



# CITY OF BLAINE

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## MEMORANDUM

**To:** City Council  
**From:** Jeffrey Lazenby, Finance Director  
**Date:** November 5, 2018  
**Subject:** **2019 Preliminary General Fund Budget**

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Please find attached the 2019 preliminary **General Fund** budget. The budget sheets are by department with brief descriptions of the respective departmental goals and priorities for next year.

The format of the study session on November 5<sup>th</sup> will consist of the following: 1) Staff will give a presentation on their respective 2019 department budgets. 2) Revenue options and key decision points discussion will follow. (The revenue options sheets will be handed out at the meeting.) 3) We will conclude with budget planning timeline next steps.

If you have any questions prior to the meeting, please let me know.

Thank you.

## FISCAL YEAR 2019 BUDGET

Department: Legislative

Fund: General

Fund No: 001

BARS No.	Categories	Percentage	2019	2018	Variance
			Preliminary Budget	Budget	
001-000-010-511-60-11-00	Salaries	21.08%	\$31,800	\$31,800	0
001-000-010-511-60-21-00	Benefits	1.77%	\$2,677	\$2,616	61
001-000-010-511-60-31-00	Office & Operating Supplies	1.16%	\$1,750	\$250	1,500
001-000-010-511-60-41-00	Professional Service	29.84%	\$45,000	\$0	45,000
001-000-010-511-60-43-00	Travel & Training	3.18%	\$4,800	\$2,000	2,800
001-000-010-511-60-44-00	Advertising	4.64%	\$7,000	\$7,000	0
001-000-010-511-60-49-00	Miscellaneous	0.99%	\$1,500	\$1,000	500
001-000-010-511-60-49-10	AWC & COG	4.17%	\$6,295	\$5,795	500
001-000-010-511-70-41-00	Lobbying	33.15%	\$50,000	\$68,000	-18,000
		<b>100.00%</b>	<b>\$150,822</b>	<b>\$118,461</b>	<b>\$32,361</b>

Professional services contract for public outreach

Lobbyist for City interests

Training and conferences for Councilmembers

Purchase of Council tablets to replace the printed agenda packets

## FISCAL YEAR 2019 BUDGET

**Judicial**                                          Court                      Judge                      Judge Bobbink  
**Fund:**                                                  General Fund  
**Fund No:**                                            001  
  
**Total**  
**Budgeted**  
**FTEs**                                                  2

BARS No.	Categories	Percentage	2019	2018	Variance
			Preliminary Budget	Budget	
001-000-010-512-50-11	Salaries	63.67%	\$181,276	\$168,547	12,729
001-000-010-512-50-12	Overtime	0.07%	\$200	\$420	-220
001-000-010-512-50-21	Benefits	27.90%	\$79,442	\$71,172	8,270
001-000-010-512-50-31	Office & Operating Supplies	1.36%	\$3,875	\$3,325	550
001-000-010-512-50-41	Professional Service	2.46%	\$7,000	\$7,000	0
001-000-010-512-50-42	Communications	1.41%	\$4,000	\$4,000	0
001-000-010-512-50-43	Travel & Training	1.16%	\$3,300	\$2,966	334
001-000-010-512-50-45	Rentals & Leases	0.25%	\$700	\$700	0
001-000-010-512-50-49	Miscellaneous	1.72%	\$4,900	\$2,400	2,500
		<b>100.00%</b>	<b>\$284,693</b>	<b>\$260,530</b>	24,163

Maintain status quo

Additional ACCESS training

National Crime Information Center terminal addition through Washington State Patrol

## FISCAL YEAR 2019 BUDGET

Department: City Manager

Department Director: Michael Jones

Fund: General Fund

Fund No: 001

Total  
Budgeted  
FTEs 1

BARS No.	Categories	Percentage	2019	2018	Variance
			Preliminary Budget	Budget	
001-000-010-513-10-11	Salaries	63.57%	\$133,135	\$166,979	-33,844
001-000-010-513-10-21	Benefits	26.30%	\$55,081	\$47,211	7,870
001-000-010-513-10-31	Office & Operating Supplies	0.10%	\$200	\$200	0
001-000-010-513-10-41	Professional Service	6.68%	\$14,000	\$3,500	10,500
001-000-010-513-10-42	Communications	0.38%	\$800	\$100	700
001-000-010-513-10-43	Travel & Training	1.79%	\$3,750	\$4,000	-250
001-000-010-513-10-45	Rentals & Leases	0.04%	\$75	\$75	0
001-000-010-513-10-49	Miscellaneous	1.15%	\$2,400	\$3,000	-600
		<b>100.00%</b>	<b>\$209,441</b>	<b>\$225,065</b>	<b>-15,624</b>

Generally status quo

Develop a City training and leadership development program through ICMA

## FISCAL YEAR 2019 BUDGET

Department: Economic Development

Department Director: Michael Jones

Fund: General Fund

Fund No: 001

BARS No.	Categories	Percentage	2019	2018	Variance
			Preliminary Budget	Budget	
001-000-050-558-70-41-00	Professional Services		\$26,000	\$50,000	-24,000
001-000-050-558-70-31-00	Supplies		\$3,500.00	\$ -	3,500
001-000-050-558-70-43-00	Travel & Training		\$3,500.00	\$ -	3,500
			<b>\$33,000</b>	<b>\$50,000</b>	-17,000

Continue to develop and print marketing material  
 Design support for downtown property RFP  
 General economic development consulting services  
 NW Economic Development training/conference  
 Regional business expos



## FISCAL YEAR 2019 BUDGET

**Department:** Finance-Utility Billing **Department Director:** Jeff Lazenby

**Fund:** General  
**Fund No:** 001

**Total Budgeted FTEs** 2.9

BARS No.	Categories		2019	2018	
		Percentage	Preliminary Budget	Budget	Variance
001-000-010-514-20-11-00	Salaries	50.45%	\$178,329	\$171,824	6,505
001-000-010-514-20-12-00	Overtime	2.55%	\$9,000	\$8,667	333
001-000-010-514-20-21-00	Benefits	28.05%	\$99,141	\$92,785	6,356
001-000-010-514-20-31-00	Office & Operating Supplies	5.80%	\$20,500	\$15,710	4,790
001-000-010-514-20-35-00	Small Tools & Minor Equipment	1.69%	\$5,980	\$5,980	0
001-000-010-514-20-42-00	Communications	7.92%	\$28,000	\$28,000	0
001-000-010-514-20-43-00	Travel & Training	1.64%	\$5,800	\$14,500	-8,700
001-000-010-514-20-45-00	Rentals & Leases	1.84%	\$6,500	\$6,500	0
001-000-010-514-20-49-00	Miscellaneous	0.06%	\$200	\$200	0
		<b>100.00%</b>	<b>\$353,450</b>	<b>\$344,166</b>	9,284

Maintain utility billing cycle and ensure that it is completed accurately and on time.  
 In 2019, Sensus meter training for crew budgeted in enterprise funds.

# FISCAL YEAR 2019 BUDGET

Department: Administrative Services

Department Director: Samuel Crawford

Fund: General

Fund No: 001

Total Budgeted FTEs 1.9

BARS No.	Categories	Percentage	2019	2018	Variance
			Preliminary Budget	Budget	
001-000-010-514-30-11-00	Salaries	50.44%	\$118,617	\$128,207	-9,590
001-000-010-514-30-12-00	Overtime	0.30%	\$700	\$723	-23
001-000-010-514-30-21-00	Benefits	24.19%	\$56,893	\$58,240	-1,347
001-000-010-514-30-31-00	Office & Operating Supplies	0.11%	\$250	\$750	-500
001-000-010-514-30-31-33	Archiving Supplies	0.11%	\$250	\$250	0
001-000-010-514-30-41-00	Professional Services	6.80%	\$16,000	\$0	16,000
001-000-010-514-30-41-10	Recording Services	0.06%	\$150	\$150	0
001-000-010-514-30-42-00	Communications	1.06%	\$2,500	\$500	2,000
001-000-010-514-30-43-00	Travel & Training	2.68%	\$6,300	\$2,070	4,230
001-000-010-514-30-45-00	Rentals & Leases	0.04%	\$100	\$100	0
001-000-010-514-30-49-00	Miscellaneous	0.18%	\$425	\$370	55
001-000-010-514-30-49-10	Codification	1.28%	\$3,000	\$4,500	-1,500
001-000-010-514-40-41-00	Elections	12.76%	\$30,000	\$0	30,000
		<b>100.00%</b>	<b>\$235,185</b>	<b>\$195,860</b>	<b>39,325</b>

A non-benefited, part-time (under 69hrs a month) position is being proposed to help get back to 2017 levels of service

Website and communications consulting

Trainings in 2019 for the City Clerk and staff

Elections in August and November



## FISCAL YEAR 2019 BUDGET

Department: Legal Services

Department Director: Michael Jones

Fund: General

Fund No: 001

BARS No.	Categories	Percentage	2019	2018	Variance
			Preliminary Budget	Budget	
001-000-010-515-30-41-00	City Attorney	41.03%	\$80,000	\$50,000	30,000
001-000-010-515-30-41-10	Prosecution Costs	38.46%	\$75,000	\$72,800	2,200
001-000-010-515-91-41-00	Public Defender	20.51%	\$40,000	\$40,000	0
		<b>100.00%</b>	<b>\$195,000</b>	<b>\$162,800</b>	32,200

Anticipate additional property sales

Maintain status quo for prosecution and public defender services

## FISCAL YEAR 2019 BUDGET

**Department:** Personnel **Department** Jones / Crawford  
**Director:** \_\_\_\_\_  
  
**Fund:** General  
**Fund No:** 001

BARS No.	Categories		2019	2018	
		Percentage	Preliminary Budget	Budget	Variance
001-000-010-518-10-41-00	Professional Service	14.60%	\$3,500	\$42,000	-38,500
001-000-010-518-10-41-10	Labor Related Legal Fees	41.70%	\$10,000	\$10,000	0
001-000-010-518-10-43-00	Travel & Training	11.38%	\$2,730	\$3,500	-770
001-000-010-518-10-43-10	Tuition Reimbursement	0.00%	\$0	\$6,000	-6,000
001-000-010-518-10-44-00	Advertising	16.68%	\$4,000	\$6,000	-2,000
001-000-010-518-10-46-00	Insurance	8.34%	\$2,000	\$2,000	0
001-000-010-518-10-49-00	Miscellaneous	1.04%	\$250	\$250	0
001-000-010-518-10-49-10	Wellness Program	6.26%	\$1,500	\$1,500	0
		<b>100.00%</b>	<b>\$23,980</b>	<b>\$71,250</b>	<b>-47,270</b>

The primary reasons for decrease is due to the City not expecting to use an outside recruitment and hiring firm for recruitments in 2019.

## FISCAL YEAR 2019 BUDGET

Department: Facilities-City Hall & PD Annex

Department Director: Ravyn Whitewolf

Fund: General  
Fund No: 001

Total Budgeted FTEs 1.82

BARS No.	Categories	Percentage	2019	2018	Variance
			Preliminary Budget	Budget	
001-000-010-518-30-11-00	Salaries	24.91%	\$97,192	\$93,779	3,413
001-000-010-518-30-12-00	Overtime	0.13%	\$500	\$2,478	-1,978
001-000-010-518-30-21-00	Benefits	15.41%	\$60,142	\$55,956	4,186
001-000-010-518-30-22-00	Boot Allowance	0.18%	\$700	\$600	100
001-000-010-518-30-32-00	Fuel	0.38%	\$1,500	\$1,500	0
001-000-010-518-30-35-00	Small Tools & Minor Equipment	0.64%	\$2,500	\$2,500	0
001-000-010-518-30-36-00	Operating & Maintenance Supplies	3.08%	\$12,000	\$10,200	1,800
001-000-010-518-30-41-00	Professional Services	10.38%	\$40,500	\$65,500	-25,000
001-000-010-518-30-42-00	Communications	2.31%	\$9,000	\$6,000	3,000
001-000-010-518-30-45-00	Rentals & Leases	8.90%	\$34,728	\$34,728	0
001-000-010-518-30-47-00	Utilities	14.61%	\$57,000	\$54,000	3,000
001-000-010-518-30-48-00	Repairs & Maintenance	8.46%	\$33,000	\$33,000	0
001-000-010-518-30-49-00	Miscellaneous	0.26%	\$1,000	\$1,000	0
001-000-010-518-31-35-00	Small Tools & Minor Equipment (PD Annex)	0.13%	\$500	\$200	300
001-000-010-518-31-36-00	Operating Supplies (PD Annex)	2.15%	\$8,400	\$5,000	3,400
001-000-010-518-31-41-00	Professional Services (PD Annex)	1.28%	\$5,000	\$23,000	-18,000
001-000-010-518-31-47-00	Utilities (PD Annex)	5.77%	\$22,500	\$20,000	2,500
001-000-010-518-31-48-00	Repairs & Maintenance (PD Annex)	1.03%	\$4,000	\$2,000	2,000
001-000-010-594-18-64-00	Capital	0.00%	\$0	\$55,000	-55,000
		<b>100.00%</b>	<b>\$390,162</b>	<b>\$466,441</b>	<b>-76,279</b>

- Annual Maintenance and Operations plan
- Asbestos abatement study for old City Hall
- Facility feasibility study (in house)
- HVAC system services and operations
- New facilities/parks position FTE (50% facilities)

## FISCAL YEAR 2019 BUDGET

Department: Facilities-Library

Department Director: Ravyn Whitewolf

Fund: General  
Fund No: 001

BARS No.	Categories	Percentage	2019	2018	Variance
			Preliminary Budget	Budget	
001-000-072-572-50-36-00	Operating & Maintenance Supplies	11.24%	\$1,000	\$700	300
001-000-072-572-50-41-00	Professional Services	56.18%	\$5,000	\$5,000	0
001-000-072-572-50-42-00	Communications	7.87%	\$700	\$700	0
001-000-072-572-50-48-00	Repairs & Maintenance	24.72%	\$2,200	\$2,500	-300
		<b>100.00%</b>	<b>\$8,900</b>	<b>\$8,900</b>	<b>0</b>

Maintain status quo

## FISCAL YEAR 2019 BUDGET

Department: Facilities-Community Center

Department Director: Ravyn Whitewolf

Fund: General  
Fund No: 001

Total Budgeted FTEs 0.64

BARS No.	Categories	Percentage	2019	2018	Variance
			Preliminary Budget	Budget	
001-000-075-575-50-11-00	Salaries	28.09%	\$33,284	\$32,367	917
001-000-075-575-50-12-00	Overtime	0.42%	\$500	\$1,794	-1,294
001-000-075-575-50-21-00	Benefits	17.72%	\$20,998	\$19,231	1,767
001-000-075-575-50-36-00	Operating & Maintenance Supplies	8.95%	\$10,600	\$10,600	0
001-000-075-575-50-41-00	Professional Services	4.22%	\$5,000	\$5,000	0
001-000-075-575-50-42-00	Communications	3.38%	\$4,000	\$4,000	0
001-000-075-575-50-47-00	Utilities	27.85%	\$33,000	\$33,000	0
001-000-075-575-50-48-00	Repairs & Maintenance	9.28%	\$11,000	\$16,200	-5,200
001-000-075-575-50-49-00	Miscellaneous	0.08%	\$100	\$100	0
		<b>100.00%</b>	<b>\$118,482</b>	<b>\$122,292</b>	<b>-3,810</b>

Maintain status quo

## FISCAL YEAR 2019 BUDGET

Department:                     IT                    

Department                     Michael Jones                    

Fund:                     General                    

Fund No:                     001                    

Total  
Budgeted  
FTEs                     1.5                    

BARS No.	Categories	Percentage	2019	2018	Variance
			Preliminary Budget	Budget	
001-010-518-80-11-00	Salaries	41.71%	\$132,815	\$129,427	3,388
001-010-518-80-12-00	Benefits	18.10%	\$57,641	\$56,426	1,215
001 010 518 80 31 18	Office & Operating Supplies	2.51%	\$8,000	\$12,500	-4,500
001 010 518 80 41 18	Professional Services	0.34%	\$1,075	\$3,000	-1,925
001 010 518 80 42 00	Communications	6.78%	\$21,600	\$21,240	360
001 010 518 80 43 00	Travel & Training	2.20%	\$7,000	\$5,000	2,000
001 010 518 80 36 00	Software Maint & Lic	12.47%	\$39,710	\$50,129	-10,419
001 010 518 80 35 00	Hardware - Network	2.70%	\$8,600	\$13,700	-5,100
001 010 518 80 36 00	Maint & Support Hardware	4.13%	\$13,140	\$1,780	11,360
001 010 518 80 35 00	Hardware - Departmental	0.63%	\$2,000	\$5,800	-3,800
001 010 518 80 36 00	Security - Departmental	2.92%	\$9,284	\$4,548	4,736
001 010 518 80 36 00	Security - Network	5.52%	\$17,563	\$23,778	-6,215
		<b>100.00%</b>	<b>\$318,428</b>	<b>\$327,328</b>	<b>-8,900</b>

Maintain status quo:

System Security

Citywide Network Infrastructure

Help Desk

Staff Support

## FISCAL YEAR 2019 BUDGET

Department: Police-Admin

Department Director: Allen Schubert

Fund: General

Fund No: 001

Total  
Budgeted  
FTEs 3

BARS No.	Categories	Percentage	2019	2018	Variance
			Preliminary Budget	Budget	
001-000-020-521-10-11-00	Salaries	50.86%	\$230,772	\$304,027	-73,255
001-000-020-521-10-12-00	Overtime	0.07%	\$300	\$0	300
001-000-020-521-10-21-00	Benefits	24.14%	\$109,541	\$142,105	-32,564
001-000-020-521-10-24-00	Uniforms & Equipment	0.77%	\$3,500	\$6,200	-2,700
001-000-020-521-10-31-00	Office Supplies	0.26%	\$1,200	\$2,200	-1,000
001-000-020-521-10-35-00	Small Tools & Equipment	0.62%	\$2,815	\$20,315	-17,500
001-000-020-521-10-36-00	Operating Supplies	0.97%	\$4,400	\$7,400	-3,000
001-000-020-521-10-41-00	Professional Service	3.57%	\$16,200	\$20,351	-4,151
001-000-020-521-10-42-00	Communications	9.89%	\$44,887	\$39,887	5,000
001-000-020-521-10-43-00	Travel & Training	2.74%	\$12,450	\$8,050	4,400
001-000-020-521-10-44-00	Advertising	0.11%	\$500	\$500	0
001-000-020-521-10-45-00	Rentals & Leases	1.66%	\$7,536	\$7,536	0
001-000-020-521-10-48-00	Repair & Maintenance	0.11%	\$500	\$1,500	-1,000
001-000-020-521-10-49-00	Miscellaneous	1.03%	\$4,690	\$4,690	0
001-000-020-521-10-51-00	Intergovernmental	3.19%	\$14,467	\$16,618	-2,151
		<b>100.00%</b>	<b>\$453,758</b>	<b>\$581,379</b>	<b>-127,621</b>

Removal of a third Administrative Officer  
 Purchase of 2 LiveScan Fingerprint Machines  
 WA P.O.S.T. training for the Chief of Police

## FISCAL YEAR 2019 BUDGET

Department: Police-Operations

Department Director: Allen Schubert

Fund: General

Fund No: 001

Total  
Budgeted  
FTEs 13

BARS No.	Categories	Percentage	2019	2018	Variance
			Preliminary Budget	Budget	
001-000-020-521-20-11-00	Salaries	56.75%	\$1,074,281	\$874,887	199,394
001-000-020-521-20-12-00	Overtime	3.17%	\$60,000	\$85,000	-25,000
001-000-020-521-20-21-00	Benefits	24.18%	\$457,701	\$376,076	81,625
001-000-020-521-20-22-10	Reserves Uniforms & Equipment	0.09%	\$1,700	\$1,700	0
001-000-020-521-20-24-00	Uniforms & Equipment	1.47%	\$27,793	\$19,493	8,300
001-000-020-521-20-31-00	Office Supplies	0.08%	\$1,500	\$1,500	0
001-000-020-521-20-32-00	Fuel	2.46%	\$46,542	\$46,542	0
001-000-020-521-20-35-00	Small Tools & Minor Equipment	0.79%	\$15,000	\$14,035	965
001-000-020-521-20-36-00	Operating Supplies	0.74%	\$14,000	\$15,710	-1,710
001-000-020-521-20-37-00	Repairs & Maintenance Supplies	0.13%	\$2,400	\$2,400	0
001-000-020-521-20-38-00	Major Incident Supplies	0.05%	\$1,000	\$1,000	0
001-000-020-521-20-41-00	Professional Services	4.29%	\$81,200	\$161,150	-79,950
001-000-020-521-20-42-00	Communications	0.37%	\$7,000	\$16,760	-9,760
001-000-020-521-20-43-00	Travel & Training	3.01%	\$57,060	\$35,098	21,962
001-000-020-521-20-48-00	Repairs & Maintenance	0.28%	\$5,265	\$5,265	0
001-000-020-521-20-48-10	Repairs & Maintenance Vehicles	1.97%	\$37,221	\$37,221	0
001-000-020-521-20-49-00	Miscellaneous	0.17%	\$3,200	\$3,200	0
		<b>100.00%</b>	<b>\$1,892,863</b>	<b>\$1,697,037</b>	<b>195,826</b>

The hiring of a replacement officer for the SRO

A second, new hiring for 2019

New, professional services (a WhatCom-11 Dispatcher)



## FISCAL YEAR 2019 BUDGET

Department: Police-Other Costs

Department Director: Allen Schubert

Fund: General

Fund No: 001

BARS No.	Categories	Percentage	2019	2018	Variance
			Preliminary Budget	Budget	
001-000-020-523-[3,6]0-[4,5]1	Intergovernmental	57.73%	\$171,391	\$159,240	12,151
001-000-020-594-21-70-00	Debt Service	8.59%	\$25,510	\$25,640	-130
001-000-020-594-21-00-00	Capital	33.68%	\$100,000	\$287,087	-187,087
		<b>100.00%</b>	<b>\$296,901</b>	<b>\$471,967</b>	<b>-175,066</b>

Inmate Housing Increases

LiveSan System

# FISCAL YEAR 2019 BUDGET

Department: CDS

Department Director: Alex Wenger

Fund: Planning/Community

Fund No: 001

Total Budgeted FTEs: 3

BARS No.	Categories	Percentage	2019	2018	Variance
			Preliminary Budget	Budget	
001-000-050-558-60-11-00	Salaries	54.24%	\$230,730	234,936	-4,206
001-000-050-558-60-22-00	Benefits	27.38%	\$116,467	112,805	3,662
001-000-050-558-60-31-00	Office & Operating Supplies	0.34%	\$1,450	2,950	-1,500
001-000-050-558-60-32-00	Fuel	0.14%	\$600	1,200	-600
001-000-050-558-60-41-00	Professional Service	12.34%	\$52,500	36,000	16,500
001-000-050-558-60-42-00	Communications	1.46%	\$6,210	6,210	0
001-000-050-558-60-43-00	Travel & Training	1.39%	\$5,900	5,400	500
001-000-050-558-60-44-00	Advertising	0.80%	\$3,400	3,400	0
001-000-050-558-60-45-00	Rentals & Leases	0.99%	\$4,200	1,700	2,500
001-000-050-558-60-48-00	Repairs and Maint.	0.24%	\$1,000	1,000	0
001-000-050-558-60-49-00	Miscellaneous	0.69%	\$2,930	3,425	-495
		<b>100.00%</b>	<b>\$425,387</b>	<b>\$409,026</b>	16,361

Maintain service levels to match the growing economy.

Adopt new design standards for the Wharf District to match those of Downtown (professional service increase).

Develop staff knowledge and expertise to adapt to evolving land use practices and regulations.

# FISCAL YEAR 2019 BUDGET

**Department:** Building Services (CDS)  
\_\_\_\_\_

**Department Director:** Alex Wenger  
\_\_\_\_\_

**Fund:** General  
\_\_\_\_\_

**Fund No:** 001  
\_\_\_\_\_

**Total Budgeted FTEs** 2  
\_\_\_\_\_

BARS No.	Categories	Percentage	2019	2018	Variance
			Preliminary Budget	Budget	
001-000-050-558-50-11-00	Salaries	61.79%	\$158,132	145,462	12,670
001-000-050-558-50-21-00	Benefits	30.27%	\$77,466	75,054	2,412
001-000-050-558-50-22-00	Uniforms/Boots	0.14%	\$350	300	50
001-000-050-558-50-31-00	Office Supplies	0.23%	\$600	600	0
001-000-050-558-50-32-00	Fuel Consumed	0.47%	\$1,200	1,200	0
001-000-050-558-50-36-00	Operating Supplies	0.87%	\$2,220	2,120	100
001-000-050-558-50-41-00	Professional Services	0.78%	\$2,000	2,000	0
001-000-050-558-50-42-00	Communications	0.83%	\$2,130	2,130	0
001-000-050-558-50-43-00	Travel & Training	1.95%	\$5,000	5,100	-100
001-000-050-558-50-45-00	Rentals & Leases	1.77%	\$4,525	3,525	1,000
001-000-050-558-50-48-00	Repairs & Maintenance	0.39%	\$1,000	1,000	0
001-000-050-558-50-49-00	Miscellaneous	0.50%	\$1,280	1,280	0
		<b>38.21%</b>	<b>\$255,903</b>	<b>239,771</b>	16,132

Encourage a growing economy with consistent building plan review times and trained staff that understands an evolving industry.

Embrace sustainability by reducing wasteful paper permitting processes. We will be incentivizing and encouraging the use of a new electronic permitting and plan review processes.

Promote problem solving by moving away from 3<sup>rd</sup> Party Consultants in favor of in-house review and approval.

## FISCAL YEAR 2019 BUDGET

Department: PW-Parks

Department Ravyn Whitewolf

Fund: General

Fund No: 001

Prepared By Sam Castro

Total Budgeted  
FTEs 1.39

BARS No.	Categories		2019	2018	
		Percentage	Preliminary Budget	Budget	Variance
001-000-076-576-80-11-00	Salaries	35.49%	\$86,331	\$66,272	\$20,059
001-000-076-576-80-12-00	Overtime	0.21%	\$500	\$0	\$500
001-000-076-576-80-22-00	Benefits	15.89%	\$38,656	\$15,744	\$22,912
001-000-076-576-80-32-00	Fuel Consumed	0.29%	\$700	\$500	\$200
001-000-076-576-80-36-00	Operating Supplies	8.33%	\$20,250	\$19,000	\$1,250
001-000-076-576-80-36-01	Park Bench Program	2.10%	\$5,100	\$5,100	\$0
001-000-076-576-80-41-00	Professional Services	18.62%	\$45,300	\$43,000	\$2,300
001-000-076-576-80-44-00	Advertising	0.12%	\$300	\$300	\$0
001-000-076-576-80-46-00	Insurance	7.62%	\$18,540	\$18,000	\$540
001-000-076-576-80-47-00	Utility Services	2.53%	\$6,159	\$6,000	\$159
001-000-076-576-80-48-00	Repairs & Maintenance	8.72%	\$21,200	\$21,200	\$0
001-000-076-576-80-49-00	Miscellaneous	0.08%	\$200	\$200	\$0
		<b>100.00%</b>	<b>\$243,236</b>	<b>\$195,316</b>	<b>\$47,920</b>

- Skallman Park-fencing project
- Lincoln Park-Pathway Trail lighting project
- New facilities/parks position FTE (50% parks)
- Community events support functions
- Parks annual Maintenance and Operations Plan

## FISCAL YEAR 2019 BUDGET

**Department:** Cemetery  
**Department Director:** Ravyn Whitewolf  
**Fund:** General  
**Fund No:** 001  
**Total Budgeted FTEs:** 0.5

BARS No.	Categories	Percentage	2019	2018	Variance
			Preliminary	Budget	
001-000-030-536-00-11-00	Salaries	61.18%	\$23,515	\$14,478	\$9,037
001-000-030-536-00-12-00	Overtime	0.26%	\$100	\$100	0
001-000-030-536-00-21-00	Benefits	15.41%	\$5,923	\$1,997	3,926
001-000-030-536-00-32-00	Fuel	4.42%	\$1,700	\$700	1,000
001-000-030-536-00-35-00	Small Tools & Minor Equipment	2.60%	\$1,000	\$1,000	0
001-000-030-536-00-36-00	Operating Supplies	5.20%	\$2,000	\$3,000	-1,000
001-000-030-536-00-41-00	Professional Services	0.00%	\$0	\$0	0
001-000-030-536-00-48-00	Repairs & Maintenance	10.41%	\$4,000	\$4,000	0
001-000-030-536-00-53-10	External Taxes	0.52%	\$200	\$200	0
		<b>100.00%</b>	<b>\$38,438</b>	<b>\$25,475</b>	12,963

Designate location of Niche Wall

Designate type of Niche Wall

Scope and purchase of Niche Wall

Maintain part-time employee year-round

## FISCAL YEAR 2019 BUDGET

**Department:** Community Services/Events

**Department Director:** Michael Jones/Debbie Harger

**Fund:** General  
**Fund No:** 001

**Total Budgeted FTEs** 0.35

BARS No.	Categories	Percentage	2019	2018	Variance
			Preliminary Budget	Budget	
001-000-073-573-90-11-00	Salaries	39.90%	\$24,586	\$23,752	834
001-000-073-573-90-21-00	Benefits	20.09%	\$12,379	\$12,129	250
001-000-073-573-90-31-00	Supplies	24.83%	\$15,300	\$1,000	14,300
001-000-073-573-90-41-00	Professional Service	9.74%	\$6,000	\$1,000	5,000
001-000-073-573-90-43-00	Travel & Training	1.22%	\$750	\$750	0
001-000-073-573-90-44-00	Advertising	3.25%	\$2,000	\$1,000	1,000
001-000-073-573-90-45-00	Rentals & Leases	0.16%	\$100	\$500	-400
001-000-073-573-90-49-00	Miscellaneous	0.81%	\$500	\$500	0
		<b>100.00%</b>	<b>\$61,615</b>	<b>\$40,631</b>	20,984

Maintain status quo

Purchase of new Christmas tree

Professional services for downtown events, such as movie night, chalk art, etc.

## FISCAL YEAR 2019 BUDGET

**Department:** Community Center Programs

**Department Director:** Michael Jones

**Fund:** General

**Fund No:** 001

BARS No.	Categories	Percentage	2019	2018	Variance
			Preliminary Budget	Budget	
001-000-071-571-00-41-10	Senior Program	79.63%	\$121,197	\$115,050	\$6,147
001-000-071-571-00-41-30	Boys & Girls Club Program	20.37%	\$31,000	\$31,000	0
		<b>100.00%</b>	<b>\$152,197</b>	<b>\$146,050</b>	6,147

Maintain status quo for programs  
Continued County contribution for senior programs

## FISCAL YEAR 2019 BUDGET

Department: Miscellaneous Costs

Department Director: Jeffrey Lazenby

Fund: General

Fund No: 001

BARS No.	Categories	Percentage	2019	2018	Variance
			Preliminary Budget	Budget	
001-000-050-553-00-00-00	Intergovernmental	8.10%	\$1,896	\$1,920	-\$24
001-000-050-554-30-41-00	Professional Services	85.48%	\$20,000	\$20,000	0
001-000-060-566-00-51-00	Intergovernmental	6.41%	\$1,500	\$1,500	0
		<b>100.00%</b>	<b>\$23,396</b>	<b>\$23,420</b>	<b>-24</b>

Required payments to the Flood Control District, Indoor Air Quality District, Animal Control, and County alcohol treatment.



## FISCAL YEAR 2019 BUDGET

Department: Debt & Transfers Out

Department Director: Jeffrey Lazenby

Fund: General

Fund No: 001

BARS No.	Categories	2019		2018	Variance
		Percentage	Preliminary Budget	Budget	
001-000-010-581-20-79-00	Interfund Loan Repayment	25.14%	\$60,000	\$15,000	\$45,000
001-000-090-589-30-52-00	Whatcom County EMS	18.34%	\$43,775	\$42,500	1,275
001-000-090-597-00-00-00	Transfers Out	56.52%	\$134,915	\$267,076	-132,161
		<b>100.00%</b>	<b>\$238,690</b>	<b>\$324,576</b>	<b>-85,886</b>

Interfund loan repayment to Water Capital Reserve-final payment in 2020

Pass-through of portion of sales tax collected for County emergency medical & trauma services

Transfers Out for Debt Service:

- Community Economic Revitalization Board (CERB) Loan
- General Fund portion of ESCO project
- Banner Bank Building

Transfer Out to LEOFF 1 Reserve