



City of Snohomish

2015

Adopted Budget

Proposed: September 30, 2014

Adopted: November 18, 2014

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Date: November 4, 2014
To: Snohomish City Council and Citizens
From: Larry Bauman, City Manager
Subject: **Transmittal Memo for the 2015 Final Adopted Budget**

With this memo I transmit to the City Council and citizens of the City of Snohomish the 2015 Final Adopted Budget. The purpose of this memo is to provide a narrative overview that highlights the major themes and changes included in the 2015 Budget for the City of Snohomish. While the numbers tell the detailed story of the budget, this memo seeks to tie the numbers together in a way that is a more comprehensive view of the City's finances, services and programs for 2015.

For the 2015 Budget, projected revenues continue to support restoring a limited amount of resources eliminated in recent years. However, the 2015 Final Adopted 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 the 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 sales tax revenues which are highly volatile. 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 operating 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 assumptions embedded in the 2015 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 long-term sustainable trends at this time. This budget projects a modest increased revenue stream for the General Fund in 2015.

The 2015 Budget includes reconsiderations of not simply what level of services the City can afford but how those services can be most efficiently delivered. As we continually search for more cost-effective methods to deliver services, the City's staff has analyzed 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 2010-2014. However, while inflationary trends had remained low in recent years, we have begun to see inflation return as an economic influence. Inflationary conditions squeeze the City's budget from the expenditure side of the financial equation. Between July 2010 and July 2014 the Consumer Price Index (CPI) reported for our region shows a cumulative inflation rate of 10.2%.

General Fund revenues for the 2015 Budget are projected at \$8,166,975. Recent trends of modest revenue growth, coupled with the pressures of inflation and increasing expenditures 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 2014 and 2015.

Because it is legally a separate governmental entity, the City's 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 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 2015 Budget is 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 2015 Budget are the goals and budget priorities that the City Council established at its August 26, 2014 Planning and Budget Workshop. The priorities included in the budget are established from careful consideration of a variety of inputs that include the City Council's 2015 Goals (See Budget Appendix page 92) 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: Finance Director Jennifer Anderson and her staff in providing financial analysis and budget management for the City.

The 2015 budget development process included opportunities for citizens to make comment during public hearings in October and November and on which the City Council based its decisions to create a final adopted budget for the next fiscal year beginning January 1, 2015. Our City budget is a living document, however, that must remain flexible and adjust as revenue and expenditure changes occur during the fiscal year. The budget forms the detailed fiscal plan for the City and 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.

2015 Council Strategic Budget Priorities and Annual Goals

On August 26, 2014, the City Council met to review financial information, discuss strategic action recommendations, to set its annual goals and to confirm budget priorities for 2015. Revenue projections and reports of the progress made on meeting the Council's 2014 Goals were part of the foundation on which Councilmember's established a new list of City Council goals for 2015.

Revenue recovery since the end of the recession has permitted the City to gradually add back into the budget some staff resources that were lost through layoff and attrition during the recession years. The proposed 2015 personnel restorations include the following budget items are supported by Council:

- Add one new engineering technician specialist position that would provide shared technical support to other departments;
- Continue current level funding for temporary summertime positions in all Public Works Divisions;
- Add one additional maintenance position shared between the Parks and Streets Divisions of the Public Works Department;
- Add one school resource officer (SRO) position, through the Snohomish County Sherriff Office Contract that would be funded in partnership with the Snohomish School District

The goals and action strategies of the City's Strategic Plan are reference points for the City Council to develop both 2015's budget priorities and annual goals. The annual budget is the primary implementation tool for the Strategic Plan goals and action strategies. For 2015, the City Council has developed a revised list of goals focused on achieving results primarily with existing staff. The City Council's 2015 Goals can be found in the Appendix section of this budget document.

Issues Affecting the 2015 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 but approved the 1 percent increase for 2014. Each of these rejected 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 core 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 and encouraging the growth of living-wage jobs for the community.

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 2015 our insurance pool projects a seven percent (Group Health) and five percent (Regence) cost increase for the City's two medical insurance plans. This is only the second time in at least two decades that these cost increases have not exceeded 10 percent. The City is a member of the AWC pool for benefit programs and the costs for these particular 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 agreement requires City employees to pay for 10% of their medical insurance premiums, up to \$200 per month. 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, 2015.

A Compensation Study—the first conducted for the City since 2003—was completed and adopted by the City Council in 2014. The 2015 Budget includes personnel costs for both represented and non-represented employees and includes the cost of fully implementing the

Compensation Plan, as well as meeting current labor agreement obligations for a 2 percent cost of living increase. The Compensation Plan establishes a market-rate-based compensation program and was approved by the City's two bargaining units.

In recent budget history, the City pared back costs in a variety of ways to keep expenditures in line with projected revenues. Key budget changes, where significant, are highlighted below.

2015 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 2015 Budget includes a 1% increase—the maximum allowed without voter approval—to the City's property tax levy amount. Retail sales tax is projected to slightly increase in 2015. 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, 2015 General Fund revenues show modest increase as a result of improving development activity and related revenues and continue a slow, but steady growth in sales tax revenues. Utility operating fund revenues are slightly increasing for water and storm water utilities and remain flat for wastewater utilities as there is no sewer rate increase scheduled for 2015.

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. The 2015 Budget includes REET funding for capital projects and signal/sidewalk maintenance expenditures but does not currently propose REET funding for any employee positions in 2015.

Revenue Highlights

General Fund

\$8,166,975

General Fund revenues sources are forecasted to increase by over \$500,000 from the 2014 Amended Budget. Retail Sales tax revenues are estimated to increase over \$250,000. Construction sales tax revenues are forecasted to remain the same and related permitting revenues will slightly decrease \$28,000. Property taxes increase by the statutory limit of 1%-\$10,948 plus new construction amount of \$15,997 and tax refunds of \$24,209. Utility taxes are increasing \$50,650. Grant and state shared revenues are increasing \$12,000. Service revenues for development plan checking are remaining the same as 2014. Interfund transfers are decreasing (\$18,000) to \$50,000 from REET funds. Cost Allocation charges increased \$185,000 due to the implementation of the revised Cost Allocation Plan. Fines/penalties are expected to remain the same.

Street Fund**\$919,871**

The Street Fund is expected to see a slight increase in motor vehicle fuel tax – estimated at \$190,700. Inter-fund transfers-in to cover operational expenses will increase \$75,000 to \$675,000.

Water Fund**\$2,603,789**

The water utility rates will increase 5% - \$2,129,400. Revenues for inspections and permitting are expected to increase \$25,000. Late charges increase by \$10,000. Water Connection and Capital Facility Charges, from development related activity will be collected in the enterprise fund and estimated at \$262,920.

Wastewater Fund**\$4,929,664**

The Wastewater Utility rates remain at the 2014 level- \$3,900,000. Revenues for inspections and permitting are expected to increase \$750. Special Development Fees, Sewer Connection and Capital Facility Charges, from development related activity will be collected in the enterprise fund and estimated at \$998,164. Inter-fund transfers-in will be \$20,000

Storm Water Fund**\$1,096,873**

The Storm 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 Storm Water rates will increase 7% - \$1,055,973. Grant funding is expected to decrease \$10,000 with the completion of Storm Water projects.

Solid Waste Fund**\$1,972,000**

The Solid Waste Fund was created to provide garbage and recycling services to City residents. A third party vendor is contracted with to provide the solid waste services. The fees are collected with a combined utility bill. Rates are expected to remain the same in 2015.

Fleet/Facilities Fund**\$836,351**

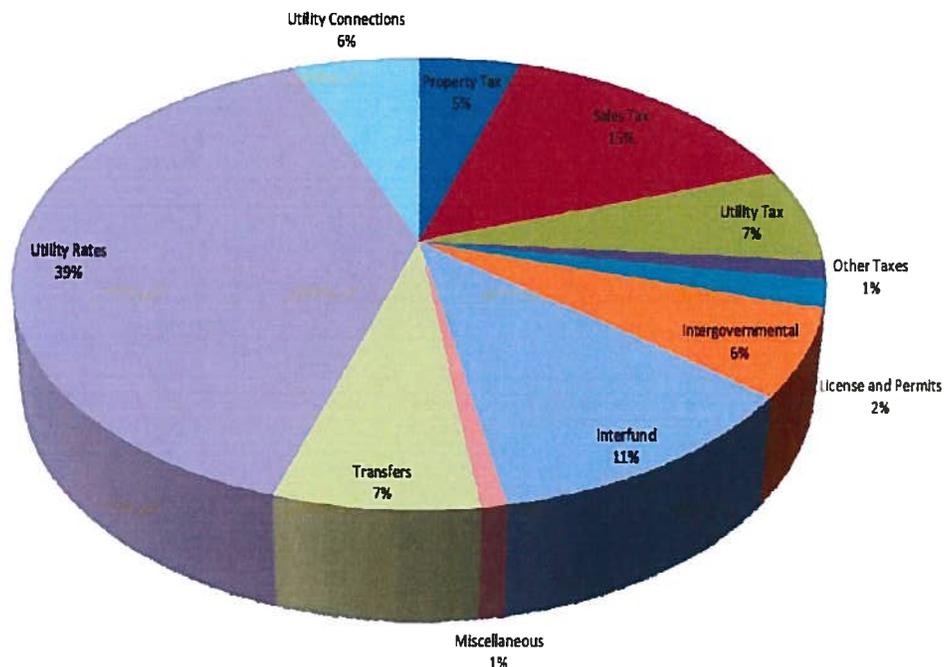
The Fleet/Facilities Fund is an Internal Service Fund with revenues coming from cost allocation charges to various City departments. Facility maintenance operations were shifted to the internal service fund to better allocate the true cost of these internal services. Cost Allocation charges are increasing \$536,350 in 2015 along with the use of fund balance resources that will reduce the overall balance, which is an appropriate level to ensure sufficient funding for the services provided by this fund based on a revised Cost Allocation Plan.

Information Services Fund**\$369,448**

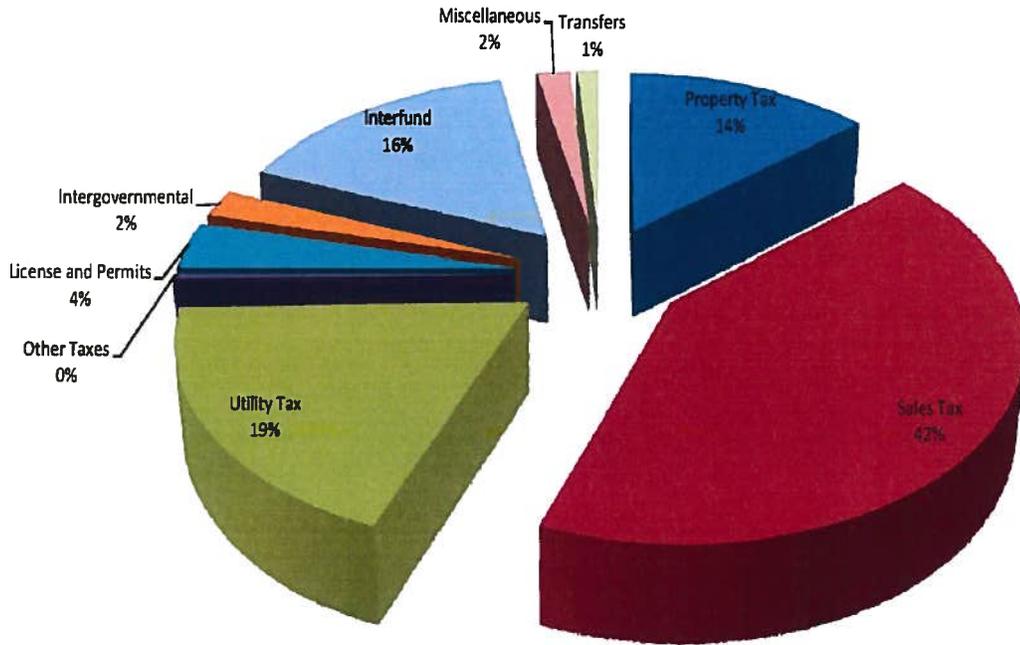
The Information Services Fund is an Internal Service Fund with revenues coming from cost allocation charges for services to the various City departments and equipment replacement reserves. Cost Allocation charges are increasing \$10,000 in 2015 along with the use of fund balance resources that will reduce the overall balance, which is an appropriate level to ensure sufficient funding for the services provided by this fund based on a revised Cost Allocation Plan.

Fund	Description	2015 Proposed Revenues
001	General Fund	8,166,975
102	Streets	919,871
104	Park Impact Fee	112,180
107	Visitor Promotion	6,510
108	PBIA	23,015
113	Police Operational Reserve	50
117	Real Estate Excise Tax	288,300
125	Street Impact Reserve	38,494
205	Debt Service Fund	80,233
310	Municipal Capital Projects	238,000
311	Street Improvements	1,366,300
401	Water Utility	2,603,789
402	Wastewater Utility	4,929,664
403	Solid Waste	1,972,000
404	Stormwater Utility	1,096,873
501	Facilities/Fleet	836,351
502	Information Services	369,448
503	Self-insurance Fund	50,000
505	Equipment Replacement	118,686
604	Carnegie Restoration Fund	18,000
Total Overall		23,234,739

Revenues By Type - All Revenues



General Fund Revenues



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.

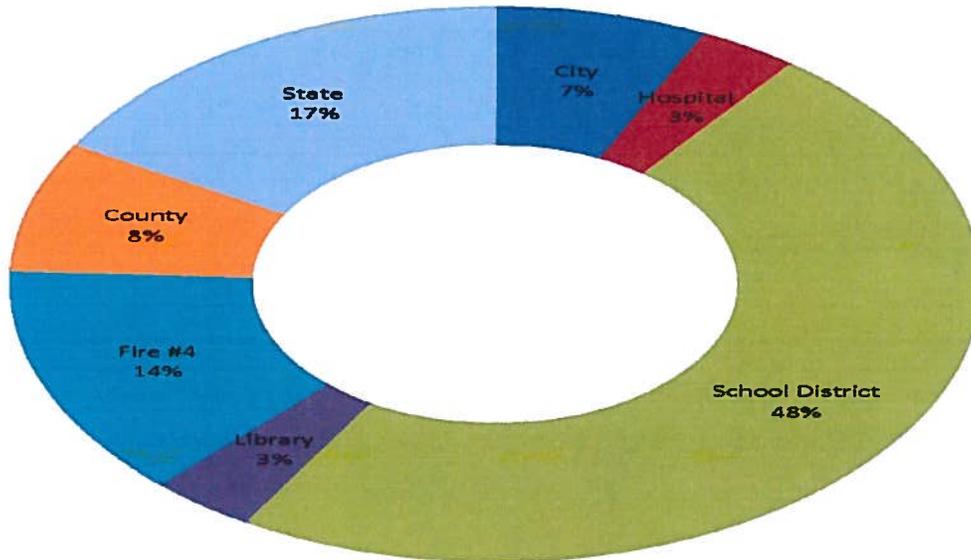
Real Property valuation for 2015 is \$1,112,274,637 and assessed value of New Construction and Improvements totals \$15,157,780. Total proposed 2015 levy amount is \$1,145,956.

The overall property levy rate is composed of a number of levy rates from separate taxing jurisdictions. Using the City predominant levy rate, combined with other levy rates, the 2014 final City levy rate is \$1.1196 and combined, overall levy rate is \$14.3645. At the time of this writing, no information was available to the City on the proposed 2015 levy rates of other taxing jurisdictions. Cities also have the ability to issue voter-approved debt and special or excess levies that can increase a local authorized levy. Since 1995, the City levied an excess levy to cover the debt obligation for Fire Station Improvement bonds. Those bonds were retired and paid off in 2014 so no excess levy is required in 2015.

The City portion of the overall 2015 levy rate is anticipated to decrease to \$1.0302 - derived from the authorized levy amount and assessed property valuations. For discussion purposes, the City will use 2014 levy rates for other tax jurisdictions and 2015 City levy rate for a combined estimated 2015 overall levy rate of \$14.2752.

The City receives a share of the overall property tax dollar based on the predominant TCA rate area. In 2015, the estimated City share of a total property tax bill is anticipated to be 7%.

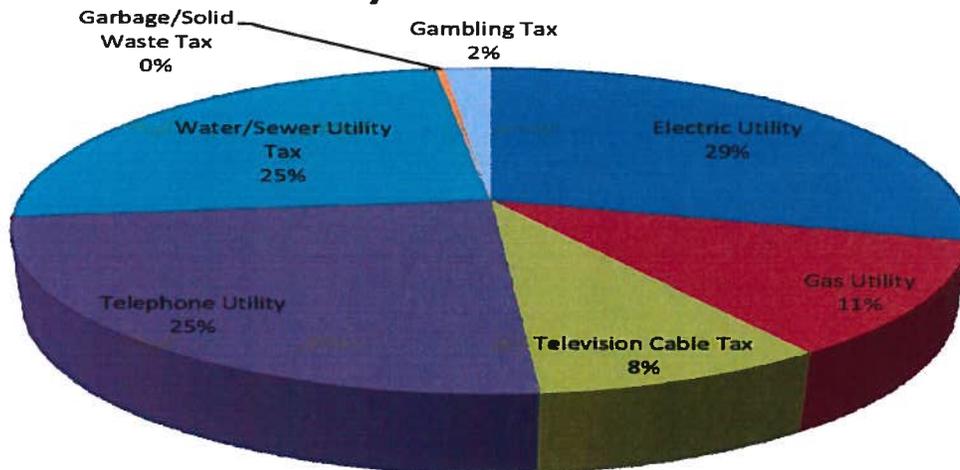
Share of Overall Property Tax Dollars



Utility and Other Tax Revenues

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. 2015 Utility tax revenues are projected to increase overall by \$50,650 from 2014. The telephone and electric utility tax are expected to generate \$389,500 and \$456,500. The Gas utility tax will generate projected revenues of \$179,200. Tax revenues generated by the City's utilities are expected to generate \$392,850. Television cable taxes are expected to be \$132,600. Gambling taxes are expected to remain the same in 2015.

Utility and Other Taxes



2015 Operating Expenditures

To show in a summary form the major changes occurring in the 2015 Budget in comparison to 2014 the following table is provided that tracks major departmental budget changes proposed for 2015.

Expenditure Highlights

City Council – General Fund	\$0	No Change
City Manager – General Fund	\$234,458	Increase
<p>Increase in personnel and benefits due to a shift of the Office Assistant II position from the Support Services Department and a full-year cost of the Office Assistant II position serving in the City Clerk division. These costs along with implementation of the Compensation Study have an increase of \$69,000. Increase in the Economic Development division for a marketing initiative \$10,000. Increase in the Human Resource division for bargaining unit consultant work \$10,000. Decrease of \$10,000 in the cost of Professional Services in the City Manager division due to unknown projects. Increase in the Human Resource division WCIA premiums of \$2,000. Increase of \$13,000 for water/sewer utility charges for the Aquatic Center. Increase in the transfer to the Streets Operation Fund \$75,000. Increase in the Cost Allocation Charges of \$55,000 due to a revised CAP.</p>		
Planning & Development – General Fund	\$23,422	Increase
<p>Decrease in personnel and benefit costs \$16,000 for accurate allocation of personnel costs and implementation of Compensation Study. Increase in Supplies \$2,000 for Code Resources. Decrease in Small Tools \$5,000 for unneeded budget. Increase for Professional Services \$16,700 for a Critical Areas BAS Review and ESRA annual maintenance. Increase in Hearing Examiner services \$8,000. Decrease in Telephone allocation \$3,700 due to Information Services Fund assuming costs for digital phone. Increase in Dues \$1,200. Increase in Cost Allocation charges of \$20,000 due to revised CAP.</p>		
Finance – General Fund	\$(31,033)	Decrease
<p>Overall decrease due to the shift of an Office Assistant II position to the City Manager Department. Decreases are offset by an increase for implementation of the Compensation Study. Increases in training of \$2,500. Increases due to the revised Cost Allocation Plan changes of \$9,500. Increase in Professional Services for annual audit fees \$2,000. Increase in Professional Services for software reporting customization likely needed for the software migration project.</p>		
Info Services – Internal Svc Fund	\$89,038	Increase
<p>Increase for the implementation of the Compensation Study \$10,400. Decrease of \$37,000 in Professional Services due to 2014 project not being completed. Increase in Telephone costs due to completion of VoIP digital project and the full cost allocated within this internal service fund \$20,000. Increase in Software costs of \$12,000 for the Spring Brook migration from version six to version seven. Increase in Machinery and Equipment of \$33,000 for the purchase of a City Hall generator. Increase in Inter-fund Transfers of \$47,000 due to the revised Cost Allocation Plan.</p>		

Law Enforcement – General Fund **\$67,620** **Increase**

Increase in Criminal Justice costs of \$50,000 for changes to the requirements for providing Public Defenders. This is offset by no change for jail costs as the City will contract with Yakima County for long-term jail stays and contract with Snohomish County for Prosecution Services. Increase for the implementation of the Compensation Study \$9,000. Increase in the SCSO-Admin Contract \$20,000. Decrease of \$49,000 in SCSO-Operations Contract due to no fixed capital costs in year five of the SCSO contract. Increase in SCSO-Operations \$37,000 for the addition of a School Resource Officer to serve at the Snohomish High School starting in 2015.

Engineering – General Fund **\$5,777** **Increase**

Increase in personnel and benefit costs \$74,000 due to a staff promotion, new Utilities Engineering Specialist position and implementation of the Compensation Study. Decrease in Professional Services \$47,000 for final work on Transportation Comp Plan. Decrease in Telephone costs \$5,250 for shift of allocation to the Information Services Fund. Decrease of \$21,000 for Cost Allocation charges due to the revised CAP.

Parks – General Fund **\$339,354** **Increase**

This division was separated from the Buildings/Facilities activities to better reflect the actual costs of park maintenance. Increase in personnel and benefits of \$183,000 due to the addition of a new Maintenance Worker 1 position along with the implementation of the Compensation Study. Increase in Operating Supplies \$5,000 and Small Tools \$4,700 for new Parks. Increase in Professional Services for Flowerbasket Program \$2,000. Increase of \$148,000 for Cost Allocation charges due to the revised Cost Allocation Plan.

Streets – Special Revenue Fund **\$182,396** **Increase**

Increase in personnel and benefits for implementation of the Compensation Study \$84,000. Increase of \$3,000 for Equipment Rentals. Increase in Traffic Signal Maintenance Agreement with the County \$20,000. Increase of \$75,000 for Cost Allocation charges due to the revised Cost Allocation Plan.

Facilities/Fleet – Internal Service Fund **\$9,456** **Increase**

The previous division of Buildings/Facilities was combined with the City Shop to form a new internal division. Increase in personnel and benefits for implementation of the Compensation Study \$6,000. Increase in supplies \$3,400.

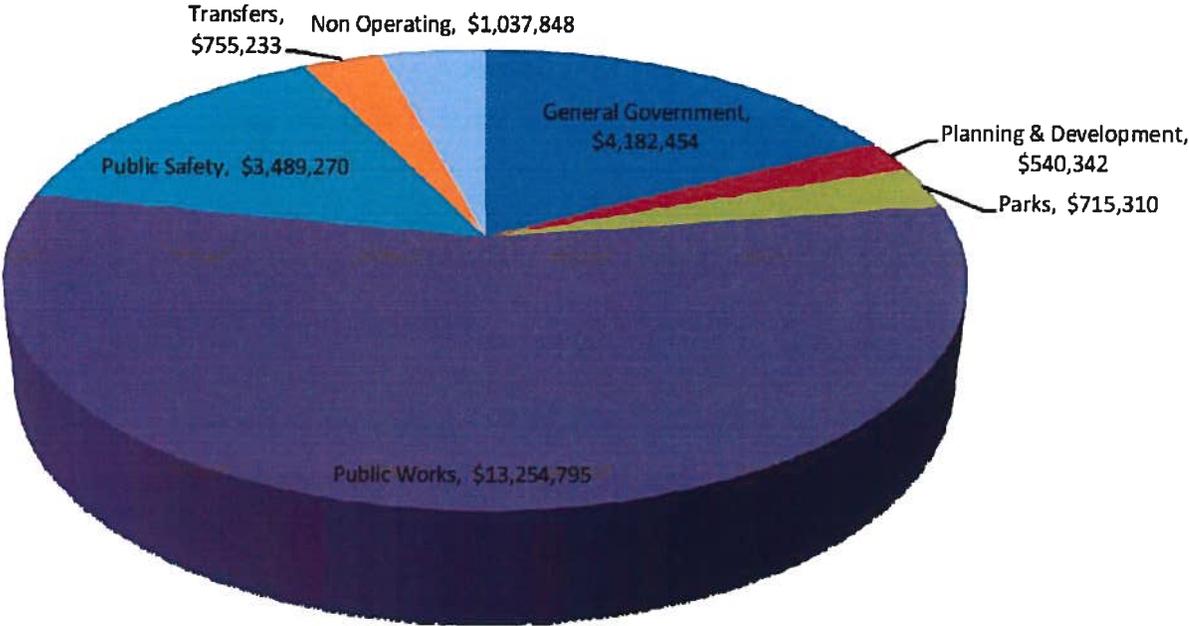
Water – Enterprise Fund **\$325,187** **Increase**

Increase in personnel and benefits for implementation of the Compensation Study \$54,000. Increase for Cost Allocation charges of \$89,000 due to the revised CAP. Increase of \$10,000 for MSA Analysis. Increase of \$15,000 for No-Pressure Zone study from Professional Services. Increase of \$172,000 for Capital Outlay.

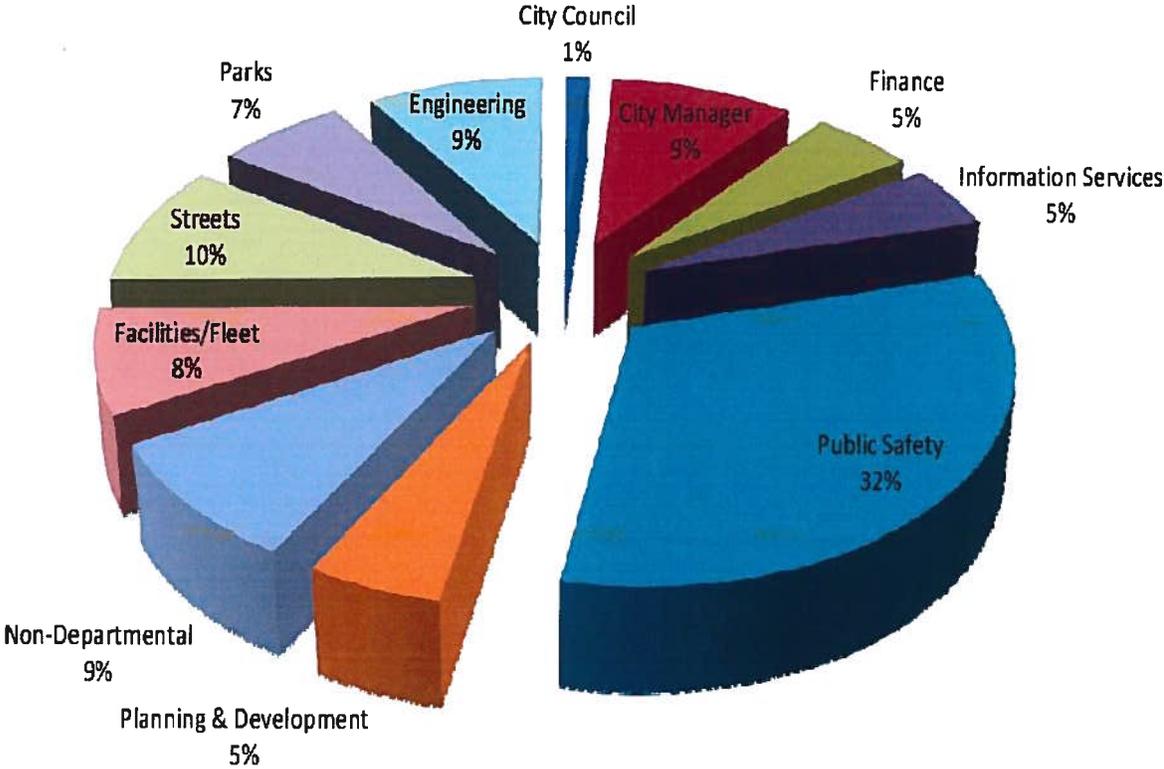
Wastewater – Enterprise Fund **\$830,883** **Increase**

Increase in personnel and benefits for implementation of the Compensation Study and revised allocation of personnel who serve in the division \$30,000. Increase in outside Engineering Professional Services of \$13,000. Decrease in overall Utility costs of \$6,000 due to WWTP improvements. Decrease in small equipment purchases of \$13,000. Increase of \$118,000 for Cost Allocation

Expenditures By Function



Operating Expenditures (Non-Utility)



2015 Personnel Changes

The 2015 personnel-related budget allocations reflect the impact that prior year budget reductions have had as our local government seeks to provide ongoing services. The impacts include:

Position Enhancements		Impact
Implement Pay Comp Study Changes	\$	87,401
New - Maintenance Worker 1	\$	42,684
New - Utilities Engineering Technician	\$	20,832
Staff promotion from Project Engineer to Senior Utilities Engineer	\$	1,836
Seasonal Part-Time Workers-Parks, Facilities and Streets	\$	(0)
Seasonal Part-Time Workers-Utilities	\$	(0)
Position Enhancement Totals	\$	152,752
Council Approved		
Employee COLA Adjustment 2%	\$	63,432
Third Party		
SCSO Contract - New SRO	\$	36,532
Medical Insurance Premiums Increase	\$	55,989
DRS Employer Contribution Increase	\$	37,478
Third Party Totals	\$	129,999
Overall Personnel Impacts	\$	346,183

Wage and Benefit Increases for 2015

As a primarily service and labor-driven organization, wage and benefit changes have the most notable impact on the City's Operating Budgets. 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 fulfills 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 premiums will increase no more than 7% and dental, life, and vision premiums will increase 0% in 2015. The Association of Washington Cities Benefit Trust is becoming a self-insured trust and determined premium levels will increase.
- If an employee's family member opts out of the medical plan(s), the City will pay the employee (50%) fifty percent of the City's premium cost it would otherwise have paid for spouse/dependent coverage. The dependents must have other coverage. This is an opportunity for cost savings for the City, with an attractive benefit for the employee.
- The employer contribution rates for state retirement plan (PERS) increased in July of 2013 from 7.2% to 9.21% and are expected to increase 2% again effective July 1, 2015 to 11.21%.

- Through the existing contract between the City and Snohomish County Sherriff Office (SCSO) will add a School Resource Officer (SRO) at the Snohomish High School. The School District and City will share costs of this position with the District paying 75% and City paying 25% starting in 2015.
- Unemployment allocation is 0.8% on a maximum salary base of \$31,400 or \$251. The total unemployment costs are projected to be \$50,000 for 2015.
- The rates for Washington State Industrial Insurance are expected to increase on the average 1.8% per classification. The 2015 projected costs for all funds are over \$38,000, which is an increase of \$675 over 2014.

2015 Capital Projects

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 referred to as the Capital Improvement Plan (CIP).

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 two non-operating funds: Municipal Capital Projects (310) and Street Capital Projects (311). Utility capital projects are budgeted for in their respective Utility Enterprise Fund. Capital project revenues come from a variety of sources. The 2015 CIP is provided in summary below:

2015 Capital Improvement Projects	Summary
Hal Moe Pool	\$ 150,000
"Riverfront Park" Improvements	\$ 15,000
"Ludwig Park" Improvements	\$ 15,000
Sidewalk Improvements	\$ 10,000
Riverview Wildlife Refuge	\$ 10,000
City Hall	\$ 98,000
Police Station	\$ 78,000
Blackmans Lake Outlet Control	\$ 300,000
Maple Ave & Fairview St Storm	\$ 110,000
Water Treatment Plant Equipment	\$ 60,000
So Zone Reservior Closure	\$ 50,000
Sewer Pipe Replacements	\$ 540,000
WWTP Upgrade - Ph I	\$ 1,000,000
Total 2015 CIP	\$ 2,436,000

Fund Balance Overview

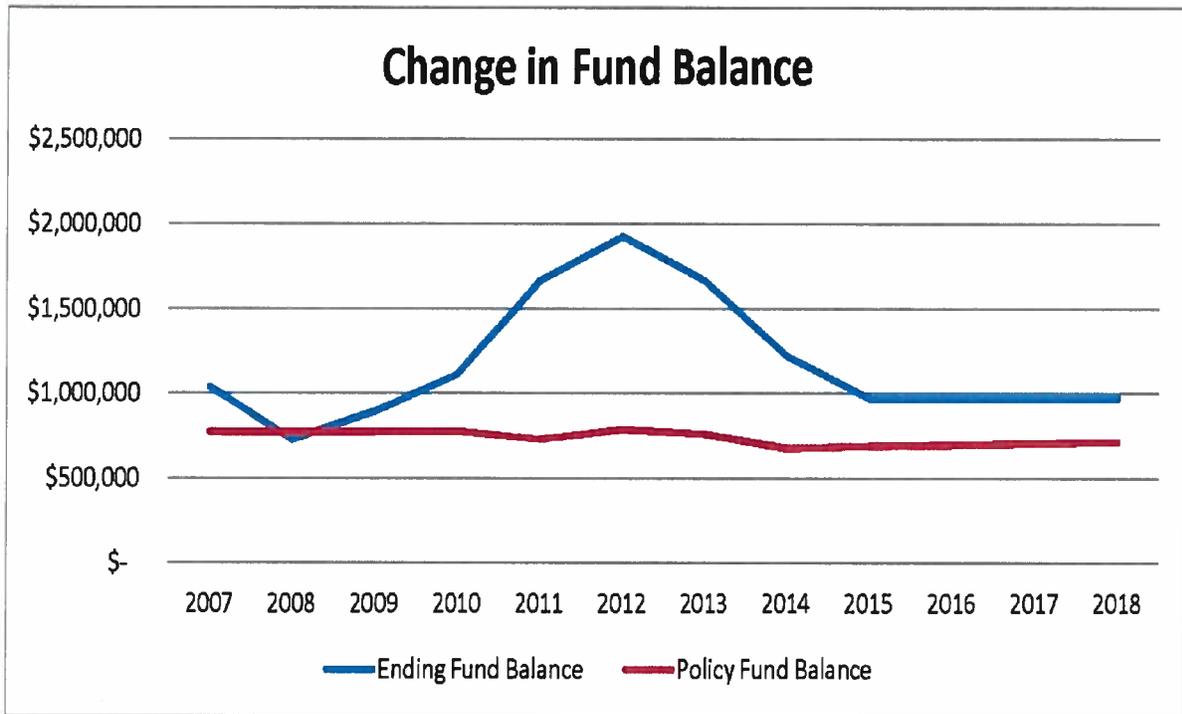
The 2015 Budget anticipates a total of \$11,211,925 of ending restricted, assigned, committed and unassigned fund balances. This is a decrease of \$740,513 from the 2014 anticipated ending budget figures. The General Fund ending balance declines approximately \$263,085. The enterprise utility reserve funds have been transferred to their respective enterprise funds and are overall ending utility enterprise fund balance is projected to increase \$480,175. These funds are mostly restricted, committed or assigned for capital improvements and debt service obligations. The reserves in the Facilities/Fleet, Equipment Replacement and Information Services internal service funds are declining in 2015. The revised cost allocation plan was based on updated equipment replacement plans for future capital equipment and new technology purchases.

Fund	Description	2015 Estimated Beginning	2015 Estimated Ending	Fund Balance as % of Revenues per policy
		Fund Balance	Fund Balance	
001	General Fund	1,198,402	935,317	13.7%
102	Streets	117,935	3,365	0.4%
104	Park Impact Fee	186,856	299,036	266.6%
107	Visitor Promotion	11,088	6,398	98.3%
108	PBIA	23,490	23,505	102.1%
113	Police Operational Reserve	78,715	765	0.0%
117	Real Estate Excise Tax	446,849	455,149	157.9%
125	Street Impact Reserve	378,603	417,097	1083.5%
205	Debt Service Fund	13,730	13,230	16.5%
310	Municipal Capital Projects	214,236	126,236	53.0%
311	Street Improvements	76,622	389,922	28.5%
401	Water Utility	1,885,939	1,806,570	69.4%
402	Wastewater Utility	5,318,566	5,150,145	104.5%
403	Solid Waste	127,744	177,759	9.0%
404	Stormwater Utility	1,178,522	896,122	81.7%
501	Facilities/Fleet	155,267	130,117	15.6%
502	Information Services	345,273	182,905	49.5%
503	Self-insurance Fund	12,607	12,607	25.2%
505	Equipment Replacement	161,884	150,570	126.9%
604	Carnegie Restoration Fund	20,110	35,110	195.1%
Total Overall		11,952,438	11,211,925	

Fund Balance Outlook

Fund balance is an approximate measure of liquidity. It is the intent of the City to provide a stable financial environment for which its citizens can depend on a consistent and quality level of service. A fund balance policy endeavors to provide this stable financial environment for the services the city provides and for planned future expenditures. Below is a Fund Balance chart that shows the General Fund-fund balance prior to, during and coming out of the recession. It is expected that 2015 will be a pivotal year as have been the past two years. During these years the City has been restoring lost investment in providing city services, many of which are

dependant on the General Fund for resources. The General Fund balance, being the most crucial to the overall operations of the city is projected to be \$935,317 or 13.7% of its total revenue sources less transfer sources. It will continue to be important to maintain an adequate fund balance for the General Fund in order to keep a level of reserves available for potential future fiscal challenges.



While the need for revenue growth to keep pace with increased costs continues to be a challenge for the City’s budget, the reality to appreciate is that City Council budget decisions in recent years have allowed operations to emerge from the recession without disabling reductions. Investing in staff to provide the best possible services with existing resources remains a high priority. By incrementally restoring such human resources and providing staff to address new regulatory requirements, the City has been able to provide sound budgets that support City Council and community objectives. The 2015 Budget is designed to take appropriate steps to fund such changes based upon conservative revenue projections.

The City’s budget process incorporates information from many sources. It is by nature a complex document that may be difficult for many citizens to read with clear understanding. It is hoped that this memo introduces the 2015 Budget in a fashion that helps to clarify how the budget is constructed, what it would fund, how economic conditions affect funding levels and how services may generally be impacted by these proposed funding levels.

PART 1

2015 BUDGET

INTRODUCTION

CITY OFFICIALS

2015 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	Michael Rohrscheib	Four Year	December 31, 2017
Pos 5	Derrick Burke	Four Year	December 31, 2017
Pos 6	Dean Randall	Four Year	December 31, 2017
Pos 7	Tom Hamilton	Four Year	December 31, 2017

City Officials

Title	Name
City Manager	Larry Bauman
City Clerk	Torchie Corey
Public Works Director	Steve Schuller
Finance Director	Jennifer Anderson
Police Chief	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 and Parking Ticket Hearing Examiner	To Be Determined

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: Act in an advisory capacity to the Police Chief by making recommendations on liquor license matters and shall focus on public safety matters.

Meets: Second Tuesday of each month (as needed)
Place: Fire District #4 Training Room, 1525 Avenue D
Time: 5:00 p.m.
Members: Seven - 4 year terms

DESIGN REVIEW BOARD

Purpose: Reviews and makes recommendations on the external designs of all architectural improvements, including signs, in the Historic District, and all public agency development citywide.

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 of each month
Place: City Hall Conference Room, 116 Union Avenue
Time: 7:30 a.m.
Members: Ten – 2 year terms

STEPS IN THE BUDGET PROCESS

APRIL - JUNE

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

JULY

- ✓ **Step 3** – Management Retreat to review and prepare for Budget Planning
- ✓ **Step 4** - Budget Workbooks Issued to Department Heads

AUGUST

- ✓ **Step 5** - City Council Retreat To Review Accomplishments and Establish Goals
- ✓ **Step 6** ~ Year-End Revenue Forecast and New Year Revenue Estimates

SEPTEMBER - DECEMBER

- ✓ **Step 7** - Salary and Wage Review and Forecast
- ✓ **Step 8** - Utility Revenue - Rate Study

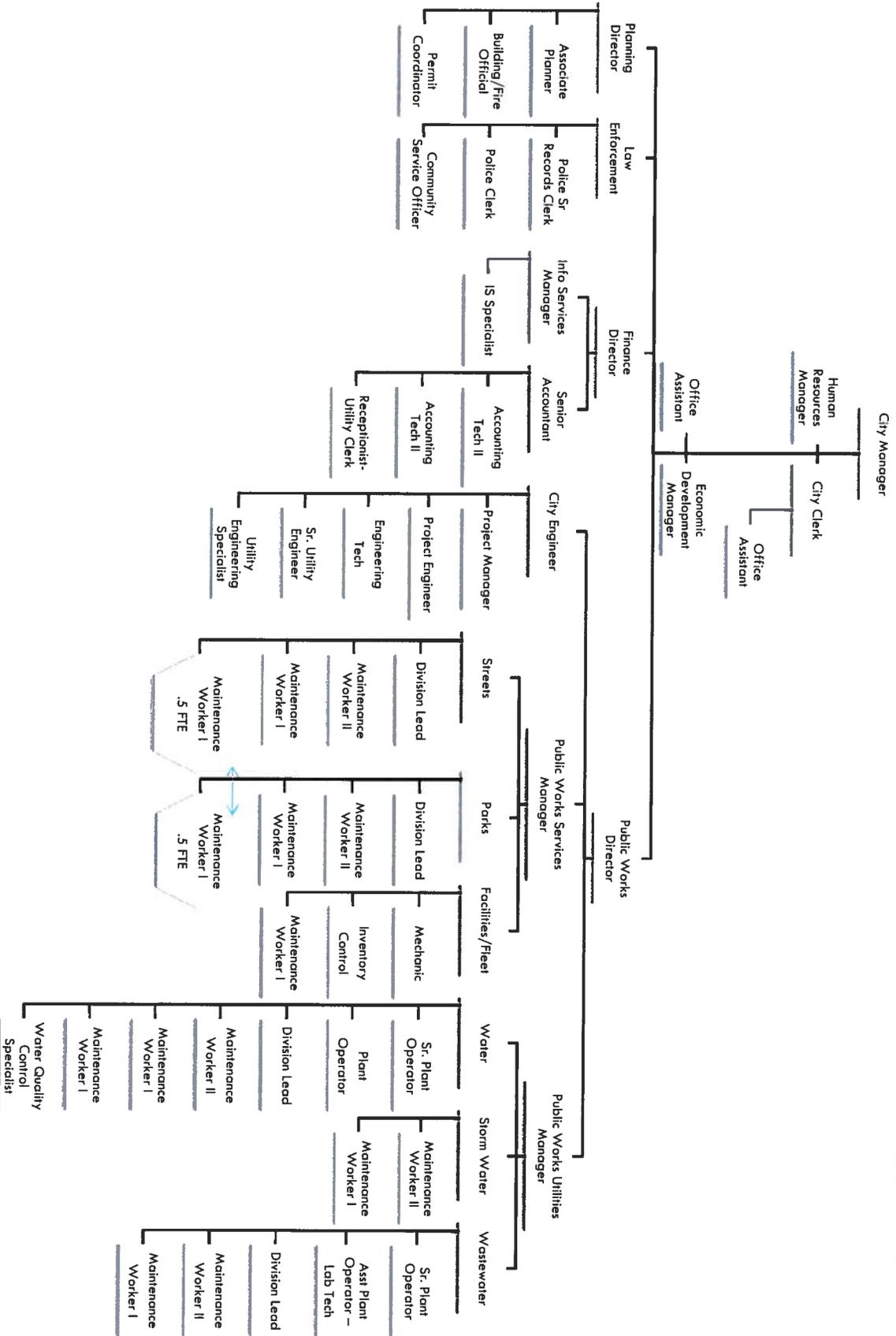
- ✓ **Step 9** - City Manager 2015 Recommended Budget delivered to the City Council on September 30, 2014

- ✓ **Step 10** - Department Overviews - City Council, City Manager and Planning and Development Services on October 7, 2014
- ✓ **Step 11** - Department Overviews – Public Safety, Public Works and Support Services on October 21, 2014

- ✓ **Step 12** - First Public Hearing – Revenues Sources, Property Tax Levy, October 21, 2014
- ✓ **Step 13** - Council Budget Final Review and Adoption November 18, 2014

2015 Organizational Chart

City Council



2015 SALARY SCHEDULES

2015 Exempt Pay Schedule				
Position	Class	Step 1	Step 2	Step 3
City Manager		\$ -	\$ -	\$ 11,671
Public Works Director	900	\$ 8,967	\$ 9,439	\$ 9,936
Finance Director Planning Director	800	\$ 8,635	\$ 9,090	\$ 9,568
City Engineer Economic Development Director	700	\$ 7,724	\$ 8,131	\$ 8,559
Information Services Manager Public Works Services Manager Public Works Utilities Manager	600	\$ 7,270	\$ 7,652	\$ 8,055
Human Resource Manager Project Manager City Clerk	500	\$ 6,629	\$ 6,978	\$ 7,345
Information Services Specialist	300	\$ 5,736	\$ 6,038	\$ 6,356

2015 Non-Exempt Pay Schedule							
Position	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Building/Fire Official	PW10	\$ 5,489	\$ 5,778	\$ 6,082	\$ 6,402	\$ 6,739	\$ 7,094
Division Lead Sr. Wastewater Plant Operator Sr. Water Plant Operator	PW8	\$ 4,750	\$ 5,000	\$ 5,263	\$ 5,540	\$ 5,831	\$ 6,138
Mechanic Water Plant Operator Asst. Wastewater Operator Water Quality Control Specialist	PW7	\$ 4,418	\$ 4,651	\$ 4,896	\$ 5,153	\$ 5,425	\$ 5,710
Sr. Maintenance Worker Inventory Control Specialist	PW6	\$ 4,110	\$ 4,327	\$ 4,554	\$ 4,794	\$ 5,046	\$ 5,312
Maintenance Worker II	PW5	\$ 3,823	\$ 4,025	\$ 4,236	\$ 4,459	\$ 4,694	\$ 4,941
Maintenance Worker I	PW4	\$ 3,557	\$ 3,744	\$ 3,941	\$ 4,148	\$ 4,367	\$ 4,596
Sr. Utilities Engineer	OT15	\$ 5,963	\$ 6,277	\$ 6,608	\$ 6,955	\$ 7,322	\$ 7,707
Project Engineer Sr. Accountant	OT14	\$ 5,547	\$ 5,839	\$ 6,147	\$ 6,470	\$ 6,811	\$ 7,169
Planner	OT12	\$ 4,800	\$ 5,053	\$ 5,319	\$ 5,599	\$ 5,894	\$ 6,204
Asst. Planner Engineering Specialist	OT11	\$ 4,465	\$ 4,700	\$ 4,948	\$ 5,208	\$ 5,482	\$ 5,771
Field Engineering Tech Sr. Police Records Clerk	OT10	\$ 4,154	\$ 4,372	\$ 4,603	\$ 4,845	\$ 5,100	\$ 5,368
GIS/Permit Tech	OT9	\$ 3,864	\$ 4,067	\$ 4,282	\$ 4,507	\$ 4,744	\$ 4,994
Accounting Tech II Permit Coordinator	OT8	\$ 3,594	\$ 3,784	\$ 3,983	\$ 4,192	\$ 4,413	\$ 4,645
Utility Clerk II Police Clerk Community Service Officer	OT7	\$ 3,344	\$ 3,520	\$ 3,705	\$ 3,900	\$ 4,105	\$ 4,321
Office Assistant II Utility Clerk I	OT6	\$ 3,110	\$ 3,274	\$ 3,446	\$ 3,628	\$ 3,819	\$ 4,020
Office Assistant I	OT4	\$ 2,692	\$ 2,833	\$ 2,982	\$ 3,139	\$ 3,305	\$ 3,478

**CITY OF SNOHOMISH
Snohomish, Washington**

ORDINANCE 2279

**AN ORDINANCE OF THE CITY OF SNOHOMISH LEVYING TAXES
UPON ALL PROPERTY – REAL, PERSONAL, AND UTILITY, SUBJECT
TO TAXATION WITHIN THE CORPORATE LIMITS OF THE CITY OF
SNOHOMISH, WASHINGTON FOR THE YEAR 2015**

**THE CITY COUNCIL OF THE CITY OF SNOHOMISH, WASHINGTON DO
ORDAIN AS FOLLOWS:**

Section 1. For the year 2015 there is hereby levied upon all the property – real, personal, and utility, subject to taxation within the corporate limits of the City of Snohomish, Washington, a regular levy of \$1,094,802.21, plus an increase of \$10,948.02, which is an increase of 1%, plus an increase equal to the maximum amount allowed under the new construction provisions of R.C.W. 84.55.010, plus the maximum amount allowed for annexations, improvements to property, refunds made and increases in the value of state assessed property. The levy hereby authorized shall be allocated to the General Fund at the time the final budget for 2015 is adopted.

Section 2. Following adoption, the City Clerk is hereby directed to provide two certified copies of this ordinance to the Snohomish County Assessor.

Section 3. Effective Date. This ordinance shall become effective January 1, 2015.

ADOPTED by the City Council and **APPROVED** by the Mayor this 4th day of November, 2014.

CITY OF SNOHOMISH

By _____
Karen Guzak, Mayor

ATTEST:

APPROVED AS TO FORM:

By _____
Torchie Corey, City Clerk

By _____
Grant K. Weed, City Attorney

**CITY OF SNOHOMISH
Snohomish, Washington**

ORDINANCE 2280

AN ORDINANCE ADOPTING A BUDGET FOR THE CITY OF SNOHOMISH, WASHINGTON FOR THE YEAR 2015, AND SETTING FORTH IN SUMMARY FORM THE TOTALS OF ESTIMATED BEGINNING FUND BALANCES, REVENUES, AND APPROPRIATIONS FOR EACH SEPARATE FUND, AND ENDING FUND BALANCES FOR ALL SUCH FUNDS COMBINED

WHEREAS, State law requires that the City adopt an annual budget before the end of each calendar year; and

WHEREAS, the City Council has held public workshops on October 7, 2014 and October 21, 2014 in preparation of the City's 2015 Budget; and

WHEREAS, the City Manager has recommended a budget as provided by law; and

WHEREAS, on November 4, 2014 and November 18, 2014, the City Council held public hearings on the City Manager's 2015 Recommended Budget, also as required by law;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SNOHOMISH, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. In accordance with the provisions of RCW 35A.33.075, the budget of the City of Snohomish for 2015, in aggregate amount of \$35,187,177 is hereby adopted.

Section 2. The totals of budgeted revenues and appropriations for each separate fund are set forth in summary form as follows:

**CITY OF SNOHOMISH
2015 ADOPTED BUDGET
SUMMARY REVENUES, EXPENDITURES AND FUND BALANCE**

Fund	Description	2015 Estimated Beginning Fund Balance	2015 Proposed Revenues	2015 Proposed Expenditures	2015 Estimated Ending Fund Balance
001	General Fund	1,198,402	8,166,975	8,430,060	935,317
102	Streets	117,935	919,871	1,034,441	3,365
104	Park Impact Fee	186,856	112,180	0	299,036
107	Visitor Promotion	11,088	6,510	11,200	6,398
108	PBIA	23,490	23,015	23,000	23,505
113	Police Operational Reserve	78,715	50	78,000	765
117	Real Estate Excise Tax	446,849	288,300	280,000	455,149
125	Street Impact Reserve	378,603	38,494	0	417,097
205	Debt Service Fund	13,730	80,233	80,733	13,230
310	Municipal Capital Projects	214,236	238,000	326,000	126,236
311	Street Improvements	76,622	1,366,300	1,053,000	389,922
401	Water Utility	1,885,939	2,603,789	2,683,158	1,806,570
402	Wastewater Utility	5,318,566	4,929,664	5,098,085	5,150,145
403	Solid Waste	127,744	1,972,000	1,921,985	177,759
404	Stormwater Utility	1,178,522	1,096,873	1,379,273	896,122
501	Facilities/Fleet	155,267	836,351	861,501	130,117
502	Information Services	345,273	369,448	531,816	182,905
503	Self-insurance Fund	12,607	50,000	50,000	12,607
505	Equipment Replacement	161,884	118,686	130,000	150,570
604	Carnegie Restoration Fund	20,110	18,000	3,000	35,110
Total Overall		11,952,438	23,231,739	23,975,252	11,211,925

Section 3. The City Clerk is directed to transmit a certified copy of the budget, hereby adopted, to the Office of the Auditor of the State of Washington, Division of Municipal Corporation, and to the Association of Washington Cities.

Section 4. This ordinance shall take effect and be in force January 1, 2015.

ADOPTED by the City Council and **APPROVED** by the Mayor this 18th day of November, 2014.

CITY OF SNOHOMISH

By _____
Karen Guzak, Mayor

ATTEST:

APPROVED AS TO FORM:

By _____
Torchie Corey, City Clerk

By _____
Grant Weed, City Attorney

Date of Publication: _____

Effective Date: _____

PART 2

2015 BUDGET

OPERATING FUNDS

General Fund Budget - Summary Revenues, Expenditures and Fund Balance

Fund Department	General Revenues	001 300		
Description	2014 Amended Budget	2014 Estimated Year-End	2015 Requested Budget	2015 Comments/Justifications
Total Property Taxes	1,080,230	1,090,000	1,145,956	1% Levy plus New Construction & Refund
Total Sales Taxes	3,182,000	3,379,509	3,436,947	
Total Utility Taxes	1,500,000	1,550,650	1,550,650	
Total Other Taxes	30,000	30,000	30,000	
Total License and Permits	349,905	218,705	307,825	
Total Intergovernmental	178,550	183,600	190,671	
Total Interfund Cost Allocation	1,115,728	1,119,183	1,300,672	Revised Cost Allocation Plan
Total Miscellaneous Revenue	161,850	227,265	154,254	
Total Transfer-In	68,000	68,000	50,000	Transfer from REET #117
Total General Fund Revenues	7,666,263	7,866,912	8,166,975	

300,063 Increase in 2015 Revenues from Estimated 2014
3.8% Actual

Fund Department	General Expenditures	001 500		
Description	2014 Amended Budget	2014 Estimated Year-End	2015 Requested Budget	2015 Comments/Justifications
Total City Council	124,442	123,342	124,442	
Total City Manager	221,552	220,352	286,277	
Total City Clerk	208,424	208,024	221,497	
Total Economic Development	136,050	135,650	152,169	
Total Human Resources	360,189	360,521	369,943	
Total Non-Departmental	1,016,421	1,000,766	959,707	
Total Finance	605,358	569,388	574,325	See Department/Division Budgets
Total Law Enforcement	3,421,399	3,419,423	3,489,270	
Total Building Inspections	137,375	136,259	150,005	
Total Planning/Permitting	379,545	373,428	390,337	
Total Building and Grounds	390,093	390,093	-	
Total Parks	375,956	405,956	715,310	
Total Engineering	991,001	991,001	996,778	
	8,367,806	8,334,203	8,430,060	

95,857 Increase in 2015 Expenditures from Estimated 2014
1.2% Actual

Fund Balance Summary			
2014 Beginning Fund Balance	1,665,693	1,198,402	Estimated 2015 Beginning Fund Balance
Estimated Yr End 2014 Revenues	7,866,912	8,166,975	Proposed 2015 Revenues
Estimated Yr End 2014 Expenditures	8,334,203	8,430,060	Proposed 2015 Expenditures
Estimated Yr End Ending Fund Balance	1,198,402	935,317	Estimated 2015 Ending Fund Balance
2014 Change in Fund Balance	-467,291	-263,085	2015 Change in Fund Balance
2014 Ending Fund Balance as % of Revenues	17.9%	13.7%	2015 Ending Fund Balance as % of Revenues

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.

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	2011	2012	2013	2014	2015	Change¹
Council	208,748	166,019	153,143	124,442	124,442	0
Total	208,748	166,019	153,143	124,442	124,442	0

The Snohomish City Council annually adopts a goals list, which for the coming year represents the consensus goals for 2015 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 2015 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.

Fund	General	001			
Department	Legislative - City Council	010			
Account Number		2014	2014	2015	2015
511.60	Description	Adopted	Estimated	Proposed	
		Budget	Year-End	Budget	Comments/Justifications
Salary and Wages					
11.00	Regular Pay	40,800	40,800	40,800	
Personnel Benefits					
21.00	Employer Taxes	3,122	3,122	3,122	
23.00	Employer Premiums	70	70	70	
Supplies					
31.00	Office & Operating Supplies	500	500	500	
Services					
41.00	Professional Services	75,350	75,350	75,350	Legal Services
42.10	Postage	600	500	600	
43.00	Travel & Subsistence	1,000	1,000	1,000	
49.00	Miscellaneous	1,500	1,000	1,500	
49.20	Education & Training	1,500	1,000	1,500	
Total Expenditures		124,442	123,342	124,442	

Cost Summary of Significant Changes

No significant changes.

City Manager

Overview

The City Manager is the chief administrator of the City and 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. The City Manager Department is comprised of the City Clerk, Economic Development, Human Resources and Non-departmental divisions that assist in meeting the goals and operational objectives of the department and the City government organization as a whole.

Position	2011	2012	2013	2014	2015	Change
City Manager	1.0	1.0	1.0	1.0	1.0	0.0
Human Resource Manager	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
Office Assistant II	1.0	0.5	1.0	2.0	2.0	0.0
Total	5.0	4.5	5.0	6.0	6.0	0.0

Budget History	2011	2012	2013	2014	2015	Change
Exec.	169,275	186,024	224,292	221,551	286,277	64,726
Human Res	343,404	414,114	419,826	360,189	369,943	9,754
City Clerk	182,198	170,973	206,367	208,424	221,497	13,073
Econ. Dev.	120,671	122,183	137,412	136,050	152,169	16,119
Non-Dept	115,971	114,408	147,064	145,438	204,474	59,036
Transfers ^c	85,733	413,233	620,733	683,483	755,233	71,750
Total	1,017,252	1,420,935	1,755,694	1,755,135	1,989,593	234,458

^b 2012: Shared 1 FTE with Support Services, restored full FTE in 2013; 2014: Added 1 FTE

^c 2015 Transfer to Street Fund increase \$20,000; Transfer to Debt Fund reduced based on actual principal/interest due

Overall Goals:

The following goals will be a focus for the City Manager in 2015. 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 2015 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 2015 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 2015 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.
- ◆ **Economic Development:** The City Council appointed an Economic Development Committee, supported by the Economic Development Manager, who utilizes the City's Strategic Plan (Imagine Snohomish: Promoting Vitality and Preserving Character) as a work plan. 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 2015.
- ◆ **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 2015 City's Budget, the 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.
- ◆ **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.

City Manager



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.

Service	Level
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.
Franchises/Agreements/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.
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	Level
	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.

Service	Level
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.
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.

Fund		General Fund		001	
Department		Executive - City Manager		020	
Account Number	Description	2014 Amended Budget	2014 Estimated Year-End	2015 Requested Budget	2015 Comments/Justifications
513.10					
Salary and Wages					
11.00	Regular Pay	145,950	145,950	192,389	
Personnel Benefits					
21.00	Employer Taxes	12,369	12,369	14,718	
22.00	Employer Retirement	12,523	12,523	16,943	
23.00	Employer Premiums	17,068	17,068	27,279	
Supplies					
31.00	Office & Operating Supplies	125	125	125	
35.00	Small Tools & Minor Equip	100	100	200	
Services					
41.10	Professional Services	20,000	20,000	10,000	
42.10	Postage	450	450	500	
42.20	Telephone	1,500	1,200	625	Digital Phone Cost to IS
43.00	Travel & Subsistence	1,000	500	1,000	
44.00	Advertising	100	100	100	
49.00	Miscellaneous	200	200	200	
49.10	Dues & Subscriptions	1,300	1,300	1,500	
49.20	Education & Training	500	100	500	
Interfund Transfers					
91.00	F/F CAP (501)	-	-	6,460	From Cost Allocation Plan
91.15	Info Svc M&O CAP (502)	6,002	6,002	11,244	From Cost Allocation Plan
99.10	IS Equip Replace CAP (502)	2,364	2,364	2,494	From Cost Allocation Plan
Total Expenditures		221,552	220,352	286,277	

Cost Summary of Significant Changes

Increase in Salary and Wages due to full year of Office Assistant on staff and FTE transfer from Support Services division. Decrease in Professional Services due to variable cost and undetermined need. Decrease in Telephone due to transfer of allocation to Information Services. Increase in Interfund Transfers due to revised Cost Allocation Plan

Fund	General Fund	001			
Department	City Clerk	020			
Account Number		2014	2014	2015	2015
514.30	Description	Amended Budget	Estimated Year-End	Requested Budget	Comments/Justifications
Salary and Wages					
	11.00 Regular Pay	126,276	126,276	130,669	
	12.00 Overtime Pay	100	-	-	
Personnel Benefits					
	21.00 Employer Taxes	9,660	9,660	9,996	
	22.00 Employer Retirement	11,497	11,497	13,341	
	23.00 Employer Premiums	25,621	25,621	25,783	
Supplies					
	31.00 Office & Operating Supplies	600	800	800	
	35.00 Small Tools & Minor Equip	500	-	-	
Services					
	41.00 Professional Services	600	600	600	
	42.00 Communication	400	400	400	
	42.10 Postage	2,500	2,500	2,500	
	42.20 Telephone	2,000	2,000	250	Digital Phone Cost to IS
	43.00 Travel & Subsistence	500	500	500	
	44.00 Advertising	14,000	14,000	14,000	
	49.10 Dues & Subscriptions	500	500	500	
	49.20 Education & Training	800	800	800	
	49.30 Miscellaneous	100	100	100	
Interfund Transfers					
	F/F CAP (501)	-	-	6,460	From Cost Allocation Plan
	91.15 Information Serv M/O	10,493	10,493	11,244	From Cost Allocation Plan
	99.10 Equip Replacement (502)	2,277	2,277	3,554	From Cost Allocation Plan
Total Expenditures		208,424	208,024	221,497	

Cost Summary of Significant Changes

Increase in Salary and Wages for full-year of Office Assistant on staff. Decrease in Telephone due to allocation transfer to Information Services Fund. Increase in Interfund Transfers for revised Cost Allocation Plan.

Fund	General Fund	001				
Department	Economic Development	020				
Account Number		2014	2014	2015		2015
558.70	Description	Amended Budget	Estimated Year-End	Requested Budget		Comments/Justifications
Salary and Wages						
11.00	Regular Pay	94,764	94,764	97,572		
Personnel Benefits						
21.00	Employer Taxes	7,249	7,249	7,464		
22.00	Employer Retirement	8,728	8,728	9,962		
23.00	Employer Premiums	12,678	12,678	14,122		
Supplies						
31.00	Office & Operating Supplies	150	50	150		
31.99	Wayfinder Sign Supplies	400	800	400		
35.00	Small Tools & Minor Equip	750	250	750		
Services						
41.10	Professional Services	2,000	2,000	10,000		New - Marketing Initiative
42.20	Telephone	2,000	2,000	1,125		Digital Phone Cost to IS
49.10	Dues & Subscriptions	75	75	75		
49.20	Educ & Training	400	200	400		
Interfund Transfers						
91.00	F/F CAP (501)	-	-	3,230		From Cost Allocation Plan
91.15	Info Svc M&O CAP (502)	5,970	5,970	5,622		From Cost Allocation Plan
99.10	IS Equip Replace CAP (502)	886	886	1,297		From Cost Allocation Plan
Total Expenditures		136,050	135,650	152,169		

Cost Summary of Significant Changes

Increase in Professional Services for Marketing Plan initiatives. Increase in Interfund Transfers due to revised Cost Allocation Plan

Fund	General Fund	001				
Department	Human Resources	020				
Account Number		2014	2014	2015		2015
518.10	Description	Amended Budget	Estimated Year-End	Requested Budget		Comments/Justifications
Salary and Wages						
11.00	Regular Pay	86,957	86,957	89,031		
Personnel Benefits						
21.10	Employer Taxes	6,652	6,652	6,811		
22.00	Employer Retirement	7,472	7,472	9,090		
23.01	Employer Premiums	9,393	9,393	9,877		
Supplies						
31.00	Office & Operating Supplies	300	300	300		
31.10	Wellness Supplies	800	800	800		
Services						
41.00	Professional Services	15,000	10,000	10,000		Union contract negotiation
42.10	Postage	150	150	150		
42.20	Telephone	1,000	1,000	250		Digital Phone Cost to IS
44.00	Advertising	5,000	7,500	7,500		
						Received WCIA assessment notice
46.00	Wcia Premiums	168,291	178,623	170,265		07.23.14
46.20	Property Insurance	49,900	40,000	49,900		
49.00	Health and Safety Services	900	1,000	1,000		
49.10	Dues And Subscription	180	180	180		
49.20	Education And Training	200	200	200		
49.30	Miscellaneous	700	3,000	3,000		
Interfund Transfers						
91.00	F/F CAP (501)	-	-	3,230		From Cost Allocation Plan
91.15	Info Svc M&O CAP (502)	6,702	6,702	5,622		From Cost Allocation Plan
99.10	IS Equip Replace CAP (502)	592	592	2,737		From Cost Allocation Plan
Total Expenditures		360,189	360,521	369,943		

Cost Summary of Significant Changes

Decrease in Professional Services for Bargaining Unit study. Decrease in Telephone for allocation transfer to Information Services Fund. Increase in WCIA Premiums for 2015 assessment rate. Increase in Property Insurance due to rates. Increase in Interfund Transfers due to revised Cost Allocation Plan

Fund	General Fund	001				
Department	Non-Departmental	080				
Account Number		2014	2014	2015		2015
518.90	Description	Amended	Estimated	Requested		Comments/Justifications
		Budget	Year-End	Budget		
Personnel Benefits						
	23.00 Employer Premiums-Retirees	57,000	57,000	60,000		UNUM 25% inc; Med Prem Est 7% inc; \$5k med reimb est
Supplies						
	34.10 Reallocated Copier Charges	1,500	1,500	1,500		
	39.00 Misc. Supplies	1,200	1,000	1,000		
Services						
	42.00 Local Phone Service	4,500	4,500	4,500		
	47.00 Public Utilities-Food Bank	1,800	1,800	1,800		
	49.00 Miscellaneous Services	300	1,500	1,500		
	49.90 Other Services-Settlements	-	30	-		
	51.30 Psapca	4,639	4,639	5,963		Received Assessment Notice
	51.40 Alcohol Rehabilitation	2,000	2,000	2,000		
	51.50 Economical Development Council	4,000	4,000	4,000		
	51.60 Assoc Of Washington Cities	5,699	5,699	5,788		Dues Notice Received
	51.61 Puget Sound Reg Council	3,100	2,995	3,000		Dues Notice Received
	51.70 Snohomish County Tomorrow	1,700	1,622	1,700		
	51.80 Voter Registration/Elections	16,000	15,000	12,000		
	49.00 Snohomish Senior Center	12,000	12,000	12,000		Received Request for Support
	47.00 Aquatic Center	30,000	18,500	43,000		Utilities
	53.00 External Tax	-	54	100		
Interfund Transfers						
	91.00 F/F CAP (501)	-	-	44,623		Per Cost Allocation Plan
	90.55 Transfers-Out (MCP 310)	187,500	187,500	-		No Capital Project in 2015
	90.55 Transfer-Out (Streets 102)	600,000	600,000	675,000		For Street Operation
	90.60 Transfer-Out - (Debt 205)	83,483	83,483	80,233		Rivertrail Debt Obligation
Total Expenditures		1,016,421	1,004,822	959,707		

Cost Summary of Significant Changes

Increase in Personnel Benefits due to premium increases for retiree insurance costs. Increase in Interfund Transfers due to increase support to Streets Fund for signal maintenance costs. Decrease in Interfund Transfer for Debt Service obligation that aligns with actual principal and interest payments for 2015. Increase in Interfund Transfers for revised Cost Allocation Plan due to the cost of facility maintenance not related to a division or department.

Planning and Development

Overview

The Planning and Development Service Department consists of two divisions: 1) Building Safety; and 2) Planning & Permitting. Overall staffing for the two divisions is a total of four FTEs. 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	2011	2012	2013	2014	2015	Change
Director ¹	1.0	0.0	1.0	1.0	1.0	0.0
Planning Manager ²	0.0	1.0	0.0	0.0	0.0	0.0
Senior Planner ²	1.0	0.0	0.0	0.0	0.0	0.0
Associate Planner ²	0.0	0.0	0.0	1.0	1.0	0.0
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	3.0	3.0	4.0	4.0	0.0

Budget History	2011	2012	2013	2014	2015	Change
Building	147,751	175,165	141,095	137,375	150,005	12,630
Planning	370,141	280,037	245,021	379,545	390,337	10,792
Total	517,892	455,202	386,116	516,920	540,342	23,422

¹2012: Director position eliminated then restored in 2013 due to increasing development activity and State mandated 2015 Comprehensive Plan update.

²2012: Sr Asst Planner converted to Planning Manager and restored in 2013. 2014: Senior Planner replaced with Associate Planner.

Overall 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 2015 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:** Work with the Planning Commission and City Council to complete the update to the Comprehensive Plan and implementing development regulations 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 provide geographic information system and mapping services to 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.

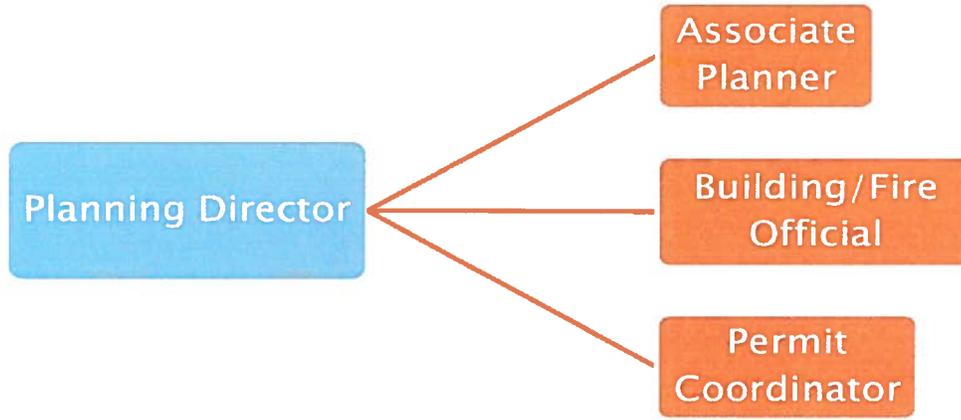
PLANNING/PERMITTING

- ◆ **Development Permitting:** This service 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 support for 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 and other development 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.

Planning & Development



SERVICE STANDARDS

Service	Level
Customer Telephone Contacts	Return all telephone calls and emails 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 and Title 19 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. Provide diligent and timely follow-up to until compliance is achieved.

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.

Fund	General Fund	001				
Department	Planning - Building Inspection	100				
Account Number		2014 Amended Budget	2014 Estimated Year-End	2015 Requested Budget	2015	Comments/Justifications
524.20	Description					
Salary and Wages						
11.00	Regular Pay	83,472	83,472	85,140		
Personnel Benefits						
21.00	Employer Taxes	6,386	6,386	6,513		
22.00	Employer Retirement	7,688	7,688	8,693		
23.00	Employer Premiums	19,156	19,156	18,480		
27.00	Uniforms	250	250	250		
Supplies						
31.00	Office & Operating Supplies	300	150	2,400		Update Code Reference resource
35.00	Small Tools & Minor Equip	100	0	0		
Services						
41.00	Professional Services	0	1,359	0		
41.10	Prof. Services - Abatements	3,000	0	2,000		Title reports; mowing; fencing
41.20	Prof. Services -Plan/Ins Serv	5,000	6,000	6,000		Variable costs
42.10	Postage	150	150	200		
42.20	Telephone	2,800	2,800	1,050		Digital Phone Costs to IS
49.10	Dues & Subscriptions	400	350	400		
49.20	Education & Training	300	125	300		CE maintenance credits for BO
Interfund Transfers						
91.00	F/F CAP (501)	2,966	2,966	9,385		From Cost Allocation Plan
91.15	Info Svc M&O CAP (502)	2,998	2,998	5,622		From Cost Allocation Plan
99.00	Equip Replace CAP (505)	1,728	1,728	2,115		From Cost Allocation Plan
99.10	IS Equip Replace CAP (502)	682	682	1,457		From Cost Allocation Plan
Total Expenditures		137,375	136,259	150,005		

Cost Summary of Significant Changes

Increase in supplies for updated Code Reference resource software. Decrease in Telephone costs for transfer of allocation to Information Service Fund. Increase in Interfund transfers for implementation of revised Cost Allocation Plan

Fund	General Fund	001			
Department	Planning - Plan/Permitting	100			
Account Number		2014	2014	2015	2015
558.50	Description	Amended Budget	Estimated Year-End	Requested Budget	Comments/Justifications
Salary and Wages					
11.00	Regular Pay	223,192	223,192	219,492	
12.00	Overtime Pay	0	1,000	1,750	
Personnel Benefits					
21.00	Employer Taxes	17,074	17,074	16,925	
22.00	Employer Retirement	20,556	20,556	22,589	
23.00	Employer Premiums	65,591	38,690	47,828	
Supplies					
31.00	Office & Operating Supplies	1,000	800	1,000	
35.00	Small Tools & Minor Equip	5,000	5,145	200	
Services					
41.10	Professional Services	0	2,210	16,700	ESRI annual maint; CAO BAS review
41.11	Environmental Consulting	6,000	4,000	6,000	Variable Cost
41.20	Clerical Services	50	0	0	
41.30	Hearing Examiner Serv.	12,000	32,000	20,000	Variable Cost
42.10	Postage	800	1,000	1,000	
42.20	Telephone	2,600	2,400	650	Digital Phone Costs to IS
43.00	Travel & Subsistence	50	0	50	
44.00	Advertising	2,000	1,500	2,000	Published legals
49.00	Miscellaneous Services	100	1,200	1,300	AHA dues; room rental; BRB
49.10	Dues & Subscriptions	1,200	786	850	APA & WSAPT dues; Notary
49.20	Education & Training	600	0	300	
49.40	Recording Fees	0	143	0	
Interfund Transfers					
91.00	F/F CAP (501)	0	0	9,691	From Cost Allocation Plan
91.15	Info Svc M&O CAP (502)	17,706	17,706	16,866	From Cost Allocation Plan
91.15	IS Equip Replace CAP (502)	4,026	4,026	5,146	From Cost Allocation Plan
Total Expenditures		379,545	373,428	390,337	

Cost Summary of Significant Changes

Increase in Professional Services for ESRI maintenance and Critical Areas Ordinance review. Decrease in Hearing Examiner services due to variable costs estimated. Increase in Interfund Transfers due to implementation of revised Cost Allocation Plan.

Support Services

Overview

The Support Services Department is comprised of the Finance Division and the Information Services Division. Overall staffing for the two divisions is a total of seven FTEs. The Finance Division is responsible for the financial management of the City including budget, audit, procurement, payroll, investments, debt management and utility billing. The division oversees the administration of the Solid Waste contract and consolidated billing with other Utility services. The Information Services Division is responsible for computer hardware and software inventory control, technology products, database management and system security.

Position	2011	2012	2013	2014	2015	Change
Finance Director ¹	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	1.0	1.0	1.0	0.0
Sr. Accountant	1.0	1.0	1.0	1.0	1.0	0.0
Accounting Tech II ³	2.0	1.5	2.0	2.0	2.0	0.0
Utility Clerk II	1.0	1.0	1.0	1.0	1.0	0.0
Info Services Tech ²	1.0	1.0	0.0	0.0	0.0	0.0
Total	7.0	6.5	7.0	7.0	7.0	0.0

Budget History	2011	2012	2013	2014	2015	Change
Finance	423,634	501,904	521,321	605,358	574,325	-31,033
Information Services	464,481	447,355	444,524	442,778	531,816	89,038
Total	888,115	949,259	965,845	1,048,136	1,106,141	58,005

¹ Director title changed from Support Services to Finance in 2014.

² 2013 Info Services Tech position upgraded to Info Services Specialist

³ 2012: Accounting Tech reduced to 0.5 FTE-shared staff with Clerk; 2013: full FTE restored

Overall Goals:

- ◆ **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 Systems Management:** Develop, maintain and support the City's data and phone networks, server systems and software applications. Provide continuous efficient and reliable IT support to the organization.
- ◆ **Staff Development:** Continue staff development and training to ensure all employees have and retain, required certificates, licenses, software application training and financial reporting technical skills.

FINANCE

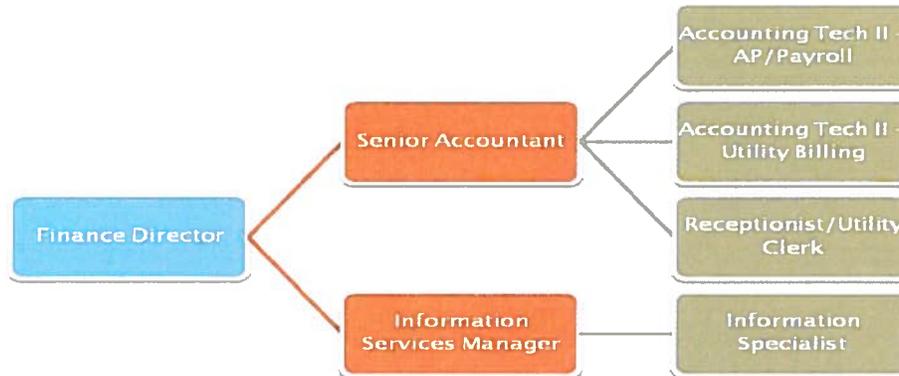
- ◆ **Analysis and Revision:** of chart of accounts to comply with BARS reporting requirements.

- ◆ **Springbrook V7 Migration:** Complete the migration from Springbrook version 6 to version 7 for the financial and information reporting system. This transition will provide all staff with the updated software version for better user features, access to information and report writing features.
- ◆ **Financial Policies:** Review, make recommendations and update the Financial Management Policy based on financial best practices. This involves review of fiscal practices and procedures to ensure proper internal controls are in place to safeguard City assets and to comply with audit standards.
- ◆ **Review and Update Fees:** Review all non-utility fees, conduct cost benefit analysis and define revenue guidelines for setting fees/rates.
- ◆ **Staff Training:** Pursue training opportunities to improve staff skills in Springbrook report writing and user features as needed.

INFORMATION SERVICES

- ◆ **Network Infrastructure:** Develop and maintain a robust, scalable network infrastructure to support the City's data and phone system.
- ◆ **Security and Compliance:** Work with Risk Assessment department to develop IT governance policies that are in compliance with WCIA requirements. Implement technology solutions that continue to improve the City's network security infrastructure.
- ◆ **System Maintenance:** Maintain, support and upgrade the City's workstation, server, network and phone systems. Research and evaluate technology solutions to improve monitoring of the City's network and systems.
- ◆ **Software Acquisition, Implementation and Upgrades:** Coordinate and assist with vendor selection on all software needs of the City. Research new software applications or upgrade paths for existing programs including cloud services.
- ◆ **Disaster Recovery and Redundancy:** Plan and construct a redundant network system with file, data, and software application replicas to improve and better support City services and continuity of government in disaster recovery situations.
- ◆ **Equipment Administration:** Maintain technology equipment inventory and surplus unused, outdated equipment on an annual basis. Maintain cost allocation equipment replacement plan and update annually.
- ◆ **Inter-Agency Collaboration:** Work with regional government agencies and organizations to facilitate common technology goals.

Support Services



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 June 30th 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 changing needs of the City Council, citizens, and staff members. Provide the Management Team with

Service	Level
	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.

Fund	General	001			
Department	Support Services - Finance	040			
Account Number		2014	2014	2015	2015
514.23	Description	Amended Budget	Estimated Year-End	Requested Budget	Comments/Justifications
Salary and Wages					
11.00	Regular Pay	355,827	327,360	347,777	
12.00	Overtime Pay	100	3,526	0	
Personnel Benefits					
21.00	Employer Taxes	27,221	27,221	26,605	
22.00	Employer Retirement	31,420	31,420	35,508	
23.00	Employer Premiums	88,329	88,329	59,799	
Supplies					
31.00	Office & Operating Supplies	1,500	1,500	2,000	
35.00	Small Tools & Minor Equip	200	200	250	
Services					
41.10	Auditor Services	50,000	38,000	35,000	Tax Application & Reporting
41.20	Professional Services	3,000	3,000	8,000	Customizations
42.10	Postage	1,750	1,750	1,800	
42.20	Telephone	4,500	4,500	250	Digital Phone Costs to IS
43.00	Travel & Subsistence	100	400	1,000	ICMA Conference
49.00	Dues And Subscriptions	50	345	950	ICMA, GFOA, WFOA, SCCFOA GFOA, BARS, Excel & Springbrook
49.20	Education & Training	500	500	3,000	Training
49.30	Miscellaneous Services	0	250	500	
49.31	Bank Service Charges	275	500	500	
Interfund Transfers					
91.10	F/F CAP (501)	653	653	16,151	From Cost Allocation Plan
91.15	Info Svc M&O CAP (502)	32,387	32,387	28,110	From Cost Allocation Plan
99.00	Equip Replace CAP (505)	697	697	0	From Cost Allocation Plan
99.10	IS Equip Replace CAP (502)	6,850	6,850	7,125	From Cost Allocation Plan
Total Expenditures		605,358	569,388	574,325	

Cost Summary of Significant Changes

Salary and Wages decrease due to shifting Office Assistant position to City Manager department; State Auditor cost decreased for annual audit work from bi-annual audit; Increase in professional services for financial reporting customizations; Increase in staff training; Increase in dues and memberships; Increase in Interfund transfers due to implementation of revised Cost Allocation Plan.

Fund	Information Services	502			
Department	Support Services - Internal Service	040			
Account Number		2014	2014	2015	2015
518.81	Description	Amended Budget	Estimated Year-End	Requested Budget	Comments/Justifications
	Interfund Cost Allocation Charges	359,557	359,757	369,448	
Salary and Wages					
11.00	Regular Pay	167,424	167,424	174,372	
Personnel Benefits					
21.00	Employer Taxes	12,808	12,808	13,339	
22.00	Employer Retirement	15,287	15,287	17,803	
23.00	Employer Premiums	43,057	43,057	43,460	
Supplies					
31.00	Office & Operating Supplies	5,000	4,000	6,000	
31.20	Software	15,000	10,000	17,500	
35.00	Small Tools & Minor Equip	25,000	24,000	18,000	
35.10	Small Tools & Equip - IS Staff	300	150	300	
Services					
41.00	Professional Services	52,000	5,000	15,000	
41.30	Software Support Serv	10,000	8,000	10,000	
42.10	Postage	120	100	120	
42.20	Telephone	5,000	2,000	25,000	Digital VoIP phone-line
43.00	Travel & Subsistence	1,000	500	1,000	
45.00	Operating Rentals	16,000	10,000	18,000	
48.00	Repairs & Maintenance	8,000	4,000	13,000	
49.20	Education & Training	15,000	7,500	15,000	
49.30	Miscellaneous Services	1,000	1,000	1,000	
Capital Outlay					
63.00	Software	32,000	32,000	44,000	Springbrook Software migration to v7
64.00	Machinery & Equipment	15,000	15,000	48,000	New Generator; New Server
Interfund Transfers					
91.00	General Fund Admin CAP (001)	0	0	44,462	From Cost Allocation Plan
91.10	F/F CAP (501)	1,276	1,300	6,460	From Cost Allocation Plan
99.00	Equip Replace CAP (505)	2,506	2,506	0	From Cost Allocation Plan
Total Expenditures		442,778	365,632	531,816	
Estimated 2014 Revenues Over (Under) Expend			(5,875)	(162,368)	Proposed 2015 Revenues Over (Under) Expend
2014 Beginning Fund Balance			351,148	345,273	Estimated 2015 Beginning Fund Balance
Estimated 2014 Ending Fund Balance			345,273	182,905	Estimated 2015 Ending Fund Balance
50% 2015 Fund Balance as a % of Revenues					

Cost Summary of Significant Changes

Increase in telephone costs due to final installation of digital VoIP with costs distributed through Cost Allocation Plan; Increase in Capital Outlay for Springbrook migration from version 6 to version 7 and purchase of new server to support software upgrade; Increase in Capital Outlay for new generator at City Hall to minimize or eliminate disruption in city services. Increase in Interfund transfers due to implementation of revised cost allocation plan.

Fund Name	Solid Waste	403			
Department	Support Services - Enterprise	40			
537.60	Description	2014 Amended Budget	2014 Estimated Year-End	2015 Requested Budget	2015 Comments/Justifications
	Charges - Solid Waste	1,393,000	1,393,000	1,393,000	
	Charges - Recycling	579,000	579,000	579,000	
	Total Revenues	1,972,000	1,972,000	1,972,000	
Services					
	42.10 Postage	1,900	1,900	1,900	
	47.00 Recycling Services	535,000	535,000	535,000	
	47.10 Solid Waste Collection	1,287,500	1,287,500	1,287,500	
	49.00 Miscellaneous Services	1,000	500	500	
	49.15 Printing and Binding	1,200	1,000	1,000	
	53.00 State Excise Tax	74,000	74,000	74,000	
Interfund Transfers					
	91.00 General Fund Admin CAP (001)	68,198	68,198	22,085	From Cost Allocation Plan
	Total Expenditures	1,968,798	1,968,098	1,921,985	

Revenues Over (Under) Expenditures	3.902	50.015	Revenues Over (Under) Expenditures
2014 Beginning Fund Balance	123.842	127.744	Estimated 2015 Beginning Fund Balance
Estimated 2014 Ending Fund Balance	127.744	177.759	Estimated 2015 Ending Fund Balance

9.0% 2015 Fund Balance as a % of Revenues

Overview of Strategic Planning Goals

Solid waste collections include administration services from the Support Services division of the General in order to provide garbage and recycling services to residential household provided by a third party contractor.

Cost Summary of Significant Changes

No significant changes to the enterprise fund revenues or expenditures for 2015.

Law Enforcement

Overview

The 2015 Budget consists of the costs of law enforcement services provided by the Snohomish County Sheriff's Office and City direct costs for criminal justice, interagency communications and administrative support.

MISSION AND VISION STATEMENT

The Snohomish Police Department's mission is to provide safe communities through dedicated and professional services. We promise that the Snohomish Police Department will have a police department that is community-minded, progressive, and professional.

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 and Vision, 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.

2014 ACCOMPLISHMENTS:

- ◆ Converted a surplus patrol vehicle for use in the newly established Volunteer Program.
- ◆ Introduced a new online crime reporting tool – www.MyCrimeReport.us.
- ◆ Welcomed new Detective Matt Barker and K9 Officer Matt Boice with partner Kilo.
- ◆ Started the process of freshening up the police department using forfeited drug funds.
- ◆ Introduced cost saving ideas for prosecution and incarceration.
- ◆ Instituted bicycle patrol along First Street and at Snohomish Station.

2015 CHALLENGES:

- ◆ The police department continues to provide focused crime prevention throughout the city with a goal of reducing or eliminating the impact substance abuse and mental illness has on our community. By providing an increased presence in the community

through the use of the Volunteer Crime Prevention, citizen crime watch, and proactive law enforcement patrol, the police department envisions a downward trend in crime statistics. One of the key factors for influencing and predicting future criminal activity is a system of early detection in the educational environment. Currently the Snohomish School District lacks a dedicated School Resource Officer (SRO) at Snohomish High School. With the addition of a dedicated SRO, the high school, and the surrounding feeder schools, will become educational opportunities for law enforcement to interact in a positive role model fashion. This interaction will provide another crucial opportunity for influence that will pay dividends in the years to come.

Position	2011	2012 (A)	2013	2014	2015	Change
Police Chief	1.0	1.0	1.0	1.0	1.0	0.0
Police Commander	2.0	0.0	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	1.0	1.0	1.0	1.0	0.0
Police Officer - School Resource	0.0	0.0	0.0	0.0	1.0	1.0
Police Officer - Patrol	12.0	9.0	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	21.0	17.0	17.0	17.0	18.0	1.0
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	26.0	22.0	20.0	20.0	21.0	1.0
Budget History	2011	2012	2013	2014	2015	Change
Justice	524,900	465,000	408,500	281,750	331,400	49,650
Admin.	676,792	618,052	608,047	631,814	662,550	30,736
Operation	2,399,859	2,692,488	2,524,154	2,508,086	2,495,320	-12,766
Total	3,601,551	3,775,540	3,540,701	3,421,650	3,489,270	67,620

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.

OVERALL GOALS:

ADMINISTRATION

◆ Community Service:

- ◆ Business Environment: Provide a more open and response approach to addressing issues and concerns of the business community.

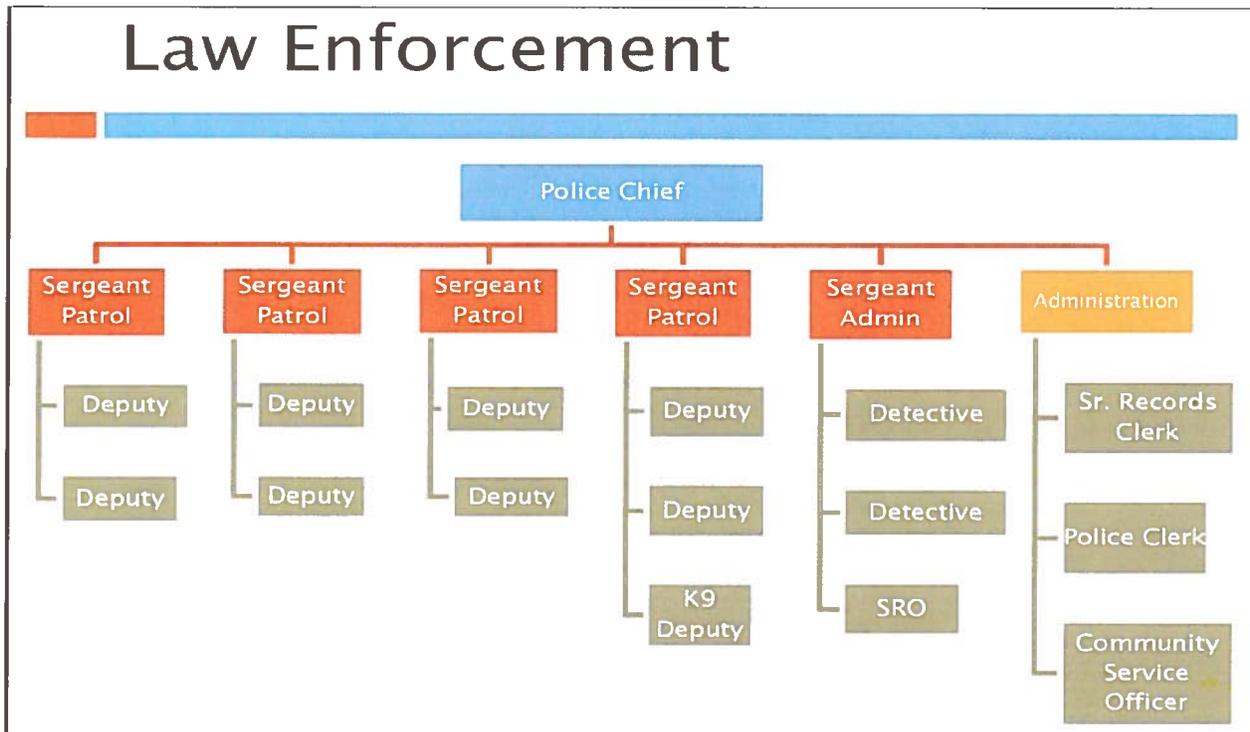
- ◆ **Public Safety Commission:** Continue to address safety concerns in the community with a more collaborative approach involving all elements of safety.
- ◆ **Community:** Identify opportunities for a collaborative approach to the growing substance abuse problem in the community.

OPERATIONS

- ◆ **Traffic:** Maintain high visibility Traffic Law Enforcement program to include the use of the speed radar trailers.
- ◆ **Enforcement:** Maintain a community-minded, progressive, and professional approach to service delivery in the community.
- ◆ **Training:**
 - ◆ Provide all commissioned officers with annual Mandatory Skills Training and continue bi-monthly firearms training and qualification courses.
 - ◆ Identify opportunities for mentorship of all employees so as to increase the professionalism of the police department.

INVESTIGATIONS

- ◆ Seek ways to improve the clearance rate for crimes committed in the community.
- ◆ Provide opportunities to interact professionally with Sheriff's Office Detectives.
- ◆ Continue working closely with federal agencies to address local drug problem.



SERVICE STANDARDS

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 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.

Fund	General Fund	001			
Department	Law Enforcement	060			
Account Number		2014	2014	2015	2015
	Description	Amended Budget	Estimated Year-End	Requested Budget	Comments/Justifications
CRIMINAL JUSTICE 512.40					
Services					
41.20	Court Appt. Attorney Fees	45,000	45,000	135,000	New ILA with County
41.30	Investigator Fees	-	-	10,000	
41.32	Interpreter Services	1,250	1,000	1,000	
41.40	Prosecution Fees	80,000	80,000	40,000	New ILA with County
41.50	Parking Hearing Services	500	400	400	
51.10	County Jail Fees	125,000	125,000	125,000	Additional ILA with Yakima County
51.20	Court Filing Fees	30,000	30,000	20,000	
		281,750	281,400	331,400	
ADMINISTRATION 521.10					
Salary and Wages					
11.00	Regular Pay	163,476	163,476	170,783	
12.00	Overtime Pay	1,000	1,000	1,000	
Personnel and Benefits					
21.00	Employer Taxes	12,583	12,583	13,141	
22.00	Employer Retirement	14,465	14,465	17,539	
23.00	Employer Premiums	43,539	43,539	42,711	
27.00	Uniforms	500	400	400	
Supplies					
31.00	Office & Operating Supplies	-	1,000	1,000	
Services					
41.00	Professional Services	2,000	250	250	
42.00	Communication	900	900	900	
42.10	Postage	500	500	500	
42.20	Telephone	2,000	2,000	2,000	
43.00	Travel & Subsistence	-	123	150	
49.10	Misc. Services	3,200	1,500	1,500	
49.40	Police Admin-Misc.services	1,000	-	-	
51.99	SCSO-Administration	386,651	386,651	410,676	As per 5 year contract
		631,814	628,387	662,550	
OPERATIONS 521.20					
27.00	Uniforms	-	50	50	
31.20	Operating Supplies	400	400	400	
35.00	Small Tools & Minor Equip	1,000	1,000	1,000	
49.30	Printing & Binding	500	250	250	
49.40	Misc. Services	1,000	1,500	1,500	
51.10	Crms System Fee	2,750	2,500	2,500	
51.20	Snopac Dispatch Fees	136,700	136,700	140,000	
51.30	800 Mhz Debt Service	53,094	53,094	53,094	
51.35	800 Mhz M/O	31,985	31,985	31,985	
51.40	DEM Assessment	10,368	10,368	10,700	Received 2015 svc fee notice 07.15.14
91.15	Info Svc M&O CAP(502)	9,387	9,387	16,866	From Cost Allocation Plan
91.00	F/F CAP (501)	1,774	1,774	59,996	From Cost Allocation Plan
99.00	Equip Replace CAP (505)	3,126	3,126	3,420	From Cost Allocation Plan
99.10	IS Equip Replace CAP (502)	1,992	1,992	26,856	From Cost Allocation Plan
41.10	Prof Service-Child Victims	4,000	3,500	3,500	
49.10	Dues & Subscriptions	-	50	50	
51.00	SCSO-Personnel	2,033,176	2,033,176	2,094,171	As per 5 year contract
51.01	SCSO-Personnel-SRO	-	-	36,532	New SRO position at SHS
41.00	Professional Services	1,000	200	200	
31.00	Office & Operating Supplies	-	50	50	
49.30	Miscellaneous Services	-	1,200	1,200	
51.10	Animal Impound Fees	9,000	10,000	10,000	

Fund	General Fund	001			
Department	Law Enforcement	060			
Account Number		2014	2014	2015	2015
	Description	Amended Budget	Estimated Year-End	Requested Budget	Comments/Justifications
51.99	SCSO-Facilities	206,334	206,334	-	No one-time costs in year 5 of contract
41.00	Monitoring Services	500	500	500	
45.00	Operating rentals and leases	-	500	500	
		2,508,086	2,509,636	2,495,320	
Total Expenditures		3,421,650	3,419,423	3,489,270	

Cost Summary of Significant Changes

Increase in Criminal Justice services is a combination of a significant increase in court appointed public defender fees, minimized by a new inter-local agreement with Snohomish County for prosecution services and a new inter-local agreement with Yakima County for Jail services. Police Administration cost increases are fixed by the five-year contract; however, Police Operation contract costs are decreased due to the fifth year of the contract not including one-time or capital costs.

Public Works

Overview

The Public Works Department is comprised of the Utility Operations Division, the Engineering Services Division, and the Parks Division, Streets Division, and Facilities/Fleet Division. Overall staffing for the department totals thirty-three (33) FTEs. The 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 and the City facilities and 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, 10 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.

Utility Operations Division: Operations provides utility infrastructure operations and maintenance services for the City of Snohomish. Some typical areas of service include maintain surface water management, cross connection and pretreatment monitoring, drinking water treatment, water storage and distribution, wastewater collection and treatment, wastewater lift station maintenance, and utility vegetation control. This division is staffed by 15.0 FTEs.

Engineering Services Division: Engineering Services provides engineering, inspection and project management oversight of capital construction, public works maintenance, and operations within the public right-of-ways. This Division also assists the Planning Department in review of development plans and building permits. Other services include transportation engineering, water engineering, wastewater engineering, surface water engineering, code enforcement and construction inspection. This division is staffed by 7.0 FTEs.

Parks, Streets and Facilities/Fleet Division: Parks, Streets, and Facilities/Fleet provide maintenance and operations of the City's 10 parks, streets and sidewalks, and the City facilities and fleet. 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. This division is staffed by 11.0 FTEs.

CITY OF SNOHOMISH
2015 ADOPTED BUDGET

Position	2011	2012	2013	2014	2015	Change
Public Works Director	1.0	1.0	1.0	1.0	1.0	0.0
City Engineer	1.0	1.0	1.0	1.0	1.0	0.0
Public Works Manager-Services ¹	1.0	1.0	1.0	1.0	1.0	0.0
Public Works Manager-Utilities ²	1.0	1.0	1.0	1.0	1.0	0.0
Project Manager/ Project Engineer	3.0	3.0	3.0	3.0	2.0	-1.0
Sr. Utilities Engineer ³	0.0	0.0	0.0	0.0	1.0	1.0
Water Quality Specialist	1.0	1.0	1.0	1.0	1.0	0.0
Field Engineering Technician	1.5	1.0	1.0	1.0	1.0	0.0
Utility Engineering Specialist ⁴	0.0	0.0	0.0	0.0	1.0	1.0
Sr. Wastewater Plant Operator	1.0	1.0	1.0	1.0	1.0	0.0
Sr. Water Plant Operator	1.0	1.0	1.0	1.0	1.0	0.0
Asst Wastewater Plant Operator	1.0	1.0	1.0	1.0	1.0	0.0
Water Treatment Plant Operator/Lab	1.0	1.0	1.0	1.0	1.0	0.0
Division Lead	4.0	4.0	4.0	4.0	4.0	0.0
Maintenance Worker II	5.0	5.0	5.0	5.0	5.0	0.0
Maintenance Worker I	7.0	6.0	7.0	7.0	8.0	1.0
Parks/Facilities/Fleet Manager ¹	1.0	1.0	1.0	0.0	0.0	0.0
Inventory/Mechanic	2.0	2.0	2.0	2.0	2.0	0.0
Total	32.5	31.0	32.0	31.0	33.0	2.0
Budget History						
Div.	2011	2012	2013	2014	2015	Change
Engineering	761,949	875,175	938,537	991,001	996,778	5,777
Parks	397,552	359,842	384,695	375,956	715,310	339,354
Streets	724,854	771,468	797,292	852,045	1,034,441	182,396
Water	2,441,230	1,954,032	2,254,904	2,357,971	2,683,158	325,187
Wastewater	2,752,451	3,557,969	3,671,980	4,267,202	5,098,085	830,883
Stormwater	1,017,330	809,259	1,104,821	1,552,424	1,379,273	-173,151
Facilities/Fleet	873,141	879,155	914,995	852,045	861,501	9,456
Totals	8,968,507	9,206,900	10,067,224	11,248,644	12,768,546	1,519,902
¹ Position title change						
² Position title change from Public Works Superintendent						
³ Promotion of Project Engineer to Sr. Utilities Engineer						
⁴ New Position in 2015						

OVERALL GOALS:

Complete Transportation Benefit District (TBD) Annual Street Preservation Project: Design and construct fourth annual TBD street preservation project. The TBD was approved by Snohomish voters in August 2011 and received its first source of funds in March 2012.

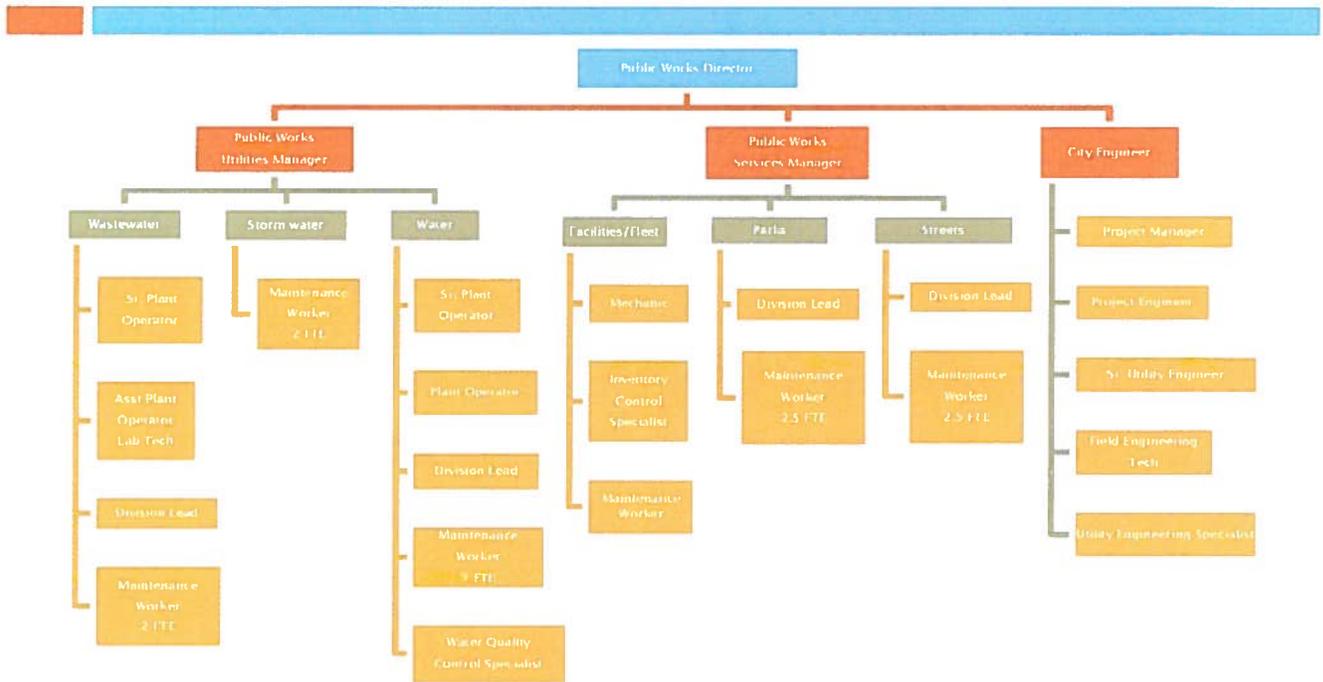
Transportation Master Plan & 2015 Comprehensive Element Update: Update 2004 Transportation Plan in coordination with the City's Comprehensive Plan update to be completed in 2015. Incorporate areas that were annexed since 2004, update land use and growth projections, and evaluate traffic impact fees.

- ◆ **30th Street and SR 9 Intersection Improvements:** Complete final design in early 2015 in coordination with Snohomish County and Washington State Department of Transportation. The City received a PSRC Federal Grant in 2014 for design and permitting. In 2014, the City has applied for two separate grant programs (one federal and the other state) to construct the improvements. No budget shown at this time for construction until one or both of the grants are announced.
- ◆ **City Hall Remodel:** Complete project which is tentatively scheduled to begin in the fall of 2014. Repaint interior, replace carpeting, and construct, approximately 1,000 square foot addition.

**CITY OF SNOHOMISH
2015 ADOPTED BUDGET**

- ◆ **Hal Moe Pool Site:** Prepare predesign report and conduct demolition of all or portions of vacated Hal Moe pool structure.
- ◆ **Complete Construction for Blackmans Lake Level Control:** Environmental permitting expected to be completed in 2014. Construction tentatively scheduled for Summer 2015.
- ◆ **Phase II CSO Design:** The City completed 90% final design in 2014 using approximately \$120,000 in Washington State Department of Ecology (Ecology) grant funding. The City is prepared to apply for a construction grant through Ecology in the fall of 2014 for about \$1,000,000 to construct those improvements. Improvements included construction of stormwater trunkline and wetland stormwater treatment at the City's existing 25-acre lagoon. No budget shown at this time for construction until grant awards are announced..
- ◆ **Maple Avenue/Fairview Street:** Construct a 12-inch storm pipe from the Fairview ROW ditch to the existing storm main located in Maple Avenue in coordination with TBD project and to address flooding potential. This project is dependant upon PSRC federal grant award confirmation expected in late 2014.
- ◆ **Water Treatment Plant (WTP)** Complete replacement of soda ash tank, turbidimeter, modulating valve and chlorinator, and install cathodic protection at backwash tank.
- ◆ **South Zone Small Reservoir:** Water system analysis completed in 2014 shows that the storage volume provided by the South Zone reservoir is not needed. Complete design study in 2015 for decommissioning of reservoir.
- ◆ **Water & Wastewater Overlay Coordination Program:** Replace water and sewer mains as needed in coordination with TBD projects.
- ◆ **Water Supply Alternatives:** Continue to work with engineering, legal counsel and City Council on definitive decision regarding the City's long-term Water Supply.
- ◆ **Wastewater Treatment Plant Improvements:** Implement improvements identified in January 2014 utility rate update, including biosolids dredging, dewatering, and disposal at a beneficial use facility.

Public Works



SERVICE STANDARDS - ENGINEERING

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.

Service	Level
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 – UTILITY OPERATIONS

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, STREETS, FACILITIES/FLEET OPERATIONS

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.

Fund	General Fund	001			
Department	Public Works - Parks	140			
Account Number		2014	2014	2015	2015
576.80	Description	Amended Budget	Estimated Year-End	Requested Budget	Comments/Justifications
Salary and Wages					
11.00	Regular Pay	136,600	136,600	233,115	
11.05	Temp/Seasonal Pay	-	-	48,542	
12.00	Overtime Pay	2,500	2,500	3,500	
Personnel Benefits					
21.00	Employer Taxes	10,650	10,650	21,814	
22.00	Employer Retirement	11,820	11,820	24,158	
23.01	Employer Premiums	53,176	53,176	63,612	
27.00	Uniforms	2,000	2,000	2,000	
27.10	Safety Uniforms	1,000	1,000	1,000	
Supplies					
31.00	Office Supplies	300	300	300	
					15K Ludwig park maint 10K Riverview Wild Life Refuge maint; 25k for all other Parks Maint (REET2 funds offset partial costs)
31.10	Operating Supplies	50,000	50,000	55,000	
31.11	Operating Supplies-Volunteers	-	-	5,000	Supplies for volunteer programs
					Additional tool and equipment needs in parks
35.00	Small Tools & Minor Equip	300	300	5,000	
Services					
41.00	Professional Services	10,000	10,000	4,500	
41.10	Prof Svcs-Flowerbaskets	-	-	7,500	Flower basket program
41.10	Contract Services	3,000	3,000	3,000	
42.10	Postage	250	250	250	
42.20	Telephone	1,600	1,600	1,600	
43.00	Travel & Subsistence	500	500	500	
44.00	Advertising	500	500	500	
45.00	Operating Rentals	2,500	2,500	2,500	
47.00	Utility Services	25,000	25,000	25,000	
48.00	Repairs & Maintenance	15,000	15,000	15,000	
49.10	Dues and Subscriptions	250	250	250	
49.20	Education & Training	3,000	3,000	3,000	
Interfund Transfers					
91.10	F/F CAP (501)	26,520	26,520	126,717	From Cost Allocation Plan
91.15	Info Svc M&O CAP (502)	3,323	3,323	14,055	From Cost Allocation Plan
99.00	IS Equip Replace CAP (502)	-	-	2,973	From Cost Allocation Plan
99.00	Equip Replace CAP (505)	16,167	16,167	44,924	From Cost Allocation Plan
Total Expenditures		375,956	375,956	715,310	

Cost Summary of Significant Changes

The parks division was separated from the facilities activities. Increase in Salary and Wages due to new Maintenance Worker I. This position is split between Streets (Fund #102). Increase in Supplies due to additional parks. Increase in Professional Services for the flower basket program. Increase in Interfund Transfers due to revised Cost Allocation plan.

Fund	General Fund	001			
Department	Public Works - Engineering	140			
Account Number		2014	2014	2015	2015
595.90	Description	Amended Budget	Estimated Year-End	Requested Budget	Comments/Justifications
Salary and Wages					
11.00	Regular Pay	517,028	517,028	570,111	
12.00	Overtime Pay	20,000	20,000	20,000	
Personnel Benefits					
21.00	Employer Taxes	41,083	41,083	45,144	
22.00	Employer Retirement	49,460	49,460	60,250	
23.00	Employer Premiums	98,130	98,130	109,111	
27.00	Uniforms	1,000	1,000	1,000	
27.10	Safety Uniforms	500	500	500	
Supplies					
31.00	Office & Operating Supplies	3,500	3,500	3,500	
35.00	Small Tools & Minor Equip	2,000	2,000	2,000	
Services					
41.00	Professional Services	125,000	125,000	78,000	Finish Transportation Comp Plan
42.10	Postage	600	600	600	
42.20	Telephone	10,000	10,000	4,750	Digital Phone Cost to IS
43.00	Travel & Subsistence	3,500	3,500	3,000	Shift allocation to Education
44.00	Advertising	300	300	300	
48.00	Repairs & Maintenance	500	500	500	
49.10	Dues And Subscriptions	2,000	2,000	2,000	
49.20	Education & Training	3,500	3,500	4,000	Shift allocation from Travel
49.30	Miscellaneous Services	500	500	500	
Capital Outlay					
64.00	Machinery And Equipment	1,000	1,000	1,000	
Interfund Transfers					
91.00	F/F CAP (501)	8,718	8,718	29,055	From Cost Allocation Plan
91.15	Info Svc M&O CAP (502)	80,692	80,692	39,355	From Cost Allocation Plan
99.00	Equip Replace CAP (505)	8,681	8,681	11,823	From Cost Allocation Plan
99.10	IS Equip Replace CAP (502)	13,309	13,309	10,279	From Cost Allocation Plan
Total Expenditures		991,001	991,001	996,778	

Cost Summary of Significant Changes

Increase in Salary and Benefits due to new Sr. Utilities Engineer position and new Utilities Engineering Specialist positions. Decrease in Professional Services due to completion of Transportation Comp Plan. Decrease in Telephone due to transfer of allocation to the Information Services Fund. Decrease in Interfund Transfers due to revised Cost Allocation Plan.

Fund	Streets	102				
Department	Public Works-Special Revenue	140				
Account Number		2014	2014	2015		2015
542.00	Description	Amended Budget	Estimated Year-End	Requested Budget		Comments/Justifications
	Motor Vehicle Fuel Tax	185,000	190,500	190,746		Based DOT Forecast for 2014/2015/2016
	Investment Interest	-	125	125		
	Barricade Rental Revenue	1,800	4,000	4,000		
	Transfer-In (001)	600,000	600,000	675,000		Increase for traffic signal maintenance
	Transfer-In (117 REET2)		-	50,000		REET2 for sidewalk/signal maintenance
	Total Revenues	786,800	794,625	919,871		
Streets Maintenance						
Salary and Wages						
	11.00 Regular Pay	120,508	120,508	135,150		
	11.05 Temp/Seasonal Pay	-	-	24,266		
	12.00 Overtime Pay	3,000	3,000	3,000		
Personnel Benefits						
	21.00 Employer Taxes	8,204	8,204	12,425		
	22.00 Employer Retirement	5,775	5,775	14,105		
	23.01 Employer Premiums	40,829	40,829	47,308		
	27.00 Uniforms	1,500	1,500	1,500		
	27.10 Safety Uniforms	1,000	1,000	1,000		
Supplies						
	31.00 Office & Operating Supplies	9,000	9,000	9,000		
	34.10 Mix Asphalt	10,000	10,000	10,000		
	34.20 Liquid Asphalt	5,000	5,000	5,000		
	34.30 Rock & Sand	10,000	10,000	10,000		
	34.40 Concrete	2,000	2,000	2,000		concrete for sidewalk repairs
	35.00 Small Tools & Minor Equip	7,000	7,000	7,000		
Services						
	41.20 Street Maint-Legal Services	530	530	530		
	41.30 Other Professional Services	5,280	5,280	5,280		
	41.40 Testing Services	1,000	1,000	1,000		
	42.00 Communications	2,100	2,100	2,100		
	43.00 Travel & Subsistence	700	700	700		
	45.00 Operating Rentals	5,000	5,000	8,000		Grader and excavator rental for alley maintenance
	48.00 Repairs & Maintenance	39,000	39,000	40,000		Sidewalk repairs/maintenance-half funded w/REET
	49.10 Dues And Subscriptions	200	200	200		
	49.20 Education & Training	1,500	1,500	1,500		
	49.30 Miscellaneous Services	5,000	5,000	5,000		Danger Tree removal and other emergency services
	51.00 Snow & Ice Removal	5,000	5,000	5,000		
	51.10 Intergovernmental Pro Svcs	20,000	20,000	20,000		
Interfund Transfers						
	91.01 General Fund Admin CAP (001)	3,798	3,798	123,304		From Cost Allocation Plan
	91.02 General Fund Engineer CAP (001)	66,463	66,463	74,716		From Cost Allocation Plan
	91.10 F/F CAP (501)	66,962	66,962	81,845		From Cost Allocation Plan
	91.15 Info Svc M&O CAP (502)	11,979	11,979	16,866		From Cost Allocation Plan
	99.00 Equip Replace CAP (505)	33,331	33,331	24,424		From Cost Allocation Plan
	99.10 Info Svc Equip Replace CAP (502)	1,801	1,801	3,921		From Cost Allocation Plan

Fund	Streets	102				
Department	Public Works-Special Revenue	140				
Account Number		2014	2014	2015	2015	
542.00	Description	Amended Budget	Estimated Year-End	Requested Budget	Comments/Justifications	
Traffic/Ped Safety						
Salary and Wages						
11.00	Regular Pay	54,996	54,996	59,292		
12.00	Overtime Pay	1,000	1,000	1,000		
Personnel Benefits						
21.00	Employer Taxes	4,207	4,207	4,612		
22.00	Employer Retirement	5,065	5,065	6,156		
23.00	Employer Premiums	18,273	18,273	16,170		
27.00	Uniforms	550	550	550		
27.10	Safety Equipment	350	350	350		
Supplies						
31.10	Operating Supplies	30,000	30,000	30,000		
35.00	Small Tools & Minor Equip	5,000	5,000	5,000		
Services						
41.20	Tr & Ped Safety- Legal Serv	560	560	560		
47.10	Street Lighting	75,000	75,000	75,000		
48.00	Repairs & Maintenance	2,000	2,000	2,000		
49.20	Education & Training	1,100	1,100	1,100		
51.10	Traffic Signal Maint. Agrmt.	35,000	35,000	55,000	Addl traffic signal	
51.20	Paint Striping County	20,000	20,000	20,000		
51.30	Cross-walk Maintenance	10,000	14,000	14,000	Thermo-plastic materials used	
Street Administration						
Salary and Wages						
11.00	Streets Admin Reg Pay	21,777	21,777	30,777		
Personnel Benefits						
21.00	Employer Taxes	1,666	1,666	2,354		
22.00	Employer Retirement	1,972	1,972	3,142		
23.00	Employer Premiums	5,468	5,468	6,638		
27.00	Streets Admin Uniforms	200	200	200		
27.10	Streets Admin Safety Equip	500	500	500		
Supplies						
31.10	Operating Supplies	300	300	300		
35.10	Streets Admin Small Tools & Eq	500	500	500		
Services						
41.00	Professional Services	300	300	300		
41.20	St Admin-Legal Services	2,000	2,000	2,000		
43.00	Streets Admin Travel & Subsist	300	300	300		
49.20	Streets Admin Educ & Training	500	500	500		
Interfund Transfers						
99.00	Transfer-Out (310)	60,000	60,000	-	No Capital Project support required in	
Total Expenditures		852,045	856,045	1,034,441		

Estimated 2014 Revenues Over (Under) Exp	(61,420)	(114,570)	Proposed 2015 Revenues Over (Under) Exp
2014 Beginning Fund Balance	179,354	117,935	Estimated 2015 Beginning Fund Balance
Estimated 2014 Ending Fund Balance	117,935	3,365	Estimated 2015 Ending Fund Balance
0.3% 2015 Fund Balance as a % of Expenditures			

Cost Summary of Significant Changes

Increase in revenues due to motor tax fuel estimates from DOT. Increase in Transfer-in from the General Fund for additional signal and sidewalk repair and maintenance costs. Increase in Interfund Transfers due to revised Cost Allocation Plan. Increase in Services for cross-walk maintenance materials used. Decrease in Interfund Transfers out to Municipal Capital Projects due to no capital outlay support needed in 2015.

Fund	Fleet & Facilities	501			
Department	Public Works - Internal Service	140			
Account Number		2014	2014	2015	2015
548.70	Description	Amended Budget	Estimated Year-End	Requested Budget	Comments/Justifications
	Interfund CAP Charges	300,001	300,186	836,351	
Salary and Wages					
11.00	Regular Pay	139,545	139,545	208,027	
11.05	Temp/Seasonal Pay	-	-	12,162	
12.00	Overtime Pay	3,000	3,000	4,000	
Personnel Benefits					
21.00	Employer Taxes	10,828	10,828	17,150	
22.00	Employer Retirement	13,003	13,003	21,648	
23.00	Employer Premiums	38,660	38,660	45,641	
27.00	Uniforms	1,100	1,100	1,600	
27.10	Safety Uniforms	500	500	1,750	
Supplies					
31.00	Office Supplies	2,000	2,000	2,600	
31.10	TBA Supplies	50,000	50,000	55,000	Increase in supplies needed for fleet service
31.20	Fluid Supplies	2,500	2,500	2,500	
31.30	Building Supplies	-	-	20,000	
32.10	Vehicle & Equipment Fuel	60,000	60,000	65,000	Increased fuel costs
35.00	Small Tools & Equip-Fleet	10,000	10,000	10,000	
35.01	Small Tools & Equip-Fac	-	-	4,000	
Services					
41.00	Professional Services	-	-	1,000	
41.10	Janitorial Services	-	-	25,000	
42.00	Communication	1,100	1,100	2,800	
42.10	Postage	125	125	325	
42.20	Telephone	1,300	1,300	1,600	
43.00	Travel & Subsistence	500	500	1,000	
45.00	Operating Rentals-Fac	1,000	1,000	5,000	Lift rentals for safety
45.01	Operating Rentals-Fleet	-	-	1,000	
47.00	Utility Services	15,000	15,000	10,000	
47.10	Electricity	-	-	50,000	
47.30	Natural Gas	-	-	60,000	
47.40	Water/Sewer	-	-	42,000	
48.00	Repairs & Maintenance-Fleet	30,000	30,000	30,000	
48.01	Repairs & Maintenance-Fac	-	-	20,000	
49.00	Miscellaneous Services	2,000	2,000	2,000	
49.10	Dues and Subscriptions	-	-	500	
49.20	Education & Training	1,500	1,500	3,500	
Interfund Transfers					
91.00	General Fund Admin CAP (001)	-	-	91,714	From Cost Allocation Plan
91.15	Info Svc M&O CAP (502)	55,553	55,553	11,244	From Cost Allocation Plan

Fund	Fleet & Facilities	501			
Department	Public Works - Internal Service	140			
Account Number		2014	2014	2015	2015
548.70	Description	Amended Budget	Estimated Year-End	Requested Budget	Comments/Justifications
99.00	Equip Replace CAP (505)	16,280	16,280	27,681	From Cost Allocation Plan
99.15	IS Equip Replace CAP (502)	9,070	9,070	4,059	From Cost Allocation Plan
Total Expenditures		464,564	464,564	861,501	

Estimated 2014 Revenues Over (Under) Exp	(164,378)	(25,150)	Proposed 2015 Revenues Over (Under) Exp
2014 Beginning Fund Balance	319,645	155,267	Estimated 2015 Beginning Fund Balance
Estimated 2014 Ending Fund Balance	155,267	130,117	Estimated 2015 Ending Fund Balance
15% 2015 Fund Balance as a % of Expenditures			

Cost Summary of Significant Changes

Increase in Salaries due to transfer of Maintenance Worker I position dedicated to fleet/facilities as the major role for the position. Changes to this fund include the transfer of and cost allocation of the building/facilities activities from the General Fund. Increase in supplies due to rising cost of fuel and additional supplies needed for vehicle maintenance. Decrease in utility services due to more actual historical spending. Increase in Interfund Transfers due to revised Cost Allocation Plan.

Fund	Equipment Replacement	505			
Department	Public Works - Internal Service	140			
Account Number		2014	2014	2015	2015
	Description	Amended Budget	Estimated Year-End	Requested Budget	Comments/Justifications
	Interfund CAP Charges	81,165	81,265	118,686	
Capital Outlay					
64.00	Machinery & Equip-Non-Deptl	35,000	25,743	-	City Hall HVAC - Project finished in 2014
64.00	Equip Replacement-Streets	-	-	65,000	New F-550 to replace 1998 Truck
64.00	Equip Replacement-Shop	32,000	12,000	20,000	New trailer
64.00	Equip Replacement-Parks	40,000	30,691	45,000	New JD Tractor to replace two old tractors; New landscape trailer
Total Expenditures		107,000	68,434	130,000	

Estimated 2014 Revenues Over (Under) Exp	12,831	(11,314)	Proposed 2015 Revenues Over (Under) Exp
2014 Beginning Fund Balance	149,053	161,884	Estimated 2015 Beginning Fund Balance
Estimated 2014 Ending Fund Balance	161,884	150,570	Estimated 2015 Ending Fund Balance
116% 2015 Fund Balance as a % of Expenditures			

Cost Summary of Significant Changes

Increase in Capital Outlay based on revised Cost Allocation Plan and Updated Equipment Replacement schedule

Fund	Water	401			
Department	Public Works - Enterprise	140			
Account Number		2014	2014	2015	2015
534.00	Description	Amended Budget	Estimated Year-End	Requested Budget	Comments/Justifications
	Water Permits	2,500	1,250	3,000	Per Development Fees forecast
	Water Billings	2,047,500	2,047,500	2,129,400	5% rate increase per study
	Inspection Fees-Water	124,558	62,279	149,469	Per Development Fees forecast
	Interest Earnings	400	400	4,000	
	Late Penalty Charges	35,000	45,000	45,000	
	On/Off Charges	4,000	4,500	4,500	
	Sale of Scrap and Junk	-	3,669	2,500	
	Miscellaneous	3,000	3,000	3,000	
	Connection Fees - Water	69,050	34,525	82,860	Per Development Fees forecast
	Capital Fac. Charges - Water	150,050	75,025	180,060	Per Development Fees forecast
	Total Revenues	2,216,958	2,277,148	2,603,789	
Water Admin					
Salary and Wages					
	11.00 Water Admin Regular Pay	28,556	28,556	29,662	
Personnel Benefits					
	21.00 Employer Taxes	2,185	2,185	2,269	
	22.00 Employer Retirement	2,661	2,661	3,028	
	23.01 Employer Premiums	8,095	8,095	7,954	
	27.00 Uniforms	300	300	300	
	27.10 Safety Equip	1,000	500	1,000	
Supplies					
	31.10 Operating Supplies	1,500	1,500	1,500	
	35.10 Small Tools & Equip	1,000	200	1,000	
Services					
	41.00 Professional svcs-water admin	5,000	10,000	10,000	
	42.00 Communications-water admin	600	-	600	
	43.00 Travel & Subsistence	600	300	600	
	49.10 Educ & Training	1,000	1,000	1,000	
Water Distribution					
Salary and Wages					
	11.00 Regular Pay	284,475	284,475	297,456	
	11.05 Temp/Seasonal Pay	-	-	12,162	
	12.00 Overtime Pay	12,000	12,000	12,000	
Personnel Benefits					
	21.00 Employer Taxes	22,680	22,680	24,604	
	22.00 Employer Retirement	27,305	27,305	31,595	
	23.00 Employer Premiums	89,854	89,854	69,995	
	27.00 Uniforms	2,700	2,700	2,700	
	27.10 Safety Uniforms	1,800	1,800	1,800	
Supplies					
	31.10 Operating Supplies	100,000	100,000	100,000	
	33.00 Everett Water For Resale	310,000	319,000	330,000	
	33.10 PUD Water Supply/Access	-	9,000	-	
	34.00 Meters-new services	30,000	30,000	30,000	
	35.00 Small Tools & Minor Equip	15,000	15,000	15,000	

Fund	Water	401			
Department	Public Works - Enterprise	140			
Account Number		2014	2014	2015	2015
534.00	Description	Amended	Estimated	Requested	Comments/Justifications
		Budget	Year-End	Budget	
Services					
41.00	Professional Services	2,500	2,500	17,500	No-Pressure Zone Planning
41.10	Water System Analysis Study	60,000	50,000	60,000	MSA Analysis, Clearview
41.20	Legal Services	4,200	9,000	4,200	
42.00	Communication	5,300	5,300	5,300	
42.10	Postage	7,000	7,000	7,000	
42.20	Telephone	2,100	2,100	2,100	
43.00	Travel & Subsistence	2,000	1,000	2,000	
45.10	Equipment Rental	5,000	5,000	8,000	Transmission line equip rental
47.00	Utility Services	8,000	8,000	12,000	
48.00	Repairs & Maintenance	38,000	38,000	38,000	
49.10	Dues And Subscriptions	800	1,500	1,500	Additional personnel licensing
49.15	Printing and Binding	1,000	1,000	1,000	
49.20	Education & Training	4,000	4,000	4,000	
49.30	Misc. Services	12,000	500	12,000	
49.40	Water Quality Testing	6,000	6,000	6,000	
49.50	Water quality program	12,000	12,000	12,000	
51.30	Permit Fees	7,000	7,000	7,000	
53.00	Water Utility Excise Tax	100,000	100,000	100,000	
91.00	General Fund Admin CAP (001)	192,689	192,689	181,665	From Cost Allocation Plan
91.10	General Fund Engineer CAP (001)	123,100	123,100	139,893	From Cost Allocation Plan
91.00	F/F CAP (501)	81,645	81,645	181,400	From Cost Allocation Plan
91.15	Info Svc M&O CAP (502)	27,358	27,358	44,977	From Cost Allocation Plan
99.00	Equipment Replacement (472)	45,971	45,971	-	
99.01	IS Equip Replace CAP (502)	4,391	4,391	10,885	From Cost Allocation Plan
Water Treatment					
Salary and Wages					
11.00	Regular Pay	125,952	125,952	131,916	
12.00	Overtime Pay	7,000	7,000	7,000	
Personnel Benefits					
21.00	Employer Taxes	10,171	10,171	10,627	
22.00	Employer Retirement	12,245	12,245	14,183	
23.01	Employer Premiums	43,298	43,298	43,597	
27.00	Uniforms	1,100	1,300	1,100	Rain gear
27.10	Safety Uniforms	700	700	700	
Supplies					
31.00	Office Supplies	1,000	300	1,000	
31.10	Chemicals	45,000	45,000	45,000	
31.20	Operating Supplies	8,200	15,000	8,200	Chlorine Analyzer and spare valves
35.00	Small Tools & Minor Equip	13,000	5,000	13,000	
Services					
41.00	Professional Services	10,000	10,000	10,000	
41.20	Legal Services	1,200	-	1,200	
42.00	Communication	3,000	3,000	3,000	
42.20	Telephone	2,700	2,700	2,700	
43.00	Travel & Subsistence	1,000	1,000	1,000	

Fund	Water	401																																							
Department	Public Works - Enterprise	140																																							
Account Number		2014 Amended Budget	2014 Estimated Year-End	2015 Requested Budget	2015 Comments/Justifications																																				
534.00	Description																																								
	45.00 Operating Rentals	3,000	3,000	3,000																																					
	47.00 Utility Services	35,000	35,000	35,000																																					
	48.00 Repairs & Maintenance	40,000	38,000	40,000																																					
	49.10 Dues And Subscriptions	150	205	200																																					
	49.20 Education & Training	600	1,000	800																																					
	49.30 Miscellaneous Services	100	-	-																																					
	51.00 Water Quality Testing	1,500	-	1,500																																					
	53.00 External Taxes	90	90	90																																					
Capital Outlay																																									
	64.00 Machinery & Equipment	15,000	15,294	100,000	Mower Carry-verage \$15,000; Replace Van w/ new E450 \$85,000																																				
	Capital Improvement	-	-	60,000	Water Treatment Plant Equipment																																				
	Capital Improvement	-	-	50,000	So Zone Reservior Closure Cover																																				
Debt Service																																									
	78.00 1981 FmHA - (Prin)	52,000	52,000	55,000	Per debt payment schedule																																				
	83.00 Farm Home Loan-Interest	24,100	24,100	21,500	Per debt payment schedule																																				
	78.50 PWTFL- Comp Plan Princ	18,000	18,000	18,000	Per debt payment schedule - final																																				
Interfund Transfers																																									
	99.00 Transfer-Out (505)		-	4,200	Equipment Value Transfer																																				
	99.00 Transfer-Out (310)	67,500	67,500	-																																					
	99.00 Transfer-Out (432)	115,000	115,000	-																																					
	99.00 Transfer-Out (311)	-	-	150,000	Transfer for 2015 Overlay																																				
	99.00 Transfer-Out (402)	-	-	5,000	Transfer to Sewer for Shop Pipe Replacement																																				
Total Expenditures		2,357,971	2,356,020	2,683,158																																					
<table border="1"> <tr> <td>Estimated 2014 Revenues Over (Under) Expenditures</td> <td>(78,871)</td> <td>(79,369)</td> <td>Proposed 2015 Revenues Over (Under) Exp</td> </tr> <tr> <td>2014 Beginning Fund Balance</td> <td>808,089</td> <td>1,885,939</td> <td>Estimated 2015 Beginning Fund Balance</td> </tr> <tr> <td>Estimated 2014 Ending Fund Balance</td> <td>729,217</td> <td>1,806,570</td> <td>Estimated 2015 Ending Fund Balance</td> </tr> <tr> <td>Estimate of 2014 Tranfer of Cash from Reserve Funds</td> <td>910,368</td> <td>69%</td> <td>2015 Fund Balance as a % of Revenues</td> </tr> <tr> <td>Investments</td> <td>246,355</td> <td colspan="2">Fund Balance Breakout</td> </tr> <tr> <td>Restated Estimated 2014 Ending Fund Balance</td> <td>1,885,939</td> <td>586,570</td> <td>Unassigned</td> </tr> <tr> <td></td> <td></td> <td>120,000</td> <td>Restricted for Debt Service</td> </tr> <tr> <td></td> <td></td> <td>1,100,000</td> <td>Committed for Capital Improvements</td> </tr> <tr> <td></td> <td></td> <td>1,806,570</td> <td></td> </tr> </table>						Estimated 2014 Revenues Over (Under) Expenditures	(78,871)	(79,369)	Proposed 2015 Revenues Over (Under) Exp	2014 Beginning Fund Balance	808,089	1,885,939	Estimated 2015 Beginning Fund Balance	Estimated 2014 Ending Fund Balance	729,217	1,806,570	Estimated 2015 Ending Fund Balance	Estimate of 2014 Tranfer of Cash from Reserve Funds	910,368	69%	2015 Fund Balance as a % of Revenues	Investments	246,355	Fund Balance Breakout		Restated Estimated 2014 Ending Fund Balance	1,885,939	586,570	Unassigned			120,000	Restricted for Debt Service			1,100,000	Committed for Capital Improvements			1,806,570	
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Cost Summary of Significant Changes

Utility reserve funds have been transferred to the proprietary funds based on BARS and GAAP standards. Capital Outlay and Debt Service obligations will be paid through the proprietary funds. Increase in Water Distribution Services for study on North pressure zone and Clearview MSA analysis. Increase in Water Distribution Services for equipment rental for transmission maintenance. Increase in Water Treatment Capital Outlay for new water van and carryover from 2014 not paid in the previous year.

Fund	Wastewater	402			
Department	Public Works-Enterprise	140			
Account Number		2014	2014	2015	2015
535.00	Description	Amended Budget	Estimated Year-End	Requested Budget	Comments/Justifications
	Sewer Permits	2,500	1,250	3,000	Per development fee schedule
	Sewer Billings	3,900,000	3,900,000	3,900,000	0% rate increase as per study
	Inspection Fees - Sewer	3,750	1,875	4,500	Per development fee schedule
	Special Development Fees	331,520	207,200	439,264	Per development fee schedule
	Interest Earnings	750	700	4,000	
	Connection Fees-Sewer	317,000	158,500	380,400	Per development fee schedule
	Capital Fac. Charges- - Sewer	148,750	74,375	178,500	Per Development Fees forecast
	Transfer-In	-	-	20,000	Funds for City Shop Sewer Replacement
	Total Revenues	4,704,270	4,343,900	4,929,664	
Sewer Admin					
Salary and Wages					
	11.00 Sewer Admin Regular Pay	28,556	28,556	28,789	
Personnel Benefits					
	21.00 Employer Taxes	2,185	2,185	2,202	
	22.00 Employer Retirement	2,661	2,661	2,939	
	23.00 Employer Premiums	8,095	8,095	7,721	
	27.00 Sewer Admin Uniforms	300	300	300	
	27.10 Sewer Admin Safety Equip	100	100	100	
Supplies					
	31.00 Operating Supplies	100	200	200	
	35.00 Sewer Small Tools & Equip	1,000	200	1,000	
Services					
	41.00 Professional svcs-sewer admin	1,200	15,000	15,000	Attorney Fee's
	43.00 Sewer Admin Travel & Subsisten	300	300	300	
	49.10 Dues and Subscriptions	300	100	300	
	49.20 Sewer Admin Educ & Training	600	600	600	
Sewer Collection					
Salary and Wages					
	11.00 Regular Pay	105,132	105,132	119,950	
	11.05 Temp/Seasonal Pay	-	-	12,162	
	12.00 Overtime Pay	8,000	8,000	8,000	
Personnel Benefits					
	21.00 Employer Taxes	8,655	8,655	10,719	
	22.00 Employer Retirement	10,420	10,420	13,064	
	23.01 Employer Premiums	48,334	48,334	26,988	
	27.00 Uniforms	1,100	1,100	1,100	
	27.10 Safety Uniforms	1,100	1,100	1,100	
Supplies					
	31.00 Office & Operating Supplies	20,000	13,000	20,000	
	35.00 Small Tools & Minor Equip	5,000	3,000	5,000	
Services					
	41.00 Engineering Services	6,000	19,100	19,000	Outside contract services
	41.10 Other Professional Services	56,000	56,000	56,000	
	41.20 Legal Services	2,120	800	2,120	
	42.00 Communication	8,000	8,000	8,000	
	42.10 Postage	4,000	4,000	4,000	
	42.20 Telephone	1,300	1,300	1,300	

Fund	Wastewater	402			
Department	Public Works-Enterprise	140			
Account Number		2014	2014	2015	2015
535.00	Description	Amended Budget	Estimated Year-End	Requested Budget	Comments/Justifications
43.00	Travel & Subsistence	2,000	2,000	2,000	
47.00	Utility Services - Gas	25,000	6,000	6,000	
47.10	Utility Services-PUD	20,000	26,000	33,000	
48.00	Repairs & Maintenance	60,000	60,000	60,000	
49.10	Dues And Subscriptions	400	275	400	
49.15	Printing and Binding	1,200	1,200	1,200	
49.20	Education & Training	3,000	2,000	3,000	
49.30	Miscellaneous Services	5,000	-	5,000	
53.00	Sewer Utility Excise Tax	55,000	55,000	55,000	
Capital Outlay					
64.00	Machinery & Equipment	18,000	18,000	5,000	
Interfund Transfers					
91.00	General Fund Admin CAP (001)	178,442	178,442	153,634	From Cost Allocation Plan
91.10	General Fund Engineer CAP (001)	148,701	148,701	151,021	From Cost Allocation Plan
91.11	F/F CAP (501)	34,340	34,340	190,055	From Cost Allocation Plan
91.15	Info SvcM&O CAP (502)	19,737	19,737	16,866	From Cost Allocation Plan
99.00	Equipment Replacement (472)	13,791	13,791	-	
99.50	IS Equip Replace CAP (502)	3,920	3,920	3,961	From Cost Allocation Plan
Sewer Treatment					
Salary and Wages					
11.00	Regular Pay	200,427	200,427	209,073	
11.05	Temp/Seasonal Pay	-	-	12,162	
12.00	Overtime Pay	6,500	6,500	6,500	
Personnel Benefits					
21.00	Employer Taxes	15,830	15,830	14,422	
22.00	Employer Retirement	17,692	17,692	22,010	
23.01	Employer Premiums	45,464	45,464	45,756	
27.00	Uniforms	1,650	1,650	1,650	
27.10	Safety Uniforms	1,150	800	1,150	
Supplies					
31.10	Operating Supplies	75,000	75,000	75,000	
31.20	Chemicals Supplies	205,000	205,000	225,000	
35.00	Small Tools & Minor Equip	10,000	10,000	10,000	
Services					
41.10	Other Professional Services	5,000	5,000	6,500	
41.20	Legal Services	-	-	-	
41.50	Professional Services - Eng	3,000	-	3,000	
42.00	Communication	2,000	200	200	Comcast connection
42.10	Postage	300	300	300	
42.20	Telephone	2,400	2,400	2,400	
43.00	Travel & Subsistence	1,500	1,500	1,500	
45.00	Operating Rentals	6,000	4,850	6,000	
47.00	Utility Services	200,000	200,000	200,000	
47.10	Solid Waste Services - Decnt	3,500	3,500	3,500	
48.00	Repairs & Maintenance	30,000	30,000	45,000	
49.10	Dues And Subscriptions	300	300	300	
49.20	Education And Training	3,000	3,000	3,000	
51.11	Wastewater Discharge Permit	13,000	13,000	13,000	
51.20	Wastewater Testing	10,000	10,000	10,000	

Fund	Wastewater	402			
Department	Public Works-Enterprise	140			
Account Number		2014	2014	2015	2015
535.00	Description	Amended Budget	Estimated Year-End	Requested Budget	Comments/Justifications
53.00	Sewer Utility Tax Treatment	50,000	50,000	50,000	
Capital Outlay					
64.00	Machinery & Equipment	20,000	20,000	20,000	
64.00	Capital Improvement	-	-	25,000	Sewer Pipe replacement at City Shop
64.00	Capital Improvement	-	-	110,000	10th St/Mill Ave Intersection Pipe Replace
64.00	Capital Improvement	-	-	405,000	7th St (Mill Ave to Pine Ave) Pipe Replace
64.00	Capital Improvement	-	-	1,000,000	Phase 1 WWTP Upgrade
Debt Services					
78.00	1994 SRF - WWTP (Prin)	551,948	551,948	551,948	Per debt payment schedule
78.10	1997 RECD - WWPT (Prin)	18,450	18,450	19,408	Per debt payment schedule
83.20	1997 RECD - WWPT (Io)	39,950	39,950	38,992	Per debt payment schedule
78.30	PWTFL WWTP Upgrade	120,313	120,313	120,313	Per debt payment schedule
78.50	PWTFL-CSO Principal	104,386	104,386	104,386	Per debt payment schedule
83.30	PWTFL WWTP Upgrade Interest	9,024	9,024	8,422	Per debt payment schedule
83.50	PWTFL CSO-Interest	7,829	7,829	7,307	Per debt payment schedule
78.00	PWTF Loan WWTP Design Princ	55,099	55,099	55,099	Per debt payment schedule
78.10	PWTF Loan Constructn Principal	361,922	361,922	361,922	Per debt payment schedule
78.02	PWTF Loan Constr II Principal	73,684	73,684	73,684	Per debt payment schedule
83.00	PWTF Loan Design - Interest	2,480	2,480	2,204	Per debt payment schedule
83.01	PWTF Loan Constr-Interest	19,906	19,906	18,096	Per debt payment schedule
83.02	PWTF Loan Const II - Interest	5,158	5,158	4,790	Per debt payment schedule
Interfund Transfers					
99.00	Transfer-Out (310)	67,500	67,500	-	
99.00	Transfer-Out (433)	600,000	600,000	-	
99.00	Transfer-Out (432)	900,000	900,000	-	
99.00	Transfer-Out (311)	-	-	150,000	Transfer for 2015 Overlay
Total Expenditures		4,785,451	4,775,706	5,098,085	
Revenues Over (Under) Expenditures			(431,806)	(168,421)	Revenues Over (Under) Expenditures
2014 Beginning Fund Balance			1,057,327	5,318,566	Estimated 2015 Beginning Fund Balance
Estimated 2014 Ending Fund Balance			625,521	5,150,145	Estimated 2015 Ending Fund Balance
				104% 2015 Fund Balance as a % of Revenues	
Estimated 2014 Transfer of Cash from Reserve Funds			3,449,817		Fund Balance Breakout
Investments			1,243,228	457,681	Unassigned
				82,464	Assigned for BioSolids
Restated Estimated 2014 Ending Fund Balance			5,318,566	1,710,000	Restricted for Debt Service
				2,900,000	Committed for Capital Improvements
				5,150,145	

Cost Summary of Significant Changes

Utility reserve funds have been transferred to the proprietary funds based on BARS and GAAP standards. Capital Outlay and Debt Service obligations will be paid through the proprietary funds.

Fund	Stormwater	404			
Department	Public Works - Enterprise	140			
Account Number		2014	2014	2015	2015
542.00	Description	Amended Budget	Estimated Year-End	Requested Budget	Comments/Justifications
	Storm Billings	950,000	985,969	1,055,973	
	Interest Earnings	-	900	900	
	Grant_DOE_ NPDES	50,000	50,000	40,000	
	Total Revenue	1,000,000	1,036,869	1,096,873	

Storm Admin

Salary and Wages

11.00 Storm Admin Regular Pay	28,556	28,556	28,789
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Personnel Benefits

21.00 Employer Taxes	2,185	2,185	2,202
22.00 Employer Retirement	2,661	2,661	2,939
23.00 Employer Premiums	8,095	8,095	7,721
27.00 Uniforms	300	300	300
27.10 Safety Equipment	2,000	500	2,000

Supplies

31.10 Operating Supplies	1,050	1,000	1,050
35.00 Storm Admin Small Tools & Equi	2,000	500	2,000

Services

41.00 Professional svcs-storm admin	31,140	31,140	31,140
42.00 Communications-storm admin	600	-	-
43.00 Travel & Subsist	300	-	300
49.20 Training	600	-	600
53.00 External Tax	20,000	20,000	20,000

Storm Maintenance

Salary and Wages

11.00 Regular Pay	134,560	134,560	107,461
12.00 Overtime Pay	5,000	5,000	5,000

Personnel Benefits

21.00 Employer Taxes	10,676	10,676	8,603
22.00 Employer Retirement	10,255	10,255	11,482
23.00 Employer Premiums	27,169	27,169	28,553
27.00 Uniforms	1,100	1,100	1,100
27.10 Safety Uniforms	1,200	800	800

Supplies

31.00 Office & Operating Supplies	25,000	5,000	5,000
35.00 Small Tools & Minor Equip	7,000	1,000	500

Services

41.00 Professional Services	15,000	10,000	10,700	County costs for Blackman's Lake Station data download
41.30 Legal Services	1,155	1,155	1,155	
41.50 Comp Plan Grant Prof Srvc	136,000	50,000	40,000	NPDES work
42.00 Communication	2,000	4,650	4,650	Phone, Internet and Fax services
42.10 Postage	3,000	3,000	3,000	
43.00 Travel and Sub.	1,000	500	1,000	
45.00 Operating Rentals	2,000	3,342	2,000	
48.00 Repairs & Maintenance	10,000	2,650	10,000	
49.00 Printing and Binding	1,200	1,200	1,200	
49.20 Education & Training	2,000	2,000	2,000	

Fund	Stormwater	404			
Department	Public Works - Enterprise	140			
Account Number		2014	2014	2015	2015
542.00	Description	Amended Budget	Estimated Year-End	Requested Budget	Comments/Justifications
49.30	Miscellaneous	1,000	-	1,000	
49.40	Wtr quality sampling-DOE permit	8,500	15,000	15,000	Regional Stormwater Monitoring Fee
49.50	Operating permit-storm wtr mgn	9,100	-	9,100	
51.10	Intergovernmental Pro Svcs	45,000	20,000	45,000	
51.19	DOE Storm (Capacity)	37,597	-	37,597	
Interfund Transfers					
91.00	General Fund Admin CAP (001)	143,011	143,011	94,033	From Cost Allocation Plan
91.10	General Fund Engineer CAP (001)	157,910	157,910	186,789	From Cost Allocation Plan
91.15	Info Services M&O CAP (502)	10,259	10,259	16,866	From Cost Allocation Plan
91.20	F/F CAP (501)	73,795	73,795	61,592	From Cost Allocation Plan
99.01	IS Equip Replace CAP (502)	2,323	2,323	4,051	From Cost Allocation Plan
99.02	Equipment Replacement (472)	46,628	46,628	-	
Capital Outlay					
64.00	Capital Improvement	-	-	110,000	Maple Ave & Fairview St Storm
64.00	Capital Improvement	-	-	300,000	Blackmans Lake Outlet Control
Interfund Transfers					
99.00	Transfer-Out (310)	67,500	67,500	-	
99.00	Transfer-Out (432)	380,000	380,000	-	
99.00	Transfer-Out (311)	75,000	75,000	150,000	Transfer for 2015 Overlay
99.00	Transfer-Out (402)	-	-	5,000	To Sewer for Shop Pipe Replc project
Total Expenditures		1,552,424	1,360,420	1,379,273	
Revenues Over (Under) Expenditures			(323,551)	(282,400)	Revenues Over (Under) Expenditures
2014 Beginning Fund Balance			1,073,131	1,178,522	Estimated 2015 Beginning Fund Balance
Estimated 2014 Ending Fund Balance			749,580	896,122	Estimated 2015 Ending Fund Balance
					82% 2015 Fund Balance as a % of Revenues
Estimated 2014 Transfers from Closed Reserve Funds			428,941		Fund Balance Breakout
Investment Funds			-	146,122	Unassigned
				750,000	Committed for Capital Improvements
Estimated Revised 2014 Ending Fund Balance			1,178,522	896,122	

Cost Summary of Significant Changes

Utility reserve funds are proposed to be transferred to the enterprise funds based on BARS and GAAP standards. Capital Outlay and Debt Service will be paid from the enterprise fund. Any development related utility charges are tracked within the enterprise fund and designated within fund balance for future uses.

PART 3

2015 BUDGET

NON-OPERATING FUNDS

**CITY OF SNOHOMISH
2015 ADOPTED BUDGET**

SPECIAL REVENUE FUNDS

Park Impact Fee Fund

Fund: 104

The Park Impact Fee Fund 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, current years 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.

Budget	2014 Budget	2014 Est Yr End	2015 Proposed
<i>Beginning Fund Balance</i>	<i>1,574</i>	<i>1,574</i>	<i>186,856</i>
Revenues:			
Park Impact Fees	236,550	233,152	112,050
Interest Income	-	130	130
Expenditures:			
Park Acquisitions	48,000	48,000	-
<i>Ending Fund Balance</i>	<i>190,124</i>	<i>186,856</i>	<i>299,036</i>

Visitor Promotion Fund

Fund: 107

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 offers these funds, under competitive process, to local, non-profit agencies.

Budget	2014 Budget	2014 Est Yr End	2015 Proposed
<i>Beginning Fund Balance</i>	<i>10,696</i>	<i>10,696</i>	<i>11,088</i>
Revenues:			
Hotel/Motel Taxes	6,500	6,500	6,500
Interest Income	-	10	10
Expenditures:			
Community Events	7,000	5,000	10,000
VIC Dues	1,200	1,118	1,200
<i>Ending Fund Balance</i>	<i>8,996</i>	<i>11,088</i>	<i>6,398</i>

**CITY OF SNOHOMISH
2015 ADOPTED BUDGET**

Special Revenue Funds (Cont.)

Parking Business Improv Area **Fund: 108**

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

Budget	2014 Budget	2014 Est Yr End	2015 Proposed
<i>Beginning Fund Balance</i>	23,475	23,475	23,490
Revenues:			
Assessments	23,000	23,000	23,000
Interest Income	-	15	15
Expenditures:			
Service Fees	23,000	23,000	23,000
<i>Ending Fund Balance</i>	23,475	23,490	23,505

Police Operational Reserves **Fund: 113**

The Police Operational Reserves 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.

Budget	2014 Budget	2014 Est Yr End	2015 Proposed
<i>Beginning Fund Balance</i>	55,793	55,793	78,715
Revenues:			
Seizures	-	32,887	-
Interest Income	-	35	50
Expenditures:			
Repairs & Maintenance	10,000	10,000	78,000
<i>Ending Fund Balance</i>	45,793	78,715	765

**CITY OF SNOHOMISH
2015 ADOPTED BUDGET**

Special Revenue Funds (Cont.)

Real Estate Excise Tax (REET)

Fund: 117

The Real Estate Excise Tax Reserve Fund accounts for the proceeds from Real Estate Excise Taxes levied by the City and 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 interim, allowable use is for the years 2012 through 2016. Fund resources are received from beginning fund balance, excise tax collections and interest income. Uses are in the form of operating transfers-out to capital project funds and to Street and Park maintenance functions supported by the General Fund.

Budget	2014 Budget	2014 Est Yr End	2015 Proposed	
<i>Beginning Fund Balance</i>	<i>213,549</i>	<i>213,549</i>	<i>446,849</i>	
Revenues:				Committed Dollars for Grant Related Projects If Awarded (\$20,000)
REET Taxes	288,000	288,000	288,000	
Interest Income	-	300	300	
Expenditures:				
Transfer-Out	55,000	55,000	280,000	
<i>Ending Fund Balance</i>	<i>446,549</i>	<i>446,849</i>	<i>455,149</i>	

Street Impact Fee

Fund: 125

The Street Impact Fee 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 uses are restricted to street projects listed in the Transportation Plan. Impact fees not spent within ten years of their collection must be returned to the payee.

Budget	2014 Budget	2014 Est Yr End	2015 Proposed	
<i>Beginning Fund Balance</i>	<i>161,620</i>	<i>161,620</i>	<i>378,603</i>	
Revenues:				
Impact Fees	197,658	216,883	38,394	
Interest Income	-	100	100	
Expenditures:				
Transfers to Project	-	-	-	
<i>Ending Fund Balance</i>	<i>359,278</i>	<i>378,603</i>	<i>417,097</i>	

**CITY OF SNOHOMISH
2015 ADOPTED BUDGET**

DEBT SERVICES FUNDS

Debt Service Fund

Fund: 205

The Debt Service Fund accounts for the City's General Obligation (G.O.) Debt. Fund resources are provided by beginning fund balance, property taxes on voter approved debt issuances, interfund transfers on non-voter approved street debt and interest income. Uses are restricted to debt service obligations of annual principal and interest payments according to bond debt repayment schedules.

Budget	2014 Budget	2014 Est Yr End	2015 Proposed
<i>Beginning Fund Balance</i>	<i>3,451</i>	<i>3,451</i>	<i>13,730</i>
Revenues:			
Property Taxes	58,218	58,218	-
Transfers-In	83,483	93,762	80,233
Expenditures:			
Principal	110,000	110,000	55,000
Interest	31,201	31,201	25,233
Fees	500	500	500
<i>Ending Fund Balance</i>	<i>3,451</i>	<i>13,730</i>	<i>13,230</i>

Outstanding G.O. Debt as of December 31, 2014: \$535,000
City of Snohomish \$940,000 Limited Tax G.O. Bonds, Dated 2005
Bonds issued for the Rivertrail Improvement Project and other Trail Projects
and for acquisition of Radio Equipment and other Law Enforcement
Technology infrastructure.
Maturity Date: 2025
Interest Rate: 4.80% - 5.00%

**CITY OF SNOHOMISH
2015 ADOPTED BUDGET**

CAPITAL PROJECT FUNDS

Municipal Capital Projects Fund: 310

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 in from other City special revenue, capital project and proprietary funds. A detailed list of improvement projects over the coming five years and their respective revenue sources is presented within the 2015 Capital Improvement Plan (CIP) in the appendix section of the City Budget.

Budget	2014 Budget	2014 Est Yr End	2015 Proposed
<i>Beginning Fund Balance</i>	<i>128,536</i>	<i>128,536</i>	<i>214,236</i>
Revenues:			
Grants	47,116	47,116	-
Transfers-In	504,816	504,836	238,000
Expenditures:			
Capital Outlay	466,115	466,252	326,000
<i>Ending Fund Balance</i>	<i>214,353</i>	<i>214,236</i>	<i>126,236</i>

Street Capital Projects Fund: 311

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 transfer-in from City special revenue, capital project and proprietary funds. Funds are also received from the Transportation Benefit District (TBD) Fund which has imposed a voter approved sales tax increase of 0.2% effective since January 1, 2012 for the purposes of funding various street capital improvement and maintenance projects. A detailed list of projects over the coming five years and their respective revenue sources is presented within the 2015 Capital Improvement Plan (CIP) in the appendix section of the City Budget.

Budget	2014 Budget	2014 Est Yr End	2015 Proposed
<i>Beginning Fund Balance</i>	<i>(7,442)</i>	<i>(7,442)</i>	<i>76,622</i>
Revenues:			
Grants	1,679,720	2,532,804	35,300
Transfers-In	430,200	430,200	480,000
Transfers-In TBD	851,000	851,000	851,000
Expenditures:			
Signal Improvements	-	-	15,000
Charging Station	-	-	30,000
30th & SR 9	-	230,000	20,000
Street Overlay	958,416	1,372,009	950,000
2nd & Lincoln Signal	407,451	407,451	8,000
Ave D & 15th	1,580,000	1,720,480	30,000
<i>Ending Fund Balance</i>	<i>7,611</i>	<i>76,622</i>	<i>389,922</i>

**CITY OF SNOHOMISH
2015 ADOPTED BUDGET**

TRUST FUNDS

Carnegie Restoration Fund	Fund: 604
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The Carnegie Restoration Trust Fund accounts for monies donated by the community, community room rentals and lease revenues from Arts of Snohomish for the remodel and restoration of the historic Carnegie Library. Fund proceeds will be used to match against potential grant proceeds and other sources for the building's renovation.

Budget	2014 Budget	2014 Est Yr End	2015 Proposed
<i>Beginning Fund Balance</i>	<i>5,110</i>	<i>5,110</i>	<i>20,110</i>
Revenues:			
Rentals/Lease	-	18,000	18,000
Expenditures:			
Other	-	3,000	3,000
<i>Ending Fund Balance</i>	<i>5,110</i>	<i>20,110</i>	<i>35,110</i>

PART 4

2015 BUDGET

APPENDIX

Snohomish City Council

Annual Goals

Program and Project Priorities for 2015

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

- ❖ Seek funding and support to complete proposed State Route 9 improvements.. *(Related to Initiatives 4)*
- ❖ Increase tax revenues through continued economic development. *(Related to Initiatives 6 & 7)*
- ❖ Attract more living wage jobs for the community. *(Related to Initiative 6)*
- ❖ Collaborate with agencies in the region for development of rails and trails that serve Snohomish. *(Related to Initiatives 1 & 4)*
- ❖ Consider formation of a Metropolitan Parks District. *(Related to Initiative 1)*
- ❖ Refine options for the community's long-term water supply. *(Supports community health and welfare)*
- ❖ Develop a comprehensive review of all non-utility fees charged by the City. *(Related to Initiatives 6 & 8)*
- ❖ Consider private-public partnerships for land acquisition and development. *(Related to Initiative 6 & 8)*
- ❖ Create a plan for redevelopment and new uses of the Hal Moe Pool property. *(Related to Initiative 1, 7 and 8)*
- ❖ Continue planning for the Stormwater and Wildlife Refuge projects. *(Related to Initiatives 1, 3 and 5)*

CITY OF SNOHOMISH
2015 Capital Improvement Projects

Summary

The Growth Management Act mandates that the City develop a six-year Capital Facilities Plan (CFP) as part of the Comprehensive Plan. Included within the 2015 Budget, is the one-year portion of the CFP, which is referred to as the Capital Improvement Plan (CIP). Projects listed in the CIP are in excess of \$10,000 capital asset threshold and are estimated costs that improve, repair or maintain City infrastructure. Municipal CIP projects are accounted for in one of two non-operating funds: Municipal Capital Project Fund (310) and Street Capital Project Fund (311). Utility CIP projects are accounted for in their respective enterprise funds.

Hal Moe Pool	\$	150,000
"Riverfront Park" Improvements	\$	15,000
"Ludwig Park" Improvements	\$	15,000
Sidewalk Improvements	\$	10,000
Riverview Wildlife Refuge	\$	10,000
City Hall	\$	98,000
Police Station	\$	78,000
Blackmans Lake Outlet Control	\$	300,000
Maple Ave & Fairview St Storm	\$	110,000
Water Treatment Plant Equipment	\$	60,000
So Zone Reservoir Closure	\$	50,000
Sewer Pipe Replacements	\$	540,000
WWTP Upgrade - Ph I	\$	1,000,000
Total 2015 CIP		\$ 2,436,000

City of Snohomish 2015 Capital Improvement Projects - Sources and Uses

Project Name: Hal Moe Pool				
SOURCES/REVENUES		Description	2015Budget	Tracking Fund
Transfer-In		from REET Fund #117	150,000.00	Municipal Capital Project #310
Total Sources			150,000.00	
USES/EXPENDITURES		Description	2015Budget	Tracking Fund
Capital Project		Pre-Design & Demolition	150,000.00	Municipal Capital Project #310
Total Uses			150,000.00	

Project Name: "Riverfront Park" Improvements				
SOURCES/REVENUES		Description	2015Budget	Tracking Fund
Transfer-In		from REET Fund #117	15,000.00	Municipal Capital Project #310
Total Sources			15,000.00	
USES/EXPENDITURES		Description	2015Budget	Tracking Fund
Capital Project		Park Improvements	15,000.00	Municipal Capital Project #310
Total Uses			15,000.00	

Project Name: "Ludwig Park" Improvements				
SOURCES/REVENUES		Description	2015Budget	Tracking Fund
Transfer-In		from REET Fund #117	15,000.00	Municipal Capital Project #310
Total Sources			15,000.00	
USES/EXPENDITURES		Description	2015Budget	Tracking Fund
Capital Project		Park Improvements	15,000.00	Municipal Capital Project #310
Total Uses			15,000.00	

Project Name: Sidewalk Improvements				
SOURCES/REVENUES		Description	2015Budget	Tracking Fund
Transfer-In		from REET Fund #117	10,000.00	Municipal Capital Project #310
Total Sources			10,000.00	
USES/EXPENDITURES		Description	2015Budget	Tracking Fund
Capital Project		Sidewalk Replacement	10,000.00	Municipal Capital Project #310
Total Uses			10,000.00	

City of Snohomish 2015 Capital Improvement Projects - Sources and Uses

Project Name: Riverview Wildlife Refuge			
SOURCES/REVENUES	Description	2015Budget	Tracking Fund
Transfer-In	from REET Fund #117	10,000.00	Municipal Capital Project #310
Total Sources		10,000.00	
USES/EXPENDITURES	Description	2015Budget	Tracking Fund
Capital Project	Refuge Improvements	10,000.00	Municipal Capital Project #310
Total Uses		10,000.00	

Project Name: City Hall			
SOURCES/REVENUES	Description	2015Budget	Tracking Fund
Fund Balance	2014 funds from General and Enterprise Utility Funds	52,000.00	
Transfer-In	from REET	46,000.00	Municipal Capital Project #310
Total Sources		98,000.00	
USES/EXPENDITURES	Description	2015Budget	Tracking Fund
Capital Project	Construction Finish of 2014 Remodel Project	98,000.00	Municipal Capital Project #310
Total Uses		98,000.00	

Project Name: Police Station			
SOURCES/REVENUES	Description	2015Budget	Tracking Fund
Transfer-In	from Drug Seizure Funds #113	78,000.00	Municipal Capital Project #310
Total Sources		78,000.00	
USES/EXPENDITURES	Description	2015Budget	Tracking Fund
Capital Project	Remodeling & HVAC Improvements	78,000.00	Municipal Capital Project #310
Total Uses		78,000.00	

Project Name: Blackmans Lake Outlet Control			
SOURCES/REVENUES	Description	2015Budget	Tracking Fund
Fund Balance	Existing Cash Sources	300,000.00	Stormwater Fund #404
Total Sources		300,000.00	
USES/EXPENDITURES	Description	2015Budget	Tracking Fund
Capital Project	Permitting, Design & Construction	300,000.00	Stormwater Fund #404
Total Uses		300,000.00	

City of Snohomish 2015 Capital Improvement Projects - Sources and Uses

Project Name: Maple Ave & Fairview St Storm			
SOURCES/REVENUES	Description	2015Budget	Tracking Fund
Fund Balance	Existing Cash Sources	110,000.00	Stormwater Fund #404
Total Sources		110,000.00	
USES/EXPENDITURES	Description	2015Budget	Tracking Fund
Capital Project	Storm pipe Construction	110,000.00	Stormwater Fund #404
Total Uses		110,000.00	

Project Name: Water Treatment Plant Equipment			
SOURCES/REVENUES	Description	2015Budget	Tracking Fund
Fund Balance	Existing Cash Sources	60,000.00	Water Fund #401
Total Sources		60,000.00	
USES/EXPENDITURES	Description	2015Budget	Tracking Fund
Capital Project	Soda Ash Tank, Turbidimeter, Valve and Chlorinator Replacement	60,000.00	Water Fund #401
Total Uses		60,000.00	

Project Name: So Zone Reservoir Closure			
SOURCES/REVENUES	Description	2015Budget	Tracking Fund
Fund Balance	Existing Cash Sources	50,000.00	Water Fund #401
Total Sources		50,000.00	
USES/EXPENDITURES	Description	2015Budget	Tracking Fund
Capital Project	Close Reservoir Cover	50,000.00	Water Fund #401
Total Uses		50,000.00	

Project Name: Pipe Replacement			
SOURCES/REVENUES	Description	2015Budget	Tracking Fund
Fund Balance	Existing Cash Sources	540,000.00	Wastewater Fund #402
Total Sources		540,000.00	
USES/EXPENDITURES	Description	2015Budget	Tracking Fund
Capital Project	Pipe Replacements at 10th St and Mill Ave; 7th St (between Mill Ave and Pine Ave; City Shop Site	540,000.00	Wastewater Fund #402
Total Uses		540,000.00	

City of Snohomish 2015 Capital Improvement Projects - Sources and Uses

Project Name: WWTP Upgrade - Ph I				
SOURCES/REVENUES		Description	2015Budget	Tracking Fund
Fund Balance	Existing Cash Sources		1,000,000.00	Wastewater Fund #402
		Total Sources	1,000,000.00	
USES/EXPENDITURES		Description	2015Budget	Tracking Fund
Capital Project	Required DOE Improvements		1,000,000.00	Wastewater Fund #402
		Total Uses	1,000,000.00	

City of Snohomish

2015 Pending Grant CIP Projects

Fund Committed But Not Budgeted

117	<i>REET2</i>	20,000.00
667	<i>TBD</i>	419,600.00

The City of Snohomish has had great success in recent years in winning federal and state grants for improvements to the City's infrastructure, especially for much needed transportation and wastewater treatment upgrades. From 1996 to 2010, the City received only one federal grant, totaling \$50,000, for street improvements. In contrast, between 2011 to mid-2014, the City has been awarded six federal grants totaling more than \$2 million for street construction projects.

Wastewater infrastructure improvement projects, from 2010 to 2013, have been awarded more than \$10 million in state and federal grants. These grant funds have a positive impact on minimizing utility rate increases in these times of major modifications to environmental regulations and tighter permit limits.

In 2014, the City has or will apply for a number of new federal and state grants for 2015 capital improvement projects. Most of the grant award announcements for these applications will happen in late 2014 or early 2015 - after the final 2015 budget adoption process is completed. The following is a list of additional, proposed CIP projects that should grant funds be awarded, a budget amendment will be considered by the City Council. Note that fund balances have been committed and may impact dollars available for other projects.

Project Name:	Interurban Trail	Tracking Fund:	Municipal Capital Projects (310)
	Trail construction from Sixth St. Bridge to Avenue D		
Sources	Description	Amount	
Grant	WSDOT/Ped-Bike Safety	780,000.00	
Transfer-In	REET 2 (Fund 117)	20,000.00	
	Total Sources	800,000.00	
Uses	Description	Amount	
Construction Costs	Trail construction	800,000.00	
	Total Uses	800,000.00	

Project Name:	Maple Ave Overlay	Tracking Fund:	TBD (677)
	Pavement overlay from Pine Avenue to City Limits		
Sources	Description	Amount	
Grant	PSRC	350,000.00	
Fund Balance	TBD Cash	160,000.00	
	Total Sources	510,000.00	
Uses	Description	Amount	
Construction Costs	Overlay	510,000.00	
	Total Uses	510,000.00	

Project Name: NPDES Compliance		Tracking Fund: Storm Water (404)
Continued efforts towards State stormwater management compliance		
Sources	Description	Amount
Grant	Dept of Ecology	40,000.00
	Total Sources	40,000.00
Uses	Description	Amount
Engineering Professional Services	NPDES Compliance	40,000.00
	Total Uses	40,000.00

Project Name: 30th & SR 9 Construction		Tracking Fund: TBD (677)
Construct new intersection. Two funding options are proposed.		
OPTION 1		
Sources	Description	Amount
Grant	PSRC	772,400.00
Fund Balance	TBD Cash	259,600.00
	Total Sources	1,032,000.00
Uses	Description	Amount
Construction Costs	Street Construction	1,032,000.00
	Total Uses	1,032,000.00
OPTION 2		
Sources	Description	Amount
Grant	TIB	877,200.00
Fund Balance	TBD Cash	154,800.00
	Total Sources	1,032,000.00
Uses	Description	Amount
Construction Costs	Street Construction	1,032,000.00
	Total Uses	1,032,000.00

Note: Two grant programs have been applied to for this project. Depending on which grant is awarded will affect the use of TBD funds available.



Project Name: Phase 2 CSO - Lagoon		Tracking Fund: Wastewater (402)
Combined Sewer overflow trunkline installation and wetland treatment		
Sources	Description	Amount
Grant	DOE	1,000,000.00
Transfer-In	Stormwater (Fund 404)	167,000.00
Fund Balance	Wastewater Cash	167,000.00
	Total Sources	1,334,000.00
Uses	Description	Amount
Construction Costs	CSO Separation	1,334,000.00
	Total Uses	1,334,000.00

City of Snohomish - Cost Allocation Plan

Fund Paying For Service	Fund Receiving Payment for Service										Total To GF Allocation	
	001											
	Financial Services	City Council	City Clerk	City Manager	Human Resources	Engineering Services	Fleet Facilities	Information Services	Equip Reserve	TOTAL		
2015												
001 General Fund (Govt)	254,195	71,064	188,207	164,136	193,192	205,070	314,999	231,936	62,281	1,685,080		
102 Streets	54,341	7,931	9,126	20,868	31,122	74,716	81,845	20,787	24,424	325,159	198,103	
401 Water	77,181	10,013	8,992	30,547	55,051	139,893	181,400	55,862	4,300	563,240	321,677	
402 Wastewater	61,925	18,346	11,850	35,926	25,690	151,021	190,055	20,827	-	515,640	304,758	
403 Solid Waste	4,773	5,623	-	9,499	2,202	-	-	-	-	22,097	22,097	
404 Stormwater	36,014	7,265	6,760	18,364	25,690	186,789	61,592	20,917	-	363,391	280,882	
501 Fleet/Facilities	54,669	1,777	537	9,547	25,250	-	-	15,303	27,681	134,764	91,780	
502 Information Services	23,352	2,424	-	6,972	11,744	-	6,460	-	-	50,953	44,492	
677 TBD	-	-	-	-	-	36,882	-	-	-	36,882	36,882	
	566,449	124,442	225,473	295,859	369,943	794,370	836,351	365,632	118,686	3,697,204	1,300,672	