENANCE	15,000
594	CAPITALIZED EXPENDITURES	
594.58.4915	COMPUTER SOFTWARE	3,000
594.58.6326	FIBER IMPROVEMENTS	60,000
597	OPERATING TRANSFERS-OUT	
597.00.0000	OPERATING TRANSFER-OUT	20,000
Total	FIBER OPTIC FUND	364,550

Fund: Critical Areas Enhancement (119)

Fund Overview:

A separate fund to account for revenues and expenditures related to the Critical Areas Enhancement Program was established in conjunction with the enactment of the Critical Areas Ordinance (Ordinance No. 3353) adopted in March of 2007. Initial funding came from the Surface Water Fund in 2007 in the amount of \$200,000. Related expenditures may include acquiring land for critical area enhancement and other improvements that will enhance the designated critical areas. Revenues received from developers that choose to participate in this program will go into this fund.

Expenditure Line Detail	Amount
Professional Services	
119.12.554.90.4110 Environmental Services	25,000



The banks of the magnificent Skagit River

**Revenue Estimates
CITY OF MOUNT VERNON**

119	CRITICAL AREA ENHANCEMENT FUND	2020
Account Number		Council Adopted
300	BEGINNING FUND BALANCE	
308.90.00	BEGINNING FUND BALANCE	24,350
	Total BEGINNING FUND BALANCE	24,350
340	CHARGES FOR SERVICES	
345.86.00	MITIGATION FEES	5,000
	Total CHARGES FOR SERVICES	5,000
360	MISCELLANEOUS REVENUES	
361.10.00	INTEREST EARNINGS	650
	Total MISCELLANEOUS REVENUES	650
	Total CRITICAL AREA ENHANCEMENT FUND	30,000

**Approved Expenditures
CITY OF MOUNT VERNON**

119	CRITICAL AREA ENHANCEMENT FUND	2020
12	DEVELOPMENT SERVICES	Council Adopted
Account Number		Council Adopted
554	ENVIRONMENTAL SERVICES	
554.90.3111	OPERATING SUPPLIES	5,000
554.90.4110	PROFESSIONAL SERVICES	25,000
	Total ENVIRONMENTAL SERVICES	30,000
	Total CRITICAL AREA ENHANCEMENT FUND	30,000

Fund: Lincoln Commercial Properties (120)

Fund Overview:

This fund was established to accumulate funds collected from tenant lease payments. Funds are used to operate, maintain and make necessary capital improvements to the building.

Beginning in 2019, an operating transfer to the Facility Renewal Fund will be made for administrative costs associated with the property management of the Lincoln Block properties.



The historic Lincoln Theatre!

**Revenue Estimates
CITY OF MOUNT VERNON**

120	LINCOLN COMMERCIAL PROPERTIES	
		2020
Account Number		Council Adopted
360	MISCELLANEOUS REVENUES	
362.55.00	FACILITY RENTALS	68,000
Total	MISCELLANEOUS REVENUES	68,000
Total	LINCOLN COMMERCIAL PROPERTIES	68,000

**Approved Expenditures
CITY OF MOUNT VERNON**

120	LINCOLN COMMERCIAL PROPERTIES	
07	GENERAL FACILITIES	
		2020
Account Number		Council Adopted
508	ENDING FUND BALANCE	
508.90.0000	ENDING FUND BALANCE	32,368
Total	ENDING FUND BALANCE	32,368
559	HOUSING AND COMMUNITY DEVELOPMENT	
559.30.4400	LEASEHOLD EXCISE TAX PAYMENTS	9,000
559.30.4640	MISC. PERILS/PROPERTY LOSS INSURANCE	3,632
559.30.4700	PUBLIC UTILITY SERVICES	4,000
559.30.4810	REPAIRS AND MAINTENANCE	9,000
Total	HOUSING AND COMMUNITY DEVELOPMENT	25,632
597	OPERATING TRANSFERS-OUT	
597.00.0000	OPERATING TRANSFERS-OUT	10,000
Total	OPERATING TRANSFERS-OUT	10,000
Total	LINCOLN COMMERCIAL PROPERTIES	68,000

Fund: Library/CC/Parking (301)

Fund Overview:

This fund was created to provide an accounting mechanism for the City Library/Community Center/Parking Facility Capital Improvement Project.

The City of Mount Vernon and Skagit County held a joint meeting on March 28, 2018 and adopted an agreement to create a cooperative relationship and collaborate on shared projects to meet the needs of the Community.

The initial project is now in motion. The City needs a new, larger library while the County needs a more modern, updated Senior/Community Center. The City is working together on the feasibility of a joint Library/Community Center (Mount Vernon Library Commons Project) with structured parking in the historic downtown area. This visionary project will enhance our community learning space and provide senior nutrition “Meals on Wheels” and program space for dynamic senior activities. Needs assessment by hired consultants in 2014 and focus groups in 2018 supported the need for a new library. Parking studies conducted in 2016 support the location for a downtown parking structure.

The 2020 budget includes \$500,000 for further planning development for this project.



Conceptual rendering of the Library, Community Center, and Parking Building.

**Revenue Estimates
CITY OF MOUNT VERNON**

301 LIBRARY/CC/PARKING	2020
<u>Account Number</u>	<u>Council Adopted</u>
310 TAXES	
313.24.00 LIFT - LOCAL INFRASTRUCTURE FINANCIAL TOOL	500,000
Total TAXES	500,000
360 MISCELLANEOUS REVENUES	
361.10.00 INTEREST EARNINGS	750
Total MISCELLANEOUS REVENUES	750
390 OTHER FINANCING SOURCES	
397.00.00 OPERATING TRANSFERS-IN	500,000
Total OTHER FINANCING SOURCES	500,000
Total LIBRARY/CC/PARKING	<u>1,000,750</u>

**Approved Expenditures
CITY OF MOUNT VERNON**

301 LIBRARY/CC/PARKING	2020
99 NON-DEPARTMENTAL	Council Adopted
<u>Account Number</u>	<u>Council Adopted</u>
508 ENDING FUND BALANCE	
508.90.0000 ENDING FUND BALANCE	500,750
Total ENDING FUND BALANCE	500,750
594 CAPITALIZED EXPENDITURES	
594.73.6310 OTHER IMPROVEMENTS	500,000
Total CAPITALIZED EXPENDITURES	500,000
Total LIBRARY/CC/PARKING	<u>1,000,750</u>

Fund: Capital Improvements – REET I (304)

Fund Overview:

To accumulate funds from the first 0.25% Real Estate Excise Tax (REET I) to be expended for various City capital improvements identified in the City’s Capital Improvement Plan.

**Revenue Estimates
CITY OF MOUNT VERNON**

304 CAPITAL IMPROVEMENTS FUND - REET I		2020	
<u>Account Number</u>		<u>Council Adopted</u>	
300 BEGINNING FUND BALANCE			
308.90.00 BEGINNING FUND BALANCE		75,970	
Total BEGINNING FUND BALANCE			75,970
310 AXES			
318.34.00 LOCAL 1/4% REAL ESTATE TAX		700,000	
Total TAXES			700,000
360 MISCELLANEOUS REVENUES			
361.10.00 INTEREST EARNINGS		6,000	
362.55.00 FACILITY RENTALS		4,800	
Total MISCELLANEOUS REVENUES			10,800
Total CAPITAL IMPROVEMENTS FUND - REET I			<u>786,770</u>

**Approved Expenditures
CITY OF MOUNT VERNON**

Account Number	2020 Council Adopted
304 CAPITAL IMPROVEMENTS FUND - REET I	
07 GENERAL FACILITIES	
518 CENTRAL SERVICES	
518.20.4400 LEASEHOLD EXCISE TAX PAYMENTS	620
Total CENTRAL SERVICES	620
591 REDEMPTION OF GENERAL L-T DEBT	
591.95.7800 INTERGOVERNMENTAL LOANS	115,000
Total REDEMPTION OF GENERAL L-T DEBT	115,000
592 INTEREST AND OTHER DEBT COSTS	
592.95.8313 INTERGOVERNMENTAL LOAN INTEREST	1,150
Total INTEREST AND OTHER DEBT COSTS	1,150
594 CAPITALIZED EXPENDITURES	
594.39.6330 STREET IMPROVEMENTS	40,000
Total CAPITALIZED EXPENDITURES	40,000
597 OPERATING TRANSFERS-OUT	
597.00.5001 TRANSFER TO FIRE IMPACT	30,000
597.00.5003 TRANSFER TO CITY SHOP	100,000
597.00.5004 TRANSFER TO LIBRARY PARKING (LIFT)	500,000
Total OPERATING TRANSFERS-OUT	630,000
Total CAPITAL IMPROVEMENTS FUND - REET I	786,770

Fund: Fire Station Projects (306)

Fund Overview:

This fund was established for the accounting of the planning and design phase for a new Fire Station #1 and the reconfiguration of Fire Stations #2 and #3 as detailed in the City of Mount Vernon's Capital Improvements Plan.

Fire Station #1: This downtown station was constructed over 55 years ago, and has long passed its useful/normal service life. Aside from being functionally obsolete, the station does not meet modern standards for energy, efficiency and fire safety. The older bays and doors are too small to house modern trucks, and because it lacks an exhaust system, firefighters who are stationed here have no protection from diesel exhaust that seeps through unsealed doors and into their living quarters. This station has served the City well, and the City has excelled at prolonging the resource for as long as it could, however Mount Vernon is overdue for a replacement of Fire Station 1.

Fire Stations #2 & #3: Both of these 20+ year-old stations are usable, but in desperate need of being updated to comply with modern safety standards such as decontamination and storage of the bunker gear used by our firefighters. They are also in need of a modern exhaust-capturing system that can prevent our firefighters from breathing in toxic fumes. In addition to these pressing safety and health concerns, the City has added emergency medical services (ambulances and paramedics), which will be housed in all fire stations and increase the demand for space.

The 2020 budget includes \$118,544 for further planning development for this project.



Conceptual rendering of Fire Station #1.

**Revenue Estimates
CITY OF MOUNT VERNON**

306 FIRE STATION PROJECTS

<i>Account Number</i>	<i>2020 Council Adopted</i>
300 BEGINNING FUND BALANCE	
308.90.00 BEGINNING FUND BALANCE	118,544
Total BEGINNING FUND BALANCE	118,544
Total FIRE STATION PROJECTS	<u>118,544</u>

**Approved Expenditures
CITY OF MOUNT VERNON**

**306 FIRE STATION PROJECTS
09 FIRE DEPARTMENT**

<i>Account Number</i>	<i>2020 Council Adopted</i>
522 FIRE CONTROL	
522.10.0000 ENDING FUND BALANCE	118,544
Total FIRE CONTROL	118,544
Total FIRE STATION PROJECTS	<u>118,544</u>

Fund: Parks Impact Fees (311)

Fund Overview:

This fund was established to accumulate funds collected from developers to be used to partially fund park capital projects as identified in the City's Capital Improvement Plan (CIP) as outlined in MVMC 3.40.110.

There are no planned projects utilizing this fund in 2020.



Hillcrest Park Landscaping Upgrade.

**Revenue Estimates
CITY OF MOUNT VERNON**

311	PARKS IMPACT FEES	2020
<u><i>Account Number</i></u>		<u><i>Council Adopted</i></u>
340	CHARGES FOR SERVICES	
345.85.00	PARK IMPACT FEES	105,000
Total	CHARGES FOR SERVICES	105,000
360	MISCELLANEOUS REVENUES	
361.10.00	INTEREST EARNINGS	1,200
Total	MISCELLANEOUS REVENUES	1,200
Total	PARKS IMPACT FEES	<u><u>106,200</u></u>

**Approved Expenditures
CITY OF MOUNT VERNON**

311	PARKS IMPACT FEES	2020
16	PARKS	2020
<u><i>Account Number</i></u>		<u><i>Council Adopted</i></u>
508	ENDING FUND BALANCE	
508.90.0000	ENDING FUND BALANCE	106,200
Total	ENDING FUND BALANCE	106,200
Total	PARKS IMPACT FEES	<u><u>106,200</u></u>

Fund: Fire Impact Fees (312)

Fund Overview:

This fund was established to accumulate funds collected from developers to be used to partially fund fire capital projects as identified in the City's Capital Improvement Plan (CIP). MVMC 3.40.110(B) states, "Impact fees may be spent for planned facilities, including but not limited to planning, land acquisition, construction, engineering, architectural, permitting, financing, and administrative expenses, applicable impact fees or mitigation costs, capital equipment pertaining to planned facilities, and any other similar expenses which can be capitalized."

Expenditure Line Detail	Amount
Capital Outlay	
312.09.594.22.6378 Hydrant Replacement Program	
Fire Hydrant Replacement Program	30,000
312.09.594.22.6413 Communication Equipment - radio replacements	
Radio replacements	<u>20,000</u>
Total Capital Outlay	50,000



Refurbished Fire Hydrant.

**Revenue Estimates
CITY OF MOUNT VERNON**

312 FIRE IMPACT FEES		2020
<u>Account Number</u>		<u>Council Adopted</u>
300 BEGINNING FUND BALANCE		
308.90.00 BEGINNING FUND BALANCE		63,000
Total BEGINNING FUND BALANCE		63,000
340 CHARGES FOR SERVICES		
345.85.00 FIRE IMPACT FEES		25,000
Total CHARGES FOR SERVICES		25,000
360 MISCELLANEOUS REVENUES		
361.10.00 INTEREST EARNINGS		500
Total MISCELLANEOUS REVENUES		500
390 OTHER FINANCING SOURCES		
397.00.00 OPERATING TRANSFERS-IN		45,000
Total OTHER FINANCING SOURCES		45,000
Total FIRE IMPACT FEES		<u>133,500</u>

**Approved Expenditures
CITY OF MOUNT VERNON**

312 FIRE IMPACT FEES		2020
09 FIRE DEPARTMENT		
<u>Account Number</u>		<u>Council Adopted</u>
594 CAPITALIZED EXPENDITURES		
594.22.6378 FIRE HYDRANT REPLACEMENT		30,000
594.22.6410 MACHINERY AND EQUIPMENT		83,500
594.22.6413 COMMUNICATIONS EQUIPMENT		20,000
Total CAPITALIZED EXPENDITURES		133,500
Total FIRE IMPACT FEES		<u>133,500</u>

Fund: Transportation Impact Fees (313)

Fund Overview:

This fund was established to accumulate funds collected from developers to be used to partially fund street capital projects as identified in the City’s Capital Improvement Plan (CIP). There are no planned projects utilizing this fund in 2020.

**Revenue Estimates
CITY OF MOUNT VERNON**

313 TRANSPORTATION IMPACT FEES		2020	
<u>Account Number</u>		<u>Council Adopted</u>	
340 CHARGES FOR SERVICES			
345.85.00	TRAFFIC IMPACT FEES	170,000	
Total	CHARGES FOR SERVICES		170,000
360 MISCELLANEOUS REVENUES			
361.10.00	INTEREST EARNINGS	1,500	
Total	MISCELLANEOUS REVENUES		1,500
Total	TRANSPORTATION IMPACT FEES		<u>171,500</u>

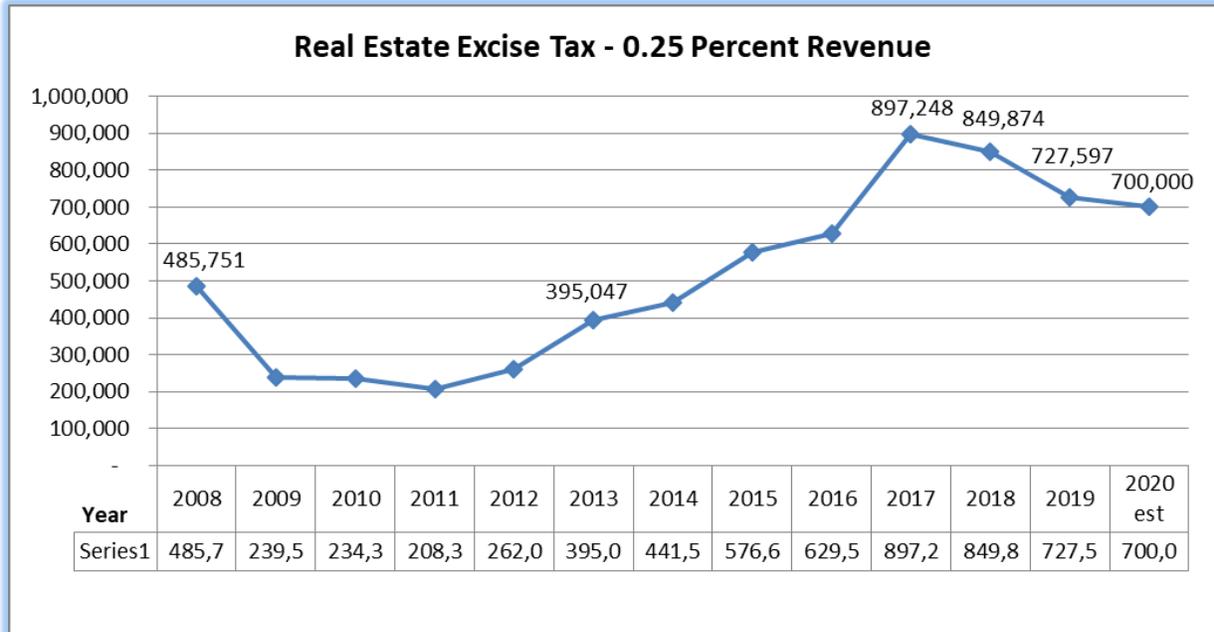
**Approved Expenditures
CITY OF MOUNT VERNON**

313 TRANSPORTATION IMPACT FEES		2020	
14 CITY STREET			
<u>Account Number</u>		<u>Council Adopted</u>	
508 ENDING FUND BALANCE			
508.90.0000	ENDING FUND BALANCE	171,500	
Total	ENDING FUND BALANCE		171,500
Total	TRANSPORTATION IMPACT FEES		<u>171,500</u>

Fund: REET II – Streets (314)

Fund Overview:

This fund was established to accumulate funds from the second 0.25% Real Estate Excise Tax (REETII) to be expended for various street, traffic and pedestrian capital improvements identified in the City's Capital Improvement Plan (CIP).



Conceptual rendering of College Way at I-5 widening completed project.

**Revenue Estimates
CITY OF MOUNT VERNON**

314 REET II - STREETS		2020	
<u>Account Number</u>		<u>Council Adopted</u>	
300	BEGINNING FUND BALANCE		
308.90.00	BEGINNING FUND BALANCE	221,000	
	Total BEGINNING FUND BALANCE		221,000
310	TAXES		
318.35.00	LOCAL 1/4% REAL ESTATE TAX	700,000	
	Total TAXES		700,000
360	MISCELLANEOUS REVENUES		
361.10.00	INTEREST EARNINGS	4,000	
	Total MISCELLANEOUS REVENUES		4,000
	Total REET II - STREETS		925,000

**Approved Expenditures
CITY OF MOUNT VERNON**

314 REET II - STREETS		2020	
14 CITY STREET		Council Adopted	
<u>Account Number</u>		<u>Council Adopted</u>	
542	ROAD AND STREET MAINTENANCE		
542.64.5130	SIGNAL MAINTENANCE	10,000	
	Total ROAD AND STREET MAINTENANCE		10,000
595	ROADS & STREET CONSTRUCTION		
595.30.6317	ASPHALT OVERLAY/PATCHING	260,000	
	Total ROADS & STREET CONSTRUCTION		260,000
597	OPERATING TRANSFERS-OUT		
597.00.0000	INTERFUND TRANSFER - TRANSPORTATION PROJECT	655,000	
	Total OPERATING TRANSFERS-OUT		655,000
	Total REET II - STREETS		925,000

Fund: Public Works Facility (328)

Fund Overview:

This fund was established for the accounting of the planning and design phase for the construction of a new shop complex to house activities related to the following: Transportation, Solid Waste, Equipment Repair and Maintenance, Park Maintenance and Wastewater Equipment Maintenance. Additionally, it will house office space for public works crews and a training room.

The 2020 budget includes a \$100,000 operating transfer-in from the Solid Waste fund for further planning and development for this project.

**Revenue Estimates
CITY OF MOUNT VERNON**

328 PW FACILITY FUND		2020
<u>Account Number</u>		<u>Council Adopted</u>
390	OTHER FINANCING SOURCES	
397.00.00	OPERATING TRANSFERS-IN	100,000
Total	OTHER FINANCING SOURCES	100,000
Total	PW FACILITY FUND	100,000

**Approved Expenditures
CITY OF MOUNT VERNON**

328 PW FACILITY FUND		2020
99 NON-DEPARTMENTAL		
<u>Account Number</u>		<u>Council Adopted</u>
508	ENDING FUND BALANCE	
508.90.0000	ENDING FUND BALANCE	100,000
Total	ENDING FUND BALANCE	100,000
Total	PW FACILITY FUND	100,000

Fund: Wastewater Utility (401)

Fund Overview:

The Wastewater Utility Staff is comprised of sixteen full time employees who are responsible for the operation and maintenance of the Wastewater Treatment Plant and twenty pump stations. The budgetary process allows us to maximize the useful life of our infrastructure and meet regulatory requirements.

The Wastewater Utility staff looks forward to working with the Mayor and Council in meeting all of our established goals while protecting the environment and serving the citizens of Mount Vernon in 2020.

Department Goals:

1. Continue to maintain compliance with our NPDES (National Pollutant Discharge Elimination System) permit.
2. Continue operating and maintaining the Wastewater Treatment Plant to increase efficiency and capacity of our treatment plant process.
3. Complete the administration building expansion and remodel.
4. Continue with collection pipe lining and rehab program.

Personnel Staffing Summary:

	Actual 2018	Actual 2019	Department Request 2020	Mayor Recommend 2020
Manager	1	1	1	1
Assistant Supervisor	1	1	1	1
Process Analyst	1	1	1	1
Maintenance Foreman	1	1	1	1
Lead Operator	1	1	1	1
Operator	7	7	7	7
Sewer Maintenance	3	3	3	3
Laborer	1	1	1	1
Full Time Total	16	16	16	16
Part Time Total	4	4	4	4

Department Service Measures:

	Actual 2017	Actual 2018	Estimated 2019	Projected 2020
Billions Gallons Process (Variations due to annual precipitation totals)	1.399	1.415	1.485	1.490
Dry Tons Biosolids (Affected by Activated Sludge mode of Operation).	590	550	575	600

Expenditure Line Item Detail	Amount
Professional Services	
401.22.535.34.4110 Professional Services	
Utility bills processing, printing, mailing	34,000
Consulting Services for emergency repairs	7,500
Installation and programming of PLCWWTP	15,000
HUB computer programming for process control, other	68,500
SCADA maintenance/management for upgrade control systems	10,000
Total	135,000
401.22.535.38.4110 Professional Services	
Generator switch gear	3,500
Backflow preventer testing and repairs	900
Telemetry & Pump Control modifications	15,600
Total	20,000
Total Professional Services	155,000
Operating Transfers Out	
401.22.597.00.0000 Transfer out to Fund 412, Sewer Capital Reserve Fund	1,000,000

**Revenue Estimates
CITY OF MOUNT VERNON**

401 WASTEWATER UTILITY FUND	2020 Council Adopted
<u>Account Number</u>	<u></u>
300 BEGINNING FUND BALANCE	
308.90.00 BEGINNING FUND BALANCE	637,482
Total BEGINNING FUND BALANCE	637,482
340 CHARGES FOR SERVICES	
341.43.00 CREDIT CARD PROCESSING FEES	(3,200)
343.51.00 SEWER SERVICE FEES	8,384,810
343.52.00 INTERFUND SERVICE FEES	52,226
Total CHARGES FOR SERVICES	8,433,836
360 MISCELLANEOUS REVENUES	
361.10.00 INTEREST EARNINGS	50,000
361.41.00 OTHER INTEREST EARNINGS	20,000
362.55.00 FACILITY RENTALS	10,680
369.90.11 MISCELLANEOUS REVENUE	45,000
369.95.00 LIEN RELEASE	12,000
Total MISCELLANEOUS REVENUES	137,680
370 OTHER INCOME	
379.00.00 CAPITAL CONTRIBUTIONS - PRIVATE SOURCES	315,000
Total OTHER INCOME	315,000
Total WASTEWATER UTILITY FUND	9,523,998

**Approved Expenditures
CITY OF MOUNT VERNON**

401	WASTEWATER UTILITY FUND	
22	WASTEWATER UTILITY	2020
Account Number		Council Adopted
535.33	SEWER - COLLECTION	
535.33.1100	SALARIES AND WAGES	244,606
535.33.1200	SALARY PART-TIME EMPLOYEES	12,933
535.33.1300	OVERTIME	4,500
535.33.2100	SOCIAL SECURITY	20,045
535.33.2200	RETIREMENT	31,620
535.33.2300	LABOR AND INDUSTRIES	8,004
535.33.2400	HEALTH INSURANCE	39,880
535.33.2820	UNIFORMS & CLOTHING	1,500
535.33.3110	OFFICE SUPPLIES	500
535.33.3111	OPERATING SUPPLIES	3,500
535.33.3115	MAINTENANCE SUPPLIES	1,500
535.33.3500	MINOR TOOLS/EQUIPMENT	4,000
535.33.4110	PROFESSIONAL SERVICES	3,700
535.33.4214	COMMUNICATION SERVICES	5,000
535.33.4310	TRAVEL	800
535.33.4400	LEASEHOLD EXCISE TAX PAYMENTS	1,500
535.33.4542	VEHICLE REPAIRS	20,372
535.33.4543	EQUIPMENT RENTAL & RESERVE	421,512
535.33.4544	MACHINE RENTAL	2,200
535.33.4700	PUBLIC UTILITY SERVICES	3,010
535.33.4810	SEWER REPAIR	20,000
535.33.4820	GROUNDS MAINTENANCE	100
535.33.4840	MAINTENANCE CONTRACT - SOFTWARE	27,217
535.33.4913	LAUNDRY	3,700
535.33.4921	SANITARY GRIT/SCREENINGS DISPOSAL	13,000
535.33.4980	DUES SUBSCRIPTIONS & MEMBERSHIPS	175
535.33.4982	TUITION & REGISTRATION	2,750
535.33.9100	INTERFUND PROFESSIONAL SERVICES	245,996
535.33.9800	INTERFUND REPAIRS & MAINTENANCE	175,435
535.33.9900	OTHER INTERFUND SERVICES & CHARGES	37,922
Total	SEWER - COLLECTION	1,356,977
535.34	SEWER - TREATMENT	
535.34.1100	SALARIES AND WAGES	1,016,507
535.34.1200	SALARY PART-TIME EMPLOYEES	30,833
535.34.1300	OVERTIME	22,000
535.34.2100	SOCIAL SECURITY	81,804
535.34.2200	RETIREMENT	131,608
535.34.2300	LABOR AND INDUSTRIES	30,655
535.34.2400	HEALTH INSURANCE	169,162
535.34.2520	EMPLOYEE WELLNESS	1,700
535.34.2820	UNIFORMS & CLOTHING	3,600
535.34.3110	OFFICE SUPPLIES	4,000
535.34.3111	OPERATING SUPPLIES	160,000

**Approved Expenditures
CITY OF MOUNT VERNON**

401 WASTEWATER UTILITY FUND
22 WASTEWATER UTILITY

Account Number	2020 Council Adopted
535.34.3114 LAB SUPPLIES	12,000
535.34.3115 MAINTENANCE SUPPLIES	24,000
535.34.3500 MINOR TOOLS/EQUIPMENT	2,500
535.34.4110 PROFESSIONAL SERVICES	135,000
535.34.4121 STATE EXAMINER AUDITING	23,400
535.34.4131 CONTROL SYSTEMS MAINTENANCE CONTRACT	24,000
535.34.4132 SLUDGE HAUL & APPLICATION CONTRACT	230,000
535.34.4133 LABORATORY SERVICES	22,000
535.34.4180 LEGAL PUBLISHING	100
535.34.4212 CELLULAR PHONES	150
535.34.4214 COMMUNICATION SERVICES	10,000
535.34.4215 FIBER OPTIC SERVICES	5,625
535.34.4230 POSTAGE	2,000
535.34.4310 TRAVEL	5,500
535.34.4483 DRAINAGE/DIKE TAX	15,000
535.34.4484 SALES EXCISE TAX - STATE	160,000
535.34.4485 B & O TAX (CITY)	660,000
535.34.4542 VEHICLE REPAIRS	7,362
535.34.4543 EQUIPMENT RENTAL & RESERVE	46,406
535.34.4544 MACHINE RENTAL	7,000
535.34.4630 LIABILITY INSURANCE PSCIA	185,360
535.34.4640 MISC PERILS/PROPERTY LOSS INSURANCE	108,759
535.34.4700 PUBLIC UTILITY SERVICES	310,000
535.34.4810 REPAIRS AND MAINTENANCE	5,500
535.34.4820 GROUNDS MAINTENANCE	3,000
535.34.4840 MAINTENANCE CONTRACT - SOFTWARE	34,500
535.34.4862 MECHANICAL MAINTENANCE	70,000
535.34.4863 ELECTRICAL MAINTENANCE	60,000
535.34.4864 STRUCTURAL MAINTENANCE	150,000
535.34.4913 LAUNDRY	4,500
535.34.4915 COMPUTER SOFTWARE	11,500
535.34.4980 DUES SUBSCRIPTIONS & MEMBERSHIPS	2,500
535.34.4982 TUITION & REGISTRATION	8,500
535.34.4987 COLLECTION & MISCELLANEOUS FEES	20,000
535.34.5131 W/W DISCHARGE PERMIT	35,000
535.34.6410 MACHINERY & EQUIPMENT	3,000
535.34.6415 COMPUTER HARDWARE & EQUIPMENT	9,400
535.34.6422 OFFICE & PLANT EQUIPMENT	25,000
535.34.6423 WASTEWATER PLANT PROCESS MODIFICATIONS	15,000
535.34.9110 ADMIN. OVERHEAD CHARGES	707,793
Total	SEWER - TREATMENT
	4,813,224

**Approved Expenditures
CITY OF MOUNT VERNON**

Account Number	2020 Council Adopted
401 WASTEWATER UTILITY FUND	
22 WASTEWATER UTILITY	
535.38 SEWER - PUMP STATIONS	
535.38.3111 OPERATING SUPPLIES	12,000
535.38.3115 MAINTENANCE SUPPLIES	2,000
535.38.3500 MINOR TOOLS AND EQUIPMENT	1,000
535.38.4110 PROFESSIONAL SERVICES	20,000
535.38.4215 FIBER OPTIC SERVICES	5,000
535.38.4542 VEHICLE REPAIRS	267
535.38.4543 EQUIPMENT RENTAL & RESERVE	4,255
535.38.4820 GROUNDS MAINTENANCE	800
535.38.4862 MECHANICAL MAINTENANCE	80,000
535.38.4863 ELECTRICAL MAINTENANCE	30,000
535.38.4864 STRUCTURAL MAINTENANCE	7,500
535.38.6418 FURNITURE & EQUIPMENT	23,000
Total SEWER - PUMP STATIONS	185,822
591.35 SEWER FACILITIES	
591.35.7800 INTERGOVERNMENTAL LOANS	1,880,105
Total SEWER FACILITIES	1,880,105
592.35 SEWER FACILITIES	
592.35.8313 INTERGOVERNMENTAL LOAN INTEREST	276,370
Total SEWER FACILITIES	276,370
594.35 CAPITAL EXPENDITURES - SEWER FACILITIES	
594.35.6413 COMMUNICATIONS EQUIPMENT	10,000
594.35.6415 COMPUTER HARDWARE & EQUIPMENT	1,500
Total CAPITAL EXPENDITURES - SEWER FACILITIES	11,500
597.00 OPERATING TRANSFERS-OUT	
597.00.0000 INTERFUND TRANSFER - SEWER CAPITAL RESERVE	1,000,000
Total OPERATING TRANSFERS-OUT	1,000,000
Total WASTEWATER UTILITY FUND	9,523,998

Fund: Solid Waste Utility (402)

Fund Overview:

The City of Mount Vernon Public Works Department, Solid Waste Division provides weekly solid waste collection services to all residential and commercial customers within the City limits. The utility is staffed by 11 full time Driver/Operators, 1 Assistant Supervisor- Driver/Operators, 1 Division Manager & 1 full time SW/CWP laborer. On an average day we will collect 77 tons of garbage and in 2018 we collected 19,889.67 tons of solid waste.

The Solid Waste Division operates and administers the City Yard Waste Facility in 2018 we accepted, transported, and disposed of 12,450 yards of yard waste. All yard waste is disposed of at Town of La Conner for a flat rate of \$35,000 annually. Home composting units are available to Mount Vernon citizens at the yard waste facility for \$40.00.

The Solid Waste Division offers metal dumpsters in nine various sizes for commercial customers or private citizens for temporary or permanent use on cleanup projects, roof replacement, construction, etc.

We offer plastic wheeled carts with lids in four various sizes for residential garbage collection: 20, 35, 65 & 95 gallon, and a variable rate, or "pay as you throw" rate structure that allows our citizens to only be charged for the amount of garbage they produce depending on what size cart meets their weekly garbage disposal needs. Currently we have over 10,000 carts in use City wide.

The Solid Waste Division offers Mount Vernon citizens both spring and fall clean up days where we accept a load of garbage, yard waste and recyclables for free.

We work closely with the Boy Scouts of America to provide post-holiday Christmas tree collection and disposal as a fund raiser for the scouts and a great public service to our citizens.

We provide free of charge "walk-in" service for elderly and disabled citizens as well as "go back" service for citizens that forget to put their cart out in time. We offer, free of charge, a public service sign program on the sides of our trucks where nonprofit organizations may advertise an event or service they provide to the community.

Solid Waste Division funds a CWP laborer and duties are dedicated to the responsibility of encampment cleanups. This position reports to the City Work Program (CWP) Supervisor and to the Solid Waste Division Manager for special assignments. The position also assists other departments as needed.

All Solid Waste Division employees must possess and maintain a commercial driver's license as well as participate in the City's random drug testing program.

Department Goals:

1. To provide for the solid Waste, recycle, and yard waste disposal needs of Mount Vernon citizens.
2. To work closely with other departments, organizations, and jurisdictions providing quality Solid Waste disposal services.
3. To work closely with Skagit County regarding any issue affecting their solid waste disposal rate.
4. To enhance the public's understanding of solid waste disposal requirements and issues.
5. To consistently provide a Solid Waste Utility that is efficiently administered and maintained.
6. To implement efficient collection systems to address both residential and commercial growth.
7. With the development of our mission statement and goals, we continue to maintain a clear understanding of our responsibilities to the community.

Personnel Staffing Summary:

Position/ Title	Actual 2018	Actual 2019	Department Request 2020	Mayor Recommend 2020
Full Time Employees:				
Solid Waste Superintendent	1	1	1	1
Assistant Superintendent	1	1	1	1
Driver/ Collectors	11	11	11	11
Solid Waste/Parks CWP Laborer	0	1	1	1
Full Time Total	13	14	14	14
Part Time Total	3	3	3	3

Department Service Measures:

	Actual 2017	Actual 2018	Estimated 2019	Projected 2020
Solid Waste Tonnage	19,130	19,890	20,300	22,500
Yard Waste Processed (tonnage)	13,590 yards	12,450 yards	13,650 yards	13,650 yards
Residential Garbage Accounts	9,600	8,838	9,300	9000
Commercial Garbage Accounts	1,050	1,431	1,500	1000
Curbside Recycling (tonnage)	2,620	2,332	2,400	2,400



Automated Side Arm Solid Waste Collection Truck

Revenue Estimates
CITY OF MOUNT VERNON

402 SOLID WASTE UTILITY FUND

Account Number	2020 Council Adopted
300 BEGINNING FUND BALANCE	
308.90.00 BEGINNING FUND BALANCE	811,147
Total BEGINNING FUND BALANCE	811,147
340 CHARGES FOR SERVICES	
341.43.00 CREDIT CARD PROCESSING FEES	3,200-
343.75.00 SOLID WASTE COLLECTION FEES	5,487,000
343.77.00 RECYCLING COLLECTION FEES	700,000
343.78.00 YARD WASTE PUNCH CARDS	30,000
343.78.01 COMPOST BINS	500
343.79.00 EXTRA GARBAGE TAGS	150
Total CHARGES FOR SERVICES	6,214,450
360 MISCELLANEOUS REVENUES	
361.10.00 INTEREST EARNINGS	15,000
361.41.00 OTHER INTEREST EARNINGS	10,000
369.90.11 MISCELLANEOUS REVENUE	45,000
369.95.00 LIEN RELEASE	12,000
Total MISCELLANEOUS REVENUES	82,000
Total SOLID WASTE UTILITY FUND	<u><u>7,107,597</u></u>

**Approved Expenditures
CITY OF MOUNT VERNON**

**402 SOLID WASTE UTILITY FUND
23 SOLID WASTE UTILITY**

Account Number	2020 Council Adopted
537 SOLID WASTE UTILITY	
537.35.1100 SALARIES AND WAGES	877,472
537.35.1200 SALARY PART-TIME EMPLOYEES	45,898
537.35.1300 OVERTIME	25,000
537.35.2100 SOCIAL SECURITY	72,551
537.35.2200 RETIREMENT	118,805
537.35.2300 LABOR AND INDUSTRIES	32,006
537.35.2400 HEALTH INSURANCE	189,960
537.35.2520 EMPLOYEE WELLNESS	3,500
537.35.2820 UNIFORMS & CLOTHING	5,500
537.35.3100 OFFICE & OPERATING SUPPLIES	22,500
537.35.3120 TRAINING MATERIALS	1,000
537.35.3134 OFFICE EQUIPMENT	4,000
537.35.3143 CRUSHED GRAVEL	2,000
537.35.4110 PROFESSIONAL SERVICES	45,000
537.35.4121 STATE EXAMINER AUDITING	15,600
537.35.4184 LICENSES & FEES	2,000
537.35.4186 PUBLIC EDUCATION	4,000
537.35.4210 TELEPHONE	1,000
537.35.4212 CELLULAR PHONES	9,000
537.35.4215 FIBER OPTIC SERVICES	3,000
537.35.4230 POSTAGE	2,000
537.35.4310 TRAVEL	1,500
537.35.4483 DRAINAGE/DIKE TAX	4,500
537.35.4484 SALES EXCISE TAX - STATE	250,000
537.35.4485 B & O TAX (CITY)	340,000
537.35.4542 VEHICLE REPAIRS	60,251
537.35.4543 EQUIPMENT RENTAL & RESERVE	1,163,145
537.35.4544 MACHINE RENTAL	5,500
537.35.4630 LIABILITY INSURANCE PSCIA	51,901
537.35.4640 MISC. PERILS/PROPERTY LOSS INSURANCE	5,297
537.35.4700 PUBLIC UTILITY SERVICES	9,500
537.35.4810 REPAIRS AND MAINTENANCE	10,000
537.35.4830 EQUIPMENT MAINTENANCE	1,000
537.35.4840 MAINTENANCE CONTRACT - SOFTWARE	17,500
537.35.4913 LAUNDRY	5,000
537.35.4915 COMPUTER SOFTWARE	2,500
537.35.4925 VEHICLE IMPOUNDMENT	500
537.35.4935 YARD WASTE DISPOSAL	36,100
537.35.4941 RECYCLING CONTRACT	740,000
537.35.4942 CONSTRUCTION & DEMO RECYCLING COSTS	4,000
537.35.4968 ALLEY MAINTENANCE	4,000

**Approved Expenditures
CITY OF MOUNT VERNON**

Account Number	2020 Council Adopted
402 SOLID WASTE UTILITY FUND	
23 SOLID WASTE UTILITY	
537.35.4969 HAZARDOUS WASTE DISPOSAL	2,000
537.35.4982 TUITION & REGISTRATION	1,500
537.35.4987 COLLECTION & MISCELLANEOUS FEES	20,000
537.35.5125 SKAGIT COUNTY SOLID WASTE DISPOSAL FEES	2,107,000
537.35.6310 IMPROVMENTS OTHER THAN BUILDINGS.	4,000
537.35.6412 MACHINERY & GARBAGE BINS	90,000
537.35.6419 VEHICLES & EQUIPMENT	25,000
537.35.9100 INTERFUND PROFESSIONAL SERVICES	109,104
537.35.9110 ADMIN. OVERHEAD CHARGES	387,389
537.36.1100 SALARIES AND WAGES	37,257
537.36.1300 OVERTIME	500
537.36.2100 SOCIAL SECURITY	2,888
537.36.2200 RETIREMENT	4,855
537.36.2300 LABOR AND INDUSTRIES	2,204
537.36.2400 HEALTH INSURANCE	19,914
Total SOLID WASTE UTILITY	7,007,597
597 OPERATING TRANSFERS-OUT	
597.00.0000 OPERATING TRANSFERS-OUT	100,000
Total OPERATING TRANSFERS-OUT	100,000
Total SOLID WASTE UTILITY FUND	<u><u>7,107,597</u></u>

Fund: Surface Water Utility (403)

Fund Overview:

The Surface Water Utility helps protect the life, health, and property of the general public by managing the City's surface water. Specific management efforts protect water quality; control, accommodate and discharge storm runoff; provide for groundwater recharge; control sediment; stabilize erosion; establish monitoring capability; and rehabilitate stream and drainage corridors for hydraulics, aesthetics, and fisheries benefits.

Department Goals:

Continue to build the Surface Water CIP Program consistent with the Comprehensive Surface Water Management Plan. Develop surface water management programs and standards to achieve full compliance with Federal, State, and Local water quality regulations. Continue to work on the restoration of the storm sewer systems as part of the "Storm System Restoration Program".

Personnel Staffing Summary:

	Actual 2018	Actual 2019	Department Request 2020	Mayor Recommend 2020
Engineering Manager (split w/Public Works)	.75	.75	.75	
Civil Engineering Tech II	1	1	2	
GIS Manager	0	.30	.30	
Full Time Total	1.75	2.05	3.05	
Part Time Total	1	1	1	

Department Service Measures:

	Actual 2017	Actual 2018	Estimated 2019	Projected 2020
Catch basin cleaning (# units)	1,372	2,705	3,000	3,500
Pipe cleaning (LF)	58,537	63,656	65,000	62,000
Ditch digging (LF)	455	370	300	400
Citizen contacts	91	51	60	70
Detention ponds cleaned / mowed (hrs.)	725	877	950	800
Grit recovered (tons)	530	703	700	700

Revenue Estimates
CITY OF MOUNT VERNON

403 SURFACE WATER UTILITY FUND

Account Number	2020 Council Adopted
300 BEGINNING FUND BALANCE	
308.90.00 BEGINNING FUND BALANCE	15,500
Total BEGINNING FUND BALANCE	15,500
340 CHARGES FOR SERVICES	
341.43.00 CREDIT CARD PROCESSING FEES	(700)
343.10.00 DRAINAGE UTILITY FEES	2,570,400
Total CHARGES FOR SERVICES	2,569,700
360 MISCELLANEOUS REVENUES	
361.10.00 INTEREST EARNINGS	11,000
361.41.00 OTHER INTEREST EARNINGS	3,500
Total MISCELLANEOUS REVENUES	14,500
Total SURFACE WATER UTILITY FUND	2,599,700

**Approved Expenditures
CITY OF MOUNT VERNON**

403	SURFACE WATER UTILITY FUND	
38	SURFACE WATER MANAGEMENT UTILITY	2020
Account Number		Council Adopted
531.36	SURFACE WATER ADMINISTRATION	
531.36.1100	SALARIES AND WAGES	291,760
531.36.1200	SALARY PART-TIME EMPLOYEES	32,751
531.36.1300	OVERTIME	2,535
531.36.2100	SOCIAL SECURITY	22,340
531.36.2200	RETIREMENT	39,434
531.36.2300	LABOR AND INDUSTRIES	8,842
531.36.2400	HEALTH INSURANCE	77,152
531.36.3110	OFFICE SUPPLIES	1,500
531.36.3125	BOOKS	100
531.36.3134	OFFICE EQUIPMENT	3,500
531.36.4110	PROFESSIONAL SERVICES	138,000
531.36.4186	PUBLIC EDUCATION	4,000
531.36.4215	FIBER OPTIC SERVICES	5,400
531.36.4230	POSTAGE	1,000
531.36.4310	TRAVEL	1,500
531.36.4543	EQUIPMENT RENTAL & RESERVE	9,899
531.36.4630	LIABILITY INSURANCE PSCIA	18,536
531.36.4700	PUBLIC UTILITY SERVICES	22,000
531.36.4830	EQUIPMENT MAINTENANCE	1,250
531.36.4840	MAINTENANCE CONTRACT - SOFTWARE	17,200
531.36.4903	DISCHARGE PERMIT	30,800
531.36.4915	COMPUTER SOFTWARE	5,700
531.36.4932	PARKER BUSINESS CENTER DUES	6,500
531.36.4980	DUES SUBSCRIPTIONS & MEMBERSHIPS	1,000
531.36.4982	TUITION & REGISTRATION	2,500
Total	SURFACE WATER ADMINISTRATION	745,199
531.37	SURFACE WATER MAINTENANCE	
531.37.3115	MAINTENANCE SUPPLIES	10,000
531.37.3156	FLOOD FIGHTING COSTS	10,000
531.37.3500	MINOR TOOLS/EQUIPMENT	4,000
531.37.4212	CELLULAR PHONES	2,000
531.37.4215	FIBER OPTIC SERVICES	1,000
531.37.4310	TRAVEL	500
531.37.4483	DRAINAGE/DIKE TAX	500
531.37.4484	SALES EXCISE TAX - STATE	35,000
531.37.4542	VEHICLE REPAIRS	32,875
531.37.4543	EQUIPMENT RENTAL & RESERVE	320,072
531.37.4544	MACHINE RENTAL	5,200
531.37.4700	PUBLIC UTILITY SERVICES	2,400
531.37.4701	PUBLIC UTILITY SERVICES - DRAINAGE DIST 17	12,000
531.37.4820	GROUNDS MAINTENANCE	4,000
531.37.4831	OPERATIONAL MAINTENANCE & REPAIR	45,000
531.37.4833	MOSQUITO CONTROL MAINTENANCE	15,000

**Approved Expenditures
CITY OF MOUNT VERNON**

403	SURFACE WATER UTILITY FUND	
38	SURFACE WATER MANAGEMENT UTILITY	
		2020
Account Number		Council Adopted
531.37.4862	MECHANICAL MAINTENANCE	14,500
531.37.4863	ELECTRICAL MAINTENANCE	2,500
531.37.4864	STRUCTURAL MAINTENANCE	3,000
531.37.4867	DETENTION POND MAINTENANCE	50,000
531.37.4913	LAUNDRY	4,600
531.37.4915	COMPUTER SOFTWARE	150
531.37.4980	DUES SUBSCRIPTIONS & MEMBERSHIPS	200
531.37.4982	TUITION & REGISTRATION	1,000
531.37.6310	OTHER IMPROVEMENTS	360,000
531.37.6355	STORMLINE REPLACEMENT & REPAIR	25,000
531.37.6419	VEHICLES & EQUIPMENT	51,200
531.37.9100	INTERFUND PROFESSIONAL SERVICES	242,577
531.37.9110	ADMIN. OVERHEAD CHARGES	233,071
531.37.9800	INTERFUND REPAIRS & MAINTENANCE	274,341
531.37.9900	OTHER INTERFUND SERVICES/CHARGES	92,815
Total	SURFACE WATER MAINTENANCE	1,854,501
Total	SURFACE WATER UTILITY FUND	<u>2,599,700</u>

Fund: Sewer Facility Extension and Expansion (411)

Fund Overview:

This fund was established to receive funds from development activities which are dedicated to expansion and repair and maintenance of the City's wastewater collection and treatment facilities as identified in the City's Capital Improvement Plan (CIP). The Wastewater Connection Fee is adjusted each January based on Engineering estimates.

Expenditure Line Item Detail	Amount
Capital Outlay 411.22.535.34.6311	
Facility Improvements	437,500
Total Capital Outlay	437,500
Operating Transfers Out	
411.22.597.00.0000 Transfer to Fund 401, Wastewater Utility	315,000
Total Transfers Out	315,000



College Way Check Valve.

**Revenue Estimates
CITY OF MOUNT VERNON**

411 SEWER FACILITY EXPANSION FUND

<i>Account Number</i>	<i>2020 Council Adopted</i>
300 BEGINNING FUND BALANCE	
308.90.00 BEGINNING FUND BALANCE	189,000
Total BEGINNING FUND BALANCE	189,000
360 MISCELLANEOUS REVENUES	
361.10.00 INTEREST EARNINGS	5,500
Total MISCELLANEOUS REVENUES	5,500
370 OTHER INCOME	
379.20.00 CONTRIBUTION - SEWER EXPAND	570,000
Total OTHER INCOME	570,000
Total SEWER FACILITY EXPANSION FUND	764,500

**Approved Expenditures
CITY OF MOUNT VERNON**

**411 SEWER FACILITY EXPANSION FUND
22 WASTEWATER UTILITY**

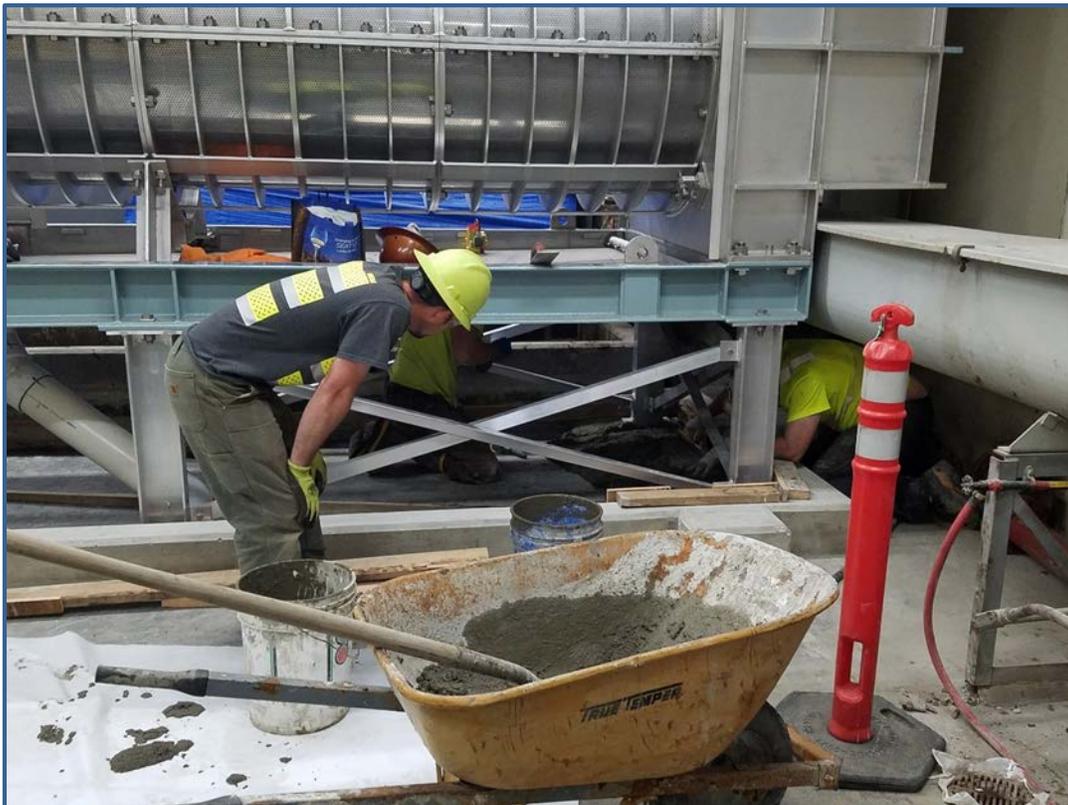
<i>Account Number</i>	<i>2020 Council Adopted</i>
535 SEWER UTILITY	
535.34.4484 SALES EXCISE TAX - STATE	12,000
535.34.6311 FACILITY IMPROVEMENTS	437,500
Total SEWER UTILITY	449,500
597 OPERATING TRANSFERS-OUT	
597.00.0000 OPERATING TRANSFERS-OUT	315,000
Total OPERATING TRANSFERS-OUT	315,000
Total SEWER FACILITY EXPANSION FUND	764,500

Fund: Sewer Capital Reserve (412)

Fund Overview:

This fund was established to receive funds from the sewer operating fund for the purpose of constructing sewer related facilities as identified in the City's Capital Improvement Plan (CIP).

Expenditure Line Item Detail	Amount
Capital Expenditures	
412.22.535.34.6310 - Wastewater Plant Upgrade (S-02-04)	100,000
412.22.535.34.6311 - Addition to Admin Building (S-19-01)	437,500
412.22.535.34.6360 - Sewer Restoration Program (S-07-04)	<u>1,000,000</u>
Total for Fund	1,537,500



Biosolids Screw/Rotary Press Installation.

**Revenue Estimates
CITY OF MOUNT VERNON**

412 SEWER CAPITAL RESERVE FUND		2020	
<u>Account Number</u>		<u>Council Adopted</u>	
300 BEGINNING FUND BALANCE			
308.90.00 BEGINNING FUND BALANCE		531,500	
Total BEGINNING FUND BALANCE			531,500
360 MISCELLANEOUS REVENUES			
361.10.00 INTEREST EARNINGS		6,000	
Total MISCELLANEOUS REVENUES			6,000
390 OTHER FINANCING SOURCES			
397.00.00 OPERATING TRANSFERS-IN		1,000,000	
Total OTHER FINANCING SOURCES			1,000,000
Total SEWER CAPITAL RESERVE FUND			<u>1,537,500</u>

**Approved Expenditures
CITY OF MOUNT VERNON**

412 SEWER CAPITAL RESERVE FUND		2020	
22 WASTEWATER UTILITY			
<u>Account Number</u>		<u>Council Adopted</u>	
535 SEWER UTILITY			
535.34.6310 IMPROVEMENTS OTHER THAN BUILDINGS		100,000	
535.34.6311 FACILITY IMPROVEMENTS		437,500	
535.34.6360 SEWER RESTORATION		1,000,000	
Total SEWER UTILITY			1,537,500
Total SEWER CAPITAL RESERVE FUND			<u>1,537,500</u>

Fund: Equipment Maintenance & Reserve (501)

Department Overview:

This department is directly responsible for the maintenance and repair of the City's fleet of 253 vehicles and equipment. This fleet includes 57 law enforcement vehicles; 30 pieces of heavy equipment; 14 garbage trucks; 21 fire and rescue vehicles; 58 passenger vehicles; as well as 73 trailers, mowers and generators. This department ensures that fuel is on hand for all vehicles at all times. The department responds to numerous requests for service at the shop facility assisting departments in designing and building unusual pieces of equipment. These requests often include installation of these items at other sites throughout the City. The three staff members are highly trained technicians who must keep up to date on the latest technology that is utilized in current vehicles.



Department Goals:

1. Maintain the current levels of service (speedy turnaround time on repairs, etc.) with workloads that are continually increasing (especially special projects).
2. Maintains and repairs all city vehicles and related equipment in the most cost effective, efficient, and safe way possible.
3. Purchasing equipment at the beginning of each year to ensure equipment arrives on site in an orderly progression.

Personnel Staffing Summary:

Position/ Title	Actual 2017	Actual 2018	Department Request 2019	Mayor Recommend 2020
Full Time Employees:				
Equipment Rental Supervisor	1	1	1	1
Mechanic	2	2	2	2
Department Total	3	3	3	3

Department Service Measures:

	Actual 2017	Actual 2018	Estimated 2019	Projected 2020
Number of fleet vehicles	230	235	235	250
Oil Changes	264	270	270	275
Tune ups & Engine repairs	360	360	325	360
Brake Jobs	125	127	117	120
Engine Rebuilds	1	1	2	2
Transmission Rebuilds	1	1	3	2
Clutch Replacements	1	1	2	2
Service Calls	391	411	395	412
Welding Projects	372	381	385	390
Hydraulic Repair	285	291	280	280
Electrical Repairs	495	525	525	531
Mower Repairs	311	326	310	320
Gallons of fuel purchased	114,000	125,000	126,000	125,000

Expenditure Line Item Detail		Amount
Capital Outlay		
I.S. Department Computer Hardware and Equipment 501.24.594.18.6415		
	Workstations, replace 30 per year on average	22,275
	Laptops, replace 14 per year on average	15,872
	Servers, network & backups	24,100
	Total Computer Hardware and Equipment	62,247
Vehicles and Equipment 501.24.594.48.6419		
Fire	Ambulance	300,000
Police	Animal Control Vehicle	51,044
	Patrol Vehicle	51,044
	Patrol Vehicle	51,044
Parks	6 ft Zero Turn Mower	21,921
	14 ft, Flex Wing Tag	20,804
	10 ft Field Mower	12,513
	Tilt Equipment Trailer	11,733
Street	Used Plow and Sander	75,000
	Asphalt Grinder	450,000
Solid Waste	Light Commercial Rear Load	360,000
	Heavy Commercial Roll Off	280,000
Wastewater	Ford 1 1/2 Ton Pickup	37,000
	Dodge 3/4 Ton Pickup	37,000
	Total Vehicles and Equipment	1,759,103
	Equipment Contingency 501.24.594.48.6430	30,000

Revenue Estimates
CITY OF MOUNT VERNON

501 EQUIPMENT RENTAL FUND

<i>Account Number</i>	<i>2020 Council Adopted</i>
330 INTERGOVERNMENTAL SERVICES	
334.01.31 WA STATE PATROL - WILDLAND MOBILIZATION	30,000
Total INTERGOVERNMENTAL SERVICES	30,000
360 MISCELLANEOUS REVENUES	
361.10.00 INTEREST EARNINGS	40,000
362.20.00 INTERFUND CHARGES FOR SERVICES	4,059,430
369.90.00 MISCELLANEOUS REVENUE	33,000
Total MISCELLANEOUS REVENUES	4,132,430
380 NON-REVENUES	
381.20.00 INTERFUND LOAN REPAYMENT RECEIVED	68,772
Total NON-REVENUES	68,772
390 OTHER FINANCING SOURCES	
397.00.00 OPERATING TRANSFERS-IN	100,000
Total OTHER FINANCING SOURCES	100,000
Total EQUIPMENT RENTAL FUND	4,331,202

**Approved Expenditures
CITY OF MOUNT VERNON**

501	EQUIPMENT RENTAL FUND	
24	INTERNAL SERVICES	
		2020
Account Number		Council Adopted
508	ENDING FUND BALANCE	
508.90.0000	ENDING FUND BALANCE	1,395,021
Total	ENDING FUND BALANCE	1,395,021
548	CITY VEHICLES AND PW EQUIPMENT	
548.70.1100	SALARIES AND WAGES	226,468
548.70.1300	OVERTIME	6,100
548.70.2100	SOCIAL SECURITY	17,792
548.70.2200	RETIREMENT	29,908
548.70.2300	LABOR AND INDUSTRIES	6,664
548.70.2400	HEALTH INSURANCE	45,710
548.70.2820	UNIFORMS & CLOTHING	1,000
548.70.3110	OFFICE SUPPLIES	300
548.70.3111	OPERATING SUPPLIES	6,000
548.70.3118	PARTS MATERIALS & SUPPLIES	5,000
548.70.3119	OIL AND LUBE	17,000
548.70.3134	OFFICE EQUIPMENT	7,500
548.70.3200	FUEL	406,250
548.70.3500	MINOR TOOLS AND EQUIPMENT	2,250
548.70.4110	PROFESSIONAL SERVICES	2,500
548.70.4212	CELLULAR PHONES	700
548.70.4310	TRAVEL	500
548.70.4542	VEHICLE REPAIRS	1,200
548.70.4543	EQUIPMENT RENTAL & RESERVE	49,798
548.70.4630	LIABILITY INSURANCE PSCIA	40,779
548.70.4640	MISC. PERILS/PROPERTY LOSS INSURANCE	6,581
548.70.4650	VEHICLE INSURANCE	10,152
548.70.4700	PUBLIC UTILITY SERVICES	7,000
548.70.4810	REPAIRS AND MAINTENANCE	3,000
548.70.4913	LAUNDRY	3,000
548.70.4980	DUES SUBSCRIPTION MEMBERSHIP	2,000
548.70.4982	TUITION & REGISTRATION	2,000
548.70.9110	ADMIN. OVERHEAD CHARGES	177,679
Total	CITY VEHICLES AND PW EQUIPMENT	1,084,831
594	CAPITALIZED EXPENDITURES	
594.18.6415	COMPUTER HARDWARE & EQUIPMENT	62,247
594.48.6419	VEHICLES & EQUIPMENT	1,759,103
594.48.6430	EQUIPMENT CONTINGENCY	30,000
Total	CAPITALIZED EXPENDITURES	1,851,350
Total	EQUIPMENT RENTAL FUND	4,331,202

Fund: Facility Renewal Fund (502)

Fund Overview:

The Facility Renewal Fund was created in the 2019 Budget and provides for the maintenance of City owned buildings. It funds the long term Facility Renewal Program that includes the 6-Year Facility Capital Improvement Program, in-year Facility Renewal Project Development & Management, and addresses emergent Facility Renewal activities. Expenditures are financed by an annual transfer from other funds including the General Fund, Lincoln Commercial Block Fund and the Real Estate Excise Tax I (REET I) Fund.

Preventative maintenance actions/activities are required to maximize the useful life of the building systems such as heating and ventilation, roofs, and electrical systems. Scheduled inspections, services and system component repairs, and replacements will provide an Annual Material Condition Rating for each system within a facility and develop a long term replacement program/plan so that city staff can utilize to incorporate energy efficient sustainable new technologies and replace equipment that is obsolete or has reached/surpassed its service life.

The Facility Renewal Program was developed to review facility maintenance requirements and developed a methodology that included the following elements: an analysis of the useful life of assets, using the 2018 Facility Inventory as a foundation; an annual material condition rating which is conducted by Facility staff, and a risk assessment priority code which is determined through an analysis by a cross functional team that assess the facilities.

FUND: Facility Renewal Fund (502)

Expenditure Line Item Detail	Amount
Capital Expenditures	
502.07.594.54.6300 - Facility Improvements	100,000
Total for Fund	100,000



Lincoln Block

**Revenue Estimates
CITY OF MOUNT VERNON**

502 FACILITY RENEWAL FUND

<i>Account Number</i>	<i>2020 Council Adopted</i>
390 OTHER FINANCING SOURCES	
397.00.00 OPERATING TRANSFERS-IN	100,000
Total OTHER FINANCING SOURCES	100,000
Total FACILITY RENEWAL FUND	<u>100,000</u>

**Approved Expenditures
CITY OF MOUNT VERNON**

**502 FACILITY RENEWAL FUND
07 GENERAL FACILITIES**

<i>Account Number</i>	<i>2020 Council Adopted</i>
594 CAPITALIZED EXPENDITURES	
594.54.6311 FACILITY IMPROVEMENTS	100,000
Total CAPITALIZED EXPENDITURES	100,000
Total FACILITY RENEWAL FUND	<u>100,000</u>

Fund: LEOFF I Long Term Care Reserve (512)

Fund Overview:

The City of Mount Vernon established a LEOFF I Retirees Long-term Care Reserve Fund in December 2008 whereby the City would set aside funds each year to begin building a reserve fund for future long-term care costs associated with the City’s LEOFF I retirees.

The City has twenty-one LEOFF I retirees in which the City is obligated under State statutes to provide 100% medical coverage, including long-term care costs, for the lifetime of those retirees.

The City incurred LEOFF I retiree long-term care costs from March 2010 to September 2011 along with minor cost in 2015, and is budgeting for potential expenditures in 2020.

LEOFF 1			
Department Service Measures:			
	Actual 2017	Actual 2018	Projected 2019
Active LEOFF I employees	1	1	1
Total number of LEOFF I retirees – Fire	11	11	11
Total number of LEOFF I retirees – Police	10	10	10
Total number of LEOFF I retirees – Police and Fire	21	21	21

**Revenue Estimates
CITY OF MOUNT VERNON**

512	LEOFF I L-T HEALTHCARE RESERVE	2020
Account Number		Council Adopted
300	BEGINNING FUND BALANCE	
308.90.00	BEGINNING FUND BALANCE	27,000
	Total BEGINNING FUND BALANCE	27,000
360	MISCELLANEOUS REVENUES	
361.10.00	INTEREST EARNINGS	3,000
	Total MISCELLANEOUS REVENUES	3,000
390	OTHER FINANCING SOURCES	
397.00.00	OPERATING TRANSFERS-IN	10,000
	Total OTHER FINANCING SOURCES	10,000
	Total LEOFF I L-T HEALTHCARE RESERVE	40,000

**Approved Expenditures
CITY OF MOUNT VERNON**

512	LEOFF I L-T HEALTHCARE RESERVE	2020
06	HUMAN RESOURCES	Council Adopted
Account Number		Council Adopted
517	EMPLOYEE BENEFIT PROGRAMS	
517.20.2912	MEDICAL CLAIMS - LEOFF I (POLICE)	20,000
517.20.2913	MEDICAL CLAIMS - LEOFF I (FIRE)	20,000
	Total EMPLOYEE BENEFIT PROGRAMS	40,000
	Total LEOFF I L-T HEALTHCARE RESERVE	40,000

Fund: Firemen's Pension and Relief (611)

Fund Overview:

The State collects a 2% tax on the premiums of all insurance policies written. A portion of this assessment is distributed to cities and fire districts that had firemen's pension funds that existed prior to March 1, 1970 (LEOFF System I). The amount remitted is determined by the number of full-time paid firemen in the City proportionate to the statewide total. These funds are intended to provide retirement and/or healthcare benefits for those City Firefighters who were employed prior to the establishment of the LEOFF System. Excess FP&R funds may be used to pay for LEOFF 1 health insurance.

Firemen's Pension and Relief Fund:			
	Actual	Actual	Projected
	2017	2018	2019
Retirees currently receiving full retirement benefits through the Law Enforcement Officers and Fire Fighters Retirement Plan (LEOFF)	2	2	2
Retirees and beneficiaries receiving benefits through both the LEOFF plan and the Firemen's Pension Plan	1	1	0
Active plan members	0	0	0
Total	3	3	2

**Revenue Estimates
CITY OF MOUNT VERNON**

611	FIREMEN'S PENSION & RELIEF FUND	2020
Account Number		Council Adopted
300	BEGINNING FUND BALANCE	
308.90.00	BEGINNING FUND BALANCE	54,956
	Total BEGINNING FUND BALANCE	54,956
330	INTERGOVERNMENTAL SERVICES	
336.06.91	FIRE INSURANCE PREMIUM TAX	53,044
	Total INTERGOVERNMENTAL SERVICES	53,044
360	MISCELLANEOUS REVENUES	
361.10.00	INTEREST EARNINGS	3,000
	Total MISCELLANEOUS REVENUES	3,000
	Total FIREMEN'S PENSION & RELIEF FUND	111,000

**Approved Expenditures
CITY OF MOUNT VERNON**

611	FIREMEN'S PENSION AND RELIEF FUND	2020
Account Number		Council Adopted
25	FIREMEN'S PENSION AND RELIEF	
517	EMPLOYEE BENEFIT PROGRAMS	
517.20.2910	PENSION SERVICES	15,000
517.20.4110	PROFESSIONAL SERVICES	12,000
	Total EMPLOYEE BENEFIT PROGRAMS	27,000
597	OPERATING TRANSFERS-OUT	
597.00.0000	OPERATING TRANSFERS-OUT	84,000
	Total OPERATING TRANSFERS-OUT	84,000
	Total FIREMEN'S PENSION AND RELIEF FUND	111,000

Supplemental Information

Staffing Components

City Staff

The 2020 budget includes a total of 235 employees measured in full time equivalents (FTEs).

As stated in the Mayor’s Budget Message, in 2018, the City of Mount Vernon’s staffing level reached the level of a decade ago. Without question there is a need to reinstate positions that were eliminated during the recession to accommodate the growing number of services provided and growth of our City.

In 2008 the City’s population was 30,150 and the full time staff employed by the City was 210. The City had a population of 34,359 in 2018 and the staffing level was back up to 210. The expectations by the public and elected officials is to provide services at established levels. The trend of trying to get more work out of fewer employees is a lingering symptom of recession.

One example of the manpower squeeze are the requests made on the Community Work Program (CWP) in the Parks Department. In 2009 there were 3.5 FTE’s in that division whose task it was to supervise community service workers. The task list at that time included litter control and right of way maintenance. Currently, the CWP staff has 2.0 FTE’s and have been tasked with an expanded work list including the clean-up of transient camps, downtown beautification and an ever larger physical footprint of the parks to perform litter control in. The workload has increased by 45% while the staff is 38% lower.

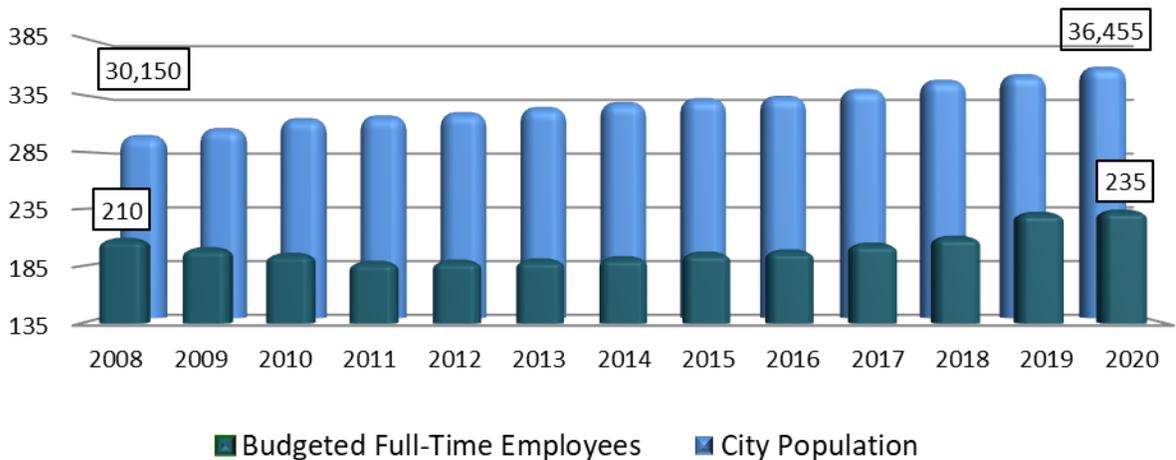
Included in the 2019 budget were 17 new positions in the Fire Department, which added emergency medical services (EMS) in 2019. These positions are funded with the County EMS Levy and EMS transport fees.

The 2020 budget includes the following staffing changes:

- Converting a current part-time Records Specialist position in the Police Department to full time in order to help out with day-to-day activities and to help address the growing number of public record requests in the Police Department.
- Civil Engineering Technician II in the Surface Water Utility to continue performing fundamental operational needs which includes the inspection and maintenance of drainage facilities, working with business owners on NPDES compliance, dry weather screening, GIS/GPS analysis and networking, and residential drainage issue response.
- Part-time Fiber Optic Laborer is needed to support the increased workload and the demand for fiber services.

The following graphs depicts the staff to city population ratios and history over the past several years.

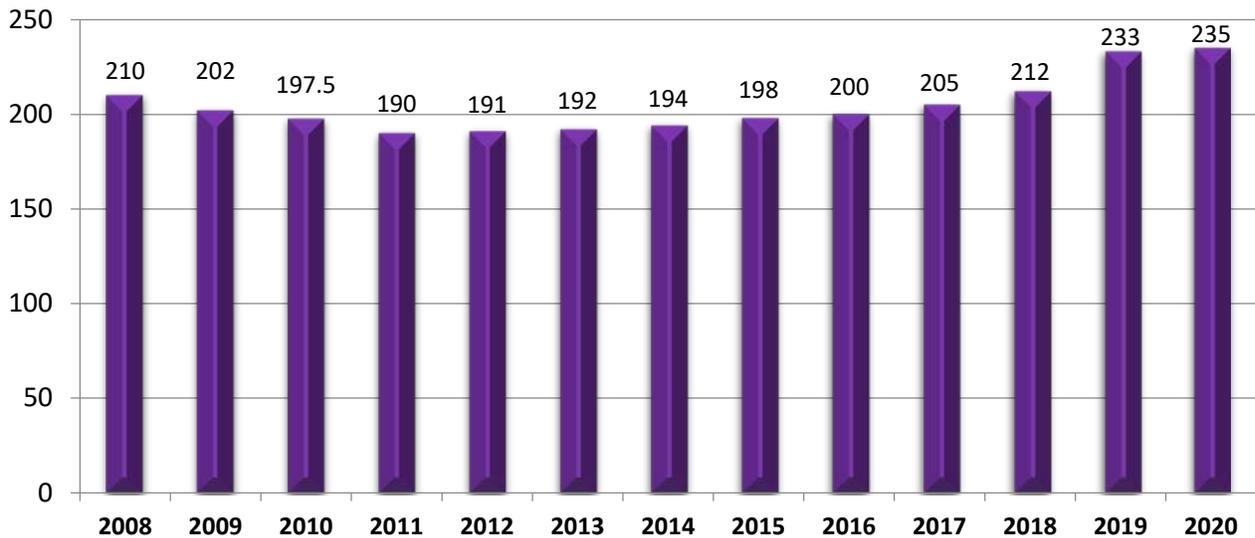
Population & Staffing Comparisons



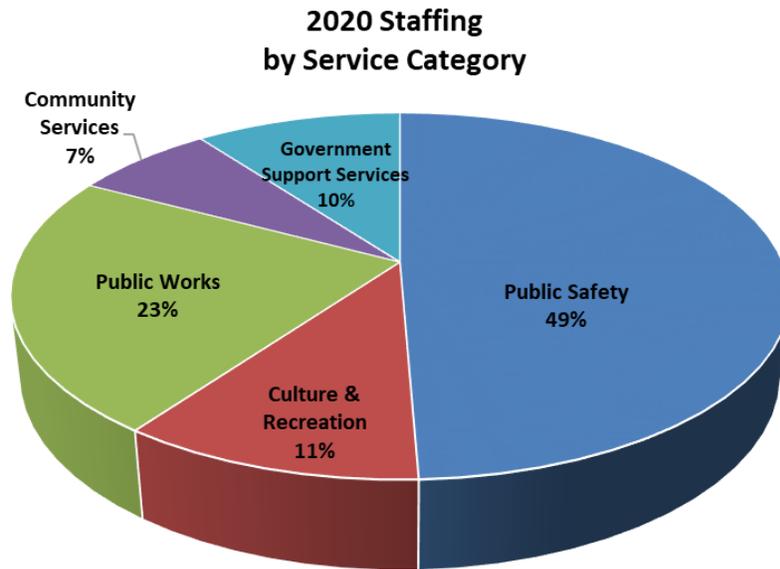
Employee History

Department	2020		2019		2018		2017	
	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time
	Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Actual	Actual
Current Expense								
Mayor	3	0	3	0	3	0	3	0
Municipal Court	0	0	0	0	0	0	0	0
Finance	8	1	8	2	8	2	7	3
City Attorney	4	2	4	2	4	1	4	1
Human Resources	2	0	2	0	2	0	2	0
General Facilities Maintenance	2	0	2	0	2	0	2	0
Police	61	0	60	1	60	1	58	1
Fire	55	0	55	0	38	1	37	1
Public Works/Engineering	6.25	0	6.25	0	6.25	0	6.25	0
Development Services	13.4	2	13.4	2	12.4	1	12	2
TV-10	2	2	2	2	2	2	2	2
Information Services	5	0	5	0	5	0	4	1
Total Current Expense	161.65	6	160.65	8	142.65	8	137.25	11
City Street	12	2	12	2	10	1	10	1
Parks/Rec Activities	15	20	15	20	14	20	13	16
Library	10	14	10	14	10	14	10	16
Fiber Optics	1	1	1	0	1	0	1	0
Wastewater Utility	16.3	4	16.3	4	16.3	4	16	4
Solid Waste Utility	13	3	13	3	13	3	13	4
Surfacewater Utility	3.05	2	2.05	2	2.05	1	1.75	1
Equipment Rental	3	0	3	0	3	0	3	0
Total-All Funds	235	53	233	54	212	51	205	53

Full-Time Employee Count by Year



The chart below depicts the allocation of FTEs by major service category for 2020.



The service categories above include the following departmental activities:

- Public Safety – Fire & Emergency Medical Services and Police
- Culture & Recreation – Parks and Library
- Public Works – Wastewater, Solid Waste and Stormwater Utilities as well as Engineering, Streets and City Shop
- Community Services – Planning & Economic Development, TV10 and Fiber Optics
- Government Support Services – Mayor’s Office, Finance, Legal, Human Resources, Information Systems and General Facilities

Labor Relations

The bargaining units listed in the table below represent the majority of City of Mount Vernon employees. The City and unions typically ratify contracts for one to three-year periods. The current labor agreements expire in the year noted below. The City also employs approximately 83 non-represented employees, 8 elected employees, and up to 50 seasonal/day laborers at different peak seasons of the year.

Union	Contract Expires	Approx. # of Employees Represented
General Teamsters Local No. 231	2020	45
Mount Vernon Police Services Guild - Police Commissioned	2020	43
Mount Vernon Police Services Guild - Police Non-Commissioned	2019	11
IAFF Local 1983 - Chief Officers	2019	4
IAFF Local 1983 - Firefighters	2019	48

City of Mount Vernon 2020 Salary Schedule

Mayor's Compensation: The annual salary for the Mayor of the City of Mount Vernon shall be \$108,097 effective January 1, 2020.

Council Member's Compensation: The annual salary for members of the Mount Vernon City Council shall be \$14,400 effective January 1, 2020.

All Full-Time Employees Classifications and Wages are listed in the following exhibits:

Exhibit A:	Exempt Directors Non-Union listing
Exhibit B:	Exempt Directors Non-Union wages
Exhibit C:	Exempt Supervisors Non-Union listing
Exhibit D:	Exempt Supervisors Non-Union wages
Exhibit E:	Non-Union listing
Exhibit F:	Non-Union wages
Exhibit G:	Firefighters
Exhibit H:	Teamsters
Exhibit I:	Police Commissioned Officers
Exhibit J:	Police Non-Commissioned

Additional Information:

1. City Council compensation is set by Ordinance. Reference Ordinance 3704 adopted November 22, 2016. All other rates of pay for the Mayor, represented, and non-represented employees are adopted by reference as part of the annual budget adoption process, per Ordinance 3796 adopted November 20, 2019.
2. Mayor's salary has a 2.5% increase effective January 1, 2020.
3. Exhibits B, D, & F reflect a 2.5% COLA for non-represented employees.
4. Exhibit G for Firefighters reflect 2019 wages. Contract in negotiations at time of publishing. The 2020 Budget includes an estimated 2.5% increase.
5. Exhibit H for Teamster's Union reflects a 2.5% COLA effective January 1, 2020.
6. Exhibit I for Police reflects a 2.5% increase effective January 1, 2020.
7. Exhibit J for Policed Non-Commissioned reflect 2019 wages. Contract in negotiations at time of publishing. The 2020 Budget includes an estimated 2.5% increase.

Exempt Directors Non-Union

Exhibit A: Exempt Directors Non-Union listing

Job Title	Pay Grade
City Attorney	M10
Police Chief	M9
Fire Chief	M9
Finance Director	M9
Public Works Director	M8
Development Services Director	M8
Parks and Enrichment Services Director	M7
Information Systems Director	M7
Human Resources Director	M6
Library Director	M4

Exhibit B: Exempt Directors Non-Union wages

Grade	Step 1		Step 2		Step 3		Step 4		Step 5	
	Monthly	Annual								
M1	6,258	75,096	6,587	79,044	6,931	83,172	7,115	85,380	7,299	87,588
M2	6,967	83,604	7,335	88,020	7,721	92,652	7,925	95,100	8,129	97,548
M3	7,641	91,692	8,046	96,552	8,469	101,628	8,692	104,304	8,918	107,016
M4	7,925	95,100	8,342	100,104	8,780	105,360	9,013	108,156	9,246	110,952
M5	8,159	97,908	8,587	103,044	9,039	108,468	9,277	111,324	9,519	114,228
M6	8,816	105,792	9,278	111,336	9,765	117,180	10,026	120,312	10,285	123,420
M7	9,262	111,144	9,750	117,000	10,260	123,120	10,534	126,408	10,806	129,672
M8	9,988	119,856	10,517	126,204	11,069	132,828	11,360	136,320	11,652	139,824
M9	10,323	123,876	10,867	130,404	11,437	137,244	11,742	140,904	12,044	144,528
M10	10,814	129,768	11,385	136,620	11,982	143,784	12,301	147,612	12,617	151,404

Exempt Supervisors Non-Union

Exhibit C: Exempt Supervisors Non-Union listing

Job Title	Pay Grade
Assistant Fire Chief	S11
Capital Programs Manager/City Engineer	S10
Engineering Services Manager	S10
Assistant Finance Director	S9
Assistant City Attorney	S7
Public Works Operations Manager	S6
Wastewater Utility Manager	S5
Project Development Manager	S4
Engineering Development Review Manager	S3
GIS Manager	S3
Senior Planner	S3
Building Official	S3
Recreation Supervisor	S2
Production/Operations Supervisor TV10	S1

Exhibit D: Exempt Supervisors Non-Union wages

Grade	Step 1		Step 2		Step 3		Step 4		Step 5		Step 6	
	Monthly	Annual										
S1	5,670	68,040	5,908	70,896	6,154	73,848	6,409	76,908	6,677	80,124	6,954	83,448
S2	5,903	70,836	6,151	73,812	6,474	77,688	6,813	81,756	6,995	83,940	7,175	86,100
S3	6,578	78,936	6,848	82,176	7,210	86,520	7,589	91,068	7,790	93,480	7,992	95,904
S4	6,740	80,880	7,021	84,252	7,315	87,780	7,620	91,440	7,939	95,268	8,268	99,216
S5	6,907	82,884	7,197	86,364	7,496	89,952	7,807	93,684	8,134	97,608	8,475	101,700
S6	7,089	85,068	7,379	88,548	7,690	92,280	8,006	96,072	8,338	100,056	8,687	104,244
S7	7,223	86,676	7,512	90,144	7,909	94,908	8,324	99,888	8,544	102,528	8,765	105,180
S8	7,490	89,880	7,790	93,480	8,201	98,412	8,631	103,572	8,861	106,332	9,088	109,056
S9	7,712	92,544	8,020	96,240	8,441	101,292	8,886	106,632	9,120	109,440	9,356	112,272
S10	8,093	97,116	8,417	101,004	8,861	106,332	9,324	111,888	9,574	114,888	9,822	117,864
S11	8,754	105,048	9,104	109,248	9,584	115,008	10,087	121,044	10,354	124,248	10,621	127,452

Non-Union

Exhibit E: Non-Union listing

Job Title	Pay Grade
Office Assistant I	3
Maintenance/Custodial Tech	8
Accounting Technician I	9
Office Assistant II	10
Library Assistant	10
Lead Facilities Technician	11
Accounting Technician II	12
CWP Maintenance Assistant	12
Administrative Assistant	13
Paralegal II	14
Engineering Technician I	15
Accounting Technician III	15
Permit Technician I	16
PC Technician	16
Public Safety Admin. Assistant	17
Paralegal	17
Program Technician TV10	18
Recreation Coordinator	18
Permit Technician II	19
Engineering Technician II	19
Executive Administrative Assistant	20
Office Manager	21
Accountant	21
Code Compliance Officer	21
Librarian	21
City Work Program Supervisor	23
Outreach Coordinator	23
Engineering Technician III	23
Fire Prevention Specialist	23
Records Manager	24
Plans Examiner/Building Inspector	24
PC Technician II	25
Planning Coordinator	25
Associate Planner	25
Computer Specialist	25
Payroll Specialist/Deputy City Clerk	25
Contracts Specialist/Office Manager	26
Human Resources Analyst	26
Senior Engineer Tech	26
Records Manager - Police	26
Associate Engineer (GIS)	27
Nurse Educator	29
Operations Manager, Parks (exempt)	30
Project Engineer I	30
Equipment Maint. Division Manager	30
Solid Waste Manager	30
Development Review Engineer	31
Fiber Optic Technician	33
IS Supervisor	35
Senior Engineer	36
Police Lieutenant	50

Non-Union

Exhibit F: Non-Union wages

Grade	Step 1		Step 2		Step 3		Step 4		Step 5		Step 6-8	
	Monthly	Annual	Monthly	Annual								
1	2,912	34,944	3,031	36,372	3,160	37,920	3,291	39,492	3,427	41,124	3,563	42,756
2	2,985	35,820	3,107	37,284	3,238	38,856	3,370	40,440	3,514	42,168	3,659	43,908
3	3,061	36,732	3,187	38,244	3,318	39,816	3,458	41,496	3,604	43,248	3,752	45,024
4	3,134	37,608	3,265	39,180	3,402	40,824	3,542	42,504	3,692	44,304	3,846	46,152
5	3,211	38,532	3,350	40,200	3,485	41,820	3,632	43,584	3,783	45,396	3,943	47,316
6	3,294	39,528	3,429	41,148	3,572	42,864	3,722	44,664	3,878	46,536	4,040	48,480
7	3,376	40,512	3,518	42,216	3,664	43,968	3,819	45,828	3,978	47,736	4,143	49,716
8	3,460	41,520	3,606	43,272	3,758	45,096	3,913	46,956	4,075	48,900	4,246	50,952
9	3,549	42,588	3,697	44,364	3,850	46,200	4,012	48,144	4,178	50,136	4,351	52,212
10	3,637	43,644	3,787	45,444	3,948	47,376	4,113	49,356	4,283	51,396	4,462	53,544
11	3,726	44,712	3,885	46,620	4,044	48,528	4,215	50,580	4,389	52,668	4,575	54,900
12	3,819	45,828	3,978	47,736	4,143	49,716	4,318	51,816	4,498	53,976	4,687	56,244
13	3,916	46,992	4,077	48,924	4,250	51,000	4,427	53,124	4,609	55,308	4,801	57,612
14	4,017	48,204	4,183	50,196	4,355	52,260	4,539	54,468	4,728	56,736	4,921	59,052
15	4,115	49,380	4,286	51,432	4,464	53,568	4,648	55,776	4,844	58,128	5,045	60,540
16	4,217	50,604	4,391	52,692	4,577	54,924	4,766	57,192	4,964	59,568	5,171	62,052
17	4,323	51,876	4,502	54,024	4,692	56,304	4,890	58,680	5,090	61,080	5,301	63,612
18	4,431	53,172	4,615	55,380	4,806	57,672	5,008	60,096	5,216	62,592	5,434	65,208
19	4,541	54,492	4,731	56,772	4,924	59,088	5,130	61,560	5,344	64,128	5,569	66,828
20	4,656	55,872	4,848	58,176	5,049	60,588	5,260	63,120	5,478	65,736	5,707	68,484
21	4,774	57,288	4,971	59,652	5,178	62,136	5,395	64,740	5,618	67,416	5,855	70,260
22	4,890	58,680	5,090	61,080	5,303	63,636	5,526	66,312	5,757	69,084	5,997	71,964
23	5,014	60,168	5,223	62,676	5,443	65,316	5,666	67,992	5,902	70,824	6,149	73,788
24	5,134	61,608	5,348	64,176	5,575	66,900	5,807	69,684	6,051	72,612	6,301	75,612
25	5,271	63,252	5,489	65,868	5,716	68,592	5,955	71,460	6,205	74,460	6,462	77,544
26	5,400	64,800	5,626	67,512	5,859	70,308	6,103	73,236	6,355	76,260	6,622	79,464
27	5,536	66,432	5,766	69,192	6,008	72,096	6,260	75,120	6,517	78,204	6,789	81,468
28	5,670	68,040	5,908	70,896	6,154	73,848	6,409	76,908	6,677	80,124	6,954	83,448
29	5,814	69,768	6,058	72,696	6,310	75,720	6,572	78,864	6,845	82,140	7,133	85,596
30	5,959	71,508	6,209	74,508	6,466	77,592	6,736	80,832	7,017	84,204	7,311	87,732
31	6,110	73,320	6,365	76,380	6,630	79,560	6,905	82,860	7,194	86,328	7,494	89,928
32	6,263	75,156	6,520	78,240	6,792	81,504	7,075	84,900	7,370	88,440	7,677	92,124
33	6,419	77,028	6,686	80,232	6,965	83,580	7,256	87,072	7,557	90,684	7,872	94,464
34	6,576	78,912	6,850	82,200	7,138	85,656	7,433	89,196	7,745	92,940	8,065	96,780
35	6,740	80,880	7,021	84,252	7,315	87,780	7,620	91,440	7,939	95,268	8,268	99,216
36	6,907	82,884	7,197	86,364	7,496	89,952	7,807	93,684	8,134	97,608	8,475	101,700
37	7,089	85,068	7,379	88,548	7,690	92,280	8,006	96,072	8,338	100,056	8,687	104,244
38	7,260	87,120	7,563	90,756	7,878	94,536	8,206	98,472	8,547	102,564	8,904	106,848
39	7,440	89,280	7,752	93,024	8,072	96,864	8,412	100,944	8,762	105,144	9,127	109,524
40	7,627	91,524	7,946	95,352	8,275	99,300	8,622	103,464	8,979	107,748	9,354	112,248
41	7,820	93,840	8,145	97,740	8,483	101,796	8,837	106,044	9,206	110,472	9,588	115,056
50	10,256	123,072	10,619	127,428	10,619	127,428	10,619	127,428	10,619	127,428	10,619	127,428

Firefighters

Exhibit G: Firefighters Classification Plan and Salary Schedule – 2019

Job Title	Step	Monthly	Annual
<u>Chief Officers Contract:</u>			
Battalion Chief		9,010	108,120
<u>Firefighters Contract:</u>			
Captain	1	7,431	89,172
Captain	2	7,563	90,756
Captain	3	7,694	92,328
Captain	4	7,760	93,120
Captain - Paramedic	1	8,089	97,068
Captain - Paramedic	2	8,220	98,640
Captain - Paramedic	3	8,352	100,224
Captain - Paramedic	4	8,418	101,016
Firefighter/Paramedic	1	5,932	71,184
Firefighter/Paramedic	2	6,511	78,132
Firefighter/Paramedic	3	7,234	86,808
Firefighter	1	5,393	64,716
Firefighter	2	5,919	71,028
Firefighter	3	6,576	78,912

Teamsters

Exhibit H: Teamsters Classification Plan and Salary Schedule

Job Title	ST	Monthly	Annual
T-1	1	2,801	33,612
Laborer	2	2,928	35,136
Parks/Solid Waste	3	3,059	36,708
	4	3,197	38,364
	5	3,342	40,104
	6	3,441	41,292
	7	3,543	42,516
T-2	1	4,289	51,468
Maintenance Utilities	2	4,482	53,784
Operator	3	4,684	56,208
Parks/Solid Waste	4	4,895	58,740
	5	5,115	61,380
	6	5,269	63,228
	7	5,426	65,112
T-3	1	4,714	56,568
Mechanics	2	4,926	59,112
	3	5,148	61,776
	4	5,380	64,560
	5	5,622	67,464
	6	5,791	69,492
	7	5,964	71,568
T-4	1	5,806	69,672
Parks Foreman			
T-5	1	5,867	70,404
MUO Asst. Supervisors	2	6,043	72,516
Solid Waste	3	6,225	74,700
	4	6,411	76,932
T-6	1	3,166	37,992
Wastewater Laborer	2	3,451	41,412
	3	3,763	45,156
	4	4,021	48,252
T-7 WWU Operators	1	5,083	60,996
Class I	2	5,313	63,756
Class II	3	5,551	66,612
Class II	4	5,802	69,624
Class III	5	6,063	72,756
Class III	6	6,244	74,928
	7	6,431	77,172

Job Title	ST	Monthly	Annual
T-8	1	6,593	79,116
Wastewater Foreman	2	6,757	81,084
T-9	1	6,561	78,732
Process Analyst	2	6,593	79,116
	3	6,757	81,084
	4	6,927	83,124
T-10	1	6,927	83,124
WWU Asst. Super	2	7,099	85,188
T-11	1	4,684	56,208
Streets/Collections Level I	2	4,895	58,740
	3	5,115	61,380
	4	5,269	63,228
	5	5,457	65,484
T-12	1	4,847	58,164
Streets/Collections Level II	2	5,058	60,696
	3	5,278	63,336
	4	5,431	65,172
	5	5,621	67,452
T-13	1	5,016	60,192
Streets/Collections Level III	2	5,228	62,736
	3	5,447	65,364
	4	5,601	67,212
	5	5,791	69,492
T-14 (Level 1)		5,806	69,672
Sts/Coll Foreman (Level 2)		5,979	71,748
T-15	1	5,867	70,404
Streets/Collections Asst. Supervisor Level I	2	6,043	72,516
	3	6,225	74,700
	4	6,411	76,932
T-16	1	6,060	72,720
Streets/Collections Asst. Supervisor Level II	2	6,235	74,820
	3	6,417	77,004
	4	6,603	79,236
T-18	1	4,854	58,248
WWU OIT			
T-19	1	6,561	78,732
WWU Lead Operator			

Advancement through Levels and Classes occur by obtaining required training/certificates and time in service Steps are advanced through annually.

Police Commissioned Officers

Exhibit I: Police Commissioned Officers Classification Plan and Salary Schedule

Job Title		Monthly	Annual
Police Officer	hire	6,418	77,016
	1 year	6,723	80,676
	2 years	7,032	84,384
	3 years	7,333	87,996
	5+ years	7,639	91,668
Police Sergeant	1 year	8,440	101,280
	2 years	8,748	104,976
	3+ years	9,076	108,912

Police Non-Commissioned

Exhibit J: Police Non-Commissioned Classification Plan and Salary Schedule - 2019

Job Title		Monthly	Annual
Community Service Off.	hire	4,461	53,532
	1 year	4,664	55,968
	2 years	4,867	58,404
	3 years	5,070	60,840
	5 years	5,272	63,264
	7 years	5,477	65,724
Animal Control Officer	hire	4,212	50,544
	1 year	4,401	52,812
	2 years	4,593	55,116
	3 years	4,784	57,408
	5 years	4,977	59,724
	7 years	5,167	62,004
Records Specialist	hire	3,955	47,460
	1 year	4,134	49,608
	2 years	4,314	51,768
	3 years	4,493	53,916
	5 years	4,675	56,100
	7 years	4,853	58,236
Secretary	hire	3,838	46,056
	1 year	4,013	48,156
	2 years	4,185	50,220
	3 years	4,362	52,344
	5 years	4,535	54,420
	7 years	4,710	56,520
Police Records Recept.	hire	3,307	39,684
	1 year	3,438	41,256
	2 years	3,574	42,888
	3 years	3,720	44,640
	5 years	3,867	46,404
	7 years	4,023	48,276
Police Park Ranger	hire	4,680	56,160
	1 year	4,848	58,176
	2 years	5,022	60,264
	3 years	5,203	62,436
	5 years	5,391	64,692
	7 years	5,585	67,020

ORDINANCE NO. 3796

AN ORDINANCE OF THE CITY OF MOUNT VERNON, WASHINGTON, ADOPTING THE BUDGET FOR THE YEAR 2020.

THE CITY COUNCIL OF THE CITY OF MOUNT VERNON, WASHINGTON DOES ORDAIN AS FOLLOWS:

Section 1: The budget for the City of Mount Vernon for the year ending December 31, 2020 is hereby adopted at the fund level in its final form.

Section 2: Estimated resources for each fund of the City, and expenditures for all such funds for the year ending December 31, 2020 are set forth in summary form below, and are hereby appropriated for expenditure at the fund level during the year 2020.

Fund			
No.	Fund/Department Description	Expenditures	Revenue
001	General Fund		
	City Council	231,656	
	Municipal Court	573,462	
	Mayor	441,403	
	Finance	1,004,946	
	City Attorney	677,070	
	Human Resources	711,243	
	General Facilities	858,464	
	Police Department	10,664,949	
	Fire Department	9,061,801	
	Public Works/Engineering	886,821	
	Development Services	2,071,938	
	TV 10 - Public Access Cable	235,578	
	CDBG Entitlement Grant	882,525	
	Information Services	873,260	
	Non-Department	902,398	
	Total General Fund	30,077,514	30,077,514
101	City Street Fund	2,628,371	2,628,371
103	Parks and Enrichment Services Fund	2,313,566	2,313,566
104	Library Fund	1,439,366	1,439,366
102	Arterial Street Fund	2,896,525	2,896,525
105	Paths and Trails Fund	-	-
106	Tourism Promotion Fund	367,700	367,700
107	Little Mtn Improvements Reserve	46,500	46,500
109	Crime Prevention Fund	12,400	12,400
110	Government Access Fund	110,719	110,719
112	Criminal Justice Assistance	150,000	150,000
113	Municipal Arts Fund	13,000	13,000
115	Parks Capital Improvements Reserve	178,862	178,862
117	TBD Fund	2,315,000	2,315,000
118	Fiber Optic Fund	299,842	299,842
119	Critical Areas Enhancement Fund	30,000	30,000
120	Lincoln Commercial Properties	35,632	35,632

Fund			
No.	Fund/Department Description	Expenditures	Revenue
301	Library/CC/Parking	500,000	500,000
304	Capital Improvements Fund - REET I	786,770	786,770
306	Fire Station Projects	118,544	118,544
311	Parks Impact Fees	-	-
312	Fire Impact Fees	133,500	133,500
313	Transportation Impact Fees	-	-
314	REET II - Streets	925,000	925,000
328	PW Facility Fund	-	-
401	Wastewater Utility Fund	9,523,998	9,523,998
402	Solid Waste Utility Fund	7,107,597	7,107,597
403	Surfacewater Utility Fund	2,599,700	2,599,700
411	Wastewater Connection Fees	764,500	764,500
412	Sewer Capital Reserve	1,537,500	1,537,500
501	Equipment Rental Fund	2,936,181	2,936,181
502	Facility Renewal Fund	100,000	100,000
512	Leoff ILT Healthcare Reserve	40,000	40,000
611	Firemen's Pension & Relief Fund	111,000	111,000
Total 2020 Expenditures and Revenues		70,099,287	70,099,287

Section 3. That the detailed budget for 2020 as set forth in the City of Mount Vernon 2020 Budget, as approved by the City Council on the 20th day of November 2019, subsequent to a public hearing held on November 13, 2019 are adopted by reference and made a part of this ordinance.

Section 4. The Finance Director is directed to transmit a certified copy of this budget hereby adopted to the Office of the Auditor of the State of Washington and the Association of Washington Cities.

Section 5. This ordinance shall take effect and be in full force five (5) days after its passage, approval and publication.

PASSED AND ADOPTED THIS 20th DAY OF November 2019.

SIGNED AND APPROVED THIS 21st DAY OF November 2019.



 Doug Volesky, Finance Director



 Jill Boudreau, Mayor

Approved as to form:



 Kevin Rogerson, City Attorney

Published: December 21, 2019