

**2020  
Budget Adjustments  
Tally Sheet**

	Department		Code	Rev	Exp	FB
GGR-1	Non-Departmental	Re-approp - Insurance Recovery Mediation	009R		5,280	
GGR-1	General Fund	Re-approp - Insurance Recovery Mediation	002R	5,280		

To carry forward funds for mediation with Safety National for environmental insurance recovery related to the GTS property.

Increase professional services	009	5000900410		5,280	
Increase beginning fund balance	002	3080000000			5,280

	Department		Code	Rev	Exp	FB
GGR-2	Police	Re-approp - Specialized Computer Systems	031R		77,954	
GGR-2	General Fund	Re-approp - Specialized Computer Systems	002R	77,954		

This re-appropriation carries forward funds for two specialized computers systems:

The Forensic Recovery of Evidence Device (FRED) will replace the current end of life system. This device is used extensively in the investigations of child exploitation, homicide, financial, and property crime cases. Cost of this item is \$49,900.

A new system, called Cryptanalysis, will assist forensics detectives in accessing digitally encrypted evidence. The system will not only provide quicker evidence recovery, but will also allow for the decryption and recovery of digital evidence that may otherwise not have occurred. Cost of this item is \$28,054.

Increase small tools/equipment	031	5320000350		77,954	
Increase beginning fund balance	002	3080000000			77,954

	Department		Code	Rev	Exp	FB
GGR-3	Police	Re-approp - Patrol Desk Workstations	031R		9,743	
GGR-3	General Fund	Re-approp - Patrol Desk Workstations	002R	9,743		

To carry forward funds for the acquisition of new computer and desk workstations for use by all patrol officers at the North Precinct. The works stations will replace old, highly worn and damaged desks with newly designed ergonomic work stations that provide additional space and an improved environment.

Increase small tools/equipment	031	5320000350		9,743	
Increase beginning fund balance	002	3080000000			9,743

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	Department		Code	Rev	Exp	FB
GGR-4	Police	Re-approp - Duty Rifles	031R		19,973	
GGR-4	General Fund	Re-approp - Duty Rifles	002R	19,973		

This re-appropriation carries forward funds to replace 10 rifles that have exceeded their useful lives.

Increase small tools/equipment	031	5400005350	19,973	
Increase beginning fund balance	002	3080000000		19,973

	Department		Code	Rev	Exp	FB
GGR-5	Fire	Re-approp - Bunker Gear	032R		74,405	
GGR-5	General Fund	Re-approp - Bunker Gear	002R	74,405		

To re-appropriate funds for the purchase of twenty sets of bunker gear that were ordered in 2019 but not received prior to year-end. The total cost of \$107,050 will be split between the General Fund and the Emergency Medical Services (EMS) Funds. Please see NGR-7 for the related re-appropriation to the EMS fund.

Increase uniforms	032	5202000260	74,405	
Increase beginning fund balance	002	3080000000		74,405

	Department		Code	Rev	Exp	FB
GGR-6	Fire	Re-approp - MDC Vehicle Docks	032R		27,795	
GGR-6	General Fund	Re-approp - MDC Vehicle Docks	002R	27,795		

The Fire department is replacing its entire fleet of Mobile Data Computers (MDCs). This re-appropriation carries funds forward to purchase the appropriate mounts in order to use the new MDCs in the department's 42 vehicles. The total cost of \$45,050 will be split between the General Fund and EMS. Please see NGR-8 for the related re-appropriation to the EMS fund.

Increase small tools/equipment	032	5200000350	27,795	
Increase beginning fund balance	002	3080000000		27,795

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	Department		Code	Rev	Exp	FB
GGR-7	Parks	Re-approp - Training & Procedure Development	101R	24,413	24,413	
<p>To carry forward funds to pay the balance of a contract with Cross Island Consulting for training, mentoring, and procedure development for the Ranger and Animal Control divisions of the Parks and Community Services Department. Total contract maximum amount was \$25,000.</p>						
Increase professional services			101	5421050000410	24,413	
Increase beginning fund balance			101	30800000000		24,413

	Department		Code	Rev	Exp	FB
GGR-8	Municipal Arts	Re-approp - 1% for Arts Program	112R	280,700	280,700	
<p>This re-appropriation carries forward available 1% for Arts funds for expenditure in 2020.</p> <p>Projects currently underway include the fabrication and installation of sculptures on Broadway and the addition of five Hoyt Avenue light sculptures between Wall Street and Pacific Avenue.</p>						
Increase beginning fund balance			112	3080000200		174,100
Increase beginning fund balance			112	3080000210		106,600
Increase professional services - 1% for Arts General			112	5200201410	174,100	
Increase professional services - 1% for Arts Transit			112	5210211410	106,600	

	Department		Code	Rev	Exp	FB
GGR-9	Street Improvements	Re-approp - Street Projects	119A	1,870,856	1,870,856	
<p>This re-appropriation carries forward the remaining 2019 budgeted Street Improvement funds to 2020 for street improvement projects. The source of these funds is an allocated share of the motor vehicle fuel tax from Washington State and a General Fund allocation. These funds are used for arterial street projects, sidewalk replacements, parking improvements, non-motorized improvements, traffic signal projects, capital project grant matching funds, and the overlay program.</p>						
Increase beginning fund balance			119	3080000000		1,870,856
Increase construction projects			119	5524000953650	20,017	
Increase construction projects			119	5612002953650	1,850,839	

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	Department		Code	Rev	Exp	FB
GGA-1	Legal	Amendment - Public Defense Grant	003A		48,000	
GGA-1	General Fund	Amendment - Public Defense Grant	002A	48,000		

The Washington Office of Public Defense has granted the City \$96,000 to be used towards social work services for the public defense team. The grant begins January 1, 2020, and ends on December 31, 2021. Funds will be split over the two years (\$48,000 each year) and will be paid to Everett Law Association to provide social services to indigent defendants.

Council approved this grant at the December 11, 2019, Council meeting.

Increase professional services	003	5250000410	48,000	
Increase state grants	002	3340120003		48,000

	Department		Code	Rev	Exp	FB
GGA-2	Planning	Amendment - Department of Commerce Grant	021A		100,000	
GGA-2	General Fund	Amendment - Department of Commerce Grant	002A	100,000		

The City was awarded a Washington State Department of Commerce grant in the amount of \$100,000. The scope of work consists of three activities; adopt a citywide housing action plan, adopt a transit-oriented development (TOD) housing action plan, and adopt a housing displacement strategy.

Council approved this grant at the December 18, 2019, Council meeting.

Increase professional services	021	5010000410	100,000	
Increase grant revenue	002	3340420005		100,000

	Department		Code	Rev	Exp	FB
GGA-3	Police	Amendment - FY19 STOP Violence Grant	031A		32,170	
GGA-3	General Fund	Amendment - FY19 STOP Violence Grant	002A	32,170		

The Police Department has been awarded \$32,170 in grant funds from the Washington State STOP Formula Grant program. The fiscal year 2019 agreement with the State Department of Commerce provides funding to improve the criminal justice and community response to violence against women in Snohomish County. The grant funds will be used to advance county-wide law enforcement training.

Council approved this grant at the October 9, 2019, Council meeting.

Increase professional services	031	5920000440	32,170	
Increase grant revenue	002	3331657001		32,170

**ATTACHMENT A**

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	Department		Code	Rev	Exp	FB
GGA-4	Police	Amendment - Boating Safety Grant	031A		14,361	
GGA-4	General Fund	Amendment - Boating Safety Grant	002A	14,361		

The Police Department has been awarded a \$14,361 grant from the Washington State Parks and Recreation Commission. The award is to reimburse costs of on-the-water patrols and boating education classes. The program goal is to reduce the number and severity of recreational boating incidents and to promote a safe and enjoyable boating environment for all users.

Council approved application and acceptance of this grant at the December 18, 2019, Council meeting.

Increase overtime	031	5220000120	14,361	
Increase grant revenue	002	3336702400		14,361

	Department		Code	Rev	Exp	FB
GGA-5	Police	Amendment - Joint Task Force with US Marshals	031A		12,000	
GGA-5	General Fund	Amendment - Joint Task Force with US Marshals	002A	12,000		

The United States Department of Justice (DOJ) Marshal's Service is providing funds to the Everett Police Department to conduct and participate in a joint law enforcement effort to investigate and apprehend local, state, and federal fugitives. This amendment increases the Police budget for this purpose.

Increase overtime	031	5701000120	12,000	
Increase grant revenue	002	3421000000		12,000

	Department		Code	Rev	Exp	FB
GGA-6	Fire	Amendment - Fire Prevention Grant	032A		2,417	
GGA-6	General Fund	Amendment - Fire Prevention Grant	002A	2,417		

The Fire Prevention division of the Fire Department was awarded a \$2,417 grant from FM Global for public education/community risk reduction supplies. This amendment increases the Fire budget for this purpose.

Increase office & operating supplies	032	5300000310	2,417	
Increase contributions	002	3670220032		2,417

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	Department		Code	Rev	Exp	FB
GGA-7	Non-Departmental	Amendment - Human Needs/Recovery Café	009A		10,000	
GGA-7	General Fund	Amendment - Human Needs/Recovery Café	002A	10,000		

The City entered into an interlocal agreement with Snohomish County to accept reimbursement of funds for the operations of the Recovery Cafe in an amount not to exceed \$10,000. The Recovery Cafe provides a safe place where individuals can define and pursue all types of recovery together.

Council authorized the interlocal agreement at the December 31, 2019, Council meeting.

Increase professional services	009	5000199410	10,000	
Increase miscellaneous revenue	002	3699030000		10,000

	Department		Code	Rev	Exp	FB
GGA-8	Street Improvements	Amendment - Overlay Program Reduction	119A	(950,000)	(950,000)	

This amendment reduces the 2020 overlay budget in response to Initiative 976. The original budget included \$1,550,000 in car tab revenue for overlay. The 2020 overlay budget is reduced by only \$950,000 due to using \$600,000 in available fund balance from the Transportation Benefit District Fund 159.

Decrease construction projects	119	5612002953650		950,000
Decrease transfers in	119	3970000000	950,000	

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	Department		Code	Rev	Exp	FB
GGA-9	General Gov't Funds	Amendment - COVID-19 Response Budget Reductions	xxxA		(3,434,716)	3,434,716
GGA-9	General Gov't Funds	Amendment - Separation Costs	xxxA		972,400	(972,400)

The economic impact of COVID-19 will have a significant and negative effect on City resources. This budget amendment implements a labor cost and program reduction plan to address the loss of revenue. Major program impacts are associated with Administration staff, the Recreation and Swim Center programs, the Senior Center, Cultural Arts, the Library, and a Streets Fund. Restoration of these programs will be assessed in 2021.

Council	COVID-19 Response Budget Reductions	001			50,000
Legal	COVID-19 Response Budget Reductions	003			63,586
Administration	COVID-19 Response Budget Reductions	004			354,429
Municipal Court	COVID-19 Response Budget Reductions	005			5,000
Non-Departmental	COVID-19 Response Budget Reductions	009			139,280
Finance	COVID-19 Response Budget Reductions	010			14,765
Information Technology	COVID-19 Response Budget Reductions	015			106,553
Communications	COVID-19 Response Budget Reductions	018			101,332
C, P, & E	COVID-19 Response Budget Reductions	021			192,219
Engineering	COVID-19 Response Budget Reductions	024			84,521
Senior Center	COVID-19 Response Budget Reductions	027			279,828
Facilities	COVID-19 Response Budget Reductions	038			66,394
Recreation	COVID-19 Response Budget Reductions	101			905,074
Library	COVID-19 Response Budget Reductions	110			550,000
Municipal Arts	COVID-19 Response Budget Reductions	112			231,546
Streets	COVID-19 Response Budget Reductions	120			290,189
Various	Separation Costs (related to program reductions above)	Various		972,400	

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Department	Code	Rev	Exp	FB
NGR-1 CIP 1 Re-approp - CIP 1 Projects	162R	979,461	979,461	
<p>This amendment re-appropriates CIP 1 funds for the following Council approved projects that were not completed by December 31, 2019:</p> <p>Swim Center repairs - \$6,519            South Precinct roof replacement - \$365,000            South Precinct Snohomish 911 expansion project - \$22,096            Fire Station No. 2 and Fire Station No. 6 additions and alterations - \$525,846            Fire Training building main floor remodel - \$50,000</p>				
Increase beginning fund balance	162	3080050000		979,461
Increase transfers out	162	5500000550	979,461	

Department	Code	Rev	Exp	FB
NGR-2 CIP 3 Re-approp - CIP 3 Parks Projects	154R	1,631,627	1,631,627	
<p>This amendment re-appropriates CIP 3 funds for the following Council approved projects that were not completed by December 31, 2019.</p> <p>Park projects include:            Kasch Park Renovation - \$25,000            Phil Johnson Ballfields Renovation - \$210,000            Small Capital Projects - \$180,000            Lowell Park Sport Court Renovation - \$98,436            Forest Park Playground Replacement - \$1,000,000</p>				
Increase beginning fund balance	154	3080000000		1,631,627
Increase transfers out - intergovernmental services	154	5101003411	118,191	
Increase transfers out - park projects	154	5354010550	1,513,436	

Department	Code	Rev	Exp	FB
NGR-3 CIP 4 Re-approp - CIP 4 Projects	162R	600,000	600,000	
<p>This amendment re-appropriates CIP 4 funds for the remaining Evergreen Branch Library Expansion project costs not completed by December 31, 2019.</p>				
Increase beginning fund balance	162	3080062000		600,000
Increase project expenditures	162	5625230550	600,000	

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	Department		Code	Rev	Exp	FB
NGR-4	Motor Vehicle Repl Fund	Re-approp - Vehicle & Equip Purchases	126R	709,190	709,190	

This re-appropriation carries forward funds for vehicles and equipment scheduled for replacement in 2019, but not received prior to year-end.

Engineering - staff car and aerial lift truck - \$200,000  
 Police - seven patrol utility vehicles - \$264,190  
 Streets - rock screener - \$245,000

Increase beginning fund balance	126	3080000000		709,190
Increase vehicle expenditures - Engineering	126	5200024640	200,000	
Increase vehicle expenditures - Police	126	5200031640	264,190	
Increase vehicle expenditures - Streets	126	5200120640	245,000	

	Department		Code	Rev	Exp	FB
NGR-5	Hotel/Motel Tax Fund	Re-approp - Lodging Tax Grants	138R	16,500	16,500	

To carry forward funds for three grants that were approved in 2019, but payment will be made in 2020. These grants include: \$8,000 to Olympic Ballet for the New Year & Nutcracker productions, \$4,500 to YMCA for the Yankee Doodle Dash event, and \$4,000 for Hashtag Street Art.

Increase beginning fund balance	138	3080000000		16,500
Increase grant expenditures	138	5200000494	16,500	

	Department		Code	Rev	Exp	FB
NGR-6	Property Mgmt Fund	Re-approp - Fire Station #5 HVAC Replacement	146R	49,959	49,959	

To carry forward funds for the replacement of the HVAC system at Fire Station #5. The project was budgeted and started in 2019, but was not completed until early 2020.

Increase beginning fund balance	146	3087000000		49,959
Increase repairs & maintenance	146	5700000480	49,959	

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	Department		Code	Rev	Exp	FB
NGR-7	EMS	Re-approp - Bunker Gear	153R	32,645	32,645	

To re-appropriate funds for the purchase of twenty sets of bunker gear ordered in 2019 but not received prior to year-end. The total cost of \$107,050 will be split between the General Fund and the Emergency Medical Services (EMS) Funds. Please see GGR-5 for the related re-appropriation to the Fire Department fund.

Increase beginning fund balance	153	3080000000		32,645	32,645
Increase uniforms	153	5202000260			

	Department		Code	Rev	Exp	FB
NGR-8	EMS	Re-approp - MDC Vehicle Docks	153R	17,255	17,255	

The Fire department is replacing its entire fleet of Mobile Data Computers (MDCs). This re-appropriation carries forward funds to purchase the appropriate mounts in order to use the new MDCs in the department's 42 vehicles. The total cost of \$45,050 will be split between the General Fund and EMS. Please see GGR-6 for the related re-appropriation to the Fire Department fund.

Increase beginning fund balance	153	3080000000			17,255
Increase small tools/equipment	153	5200000350		17,255	

	Department		Code	Rev	Exp	FB
NGR-9	EMS	Re-approp - LifePaks, AEDs, and Ventilator	153R	163,407	163,407	

This re-appropriation carries forward funds budgeted for equipment replacement in 2019 but not spent by year-end. Equipment includes LifePaks, Automated External Defibrillators (AEDs), and a ParaPac Ventilator.

Increase beginning fund balance	153	3080000000			163,407
Increase machinery/equipment	153	5200000640		163,407	

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	Department		Code	Rev	Exp	FB
NGR-10	Criminal Justice	Re-approp - Marine Vessel Boathouse	156R	230,000	230,000	

To re-appropriate funds for the purchase and acquisition of a marine vessel boathouse, which will be used to provide a semi-secure location for the storage of public safety vessel Marine 2. The estimated purchase price of the boathouse facility is \$150,000. In addition, we anticipate approximately \$80,000 will be needed to create a dive locker inside the boathouse along with other improvements to make the space fully operational.

Increase beginning fund balance	156	3080000000		155,000
Increase beginning fund balance	156	3080000046		75,000
Increase capital outlay	156	5300499640	155,000	
Increase capital outlay	156	5460000640	75,000	

	Department		Code	Rev	Exp	FB
NGR-11	Criminal Justice	Re-approp - Body Worn Cameras	156R	100,000	100,000	

To carry forward funds for the implementation of a body worn camera pilot program. This brings the total funds available for the program in 2020 to \$400,000.

Increase beginning fund balance	156	3080000000		100,000
Increase small tools/equipment	156	5300500350	100,000	

	Department		Code	Rev	Exp	FB
NGR-12	Info Tech Reserve	Re-approp - IT Projects	505R	414,029	414,029	

This amendment re-appropriates 2019 budgeted funds to 2020 for Information Technology projects.

Projects include:

- Cayenta check printing, payroll direct deposit, and online paystub presentation - \$60,455
- Electronic staff scheduling for Fire (Telestaff) - \$99,975
- TRAKIT upgrade to Version 9 - \$60,000
- Parking enforcement technology consolidation - \$1,000
- Annual infrastructure upgrades - \$192,599

Increase beginning fund balance	505	3080030000		192,599
Increase beginning fund balance	505	3080040000		221,430
Increase machinery/equipment	505	5130000640	192,599	
Increase professional services	505	5140000410	203,975	
Increase machinery/equipment	505	5140000640	5,485	
Increase repairs & maintenance	505	5140000480	11,970	

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	Department		Code	Rev	Exp	FB
NGR-13	CIP 4	Amendment - Vera Clinic Startup Costs	162A	583,874	583,874	
NGR-13	EMS	Amendment - Vera Clinic Startup Costs	153A	7,982	7,982	
NGR-13	Utilities	Amendment - Vera Clinic Startup Costs	401A	252,024	252,024	
NGR-13	Transit	Amendment - Vera Clinic Startup Costs	425A	157,373	157,373	
NGR-13	Golf	Amendment - Vera Clinic Startup Costs	440A	11,404	11,404	
NGR-13	Motor Vehicle Dept.	Amendment - Vera Clinic Startup Costs	501A	25,088	25,088	
NGR-13	Telecommunications	Amendment - Vera Clinic Startup Costs	507A	4,562	4,562	

This re-appropriation carries forward funds for the Vera clinic startup costs. The total estimated cost of \$1.2 million is being distributed between funds based on the number of HMA participants. \$157,693 was paid in 2019. The balance of \$1,042,307 will be paid in 2020.

Increase beginning fund balances			1,042,307
Increase fund expenditure accounts			

	Department		Code	Rev	Exp	FB
NGR-14	Transit	Re-approp - Transit Projects	425R	2,094,566	2,094,566	

To re-appropriate funds for Transit projects budgeted and started in 2019, but not completed prior to year-end.

Projects include:

- \$58,418 for Everett Station Smith Street Cleanup
- \$45,000 for Everett Station Weyerhaeuser room upgrades
- \$85,737 for Everett Station parking lot improvements
- \$1,905,411 for 18 paratransit vehicles originally expected to be delivered in 2019 but not received prior to year-end

Increase beginning fund balance	425	3080000000		645,336
Increase grant revenue	425	3312017032		68,589
Increase grant revenue	425	3312018004		1,380,641
Increase capital outlay	425	5135010000610	58,418	
Increase capital outlay	425	5135056205650	130,737	
Increase capital outlay	425	5135010205640	1,905,411	

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	Department	Code	Rev	Exp	FB
NGA-1	CIP 1	Amendment - EMB Window Replacements	162A		
				211,071	(211,071)

This amendment increases the CIP 1 expenditure budget for the Wall Street Building Window Replacement Project as approved by Ordinance 3708-19.

Increase CIP 1 transfers out	162	5500000550		211,071	
Decrease ending fund balance	162	5500999490			211,071

	Department	Code	Rev	Exp	FB
NGA-2	CIP 3	Amendment - CIP 3 Park Projects	154A		
				58,000	(58,000)

This amendment increases the CIP 3 expenditure budget for the 2020 Forest Restoration Program as approved by Ordinance 3717-19.

Increase CIP 3 transfers out	154	5354010550		58,000	
Decrease ending fund balance	154	5990000490			58,000

	Department	Code	Rev	Exp	FB
NGA-3	Reserve for Parks	Amendment - Lowell Riverfront Off Leash Dog Area	148A		
			80,000	80,000	

On 12/12/19, the City entered into an interlocal agreement with Snohomish County to fund an off leash dog area at Lowell Riverfront Trails. As part of the agreement the County gave the City \$80,000 towards the construction of the project. Construction expenses are not expected to exceed \$80,000.

Increase capital outlay	148	5000000007640		80,000	
Increase intergovernmental revenue	148	3370700155			80,000

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	Department	Code	Rev	Exp	FB	
NGA-4	Transit	Amendment - Capital Outlay Adjustment	425A	(2,006,800)	(2,397,597)	390,797

Transit has had several changes in their capital plan for 2020 and would like to adjust the budget to reflect the changes.

Adjustments include:  
 (\$1,617,647) - two electric buses will be delivered in 2021 rather than 2020  
 (\$789,750) - funds will not be needed for the design of a new operations base this year  
 \$9,800 - funds are needed to purchase a safety table for maintenance of electric bus battery systems

Decrease grant revenue	425	3312002019	1,375,000	
Decrease grant revenue	425	3312000000	631,800	
Increase ending fund balance	425	5999000000490	390,797	
Decrease capital outlay	425	5135010205640		1,617,647
Decrease capital outlay	425	5135010000610		789,750
Increase capital outlay	425	5135010000640	9,800	

	Department	Code	Rev	Exp	FB	
NGA-5	Real Property Acquisition	Amendment - Property Purchase	145A	180,000	180,000	

The City of Everett Park's Department was awarded a \$180,000 grant from the Snohomish County Conservation Futures Property Tax Fund to acquire property to add to the existing Madison Morgan Park. The planned use of the property is to be incorporated into the existing park for additional open space and trails. The closing date for the sale is July 1, 2020.

Increase capital outlay	145	5626000943610	180,000	
Increase intergovernmental revenue	145			180,000

	Department	Code	Rev	Exp	FB	
NGA-6	EMS	Amendment - SAFER Grant	153A	631,950	842,600	(210,650)

The Emergency Medical Services division was awarded a FEMA SAFER grant to cover the cost of adding ten new firefighters, which will allow the staffing of an additional basic life support aid unit at Fire Station #6. This location serves several high demand locations. The grant covers a period of three years and will cover 75% of employee salary and benefit costs for the first two years and 35% of salary and benefit costs in the third year. Ten positions were hired in early February.

Council approved acceptance of this grant at the October 9, 2019, Council meeting.

Increase salaries & wages	153	5200001110	567,600	
Increase benefits	153	5200001210	275,000	
Increase grant revenue	153	3319700132		631,950
Decrease ending fund balance	153	5990000490		210,650