



CITY OF SNOHOMISH
2014 RECOMMENDED
BUDGET

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Date: September 30, 2014
To: Snohomish City Council and Citizens
From: Larry Bauman, City Manager
Subject: **Transmittal Memo for the 2014 Recommended Budget**

With this memo I transmit to the City Council and citizens of the City of Snohomish the City Manager's 2014 Recommended Budget. The purpose of this memo is to provide a narrative overview that highlights the major themes and changes included in this proposed budget for the City of Snohomish. While the proposed numbers tell the detailed story of the budget recommendations, this memo seeks to tie those numbers together in a way that is a more comprehensive view of the City's finances, services and programs proposed for 2014.

For the 2014 Budget, projected revenues would support restoring a limited amount of resources eliminated in recent years. However, the Recommended Budget largely continues an austere budgeting approach initiated at the start of the economic recession that began in late 2008. The economic conditions caused during this recession continued in lessening degrees in the most recent years but have continued to impact the City's operational budgets primarily in the form of reduced sales tax revenues. It is these sales tax revenues that account for the largest share of the City's General Fund resources. The General Fund is the City's core budget fund and supports the costs of basic governmental services—police, streets maintenance, parks and facilities maintenance, planning services, economic development and the general administration of city government. The basic and conservative assumption embedded in the 2014 Budget is that we should be careful not to expect that recent trends of improvements in our General Fund revenues should be relied upon as sustainable trends at this time. This recommended budget projects a modestly increased revenue stream for the General Fund in 2014.

The recommendations for the 2014 Budget include reconsiderations of not simply what level of services the City can afford but how those services can be most efficiently delivered. In searching for more cost-effective methods to deliver services, the City's staff has continued to analyze a variety of options that had not previously been employed. The objectives of maintaining basic services at lower costs have led the City's budget process in recent years down new paths, some of which have been controversial. However, new ideas and changing perspectives concerning how municipal services may be provided are unavoidable results of the changeable economic conditions in which local governments must manage their finances.

The lingering effects of the economic recession have continued—but at a decreasing level—to limit revenue growth at the local level. Limited economic growth as seen in lower rates of sales tax revenue increases at the local level is the most sensitive condition affecting how City budgets have been developed during 2009-2013. However, while inflationary trends had remained low in previous years, 2011, 2012 and 2013 began to see inflation begin to again be an economic influence. Inflationary conditions squeeze the City's budget from the expenditure side of the financial equation. Between 2009 and August 2013 the Consumer Price Index (CPI) reported for our region shows a cumulative inflation rate of 8.6%.

General Fund revenues for the 2014 Budget are projected at \$7.59 million. Recent trends of modest revenue growth, coupled with the pressures of inflation and increasing expenditures noted above require a watchful and conservative approach. Because budget reductions were made in virtually every department and operational division during 2009-2012, the work to restore some of these resources has become a greater focus of budgets for 2013 and 2014.

Because it is legally a separate governmental entity, the City's relatively new Transportation

Benefit District (TBD) is not included within the City's annual budget. However, the TBD is one of the bright spots on the revenue horizon as this new funding source began in 2012 for the community's street maintenance services and capital improvements. The TBD was funded through voter approval on the 2011 August primary ballot of a measure that authorized a two-tenths of one percent increase in the local sales tax rate to pay for street maintenance and two intersection improvement projects. Voters approved the measure by 58 percent to 42 percent, and the initial TBD revenues, estimated at \$660,000 per year were received by the City beginning in March 2012. Although the TBD is officially a separate governmental district (whose borders are identical with the City's borders), the City staff serves as staff for the TBD as well. The ballot measure approved the new revenue source for a 10-year period as limited by state law.

The budget recommendations in this document are based upon assessments of how the City may meet the highest priority needs expressed by the community, the City Council and the City staff organization. Reflected within the 2014 Budget are the goals and budget priorities that the City Council established at its August 20, 2013 Planning and Budget Workshop. The priorities included in this recommended budget were established from careful consideration of a variety of inputs that include the City Council's 2014 Goals and directions for implementing the City's updated Strategic Plan, staff recommendations and many competing demands on the limited resources available to meet the City's mission of providing high quality local government services. The City's strategic planning process continues to have a major impact in fashioning the priorities of this budget, and the performance of the City in meeting these strategic goals is tracked and reported twice a year.

Many hands have touched this budget process: I extend my appreciation to the City Council and to our City management staff for diligently working to select the best options to meet community needs while limiting the overall costs of government. Through this process, the Council has continually sought to enact budget changes that respond to current economic conditions and still provide essential services to the community at the highest feasible level. As always, my thanks go especially to the City's chief financial manager: Support Services Director Danny Weinberg and his staff in providing financial analysis and budget management for the City.

This proposed budget is the document on which citizens will make comment during the public hearings scheduled to occur in October and November and on which the City Council will base its decisions to create a final adopted budget for the next fiscal year beginning January 1, 2014. Our City budget is a living document, however, that must remain flexible and adjust as revenue and expenditure changes during the fiscal year. Once adopted by Council, this budget forms the detailed fiscal plan for the City during the next year. City budgets are necessarily complex documents, primarily because many different sources of funding are involved and because a number of these funding sources—such as utility funds—are restricted because expenditures in these budget areas can only benefit the specific programs that generate their revenues. One goal of this transmittal memo is to explain these budget elements in terms so that citizens with no background in municipal finance can understand the forces of change that drive the City's budget process and how the tax dollars that they contribute are proposed to be spent for City services.

2014 Council Strategic Budget Priorities and Annual Goals

On August 20, 2013, the City Council met to review financial information, discuss strategic action recommendations, to set its annual goals and to confirm budget priorities for 2014. Revenue projections and reports of the progress made on meeting the Council's 2013 Goals were part of the foundation on which Councilmembers established a new list of City Council goals.

As for the 2013 Budget, gradually increasing revenues allow this year's budget to include recommendations to restore several resources eliminated during previous, recessionary years.

The proposed 2014 restorations include the following budget items supported by Council during the August 20 workshop:

- Add an administrative support position to the 2014 Budget that would provide shared support to Planning and Development Services, Public Works, Human Resources, City Clerk and City Manager;
- Continue current level funding for temporary summertime positions in the Parks Division and add one additional position in the Streets Division of the Public Works Department.

The goals and action strategies of the City's Strategic Plan were also provided as reference points for Council to develop both 2014's budget priorities and annual goals. The annual budget is the primary implementation tool for the Strategic Plan goals and action strategies. For 2014, the City Council has developed a revised list of goals focused on achieving results primarily with existing staff. The City Council's 2014 Goals can be found at the end of this transmittal message.

Issues Affecting the 2014 Budget

The economic downturn began in 2008 with declines in employment levels and increases in home mortgage foreclosures. By the end of 2008, more significant economic changes had become apparent, and these changes eventually translated into declining sales tax revenues to the City. This trend continued through 2011, resulting in a series of annual budget reductions adopted by the City Council. The net reduction in expenditures since the 2009 Budget was first presented to Council amounts to more than \$2.0 million. These reductions have included a variety of measures including elimination of vacant employee positions, contracting of police services, increased employee contributions for medical insurance, line item reductions in nearly every expenditure category as well as employee layoffs.

General Fund resources pay the costs of general governmental and non-utility community services. The fact that sales taxes have replaced property taxes as the most significant source of General Fund revenues for the City is an outcome of voter approval—and eventual legislative enactment—of limits to levy growth proposed in Initiative 747 in 2001. Those changes limited the City's property tax levy to no more than 101 percent of the previous year's levy. In other words, an annual growth rate of no more than 1 percent is allowed in the levy. This means that the potential increase in the property tax levy typically falls far short of the annual rate of inflation. The trend created by this change in municipal finances is that property tax revenue typically shrinks annually as a proportion of total City revenues. Many citizens within the community may find this result confusing due to the fact that their individual property tax bills often continue to increase. These increases of the individual property tax bill, however, have been due to a variety of other factors that include local voter-approved levies for other public agencies. The City Council rejected the 1 percent increase proposed by staff for the budgets of 2010-2013. Each of these annual 1 percent increases would have generated approximately \$10,000 in additional annual revenue. Therefore, the cumulative impact of the 1 percent increases not approved by Council would have been approximately \$40,000 annually at the end of 2013. The cost to an average single-family home owner for each of these annual increases would have been approximately \$2.21 per year or a cumulative amount of \$8.84 for these four years.

As property tax revenues have declined during the last two decades in proportion to the total budget, sales tax revenues have continued to grow as the dominant share of total General Fund revenues. Sales tax ranks as the largest single source of General Fund revenue to the City. Due to the fact that sales tax revenues are more sensitive to economic trends, these revenues

are closely watched and projections of future revenues are conservatively estimated. The reality of municipal finance is that dependence on sales tax as a source of revenue to support City services and maintenance of infrastructure means that these programs are especially vulnerable to the ups and downs of the economy. The end result of this trend is that funding for community services has become less stable and more sensitive to the health of the economy.

However, the generation of sales tax revenues may also be directly or indirectly influenced to some degree by the City's policies and decisions. Providing additional opportunities for commercial development can improve these revenues. For this reason, supporting economic development and business growth continues to rank as a high value activity for the City's staff. The growth of commercial development opportunities—especially for retail businesses—holds the greatest promise of increased revenues in the near term. Ensuring the availability of sufficient and appropriately located commercial lands for such growth is a key component of the City's economic development strategies. In 2008, the City added to its staff an Economic Development Manager whose primary tasks include working to stimulate economic growth for retail commercial businesses.

Personnel-related benefits have typically driven a significant portion of the City's annual operational cost increases. Medical insurance costs during this decade have historically increased at a double-digit pace. However, for 2014 our insurance pool projects a zero percent cost increase for the City's two medical insurance plans. This is the first time in at least two decades that this condition has occurred. The causes of this outcome, however, were unclear at the time of this writing. The City is a member of the AWC pool for benefit programs, and the costs for these programs are among the lowest we have been able to find. A major change in the City's employee benefits was enacted by the City Council through adoption of a new three-year collective bargaining agreement in 2013. This new agreement requires City employees to pay for 10% of their medical insurance premiums, up to \$200 per month. This cost-sharing for medical benefits will reduce budget costs for these benefits by \$82,000 for 2014. While the labor agreements technically require only bargaining unit members to share these costs, this requirement is also applied to management and other employees who are exempt from collective bargaining agreements. These same agreements also will result in cost-of-living increases for all employees of 2% effective January 1, 2014.

Beginning in 2009, the City pared back costs in a variety of ways to keep expenditures in line with projected revenues. This process has resulted in reducing both full-time and part-time employee positions affecting every department of the City organization. As economic conditions are slowly beginning to improve, some expenditure reductions for City operations have been replaced with some limited proposals for resources previously reduced to be added back into the 2014 Budget. Proposed budget increases, where significant, are highlighted below. The key changes proposed as part of this year's Budget are listed below under **Explanation of 2014 Changes**.

2014 Operating Fund Changes

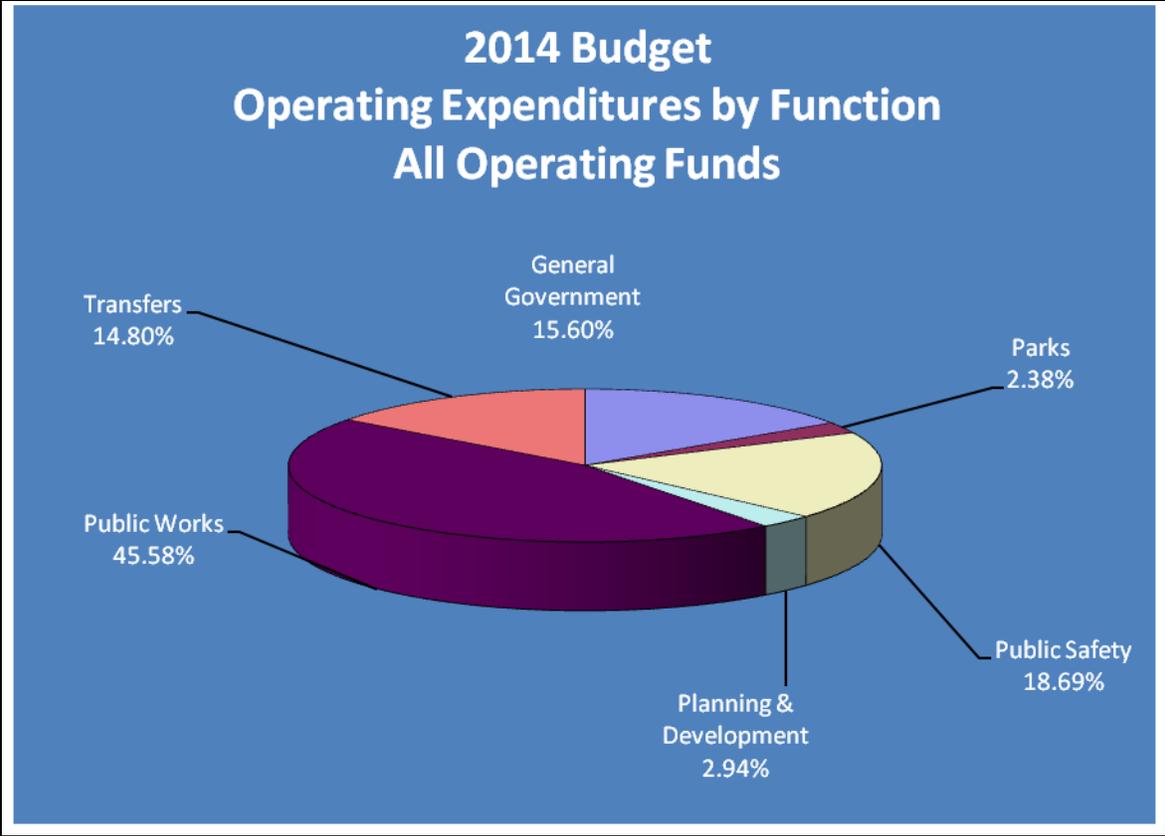
Explanation of 2014 Changes:

To show in a summary form the major changes occurring in the 2014 Budget in comparison to 2013 the following table is provided that tracks major departmental budget changes proposed for 2014.

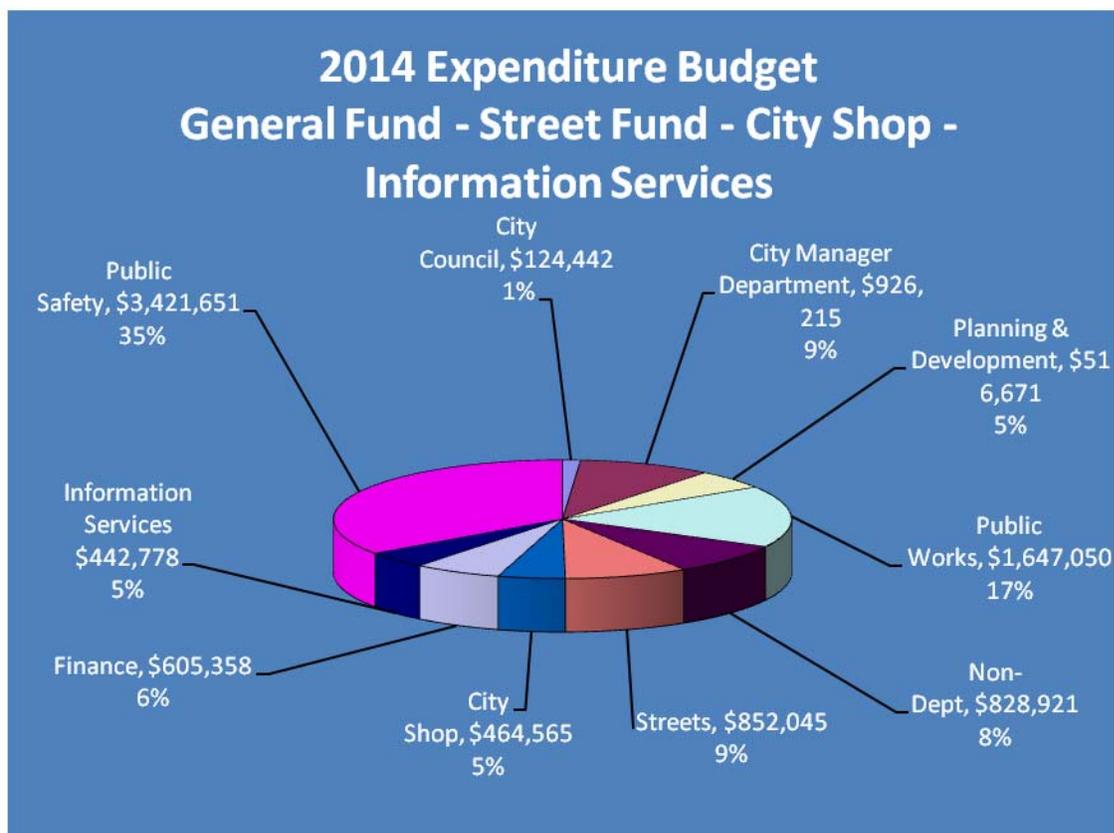
<i>Department</i>	<i>Description of Significant Changes</i>	<i>Amount</i>
City Council	A 30,000 decrease in budgeted legal services for 2014 and \$1,000 increase in education and training.	(\$29,000) Decrease
Executive	There is no change in the total expenditures however, there are changes in individual expense categories as follows: increase of \$65,000 in transfer to Street Fund,, decrease of \$62,150 for property and liability insurance, increase of \$28,170 in salaries, social security and retirement expenses, decrease of \$6,800 in medical expense, \$2,000 increase in advertising costs , decrease of \$11,292 in interfund payment for services and equipment reserves and a decrease of \$15,000 for professional services.	\$0 No Change
Planning & Development	The departmental increase of \$130,500 consists of an increase of \$133,560 in wages and benefits which includes the reinstatement of the Director position and budgeting of a senior planner position. There is a decrease of \$12,950 in interfund payment for services and equipment reserves, a \$4,000 increase for Hearing Examiner services, a \$4,850 increase in small tools and equipment purchases.	\$130,500 Increase
Public Works	The Public Works Department is comprised of several departments and funds. Budgetary changes are discussed separately as follows:	
General Fund	\$14,675 increase in personnel costs, COLA's and benefit increases, a decrease of \$55,140 in interfund payment for services and equipment reserves, \$14,000 increase in minor equipment purchases, rentals and supplies, decrease of \$4,500 in professional services, a loan payoff for the Engineering building decreases debt service costs by \$28,000, utility and communication costs decrease by \$7,500	(\$65,600) Decrease
Street Fund	\$23,400 increase in personnel costs. \$46,500 decrease in transfers for allocated expenditures and to the Internal Service Funds for operations and equipment. Intergovernmental service costs increase by \$17,000 for street light maintenance and road work, and \$60,000 expenditure transfer for Street related capital projects.	\$54,150 Increase
Water Utility	Increased personnel costs of \$69,300, \$20,000 increase in water purchases for resale, \$10,000 increase for small tools purchases, a decrease of	\$94,500 Increase

	\$120,000 for the water system analysis (the total cost of \$180,000 originally budgeted in 2013 was only partially expensed and also reduced by \$45,000), decrease for interfund charges of \$71,760,. Interfund transfers for capital projects increase \$175,000, testing & permitting fees increase by \$7,000, training expenses increase by \$2,000 and communications increase by \$2,800.	
Wastewater Utility	Personnel costs increase \$63,850, professional services decreases by \$141,800, utility services and maintenance costs increase by \$25,000,Interfund services decrease by \$19,000, Utility tax costs increase by \$10,550, Transfers to fund capital projects are increasing by \$970,900	\$912,000 Increase
Stormwater Utility	Personnel costs increase \$24,150 with an increase in professional services of \$37,600 which is offset by grant funds, Interfund services decrease by \$40,700. Capital projects funding is increasing by \$366,000.	\$390,100 Increase
City Shop	Personnel costs are increasing by \$16,000, shop supplies increase \$15,500, fuel and repair costs will decrease \$70,000, and interfund costs decrease \$21,500.	(\$61,000) Decrease
Law Enforcement	Services are budgeted as provided by Snohomish County Sheriff \$2.63 million. This is an increase of \$70,650 Certain City costs for criminal justice, regional interagency costs and administration decrease by \$189,600. There is a 3.0% consumer price index (cpi) escalator per the contract for 2014.	(\$119,000) Decrease
Support Services:		
General Fund- Finance	\$45,550 increase in personnel related costs which includes the addition of an administrative support position that would provide shared support to Planning and Development Services, Public Works, Human Resources, City Clerk and City Manager \$50,000 increase in professional services for biennial State Audit and interfund services costs decrease \$12,900	\$84,000 Increase
Information Technology	\$19,975 decrease in personnel related costs-\$16,000 overall increase in software, support and purchases and hardware purchases, Training costs increase \$5,000 Decrease in transfers of \$775.	(\$1,800) Decrease

Another way of viewing the 2014 Budget is to note the relative allocations of Operating Fund expenditures by function. The following pie chart shows expenditures by function as percentages of the total operating budget:



The following chart presents a breakdown of all non-utility operating expenditures:



2014 Operating Revenues

Until 2009, a trend in the growth of retail sales tax revenues had been the most positive development for the City budget. This positive trend was increased by the opening of new retail developments on Bickford Avenue such as Snohomish Station. The Station began phased-in operations in the spring of 2008. However, due to the continued low performance of the economy generally, sales for many retail businesses have seen only modest increases at best. Since sales tax funds are not restricted for any special uses by state law, a growth in these revenues offers the City Council broad opportunities to support all services or programs. Construction activity generates sales tax revenues in addition to more conventional retail activity. It is the construction sales tax component that has suffered the most dramatic decline since late 2008. This decline began to be reversed in 2013. However, a reliable trend for new construction has not yet emerged.

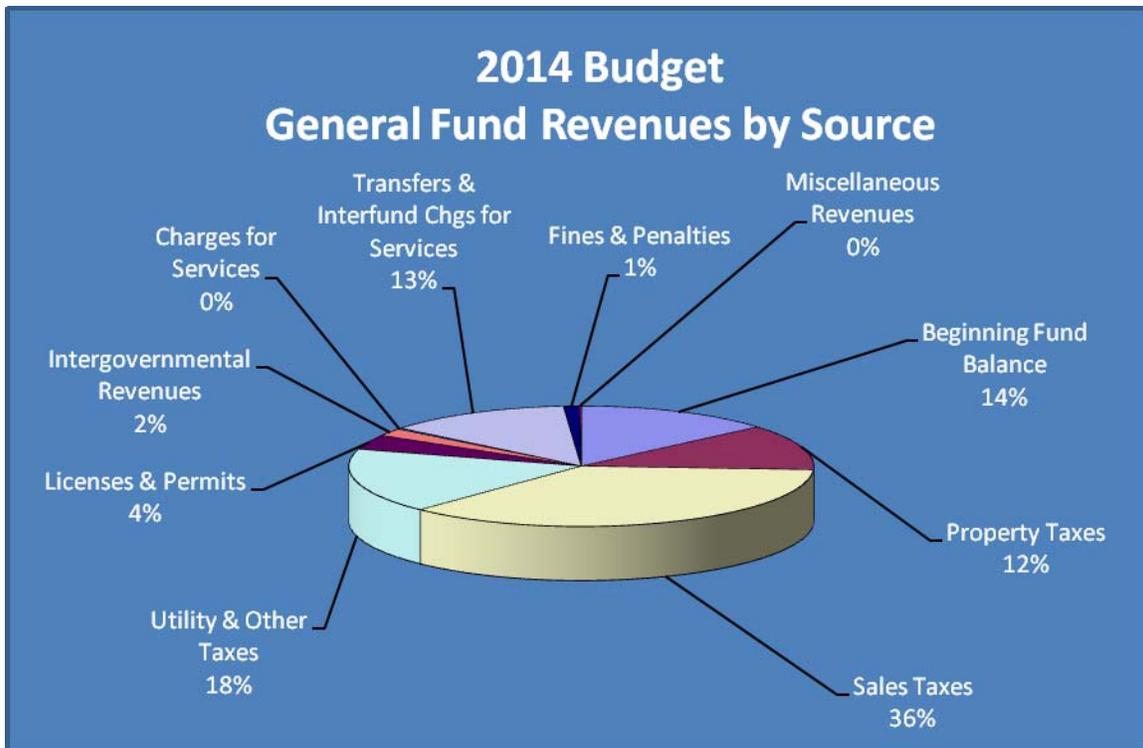
The 2014 Budget proposes a 1% increase—the maximum allowed without voter approval—to the City’s property tax levy amount. Retail sales tax is projected to remain essentially flat in

2014. The percentage of sales tax revenues in the City's finances highlights and supports the City Council's current emphasis on economic development activities that increase sales tax through commercial development of private property. Economic factors and voter-approved initiatives continue to be the most significant limits to the City's revenues. Overall, total General Fund revenues in 2014 are expected to show modest increases as a result of development activity and related revenues and continued slow but steady growth in sales tax revenues.. Utility operating funds operating revenues are projected to remain at the 2013 level as there is no rate increase scheduled at this time.

Due to action by the state legislature in 2011, REET funds may be used through 2016 to support maintenance costs, such as labor, in addition to capital projects. However, staff's proposed budget does not currently propose REET funding for any employee positions in 2014.

		Total Resources
General Fund	The General Fund revenues are forecasted to increase by \$431,000 from 2013. Retail Sales tax revenues are estimated to increase \$184,000. Construction sales tax revenues are forecasted to increase \$113,800 due to the construction of housing projects and development related permitting revenues will increase \$213,500. Property taxes increase by the statutory limit of 1%-\$10,800. Utility taxes are decreasing \$49,500. Grant and state shared revenues are decreasing \$6,200. Service revenues for development plan checking are decreasing \$20,000. Interfund transfers will be increasing by \$20,000. Interfund revenues increased \$10,500. Fines and penalties are expected to decrease \$38,500 in 2014.	\$8,797,940
Street Fund	The Street Fund is expected to receive no change in motor vehicle fuel tax – total \$185,000. Interfund transfers for operational expenses will increase \$65,000.	\$893,286
Water Fund	The water utility rates remain at the 2013 level-\$2,047,500. Revenues for inspections and permitting are expected to increase \$121,500.and late charges increase by \$10,000.	\$2,876,506
Wastewater Fund	The Wastewater Utility rates remain at the 2013 level-\$3,900,. Revenues for inspections and permitting are expected to increase \$6,000.	\$4,602,836
Surface Water Fund	The Surface Water Fund was created in 2005 to address the City's requirement to provide new services and capital investment in the collection and treatment of storm water. The Stormwater utility rates will remain at the 2013 level-\$950,000. Grant funding is expected to decrease \$116,000 with completion of the stormwater project	\$1,899,365

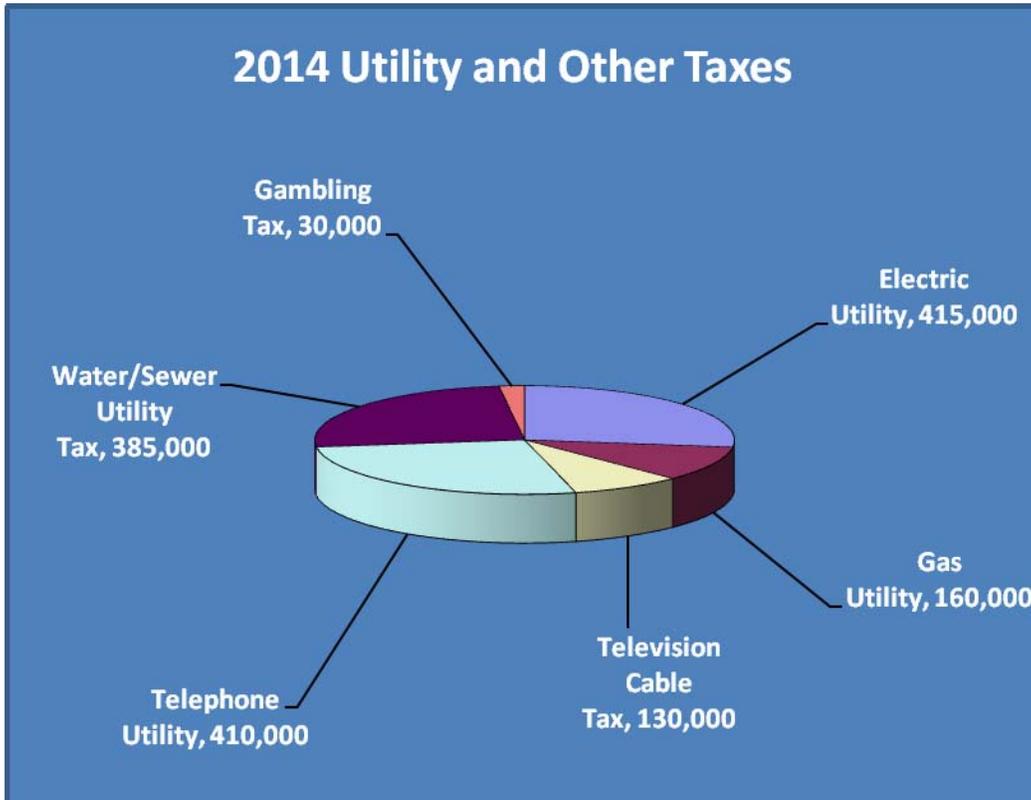
City Shop Fund	The City Shop Fund revenues come in the form of charges for services to the various City departments. The charges are expected to be \$300,000 for 2014 with a reduction in fund balance levels to provide funds for operations..	\$579,243
Information Services Fund	Revenues come in the form of charges for services to the various City departments and equipment replacement reserves. These sources of funds will decrease in 2014 \$117,700 to a total of \$359,600, which is an appropriate level to ensure sufficient funding for the services provided by this fund.	\$734,949
Total Operating Budget – Revenues		\$20,384,125



Utility and Other Taxes

Utility taxes are one source of funding for the City’s General Fund. In order to better view the breakdown of utility and other taxes, the following chart is provided below. 2014 revenues are projected to decrease by \$49,500.. The telephone and electric utility tax are expected to generate \$410,000 and \$415,000 respectively, a decrease of \$33,200. The Gas utility tax will generate projected revenues of \$160,000, a decrease of \$37,100 from 2013. Tax revenues

generated by the City's utilities are expected to generate \$385,000. Television cable taxes are expected to increase \$14,000 to \$130,000.

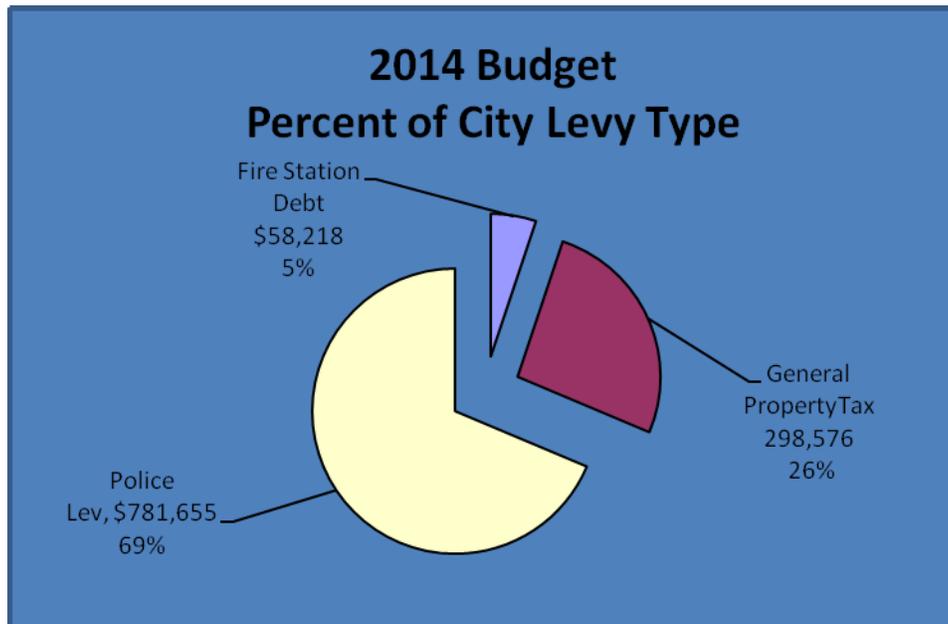


City Share of Property Tax Revenues

The state legislature and voter-approved Initiative 747 limits annual growth of the property tax levy to no more than 101 percent of the previous year without voter approval. This potential one-percent-a-year growth in property tax revenues means that property tax would be expected to decline as a percentage of total City revenue as time progresses. When viewed in respect to the rising cost of goods and services as measured by the Consumer Price Index in future years, it will become more apparent how property tax will not keep pace with current inflationary influences in the economy. Prior to the adoption of I-747, the maximum increase that any city council could approve for the property tax levy was 106 percent of the previous year. The City Council rejected the proposed 1 percent increase in the levy amount for budgets in 2010, 2011 2012 and 2013.. The 2014 budget is projected to show that property tax revenues as a percentage of total city revenues will decrease by 1.0% from 15% to 14%.

While the property tax levy rate for Snohomish property owners in 2013 was approximately \$14.778 per \$1,000 of assessed valuation, the City's share is only a small portion of that amount. The City's share of the tax rate paid by Snohomish County property owners was \$1.196 of the approximately total levy of \$14.778 in 2013. The City's share of the property tax levy is broken into the components of the Police Levy (dedicated to supporting a specific range

of police services in the community), the Fire Station Debt levy and the regular levy, represented in the chart as projected for 2014:



2014 Personnel Changes

The new personnel-related budget requests for 2014 reflect the impact that prior year budget reductions have had as our local government seeks to provide ongoing services. The proposed changes are discussed below.

The projected costs for the City’s medical, dental, vision and life insurance benefits are not expected to increase in 2014. The City’s costs for retirement benefits have increased 2.0%, disability and Labor and Industries are projected to increase approximately 2.7% overall.

New Enhancements - 2014	Salary	Benefits	Total
Administrative Support Position	\$31,032	\$26,705	\$57,737
Seasonal Part-Time Worker—Parks, Facilities and Streets	\$52,000	\$4,225	\$56,225
Seasonal Part-Time Worker—Utilities	\$10,400	\$845	\$11,245
TOTAL	\$93,432	\$31,775	\$125,207

Wage and Benefit Increases for 2014

As a primarily service and labor-driven organization, wage and benefit changes have the most notable impact on the City’s Operating Budget. The impacts of inflation and the rising costs of medical benefits particularly drive much of these increased costs.

- A compensation increase of 2% for all employees is requested in 2014 to fulfill collective bargaining agreements. These are for any of the union-represented bargaining units (Office-Technical and Public Works) as well as for exempt employees.
- Medical, Dental, life, and vision premiums will not increase in 2014. The Association of Washington Cities Benefit Trust is becoming a self-insured trust and determined premium levels will not increase.
- If an employee or employee family member opts out of the medical plan, the City will pay the employee (50%) fifty percent of the City's premium cost it would otherwise have paid for coverage. The employees or dependents must have other coverage. This is an opportunity for cost savings for the City, with an attractive benefit for the employee.
- The rates for state retirement for PERS have ed in July of 2013 from 7.2% to 9.21% and are expected to continue at the 9.21% level through 2014
- Unemployment allocation is 0.8% on a maximum salary base of \$31,400 or \$251. The total unemployment costs are projected to be \$28,560 for 2013 and \$50,000 for 2014.
- The rates for Washington State Industrial Insurance are expected to increase on the average 2.7% per classification. The 2014 projected costs for all funds are \$81,370, which is an increase of \$1,200 over 2013

2014 Ending Fund Balance and Other Budget Initiatives

The 2014 Budget anticipates a total of \$2,849,335 of ending reserved and unreserved fund. This is an decrease of \$471,237 from the 2013 budget figures. The General Fund ending balance remains at approximately the same level with a slight increase of \$10,200 from budget 2013 to budget 2014. The utility fund reserves are projected to decrease \$529,500. The decreases are a result of transfers to the Utility Capital Projects Fund to provide necessary funding for 2014 budgeted capital projects. Refer to the Capital Projects Expenditure information presented in the next section of this transmittal. There are no utility rate adjustments budgeted for 2014 at this time. The reserves in the City Shop and Information Services are for future capital equipment replacements and new purchases.

General Fund	\$727,634
Street Fund	41,241
Water Operation	526,036
Waste Water Operation	743,134
Surface Water	404,441
City Shop	114,678
Information Service	292,171
Total Ending Fund Balances Operating Funds	\$2,849,335

**2014
Capital Project Expenditures**

The Growth Management Act mandates that the City develop a six-year Capital Facilities Plan (CFP) as part of its Comprehensive Plan. In order to distinguish it from the six-year plan, the one-year version of this plan which is a part of the annual budget, is now titled as the Capital

Improvement Plan (CIP). One of the ways we are developing better project management systems for our six-year CFP is to develop detailed capital projects pages for each project in our 2014 CIP. Because past practice has been to adopt the CIP as part of the budget, we will continue to provide the summary CIP sheets as we have in past years as part of the 2014 Adopted Budget. The detailed pages would make the 2014 Adopted Budget more voluminous than it needs to be and will be provided to Council under separate cover for review as a companion document to the Adopted Budget. It is also available, of course, to the public. The following is the summary list of key capital projects planned for 2014 in each of the City's capital programs.

2014 Capital Project Expenditures

Projects listed within the CIP generally are those in excess of \$10,000 in estimated cost that improve, repair or maintain the City's infrastructure. CIP Projects are accounted for in one of three non-operating funds: Municipal Capital Projects (310), Street Capital Projects (311), and Utility Capital Projects (432). Revenues come from a variety of sources. A listing of total budgeted amounts by fund and major category follows:

FUND	CATEGORY	AMOUNT	TOTAL
Municipal Capital Projects	Pilchuck Park Improvement	\$35,000	
	City Hall Remodel	400,000	
Total Municipal Projects			\$435,000
Street Capital Projects	2 nd & Lincoln Signal Design	\$407,451	
	Streets Overlays	958,416	
	Roadway Design-Ave D &15 th -TBD	1,580,000	
Total Street Projects			\$2,945,867
Water Utility Projects	So Zone Cover Replacement	\$200,000	
Wastewater Projects	Sewer Force Main to Everett Ph.1	\$40,000	
	Collection SCADA Upgrade	300,000	
	Integrated Media-Pilot Study	50,000	
	CSO Phase II	150,000	
	Treatment Plant Upgrade	900,000	
Stormwater Projects	Blackman's Lake Outlet Control	\$450,000	
	Park Ave/ Blkmn Lake-19 th St	80,000	
Total Utility Capital Projects			\$2,170,000
TOTAL CAPITAL PROJECTS - 2014			\$5,550,867

Snohomish City Council Annual Goals

Program and Project Priorities for 2014

(Parenthetical references following each goal relate to Strategic Plan Initiatives)

- ❖ Promote economic development for increased retail sales, tourism, construction and creation of living wage employment opportunities in the community to improve the local economy. *(Related to Initiatives 6 & 7)*
- ❖ Collaborate with agencies in the region for continued development and enhanced uses of rails and trails that serve Snohomish. *(Related to Initiative 4)*
- ❖ Expand public safety partnerships and volunteer opportunities for citizens to build community relationships. *(Related to Initiative 2)*
- ❖ Improve methods to communicate mutually with residents and businesses within the community. *(Related to Initiative 2)*
- ❖ Seek funding and regional support to improve safety and capacity of State Route 9. *(Related to Initiative 4)*
- ❖ Evaluate the benefits, next steps and possible formation of a Metropolitan Park District for Snohomish. *(Related to Initiative 1)*
- ❖ Resolve wastewater planning issues and refocus City resources on facility and performance improvements at the City's existing Wastewater Treatment Plant without requiring additional rate increases for customers. *(Related to Initiatives 5 & 6)*
- ❖ Develop efficient and cost-effective capital improvement strategies to meet the current and future demands for City facilities. *(Related to Initiative 8)*
- ❖ Encourage onsite stormwater retention and the installation of low-impact stormwater designs. *(Related to Initiative 5)*

PART 1

2014 BUDGET

INTRODUCTION

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CITY OFFICIALS

2012 Council Members

Position	Name	Term	Ending
Pos 1	Lynn Schilaty	Four Year	December 31, 2015
Pos 2	Karen Guzak	Four Year	December 31, 2015
Pos 3	Paul Kaftanski	Four Year	December 31, 2015
Pos 4	Greg Guedel	Four Year	December 31, 2013
Pos 5	Derrick Burke	Two Year	December 31, 2013
Pos 6	Dean Randall	Four Year	December 31, 2013
Pos 7	Tom Hamilton	Four Year	December 31, 2013

City Officials

Title	Name
City Manager	Larry Bauman
Public Works Director	Steve Schuller
Support Services Director	Danny Weinberg
Law Enforcement Director	Chief John Flood
Planning & Development Services Director	Owen Dennison

Other Officials

Title	Name
City Attorneys	Weed, Graafstra, and Benson
City Prosecutor	Zachor Thomas, Inc.
Hearing Examiner	Sound Law Center
Utility Hearing Examiner	Anna Eason

COUNCIL ADVISORY BOARDS AND COMMISSIONS

There are six active and permanent City Council Advisory Boards and Commissions. As the Boards and Commissions discuss issues and hear testimony, they typically will make a recommendation to the City Council for action. This recommendation is the Board's proposal, and the full Council will vote on the issues brought before them. The Council may, or may not, vote according to the Board or Commission's recommendation. In addition to serving on the City Council, Council Members typically also represent the citizens of Snohomish on at least one Council Board or Commission, or intergovernmental committee.

The Snohomish Municipal Code states that members of the Council Advisory Boards and Commissions are to be selected by the Mayor with confirmation by the City Council. The Mayor forwards his recommendation to the City Council for confirmation.

PUBLIC SAFETY COMMISSION

Purpose: Reviews the Police Chief's written recommendations regarding liquor licenses, and reviews other law enforcement priorities, coordination of Neighborhood Block Watch and similar law enforcement and public safety related interests and activities, and to improve coordination with Snohomish County Fire Protection District No. 4 regarding its public safety service priorities for the community.

Meets: Second Thursday of each month
Place: Fire District 4, Training Annex, 1525 Ave. D
Time: 5:00 p.m.
Members: Seven - 4 year terms

DESIGN REVIEW BOARD

Purpose: Reviews and approves the external designs of all architectural improvements, including signs in the Historic District. Reviews and comments on the design of all non-single family structures in the City.

Meets: Second Wednesday of each month
Place: City Hall Conference Room, 116 Union Avenue
Time: 7:00 p.m.
Members: Five - 4 year terms

PARKS AND RECREATION BOARD

Purpose: Provides policy advice to the City Council concerning all parks and recreation programs within the City.

Meets: Fourth Wednesday of each month
Place: City Hall Conference Room, 116 Union Avenue
Time: 7:00 p.m.
Members: Five - 3 year terms

PLANNING COMMISSION

Purpose: Serves to consider land-use, regional and comprehensive plan issues, and makes recommendations to the City Council. The Planning Commission may recommend moratoria and/or interim land-use controls and hold public hearings as deemed necessary by the City Council.

Meets: First Wednesday of each month
Place: George Gilbertson Board Room,
1601 Avenue D
Time: 7:00 p.m.
Members: Seven - 6 year terms

LODGING TAX ADVISORY COMMITTEE

Purpose: Reviews and makes recommendations to the City Council concerning proposed changes to the Hotel-Motel Tax rates and uses.

Meets: Meets twice annually
Place: City Hall Conference Room, 116 Union Avenue
Time: 7:00 p.m.
Members: Five

ECONOMIC DEVELOPMENT COMMITTEE

Purpose: The Economic Development Committee clarifies and interprets the elements of the Economic Development Strategy; provides a forum for the coordination of information among entities identified as having economic development roles; recommends priorities and establishes a means to monitor progress on goals; and provides such other advice and guidance as is consistent with furthering the "Economic Development Strategy".

Meets: Fourth Tuesday – January, March, May, July, September, November
Place: Soundair, 1826 Bickford Avenue
Time: 4:00 p.m.
Members: Ten – 2 year terms

STEPS IN THE BUDGET PROCESS

APRIL - MAY

- ✓ **Step 1** ~ Generate budget suggestions from citizens and staff.
- ✓ **Step 2** ~ Spring Budget Retreat.

JUNE

- ✓ **Step 3** ~ Establish goals and policies to accomplish directions

JULY

- ✓ **Step 4** ~ Budget Workbooks Issued to Department Heads

AUGUST

- ✓ **Step 5** ~ City Council Retreat To Review Accomplishments and Establish Goals
- ✓ **Step 6** ~ Six Month Revenue Forecast and Preliminary Revenue Estimates 2013

SEPTEMBER - DECEMBER

- ✓ **Step 7** ~ 2013 Salary and Wage Report
- ✓ **Step 8** ~ Six year Utility Revenue Requirement Study
- ✓ **Step 9** ~ City Manager 2014 Recommended Budget delivered to the City Council on September 30, 2013
- ✓ **Step 10** ~ Department Overviews - City Council, City Manager and Planning and Development Services on October 3, 2013
- ✓ **Step 11** ~ Department Overviews – Public Safety, Public Works and Support Services on October 15, 2013
- ✓ **Step 12** ~ First Public Hearing – Revenues Sources, Property Tax Levy, October 15, 2013
- ✓ **Step 13** ~ Council Budget Final Review and Adoption November 19, 2013

CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

Exempt - 2014 Pay Schedule						
Steps:	1	2	3	4	5	6
City Manager						11,558
Public Works Director	7,913	8,310	8,725	9,162	9,620	9,741
Support Services Director	7,505	7,847	8,205	8,578	8,967	9,380
Planning Director	6,828	7,182	7,553	7,945	8,356	8,787
City Engineer	6,555	6,886	7,235	7,600	7,984	8,390
Economic Development Manager	6,366	6,685	7,019	7,369	7,737	7,897
Internal Services Manager	6,315	6,473	6,797	7,137	7,494	7,826
Planning Manager	5,895	6,160	6,437	6,663	6,903	7,180
Public Works Operations Manager	5,576	5,858	6,155	6,468	6,794	7,139
Parks, Facilities and Fleet Manager	5,576	5,858	6,155	6,468	6,794	7,139
City Clerk	5,282	5,549	5,830	6,126	6,435	6,761
Human Resources Manager	5,282	5,549	5,830	6,126	6,435	6,761
Senior Planner	5,253	5,519	5,799	6,094	6,401	6,724
Project Manager	5,253	5,519	5,799	6,094	6,401	6,724
Information Services Specialist	4,808	5,051	5,308	5,576	5,857	6,155
Information Services Technician	4,370	4,593	4,826	5,069	5,325	5,595

CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

Non Exempt - 2014 Pay Schedule								
Unit	Grade	Steps:	1	2	3	4	5	6
PW	12	Building/Fire Official	5,433	5,709	5,997	6,303	6,620	6,956
PW	12	Facilities Supervisor	5,433	5,709	5,997	6,303	6,620	6,956
PW	11	Mechanic	4,181	4,394	4,616	4,850	5,095	5,352
PW	11	Senior Water Treatment Plant Operator	4,181	4,394	4,616	4,850	5,095	5,352
PW	11	Senior Wastewater Treatment Plant Operator	4,181	4,394	4,616	4,850	5,095	5,352
PW	11	Division Leads	4,181	4,393	4,616	4,850	5,095	5,352
PW	9	Water Quality Control Specialist	4,135	4,344	4,564	4,796	5,039	5,291
PW	7	Inventory Control Specialist	3,937	4,137	4,346	4,566	4,798	5,042
PW	7	Senior Maintenance Worker - Work Release	3,937	4,137	4,346	4,566	4,798	5,042
PW	7	Senior Maintenance Worker	3,937	4,137	4,346	4,566	4,798	5,042
PW	6	Wastewater Lab Technician/Plant Operator	3,784	3,975	4,176	4,389	4,611	4,844
PW	6	Water Treatment Plant Operator	3,784	3,975	4,176	4,389	4,611	4,844
PW	5	Maintenance Worker II	3,581	3,762	3,952	4,151	4,363	4,583
PW	4	Wastewater Treatment Plant Operator	3,471	3,646	3,830	4,023	4,226	4,440
PW	3	Maintenance Worker I	3,254	3,419	3,591	3,775	3,965	4,166
OT	22	Project Engineer	5,329	5,595	5,875	6,170	6,476	6,801
OT	22	Senior Accountant	5,329	5,595	5,875	6,170	6,476	6,801
OT	20	Field Engineering Technician	3,936	4,131	4,338	4,557	4,784	5,024
OT	20	Police Senior Records Clerk	3,936	4,131	4,338	4,557	4,784	5,024
OT	20	Assistant Planner	3,936	4,131	4,338	4,557	4,784	5,024
OT	20	Accountant	3,936	4,131	4,338	4,557	4,784	5,024
OT	19	Permit Coordinator/GIS Technician	3,767	3,957	4,157	4,368	4,590	4,822
OT	19	Engineering Tech	3,767	3,957	4,157	4,368	4,590	4,822
OT	18	Permit Coordinator(Brooke-OLD))	3,540	3,720	3,911	4,107	4,315	4,534
OT	18	Utility Operation Supervisor	3,540	3,720	3,911	4,107	4,315	4,534
OT	14	Accounting Technician II(Cassie)	3,280	3,448	3,623	3,806	3,998	4,202
OT	12	Permit Assistant	3,130	3,290	3,453	3,631	3,813	4,007
OT	12	Police Clerk-Evidence Technician	3,130	3,290	3,453	3,631	3,813	4,007
OT	12	Permit Assist	3,130	3,290	3,453	3,631	3,813	4,007
OT	10	Police Clerk	3,042	3,198	3,359	3,531	3,708	3,895
OT	10	Accounting Technician I	3,042	3,198	3,359	3,531	3,708	3,895
OT	10	Community Services Officer	3,042	3,198	3,359	3,531	3,708	3,895
OT	8	Utility Clerk II	3,030	3,182	3,343	3,511	3,690	3,878
OT	8	Meter Reader/Utility Clerk I	3,029	3,181	3,343	3,512	3,690	3,878
OT	7	Vacant	2,984	3,198	3,428	3,675	3,939	4,222
OT	6	Office Assistant II	2,845	2,988	3,141	3,299	3,467	3,642
OT	5	Utility Clerk I	2,767	2,908	3,056	3,209	3,370	3,543
OT	4	Office Assistant I	2,586	2,718	2,857	3,001	3,152	3,311

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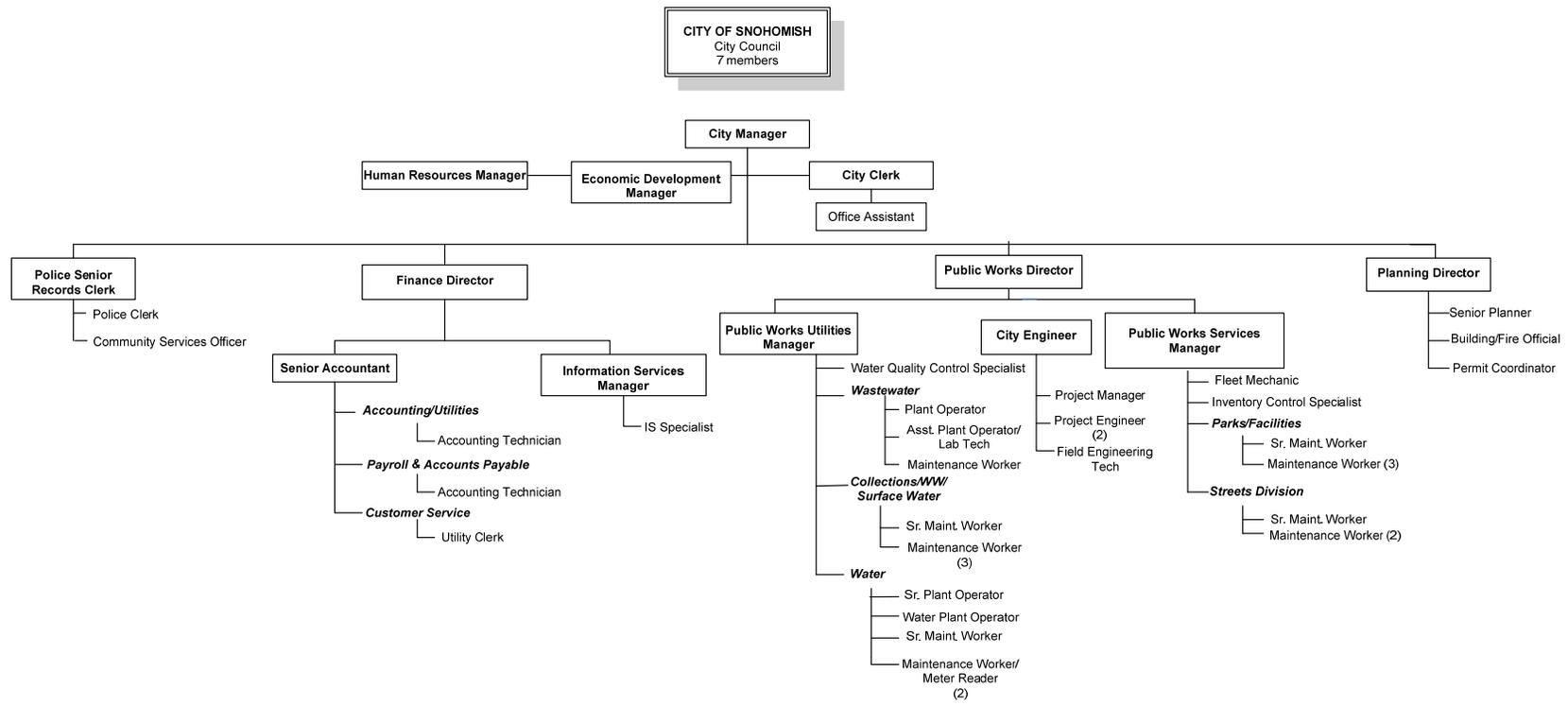
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PART 2

2014 BUDGET

OPERATING FUNDS

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CITY COUNCIL

Overview: The City Council serves as the elected legislative branch of city government. The Council consists of seven members elected to four-year terms. Elections are staggered every two years, with the Mayor being elected by the Council. The City of Snohomish is a code city, organized under a Council-Manager form of government.

The City Council represents the citizens of Snohomish and interprets community values as it adopts ordinances and resolutions; sets the policies and directions of the City; authorizes the annual budget; appoints the members of the various boards and commissions; provides its members as liaisons to those boards and commissions and represents the City regarding state and regional issues.

Position	2010	2011	2012	2013	2014	Change
City Council Members	7.0	7.0	7.0	7.0	7.0	0.0
Total	7.0	7.0	7.0	7.0	7.0	0.0
Budget History	2010	2011	2012	2013	2014	Change ¹
Council	198,924	208,748	166,019	153,143	124,442	-28,701
Total	198,924	208,748	166,019	153,143	124,442	-28,701

Note 1. Decrease in professional services.

The Snohomish City Council annually adopts a goals list, which for the coming year represents the consensus goals for 2014 that the City Council believes to be the critical needs and issues facing the community. This Goal List has been developed to support the recommendations by the Community Advisory Committee for the City’s Strategic Plan – “Imagine Snohomish: Promoting Vitality and Preserving Character”. This is a list of annual goals and budget priorities and included in the 2014 Budget within the City Manager’s Budget Transmittal Message.

City of Snohomish
City Council Values Statement

The Snohomish City Council values the following ideals for its own operations and for the City of Snohomish as a local government institution:

Respect:

The City Council believes that honesty, integrity, cooperation and civility are essential in maintaining respect for citizens and for the members of the City Council.

Community:

The City Council honors its role in serving the community through a commitment to diversity, volunteerism and compassion.

Responsible Stewardship:

The City Council embraces its responsibility for stewardship through respect for the natural environment, maintenance of an intact and small-town identity and growth that supports our historic character. It also believes that financial accountability and geographically balanced support and respect for all areas of the community are essential to creating a positive environment for families through City programs and facilities.

Excellence in Leadership:

The City Council endeavors to excel in leadership through accountability, effectiveness and efficiency, honesty and veracity, and fairness and equity. In working for the greater good of the community, it values listening before making decisions, responding to and respecting diverse opinions and being constantly aware of changes in the community that may require the City's attention.

Regional Perspective:

The City Council advocates within the region for the interests of our community through collaboration with all viable partners that can assist us in supporting the community's needs.

Respect for the Decision-Making Process:

The City Council seeks in its operations as a local government legislative body to work in a spirit of cooperation and toleration of diverse opinions to make the best possible decisions on behalf of the community.

CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

FUND: 001 General
DEPT: 010 City Council

Acct: 511.60		Legislative		
Object Code and Purpose	2013 Budget	2013 Year Est	2014 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	40,800	40,800	40,800	The City Council represents the citizens of Snohomish and interprets community values as it adopts ordinances and resolutions; sets the policies and directions of the city and represents the City on state and regional issues.
11 Regular Pay	40,800	40,800	40,800	
12 Overtime Pay				
20 Personnel Benefits.....	3,262	3,190	3,192	Cost Summary of Significant Changes
21 Social Security	3,122	3,122	3,122	The only proposed increase is Disability insurance and not material in value.
22 Retirement				
23 Health Insurance				
24 Disability Insurance	140	68	70	
26 Uniforms				
30 Supplies.....	500	100	500	Details and Notes
31 Operating Supplies	500	100	500	41 Professional Services
32 Vehicle Fuel				Legal Services
33 Supplies for Resale				
35 Minor Equipment				42 Communications
39 Other Supplies				10 Postage
40 Services.....	108,581	67,950	79,950	
* 41 Professional Services	105,281	65,250	75,350	43 Travel and Sub.
* 42 Communications	800	400	600	00 Travel and Sub.
43 Travel and Subsistence	1,000	600	1,000	
44 Advertising				
45 Equipment Rental				49 Other Services
46 Insurance				00 Miscellaneous
47 Utility Services				20 Education/Training
48 Repair and Maintenance				
* 49 Other Services	1,500	1,700	3,000	
50 Intergovtmntl Services.....				
60 Capital Outlays.....				
70/80 Debt Payments.....				
90 Interfund Transfers.....				
TOTAL Legislative:	153,143	112,040	124,442	

CITY MANAGER

Overview: The City Manager is the chief administrator of the City, and is responsible for achieving the policies, goals and priorities established by the City Council. In the work to implement City Council policies, the City Manager manages the human, operating and capital resources of the City.

The Manager collaborates with the many interests and segments of the community and communicates Council policies, programs and priorities to the public. The major functions of the office include: providing support to the City Council, assisting with policy analysis, intergovernmental relations, risk management, managing response to litigation, providing organizational leadership, implementation of Council policies, strategic planning, developing the organization’s human resources, economic development, partnering with community organizations, citizen communications, facilitating responses to citizen concerns, and managing the City Budget as a means to meet City goals and desired outcomes. Contained within the City Manager’s department and budget pages are the offices for City Clerk, Economic Development and Human Resources that assist in meeting the goals and operational objectives of the department and the City government organization as a whole.

Position	2010	2011	2012	2013	2014	Change
City Manager	1.0	1.0	1.0	1.0	1.0	0.0
Human Resource Manage	1.0	1.0	1.0	1.0	1.0	0.0
City Clerk	1.0	1.0	1.0	1.0	1.0	0.0
Econ. Dev. Manager	1.0	1.0	1.0	1.0	1.0	0.0
Clerk-Typist ¹	1.0	1.0	0.5	1.0	1.0	0.0
Total	5.0	5.0	4.5	5.0	5.0	0.0

Budget History	2010	2011	2012	2013	2014	Change
Exec.	173,793	169,275	186,024	224,292	221,551	-2,741
Risk Mgmt	208,966	221,523	284,274	277,445	218,191	-59,254
Human Res	122,079	121,881	129,840	142,381	141,998	-383
City Clerk	183,551	182,198	170,973	206,367	208,424	2,057
Econ. Dev.	119,617	120,671	122,183	137,412	136,050	-1,362
Non-Dept	122,576	115,971	114,408	147,064	145,438	-1,626
Transfers ²	88,233	85,733	413,233	620,733	683,483	62,750
Total	1,018,815	1,017,252	1,420,935	1,755,694	1,755,135	-559

Note 1. In 2012, 0.5 FTE Clerk-typist transferred to Finance division. In 2013 0.5 FTE transferred back to Clerk

Note 2. Increase in 2013 due to \$535,000 transfer to Street Fund 102. Increase in 2014 due to Streets transfer increase of \$65,000

2014 Goals:

The following goals will be a focus for the City Manager in 2014. These key areas represent an overview of goals to which the City Manager’s Office will devote the majority of its time and energy during the year.

- ◆ **Implementation of the City Council’s 2014 Goals and the Strategic Plan:** The current goals of the City’s updated Strategic Plan (Imagine Snohomish: Promoting Vitality and Preserving Character) are incorporated within the 2014 Budget. Reports on the performance measurements and accomplishments of action strategies are scheduled twice each year. The City Council Goals and the

Strategic Plan action strategies provide the most specific elements of the work plans administered by the City Manager's Office.

- ◆ **Oversight of Major Council Projects:** The City Manager oversees strategic decision-making, the allocation of staff resources and the outcomes for most major projects. High priority and/or complex Council goals and projects receive more direct attention.
- ◆ **Organizational Development:** A significant amount of the City Manager's time should be spent on the continuing development of the City organization, its operational strategy and its human resources. The focus in 2014 will include the ongoing implementation of strategic plan strategies for the City's current five-year period for the Strategic Plan. The City organization will also continue to pursue service improvements through best-management practices, procedure reviews and daily staff operations.
- ◆ **Fostering Public Participation:** The City has invested time, talent, and resources to the objectives of engaging public involvement with the issues and challenges of local government. The City Manager is actively engaged in nurturing tools such as the web page, community meetings, use of special committees, surveying citizen opinions and satisfaction levels, using volunteer talent and making direct outreach to community organizations. The City Manager's Office will lead implementation of the City's redesigned Internet web site during 2014.
- ◆ **Economic Development:** The City Council has appointed an Economic Development Committee that is supported by the Economic Development Manager who also utilizes as a work plan the City's Strategic Plan (Imagine Snohomish: Promoting Vitality and Preserving Character). Development of jobs, commercial retail, and tourism opportunities are major goals of this plan and part of the ongoing work of the EDC. Equally important is continued support of business development and growth in the City's other key commercial areas, including those along Avenue D, the Historic District and the newly formed Pilchuck District. The City Manager's Office and other staff will engage the Economic Development Committee—as well as the wider business community and development partners—in the continuing challenge of achieving meaningful results in 2014.
- ◆ **Improving Intergovernmental Relationships:** Completing key goals for the City Council and the organization often requires partnerships and collaborations with other levels of government, key agencies, and community and business organizations. The City Manager will devote time to improving these relationships at all levels of government and building partnerships to improve organizational success.
- ◆ **Human Resources:** Update and implement, within the resources permitted in the 2014 City's Budget, the classification and compensation plan that supports improved recruitment and retention of high quality staff in all areas of the organization. Continued training and development of staff are expected to focus on maximizing the effectiveness of staff and improving operational safety.
- ◆ **Emergency Preparedness:** The effects of flooding and other potential disasters require effective cooperation between all levels of government and the community in both preparing for, responding to and recovering from the effects of such emergencies. The City's Comprehensive Emergency Management Plan, revised and updated in 2011, requires continual and ongoing testing and training to be effective as a tool for response. The City Manager, in conjunction with staff, outside organizations and community members will work to enhance the testing of these plans and seek improvements as needed to ensure maximum preparedness within given resources.

**CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET**

- ◆ **Administrative and Agenda Support:** Producing professional quality staff reports, meeting agendas and minutes for Council, Boards and Commissions. The staff of the City Manager’s office seeks to provide effective citizen communications as well as efficient administrative support to Council, City staff and citizen groups.

SERVICE STANDARDS

Service	Level
Strategic Plan Implementation	Performance measurements and progress reports for each action strategy in the plan are established and will be reported to the City Council and community on a bi-annual basis.
Management Leadership	Hold weekly management team meetings to plan, develop strategies for projects, identify opportunities for involvement and resolve problems as they arise. Focus on developing teamwork and improving organizational leadership.
Fiscal Oversight	Monitor City departments and provide advice and correction as needed. Provide quarterly budget reports to the City Council.
Organizational Development	Hold Council and staff retreats to increase clarity of purpose and direction. Increase understanding and commitment to major priorities.
Economic Development	Manage and coordinate the Economic Development Manager’s work plan to assist in local economic recovery and growth of local businesses. Work with the Economic Development Committee, business owners, property owners, citizens, and developers to increase commercial development and retain existing businesses. Support programs and projects that increase City revenues and create living-wage jobs.
Enforcement of Laws and Ordinances	Coordinate with Clerk and City Attorney to purge and/or update sections of the Snohomish Municipal Code.
Oversight of Franchises, Agreements and Contracts	Lead negotiations and review agreements in cooperation with the City Attorney.
Intergovernmental Relations	Represent the City at regional forums and advise Council of major policy issues with a regional focus. Continue a leadership role in supporting the regional SR-9 Coalition and participation in the Snohomish County Committee for Improved Transportation (SCCIT). Serve as Chair of the Snohomish County Tomorrow’s Managers and Administrators Group.
Council Reports, Advice and Support	Issue timely, quality analysis and recommendations for City Council agenda staff reports to support decision-making.

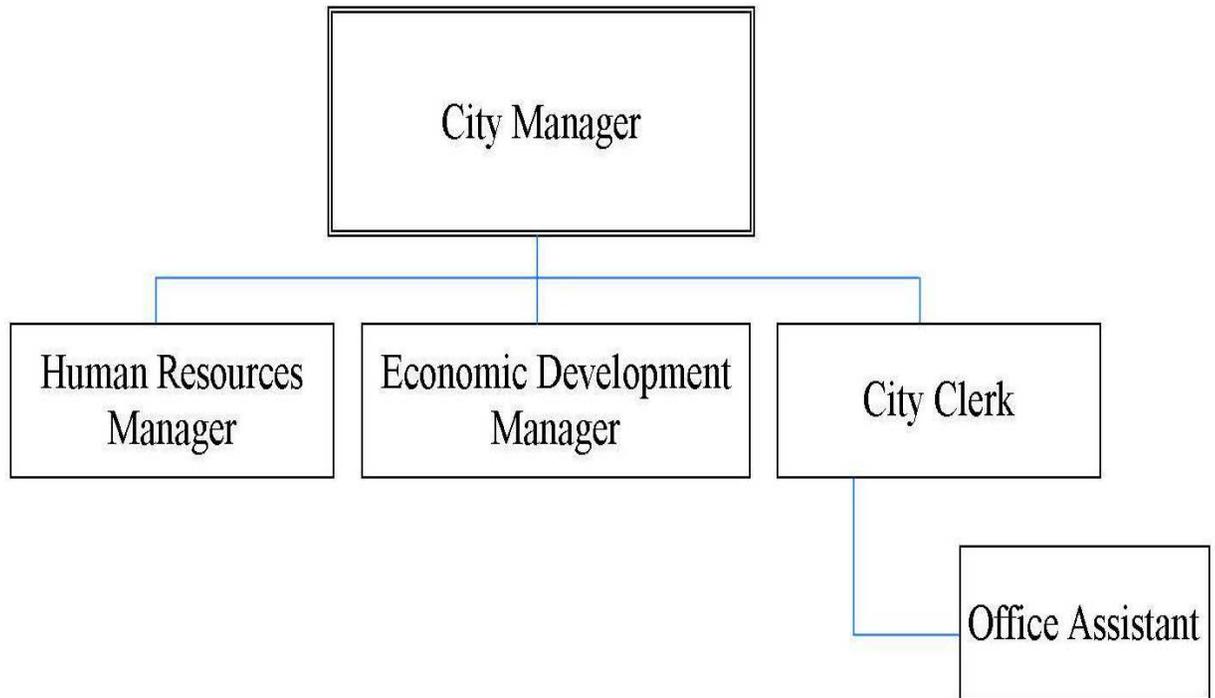
Service	Level
Community Relations	Provide public information on issues using a variety of venues, including Friday Newsletter, CATV and webpage. Make personal contacts with business and service groups to inform on City priorities. Assume a leadership role in working with the community on vital policy matters as identified by the City Council.
Personnel Management	Oversee the Human Resources function and ensure high quality results for recruitment, training and retention.
Budget Preparation	Ensure a good process and a quality budget document and provide regular updates for the City Council regarding revenues and expenditures.
Grantsmanship	Target at least 50% or greater grant participation for City projects. Build on initiative successes.
Administration	Establish calendars, schedule meetings and otherwise provide Council and staff support. Arrange Council agenda content, publication, bid advertisement and openings, and official notifications. Provide County Auditor liaison, special event permit processing, City Council and meeting minute preparation for boards and commissions as needed.
Council Goals and Special Projects	Assign City personnel to complete City Council goals and special projects.
Records Management and Retention	Preserves and authenticates official record of the City and Council actions in ordinances, resolutions and minutes. Achieve proper documentation of policies and transactions of City government. Provide information for decision-making and operations. Maintain records through the life cycle of documents – creation, maintenance and use, and disposition. Comply with regulations for public access.
Customer Service	Continuous evaluation of internal processes, training needs and office culture to ensure service excellence.
Risk Management	Provide oversight of a risk management effort which ensures proper reduction or transfer of liability risks.
Code Enforcement	Provide oversight of the process to respond to and track complaints as well as gain compliance for code enforcement.
Volunteers	Create new opportunities and grow existing programs through the City's Internet web pages that encourage citizen volunteers to contribute their time and effort in supporting City services and programs.

Service

Level

Transportation Benefit District

Ensure that effective use of tax revenues and grants, management of capital projects and communications to citizens are key elements of supporting the Transportation Benefit District and Board.



CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

FUND: 001 General
DEPT: 020 City Manager's Office

Acct: 513 10		Executive Administration		
Object Code and Purpose	2013 Budget	2013 Year Est	2014 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	139,449	140,408	145,950	Implementation of the City Council's 2013 Goals
11 Regular Pay	139,449	140,408	145,950	Overview of Strategic Planning Goals
12 Overtime Pay				Fostering Public Participation and Economic Development
				Cost Summary of Significant Changes
20 Personnel Benefits.....	34,973	40,197	41,960	<i>Increase</i>
21 Social Security	8,848	11,643	12,369	Salaries and Benefits \$13,488
22 Retirement	10,513	10,748	12,523	<i>Decrease</i>
23 Health Insurance	14,713	16,986	16,248	Services \$13,850
24 Disability Insurance	899	820	820	
26 Uniforms				
				Details and Notes
30 Supplies.....	280	100	225	
31 Operating Supplies	180	100	125	<i>41 Professional Services</i>
32 Vehicle Fuel				10 Consulting Services 20,000
33 Supplies for Resale				20,000
35 Minor Equipment	100		100	
39 Other Supplies				<i>42 Communications</i>
40 Services.....	38,900	37,835	25,050	10 Postage 450
* 41 Professional Services	35,000	33,000	20,000	20 Telephone 1,500
* 42 Communications	1,800	1,675	1,950	1,950
43 Travel and Subsistence	1,000	1,000	1,000	<i>49 Other Services</i>
44 Advertising	100		100	10 Dues/Subscriptions 1,300
45 Equipment Rental				20 Education/Training 500
46 Insurance				00 Miscellaneous 200
47 Utility Services				2,000
48 Repair and Maintenance				
* 49 Other Services	1,000	2,160	2,000	<i>90 Interfund Transfers</i>
50 Intergovtmntl Services.....				99 10 Eqt. Replmt (502) 2,364
*60 Capital Outlays.....				91 15 Infor. Services (502) 6,002
70/80 Debt Payments.....				8,366
*90 Interfund Transfers.....	10,690	10,690	8,366	
TOTAL Executive Administration:	224,292	229,230	221,551	

CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

FUND: 001 General
DEPT: 020 City Manager's Office

Acct: 518 10		Human Resources/Risk Management		
Object Code and Purpose	2013 Budget	2013 Year Est	2014 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	79,536	85,108	86,957	Organizational Development - continue to implement the classification and compensation plan that supports improved recruitment and retention of high quality staff in all areas of the organization.
11 Regular Pay	79,536	85,108	86,957	
12 Overtime Pay				
Cost Summary of Significant Changes				
20 Personnel Benefits.....	30,757	22,958	23,517	<i>Increases</i>
21 Social Security	6,084	6,524	6,652	Salaries \$7,421
22 Retirement	6,458	6,542	7,472	<i>Decreases</i>
23 Health Insurance	17,494	9,309	8,808	\$59,254 Insurance Premiums
24 Disability Insurance	721	583	585	
Details and Notes				
41 Professional Services				
00 Professional Services 15,000				
20 Civil Service -				
15,000				
30 Supplies.....	1,100	1,100	1,100	
31 Operating Supplies	1,100	1,100	1,100	
35 Minor Equipment				
40 Services.....	298,545	329,198	241,321	
* 41 Professional Services	14,000	35,000	15,000	42 Communications
* 42 Communications	1,350	1,000	1,150	10 Postage 150
43 Travel and Subsistence	200			20 Telephone 1,000
44 Advertising	3,000	15,000	5,000	1,150
46 Insurance Premium	277,445	275,768	218,191	46 Insurance Premium
48 Repair and Maintenance				10 WCIA Premiums 230,445
* 49 Other Services	2,550	2,430	1,980	20 Property/Notary Ins. 45,323
275,768				
49 Other Services				
00 Health and Safety Services 900				
10 Dues/Subscriptions 180				
20 Education/Training 200				
30 Miscellaneous 700				
1,980				
50 Intergovtmtl Services.....				90 Interfund Transfers
*60 Capital Outlays.....				91 15 Infor. Services (502) 6,702
70/80 Debt Payments.....				99 00 Eqt. Replmt (502) 592
*90 Interfund Transfers.....	9,888	9,888	7,294	7,294
TOTAL Human Resources	419,826	448,252	360,189	

CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

FUND: 001 General
DEPT: 020 City Manager's Office

Acct: 514 30				City Clerk
Object Code and Purpose	2013 Budget	2013 Year Est	2014 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	124,028	113,590	126,376	Administrative and Agenda Support - continue to produce professional quality meeting agendas for council, boards, and commissions. Provide efficient administrative support to Council, city staff and citizen groups.
11 Regular Pay	123,828	113,490	126,276	
12 Overtime Pay	200	100	100	
Cost Summary of Significant Changes				
20 Personnel Benefits.....	43,506	40,007	46,778	<i>Increases</i>
21 Social Security	9,488	8,687	9,660	Salaries and Benefits \$5,620
22 Retirement	10,170	9,280	11,497	<i>Decreases</i>
23 Health Insurance	22,540	21,157	24,731	Interfund Transfers \$4,063
24 Disability Insurance	1,308	883	890	
26 Uniforms				
Details and Notes				
<u>Details and Notes</u>				
30 Supplies.....	1,000	600	1,100	<i>41 Professional Services</i>
31 Operating Supplies	500	500	600	00 Other Professional Svc 600
32 Vehicle Fuel				00 Claims Services -
33 Supplies for Resale				600
35 Minor Equipment	500	100	500	
39 Other Supplies				<i>42 Communications</i>
				00 Communication 400
40 Services.....	21,000	16,500	21,400	10 Postage 2,500
* 41 Professional Services	600	400	600	20 Telephone 2,000
42 Communications	4,900	4,500	4,900	4,900
43 Travel and Subsistence	300	100	500	
44 Advertising	14,000	11,000	14,000	<i>49 Other Services</i>
45 Equipment Rental				10 Dues & Subscriptions 500
* 46 Insurance				20 Education & Training 800
47 Utility Services				30 Miscellaneous 100
48 Repair and Maintenance				40 Recording Fees
49 Other Services	1,200	500	1,400	1,400
50 Intergovtmntl Services.....				<i>90 Interfund Transfers</i>
60 Capital Outlays.....				91 15 Information Svcs(502) 10,493
70/80 Debt Payments.....				99 00 Eqpt Replacement(502) 2,277
				12,770
90 Interfund Transfers.....	16,833	16,833	12,770	
TOTAL City Clerk	206,367	187,530	208,424	

CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

FUND: 001 General
DEPT: 020 City Manager

Acct: 558 70		Economic Development		
Object Code and Purpose	2013 Budget	2013 Year Est	2014 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	92,902	92,904	94,764	Ensure economic sustainability through business retention, attraction, and expansion using the strategies outlined within the adopted Strategic Plan
11 Regular Pay	92,902	92,904	94,764	
12 Overtime Pay				
20 Personnel Benefits.....	29,868	28,480	28,655	
21 Social Security	7,107	7,107	7,249	
22 Retirement	7,544	7,627	8,728	
23 Health Insurance	14,448	13,004	11,908	
24 Disability Insurance	769	742	770	
26 Uniforms				
30 Supplies.....	1,000	1,300	1,300	Cost Summary of Significant Changes
31 Operating Supplies	250	550	550	Increases
35 Minor Equipment	750	750	750	Decreases
40 Services.....	4,475	4,475	4,475	Interfund Transfers \$2,311
41 Professional Services	2,000	2,000	2,000	Details and Notes
* 42 Communication	2,000	2,000	2,000	41 Professional Services
43 Travel and Subsistence	-	-	-	10 Econ Development 2,000
49 Misc Services	475	475	475	42 Communications
50 Intergovtmntl Services.....				10 Postage
60 Capital Outlays.....				20 Communication 2,000
70/80 Debt Payments.....				2,000
*90 Interfund Transfers.....	9,167	9,167	6,856	49 Other Services
TOTAL Economic Development	137,412	136,326	136,050	00 Misc. Services -
				10 Dues/Subscriptions 75
				20 Education and Training 400
				30 Special Event Support 475
				91 Interfund Transfers
				15 M&O 5,970
				10 Equip Replace 886
				6,856

CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

FUND: 001 General
DEPT: 180 Non-Departmental

Acct: 518 90		Non-Departmental & Interfund Transfers		
Object Code and Purpose	2013 Budget	2013 Year Est	2014 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	-	-	-	
11 Regular Pay				
12 Overtime Pay				
Cost Summary of Significant Changes				
20 Personnel Benefits	56,100	56,100	57,000	<i>Increases</i>
21 Social Security				Intergovernmental \$207,500
22 Retirement				
* 23 Health Insurance	56,100	56,100	57,000	
24 Disability Insurance				
26 Uniforms				
Details and Notes				
<u>Details and Notes</u>				
<i>Other Detailed Costs</i>				
30 Supplies	3,850	3,850	2,700	Medical - LEOFF I Retirees 57,000
* 31 Operating Supplies	2,200	2,200	1,500	Reallocated Copier 1,500
32 Vehicle Fuel				Base Phone CH 4,500
33 Supplies for Resale				Food Bank W/S/G 1,800
35 Minor Equipment				Misc Supplies 1,200
39 Other Supplies	1,650	1,650	1,200	Aquatic Center Utility 30,000
				96,000
40 Services	37,600	7,600	36,600	50 <i>Intergovernmental Services</i>
41 Professional Services				Puget Sound Air Quality 4,639
* 42 Communications	5,500	5,500	4,500	Alcohol Rehabilitation 2,000
43 Travel and Subsistence				Economic Development 4,000
45 Operating Rentals				Substance Abuse -
45 Equipment Rental				AWC 5,699
46 Insurance				Voter Regist./Election 16,000
* 47 Utility Services	31,800	1,800	31,800	Sno. County Tomorrow 1,700
48 Repair and Maintenance				Snohomish Senior Center 12,000
49 Other Services	300	300	300	Puget Sound Reg. Council 3,100
				49,138
*50 Intergovtmntl Services.....	49,514	49,523	49,138	90 <i>Interfund Transfers</i>
60 Capital Outlays				Debt:800Mhz/Rivertrial 83,483
70/80 Debt Payments				Transfer to Streets fund 600,000
				683,483
*90 Interfund Transfers	620,733	413,233	683,483	
TOTAL Non-Departmental	767,797	530,306	828,921	

PLANNING AND DEVELOPMENT SERVICES

Overview: The Planning and Development Service Department (PDS) includes four FTE positions. The Department consists of two divisions: 1) Building Safety; and 2) Planning & Permitting. The Department’s primary responsibilities are to ensure that development occurs according to adopted codes, standards, and policies, and that land use plans, policies, regulations, and standards are current with statutory requirements and the City Council’s vision and values.

Position	2010	2011	2012	2013	2014	Change
Director ¹	1.0	1.0	0.0	0.0	1.0	1.0
Planning Manager ²	0.0	0.0	1.0	1.0	0.0	-1.0
Senior Planner ²	1.0	1.0	0.0	0.0	1.0	1.0
Bldg/Fire Official	1.0	1.0	1.0	1.0	1.0	0.0
Permit Coordinator	1.0	1.0	1.0	1.0	1.0	0.0
Total	4.0	4.0	3.0	3.0	4.0	1.0

Budget History	2010	2011	2012	2013	2014	Change
Building	158,515	147,751	175,165	141,095	137,125	-3,970
Planning	522,661	370,141	280,037	245,021	379,546	134,525
Total	681,176	517,892	455,202	386,116	516,671	130,555

Note 1. Director position eliminated in 2012 due to economic downturn, and restored in 2013 due to increasing development activity and State mandated 2015 Comprehensive Plan update.

Note 2. Senior Planner position converted to Planning Manager in 2012, and restored in 2013.

Planning Division

Land Use Permitting: This includes review of land use and development applications for compliance with the City’s land use and development regulations and standards; coordination and processing of land use, building, and engineering applications; staff support to the Design Review Board and the Hearing Examiner; public information on permits and development, and enforcement of land use, environmental, and sign regulations.

Land Use Planning: This service includes the preparation of policies and regulations that guide land use and development in ways that implement broader City objectives and respond to State mandates. The City’s Comprehensive Plan guides decisions relating to topics such as commercial land supply, economic development, community character, environmental protection, and historic preservation. Land use regulations are contained primarily within Title 14 of the Snohomish Municipal Code (SMC). Related services include mapping and geographic information system analyses, processing of annexations and regional coordination on land use issues. Land use planning includes staff support to the Planning Commission.

Building Division

Building and Fire: This division is responsible for reviewing building permits and inspecting new construction for conformance to the International Codes. Other services include investigation of suspected building and fire code violations, abatement of dangerous structures and nuisances, and the

layout of special events. The Building Division works closely with Snohomish's water and sewer utilities, Fire District No. 4, the Department of Emergency Management, and the County Health District.

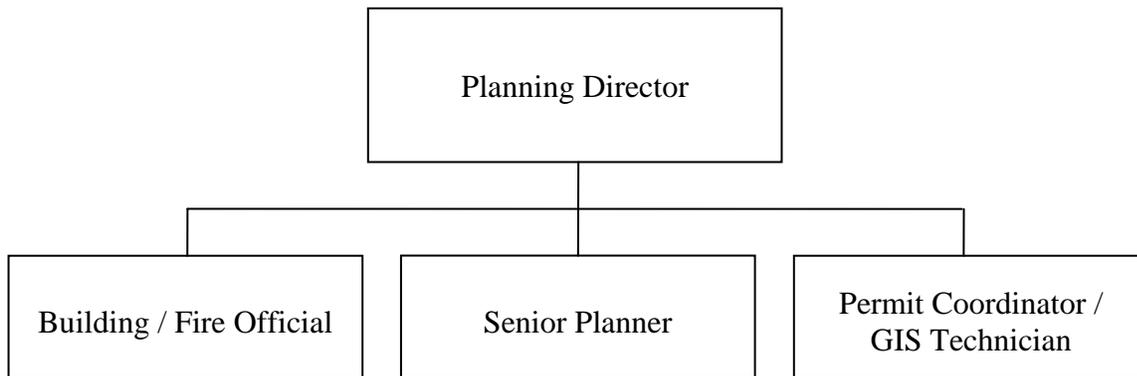
2014 Goals:

- ◆ **Permit Processing and Review:** Complete permit review in a manner that is thorough, technically precise, and expeditious. Continue to monitor and improve the City's permit review and permit tracking processes to promote efficiencies, safeguard the City from liability, and enhance customer services.
- ◆ **Strategic Plan:** Lead and support strategic initiatives identified as priorities for 2014 by the City Council.
- ◆ **Service Levels:** Maintain internal and external customer service levels, including response times for information requests, development applications, and code complaints.
- ◆ **Comprehensive Plan:** Continue progress to revise and update the Comprehensive Plan to achieve a Plan that reflects the City's current 20-year vision; that is useful for decision makers and the community; and that meets all statutory requirements.
- ◆ **Mapping:** As staff resources permit, continue to develop geographic information system and mapping capabilities to serve all City departments.
- ◆ **Historic District Design Standards:** Work with the Design Review Board to prepare the first draft of an update to the Historic District Design Standards.
- ◆ **Maintain staff certifications and credentials:** Use available training resources efficiently and effectively to maintain staff credentials necessary for departmental performance.
- ◆ **Public outreach:** Continue to improve communication with the community on policy issues under study and other work items of general or specific interest.

SERVICE STANDARDS

Service	Level
Customer Telephone Contacts	Return all telephone calls within one business day.
Public Contact	A staff member will be available to the public during regular business hours.
Development Regulations	Prepare amendments to Title 14 SMC to satisfy federal and State mandates and to respond to City Council priorities.
Comprehensive Plan	Update the Comprehensive Plan as required by the Growth Management Act, as necessary to respond to City Council priorities, and as appropriate to ensure that the Plan is a current and usable document.
Permit Review and Building Inspection	Ensure plans for development and redevelopment are designed and constructed to City standards. Route complete permit applications within 48 hours of receipt. Complete permit review within 10 business days. As staffing allows, offer time-specific appointments for building inspections. Conduct building inspections within 48 hours of requests.
Code Enforcement	Investigate written complaints involving life safety and non-life-safety within 24 and 72 hours, respectively.
Emergency Response, Dangerous Buildings and Fire Code Enforcement	Serve as members of emergency response team during disasters. Abate buildings and/or conditions that pose a danger to life or property. Inspect public facilities following a disaster or other catastrophic event.

Planning and Development Services



CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

FUND: 001 General
DEPT: 100 Planning and Developmental Services

Acct: 524 20				Building Inspection
Object Code and Purpose	2013 Budget	2013 Year Est	2014 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	81,837	81,016	83,472	Ensure plans for development and redevelopment are designed and constructed to City standards. Serve as members of emergency response team during disasters.
11 Regular Pay	81,837	81,016	83,472	
12 Overtime Pay				
20 Personnel Benefits.....	30,503	31,620	33,230	Cost Summary of Significant Changes
21 Social Security	6,261	6,198	6,386	<i>Decreases</i> Interfund transfers \$6,981
22 Retirement	6,645	6,606	7,688	<i>Increases</i>
23 Health Insurance	14,348	16,644	15,906	Salaries and Benefits \$4,362
24 Disability Insurance	3,099	2,022	3,000	Details and Notes
26 Uniforms	150	150	250	
Unemployment Ins				41 Professional Services
30 Supplies.....	2,200	2,200	400	10 Abatements 3,000
31 Operating Supplies	2,100	2,100	300	20 Plan Review 5,000
32 Vehicle Fuel				21 Fire Inspection -
33 Supplies for Resale				8,000
35 Minor Equipment	100	100	100	42 Communications
39 Other Supplies				10 Postage 150
				20 Telephone 2,800
				2,950
40 Services.....	11,200	9,385	11,650	49 Other Services
* 41 Professional Services	8,000	6,000	8,000	00 Misc. Services -
* 42 Communications	2,500	2,900	2,950	10 Dues/Subscriptions 400
43 Travel and Subsistence		-		20 Education/Training 300
44 Advertising				30 Misc. Services -
45 Equipment Rental				700
46 Insurance				90 Interfund Transfers
47 Utility Services				91 10 Eq. Rental (501) 2,966
* 48 Repair and Maintenance				91 15 Info. Services (502) 2,998
* 49 Other Services	700	485	700	99 00 Eq. Rplcmt (502) 682
				99 00 Eq. Rplcmt (505) 1,728
50 Intergovtmntl Services.....				8,374
60 Capital Outlays.....				
70/80 Debt Payments.....				
*90 Interfund Transfers.....	15,355	15,355	8,374	
TOTAL Building/Fire Code Enfor.	141,095	139,576	137,126	

CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

FUND: 001 General
DEPT: 100 Planning and Developmental Services

Acct: 558 50		Planning and Permitting		
Object Code and Purpose	2013 Budget	2013 Year Est	2014 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	136,304	165,354	223,192	Maintain and enhance the City's special character and identity by preparing policies and regulations that guide land use and development in ways that implement broader City objectives, environmental protection and historic preservation.
11 Regular Pay	136,304	165,150	223,192	
12 Overtime Pay		204		
20 Personnel Benefits.....	60,882	72,172	103,221	Cost Summary of Significant Changes
21 Social Security	10,427	12,650	17,074	<i>Increases</i>
22 Retirement	10,980	13,770	20,556	Salaries and Benefits \$129,227
23 Health Insurance	38,116	44,529	64,231	<i>Decreases</i>
24 Disability Insurance	1,359	1,223	1,360	Interfund transfers \$5,978
25 unemployment Insurance				Details and Notes
30 Supplies.....	950	1,920	6,000	<i>41 Professional Services</i>
31 Operating Supplies	800	500	1,000	11 Environmental Consultant 6,000
32 Vehicle Fuel				10 Planning Consultant -
33 Supplies for Resale				20 Clerical 50
35 Minor Equipment	150	1,420	5,000	30 Hearing Examiner 12,000
39 Other Supplies				<hr/> 18,050
40 Services.....	19,175	20,945	25,400	<i>42 Communications</i>
* 41 Professional Services	14,050	17,050	18,050	10 Postage 800
* 42 Communications	3,225	2,400	3,400	20 Telephone 2,600
43 Travel and Subsistence		35	50	<hr/> 3,400
44 Advertising	1,200	800	2,000	<i>49 Other Services</i>
45 Equipment Rental				10 Dues and Subscriptions 1,200
46 Insurance				20 Education/Training 600
47 Utility Services				30 Misc. Services 100
48 Repair and Maintenance				40 Recording Fees -
* 49 Other Services	700	660	1,900	<hr/> 1,900
50 Intergovtmntl Services.....				<i>90 Interfund Payments</i>
*60 Capital Outlays.....				91 15 Info. Svcs. (502) 17,706
70/80 Debt Payments.....				99 00 Equip Replacement (502) 4,026
*90 Interfund Transfers.....	27,710	27,710	21,732	<hr/> 21,732
TOTAL Planning/Permitting	245,021	288,101	379,545	

SUPPORT SERVICES DEPARTMENT

Overview:

The Support Services Department is comprised of the Finance Division and the Information Services Division. The Information Services Division has two FTE's. The Finance Division is responsible for the financial management of the City including payroll, investments, debt management and utility billing. The Information Services Division is responsible for computer hardware and software inventory control, technology products, and database management. The City Shop had previously been a part of the Support Services Unit but is now reporting under the Public Works Department.

Position	2010	2011	2012	2013	2014	Change
Support Services Dir						
City Treasurer	1.0	1.0	1.0	1.0	1.0	0.0
Information Services Mgr.	1.0	1.0	1.0	1.0	1.0	0.0
Info Services Spec ²	0.0	0.0	0.0	0.0	1.0	1.0
Accountant	1.0	1.0	1.0	1.0	1.0	0.0
Accounting Clerks ¹	2.0	2.0	1.5	2.0	2.0	0.0
Utility Clerk / MR	1.0	1.0	1.0	1.0	1.0	0.0
Info Services Tech ²	2.0	1.0	1.0	1.0	0.0	-1.0
Office Asst ³	0.0	0.0	0.0	0.0	1.0	1.0
Total	8.0	7.0	6.5	7.0	8.0	1.0

Budget History	2010	2011	2012	2013	2014	Change
Finance ³	464,000	423,634	501,904	521,321	605,358	84,037
Information Services	511,731	464,481	447,355	444,524	442,778	-1,746
Total	975,731	888,115	949,259	965,845	1,048,136	82,291

Note 1 In 2012 , Utility Clerk reduced to 0.5 FTE-shared staff with Clerk. 2013 full FTE restored

Note 2 Info Services Tech position upgraded to Info Services Specialist

Note 3 2014 Office Assistant position added to support ALL departments

2014 Goals:

OVERALL GOALS

- ◆ **Web Development:** Develop, with our application software vendor and in-house, an integrated online system for City forms and processes.
- ◆ **Integrated Financial System-New:** Training City staff and refinement of processes for maximum efficiency and benefit.
- ◆ **Staff Training:** Establish and review a training schedule and career path for each FTE employee, annually. Ensure all employees have, and retain, required certificates and licenses.

FINANCE

- ◆ **Analysis and Revision** of chart of accounts to comply with BARS reporting requirements.
- ◆ **Review and Revision** of work flow to insure proper internal controls to safeguard City assets.

- ◆ **Financial Reporting** and departmental management support on a timely basis.
- ◆ **Staff training:** Cross training staff to ensure capable backup and support.
- ◆ **Financial Policies** – Continue to edit and update.
- ◆ **Updated Fees for Utility Related Activities:** Ensures the City captures and recoups current costs.
- ◆ **Update 4 Year Forecast for Utilities:** Ensuring sufficient funding for operations and capital projects for maintenance and upsizing of infrastructure
- ◆ **Financial Management:** Assist City Council, City Manager and Departments in the visioning, planning and practical application of fiscal stratagems to ensure the financial integrity of City projects and the continued economic good health of the City.

INFORMATION SERVICES

- ◆ **Plan to upgrade City workstations to Windows 7 for continuous support requirements by Microsoft.**
- ◆ **Evaluate** document storage capacity and look for possible solutions to support the continued growth of storage requirements, including public records retention requirements.
- ◆ **Implement** VoIP phones at the Public Works Shop facility if testing of the fiber optics connection (between City Hall and Shop facility) provides enough network bandwidth. Requires purchase of additional licenses for the VoIP system.
- ◆ **Research** appropriate upgrades to the existing VoIP phone system or in the alternative seek opportunities to outsource the VoIP system.
- ◆ **Research** hardware upgrades to the existing servers running the financial software, email OWA, Public Works file server, Police Dept's file server, and City Hall's file server
- ◆ **Full Service Preventive Maintenance Program:** Continue Information Service's preventive maintenance schedule to ensure City's technology products function, as required.
- ◆ **Improve Webmaster and Cable Access Services:** The hardware and software for the public access channel was updated and improved in 2011. Continue to provide the public with information on the cable access channel. Continually look for ways to enhance the site to better serve our customers.
- ◆ **Investigate and Analyze Options for Connection to a Fiber Optics Network:** Work with regional partners, Snohomish School District, Fire District 4 and Snohomish County, to connect the city to a fiber optic network among City locations and to the internet. This process is ongoing and dependent on regional partners securing funding. The future network will insure the City keeps in step with associate governmental organizations.
- ◆ **Build and Improve a Multiple Back-up and Recovery Infrastructure:** Requires the purchase of drives and/or servers-requires dollar and human resources. Timetable for completion three years.

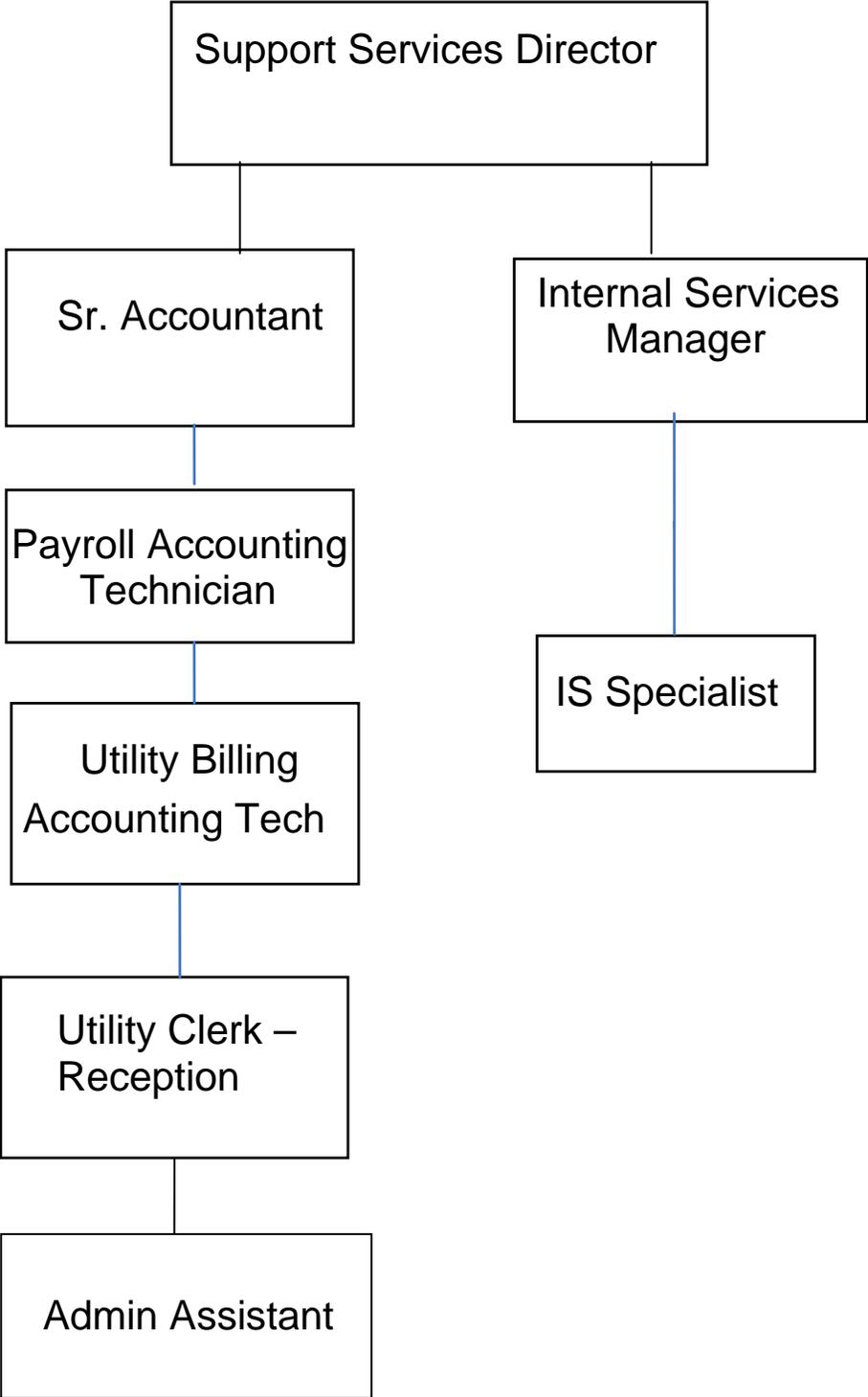
**CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET**

- ◆ **Build Back-up Computer System at the EOC in cooperation with regional partners:** Fire District, County DEM, County Sheriff and School District: Timetable for completion five years.
- ◆ **Join Interagency Network To Explore the Building of a Cloud Entity:** This would provide optimal redundancy in the event of a disaster. It would provide for vendor hosting of the site with potential for e-mail and common application hosting. No direct City equipment required but a contribution for the common entity.
- ◆ **Rewire of City Hall:** Necessary upgrade of cable quality and conduit physical pathways-project dependent on availability of resources.
- ◆ **Lead City Effort to Upgrade Web Site:** Coordinate the design, selection of vendor and housekeeping of an improved City web site. The first task is to discover a low cost option. This effort is currently underway.
- ◆ **Research** hosted solutions for City email services and compare the overall cost for an on-premise solution including security and disaster recovery readiness.
- ◆ **Work** with Risk Assessment department to develop computing equipment usage policies for the City's operation to be in compliance with WCIA requirements.
- ◆ **Research** and implement technology solutions for the City's operations to be in compliance with WCIA requirements and to better secure the City's network infrastructure.

SERVICE STANDARDS

Service	Level
Management and Council Financial Reporting	Provide timely financial reports to support decision making and to monitor City operations.
Counter Coverage	Provide continuous front counter coverage of at least two staff members between 10 a.m. and 2:00 p.m. and at least one staff person for all other open business hours.
Customer Service	Provide prompt professional service to all city customers. Provide three-week response time to all utility hearing requests.
Cash Management	Deposit all funds received on the same business day. Have on deposit at the City's financial institution only the minimum cash needed to provide for operations.
Annual Report	Complete by May 31 st of each fiscal year.
Payroll	Complete all payroll reports and make appropriate tax deposits within time required. Complete payroll change request within one payroll cycle.
Budget Preparation	Continue to improve and adapt the budget process to meet the

Service	Level
	changing needs of the City Council, citizens, and staff members. Provide the Management Team with support and assistance in the preparation of their annual budget.
Staff Training	Provide all department personnel with a training schedule to meet the City's needs and the employee's career goals.
Debt Management	Continuous review of all outstanding debt issues for refunding opportunities. Conduct the financial operations of the City within the bond covenants. Provide required financial reporting for outstanding debt issues.
Investment Operations	Conduct investment operations within compliance of City investment policy. Report investment operations to the City Manager monthly and to the City Council quarterly.
Network Administration	Administer the City's Local Area Networks, including all hardware and software procurements. Provide staff support and guidance through the revival of the Information Systems Advisory Team (ISAT). Oversee all in-house programming projects and support.
Contract Services	Ensure all City hardware and software systems are operational and functioning for their intended purposes. Respond to service requests within a four-hour period, with updated follow through, until service is restored.
Telephone Services	Maintain, plan and advise on telephone systems serving all City buildings and facilities.
Copying Services	Maintain, plan and advise on copy machines serving all City buildings and facilities.
Programming Support	Provide departmental support for all programming projects.
Web Site Administrator	Maintain, update and improve the City's web site.



CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

FUND: 001 General
DEPT: 040 Support Services

Acct: 514 23				Finance and Accounting
Object Code and Purpose	2013 Budget	2013 Year Est	2014 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	321,818	324,568	355,927	Management and Council Financial Reporting-provide timely reports to support decision making and to monitor city operations; budget preparation and debt management.
11 Regular Pay	321,418	324,468	355,827	
12 Overtime Pay	400	100	100	
20 Personnel Benefits.....	135,531	108,197	146,969	Cost Summary of Significant Changes
21 Social Security	24,620	23,853	27,221	<i>Increase</i>
22 Retirement	26,390	24,313	31,419	\$45,547 Salaries and Benefits
23 Health Insurance	71,978	57,274	84,179	\$51,000 State Audit
24 Disability Insurance	4,143	2,757	4,150	
25 Unemployment Insurance	8,400			
26 Uniforms				
30 Supplies.....	1,700	1,700	1,700	Details and Notes
* 31 Operating Supplies	1,500	1,500	1,500	30 <i>Operating Supplies</i>
32 Vehicle Fuel				00 Office Supplies 1,500
33 Supplies for Resale				20 Software -
35 Minor Equipment	200	200	200	41 <i>Professional Services</i>
39 Other Supplies				10 State Audit 50,000
40 Services.....	8,750	35,175	60,175	20 Prof. Services 3,000
* 41 Professional Services	2,000	28,000	53,000	53,000
* 42 Communications	6,500	6,250	6,250	42 <i>Communications</i>
43 Travel and Subsistence	100	100	100	10 Postage 1,750
44 Advertising				20 Telephone 4,500
45 Equipment Rental				6,250
46 Insurance				49 <i>Other Services</i>
47 Utility Services				10 Dues and Subscription 50
48 Repair and Maintenance				20 Education and Training 500
* 49 Other Services	150	825	825	30 Misc Services -
50 Intergovtmntl Services.....				31 Bank Service 275
*60 Capital Outlays.....				825
70/80 Debt Payments.....				90 <i>Interfund Transfers</i>
*90 Interfund Transfers.....	53,522	53,522	40,587	91 10 Equip Rental M/O (501) 653
TOTAL Finance	521,321	523,162	605,358	91 15 Infor. Services (502) 32,387
				99 00 Equip Replacement (505) 697
				99 00 Equip Replacement (502) 6,850
				40,587

CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

FUND: 502 Information Services
DEPT: 040 Support Services

Acct: 518.81		Information Services			
Object Code and Purpose	2013 Budget	2013 Year Est	2014 Budget	Overview of Strategic Planning Goals	
10 Salaries And Wages.....	182,482	160,878	167,424	Administer the City's Local Area Networks, including all hardware and software procurements. Provide staff support and guidance through the revival of the Information Systems Advisory Team (ISAT)	
11 Regular Pay	182,482	160,878	167,424		
12 Overtime Pay					
Cost Summary of Significant Changes					
20 Personnel Benefits.....	76,068	58,212	71,152	<i>Increases</i>	
21 Social Security	13,960	12,307	12,808	Supplies/Services \$57,000	
22 Retirement	14,340	13,105	15,287	<i>Decreases</i>	
23 Health Insurance	46,006	31,550	41,807	Salaries and Benefits \$19,974 Capital Outlay \$38,000	
24 Disability Insurance	1,762	1,250	1,250	Details and Notes	
25 Unemployment Insurance					
27 Uniforms					
30 Supplies.....	32,300	22,200	45,300		<i>31 Operating Supplies</i>
* 31 Operating Supplies	19,000	11,000	20,000		00 Office Supplies 5,000
32 Vehicle Fuel				20 Software 15,000	
33 Supplies for Resale				20,000	
35 Minor Equipment	13,300	11,200	25,300	<i>35 Minor Equipment</i>	
39 Other Supplies				00 PC's and other tech 25,000	
40 Services.....	64,120	39,200	108,120	10 Less than \$5,000. 300	
* 41 Professional Services	20,000	12,000	62,000	25,300	
* 42 Communications	8,120	3,100	5,120	<i>41 Professional Services</i>	
43 Travel and Subsistence	1,000	500	1,000	00 Consultants and Services 52,000	
44 Advertising				30 Software Support Service 10,000	
45 Equipment Rental	16,000	10,000	16,000	62,000	
46 Insurance				<i>42 Communications</i>	
47 Utility Services				10 Postage 120	
48 Repair and Maintenance	8,000	3,500	8,000	20 Telephone 5,000	
* 49 Other Services	11,000	10,100	16,000	5,120	
50 Intergovtmntl Services.....				<i>49 Other Services</i>	
*60 Capital Outlays.....	85,000	40,000	47,000	20 Education & Training 15,000	
70/80 Debt Payments.....				30 Miscellaneous 1,000	
*90 Interfund Transfers.....	4,554	4,554	3,782	16,000	
TOTAL Information Services	444,524	325,044	442,778	<i>60 Capital Outlays</i>	
				63 00 Software 32,000	
				64 00 Equipment 15,000	
				47,000	
				<i>90 Interfund Transfers</i>	
				91 10 Equip. Rental (501) 1,276	
				99 00 Equip. Rplcmt (505) 2,506	
				3,782	

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LAW ENFORCEMENT

Overview:

The 2014 Budget consists of the costs of law enforcement services provided by the Snohomish County Sheriff's Department and City direct costs for criminal justice, interagency communications and administrative support.

MISSION STATEMENT

The Snohomish Police Department's mission is to consistently deliver the highest level of professional police services by partnering with our community to preserve peace and suppress crime. We accomplish our Mission by delivering exceptional Law Enforcement, Corrections, and Support Services. While embracing our values of Integrity, Dignity, Commitment, and Pride, we will provide leadership at all levels, establish community partnerships and position our organization for future success.

VALUES:

The Snohomish Police Department is comprised of people who share a common belief and goal to provide the most progressive and professional services possible to the public. To achieve this, we must accept and adhere to basic values. These values are a vital part of the Snohomish Police Department and give us the spirit and direction to achieve our goals.

- ◆ **INTEGRITY:** We adopt an uncompromising approach to the highest ethical standards, being honest, truthful, and worthy of trust.
- ◆ **DIGNITY:** We believe in the importance of treating others with respect and in conducting ourselves in a manner which inspires respect.
- ◆ **COMMITMENT:** We are dedicated to the Office's Mission, to the development and support of employees and to the highest standards of professional conduct.

PRIDE: As members of this Office we are honored to serve and protect our community. The values of the Department were voted on and adopted by the department and area as follows:

2013 ACCOMPLISHMENTS:

- ◆ Developed and launched a Public Safety Commission Citizen Academy.
- ◆ Provided 27 surplus cell phones to victims of Domestic Violence.
- ◆ Significant financial savings as a result of the LE contract with Snohomish County.
- ◆ Purchased a new K9 tracking dog, Ronin, to replace retired K9 Kizar.
- ◆ Welcomed new K9 handler Deputy Wallin.
- ◆ Deployment of new laptop computers in all patrol vehicles.

2014 CHALLENGES:

- ◆ A continued approach of preparation for the implementation of the “New World” Records Management System, a county-wide initiative which will have all of Snohomish County Law Enforcement, and a good portion of King County, “speaking the same language” for Police Dispatch Services and Records Management.

Position	2010	2011	2012 (A)	2013	2014	Change
Police Chief	1.0	1.0	1.0	1.0	1.0	0.0
Police Commander	2.0	2.0	0.0	0.0	0.0	0.0
Police Officer - Sergeant	4.0	4.0	4.0	4.0	4.0	0.0
Police Officer - Admin Sergeant	0.0	0.0	1.0	1.0	1.0	0.0
Police Officer – Patrol	13.0	12.0	9.0	9.0	9.0	0.0
Police Officer - Detective	2.0	2.0	2.0	2.0	2.0	0.0
Total Commissioned	20.0	19.0	17.0	17.0	17.0	0.0
Administrative Assistant	1.0	1.0	0.0	0.0	0.0	0.0
Senior Records Clerk	1.0	1.0	1.0	1.0	1.0	0.0
Evidence Technician	1.0	1.0	0.0	0.0	0.0	0.0
Police Clerk	1.0	1.0	1.0	1.0	1.0	0.0
Community Services Officer	1.0	1.0	1.0	1.0	1.0	0.0
Non Commissioned	5.0	5.0	3.0	3.0	3.0	0.0
Total	25.0	24.0	20.0	20.0	20.0	0.0
Budget History	2010	2011	2012	2013	2014	Change
Justice	580,894	524,900	465,000	408,500	281,750	-126,750
Admin.	675,064	676,792	618,052	608,047	631,814	23,767
Operation	2,748,733	2,371,428	2,672,488	2,507,254	2,498,586	-8,668
Prevention	10,000	16,800	12,000	13,700	9,000	-4,700
Reserves	3,510	1,440	0	0	0	0
Task Force	2281	2,191	0	0	0	0
Comm Serv & Detention	5000	8,000	8,000	3,200	500	-2,700
Total	4,025,482	3,601,551	3,775,540	3,540,701	3,421,650	-119,051
Note A. The 2012 Budget consisted of law enforcement costs provided by the Snohomish County Sheriff's Department and City costs for criminal justice, interagency communications and administrative expenses.						

2014 Goals:
ADMINISTRATION

- ◆ **Community Service:**
 - ◆ Business Environment: Work with community groups to foster an environment conducive to creating economic activity.
 - ◆ Work with the Public Safety Commission to improve public safety within the city.
 - ◆ Develop a volunteer cadre.

OPERATIONS

- ◆ **Traffic:** Maintain high visibility Traffic Law Enforcement program to include the use of the speed radar trailers.
- ◆ **Enforcement:** Prepare for the impact of medical and recreational marijuana in the community.
- ◆ **Training:**
 - ◆ Provide all commissioned officers with annual Mandatory Skills Training and continue bi-monthly firearms training and qualification courses.
 - ◆ Seek ways to develop personnel to increase professionalism and to provide improved public service.

INVESTIGATIONS

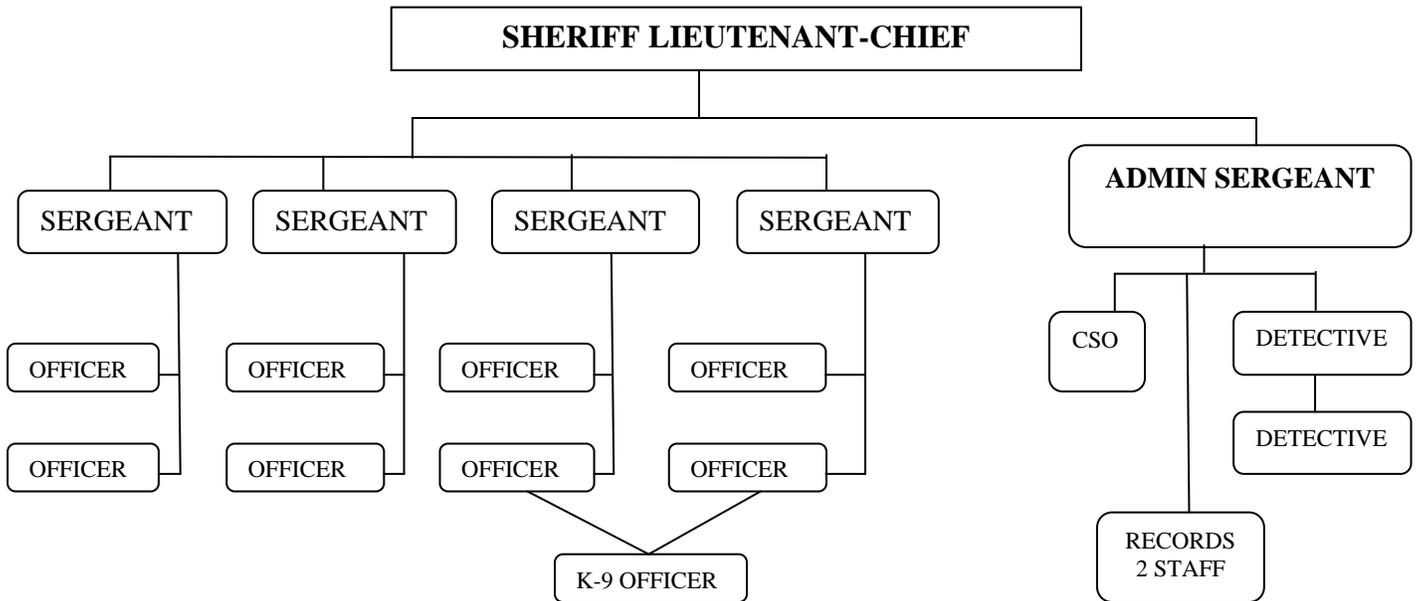
- ◆ **Investigations:**
 - ◆ Provide opportunities to interact professionally with Sheriff’s Office Detectives.
 - ◆ Continue working closely with federal agencies to address local drug problem.
- ◆ **Interagency Cooperation:** Join or re-join existing area joint investigative efforts such as the Regional Intelligence Group, the East County Detectives meeting, the “SMART Team” [responds to area officer involved shootings], and any other joint efforts.

SERVICE STANDARDS

Service	Level
Customer Service	Collaborate with the public to develop solutions in problem-solving of community issues; timely and efficient response to in-progress emergency and non-emergency E-911 calls; timely response to and resolution of citizen complaints; and provide walk-up lobby capability.
Patrol	Impartial Enforcement of criminal laws & municipal codes; timely, professional response to E-911 calls-for-service; proactive preventive patrol and dynamic self-initiated activity; enforcement of ‘street-level’ drug complaints; maintain a minimum staffing of two officers on-duty during peak hours; enhance Community awareness and confidence through high visibility patrol/enforcement;
Traffic Enforcement	Impartial and Fair Enforcement of Traffic Laws; prioritize high-risk behavior enforcement at critical DUI and Road Rage levels; professional investigation of traffic collisions; targeted use of speed display radars provide Patrol / Traffic capability during peak traffic periods; and provide directed enforcement to all valid citizen traffic complaints.
Criminal Investigations	Professional response to and processing of crime scenes; provide

Service	Level
	timely follow up investigation of all crimes; continued oversight of registered sex offenders; and participate in Regional Drug Task Force for large scale investigations.
Emergency Preparedness	Emergency Preparedness: Provide ICS-level National Incident Management System (NIMS) leadership and / or activation of Emergency Operations Center (EOC) when needed.
Special Events Management	Collaborate with the community sponsors and other City Departments and Agencies in providing adequate Public Safety protection during all major special events.
Community Services	Provide residents with professional services, including concealed weapons permits, fingerprinting, and motorist assists.
Parking	Parking enforcement on complaint basis; proactive and self-initiated parking enforcement as call load allows; and enforcement of the Permit Parking system.
Animal Control	Make every attempt to locate owners of impounded animals. Attempt to license all animals required to have licenses within City limits.

SNOHOMISH POLICE DEPARTMENT ORGANIZATIONAL CHART



CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

FUND: 001 General
DEPT: 060 Law Enforcement

Acct: 512 40				Criminal Justice
Object Code and Purpose	2013 Budget	2013 Year Est	2014 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....				The mission of the PD is to consistently deliver the highest level of professional police services by partnering with the community to preserve peace and suppress crime.
11 Regular Pay				
12 Overtime Pay				
20 Personnel Benefits.....				Cost Summary of Significant Changes
21 Social Security				<i>Decreases</i>
22 Retirement				Prosecution fees \$20,000
23 Health Insurance				County Jail Fees \$30,000
24 Disability Insurance				Court Filing Fees \$45,000
26 Uniforms				Details and Notes
30 Supplies.....				<i>41 Professional Services</i>
31 Operating Supplies				20 Court Appointed 45,000
32 Vehicle Fuel				30 Witness Fees -
33 Supplies for Resale				31 Hearing Officers -
35 Minor Equipment				32 Interpreter Services 1,250
39 Other Supplies				40 Prosecution Fees 80,000
				50 Parking Hearing 500
				126,750
40 Services.....	178,500	118,450	126,750	<i>50 Intergovernmental Services</i>
* 41 Professional Services	178,500	118,450	126,750	10 County Jail Fees 125,000
42 Communications				20 Court Filing Fees 30,000
43 Travel and Subsistence				155,000
44 Advertising				
45 Equipment Rental				
46 Insurance				
47 Utility Services				
48 Repair and Maintenance				
49 Other Services				
*50 Intergovmtl Services.....	230,000	130,000	155,000	
60 Capital Outlays.....				
70/80 Debt Payments.....				
90 Interfund Transfers.....				
TOTAL Criminal Justice	408,500	248,450	281,750	

CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

FUND: 001 General
DEPT: 060 Law Enforcement

Acct: 521 10				Police Administration
Object Code and Purpose	2013 Budget	2013 Year Est	2014 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	157,975	153,144	164,476	Continue to implement a "succession plan" for key collateral duty assignments within the department.
11 Regular Pay	156,975	152,144	163,476	
12 Overtime Pay	1,000	1,000	1,000	
				Cost Summary of Significant Changes
20 Personnel Benefits.....	66,307	66,353	71,087	<i>Increases</i>
21 Social Security	12,085	12,421	12,583	Salaries and Benefits \$11,281
22 Retirement	12,954	12,644	14,465	Services \$2,150
23 Health Insurance	37,007	37,524	40,039	SCSO Administration \$11,436
24 Disability Insurance	3,761	3,264	3,500	
26 Uniforms	500	500	500	
				Details and Notes
30 Supplies.....	1,100	1,100	-	<i>41 Professional Services</i>
31 Operating Supplies	1,000	1,000		00 Misc Prof Services 2,000
32 Vehicle Fuel				10 Testing Services 2,000
33 Supplies for Resale				
35 Minor Equipment	100	100		
39 Other Supplies				<i>42 Communications</i>
40 Services.....	7,450	29,600	9,600	00 Communications 900
* 41 Professional Services	2,000	500	2,000	10 Postage 500
* 42 Communications	2,750	3,400	3,400	20 Telephone 2,000
43 Travel and Subsistence				3,400
44 Advertising				<i>49 Other Services</i>
45 Equipment Rental				10 Misc. Services 3,200
46 Insurance				Police Admin Misc 1,000
47 Utility Services				Facility Rental/Storage Fees
48 Repair and Maintenance				Education/Training CIT
* 49 Other Services	2,700	25,700	4,200	20 Education/Training 4,200
50 Intergovtmntl Services.....	375,215	375,215	386,651	<i>50 Intergovtmntl Services</i>
*60 Capital Outlays.....				SCSO Contract Admin. 386,651
70/80 Debt Payments.....				
90 Interfund Transfers.....				
TOTAL Police Administration	608,047	625,412	631,814	

*CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET*

FUND: 001 General
DEPT: 060 Law Enforcement

Acct: 521 20				Police Operations
Object Code and Purpose	2013 Budget	2013 Year Est	2014 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	-	-	-	Provide police staffing and services to ensure adequate and appropriate levels of public safety.
11 Regular Pay				
12 Overtime Pay				
20 Personnel Benefits	50,000	15,000	-	Cost Summary of Significant Changes
21 Social Security				<u>Increases</u>
22 Retirement				SCSO \$59,219
23 Health Insurance				<u>Decreases</u>
24 Disability Insurance				Capital outlay \$8,145
25 Unemployment Ins	50,000	15,000		Details and Notes
* 26 Uniforms				26 Uniforms
30 Supplies	3,000	1,400	1,400	10 Uniform Cleaning
* 31 Operating Supplies	1,000	400	400	20 Uniforms
32 Vehicle Fuel				30 Ballistic Vests
33 Supplies for Resale				
35 Minor Equipment	2,000	1,000	1,000	31 Operating Supplies
39 Confidential Inv.				20 Operating Supplies
40 Services	7,950	7,850	6,500	35 Minor Equipment
41 Professional Services	5,100	3,600	5,000	40 Training Sup.
42 Communications				50 Firearms Trng. Sup.
43 Travel and Subsistence				
44 Advertising				50 Intergovernmental Services
45 Equipment Rental				10 CRMS and DEM
46 Insurance				20 SNOPAC Dispatch
47 Utility Services				30 800 Mhz
* 48 Repair and Maintenance				40 DEM Assessment
* 49 Other Services	2,850	4,250	1,500	99 SCSO contract-Ops
*50 Intergovtmntl Services.....	2,424,498	2,415,068	2,474,407	
*60 Capital Outlays		8,145		60 Capital Outlay
70/80 Debt Payments				00 Additions to Fleet
*90 Interfund Transfers	21,806	21,756	16,279	
TOTAL Police Operations	2,507,254	2,469,219	2,498,586	90 Interfund Transfers
				95 0 Eq. Rental (505)
				91 15 Infor. Services (502)
				99 10 Equip Replacement (502)
				99 00 Eq. Replmt (505)

CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

FUND: 001 General
DEPT: 060 Law Enforcement

Acct: 521 30				Crime Prevention
Object Code and Purpose	2013 Budget	2013 Year Est	2014 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....				
11 Regular Pay				
12 Overtime Pay				
Cost Summary of Significant Changes				
20 Personnel Benefits				Reorganization of Divisional Staff to Administration
21 Social Security				
22 Retirement				
23 Health Insurance				
24 Disability Insurance				
26 Uniforms				
Details and Notes				
30 Supplies		-		<i>41 Professional Services</i>
31 Operating Supplies		-		30 Innovative Enforcement -
32 Vehicle Fuel				40 Domestic Violence -
35 Minor Equipment				50 At-Risk Youth -
37 Training Supplies				
39 Other Supplies				<i>49 Other Services</i>
40 Services	1,000	1,000	-	10 Dues/Subscriptions -
* 41 Professional Services				20 Education/Training -
42 Communications				30 Misc. Services -
43 Travel and Subsistence				
44 Advertising				<i>50 Other Services</i>
45 Equipment Rental				51 Animal Impound Fees 9,000
46 Insurance				9,000
47 Utility Services				
48 Repair and Maintenance				
* 49 Other Services	1,000	1,000	-	
50 Intergovtmntl Services	12,700	9,000	9,000	
60 Capital Outlays				
70/80 Debt Payments				
90 Interfund Transfers				
TOTAL Crime Prevention	13,700	10,000	9,000	

CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

FUND: 001 General
DEPT: 060 Law Enforcement

Acct: 523 20		Community Services & Detention		
Object Code and Purpose	2013 Budget	2013 Year Est	2014 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....				
11 Regular Pay				
12 Overtime Pay				
				Cost Summary of Significant Changes
20 Personnel Benefits.....				
21 Social Security				
22 Retirement				
23 Health Insurance				
24 Disability Insurance				
26 Uniforms				
				Details and Notes
				40 Services
				41 Home Detection Monitor 500
30 Supplies.....	-	-	-	
31 Operating Supplies				
32 Vehicle Fuel				
33 Supplies for Resale				
35 Minor Equipment				
39 Other Supplies				
40 Services.....	3,200	1,700	500	
41 Professional Services	3,200	500	500	
42 Communications				
43 Travel and Subsistence				
44 Advertising				
45 Equipment Rental		1,200		
46 Insurance				
47 Utility Services				
48 Repair and Maintenance				
* 49 Other Services				
*50 Intergovtmntl Services.....				
60 Capital Outlays.....				
70/80 Debt Payments.....				
90 Interfund Transfers.....				
TOTAL Community Service	3,200	1,700	500	

PUBLIC WORKS DEPARTMENT

Overview: The Public Works Department is comprised of the Utility Operations Division, the Engineering Services Division, and the Parks, Facilities, Streets, and Fleet Division. This Department provides water, wastewater, and storm water utility maintenance and services, maintains streets and traffic safety, manages capital projects from planning to completion, enforces engineering code requirements, and manages and maintains City parks, facilities, and the City fleet. In addition to the City's Wastewater Treatment Plant and Water Treatment Plant, the Public Works Department maintains 14 wastewater lift stations, over 50 miles of wastewater and storm water pipes, 9.2 million gallons of water storage at 3 storage tanks serving over 3,300 water meter connections and 56 miles of water mains, 41 miles of streets, 9 city parks plus several trails and open spaces, and 30,000 square feet of city building space and about 80 pieces of equipment in the fleet.

CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

engineering, surface water engineering, code enforcement and construction inspection. This Division is currently assigned 5.7 FTE. The Stormwater Manager (0.7 FTE) is currently being staffed through consultants.

Parks, Facilities, Streets, and Fleet Division: Parks, Facilities, Streets, and Fleet provide maintenance and operations of the City's 9 parks, building facilities, streets and sidewalks, and the City fleet. This Division is currently staffed by 10 FTE. Typical services include custodial cleaning, building maintenance, park grounds maintenance, park structure maintenance, parks facility reservations, maintaining streets and sidewalks, street sweeping, street lighting, street signs, traffic signal maintenance, vegetation control, traffic control, pedestrian and vehicle safety, vehicle maintenance, and shop inventory.

2014 Goals:

- ◆ **Complete Transportation Benefit District (TBD) Annual Street Preservation Project:** Design and construct third annual TBD street preservation project.
- ◆ **15th Street and Avenue D Intersection Improvements:** Construct the 15th Street and Avenue D TBD intersection improvement which includes a roundabout, road realignment, sidewalk, curb and gutter, street lighting, and drainage improvements.
- ◆ **Second Street and Lincoln Avenue Traffic Signal Improvements:** Road and trail improvements are to be completed in 2013. Traffic signal, poles and associated equipment to be installed in 2014.
- ◆ **2014 Comprehensive Transportation Plan:** Update 2004 Comprehensive Transportation Plan in coordination with the City's Comprehensive Plan update. Incorporate areas that were annexed since 2004, update land use and growth projections, and evaluate traffic impact fees.
- ◆ **30th Street and SR 9 Intersection Improvements:** Continue coordination between the City of Snohomish, Snohomish County, and Washington State Department of Transportation regarding this TBD intersection improvement. PSRC Federal Grant for design and permitting expected to be received in the later part of 2013. If so, design and permitting would begin in 2014. No budget shown at this time until grant is approved.
- ◆ **Pilchuck Park Improvements:** Re-seal and repair basketball and tennis courts. Construct restroom and ADA improvements.
- ◆ **Riverfront Interpretive Signage:** Utilize remaining Trail Bond Funds for signage and possible matching funds for grant opportunities.
- ◆ **City Hall Remodel:** Repaint interior, replace carpeting and tiles, redesign reception area and evaluate approximately 1,000 square foot addition.
- ◆ **Conduct Pilot Study of the Near-Term Wastewater Treatment Improvements:** Complete the required performance study of the "Bacteria Hotels" installed at the existing Wastewater Treatment Plant in 2012.
- ◆ **Complete Amendment of Long-Term Agreed Order:** Amendment is expected in later part of 2013 for Long-Term Ecology Agreed Order.

CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

- ◆ **Complete Construction for Blackmans Lake Level Control:** Design anticipated to be completed in 2013. Some environmental permitting may extend into 2014.
- ◆ **Complete Sewer & Water Telemetry System Upgrade:** Upgrade remaining portions of sewer and water telemetry systems which monitor and alarm critical utility functions.
- ◆ **Pilchuck Dam Removal Design:** The City is a finalist for an environmental grant to complete permitting for the Dam Removal. The City would upgrade the water treatment plant intake structure at the same time. No budget shown at this time until grant is approved.
- ◆ **Phase II CSO Design:** Begin design and work with permitting agencies for initial separation project and stormwater treatment improvements to existing 30-acre lagoon.
- ◆ **Park Avenue/Blackmans Lake (19th Street):** Replace 200 linear feet of 12-inch storm pipe with 24-inch to remove choke point in storm system.
- ◆ **Water Treatment Plant (WTP) Flow Meter:** Design and install flow meter on the transmission main in accordance with State Department of Health (DOH) recommendation to measure amount of water from WTP
- ◆ **South Zone Cover Replacement Small Reservoir:** Replace existing cover to provide protection of the water supply.
- ◆ **Water Supply Alternatives:** Work with engineering, legal counsel and City Council on definitive decision regarding the City's long-term Water Supply.
- ◆ **General Sewer Plan (GSP) Phase 1 Improvements:** GSP amendments to be finalized in fall 2013. Upgrade of Programmable Logic Controllers (PLC's) to be installed in 2014.

**SERVICE STANDARDS
ENGINEERING SERVICES**

Service	Level
Public Contact	One division staff member will be available to the public at all times during normal working hours.
Engineering Complaints	Respond to written engineering-related Citizen complaints within 3 working days of notification.
Capital Project Design	Ensure Capital Project design and construction meet City standards.
Capital Facility Projects	Develop and manage Capital Improvement projects and budgeting within budget development deadlines.
Development Review and Inspection	Ensure site plans and civil plans for development are designed and constructed to City standards.
Review Building Permits	Process single family permits within one month and commercial permits within 120 days.
Review Land Use Applications	Decision within 120 days of the submittal of a complete application.
Site Inspections	Respond within 24 hours of notification.
Engineering Technical Support	Provide technical Engineering support for City and Public Works management.
Permit Modifications	Review and respond to permit modification requests within 10 working days.
Document Street Condition	Document City street condition once every 4 years.

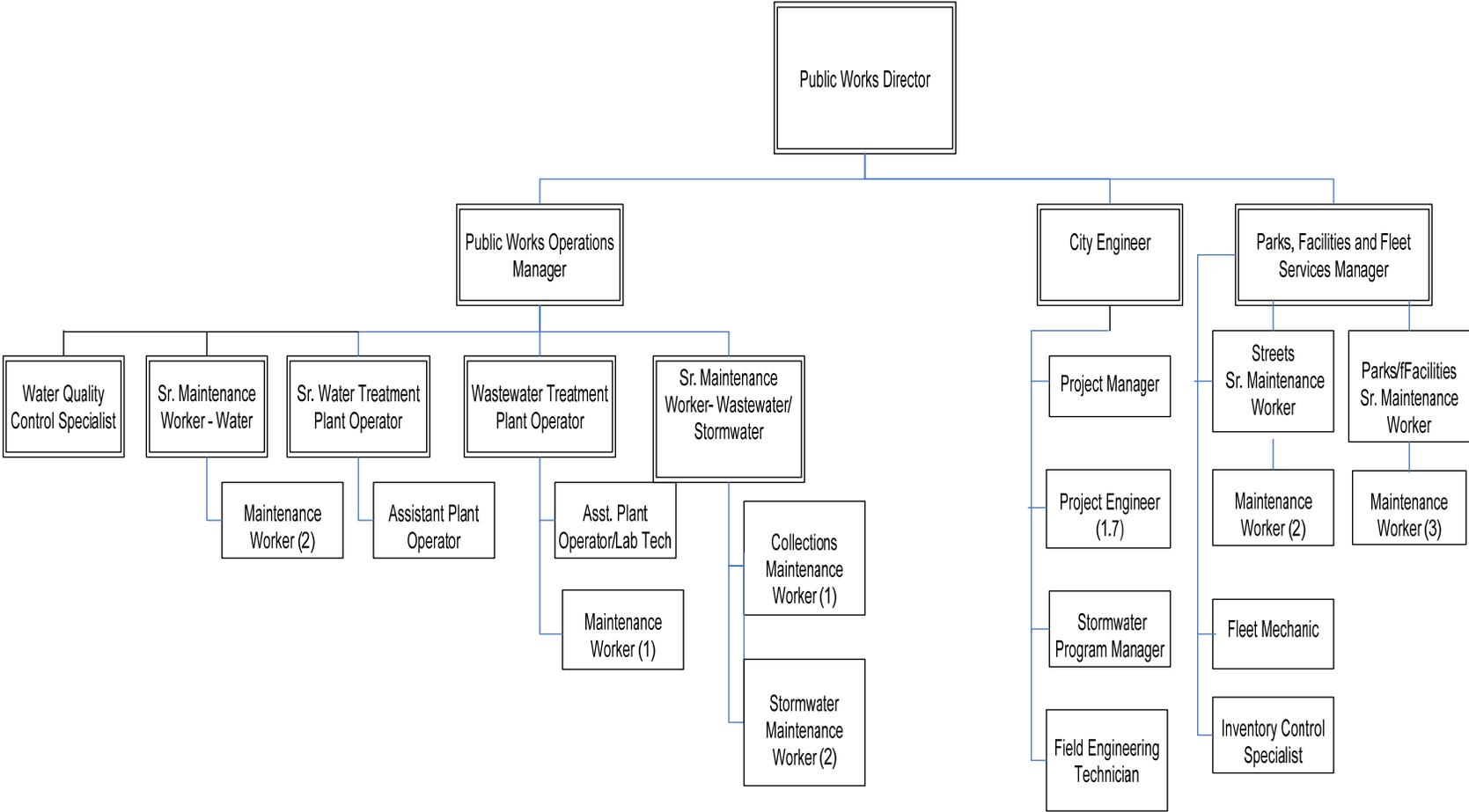
SERVICE STANDARDS
PUBLIC WORKS DIVISION

Service	Level
Customer Phone Response	Return phone calls within one working day.
Drainage Ditch/Culverts	Respond to reported obstructions within one hour and clear as soon as possible.
Storm Drainage Control	Identify and repair local storm drainage problems in-house if possible.
New Water Meter Services	Install new meters within one week of request.
Wastewater Treatment	Comply with State permit standards (within the constraints of the Plant).
Wastewater Lift Stations	Inspect each lift station three times a week.
Wastewater Collection System	Respond to reported obstructions within one hour and clear as soon as possible.
Water Treatment Plant	Deliver water meeting State and Federal standards seven days a week.
Water Distribution	Respond to water main and service line breaks within one hour and repair as soon as possible.
Dead-end Water Mains	Flush each dead-end water line as needed.
Utility Locates	Respond to requests for utility locates within two working days.
Cross Connection/sewer Pretreatment	Conduct inspections and certify proper cross-connection and pretreatment meets City and State requirements.
Exercise Valves and Hydrants	Annually exercise 25% of the water system valves and flush 25% of the City hydrants.

SERVICE STANDARDS
PARKS, FACILITIES, STREETS, AND FLEET DIVISION

Service	Level
Building Structural Maintenance	Repair functional damage within 1 week of notification.
Building Lighting Maintenance	Replace faulty lights within 3 days of notification.
Building Mechanical Maintenance	Respond to heating or plumbing system discrepancies within 1 day of notification.
Office Custodial Maintenance	Service City Hall trash, vacuum, and clean restrooms. Service Police Department several days a week.
Mow Park Lawn Spaces	Maintain lawn areas no higher than 4-inches of growth.
Parks and Grounds Landscaping	Trim, fertilize and irrigate as needed to maintain plant survival.
Building or Parks Vandalism Repair	Remove offensive graffiti within 24 hours of notification. Repair minor vandalism within 1 month of occurrence.
Recreational Field Reservations	Respond to reservation requests within 2 days.
Public Restroom Custodial Maintenance	Clean public restrooms daily.
Special Event Preparations	Provide preparations prior to start of event.
Street Sweeping	Sweep all streets within City limits at least six times per year.
Pothole Repairs	Repair reported pothole within two weeks after notice.
Street Sign Maintenance	Replace damaged or removed traffic control signs within 2 hours of notice and others as soon as possible.
Snow and Ice Removal	Sand streets, as determined necessary by the Police or Public Works within two hours of notice on arterials.
Pavement Striping	Paint all centerlines and fog lines once each year.
Vegetation Control	Respond to vegetation removal requests within two weeks, Law Enforcement hazards within two days.

**CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET**



CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

FUND: 001 General
DEPT: 140 Public Works

Acct: 518 30				Building And Grounds
Object Code and Purpose	2012 Budget	2013 Year Est	2014 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	129,703	139,256	138,601	Provide maintenance and operations of the city's building facilities and grounds. Services include custodial cleaning, building and park grounds maintenance and improvement . projects.
11 Regular Pay	127,703	137,256	136,601	
12 Overtime Pay	2,000	2,000	2,000	
20 Personnel Benefits.....	57,267	59,332	76,963	Cost Summary of Significant Changes
21 Social Security	9,923	10,653	10,450	<i>Increases</i>
22 Retirement	9,404	9,439	11,590	Salary and Benefits \$28,594,
23 Health Insurance	31,993	31,690	48,173	
24 Disability Insurance	4,397	6,000	5,000	
25 Unemployment Insurance				
26 Uniforms	1,550	1,550	1,750	
30 Supplies.....	18,500	22,250	19,600	Details and Notes
* 31 Operating Supplies	15,500	16,250	15,600	<i>31 Operating Supplies</i>
32 Vehicle Fuel				00 Office Supplies 600
33 Supplies for Resale				10 Operating Supplies 15,000
35 Minor Equipment	3,000	6,000	4,000	
39 Other Supplies				
40 Services.....	155,500	142,400	150,400	<i>41 Professional Services</i>
* 41 Professional Services	32,000	32,000	23,000	00 Professional Services 1,000
42 Communications	3,300	2,200	2,200	10 Janitorial Services 22,000
43 Travel and Subsistence	500	500	500	
44 Advertising	200	200	200	
45 Equipment Rental	3,000	3,000	3,000	
46 Insurance				
* 47 Utility Services	98,000	86,000	98,000	<i>47 Utility Services</i>
48 Repair and Maintenance	15,000	15,000	20,000	(City Hall, Police, Library, City Shop)
* 49 Other Services	3,500	3,500	3,500	10 Electricity 50,000
50 Intergovtmntl Services.....				30 Natural Gas 6,000
*60 Capital Outlays.....				40 Water/Sewer 42,000
70/80 Debt Payments.....				98,000
90 Interfund Transfers.....	3,868	5,815	4,529	<i>48 - Other Services</i>
TOTAL Buildings and Grounds	364,838	369,053	390,093	00 Other Repairs and Maint. 20,000
				20,000
				<i>49 - Miscellaneous</i>
				49 10 Dues and Subscriptions 500
				49 20 Education and Training 3,000
				3,500
				<i>90 - Interfund Transfers</i>
				91 15 Infor. Services (502) 3,323
				99 10 Equip. Replacement (502) 1,206
				4,529

CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

FUND: 001 General
DEPT: 140 Public Works

Acct: 576 80				Parks
Object Code and Purpose	2013 Budget	2013 Year Est	2014 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	144,864	139,256	139,100	Provide maintenance and operations of the city's nine parks. Services include park structure maintenance, parks facility reservations and park improvement projects.
11 Regular Pay	142,864	137,256	136,600	
12 Overtime Pay	2,000	2,000	2,500	
				Cost Summary of Significant Changes
20 Personnel Benefits.....	66,184	62,082	78,646	<i>Increases</i>
21 Social Security	11,083	10,653	10,650	Supplies \$10,300
22 Retirement	11,008	10,739	11,820	<i>Decreases</i>
23 Health Insurance	33,134	31,690	48,176	Utility Services \$10,000, Interfund transfers \$17,336
24 Disability Insurance	7,959	6,000	5,000	Details and Notes
24 Unemployment Insurance				
26 Uniforms	3,000	3,000	3,000	
30 Supplies.....	40,300	40,300	50,600	<i>41 Professional Services</i>
31 Operating Supplies	30,300	30,300	50,300	00 Misc. Services 10,000
32 Vehicle Fuel				10 Contract Services 3,000
33 Supplies for Resale				13,000
35 Minor Equipment	10,000	10,000	300	
39 Other Supplies				<i>42 Communications</i>
40 Services.....	70,000	42,100	61,600	10 Postage 250
* 41 Professional Services	13,000	6,500	13,000	20 Telephone 1,600
* 42 Communications	1,250	1,850	1,850	1,850
43 Travel and Subsistence	500	500	500	<i>47 Utility Services</i> 25,000
44 Advertising	500	500	500	<i>48 Repairs and Maintenance</i> 15,000
45 Equipment Rental	1,500	1,500	2,500	
46 Insurance				<i>49 Other Services</i>
47 Utility Services	30,000	23,000	25,000	10 Misc. Services 250
* 48 Repair and Maintenance	20,000	5,000	15,000	20 Education/Training 3,000
* 49 Other Services	3,250	3,250	3,250	3,250
*50 Intergovtmntl Services.....				<i>60 Capital Outlays</i>
*60 Capital Outlays.....				61 00 Land Improvements
				62 00 Buildings & Structures
				64 00 Machinery & Equipment -
70/80 Debt Payments.....				-
*90 Interfund Transfers.....	63,346	63,346	46,010	<i>90 Interfund Transfers</i>
				91 10 Eq. Rental (501) 26,520
				91 15 Info Serv M/O(501) 3,323
				99 00 Eq. Rplcmt (505) 16,167
TOTAL Parks	384,694	347,084	375,956	46,010

CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

FUND: 001 General
DEPT: 140 Public Works

Acct: 595 90		Engineering and Public Works Adm.			
Object Code and Purpose	2013 Budget	2013 Year Est	2014 Budget	Overview of Strategic Planning Goals	
10 Salaries And Wages.....	537,637	520,461	537,028	Project management oversight of capital construction, public works maintenance and operations within the public right of ways. Assists in the review of development plans and building permits.	
11 Regular Pay	517,637	500,461	517,028		
12 Overtime Pay	20,000	20,000	20,000		
Cost Summary of Significant Changes					
20 Personnel Benefits.....	187,062	182,310	190,173	<i>Increases</i>	
21 Social Security	41,129	39,815	41,083	Services \$4,500	
22 Retirement	44,086	42,275	49,460	<i>Decreases</i>	
23 Health Insurance	89,453	88,809	87,130	Interfund transfers \$64,538	
24 Disability Insurance	11,594	10,611	11,000	Details and Notes	
24 Unemployment Insurance					
26 Uniforms	800	800	1,500		
30 Supplies.....	5,500	6,513	5,500		42 <i>Communications</i>
31 Operating Supplies	3,500	3,500	3,500		10 Postage 600
32 Vehicle Fuel					20 Telephone 10,000
33 Supplies for Resale				10,600	
35 Minor Equipment	2,000	3,013	2,000	49 <i>Miscellaneous Services</i>	
39 Other Supplies				10 Dues and Subscriptions 2,000	
40 Services.....	31,400	31,400	35,900	20 Educations & Training 3,500	
41 Professional Services	10,500	10,500	15,000	30 Other 500	
* 42 Communications	10,600	10,600	10,600	6,000	
43 Travel and Subsistence	3,500	3,500	3,500	60 <i>Capital Outlay</i>	
44 Advertising	300	300	300	64 00 Machinery & Equipment 1,000	
45 Operating Rentals				1,000	
46 Insurance				90 <i>Interfund Transfers</i>	
47 Utility Services				91 10 Eqt. Rental (501) 8,718	
48 Repair and Maintenance	500	500	500	91 15 Info. Services (502) 80,692	
* 49 Other Services	6,000	6,000	6,000	97 19 Trsfr Debt Svc -	
50 Intergovtmntl Services.....				99 10 Equip Replacement (502) 8,681	
*60 Capital Outlays.....	1,000	1,000	1,000	99 00 Eqt. Rplcmt (505) 13,309	
70/80 Debt Payments.....				111,400	
90 Interfund Transfers.....	175,938	342,342	111,400		
TOTAL Engineering/PW Admin.	938,537	1,084,026	881,001		

CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

FUND: 102 Streets
DEPT: 140 Public Works

Acct: 542 30				Street Maintenance
Object Code and Purpose	2013 Budget	2013 Year Est	2014 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	107,076	104,065	123,508	Provide maintenance and service to the city's 41 miles of streets. Services include sweeping, snow and ice removal, pothole repairs and sign maintenance.
11 Regular Pay	102,076	102,065	120,508	
12 Overtime Pay	5,000	2,000	3,000	
				Cost Summary of Significant Changes
20 Personnel Benefits.....	63,513	41,151	57,308	<i>Increases</i>
21 Social Security	8,574	7,975	8,204	Salaries \$16,432 Repairs and Maint \$10,000
22 Retirement	7,911	5,035	5,775	<i>Decreases</i>
23 Health Insurance	38,116	21,649	36,729	Interfund transfers \$46,544
24 Disability Insurance	7,112	4,167	4,100	Details and Notes
25 Unemployment Insurance		500		
26 Uniforms	1,800	1,825	2,500	<i>41 Professional Services</i>
30 Supplies.....	49,500	44,500	43,000	<ul style="list-style-type: none"> 20 Legal Services 530 30 Other Services 5,280 40 Testing Services 1,000
31 Operating Supplies	7,500	7,500	1,000	6,810
32 Vehicle Fuel				
34 Asphalt, Sand, Concrete	35,000	30,000	35,000	<i>49 Other Services</i>
35 Minor Equipment	7,000	7,000	7,000	<ul style="list-style-type: none"> 10 Dues and Subscriptions 200 20 Education/Training 1,500 30 Misc. Services 5,000
39 Other Supplies				40 Security Improvements -
40 Services.....	50,310	51,710	60,310	6,700
* 41 Professional Services	6,810	6,810	6,810	<i>50 Intergovernmental Services</i>
42 Communications	2,100	3,500	2,100	00 Snow and Ice Removal 5,000
43 Travel and Subsistence	700	700	700	10 Street Sweeping 20,000
44 Advertising				25,000
45 Equipment Rental	5,000	5,000	5,000	
46 Insurance				<i>90 Interfund Transfers</i>
47 Utility Services				91 10 Equip. Rental (501) 66,962
48 Repair and Maintenance	29,000	29,000	39,000	91 15 Info. Svcs. (502) 11,979
* 49 Other Services	6,700	6,700	6,700	99 10 Equip Replacement (502) 1,801
50 Intergovtmntl Services.....	19,000	21,000	25,000	99 00 Eq. Replcmt. (505) 33,331
60 Capital Outlays.....				91 00 Finance Allocation 3,798
70/80 Debt Payments.....				91 00 Engineering Allocation 66,463
*90 Interfund Transfers.....	230,878	230,878	184,334	184,334
TOTAL Street Maintenance	520,277	493,304	493,460	

CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

FUND: 102 Streets
DEPT: 140 Public Works

Acct: 542 69				Traffic and Pedestrian Safety	
Object Code and Purpose	2013 Budget	2013 Year Est	2014 Budget	Overview of Strategic Planning Goals	
10 Salaries And Wages.....	54,917	55,738	55,996	Provide maintenance and service to the city's 41 miles of streets. Services include sweeping, snow and ice removal, pothole repairs and sign maintenance.	
11 Regular Pay	53,917	54,738	54,996		
12 Overtime Pay	1,000	1,000	1,000		
				Cost Summary of Significant Changes	
20 Personnel Benefits.....	26,951	26,036	28,445	<i>Increases</i>	
21 Social Security	4,202	4,188	4,207	Salary and Benefits \$2,573, Interfund transfers \$11,000	
22 Retirement	4,503	4,432	5,065	Utility Services \$5,000	
23 Health Insurance	14,348	14,162	15,923		
24 Disability Insurance	2,998	2,354	2,350		
26 Uniforms	900	900	900		
30 Supplies.....	33,500	31,000	35,000	Details and Notes	
31 Operating Supplies	30,000	25,000	30,000	<i>49 Miscellaneous Services</i>	
32 Vehicle Fuel					20 Education/Training 1,100
33 Supplies for Resale					
35 Minor Equipment	3,500	6,000	5,000		<i>50 Intergovernmental Services</i>
39 Other Supplies					51 10 Traffic Signal Maint. 35,000
40 Services.....	73,660	73,700	78,660	51 20 Co. Paint Stripping 20,000	
41 Professional Services	560	560	560	51 30 Co. Thermoplastic 10,000	
42 Communications				65,000	
43 Travel and Subsistence					
44 Advertising					
45 Equipment Rental					
46 Insurance					
47 Utility Services (Street Lig	70,000	70,000	75,000		
48 Repair and Maintenance	2,000	2,000	2,000		
* 49 Other Services	1,100	1,140	1,100		
*50 Intergovtmntl Services.....	54,000	54,000	65,000		
60 Capital Outlays.....					
70/80 Debt Payments.....					
*90 Interfund Transfers.....					
TOTAL Traffic/Ped. Safety	243,028	240,474	263,101		

CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

FUND: 102 Streets
DEPT: 140 Public Works

Acct: 542 90				PW OPS Administration
Object Code and Purpose	2013 Budget	2013 Year Est	2014 Budget	Overview of Strategic Planning Goals
				Provide administrative services to the streets division.
10 Salaries And Wages.....	21,358	21,357	21,777	This division to account for 25% of Parks, Facilities and Fleet Services Manager
11 Regular Pay	21,358	21,357	21,777	
12 Overtime Pay				
20 Personnel Benefits.....	9,569	8,945	9,806	Cost Summary of Significant Changes
				<i>Increases</i>
21 Social Security	1,634	1,634	1,666	Interfund transfer \$60,000
22 Retirement	1,734	1,724	1,972	
23 Health Insurance	4,374	4,323	4,854	
24 Disability Insurance	777	614	614	
25 Unemployment Insurance		-		
27 Uniforms	1,050	650	700	
30 Supplies.....	1,000	400	800	Details and Notes
31 Operating Supplies	300	200	300	41 Professional Services
32 Vehicle Fuel				00 Professional Services 300
33 Supplies for Resale				20 Legal Services 1,260
35 Minor Equipment	700	200	500	1,560
39 Other Supplies				Interfund Transfer
				97 60,000
40 Services.....	2,660	2,700	3,100	
41 Professional Services	1,560	2,200	2,300	
42 Communications	600	-	-	
43 Travel and Subsistence	300	300	300	
44 Advertising				
45 Equipment Rental				
46 Insurance				
47 Utility Services (Street Lights)				
48 Repair and Maintenance				
49 Other Services	200	200	500	
50 Intergovtmntl Services.....				
60 Capital Outlays.....				
70/80 Debt Payments.....				
*90 Interfund Transfers.....			60,000	
TOTAL PW Ops Admin	34,587	33,402	95,483	

CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

FUND: 401 Water
DEPT: 140 Public Works

Acct: 534 10				Water Administration
Object Code and Purpose	2013 Budget	2013 Year Est	2014 Budget	Overview of Strategic Planning Goals
				Provide administrative services for the water department
10 Salaries And Wages.....	28,448	26,113	28,556	This Division for Administration Includes 33.33% of PW Ops Manager
11 Regular Pay	28,448	26,113	28,556	
12 Overtime Pay				
20 Personnel Benefits.....	13,706	9,399	14,241	Cost Summary of Significant Changes
				<i>Increases</i>
21 Social Security	2,176	1,998	2,185	Salaries and Benefits \$648, Services \$700
22 Retirement	2,332	2,048	2,661	
23 Health Insurance	6,861	4,540	7,470	
24 Disability Insurance	1,037	613	625	
25 Unemployment Insurance				
27 Uniforms	1,300	200	1,300	
30 Supplies.....	2,500	950	2,500	
31 Operating Supplies	1,500	450	1,500	
32 Vehicle Fuel				
33 Supplies for Resale				
35 Minor Equipment	1,000	500	1,000	
39 Other Supplies				
40 Services.....	6,500	4,240	7,200	
41 Professional Services	5,000	3,100	5,000	
42 Communications	600	250	600	
43 Travel and Subsistence	300	250	600	
44 Advertising				
45 Equipment Rental				
46 Insurance				
47 Utility Services				
48 Repairs and Maintenance				
* 49 Other Services	600	640	1,000	
50 Intergovtmntl Services.....				
60 Capital Outlays.....				
70/80 Debt Payments.....				
90 Interfund Transfers.....				
TOTAL Water Administration	51,154	40,702	52,497	

CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

FUND: 401 Water
DEPT: 140 Public Works

Acct: 534 90				Water Treatment
Object Code and Purpose	2013 Budget	2013 Year Est	2014 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	130,283	128,183	132,952	Maintenance of water storage tanks serving water meter connections. Provide water meeting state and federal drinking water treatment standards, storage and distribution.
11 Regular Pay	123,283	121,183	125,952	
12 Overtime Pay	7,000	7,000	7,000	
Cost Summary of Significant Changes				
20 Personnel Benefits.....	57,276	65,081	67,514	<i>Increases</i>
21 Social Security	9,967	10,007	10,171	Interfund Transfers- \$175,000
22 Retirement	10,684	10,662	12,245	Salaries and benefits \$12,907
23 Health Insurance	28,778	37,970	38,298	
24 Disability Insurance	6,047	4,842	5,000	
26 Uniforms	1,800	1,600	1,800	
Details and Notes				
<u>Details and Notes</u>				
30 Supplies.....	67,200	49,000	67,200	<i>31 Operating Supplies</i>
* 31 Operating Supplies	54,200	36,000	54,200	10 Chemicals 45,000
32 Vehicle Fuel				20 Supplies 8,200
33 Supplies for Resale				53,200
35 Minor Equipment	13,000	13,000	13,000	<i>41 Professional Services</i>
39 Other Supplies				00 Misc. Services 11,200
				11,200
40 Services.....	96,300	73,734	96,750	<i>49 Other Services</i>
* 41 Professional Services	11,200	11,200	11,200	10 Dues/Subscriptions 150
42 Communications	5,700	2,900	5,700	20 Education/Training 600
43 Travel and Subsistence	1,000	1,000	1,000	30 Misc. Services 100
44 Advertising				00 Security Improvements -
45 Equipment Rental	3,000	3,000	3,000	850
46 Insurance				<i>50 Intergovernmental Services</i>
47 Utility Services	35,000	15,000	35,000	51 00 Water Quality Tests 1,500
48 Repair and Maintenance	40,000	40,000	40,000	
* 49 Other Services	400	634	850	<i>70/80 Debt Payments</i>
*50 Intergovtmntl Services.....	1,500	1,590	1,590	78 50 PWIFL Comp plan(Prin) 18,000
				78 00 FmHA 1981 (Prin) 52,000
				83 00 FmHA 1981 (Int) 24,100
60 Capital Outlays.....	15,000		15,000	94,100
*70/80 Debt Payments.....	94,600	94,600	94,100	<i>90 Interfund Transfers</i>
				19 55 Transfer to 310 60,000
				34 55 Transfer to 432 115,000
90 Interfund Transfers.....			175,000	175,000
TOTAL Water Treatment	462,159	412,188	650,106	

CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

FUND: 402 Wastewater
DEPT: 140 Public Works

Acct: 535 10		Wastewater Administration		
Object Code and Purpose	2013 Budget	2013 Year Est	2014 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	28,448	26,106	28,556	Administrative services for wastewater.
11 Regular Pay	28,448	26,106	28,556	This Division for Administration Includes 33.33% of PW Ops Manager
12 Overtime Pay				
20 Personnel Benefits.....	12,807	9,595	13,341	Cost Summary of Significant Changes
21 Social Security	2,176	1,997	2,185	<u>Increases</u> Salaries and Benefits \$642.
22 Retirement	2,333	2,047	2,661	<u>Decreases</u>
23 Health Insurance	6,861	4,539	7,470	Professional Services \$11,300
24 Disability Insurance	1,037	612	625	Details and Notes
25 Unemployment Insurance				
26 Uniforms	400	400	400	
30 Supplies.....	1,100	600	1,100	
31 Operating Supplies	100	100	100	
32 Vehicle Fuel				
33 Supplies for Resale				
35 Minor Equipment	1,000	500	1,000	
39 Other Supplies				
40 Services.....	13,700	5,825	2,400	49 Other Services
41 Professional Services	12,000	5,000	1,200	10 Dues and subscriptions 300
42 Communications	500	-	-	20 Education/Training 600
43 Travel and Subsistence	300	300	300	900
44 Advertising				
45 Equipment Rental				
46 Insurance				
47 Utility Services				
48 Repairs and Maintenance				
* 49 Other Services	900	525	900	
50 Intergovtmntl Services.....				
60 Capital Outlays.....				
70/80 Debt Payments.....				
90 Interfund Transfers.....				
TOTAL Wastewater Admin	56,055	42,126	45,397	

CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

FUND: 402 Wastewater
DEPT: 140 Public Works

Acct: 535 80				Wastewater Collection
Object Code and Purpose	2013 Budget	2013 Year Est	2014 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	136,543	93,738	113,132	Wastewater collection and treatment. Services include wastewater lift station maintenance and responding to obstructions within the system. Cross connection and pre treatment monitoring
11 Regular Pay	124,543	85,738	105,132	
12 Overtime Pay	12,000	8,000	8,000	
				Cost Summary of Significant Changes
20 Personnel Benefits.....	58,680	48,381	69,609	<i>Increases</i>
21 Social Security	10,446	7,354	8,655	Dservices \$10,800 Capital Outlay \$15,000
22 Retirement	11,197	7,897	10,420	<i>Decreases</i>
23 Health Insurance	28,814	27,053	44,816	Interfund transfers \$19,990
24 Disability Insurance	6,023	3,877	3,518	
25 Unemployment Insurance				
26 Uniforms	2,200	2,200	2,200	
				Details and Notes
30 Supplies.....	35,800	25,800	25,000	41 00 Engineering Services 6,000
31 Operating Supplies	20,800	20,800	20,000	10 Other Pro Services 56,000
32 Vehicle Fuel				20 Legal Services 2,120
33 Supplies for Resale				00 Feasibility Study 64,120
35 Minor Equipment	15,000	5,000	5,000	42 <i>Communications</i>
39 Other Supplies				00 Communication 8,000
40 Services.....	183,220	183,563	194,020	10 Postage 4,000
* 41 Professional Services	64,120	62,620	64,120	20 Telephone 1,300
* 42 Communications	13,000	14,800	13,300	13,300
43 Travel and Subsistence	2,000	1,500	2,000	49 <i>Other Services</i>
44 Advertising				10 Dues & Subs & Print 1,600
				20 Education & Training 3,000
45 Equipment Rental				30 Misc Services 5,000
46 Insurance				9,600
47 Utility Services	35,000	39,543	45,000	50 <i>Intergovernmental Services</i>
48 Repair and Maintenance	60,000	60,000	60,000	53 00 Utility Excise Tax 55,000
49 Other Services	9,100	5,100	9,600	51 20 Wastewater Testing 55,000
*50 Intergovtmntl Services.....	44,940	55,000	55,000	90 <i>Interfund Transfers</i>
*60 Capital Outlays.....	3,000	10,000	18,000	91 00 Finance Services (001) 112,518
*70/80 Debt Payments.....				91 10 Engineering Services (001) 148,701
*90 Interfund Transfers.....	418,921	418,921	398,931	91 20 Equipment Rental M/O501 34,340
TOTAL Wastewater Collection	881,104	835,403	873,692	91 00 Information Serv M/O502 19,737
				99 01 Equip Replacement (502) 3,920
				99 00 Equipment Replacement 13,791
				91 05 Admin Srvc 65,924
				398,931

CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

FUND: 402 Wastewater
DEPT: 140 Public Works

Acct: 535 85				Wastewater Treatment
Object Code and Purpose	2013 Budget	2013 Year Est	2014 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	142,286	193,517	206,927	Wastewater collection and treatment. Services include wastewater lift station maintenance amd testing. Comply with State permit standards.
11 Regular Pay	135,786	187,017	200,427	
12 Overtime Pay	6,500	6,500	6,500	
20 Personnel Benefits.....	70,746	78,577	81,786	Cost Summary of Significant Changes
21 Social Security	10,885	15,265	15,830	<u>Increases</u>
22 Retirement	11,668	15,280	17,692	Salaries and Benefits \$75,681
23 Health Insurance	39,108	39,081	38,664	Interfund transfers \$970,900
24 Disability Insurance	6,285	6,801	6,800	<u>Decreases</u>
25 Unemployment Insurance		-		Services \$116,000
27 Uniforms	2,800	2,150	2,800	Details and Notes
30 Supplies.....	290,000	270,000	290,000	<i>41 Professional Services</i>
31 Operating Supplies	280,000	262,000	280,000	10 Other Professional Services 5,000
32 Vehicle Fuel				50 Engineering Services 3,000
33 Supplies for Resale				60 WWS LLC -
35 Minor Equipment	10,000	8,000	10,000	
39 Other Supplies				<i>49 Other Services</i>
40 Services.....	373,000	352,008	257,000	10 Dues/Subscriptions 300
41 Professional Services	139,000	84,308	8,000	20 Education/Training 3,000
42 Communications	4,700	3,400	4,700	00 Security Improvements -
43 Travel and Subsistence	1,500	1,500	1,500	
44 Advertising				<i>50 Intergovernmental</i>
45 Equipment Rental	6,000	6,000	6,000	51 11 WW Discharge Permit 13,000
46 Insurance				51 20 Wastewater Testing 10,000
47 Utility Services	193,500	213,500	203,500	53 00 Sewer utility tax 73,000
48 Repair and Maintenance	25,000	40,000	30,000	<i>70/80 Debt Payments</i>
* 49 Other Services	3,300	3,300	3,300	78 00 SRF Loan Principal 551,948
*50 Intergovtmntl Services.....	73,000	67,000	73,000	78 00 Recd Loan WWTP Principal -
*60 Capital Outlays.....	20,000	10,000	20,000	78 10 Recd CSO Principal -
*70/80 Debt Payments.....	852,086	1,714,098	851,900	78 10 Recd Loan Principal 18,450
*90 Interfund Transfers.....	189,100	505,000	1,160,000	78 30 PWTFW WWTP Upgrade 120,313
TOTAL Wastewater Treatment	2,010,218	3,190,200	2,940,613	78 50 Recd Loan Principal CSO cor 104,386
				83 50 Recd Loan Interest-CSO cons 7,829
				83 10 Recd Loan Interest-WWTP -
				83 20 Recd Loan Interest CSO ph 1 -
				83 20 Recd Bond Interest 39,960
				83 30 PWTL CSO Interest 9,024
				851,910

CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

FUND: 404 Storm Water Management

DEPT: 140 Public Works

Acct: 531 31		Stormwater Management- Utilites Drainage		
Object Code and Purpose	2013 Budget	2013 Year Est	2014 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	28,448	26,106	28,556	Includes 33.33% of PW Ops Manager
11 Regular Pay	28,448	26,106	28,556	
12 Overtime Pay				
20 Personnel Benefits.....	14,706	10,296	15,241	Cost Summary of Significant Changes
21 Social Security	2,176	1,997	2,185	<i>Increases</i> Intergovernmental Services \$2,500
22 Retirement	2,332	2,047	2,661	
23 Health Insurance	6,861	4,539	7,470	
24 Disability Insurance	1,037	613	625	Details and Notes
25 Unemployment Insurance				
27 Uniforms	2,300	1,100	2,300	
30 Supplies.....	3,050	1,000	3,050	41 Professional Services
31 Operating Supplies	1,050	500	1,050	00 Gray & Osborne NPDES 31,140
32 Vehicle Fuel				31,140
33 Supplies for Resale				
35 Minor Equipment	2,000	500	2,000	50 Intergovernmental
39 Other Supplies				53 00 Excise Tax 20,000
40 Services.....	32,640	32,040	32,640	20,000
* 41 Professional Services	31,140	31,140	31,140	
42 Communications	600	-	600	
43 Travel and Subsistence	300	300	300	
44 Advertising				
45 Equipment Rental				
46 Insurance				
47 Utility Services				
48 Repair and Maintenance				
* 49 Other Services	600	600	600	
50 Intergovmtl Services.....	17,500	20,000	20,000	
60 Capital Outlays.....				
70/80 Debt Payments.....				
*90 Interfund Transfers.....				
TOTAL Stormwater Management	96,344	89,442	99,487	

CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

FUND: 404 Storm Water Management
DEPT: 140 Public Works

Acct: 542 40				Stormwater Management-Roads Drainage
Object Code and Purpose	2013 Budget	2013 Year Est	2014 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	116,991	138,115	139,560	Identify and repair local storm drainage problems.
11 Regular Pay	110,991	133,115	134,560	
12 Overtime Pay	6,000	5,000	5,000	
				Cost Summary of Significant Changes
20 Personnel Benefits.....	49,467	49,281	50,400	<i>Increases</i>
21 Social Security	8,950	10,569	10,676	Salaries/Benefits \$23,502
22 Retirement	9,594	9,165	10,255	Interfund transfers \$324,662
23 Health Insurance	22,640	24,103	24,019	Intergovernmental Services \$37,597
24 Disability Insurance	5,983	3,144	3,150	Details and Notes
25 Unemployment Insurance	-	-	-	
27 Uniforms	2,300	2,300	2,300	
30 Supplies.....	32,000	10,500	32,000	<i>41 Professional Services</i>
31 Operating Supplies	25,000	5,500	25,000	00 Other Prof. Services 10,000
32 Vehicle Fuel				10 Engineering Services 5,000
33 Supplies for Resale				30 Legal Services 1,155
35 Minor Equipment	7,000	5,000	7,000	50 Comp Plan Grant Services 86,000
39 Other Supplies				<hr/> 102,155
				<i>49 Miscellaneous</i>
				20 Education/Training 2,000
				30 Misc. Services 1,000
40 Services.....	140,755	143,555	141,955	40 Water Quality -DOE Permit 8,500
* 41 Professional Services	102,155	108,155	102,155	50 Operating Permit 9,100
42 Communications	5,000	4,900	5,000	<hr/> 20,600
43 Travel and Subsistence	1,000	1,000	1,000	<i>50 Intergovernmental</i>
44 Advertising				51 10 County Swale Maint. 45,000
45 Equipment Rental	2,000	2,000	2,000	51 19 DOE Storm capacity 37,597
46 Insurance				<hr/> 82,597
47 Utility Services				<i>90 Interfund Transfers</i>
48 Repair and Maintenance	10,000	10,000	10,000	91 25 Eng Services NPDES 69,101
* 49 Other Services	20,600	17,500	21,800	91 00 Finance Services (001) 98,443
50 Intergovtmntl Services.....	45,000	72,597	82,597	91 05 Admin Services 44,568
				91 10 Engineering Services (001) 88,809
60 Capital Outlays.....				91 30 Special Labor Services 73,795
				99 02 Equip Replacement (472) 46,628
70/80 Debt Payments.....				91 15 Information Services (502) 10,259
				99 01 Equip Replacement (502) 2,323
*90 Interfund Transfers.....	624,264	644,684	948,926	55 02 Transfer to 432/310 135,000
				55 01 Transfer to 432 380,000
TOTAL Stormwater Management	1,008,477	1,058,732	1,395,438	<hr/> 948,926

CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

FUND: 501 City Shop
DEPT: 140 Support Services

Acct: 548 70				City Shop Operations
Object Code and Purpose	2013 Budget	2013 Year Est	2014 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	133,922	134,779	142,545	City Shop is operating within the organization of the Public Works Department. In prior years, the Shop was a part of the Support Services Dept.
11 Regular Pay	131,922	132,779	139,545	
12 Overtime Pay	2,000	2,000	3,000	
				Cost Summary of Significant Changes
20 Personnel Benefits.....	56,548	55,193	64,091	<i>Increases</i>
21 Social Security	10,245	10,440	10,828	Salaries and Benefits \$16,166
22 Retirement	10,982	11,083	13,003	<i>Decreases</i>
23 Health Insurance	26,931	26,502	33,092	Supplies/Services \$55,675, Interfund transfers \$21,510
24 Disability Insurance	6,790	5,568	5,568	Details and Notes
26 Uniforms	1,600	1,600	1,600	<i>31 Operating Supplies</i>
30 Supplies.....	159,700	125,200	124,500	00 Office Supplies 2,000
* 31 Operating Supplies	39,700	55,200	54,500	10 Fleet Supplies 50,000
32 Vehicle Fuel	110,000	60,000	60,000	20 Oil/Lubricants 2,500
33 Supplies for Resale				54,500
35 Minor Equipment	10,000	10,000	10,000	<i>42 Communications</i>
39 Other Supplies				00 Communication 1,100
40 Services.....	73,000	52,025	52,525	10 Postage 125
* 41 Professional Services				20 Telephone 1,300
* 42 Communications	4,000	2,525	2,525	2,525
43 Travel and Subsistence	500	500	500	<i>49 Other Services</i>
44 Advertising				00 Misc. Services 2,000
45 Equipment Rental	1,000	1,000	1,000	10 Dues/Subscriptions
46 Insurance				20 Education/Training 1,500
47 Utility Services	25,000	15,000	15,000	3,500
48 Repair and Maintenance	40,000	30,000	30,000	<i>90 Interfund Transfers</i>
* 49 Other Services	2,500	3,000	3,500	91 15 Info. Srvs. (502) 55,553
50 Intergovtmntl Services.....				99 00 Equipment Replace (505) 16,280
60 Capital Outlays.....				99 10 Equipment Replace (502) 9,070
70/80 Debt Payments.....				80,903
*90 Interfund Transfers.....	102,413	102,413	80,903	
TOTAL City Shop Operations	525,583	469,610	464,564	

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PART 3

2014 BUDGET

NON-OPERATING FUNDS

Park Impact Fee Fund (104)

Governmental	Special Revenue	
	<u>Expenditures</u>	<u>Revenues</u>
2013 Budget	0	196,770
2014 Budget	0	236,550

The Park Impact Fee Fund (104) was created in 2006 by Ordinance 2112 establishing a SEPA based park impact fee. In 2008, Ordinance 2141 established the fee as code based. The fee is an impact fee for new single family residential and multifamily units. Fund resources are received from beginning fund balance, park impact fees, and interest income. Fund uses are restricted to acquisition or development of new parks or park facilities. Park Impact fees not spent within ten years of their collection must be returned to the payee.

<u>Revenues</u>	
Beginning Fund Balance	251
Park Impact Fees	236,550
<u>Expenditures</u>	
Ending Fund Balance	236,801

Employee Optional Payout Fund (106)

Governmental	Special Revenue	
	<u>Expenditures</u>	<u>Revenues</u>
2013 Budget	0	0
2014 Budget	0	0

The Employee Optional Payout Fund (106) reserves monies for the payment of accrued employee annual leave and separation payouts including contractual severance pay. This fund was renamed in 2006 from the Annual Leave Reserve Fund (106) with the expanded purpose. Fund resources are received from beginning fund balance, interfund transfers, and interest income.

<u>Revenues</u>	
Beginning Fund Balance	3,456
Interest Income	0
<u>Expenditures</u>	
Ending Fund Balance	3456

Visitor Promotion Fund (107)

Governmental	Special Revenue	
	<u>Expenditures</u>	<u>Revenues</u>
2013 Budget	12,700	6,500
2014 Budget	8,200	6,500

The Visitor Promotion Fund accounts for monies received from the collection of Hotel/Motel tax, and spent to enhance tourism in the City of Snohomish. Resources are received in the form of beginning fund balance, Hotel/Motel tax, and interest income. Fund expenditures are restricted to tourism related activities. The City of Snohomish offers these funds, under a competitive process, to local non-profit agencies.

<u>Revenues</u>	
Beginning Fund Balance	6,490
Hotel/Motel Taxes	6,500
<u>Expenditures</u>	
Community Events	7,000
VIC Dues	1,200
Ending Fund Balance	4,790

Parking Business Impr. Area Fund (108)

Governmental	Special Revenue	
	<u>Expenditures</u>	<u>Revenues</u>
2013 Budget	35,000	23,000
2014 Budget	23,000	23,000

The Business Improvement Area Fund accounts for funds associated with the Parking and Business Improvement Area. Fund resources are assessments and interest incomes. Fund uses are restricted to those allowable under R.C.W. 35.87A.

<u>Revenues</u>	
Beginning Fund Balance	17,957
Assessments	23,000
<u>Expenditures</u>	
Services for the PBIA	23,000
Ending Fund Balance	17,957

CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

Real Property Reserve Fund (110)

Governmental	Special Revenue	
	<u>Expenditures</u>	<u>Revenues</u>
2013 Budget	0	0
2014 Budget	0	0

The Real Property Reserve Fund reserves monies for the future purchase of real property for the City of Snohomish. Fund resources are received from beginning fund balance, sale of real property, interfund transfers, and interest incomes.

<u>Revenues</u>		
Beginning Fund Balance		30,762
<u>Expenditures</u>		
Ending Fund Balance		30,762

Police Operational Reserves Fund (113)

Governmental	Special Revenue	
	<u>Expenditures</u>	<u>Revenues</u>
2013 Budget	7,000	0
2014 Budget	10,000	0

The Police Operational Reserve Fund accounts for monies received from drug seizures, drug investigation “buy” funds and public contributions for capital equipment. Fund resources are received in the form of beginning fund balance, evidence confiscation, and interest income.

<u>Revenues</u>		
Beginning Fund Balance		55,639
<u>Expenditures</u>		
Operating Supplies		10,000
Ending Fund Balance		45,639

Real Estate Excise Tax Res. Fund (117)

Governmental	Special Revenue	
	<u>Expenditures</u>	<u>Revenues</u>
2013 Budget	0	175,000
2014 Budget	55,000	180,000

The Real Estate Excise Tax Reserve Fund accounts for the proceeds from Real Estate Excise Taxes (REET). The City of Snohomish levies by quarters authorized by R.C.W. Uses are restricted to certain municipal capital projects. Interim legislation allows for the use of REET funds to support certain parks and facilities related maintenance efforts. This allowable use is for the years 2012-2016. Fund resources are received from beginning fund balance, Excise Tax Collections, and interest income. Uses are in the form of operating transfers to one of the capital project funds and to fund Streets and Parks maintenance functions.

<u>Revenues</u>		
Beginning Fund Balance		249,042
REET		180,000
<u>Expenditures</u>		
Parks Projects		55,000
Ending Fund Balance		374,042

Municipal Capital Reserve Fund (118)

Governmental	Special Revenue	
	<u>Expenditures</u>	<u>Revenues</u>
2013 Budget	0	0
2014 Budget	0	0

The Municipal Capital Reserve Fund accounts for monies for future capital improvements. Transfers into the fund are from “unrestricted” monies, most typically from the General Fund, that the City Council finds as surplus at the end of the year. Fund resources are received in the form of beginning fund balance, Operating Transfers, and interest income.

<u>Revenues</u>		
Beginning Fund Balance		5,032
<u>Expenditure</u>		
Ending Fund Balance		5,032

**Street Impact Fee Reserve
Fund (125)**

Governmental	Special Revenue <u>Expenditures</u>	<u>Revenues</u>
2013 Budget	12,400	0
2014 Budget	0	197,658

The Street Impact Fee Reserve Fund reserves monies for future traffic improvements outlined in the City’s transportation plan. Fund resources are received in the form of impact fees relating to trip generation. Fund Resources are restricted in use to those street projects listed in the transportation plan. Impact fees not spent within ten years of their collection must be returned to the payee.

Revenues

Beginning Fund Balance	157,910
Street Impact Fees	197,658

Expenditures

Ending Fund Balance	355,568
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Harbor Improvement Fund (174)

Governmental	Special Revenue <u>Expenditures</u>	<u>Revenues</u>
2013 Budget	0	0
2014 Budget	0	0

The Harbor Improvement Fund reserves monies for future improvements or maintenance of the City’s riverfront area. Fund resources are received in the form of beginning fund balance, Operating Transfers, and interest income.

Revenues

Beginning Fund Balance	2,789
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Expenditures

Ending Fund Balance	2,789
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Debt Service Fund (205)

Governmental	Debt Service <u>Expenditures</u>	<u>Revenues</u>
2013 Budget	170,093	169,896
2014 Budget	141,701	141,701

The Debt Service Fund accounts for the City’s general obligation debt (G.O.). Fund resources are provided by Beginning Fund Balances, Property Taxes on voter approved debt issues, interfund transfers on non-voter approved street debt, and interest income. Uses are restricted to debt service. An outlined of the City’s outstanding general governmental debt is provided on Page 3-4.

Revenues

Beginning Fund Balance	117
Property Taxes	58,218
Transfers- General Fund	83,483

Expenditures

Debt Service – Principal	110,000
Debt Service – Interest	31,201
Debt Service – Fees	500
Ending Fund Balance	117

**Outstanding General Obligation Debt
as of December 31, 2013**

1995 General Obligation Bonds	55,000
Maturity Date	June 2014
Interest Rate	4.3 – 5.85%
Purpose	Fire Station and Fire Apparatus

Snohomish Rivertrail/800MHz	590,000
Maturity Date	2025
Interest Rate	4.80% - 5.00%
Purpose:	Would provide the City’s match for the Snohomish Rivertrail Project and radios and other equipment required to convert the City’s public safety radio system from VHF to the County’s 800 MHz system.

CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

Schedule of Impact Fee Collections
as of December 31, 2013

Park Impact Fee Reserve Fund Fund 104

Total Fees Collected by Year	
2007	\$ 28,758
2008	\$ 77,092
2009	\$ 35,109
2010	\$ 22,659
2011	\$ 0
2012	\$ 19,657
2013	\$166,700
Total Fees Expended by Year	
2007	\$0
2008	\$0
2009	\$0
2010	\$0
2011	\$0
2012	\$0
2013	\$349,605
Remaining Fee Available for Use	\$ 37

Street Impact Fee Reserve Fund Fund 125

Total Fund Balance by Year

	Received	Fund Balance
2005 (Refund 2015)	14,362	0
2006 (Refund 2016)	45,504	0
2007 (Refund 2017)	338,795	0
2008 (Refund 2018)	163,186	0
2009 (Refund 2019)	80,451	0
2010 (Refund 2020)	0	0
2011 (Refund 2021)	121,014	0
2012 (Refund 2022)	157,842	111,951
2013 (Refund 2023)	52,614	52,614
Totals	919,732	164,565

Total Fees Expended by Year

2007	\$185,000
2008	\$193,000
2009	\$ 11,000
2010	\$110,000
2011	\$184,505
2012	\$121,251
2013 (Aug.)	\$9,300

Remaining Fee Available for Use \$164,565

Rivertrail Construction Fund (303)

Governmental	Capital Project Fund	
	<u>Expenditures</u>	<u>Revenues</u>
2013 Budget	14,500	0
2014 Budget	25,000	0

The Rivertrail Construction Fund accounts for the acquisition and construction of the Snohomish River Trail. Fund resources are a combination of grants and \$760,000 of councilmanic general obligation bonds. The project was completed in 2007. Residual cash is available for signage.

Revenues

Beginning Fund Balance	25,000
Interest Income	0

Expenditures

Rivertrail Signage	25,000
Ending Fund Balance	0

Municipal Capital Project Fund (310)

Governmental	Capital Project Fund	
	<u>Expenditures</u>	<u>Revenues</u>
2013 Budget	396,000	373,783
2014 Budget	435,000	275,000

The Municipal Capital Project Fund accounts for the acquisition, construction and improvement to major City infrastructure. Fund resources are received from beginning fund balance, grants, donations, interest income and operating transfers from the City's various reserve funds. A detailed list of projects over the next five years, and their respective revenue sources is presented within the 2014 Capital Improvement Plan (CIP) in the appendix section.

Revenues

Beginning Fund Balance	213,176
Transfers-	275,000

Expenditures (Projects)

Misc Projects (see Appendix)	435,000
Ending Fund Balance	53,176

Street Capital Project Fund (311)

Governmental	Capital Project Fund	
	<u>Expenditures</u>	<u>Revenues</u>
2013 Budget	1,160,213	1,135,213
2014 Budget	2,945,867	2,904,720

The Street Capital Project Fund accounts for the acquisition, construction and improvement to major City street infrastructure. Fund resources are received from beginning fund balance, grants, interest income and operating transfers from the City's various reserve funds. Funds are also received from the Transportation Benefit District (TBD) which has imposed a voter approved sales tax increase of 0.2% effective 1/1/2012 for the purposes of funding various street capital and maintenance projects. A detailed list of projects over the next five years, and their respective revenue sources is presented within the 2014 Capital Improvement Plan (CIP) in the appendix section.

Revenues

Beginning Fund Balance	41,824
Intergovernmental-TBD	300,000
Transfer-Utility Overlays	925,000
Grants	1,679,720

Expenditures

Street Overlays	958,416
2 nd & Lincoln Signal	407,451
Ave D & 15 th	1,580,000
Ending Fund Balance	677

CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

Solid Waste Fund (403)

Proprietary Fund Type	Enterprise Fund	
	<u>Expenditures</u>	<u>Revenues</u>
2013 Budget	1,860,292	1,930,000
2014 Budget	1,968,798	1,972,000

The Solid Waste Fund accounts for activities of solid waste and recycling collection. Fund resources are received from Beginning Fund Balance, Charges for Service, and interest income. The City currently contracts with Lynnwood Disposal for solid waste and recycling services. The City's contract with Lynnwood Disposal expired in March of 2011. A new contract was negotiated for a term of five years expiring on March 31, 2017.

Revenues

Beginning Fund Balance	8,601
Charges for Service, Solid Waste	1,393,000
Charges for Service, Recycling	579,000

Expenditures

Professional Services, Recycling	535,000
Professional Services, Solid Waste	1,287,500
State Excise Taxes	74,000
Printing/Postage	4,100
Transfer	68,198
Ending Fund Balance	11,803

Utility Capital Projects Fund (432)

Proprietary Fund Type	Enterprise Fund	
	<u>Expenditures</u>	<u>Revenues</u>
2013 Budget	2,395,883	1,542,317
2014 Budget	2,170,000	1,395,000

The Utility Capital Project Fund accounts for the acquisition, construction and improvement to major City Water, Wastewater, and Storm Drainage infrastructure. Fund resources are provided by beginning fund balance, grants, Interest Income and Operating Transfers from the City's various utility reserve funds. The utility reserve funds ultimately receive their respective funding from customer rates.

Utility Capital Projects Fund (cont.)

(Fund 473) and charges for new connections (Fund 471).

Revenues

Transfer-Water	115,000
Transfer-Stormwater	380,000
Transfer-Wastewater	900,000

Expenditures

So. Zone Reservoir	<u>200,000</u>
Total Water	<u>200,000</u>

Treatment Plant Upgrade	940,000
CSO-Phase 2	150,000
Construct Scada Upgrade	300,000
Integrated Media	<u>50,000</u>
Total Wastewater	<u>1,440,000</u>

Blackmans Lake Outlet Control	450,000
Blkman Lake-Park/19th	<u>80,000</u>
Total Storm Water	<u>530,000</u>

Trunkline Construction (433)

Proprietary Fund Type	Enterprise Fund
	<u>Expenditures</u> <u>Revenues</u>
2013 Budget	530,703 479,100
2014 Budget	518,249 531,520

The Trunkline Construction Fund accounts for acquisition, construction, and improvement to The Cemetery Creek Sewer Trunkline Project. Fund resources are received by beginning fund balance, special project development fees, interest income and transfers. Fund uses are PWTF loan principal/interest payments and interfund loan interest payments.

Revenues

Beginning Fund Balance	1,785
Special Development Fee	331,520
Transfer-Sewer Utility	200,000

Expenditures

PWTF Loan Principal	490,705
PWTF Loan Interest	27,544
Ending Fund Balance	15,056

Utility Bond Reserve Fund (451)

Proprietary Fund Type	Enterprise Fund
	<u>Expenditures</u> <u>Revenues</u>
2013 Budget	0 0
2014 Budget	0 0

The Utility Bond Reserve Fund accounts for revenue debt issue reserves required by bond covenants. Fund resources are received by beginning fund balance, and bond proceeds. Interest income earned on the reserve, not required by bond covenants, is credited to the Utility Rate Reserve Fund (452) to offset future revenue needs of the Wastewater Fund.

Revenues

Beginning Fund Balance	973,968
------------------------	---------

Expenditures

Ending Fund Balance	973,968
---------------------	---------

Utility Rate Reserve Fund (452)

Proprietary Fund Type	Enterprise Fund
	<u>Expenditures</u> <u>Revenues</u>
2013 Budget	0 0
2014 Budget	0 0

The Utility Rate Reserve Fund was established to offset the future revenue needs of the Wastewater Fund with reserve transfers. These transfers are allowed by bond covenants to be counted as revenue to meet the revenue coverage ratios within each bond issue's respective coverage ratio. Fund resources are received by beginning fund balance, interest income, and authorized transfers of excess revenues from the Wastewater Fund.

Revenues

Beginning Fund Balance	236,015
------------------------	---------

Expenditures

Ending Fund Balance	236,015
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Utility Connection Reserve Fund (471)

Proprietary Fund Type	Enterprise Fund
	<u>Expenditures</u> <u>Revenues</u>
2013 Budget	0 35,754
2014 Budget	0 386,050

The Utility Connection Reserve Fund accounts for system connection fees. Fund resources are received from beginning fund balance, Connection Fees, and interest income. Fund uses are for new system developments and upsizing system capacity.

Revenues

Beginning Fund Balance	1,563,942
Connection Fees, Water	69,050
Connection Fees, Wastewater	317,000

Expenditures

Ending Fund Balance	1,949,992
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CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

Utility Equipment Replacement Fund (472)

Proprietary Fund Type	Enterprise Fund	
	<u>Expenditures</u>	<u>Revenues</u>
2013 Budget	70,000	106,390
2014 Budget	15,000	106,390

The Utility Equipment Replacement Fund reserves monies for the eventual replacement of utility equipment. Fund resources are received from beginning fund balance, interest income, proceeds from the sale of equipment and Transfers from the Water, Wastewater and Storm Water Operating Funds.

Revenues

Beginning Fund Balance	360,706
Transfers, Water	45,971
Transfers, Wastewater	13,791
Transfers, Storm Water	46,628

Expenditures

Machinery & Equip	15,000
Ending Fund Balance	452,096

Utility System Replacement Fund (473)

Proprietary Fund Type	Enterprise Fund	
	<u>Expenditures</u>	<u>Revenues</u>
2013 Budget	479,100	216,292
2014 Budget	350,000	298,800

The Utility System Replacement Fund reserves monies for the future replacement of Water, Wastewater and Storm Water infrastructure. Fund resources are received from beginning fund balance, interest income, and transfers from the Water, Wastewater and Storm Water Operating Funds. Fund uses are transfers to the Utility Capital Project Fund (432) for replacement of water, wastewater and storm water infrastructure.

Revenues

Beginning Fund Balance	1,558,764
Capital Facility Fees – Water	150,050
Capital Facility Fees -Wastewater	148,750

Utility System Replacement Fund (473)
Continued

<u>Expenditures</u>	
Transfer-Utility Overlays	350,000
Ending Fund Balance	1,507,564

Bio-Solid Reserve Fund (474)

Proprietary Fund Type	Enterprise Fund	
	<u>Expenditures</u>	<u>Revenues</u>
2013 Budget	0	0
2014 Budget	0	0

The Bio-Solid Reserve Fund reserves monies for the future disposal of bio-solid material at the new Wastewater Treatment Plant. Fund resources are received from beginning fund balance, transfers from the Wastewater Fund, and interest income.

Revenues

Beginning Fund Balance	82,388
------------------------	--------

Expenditures

Ending Fund Balance	82,388
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**Outstanding Revenue Debt
as of December 31, 2013**

1981 Federal Home Loan 482,000
Maturity Date December 2021
Interest Rate 5.00%
Purpose Water Tank Construction

The City of Snohomish has received approval for three PWTF loans for the Trunkline Project totaling \$14,934,300. The City does not anticipate drawing on these loans in 2013.

1994 State Revolving Fund Loan 1,379,868
Maturity Date June 2016
Interest Rate 0%
Purpose WWTP Construction

2003 PWTF (\$1,000,000 Appr.) 495,888

Maturity Date	2022
Interest Rate	0.5%
Purpose	Trunk Line Design

1996 RECD Loan 782,167
Maturity Date October 2036
Interest Rate 5.125%
Purpose WWTP Construction

2004 PWTF (\$6,934,300 Appr.) 3,981,140
Final Loan Amount -\$6,587,585
(\$346,715 deobligated)

Maturity Date	2024
Interest Rate	0.5%
Purpose	Trunk Line Construction

2008 Public Works Trust Fund 1,565,789
Maturity Date July 2027
Interest Rate ½ %
Purpose CSO Improve Construct

2006 PWTF (\$7,000,000 Appr.) 1,031,579
Final Loan Amount-\$1,400,000
(\$5,600,000 deobligated)

Maturity Date	2027
Interest Rate	0.5%
Purpose	Trunk Line Construction

2009 Public Works Trust Fund 36,000
Maturity Date July 2015
Interest Rate 0 %
Purpose Comp Water System Plan

2008 Public Works Trust Fund 1,925,000
Maturity Date July 2028
Interest Rate ½%
Purpose Integrated Media

**2013 Public Works Trust Fund -
Approved amount \$10,000,000
No draws anticipated in 2014**

Maturity Date July 2033
Interest Rate ½%
Purpose Wastewater

CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

Self-Insurance Fund (503)

Proprietary Fund Type	<u>Expenditures</u>	Internal Service <u>Revenues</u>
2013 Budget	59,000	59,000
2014 Budget	50,000	50,000

The Self Insurance Fund accounts for the City's cost of Washington State unemployment benefits. Fund resources are received from beginning fund balance, Charges for Service (rates), interest income, and transfers.

Revenues

Beginning Fund Balance	6,416
Charges for Services	50,000

Expenditures

Unemployment Expense	50,000
Ending Fund Balance	6,416

Equipment Replacement Fund (505)

Proprietary Fund Type	<u>Expenditures</u>	Internal Service <u>Revenues</u>
2013 Budget	0	81,165
2014 Budget	107,000	81,165

The Equipment Replacement Fund accounts for monies for the replacement of existing non-utility equipment. Fund resources are received from beginning fund balance, interest income, transfers based on specific equipment, and proceeds from the sale of equipment.

Revenues

Beginning Fund Balance	155,024
Replacement Charges	81,165

Expenditures

Equipment Replacement Purchases	107,000
Ending Fund Balance	129,189

**Carnegie Restoration Trust
Fund (604)**

Fiduciary Fund Type	<u>Expenditures</u>	Trust <u>Revenues</u>
2013 Budget	4,800	0
2014 Budget	0	0

The Carnegie Restoration Trust Fund accounts for monies donated by the community, community room rentals, and leasing of the building to Arts of Snohomish for the remodel and restoration of the historic Carnegie Library. Fund proceeds will be used to match against grant dollars and other resources for the building's renovation.

Revenues

Beginning Fund Balance	124
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Expenditures

Ending Fund Balance	124
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PART 4

2014 BUDGET

APPENDIX

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**City of Snohomish
Capital Improvement Project (CIP)
Budget Summary Form**

Project Name: City Hall Remodel

Fund Category: √ Stormwater
 √ Water
 √ Wastewater
 √ Street
 √ General Fund (Parks, Facilities)
 Other: _____

Budget Year: 2014

Project Description: Project consists of repainting the interior, replacement of the carpeting, and design and construction of approximately 1,000 sf of additional office space.

Project Budget: \$400,000

Project Type: Planning
 √ **Design & Permitting**
 √ **Construction or Installation**
 Other: _____

Revenue(s):	<u>Est. Amount</u>	<u>Type (Grant/ Loan, Agency)</u>
	\$180,000	Utility State Grant Federal Grant REET
	\$220,000	Other: Various _____

Additional Budget Comments:

Staff Lead: Steve Schuller

City of Snohomish
Capital Improvement Project (CIP)
Budget Summary Form

Project Name: Pilchuck Park Improvement

Fund Category: Storm water
Water
Wastewater
Street
General Fund (Parks, Facilities)
 Other: REET

Budget Year: 2014

Project Budget: \$35,000

Project Type: Planning
Design & Permitting
 Construction or Installation
Other: _____

Revenue(s):	<u>Est. Amount</u>	<u>Type (Grant/ Loan, Agency)</u>
		Utility
		State Grant
		Federal Grant
	\$35,000	REET
		Other: _____

Additional Budget Comments:

Staff Lead: Mike Johnson

**City of Snohomish
Capital Improvement Project (CIP)
Budget Summary Form**

Project Name: 2nd Street & Lincoln Avenue Signal Design

Fund Category: Stormwater
Water
Wastewater
√ **Street**
General Fund (Parks, Facilities)
√ **Other: Grants**

Budget Year: 2014

Project Description: Project consists of the design and construction of a traffic signal at 2nd Street/ Lincoln Avenue and associated improvements which includes sidewalk and ADA improvements, drainage, paving, channelization and Centennial trail realign

Project Budget: \$407,451

Project Type: Planning
Design & Permitting
√ **Construction or Installation**
Other:

Revenue(s):	<u>Est. Amount</u>	<u>Type (Grant/ Loan, Agency)</u>
		Utility
	\$340,311	State Grant
	\$52,460	Federal Grant
	\$14,680	REET
		Other:

Additional Budget Comments: Design completed in 2011 using Federal Transportation Grant. State Pedestrian and Bike Grant awarded to City in June 2012.

Staff Lead: Andy Sics

City of Snohomish
Capital Improvement Project (CIP)
Budget Summary Form

Project Name: Streets Overlays

Fund Category: √ Stormwater
 √ Water
 √ Wastewater
 Street
 General Fund (Parks, Facilities)
 √ **Other: Transportation Benefit District**

Budget Year: 2014

Project Description: Project consists of paving, utility adjustments and channelization.

Project Budget: \$958,416

Project Type: Planning
 √ **Design & Permitting**
 √ **Construction or Installation**
 Other:

	<u>Est. Amount</u>	<u>Type (Grant/ Loan, Agency)</u>
Revenue(s):	\$425,000	Utility State Grant Federal Grant REET
	\$533,416	Other: <u>Transportation Benefit District</u>

Additional Budget Comments:

Staff Lead: Max Selin

**City of Snohomish
Capital Improvement Project (CIP)
Budget Summary Form**

Project Name: Roadway Design-Ave D & 15th-TBD

Fund Category: Stormwater
Water
Wastewater
Street
General Fund (Parks, Facilities)
√ **Other: Transportation Benefit District and Grants**

Budget Year: 2014

Project Description: Project consists of the design and construction of a roundabout at Avenue D/ 15th Street and associated improvements which includes road realignment, drainage, channelization, lighting, sidewalk and ADA improvements

Project Budget: \$1,580,000

Project Type: Planning
Design & Permitting
√ **Construction or Installation**
Other:

Revenue(s):	<u>Est. Amount</u>	<u>Type (Grant/ Loan, Agency)</u>
		Utility
	\$216,000	State Grant
	\$1,064,000	Federal Grant
		REET
	\$300,000	Other: <u>Transportation Benefit District</u>

Additional Budget Comments: Majority of construction costs will be funded by the federal and state grants. TBD funds are needed to provide a match for the grants.

Staff Lead: Andy Sics

City of Snohomish
Capital Improvement Project (CIP)
Budget Summary Form

Project Name: South Zone Cover Replacement

Fund Category: Storm water
 Water
Wastewater
Street
General Fund (Parks, Facilities)
Other:

Budget Year: 2014

Project Description: Project consists of the design and construction of the replacement of the existing cover to provide proper protection of the water supply.

Project Budget: \$200,000

Project Type: Planning
 Design &
 Construction or Installation
Other:

Revenue(s):	<u>Est. Amount</u>	<u>Type (Grant/ Loan, Agency)</u>
	\$200,000	Utility
		State Grant
		Federal Grant
		REET
		Other:

Additional Budget Comments:

Staff Lead: Andy Sics

**City of Snohomish
Capital Improvement Project (CIP)
Budget Summary Form**

Project Name: Sewer Main to Everett Phase 1

Fund Category: Stormwater
Water
 Wastewater
Street
General Fund (Parks, Facilities)
Other:

Budget Year: 2014

Project Description: Project consists of evaluating the need to convey the City's wastewater to Everett for treatment. The City continues to work with the Department of Ecology on the Long-Term Agreed Order to determine if this requirement is still necessary due to the improvements at the wastewater treatment plant.

Project Budget: \$40,000

Project Type: **Planning**
Design & Permitting
Construction or Installation
Other:

	<u>Est. Amount</u>	<u>Type (Grant/ Loan, Agency)</u>
Revenue(s):	\$40,000	Utility State Grant Federal Grant REET Other:

Additional Budget Comments:

Staff Lead: Steve Schuller

City of Snohomish
Capital Improvement Project (CIP)
Budget Summary Form

Project Name: Collection SCADA Upgrade

Fund Category: Storm water
Water
 Wastewater
Street
General Fund (Parks, Facilities)
Other:

Budget Year: 2014

Project Description: Project consists of completing the SCADA improvements at the wastewater collection system lift stations and transferring the wastewater Programmable Logic Controller (PLC) to the new CSO facility.

Project Budget: \$300,000

Project Type: Planning
Design & Permitting
 Construction or Installation
Other:

Revenue(s):	<u>Est. Amount</u>	<u>Type (Grant/ Loan, Agency)</u>
	\$300,000	Utility State Grant Federal Grant REET Other:

Additional Budget Comments:

Staff Lead: Max Selin

**City of Snohomish
Capital Improvement Project (CIP)
Budget Summary Form**

Project Name: Integrated Media-Pilot Study

Fund Category: Stormwater
Water
 Wastewater
Street
General Fund (Parks, Facilities)
Other:

Budget Year: 2014

Project Description: City is required by the Department of Ecology per the Near-Term Ecology Agreed Order to conduct a post-construction pilot study that consists of monitoring the performance of the fixed film media that was installed in the wastewater

Project Budget: \$50,000

Project Type: Planning
Design & Permitting
Construction or Installation
 Other: Pilot Study

Revenue(s):	<u>Est. Amount</u>	<u>Type (Grant/ Loan, Agency)</u>
	\$50,000	Utility
		State Grant
		Federal Grant
		REET
		Other:

Additional Budget Comments:

Staff Lead: Steve Schuller

City of Snohomish
Capital Improvement Project (CIP)
Budget Summary Form

Project Name: CSO Phase II

Fund Category: √ **Stormwater**
 Water
 Wastewater
 Street
 General Fund (Parks, Facilities)
 √ **Other: State Grant**

Budget Year: 2014

Project Description: Project consists of the design of the combined sewer system separation and stormwater treatment facility at the existing 30-acre former lagoon site.

Project Budget: \$150,000

Project Type: Planning
 √ **Design &**
 Construction or Installation
 Other:

Revenue(s):	<u>Est. Amount</u>	<u>Type (Grant/ Loan, Agency)</u>
	\$30,000	Utility
	\$120,000	State Grant
		Federal Grant
		REET
		Other:

Additional Budget Comments: Design will be funded by a stormwater grant from the Department of Ecology that was awarded to the City.

Staff Lead: Max Selin

**City of Snohomish
Capital Improvement Project (CIP)
Budget Summary Form**

Project Name: Treatment Plant Upgrades

Fund Category: Stormwater
Water
 Wastewater
Street
General Fund (Parks, Facilities)
Other:

Budget Year: 2014

Project Description: Project consists of the design and construction of the wastewater treatment plant improvements as recommended by the 2013 draft General Sewer Plan amendments which includes PLC improvements.

Project Budget: \$900,000

Project Type: Planning
 Design &
 Construction or Installation
Other:

Revenue(s):	<u>Est. Amount</u>	<u>Type (Grant/ Loan, Agency)</u>
	\$900,000	Utility State Grant Federal Grant REET Other:

Additional Budget Comments:

Staff Lead: Steve Schuller

**City of Snohomish
Capital Improvement Project (CIP)
Budget Summary Form**

Project Name: Blackman's Lake Outlet Control

Fund Category: √ **Stormwater**
Water
Wastewater
Street
General Fund (Parks, Facilities)
Other:

Budget Year: 2014

Project Description: Project consists of the design, permitting and installation of a lake level control structure and associated channel improvements. Permit documents began in 2012. Environmental and construction permits, and rights for maintenance access over privately owned portions of the outlet channel must be acquired. County Superior Court approval to manage lake level was authorized in 2010. Summary of Outlet Analysis was completed in 2008.

Project Budget: \$450,000

Project Type: Planning
 √ **Design & Permitting**
 √ **Construction or Installation**
Other:

Revenue(s):	<u>Est. Amount</u>	<u>Type (Grant/ Loan, Agency)</u>
	\$450,000	Utility
		State Grant
		Federal Grant
		REET
		Other:

Additional Budget Comments:

Staff Lead: Yoshihiro Monzal

**City of Snohomish
Capital Improvement Project (CIP)
Budget Summary Form**

Project Name: Park Avenue/ Blackman's Lake - 19th Street

Fund Category: **Stormwater**
Water
Wastewater
Street
General Fund (Parks, Facilities)
Other:

Budget Year: 2014

Project Description: Project consists of the design (to be completed by staff) and construction of a 24-inch storm pipe to improve the conveyance capacity of the storm system on Park Avenue south of 19th Street and to eliminate a flooding problem. This project is identified in the City's Stormwater Comprehensive Plan.

Project Budget: \$80,000

Project Type: Planning
 Design &
 Construction or Installation
Other:

	<u>Est. Amount</u>	<u>Type (Grant/ Loan, Agency)</u>
Revenue(s):	\$80,000	Utility State Grant Federal Grant REET Other:

Additional Budget Comments:

Staff Lead: Max Selin

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CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

Fund	ID	Description	Original Cost	Cost Basis	Year Bought	Replace / Evaluate
City Council						
502	834	Microsoft Surface RT W/Cover	\$543	\$543	2013	2018
502	841	Microsoft Surface RT W/Cover	\$543	\$543	2013	2018
502	842	Microsoft Surface RT W/Cover	\$543	\$543	2013	2018
502	837	Microsoft Surface RT W/Cover	\$543	\$543	2013	2018
502	838	Microsoft Surface RT W/Cover	\$543	\$543	2013	2018
502	839	Microsoft Surface RT W/Cover	\$543	\$543	2013	2018
502	840	Microsoft Surface RT W/Cover	\$543	\$543	2013	2018
502	814	Microsoft Surface RT W/Cover	\$652	\$652	2013	2018
			<u>Cost Basis Subtotal:</u>		<u>\$1,738</u>	
			<u>Equipment Reserves:</u>		<u>\$1,482</u>	
 City Manager, Clerk						
502	557	PC - Katie	\$1,600	\$1,616	2008	2012
502	594	Laptop - Torchie	\$2,250	\$2,273	2008	2011
502	735	Printer - Laser HP 4100	\$2,100	\$2,121	2010	2014
			<u>Cost Basis Subtotal:</u>		<u>\$6,010</u>	
			<u>Equipment Reserves:</u>		<u>\$5,126</u>	
 City Manager, Exec Admin						
502	527	PC - Intern (was patrol3)	\$1,600	\$1,616	2008	2012
502	559	PC - Pat (was patrol4)	\$1,600	\$1,616	2008	2012
502	608	PC - Larry	\$1,600	\$1,616	2007	2011
502		PC - Testing	\$1,800	\$1,818	2006	2010
502	623	Xerox Phaser 8560N	\$610	\$610	2008	2012
502	693	PC - Social Networking	\$1,600	\$1,616	2003	2009
502	616	PC - Emge	\$1,800	\$1,818	2007	2011
			<u>Cost Basis Subtotal:</u>		<u>\$10,710</u>	
			<u>Equipment Reserves:</u>		<u>\$9,135</u>	

CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

Fund	ID	Description	Original Cost	Cost Basis	Year Bought	Replace / Evaluate
City Shop - Operations						
502	1617	Phone SYS Shop	\$5,200	\$505	2003	2010
502	1612	Barcode	\$5,600	\$505	1994	2010
502	521	PC - Belcher	\$1,700	\$1,717	2007	2010
502	714	PC - Lisa	\$1,800	\$1,818	2006	2010
502	812	PC - Server (Maple)	\$1,000	\$1,010	2001	2010
502	1615	PC - Rob	\$2,000	\$1,818	2010	2015
502	605	Fax / Copier - HP OfficeJet Pro L7580	\$300	\$303	2008	2012
502	573	PC - (Detective 1) Mechanic	\$1,600	\$1,616	2008	2012
502	1549	Display Radar (Trailer)	\$7,000	\$7,070	2000	2010
502	1550	Display Radar (Trailer)	\$7,000	\$7,070	2001	2010
		<u>Cost Basis Subtotal:</u>				\$7,676
		<u>Equipment Reserves:</u>				\$6,547
505	EP-177	621B Loader	\$89,000	\$95,104	1996	2011
505	EP-178	90 Nissan Pickup	\$8,000	\$8,549	1990	2010
505	EP-186	Trailer	\$25,780	\$27,548	2008	2023
505	EP-193	Vehicle Hoist	\$8,000	\$855	1991	2010
		<u>Cost Basis Subtotal:</u>				\$132,055
		<u>Equipment Reserves:</u>				\$17,424
Information Services						
502	505	PC Lenovo Tablet - Sam	\$2,400	\$2,424	2007	2011
502	522	PC - Lance	\$1,700	\$1,717	2007	2010
502	523	PC - Leong	\$1,700	\$1,717	2007	2010
502	619	PC - Adams	\$1,700	\$1,717	2007	2010
502	684	Laptop check out	\$2,400	\$2,424	2006	2010
502	524	PC - Leong	\$1,700	\$1,717	2004	2007
502	595	Laptop - Corbitt	\$2,250	\$2,273	2008	2012
502		PC - Lance 2nd	\$1,700	\$1,717	2004	2007
502	1666	Plant monitor (SCADA)	\$6,500	\$6,565	2006	2011
502	645	PC - Chief	\$1,023	\$1,055	2010	2015
502	672	PC - Front Counter	\$1,023	\$1,056	2010	2015
502	669	PC - Detective	\$1,023	\$1,056	2010	2015
502	652	PC - Patrol	\$1,023	\$1,056	2010	2015
502	1569	Laptop - Perillo	\$2,400	\$2,424	2010	2015
502	1707	PC - Property Room	\$1,600	\$1,616	2007	2011
502	1551	Evidence Bar Coding	\$3,000	\$3,030	2000	2010
502	500	MDC - Perillo - Itronix Laptop (GoBook	\$3,800	\$3,838	2006	2010
502	572	PC - Detective 2	\$1,600	\$1,616	2008	2012
		<u>Cost Basis Subtotal:</u>				\$15,706
		<u>Equipment Reserves:</u>				\$13,396
		<u>Cost Basis Subtotal:</u>				\$6,049,590
		<u>Equipment Reserves:</u>				\$798,206

**CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET**

Fund	ID	Description	Original Cost	Cost Basis	Year Bought	Replace / Evaluate
Law Enforcement, Police Operations						
502	690	Laser Printer - Dell 2330	\$1,700	\$1,717	2007	2012
502	1719	Polaris MDC	\$8,275	\$8,812	2006	2011
502	1718	Polaris MDC	\$8,275	\$8,812	2006	2011
502	1720	Polaris MDC	\$8,275	\$8,812	2006	2011
502	1722	Polaris MDC	\$8,275	\$8,812	2006	2011
502	1724	Polaris MDC	\$8,275	\$8,812	2006	2011
502	654	PC - Front Counter	\$1,023	\$1,056	2010	2015
502	1545	11 Radar Units	\$13,200	\$13,332	2006	2011
502	1547	9 DVR - In Car Video	\$57,000	\$57,570	2007	2012
502	543	PC - Patrol 5	\$1,600	\$1,616	2008	2012
			<u>Cost Basis Subtotal:</u>		<u>\$119,351</u>	
			<u>Equipment Reserves:</u>		<u>\$101,795</u>	

Law Enforcement, Police Operations						
505	S-1	05 Trail Blazer (Chief)	\$22,710	\$24,267	2005	2010
505	S-10	04 Chevy Colorado	\$15,926	\$17,018	2004	2014
505	S-14	07 Crown Vic & Setup	\$27,912	\$29,826	2007	2011
505	S-15	07 Crown Vic & Setup	\$26,836	\$28,676	2007	2011
505	S-23	06 Crown Vic & Setup	\$29,667	\$35,263	2010	2014
505	S-22	10 Crown Vic & Setup	\$29,667	\$35,263	2010	2016
505	S-24	11 Crown Vic & Setup	\$29,667	\$35,263	2011	2017
505	S-18	07 Crown Vic & Setup (K-9)	\$29,667	\$31,702	2006	2010
505	S-19	08 Chevrolet Impala	\$20,030	\$21,404	2008	2012
505	S-2	01 S-10 Blazer (Cmndr.)	\$25,960	\$2,671	2001	2010
505	S-20	08 Crown Vic & Setup	\$32,350	\$34,569	2008	2012
505	S-21	08 Crown Vic & Setup (K-9)	\$34,000	\$36,332	2008	2012
505	S-8	03 Crown Vic & Setup	\$27,912	\$28,805	2006	2010
505	S-5	08 Crown Vic & Setup	\$32,350	\$34,569	2008	2012
505	S-6	05 Crown Vic & Setup	\$27,625	\$29,520	2005	2009
			<u>Cost Basis Subtotal:</u>		<u>\$624,565</u>	
			<u>Equipment Reserves:</u>		<u>\$82,407</u>	

CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

Fund	ID	Description	Original Cost	Cost Basis	Year Bought	Replace / Evaluate
Non Departmental						
502	1516	eMail Server (SnoMail2)	\$4,800	\$4,848	2008	2014
502	754	File / SQL Server (Spruce)	\$5,900	\$5,959	2006	2011
502	1524	Postage Machine	\$3,000	\$3,030	2007	2011
502	1518	Laptop - Checkout	\$2,600	\$2,683	2001	2010
502	1516	File / SQL Server (Snohomish)	\$5,800	\$5,986	2004	2009
502	650	48 Port POE Switch - PD	\$920	\$949	2007	2011
502		Xerox 5675 - CH	\$14,700	\$15,170	2005	2010
502	1573	Mitel 3300 ICP Phone System at PD	\$15,000	\$15,480	2006	2016
502	1576	Server (Pine)	\$5,500	\$5,676	2003	2010
502	1572	Mitel 3300 ICP (MXe) Phone System at	\$15,000	\$15,480	2006	2016
502	1506	24 Port POE Switch - ENG	\$800	\$826	2007	2011
502	1507	24 Port POE Switch - Shop	\$800	\$826	2007	2011
502	1508	24 Port POE Switch - PD Server Room	\$800	\$826	2006	2010
502	1510	48 Port POE Switch - CH	\$920	\$949	2007	2011
502	591	eMail Server (Snomail1) - HP Proliant L	\$3,800	\$3,922	2008	2014
502	519	City Hall FAX machine. - Laser HP 336	\$900	\$929	2006	2011
502	520	Projector - Dell 1800MP	\$800	\$826	2007	2013
502	537	ISA Server / DMZ for springbrook (alder	\$2,500	\$2,580	2007	2012
502	622	Dell PowerConnect 3548P POE Switch	\$920	\$949	2008	2012
502	615	Dell Dimension 4550	\$1,800	\$1,858	2003	2010
502	687	Xerox Phaser 6280	\$500	\$516	2010	2015
502	1553	Dell Latitude D600	\$3,500	\$3,612	2004	2010
502	609	Dell M50 Laptop checkout	\$3,900	\$4,025	2003	2009
		<i>Cost Basis Subtotal:</i>				<u>\$87,893</u>
		<i>Equipment Reserves:</i>				<u>\$74,965</u>
505	EP-4	2000 Crown Vic - CH Pooled	\$5,000	\$2,671	2003	2010
		<i>Cost Basis Subtotal:</i>				<u>\$2,671</u>
		<i>Equipment Reserves:</i>				<u>\$352</u>

CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

Fund	ID	Description	Original Cost	Cost Basis	Year Bought	Replace / Evaluate
Planning & Dev, Building Inspection						
502	1471	PC - Cross Connection	\$1,800	\$1,818	2003	2009
502	592	PC- Building Inspector	\$1,840	\$1,858	2008	2012
502	553	PC - Sharon Pettit	\$1,700	\$1,717	2007	2011
					<u>Cost Basis Subtotal:</u>	\$5,393
					<u>Equipment Reserves:</u>	\$4,600
505	EP-7	04 Chevy Colorado	\$15,108	\$16,144	2004	2014
					<u>Cost Basis Subtotal:</u>	\$16,144
					<u>Equipment Reserves:</u>	\$2,130
Planning & Dev, Planning & Permit						
502	695	PC - Social Networking	\$1,800	\$1,818	2010	2015
502	584	PC - Brooke Adams	\$1,600	\$1,616	2008	2012
502	603	Laptop - Checkout	\$750	\$758	2008	2011
502	675	PC - Front counter	\$1,800	\$1,818	2007	2011
502	578	PC - Dennison	\$1,800	\$1,818	2003	2009
					<u>Cost Basis Subtotal:</u>	\$7,828
					<u>Equipment Reserves:</u>	\$6,677
Public Works, Eng & Administration						
502	1492	Copier - Shop	\$17,800	\$17,978	2007	2013
502	1697	PC - Max Seline	\$4,800	\$1,616	2001	2011
502	1698	PC - Andy Sics	\$1,600	\$1,616	2008	2012
502	708	PC - Karen Latimer	\$1,600	\$1,616	2007	2012
502	628	Public Works Director	\$1,279	\$1,292	2009	2014
502	1498	PC - City Engineer	\$1,800	\$1,818	2008	2012
502	1491	CAD Plotter - HP DesignJet 5500	\$5,500	\$5,555	2006	2013
502	1497	PC - Tim Cross	\$1,800	\$1,818	2010	2015
502	1501	Workstation - Renee/CADD	\$2,800	\$2,828	2008	2012
502	580	PC - Shop Assist. Manager	\$1,700	\$1,717	2008	2012
502	632	Dell Opti Plex 760 -Clayton Stewart	\$1,090	\$1,101	2009	2014
502	582	PC - Ann Stanton	\$1,700	\$1,717	2008	2012
					<u>Cost Basis Subtotal:</u>	\$40,672
					<u>Equipment Reserves:</u>	\$34,689
505	EP-3 (S-7)	02 S-10 Blazer (Adm)	\$27,912	\$28,805	2002	2010
505	EP-101	97 GMC Pickup	\$500	\$1,822	2004	2010
505	EP-106	98 Crown Vic PWMGr	\$4,000	\$2,671	2003	2010
505	EP-11	97 Crown Vic - CH Pooled	\$4,000	\$2,671	2002	2010
505	EP-13	2008 Ford Ranger	\$16,000	\$17,097	2008	2018
505	S-11	98 Jeep 4x4	\$4,000	\$4,274	2007	2012
					<u>Cost Basis Subtotal:</u>	\$28,536
					<u>Equipment Reserves:</u>	\$3,765

CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

Fund	ID	Description	Original Cost	Cost Basis	Year Bought	Replace / Evaluate
Public Works, Parks						
502	1532	Printer - HP 3055	\$900	\$909	2007	2012
502	1530	PC - Mike Johnson	\$1,800	\$1,818	2009	2014
502	635	PC - Sgt's office	\$1,090	\$1,101	2009	2014
			<u>Cost Basis Subtotal:</u>		<u>\$2,727</u>	
			<u>Equipment Reserves:</u>		<u>\$2,323</u>	
505		Historic Trash Cans (20)	\$7,000	\$7,480	1998	2013
505	EP-128	Sml Frd Tractor / Backhoe	\$8,000	\$8,549	1990	2015
505	EP-10	99 GMC Sonoma	\$2,500	\$2,671	2007	2011
505	EP-20	John Deer 50" Mower	\$8,536	\$8,536	2013	2018
505	EP-208	Trailer - 18' utility. 7,000# Dual axle	\$4,290	\$4,584	2008	2023
505	EP-21	08 F-350 Crew Cab	\$23,718	\$25,345	2007	2017
505	EP-25	72" John Deere	\$19,390	\$20,720	2004	2012
505	EP-33	John Deere Gator	\$7,491	\$8,549	2004	2014
505	EP-42	Goossen G350	\$8,500	\$9,083	2004	2010
505	EP-44	98 Ford F250	\$20,589	\$20,795	1998	2010
505	EP-48	99 Chevy C1500	\$20,545	\$21,954	1999	2009
505	EP-56	05 Chevy Flatbed	\$10,600	\$11,327	2005	2015
			<u>Cost Basis Subtotal:</u>		<u>\$149,592</u>	
			<u>Equipment Reserves:</u>		<u>\$19,729</u>	
Public Works, Streets						
502	1628	PC - Street Lead	\$1,700	\$1,717	2010	2015
502	1629	VHF Radios (4)	\$2,700	\$2,727	1984	2012
			<u>Cost Basis Subtotal:</u>		<u>\$4,444</u>	
			<u>Equipment Reserves:</u>		<u>\$3,786</u>	

CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

Fund	ID	Description	Original Cost	Cost Basis	Year Bought	Replace / Evaluate
Public Works, Streets						
505	EP-127	5 Ton Dump Truck	\$48,600	\$51,933	1991	2012
505	EP-3	1992 - Ford Ranger	\$4,899	\$1,069	1992	2010
505	EP-129	Back Hoe 555D	\$4,500	\$4,809	2005	2014
505	EP-180	Boom Mower TS100	\$71,720	\$76,639	2004	2014
505	EP-224	99 International Multi w Hoist	\$77,000	\$82,281	1999	2014
505	EP-53	Hot Crack Seal Machine	\$25,950	\$27,730	2006	2016
505	EP-54	Asphalt Heat. Box	\$37,376	\$39,939	2005	2019
505	EP-55	96 F-150 (Paint Truck)	\$1,200	\$1,282	2006	2011
505	EP-57	00 Dodge 3500 w/dump	\$24,300	\$25,966	2000	2010
505	EP-58	06 F-250 3/4 Ton	\$16,900	\$18,059	2005	2015
505	EP-59	Compressor	\$13,740	\$3,206	2001	2016
505	EP-61	Asphalt Roller	\$11,870	\$12,684	2004	2014
505	EP-62	Small equip. trailer	\$2,100	\$2,244	1990	2015
505	EP-74	Small Paint Trailer	\$1,515	\$1,619	2002	2016
505	EP-78	Paint Striper	\$6,350	\$1,923	2003	2010
505	EP-82	Concrete Grinder	\$6,405	\$3,206	1999	2009
505	EP-83	Drop In Sander	\$5,300	\$5,663	2003	2013
505	EP-86	Drop In Sander (2)	\$5,000	\$5,343	2007	2017
				<u>Cost Basis Subtotal:</u>	<u>\$365,594</u>	
				<u>Equipment Reserves:</u>	<u>\$48,216</u>	

Stormwater - SW Management

472	EP-100	05 Vac Truck	\$285,550	\$305,133	2005	2014
472	EP-102	06 Ford F-250	\$19,555	\$20,896	2006	2016
472	EP-109	05 Ford Flat Bed F-450	\$40,235	\$49,406	2005	2015
472	EP-26	96 Ford F250 Extended Cab	\$16,475	\$2,671	1996	2011
				<u>Cost Basis Subtotal:</u>	<u>\$378,106</u>	
				<u>Equipment Reserves:</u>	<u>\$145,865</u>	

CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

Fund	ID	Description	Original Cost	Cost Basis	Year Bought	Replace / Evaluate
502	633	PC - Sheri	\$1,090	\$1,101	2009	2014
502	625	Western digital external USB hard drive	\$244	\$246	2009	2014
502	626	Camera trailer laptop	\$1,883	\$1,902	2009	2014
502	1664	PC - Storm Lead	\$1,700	\$1,717	2003	2009
502	1667	Printer HP Laser 3055	\$900	\$909	2007	2012
			<u>Cost Basis Subtotal:</u>			\$5,875
			<u>Equipment Reserves:</u>			\$5,005

Support Services, Finance & Acct.

502	600	PC - Accountant(Geddis repl)	\$1,800	\$1,818	2008	2012
502	610	PC - Danny	\$1,600	\$1,616	2007	2011
502	611	PC - Accounting Technician	\$1,800	\$1,818	2008	2012
502	613	Laptop - Accounting Supervisor	\$2,800	\$2,828	2007	2010
502	614	PC - Stephanie	\$1,800	\$1,818	2009	2011
502	685/686	Sensus handheld/charger	\$6,000	\$6,000	2010	2015
502	621	HP-3055 Laser Printer/Copier	\$900	\$909	2008	2013
			<u>Cost Basis Subtotal:</u>			\$9,898
			<u>Equipment Reserves:</u>			\$8,432

Waste Water Collections

472		Push Camera/Ridgid	\$6,000	\$6,411	2003	2010
472		Ingrall Rand Generator	\$13,840	\$3,206	2004	2024
472		Generator and Trailer	\$30,000	\$3,206	1987	2012
472	EP-116	Lagoon Boat and Motor	\$1,350	\$1,443	2007	2017
472	EP-117	2007 Ford Ranger	\$13,205	\$14,111	2007	2017
472	EP-119	2009 F250 Ext. Cab 4x4	\$25,000	\$26,715	2008	2018
472	EP-75	86' Case 580E Backhoe		\$15,494	1986	2012
472	EP-5	GEM-ELXD	\$18,643	\$18,643	2013	2018
472	EP-27	Subcon 6" transfer pump	\$10,600	\$10,600	2013	2018
			<u>Cost Basis Subtotal:</u>			\$70,585
			<u>Equipment Reserves:</u>			\$27,230
502	671	PC - Chapman	\$1,196	\$1,196	2010	2015
502	1662	PC - Allen	\$1,196	\$1,196	2010	2015
502	1668	Printer/Copier/Fax	\$700	\$707	2000	2005
502	1713	PC - Schorsch	\$1,600	\$1,616	2008	2012
			<u>Cost Basis Subtotal:</u>			\$4,715
			<u>Equipment Reserves:</u>			\$4,017

CITY OF SNOHOMISH
2014 RECOMMENDED BUDGET

Fund	ID	Description	Original Cost	Cost Basis	Year Bought	Replace / Evaluate
Water Distribution						
472		Stream Current Detector	\$13,000	\$1,389	1990	2011
472		Emergency Generator	\$44,665	\$47,728	1994	2009
472		4" Mole	\$7,900	\$855	1990	2011
472	EP-120	JO 310 G Backhoe	\$57,250	\$76,136	2005	2014
472	EP-122	Kubota 72" Mower	\$17,500	\$18,700	2004	2014
472	EP-123	02 Ford F-450 Flatbed	\$37,645	\$40,227	2002	2012
472	EP-124	02 Intn Dump Truck	\$77,025	\$82,307	2002	2012
472	EP-125	00 Ford E-450 Van	\$65,400	\$69,885	2000	2010
472	EP-126	08 Ford F-350	\$23,000	\$24,577	2007	2017
472	EP-131	Utility Trailer	\$4,800	\$5,129	2004	2014
472	EP-143	Hydraulic Valve Exercise	\$13,500	\$14,426	2002	2012
472	EP-156	05 Chevy C2500 4*4	\$24,535	\$26,218	2004	2014
472	EP-158	Stacker Forklift	\$15,065	\$16,098	2003	2018
472	EP-161	Ford Tractor	\$15,563	\$16,630	1995	2010
472	EP-22	1995 Ford F-250 - Diesel (165K miles)	\$6,215	\$4,809	1995	2010
472	S-8	2003 Crown Vic	\$27,912	\$2,671	2008	2011
472	EP-9	Ford Transit Connect	\$24,277	\$24,277	2013	2023
			<u>Cost Basis Subtotal:</u>		<u>\$447,786</u>	
			<u>Equipment Reserves:</u>		<u>\$172,746</u>	
502	629	PC - Havener	\$1,090	\$1,101	2009	2013
502	1656	Shop - PC - Joe Palmer	\$1,023	\$1,023	2010	2015
502	1657	Shop - PC - Crew	\$1,800	\$1,818	1998	2003
502	1659	Touch Reader	\$5,500	\$5,555	2001	2011
502	1660	WTP - PC	\$1,700	\$1,717	2001	2009
502	1661	WTP - Printer/Copier/Fax	\$700	\$707	2003	2009
			<u>Cost Basis Subtotal:</u>		<u>\$11,921</u>	
			<u>Equipment Reserves:</u>		<u>\$10,155</u>	
			<u>\$2,488,752</u>	<u>\$2,500,905</u>		

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