



City of  
**MOUNT  
VERNON**



## ***2016 Budget***

*Mount Vernon, Washington*

*Mount Vernon, Washington*



# CITY OF MOUNT VERNON

## 2016 BUDGET

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*Cover Photo:  
Little Mountain Viewpoint*



January 2016

**Mount Vernon City Council and Mount Vernon Community**

**2016 City Budget**

I am pleased to present the 2016 adopted budget for the City of Mount Vernon. The City of Mount Vernon adopts a highly complex and balanced budget each year in accordance with RCW 35A.33.

Each budget section is prepared for vastly different services – some services are 24-hour operations, departments can be 6 days a week, on call, or a traditional 40 hour work schedule. We budget for several unique services through 21 department budgets and a total of 30 different funds.

The 2016 budget was prepared with the following priorities:

- Provide straightforward recommendations for expenditures essential to ensure the mission of the City of Mount Vernon is met.
- Provide recommendations for expenditures to fulfill the goals City Council adopted in the 2015-2017 strategic plan on June 24, 2015.
- Respect and follow financial management policies adopted by City Council on August 12, 2015.

The 2016 adopted budget for the City of Mount Vernon is \$53,448,853, representing a 2.3% increase as compared to the 2015 budget. The governmental operating fund budgets total \$27,134,352, representing a 4.1% increase compared to the 2015 budget. Governmental operations receive 75% of its funding sources from taxes which primarily only grow in a strong economy, covering expenditures for Police, Fire, Library, Streets, Permitting/Planning and Parks operations.

<b>City Functions:</b>	<i>2016 Budget</i>		<i>2015 Budget</i>		<i>2014 Budget</i>		<i>2013 Budget</i>	
Govt Operations	27,134,352	51%	26,067,015	50%	23,854,839	50%	22,495,696	48%
Capital Funds	6,442,825	12%	5,697,660	11%	4,713,150	10%	5,999,435	13%
Utilities (Operations)	16,308,317	31%	16,128,473	31%	15,518,632	33%	15,072,379	32%
All other functions	3,563,359	7%	4,335,267	8%	3,274,035	7%	3,681,495	8%
<b>Total City Budget</b>	<b>53,448,853</b>	<b>100%</b>	<b>52,228,415</b>	<b>100%</b>	<b>47,360,656</b>	<b>100%</b>	<b>47,249,005</b>	<b>100%</b>
<b>Govt Operations by Dept:</b>	<i>2016 Budget</i>		<i>2015 Budget</i>		<i>2014 Budget</i>		<i>2013 Budget</i>	
Police	9,142,899	33.7%	8,879,016	34.1%	7,313,777	30.7%	7,269,758	32.3%
Fire	4,901,024	18.1%	4,729,045	18.1%	4,531,531	19.0%	4,392,121	19.5%
Streets	1,562,772	5.8%	1,332,358	5.1%	1,336,551	5.6%	1,256,025	5.6%
Parks	1,786,262	6.6%	1,722,378	6.6%	1,568,934	6.6%	1,554,707	6.9%
Library	1,232,205	4.5%	1,191,718	4.6%	1,186,849	5.0%	1,151,475	5.1%
Comm Econ Dev	1,378,679	5.1%	1,321,222	5.1%	1,437,033	6.0%	1,110,806	4.9%
Other City Services	7,130,511	26.3%	6,891,278	26.4%	6,480,164	27.2%	5,760,804	25.6%
<b>Total Govt Operations</b>	<b>27,134,352</b>	<b>100.0%</b>	<b>26,067,015</b>	<b>100.0%</b>	<b>23,854,839</b>	<b>100.0%</b>	<b>22,495,696</b>	<b>100.0%</b>

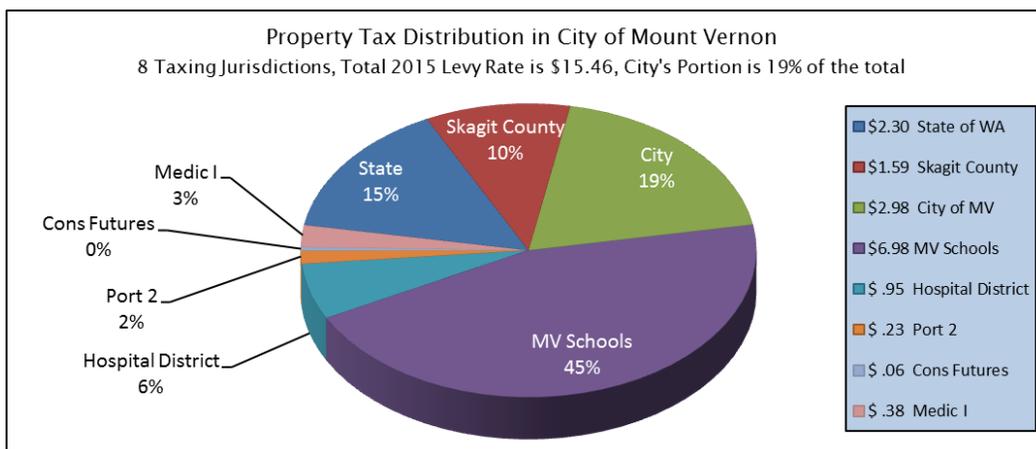
The City staff have devoted themselves in recent years, and continue daily, to examine practices that would increase efficiency and use tax dollars wisely. Shrinking shared revenues from the State of Washington and unfunded mandates from State and Federal government have greatly impacted our City budget. I have serious concerns that we are underfunding basic services including public safety personnel and street maintenance.

Notable achievements accomplished in 2015:

- Receipt of commitments of \$2 million (State and Skagit County) towards the final phase of the City’s Waterfront Revitalization and Flood Protection Project has provided full funding for this project.
- Downtown public restrooms are under construction and are scheduled to be complete in January 2016.
- Completed two City entrance public art projects: Kincaid Exit, Memorial Highway
- Clean audit and receipt of 9<sup>th</sup> consecutive Certificate of Achievement for Excellence in Financial Reporting and 15<sup>th</sup> award overall.
- Our Wastewater Treatment Plant employees were recognized by the State of Washington Department of Ecology for outstanding performance. It takes diligent operations and strong management to achieve this high level of compliance. This is the 5th consecutive year of award, and the 12<sup>th</sup> year of recognition overall.
- Successful Federal Housing and Urban Development audit for Community Development Block Grant funds.
- Completed a comprehensive fire service model study with a committee comprised of administration, labor, City Council, and public. Reviewed laws and regulations, fire statistics and data, future services needed, current organizational structure, and other service models.

PROPERTY TAX AND OTHER REVENUE

The City of Mount Vernon is one of 8 taxing jurisdictions that assess taxes on our residents’ property tax bills. Each jurisdiction makes decisions on tax rates each year with some taxing jurisdictions requiring voter approval to establish revenue amounts. The combination of these 8 taxing jurisdictions, of which Mount Vernon is one, account for the total property taxes paid by any individual property owner. These rates and percentages are outlined as follows:

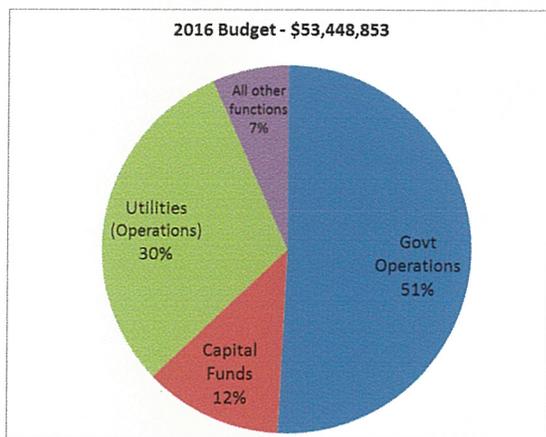


The City Council has refrained from taking the lawfully allowed one percent increase in property tax for 11 of the last 12 years. This means that the City has relied solely on increases in sales tax, new construction property tax, building revenue and grant funding to absorb rising costs of providing services. We are reaching a critical moment in our City history – we simply cannot continue the service level our residents are accustomed to without increased revenue.

PRIORITY CAPITAL PROJECTS

We need to keep moving forward with infrastructure projects and maintenance. The City’s capital budget is \$8.0 million or 15% of the total 2016 budget, including wastewater, transportation, parks and general facility projects. Highlighted projects for 2016 include:

- Funding for the Waterfront Revitalization and Flood Protection Project Phase 3
- Design and engineering for College Way widening under I-5 (in partnership with WSDOT)
- Annual street overlay and maintenance program



It is a privilege to work for the City of Mount Vernon; we are accountable for our City’s success.

As Mayor, I sincerely appreciate all 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 Ms. Alicia Huschka, Finance Director, for her critical professional guidance in the preparation of this budget.

My commitment to community engagement has been demonstrated throughout this year.

Please participate in our weekly Mayor’s Coffee Hours, sign up for electronic newsletters, and email or call with questions, concerns, or ideas.

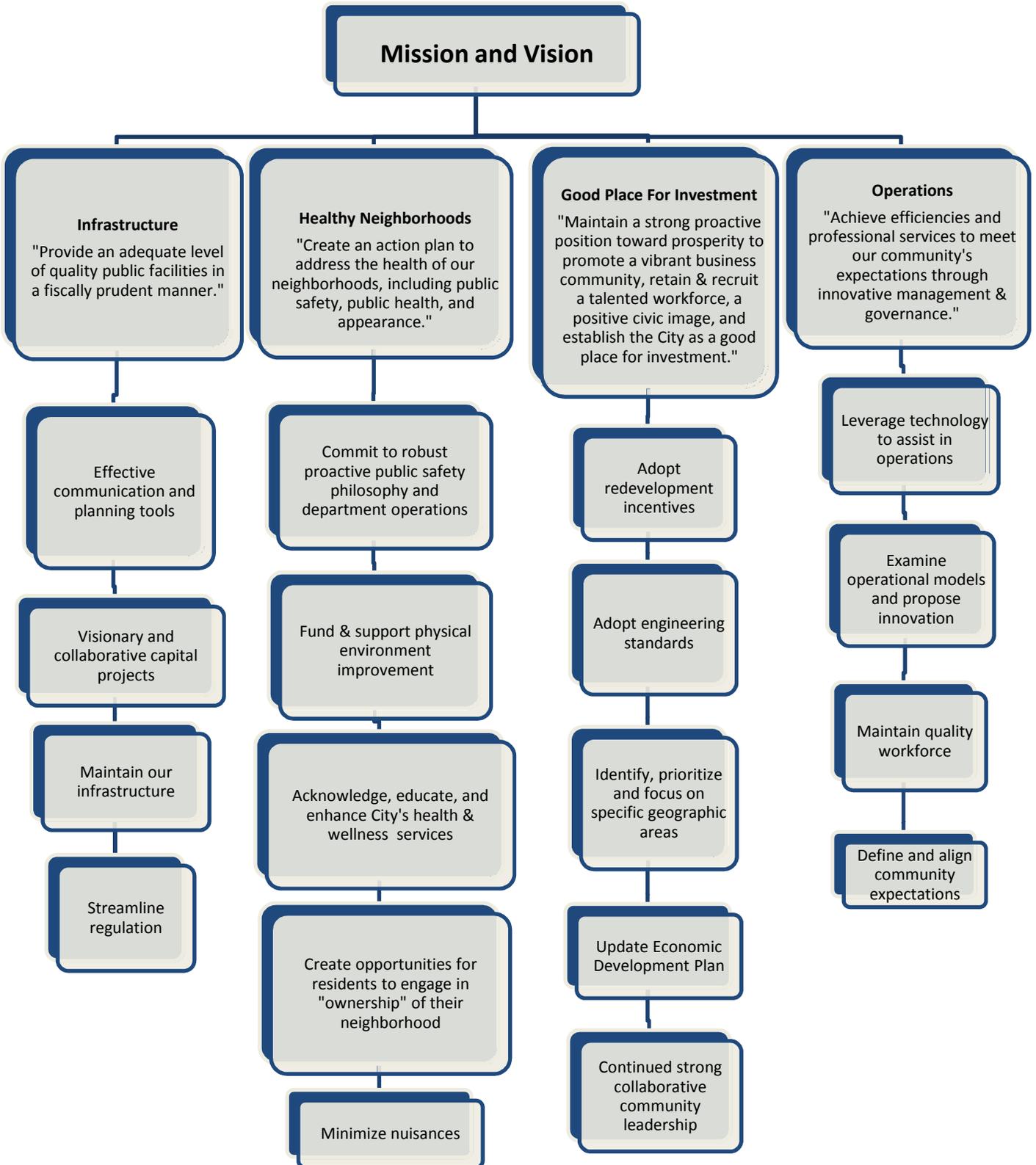
Sincerely,

Jill Boudreau, Mayor

[mvmayor@mountvernonwa.gov](mailto:mvmayor@mountvernonwa.gov)

360-336-6211

[www.mountvernonwa.gov](http://www.mountvernonwa.gov)





**GOAL 1: Infrastructure**

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

Goal	Objective	Action Item
1.a.2016	Visionary and Collaborative Capital Projects	Strategize and determine funding opportunities and plans: <b>New Market Tax Credits</b>
1.b.2016	Visionary and Collaborative Capital Projects	Strategize and determine funding opportunities and plans: <b>Fire Station 1 , Library, City Shop</b>
1.c.2016	Visionary and Collaborative Capital Projects	<b>Waterfront Phase 3 &amp; completion is priority</b>
1.d.2016	Maintain our infrastructure	Expand asset management/collect and use data: i) Map ii) Assess Condition iii) Modernize iv) Pavement maintenance
1.e.2016	Maintain our infrastructure	Annual Comprehensive Facility Review Budget replacement funding in Equipment Rental & Reserve fund
1.f.2016	Streamline regulation	Annual update to Capital Improvement Plan component of the City Comprehensive Plan
1.g.2016	Streamline regulation	Annually review fees (Citywide)
1.h.2016	Streamline regulation	<b>ADA compliance (Public Works) review and planning, execution plan</b>

**GOAL 2: Healthy Neighborhoods**

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

Goal	Objective	Action Item
2.a.2016	Commit to robust proactive public safety philosophy & department operations	Collaborate with partner agencies to address vagrancy & mental illness impacts
2.b.2016	Acknowledge, educate, and enhance the City's health and wellness services	Maintain excellence in clean water compliance through surface water utility and wastewater treatment plant, solid waste services
2.c.2016	Acknowledge, educate, and enhance the City's health and wellness services	Promote accessibility to parks, recreation, and library services
2.d.2016	Create opportunities for residents to engage	Expand and enhance volunteer opportunities <b>i) Library</b>

2.e.2016	Create opportunities for residents to engage	Engage with Homeowners Associations & Block Watch groups
2.f.2016	Create opportunities for residents to engage in "ownership" of their neighborhood	Special projects: <b>i) Mobile neighborhood cleanup &amp; volunteers ii) Solid Waste "clean up" days - Spring &amp; Fall</b>
2.g.2016	Minimize Nuisances	<b>Code review committee:</b> i) Noise, speeding vehicles, overgrown vegetation, parked vehicles, junk, broken fencing, and general disarray
2.h.2016	Minimize Nuisances	<b>Research community resources</b> for homeowners/renters to improve nuisance property - make connections
2.i.2016	Minimize Nuisances	<b>Engage CED &amp; Public Works into Police Neighborhood Policing model</b> and structure already in place

**GOAL 3: 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.**

Goal	Objective	Action Item
3.a.2016	Adopt Redevelopment incentives	<b>Downtown Master Plan review &amp; action</b> i) Decision on Master developer or consultant
3.b.2016	Identify, Prioritize, and Focus on Specific Geographic Areas	<b>Parking Garage project</b>
3.c.2016	Identify, Prioritize, and Focus on Specific Geographic Areas	<b>Review of City owned properties and justification</b> <b>Review of properties that may benefit the City to own</b>
3.d.2016	Update Economic Development Plan - as part of Comprehensive Plan update	Include economic sector development as part of comp plan update
3.e.2016	Continuing Strong Collaborative Community Leadership	Participate in sharing and align goals of our community organizations - One Community One Voice concept lead by Community Action
3.f.2016	Continuing Strong Collaborative Community Leadership	<b>Re design community marketing campaign</b> - Align City "brand" with economic sectors
3.g.2016	Workforce	Memberships and participation in professional organizations is expected of those in leadership positions
3.h.2016	Workforce	Calculate non-represented employees compensation by market rate (review every 5 years), internal & external equity

## GOAL 4: Operations

**Achieve efficiencies and professional services to meet our community expectations through innovative management and governance. We operate strategically, not in a reactionary manner.**

Goal	Objective	Action Item
4.a.2016	Technology - identify technology needs, develop plan, and determine cost	Acquire asset management tools/system
4.b.2016	Technology - identify technology needs, develop plan, and determine cost	Annual review of new technology options for all Departments
4.c.2016	Technology - identify technology needs, develop plan, and determine cost	Electronic service expansion as appropriate - <b>Library, Online business licensing (State supported)</b>
4.d.2016	Operational Models - expansion of services will only occur with supporting revenue	Fire service strategies, planning, and implementation of EMS
4.e.2016	Operational Models - expansion of services will only occur with supporting revenue	Adopt Public Works Street Department 3-5 year plan
4.f.2016	Workforce	Memberships and participation in professional organizations is expected of those in leadership positions
4.g.2016	Workforce	Calculate non-represented employees compensation by market rate (review every 5 years), internal & external equity
4.h.2016	Define and Align Community Expectations	Ward Meetings - provide more casual structure, increase interaction with City Councilmembers
4.i.2016	Define and Align Community Expectations	Produce and post 1-pager of different City departments and projects - use as conversation starters
4.j.2016	Define and Align Community Expectations	Strategic Advisory/Stakeholder Groups when appropriate - continuing with comprehensive plan advisory committee



## 2016 Elected Officials



**Mayor Jill Boudreau**

### City Councilmembers



Joe Lindquist  
Ward 1



Ken Quam  
Ward 1



Mark Hulst  
Ward 2



Gary Molenaar  
Ward 2



Bob Fiedler  
Ward 3



Mary Hudson  
Ward 3



Dale Ragan  
Council At Large

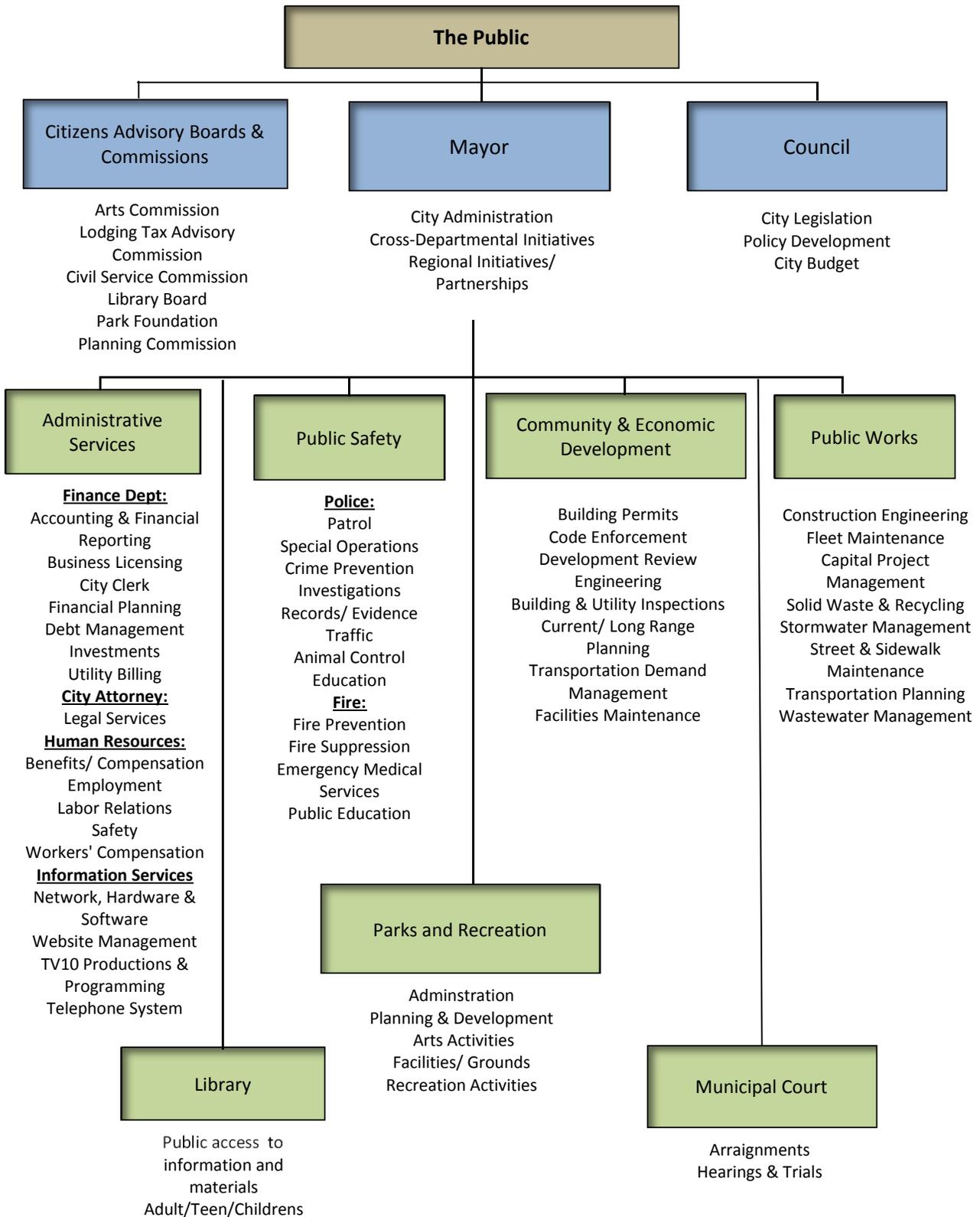
### Administrative Staff

Jerry Dodd  
Roy Hari  
Kevin Rogerson  
Alicia Huschka  
Esco Bell  
Bob Hyde  
*open*  
Kandy Bartlett  
Brian Soneda  
Kim Kleppe

Police Chief  
Fire Chief  
City Attorney  
Finance Director  
Public Works Director  
Community & Economic Development Director  
Parks & Enrichment Services Director  
Human Resources Director  
Library Director  
Information Services Director

# ORGANIZATIONAL STRUCTURE

## City of Mount Vernon



## Financial Management Policies for the City of Mount Vernon

### 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 receipting 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.

General Obligation Bond Policy: Every project proposed for financing through general obligation debt should 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.

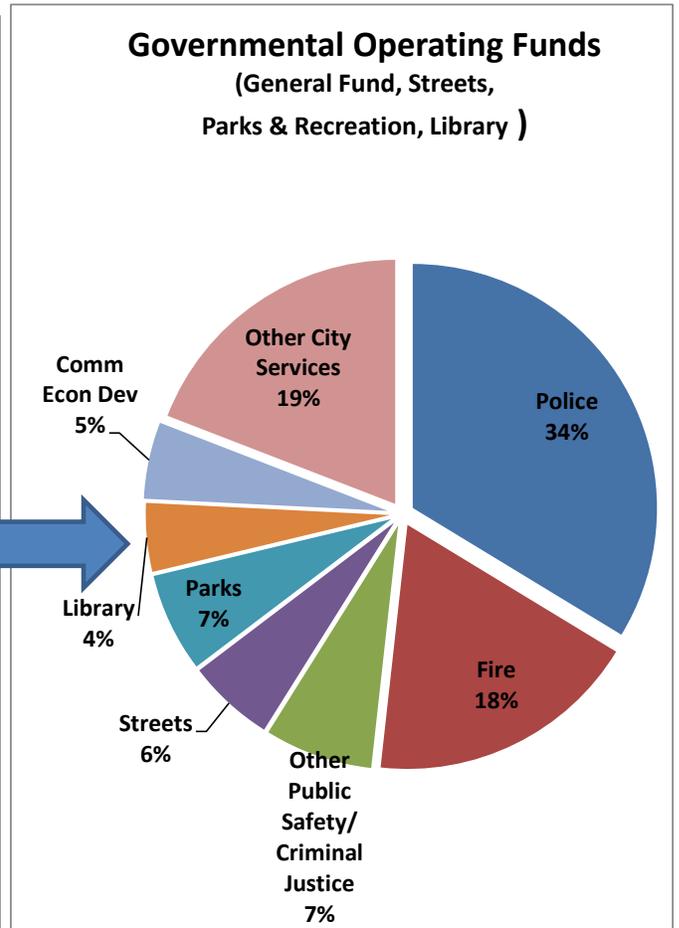
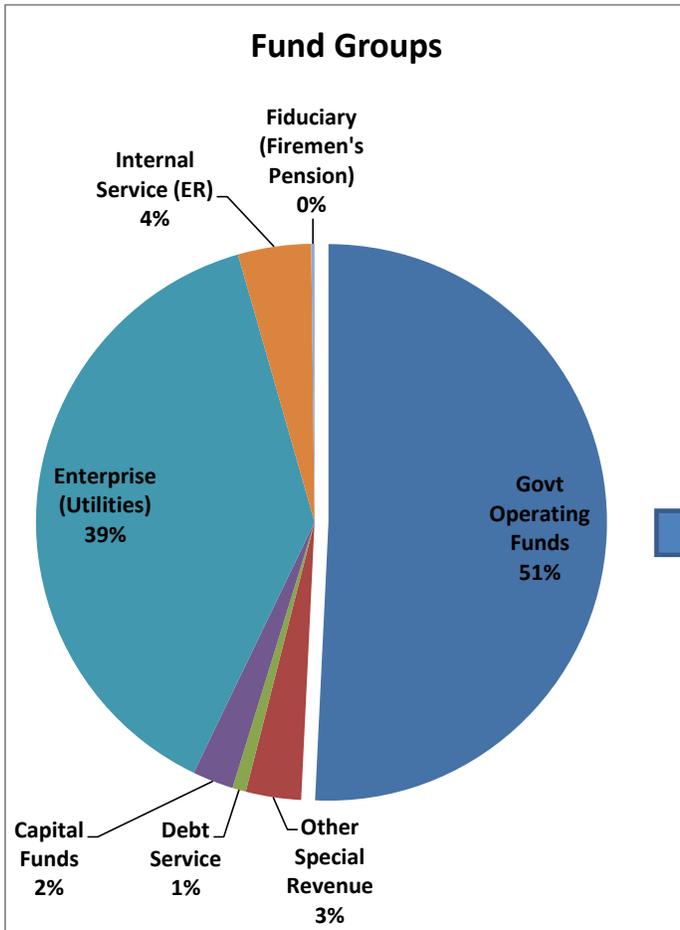
**Citywide Budget Summary**  
**2016 Adopted Budget**  
**City of Mount Vernon**

Fund/ Dept No.	Fund / Department	2014 Budget	2015 Budget	2016 Budget	2015-2016 Budget Difference	2015-2016 % Change
<b>001 GENERAL FUND</b>						
01	City Council	178,140	166,563	167,138	575	0.3%
02	Municipal Court	358,500	404,924	423,919	18,995	4.7%
03	Mayor	355,984	385,356	367,146	(18,210)	-4.7%
04	Finance	753,812	764,995	793,754	28,759	3.8%
05	City Attorney	456,846	488,990	504,944	15,954	3.3%
06	Human Resources	677,353	684,036	654,018	(30,018)	-4.4%
07	General Facilities	658,565	661,901	679,784	17,883	2.7%
08	Police Department	8,413,777	8,879,016	9,142,899	263,883	3.0%
09	Fire Department	4,531,531	4,729,045	4,901,024	171,979	3.6%
11	Public Works/Engineering	745,646	745,883	762,452	16,569	2.2%
12	Community & Economic Development	1,437,033	1,321,222	1,378,679	57,457	4.3%
18	TV 10 - Public Access Cable	157,647	169,839	203,498	33,659	19.8%
97	CDBG Entitlement Grant	524,286	532,401	525,910	(6,491)	-1.2%
98	Information Services	608,510	644,199	673,617	29,418	4.6%
99	Non-Departmental	1,004,875	1,242,191	1,374,331	132,140	10.6%
<b>Subtotal - General Fund</b>		<b>20,862,505</b>	<b>21,820,561</b>	<b>22,553,113</b>	<b>732,552</b>	<b>3.4%</b>
<b>SPECIAL REVENUE FUNDS</b>						
101	City Street Fund	1,336,551	1,332,358	1,562,772	230,414	17.3%
103	Parks and Recreation Fund	1,568,934	1,722,378	1,786,262	63,884	3.7%
104	Library Fund	1,186,849	1,191,718	1,232,205	40,487	3.4%
102	Arterial Street Fund	1,001,500	1,921,060	772,000	(1,149,060)	-59.8%
105	Paths and Trails Fund	40,000	25,000	20,000	(5,000)	-20.0%
106	Tourism Promotion Fund	372,300	350,000	250,000	(100,000)	-28.6%
107	Little Mountain Improvements Reserve	102,000	103,250	87,000	(16,250)	-15.7%
109	Crime Prevention Fund	5,000	19,000	11,600	(7,400)	-38.9%
110	Government Access Fund	56,906	42,959	50,000	7,041	16.4%
112	Criminal Justice Assistance Fund	121,000	141,000	165,000	24,000	17.0%
115	Parks Capital Improvements Reserve	183,000	191,275	67,000	(124,275)	-65.0%
118	Fiber Optic Fund	174,000	110,725	162,800	52,075	47.0%
119	Critical Areas Enhancement Fund	83,650	35,000	46,000	11,000	31.4%
120	Lincoln Commercial Properties Fund	137,600	199,000	83,200	(115,800)	-58.2%
<b>Subtotal - Special Revenue Funds</b>		<b>6,369,290</b>	<b>7,384,723</b>	<b>6,295,839</b>	<b>-1,088,884</b>	<b>-14.7%</b>
<b>DEBT SERVICE FUNDS</b>						
201	2009 UTGO Bond Fund	481,293	302,433	303,770	1,337	0.4%
205	2009 LTGO Bond Fund	115,550	117,050	118,375	1,325	1.1%
<b>Subtotal - Debt Service Funds</b>		<b>596,843</b>	<b>419,483</b>	<b>422,145</b>	<b>2,662</b>	<b>0.6%</b>
<b>CAPITAL PROJECTS FUNDS</b>						
304	Capital Improvement Fund - REET I	359,650	565,575	466,325	(99,250)	-17.5%
311	Parks Impact Fees	25,000	120,000	40,000	(80,000)	-66.7%
312	Fire Impact Fees	82,000	98,500	94,000	(4,500)	-4.6%
313	Transportation Impact Fees	10,000	70,000	40,000	(30,000)	-42.9%
314	REET II - Streets Fund	460,000	460,000	630,000	170,000	37.0%
<b>Subtotal - Capital Projects Funds</b>		<b>936,650</b>	<b>1,314,075</b>	<b>1,270,325</b>	<b>-43,750</b>	<b>-3.3%</b>

**Citywide Budget Summary**  
**2016 Adopted Budget**  
**City of Mount Vernon**

Fund/ Dept No.	Fund / Department	2014 Budget	2015 Budget	2016 Budget	2015-2016 Budget Difference	2015-2016 % Change
<b>ENTERPRISE FUNDS (UTILITIES)</b>						
401	Wastewater Utility Fund	8,544,526	8,775,000	8,720,378	(54,622)	-0.6%
402	Solid Waste Utility Fund	4,964,700	5,151,600	5,428,500	276,900	5.4%
403	Surfacewater Utility Fund	2,009,406	2,201,873	2,159,439	(42,434)	-1.9%
411	Sewer Facility Expansion Fund	608,000	608,000	1,845,500	1,237,500	203.5%
412	Sewer Capital Reserve	1,592,000	1,535,000	2,381,000	846,000	55.1%
<b>Subtotal - Enterprise Funds</b>		<b>17,718,632</b>	<b>18,271,473</b>	<b>20,534,817</b>	<b>2,263,344</b>	<b>12.4%</b>
<b>INTERNAL SERVICE FUNDS</b>						
501	Equipment Rental Fund	1,835,676	2,861,100	2,230,114	(630,986)	-22.1%
512	Leoff I Long-term Healthcare Reserve	40,000	40,000	40,000	0	0.0%
<b>Subtotal - Internal Service Funds</b>		<b>1,875,676</b>	<b>2,901,100</b>	<b>2,270,114</b>	<b>-630,986</b>	<b>-21.7%</b>
<b>FIDUCIARY FUNDS</b>						
611	Firemen's Pension and Relief Fund	101,060	117,000	102,500	(14,500)	-12.4%
<b>Subtotal - Fiduciary Funds</b>		<b>101,060</b>	<b>117,000</b>	<b>102,500</b>	<b>-14,500</b>	<b>-12.4%</b>
<b>TOTAL BUDGET - ALL FUNDS</b>		<b>48,460,656</b>	<b>52,228,415</b>	<b>53,448,853</b>	<b>1,220,438</b>	<b>2.3%</b>

## Budget Components - 2016 Budget



**Funds:**

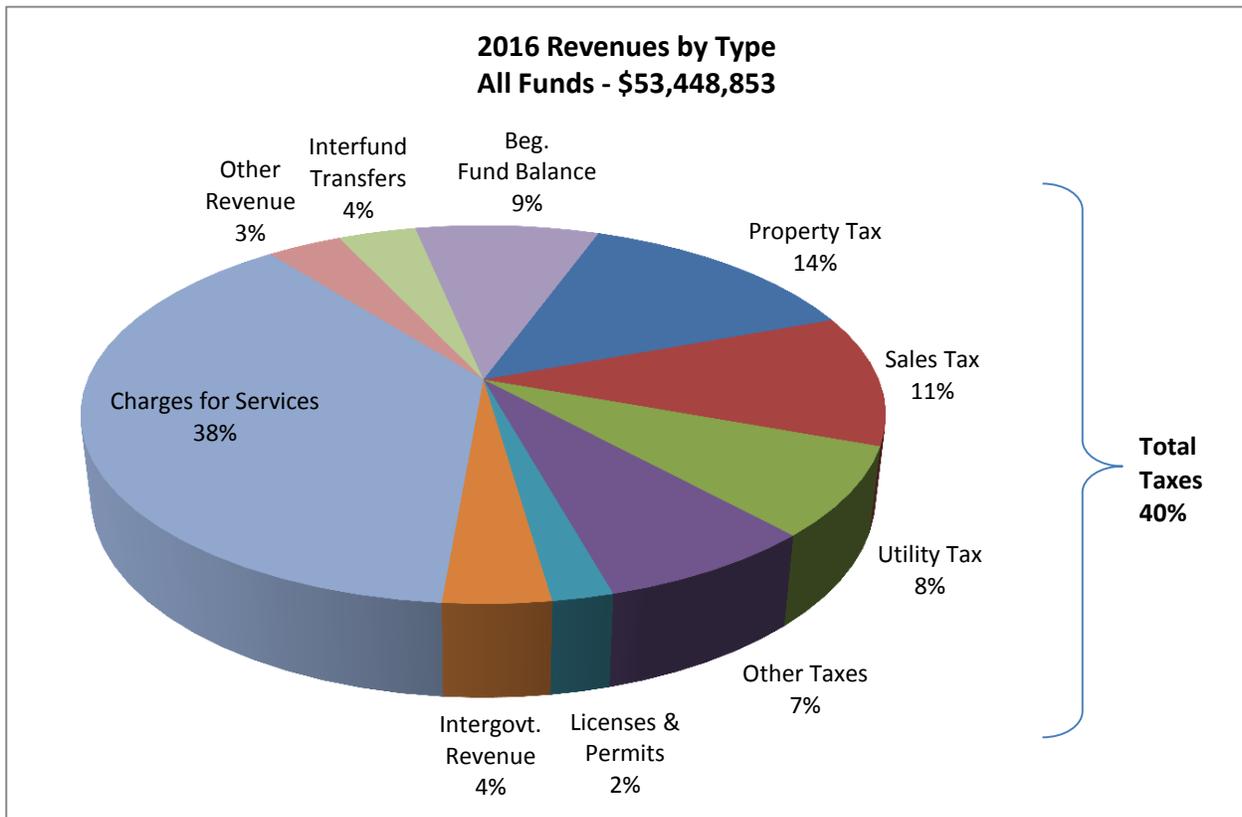
Governmental Operating	27,134,352	51%
Other Special Revenue	1,714,600	3%
Debt Service	422,145	1%
Capital Funds	1,270,325	2%
Enterprise (Utilities)	20,534,817	38.4%
Internal Service (ER)	2,270,114	4%
Fiduciary (Firemen's Pension)	102,500	0%
<b>Total Budget</b>	<b>53,448,853</b>	<b>100%</b>

**Government Operating Funds by Department:**

Police	9,142,899	34%
Fire	4,901,024	18%
Other Public Safety/ Criminal Justice	1,941,972	7%
Streets	1,562,772	6%
Parks	1,786,262	7%
Library	1,232,205	5%
Comm Econ Dev	1,378,679	5%
Other City Services	5,188,539	19%
<b>Total Govt Op Funds</b>	<b>27,134,352</b>	<b>100%</b>

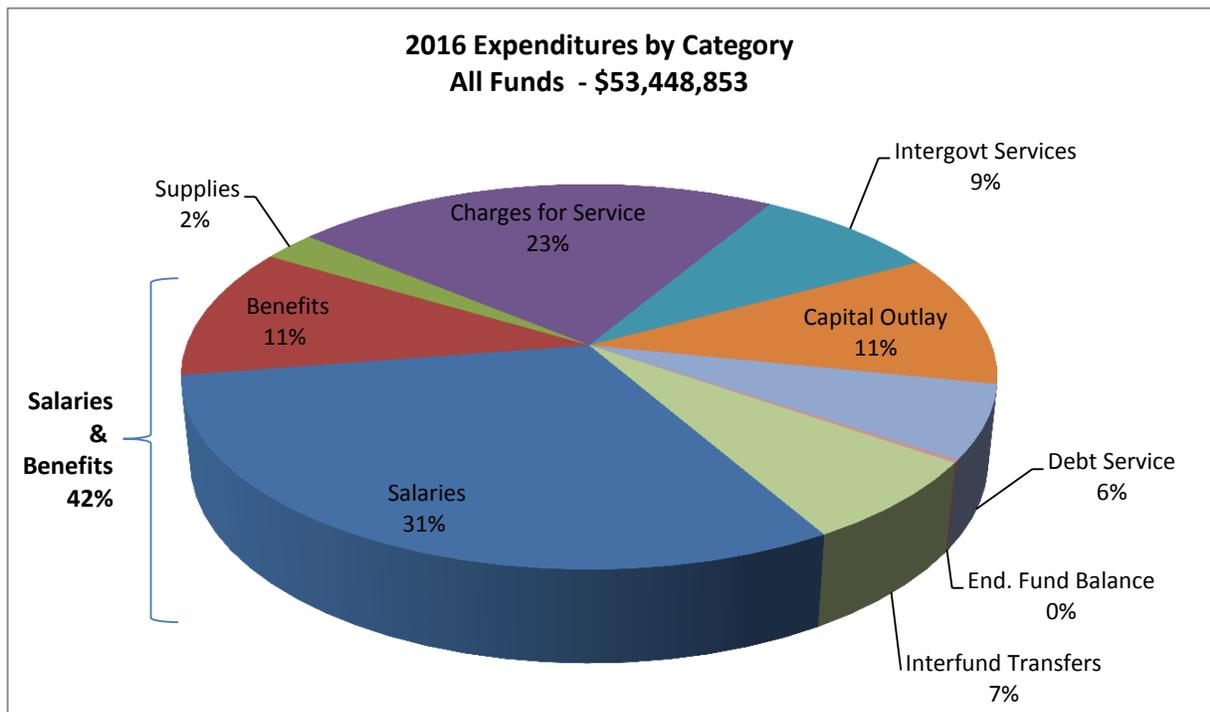
**City of Mount Vernon**  
**Total Budget**  
**2016 Revenue Summary: By Revenue Type**

Revenue Source	2014 Actual	2015 Budget	2016 Budget	2015 to 2016 Change	2015 to 2016 % Change
Property Tax	7,417,919	7,270,433	7,383,270	112,837	1.6%
Sales Tax	7,160,197	5,575,000	5,980,000	405,000	7.3%
Utility Tax	3,678,982	4,131,500	4,079,000	(52,500)	-1.3%
Other Taxes	1,197,321	3,775,000	3,990,600	215,600	5.7%
<b>Total Taxes</b>	<b>19,454,419</b>	<b>20,751,933</b>	<b>21,432,870</b>	<b>680,937</b>	<b>13.3%</b>
Licenses & Permits	1,094,883	1,277,959	1,109,000	(168,959)	-13.2%
Intergovernmental	5,984,242	2,058,388	1,945,834	(112,554)	-5.5%
Charges for Services	17,073,349	19,852,125	20,322,214	470,089	2.4%
Fines & Forfeits	259,426	488,800	296,000	(192,800)	-39.4%
Miscellaneous Revenue	2,352,583	1,432,056	1,627,800	195,744	13.7%
Interfund Transfers	2,648,055	2,090,474	1,996,875	(93,599)	-4.5%
Beginning Fund Balance	0	4,276,680	4,718,260	441,580	10.3%
<b>Total</b>	<b>48,866,957</b>	<b>52,228,415</b>	<b>53,448,853</b>	<b>1,220,438</b>	<b>2.3%</b>



**City of Mount Vernon**  
**Total Budget**  
**2016 Expenditure Summary: By Category**

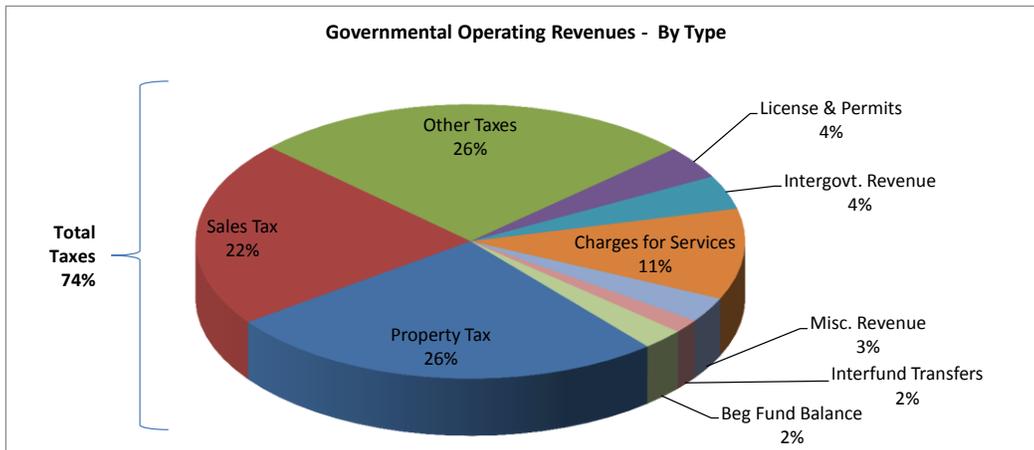
Expenditure Category	2014 Actual	2015 Budget	2016 Budget	2015 to 2016 Change	2015 to 2016 % Change
Salaries & Wages	14,646,780	15,261,200	15,838,942	577,742	3.8%
Overtime	632,310	616,437	646,595	30,158	4.9%
Personnel Benefits	5,398,239	5,924,385	5,891,116	(33,269)	-0.6%
Supplies	1,081,867	1,359,082	1,316,358	(42,724)	-3.1%
Professional & Other Services	4,002,980	5,852,108	2,236,681	(3,615,427)	-61.8%
Communication	224,123	234,063	199,454	(34,609)	-14.8%
Training & Travel	98,863	59,175	66,406	7,231	12.2%
Insurance	534,719	565,345	569,791	4,446	0.8%
Utilities	1,026,960	1,043,500	1,034,200	(9,300)	-0.9%
Repair & Maintenance	587,599	757,961	811,677	53,716	7.1%
Other Services & Charges	2,288,622	3,174,841	5,278,342	2,103,501	66.3%
Intergovernmental	3,621,523	4,194,313	6,409,836	2,215,523	52.8%
Capital	7,872,284	6,813,159	5,939,130	(874,029)	-12.8%
Debt Service	3,297,235	3,335,717	3,305,941	(29,776)	-0.9%
Interfund Transfers	4,562,839	2,751,550	3,782,875	1,031,325	37.5%
Ending Fund Balance	0	285,579	121,509	(164,070)	-57.5%
<b>Total</b>	<b>49,876,943</b>	<b>52,228,415</b>	<b>53,448,853</b>	<b>1,220,438</b>	<b>2.3%</b>



# City of Mount Vernon Governmental Operating Funds Only 2016 Revenues and Expenditures

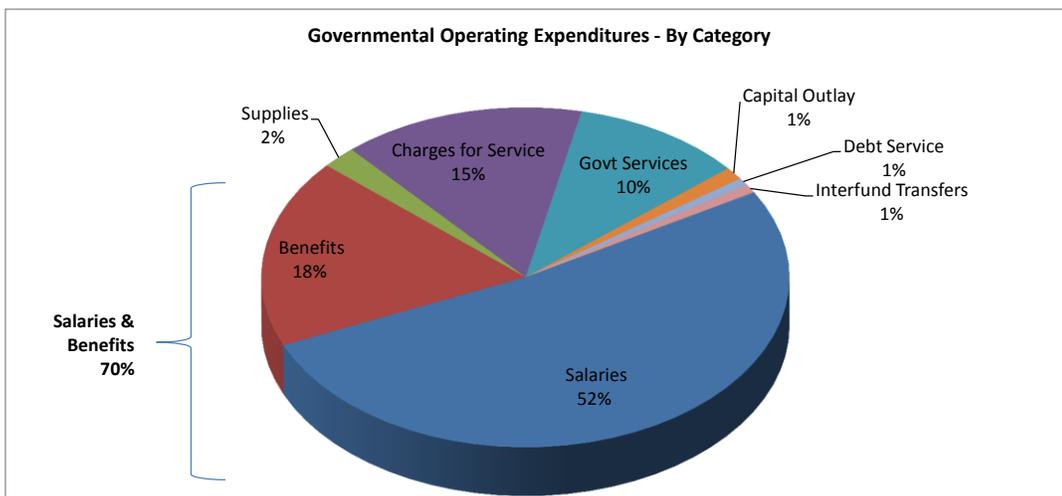
## Revenues

Fund	Property Tax	Sales Tax	Other Taxes	License and Permits	Intergovt. Revenue	Charges for Services	Misc. Revenue	Interfund Transfers	Beginning Fund Balance	Total
Current Expense	4,462,203	5,980,000	6,377,000	1,059,000	1,086,934	2,222,800	549,700	281,000	534,476	22,553,113
City Streets	283,172	-	742,600	-	-	437,000	-	100,000	-	1,562,772
Parks and Recreation	1,196,520	-	-	-	-	201,600	198,700	53,000	136,442	1,786,262
Library	1,138,105	-	-	-	-	43,900	50,200	-	-	1,232,205
<b>Total</b>	<b>7,080,000</b>	<b>5,980,000</b>	<b>7,119,600</b>	<b>1,059,000</b>	<b>1,086,934</b>	<b>2,905,300</b>	<b>798,600</b>	<b>434,000</b>	<b>670,918</b>	<b>27,134,352</b>



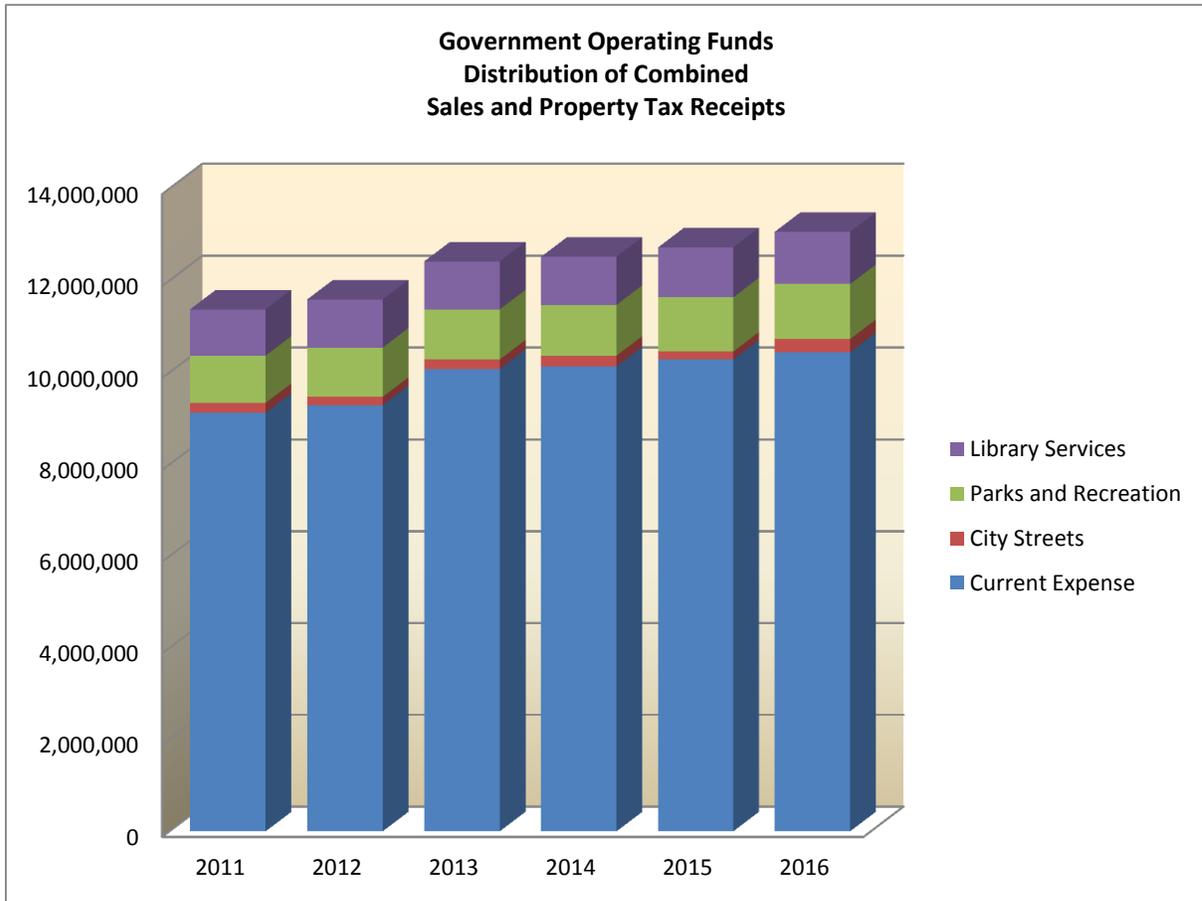
## Expenditures

Fund	Salaries	Benefits	Supplies	Charges for Service	Govt Services	Capital Outlay	Debt Service	Interfund Transfers	Total
Current Expense	11,802,912	4,081,992	363,158	3,003,878	2,774,444	180,926	125,803	220,000	22,553,113
City Street	538,484	213,380	122,900	537,478	80,000	500	70,030	-	1,562,772
Parks and Recreation	926,663	357,174	72,050	430,375	-	-	-	-	1,786,262
Library	780,322	226,223	18,750	59,986	-	146,924	-	-	1,232,205
<b>Total</b>	<b>14,048,381</b>	<b>4,878,769</b>	<b>576,858</b>	<b>4,031,717</b>	<b>2,854,444</b>	<b>328,350</b>	<b>195,833</b>	<b>220,000</b>	<b>27,134,352</b>



## Major Governmental Operating Revenues

### Property Tax and Sales Tax



Combined Sales and Property Tax Revenue						
Government Function	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Estimate 2015	Projection 2016
Current Expense	9,123,506	9,289,306	10,076,053	10,136,559	10,284,040	10,442,203
City Streets	214,645	179,863	206,312	229,732	171,506	283,172
Parks and Recreation	1,030,152	1,074,185	1,091,256	1,105,629	1,179,036	1,196,520
Library Services	1,006,215	1,045,062	1,043,062	1,046,509	1,084,418	1,138,105
<b>Totals</b>	<b>11,374,518</b>	<b>11,588,416</b>	<b>12,416,683</b>	<b>12,518,429</b>	<b>12,719,000</b>	<b>13,060,000</b>
Annual Revenue Increase	268,004	213,898	828,267	101,746	200,571	341,000
<b>Annual Growth Rate</b>	<b>2.4%</b>	<b>1.9%</b>	<b>7.1%</b>	<b>0.8%</b>	<b>1.6%</b>	<b>2.7%</b>

Notes:

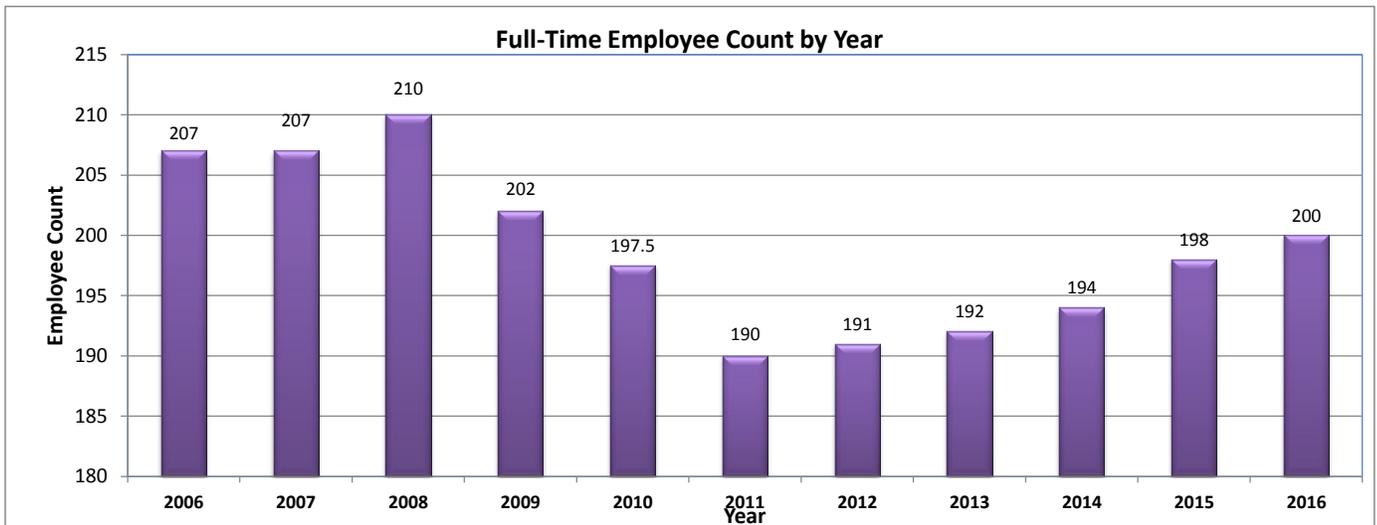
- Property tax and sales tax combined provide 48% of total revenue to support government operations.
- Only growth in property tax revenue for 2005 through 2012, & 2014 to 2016 comes from new construction.
- City has not taken lawfully allowed 1% increase in prop tax for 11 of the last 12 years, except in 2013, took 1.8% or \$120,000.
- 2016 sales tax estimate assumes 0% growth compared to 2015 other than an estimated \$200,000 increase that will be generated from the Skagit County jail construction project.
- The 2016 sales tax estimate includes \$200,000 of sales tax generated from the jail construction project, which accounts for 66% of the total revenue increase above.
- Sales tax:** comparing 2007 to 2011, sales tax declined 24% or \$1.5 million over these 4 years; sales tax started to recover in 2012, increasing 3.7% in 2012, 10.3% in 2013, 2.6% in 2014, and 5.5% in 2015.
- Sales tax: comparing 2007 to 2015, sales tax revenues are \$372,000 lower than 2007 levels, 6% lower.

**City of Mount Vernon**  
**Fund Balance Reconciliation**  
**Summary of All Funds**

Fund #	City Fund	Actual	Estimates		Fund Balance Dec 31, 2015	Budget		Estimated	Fund Bal. Budgeted in 2016
		Fund Bal Dec 31, 2014	2015 Revenue	2015 Expenditures		2016 Revenue	2016 Expenditures	Fund Bal Dec 31, 2016	
001	Current Expense	3,711,879	20,966,464	21,302,229	3,365,655	22,018,637	22,553,113	2,831,179	534,476
101	City Street	144,789	1,329,969	1,346,327	128,431	1,562,772	1,562,772	128,431	-
103	Parks/Recreation	250,639	1,638,443	1,578,778	310,304	1,649,820	1,786,262	173,862	136,442
104	Library	125,468	1,174,897	1,193,301	107,064	1,232,205	1,232,205	107,064	-
102	Arterial Street	685,065	763,004	1,215,004	233,065	622,000	772,000	83,065	150,000
105	Paths and Trails	84,021	3,450	10,000	77,471	3,600	20,000	61,071	16,400
106	Tourism Promotion	178,212	262,000	337,563	102,649	250,000	250,000	102,649	-
107	Little Mountain Cap Res	72,366	33,500	12,000	93,866	79,300	87,000	86,166	7,700
109	Crime Prevention	20,168	16,361	13,062	23,467	11,600	11,600	23,467	-
110	Government Access TV	145,861	90,600	35,959	200,502	50,000	40,959	209,543	(9,041)
112	Criminal Justice Assistance	16,528	146,168	141,000	21,696	148,300	165,000	4,996	16,700
115	Parks Capital Reserve	185,760	67,812	150,275	103,297	67,000	60,000	110,297	(7,000)
118	Fiber Optics Fund	72,955	105,000	95,240	82,715	112,800	162,800	32,715	50,000
119	Critical Area Enhancement	144,284	7,275	15,638	135,921	20,000	46,000	109,921	26,000
120	Lincoln Commercial Block	219,663	64,008	171,120	112,551	64,000	83,200	93,351	19,200
201	2009 UTGO Bonds	16,630	292,433	301,933	7,130	303,270	303,770	6,630	500
205	2009 LTGO Bonds	2,116	116,550	116,550	2,116	117,875	118,375	1,616	500
304	Capital Improvement-Reet I	272,500	700,800	640,575	332,725	354,800	466,325	221,200	111,525
311	Park Impact Fees	91,036	52,000	120,000	23,036	40,000	0	63,036	(40,000)
312	Fire Impact Fees	87,972	41,000	32,879	96,093	20,000	94,000	22,093	74,000
313	Traffic Impact Fees	81,419	49,348	69,000	61,767	30,000	40,000	51,767	10,000
314	Reet II - Streets	239,487	546,000	574,000	211,487	450,000	630,000	31,487	180,000
401	Wastewater Utility (WC)	4,712,226	8,512,000	8,314,814	4,909,412	8,583,000	8,720,378	4,772,034	137,378
402	Solid Waste Utility (WC)	1,637,733	5,409,200	5,052,078	1,994,855	5,428,500	5,428,500	1,994,855	-
403	Surface Water Utility (WC)	1,656,591	1,581,900	1,872,459	1,366,032	1,588,500	2,159,439	795,093	570,939
411	Sewer Facility Expansion	2,123,951	1,126,000	486,027	2,763,924	710,000	1,845,500	1,628,424	1,135,500
412	Sewer Capital Reserve	2,689,273	1,015,000	726,608	2,977,665	1,013,000	2,381,000	1,609,665	1,368,000
501	Equipment Rental (WC)	6,489,013	1,921,004	2,563,945	5,846,072	2,140,114	2,230,114	5,756,072	90,000
512	LEOFF I Health Care Res	345,681	21,500	1,371	365,810	21,500	40,000	347,310	18,500
611	FR&P	595,660	38,328	113,664	520,324	38,000	102,500	455,824	64,500
	<b>Totals</b>	<b>27,019,771</b>	<b>48,092,014</b>	<b>48,603,399</b>	<b>26,577,102</b>	<b>48,730,593</b>	<b>53,392,812</b>	<b>21,914,883</b>	<b>4,662,219</b>

## Full-time Employee Information - Citywide

Department	Employee History											
	2016		2015		2014		2013		2012		2011	2010
	Full-time Prelim	Part-time Prelim	Full-time Actual	Part-time Actual	Full-time Actual	Part-time Actual	Full-time Actual	Part-time Actual	Full-time Actual	Part-time Actual	FTE Actual	FTE Actual
Current Expense												
Mayor	3	0	3	0	3	0	3	0	3	0	3	3
Municipal Court	0	0	0	0	0	0	0	0	0	0	0	3
Finance	7	3	7	3	7	3	7	3	7	2	7	7
City Attorney	4	1	4	1	4	0	4	0	3	0	3	3
Human Resources	2	0	2	0	2	0	1	2	1	1	1	1
General Facilities Maintenance	2	0	2	0	2	0	2	0	2	0	2	2
Police	57	1	57	1	57	0	56	0	56	0	56	58
Fire	37	1	37	1	37	1	37	0	37	0	37	38
Public Works/Engineering	6.25	0	6.25	1	6.25	0	6.25	0	6.25	0	6.5	6.5
Commun. Econ. Development	10	3	10	3	10	3	10	2	10	1	10	11.5
TV-10	2	3	1	3	1	2	1	2	1	2	1	1
Information Services	4	1	4	1	4	0	4	0	4	0	3	3
<b>Total Current Expense</b>	<b>134.25</b>	<b>13</b>	<b>133.25</b>	<b>14</b>	<b>133.25</b>	<b>9</b>	<b>131.25</b>	<b>9</b>	<b>130.25</b>	<b>6</b>	<b>129.5</b>	<b>137</b>
City Street	9	1	8	1	8	1	8	1	8	1	8	8
Parks/Recreation	13	15	13	15	11	17	11	17	12	16	12	12
Library	10	16	10	16	10	17	10	17	9	16	9	9
Wastewater Utility	16	4	16	4	15	4	15	3	15	2	15	15
Solid Waste Utility	13	3	13	3	13	3	13	3	13	3	13	13
Surfacewater Utility	1.75	1	1.75	1	0.75	2	0.75	2	0.75	1	0.5	0.5
Equipment Rental	3	0	3	0	3	0	3	0	3	0	3	3
<b>Total-All Funds</b>	<b>200</b>	<b>53</b>	<b>198</b>	<b>54</b>	<b>194</b>	<b>53</b>	<b>192</b>	<b>52</b>	<b>191</b>	<b>45</b>	<b>190</b>	<b>197.5</b>



**City of Mount Vernon**  
**Total Budget - All City Funds**  
**2016 Revenues: By Type**

Fund Name	Property Tax	Sales Tax	Other Taxes	License and Permits	Intergovt. Revenue	Charges for Services	Fines and Forfeits	Misc. Revenue	Interfund Transfers	Beg. Fund Balance	Total
Current Expense	4,462,203	5,980,000	6,377,000	1,059,000	1,086,934	2,222,800	268,300	281,400	281,000	534,476	22,553,113
City Streets	283,172	-	742,600	-	-	437,000	-	-	100,000	-	1,562,772
Parks & Recreation	1,196,520	-	-	-	-	201,600	-	198,700	53,000	136,442	1,786,262
Library	1,138,105	-	-	-	-	43,900	27,700	22,500	-	-	1,232,205
Arterial Streets	-	-	-	-	622,000	-	-	-	-	150,000	772,000
Paths and Trails	-	-	-	-	3,600	-	-	-	-	16,400	20,000
Hotel/Motel Tax	-	-	250,000	-	-	-	-	-	-	-	250,000
Little Mtn Park Impr.	-	-	-	-	-	-	-	69,300	10,000	7,700	87,000
Crime Prevention	-	-	-	-	-	-	-	11,600	-	-	11,600
Government Access	-	-	-	50,000	-	-	-	-	-	-	50,000
Criminal Justice Assist.	-	-	-	-	148,300	-	-	-	-	16,700	165,000
Parks Capital Impr.	-	-	-	-	-	-	-	67,000	-	-	67,000
Fiber Optics	-	-	-	-	-	112,800	-	-	-	50,000	162,800
Critical Area Enhance.	-	-	-	-	-	20,000	-	-	-	26,000	46,000
Lincoln Block	-	-	-	-	-	-	-	64,000	-	19,200	83,200
2009 UTGO Bonds	303,270	-	-	-	-	-	-	-	-	500	303,770
2009 LTGO Bonds	-	-	-	-	-	-	-	-	117,875	500	118,375
Capital Impr. (Reet 1)	-	-	350,000	-	-	-	-	4,800	-	111,525	466,325
Park Impact Fees	-	-	-	-	-	40,000	-	-	-	-	40,000
Fire Impact Fees	-	-	-	-	-	20,000	-	-	-	74,000	94,000
Transport. Impact Fees	-	-	-	-	-	30,000	-	-	-	10,000	40,000
REET II-Streets	-	-	350,000	-	-	-	-	-	100,000	180,000	630,000
Wastewater Utility	-	-	-	-	-	8,169,000	-	99,000	315,000	137,378	8,720,378
Solid Waste Utility	-	-	-	-	-	5,397,500	-	31,000	-	-	5,428,500
Surfacewater Utility	-	-	-	-	25,000	1,552,500	-	11,000	-	570,939	2,159,439
Wastewater Connections	-	-	-	-	-	-	-	710,000	-	1,135,500	1,845,500
Sewer Cap. Reserve	-	-	-	-	-	-	-	13,000	1,000,000	1,368,000	2,381,000
Equipment Rental	-	-	-	-	25,000	2,075,114	-	40,000	-	90,000	2,230,114
LEOFF 1 LT Healthcare Res	-	-	-	-	-	-	-	1,500	20,000	18,500	40,000
Firemen's Pension	-	-	-	-	35,000	-	-	3,000	-	64,500	102,500
<b>Total All Funds</b>	<b>7,383,270</b>	<b>5,980,000</b>	<b>8,069,600</b>	<b>1,109,000</b>	<b>1,945,834</b>	<b>20,322,214</b>	<b>296,000</b>	<b>1,627,800</b>	<b>1,996,875</b>	<b>4,718,260</b>	<b>53,448,853</b>

**City of Mount Vernon  
Total Budget - All City Funds  
2016 Expenditures: By Category**

Fund/Department	Salaries	Benefits	Supplies	Charges for Service	Intergovt Services	Capital Outlay	Debt Service	End. Fund Balance	Interfund Transfers	Total
City Council	50,400	4,187	6,000	45,251	61,300	-	-	-	-	167,138
Municipal Court	-	-	7,500	59,000	357,419	-	-	-	-	423,919
Mayor	249,938	75,103	4,000	12,400	25,205	500	-	-	-	367,146
Finance	538,099	181,818	7,200	66,137	-	500	-	-	-	793,754
City Attorney	326,685	119,244	20,165	38,650	-	200	-	-	-	504,944
Human Resources	150,522	454,416	1,150	27,930	-	-	-	-	20,000	654,018
General Facilities	97,413	49,062	24,550	450,559	-	58,200	-	-	-	679,784
Police	5,023,585	1,625,605	110,193	797,688	1,514,902	70,926	-	-	-	9,142,899
Fire	3,479,282	911,910	161,000	332,832	-	16,000	-	-	-	4,901,024
P. Works/Engineering	538,428	176,926	5,000	41,098	-	1,000	-	-	-	762,452
Comm Econ Development	825,733	307,075	14,100	231,771	-	-	-	-	-	1,378,679
TV 10	148,066	50,837	500	4,095	-	-	-	-	-	203,498
Information Services	374,761	125,809	1,000	138,447	-	33,600	-	-	-	673,617
CDBG Entitlement Grant	-	-	-	57,093	343,014	-	125,803	-	-	525,910
Non-Departmental	-	-	800	700,927	472,604	-	-	-	200,000	1,374,331
<b>Total Current Expense</b>	<b>11,802,912</b>	<b>4,081,992</b>	<b>363,158</b>	<b>3,003,878</b>	<b>2,774,444</b>	<b>180,926</b>	<b>125,803</b>	<b>-</b>	<b>220,000</b>	<b>22,553,113</b>
City Street	538,484	213,380	122,900	537,478	80,000	500	70,030	-	-	1,562,772
Parks and Recreation	926,663	357,174	72,050	430,375	-	-	-	-	-	1,786,262
Library	780,322	226,223	18,750	59,986	-	146,924	-	-	-	1,232,205
Arterial Street	-	-	-	-	-	772,000	-	-	-	772,000
Paths and Trails	-	-	-	-	-	20,000	-	-	-	20,000
Tourism Promotion	-	-	-	250,000	-	-	-	-	-	250,000
Little Mtn Improvement	-	-	-	2,000	-	85,000	-	-	-	87,000
Crime Prevention	-	-	11,200	400	-	-	-	-	-	11,600
Government Access	-	-	3,000	2,959	-	30,000	-	9,041	5,000	50,000
Criminal Justice Assistance	-	-	-	-	-	-	-	-	165,000	165,000
Parks Capital Improvements	-	-	-	-	-	60,000	-	7,000	-	67,000
Fiber Optics	-	-	-	80,500	-	50,000	-	2,300	30,000	162,800
Critical Areas Enhancement	-	-	5,000	25,000	-	16,000	-	-	-	46,000
Lincoln Commercial Bldg	-	-	-	28,200	-	45,000	-	-	10,000	83,200
2009 UTGO Bond Fund	-	-	-	-	-	-	303,770	-	-	303,770
2009 LTGO Bond Fund	-	-	-	-	-	-	118,375	-	-	118,375
REET I - Cap Improvements	-	-	-	-	-	90,000	118,450	-	257,875	466,325
Park Impact Fees	-	-	-	-	-	-	-	40,000	-	40,000
Fire Impact Fees	-	-	-	-	-	94,000	-	-	-	94,000
Transportation Impact Fees	-	-	-	40,000	-	-	-	-	-	40,000
REET II - Streets	-	-	-	20,000	-	550,000	-	-	60,000	630,000
Wastewater Utility	1,234,857	473,815	241,300	3,258,524	36,000	76,400	2,399,482	-	1,000,000	8,720,378
Solid Waste Utility	838,541	350,290	19,050	2,425,591	1,672,000	93,000	-	30,028	-	5,428,500
Surfacewater Utility	150,787	52,733	28,850	1,402,038	-	355,000	170,031	-	-	2,159,439
Wastewater Connection Fees	-	-	-	10,500	-	-	-	-	1,835,000	1,845,500
Sewer Capital Reserve	-	-	-	250,000	-	2,031,000	-	-	100,000	2,381,000
Equipment Rental	212,971	88,209	435,800	226,614	-	1,233,380	-	33,140	-	2,230,114
LEOFF 1 LT Healthcare Res	-	40,000	-	-	-	-	-	-	-	40,000
Firemen's Pension	-	15,500	-	3,000	-	-	-	-	84,000	102,500
<b>Total All Funds</b>	<b>16,485,537</b>	<b>5,899,316</b>	<b>1,321,058</b>	<b>12,057,043</b>	<b>4,562,444</b>	<b>5,929,130</b>	<b>3,305,941</b>	<b>121,509</b>	<b>3,766,875</b>	<b>53,448,853</b>

**City of Mount Vernon**

**Revenue Estimates**

<b>001 CURRENT EXPENSE FUND</b>		<b>2016</b>	
<b>Account Number</b>		<b>Council Adopted</b>	
<b>300 BEGINNING FUND BALANCE</b>			
308.90.00 BEGINNING FUND BALANCE		534,476	
<b>Total BEGINNING FUND BALANCE</b>			<b>534,476</b>
<b>310 TAXES</b>			
311.10.00 PROPERTY TAX		4,462,203	
313.11.11 SALES TAX		5,980,000	
313.15.00 PUBLIC SAFETY SALES TAX		1,500,000	
313.61.00 NATURAL GAS TAX		40,000	
313.71.00 SALES TAX-CRIMINAL JUSTICE		686,000	
316.41.00 ELECTRIC TAX		1,306,000	
316.43.00 GAS TAX		432,000	
316.44.01 WASTEWATER TAX - CITY		645,000	
316.45.00 GARBAGE/SOLID WASTE TAX-PRIVATE		9,000	
316.45.01 GARBAGE/SOLID WASTE TAX- CITY		327,000	
316.46.00 CABLE TV TAX		144,000	
316.47.00 TELEPHONE TAX		816,000	
316.48.00 PUD WATER TAX		400,000	
316.81.01 PUNCH BOARDS AND PULL TABS TAX		50,000	
317.20.00 LEASEHOLD EXCISE TAX		22,000	
<b>Total TAXES</b>			<b>16,819,203</b>
<b>320 LICENSES AND PERMITS</b>			
321.31.00 MISC. FIRE PERMITS		22,000	
321.91.01 FRANCHISE FEES		373,000	
321.99.00 BUSINESS LICENSES		117,000	
322.10.00 BUILDING RELATED PERMITS		525,000	
322.10.01 SEWER PERMITS		16,000	
322.30.00 DOG LICENSES		6,000	
<b>Total LICENSES AND PERMITS</b>			<b>1,059,000</b>
<b>330 INTERGOVERNMENTAL SERVICES</b>			
331.14.21 HUD/CDBG ENTITLEMENT FUNDS		539,410	
331.16.60 BULLETPROOF VEST PARTNERSHIP		4,384	
333.20.60 WTSC COMMUNITY SAFETY GRANT		3,500	
334.01.31 WA STATE PATROL - WILDLAND MOBILIZATION		44,000	
334.04.91 DOH - EMS (FIRE) MEDICAL SUPPLIES		1,340	
336.01.29 MUNICIPAL COURT STATE ASSISTANCE		10,000	
336.06.41 MARIJUANA ENFORCEMENT		36,300	
336.06.94 LIQUOR EXCISE TAX		148,000	
336.06.95 LIQUOR BOARD PROFITS		290,000	
337.07.00 SKAGIT COUNTY ECON DEV GRANT		10,000	
<b>Total INTERGOVERNMENTAL SERVICES</b>			<b>1,086,934</b>
<b>340 CHARGES FOR SERVICES</b>			
341.32.02 MUNICIPAL COURT RECORDS SVCS		600	

**City of Mount Vernon**

**Revenue Estimates**

<b>001 CURRENT EXPENSE FUND</b>		<b>2016</b>
<b>Account Number</b>		<b>Council Adopted</b>
341.33.02	FINES - WARRANT FEE	17,000
341.33.03	DEFERRED PROS. ADMIN COST	3,000
341.43.00	CREDIT CARD PROCESSING FEES	19,500-
341.43.01	IMPACT FEE ADMINISTRATION	15,000
341.43.02	CREDIT CARD PROCESSING FEES - MUNI COURT	1,500-
341.81.00	TV-10 PRODUCTION/COPY SERVICES	5,000
341.82.00	ENGINEERING FEES & CHARGES	8,000
341.82.02	PLAT APPLICATION FEES	10,000
342.10.00	LAW ENFORCEMENT SERVICES	5,000
342.10.90	PRINTS P.D.REPORTS GUN PERMITS	5,000
342.22.10	EMS - FIRE PROTECTION SERVICES	41,000
342.22.20	EMS/COUNTY BLS RESPONSE	135,000
342.33.00	ADULT PROBATION FEES	12,500
342.33.04	DV IMPACT PANEL	4,000
342.38.01	PRE-CONVICTION SUPERVISION COST	2,000
342.40.00	FIRE DEPARTMENT INSPECTIONS	6,500
342.60.00	AMBULANCE SERVICES	6,500
342.80.00	EMS - 911 MEDICAL CALLS	59,000
345.10.01	INTERLOCAL RESOURCE OFFICER SUPPORT	84,000
345.70.00	INTERLOCAL COMMUNITY SVC - TV 10	82,500
345.70.02	INTERLOCAL-INFORMATION SERVICES	12,200
345.70.05	INTERLOCAL - PORT OF SKAGIT	12,000
345.70.06	FIBER OPTIC SERVICES	34,000
345.81.00	ZONING AND SUBDIVISION FEES	12,000
345.81.01	TECHNOLOGY PERMIT FEES	16,000
345.89.00	DEVELOPMENT REIMBURSED FEES	57,500
349.14.00	ADMIN. OVERHEAD CHARGES	1,165,500
349.32.01	INTERFUND ENGINEERING SVCES	433,000
<b>Total</b>	<b>CHARGES FOR SERVICES</b>	<b>2,222,800</b>
<b>350</b>	<b>FINES AND FORFEITS</b>	
351.50.00	INVESTIGATIVE FUND ASSESSMENT (DUI)	5,000
352.30.00	MANDATORY INSURANCE COST	1,300
353.10.00	TRAFFIC INFRACTION PENALTIES	100,000
353.70.00	NON-PARKING INFRACTION PENALTY	5,000
354.00.00	PARKING INFRACTION PENALTIES	65,000
355.20.00	DUI PENALTIES	16,000
355.80.00	CRIMINAL TRAFFIC MISDEMEANOR	24,000
356.90.00	CRIMINAL NON-TRAFFIC PENALTIES	40,000
357.33.00	PUBLIC DEFENSE COST	4,000
357.34.00	WARRANT FEE	1,000
359.91.00	POLICE FALSE ALARMS FEES	4,000
359.91.01	FIRE FALSE ALARMS FEES	3,000
<b>Total</b>	<b>FINES AND FORFEITS</b>	<b>268,300</b>
<b>360</b>	<b>MISCELLANEOUS REVENUES</b>	
361.10.00	INTEREST EARNINGS	60,000
361.40.00	INTEREST ON SALES TAX RECVBLE	3,000

**City of Mount Vernon**  
**Revenue Estimates**

<b>001      CURRENT EXPENSE FUND</b>		<b>2016</b>	
<u>Account Number</u>		<u>Council Adopted</u>	
361.40.01	INTEREST-MUNICIPAL COURTS	21,000	
362.50.00	PARKING LOT LEASE	1,800	
362.52.00	OTHER LEASES	85,000	
362.55.00	FACILITY RENTALS	19,200	
369.40.01	COURT ORDERED RESTITUTION	2,500	
369.90.00	MISCELLANEOUS REVENUE	88,000	
369.93.00	NSF CHECK CHARGE	900	
<b>Total</b>	<b>MISCELLANEOUS REVENUES</b>		<b>281,400</b>
<b>390</b>	<b>OTHER FINANCING SOURCES</b>		
397.00.00	OPERATING TRANSFERS-IN	281,000	
<b>Total</b>	<b>OTHER FINANCING SOURCES</b>		<b>281,000</b>
<b>Total</b>	<b>CURRENT EXPENSE FUND</b>		<b><u><u>22,553,113</u></u></b>

**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**

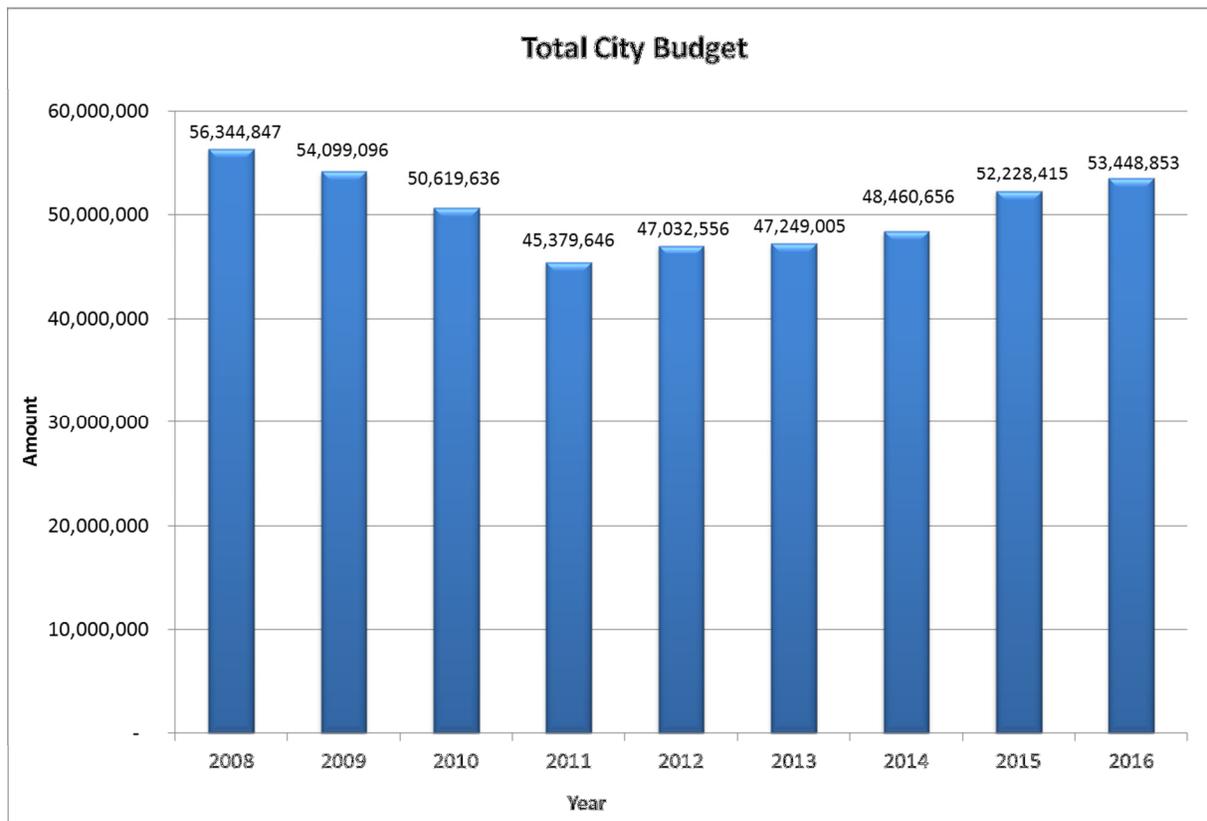
Mount Vernon is a City that is characterized by a “hometown” atmosphere where Residents and Government work together in a trusting environment.

- 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.

<b>Service Measures:</b>	<b>Actual 2013</b>	<b>Actual 2014</b>	<b>Actual 2015</b>	<b>Estimates 2016</b>
Mount Vernon population	32,710	33,170	33,530	tbd
Total Assessed Value of Taxable Property	\$2.42 billion	\$2.46 billion	\$2.48 billion	\$2.66 billion
City of MV levy rate (includes voted debt)	\$3.04	\$3.05	\$2.98	tbd
Property tax new construction revenue added	\$62,000	\$110,000	\$102,000	\$102,000



**City of Mount Vernon**  
**Approved Expenditures**

<b>001</b>	<b>CURRENT EXPENSE FUND</b>	
<b>01</b>	<b>CITY COUNCIL</b>	<b>2016</b>
<u>Account Number</u>		<u>Council Adopted</u>
<b>511.30</b>	<b>OFFICIAL PUBLICATION SERVICES</b>	
511.30.4180	LEGAL PUBLISHING	9,400
<b>511.60</b>	<b>CITY COUNCIL</b>	
511.60.1100	SALARIES AND WAGES	50,400
511.60.2100	SOCIAL SECURITY	3,856
511.60.2300	LABOR AND INDUSTRIES	331
511.60.3110	OFFICE SUPPLIES	6,000
511.60.4230	POSTAGE	200
511.60.4310	TRAVEL	1,400
511.60.4912	DUES CONFERENCE & TUITION	1,000
511.60.4979	DUES - ASSOC. OF WA CITIES	23,251
<b>558.70</b>	<b>ECONOMIC DEVELOPMENT</b>	
558.70.4971	ECON. DEVELOP. ASSN. - SKAGIT	10,000
<b>565.40</b>	<b>HOMELESS SERVICES</b>	
565.40.5220	FRIENDSHIP HOUSE CONTRIBUTION	3,000
<b>565.50</b>	<b>DOMESTIC VIOLENCE</b>	
565.50.5215	SKAGIT DOMESTIC VIOLENCE	2,800
<b>569.11</b>	<b>SENIOR SERVICES</b>	
569.11.5217	SKAGIT CO. SENIOR SERVICES	55,500
<b>Total</b>	<b>CITY COUNCIL</b>	<u><u>167,138</u></u>

**Department: Municipal Court (001-02)**

**Department Overview:**

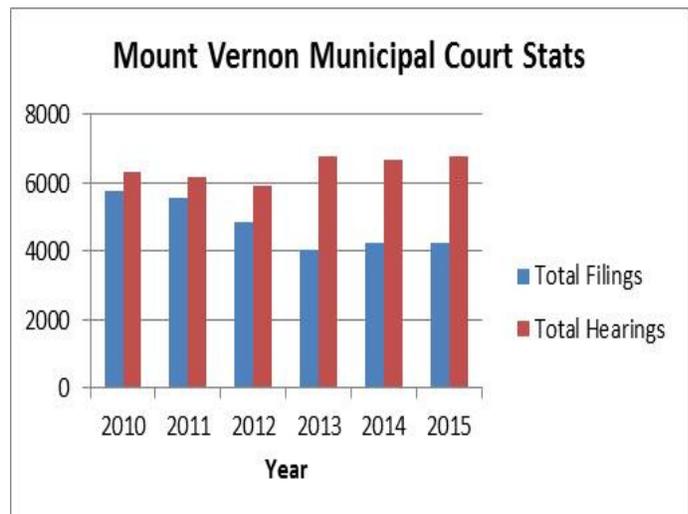
To effectively, efficiently and expeditiously perform case management and disposition. To record all statistical and financial data for state reporting. Mount Vernon Municipal Court contracts with Skagit County District Court for three court clerk positions and for court judicial administrative services.

**Department Goals:**

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

Expenditure Line Item Detail	Amount
<b>Professional Services</b>	
001.02.512.50.4110 Interpreter Services \$18,500, document shredding	19,000
001.02.523.30.4156 Probation Services - Skagit County	20,000
<b>Total Professional Services</b>	<b>39,000</b>
<b>Intergovernmental Services</b>	
001.02.512.50.5115 Skagit County District Court:	
Judicial services	114,329
Court judicial administrative services and clerk staffing	243,090
<b>Total Intergovernmental Services</b>	<b>357,419</b>

	2013	2014	2015
<b>Municipal Court Statistics</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>
Parking Citations Filed	2,224	2,276	2,232
DUI Filings	63	77	61
Criminal Traffic Filings	182	205	161
Criminal Non-traffic Filings	801	777	829
<b>Total Filings</b>	<b>4,251</b>	<b>4,235</b>	<b>4,183</b>
Infraction Hearings	437	386	399
Criminal Hearings	6,317	6,262	6,368
Jury Trials	15	22	16
Non-jury Trials	-	-	-
<b>Total Hearings</b>	<b>6,769</b>	<b>6,670</b>	<b>6,783</b>



**City of Mount Vernon**  
**Approved Expenditures**

<b>001</b>	<b>CURRENT EXPENSE FUND</b>		
<b>02</b>	<b>MUNICIPAL COURT</b>		
		<b>2016</b>	
<i>Account Number</i>			<i>Council Adopted</i>
<b>512.50</b>	<b>MUNICIPAL COURT</b>		
512.50.3110	OFFICE SUPPLIES		7,500
512.50.4110	PROFESSIONAL SERVICES		19,000
512.50.4230	POSTAGE		7,500
512.50.4544	MACHINE RENTAL		6,000
512.50.4988	PETIT JURY & WITNESS FEES		6,500
512.50.5115	SKAGIT CO. DISTRICT COURT		357,419
<b>523.30</b>	<b>PROBATION-COMMUNITY SERVICE</b>		
523.30.4156	PROBATION SERVICES		20,000
	<b>Total MUNICIPAL COURT</b>		<b>423,919</b>

## 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 her 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.

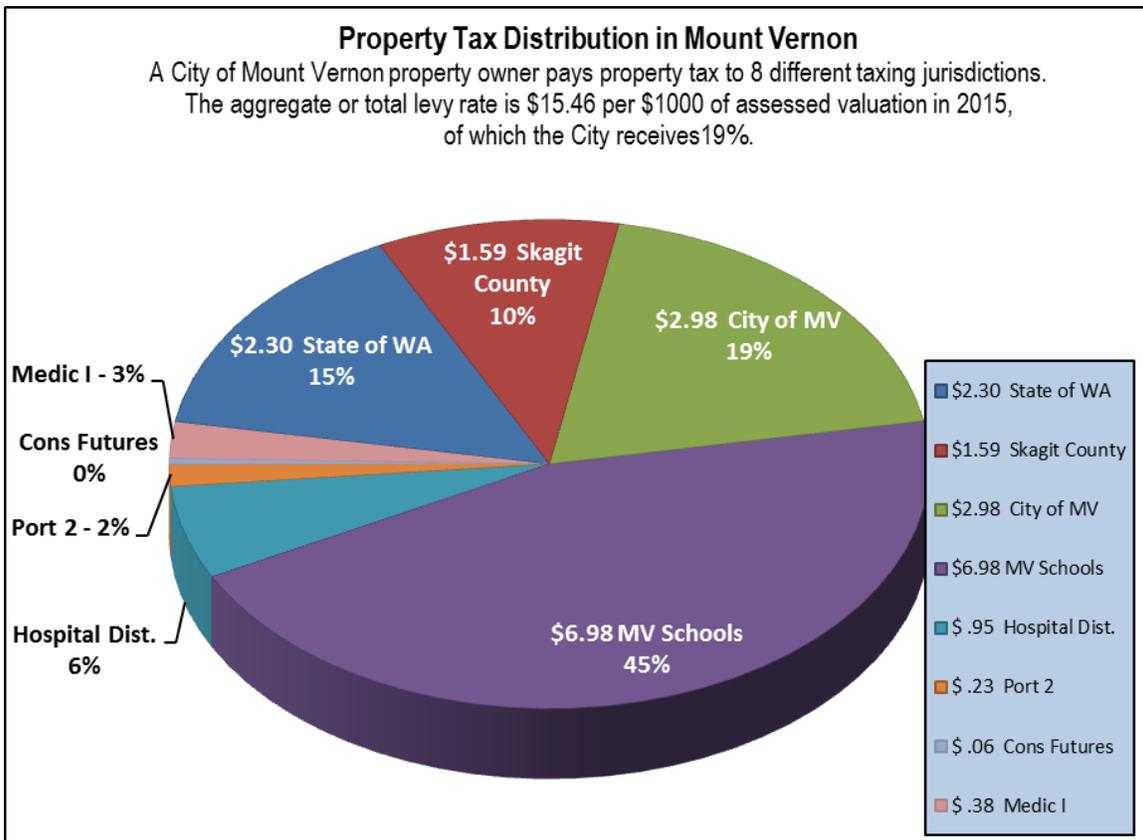
### Department Goals:

1. Complete POD Management Plan Annual Goals. Priorities include such items as: 1) Continue working on the four sectors of economic opportunity: a) Technology, b) Agriculture/Tourism, c) Health Care & Community Wellness and d) Advanced Manufacturing/Aerospace 2) Facilitate redevelopment of the ALFCO property; 3) Complete City Fiber Optic Policy and Business Model
2. Seek solutions for the Downtown Parking Garage.
3. Complete construction of Downtown Public Restrooms.
4. Begin the update to the Comprehensive Plan and complete in 2016.
5. Continue to work with all parties relative to building a new Library.
6. Secure funding of the final \$3.6 million needed to complete the Phase III Waterfront Revitalization and Flood Protection Project and begin construction.
7. Continue to pursue funding for the College Way Widening under I-5 project. To date, we have secured \$2.34 million of this \$6.2 million dollar project.
8. Continue to enhance the "First Impression" of the City, with an emphasis on gateways, for the purpose of reduction of crime, promoting citizen pride and enhanced economic opportunities.
9. Continue to engage with the public via such methods as Mayor's Coffee Hour, Mayor's Message and TV10 for the purpose maximizing public awareness & participation in City activities.
10. Continue to emphasize and enhance efficiency and customer service to our residents and business community.

Position/ Title Full Time Employees:	Actual 2014	Actual 2015	Approved 2016
Mayor	1	1	1
Special Projects Administrator	1	1	0
Project Development Manager	0	0	1
Administrative Assistant	1	1	1
<b>Department Total</b>	<b>3</b>	<b>3</b>	<b>3</b>



*"Next Century Cities" Presentation*



**City of Mount Vernon**  
**Approved Expenditures**

<b>001</b>	<b>CURRENT EXPENSE FUND</b>		
<b>03</b>	<b>MAYOR</b>		
		<b>2016</b>	
<i>Account Number</i>			<i>Council Adopted</i>
<b>513.10</b>	<b>MAYOR</b>		
513.10.1100	SALARIES AND WAGES	247,238	
513.10.1200	SALARY PART-TIME EMPLOYEES	2,500	
513.10.1300	OVERTIME	200	
513.10.2100	SOCIAL SECURITY	19,121	
513.10.2200	RETIREMENT	26,950	
513.10.2300	LABOR AND INDUSTRIES	822	
513.10.2400	HEALTH INSURANCE	28,210	
513.10.3110	OFFICE SUPPLIES	4,000	
513.10.4182	ADVERTISING	1,000	
513.10.4212	CELLULAR PHONES	700	
513.10.4230	POSTAGE	300	
513.10.4310	TRAVEL	2,500	
513.10.4830	EQUIPMENT MAINTENANCE	500	
513.10.4911	PRINTING	100	
513.10.4967	NEWSLETTER/COMMUNITY DEVELOPMENT	2,500	
513.10.4977	MAYOR'S DISCRETIONARY EXPENSES	4,000	
513.10.4980	DUES SUBSCRIPTIONS&MEMBERSHIPS	100	
513.10.4982	TUITION & REGISTRATION	700	
513.10.5120	SCOG - SKAGIT COUNCIL OF GOVTS	25,205	
<b>594.13</b>	<b>CAPITAL EXPENDITURES-EXECUTIVE</b>		
594.13.6418	FURNITURE & EQUIPMENT	500	
	<b>Total MAYOR</b>		<b>367,146</b>

**Department: Finance (001-04)**

**Department Overview:**

The Finance Department mission is to be responsive, helpful and efficient in serving the citizens of Mount Vernon, elected officials and the other City Departments. The Finance Department is committed to the highest quality financial management and accountability. In addition to processing all payroll and payment of bills for the City, the Finance Department manages billing and collection functions for our 3 City utilities (Wastewater, Solid Waste and Surfacewater). Providing billing, receipting, account management and answering daily service calls for our 9000 plus utility customers is a significant component to this Department. All financial reporting, investment activity and debt management are the responsibility of the Finance Director. Other functions and responsibilities of the Finance Department include issuance of business licenses, and all functions of the City Clerk.

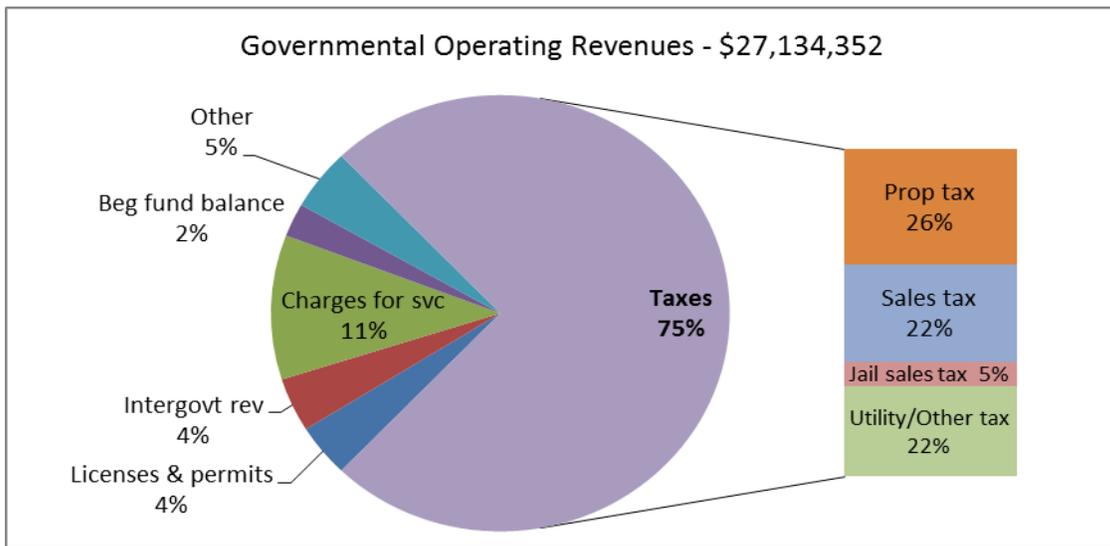
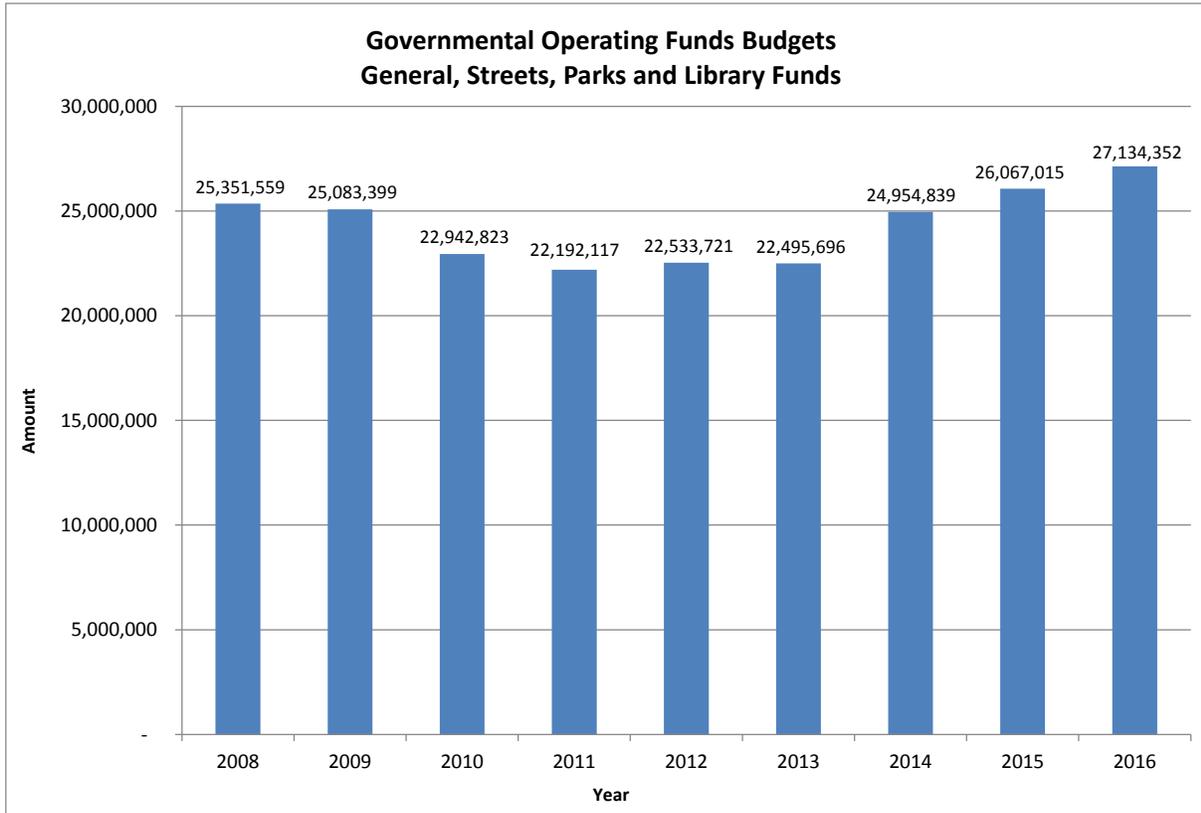
**Department Goals:**

1. Transitioning to the Master Licensing Program with the State Department of Revenue for City business licenses has been delayed until 2017 due to software changes at DOR. We will make necessary revisions and improvements to our city code that administers business licensing in the City in 2015/2016 in preparation for this transition.
2. Implement lag-payroll system for all full-time employees.
3. Go through an RFP process for banking services.
4. Complete remaining fiscal policies with primary focus on investment policies.
5. Assure fiscal responsibility for the City; providing accurate and timely information to the Mayor, Council and Departments.
6. Continually find ways to operate at high levels of productivity and maintain high levels of service.
7. Continue to seek ways to expand e-government applications to gain efficiencies and provide improved service internally and externally.
8. Continually enhance and strive for sound financial management: maximization of investments, yield on long-term portfolio and short term/liquid investing.
9. Continue to streamline and improve upon the budget process in all aspects, including process, communication and reporting.
10. Continue to provide training to departments on the City's financial system to gain access to financial data at their desktop resulting in gained efficiencies and enhanced budget management by having key information immediately accessible.

**Personnel Staffing Summary:**

<b>Position/ Title</b>	<b>Actual 2014</b>	<b>Actual 2015</b>	<b>Approved 2016</b>
<b>Full Time Employees:</b>			
Finance Director	1	1	1
Office Manager	1	1	1
Payroll Specialist	1	1	1
Accountant	1	1	1
Accounting Tech I, II and III	3	3	3
<b>Full Time Total</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>Part-time Total</b>	<b>3</b>	<b>3</b>	<b>3</b>

Utility Customers – residential & multi-family	8,246	8,395	8,554	8,729	9,929
Utility Customers – commercial	1,022	1,048	1,071	1,077	1,077
Electronic Utility Payments (Paymode, Paymentus, Autopay)	29,145	38,799	43,375	47,607	49,000
Business Licenses	2,020	2,001	2,195	2,176	2,225
Invoices Processed	12,864	10,065	9,968	10,175	10,000



**City of Mount Vernon**  
**Approved Expenditures**

<b>001</b>	<b>CURRENT EXPENSE FUND</b>		
<b>04</b>	<b>FINANCE AND ADMINISTRATION</b>		
		<b>2016</b>	
<i>Account Number</i>		<i>Council Adopted</i>	
<b>514.23</b>	<b>BUDGETING</b>		
514.23.1100	SALARIES AND WAGES	461,999	
514.23.1200	SALARY PART-TIME EMPLOYEES	73,600	
514.23.1300	OVERTIME	2,500	
514.23.2100	SOCIAL SECURITY	41,166	
514.23.2200	RETIREMENT	59,700	
514.23.2300	LABOR AND INDUSTRIES	2,236	
514.23.2400	HEALTH INSURANCE	78,716	
514.23.3110	OFFICE SUPPLIES	7,200	
514.23.4121	STATE EXAMINER AUDITING	28,000	
514.23.4212	CELLULAR PHONES	360	
514.23.4230	POSTAGE	6,200	
514.23.4310	TRAVEL	1,800	
514.23.4544	MACHINE RENTAL	6,200	
514.23.4610	PERFORMANCE BOND	2,327	
514.23.4840	MAINTENANCE CONTRACT-SOFTWARE	17,200	
514.23.4911	PRINTING	1,000	
514.23.4914	BANK FEES	1,000	
514.23.4943	GFOA CERTIFICATE	450	
514.23.4980	DUES SUBSCRIPTIONS&MEMBERSHIPS	400	
514.23.4982	TUITION & REGISTRATION	1,200	
<b>594.14</b>	<b>CAPITAL EXPENDITURES-FINANCE</b>		
594.14.6418	FURNITURE & EQUIPMENT	500	
	<b>Total FINANCE AND ADMINISTRATION</b>		<b>793,754</b>

**Department: Attorney (001-05)**

**Department Overview:**

The City Attorney's Office consists of the City Attorney, assistant City Attorney/City Prosecutor, one paralegal, one legal assistant 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.

<b>Personnel Staffing Summary:</b>			
<b>Full Time Employees:</b>	<b>Actual 2014</b>	<b>Actual 2015</b>	<b>Approved 2016</b>
City Attorney	1	1	1
Prosecutor	1	1	1
Legal Secretary	1	1	1
Paralegal	1	1	1
<b>Department Total</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>Part-time Total</b>	<b>0</b>	<b>1</b>	<b>1</b>

<b>Expenditure Line Item Detail</b>	<b>Amount</b>
<b>Professional Services</b>	
001.05.515.30.4110 Outside legal services	<b>25,000</b>

**City of Mount Vernon**  
**Approved Expenditures**

<b>001</b>	<b>CURRENT EXPENSE FUND</b>		
<b>05</b>	<b>CITY ATTORNEY</b>		
		<b>2016</b>	
<b>Account Number</b>		<b>Council Adopted</b>	
<b>515.30</b>	<b>LEGAL SERVICES</b>		
515.30.1100	SALARIES AND WAGES	310,835	
515.30.1200	SALARY PART-TIME EMPLOYEES	15,850	
515.30.2100	SOCIAL SECURITY	24,992	
515.30.2200	RETIREMENT	36,523	
515.30.2300	LABOR AND INDUSTRIES	1,216	
515.30.2400	HEALTH INSURANCE	56,513	
515.30.3108	LEGAL PUBLICATIONS	15,965	
515.30.3110	OFFICE SUPPLIES	4,200	
515.30.4110	PROFESSIONAL SERVICES	25,000	
515.30.4212	CELLULAR PHONES	500	
515.30.4230	POSTAGE	750	
515.30.4310	TRAVEL	3,000	
515.30.4544	MACHINE RENTAL	5,900	
515.30.4810	REPAIRS AND MAINTENANCE	500	
515.30.4912	DUES CONFERENCE & TUITION	1,100	
515.30.4924	COURT COSTS	1,000	
515.30.4981	PROFESSIONAL DUES	900	
<b>594.15</b>	<b>CAPITAL EXPENDITURES-LEGAL SVCS</b>		
594.15.6418	FURNITURE & EQUIPMENT	200	
	<b>Total CITY ATTORNEY</b>		<b>504,944</b>

**Department: Human Resources (001-06)**

**Department Overview:**

The Human Resources Department provides leadership, direction and support to city departments, serving 200 full time employees and 50 part-time employees. The department is responsible for administering employee benefit programs, coordinating and delivering citywide training and workforce development opportunities, 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 programs, and ensures fair and equal treatment of employees and applicants.

**Department Goals:**

1. Conduct audit of all personnel files.
2. Update FMLA process and Policy to incorporate changes in law.
3. Implement lag payroll system for all full-time employees.
4. Continue to review and update employee job descriptions.
5. Continue to monitor health care expenses while providing an attractive benefit package to employees and future employees.
6. Continue to monitor part-time employees and requirements due to the Healthcare Affordability Act and continue to monitor additional impacts of the Healthcare Affordability Act for future years.
7. Successfully negotiate labor agreements with Police and Fire employee bargaining groups.
8. Continue to promote open lines of communication with City employees and labor unions in order to resolve labor issues before escalation occurs.
9. Facilitate the attraction and retention of quality candidates and long-term employees.

**Personnel Staffing Summary:**

<b>Position/ Title</b>	<b>Actual 2014</b>	<b>Actual 2015</b>	<b>Approved 2016</b>
<b>Full Time Employees:</b>			
Human Resources Director	1	1	1
Human Resources Assistant		1	1
<b>Full Time Total</b>	<b>1</b>	<b>2</b>	<b>2</b>
<b>Part-time Total</b>	<b>1</b>	<b>0</b>	<b>0</b>

**Department Service Measures:**

	<b>Actual 2012</b>	<b>Actual 2013</b>	<b>Actual 2014</b>	<b>Estimated 2015</b>	<b>Projected 2016</b>
New Positions Filled	0	1	3	10	3
Replacement Positions Filled	3	13	7	13	10
Training Sessions	3	4	3	3	3
Healthcare Insurance Management (# of Employees)	188	189	188	185	185
Union Contract Negotiated	2	3	3	2	3
Arbitrations/ ULP's/ Hearings/ Mediations/Grievances	1	2	0	1	1
Worker's Compensation Management (#of Injuries)	16	25	24	33	25
Family Medical Leave Act Oversight (# of Employees)	12	17	20	13	15

**City of Mount Vernon**  
**Approved Expenditures**

<b>001</b>	<b>CURRENT EXPENSE FUND</b>		
<b>06</b>	<b>HUMAN RESOURCES</b>		
			<b>2016</b>
<u>Account Number</u>			<u>Council Adopted</u>
<b>517.21</b>	<b>POLICE RETIREE BENEFITS</b>		
517.21.2911	HEALTH INSURANCE-RETIRED		72,010
517.21.2912	MEDICAL CLAIMS - LEOFF I		22,000
	<b>Total</b>	<b>POLICE RETIREE BENEFITS</b>	<b>94,010</b>
<b>517.22</b>	<b>FIRE RETIREE BENEFITS</b>		
517.22.2911	HEALTH INSURANCE-RETIRED		100,920
517.22.2912	MEDICAL CLAIMS - LEOFF I		35,000
	<b>Total</b>	<b>FIRE RETIREE BENEFITS</b>	<b>135,920</b>
<b>517.90</b>	<b>OTHER EMPLOYEE BENEFIT PROGRAMS</b>		
517.90.2400	HEALTH INSURANCE		85,000
517.90.2401	OTHER PERSONNEL BENEFITS		15,000
517.90.2510	L&I RETRO PROGRAM		23,000
517.90.2520	EMPLOYEE WELLNESS		28,000
517.90.2530	EMPLOYEE RECOGNITION		1,500
517.90.2700	UNEMPLOYMENT COMPENSATION		20,000
	<b>Total</b>	<b>OTHER EMPLOYEE BENEFIT PROGRAMS</b>	<b>172,500</b>
<b>518.10</b>	<b>PERSONNEL SERVICES</b>		
518.10.1100	SALARIES AND WAGES		150,522
518.10.2100	SOCIAL SECURITY		11,515
518.10.2200	RETIREMENT		16,805
518.10.2300	LABOR AND INDUSTRIES		548
518.10.2400	HEALTH INSURANCE		23,118
518.10.3110	OFFICE SUPPLIES		1,000
518.10.4110	PROFESSIONAL SERVICES		5,000
518.10.4119	ARBITRATION/NEGOTIATION COSTS		5,000
518.10.4173	EMPLOYEE DRUG TESTING		5,000
518.10.4174	PHYSICAL EXAMINATIONS		4,000
518.10.4182	ADVERTISING		1,000
518.10.4212	CELLULAR PHONES		360
518.10.4230	POSTAGE		100
518.10.4310	TRAVEL		1,200
518.10.4980	DUES SUBSCRIPTIONS&MEMBERSHIPS		550
518.10.4982	TUITION & REGISTRATION		800
	<b>Total</b>	<b>PERSONNEL SERVICES</b>	<b>226,518</b>
<b>518.11</b>	<b>CIVIL SERVICE COMMISSION</b>		
518.11.3110	OFFICE SUPPLIES		50
518.11.4110	PROFESSIONAL SERVICES		3,000
518.11.4182	ADVERTISING		500
518.11.4230	POSTAGE		20
	<b>Total</b>	<b>CIVIL SERVICE COMMISSION</b>	<b>3,570</b>

**City of Mount Vernon**  
**Approved Expenditures**

<b>001</b>	<b>CURRENT EXPENSE FUND</b>		
<b>06</b>	<b>HUMAN RESOURCES</b>		
		<b>2016</b>	
<i>Account Number</i>			<i>Council Adopted</i>
<b>518.14</b>	<b>PERSONNEL TRAINING</b>		
518.14.3120	TRAINING MATERIALS	100	
518.14.4110	PROFESSIONAL SERVICES	1,400	
<b>Total</b>	<b>PERSONNEL TRAINING</b>		<b>1,500</b>
<b>597.00</b>	<b>OPERATING TRANSFERS-OUT</b>		
597.00.0000	OPERATING TRANSFERS-OUT	20,000	
<b>Total</b>	<b>OPERATING TRANSFERS-OUT</b>		<b>20,000</b>
<b>Total</b>	<b>HUMAN RESOURCES</b>		<b>654,018</b>

**Department: General Facilities (001-07)**

**Department Overview:**

The General Facilities Division is comprised of two full time custodians. The purpose of General Facilities is to provide clean and well maintained public facilities. Staff is committed to maintaining a healthy and safe work environment for City employees and providing a desirable and comfortable space for the citizens of Mount Vernon to conduct business. General Facilities will continue to work towards more efficient energy conservation and sustainability by using new products and energy management.

**Department Goals:**

- Provide healthy and safe work environments for employees and citizens of Mount Vernon.
- Perform required maintenance on buildings both scheduled and unscheduled.
- Implement energy conservation measures throughout all City of Mount Vernon maintained buildings.
- Respond to complaints and maintenance issues in a timely manner.
- Continue to plan and implement new ideas and measures for all city facilities.
- To continue to work towards a proactive approach then a reactive one.
- To provide well trained staff to monitor and maintain city facilities

**Personnel Staffing Summary:**

<b>Full Time Employees:</b>	<b>Actual 2014</b>	<b>Actual 2015</b>	<b>Approved 2016</b>
Custodian	2	1	1
Lead Facilities Technician		1	1
<b>Full Time Total</b>	<b>2</b>	<b>2</b>	<b>2</b>

<b>Department Service Measures:</b>	<b>Actual 2012</b>	<b>Actual 2013</b>	<b>Actual 2014</b>	<b>Estimated 2015</b>	<b>Projected 2016</b>
<b>Square Feet of Facilities Maintained:</b>					
City Hall	20,000	20,000	20,000	20,000	20,000
Library	6,000	6,000	6,000	6,000	6,000
Public Works/ Engineering Building	10,000	10,000	10,000	10,000	10,000
Public Safety Building	30,000	30,000	30,000	30,000	30,000

<b>Expenditure Line Item Detail</b>	<b>Amount</b>
<b>Capital Outlay</b>	
<b>Other Improvements 001.07.594.18.6310</b>	
City Hall and Police Court Campus Landscaping	4,200
<b>Facility Improvements 001.07.594.18.6311</b>	
Police Court Campus - replace salley port door, gutter repairs	15,000
Police Court Campus - irrigation system	9,500
Fire 1 concrete drive repairs	5,000
Carpet replacements - City Hall, Library, Engineering, as needed	10,000
City Hall painting, pressure washing, other	10,500
<b>Total Facility Improvements</b>	<b>50,000</b>
<b>Furniture &amp; Equipment 001.07.594.18.6418</b>	
Furniture replacement, door hardware, ergonomic equipment	4,000

**City of Mount Vernon**  
**Approved Expenditures**

<b>001</b>	<b>CURRENT EXPENSE FUND</b>		
<b>07</b>	<b>GENERAL FACILITIES</b>		<b>2016</b>
<u>Account Number</u>			<u>Council Adopted</u>
<b>518.30</b>	<b>MAINT./SECURITY/INSUR./JANITOR SVCS</b>		
518.30.1100	SALARIES AND WAGES	94,913	
518.30.1200	SALARY PART-TIME EMPLOYEES	1,500	
518.30.2100	SOCIAL SECURITY	7,376	
518.30.2200	RETIREMENT	10,779	
518.30.2300	LABOR AND INDUSTRIES	3,884	
518.30.2400	HEALTH INSURANCE	26,932	
518.30.3110	OFFICE SUPPLIES	3,200	
518.30.3500	MINOR TOOLS/EQUIPMENT	1,500	
518.30.4110	PROFESSIONAL SERVICES	4,500	
518.30.4210	TELEPHONE	11,000	
518.30.4212	CELLULAR PHONES	360	
518.30.4400	LEASEHOLD EXCISE TAX PAYMENTS	2,000	
518.30.4483	DRAINAGE/DIKE TAX	26,000	
518.30.4542	VEHICLE REPAIRS	560	
518.30.4543	EQUIPMENT RENTAL & RESERVE	5,889	
518.30.4640	MISC PERILS/PROPERTY LOSS INS.	19,850	
518.30.4700	PUBLIC UTILITY SERVICES	1,000	
518.30.4810	REPAIRS AND MAINTENANCE	14,000	
518.30.4840	MAINTENANCE CONTRACT-SOFTWARE	6,500	
518.30.4912	DUES CONFERENCE & TUITION	800	
518.30.4913	LAUNDRY	1,500	
<b>Total</b>	<b>MAINT./SECURITY/INSUR./JANITOR SVCS</b>		<b>244,043</b>
<b>518.32</b>	<b>CITY HALL MAINT/SECURITY/INSURANCE</b>		
518.32.3111	OPERATING SUPPLIES	4,100	
518.32.4700	PUBLIC UTILITY SERVICES	75,000	
518.32.4810	REPAIRS AND MAINTENANCE	9,000	
518.32.4821	MAINTENANCE CONTRACTS	9,400	
<b>Total</b>	<b>CITY HALL MAINT/SECURITY/INSURANCE</b>		<b>97,500</b>
<b>518.37</b>	<b>PUBLIC WORKS-MAINT/SECURITY/INSURANCE</b>		
518.37.3111	OPERATING SUPPLIES	1,600	
518.37.4700	PUBLIC UTILITY SERVICES	7,800	
518.37.4810	REPAIRS AND MAINTENANCE	2,100	
518.37.4821	MAINTENANCE CONTRACTS	2,000	
<b>Total</b>	<b>PUBLIC WORKS-MAINT/SECURITY/INSURANCE</b>		<b>13,500</b>
<b>521.50</b>	<b>PUBLIC SAFETY FACILITIES</b>		
521.50.3111	OPERATING SUPPLIES	10,700	
521.50.4700	PUBLIC UTILITY SERVICES	63,000	
521.50.4810	REPAIRS AND MAINTENANCE	15,000	
521.50.4821	MAINTENANCE CONTRACTS	5,500	
<b>Total</b>	<b>PUBLIC SAFETY FACILITIES</b>		<b>94,200</b>

**City of Mount Vernon**  
**Approved Expenditures**

<b>001</b>	<b>CURRENT EXPENSE FUND</b>		
<b>07</b>	<b>GENERAL FACILITIES</b>		
		<b>2016</b>	
<u>Account Number</u>		<u>Council Adopted</u>	
<b>522.50</b>	<b>FIRE FACILITIES</b>		
522.50.4700	PUBLIC UTILITY SERVICES	37,000	
	<b>Total FIRE FACILITIES</b>		<b>37,000</b>
<b>572.50</b>	<b>LIBRARY FACILITIES</b>		
572.50.1200	SALARY PART-TIME EMPLOYEES	1,000	
572.50.2100	SOCIAL SECURITY	77	
572.50.2300	LABOR AND INDUSTRIES	14	
572.50.3111	OPERATING SUPPLIES	3,450	
572.50.4700	PUBLIC UTILITY SERVICES	2,500	
572.50.4810	REPAIRS AND MAINTENANCE	6,000	
572.50.4821	MAINTENANCE CONTRACTS	4,300	
	<b>Total LIBRARY FACILITIES</b>		<b>17,341</b>
<b>576.80</b>	<b>PARK FACILITIES</b>		
576.80.4700	PUBLIC UTILITY SERVICES	118,000	
	<b>Total PARK FACILITIES</b>		<b>118,000</b>
<b>594.18</b>	<b>CAPITAL EXPENDITURES-INFO SVCS</b>		
594.18.6310	OTHER IMPROVEMENTS	4,200	
594.18.6311	FACILITY IMPROVEMENTS	50,000	
594.18.6418	FURNITURE & EQUIPMENT	4,000	
	<b>Total CAPITAL EXPENDITURES-INFO SVCS</b>		<b>58,200</b>
	<b>Total GENERAL FACILITIES</b>		<b>679,784</b>

## 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.

**ORGANIZATIONAL 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 45 commissioned officers, 2 non-commissioned officers, 1 limited commission officer, 9.5 support staff, and approximately 50 volunteers.



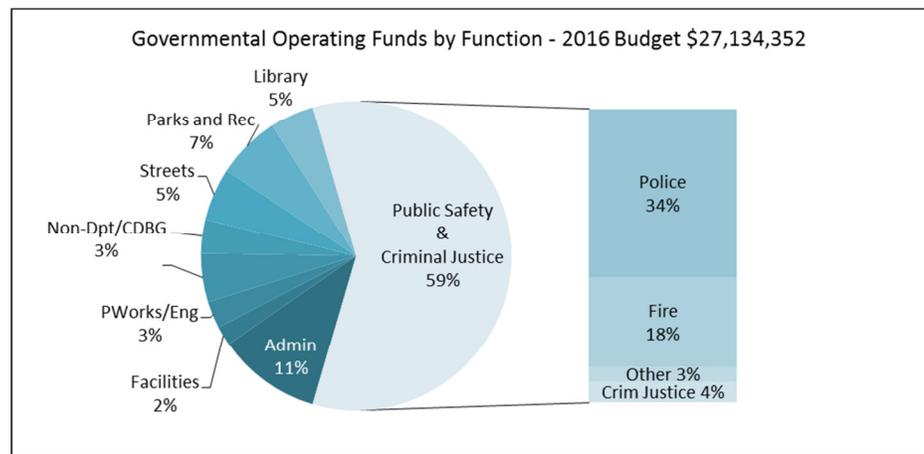
### Department Goals:

#### **BROAD 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.

Department Service Measures:	Actual 2012	Actual 2013	Actual 2014	Estimated 2015	Projected 2016
Block Watch Groups	108	110	116	118	120
Volunteer Hours	4,415	4,500	4,555	4,492	4,500
NIBRS Group A Incidents	2,924	3,523	3,296	3,261	3,227
Calls for Service	21,1011	21,221	21,276	21,495	21,716
Violent Crimes per 1,000	2.87	2.89	2.83	2.81	2.79

<b>Personnel Staffing Summary:</b>			
<b>Full Time Employees:</b>	<b>Actual 2014</b>	<b>Actual 2015</b>	<b>Approved 2016</b>
Chief of Police	1	1	1
Lieutenant	3	3	3
Sergeant	6	6	6
Police Officer	34	35	35
CSO	2	2	2
Records Manager	1	1	1
Record Specialist	5	5	5
Administrative Assistant	1	1	1
Receptionist	1	1	1
Animal Control Officer	1	1	1
Investigations Secretary	1	1	1
<b>Full Time Total</b>	<b>56</b>	<b>57</b>	<b>57</b>
<b>Part-time Total</b>	<b>0</b>	<b>0</b>	<b>1</b>



<u>Summary of Public Safety &amp; Criminal Justice Budget</u>	<u>Amount</u>	<u>%</u>
Police Department	9,142,899	34%
Fire Department	4,901,024	18%
Other Public Safety:		
Police/Fire Leoff 1 retirees medical	229,930	
Leoff 1 retirees LT care reserve	20,000	
Police and Fire general facilities	131,200	
Skagit County Dept of Emergency Mgmt	71,000	
Skagit 911 Dispatch	<u>343,804</u>	
Total Other Public Safety	795,934	3%
Criminal Justice:		
Municipal Court	423,919	
Public Defense	527,800	
Prosecution	<u>194,319</u>	
Total Criminal Justice:	1,146,038	4%
<b>Total Public Safety and Criminal Justice Budgets</b>	<b>15,985,895</b>	<b>59%</b>
FTE's by Public Safety Function		
<b>Police</b>	<b>57</b>	<b>29%</b>
<b>Fire</b>	<b>37</b>	<b>19%</b>
<b>Total FTE's for Public Safety</b>	<b>94</b>	<b>47%</b>
<b>Total Citywide FTE's</b>	<b>200</b>	<b>100%</b>

**City of Mount Vernon**  
**Approved Expenditures**

<b>001</b>	<b>CURRENT EXPENSE FUND</b>	
<b>08</b>	<b>POLICE DEPARTMENT</b>	
		<b>2016</b>
<u>Account Number</u>		<u>Council Adopted</u>
<b>521.10</b>	<b>POLICE ADMINISTRATION</b>	
521.10.1100	SALARIES AND WAGES	292,781
521.10.1300	OVERTIME	500
521.10.2100	SOCIAL SECURITY	22,435
521.10.2200	RETIREMENT	18,806
521.10.2300	LABOR AND INDUSTRIES	4,234
521.10.2400	HEALTH INSURANCE	48,247
521.10.2821	UNIFORMS	300
521.10.2822	CLOTHING	450
521.10.3110	OFFICE SUPPLIES	3,640
521.10.4110	PROFESSIONAL SERVICES	3,700
521.10.4122	ACCREDITATION FEES	250
521.10.4123	PSYCHOLOGICAL MEDICAL & POLYGRAPH	7,300
521.10.4137	PRE-EMPLOYMENT CHECKS	150
521.10.4183	RECRUITMENT COSTS	3,000
521.10.4220	RADIO	28,250
521.10.4221	ALARMS	2,350
521.10.4310	TRAVEL	1,750
521.10.4542	VEHICLE REPAIRS	200
521.10.4543	EQUIPMENT RENTAL & RESERVE	31,079
521.10.4820	GROUNDS MAINTENANCE	3,759
521.10.4912	DUES CONFERENCE & TUITION	1,250
521.10.4913	LAUNDRY	450
521.10.4982	TUITION & REGISTRATION	9,189
521.10.4990	COLLEGE REIMBURSEMENTS	1,500
<b>Total</b>	<b>POLICE ADMINISTRATION</b>	<b>485,570</b>
<b>521.11</b>	<b>POLICE RECORDS</b>	
521.11.1100	SALARIES AND WAGES	327,869
521.11.1200	SALARY PART-TIME EMPLOYEES	21,384
521.11.1300	OVERTIME	4,500
521.11.2100	SOCIAL SECURITY	27,112
521.11.2200	RETIREMENT	39,623
521.11.2300	LABOR AND INDUSTRIES	1,796
521.11.2400	HEALTH INSURANCE	65,629
521.11.2821	UNIFORMS	1,530
521.11.3100	OFFICE & OPERATING SUPPLIES	29,000
521.11.4110	PROFESSIONAL SERVICES	93,299
521.11.4210	TELEPHONE	17,929
521.11.4212	CELLULAR PHONES	16,950
521.11.4230	POSTAGE	4,250
521.11.4310	TRAVEL	2,136
521.11.4544	MACHINE RENTAL	13,500
521.11.4546	ACCESS SYSTEM	2,136
521.11.4810	REPAIRS AND MAINTENANCE	1,000

**City of Mount Vernon**  
**Approved Expenditures**

<b>001 CURRENT EXPENSE FUND</b>			
<b>08 POLICE DEPARTMENT</b>			
		<b>2016</b>	
Account Number		<u>Council Adopted</u>	
521.11.4913	LAUNDRY	1,000	
521.11.4982	TUITION & REGISTRATION	2,370	
<b>Total</b>	<b>POLICE RECORDS</b>		<b>673,013</b>
<b>521.20</b>	<b>POLICE OPERATIONS</b>		
521.20.1100	SALARIES AND WAGES	2,513,444	
521.20.1300	OVERTIME	225,374	
521.20.2100	SOCIAL SECURITY	211,891	
521.20.2200	RETIREMENT	144,188	
521.20.2300	LABOR AND INDUSTRIES	54,957	
521.20.2400	HEALTH INSURANCE	407,943	
521.20.2410	HEALTH CLUB MEMBERSHIPS	11,875	
521.20.2821	UNIFORMS	29,675	
521.20.3122	K-9 SUPPLIES	1,200	
521.20.3130	PATROL SUPPLIES	8,450	
521.20.3131	PTO SUPPLIES	4,300	
521.20.4110	PROFESSIONAL SERVICES	1,000	
521.20.4310	TRAVEL	9,700	
521.20.4542	VEHICLE REPAIRS	18,546	
521.20.4543	EQUIPMENT RENTAL & RESERVE	233,095	
521.20.4810	REPAIRS AND MAINTENANCE	1,750	
521.20.4913	LAUNDRY	4,882	
521.20.4925	VEHICLE IMPOUNDMENT	10,000	
521.20.4948	EXTRADITION EXPENSES	2,000	
521.20.4982	TUITION & REGISTRATION	9,700	
521.20.4989	SPECIAL INVESTIGATIONS	4,000	
<b>Total</b>	<b>POLICE OPERATIONS</b>		<b>3,907,970</b>
<b>521.21</b>	<b>POLICE INVESTIGATIONS</b>		
521.21.1100	SALARIES AND WAGES	625,814	
521.21.1300	OVERTIME	50,314	
521.21.2100	SOCIAL SECURITY	51,724	
521.21.2200	RETIREMENT	37,746	
521.21.2300	LABOR AND INDUSTRIES	12,279	
521.21.2400	HEALTH INSURANCE	80,713	
521.21.2821	UNIFORMS	1,000	
521.21.2822	CLOTHING	2,900	
521.21.3111	OPERATING SUPPLIES	2,590	
521.21.4150	TRANSLATOR	1,000	
521.21.4310	TRAVEL	2,495	
521.21.4542	VEHICLE REPAIRS	415	
521.21.4543	EQUIPMENT RENTAL & RESERVE	31,079	
521.21.4810	REPAIRS AND MAINTENANCE	400	
521.21.4913	LAUNDRY	3,738	
521.21.4982	TUITION & REGISTRATION	2,495	
<b>Total</b>	<b>POLICE INVESTIGATIONS</b>		<b>906,702</b>

**City of Mount Vernon**  
**Approved Expenditures**

<b>001 CURRENT EXPENSE FUND</b>			
<b>08 POLICE DEPARTMENT</b>			
		<b>2016</b>	
Account Number		<u>Council Adopted</u>	
<b>521.23</b>	<b>DRUG UNIT</b>		
521.23.1100	SALARIES AND WAGES	86,679	
521.23.1300	OVERTIME	7,140	
521.23.2100	SOCIAL SECURITY	7,177	
521.23.2200	RETIREMENT	4,906	
521.23.2300	LABOR AND INDUSTRIES	2,086	
521.23.2400	HEALTH INSURANCE	16,370	
	<b>Total DRUG UNIT</b>		<b>124,358</b>
<b>521.26</b>	<b>NEIGHBORHOOD POLICING</b>		
521.26.1100	SALARIES AND WAGES	261,036	
521.26.1300	OVERTIME	15,142	
521.26.2100	SOCIAL SECURITY	21,128	
521.26.2200	RETIREMENT	14,444	
521.26.2300	LABOR AND INDUSTRIES	5,863	
521.26.2400	HEALTH INSURANCE	51,249	
521.26.2821	UNIFORMS	700	
521.26.3111	OPERATING SUPPLIES	1,750	
521.26.4150	TRANSLATOR	250	
521.26.4700	PUBLIC UTILITY SERVICES	3,000	
521.26.4810	REPAIRS AND MAINTENANCE	750	
521.26.4913	LAUNDRY	675	
	<b>Total NEIGHBORHOOD POLICING</b>		<b>375,987</b>
<b>521.30</b>	<b>POLICE CRIME PREVENTION</b>		
521.30.1100	SALARIES AND WAGES	302,021	
521.30.1300	OVERTIME	12,775	
521.30.2100	SOCIAL SECURITY	24,082	
521.30.2200	RETIREMENT	23,811	
521.30.2300	LABOR AND INDUSTRIES	7,733	
521.30.2400	HEALTH INSURANCE	57,698	
521.30.2821	UNIFORMS	1,537	
521.30.2822	CLOTHING	450	
521.30.3111	OPERATING SUPPLIES	5,485	
521.30.4310	TRAVEL	2,100	
521.30.4542	VEHICLE REPAIRS	939	
521.30.4543	EQUIPMENT RENTAL & RESERVE	42,734	
521.30.4913	LAUNDRY	530	
521.30.4982	TUITION & REGISTRATION	1,000	
	<b>Total POLICE CRIME PREVENTION</b>		<b>482,895</b>
<b>521.40</b>	<b>POLICE TRAINING</b>		
521.40.3111	OPERATING SUPPLIES	45,128	
521.40.4110	PROFESSIONAL SERVICES	400	
521.40.4991	RANGE FEES	5,957	
	<b>Total POLICE TRAINING</b>		<b>51,485</b>

**City of Mount Vernon**  
**Approved Expenditures**

<b>001 CURRENT EXPENSE FUND</b>			
<b>08 POLICE DEPARTMENT</b>			
		<b>2016</b>	
Account Number		Council Adopted	
<b>521.70</b>	<b>TRAFFIC POLICING</b>		
521.70.1100	SALARIES AND WAGES	158,744	
521.70.1300	OVERTIME	9,500	
521.70.2100	SOCIAL SECURITY	12,909	
521.70.2200	RETIREMENT	8,825	
521.70.2300	LABOR AND INDUSTRIES	3,909	
521.70.2400	HEALTH INSURANCE	32,741	
521.70.2821	UNIFORMS	2,775	
521.70.3111	OPERATING SUPPLIES	1,500	
521.70.4310	TRAVEL	1,225	
521.70.4542	VEHICLE REPAIRS	3,000	
521.70.4543	EQUIPMENT RENTAL & RESERVE	34,964	
521.70.4810	REPAIRS AND MAINTENANCE	350	
521.70.4913	LAUNDRY	300	
521.70.4920	RADAR & SPEED CALIBRATION	1,818	
521.70.4982	TUITION & REGISTRATION	600	
<b>Total</b>	<b>TRAFFIC POLICING</b>		<b>273,160</b>
<b>521.81</b>	<b>PROPERTY &amp; EVIDENCE ROOM</b>		
521.81.1100	SALARIES AND WAGES	55,948	
521.81.1300	OVERTIME	500	
521.81.2100	SOCIAL SECURITY	4,318	
521.81.2200	RETIREMENT	6,311	
521.81.2300	LABOR AND INDUSTRIES	1,954	
521.81.2400	HEALTH INSURANCE	16,370	
521.81.2821	UNIFORMS	200	
521.81.3111	OPERATING SUPPLIES	6,450	
521.81.4542	VEHICLE REPAIRS	200	
521.81.4543	EQUIPMENT RENTAL & RESERVE	7,770	
521.81.4810	REPAIRS AND MAINTENANCE	300	
521.81.4913	LAUNDRY	600	
<b>Total</b>	<b>PROPERTY &amp; EVIDENCE ROOM</b>		<b>100,921</b>
<b>523.60</b>	<b>POLICE CARE &amp; CUSTODY-PRISONER</b>		
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	1,500,000	
523.60.5132	PRISONER TRANSPORTATION	12,902	
<b>Total</b>	<b>POLICE CARE &amp; CUSTODY-PRISONER</b>		<b>1,588,902</b>
<b>554.30</b>	<b>ANIMAL CONTROL</b>		
554.30.1100	SALARIES AND WAGES	51,670	
554.30.1300	OVERTIME	450	

**City of Mount Vernon**  
**Approved Expenditures**

<b>001      CURRENT EXPENSE FUND</b>			
<b>08        POLICE DEPARTMENT</b>			
		<b>2016</b>	
<u>Account Number</u>		<u>Council Adopted</u>	
554.30.2100	SOCIAL SECURITY	3,987	
554.30.2200	RETIREMENT	5,827	
554.30.2300	LABOR AND INDUSTRIES	1,954	
554.30.2400	HEALTH INSURANCE	6,488	
554.30.2820	UNIFORMS & CLOTHING	750	
554.30.3111	OPERATING SUPPLIES	700	
554.30.4126	ANIMAL CARE & DISPOSAL	20,039	
554.30.4310	TRAVEL	400	
554.30.4542	VEHICLE REPAIRS	225	
554.30.4543	EQUIPMENT RENTAL & RESERVE	7,770	
554.30.4810	REPAIRS AND MAINTENANCE	150	
554.30.4913	LAUNDRY	200	
554.30.4982	TUITION & REGISTRATION	400	
<b>Total</b>	<b>ANIMAL CONTROL</b>		<b>101,010</b>
<b>594.21</b>	<b>CAPITAL EXPENDITURES-POLICE</b>		
594.21.6410	POLICE EQUIPMENT	32,775	
594.21.6418	FURNITURE & EQUIPMENT	1,000	
594.21.6421	POLICE VEHICLE EQUIPMENT	32,767	
594.21.6432	POLICE EQUIPMENT - GRANT FUNDED	4,384	
<b>Total</b>	<b>CAPITAL EXPENDITURES-POLICE</b>		<b>70,926</b>
<b>Total</b>	<b>POLICE DEPARTMENT</b>		<b>9,142,899</b>

## **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 approximately 4,900 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. Each 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, heavy rescue truck that is staffed by volunteers, as well as a reserve engine and reserve ambulance. Station 2 is home to the ladder truck, the Mount Vernon Medic Unit (M129), Central Valley Medic 2, a reserve engine, and the Battalion Chief. Station 3 has a front line engine and a reserve ambulance. The primary engines, ladder and city ambulance are staffed with career firefighters, and the additional equipment is dependent upon volunteer or career callback staffing. The department provides both Advanced and Basic life support, with the goal of consistent ALS response and ambulance transportation capabilities.

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 secretary.

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.

The current 2-person staffing model often requires 2 engine companies respond to the same incident, which leaves the greatest portion of the city unprotected during a single event. Two simultaneous calls, which occur regularly, often leave all companies busy and the city dependent upon neighboring departments for assistance through a mutual aid auto-aid agreements.

The department maintains a small force of volunteer firefighters who respond with the heavy rescue unit and rehab as needed. In the Goals section below, staff is investigating alternative ways of supplementing our volunteer forces.

### **Department Goals:**

1. Provide our citizens with consistently rapid, effective response that minimizes threat to life, environment and property. We will do this with a combination of career and volunteer staff focused on maximizing the effectiveness of our personnel, equipment, and training.
2. Develop and initiate alternative service delivery models that include a "Community Paramedic" pre-emptive client visitation program. This program will be funded by our medical community.
3. Reduce / maintain our minimal fire loss for both residential and commercial buildings, with the ultimate target being zero loss. We will do this through emphasis on fire prevention, inspecting our businesses to the greatest extent possible with reduced staff, and providing rapid, well-trained response fire calls.
4. Expand our cooperative response with Burlington to other neighboring agencies to enhance our response capabilities reducing redundancy while increasing our fire response.
5. Work with the Skagit Valley College Fire Program to integrate student firefighters into our department as part of their learning process while providing support functions to career and volunteer staff.
6. At the next rating period (36 months), restore the WSRB rating to Class 4.
7. Acquire funding from EMS Levy to support the increasing demand on our ambulance services.

<b>Personnel Staffing Summary:</b>			
<b>Position/ Title Full Time Employees:</b>	<b>Actual 2014</b>	<b>Actual 2015</b>	<b>Approved 2016</b>
Fire Chief	1	1	1
Fire Marshal	1	1	1
Battalion Chief	3	3	3
Captain	3	3	3
Lieutenant	6	6	6
Firefighter & Firefighter Paramedic	21	21	21
Fire Inspector	0	0	0
Community Paramedic	0	0	0
Administrative Assistant	1	1	1
Secretary	1	1	1
<b>Department Total</b>	<b>37</b>	<b>37</b>	<b>37</b>
Part-time	0	1	1



*Mount Vernon Fire Department responding to house fire Dec. 2015*

**City of Mount Vernon**  
**Approved Expenditures**

<b>001 CURRENT EXPENSE FUND</b>			
<b>09 FIRE DEPARTMENT</b>			
		<b>2016</b>	
<u>Account Number</u>		<u>Council Adopted</u>	
<b>522.10 FIRE ADMINISTRATION</b>			
522.10.1100	SALARIES AND WAGES	222,114	
522.10.1200	PART TIME SALARIES	17,000	
522.10.1300	OVERTIME	1,800	
522.10.2100	SOCIAL SECURITY	11,256	
522.10.2200	RETIREMENT	20,048	
522.10.2300	LABOR AND INDUSTRIES	2,900	
522.10.2400	HEALTH INSURANCE	41,328	
522.10.2820	UNIFORMS & CLOTHING	2,000	
522.10.3110	OFFICE SUPPLIES	6,700	
522.10.3111	OPERATING SUPPLIES	32,300	
522.10.4110	PROFESSIONAL SERVICES	4,800	
522.10.4230	POSTAGE	2,000	
522.10.4310	TRAVEL	2,800	
522.10.4544	MACHINE RENTAL	17,800	
522.10.4980	DUES SUBSCRIPTIONS&MEMBERSHIPS	4,510	
522.10.4982	TUITION & REGISTRATION	2,000	
<b>Total</b>	<b>FIRE ADMINISTRATION</b>		<b>391,356</b>
<b>522.12 FIRE COMMUNICATIONS</b>			
522.12.3111	OPERATING SUPPLIES	4,500	
522.12.3500	MINOR TOOLS/EQUIPMENT	500	
522.12.4212	CELLULAR PHONES	8,000	
522.12.4220	RADIO	17,000	
522.12.4810	REPAIRS AND MAINTENANCE	3,100	
522.12.4915	COMPUTER SOFTWARE	1,000	
<b>Total</b>	<b>FIRE COMMUNICATIONS</b>		<b>34,100</b>
<b>522.20 FIRE SUPPRESSION</b>			
522.20.1100	SALARIES AND WAGES	2,878,019	
522.20.1300	OVERTIME	240,000	
522.20.1400	VOLUNTEER WAGES	2,500	
522.20.2100	SOCIAL SECURITY	42,024	
522.20.2200	RETIREMENT	156,244	
522.20.2300	LABOR AND INDUSTRIES	92,392	
522.20.2400	HEALTH INSURANCE	477,111	
522.20.2820	UNIFORMS & CLOTHING	17,300	
522.20.2824	PROTECTIVE CLOTHING	29,500	
522.20.3110	OFFICE SUPPLIES	1,000	
522.20.3111	OPERATING SUPPLIES	14,000	
522.20.3112	HYDRANT SUPPLIES	7,000	
522.20.3113	HOSE SUPPLIES	10,000	
522.20.3500	MINOR TOOLS/EQUIPMENT	900	
522.20.4230	POSTAGE	275	
522.20.4542	VEHICLE REPAIRS	28,334	

**City of Mount Vernon**  
**Approved Expenditures**

001 09	CURRENT EXPENSE FUND FIRE DEPARTMENT	2016
<u>Account Number</u>		<u>Council Adopted</u>
522.20.4543	EQUIPMENT RENTAL & RESERVE	144,073
522.20.4810	REPAIRS AND MAINTENANCE	15,000
522.20.4913	LAUNDRY	14,500
<b>Total</b>	<b>FIRE SUPPRESSION</b>	<b>4,170,172</b>
<b>522.22</b>	<b>MOBILIZATION/ CONTRACT REIMBURSEMENTS</b>	
522.22.3111	OPERATING SUPPLIES	3,000
522.22.3500	MINOR TOOLS AND EQUIPMENT	500
522.22.4310	TRAVEL	3,000
522.22.4982	TUITION & REGISTRATION	500
<b>Total</b>	<b>MOBILIZATION/ CONTRACT REIMBURSEMENTS</b>	<b>7,000</b>
<b>522.30</b>	<b>FIRE PREVENTION &amp; INVEST.</b>	
522.30.1100	SALARIES AND WAGES	107,849
522.30.1300	OVERTIME	9,000
522.30.2100	SOCIAL SECURITY	1,679
522.30.2200	RETIREMENT	6,058
522.30.2300	LABOR AND INDUSTRIES	2,600
522.30.2400	HEALTH INSURANCE	16,370
522.30.2820	UNIFORMS & CLOTHING	400
522.30.3111	OPERATING SUPPLIES	6,400
522.30.3500	MINOR TOOLS/EQUIPMENT	500
522.30.4310	TRAVEL	3,000
522.30.4810	REPAIRS AND MAINTENANCE	350
522.30.4980	DUES SUBSCRIPTIONS&MEMBERSHIPS	1,140
522.30.4982	TUITION & REGISTRATION	3,000
<b>Total</b>	<b>FIRE PREVENTION &amp; INVEST.</b>	<b>158,346</b>
<b>522.45</b>	<b>FIRE TRAINING</b>	
522.45.3111	OPERATING SUPPLIES	3,000
522.45.3500	MINOR TOOLS/EQUIPMENT	700
522.45.4110	PROFESSIONAL SERVICES	4,000
522.45.4310	TRAVEL	6,900
522.45.4810	REPAIRS AND MAINTENANCE	1,000
522.45.4982	TUITION & REGISTRATION	14,000
<b>Total</b>	<b>FIRE TRAINING</b>	<b>29,600</b>
<b>522.50</b>	<b>FIRE FACILITIES</b>	
522.50.3111	OPERATING SUPPLIES	6,800
522.50.4810	REPAIRS AND MAINTENANCE	15,000
522.50.4811	BUILDING & GROUNDS MAINTENANCE	9,500
<b>Total</b>	<b>FIRE FACILITIES</b>	<b>31,300</b>
<b>522.70</b>	<b>AMBULANCE SERVICES</b>	
522.70.3111	BLS OPERATING SUPPLIES	22,000

**City of Mount Vernon**  
**Approved Expenditures**

<b>001</b>	<b>CURRENT EXPENSE FUND</b>		
<b>09</b>	<b>FIRE DEPARTMENT</b>		
		<b>2016</b>	
<b>Account Number</b>			<b>Council Adopted</b>
522.70.3124	ALS OPERATING SUPPLIES	11,000	
522.70.3126	EMS EQUIPMENT	20,000	
522.70.4982	TUITION & REGISTRATION	3,000	
<b>Total</b>	<b>AMBULANCE SERVICES</b>		<b>56,000</b>
<b>525.10</b>	<b>EMERGENCY OPERATIONS CENTER</b>		
525.10.3110	OFFICE SUPPLIES	500	
525.10.3116	OPERATING SUPPLIES-EOC	5,000	
525.10.4110	PROFESSIONAL SERVICES	1,650	
<b>Total</b>	<b>EMERGENCY OPERATIONS CENTER</b>		<b>7,150</b>
<b>594.22</b>	<b>CAPITAL EXPENDITURES-FIRE</b>		
594.22.6410	FIRE EQUIPMENT	10,000	
594.22.6411	DAMAGED EQUIPMENT REPLACEMENT	1,000	
594.22.6418	FURNITURE & EQUIPMENT	5,000	
<b>Total</b>	<b>CAPITAL EXPENDITURES-FIRE</b>		<b>16,000</b>
<b>Total</b>	<b>FIRE DEPARTMENT</b>		<b>4,901,024</b>

**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:**

- Complete design and begin construction of Phase 3B of the Downtown Flood Protection Project. Design the widen College Way under I-5 Project. Complete grant funded Safe Routes to School Improvements; and continue the City's street maintenance program at maximum level feasible with available REET funds.
- Continue implementation of infrastructure maintenance projects and programs. For example, sewer and storm system restoration and inspection programs.
- Begin design of a new City shop.
- Continue to improve the quality of City's GIS data and broaden pool of trained staff users.

**Personnel Staffing Summary:**

<b>Position/ Title</b>	<b>Actual 2014</b>	<b>Actual 2015</b>	<b>Approved 2016</b>
<b>Full Time Employees:</b>			
Public Works Director	1	1	1
Assistant Public Works Director	1	1	1
Engineering Manager	.25	.25	.25
Project Engineer	1	1	1
Engineering Tech III- Capital Projects Inspector	1	1	1
Office Manager	1	1	1
Administrative Assistant	1	1	1
<b>Department Total</b>	<b>6.25</b>	<b>6.25</b>	<b>6.25</b>
<b>Part-time</b>		<b>1</b>	<b>1</b>

**Department Service Measures:**

	<b>Actual 2012</b>	<b>Actual 2013</b>	<b>Actual 2014</b>	<b>Estimated 2015</b>
Hansen Citizen Contacts	2,621	1,830	1,353	1,500
Street Projects	20	27	27	25
Storm Projects	7	11	10	10
Sewer Projects	8	11	11	11

**Expenditure Line Item Detail**

**Amount**

**Professional Services**

001.11.544.90.4110 Bridge load rating, traffic counts, other consultants as needed **10,000**

**City of Mount Vernon**  
**Approved Expenditures**

Account Number	2016 Council Adopted
<b>001      CURRENT EXPENSE FUND</b>	
<b>11        PUBLIC WORKS/ENGINEERING</b>	
<b>544.20    ENGINEERING</b>	
544.20.1100 SALARIES AND WAGES	268,056
544.20.2100 SOCIAL SECURITY	20,506
544.20.2200 RETIREMENT	29,969
544.20.2300 LABOR AND INDUSTRIES	4,926
544.20.2400 HEALTH INSURANCE	39,229
<b>Total    ENGINEERING</b>	<b>362,686</b>
<b>544.90    OPERATIONS &amp; ADMINISTRATION</b>	
544.90.1100 SALARIES AND WAGES	265,372
544.90.1300 OVERTIME	5,000
544.90.2100 SOCIAL SECURITY	20,684
544.90.2200 RETIREMENT	29,468
544.90.2300 LABOR AND INDUSTRIES	2,476
544.90.2400 HEALTH INSURANCE	29,668
544.90.3110 OFFICE SUPPLIES	4,500
544.90.3125 BOOKS	500
544.90.4110 PROFESSIONAL SERVICES	10,000
544.90.4162 BRIDGE INSPECTION	5,000
544.90.4212 CELLULAR PHONES	300
544.90.4230 POSTAGE	500
544.90.4310 TRAVEL	1,000
544.90.4542 VEHICLE REPAIRS	400
544.90.4543 EQUIPMENT RENTAL & RESERVE	4,998
544.90.4544 MACHINE RENTAL	4,500
544.90.4810 REPAIRS AND MAINTENANCE	1,000
544.90.4915 COMPUTER SOFTWARE	10,100
544.90.4980 DUES SUBSCRIPTIONS&MEMBERSHIPS	1,800
544.90.4982 TUITION & REGISTRATION	1,500
<b>Total    OPERATIONS &amp; ADMINISTRATION</b>	<b>398,766</b>
<b>594.43    CAPITAL EXPENDITURES-PUBLIC WORKS/ENG</b>	
594.43.6418 FURNITURE & EQUIPMENT	1,000
<b>Total    CAPITAL EXPENDITURES-PUBLIC WORKS/ENG</b>	<b>1,000</b>
<b>Total    PUBLIC WORKS/ENGINEERING</b>	<b><u><u>762,452</u></u></b>

## **Department: Community & Economic Development (001-12)**

### **Department Overview:**

The Community & Economic Development Department champions the economic well-being and quality of life of its citizens through efforts that foster job creation, job retention, commerce, tax base enhancements and quality of life. The department aims to distinguish Mount Vernon as a preferred place to live, work and play. The department maintains the city's main planning document, the Comprehensive Plan, as well as the city's primary development guidelines, i.e., the zoning code and development regulations, the building code, and engineering standards. The department also regulates and provides stewardship of environmentally sensitive areas within the city, and provides facilities management services to city buildings.

### **Administration**

The administration of the Community and Economic Development Department is through the Director who provides overall management and coordination of the department, implementing the business goals, and mandates established by the Mayor and City Council regarding economic and policy development strategies, permit review, personnel administration and representation in the community. The Director initiates and leads economic development, and manages the City's intergovernmental relations, advocating for Mount Vernon's interests at the county, regional, state, and federal levels, coordinates the Mount Vernon Community Marketing Campaign, which is funded in part by the City's Lodging Tax, and provides staff support for the City's Planning Commission. The Director applies for grants to further the City's economic development goals and actively promotes and develops economic activity in the city with the goal of strengthening Mount Vernon's tax base and quality of life. The Director oversees updates to the comprehensive plan and development regulations, manages consultant services and is responsible for administrative determinations and decisions on land use permits.

The Downtown Flood Protection and Revitalization project remains the City's number one priority and efforts will continue to secure funding through state granting programs and federal appropriation requests. Encouraging downtown redevelopment will continue to be a focus for the department which includes promoting the downtown, the City's fiber optic infrastructure and the opportunities that will exist once the flood protection project is completed.

Part time parking enforcement budget resides under the Community and Economic Development budget.

### **Building Division**

The Building Division is comprised of the Building Official, Plans Examiner/Building Inspector, and part-time building inspector, Senior Permit Technician, part-time Permit Technician and Code Compliance Officer. This division is responsible for activity associated with the issuance of building/engineering permits and the enforcement of codes. The Permit Technicians perform general customer service beyond just building permits. The Senior Permit Technician manages the FEMA certification program and both technicians track all permit activity including engineering and land use; issue all permits for the department and provide excellent customer service.

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 Building Official represents the City at pre-application meetings, and provides excellent customer service by meeting contractors and property owners on site to assist with compliance with the Building Code.

The Department at one time had one Plans Examiner and two Building Inspectors, now there is one FTE performing plan review and inspection. The department averages 10 - 12 single-family permits per month plus several commercial projects including a new County jail facility.

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

### **Planning Division**

One senior planner coordinates and provides project management responsibility for comprehensive/community planning, current planning, land use regulations, Growth Management Act compliance, transportation planning, capital improvements/facilities programming, code amendments, annexations, and a range of other legislative issues. This position administers the State Environmental Policy Act, the Shoreline Master Program, the Critical Areas Ordinance and acts as the lead at pre-application meetings.

This position 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.

In 2016 the planning staff will continue work on the state mandated Comprehensive Plan Update which is due to be completed by June 30, 2016. This is an update of all elements of the comprehensive plan as well as their associated development regulations.

### **Engineering Services Division**

The Engineering Division is comprised of the Engineering Services Manager, Associate Engineer/GIS, and Development Inspector. This division is responsible for all fill & grade permits, sanitary sewer permits, right of way permits, boundary line adjustments, street vacations, latecomers agreements, final plat review, lot certifications and the City's GIS mapping system. This division reviews, approve and inspects projects for compliance with Mount Vernon Municipal codes, the 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 concurrency contracts as well as the design and installation of roads and utilities associated with development.

This division provides customer service related to construction of development projects and serves a liaison in between the public, developers, engineers and contractors. The Engineering Services Manager supervises and provides support, coaching and training for their staff; and performs plan review, code interpretation and leads on the update and revisions of process improvements and code updates within the Engineering Division. In 2016 engineering staff will continue to work and complete the update and revision of the City's Engineering Standards, prepare for the adoption and implementation of Low Impact Development, as well as provide GIS support to new GIS users and continue mapping services to other City Departments and the Public.

### **Department Goals:**

- Attract and retain private sector businesses
- Complete the 2016 Comprehensive Plan update.
- Continue strong focused effort to revitalize the downtown and waterfront.
- Expand and strategically market Mount Vernon events and festivals.
- Increase development and redevelopment incentives, especially in the downtown.
- Continue to build strong partnerships throughout the city, county and region.
- Advance the parking garage project(s).
- Update the City Economic Development plan.
- Collaborate with partner agencies to address vagrancy and mental illness impacts.
- Work to create opportunities for residents to engage in "ownership" of their neighborhoods.
- Initiate and participate in Ward and community meetings.
- Minimize nuisances through code review, excellent design, connections with community, and collaboration with Police, and other departments.
- Establish a battery of departmental performance measures.
- Streamline development review process.
- Perform a review of city properties for excesses and shortages.
- Expand and enhance volunteer opportunities in the department.
- Perform a comprehensive city facilities condition survey.

<b>Personnel Staffing Summary:</b>			
<b>Full Time Employees:</b>	<b>Actual 2014</b>	<b>Actual 2015</b>	<b>Approved 2016</b>
Community & Economic Dev. Director	1	1	1
Senior Planner	1	1	1
Secretary	1	1	1
Building Official	1	1	1
Code Compliance Inspector	1	1	1
Plans Examiner/Building Inspector	1	1	1
Permit Technician	1	1	1
Engineering Services Manager	1	1	1
Plat Inspector	1	1	1
Associate Engineer (GIS)	1	1	1
<b>Full Time Total</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>Part Time Total</b>	<b>3</b>	<b>3</b>	<b>3</b>

<b>Department Service Measures</b>	<b>Actual 2014</b>	<b>Estimated 2015</b>	<b>Projected 2016</b>
<b>Planning Division</b>			
Public Hearing/ Meetings Conducted*	36	42	45
Pre-Application Meetings	36	52	52
Number of Land Use Permits Reviewed	35	37	40
Code Amendments	12	6	6
Comprehensive Plan Amendments	5	6	6
<b>Building Division</b>			
Permit Revenue	507,500	645,000	525,000
Number of Inspections	3557	3200	3400
Permits Issued	900	890	800
New Commercial Buildings	4	3	2
New Dwelling Units - Single Family	126	117	120
New Dwelling Units - Multi-Family	0	2	2

<b>Expenditure Line Item Detail</b>	<b>Amount</b>
<b>Professional Services</b>	
<b>001.12.524.24.4110 Building Plan Review</b> (reimburseable cost)	<b>2,500</b>
<b>001.12.558.50.4110 Development Engineer Contract Services</b>	
Engineering plan review & inspections	<b>25,000</b>
<b>001.12.558.60.4110 Planning Division</b>	
Hearing Examiner	5,000
Contracted Planning Services	30,000
Critical Area Peer Review (reimburseable cost)	15,000
Critical Area Monitoring/Maintenance (reimburseable cost)	15,000
Traffic Impact Peer Review (reimburseable cost)	15,000
Landscape Consultant (reimbursable cost)	5,000
PUD Design Consultant (reimbursable cost)	5,000
Arboricultural Service	400
<b>Total Planning Division Professional Services</b>	<b>90,400</b>
<b>313.14.542.30.4110 Comprehensive Plan Update (Traffic Impact Fees Fund)</b>	<b>40,000</b>

**City of Mount Vernon**  
**Approved Expenditures**

<b>001 CURRENT EXPENSE FUND</b>		
<b>12 COMMUNITY &amp; ECONOMIC DEVELOPMENT</b>		
		<b>2016</b>
Account Number		Council Adopted
<b>524.20</b>	<b>BUILDING DEPARTMENT</b>	
524.20.1100	SALARIES AND WAGES	213,141
524.20.1200	SALARY PART-TIME EMPLOYEES	51,300
524.20.2100	SOCIAL SECURITY	20,228
524.20.2200	RETIREMENT	20,230
524.20.2300	LABOR AND INDUSTRIES	6,423
524.20.2400	HEALTH INSURANCE	51,916
524.20.2821	UNIFORMS & CLOTHING	1,100
524.20.3110	OFFICE SUPPLIES	2,800
524.20.3120	SUPPLIES - ADDRESS SIGNAGE	2,500
524.20.3125	BOOKS	4,000
524.20.4110	PROFESSIONAL SERVICES	2,500
524.20.4129	NUISANCE ABATEMENT	3,500
524.20.4212	CELLULAR PHONES	8,900
524.20.4310	TRAVEL	2,600
524.20.4542	VEHICLE REPAIRS	1,260
524.20.4543	EQUIPMENT RENTAL & RESERVE	9,480
524.20.4810	REPAIRS AND MAINTENANCE	250
524.20.4913	LAUNDRY	175
524.20.4915	COMPUTER SOFTWARE	48,380
524.20.4925	VEHICLE IMPOUNDMENT	2,000
524.20.4980	DUES SUBSCRIPTIONS&MEMBERSHIPS	800
524.20.4982	TUITION & REGISTRATION	2,400
<b>Total</b>	<b>BUILDING DEPARTMENT</b>	<b>455,883</b>
<b>558.50</b>	<b>PERMIT &amp; PLAN REVIEW</b>	
558.50.1100	SALARIES AND WAGES	277,763
558.50.1200	PART TIME SALARIES	33,120
558.50.2100	SOCIAL SECURITY	23,783
558.50.2200	RETIREMENT	34,757
558.50.2300	LABOR AND INDUSTRIES	3,927
558.50.2400	HEALTH INSURANCE	61,402
558.50.2820	UNIFORMS & CLOTHING	400
558.50.3110	OFFICE SUPPLIES	1,000
558.50.3125	BOOKS	200
558.50.4110	PROFESSIONAL SERVICES	25,000
558.50.4310	TRAVEL	1,000
558.50.4980	DUES SUBSCRIPTION MEMBERSHIP	400
558.50.4982	TUITION & REGISTRATION	1,250
<b>Total</b>	<b>PERMIT &amp; PLAN REVIEW</b>	<b>464,002</b>
<b>558.60</b>	<b>PLANNING</b>	
558.60.1100	SALARIES AND WAGES	250,409
558.60.2100	SOCIAL SECURITY	19,156
558.60.2200	RETIREMENT	27,996

**City of Mount Vernon**  
**Approved Expenditures**

<b>001      CURRENT EXPENSE FUND</b>		
<b>12        COMMUNITY &amp; ECONOMIC DEVELOPMENT</b>		
		<b>2016</b>
<u>Account Number</u>		<u>Council Adopted</u>
558.60.2300	LABOR AND INDUSTRIES	822
558.60.2400	HEALTH INSURANCE	34,935
558.60.3110	OFFICE SUPPLIES	3,500
558.60.3125	BOOKS	100
558.60.4110	PROFESSIONAL SERVICES	90,400
558.60.4171	ECONOMIC DEVELOPMENT MARKETING	2,500
558.60.4185	PUBLIC PARTICIPATION PROGRAM	1,000
558.60.4230	POSTAGE	3,000
558.60.4310	TRAVEL	750
558.60.4484	EXCISE TAX - STATE	500
558.60.4544	MACHINE RENTAL	18,776
558.60.4810	REPAIRS AND MAINTENANCE	200
558.60.4911	PRINTING	500
558.60.4915	COMPUTER SOFTWARE	2,500
558.60.4980	DUES SUBSCRIPTIONS&MEMBERSHIPS	750
558.60.4982	TUITION & REGISTRATION	1,000
<b>Total</b>	<b>PLANNING</b>	<b>458,794</b>
<b>Total</b>	<b>COMMUNITY &amp; ECONOMIC DEVELOPMENT</b>	<b><u>1,378,679</u></b>

**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 the Skagit County Community Action Agency who is the major partner in our Spanish TV26 productions.

**Department Goals:**

- To continue to improve the city's television production
- To provide and maintain a TV studio, TV10 and TV26 programming in Partnership with SCCAA
- To provide and collaborate with all the public partners TV production
- To give the city a community information resource

**Personnel Staffing Summary:**

<b>Position/ Title</b>	<b>Actual 2014</b>	<b>Actual 2015</b>	<b>Approved 2016</b>
<b>Full Time Employees:</b>			
Production Supervisor	1	1	1
Program Technician	0	0	1
<b>Full Time Total</b>	<b>1</b>	<b>1</b>	<b>2</b>
<b>Part Time Total</b>	<b>3</b>	<b>3</b>	<b>3</b>

**Department Service Measures:**

	<b>Actual 2014</b>	<b>Estimated 2015</b>	<b>Projected 2016</b>
Production – Creation			
Council	45	35	35
City Content	30	30	30
Special Events	46	48	48
Live Productions	0	0	0
PSA's	40	50	60
SCALA Scripts - City Staff	120	120	120
SCALA Scripts - City Partners	75	75	75
Outside Content Provided			
Partner Content	150	160	160
Pre-Produced Content - Other Org.	100	100	100
<b>Total Productions</b>	<b>604</b>	<b>616</b>	<b>626</b>

**City of Mount Vernon**  
**Approved Expenditures**

<b>001</b>	<b>CURRENT EXPENSE FUND</b>	
<b>18</b>	<b>TV 10 - PUBLIC EDUCATION CABLE CHANNEL</b>	
<b>Account Number</b>		<b>2016</b>
		<b>Council Adopted</b>
<b>557.20</b>	<b>COMMUNITY SERVICES - INFO SERVICES</b>	
557.20.1100	SALARIES AND WAGES	124,066
557.20.1200	PART TIME SALARIES	24,000
557.20.2100	SOCIAL SECURITY	11,325
557.20.2200	RETIREMENT	15,641
557.20.2300	LABOR AND INDUSTRIES	826
557.20.2400	HEALTH INSURANCE	23,045
557.20.3111	OPERATING SUPPLIES	500
557.20.4110	PROFESSIONAL SERVICES	1,000
557.20.4212	CELLULAR PHONES	720
557.20.4230	POSTAGE	75
557.20.4310	TRAVEL	500
557.20.4542	VEHICLE REPAIRS	300
557.20.4982	TUITION & REGISTRATION	1,500
<b>Total</b>	<b>TV 10 - PUBLIC EDUCATION CABLE CHANNEL</b>	<b><u>203,498</u></b>

**Department: Information Systems (001-98)**

**Department Overview:**

To provide information services for the City of Mount Vernon staff and create orderly growth and development of the City's technological infrastructure. Assist departmental growth with technology, standards and a shared knowledgebase. To develop a standard for Fiber Infrastructure and wireless for site development within the City.

**Department Goals:**

- To continue to improve the city's infrastructure through sound planning
- To increase the development of software skills to employees citywide
- To provide all the tools and training necessary for each employee to do his job more efficiently
- To give the city a common working environment, by setting standards for software and hardware

**Personnel Staffing Summary:**

<b>Full Time Employees:</b>	<b>Actual 2014</b>	<b>Actual 2015</b>	<b>Approved 2016</b>
IS Director	1	1	1
Computer Specialist	1	1	1
IS Supervisor	1	1	1
PC Technician	1	1	1
<b>Department Total</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>Part-time Total</b>		<b>1</b>	<b>1</b>

**Department Service Measures**

	<b>Actual 2014</b>	<b>Estimated 2015</b>	<b>Projected 2016</b>
Servers Maintained – Virtual/Physical	25/22	23/40	25/40
Workstations Maintained	233	230	230
Network Routers, Switches and Firewalls	98	97	97
System Users/Accounts	246/250	252/281	252/281
Cameras for Surveillance IP/Analog	37/26	36/32	38/40
UPS	42	42	42
Databases Maintained	46	46	47
Applications Supported	66	67	67
Laptops/Tablets	86	89	90
Plotters/Large Scanner	3	3	3
Printers, Scanners and Network Copiers	78	83	83
Phones and Faxes	293	284	284
Mobile Wireless Systems	238	238	238
Mobile Wireless and Internal Access Points	19	21	21

**Computer Software, Hardware & Phone System Budget**

	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Budget</b>	<b>2015 Budget</b>
Software	71,350	57,243	57,510	57,150
Hardware	46,940	27,396	26,800	29,800
ER Replacement	-	54,340	64,400	62,272
Phone System	13,354	4,369	3,800	3,800
<b>Total</b>	<b>131,644</b>	<b>143,348</b>	<b>152,510</b>	<b>153,022</b>

**City of Mount Vernon**  
**Approved Expenditures**

<b>001</b>	<b>CURRENT EXPENSE FUND</b>	
<b>98</b>	<b>INFORMATION SERVICES</b>	
		<b>2016</b>
<i>Account Number</i>		<i>Council Adopted</i>
<b>518.80</b>	<b>INFORMATION SYSTEMS</b>	
518.80.1100	SALARIES AND WAGES	349,761
518.80.1200	SALARY PART-TIME EMPLOYEES	23,000
518.80.1300	OVERTIME	2,000
518.80.2100	SOCIAL SECURITY	28,669
518.80.2200	RETIREMENT	41,898
518.80.2300	LABOR AND INDUSTRIES	1,157
518.80.2400	HEALTH INSURANCE	54,085
518.80.3110	OFFICE SUPPLIES	1,000
518.80.4140	TECHNICAL CONSULTANTS	2,500
518.80.4212	CELLULAR PHONES	2,400
518.80.4214	COMMUNICATION SERVICES	3,000
518.80.4310	TRAVEL	500
518.80.4542	VEHICLE REPAIRS	125
518.80.4543	EQUIPMENT RENTAL & RESERVE	62,272
518.80.4810	REPAIRS AND MAINTENANCE	6,000
518.80.4915	COMPUTER SOFTWARE	57,150
518.80.4982	TUITION & REGISTRATION	4,500
<b>594.18</b>	<b>CAPITAL EXPENDITURES-INFO SVCS</b>	
594.18.6414	PHONE SYSTEM	3,800
594.18.6415	COMPUTER HARDWARE & EQUIPMENT	29,800
<b>Total</b>	<b>INFORMATION SERVICES</b>	<b>673,617</b>

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

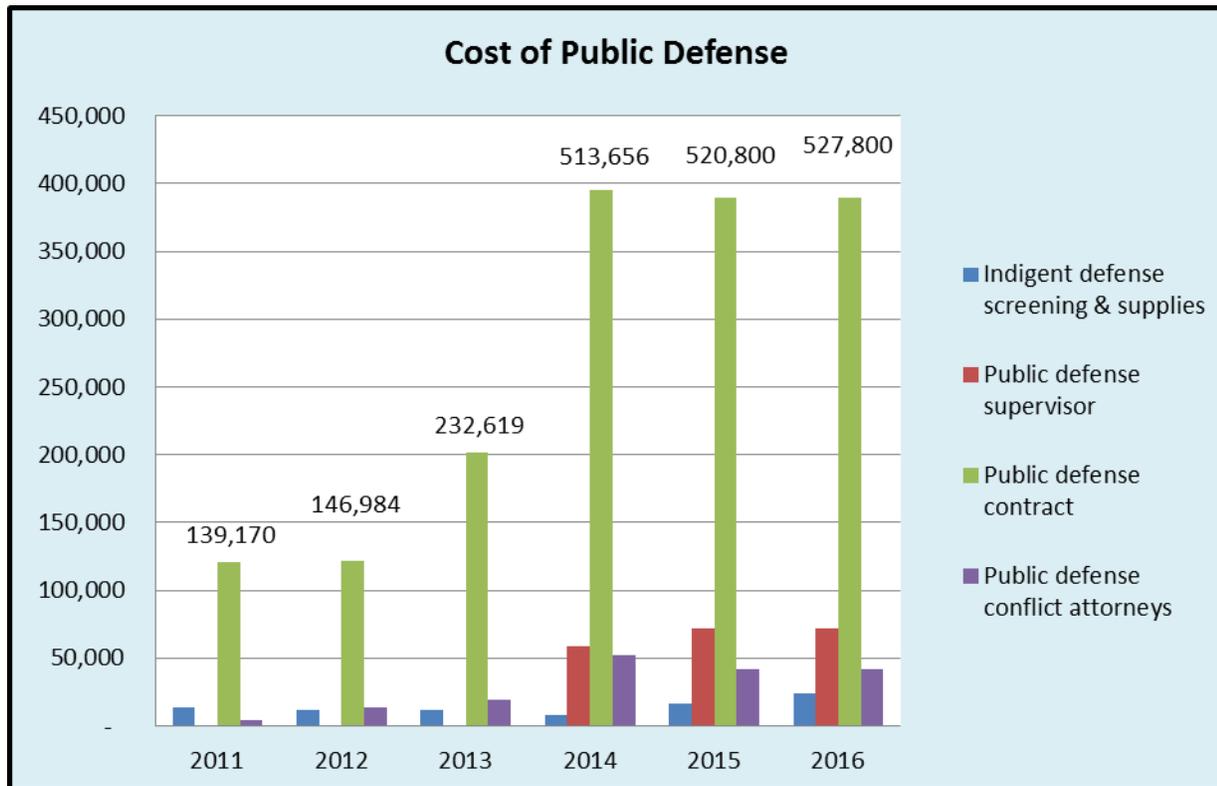
**Department Overview:**

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.

The 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.

Expenditure Line Item Detail	Amount
<b>Public Defense Budget</b>	
001.99.515.91.3121 Supplies and materials	800
001.99.515.91.4110 Indigent defense screening	23,000
001.99.515.91.4110 Public defense supervisor	72,000
001.99.515.91.4138 Public Defense contract and conflict attorneys	432,000
<b>Total Public Defense Budget</b>	<b>527,800</b>



**City of Mount Vernon**  
**Approved Expenditures**

<b>001</b>	<b>CURRENT EXPENSE FUND</b>	
<b>99</b>	<b>NON-DEPARTMENTAL</b>	
<i>Account Number</i>		<i>2016</i> <i>Council Adopted</i>
<b>514.90</b>	<b>VOTER REGISTRATION SERVICES</b>	
514.90.5111	VOTER REGISTRATION - AUDITOR	49,000
<b>515.91</b>	<b>PUBLIC DEFENSE</b>	
515.91.3121	PUBLIC DEFENSE SUPPLIES/MATERIALS	800
515.91.4110	PROFESSIONAL SERVICES	95,000
515.91.4138	PUBLIC DEFENSE - CONTRACT	432,000
<b>518.60</b>	<b>RISK MANAGEMENT</b>	
518.60.4620	SELF INSURANCE RESERVE	80,000
518.60.4630	LIABILITY INSURANCE PSCIA	72,317
<b>525.10</b>	<b>EMERGENCY OPERATIONS CENTER</b>	
525.10.5122	SKAGIT CO. EMERGENCY SERVICES	71,000
<b>528.81</b>	<b>OPERATIONS - 911</b>	
528.81.5140	911 CENTER	343,804
<b>554.90</b>	<b>OTHER ENVIRONMENTAL SERVICES</b>	
554.90.4904	NW AIR POLLUTION AUTHORITY	11,610
<b>558.70</b>	<b>ECONOMIC DEVELOPMENT</b>	
558.70.4952	MV DOWNTOWN ASSOCIATION	40,000
558.70.4953	MV DT ASSN B&O CREDIT	30,000-
<b>566.10</b>	<b>CHEMICAL DEPENDENCY SERVICES</b>	
566.10.5218	ALCOHOL REHABILITATION PROGRAM	8,800
<b>597.00</b>	<b>OPERATING TRANSFERS-OUT</b>	
597.00.0000	OPERATING TRANSFERS OUT	150,000
<b>597.67</b>	<b>GENERAL FACILITIES</b>	
597.67.5510	INTRFD TRSF-GENERAL FAC PROJECTS	50,000
<b>Total</b>	<b>NON-DEPARTMENTAL</b>	<u><u>1,374,331</u></u>

**City of Mount Vernon**  
**Approved Expenditures**

<b>001</b>	<b>CURRENT EXPENSE FUND</b>	
<b>97</b>	<b>CDBG ENTITLEMENT GRANT</b>	
		<b>2016</b>
<u>Account Number</u>		<u>Council Adopted</u>
<b>558.60</b>	<b>PLANNING</b>	
558.60.4110	PROFESSIONAL SERVICES	48,093
558.60.4112	PROF SVC - HUD - DOWNTOWN WATERFRONT	5,000
558.60.4310	TRAVEL	4,000
<b>559.20</b>	<b>PUBLIC HOUSING</b>	
559.20.5212	HOMEBUYER ASSISTANCE PROGRAM	150,000
559.20.5222	LOW & MODERATE INCOME- HOUSING REHAB	125,514
<b>565.40</b>	<b>HOMELESS SERVICES</b>	
565.40.5216	SCCAA -COMMUNITY ACTION AGENCY	67,500
<b>591.95</b>	<b>INFRASTRUCTURE</b>	
591.95.7700	DEBT SERVICE: PRINCIPAL	100,000
<b>592.95</b>	<b>INFRASTRUCTURE</b>	
592.95.8310	DEBT SERVICE - INTEREST	25,803
<b>Total</b>	<b>CDBG ENTITLEMENT GRANT</b>	<b><u><u>525,910</u></u></b>

**Fund: City Street (101)**

**Department 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, storm drain and sanitary sewer collection systems of the City.

**Department Goals:**

Determine inventory levels for all road maintenance items. Record accomplishment levels when performing maintenance tasks. Incorporate all road related features into REET projects: sidewalks, signs, waste water, etc. and bring up to City standards. Increase efficiency in work methods to allow reduction in budget requirements. Raised pavement markings, crosswalks, arrows, striping for parking and turn lanes have been emphasized as REET activity is restricted.

**Personnel Staffing Summary:**

Position/ Title	Actual 2014	Actual 2015	Approved 2016
<b>Full Time Employees:</b>			
Street Supervisor	1	1	1
Assistant Supervisor	1	1	1
Driver/ Laborer	4.5	4.5	5.5
Street Sweeper	1.5	1.5	1.5
<b>Full Time Total</b>	<b>8</b>	<b>8</b>	<b>9</b>
<b>Part Time Total</b>	<b>1</b>	<b>1</b>	<b>1</b>

**Department Service Measures**

	Actual 2013	Actual 2014	Estimated 2015	Projected 2016
Street Sweeping (miles)	5767	5391	6231	5600
Sidewalk Replacement (LF)	100	445	197	215
Sign Replacement	230	249	250	375
Storm Sewer Repair (LF)	964	415	634	650
Side Sewer Repairs (each)	19	13	163	15
Asphalt Patching (tons)	95	45	66	50
Citizen Inquiries	198	433	216	275
Striping – (man hours)	2453	1230	1760	1500
Snow/ Ice Removal (man hours)	499	134	150	200



*Roadway repaving project*

**City of Mount Vernon**  
**Revenue Estimates**

<b>101</b>	<b>CITY STREET FUND</b>	<b>2016</b>	
<u>Account Number</u>		<u>Council Adopted</u>	
<b>310</b>	<b>TAXES</b>		
311.10.00	PROPERTY TAX	283,172	
	<b>Total TAXES</b>		<b>283,172</b>
<b>330</b>	<b>INTERGOVERNMENTAL SERVICES</b>		
336.00.87	MOTOR VEHICLE FUEL TAX-CITY ST	742,600	
	<b>Total INTERGOVERNMENTAL SERVICES</b>		<b>742,600</b>
<b>340</b>	<b>CHARGES FOR SERVICES</b>		
344.10.01	SIDEWALK REPLACEMENT PROGRAM FEE	5,000	
349.42.01	INTERFUND STREET SERVICES	432,000	
	<b>Total CHARGES FOR SERVICES</b>		<b>437,000</b>
<b>390</b>	<b>OTHER FINANCING SOURCES</b>		
397.62.00	TRANSFER FROM REET I	40,000	
397.68.00	TRANSFER FROM REET II	60,000	
	<b>Total OTHER FINANCING SOURCES</b>		<b>100,000</b>
	<b>Total CITY STREET FUND</b>		<b><u><u>1,562,772</u></u></b>

**City of Mount Vernon**  
**Approved Expenditures**

<b>101</b>	<b>CITY STREET FUND</b>		
<b>14</b>	<b>CITY STREET</b>		<b>2016</b>
<b>Account Number</b>			<b>Council Adopted</b>
<b>542.30</b>	<b>ROADWAYS</b>		
542.30.1100	SALARIES AND WAGES	524,484	
542.30.1200	SALARY PART-TIME EMPLOYEES	10,000	
542.30.1300	OVERTIME	4,000	
542.30.2100	SOCIAL SECURITY	41,193	
542.30.2200	RETIREMENT	58,359	
542.30.2300	LABOR AND INDUSTRIES	14,114	
542.30.2400	HEALTH INSURANCE	97,344	
542.30.2820	UNIFORMS & CLOTHING	2,370	
542.30.3110	OFFICE SUPPLIES	400	
542.30.3111	OPERATING SUPPLIES	6,000	
542.30.3115	MAINTENANCE SUPPLIES	2,500	
542.30.3141	SPOT REPAIRS - SUPPLIES	5,000	
542.30.3142	POTHOLE PATCHING SUPPLIES	5,000	
542.30.3143	CRUSHED GRAVEL	1,000	
542.30.3144	CRACK SEAL SUPPLIES	18,000	
542.30.3145	HERBICIDE APPLICATIONS	5,000	
542.30.3500	MINOR TOOLS/EQUIPMENT	4,000	
542.30.4135	ROW VEGETATION MAINTENANCE	15,000	
542.30.4212	CELLULAR PHONES	3,500	
542.30.4542	VEHICLE REPAIRS	17,500	
542.30.4543	EQUIPMENT RENTAL & RESERVE	139,478	
542.30.4544	MACHINE RENTAL	4,000	
542.30.4700	PUBLIC UTILITY SERVICES	22,000	
542.30.4810	REPAIRS AND MAINTENANCE	1,000	
542.30.4817	REPAIRS AND MAINT - BNSF RAILROAD	2,500	
542.30.4913	LAUNDRY	1,500	
<b>Total</b>	<b>ROADWAYS</b>		<b>1,005,242</b>
<b>542.61</b>	<b>SIDEWALKS</b>		
542.61.4823	SIDEWALK REPLACEMENT PROGRAM	5,000	
542.61.4828	ADA - WHEELCHAIR RAMPS	1,000	
542.61.4829	SIDEWALK/GUTTER REPAIRS	4,000	
<b>Total</b>	<b>SIDEWALKS</b>		<b>10,000</b>
<b>542.63</b>	<b>STREET LIGHTING</b>		
542.63.4700	PUBLIC UTILITY SERVICES	315,000	
542.63.4710	STREET LIGHT INSTALLATION	1,000	
542.63.7910	INTERFUND LOAN REPAYMENT-PRINC	67,000	
542.63.8200	INTEREST ON INTERFUND LOANS	3,030	
<b>Total</b>	<b>STREET LIGHTING</b>		<b>386,030</b>
<b>542.64</b>	<b>TRAFFIC CONTROL DEVICES</b>		
542.64.3146	SIGN MATERIAL	15,000	

**City of Mount Vernon**  
**Approved Expenditures**

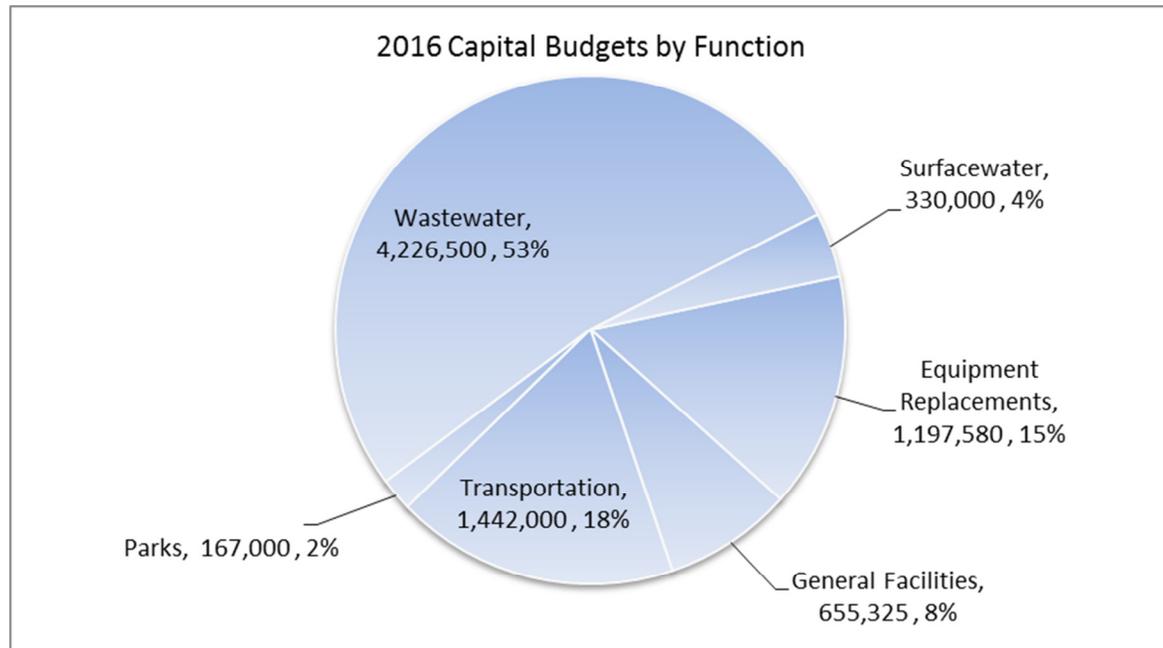
<b>101</b>	<b>CITY STREET FUND</b>		
<b>14</b>	<b>CITY STREET</b>		
		<b>2016</b>	
<u>Account Number</u>			<u>Council Adopted</u>
542.64.3147	PAINTING/STRIPING SUPPLIES	50,000	
542.64.3148	GUARDRAIL REPAIR/INSTALL SUPPLIES	1,000	
542.64.5130	SIGNAL MAINTENANCE	80,000	
<b>Total</b>	<b>TRAFFIC CONTROL DEVICES</b>		<b>146,000</b>
<b>542.66</b>	<b>SNOW AND ICE CONTROL</b>		
542.66.3111	OPERATING SUPPLIES	10,000	
<b>Total</b>	<b>SNOW AND ICE CONTROL</b>		<b>10,000</b>
<b>543.50</b>	<b>FACILITIES</b>		
543.50.4810	REPAIRS AND MAINTENANCE	3,000	
<b>Total</b>	<b>FACILITIES</b>		<b>3,000</b>
<b>544.70</b>	<b>ROADS &amp; STREET MISC.</b>		
544.70.4982	TUITION & REGISTRATION	2,000	
<b>Total</b>	<b>ROADS &amp; STREET MISC.</b>		<b>2,000</b>
<b>594.42</b>	<b>CAPITAL EXPENDITURES-ROAD/ST MAINT</b>		
594.42.6418	FURNITURE & EQUIPMENT	500	
<b>Total</b>	<b>CAPITAL EXPENDITURES-ROAD/ST MAINT</b>		<b>500</b>
<b>Total</b>	<b>CITY STREET</b>		<b><u>1,562,772</u></b>

## 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 is directed to fund Street Operations in Fund 101.

Expenditure Line Detail	Amount
<b>Capital Outlay and Transfers for Capital Projects</b>	
102.15.595.30.6318 Sidewalk Improvements: Hoag Road sidewalk and bike lane gap project funded by FHWA grant	282,500
102.15.595.30.6342 Safe Routes to Schools Project - Bike Walk grant & LaVenture & Section intersection improvements	389,500
102.15.595.30.6375 LED Street Light Installation Project	<u>100,000</u>
<b>Total Capital Outlay</b>	<b>772,000</b>



**City of Mount Vernon**  
**Revenue Estimates**

<b>102 ARTERIAL STREET FUND</b>		<b>2016</b>
<u>Account Number</u>		<u>Council Adopted</u>
<b>300 BEGINNING FUND BALANCE</b>		
308.90.00 BEGINNING FUND BALANCE	150,000	
<b>330 INTERGOVERNMENTAL SERVICES</b>		
333.20.20 HIGHWAY PLANNING/CONSTRUCTION	232,500	
333.20.28 SAFE ROUTES TO SCHOOL GRANT	389,500	
<b>Total ARTERIAL STREET FUND</b>		<u><u><b>772,000</b></u></u>

**Approved Expenditures**

<b>102 ARTERIAL STREET FUND</b>		<b>2016</b>
<b>15 ARTERIAL STREET</b>		
<u>Account Number</u>		<u>Council Adopted</u>
<b>595.30 ROADWAY</b>		
595.30.6318 SIDEWALK IMPROVEMENTS	282,500	
595.30.6342 SAFE ROUTES TO SCHOOLS-IMPROVEMENTS	389,500	
595.30.6375 LED STREET LIGHT INSTALLATION	100,000	
<b>Total ARTERIAL STREET</b>		<u><u><b>772,000</b></u></u>

## **Fund: Parks and Recreation Fund (103)**

### **Department Overview:**

The Mount Vernon Parks and Recreation Department is one of the more diverse departments within the City of Mount Vernon. The department generates revenue from our programs, leagues, rental facilities, fields and events. We maintain several hundred acres of parkland, sports fields, open space, trails and common areas. The Department is organized under four divisions – Administration, Recreation, Parks, and City Work Program. The department is comprised of 13 full time staff and numerous part-time seasonal employees. The purpose of the divisions are to enrich the community by providing quality parks, programs and events.

### **Administration Division:**

This division is responsible for running the day-to-day operations of the organization including collecting participant fees and past due accounts, processing over 2,000 bills, monitoring community contacts, responding to community issues, participating in long and short range planning and grant monitoring. This division responds to 2,600 contacts annually for facility rentals, field rentals, program information, citizen concerns, special event applications, and more. Phone calls, incoming and follow up calls, equal over 3,500 contacts with citizens annually. This division provides a continuum of services including answering program and facility questions, discussion of contract requirements for facility rentals and contract management, program participation requirements and hold harmless waiver collection. Staff members in this division are required to be at special events to handle cash transactions. An estimated \$180,000 is receipted in small increments for activity programs, facility rentals, field rentals, special events admissions, and damage deposits.



*Recreational Soccer players*

### **Recreation Division:**

This division is responsible for organizing, advertising, and implementing all community recreation and enrichment programs, leagues and special events. This division currently coordinates special events and supervises part-time and contracted instructors. They act as liaison for the Mount Vernon Arts Commission, Mount Vernon Downtown Association, BMX Association and the Mount Vernon Parks Foundation. This division engages hundreds of volunteers as support for special events, youth sports coaching, adopt a trail programs, parks clean ups and more.

Staff creates the Skagit Valley Recreation Guide that is published three times each year, coordinating with over 20 participating agencies. The division monitors the expenses and revenues for programs and events.

### **Parks Operations Division:**

This division is responsible for all maintenance, daily operations, and capital projects for over 866 acres of park land, trails, street trees, designated right of ways, and open space within the City of Mount Vernon. The Parks Division maintains many facilities, sports field, parks and common areas within the City limits. This division is also responsible for all Department capital projects. Along with a collaborative

effort with Community and Economic Development, we assist with the management of the City Ecosystem Restoration projects and Urban Forestry Program. This division acts as a liaison to various special interest groups and also coordinates volunteer projects within the park system.



Early morning on Little Mountain Rd.

**City Work Program (CWP):**

This program began in 1990 to help reduce the jail bill and generate more work-force for various maintenance projects in our parks and common areas. Employee to focus on: detention facilities, litter and illegal dumping sites, trails and other special projects. This division also acts as the liaison between the Downtown Business Association and supervises the Youth Graffiti Abatement Program (YGAP).

**Department Goals:**

- Participate and collaborate with other organizations and agencies to maximize effectiveness in providing programs and events.
- Implement a comprehensive volunteer program expanding volunteer opportunities.
- Implementation of the Urban Forestry Management Plan.
- Promote, enhance, and educate the Community on Parks and Recreation parks, programs, and events.
- Research and implement tourism influenced programs and events that reflect current trends.
- Move toward online facility and program registration for more efficient delivery of services.
- Develop & implement an infrastructure maintenance plan.

<b>Personnel Staffing Summary:</b>			
	<b>Actual 2014</b>	<b>Actual 2015</b>	<b>Approved 2016</b>
<b>Full Time Employees:</b>			
Parks & Recreation Director (Enrichment Director)	1	1	1
Parks Operations Supervisor	1	1	1
Recreation Supervisor	1	1	1
City Work Program Supervisor	1	1	1
Recreation Activities Coordinator	1	1	1
Parks Assistant Supervisor	1	1	1
Parks Maintenance Utilities Operator	3	3	3
Parks Laborer	0	2	2
Accounting Tech I	1	1	1
Office Assistant II	1	1	1
<b>Full Time Total</b>	<b>11</b>	<b>13</b>	<b>13</b>
<b>Part-Time</b>	<b>17</b>	<b>15</b>	<b>15</b>

<b>Department Service Measures:</b>			
	<b>Actual 2014</b>	<b>Estimated 2015</b>	<b>Projected 2016</b>
Recreation Participation: (number of registered participants)	1350	1300	1350
Facility Rentals: (number of days booked)	1069	1300	1500
Total Parks Acres Maintained	866	866	866
Community Service Hours	5538	4440	4990
Volunteer Hours	4624	3765	4200

<b>Expenditure Line Item Detail</b>	<b>Amount</b>
<b>Professional Services</b>	
103.16.542.70.4110 Contracted lawn mowing services	46,800
103.16.571.10.4110 Design and grant assistance, miscellaneous plans	2,000
103.16.571.11.4110 Entertainment and other services for special events	6,000
103.16.571.20.4110 Contract instructors for recreation programs	26,000
103.16.576.80.4110 Parks alarm monitoring, tree work, field spraying, etc.	7,000
<b>Total Professional Services</b>	<b>87,800</b>
<b>Street Tree Maintenance</b>	
103.16.542.70.4826 Urban Forestry Program - Year 2 of funding	50,000



*Community Works Program participants preparing to clean graffiti*

**City of Mount Vernon**  
**Revenue Estimates**

<b>103</b>	<b>PARK FUND</b>	<b>2016</b>	
<u>Account Number</u>		<u>Council Adopted</u>	
<b>300</b>	<b>BEGINNING FUND BALANCE</b>		
308.90.00	BEGINNING FUND BALANCE	136,442	
	<b>Total BEGINNING FUND BALANCE</b>		<b>136,442</b>
<b>310</b>	<b>TAXES</b>		
311.10.00	PROPERTY TAX	1,196,520	
	<b>Total TAXES</b>		<b>1,196,520</b>
<b>340</b>	<b>CHARGES FOR SERVICES</b>		
341.43.00	CREDIT CARD PROCESSING FEES	2,400-	
347.30.01	RECREATIONAL ACTIVITIES	89,000	
347.30.02	ROPES COURSE ACTIVITY FEES	3,700	
347.30.05	SPORT COURT LIGHTING FEES	300	
347.40.07	SPECIAL EVENTS FEES/CHARGES	15,000	
349.31.01	NATURAL RESOURCE SVCS-INTERFUND	96,000	
	<b>Total CHARGES FOR SERVICES</b>		<b>201,600</b>
<b>360</b>	<b>MISCELLANEOUS REVENUES</b>		
362.40.30	FIELD RENTALS	9,500	
362.40.40	HILLCREST LODGE RENTALS	50,000	
362.40.41	VAUX RETREAT CENTER RENTALS	13,500	
362.40.42	BONNIE RAE PARK RENTALS	10,200	
362.40.50	OTHER FACILITIES RENTALS	10,500	
362.90.00	PACIFIC QUARRY ROYALTIES	100,000	
367.00.00	CONTRIBUTIONS & DONATIONS	5,000	
	<b>Total MISCELLANEOUS REVENUES</b>		<b>198,700</b>
<b>390</b>	<b>OTHER FINANCING SOURCES</b>		
397.00.00	OPERATING TRANSFERS-IN	3,000	
397.01.00	TRANSFER IN FROM GENERAL FUND	50,000	
	<b>Total OTHER FINANCING SOURCES</b>		<b>53,000</b>
	<b>Total PARK FUND</b>		<b>1,786,262</b>

**City of Mount Vernon**  
**Approved Expenditures**

<b>103</b>	<b>PARK FUND</b>		
<b>16</b>	<b>PARKS</b>		
		<b>2016</b>	
<u>Account Number</u>			<u>Council Adopted</u>
<b>523.30</b>	<b>PROBATION-COMMUNITY SERVICE</b>		
523.30.1100	SALARIES AND WAGES	64,509	
523.30.1200	SALARY PART-TIME EMPLOYEES	23,000	
523.30.1201	PART TIME GRAFFITI SALARIES	7,200	
523.30.1300	OVERTIME	2,000	
523.30.2100	SOCIAL SECURITY	7,398	
523.30.2200	RETIREMENT	2,795	
523.30.2300	LABOR AND INDUSTRIES	6,438	
523.30.2400	HEALTH INSURANCE	18,509	
523.30.2820	UNIFORMS & CLOTHING	550	
523.30.3111	OPERATING SUPPLIES	3,500	
523.30.3117	SAFETY EQUIPMENT & SUPPLIES	300	
523.30.3123	GRAFFITI REMOVAL SUPPLIES	3,500	
523.30.4212	CELLULAR PHONES	1,800	
523.30.4810	REPAIRS AND MAINTENANCE	1,200	
<b>Total</b>	<b>PROBATION-COMMUNITY SERVICE</b>		<b>142,699</b>
<b>542.70</b>	<b>ROADSIDE MAINTENANCE</b>		
542.70.3111	OPERATING SUPPLIES	1,500	
542.70.4110	PROFESSIONAL SERVICES	46,800	
542.70.4812	LANDSCAPE MAINTENANCE	6,000	
542.70.4826	STREET TREE MAINTENANCE	50,000	
<b>Total</b>	<b>ROADSIDE MAINTENANCE</b>		<b>104,300</b>
<b>571.10</b>	<b>PARKS &amp; RECREATION ADMIN</b>		
571.10.1100	SALARIES AND WAGES	195,404	
571.10.1200	SALARY PART-TIME EMPLOYEES	2,000	
571.10.1300	OVERTIME	500	
571.10.2100	SOCIAL SECURITY	15,140	
571.10.2200	RETIREMENT	21,902	
571.10.2300	LABOR AND INDUSTRIES	843	
571.10.2400	HEALTH INSURANCE	42,132	
571.10.3110	OFFICE SUPPLIES	2,500	
571.10.4110	PROFESSIONAL SERVICES	2,000	
571.10.4212	CELLULAR PHONES	1,000	
571.10.4230	POSTAGE	1,800	
571.10.4310	TRAVEL	1,500	
571.10.4544	MACHINE RENTAL	6,100	
571.10.4840	MAINTENANCE CONTRACT-SOFTWARE	2,107	
571.10.4912	DUES CONFERENCE & TUITION	1,200	
571.10.4917	ARTS COMMISSION	1,800	
<b>Total</b>	<b>PARKS &amp; RECREATION ADMIN</b>		<b>297,928</b>

**City of Mount Vernon**  
**Approved Expenditures**

<b>103</b>	<b>PARK FUND</b>		
<b>16</b>	<b>PARKS</b>		
		<b>2016</b>	
<u>Account Number</u>		<u>Council Adopted</u>	
<b>571.11</b>	<b>SPECIAL EVENTS</b>		
571.11.3100	OFFICE & OPERATING SUPPLIES	7,750	
571.11.4110	PROFESSIONAL SERVICES	6,000	
571.11.4547	OTHER RENTALS	3,000	
571.11.4912	DUES AND LICENSING	700	
	<b>Total SPECIAL EVENTS</b>		<b>17,450</b>
<b>571.20</b>	<b>RECREATION SERVICES</b>		
571.20.1100	SALARIES AND WAGES	136,629	
571.20.1200	SALARY PART-TIME EMPLOYEES	15,500	
571.20.1300	OVERTIME	2,000	
571.20.2100	SOCIAL SECURITY	11,791	
571.20.2200	RETIREMENT	17,178	
571.20.2300	LABOR AND INDUSTRIES	713	
571.20.2400	HEALTH INSURANCE	31,226	
571.20.3100	OFFICE & OPERATING SUPPLIES	16,000	
571.20.3135	VOLUNTEER OPERATION COSTS	1,000	
571.20.4110	PROFESSIONAL SERVICES	26,000	
571.20.4182	ADVERTISING	12,000	
571.20.4212	CELLULAR PHONES	800	
571.20.4310	TRAVEL	250	
571.20.4547	OTHER RENTALS	600	
571.20.4912	DUES CONFERENCE & TUITION	1,000	
571.20.4927	ACTIVITY FEES	600	
	<b>Total RECREATION SERVICES</b>		<b>273,287</b>
<b>571.23</b>	<b>EAGLE ROCK CHALLENGE COURSE</b>		
571.23.4810	REPAIRS AND MAINTENANCE	3,700	
	<b>Total EAGLE ROCK CHALLENGE COURSE</b>		<b>3,700</b>
<b>576.80</b>	<b>PARK FACILITIES</b>		
576.80.1100	SALARIES AND WAGES	388,276	
576.80.1200	SALARY PART-TIME EMPLOYEES	85,645	
576.80.1300	OVERTIME	4,000	
576.80.2100	SOCIAL SECURITY	36,488	
576.80.2200	RETIREMENT	48,095	
576.80.2300	LABOR AND INDUSTRIES	15,516	
576.80.2400	HEALTH INSURANCE	76,460	
576.80.2820	UNIFORMS & CLOTHING	4,000	
576.80.3111	OPERATING SUPPLIES	33,000	
576.80.3117	SAFETY EQUIPMENT & SUPPLIES	3,000	
576.80.4110	PROFESSIONAL SERVICES	7,000	
576.80.4130	WASTE DISPOSAL-SELF CONTAINED	5,500	
576.80.4212	CELLULAR PHONES	6,300	
576.80.4310	TRAVEL	2,000	
576.80.4484	EXCISE TAX - STATE	1,200	
576.80.4542	VEHICLE REPAIRS	17,609	

**City of Mount Vernon**  
**Approved Expenditures**

<b>103</b>	<b>PARK FUND</b>	
<b>16</b>	<b>PARKS</b>	
		<b>2016</b>
<u>Account Number</u>		<u>Council Adopted</u>
576.80.4543	EQUIPMENT RENTAL & RESERVE	135,109
576.80.4544	MACHINE RENTAL	1,000
576.80.4700	PUBLIC UTILITY SERVICES	8,000
576.80.4810	REPAIRS AND MAINTENANCE	5,000
576.80.4811	BUILDING & GROUNDS MAINTENANCE	8,500
576.80.4812	LANDSCAPE MAINTENANCE	5,000
576.80.4813	BALLFIELD MAINTENANCE	14,000
576.80.4814	PLAYGROUND MAINTENANCE	3,000
576.80.4824	TURF MAINTENANCE	13,000
576.80.4825	TRAIL MAINTENANCE	6,500
576.80.4827	VANDALISM REPAIRS	6,000
576.80.4830	EQUIPMENT MAINTENANCE	1,500
576.80.4832	IRRIGATION MAINTENANCE	1,500
576.80.4912	DUES CONFERENCE & TUITION	2,700
576.80.4913	LAUNDRY	2,000
<b>Total</b>	<b>PARK FACILITIES</b>	<b>946,898</b>
<b>Total</b>	<b>PARKS</b>	<b><u><u>1,786,262</u></u></b>

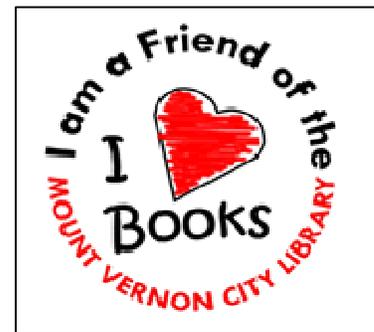
## Fund: Library (104)

### Department Overview:

Mount Vernon City Library plays an important role in the lives of children, youth, adults and seniors within our diverse community. The Library supports what our community values - access to lifelong learning opportunities, information and resources that enrich lives. We do this through a cost-effective approach that emphasizes current technology, distribution of a great collection, a friendly and accessible staff, and partnering with other City Departments as well as outside organizations interested in serving the community. Three great examples of partnerships with outside organizations include the Reciprocal Borrowing Agreements with the Burlington, Anacortes, Sedro-Woolley, La Conner and Upper Skagit libraries; the Summer Reading Program free-ridership partnership with Skagit Transit; and ongoing partnerships with other community entities on projects like Skagit Reads (which gives the library and the City a great marketing opportunity with a broad segment of residents). Another "outside" support to the best possible library service is grant funding—the library successfully applied for several grants in the past year.

### Department Goals:

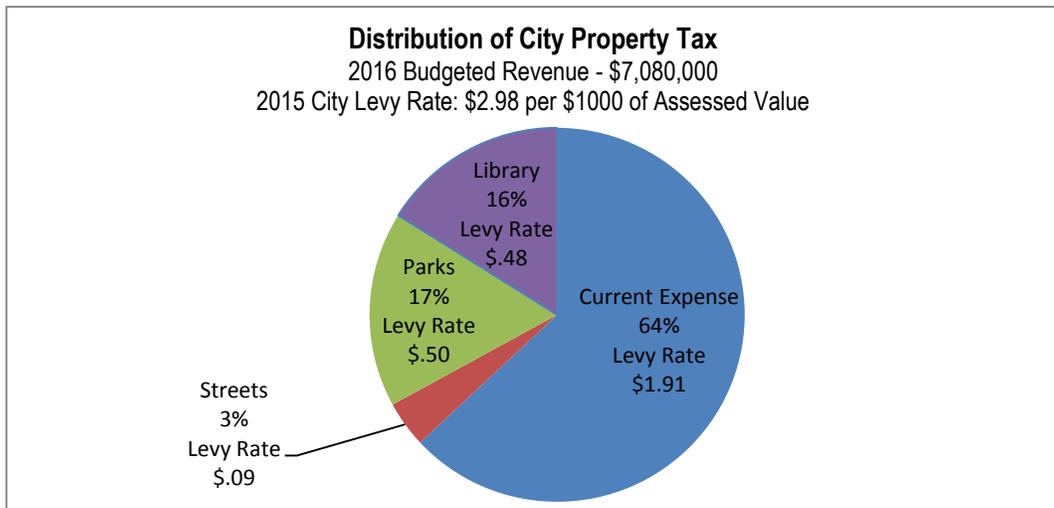
1. To increase the public's awareness of library resources and services.
2. To uphold the principles of intellectual freedom and the public's right to know by providing citizens of all ages with access and guidance to information and collections that reflect all points of view.
3. To form partnerships with regional and national organizations in order to provide access to the widest possible range of informational resources.
4. To increase current funding by strongly pursuing a broad range of options, including grants, donations and scholarships.
5. To continue providing high quality programming that promotes reading and lifelong learning, and provides leisure entertainment.
6. To develop specialized services that address community needs and are responsive to changing demographics.
7. To select, train and retain a staff that is dedicated to serving the needs of all current and potential customers.
8. To utilize technology to provide efficiencies that enhance customer service.
9. To continue working toward the funding, design and construction of a new library facility that will better meet the needs of a growing population.



### Department Service Measures:

	Actual 2014	Estimated 2015	Projected 2016
Library Services (Skagit County)	\$15,803	\$15,500	\$15,000
Library User Fees	\$19,222	\$20,500	\$20,500
Fines/ Lost Books	\$24,035	\$25,000	\$25,000
Annual Circulation	361,338	350,000	350,000
In-Library Materials Use	39,265	40,000	40,000
Library Visits	180,351	185,000	188,000
Reference Transactions	22,816	22,000	22,000
Program Attendance	14,753	17,000	17,500

<b>Personnel Staffing Summary:</b>			
<b>Full Time Employees:</b>	<b>Actual 2014</b>	<b>Actual 2015</b>	<b>Approved 2016</b>
Library Director	1	1	1
Deputy Director	1	1	1
Librarian I	5	4	4
Library Assistants	3	4	4
<b>Full-time employees</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>Part-time employees</b>	<b>17</b>	<b>16</b>	<b>16</b>



*Science Projects at the Library!*

**City of Mount Vernon**  
**Revenue Estimates**

<b>104 LIBRARY FUND</b>	<b>2016</b>	
<b>Account Number</b>	<b>Council Adopted</b>	
<b>310 TAXES</b>		
311.10.00 PROPERTY TAX	1,138,105	
<b>Total TAXES</b>		<b>1,138,105</b>
<b>340 CHARGES FOR SERVICES</b>		
341.43.00 COLLECTION FEES	700	
341.81.00 COPY SERVICES	3,000	
341.81.10 PUBLIC PRINTING	2,200	
347.20.00 LIBRARY USER FEES	20,000	
347.21.00 LOST BOOK PROCESSING FEE	1,000	
347.21.01 INTERLOCAL LIBRARY SERVICES	1,000	
347.22.00 LIBRARY SERVICES	16,000	
<b>Total CHARGES FOR SERVICES</b>		<b>43,900</b>
<b>350 FINES AND FORFEITS</b>		
359.70.00 LIBRARY FINES	22,000	
359.70.05 LOST BOOKS	3,500	
359.70.10 LIBRARY BOOK DAMAGES	2,200	
<b>Total FINES AND FORFEITS</b>		<b>27,700</b>
<b>360 MISCELLANEOUS REVENUES</b>		
367.00.00 CONTRIBUTIONS & DONATIONS	20,000	
367.01.00 PRIVATE GRANTS	2,500	
<b>Total MISCELLANEOUS REVENUES</b>		<b>22,500</b>
<b>Total LIBRARY FUND</b>		<b>1,232,205</b>

**City of Mount Vernon**  
**Approved Expenditures**

<b>104</b>	<b>LIBRARY FUND</b>		
<b>17</b>	<b>LIBRARY</b>		
		<b>2016</b>	
<u>Account Number</u>		<u>Council Adopted</u>	
<b>572.10</b>	<b>LIBRARY ADMINISTRATION</b>		
572.10.1100	SALARIES AND WAGES	169,405	
572.10.2100	SOCIAL SECURITY	12,959	
572.10.2200	RETIREMENT	18,939	
572.10.2300	LABOR AND INDUSTRIES	548	
572.10.2400	HEALTH INSURANCE	22,859	
572.10.4310	TRAVEL	1,200	
572.10.4980	DUES SUBSCRIPTIONS&MEMBERSHIPS	950	
<b>Total</b>	<b>LIBRARY ADMINISTRATION</b>		<b>226,860</b>
<b>572.20</b>	<b>LIBRARY SERVICES</b>		
572.20.1100	SALARIES AND WAGES	401,917	
572.20.1200	SALARY PART-TIME EMPLOYEES	209,000	
572.20.2100	SOCIAL SECURITY	46,736	
572.20.2200	RETIREMENT	62,834	
572.20.2300	LABOR AND INDUSTRIES	3,807	
572.20.2400	HEALTH INSURANCE	57,541	
572.20.3110	OFFICE SUPPLIES	6,250	
572.20.3111	OPERATING SUPPLIES	12,000	
572.20.4110	PROFESSIONAL SERVICES	2,150	
572.20.4155	PROGRAMS	4,000	
572.20.4212	CELLULAR PHONES	525	
572.20.4230	POSTAGE	2,800	
572.20.4310	TRAVEL	1,100	
572.20.4484	EXCISE TAX - STATE	500	
572.20.4542	VEHICLE REPAIRS	580	
572.20.4543	EQUIPMENT RENTAL & RESERVE	1,565	
572.20.4547	OTHER RENTALS	7,000	
572.20.4861	SOFTWARE MAINT-HORIZON	17,761	
572.20.4911	PRESERVATION	150	
572.20.4915	COMPUTER SOFTWARE	17,705	
572.20.4982	TUITION & REGISTRATION	1,500	
<b>Total</b>	<b>LIBRARY SERVICES</b>		<b>857,421</b>
<b>572.50</b>	<b>LIBRARY FACILITIES</b>		
572.50.3111	OPERATING SUPPLIES	500	
572.50.4810	REPAIRS AND MAINTENANCE	500	
<b>Total</b>	<b>LIBRARY FACILITIES</b>		<b>1,000</b>
<b>594.72</b>	<b>CAPITAL EXPENDITURES-LIBRARIES</b>		
594.72.6415	COMPUTER HARDWARE & EQUIPMENT	1,000	
594.72.6418	FURNITURE & EQUIPMENT	500	
594.72.6425	BOOKS	55,000	
594.72.6426	PERIODICALS	10,500	

**City of Mount Vernon**  
**Approved Expenditures**

<b>104 LIBRARY FUND</b>		
<b>17 LIBRARY</b>		
<b>Account Number</b>		<b>2016</b>
		<b>Council Adopted</b>
594.72.6427	NON PRINTED MATERIALS	25,000
594.72.6431	BOOKS - ENDOWMENTS	20,000
594.72.6433	DIGITAL CONTENT	34,924
<b>Total</b>	<b>CAPITAL EXPENDITURES-LIBRARIES</b>	<b>146,924</b>
<b>Total</b>	<b>LIBRARY</b>	<b><u>1,232,205</u></b>

**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 percent of the City collected motor vehicle fuel tax into a separately designated trail and paths fund. The City currently contributes 0.5 percent of motor vehicle fuel tax into this fund.

Expenditure Line Detail	Amount
<b>Capital Outlay</b>	
105.16.594.76.6110 Trail Connections/Land Acquisitions	
Riverbend cutoff trail, parallel to Freeway Drive	10,000
Other	10,000
	20,000
<b>Total Capital Outlay</b>	<b>20,000</b>



*"River Keepers" memorial plaques along the Mount Vernon Riverwalk Trail*

**City of Mount Vernon**  
**Revenue Estimates**

<b>105</b>	<b>PATHS AND TRAILS RESERVE</b>	<b>2016</b>
<i>Account Number</i>		<i>Council Adopted</i>
<b>300</b>	<b>BEGINNING FUND BALANCE</b>	
308.90.00	BEGINNING FUND BALANCE	16,400
<b>330</b>	<b>INTERGOVERNMENTAL SERVICES</b>	
336.00.87	MV FUEL TAX - CITY STREET	3,600
	<b>Total PATHS AND TRAILS RESERVE</b>	<b>20,000</b>

**City of Mount Vernon**  
**Approved Expenditures**

<b>105</b>	<b>PATHS AND TRAILS RESERVE</b>	<b>2016</b>
<b>16</b>	<b>PARKS</b>	<i>Council Adopted</i>
<b>594.76</b>	<b>CAPITAL EXPENDITURES-PARKS FAC.</b>	
594.76.6110	LAND ACQUISITIONS	20,000
	<b>Total PARKS</b>	<b>20,000</b>

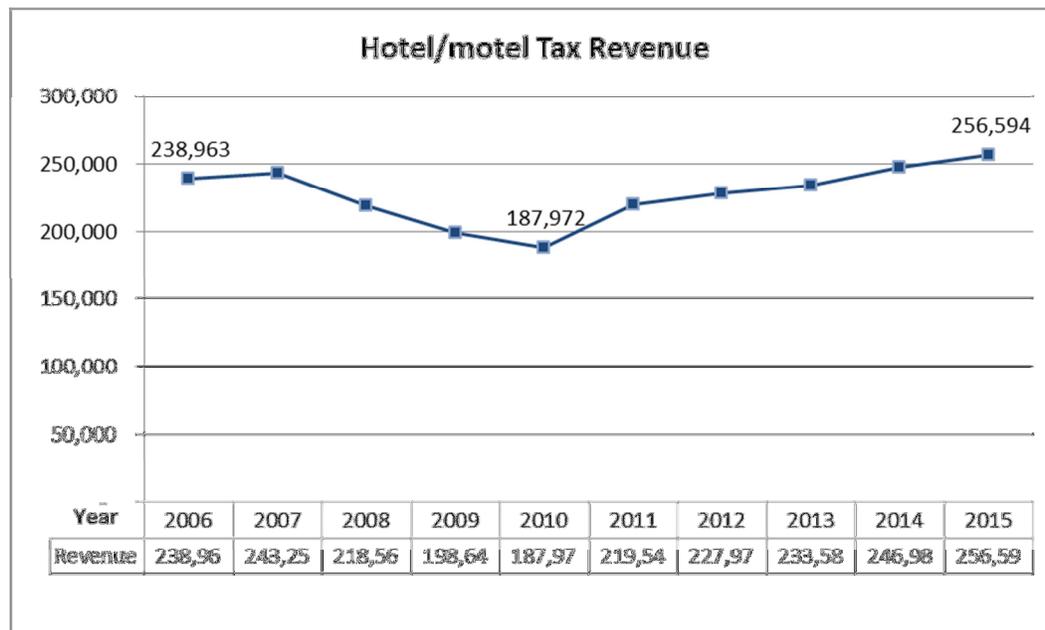
## Fund: Tourism Promotion (Hotel/Motel Tax) Fund (106)

### Fund Overview:

The Mount Vernon Tourism Promotion Fund receives hotel/motel taxes from lodging establishments inside the city limits. The City collects a four percent 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.

Expenditure Line Detail	Amount
<b>Parks &amp; Recreation Special Events 106.19.557.30.4187</b>	
Advertising of special events, signage, banners	7,500
Fabulous 4th of July fireworks	8,000
Bite of Skagit event	5,000
Geocoin event	2,500
<b>Total</b>	<b>23,000</b>
<b>Chamber of Commerce 106.19.557.30.4978</b>	
Visitor center operations	75,000
Marketing	24,500
<b>Total</b>	<b>99,500</b>
<b>Other Improvements 106.19.595.62.6310</b>	
MV City Council Ad Hoc Committee for development of a Veterans Monument to Honor Our Nation's Veterans	<b>10,000</b>



**City of Mount Vernon**  
**Revenue Estimates**

<b>106 TOURISM PROMOTION FUND</b>		<b>2016</b>
<u>Account Number</u>		<u>Council Adopted</u>
<b>310 TAXES</b>		
313.31.00 HOTEL/MOTEL TAX		250,000
<b>Total</b>	<b>TOURISM PROMOTION FUND</b>	<u><u>250,000</u></u>

**Approved Expenditures**

<b>106 TOURISM PROMOTION FUND</b>		
<b>19 STADIUM/CONVENTION</b>		<b>2016</b>
<u>Account Number</u>		<u>Council Adopted</u>
<b>557.30 TOURISM PROMOTION</b>		
557.30.4187 PARKS/REC SPECIAL EVENTS		23,000
557.30.4950 SKAGIT VALLEY TULIP FESTIVAL		12,500
557.30.4951 LINCOLN THEATRE FOUNDATION		15,000
557.30.4952 MV DOWNTOWN ASSOCIATION		8,000
557.30.4956 SKAGIT VALLEY CHORALE		1,000
557.30.4957 HIGHLAND GAMES		5,500
557.30.4958 FARMERS MARKET		3,500
557.30.4959 SKAGIT OPERA		1,500
557.30.4960 SHAKESPEARE NORTHWEST FESTIVAL		1,000
557.30.4962 MCINTYRE HALL		10,000
557.30.4964 SKAGIT COUNTY FAIRGROUNDS		3,000
557.30.4965 MOUNT VERNON ARTS COMMISSION		20,000
557.30.4973 THEATER ARTS GUILD		1,000
557.30.4974 MOUNT VERNON MARKETING CAMPAIGN		30,000
557.30.4977 DISCRETIONARY FUNDS		3,000
557.30.4978 CHAMBER OF COMMERCE		99,500
557.30.4994 META		1,000
557.30.4997 WSU BREAD LAB		1,500
<b>595.62 SPECIAL PURPOSE PATHS</b>		
595.62.6310 OTHER IMPROVEMENTS		10,000
<b>Total</b>	<b>STADIUM/CONVENTION</b>	<u><u>250,000</u></u>

**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
<b>Capital Outlay</b>	
107.16.594.76.6324 Little Mtn Park Improvements	
Little Mountain Improvements:	
General Trail Improvements	10,000
Bike Skills Center, survey site	10,000
Parking Lot Design (base of Little Mtn)	<u>20,000</u>
Little Mtn Improvements subtotal	40,000
Extend Fiber to Little Mtn - project will commence only if funded with partner agencies; city funds from Fiber fund \$10,000	<u>45,000</u>
<b>Total Capital Outlay</b>	<b>85,000</b>



*Benches along trail on Little Mountain*

**City of Mount Vernon**  
**Revenue Estimates**

<b>107 LITTLE MTN IMPROVEMENT</b>		<b>2016</b>
<u>Account Number</u>		<u>Council Adopted</u>
<b>300 BEGINNING FUND BALANCE</b>		
308.90.00 BEGINNING FUND BALANCE		7,700
<b>360 MISCELLANEOUS REVENUES</b>		
362.52.00 OTHER LEASES		34,300
367.00.00 CONTRIBUTIONS & DONATIONS		35,000
<b>390 OTHER FINANCING SOURCES</b>		
397.00.00 OPERATING TRANSFERS-IN		10,000
<b>Total</b>	<b>LITTLE MTN IMPROVEMENT</b>	<u><u>87,000</u></u>

**Approved Expenditures**

<b>107 LITTLE MTN IMPROVEMENT</b>		<b>2016</b>
<b>16 PARKS</b>		
<u>Account Number</u>		<u>Council Adopted</u>
<b>576.80 PARK FACILITIES</b>		
576.80.4810 REPAIRS AND MAINTENANCE		2,000
<b>594.76 CAPITAL EXPENDITURES-PARKS FAC.</b>		
594.76.6324 LITTLE MTN PARK IMPROVEMENTS		85,000
<b>Total</b>	<b>PARKS</b>	<u><u>87,000</u></u>

**Fund: Crime Prevention (109)**

**Fund Overview:**

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 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.

**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 Community Action Agency, Skagit Valley Hospital and the Mount Vernon School District.

<b>Expenditure Line Detail</b>	<b>Amount</b>
<b>Transfers Out 110.99.597.00.0000</b>	
To Fund 001, Current Expense Fund	<b>5,000</b>

**Fund: Criminal Justice Assistance (112)**

**Fund Overview:**

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

<b>Expenditure Line Detail</b>	<b>Amount</b>
<b>Operating Transfers Out</b>	
112.08.597.21.0000 - To General Fund in support of Police operations	162,000
112.08.597.23.0000 - To Parks Fund for "At Risk Programs"	<u>3,000</u>
<b>Total Operating Transfers Out</b>	<b>165,000</b>

**City of Mount Vernon**  
**Revenue Estimates**

<b>109</b>	<b>CRIME PREVENTION FUND</b>	<b>2016</b>
<i>Account Number</i>		<i>Council Adopted</i>
<b>360</b>	<b>MISCELLANEOUS REVENUES</b>	
367.00.00	CONTRIBUTIONS & DONATIONS	1,600
369.31.00	ASSET FORFEITURE & CONFISCATION	10,000
	<b>Total CRIME PREVENTION FUND</b>	<b>11,600</b>

**Approved Expenditures**

<b>109</b>	<b>CRIME PREVENTION FUND</b>	<b>2016</b>
<b>08</b>	<b>POLICE DEPARTMENT</b>	<i>Council Adopted</i>
<i>Account Number</i>		<i>Council Adopted</i>
<b>521.30</b>	<b>POLICE CRIME PREVENTION</b>	
521.30.3111	OPERATING SUPPLIES	11,200
521.30.4968	NEIGHBORHOOD CLEAN-UP PROGRAM	400
	<b>Total CRIME PREVENTION FUND</b>	<b>11,600</b>

**City of Mount Vernon**  
**Revenue Estimates**

<b>110 GOVERNMENT ACCESS</b>		<b>2016</b>
<u>Account Number</u>		<u>Council Adopted</u>
<b>320 LICENSES AND PERMITS</b>		
321.91.05 CABLE ASSESSMENT - FRANCHISE		50,000
<b>Total GOVERNMENT ACCESS</b>		<u><u>50,000</u></u>

**Approved Expenditures**

<b>110 GOVERNMENT ACCESS</b>		<b>2016</b>
<b>99 NON-DEPARTMENTAL</b>		
<u>Account Number</u>		<u>Council Adopted</u>
<b>508.90 ENDING BALANCE</b>		
508.90.0000 ENDING FUND BALANCE		9,041
<b>557.20 COMMUNITY SERVICES - INFO SERVICES</b>		
557.20.3111 OPERATING SUPPLIES		3,000
557.20.4543 EQUIPMENT RENTAL & RESERVE		2,959
<b>594.57 CAPITAL EXPENDITURES-COMMUNICATIONS</b>		
594.57.6410 MACHINERY & EQUIPMENT		30,000
<b>597.00 OPERATING TRANSFERS-OUT</b>		
597.00.0000 OPERATING TRANSFERS-OUT		5,000
<b>Total GOVERNMENT ACCESS</b>		<u><u>50,000</u></u>

**City of Mount Vernon**  
**Revenue Estimates**

<b>112 CRIMINAL JUSTICE ASSISTANCE</b>		<b>2016</b>	
<u>Account Number</u>		<u>Council Adopted</u>	
<b>300 BEGINNING FUND BALANCE</b>			
308.90.00 BEGINNING FUND BALANCE		16,700	
<b>Total BEGINNING FUND BALANCE</b>			<b>16,700</b>
<b>330 INTERGOVERNMENTAL SERVICES</b>			
336.06.20 CRIMINAL JUSTICE - HIGH CRIME		100,600	
336.06.21 MVET - POPULATION		9,400	
336.06.26 CRIMINAL JUSTICE-SPECIAL PROGRAMS		32,500	
336.06.51 CRIMINAL JUSTICE - DUI		5,800	
<b>Total INTERGOVERNMENTAL SERVICES</b>			<b>148,300</b>
<b>Total CRIMINAL JUSTICE ASSISTANCE</b>			<b>165,000</b>

**Approved Expenditures**

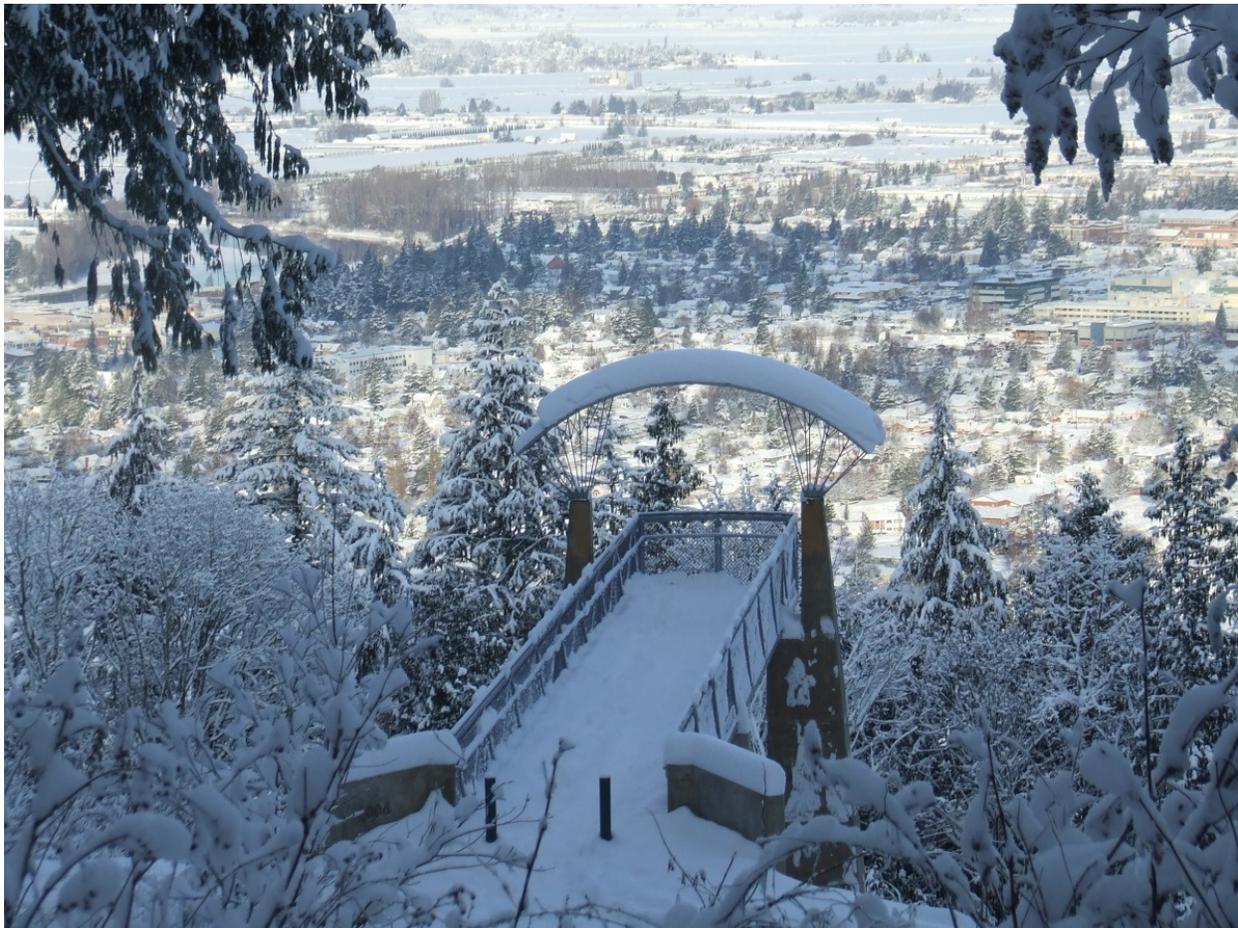
<b>112 CRIMINAL JUSTICE ASSISTANCE</b>		<b>2016</b>	
<b>08 POLICE DEPARTMENT</b>			
<u>Account Number</u>		<u>Council Adopted</u>	
<b>597.21 TRANSFER TO 26TH PRECINCT</b>			
597.21.0000 INTRFD TRSF TO CURRENT EXPENSE		162,000	
<b>597.23 TRANSFER FOR DEBT SERVICE</b>			
597.23.0000 INTERFUND TRANSFER TO PARKS		3,000	
<b>Total CRIMINAL JUSTICE ASSISTANCE</b>			<b>165,000</b>

**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 rock quarry royalties, cell tower leases, interest earnings, grants and donations.

<b>Expenditure Line Detail</b>	<b>Amount</b>
<b>Capital Outlay</b>	
115.16.594.76.6329 Hillcrest Park Improvements	10,000
115.16.594.76.6353 Recurring Park Projects	<u>50,000</u>
<b>Total Capital Outlay</b>	<b>60,000</b>



*Little Mountain View Site*

**City of Mount Vernon**  
**Revenue Estimates**

<b>115</b>	<b>PARKS CAPITAL RESERVE FUND</b>	<b>2016</b>
<i>Account Number</i>		<i>Council Adopted</i>
<b>360</b>	<b>MISCELLANEOUS REVENUES</b>	
362.51.00	STOKELY TOWER LEASE	67,000
	<b>Total    PARKS CAPITAL RESERVE FUND</b>	<b>67,000</b>

**Approved Expenditures**

<b>115</b>	<b>PARKS CAPITAL RESERVE FUND</b>	<b>2016</b>
<b>16</b>	<b>PARKS</b>	<i>Council Adopted</i>
<i>Account Number</i>		<i>Council Adopted</i>
<b>508.90</b>	<b>ENDING BALANCE</b>	
508.90.0000	ENDING FUND BALANCE	7,000
<b>594.76</b>	<b>CAPITAL EXPENDITURES-PARKS FAC.</b>	
594.76.6329	HILLCREST PARK IMPROVEMENTS	10,000
594.76.6353	RECURRING PARKS PROJECTS	50,000
	<b>Total    PARKS CAPITAL RESERVE FUND</b>	<b>67,000</b>

**Fund: Fiber Optics (118)**

**Fund Overview:**

The Fiber Optics Fund was created pursuant to Ordinance 3373 in 2007. The purpose of this fund is to collect receipts associated with the fiber optics system and account for related expenditures for maintenance, operation and repair.

Expenditure Line Detail	Amount
<b>Professional Services 118.98.518.80.4110</b>	
Contract fiber work	30,000
Outside counsel, as needed	50,000
	<b>80,000</b>
<b>Transfers Out 118.98.597.00.0000</b>	
To Little Mountain Capital Fund, extend fiber to Little Mountain	10,000
To Fund 001, Current Expense Fund	20,000
	<b>30,000</b>
<b>Total Operating Transfers Out</b>	<b>30,000</b>



*Fiber work*

**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 Surfacewater 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
<b>Professional Services</b>	
119.12.554.90.4110 Environmental Services - Kulshan, Logan, Bakerview sites	<b>25,000</b>
<b>Other Improvements</b>	
119.12.594.54.6310 Hoag Project, Digby Heights, other projects	<b>16,000</b>

**City of Mount Vernon**  
**Revenue Estimates**

<b>118</b>	<b>FIBER OPTICS</b>	<b>2016</b>	
<u>Account Number</u>		<u>Council Adopted</u>	
<b>300</b>	<b>BEGINNING FUND BALANCE</b>		
308.90.00	BEGINNING FUND BALANCE	50,000	
	<b>Total BEGINNING FUND BALANCE</b>		<b>50,000</b>
<b>340</b>	<b>CHARGES FOR SERVICES</b>		
345.70.05	FIBER OPTIC SERVICES (PORT)	3,600	
345.70.07	FIBER OPTIC SERVICES	36,000	
345.70.08	MISC SERVICE - FIBER CONNECTIONS	15,000	
345.70.10	DARK FIBER AGREEMENTS	53,400	
	<b>Total CHARGES FOR SERVICES</b>		<b>108,000</b>
<b>360</b>	<b>MISCELLANEOUS REVENUES</b>		
362.52.00	OTHER LEASES	4,800	
	<b>Total MISCELLANEOUS REVENUES</b>		<b>4,800</b>
	<b>Total FIBER OPTICS</b>		<b>162,800</b>

**City of Mount Vernon**  
**Approved Expenditures**

<b>118</b>	<b>FIBER OPTICS</b>	<b>2016</b>	
<b>98</b>	<b>INFORMATION SERVICES</b>	<b>Council Adopted</b>	
<u>Account Number</u>		<u>Council Adopted</u>	
<b>508.90</b>	<b>ENDING BALANCE</b>		
508.90.0000	ENDING FUND BALANCE	2,300	
<b>518.80</b>	<b>INFORMATION SYSTEMS</b>		
518.80.4110	PROFESSIONAL SERVICES	80,000	
518.80.4484	EXCISE TAX - STATE	500	
<b>594.58</b>	<b>CAPITAL EXPENDITURES</b>		
594.58.6326	FIBER IMPROVEMENTS	30,000	
594.58.6339	INTERLOCAL MAINTENANCE COSTS	20,000	
<b>597.00</b>	<b>OPERATING TRANSFERS-OUT</b>		
597.00.0000	OPERATING TRANSFER OUT	30,000	
	<b>Total FIBER OPTICS</b>		<b>162,800</b>

**City of Mount Vernon**  
**Revenue Estimates**

<b>119 CRITICAL AREA ENHANCEMENT</b>		<b>2016</b>
<u>Account Number</u>		<u>Council Adopted</u>
<b>300 BEGINNING FUND BALANCE</b>		
308.90.00 BEGINNING FUND BALANCE		26,000
<b>340 CHARGES FOR SERVICES</b>		
345.86.00 MITIGATION FEES		20,000
<b>Total CRITICAL AREA ENHANCEMENT</b>		<u><u>46,000</u></u>

**City of Mount Vernon**  
**Approved Expenditures**

<b>119 CRITICAL AREA ENHANCEMENT</b>		<b>2016</b>
<b>12 COMMUNITY &amp; ECONOMIC DEVELOPMENT</b>		
<u>Account Number</u>		<u>Council Adopted</u>
<b>554.90 OTHER ENVIRONMENTAL SERVICES</b>		
554.90.3111 OPERATING SUPPLIES		5,000
554.90.4110 PROFESSIONAL SERVICES		25,000
<b>594.54 AL EXPENDITURES-OTH PHYS ENV</b>		
594.54.6310 OTHER IMPROVEMENTS		16,000
<b>Total CRITICAL AREA ENHANCEMENT</b>		<u><u>46,000</u></u>

**Fund: Lincoln Commercial Block (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 2010, an operating transfer to the General Fund will be made for administrative costs associated with the property management of the Lincoln Block properties.

<b>Expenditure Line Detail</b>	<b>Amount</b>
<b>Facility Improvements 120.07.594.59.6211</b>	
Lincoln Theatre roof repair	12,000
Kincaid buildings - masonry repairs	25,000
As needed	8,000
<b>Total Facility Improvements</b>	<b>45,000</b>
<b>Transfers Out 120.07.597.00.0000</b>	
To Fund 001, Current Expense Fund	<b>10,000</b>



*Solstice Day celebration umbrella*

**City of Mount Vernon**  
**Revenue Estimates**

<b>120 LINCOLN COMMERCIAL BLOCK FUND</b>		<b>2016</b>
<u>Account Number</u>		<u>Council Adopted</u>
<b>300 BEGINNING FUND BALANCE</b>		
308.90.00 BEGINNING FUND BALANCE		19,200
<b>360 MISCELLANEOUS REVENUES</b>		
362.55.00 FACILITY RENTALS		64,000
<b>Total LINCOLN COMMERCIAL BLOCK FUND</b>		<u><u>83,200</u></u>

**City of Mount Vernon**  
**Approved Expenditures**

<b>120 LINCOLN COMMERCIAL BLOCK FUND</b>		<b>2016</b>
<b>07 GENERAL FACILITIES</b>		
<u>Account Number</u>		<u>Council Adopted</u>
<b>559.30 PROPERTY DEVELOPMENT</b>		
559.30.4400 LEASEHOLD EXCISE TAX PAYMENTS		8,900
559.30.4640 MISC PERILS/PROPERTY LOSS INS		7,300
559.30.4700 PUBLIC UTILITY SERVICES		4,000
559.30.4810 REPAIRS AND MAINTENANCE		8,000
<b>594.59 CAPITAL EXPENDITURES - LINCOLN BLOCK</b>		
594.59.6211 FACILITY IMPROVEMENTS		45,000
<b>597.00 OPERATING TRANSFERS-OUT</b>		
597.00.0000 OPERATING TRANSFERS-OUT		10,000
<b>Total LINCOLN COMMERCIAL BLOCK FUND</b>		<u><u>83,200</u></u>

### Fund: 2009 UTGO Refunding Bond Fund (201)

#### Fund Overview:

To accumulate funds collected from property taxpayers for the payment of principal and interest on voted bond indebtedness. These bonds include refunded Fire Facility Bonds issued in 1996 as well as Public Safety Facility bonds issued in 1998. The original issue amount was \$6,020,000. Debt is fully repaid in 2017.

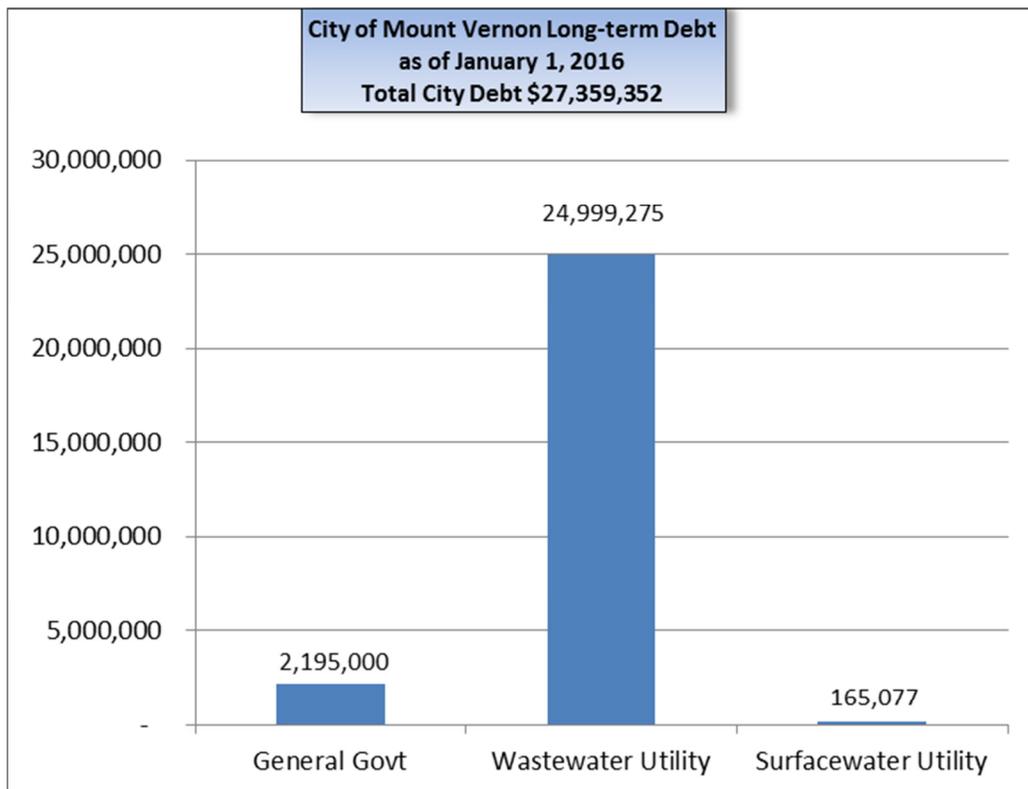
The 1998 UTGO Bonds were refunded in 2009 and the bonds were refinanced to save the taxpayers debt service costs over the remaining life of the bonds.

### Fund: 2009 LTGO Refunding Bond Fund (205)

#### Fund Overview:

To accumulate funds transferred from the Capital Improvements Fund (Fund 304) for the payment of principal and interest on non-voted bonded indebtedness. These bonds were issued in 1998 for the Public Safety Facility Construction. The original issue amount was \$1,500,000. Debt is fully repaid in 2017.

The 1998 LTGO Bonds were refunded in 2009 and the bonds were refinanced to save debt service costs over the remaining life of the bonds.



**City of Mount Vernon**  
**Revenue Estimates**

<b>201</b>		<b>2016</b>
<b>UTGO REFUNDING BOND - 2009</b>		
<u>Account Number</u>		<u>Council Adopted</u>
<b>300</b>	<b>BEGINNING FUND BALANCE</b>	
308.90.00	BEGINNING FUND BALANCE	500
<b>310</b>	<b>TAXES</b>	
311.10.00	PROPERTY TAX	303,270
<b>Total</b>	<b>UTGO REFUNDING BOND - 2009</b>	<u><u>303,770</u></u>

**City of Mount Vernon**  
**Approved Expenditures**

<b>201</b>		<b>2016</b>
<b>99</b>		
<b>UTGO REFUNDING BOND - 2009</b>		
<b>NON-DEPARTMENTAL</b>		
<u>Account Number</u>		<u>Council Adopted</u>
<b>591.21</b>	<b>POLICE</b>	
591.21.7100	G.O. BONDS	285,000
<b>592.21</b>	<b>POLICE</b>	
592.21.8300	INTEREST ON L.T. EXTERNAL DEBT	18,270
592.21.8500	DEBT REGISTRATION COSTS	500
<b>Total</b>	<b>UTGO REFUNDING BOND - 2009</b>	<u><u>303,770</u></u>

**City of Mount Vernon**  
**Revenue Estimates**

<b>205 LTGO REFUNDING BOND - 2009</b>		<b>2016</b>
<u>Account Number</u>		<u>Council Adopted</u>
<b>300 BEGINNING FUND BALANCE</b>		
308.90.00 BEGINNING FUND BALANCE		500
<b>390 OTHER FINANCING SOURCES</b>		
397.00.00 OPERATING TRANSFERS-IN		117,875
<b>Total LTGO REFUNDING BOND - 2009</b>		<u><u>118,375</u></u>

**City of Mount Vernon**  
**Approved Expenditures**

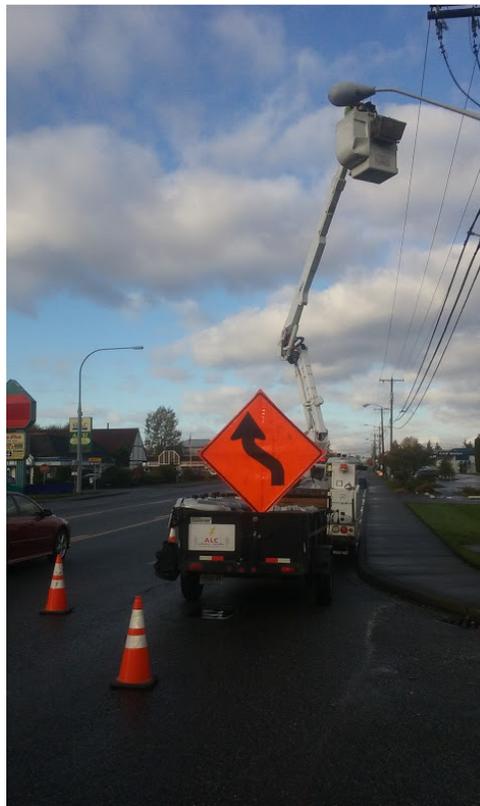
<b>205 LTGO REFUNDING BOND - 2009</b>		<b>2016</b>
<b>08 POLICE DEPARTMENT</b>		
<u>Account Number</u>		<u>Council Adopted</u>
<b>591.21 POLICE</b>		
591.21.7100 G.O. BONDS		110,000
<b>592.21 POLICE</b>		
592.21.8300 INTEREST ON L.T. EXTERNAL DEBT		7,875
592.21.8500 DEBT REGISTRATION COSTS		500
<b>Total LTGO REFUNDING BOND - 2009</b>		<u><u>118,375</u></u>

**Fund: Capital Improvements – REET I (304)**

**Fund Overview:**

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

Expenditure Line Detail	Amount
<b>Capital Outlay</b>	
304.07.594.18.6311 Facility Improvements - City Hall roof repair	20,000
304.07.594.18.6410 Equipment - surveillance cameras	10,000
304.07.594.22.6311 Facility Improvement - Police Campus exterior	60,000
<b>Total Capital Outlay</b>	<b>90,000</b>
<b>Operating Transfers Out</b>	
304.07.597.67.5510 - Transfer to Fund 322, Downtown Flood Project	100,000
304.07.597.67.5510 - Transfer to Fund 101, PSE Lighting Project	40,000
304.08.597.00.0000 - Transfer to Fund 205, debt service payment	117,875
<b>Total Operating Transfers Out</b>	<b>257,875</b>
<b>Debt Service of Riverside Bridge PWTF Loan</b>	<b>118,450</b>
<b>Fund Total</b>	<b>466,325</b>



*Street lighting upgrades to LED bulbs*

**City of Mount Vernon**  
**Revenue Estimates**

<b>304 CAPITAL IMPROVEMENTS-REET I</b>		<b>2016</b>
<u>Account Number</u>		<u>Council Adopted</u>
<b>300 BEGINNING FUND BALANCE</b>		
308.90.00 BEGINNING FUND BALANCE		111,525
<b>310 TAXES</b>		
318.34.00 LOCAL 1/4 % REAL ESTATE TAX		350,000
<b>360 MISCELLANEOUS REVENUES</b>		
362.55.00 FACILITY RENTALS		4,800
<b>Total CAPITAL IMPROVEMENTS-REET I</b>		<u><u><b>466,325</b></u></u>

**City of Mount Vernon**  
**Approved Expenditures**

<b>Account Number</b>	<b>2016 Council Adopted</b>
<b>304 CAPITAL IMPROVEMENTS-REET I</b> <b>07 GENERAL FACILITIES</b>	
<b>591.95 INFRASTRUCTURE</b>	
591.95.7800 INTERGOVERNMENTAL LOANS	115,000
<b>592.95 INFRASTRUCTURE</b>	
592.95.8313 INTERGOVERNMENTL LOAN INTEREST	3,450
<b>594.18 CAPITAL EXPENDITURES-INFO SVCS</b>	
594.18.6311 FACILITY IMPROVEMENTS	20,000
594.18.6410 MACHINERY AND EQUIPMENT	10,000
<b>594.22 CAPITAL EXPENDITURES-FIRE</b>	
594.22.6311 FACILITY IMPROVEMENTS	60,000
<b>597.67 GENERAL FACILITIES</b>	
597.67.5510 INTRFD TSFR-GENERAL FACILITIES	140,000
<b>Total GENERAL FACILITIES</b>	<b>348,450</b>
<b>304 CAPITAL IMPROVEMENTS-REET I</b> <b>08 POLICE DEPARTMENT</b>	
<b>597.00 OPERATING TRANSFERS-OUT</b>	
597.00.0000 INTERFUND TSFR TO DEBT SERVICE	117,875
<b>Total POLICE DEPARTMENT</b>	<b>117,875</b>
<b>Total CAPITAL IMPROVEMENTS-REET I</b>	<b>466,325</b>

### Fund: Parks Impact Fees (311)

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). MVMC 3.40.110

Expenditure Line Detail	Amount
No budgeted expenditures in 2016	

### Fund: Fire Impact Fees (312)

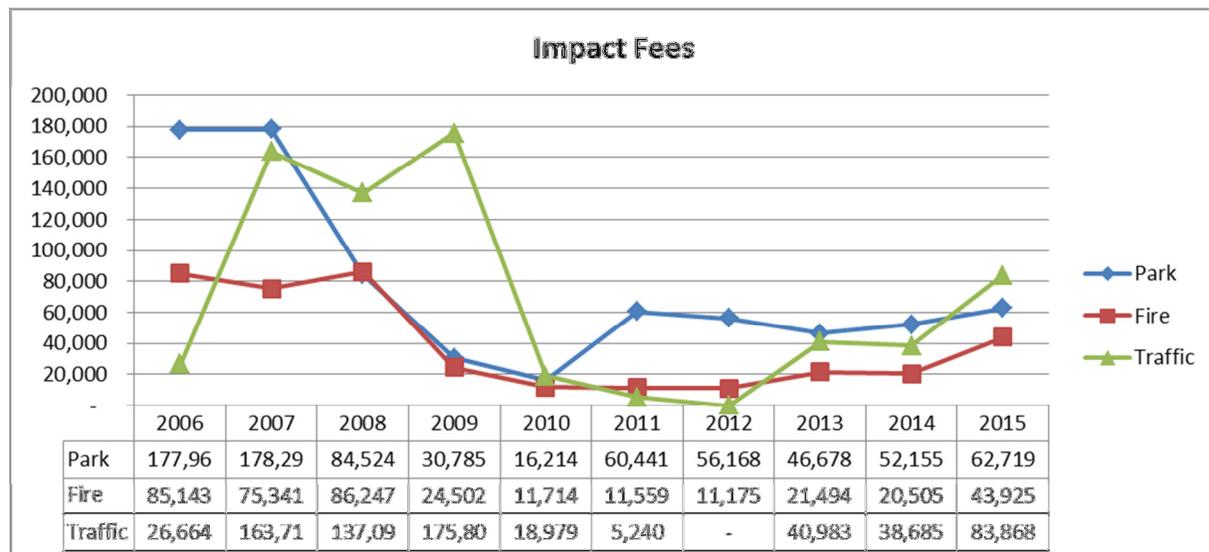
This fund was established to accumulate funds collected from developers to be used to partially fund fire capital projects as identified in the City's Capital Improvement Plan (CIP). MVMC 3.40.110(B) states "Impact fees may be spent for planned facilities, including but not limited to planning, land 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
<b>Capital Outlay</b>	
<b>312.09.594.22.6311 Facility Improvements</b>	
Fire Station 1 roof, skylight & exhaust fan project(s)	66,000
<b>Total Facility Improvements</b>	<b>66,000</b>
<b>312.09.594.22.6410 Fire Equipment - thermal imaging cameras</b>	<b>8,000</b>
<b>312.09.594.22.6413 Communication Equipment - radio replacements</b>	<b>20,000</b>
<b>Fund Total</b>	<b>94,000</b>

### Fund: Transportation Impact Fees (313)

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).

Expenditure Line Detail	Amount
<b>Professional Services</b>	
313.14.542.30.4110 - Comprehensive Plan Transportation Element	<b>40,000</b>



**City of Mount Vernon**  
**Revenue Estimates**

<b>Account Number</b>	<b>2016 Council Adopted</b>
<b>311      PARKS IMPACT FEES</b>	
<b>340      CHARGES FOR SERVICES</b>	
345.85.00    PARK IMPACT FEES	40,000
<b>Total    PARKS IMPACT FEES</b>	<b>40,000</b>

**City of Mount Vernon**  
**Approved Expenditures**

<b>Account Number</b>	<b>2016 Council Adopted</b>
<b>311      PARKS IMPACT FEES</b>	
<b>16      PARKS</b>	
<b>508.90    ENDING BALANCE</b>	
508.90.0000    ENDING FUND BALANCE	40,000
<b>Total    PARKS IMPACT FEES</b>	<b>40,000</b>

**City of Mount Vernon**  
**Revenue Estimates**

<b>312 FIRE IMPACT FEES</b>		<b>2016</b>
<u>Account Number</u>		<u>Council Adopted</u>
<b>300 BEGINNING FUND BALANCE</b>		
308.90.00 BEGINNING FUND BALANCE		74,000
<b>340 CHARGES FOR SERVICES</b>		
345.85.00 FIRE IMPACT FEES		20,000
<b>Total FIRE IMPACT FEES</b>		<u><u>94,000</u></u>

**City of Mount Vernon**  
**Approved Expenditures**

<b>312 FIRE IMPACT FEES</b>		
<b>09 FIRE DEPARTMENT</b>		
<u>Account Number</u>		
<b>594.22 CAPITAL EXPENDITURES-FIRE</b>		
594.22.6311 FACILITY IMPROVEMENTS		66,000
594.22.6410 MACHINERY AND EQUIPMENT		8,000
594.22.6413 COMMUNICATIONS EQUIPMENT		20,000
<b>Total FIRE IMPACT FEES</b>		<u><u>94,000</u></u>

**City of Mount Vernon**  
**Revenue Estimates**

<b>313</b>	<b>TRANSPORTATION IMPACT FEES</b>	<b>2016</b>
<i>Account Number</i>		<i>Council Adopted</i>
<b>300</b>	<b>BEGINNING FUND BALANCE</b>	
308.90.00	BEGINNING FUND BALANCE	10,000
<b>340</b>	<b>CHARGES FOR SERVICES</b>	
345.85.00	TRAFFIC IMPACT FEES	30,000
<b>Total</b>	<b>TRANSPORTATION IMPACT FEES</b>	<b>40,000</b>

**City of Mount Vernon**  
**Approved Expenditures**

<b>313</b>	<b>TRANSPORTATION IMPACT FEES</b>	<b>2016</b>
<b>14</b>	<b>CITY STREET</b>	<i>Council Adopted</i>
<i>Account Number</i>		
<b>542.30</b>	<b>ROADWAYS</b>	
542.30.4110	PROFESSIONAL SERVICES	40,000
<b>Total</b>	<b>TRANSPORTATION IMPACT FEES</b>	<b>40,000</b>

**Fund: REET II – Streets (314)**

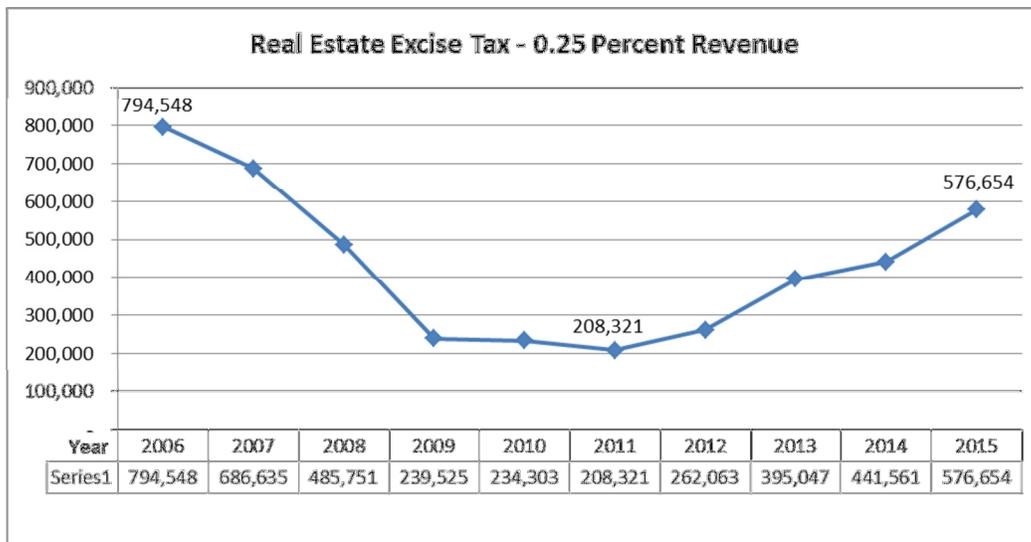
**Fund Overview:**

This fund was established to accumulate funds from the second 0.25 percent 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).

Expenditure Line Detail	Amount
<b>Capital Outlay</b>	
314.14.542.30.4829 Sidewalk Repairs - ADA capital project funds, with the intent to set aside \$20,000 annually for ADA projects	20,000
314.14.595.30.6317 Annual Overlay Program (T-00-02)	550,000
<b>Operating Transfers Out</b>	
314.14.597.00.0000 Transfer to Fund 101 Streets (T-07-02) Signal Maintenance	60,000
<b>Total for Fund</b>	<b>630,000</b>



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



**City of Mount Vernon**  
**Revenue Estimates**

<b>314 REET II - STREETS</b>		<b>2016</b>
<u>Account Number</u>		<u>Council Adopted</u>
<b>300 BEGINNING FUND BALANCE</b>		
308.90.00 BEGINNING FUND BALANCE		180,000
<b>310 TAXES</b>		
318.35.00 LOCAL 1/4 % REAL ESTATE TAX		350,000
<b>390 OTHER FINANCING SOURCES</b>		
397.00.00 OPERATING TRANSFERS-IN		100,000
<b>Total REET II - STREETS</b>		<u><u>630,000</u></u>

**City of Mount Vernon**  
**Approved Expenditures**

<b>314 REET II - STREETS</b>		<b>2016</b>
<b>14 CITY STREET</b>		
<u>Account Number</u>		<u>Council Adopted</u>
<b>542.30 ROADWAYS</b>		
542.30.4829 SIDEWALK/GUTTER REPAIRS		20,000
<b>595.30 ROADWAY</b>		
595.30.6317 ASPHALT OVERLAY/PATCHING		550,000
<b>597.00 OPERATING TRANSFERS-OUT</b>		
597.00.0000 INTRFD TRSF-TRANSPORTATION PRJ		60,000
<b>Total REET II - STREET</b>		<u><u>630,000</u></u>

## Fund: Wastewater Utility (401)

### Department Overview:

The Wastewater Utility Staff is comprised of thirteen full time employees who are responsible for the operation and maintenance of the Wastewater Treatment Plant and twenty Pump Stations; and four full time employees who maintain the Collection System under the supervision of the Street Department. The budgetary process allows us to maximize the useful life of our infrastructure and meet regulatory requirements while striving to keep our utility rate increases to a minimum.

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 2016.

### Department Goals:

- Continue to maintain compliance with our NPDES (National Pollutant Discharge Elimination System) permit.
- Continue fine tuning the operation and maintenance of the Wastewater Treatment Plant to increase efficiency of our treatment plant process.
- Replace the influent bar screen to increase reliability and capacity
- replace the media in our bio filter media beds
- Continue efforts in converting sanitary and storm pump stations to fiber optic communications.

### Personnel Staffing Summary:

Position/ Title	Actual 2014	Actual 2015	Approved 2016
<b>Full Time Employees:</b>			
Manager	1	1	1
Assistant Supervisor	1	1	1
Process Analyst	1	1	1
Maintenance Foreman	1	1	1
Lead Operator	2	2	2
Operator	6	6	6
Sewer Maintenance	3	3	3
Laborer	0	1	1
<b>Full Time Total</b>	<b>15</b>	<b>16</b>	<b>16</b>
<b>Part Time Total</b>	<b>4</b>	<b>4</b>	<b>4</b>

### Department Service Measures:

	Actual 2014	Estimated 2015	Projected 2016
Billions Gallons Process (Variations due to annual precipitation totals)	1.515	1.450	1.470
Dry Tons Biosolids (Affected by Activated Sludge mode of Operation).	547.7	517	526

Expenditure Line Item Detail	Amount
<b>Professional Services</b>	
<b>401.22.535.34.4110 Professional Services</b>	
Utility bills processing, printing, mailing	34,200
HUB computer programming for process control, other	80,000
SCADA maintenance/management for upgrade control systems	10,000
Total	<b>124,200</b>
<b>401.22.535.38.4110 Professional Services</b>	
Generator switch gear	2,500
Backflow preventer testing and repairs	900
Engineering services for pump stations	16,600
Total	<b>20,000</b>
<b>Total Professional Services</b>	<b>144,200</b>
<b>Operating Transfers Out</b>	
401.22.597.00.0000 Transfer out to Fund 412, Sewer Capital Reserve Fund	<b>1,000,000</b>



*Waste Water Treatment Plant Tanks*

**City of Mount Vernon**  
**Revenue Estimates**

<b>401</b>	<b>WASTEWATER UTILITY</b>	
<b>Account Number</b>	<b>2016</b>	
<b>Account Number</b>	<b>Council Adopted</b>	
<b>300</b>	<b>BEGINNING FUND BALANCE</b>	
308.90.00	BEGINNING FUND BALANCE	137,378
	<b>Total</b>	<b>137,378</b>
<b>340</b>	<b>CHARGES FOR SERVICES</b>	
341.43.00	CREDIT CARD PROCESSING FEES	2,000-
343.51.00	SEWER SERVICE FEES	8,125,000
343.52.00	INTERFUND SERVICE FEES	46,000
	<b>Total</b>	<b>8,169,000</b>
<b>360</b>	<b>MISCELLANEOUS REVENUES</b>	
361.10.00	INTEREST EARNINGS	32,000
361.41.00	OTHER INTEREST EARNINGS	12,000
362.55.00	FACILITY RENTALS	21,000
369.90.11	MISCELLANEOUS REVENUE	20,000
369.95.00	LIEN RELEASE	14,000
	<b>Total</b>	<b>99,000</b>
<b>390</b>	<b>OTHER FINANCING SOURCES</b>	
397.00.00	TRANSFER FROM SEWER CONNECTION FEES	315,000
	<b>Total</b>	<b>315,000</b>
	<b>Total</b>	<b>8,720,378</b>

**City of Mount Vernon**  
**Approved Expenditures**

<b>401</b>	<b>WASTEWATER UTILITY</b>	
<b>22</b>	<b>WASTEWATER UTILITY</b>	
		<b>2016</b>
<u>Account Number</u>		<u>Council Adopted</u>
<b>535.33</b>	<b>SEWER - COLLECTION</b>	
535.33.1100	SALARIES AND WAGES	263,981
535.33.1200	SALARY PART-TIME EMPLOYEES	15,300
535.33.1300	OVERTIME	1,000
535.33.2100	SOCIAL SECURITY	21,441
535.33.2200	RETIREMENT	31,335
535.33.2300	LABOR AND INDUSTRIES	7,176
535.33.2400	HEALTH INSURANCE	55,379
535.33.2820	UNIFORMS & CLOTHING	600
535.33.3110	OFFICE SUPPLIES	300
535.33.3111	OPERATING SUPPLIES	3,000
535.33.3115	MAINTENANCE SUPPLIES	1,500
535.33.3500	MINOR TOOLS/EQUIPMENT	4,000
535.33.4214	COMMUNICATION SERVICES	1,300
535.33.4310	TRAVEL	800
535.33.4400	LEASEHOLD EXCISE TAX PAYMENTS	4,000
535.33.4542	VEHICLE REPAIRS	10,000
535.33.4543	EQUIPMENT RENTAL & RESERVE	84,983
535.33.4544	MACHINE RENTAL	1,500
535.33.4700	PUBLIC UTILITY SERVICES	2,500
535.33.4810	SEWER REPAIR	20,000
535.33.4913	LAUNDRY	1,000
535.33.4915	COMPUTER SOFTWARE	8,600
535.33.4921	SANITARY GRIT/SCREENINGS DISPO	12,000
535.33.4980	DUES SUBSCRIPTIONS&MEMBERSHIPS	175
535.33.4982	TUITION & REGISTRATION	600
535.33.9100	INTERFUND PROFESSIONAL SVCS	190,000
535.33.9800	INTERFUND REPAIRS & MAINT.	213,000
<b>Total</b>	<b>SEWER - COLLECTION</b>	<b>955,470</b>
<b>535.34</b>	<b>SEWER - TREATMENT</b>	
535.34.1100	SALARIES AND WAGES	914,526
535.34.1200	SALARY PART-TIME EMPLOYEES	25,050
535.34.1300	OVERTIME	15,000
535.34.2100	SOCIAL SECURITY	73,025
535.34.2200	RETIREMENT	101,446
535.34.2300	LABOR AND INDUSTRIES	24,950
535.34.2400	HEALTH INSURANCE	148,663
535.34.2520	EMPLOYEE WELLNESS	1,600
535.34.2700	UNEMPLOYMENT COMPENSATION	6,000
535.34.2820	UNIFORMS & CLOTHING	2,200
535.34.3110	OFFICE SUPPLIES	2,000
535.34.3111	OPERATING SUPPLIES	170,000
535.34.3114	LAB SUPPLIES	10,500
535.34.3115	MAINTENANCE SUPPLIES	20,000

**City of Mount Vernon**  
**Approved Expenditures**

<b>401</b>	<b>WASTEWATER UTILITY</b>	
<b>22</b>	<b>WASTEWATER UTILITY</b>	
		<b>2016</b>
<u>Account Number</u>		<u>Council Adopted</u>
535.34.3500	MINOR TOOLS/EQUIPMENT	2,500
535.34.4110	PROFESSIONAL SERVICES	124,200
535.34.4121	STATE EXAMINER AUDITING	16,800
535.34.4131	CONTROL SYSTEMS MAINT. CONTRACT	30,000
535.34.4132	SLUDGE HAUL & APPLICATION CON.	200,000
535.34.4133	LABORATORY SERVICES	18,000
535.34.4180	LEGAL PUBLISHING	100
535.34.4212	CELLULAR PHONES	1,080
535.34.4214	COMMUNICATION SERVICES	12,000
535.34.4230	POSTAGE	7,000
535.34.4310	TRAVEL	800
535.34.4483	DRAINAGE/DIKE TAX	23,000
535.34.4484	EXCISE TAX - STATE	160,000
535.34.4485	B & O TAX (CITY)	535,000
535.34.4542	VEHICLE REPAIRS	3,500
535.34.4543	EQUIPMENT RENTAL & RESERVE	52,208
535.34.4544	MACHINE RENTAL	4,300
535.34.4630	LIABILITY INSURANCE PSCIA	180,793
535.34.4640	MISC PERILS/PROPERTY LOSS INS.	79,626
535.34.4700	PUBLIC UTILITY SERVICES	330,000
535.34.4810	REPAIRS AND MAINTENANCE	500
535.34.4820	GROUNDS MAINTENANCE	3,500
535.34.4830	EQUIPMENT MAINTENANCE	1,500
535.34.4840	MAINTENANCE CONTRACT-SOFTWARE	28,000
535.34.4862	MECHANICAL MAINTENANCE	70,000
535.34.4863	ELECTRICAL MAINTENANCE	60,000
535.34.4864	STRUCTURAL MAINTENANCE	60,000
535.34.4913	LAUNDRY	3,500
535.34.4915	COMPUTER SOFTWARE	10,000
535.34.4921	SANITARY GRIT/SCREENINGS DISPO	5,000
535.34.4980	DUES SUBSCRIPTIONS&MEMBERSHIPS	1,800
535.34.4982	TUITION & REGISTRATION	4,800
535.34.4987	COLLECTION FEES & MISCELLANEOUS	24,000
535.34.5131	W/W DISCHARGE PERMIT	36,000
535.34.6415	COMPUTER HARDWARE & EQUIPMENT	9,400
535.34.6422	OFFICE & PLANT EQUIPMENT	12,000
535.34.6423	WASTEWATER PLANT PROCESS MOD.	20,000
535.34.9110	ADMIN. OVERHEAD CHARGES	591,000
<b>Total</b>	<b>SEWER - TREATMENT</b>	<b>4,236,867</b>
<b>535.38</b>	<b>SEWER - PUMP STATIONS</b>	
535.38.3111	OPERATING SUPPLIES	25,000
535.38.3115	MAINTENANCE SUPPLIES	1,500
535.38.3500	MINOR TOOLS AND EQUIPMENT	1,000
535.38.4110	PROFESSIONAL SERVICES	20,000
535.38.4542	VEHICLE REPAIRS	500
535.38.4543	EQUIPMENT RENTAL & RESERVE	2,659

**City of Mount Vernon**  
**Approved Expenditures**

<b>401</b>	<b>WASTEWATER UTILITY</b>		
<b>22</b>	<b>WASTEWATER UTILITY</b>		<b>2016</b>
<u>Account Number</u>			<u>Council Adopted</u>
535.38.4820	GROUNDS MAINTENANCE	800	
535.38.4862	MECHANICAL MAINTENANCE	25,000	
535.38.4863	ELECTRICAL MAINTENANCE	12,000	
535.38.4864	STRUCTURAL MAINTENANCE	4,300	
535.38.4915	COMPUTER SOFTWARE	800	
535.38.6415	COMPUTER HARDWARE & EQUIPMENT	4,000	
535.38.6418	FURNITURE & EQUIPMENT	8,000	
<b>Total</b>	<b>SEWER - PUMP STATIONS</b>		<b>105,559</b>
<b>591.35</b>	<b>SEWER FACILITIES</b>		
591.35.7800	INTERGOVERNMENTAL LOANS	1,994,047	
<b>Total</b>	<b>SEWER FACILITIES</b>		<b>1,994,047</b>
<b>592.35</b>	<b>SEWER FACILITIES</b>		
592.35.8313	INTERGOVERNMENTL LOAN INTEREST	405,435	
<b>Total</b>	<b>SEWER FACILITIES</b>		<b>405,435</b>
<b>594.35</b>	<b>CAPITAL EXPENDITURES-SEWER FACILITIES</b>		
594.35.6413	COMMUNICATIONS EQUIPMENT	20,000	
594.35.6415	COMPUTER HARDWARE & EQUIPMENT	3,000	
<b>Total</b>	<b>CAPITAL EXPENDITURES-SEWER FACILITIES</b>		<b>23,000</b>
<b>597.00</b>	<b>OPERATING TRANSFERS-OUT</b>		
597.00.0000	INTRFD TSRF-SEWER CAPITAL RESV	1,000,000	
<b>Total</b>	<b>OPERATING TRANSFERS-OUT</b>		<b>1,000,000</b>
<b>Total</b>	<b>WASTEWATER UTILITY</b>		<b>8,720,378</b>

**Fund: Solid Waste Utility (402)**

**Department Overview:**

The City of Mount Vernon 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 and 1 division manager. On average we will collect 76 tons of garbage and yard waste every working day or 368 tons every week. In 2014 we collected 17,338 tons of solid waste.

The Solid Waste Division operates and administers the City Yard Waste Drop off Facility where last year we accepted, transported and disposed of 1,796 tons of yard waste. All yard waste is disposed of at Skagit Soils for \$25.00 per ton. Home composting units are available to Mount Vernon citizens at the yard waste facility for \$25.00.

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 9,400 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 also 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 forgot 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 can advertise an event or service they provide to the community.

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.

The Solid Waste Division contracts with Waste Management Skagit for every other week residential recycle collection. In 2014 Mount Vernon citizens recycled 19.3 tons per collection day, 205 tons per month, or 2,455 tons for the year.

**Department Goals:**

- To provide for the solid waste, recycle, and yard waste disposal needs of Mount Vernon citizens.
- To work closely with other departments, organizations, and jurisdictions providing quality solid waste disposal services.
- To work closely with Skagit County regarding any issue affecting their solid waste disposal rate.
- To enhance the public's understanding of solid waste disposal requirements and issues.
- To consistently provide a solid waste utility that is efficiently administered and maintained.
- To implement efficient collection systems to address both residential and commercial growth.
- 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:**

	Actual 2014	Actual 2015	Approved 2016
<b>Full Time Employees:</b>			
Solid Waste Superintendent	1	1	1
Assistant Superintendent	1	1	1
Driver/ Collectors	11	11	11
<b>Full Time Total</b>	<b>13</b>	<b>13</b>	<b>13</b>
<b>Part Time Total</b>	<b>3</b>	<b>3</b>	<b>3</b>

<b>Department Service Measures:</b>			
	<b>Actual 2014</b>	<b>Estimated 2015</b>	<b>Projected 2016</b>
Solid Waste Tonnage	17,338	18,200	19,000
Yard Waste Processed (tonnage)	1,796	1,810	1,850
Residential Garbage Accounts	9,496	9,530	9,600
Commercial Garbage Accounts	1,018	1,020	1,050
Curbside Recycling (tonnage)	2,456	2,461	2,470



*Small Bin lift truck*

<b>Expenditure Line Item Detail</b>	<b>Amount</b>
<b>Professional Services</b>	
<b>402.23.537.35.4110 Professional Services</b>	
Utility bills processing, printing, mailing	34,200
Spring & Fall clean-up mailers, other as needed	6,500
	40,700
<b>Operating Transfers Out</b>	
402.23.597.00.0000 Transfer to City Shop Complex capital project fund, to be established	100,000

**City of Mount Vernon**  
**Revenue Estimates**

<b>402 SOLID WASTE UTILITY</b>		<b>2016</b>
<u>Account Number</u>		<u>Council Adopted</u>
<b>340 CHARGES FOR SERVICES</b>		
341.43.00	CREDIT CARD PROCESSING FEES	2,000-
343.75.00	SOLID WASTE COLLECTION FEES	4,985,000
343.77.00	RECYCLING COLLECTION FEES	391,000
343.78.00	YARD WASTE PUNCH CARDS	23,000
343.78.01	COMPOST BINS	500
<b>Total</b>	<b>CHARGES FOR SERVICES</b>	<b>5,397,500</b>
<b>360 MISCELLANEOUS REVENUES</b>		
361.10.00	INTEREST EARNINGS	10,000
361.41.00	OTHER INTEREST EARNINGS	4,000
369.90.11	MISCELLANEOUS REVENUE	3,000
369.95.00	LIEN RELEASE	14,000
<b>Total</b>	<b>MISCELLANEOUS REVENUES</b>	<b>31,000</b>
<b>Total</b>	<b>SOLID WASTE UTILITY</b>	<b><u><u>5,428,500</u></u></b>

**City of Mount Vernon**  
**Approved Expenditures**

<b>402</b>	<b>SOLID WASTE UTILITY</b>	
<b>23</b>	<b>SOLID WASTE UTILITY</b>	
		<b>2016</b>
<u>Account Number</u>		<u>Council Adopted</u>
<b>508.90</b>	<b>ENDING FUND BALANCE</b>	
508.90.0000	ENDING FUND BALANCE	30,028
<b>537.35</b>	<b>SOLID WASTE UTILITY</b>	
537.35.1100	SALARIES AND WAGES	770,341
537.35.1200	SALARY PART-TIME EMPLOYEES	40,200
537.35.1300	OVERTIME	28,000
537.35.2100	SOCIAL SECURITY	64,143
537.35.2200	RETIREMENT	90,727
537.35.2300	LABOR AND INDUSTRIES	25,397
537.35.2400	HEALTH INSURANCE	160,023
537.35.2520	EMPLOYEE WELLNESS	2,500
537.35.2700	UNEMPLOYMENT COMPENSATION	2,000
537.35.2820	UNIFORMS & CLOTHING	5,500
537.35.3100	OFFICE & OPERATING SUPPLIES	17,000
537.35.3120	TRAINING MATERIALS	550
537.35.3143	CRUSHED GRAVEL	1,500
537.35.4110	PROFESSIONAL SERVICES	40,700
537.35.4121	STATE EXAMINER AUDITING	11,200
537.35.4186	PUBLIC EDUCATION	5,000
537.35.4210	TELEPHONE	800
537.35.4212	CELLULAR PHONES	4,500
537.35.4230	POSTAGE	7,000
537.35.4310	TRAVEL	1,000
537.35.4483	DRAINAGE/DIKE TAX	5,400
537.35.4484	EXCISE TAX - STATE	230,000
537.35.4485	B & O TAX (CITY)	308,000
537.35.4542	VEHICLE REPAIRS	56,500
537.35.4543	EQUIPMENT RENTAL & RESERVE	728,396
537.35.4544	MACHINE RENTAL	1,800
537.35.4630	LIABILITY INSURANCE PSCIA	50,621
537.35.4640	MISC PERILS/PROPERTY LOSS INS.	3,874
537.35.4700	PUBLIC UTILITY SERVICES	7,500
537.35.4810	REPAIRS AND MAINTENANCE	10,000
537.35.4830	EQUIPMENT MAINTENANCE	1,200
537.35.4840	MAINTENANCE CONTRACT-SOFTWARE	11,400
537.35.4913	LAUNDRY	5,500
537.35.4915	COMPUTER SOFTWARE	1,500
537.35.4925	VEHICLE IMPOUNDMENT	500
537.35.4935	YARD WASTE DISPOSAL	49,000
537.35.4941	RECYCLING CONTRACT	380,000
537.35.4942	CONSTRUCTION & DEMO RECYCLING COSTS	2,000
537.35.4968	ALLEY MAINTENANCE	4,000
537.35.4969	HAZARDOUS WASTE DISPOSAL	800
537.35.4982	TUITION & REGISTRATION	400
537.35.4987	COLLECTION FEES & MISCELLANEOU	22,000

**City of Mount Vernon**  
**Approved Expenditures**

<b>402</b>	<b>SOLID WASTE UTILITY</b>	
<b>23</b>	<b>SOLID WASTE UTILITY</b>	
		<b>2016</b>
<u>Account Number</u>		<u>Council Adopted</u>
537.35.5125	SKAGIT COUNTY SOLID WASTE DISPOSAL FEES	1,672,000
537.35.6412	MACHINERY & GARBAGE BINS	90,000
537.35.6415	COMPUTER HARDWARE & EQUIPMENT	1,500
537.35.6418	FURNITURE & EQUIPMENT	1,500
537.35.9100	INTERFUND PROFESSIONAL SVCS	91,000
537.35.9110	ADMIN. OVERHEAD CHARGES	284,000
<b>597.00</b>	<b>OPERATING TRANSFERS-OUT</b>	
597.00.0000	OPERATING TRANSFERS-OUT	100,000
<b>Total</b>	<b>SOLID WASTE UTILITY</b>	<u><u><b>5,428,500</b></u></u>

**Fund: Surface Water Utility (403)**

**Department 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:**

Position/ Title	Actual 2014	t Actual 2015	Approved 2016
<b>Full Time Employees:</b>			
Engineering Manager (split w/Public Works)	.75	.75	.75
Civil Engineering Tech II	0	1	1
<b>Full Time Total</b>	<b>.75</b>	<b>1.75</b>	<b>1.75</b>
<b>Part Time Total</b>	<b>2</b>	<b>1</b>	<b>1</b>

**Department Service Measures**

Position/ Title	Actual 2014	Estimated 2015	Projected 2016
<b>Full Time Employees:</b>			
Catch basin cleaning (# units)	1647	2400	2500
Pipe cleaning (LF)	60893	58000	60000
Ditch digging (LF)	1390	2000	1500
Citizen contacts	204	190	175
Detention ponds cleaned / mowed (hrs)	373	1317	1500
Grit recovered (tons)	395	810	500

Expenditure Line Item Detail	Amount
<b>Professional Services 403.38.531.36.4110</b>	
NPDES compliance work	60,000
Skagit Conservation District	21,000
Project monitoring and other project work	40,000
On-call environmental consultant work	20,000
Utility bills processing, printing, mailing	7,600
<b>Total Professional Services</b>	<b>148,600</b>
<b>Dention Pond Maintenance 403.38.531.37.4867</b> Washington Conservation Core	<b>70,000</b>
<b>Capital Outlay</b>	
<b>Other Improvements 403.38.531.37.6310</b>	
Storm System Restoration Program (D-12-01)	150,000
Kulshan Pump Station Debris Removal System (D-16-01)	100,000
Kulshan Pump Sation Control System (D-09-01)	30,000
College Way Pump Station Capacity Analysis (D-13-03)	50,000
<b>Total Other Improvements</b>	<b>330,000</b>

**City of Mount Vernon**  
**Revenue Estimates**

<b>403 SURFACE WATER MGMT UTILITY</b>		<b>2016</b>
<u>Account Number</u>		<u>Council Adopted</u>
<b>300 BEGINNING FUND BALANCE</b>		
308.90.00 BEGINNING FUND BALANCE		570,939
<b>330 INTERGOVERNMENTAL SERVICES</b>		
334.03.14 DOE STORMWATER GRANT		25,000
<b>340 CHARGES FOR SERVICES</b>		
341.43.00 CREDIT CARD PROCESSING FEES		-500
343.10.00 DRAINAGE UTILITY FEES		1,553,000
<b>360 MISCELLANEOUS REVENUES</b>		
361.10.00 INTEREST EARNINGS		9,000
361.41.00 OTHER INTEREST EARNINGS		2,000
<b>Total SURFACE WATER MGMT UTILITY</b>		<u><u>2,159,439</u></u>

**City of Mount Vernon**  
**Approved Expenditures**

<b>403</b>	<b>SURFACE WATER MGMT UTILITY</b>	
<b>38</b>	<b>SURFACE WATER MGMNT UTILITY</b>	
		<b>2016</b>
<u>Account Number</u>		<u>Council Adopted</u>
<b>531.36</b>	<b>SURFACE WATER ADMINISTRATION</b>	
531.36.1100	SALARIES AND WAGES	138,287
531.36.1200	SALARY PART-TIME EMPLOYEES	12,500
531.36.2100	SOCIAL SECURITY	11,534
531.36.2200	RETIREMENT	16,112
531.36.2300	LABOR AND INDUSTRIES	2,478
531.36.2400	HEALTH INSURANCE	22,609
531.36.3110	OFFICE SUPPLIES	1,750
531.36.3125	BOOKS	100
531.36.4110	PROFESSIONAL SERVICES	148,600
531.36.4186	PUBLIC EDUCATION	5,000
531.36.4230	POSTAGE	1,000
531.36.4310	TRAVEL	1,000
531.36.4543	EQUIPMENT RENTAL & RESERVE	9,163
531.36.4548	FACILITY RENTALS	8,316
531.36.4630	LIABILITY INSURANCE PSCIA	18,078
531.36.4700	PUBLIC UTILITY SERVICES	17,500
531.36.4830	EQUIPMENT MAINTENANCE	1,250
531.36.4840	MAINTENANCE CONTRACT-SOFTWARE	16,800
531.36.4903	DISCHARGE PERMIT	31,000
531.36.4915	COMPUTER SOFTWARE	4,250
531.36.4932	PARKER BUS. CENTER DUES	4,800
531.36.4980	DUES SUBSCRIPTIONS&MEMBERSHIPS	750
531.36.4982	TUITION & REGISTRATION	500
531.36.6415	COMPUTER HARDWARE & EQUIPMENT	1,500
531.36.6418	FURNITURE & EQUIPMENT	500
<b>Total</b>	<b>SURFACE WATER ADMINISTRATION</b>	<b>475,377</b>
<b>531.37</b>	<b>SURFACE WATER MAINTENANCE</b>	
531.37.3115	MAINTENANCE SUPPLIES	7,500
531.37.3156	FLOOD FIGHTING COSTS	10,000
531.37.3500	MINOR TOOLS/EQUIPMENT	9,500
531.37.4212	CELLULAR PHONES	1,500
531.37.4310	TRAVEL	500
531.37.4483	DRAINAGE/DIKE TAX	800
531.37.4484	EXCISE TAX - STATE	23,000
531.37.4542	VEHICLE REPAIRS	24,000
531.37.4543	EQUIPMENT RENTAL & RESERVE	271,681
531.37.4544	MACHINE RENTAL	5,000
531.37.4700	PUBLIC UTILITY SERVICES	2,400
531.37.4701	PUBLIC UTILITY SVC - DRAINAGE DIST 17	8,000
531.37.4820	GROUNDS MAINTENANCE	3,800
531.37.4831	OPERATIONAL MAINT & REPAIR	45,000
531.37.4833	MOSQUITO CONTROL MAINTENANCE	15,000
531.37.4862	MECHANICAL MAINTENANCE	2,000

**City of Mount Vernon**  
**Approved Expenditures**

<b>403</b>	<b>SURFACE WATER MGMT UTILITY</b>	
<b>38</b>	<b>SURFACE WATER MGMNT UTILITY</b>	
		<b>2016</b>
<u>Account Number</u>		<u>Council Adopted</u>
531.37.4863	ELECTRICAL MAINTENANCE	1,500
531.37.4864	STRUCTURAL MAINTENANCE	3,000
531.37.4867	DETENTION POND MAINTENANCE	70,000
531.37.4913	LAUNDRY	1,000
531.37.4915	COMPUTER SOFTWARE	150
531.37.4980	DUES SUBSCRIPTIONS&MEMBERSHIPS	200
531.37.4982	TUITION & REGISTRATION	500
531.37.6310	OTHER IMPROVEMENTS	330,000
531.37.6344	TELEMETRY UPGRADE	1,500
531.37.6355	STORMLINE REPLACEMENT & REPAIR	15,000
531.37.6415	COMPUTER HARDWARE & EQUIPMENT	6,500
531.37.9100	INTERFUND PROFESSIONAL SVCS	190,000
531.37.9110	ADMIN. OVERHEAD CHARGES	172,000
531.37.9800	INTERFUND REPAIRS & MAINT.	203,000
531.37.9900	OTHER INTERFUND SERVICES/CHGS	90,000
<b>Total</b>	<b>SURFACE WATER MAINTENANCE</b>	<b>1,514,031</b>
<b>591.31</b>	<b>SURFACE WATER FACILITIES</b>	
591.31.7800	INTERGOVERNMENTAL LOANS	165,078
<b>Total</b>	<b>SURFACE WATER FACILITIES</b>	<b>165,078</b>
<b>592.31</b>	<b>SURFACE WATER FACILITIES</b>	
592.31.8313	INTERGOVERNMENTL LOAN INTEREST	4,953
<b>Total</b>	<b>SURFACE WATER FACILITIES</b>	<b>4,953</b>
<b>Total</b>	<b>SURFACE WATER MGMNT UTILITY</b>	<b>2,159,439</b>

## Fund: Wastewater Connections Capital Fund 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
<b>Operating Transfers Out</b>	
411.22.597.00.0000 Transfer to Fund 401, Wastewater Utility	315,000
411.22.597.65.5507 Transfer to Fund 322, Downtown Flood Project	<u>1,520,000</u>
<b>Total Transfers Out</b>	<b>1,835,000</b>

## Fund: Sewer Reserve Fund (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
<b>Capital Outlay and Transfers Out</b>	
<b>Professional Services</b> 412.22.535.34.4110	
Comprehensive Sewer Plan Update (S-07-01)	<b>250,000</b>
<b>Other Improvements</b> 412.22.535.34.6310	
Wastewater Plant Upgrade (S-02-04)	750,000
Sewer Extensions to Non-sewered Parcels (S-02-12)	60,000
Combined Sewer System Improvements (S-06-01)	671,000
Asphalt Seal Coating and Repair/Maintenance (S-10-03)	50,000
Digester Mixer (S-12-01)	50,000
Biofilter Bed Media Replacement (S13-02)	<u>150,000</u>
<b>Total Improvements other than Buildings</b>	<b>1,731,000</b>
<b>Sewer Restoration Program</b> 412.22.535.34.6360 (S-07-04)	<b>300,000</b>
<b>Operating Transfers Out</b> 412.22.597.00.0000 Fund 322, Downtown Restroom Project	<u>100,000</u>
<b>Total for Fund</b>	<b>2,381,000</b>

**City of Mount Vernon**  
**Revenue Estimates**

<b>411 SEWER FACILITY EXPANSION FUND</b>		<b>2016</b>
<u>Account Number</u>		<u>Council Adopted</u>
<b>300 BEGINNING FUND BALANCE</b>		
308.90.00 BEGINNING FUND BALANCE	1,135,500	
<b>360 MISCELLANEOUS REVENUES</b>		
361.10.00 INTEREST EARNINGS	10,000	
<b>370 OTHER INCOME</b>		
379.20.00 CONTRIBUTION - SEWER EXPAND	700,000	
<b>Total SEWER FACILITY EXPANSION FUND</b>		<u><u>1,845,500</u></u>

**City of Mount Vernon**  
**Approved Expenditures**

<b>411 SEWER FACILITY EXPANSION FUND</b>		<b>2016</b>
<b>22 WASTEWATER UTILITY</b>		
<u>Account Number</u>		<u>Council Adopted</u>
<b>535.34 SEWER - TREATMENT</b>		
535.34.4484 EXCISE TAX - STATE	10,500	
<b>597.00 OPERATING TRANSFERS-OUT</b>		
597.00.0000 OPERATING TRANSFERS-OUT	315,000	
<b>597.65 WASTEWATER</b>		
597.65.5507 INTERFUND TR TO SEWER PROJECTS	1,520,000	
<b>Total SEWER FACILITY EXPANSION FUND</b>		<u><u>1,845,500</u></u>

**City of Mount Vernon**  
**Revenue Estimates**

<b>412 SEWER CAPITAL RESERVE FUND</b>		<b>2016</b>
<u>Account Number</u>		<u>Council Adopted</u>
<b>300 BEGINNING FUND BALANCE</b>		
308.90.00 BEGINNING FUND BALANCE	1,368,000	
<b>360 MISCELLANEOUS REVENUES</b>		
361.10.00 INTEREST EARNINGS	13,000	
<b>390 OTHER FINANCING SOURCES</b>		
397.00.00 OPERATING TRANSFERS-IN	1,000,000	
<b>Total SEWER CAPITAL RESERVE FUND</b>		<u><u>2,381,000</u></u>

**City of Mount Vernon**  
**Approved Expenditures**

<b>412 SEWER CAPITAL RESERVE FUND</b>		<b>2016</b>	
<b>22 WASTEWATER UTILITY</b>			
<u>Account Number</u>		<u>Council Adopted</u>	
<b>535.34 SEWER - TREATMENT</b>			
535.34.4110 PROFESSIONAL SERVICES		250,000	
535.34.6310 IMPROVEMENTS OTHER THAN BLDGS.		1,731,000	
535.34.6360 SEWER RESTORATION		300,000	
<b>597.00 OPERATING TRANSFERS-OUT</b>			
597.00.0000 OPERATING TRANSFERS-OUT		100,000	
<b>Total SEWER CAPITAL RESERVE FUND</b>			<u><u>2,381,000</u></u>

**Fund: Equipment Maintenance & Reserve (501)**

**Department Overview:**

This department is directly responsible for the maintenance and repair of the City's fleet of 230 vehicles and equipment. This fleet includes 50 law enforcement vehicles; 26 pieces of heavy equipment; 14 garbage trucks; 18 fire and rescue vehicles; 58 passenger vehicles; as well as 64 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.



*City of Mount Vernon rear loader garbage truck*

**Department Goals:**

The goal of the City Shop is to maintain and repair all city vehicles and related equipment in the most cost effective, efficient and safe way possible. Purchasing equipment at the beginning of each year ensures that equipment arrives on site in an orderly progression instead of all at once. This steady acquisition means that the set up can be done during the normal course of work and doesn't overload the work flow.

**Personnel Staffing Summary:**

Position/ Title	Actual 2014	Actual 2015	Approved 2016
<b>Full Time Employees:</b>			
Equipment Rental Supervisor	1	1	1
Mechanic	2	2	2
<b>Department Total</b>	<b>3</b>	<b>3</b>	<b>3</b>

**Department Service Measures:**

	Actual 2014	Estimated 2015	Projected 2016
Number of fleet vehicles	225	230	230
Oil Changes	315	264	264
Tune ups & Engine repairs	375	360	360
Brake Jobs	150	125	125
Engine Rebuilds	1	1	1
Transmission Rebuilds	1	2	1
Clutch Replacements	1	1	1
Service Calls	400	400	350
Welding Projects	365	365	360
Hydraulic Repair	285	285	245
Electrical Repairs	500	500	540
Mower Repairs	300	300	375
Gallons of fuel purchased	113,273	120,000	125,000

Expenditure Line Item Detail		Amount
<b>Capital Outlay</b>		
<b>I.S. Department Computer Hardware and Equipment 501.24.594.18.6415</b>		
	Workstations, replace 30 per year on average	33,000
	Laptops, replace 14 per year on average	15,400
	Servers	10,000
	SANS server	36,000
	<b>Total Computer Hardware and Equipment</b>	<b>94,400</b>
<b>Vehicles and Equipment 501.24.594.48.6419</b>		
<b>CED</b>	Escape	28,000
<b>Engineering</b>	Pickup Truck w/canopy	30,000
<b>Fire</b>	Explorer	29,000
	Explorer	29,000
<b>Police</b>	Patrol vehicle	36,994
	Patrol vehicle	36,994
	Patrol vehicle	36,994
	Patrol vehicle	36,994
<b>Parks</b>	Pickup Truck	29,000
<b>Street</b>	10 Yard Dump Truck	160,000
	1 Ton Dump Truck	45,000
	Small trailer for herbicide (split w/Surface)	6,000
<b>Surface Water</b>	Small trailer for herbicide (split w/Parks)	6,000
<b>Solid Waste</b>	3-Axle Commercial Front Loader	343,204
<b>Waste Water</b>	Video Van	250,000
	<b>Total Vehicles and Equipment</b>	<b>1,103,180</b>
	<b>Equipment Contingency 501.24.594.48.6430</b>	<b>30,000</b>

**City of Mount Vernon**  
**Revenue Estimates**

<b>501 EQUIPMENT RENTAL FUND</b>		<b>2016</b>
<u>Account Number</u>		<u>Council Adopted</u>
<b>300 BEGINNING FUND BALANCE</b>		
308.90.00 BEGINNING FUND BALANCE	90,000	
<b>330 INTERGOVERNMENTAL SERVICES</b>		
334.01.31 WA STATE PATROL - WILDLAND MOBILIZATION	25,000	
<b>360 MISCELLANEOUS REVENUES</b>		
361.10.00 INTEREST EARNINGS	40,000	
362.20.00 INTERFUND CHGS. FOR SERVICES	2,075,114	
<b>Total EQUIPMENT RENTAL FUND</b>		<u><u><b>2,230,114</b></u></u>

**City of Mount Vernon**  
**Approved Expenditures**

Account Number	2016 Council Adopted
<b>501      EQUIPMENT RENTAL FUND</b>	
<b>24        INTERNAL SERVICES</b>	
<b>508.90    ENDING BALANCE</b>	
508.90.0000 ENDING FUND BALANCE	33,140
<b>Total    ENDING BALANCE</b>	<b>33,140</b>
<b>548.70    MOTOR POOL SERVICES</b>	
548.70.1100 SALARIES AND WAGES	209,571
548.70.1300 OVERTIME	3,400
548.70.2100 SOCIAL SECURITY	16,292
548.70.2200 RETIREMENT	23,810
548.70.2300 LABOR AND INDUSTRIES	5,894
548.70.2400 HEALTH INSURANCE	41,463
548.70.2820 UNIFORMS & CLOTHING	750
548.70.3110 OFFICE SUPPLIES	300
548.70.3111 OPERATING SUPPLIES	6,000
548.70.3118 PARTS MATERIALS & SUPPLIES	4,000
548.70.3119 OIL AND LUBE	17,000
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	500
548.70.4310 TRAVEL	500
548.70.4542 VEHICLE REPAIRS	1,000
548.70.4543 EQUIPMENT RENTAL & RESERVE	31,409
548.70.4630 LIABILITY INSURANCE PSCIA	39,774
548.70.4640 MISC PERILS/PROPERTY LOSS INS.	4,965
548.70.4650 VEHICLE INSURANCE	10,266
548.70.4700 PUBLIC UTILITY SERVICES	9,000
548.70.4810 REPAIRS AND MAINTENANCE	1,500
548.70.4913 LAUNDRY	3,000
548.70.4980 DUES SUBSCRIPTION MEMBERSHIP	2,200
548.70.4982 TUITION & REGISTRATION	2,000
548.70.9110 ADMIN. OVERHEAD CHARGES	118,000
<b>Total    MOTOR POOL SERVICES</b>	<b>963,594</b>
<b>594.18    CAPITAL EXPENDITURES-INFO SVCS</b>	
594.18.6415 COMPUTER HARDWARE & EQUIPMENT	94,400
<b>Total    CAPITAL EXPENDITURES-INFO SVCS</b>	<b>94,400</b>
<b>594.48    CAPITAL EXPENDITURES-ER&amp;R</b>	
594.48.6415 COMPUTER HARDWARE & EQUIPMENT	800
594.48.6418 FURNITURE & EQUIPMENT	5,000
594.48.6419 VEHICLES & EQUIPMENT	1,103,180
594.48.6430 EQUIPMENT CONTINGENCY	30,000
<b>Total    CAPITAL EXPENDITURES-ER&amp;R</b>	<b>1,138,980</b>
<b>Total    INTERNAL SERVICES</b>	<b>2,230,114</b>

## Fund: LEOFF I LT Care Reserve Fund (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-two 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, and is budgeting for potential expenditures in 2013.

## Fund: Firemen's Pension and Relief Fund (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.

Department Service Measures:	Actual 2014	Actual 2015	Projected 2016
Active LEOFF I employees	3	3	2
FR&P transfer to General Fund for LEOFF I insurance	\$89,300	\$84,000	\$84,000
Total number of LEOFF I retirees – Fire	13	13	12
Total number of LEOFF I retirees – Police	9	9	10
Total number of LEOFF I retirees – Police and Fire	22	22	22

**City of Mount Vernon**  
**Revenue Estimates**

<b>512 LEOFF I LT HEALTHCARE INSURANCE RESERVE</b>		<b>2016</b>
<u>Account Number</u>		<u>Council Adopted</u>
<b>300 BEGINNING FUND BALANCE</b>		
308.90.00 BEGINNING FUND BALANCE	18,500	
<b>360 MISCELLANEOUS REVENUES</b>		
361.10.00 INTEREST EARNINGS	1,500	
<b>390 OTHER FINANCING SOURCES</b>		
397.00.00 OPERATING TRANSFERS-IN	20,000	
<b>Total LEOFF I LT HEALTHCARE INSURANCE RESERVE</b>		<u><u>40,000</u></u>

**City of Mount Vernon**  
**Approved Expenditures**

<b>512 LEOFF I LT HEALTHCARE INSURANCE RESERVE</b>		<b>2016</b>
<b>06 HUMAN RESOURCES</b>		
<u>Account Number</u>		<u>Council Adopted</u>
<b>517.20 OTHER BENEFIT PAYMENTS TO RETIREES</b>		
517.20.2912 MEDICAL CLAIMS - LEOFF I (POLICE)	20,000	
517.20.2913 MEDICAL CLAIMS - LEOFF I (FIRE)	20,000	
<b>Total LEOFF I LT HEALTHCARE INSURANCE RESERVE</b>		<u><u>40,000</u></u>

**City of Mount Vernon**  
**Revenue Estimates**

<b>611 FIREMEN'S PENSION FUND</b>		<b>2016</b>
<u>Account Number</u>		<u>Council Adopted</u>
<b>300 BEGINNING FUND BALANCE</b>		
308.90.00 BEGINNING FUND BALANCE	64,500	
<b>330 INTERGOVERNMENTAL SERVICES</b>		
336.06.91 FIRE INSURANCE PREMIUM TAX	35,000	
<b>360 MISCELLANEOUS REVENUES</b>		
361.10.00 INTEREST EARNINGS	3,000	
<b>Total FIREMEN'S PENSION FUND</b>		<u><u>102,500</u></u>

**City of Mount Vernon**  
**Approved Expenditures**

<b>611 FIREMEN'S PENSION FUND</b>		<b>2016</b>
<b>25 FIREMEN'S RELIEF AND PENSION</b>		
<u>Account Number</u>		<u>Council Adopted</u>
<b>517.20 OTHER BENEFIT PAYMENTS TO RETIREES</b>		
517.20.2910 PENSION SERVICES	15,500	
517.20.4110 PROFESSIONAL SERVICES	3,000	
<b>597.00 OPERATING TRANSFERS-OUT</b>		
597.00.0000 OPERATING TRANSFERS OUT	84,000	
<b>Total FIREMEN'S PENSION FUND</b>		<u><u>102,500</u></u>

# Supplemental Information

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**ORDINANCE NO. 3669**

**AN ORDINANCE OF THE CITY OF MOUNT VERNON, WASHINGTON, ADOPTING THE BUDGET FOR THE YEAR 2016.**

**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, 2016 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, 2016 are set forth in summary form below, and are hereby appropriated for expenditure at the fund level during the year 2016.

**Fund**

<u>No.</u>	<u>Fund/Department Description</u>	<u>Expenditures</u>	<u>Revenue</u>
001	Current Expense Fund		
	City Council	167,138	
	Municipal Court	423,919	
	Mayor	367,146	
	Finance	793,754	
	City Attorney	504,944	
	Human Resources	654,018	
	General Facilities	679,784	
	Police Department	9,142,899	
	Fire Department	4,901,024	
	Public Works/Engineering	762,452	
	Community and Econ Develop.	1,378,679	
	TV 10 - Public Access Cable	203,498	
	CDBG Entitlement Grant	525,910	
	Information Services	673,617	
	Non-Departmental	1,374,331	
	Total Current Expense Fund	<u>22,553,113</u>	22,553,113
101	City Street Fund	1,562,772	1,562,772
103	Parks and Recreation Fund	1,786,262	1,786,262
104	Library Fund	1,232,205	1,232,205
102	Arterial Street Fund	772,000	772,000
105	Paths and Trails Fund	20,000	20,000
106	Tourism Promotion Fund	250,000	250,000
107	Little Mtn Improvements Reserve	87,000	87,000
109	Crime Prevention Fund	11,600	11,600
110	Government Access Fund	50,000	50,000
112	Criminal Justice Assistance	165,000	165,000
115	Parks Cap.Improvements Reserve	67,000	67,000
118	Fiber Optic Fund	162,800	162,800
119	Critical Areas Enhancement Fund	46,000	46,000
120	Lincoln Commercial Properties	83,200	83,200

**Fund**

<u>No.</u>	<u>Fund/Department Description</u>	<u>Expenditures</u>	<u>Revenue</u>
201	2009 UTGO Bond Fund	303,770	303,770
205	2009 LTGO Bond Fund	118,375	118,375
304	Capital Improvements Fund-REET I	466,325	466,325
311	Parks Impact Fees	40,000	40,000
312	Fire Impact Fees	94,000	94,000
313	Transportation Impact Fees	40,000	40,000
314	REET II - Streets	630,000	630,000
401	Wastewater Utility Fund	8,720,378	8,720,378
402	Solid Waste Utility Fund	5,428,500	5,428,500
403	Surfacewater Utility Fund	2,159,439	2,159,439
411	Wastewater Connection Fees	1,845,500	1,845,500
412	Sewer Capital Reserve	2,381,000	2,381,000
501	Equipment Rental Fund	2,230,114	2,230,114
511	Leoff I LT Healthcare Reserve	40,000	40,000
611	Firemen's Pension & Relief Fund	102,500	102,500
<b>Total 2016 Expenditures and Revenues</b>		<b>53,448,853</b>	<b>53,448,853</b>

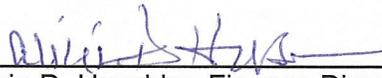
**Section 3.** That the detailed budget for 2016, as set forth in the City of Mount Vernon 2016 Budget, as approved by the City Council on the 24th day of November 2015, subsequent to a public hearing held on November 24, 2015 are adopted by reference and made a part of this ordinance.

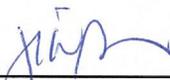
**Section 4.** The Finance Director is directed to transmit a certified copy of this budget hereby adopted to the Office of the Auditor of the State of Washington and the Association of Washington Cities.

**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 24th DAY OF November 2015.**

**SIGNED AND APPROVED THIS 3rd DAY OF December 2015.**

  
Alicia D. Huschka, Finance Director

  
Jill Boudreau, Mayor

Approved as to form:

  
Kevin Rogerson, City Attorney

Published: December 19, 2015