



# 2018 Recommended Budget

**Proposed: September 29, 2017**

Adopted: PENDING

November 21, 2017

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**Date:** September 29, 2017  
**To:** Snohomish City Council and Citizens  
**From:** Larry Bauman, City Manager  
**Subject:** Transmittal Memo for the 2018 Recommended Budget

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With this memo I transmit to the City Council and City of Snohomish citizens, the 2018 Recommended Budget. The purpose of this memo is to provide a narrative overview that highlights major themes, trends and changes in the Snohomish Recommended Budget. While the budget numbers in this document tell a detailed story, this memo seeks to tie those numbers together in a comprehensive way that explains the City's finances, as well as a road map to the services and programs proposed for 2018. Local governments by nature are service-based organizations focusing on employee delivery of services.

To provide its services and programs, the City's budget is driven primarily by personnel cost. For the 2018 Budget, projected revenues matched to increasing expenditure demands do not support adding new personnel resources. As a result, the 2018 Budget continues a conservative budgeting approach based on the need to maintain adequate fund reserves. The City Council in 2016 adopted a new Financial Management Policy that reflects the higher level of volatility that comes with the use of sales tax as a major source of funding for basic services. The City's sales tax revenue, which is highly influenced by local economic conditions, accounts 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/criminal justice, streets maintenance, parks maintenance, planning services, economic development and the general administration of city government. The General Fund does not include revenues or expenditures for utility (water, wastewater, storm water, garbage and recycling) services. Utility service costs are paid for with funds generated through utility user rates and connection fees paid by the individual utility customers. The conservative assumption embedded in the 2018 Recommended 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 sources. This budget projects a moderately increased revenue stream for the General Fund in 2018.

The 2018 Recommended Budget includes considerations of not simply what level of services the City can afford but how those services can be delivered at the lowest reasonable cost. As we search for more cost-effective methods to deliver services and programs, the City's staff continues to analyze a variety of options that had not previously been employed. New ideas and changing community perspectives concerning how municipal services may be provided are natural results of economic conditions in which local governments must manage their finances.

Expenditure trends and revenue support for General Fund programs and services will be the primary focus of the five-year financial plan that is expected to be completed in 2018. Overall, the goal of the five-year financial plan will be determining how the City will be able to fund future service demands while maintaining adequate reserves when sudden downturns in revenue or unexpected increases in expenditures occur. The financial analysis will focus on costs for all direct and indirect services to citizens and capital project needs, as well as the costs of legal fees (especially costs for public records requests) and criminal justice (costs for courts, public defense and jail services) projected for future years.

Total 2018 General Fund revenues are projected at \$9,477,758. Recent trends of modest sales tax revenue growth, coupled with the pressures of inflation and a slow-down in growth related fees such as building permits and plan reviews, along with increasing expenditures noted above require a watchful and conservative approach.

The City's Transportation Benefit District (TBD) continues to be an important revenue source for the City that has allowed the City to complete the Roundabout at 15<sup>th</sup> and Avenue D and the dedicated turn lane at 30<sup>th</sup> Street and Highway 9. In addition to these intersection projects the City has also been able to embark on the prioritized pavement overlay projects. This funding source, which began in 2012, for the community's street capital improvement was funded through voter approval on the 2011 primary ballot of a measure that authorized a two-tenths of one percent increase in the local sales tax rate and \$800,000 in TBD tax revenues are estimated for 2018. The ballot measure approved the revenue source for a 10-year period as limited by state law. If so desired by the City Council, a new TBD measure could go before the voters in 2021 to request that this funding source be renewed and continued.

The Recommended 2018 Budget is based upon assessments of how the City may meet the highest priority needs expressed by the community and the City Council. Reflected within the budget are the 2018 Goals and priorities that the City Council established at its annual Budget and Planning Workshop. Budget priorities include a careful consideration of a variety of inputs that support the City Council's 2018 Goals and objectives for continued implementation the City's Strategic Plan. The 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, thanks go especially to the City's chief budget manager: Finance Director Debbie Burton and her staff have provided financial analysis essential for budget development and financial management.

The 2018 Recommended Budget is the primary document on which citizens will make comment during the various budget related public hearings scheduled to occur in October and November and on which the City Council will base its decisions to create a Final 2018 Budget for the next fiscal year beginning January 1, 2018. Once adopted by Council, the budget forms the detailed fiscal plan for the City during the next year. Our City budget is a living document that adjusts as revenue and expenditure changes occur during the fiscal year. Such changes occur in the form of budget amendments adopted periodically by the City Council throughout the fiscal year. City budgets are necessarily complex documents, primarily because many different sources of funding are involved and because a number of these funding sources—such as utility funds—are restricted and can benefit only the specific programs that directly or indirectly 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.

## **2018 Council Strategic Budget Priorities and Annual Goals**

On August 22, 2017, the City Council conducted its annual Budget and Planning Workshop to review financial information, discuss strategic action recommendations, to set its annual goals and to confirm budget priorities for 2018. Revenue, expenditure and fund balance projections and reports of the progress made on meeting the Council's 2017 Goals were part of the foundation on which Councilmembers established a new list of City Council goals for 2018.

The City's five-year strategic plan expires in 2018. The City Council directed staff to provide sufficient funding to conduct a strategic planning process with citizens in 2018. The proposed professional services budget for Mayor & City Administrator Department includes a \$40,000 increment to support the costs of a professionally facilitated project that is likely to require at least six months to complete.

For 2018, the City Council has developed a revised list of goals focused on achieving results primarily with existing staff. The City Council's 2018 Goals can be found in the Supplemental Information section, page 74 of this budget document. For detailed information about the City's 2014-2018 Strategic Plan initiatives, citizens are directed to the following link on the City website: <http://snohomishwa.gov/DocumentCenter/Home/View/285>

### **Issues Affecting the 2018 Budget**

The most dramatic cost factors currently driving expenditure growth or resource decline in the 2018 Recommended Budget include:

**Building Permit and Development Related Fees** in the General Fund, Impact Fee Funds and Utility Enterprise Funds – These revenues support planning coordination, plan review, inspections, code compliance, and emergency response preparation activities of the Planning and Development Services Department. In 2018, sources in these categories are estimated to decline due to the construction and development outlook for the next year.

**Criminal Justice Services** in the General Fund - These expenditures support the costs of defendants who are arrested by City police officers for misdemeanor and gross misdemeanor crimes as well as jail costs. External court decisions at both state and federal levels and County government actions are primarily responsible for these cost increases. Criminal justice costs—covering everything from initial arrests to jail sentencing—for such lower level crimes are entirely the responsibility of the City and are paid out of the General Fund. The City is required by law to pay for the costs of prosecuting these defendants as well as offering high quality public defender services for those defendants who cannot afford to pay for their own attorney (and the vast majority of the City's defendants are regarded as indigent by the courts). The combination of higher jail fees and higher costs of indigent public defense continue to generate increased expenditures. The projected costs for criminal justice service in 2018 is nearly \$3.9 million.

**Public Records Legal Fees in the General Fund** – These expenditures support the costs of professional legal fees for the increased number of public records requests that require legal review and redaction of confidential information. Through July 2017 nearly 25% of the total general professional legal fees have been for the review of public records requests. The 2018 line item budget for legal fees is \$190,000 which is a 20% increase from 2017.

**Support for External Community Organizations and Social Services** – The City Council currently authorizes General Fund budget support (see the Non-Departmental budget on page 52) in some fashion—typically paying their City utilities costs--for the Snohomish Senior Center, Snohomish Aquatics Center, Snohomish Boys and Girls Club and Snohomish Community Food Bank. Direct support also has been approved for the local share of costs to support the regional Alliance for Housing Affordability and Snohomish Health District. Other organizations have requested City budget support during 2017, and the City Council has directed staff in 2018 to develop a proposal for a more comprehensive approach to reviewing such requests. It is anticipated that the Council will review this proposal, establish a defined funding application process and potentially determine a total amount available for such funding.

## **General Fund Overview**

General Fund resources pay the costs of general government and non-utility community services. The General Fund primarily supports police and criminal justice, parks, planning, streets, economic development, city council, city clerk, financial management (non-utility), and general administration costs. While utility funds support an appropriate part of some of these General Fund operations, these so-called “enterprise” utility operations generally fund themselves through utility rates and fees.

Sales tax revenues now represent over 40% of General Fund sources. These revenues represent both the most positive as well as the most concerning aspects of the funds supporting general governmental services. The fact that sales taxes have replaced property taxes as the most significant source of General Fund revenues for the City is in part an outcome of voter approval—and eventual legislative enactment—of limits to levy growth proposed in Initiative 747 in 2001. Those changes limit the growth of the City’s annual property tax levy to no more than 1% annually (unless “banked capacity” is used). This means that the potential increase in the property tax levy typically falls 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. In the past, the City Council rejected the 1% increase proposed by staff for the budgets of 2010-2013 but approved the 1% increase for 2014, 2015, 2016 and 2017 levies. On average, each of the annual 1% increases generates approximately \$12,000 in additional annual tax revenue to the City.

The County Assessor annually adjusts the City’s property tax rate based on total assessed valuation (AV) of all City of Snohomish properties. For 2018, the City’s property tax rate is expected fall from \$ .91 cents per \$1,000 of Assessed Valuation (AV) to \$ .88 cents per \$1,000 of AV if the City Council adopts the proposed 1% increase in the City’s levy amount.

Many citizens may find this result confusing because their individual property tax bills often continue to increase even though the City’s property tax levy rate decreases. These increases of the individual property tax bill, however, may be caused by a variety of other factors that include local voter-approved levies for other public taxing authorities, such as the school district, as well as increased value assessments of properties that are affecting the Puget Sound region as property values escalate.

## **2018 Personnel and Staffing Plan**

The 2018 Personnel and Staffing Plan along with the Organizational Chart may be found in the Supplemental Information section of this budget document on pages 75-80.

To accommodate the change to a Mayor-Council form of government effective on November 28, 2017, the personnel costs reflect the City Council’s action in 2017 to increase the annual salary of the Mayor position from \$8,700 to \$18,000. Also, the City Manager position has been eliminated, and a budget line item of \$183,193 (including full employee benefits), has been proposed for a City Administrator position in the event an administrator is selected to serve under the Mayor in the new form of government. The City Manager departmental section of the 2017 Budget has been replaced with a Mayor & City Administrator departmental section, the details of which may be found starting on page 47.

Overall, employee wages and benefits for 2018 make up 26% of the total estimated expenditures in all proposed operating fund budgets. In the General Fund these expenditures

are expected to be more than \$3.2 million, or 33% of General Fund expenditures. As a primarily service and labor-driven organization, wage and benefit changes have significant impact on the City's Operating Budget. The 2018 proposed cost of City benefits represents 29% of all compensation costs, up from 28.5% in 2017. The national average of benefit costs for state and local governments is 37.3% according to the U.S. Bureau of Labor Statistics.

Overall, the conditions affecting personnel costs for 2018 include:

- Employee cost of living adjustment at 2.7% increase;
- Step movements in salary ranges for eligible employees continue as per pay schedules;
- Anticipated increases in medical insurance premiums
- Increase in pension costs

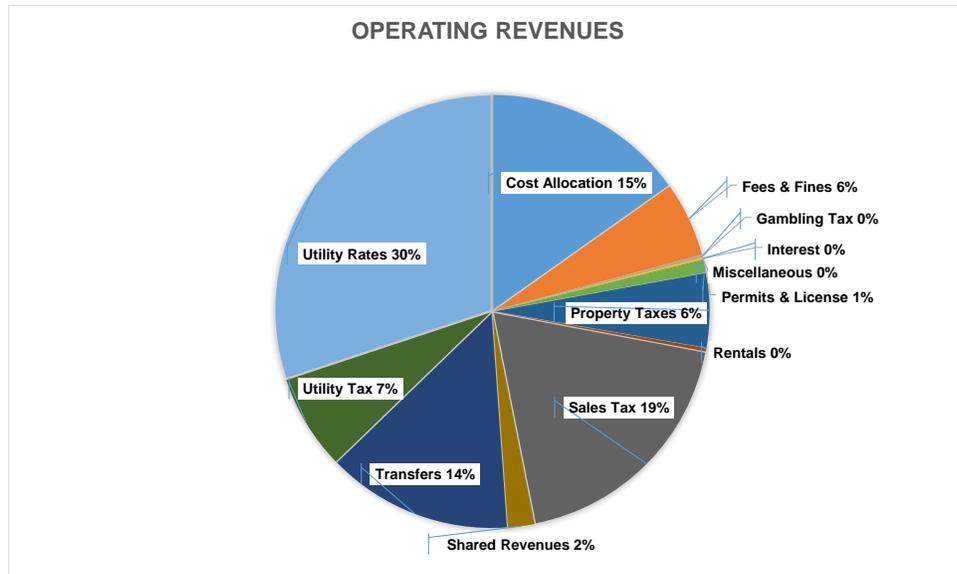
The rising costs to provide General Fund-supported community services coupled with modest revenue growth means that adding NEW full-time employee positions is not recommended for 2018.

The known impacts of inflation drive cost-of-living salary increases as noted above, the rising costs of medical benefits particularly affect these costs. The known cost drivers for total employee compensation in 2018 include:

- Medical plan premiums are forecasted to increase 5% in 2018 all employees will pay 10% of premium costs for these plans. The total estimated cost of medical insurance premiums for 2018 is \$625,000. Dental, life and vision premiums will not increase in 2018. The cost of these three benefit programs is estimated at \$84,000.
- If an employee's dependent(s) opts out of the medical plan, the City will pay the employee (50%) fifty percent of the City's premium cost it would otherwise have paid for coverage. The employee's dependent(s) must have proof of other coverage. This is an opportunity for cost savings for the City, with an attractive benefit for the employee. The City estimates that this program will generate \$88,000 in savings in 2018.
- The employer contribution rates for state retirement plans (PERS) is 12.7%. Since 2013 this rate has increased from 7.21%. The total employer contribution is estimated at \$487,285 for 2018.
- The 2018 Washington State Industrial Insurance projected costs for all funds are expected to be no more than \$30,000.

## **2018 Operating Revenues**

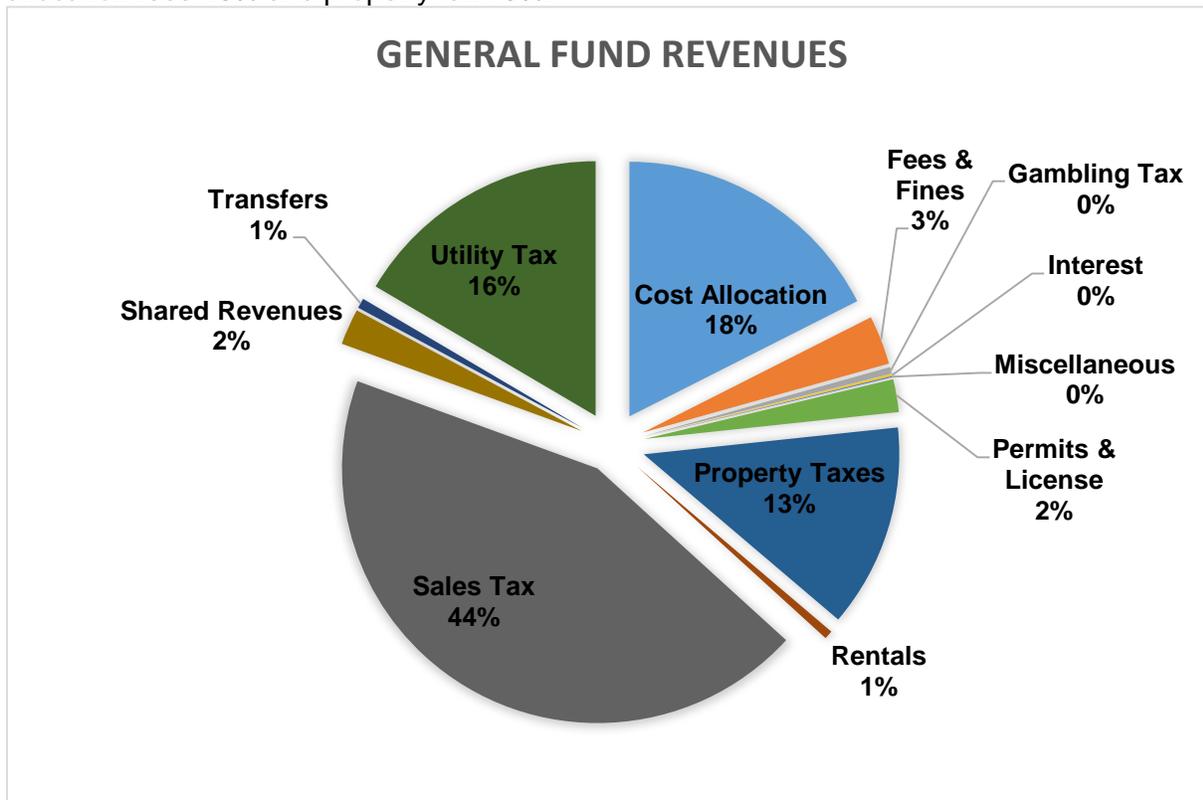
Total 2018 Revenue for city operating funds is \$21,951,136 an increase of \$1.2 million from 2017 budget sources. Revenue highlights for all city operating funds will provide additional details on the revenue sources within each fund.



**REVENUE HIGHLIGHTS - Operating Funds**

General Fund	General Fund revenue sources are forecast to increase over \$368,453 from 2017. Sales tax revenues are estimated to increase \$265,000. Property tax is proposed to increase approximately \$35,104 due to new construction and 1% increase in rate. Utility taxes are projected to increase \$49,000 majority related to excise tax collected from Republic Services due to new direct billing. Cost allocation fees provided from direct service departments and funds are expected to decrease \$28,913.	9,477,758
Street Fund	The Street Fund revenues are expected to remain flat for 2017.	1,044,300
Water Fund	The Water Fund revenue sources are forecast to increase \$378,407 from 2017. The water rates are planned to increase 2.25% for a total of \$2,595,105 in 2018. Development related fees are forecasted to increase \$50,00 from 2017. Transfer in sources from wastewater and storm are to cover related portions of capital infrastructure improvement projects.	3,165,485
Sewer Fund	Sewer rates are planned to decrease \$251,000 due to proposed rate reductions of 2% on the base rate and 10% on the overage rate for all customers. Transfer in sources from storm are to cover related portions of capital infrastructure improvement projects.	5,248,737
Storm Water Fund	Storm water rates are planned to increase 2% for a total of \$1,336,914.	1,343,914
Fleet & Facilities Fund	Fleet and Facilities fund generates revenue through allocation from the Cost Allocation Plan.	937,291
Information Services Fund	The Information Services Fund generates revenue through allocation from the Cost Allocation Plan. Cost Allocation fees are increasing \$174,396 as financial software replacement is expected in 2018.	733,651

General Fund revenue sources primarily consist of retail sales tax 44%, utility taxes 16%, cost allocation fees 18% and property tax 13%.

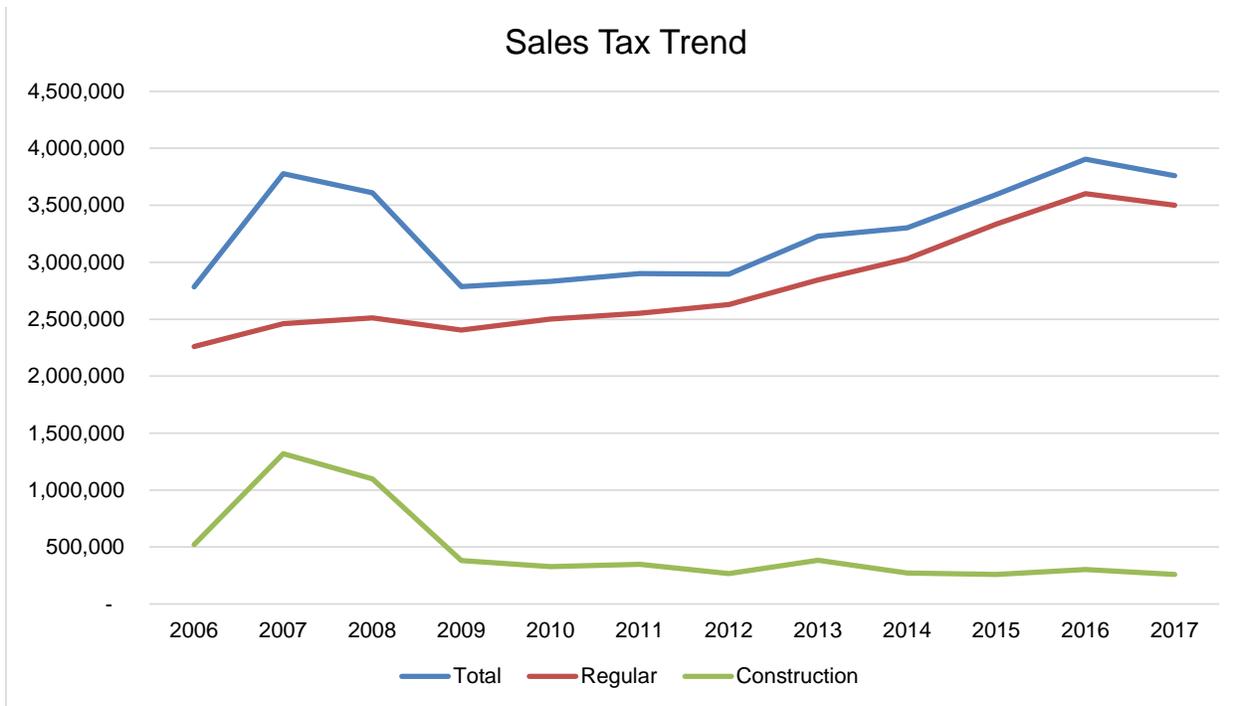


Utility rates revenues are projected to increase for water and storm water utilities but decline for wastewater utilities.

The Recommended Budget includes a 1% increase—the maximum allowed without voter approval or councilmanic use of banked tax capacity—to the City’s property tax levy amount. Retail sales tax revenue is projected to increase in 2018 by \$225,000 over what was budgeted in 2017. The relatively high percentage of sales tax revenues in the City’s finances highlights and supports the City Council’s current emphasis on economic development activities that maintain or increase sales tax through commercial development of private property.

### Sales Tax Revenues

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 that ends up to be the most volatile element of total sales tax revenues. Although higher levels of residential development occurred in 2017, a reliable multi-year trend for new residential or commercial construction has not yet emerged.

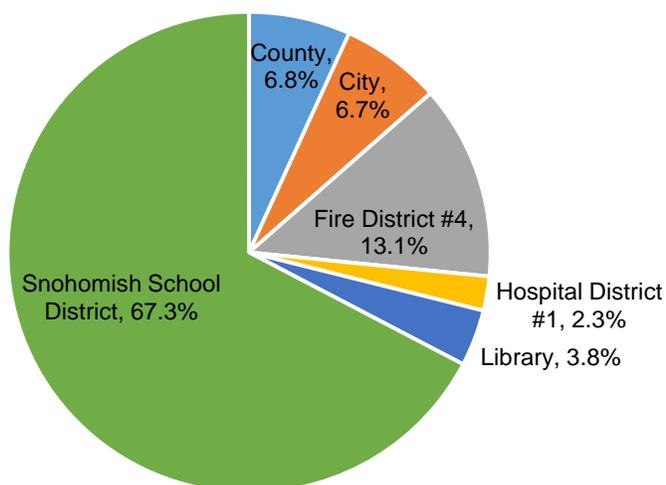


The Recommended Budget for 2018 continues to conservatively project sale tax revenues as a standard approach that seeks to ensure that actual revenue will exceed budgeted expectations.

### Property Tax Revenues

The City property tax rate is a small component of the total rate paid by City of Snohomish property owners. Due to an increase in assessment values, this rate is anticipated to decrease from \$.91 per \$1,000 of Assessed Valuation (AV) to \$0.88 per \$1,000 of AV if the City Council adopts a levy amount including the allowed 1% increase. State law limits annual growth of the regular property tax levy to no more than 101% of the previous year without voter approval (a 1% annual growth rate). This growth rate in property tax revenue means that property tax declines as a percentage of total City revenue 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. The City Council rejected the proposed 1% increase in the levy amount for budgets in 2010, 2011 2012 and 2013. The 2018 budget identifies property tax revenues as a percentage of total city revenues will decrease from 13.1% to 12.92%.

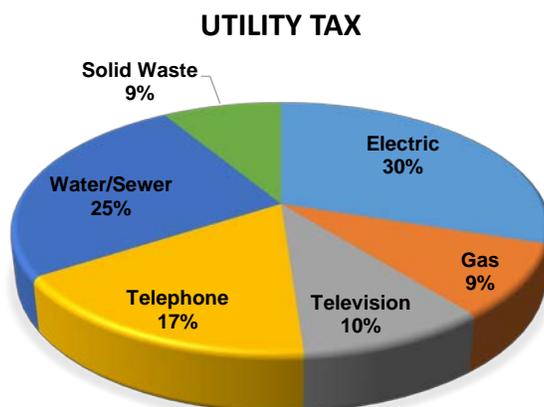
## 2018 Estimated Share of Property Tax



While the property tax levy rate for Snohomish property owners – in tax code area 735 - in 2017 was \$13.32 per \$1,000 of assessed valuation, the City's share is only a small portion of that amount at \$0.91 of the total levy rate. The 2018 City's share of the property tax overall levy is expected to be \$0.88. The Final 2018 Snohomish County Assessor Annual Report, when published is available at <http://www.snohomishcountywa.gov/2208/Annual-Reports>

### Utility and Other Tax Revenues

Utility taxes are another major source of funding for the City's General Fund. 2018 Utility tax revenues are projected to increase slightly. The telephone and electric utility tax are expected to generate \$265,000 and \$470,000. The gas utility tax will generate projected revenues of \$145,000. Tax revenues from the City's utilities and solid waste are expected to generate \$535,000. Gambling taxes are expected to generate \$40,000.



## 2018 Operating Expenditures

Total expenditures proposed for all city funds is \$21,744,878 an increase of \$1,769,794 for all uses.

To show in a summary form the major changes occurring in the 2018 Budget in comparison to 2017, Expenditure Highlights tracks the major operating departmental budget changes for 2018.

EXPENDITURE HIGHLIGHTS - Operating Funds		
General Fund-		
City Council	Increase in professional services for legal costs and increase in training and travel due to new council members	35,779
Mayor & Administrator	Increase in personnel costs due to adding a Mayor position and the increase in medical premiums and pension costs. Increase in professional services for strategic plan consultant. Increase in cost allocation due to fleet information services and fleet and facilities costs.	54,309
City Clerk	Increase in personnel costs due to cost of living adjustments and contractual obligations and medical premiums and pension costs. Increase in professional services for records archivist assistance. Increase in cost allocation due to fleet information services and fleet and facilities costs.	38,039
Human Resources	Increase in professional services due to recruitment costs. Increase in cost allocation due to fleet information services and fleet and facilities costs.	47,581
Economic Development	Increase in personnel costs due to filling staff position and the increase in medical premiums and pension costs. Increase in cost allocation due to fleet information services and fleet and facilities costs.	51,397
Finance	Increase in personnel costs due to cost of living adjustments and contractual obligations and medical premiums and pension costs. Increase in cost allocation due to fleet information services and fleet and facilities costs. Increase in cost of annual audit.	39,081
Law Enforcement	Increase in personnel contract with Snohomish County Sheriff. Increase in cost for policing on 1st Street on weekend evenings. Increase in cost allocation due to fleet information services and fleet and facilities costs.	98,372
Planning & Development	Increase in personnel costs due to cost of living adjustments and contractual obligations and medical premiums and pension costs. Increase in professional services for annexation strategy consultant and critical areas code update. Increase in cost allocation due to fleet information services and fleet and facilities costs.	84,277
Parks	Increase in personnel costs due to adding a .5 FTE as well as cost of living adjustments and contractual obligations and medical premiums and pension costs. Increase in operating rentals due to added parks land to maintain with rough surface mowers. Increase in cost allocation due to fleet information services and fleet and facilities costs.	78,229
Engineering	Increase in personnel costs due to cost of living adjustments and contractual obligations and medical premiums and pension costs. Increase in cost allocation due to fleet information services and fleet and facilities costs.	59,345

<b>EXPENDITURE HIGHLIGHTS - Operating Funds</b>		
Streets	Increase in personnel costs due to cost of living adjustments and contractual obligations and medical premiums and pension costs. Increase in cost allocation due to administration, fleet information services and fleet and facilities costs.	44,958
Water Utility Fund	Increase in personnel costs due to cost of living adjustments and contractual obligations and medical premiums and pension costs. Increase in cost allocation due to administration, fleet information services and fleet and facilities costs. Increase for capital projects approved in CIP.	688,432
Sewer Utility Fund	Increase in personnel costs due to cost of living adjustments and contractual obligations and medical premiums and pension costs. Increase in cost allocation due to administration, fleet information services and fleet and facilities costs. Increase for capital projects approved in CIP.	215,736
Storm Water Utility Fund	Increase in personnel costs due to cost of living adjustments and contractual obligations and medical premiums and pension costs. Increase in cost allocation due to administration, fleet information services and fleet and facilities costs. Increase for capital projects approved in CIP.	108,203
Fleet & Facilities	Decreases in cost allocation for equipment replacement and admin services.	(1,771)
Information Services Fund	Increase in personnel costs due to cost of living adjustments and contractual obligations and medical premiums and pension costs. Increase in software for purchase of new financial software.	134,107

## 2018 Capital Projects

The Growth Management Act (GMA) mandates that the City develop a six-year Capital Facilities Plan (CFP) as part of its Comprehensive Plan. The City Council adopted an updated Financial Management Plan that includes a capital budgeting and a 5-Year Capital Improvement Plan (CIP). In order to distinguish the GMA-CFP six-year plan, the City of Snohomish five-year CIP year one capital projects are included in the annual operating budget as the Capital Improvement Plan Projects. The 2018-2022 Capital Improvement Plan is located in the Supplemental Information section of the budget document on page 81.

Projects listed within the CIP generally are those in excess of \$30,000 in estimated cost that improve, repair or maintain the City's infrastructure. Non-utility capital projects are accounted for in two non-operating funds: Municipal Capital Projects (310) and Street Capital Projects (311). Utility capital projects and capital equipment are accounted for in their respective Utility Enterprise Funds (401, 402 or 404). Capital project revenues come from a variety of sources such as cash on hand, grants, transfers-in from special revenue fund sources and bond proceeds. The City Council adopted the 2018-2022 CIP on September 22, 2017.

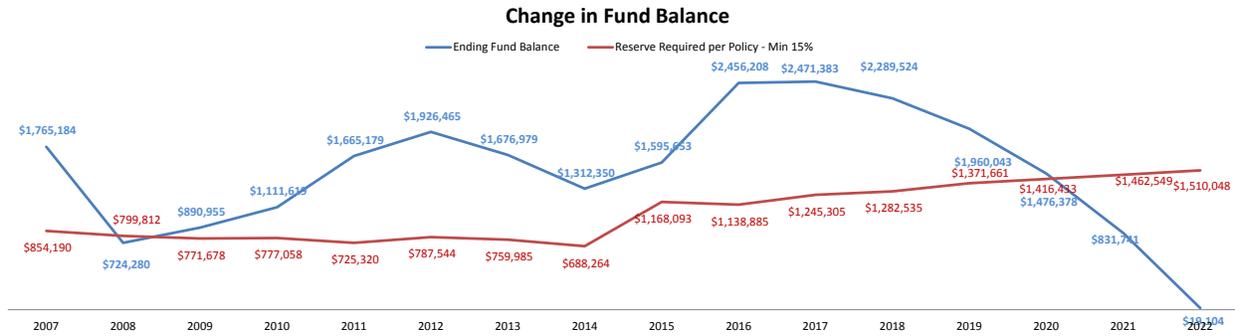
## Fund Balance Overview- 2018

The 2018 Budget anticipates a total of \$21,626,233 of ending, restricted, assigned, committed and unassigned fund balances. This is an increase of \$96,103 from the 2017 estimated ending balance figures. The General Fund ending balance declines approximately \$181,859. The enterprise utility funds are estimated to increase \$414,685, and these funds are largely restricted and assigned for operating reserve, capital improvements and debt service obligations. The reserves in the Facilities/Fleet, Equipment Replacement and Information Services internal service funds are committed for future capital equipment replacements and new purchases.

<b>Fund</b>	<b>Fund Name</b>	<b>Estimated Beginning Fund Balance</b>	<b>Estimated Ending Fund Balance</b>
001	General	2,587,685	2,391,184
102	Streets	128,223	25,895
104	Park Impact Fee	348,363	548,968
107	Visitor Promotion	8,554	5,074
108	PBIA	38,328	42,403
113	Police Seizure	-	-
117	Real Estate Excise Tax	649,966	61,766
125	Traffic Impact Fee	352,500	556,006
205	Debt Service	14,012	13,562
310	Municipal Capital Projects	131,871	53,927
311	Street Capital Projects	516,869	368,081
401	Water Utility	3,030,794	2,801,570
402	Wastewater Utility	7,599,541	8,654,118
403	Solid Waste	110,320	110,320
404	Stormwater Utility	2,850,884	2,440,216
501	Fleet & Facilities	659,285	687,227
502	Information Services	371,408	444,235
503	Self-insurance	216	226
505	Equipment Replacement	272,717	317,634
604	Carnegie Restoration	7,051	7,101
130	TBD	1,851,543	2,054,043
<b>Fund Totals</b>		<b>21,530,130</b>	<b>21,583,556</b>

## Fund Balance Outlook

Fund balance is an approximate measure of liquidity. It is the intent of the City to provide a stable financial environment so that citizens can depend on a consistent level of service. The newly updated Financial Management Policy identified and set Fund Balance and Reserve targets to provide for a stable financial environment in support of the services and programs the City provides and for planned future expenditures. A Change in Fund Balance chart below shows the General Fund-fund balance prior to, during and exiting the recession along with forecasted future reserve levels.



The General Fund reserve, being the most crucial to overall operations of the city is projected to be \$2,391,184 or 25% of its total expenditures at the end of 2018. 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. The projected trend line of declining ending fund balance is the primary indicator driving staff’s proposal to develop a five-year financial plan.

### Conclusion

While the need for revenue growth to keep pace with increased operating costs continues to be a challenge for the City’s budget, the City Council’s budget decisions in recent years have allowed operations to maintain service levels in streets, utility services, public safety and other core services.. The City Council’s action in 2011 to contract with the Snohomish County Sheriff’s Office for police services has had the most positive impact on the budget and at the same time has maintained a high quality of law enforcement services to the community.

Investing in staff to provide the best possible services with existing resources remains a high priority. Providing effective training and tools to ensure high levels of effectiveness and productivity are among the means that support these service outcomes. Recent years of efforts to improve recruitment and retention of effective staff have shown valuable results. These human resources are critical to the organization’s success in meeting community expectations.

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. That complexity reflects the diverse nature of services and programs the City provides to its citizens. It is hoped that this memo introduces the 2018 Budget in a fashion that clarifies 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. The City encourages citizens to understand how this budget would function and to attend the scheduled public hearings regarding budget decisions (see the Budget Calendar on page 18.)

# **PART 1**

## **2018 BUDGET**

### **INTRODUCTION**

## **CITY OFFICIALS**

### **2017 Council Members**

Position	Name	Term	Ending
Pos 1	Lynn Schilaty	Four Year	December 31, 2019
Pos 2	Karen Guzak	Four Year	December 31, 2019
Pos 3	Jason Sanders	Four Year	November 28, 2017
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	Pat Adams
Public Works Director	Steve Schuller
Finance Director	Debbie Burton
Police Chief	Chief Keith Rogers
Planning & Development Services Director	Glen Pickus

### **Other Officials**

Title	Name
City Attorneys	Weed, Graafstra & Associates, Inc. P.S.
City Prosecutor	Snohomish County Prosecuting Office
Hearing Examiner	Sound Law Center
Utility and Parking Ticket Hearing Examiner	Mary Swenson

**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/her 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**

### **JULY**

- ✓ **Step 1** – Management Retreat to review and prepare for Budget Planning
- ✓ **Step 2** - Budget Workbooks Issued to Department Heads

### **AUGUST**

- ✓ **Step 3** - City Council Retreat To Review Accomplishments and Establish Goals
- ✓ **Step 4** ~Year-End Revenue Forecast and New Year Revenue Estimates

### **SEPTEMBER - DECEMBER**

- ✓ **Step 5** – Capital Improvement Plan Adoption on September 22, 2017
- ✓ **Step 6** - City Manager 2018 Recommended Budget delivered to the City Council on September 29, 2017
- ✓ **Step 7** - Department Overviews – Mayor and City Administrator, Human Resources, City Clerk and Support Services on October 3, 2017
- ✓ **Step 8** - Department Overviews – Planning & Development Services, Public Safety and Public Works on October 17, 2017
- ✓ **Step 9**-Public Hearings – Revenues Sources and Property Tax Levy on October 17, 2017
- ✓ **Step 10**–Public Hearings–Property Tax Levy Adoption and Budget on November 7, 2017
- ✓ **Step 11** –Public Hearing - Council Budget Final Adoption on November 21, 2017

**CITY OF SNOHOMISH  
Snohomish, Washington**

**ORDINANCE 2333**

**AN ORDINANCE ADOPTING A BUDGET FOR THE CITY OF SNOHOMISH, WASHINGTON FOR THE YEAR 2018, 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 a public workshops on October 3 and 17, 2017 for the purpose of preparation of the City's 2018 Budget; and

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

**WHEREAS**, on November 7, 2017 and November 21, 2017, the City Council held public hearings on the City Manager's 2018 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 2017, in aggregate amount of \$48,790,767 is hereby adopted.

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

Ordinance 2333  
1

Summary Revenues, Expenditures, and Fund Balance

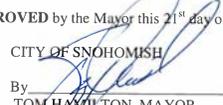
Fund	Fund Name	Estimated Beginning Fund Balance	2018 Revenue Recommended Budget	2018 Expenses Recommended Budget	Estimated Ending Fund Balance
001	General	2,587,685	9,477,758	9,674,259	2,391,184
102	Streets	128,223	1,044,300	1,148,628	25,895
104	Park Impact Fee	348,363	200,605		548,968
107	Visitor Promotion	8,554	8,020	11,500	5,074
108	PBIA	38,328	24,075	20,000	42,403
113	Police Seizure	0	0	0	0
117	Real Estate Excise Tax	649,966	601,800	1,190,000	61,766
125	Traffic Impact Fee	352,500	349,306	145,800	556,006
205	Debt Service	14,012	58,993	59,443	13,562
310	Municipal Capital Projects	131,871	970,000	1,047,944	53,927
311	Street Capital Projects	516,869	2,220,500	2,369,288	968,081
401	Water Utility	3,030,794	3,165,485	3,394,709	2,801,570
402	Wastewater Utility	7,599,541	5,248,737	4,204,527	8,643,751
403	Solid Waste	110,320			110,320
404	Stormwater Utility	2,850,884	1,343,914	1,754,582	2,440,216
501	Fleet & Facilities	659,285	937,291	909,349	687,227
502	Information Services	371,408	733,651	660,824	444,235
503	Self-insurance	216	5,010	5,000	226
505	Equipment Replacement	272,717	116,917	72,000	317,634
604	Carnegie Restoration	7,051	50		7,101
130	TBD	1,851,543	802,500	600,000	2,054,043
<b>Fund Totals</b>		<b>21,530,130</b>	<b>27,308,912</b>	<b>27,265,853</b>	<b>21,573,189</b>

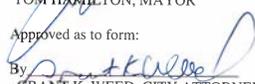
**Section 3.** The City Clerk is directed to transmit a certified copy of the budget, hereby adopted, to the Office of the Auditor of the State of Washington, Division of Municipal Corporation, and to the Association of Washington Cities.

**Section 4.** This ordinance shall take effect and be in force January 1, 2018.

ADOPTED by the City Council and APPROVED by the Mayor this 21<sup>st</sup> day of November, 2017.

CITY OF SNOHOMISH

By   
TOM HAMILTON, MAYOR

Approved as to form:  
By   
GRANT K. WEED, CITY ATTORNEY

Attest:  
By   
PAT ADAMS, CITY CLERK

Date of Publication: 12-2-17  
Effective Date: 1-1-18

# **PART 2**

## **2018 BUDGET**

### **DEPARTMENT OVERVIEWS**

## 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 so that every two years either three or four Council positions are elected for full terms by the voters. Effective November 28, 2017, the City's structure changes to a mayor-council form of government. Under this system the Mayor is directly elected by the voters to a four-year term. The City Council, however, remains a seven-member body and may elect a mayor pro tem or similar position to chair City Council meetings as a substitute when the Mayor is not available to do so.

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.

The Snohomish City Council annually adopts a list of goals, which for the coming year represents the consensus goals for 2018 that the City Council believes to be the critical needs and issues facing the community (page 74). This Goal List has been used to support the recommendations by the Community Advisory Committee for the City's Strategic Plan – "Imagine Snohomish: Promoting Vitality and Preserving Character". However the current five-year plan expires in 2018. As a result, the City Council has directed staff to provide funding sufficient to develop a professionally facilitated process that would be used to create a new five-year strategic plan.

### 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.

**Open and Transparent:**

The City Council strives to engage the community through transparent processes, collaboration with citizens and public participation in its meetings.

## **Mayor & City Administrator**

### **Overview**

Under the mayor-council form of government implemented on November 28, 2017, the Mayor is directly elected by the voters and serves as the City's chief administrator. The Mayor has the option to hire a city administrator or similar position to serve as the chief administrator and serve under the Mayor to manage the City organization on a day-to-day basis.

The Mayor & City Administrator budget has necessarily been developed prior to the first election of the Mayor under this revised form of government. Staff has nevertheless sought to anticipate budget needs for this new elected position. Included in the proposed budget for this department is funding to hire a city administrator. 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, implementing 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 Mayor & City Administrator Department is comprised of the City Clerk, Human Resources, Economic Development, and Non-departmental divisions that assist in meeting the goals and operational objectives of the department and the City government organization as a whole.

### **Overall Goals:**

The following goals are anticipated to be a focus for the Mayor & City Administrator's Department in 2018. These key areas represent an overview of goals to which the Mayor's Office will devote the majority of its time and energy during the year.

- ◆ **Implementation of the City Council's 2018 Goals:** The current goals of the City's updated five-year Strategic Plan (Imagine Snohomish: Promoting Vitality and Preserving Character) expire in 2018.
- ◆ **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.
- ◆ **Develop General Fund Budget Resources:** In order to maintain appropriate community services levels, additional budget funds are needed to support core services, such as public safety (including criminal justice programs) and parks. For 2018, the City Council has requested that staff develop analysis and proposals for developing a five-year financial plan for the City.
- ◆ **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 2018 may include the renewal of the City's current five-year 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. Active engagement may occur in improvements for 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 appoints members of the 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 Mayor & City Administrator's Office and other staff would engage the Economic Development Committee—as well as the wider business community and development partners—in the continuing challenge of achieving meaningful results in 2018.
- ◆ **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 Mayor will play a key role in improving these relationships at all levels of government and building partnerships to improve organizational success.
- ◆ **Human Resources:** Continue to implement, within the resources permitted in the 2018 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 2016, requires continual and ongoing testing and training to be effective as a tool for response. The Mayor, 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 members of the Mayor & City Administrator's office seek to provide effective citizen communications as well as efficient administrative support to Council, City staff and citizen groups.

**SERVICE STANDARDS**

<b>Service</b>	<b>Level</b>
<b>Strategic Plan Development</b>	With the support of the City Council and community develop a new five-year strategic plan.
<b>Management Leadership</b>	Hold 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.
<b>Fiscal Oversight</b>	Monitor City departments and provide advice, support and correction as needed. Provide quarterly budget reports to the City Council.
<b>Organizational Development</b>	Hold Council and staff retreats to increase clarity of purpose and direction. Increase understanding and commitment to major priorities.
<b>Economic Development</b>	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.
<b>Enforcement of Laws and Ordinances</b>	Coordinate with Clerk and City Attorney to purge and/or update sections of the Snohomish Municipal Code.
<b>Open Government</b>	Implement open government initiatives to improve citizen engagement and communications.
<b>Franchises/Agreements/Contracts</b>	Lead negotiations and review agreements in cooperation with the City Attorney.
<b>Intergovernmental Relations</b>	Represent the City at regional forums and advise Council of major policy issues with a regional focus. Continue participation in regional policy groups such as Snohomish County Committee for Improved Transportation (SCCIT) and Snohomish County Tomorrow.

**City of Snohomish**  
**2018 recommended Budget**

<b>Service</b>	<b>Level</b>
<b>Council Reports, Advice and Support</b>	Issue timely, quality analysis and recommendations for City Council agenda staff reports to support decision-making.
<b>Community Relations</b>	Provide public information on issues using a variety of venues, including Friday Newsletter, social media and webpage. Make personal contacts with business and service groups to inform on City priorities. Assume a leadership role in working with the community on vital policy matters as identified by the City Council.
<b>Personnel Management</b>	Oversee the Human Resources function and ensure high quality results for recruitment, training and retention.
<b>Budget Preparation</b>	Ensure a good process and a quality budget document and provide regular updates for the City Council regarding revenues and expenditures.
<b>Grantsmanship</b>	Target at least 50% or greater grant participation for City projects.
<b>Administration</b>	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.
<b>Council Goals and Special Projects</b>	Assign City personnel to complete City Council goals and special projects.
<b>Records Management and Retention</b>	Preserve and authenticate 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.
<b>Customer Service</b>	Continuously evaluate internal processes, training needs and office culture to ensure service excellence.
<b>Risk Management</b>	Provide oversight of a risk management effort which ensures proper reduction or transfer of liability risks.
<b>Code Enforcement</b>	Provide oversight of the process to respond to and track complaints as well as gain compliance for code enforcement.

<b>Service</b>	<b>Level</b>
<b>Volunteers</b>	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.
<b>Transportation Benefit District</b>	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.

## Planning and Development

### Overview

The mission of the Planning and Development Services Department is to translate the community's vision into reality through long range planning projects and application of current development regulations. Its mandate is to ensure all development is done in a manner consistent with adopted codes, standards, and policies. The department is responsible for updating those codes, standards, and policies so they remain current with state and federal statutory requirements. The department is staffed with four FTEs in its two divisions which are:

1. Planning & Permitting; and
2. Building Safety

### Department Functions:

#### ◆ Planning & Permitting

- ▶ Coordination: The Planning & Permitting Division works in close coordination with the Building Safety Division and the Engineering Services and Utility Operations Divisions of the City's Public Works Department; and with outside agencies such as Snohomish County, Puget Sound Regional Council, and Washington State Departments of Ecology, Fish & Wildlife, and Commerce.
- ▶ Long Range Land Use Planning: Develops, processes, and implements plans, policies, and regulations to guide development in order to achieve the City's vision and to meet Growth Management Act and other State requirements; represents the City in regional planning efforts addressing land use, housing, and other long range issues; provides mapping and geographic information system analyses to all City departments; and provides staff support to the Planning Commission.
- ▶ Permitting and Current Planning Review: Takes in, coordinates, and processes land use, building, and engineering applications; reviews land use and development applications for compliance with the City's land use and development regulations and standards; provides staff support to the Design Review Board and the Hearing Examiner; provides public information on permits and development; and supports enforcement of land use, environmental and sign regulations.

#### ◆ Building Safety

- ▶ Coordination: The Building Safety Division works in close coordination with the Planning & Permitting Division, the Engineering Services and Utility Operations Divisions of the City's Public Works Department, Fire District No. 4, Snohomish County Department of Emergency Management, and the Snohomish Health District.
- ▶ Plan Review: Reviews building and other development permits for conformance to all relevant codes.
- ▶ Inspections: Inspects construction to ensure compliance with approved plans and conformance to all relevant codes; and inspects temporary facilities erected for special events to ensure compliance with fire and safety regulations.

- ▶ **Code Compliance:** After receiving a complaint, investigates alleged building and fire code violations and violations of Snohomish Municipal Code (such as nuisances, noise, and illegal land use) and abates dangerous structures.
- ▶ **Emergency Response:** Serves on emergency response team during disasters. After catastrophic events surveys streets and structures (including public facilities) to identify dangerous conditions to abate or secure. Helps plan emergency responses before emergencies happen and contributes to natural hazard mitigation planning.

**Overall Goals:**

- ◆ **Permit and Development Review:** Review and process development and permit applications with consistency, efficiency, and technical proficiency. The review process will be continuously monitored to improve customer service, promote efficiencies, and safeguard the City from exposure to liability.
- ◆ **Customer Service:** Treat all customers equally and with fairness and respect. The service delivered will be responsive, accurate, consistent, and expedited.
- ◆ **Public outreach:** Improve and expand on how the department communicates with the community on department initiatives, policy issues under study, and other work items of general or specific interest.
- ◆ **Strategic Plan and City Council Goals:** Support strategic initiatives and goals identified as priorities for 2018 by the City Council.
- ◆ **Service Levels:** Set and maintain internal and external customer service levels including response times for information requests, development applications, and code complaints.
- ◆ **Continuing education of staff:** Use training resources efficiently and effectively to ensure staff's professional and technical proficiencies are up-to-date and that their credentials and certifications are kept current.

**PLANNING/PERMITTING GOALS**

- ◆ **Critical Areas Code:** Update the Critical Areas Code as mandated by the Growth Management Act.
- ◆ **Pilchuck District:** Investigate modifications to Pilchuck District's development regulations to facilitate development activity and to ensure opportunities are not missed.
- ◆ **Flood Hazard Areas:** Update code as required by FEMA.
- ◆ **Historic District Design Standards:** With the Design Review Board, complete a comprehensive update of the Historic District Design Standards.
- ◆ **Sign Code:** Update sign code to be consistent with recent case law.

- ◆ **Regional Representation:** Be an active and effective participant in regional planning efforts, especially with Snohomish County Tomorrow, the Alliance for Housing Affordability, and other Snohomish County regional planning initiatives.
- ◆ **Mapping:** Provide geographic information system and mapping services to all City departments.

**BUILDING SAFETY GOALS**

- ◆ **Building Safety:** Through plan review and site inspections ensure that all new construction is done in conformance to the International Codes.
- ◆ **Fire Inspections:** Work with Fire District No. 4 to institute an annual fire safety inspection program of all commercial and industrial properties.
- ◆ **Code Enforcement:** Promptly respond to complaints received about possible code violations, dangerous structures, and nuisance situations, and if action is required work to resolve the issue through voluntary compliance.

**SERVICE STANDARDS**

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<b>Service</b>	<b>Level</b>
<b>Transparency of the Development Review Process</b>	<ul style="list-style-type: none"> <li>• Notice of new building permit and land use development applications and recently issued permits will be posted on the City website with the list updated weekly.</li> <li>• Documents related to a development project or permit application or other department initiative will be available for public review at City Hall. For more complex projects the documents will also be available for public review and download on the City website.</li> <li>• All public comments will be documented and considered before issuing a decision on a land use development application.</li> </ul>
<b>Customer Telephone Contacts</b>	<ul style="list-style-type: none"> <li>• Telephone calls and emails will be returned within one business day.</li> </ul>

**Public Contact**

- A staff member will be available to the public at the City Hall front counter 9 a.m. – 5 p.m. Monday through Thursday. Staff will be available by appointment only on Fridays.

**Development Regulations**

- Amendments to Title 14 SMC and Title 19 SMC will be drafted and processed in a timely manner to meet deadlines of Federal and State mandates, to respond to new case law, and to respond to City Council priorities.

**Growth Management Act**

- The Comprehensive Plan and Critical Areas Code will be kept up to date as required by the Growth Management Act and as necessary to respond to City Council priorities and changing circumstances.

**Permit Review and Building Inspection**

- Development and redevelopment projects will be approved only if designed and constructed to City standards.
- Review of complete permit applications will begin within 48 hours of the determination of completeness.
- Decisions on land use development project permits will be issued within 120 days after the application was determined to be complete, as mandated by the State. However, the internal Department goal is to issue all decisions within 90 days.
- Time-specific appointments for building inspections will be offered as staffing allows.
- Building site inspections will be conducted within 24 hours of requests.

**Code Enforcement**

- Written complaints involving life safety will be investigated within 24 hours and those involving non-life-safety issues will be investigated within 72 hours.

**Emergency Response and Public Safety**

- Follow up of written complaints will continue as necessary until compliance is achieved.
- Maintain preparedness to support emergency response functions and continuity of government during natural disasters and other catastrophic events.
- Abate buildings and/or conditions that pose a danger to life or property.

## 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.

### Overall Goals

- ◆ **Financial Management:** Assist City Council, Mayor and all 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

- ◆ **Financial Policies:** Review, make recommendations and update the Financial Management Policy to support the City Council Strategic Plan and annual goals. This involves on-going review of fiscal practices and procedures to ensure proper internal controls are in place to safeguard City assets, comply with audit standards and efficiently deliver services to the public.
- ◆ **Five-Year Financial Plan:** Facilitate the development of a five-year financial plan based on City Council goals and objectives.
- ◆ **Budget Development:** Implement budgeting software and develop biennial budgeting cycle.
- ◆ **Staff Training:** Pursue training opportunities for continued improvement of staff skills in governmental accounting and financial reporting.

**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.

**SERVICE STANDARDS**

<b>Service</b>	<b>Level</b>
<b>Management and Council Financial Reporting</b>	Provide timely financial reports to support decision making and to monitor City operations.
<b>Counter Coverage</b>	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.
<b>Customer Service</b>	Provide prompt professional service to all city customers. Provide three-week response time to all utility hearing requests.
<b>Cash Management</b>	Deposit all funds received on the same business day. Have on deposit at the City’s financial

<b>Service</b>	<b>Level</b>
	institution only the minimum cash needed to provide for operations.
<b>Annual Report</b>	Complete by June 30th of each fiscal year.
<b>Payroll</b>	Complete all payroll reports and make appropriate tax deposits within time required. Complete payroll change request within one payroll cycle.
<b>Budget Preparation</b>	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 support and assistance in the preparation of their annual budget.
<b>Staff Training</b>	Provide all department personnel with a training schedule to meet the City's needs and the employee's career goals.
<b>Debt Management</b>	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.
<b>Investment Operations</b>	Conduct investment operations within compliance of City investment policy. Report investment operations to the City Manager monthly and to the City Council quarterly.
<b>Network Administration</b>	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 Committee (ISAC). Oversee all in-house programming projects and support.
<b>Contract Services</b>	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.

<b>Service</b>	<b>Level</b>
<b>Telephone Services</b>	Maintain, plan and advise on telephone systems serving all City buildings and facilities.
<b>Copying Services</b>	Maintain, plan and advise on copy machines serving all City buildings and facilities.
<b>Programming Support</b>	Provide departmental support for all programming projects.
<b>Web Site Administrator</b>	Maintain, update and improve the City's web site.

## Law Enforcement

### Overview

The 2018 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 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 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.

### 2017 ACCOMPLISHMENTS:

- ◆ Recruited and hired a new Records Clerk
- ◆ Obtained new Patrol K9 (ACE) through Pennies for Puppies Grant (\$10k)
- ◆ Completed Phase 1 remodel of Police Department building
- ◆ Deployed an effective "First Street Patrol"
- ◆ Centralized National Night Out at Boys and Girls club, gaining attendance
- ◆ Selected and appointed a new Police Chief

### 2018 CHALLENGES:

- ◆ Obtain dedicated ongoing funding to continue the 1<sup>st</sup> Street Patrol
- ◆ Manage the increased workload of Public Disclosure requests
- ◆ Support efforts addressing growing homelessness and substance abuse problem in the community.

### OVERALL GOALS:

#### ADMINISTRATION

- ◆ Emphasize and lead with Community Policing efforts.
- ◆ Provide a safe working environment: Address exterior/parking lot security by environmental design improvements at the Police Department.
- ◆ Public Safety Commission: Continue to actively participate and help address various public safety concerns throughout the community.

- ◆ Create greater awareness-information sharing through more frequent use of social media applications (Facebook, Twitter, Next door.)

### **OPERATIONS**

- ◆ **Traffic:** Maintain high visibility Traffic Enforcement 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 and local agencies to address local drug problem.



**SERVICE STANDARDS AND EXPECTATIONS**

<b>Customer Service</b>	Actively collaborate with the public to develop effective solutions in problem-solving of community issues; timely and efficient response to both in-progress emergency and non-emergency E-911 calls; timely response to and resolution of citizen complaints; and provide walk-up lobby capability.
<b>Patrol</b>	Impartial and Fair Enforcement of criminal laws & municipal codes; timely, professional response to E-911 calls-for-service; proactive patrol with self-initiated activity; enforcement of 'street-level' drug complaints; maintain a minimum staffing of two deputies on-duty 24 hours a day; enhance Community awareness, support and confidence through a high visible and engaged patrols.
<b>Traffic Enforcement</b>	Impartial and Fair Enforcement of Traffic Laws; prioritize high-risk behavior enforcement at critical DUI and Road Rage levels; professional investigation of traffic collisions; strategic use of speed display radars provide Patrol / Traffic capability during peak traffic periods; and provide directed enforcement to all valid citizen traffic complaints.
<b>Criminal Investigations</b>	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 Snohomish Regional Drug & Gang Task Force for large scale investigations.
<b>Emergency Preparedness</b>	Emergency Preparedness: Provide ICS-level National Incident Management System (NIMS) leadership and / or activation of Emergency Operations Center (EOC) when needed.
<b>Special Events Management</b>	Collaborate with the community sponsors and other City Departments and Agencies in providing adequate Public Safety protection during all major special events.
<b>Community Services</b>	Provide residents with professional services, including concealed weapons permits, fingerprinting, and motorist assists.
<b>Parking</b>	Parking enforcement on complaint basis; proactive and self-initiated parking enforcement as call load allows; and enforcement of the Permit Parking system.
<b>Animal Control</b>	Make every attempt to locate owners of impounded animals. Attempt to license all animals required to have licenses within City limits.

## Public Works

### Overview

The Public Works Department is comprised of the Utility Operations Division, the Engineering Services Division, and the Streets, Parks Division, and Facilities/Fleet Division. Overall staffing for the department totals thirty (30) FTEs, which is down one FTE from last year, and two FTE's from 2015. 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, 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 3,500 water meter connections and 56 miles of water mains, 41 miles of streets, 11 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 14.0 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 6.0 FTEs.

**Parks, Streets and Facilities/Fleet Division:** Parks, Streets, and Facilities/Fleet provide maintenance and operations of the City's 11 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 10.0 FTEs.

### OVERALL GOALS (2018 Capital Projects):

- **Avenue A Corridor Improvements:** Road realignment, utility (sewer, water and storm) improvements, sidewalk, curb and gutter, channelization and asphalt overlay. Funding sources estimated amounts are \$290,000 Transportation Benefit District (pavement overlay), \$150,000 Sewer, \$160,000 Water, \$100,000 Stormwater and \$110,000 Traffic Impact Fees (street widening).

- **Second Street Corridor Improvement (DESIGN PHASE):** Survey and design traffic, safety, pedestrian, bicycle, transit, stormwater and landscaping improvements. City awarded State Pedestrian and Bicycle Grant. Funding sources estimated amounts are \$323,000 State Grant and \$2,000 Traffic Impact Fees.
- **Bickford Avenue/Weaver Road Intersection Design (DESIGN PHASE):** Survey and design traffic signal and intersection improvements. City awarded federal Rural Town Center Grant (RTCG) grant in 2017. Funding sources estimated amounts are \$216,200 RTCG Grant and \$33,800 Traffic Impact Fees.
- **Hal Moe Pool Demolition and Site Master Plan:** Construction Cost estimate to be developed in the fall of 2017. Complete demolition of Hal Moe structure, and development of site master park plan. Preliminary Cost Allocation Only of \$700,000 from Real Estate Excise Tax (REET).
- **Carnegie Building Improvements (DESIGN PHASE):** 30% design and construction cost estimate in late 2017 and 2018. Construction in 2019 or 2020 pending proviso grant success. Scope and fee estimate to be developed in fall of 2017. Funding source is from Real Estate Excise Tax (REET) for approximately \$75,000.
- **Police Remodel Phase 2:** Phase 1 completed in 2017 using federal funds. Phase 2 completes back portion of old bank building, including holding cells, interview rooms and offices. Construction cost estimate to be developed in the fall of 2017. Preliminary allocation of \$125,000 from REET.
- **CSO Separation Project:** Construct 30-inch storm trunkline connecting 25-acre lagoon to existing 30-inch storm trunkline in 2nd Street. Pave wastewater treatment plant site and City Public Works Shop entrance. Replace City Public Works Shop access gate and upgrade electrical system for gate. Funding sources are from \$500,000 Stormwater and \$500,000 Wastewater (Growth Eligible).
- **Pavement Overlay on Fourth Street:** Install pavement overlay and pedestrian ramp improvements. City applied for State Transportation Improvement Board (TIB) Arterial Preservation Program grant in August of 2017. If awarded in late 2017, construction would be in 2018. Estimated funds are \$425,000 from State TIB Grant and \$75,000 from local Transportation Benefit District.
- **Aldercrest Water District Main Extension:** City staff to assist in the coordination of the Department of Health funding for the water main extension and transfer/connection of Aldercrest Water District customers to the City water system. Project also includes installation of storm system and pavement overlay on Cypress Avenue. Estimated funds are \$200,000 Water, \$125,000 Storm and \$125,000 Transportation Benefit District.
- **Wastewater Treatment Plant Improvements:** Complete peracetic acid pilot study, General Sewer Plan, and minor capital upgrades. Estimated funds are \$400,000 from Sewer.
- **Emerson Street Utility Improvements:** Repair approximately 550 linear feet of 8-inch

sewer pipe and side sewer connections; improve storm system; and replace approximately 550 linear feet of water pipe. Estimated funds are \$100,000 from Sewer, \$50,000 Storm and \$150,000 Water.

**SERVICE STANDARDS - ENGINEERING**

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

**SERVICE STANDARDS – UTILITY OPERATIONS**

<b>Service</b>	<b>Level</b>
<b>Customer Phone Response</b>	Return phone calls within one working day.
<b>Drainage Ditch/Culverts</b>	Respond to reported obstructions within one hour and clear as soon as possible.
<b>Storm Drainage Control</b>	Identify and repair local storm drainage problems in-

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

**SERVICE STANDARDS - PARKS, STREETS, FACILITIES/FLEET OPERATIONS**

<b>Service</b>	<b>Level</b>
<b>Building Structural Maintenance</b>	Repair functional damage within 1 week of notification.
<b>Building Lighting Maintenance</b>	Replace faulty lights within 3 days of notification.
<b>Building Mechanical Maintenance</b>	Respond to heating or plumbing system discrepancies within 1 day of notification.
<b>Office Custodial Maintenance</b>	Service City Hall trash, vacuum, and clean restrooms. Service Police Department several days a week.
<b>Mow Park Lawn Spaces</b>	Maintain lawn areas no higher than 4-inches of growth.
<b>Parks and Grounds Landscaping</b>	Trim, fertilize and irrigate as needed to maintain plant

<b>Service</b>	<b>Level</b>
	survival.
<b>Building or Parks Vandalism Repair</b>	Remove offensive graffiti within 24 hours of notification. Repair minor vandalism within 1 month of occurrence.
<b>Recreational Field Reservations</b>	Respond to reservation requests within 2 days.
<b>Public Restroom Custodial Maintenance</b>	Clean public restrooms daily.
<b>Special Event Preparations</b>	Provide preparations prior to start of event.
<b>Street Sweeping</b>	Sweep all streets within City limits at least six times per year.
<b>Pothole Repairs</b>	Repair reported pothole within two weeks after notice.
<b>Street Sign Maintenance</b>	Replace damaged or removed traffic control signs within 2 hours of notice and others as soon as possible.
<b>Snow and Ice Removal</b>	Sand streets, as determined necessary by the Police or Public Works within two hours of notice on arterials.
<b>Pavement Striping</b>	Paint all centerlines and fog lines once each year.
<b>Vegetation Control</b>	Respond to vegetation removal requests within two weeks, Law Enforcement hazards within two days.

# **PART 3**

## **2018 BUDGET**

### **OPERATING FUNDS**

Account Number	Description	2017 Budget	2018 Budget	\$ Change	% Change
<b>GENERAL FUND</b>	<b>REVENUES</b>				
001-000-311-10-00-00-000	Property Taxes	1,189,848	1,224,952		
001-000-313-11-00-00-000	City Sales & Use Tax	3,500,000	3,725,000		
001-000-313-11-10-00-00-000	Sales tax Construction	260,000	275,000		
001-000-313-70-00-00-000	Sales Tax - Criminal Justice	125,000	150,000		
001-000-316-41-00-00-000	Electric Utility	456,500	470,000		
001-000-316-43-00-00-000	Gas Utility	179,200	145,000		
001-000-316-46-00-00-000	Television Cable Tax	132,600	150,000		
001-000-316-47-00-00-000	Telephone Utility	380,000	265,000		
001-000-316-48-00-00-000	Water/Sewer Utility Tax	362,600	400,000		
001-000-316-49-00-00-000	Garbage/Solid Waste Tax	5,100	135,000		
001-000-316-80-00-00-000	Gambling Tax	32,000	40,000		
001-000-321-90-00-00-000	Misc. Licenses & Permits	56,725	56,000		
001-000-321-90-10-00-00-000	Home Occupation Permits	400	400		
001-000-322-10-00-00-000	Building Permits	80,000	99,150		
001-000-322-11-00-00-000	Plumbing Permits	18,000	12,500		
001-000-322-12-00-00-000	Mechanical Permits	18,000	12,500		
001-000-322-13-00-00-000	Sign Permits	2,500	750		
001-000-322-14-10-00-00-000	Fire Sprinkler Permits	1,000	250		
001-000-322-14-20-00-00-000	Fire Alarm Permits	1,000	1,000		
001-000-322-30-00-00-000	Animal License	1,800	1,200		
001-000-322-40-00-00-000	Right Of Way Permits	10,400	10,400		
001-000-322-90-00-00-000	Gun Permits	2,000	3,000		
001-000-335-00-91-00-00-000	P U D Excise Tax	55,000	60,000		
001-000-336-06-20-00-00-000	Criminal Justice High Crime	10,000			
001-000-336-06-21-00-00-000	Criminal Justice - Lo Pop	3,000	2,600		
001-000-336-06-25-00-00-000	Criminal Justice Contracted Sv	13,000	16,000		
001-000-336-06-26-00-00-000	CJ - Special Programs	8,366	9,500		
001-000-336-06-51-00-00-000	Criminal Justice - Driv Impa	2,350	1,500		
001-000-336-06-94-00-00-000	Liquor Excise Tax	45,000	45,000		
001-000-336-06-95-00-00-000	Liquor Profits	82,000	82,000		
001-000-341-43-01-00-00-000	CAP: Financial Service (401)	93,391	135,941		
001-000-341-43-02-00-00-000	CAP: Financial Service (402)	83,867	133,257		
001-000-341-43-03-00-00-000	CAP: Financial Service (403)	77,749			
001-000-341-43-04-00-00-000	CAP: Financial Service (404)	62,664	63,507		
001-000-341-43-05-00-00-000	CAP: Financial Service (501)	31,194	26,262		
001-000-341-43-06-00-00-000	CAP: Financial Service (502)	15,286	18,605		
001-000-341-43-09-00-00-000	CAP: Financial Service (311)	1,572			
001-000-341-43-10-20-00-000	CAP: Financial Service (102)	36,642	40,516		
001-000-341-50-00-00-00-000	Sales Of Maps & Copies	-	1,000		
001-000-341-81-00-00-00-000	Special Inspections	1,000			
001-000-341-82-01-00-00-000	Engineering Svc (401)	141,614	164,925		
001-000-341-82-02-00-00-000	Engineering Svc (402)	123,163	139,416		
001-000-341-82-04-00-00-000	Engineering Svc (404)	162,612	153,097		
001-000-341-82-07-20-00-000	Eng Svc Capital Projects (TBD)	162,946			
001-000-341-82-10-20-00-000	Engineering Svc (311)	29,107	149,288		
001-000-341-82-17-20-00-000	Engnr Services Cap Projects	158,276	77,944		
001-000-341-90-01-00-00-000	Admin Svcs (401)	83,048	146,770		
001-000-341-90-02-00-00-000	Admin Svcs (402)	93,840	184,101		
001-000-341-90-04-00-00-000	Admin Svcs (404)	75,101	81,647		

Account Number	Description	2017 Budget	2018 Budget	\$ Change	% Change
001-000-341-90-05-00-000	Admin Svcs (403)	30,283	(0)		
001-000-341-90-06-00-000	Admin Svcs (102)	42,769	60,650		
001-000-341-90-07-00-000	Admin Svcs (501)	62,925	32,153		
001-000-341-90-08-00-000	Admin Svcs (502)	32,578	22,917		
001-000-341-90-09-00-000	Admin Svcs (311)	89,289	30,007		
001-000-342-10-00-00-000	Law Enforcement Service	110,000	120,000		
001-000-342-10-50-00-000	Fingerprinting Fees	750	750		
001-000-342-33-06-00-000	Record Check Fee	750	100		
001-000-345-23-00-00-000	Animal Impound Fees	1,000	-		
001-000-345-23-01-00-000	Animal Boarding Fees	1,000	-		
001-000-345-83-00-00-000	Plan Checking Fees	60,000	71,188		
001-000-345-89-10-00-000	Other Development Fees	12,000	52,325		
001-000-347-60-00-00-000	Program Fees Park Facilities	15,000	12,000		
001-000-353-10-00-00-000	Traffic Infractions	30,000	12,000		
001-000-353-11-00-00-000	Traffic Infraction Pen-PD	2,850	1,000		
001-000-353-70-00-00-000	Other Infractions	350	500		
001-000-354-00-00-00-000	Parking Penalties	750	250		
001-000-355-20-00-00-000	D.W.I. Penalties	9,000	6,000		
001-000-355-80-00-00-000	Criminal Traffic Penalties	15,000	11,000		
001-000-356-90-00-00-000	Non-Traffic Penalties	15,000	10,000		
001-000-357-33-00-00-000	Public Defense Recoupments	5,000	1,500		
001-000-357-39-00-00-000	Court Recoupment	15,000	8,000		
001-000-361-10-00-00-000	Bank Interest - Treas. Acct	750	6,000		
001-000-361-40-00-00-000	Interest Earnings-Other	2,250	5,000		
001-000-362-40-00-00-000	Facilities Rentals Short Term	2,100	4,000		
001-000-362-50-00-00-000	Facilities Lease Long term	24,000	10,000		
001-000-362-50-00-00-117	Ludwig Property Lease	-	25,440		
001-000-362-90-00-99-000	Wayfinder Sign Charges	150			
001-000-367-00-00-00-000	Contributions-Private Source	7,000			
001-000-367-11-00-00-000	Donations-Parks	-			
001-000-369-40-00-00-000	Judgements and Settlements				
001-000-369-90-00-00-000	Miscellaneous	5,300	5,000		
001-000-395-10-00-00-000	Sale of General Fixed Assets	-			
001-000-397-76-00-00-000	Transfer-In (from 117)	50,000	60,000		
<b>Total Revenues</b>		<b>9,109,305</b>	<b>9,477,758</b>	<b>368,453</b>	<b>4.0%</b>

**EXPENDITURES**  
**City Council**

001-010-511-60-11-00-000	Regular Pay	43,368	43,092		
001-010-511-60-21-00-000	Employer Taxes	3,260	3,815		
001-010-511-60-23-00-000	Employer Premiums	70	70		
001-010-511-60-31-00-000	Office & Operating Supplies	350	350		
001-010-511-60-41-00-000	Professional Services	160,000	190,000		
001-010-511-60-42-10-000	Postage	250	250		
001-010-511-60-43-00-000	Travel & Subsistence	500	3,500		
001-010-511-60-49-00-000	Miscellaneous	3,500	4,000		
001-010-511-60-49-20-000	Education & Training	1,000	3,000		
<b>Sub-Total City Council</b>		<b>212,298</b>	<b>248,077</b>	<b>35,779</b>	<b>16.9%</b>

**Mayor & Administrator**

Account Number	Description	2017 Budget	2018 Budget	\$ Change	% Change
001-020-513-10-11-00-000	Regular Pay	155,062	158,000		
001-020-513-10-21-00-000	Employer Taxes	11,862	12,305		
001-020-513-10-22-00-000	Employer Retirement	17,336	20,066		
001-020-513-10-23-00-000	Employer Premiums	22,737	25,021		
001-020-513-10-31-00-000	Office & Operating Supplies	200	200		
001-020-513-10-35-00-000	Small Tools & Minor Equip	100	200		
001-020-513-10-40-10-000	CAP: Fleet/Facilities (501)	5,252	10,322		
001-020-513-10-40-15-000	CAP: Info Service (502)	11,332	15,026		
001-020-513-10-41-10-000	Professional Services	15,000	50,000		
001-020-513-10-42-10-000	Postage	150	150		
001-020-513-10-42-20-000	Communications	650	1,300		
001-020-513-10-43-00-000	Travel & Subsistence	700	1,000		
001-020-513-10-49-00-000	Miscellaneous	100	200		
001-020-513-10-49-10-000	Dues & Subscriptions	1,500	2,000		
001-020-513-10-49-20-000	Education & Training	1,000	1,500		
<b>Sub-Total Mayor &amp; Administrator</b>		<b>242,981</b>	<b>297,289</b>	<b>54,309</b>	<b>22.4%</b>

#### City Clerk

001-020-514-30-11-00-000	Regular Pay	146,028	156,281		
001-020-514-30-12-00-000	Overtime Pay	831	987		
001-020-514-30-21-00-000	Employer Taxes	11,235	12,031		
001-020-514-30-22-00-000	Employer Retirement	16,419	19,973		
001-020-514-30-23-00-000	Employer Premiums	24,624	26,650		
001-020-514-30-31-00-000	Office & Operating Supplies	1,000	100		
001-020-514-30-35-00-000	Small Tools & Minor Equipment	400	200		
001-020-514-30-40-10-000	CAP: Fleet/Facilities (501)	10,505	7,741		
001-020-514-30-40-15-000	CAP: Info Serv M/O (502)	23,564	30,033		
001-020-514-30-41-00-000	Professional Services	10,500	30,000		
001-020-514-30-42-00-000	Communications	400	400		
001-020-514-30-42-10-000	Postage	2,800	2,800		
001-020-514-30-43-00-000	Travel & Subsistence	500	500		
001-020-514-30-44-00-000	Advertising	20,000	20,000		
001-020-514-30-49-10-000	Dues & Subscriptions	600	500		
001-020-514-30-49-20-000	Education & Training	1,000	500		
001-020-514-30-49-30-000	Miscellaneous	500	250		
<b>Sub-Total City Clerk</b>		<b>270,907</b>	<b>308,946</b>	<b>38,039</b>	<b>14.0%</b>

#### Human Resources

001-020-518-10-31-00-000	Office & Operating Supplies	300	200		
001-020-518-10-31-10-000	Wellness Supplies	800	600		
001-020-518-10-40-10-000	CAP: Fleet/Facilities (501)	5,252	2,580		
001-020-518-10-40-15-000	CAP: Info Services M/O (502)	12,692	16,346		
001-020-518-10-41-00-000	Professional Services	10,000	40,000		
001-020-518-10-42-20-000	Communications	200	300		
001-020-518-10-43-00-000	Travel	-			
001-020-518-10-44-00-000	Advertising	6,000	6,000		
001-020-518-10-46-00-000	WCIA Premiums	156,891	170,000		
001-020-518-10-46-20-000	Property Insurance	67,000	70,000		
001-020-518-10-49-00-000	Health and Safety Services	1,000	2,500		
001-020-518-10-49-10-000	Dues & Subscription	160			

Account Number	Description	2017 Budget	2018 Budget	\$ Change	% Change
001-020-518-10-49-20-000	Education & Training	150	1,000		
001-020-518-10-49-30-000	Miscellaneous	3,000	1,500		
<b>Sub-Total Human Resources</b>		<b>263,445</b>	<b>311,026</b>	<b>47,581</b>	<b>18.1%</b>
<b>Economic Development</b>					
001-020-558-70-11-00-000	Regular Pay	10,000	94,271		
001-020-558-70-21-00-000	Employer Taxes	723	7,212		
001-020-558-70-22-00-000	Employer Retirement	1,057	11,972		
001-020-558-70-23-00-000	Employer Premiums	1,121	13,985		
001-020-558-70-31-00-000	Office & Operating Supplies	300	300		
001-020-558-70-31-99-000	Wayfinder Sign Supplies	400	1,000		
001-020-558-70-35-00-000	Small Tools & Minor Equip	200	200		
001-020-558-70-40-10-000	CAP: Fleet/Facilities (501)	5,252	5,161		
001-020-558-70-40-15-000	CAP: Info Service (502)	11,362	28,236		
001-020-558-70-41-10-000	Professional Services	85,000	5,000		
001-020-558-70-42-20-000	Communications	1,125	1,200		
001-020-558-70-49-10-000	Dues & Subscriptions	400	400		
001-020-558-70-49-20-000	Education & Training	1,100	500		
<b>Sub-Total Economic Development</b>		<b>118,040</b>	<b>169,437</b>	<b>51,397</b>	<b>43.5%</b>
<b>Finance</b>					
001-040-514-23-11-00-000	Regular Pay	380,806	397,955		
001-040-514-23-12-00-000	Overtime Pay	4,863	3,379		
001-040-514-23-21-00-000	Payroll Taxes	29,504	31,002		
001-040-514-23-22-00-000	Retirement Benefits	43,118	51,467		
001-040-514-23-23-00-000	Insurance Benefits Premiums	71,869	71,455		
001-040-514-23-31-00-000	Office & Operating Supplies	2,000	2,000		
001-040-514-23-35-00-000	Small Tools & Minor Equip	250	250		
001-040-514-23-40-10-000	CAP: Fleet & Facilities (501)	26,262	25,804		
001-040-514-23-40-15-000	CAP: Info Services (502)	57,201	75,792		
001-040-514-23-41-10-000	Professional Services-Audit	35,000	40,000		
001-040-514-23-41-20-000	Professional Services	10,000	5,000		
001-040-514-23-42-10-000	Postage	1,800	1,800		
001-040-514-23-42-20-000	Communication	1,000	600		
001-040-514-23-43-00-000	Travel & Subsistence	1,500	1,500		
001-040-514-23-49-10-000	Dues & Subscriptions	1,500	500		
001-040-514-23-49-20-000	Education & Training	5,000	2,500		
001-040-514-23-49-30-000	Miscellaneous Services	500	250		
001-040-514-23-49-31-000	Bank Service Charges	8,000.00	8,000		
<b>Finance Totals</b>		<b>680,173.23</b>	<b>719,254</b>	<b>39,081</b>	<b>5.7%</b>
<b>Law Enforcement</b>					
001-060-512-40-41-20-000	Public Defender Services	135,000	130,000		
001-060-512-40-41-32-000	Interpreter Services	750	750		
001-060-512-40-41-40-000	Prosecution Services	30,000	25,000		
001-060-512-40-51-10-000	County Jail Fees	225,000	200,000		
001-060-512-40-51-20-000	Court Filing Fees	35,000	33,000		
001-060-521-10-11-00-000	Regular Pay	142,823	114,257		
001-060-521-10-12-00-000	Overtime Pay	2,680	2,144		
001-060-521-10-21-00-000	Employer Taxes	11,131	8,905		

Account Number	Description	2017 Budget	2018 Budget	\$ Change	% Change
001-060-521-10-22-00-000	Employer Retirement	16,267	14,783		
001-060-521-10-23-00-000	Employer Premiums	24,522	40,940		
001-060-521-10-27-00-000	Uniforms	750	8		
001-060-521-10-31-00-000	Office & Operating Supplies	2,500	2,500		
001-060-521-10-35-00-000	Small Tools & Minor Equip	500	500		
001-060-521-10-41-00-000	Professional Services	10,500	7,500		
001-060-521-10-42-00-000	Communication	1,500	1,500		
001-060-521-10-42-10-000	Postage	400	400		
001-060-521-10-43-00-000	Travel & Subsistance	200	500		
001-060-521-10-49-10-000	Misc. Services	2,000	2,000		
001-060-521-10-49-20-000	Education & Training	2,000	2,000		
001-060-521-10-51-99-000	SCSO-Administration	455,468	488,661		
001-060-521-20-40-10-000	CAP: Fleet/Facilities (501)	78,550	78,293		
001-060-521-20-40-15-000	CAP: Info Service (502)	56,426	77,630		
001-060-521-20-40-25-000	CAP: Equipment Replace (505)	3,420	3,420		
001-060-521-20-51-20-000	Snopac Dispatch Fees	145,000	145,000		
001-060-521-20-51-30-000	800 Mhz Debt Service	51,349	54,000		
001-060-521-20-51-35-000	800 Mhz M/O	33,730	33,730		
001-060-521-20-51-40-000	DEM Assessment	10,700	12,215		
001-060-521-22-51-95-000	SCSO-Personnel-SRO	109,686	116,365		
001-060-521-22-51-99-000	SCSO-Personnel	2,187,024	2,249,247		
001-060-521-22-51-99-000	1st Street Overtime		30,000		
001-060-521-30-51-10-000	Animal Impound Fees	6,000	4,000		
<b>Sub-Total Law Enforcement</b>		<b>3,780,877</b>	<b>3,879,248</b>	<b>98,372</b>	<b>2.6%</b>

#### Building/Inspection

001-100-524-20-11-00-000	Regular Pay	88,531	90,921		
001-100-524-20-12-00-000	Overtime Pay	6,197	1,818		
001-100-524-20-21-00-000	Employer Taxes	7,247	7,095		
001-100-524-20-22-00-000	Employer Retirement	10,591	11,778		
001-100-524-20-23-00-000	Employer Premiums	21,617	22,275		
001-100-524-20-27-00-000	Uniforms	200	200		
001-100-524-20-31-00-000	Office & Operating Supplies	1,500	1,500		
001-100-524-20-35-00-000	Small Tools & Minor Equip	-	-		
001-100-524-20-40-10-000	CAP: Fleet/Facilities (501)	10,176	10,370		
001-100-524-20-40-15-000	CAP: Info Services (502)	11,337	15,036		
001-100-524-20-40-25-000	CAP: Equipment Replace (505)	2,115	2,115		
001-100-524-20-41-00-000	Professional Services	-			
001-100-524-20-41-10-000	Prof. Services - Abatements	500	500		
001-100-524-20-41-20-000	Prof. Services -Plan/Ins Serv	2,500	3,000		
001-100-524-20-42-10-000	Postage	200	100		
001-100-524-20-42-20-000	Communications	1,000	1,000		
001-100-524-20-49-10-000	Dues & Subscriptions	195	275		
001-100-524-20-49-20-000	Education & Training	875	900		
<b>Sub-Total Building/Inspections</b>		<b>164,780</b>	<b>168,883</b>	<b>4,103</b>	<b>2.5%</b>

#### Plan/Permit

001-100-558-50-11-00-000	Regular Pay	247,992	259,618		
001-100-558-50-12-00-000	Overtime Pay	2,552	7,108		
001-100-558-50-13-00-000	Temporary Pay	12,220			

Account Number	Description	2017 Budget	2018 Budget	\$ Change	% Change
001-100-558-50-21-00-000	Employer Taxes	20,101	20,404		
001-100-558-50-22-00-000	Employer Retirement	28,011	33,874		
001-100-558-50-23-00-000	Employer Premium	56,707	58,812		
001-100-558-50-31-00-000	Office & Operating Supplies	500	5,000		
001-100-558-50-35-00-000	Small Tools & Minor Equip	200	200		
001-100-558-50-40-10-000	CAP: Fleet/Facilities (501)	15,757	15,482		
001-100-558-50-40-15-000	CAP: Info Service (502)	35,926	50,696		
001-100-558-50-41-10-000	Professional Services	50,000	100,000		
001-100-558-50-41-11-000	Environmental Consulting Services	6,000	6,000		
001-100-558-50-41-30-000	Hearing Examiner Services	16,000	16,000		
001-100-558-50-42-10-000	Postage	1,500	1,500		
001-100-558-50-42-20-000	Communications	1,200	2,000		
001-100-558-50-43-00-000	Travel & Subsistence	1,500	1,500		
001-100-558-50-44-00-000	Advertising	-	1,500		
001-100-558-50-49-00-000	Miscellaneous Services	500	500		
001-100-558-50-49-10-000	Dues & Subscriptions	1,000	1,250		
001-100-558-50-49-20-000	Education & Training	1,500	2,000		
<b>Sub-Total Plan/Permit</b>		<b>499,167</b>	<b>583,444</b>	<b>84,277</b>	<b>16.9%</b>

#### Parks

001-140-576-80-11-00-000	Regular Pay	241,227	282,285		
001-140-576-80-12-00-000	Overtime Pay	13,538	4,661		
001-140-576-80-13-00-000	Temp/Seasonal Pay	48,882	49,500		
001-140-576-80-21-00-000	Employer Taxes	23,229	24,618		
001-140-576-80-22-00-000	Employer Retirement	28,483	40,869		
001-140-576-80-23-00-000	Employer Premiums	56,827	60,415		
001-140-576-80-27-00-000	Uniforms	2,000	2,200		
001-140-576-80-27-10-000	Safety Uniforms	1,000	1,500		
001-140-576-80-31-10-000	Operating Supplies	55,000	55,000		
001-140-576-80-35-00-000	Small Tools & Minor Equip	20,000	25,000		
001-140-576-80-35-10-000	Park Equipment - Private Donation	-	-		
001-140-576-80-40-10-000	CAP: Fleet/Facilities (501)	127,935	131,270		
001-140-576-80-40-15-000	CAP: Info Services M&O (502)	42,775	56,488		
001-140-576-80-40-25-000	CAP: Equipment Replace (505)	42,338	40,657		
001-140-576-80-41-00-000	Professional Services	8,000	10,000		
001-140-576-80-41-10-000	Professional Services-Flower Baskets	7,500	7,500		
001-140-576-80-42-10-000	Postage	250	250		
001-140-576-80-42-20-000	Communications	2,700	3,000		
001-140-576-80-43-00-000	Travel & Subsistence	1,000	1,000		
001-140-576-80-44-00-000	Advertising	500	500		
001-140-576-80-45-00-000	Operating Rentals	2,500	6,000		
001-140-576-80-47-00-000	Utility Services	25,000	26,000		
001-140-576-80-48-00-000	Repairs & Maintenance	20,000	20,000		
001-140-576-80-49-10-000	Dues & Subscriptions	300	500		
001-140-576-80-49-20-000	Education & Training	3,500	3,500		
<b>Sub-Total Parks</b>		<b>774,484</b>	<b>852,713</b>	<b>78,229</b>	<b>10.1%</b>

#### Engineering

001-140-595-90-11-00-000	Regular Pay	595,187	611,103		
001-140-595-90-12-00-000	Overtime Pay	20,614	21,170		

Account Number	Description	2017 Budget	2018 Budget	\$ Change	% Change
001-140-595-90-21-00-000	Employer Taxes	47,109	48,369		
001-140-595-90-22-00-000	Employer Retirement	68,847	80,299		
001-140-595-90-23-01-000	Employer Premiums	121,948	127,085		
001-140-595-90-27-00-000	Uniforms	1,000	250		
001-140-595-90-27-10-000	Safety Uniforms	500	500		
001-140-595-90-31-00-000	Office & Operating Supplies	3,500	3,500		
001-140-595-90-35-00-000	Small Tools & Minor Equip	3,000	-		
001-140-595-90-40-10-000	CAP: Fleet/Facilities (501)	35,854	35,970		
001-140-595-90-40-15-000	CAP: Info Service (502)	69,188	93,345		
001-140-595-90-40-25-000	CAP: Equipment Replace (505)	14,303	14,303		
001-140-595-90-41-00-000	Professional Services	60,000	70,000		
001-140-595-90-42-10-000	Postage	600	600		
001-140-595-90-42-20-000	Communications	4,750	4,000		
001-140-595-90-43-00-000	Travel & Subsistence	3,000	1,500		
001-140-595-90-44-00-000	Advertising	300	300		
001-140-595-90-48-00-000	Repairs & Maintenance	500	500		
001-140-595-90-49-10-000	Dues & Subscriptions	2,000	1,000		
001-140-595-90-49-20-000	Education & Training	4,000	2,000		
001-140-595-90-49-30-000	Miscellaneous Services	500	250		
<b>Sub-Total Engineering</b>		<b>1,056,699</b>	<b>1,116,044</b>	<b>59,345</b>	<b>5.6%</b>
<b>Non-Departmental</b>					
001-180-518-90-23-00-000	Retiree Insurance Premiums	25,370	22,000		
001-180-518-90-34-10-000	Reallocated Copier Charges	2,000	1,000		
001-180-518-90-39-00-000	Miscellaneous Supplies	1,000	1,000		
001-180-518-90-40-10-000	CAP: Fleet/Facilities	68,527	67,331		
001-180-518-90-47-00-000	Public Utilities-Food Bank	1,800	1,800		
001-180-518-90-49-00-000	Miscellaneous Services	4,700	4,700		
001-180-518-90-49-90-000	AHA	1,639	1,800		
001-180-518-90-51-30-000	Psapca	6,900	7,056		
001-180-518-90-51-40-000	Alcohol Rehabilitation	2,000	2,000		
001-180-518-90-51-50-000	Economic Alliance-Snohomish Co	4,000	4,000		
001-180-518-90-51-55-000	Annual Due - SCCIT	300	300		
001-180-518-90-51-60-000	Assoc Of Washington Cities	7,100	6,498		
001-180-518-90-51-61-000	Puget Sound Reg Council	3,170	3,319		
001-180-518-90-51-65-000	Phillips Publishing	13,500	10,000		
001-180-518-90-51-70-000	Sno County Tomorrow	1,700	1,800		
001-180-518-90-51-75-000	Snohomish Health District	19,250	19,250		
001-180-518-90-51-80-000	Voter Registration/Elections	14,500	15,000		
001-180-572-20-49-00-000	Snohomish Senior Center	17,000	17,000		
001-180-576-20-47-00-000	Aquatic Center	55,000	55,000		
001-180-576-20-53-00-000	External Tax	100	100		
<b>Sub-Total Non-Departmental</b>		<b>249,556</b>	<b>240,954</b>	<b>(8,602)</b>	<b>-3.4%</b>
<b>Transfers</b>					
001-180-597-90-55-10-000	Transfers Out (to Fund 102)	720,000	720,000		
001-180-597-90-60-70-000	Transfers Out (to Fund 205)	60,723	58,943		
<b>Sub-Total Non-Departmental</b>		<b>780,723</b>	<b>778,943</b>	<b>(1,780)</b>	<b>-0.2%</b>
<b>Total Expenditures</b>		<b>9,094,128</b>	<b>9,674,259</b>	<b>580,130</b>	<b>6.4%</b>

Account Number	Description	2017 Budget	2018 Budget	\$ Change	% Change
<b>GENERAL FUND</b>	Budgeted Increase (Decrease) in Fund Balance		(196,501)		
	<i>2018 Estimated Beginning Fund Balance</i>		2,587,685		
	<i>Less Budgeted Increase (Decrease)</i>		(196,501)		
	<i>2018 Estimated Ending Fund Balance</i>		2,391,184		
	<i>Fund Balance as a % of Expenditures</i>		25%		

Account Number	Description	2017 Budget	2018 Budget	\$ Change	% Change
<b>STREETS FUND REVENUES</b>					
102-000-336-00-71-00-000	Multimodal Transportation Tax	10,100	10,100		
102-000-336-00-88-00-000	Motor Vehicle Fuel Tax	210,000	210,000		
102-000-361-10-00-00-000	Investment Interest	75	200		
102-000-362-10-00-00-000	Barricade Rental Revenue	4,000	4,000		
102-000-397-00-00-00-000	Transfer-In (from 001)	720,000	720,000		
102-000-397-42-00-00-000	Transfer-in (from 117)	100,000	100,000		
<b>Total Revenues</b>		<b>1,044,175</b>	<b>1,044,300</b>	<b>125</b>	<b>0.0%</b>

**EXPENDITURES**  
**Street Maintenance**

102-140-542-30-11-00-000	Regular Pay	150,224	160,919		
102-140-542-30-12-00-000	Overtime Pay	2,980	3,194		
102-140-542-30-13-00-000	Temp/Seasonal Pay	24,441	26,600		
102-140-542-30-21-00-000	Employer Taxes	13,590	14,589		
102-140-542-30-22-00-000	Employer Retirement	17,128	20,842		
102-140-542-30-23-00-000	Employer Premiums	50,132	51,246		
102-140-542-30-27-00-000	Uniforms	1,500	1,500		
102-140-542-30-27-10-000	Safety Uniforms	1,000	1,500		
102-140-542-30-31-00-000	Office & Operating Supplies	15,000	10,000		
102-140-542-30-34-10-000	Mix Asphalt	10,000	10,000		
102-140-542-30-34-20-000	Liquid Asphalt	5,000	5,000		
102-140-542-30-34-30-000	Rock & Sand	8,000	8,000		
102-140-542-30-34-40-000	Concrete	10,000	10,000		
102-140-542-30-35-00-000	Small Tools & Minor Equip	10,000	10,000		
102-140-542-30-40-10-000	CAP:Fleet/Facilities (501)	98,393	100,017		
102-140-542-30-40-15-000	CAP:Info Services M&O (502)	42,905	45,856		
102-140-542-30-40-25-000	CAP:Equipment Replace(505)	24,004	21,713		
102-140-542-30-41-01-000	CAP:Finance Services (001)	36,642	40,318		
102-140-542-30-41-05-000	CAP:Administrative Services (001)	42,769	50,309		
102-140-542-30-41-06-000	CAP:Engineering Services (001)	29,107	62,141		
102-140-542-30-41-20-000	Legal Services	500	500		
102-140-542-30-41-30-000	Professional Services	5,000	5,000		
102-140-542-30-41-40-000	Testing Services	-	-		
102-140-542-30-42-00-000	Communications	3,500	2,700		
102-140-542-30-43-00-000	Travel & Subsistence	700	500		
102-140-542-30-45-00-000	Operating Rentals	8,000	8,000		
102-140-542-30-48-00-000	Repairs & Maintenance	25,000	20,000		
102-140-542-30-49-10-000	Dues And Subscriptions	400	400		
102-140-542-30-49-20-000	Education & Training	2,000	2,000		
102-140-542-30-49-30-000	Miscellaneous Services	5,000	5,000		
102-140-542-30-51-00-000	Snow & Ice Removal	5,000	5,000		
102-140-542-30-51-10-000	Street Sweeping	20,000	21,000		
<b>Sub-Total Street Maintenance</b>		<b>667,916</b>	<b>723,844</b>	<b>55,928</b>	<b>8.4%</b>

**Traffic/Ped Safety**

102-140-542-69-11-00-000	Regular Pay	61,658	63,322		
102-140-542-69-12-00-000	Overtime Pay	1,233	1,266		
102-140-542-69-21-00-000	Employer Taxes	4,811	4,941		
102-140-542-69-22-00-000	Employer Retirement	7,031	8,203		

Account Number	Description	2017 Budget	2018 Budget	\$ Change	% Change
102-140-542-69-23-01-000	Employer Premiums	20,375	21,146		
102-140-542-69-27-00-000	Uniforms	550	1,000		
102-140-542-69-27-10-000	Safety Equipment	350	350		
102-140-542-69-31-10-000	Operating Supplies	40,000	50,000		
102-140-542-69-35-00-000	Small Tools & Minor Equip	7,500	7,500		
102-140-542-69-41-20-000	Legal Services	1,000	1,000		
102-140-542-69-47-10-000	Street Lighting	80,000	80,000		
102-140-542-69-48-00-000	Repairs & Maintenance	2,000	25,000		
102-140-542-69-49-20-000	Education & Training	1,100	1,000		
102-140-542-69-51-10-000	Signal Maintenance Agreement	70,000	65,000		
102-140-542-69-51-20-000	Paint Striping County Agreement	15,000	15,000		
102-140-542-69-51-30-000	Cross Walk Maintenance	14,000	20,000		
<b>Sub-Total Traffic/Ped Safety</b>		<b>326,608</b>	<b>364,728</b>	<b>38,120</b>	<b>11.7%</b>

#### Streets Administration

102-140-542-90-11-00-000	Regular Pay	33,955	34,859		
102-140-542-90-21-00-000	Employer Taxes	2,598	2,667		
102-140-542-90-22-00-000	Employer Retirement	3,796	4,427		
102-140-542-90-23-01-000	Employer Premiums	7,197	6,503		
102-140-542-90-27-00-000	Uniforms	200	200		
102-140-542-90-27-10-000	Uniforms-Safety Equipment	500	500		
102-140-542-90-31-10-000	Operating Supplies	300	300		
102-140-542-90-35-10-000	Small Tools & Equipment	500	500		
102-140-542-90-41-00-000	Professional Services	300	300		
102-140-542-90-41-20-000	Legal Services	7,000	7,000		
102-140-542-90-43-00-000	Travel & Subsistence	300	300		
102-140-542-90-49-20-000	Education & Training	500	500		
102-000-597-10-00-00-000	Transfer-out (402)	50,000			
<b>Sub-Total Streets Admin</b>		<b>107,146</b>	<b>58,056</b>	<b>(49,090)</b>	<b>-45.8%</b>

<b>Total Expenditures</b>		<b>1,101,670</b>	<b>1,146,628</b>	<b>44,958</b>	<b>4.1%</b>
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<b>Budgeted Increase (Decrease) in Fund Balance</b>	(102,328)
<b>2018 Estimated Beginning Fund Balance</b>	128,223
<b>Less Budgeted Increase (Decrease)</b>	(102,328)
<b>2018 Estimated Ending Fund Balance</b>	25,895

Account Number	Description	2017 Budget	2018 Budget	\$ Change	% Change
<b>WATER FUND REVENUES</b>					
401-000-322-10-00-00-000	Water Permits	4,500	2,325		
401-000-343-40-00-00-000	Water Billings	2,538,000	2,595,105		
401-000-343-40-10-00-000	Inspection Fees-Water	53,000	50,000		
401-000-361-10-00-00-000	Interest Earnings	7,000	8,000		
401-000-361-40-00-00-000	Late Penalty Charges	46,000	46,000		
401-000-361-40-10-00-000	On/Off Charges	4,000	4,000		
401-000-369-10-00-00-000	Sale of Scrap and Junk	2,500			
401-000-369-90-00-00-000	Miscellaneous	5,000	5,000		
401-000-379-90-00-00-000	Connection Fees - Water	40,049	64,217		
401-000-379-95-00-00-000	Capital Facility Fees - Water	87,029	115,838		
401-000-397-10-00-00-000	Transfer In (402)		100,000		
401-000-397-10-00-00-000	Transfer In (404)		175,000		
<b>Total Revenues</b>		<b>2,787,078</b>	<b>3,165,485</b>	<b>378,407</b>	<b>13.6%</b>

**EXPENDITURES**  
**Water Administration**

401-140-534-10-11-00-000	Regular Pay	32,736	34,482		
401-140-534-10-21-00-000	Employer Taxes	2,504	2,638		
401-140-534-10-22-00-000	Employer Retirement	3,660	4,379		
401-140-534-10-23-01-000	Employer Premiums	9,750	8,758		
401-140-534-10-27-00-000	Uniforms	300	300		
401-140-534-10-27-10-000	Uniforms-Safety Equipment	500	500		
401-140-534-10-31-10-000	Operating Supplies	1,000	1,000		
401-140-534-10-35-10-000	Small Tools & Equipment	500	500		
401-140-534-10-41-00-000	Professional Services	10,000	10,000		
401-140-534-10-41-10-000	Merchant Services	4,000	4,000		
401-140-534-10-42-00-000	Communications	750	1,200		
401-140-534-10-43-00-000	Travel & Subsistence	600	600		
401-140-534-10-49-10-000	Education & Training	1,000	1,000		
<b>Sub-Total Water Admin</b>		<b>67,300</b>	<b>69,357</b>	<b>2,057</b>	<b>3.1%</b>

**Water Distribution**

401-140-534-80-11-00-000	Regular Pay	272,104	310,365		
401-140-534-80-12-00-000	Overtime Pay	5,253	6,018		
401-140-534-80-13-00-000	Temp/Seasonal Pay	12,220	13,300		
401-140-534-80-21-00-000	Employer Taxes	22,153	25,198		
401-140-534-80-22-00-000	Employer Retirement	31,009	40,181		
401-140-534-80-23-00-000	Employer Premiums	76,008	79,683		
401-140-534-80-27-00-000	Uniforms	2,000	2,200		
401-140-534-80-27-10-000	Uniforms - Safety Equipment	3,750	3,750		
401-140-534-80-31-10-000	Operating Supplies	80,000	80,000		
401-140-534-80-33-00-000	Water For Resale	560,000	720,000		
401-140-534-80-34-00-000	Meters-new services	30,000	30,000		
401-140-534-80-35-00-000	Small Tools & Minor Equip	15,000	15,000		
401-140-534-80-40-10-000	CAP: Fleet/Facilities (501)	169,495	174,332		
401-140-534-80-40-15-000	CAP:Info Services (502)	61,168	62,322		
401-140-534-80-41-01-000	CAP: Finance Services (001)	93,391	99,045		
401-140-534-80-41-05-000	CAP: Administrative Services (001)	83,048	76,406		
401-140-534-80-41-06-000	CAP: Engineering Services (001)	141,614	163,652		
401-140-534-80-41-10-000	Professional Services-Water Sys Stu	200,000			
401-140-534-80-42-00-000	Communication	7,400	7,600		
401-140-534-80-42-10-000	Postage	7,000	7,000		
401-140-534-80-43-00-000	Travel & Subsistence	2,000	2,000		

Account Number	Description	2017 Budget	2018 Budget	\$ Change	% Change
401-140-534-80-45-10-00C	Equipment Rental	4,000	4,000		
401-140-534-80-47-00-00C	Utility Services	12,000	14,000		
401-140-534-80-48-00-00C	Repairs & Maintenance	40,000	40,000		
401-140-534-80-49-10-00C	Dues & Subscriptions	1,000	1,000		
401-140-534-80-49-15-00C	Printing & Binding	1,300	1,300		
401-140-534-80-49-20-00C	Education & Training	3,000	3,500		
401-140-534-80-49-30-00C	Misc. Services	6,500	3,500		
401-140-534-80-49-40-00C	Water Quality Testing	17,000	20,000		
401-140-534-80-49-50-00C	Water Quality Program	10,000	10,000		
401-140-534-80-49-60-00C	Merchant Services	5,500	5,000		
401-140-534-80-51-30-00C	Permit Fees	7,000	7,000		
401-140-534-80-53-00-00C	Water Utility Excise Tax	130,000	133,000		
<b>Sub-Total Water Distribution</b>		<b>2,111,913</b>	<b>2,160,352</b>	<b>48,439</b>	<b>2.3%</b>

#### Water Treatment

401-140-534-90-11-00-00C	Regular Pay	25,000			
401-140-534-90-12-00-00C	Overtime Pay	332			
401-140-534-90-21-00-00C	Employer Taxes	2,500			
401-140-534-90-22-00-00C	Employer Retirement	2,246			
401-140-534-90-23-00-00C	Employer Premiums	6,309			
401-140-534-90-27-00-00C	Uniforms	187			
401-140-534-90-27-10-00C	Uniforms - Safety Equipment	285			
401-140-534-90-31-10-00C	Chemicals	88			
401-140-534-90-31-20-00C	Operating Supplies	1,322			
401-140-534-90-41-00-00C	Professional Services	295			
401-140-534-90-41-20-00C	Legal Services	315			
401-140-534-90-42-00-00C	Communication	1,369			
401-140-534-90-47-00-00C	Utility Services	6,922	5,000		
401-140-534-90-48-00-00C	Repairs & Maintenance	1,561			
401-140-594-34-62-00-00C	Capital Outlay - Buildings & Structures	75,000	75,000		
401-140-594-34-60-00-00C	Capital Outlay - Other Improvements	75,000	75,000		
401-140-594-34-64-00-00C	Capital Outlay: Equipment	183,333			
<b>Sub-total Water Treatment</b>		<b>382,064</b>	<b>155,000</b>	<b>(227,064)</b>	<b>-59.4%</b>

#### Transfers

401-140-597-42-55-02-00C	Transfer-Out (to 311)	145,000	160,000		
<b>Sub-total Transfers</b>		<b>145,000</b>	<b>160,000</b>	<b>15,000</b>	<b>10.3%</b>

401-140-594-34-63-00-00C	Capital Outlay: Projects		850,000		
<b>Total Expenditures</b>		<b>2,706,277</b>	<b>3,394,709</b>	<b>688,432</b>	<b>25.4%</b>

<b>Budgeted Increase (Decrease) in Fund Balance</b>	(229,224)
<b>2018 Estimated Beginning Fund Balance</b>	3,030,794
<b>Less Budgeted Increase (Decrease)</b>	(229,224)
<b>2018 Estimated Ending Fund Balance</b>	2,801,570

Account Number	Description	2017 Budget	2018 Budget	\$ Change	% Change
<b>SEWER FUND REVENUES</b>					
402-000-322-10-00-00-000	Sewer Permits	3,000	2,325		
402-000-343-60-00-00-000	Sewer Billings	4,265,054	4,014,000		
402-000-343-60-10-00-000	Inspection Fees - Sewer	4,500	3,488		
402-000-343-95-20-00-000	Special Development Fee	124,320	223,776		
402-000-361-10-00-00-000	Interest Earnings	10,500	12,000		
402-000-379-90-00-00-000	Connection Fees	183,860	294,810		
402-000-379-95-00-00-000	Capital Facility Charge	86,275	138,338		
402-000-397-10-00-00-000	Transfer In (404)	50,000	560,000		
<b>Total Revenues</b>		<b>4,727,509</b>	<b>5,248,737</b>	<b>521,228</b>	<b>11.0%</b>

**EXPENDITURES**  
**Sewer Administration**

402-140-535-10-11-00-000	Regular Pay	32,638	34,379		
402-140-535-10-21-00-000	Employer Taxes	2,497	2,630		
402-140-535-10-22-00-000	Employer Retirement	3,649	4,366		
402-140-535-10-23-00-000	Employer Premiums	9,721	8,178		
402-140-535-10-27-00-000	Uniforms	300	400		
402-140-535-10-27-10-000	Uniforms-Safety Equipment	100	100		
402-140-535-10-31-00-000	Operating Supplies	200	200		
402-140-535-10-35-00-000	Small Tools & Minor Equipmen	500	500		
402-140-535-10-41-00-000	Professional Services - Legal	1,500	2,000		
402-140-535-10-43-00-000	Travel & Subsistence	300	300		
402-140-535-10-49-10-000	Dues and Subscriptions	300	300		
402-140-535-10-49-20-000	Education & Training	600	600		
402-140-535-10-49-60-000	Merchant Services	7,000	7,000		
<b>Sub-Total Sewer Admin</b>		<b>59,305</b>	<b>60,953</b>	<b>1,648</b>	<b>2.8%</b>

**Sewer Collection**

402-140-535-80-11-00-000	Regular Pay	134,107	142,463		
402-140-535-80-12-00-000	Overtime Pay	2,488	2,655		
402-140-535-80-13-00-000	Temp/Seasonal Pay	12,220	13,300		
402-140-535-80-21-00-000	Employer Taxes	11,384	12,119		
402-140-535-80-22-00-000	Employer Retirement	15,271	18,430		
402-140-535-80-23-00-000	Employer Premiums	32,332	29,064		
402-140-535-80-27-00-000	Uniforms	1,100	1,100		
402-140-535-80-27-10-000	Safety Uniforms	3,200	3,200		
402-140-535-80-31-00-000	Office & Operating Supplies	13,500	13,500		
402-140-535-80-35-00-000	Small Tools & Minor Equip	7,000	7,000		
402-140-535-80-40-10-000	CAP: Fleet & Facility (501)	184,266.00	189,959		
402-140-535-80-40-15-000	CAP: Info Services (502)	59,478.00	87,898		
402-140-535-80-41-01-000	CAP: Finance Services (001)	83,867.00	71,401		
402-140-535-80-41-05-000	CAP: Admin Services (001)	93,840.00	101,408		
402-140-535-80-41-06-000	CAP: Engineering Svcs (001)	123,163.00	138,358		
402-140-535-80-41-10-000	Professional Services - Other	40,000	40,000		
402-140-535-80-41-20-000	Professional Services - Legal	2,120	2,100		
402-140-535-80-42-00-000	Communication	10,000	10,000		
402-140-535-80-42-10-000	Postage	4,000	4,000		
402-140-535-80-42-20-000	Communication	-			
402-140-535-80-43-00-000	Travel & Subsistence	2,000	2,000		

Account Number	Description	2017 Budget	2018 Budget	\$ Change	% Change
402-140-535-80-45-00-000	Operating Rentals	2,000	2,000		
402-140-535-80-47-00-000	Utility Services-PSE	8,000	8,500		
402-140-535-80-47-10-000	Utility Services-PUD	18,000	18,000		
402-140-535-80-47-20-000	Utility Services- City Services	10,000	10,000		
402-140-535-80-48-00-000	Repairs & Maintenance	25,000	25,000		
402-140-535-80-49-10-000	Dues And Subscriptions	400	400		
402-140-535-80-49-15-000	Printing and Binding	1,200	1,200		
402-140-535-80-49-20-000	Education & Training	1,500	1,500		
402-140-535-80-49-30-000	Miscellaneous Services	5,000	5,000		
402-140-535-80-49-60-000	Software Maintenance Fees	6,500	6,500		
402-140-535-80-53-00-000	Sewer Utility Excise Tax	55,000	30,000		
<b>Sub-Total Sewer Collection</b>		<b>967,937</b>	<b>998,055</b>	<b>30,118</b>	<b>3.1%</b>

#### Sewer Treatment

402-140-535-85-11-00-000	Regular Pay	230,837	240,117		
402-140-535-85-12-00-000	Overtime Pay	4,125	4,303		
402-140-535-85-21-00-000	Employer Taxes	17,975	18,698		
402-140-535-85-22-00-000	Employer Retirement	26,269	31,041		
402-140-535-85-23-00-000	Employer Premiums	53,211	50,360		
402-140-535-85-27-00-000	Uniforms	1,650	1,650		
402-140-535-85-27-10-000	Safety Uniforms	1,150	1,150		
402-140-535-85-31-10-000	Operating Supplies	61,500	61,500		
402-140-535-85-31-20-000	Chemicals Supplies	225,000	225,000		
402-140-535-85-35-00-000	Small Tools & Minor Equip	10,000	10,000		
402-140-535-85-41-10-000	Professional Services	9,500	9,500		
402-140-535-85-42-00-000	Communication	4,200	4,200		
402-140-535-85-43-00-000	Travel & Subsistence	1,500	1,500		
402-140-535-85-45-00-000	Operating Rentals	3,000	3,000		
402-140-535-85-47-00-000	Utility Services	170,000	170,000		
402-140-535-85-47-10-000	Solid Waste Services	3,500	3,500		
402-140-535-85-48-00-000	Repairs & Maintenance	60,000	60,000		
402-140-535-85-49-10-000	Dues & Subscriptions	300	500		
402-140-535-85-49-20-000	Education & Training	3,000	3,000		
402-140-535-85-49-60-000	Software Maintenance Fees	3,500	3,500		
402-140-535-85-51-11-000	Wastewater Discharge Permit	13,000	13,000		
402-140-535-85-51-20-000	Wastewater Testing	10,000	15,000		
402-140-535-85-53-00-000	Sewer Utility Tax Treatment	50,000	50,000		
402-140-535-85-63-00-000	Capital Outlay: WWTP	-	150,000		
<b>Sub-Total Sewer Treatment</b>		<b>963,216</b>	<b>1,130,519</b>	<b>167,303</b>	<b>17.4%</b>

402-140-591-35-78-00-000	PWTFL WWTP Design Princip	55,099	55,099		
402-140-591-35-78-01-000	PWTFL Construction Principal	361,922	361,922		
402-140-591-35-78-02-000	PWTFL Constr II Principal	73,684	73,684		
402-140-591-35-78-30-000	PWTFL WWTP Upgrade	120,312	120,313		
402-140-591-35-78-50-000	PWTFL CSO Principal	104,386	104,386		
402-140-592-35-83-00-000	PWTFL Design Interest	1,653	1,377		
402-140-592-35-83-01-000	PWTFL Construction Interest	14,477	12,667		
402-140-592-35-83-02-000	PWTFL Const II Interest	3,684	3,684		
402-140-592-35-83-30-000	PWTFL WWTP Upgrade Interest	7,219	6,617		
402-140-592-35-83-50-000	PWTFL CSO Interest	6,263	5,741		

<b>Account Number</b>	<b>Description</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Sub-Total Debt Service</b>		<b>748,699</b>	<b>745,490</b>	<b>(3,209)</b>	<b>-0.4%</b>
402-140-595-35-63-00-000	Capital Improvements	1,148,333	1,735,000		
402-140-597-35-55-00-000	Transfer Fund 310	135,000			
402-140-597-35-55-00-000	Transfer Fund 401		100,000		
402-140-597-35-55-00-000	Transfer-Out 404	315,000			
402-140-597-35-55-03-000	Transfer-Out (to 311)	400,000	180,000		
<b>Sub-Total Sewer Other</b>		<b>1,998,333</b>	<b>2,015,000</b>	<b>16,667</b>	<b>0.8%</b>
<b>Total Expenditures</b>		<b>3,988,791</b>	<b>4,204,527</b>	<b>215,736</b>	<b>5.4%</b>

<b>Budgeted Increase (Decrease) in Fund Balance</b>	1,044,210
<b>2018 Estimated Beginning Fund Balance</b>	7,599,541
<b>Less Budgeted Increase (Decrease)</b>	1,044,210
<b>2018 Estimated Ending Fund Balance</b>	8,643,751

Account Number	Description	2017 Budget	2018 Budget	\$ Change	% Change
<b>STORMWATER FUND REVENUES</b>					
404-000-343-10-00-00-000	Storm Billings	1,310,700	1,336,914		
404-000-361-10-00-00-000	Interest Earnings	1,600	7,000		
404-000-361-10-00-00-000	Transfer In (402)	315,000			
<b>Total Revenues</b>		<b>1,627,300</b>	<b>1,343,914</b>	<b>(283,386)</b>	<b>-17.4%</b>
<b>EXPENDITURES</b>					
<b>Stormwater Administration</b>					
404-140-531-31-11-00-000	Regular Pay	32,638	34,379		
404-140-531-31-21-00-000	Employer Taxes	2,497	2,630		
404-140-531-31-22-00-000	Employer Retirement	3,649	4,366		
404-140-531-31-23-00-000	Employer Premiums	9,721	8,754		
404-140-531-31-27-00-000	Uniforms	300	300		
404-140-531-31-27-10-000	Safety Equipment	1,000	1,000		
404-140-531-31-31-10-000	Operating Supplies	1,050	1,000		
404-140-531-31-35-00-000	Small Tools & Equipment	1,000	1,000		
404-140-531-31-41-00-000	Professional svcs	36,000	36,000		
404-140-531-31-43-00-000	Travel & Subsistence	300	300		
404-140-531-34-49-20-000	Training	600	600		
404-140-531-38-53-00-000	External Tax	20,000	20,000		
<b>Sub-Total Stormwater Admin</b>		<b>108,755</b>	<b>110,329</b>	<b>1,574</b>	<b>1.4%</b>
<b>Storm Water Maintenance</b>					
404-140-542-40-11-00-000	Regular Pay	116,803	122,623		
404-140-542-40-12-00-000	Overtime Pay	2,238	2,353		
404-140-542-40-12-00-000	Temp/Seasonal Pay	12,220	13,300		
404-140-542-40-21-00-000	Employer Taxes	10,042	10,556		
404-140-542-40-22-00-000	Employer Retirement	13,309	15,872		
404-140-542-40-23-00-000	Employer Premiums	34,252	36,994		
404-140-542-40-27-00-000	Uniforms	1,100	1,100		
404-140-542-40-27-10-000	Safety Uniforms	3,200	3,200		
404-140-542-40-31-00-000	Office & Operating Supplies	15,000	15,000		
404-140-542-40-35-00-000	Small Tools & Minor Equip	5,000	5,000		
404-140-542-40-40-10-000	CAP: Fleet/Facilities (501)	70,519	71,887		
404-140-542-40-40-15-000	CAP: Info Services M&O (502)	26,532	30,513		
404-140-542-40-41-00-000	Professional Services	20,000	5,000		
404-140-542-40-41-01-000	CAP: Finance Services (001)	62,664	62,914		
404-140-542-40-41-05-000	CAP: Administration Services (001)	75,101	52,250		
404-140-542-40-41-06-000	CAP: Engineering Services (001)	162,612	151,491		
404-140-542-40-41-30-000	Legal Services	2,500	2,500		
404-140-542-40-42-00-000	Communication	3,500	3,500		
404-140-542-40-42-10-000	Postage	3,000	3,000		
404-140-542-40-43-00-000	Travel & Subsistence	500	500		
404-140-542-40-45-00-000	Operating Rentals	1,000	1,000		
404-140-542-40-48-00-000	Repairs & Maintenance	10,000	10,000		
404-140-542-40-49-15-000	Printing & Binding	1,200	1,200		
404-140-542-40-49-20-000	Education & Training	1,000	1,000		
404-140-542-40-49-30-000	Miscellaneous	1,000	1,000		
404-140-542-40-49-40-000	Water Quality Sampling	15,000	15,000		
404-140-542-40-49-50-000	Operating permit-storm wtr mngm	10,000			
404-140-542-40-49-60-000	Merchant Services	5,000	5,000		
402-140-542-80-49-60-000	Software Maintenance Fees		5,500		
404-140-542-40-51-10-000	Intergovernmental Pro Svcs	45,000	30,000		

<b>Account Number</b>	<b>Description</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
404-140-542-40-51-19-000	DOE Storm (Capacity)	-	20,000		
404-140-594-31-63-50-500	Blackmans Lake Outlet Control	350,000			
404-140-594-38-64-00-000	Storm Admin Machinery & Equip	183,333			
	Capital Project		100,000		
404-140-597-42-55-02-000	Transfer-Out (311)	275,000	110,000		
	Transfer-Out (401)		175,000		
	Transfer-Out (402)		560,000		
<b>Sub-Total Stormwater Mainten</b>		<b>1,537,625</b>	<b>1,644,253</b>	<b>106,628</b>	<b>6.9%</b>
<b>Total Expenditures</b>		<b>1,646,379</b>	<b>1,754,582</b>	<b>108,203</b>	<b>6.6%</b>

<b>Budgeted Increase (Decrease) in Fund Balance</b>	(410,668)
<b>2018 Estimated Beginning Fund Balance</b>	2,850,884
<b>Less Budgeted Increase (Decrease)</b>	(410,668)
<b>2018 Estimated Ending Fund Balance</b>	2,440,216

Account Number	Description	2017 Budget	2018 Budget	\$ Change	% Change
<b>FLEET &amp; FACILITIES</b>					
<b>FUND</b>		<b>REVENUES</b>			
501-000-348-30-01-00-000	Charges - Finance	26,262	25,804		
501-000-348-30-02-00-000	Charges - Police	78,550	78,293		
501-000-348-30-03-00-000	Charges - Parks	127,935	131,270		
501-000-348-30-04-00-000	Charges - Engineering	35,854	35,970		
501-000-348-30-05-00-000	Charges - Planning	15,757	15,482		
501-000-348-30-06-00-000	Charges - Streets	98,393	100,017		
501-000-348-30-07-00-000	Charges City Clerk	10,505	7,741		
501-000-348-30-08-00-000	Charges Human Resources	5,252	2,580		
501-000-348-30-09-00-000	Charges - Info Services	10,505	10,322		
501-000-348-30-10-00-000	Charges - Bldg. Inspection	10,176	10,370		
501-000-348-30-11-00-000	Charges Economic Developme	5,252	5,161		
501-000-348-30-12-00-000	Charges - Sewer	184,266	189,959		
501-000-348-30-13-00-000	Charges - Water	169,495	174,332		
501-000-348-30-14-00-000	Charges - Stormwater	70,519	71,887		
501-000-348-30-15-00-000	Charges City Manager	5,252.00	10,322		
501-000-348-30-18-00-000	Charges-Non Departmental	68,527.00	67,331		
501-000-361-10-00-00-000	Interest Earnings	450	450		
501-000-369-90-00-00-000	Miscellaneous	-			
<b>Total Cost Allocation Charges</b>		<b>922,950</b>	<b>937,291</b>	<b>14,341</b>	<b>1.6%</b>

#### EXPENDITURES

##### Fleet

501-140-548-70-11-00-000	Regular Pay	232,805	176,128		
501-140-548-70-12-00-000	Overtime Pay	3,831	2,825		
501-140-548-70-13-00-000	Temp/Seasonal Pay	12,220	-		
501-140-548-70-21-00-000	Social Security	19,038	13,690		
501-140-548-70-22-00-000	Retirement	26,456	22,727		
501-140-548-70-23-00-000	Insurance Premiums	53,153	40,966		
501-140-548-70-24-00-000	Disability Insurance	0			
501-140-548-70-27-00-000	Uniforms	1,600	1,600		
501-140-548-70-27-10-000	Safety Uniforms	1,750	1,750		
501-140-548-70-31-00-000	Office Supplies	25,000	25,000		
501-140-548-70-31-10-000	TBA Supplies	40,000	40,000		
501-140-548-70-31-20-000	Fluid Supplies	2,500	2,500		
501-140-548-70-32-10-000	Vehicle & Equipment Fuel	50,000	50,000		
501-140-548-70-35-00-000	Small Tools & Minor Equip	10,000	8,000		
501-140-548-70-40-15-000	Info Svcs M/O (502)	37,170	47,834		
501-140-548-70-40-25-000	Equipment Replacement (505)	47,398	34,544		
501-140-548-70-41-00-000	Professional Services	4,000	8,000		
501-140-548-70-41-01-000	Finance Services (001)	30,000	26,262		
501-140-548-70-41-05-000	Admin Services (001)	70,000	32,153		
501-140-548-70-42-00-000	Communication	1,500	1,500		
501-140-548-70-42-10-000	Postage	200	200		
501-140-548-70-42-20-000	Telephone	1,500	1,500		
501-140-548-70-43-00-000	Travel & Subsistence	1,000	1,000		
501-140-548-70-45-00-000	Operating Rentals	5,000	2,000		
501-140-548-70-48-00-000	Repairs & Maintenance	25,000	25,000		

<b>Account Number</b>	<b>Description</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
501-140-548-70-49-00-000	Miscellaneous Services	2,000	2,000		
501-140-548-70-49-10-000	Dues And Subscriptions	200	200		
501-140-548-70-49-20-000	Education & Training	2,000	2,000		
<b>Facility</b>					
501-140-518-30-11-00-000	Regular Pay		66,948		
501-140-518-30-12-00-000	Overtime Pay		1,193		
501-140-518-30-13-00-000	Temp/Seasonal Pay		13,300		
501-140-518-30-21-00-000	Social Security		6,208		
501-140-518-30-22-00-000	Retirement		8,654		
501-140-518-30-23-00-000	Insurance Premiums		12,867		
501-140-518-30-31-30-000	Office/Operating Supplies	20,000	20,000		
501-140-518-30-41-10-000	Janitorial Services	30,000	30,000		
501-140-518-30-45-00-000	Operating Rentals Facilities	5,000	5,000		
501-140-518-30-47-10-000	Electricity Facilities	55,000	55,000		
501-140-518-30-47-30-000	Natural Gas Facilities	10,000	7,500		
501-140-518-30-47-40-000	Utilities-Water/Sewer	45,000	47,500		
501-140-518-30-48-00-000	Repairs and Maintenance	40,000	65,000		
501-140-518-30-49-10-000	Dues and Subscriptions	600	600		
501-140-518-30-49-20-000	Education and Training	200	200		
<b>Total Expenditures</b>		<b>911,120</b>	<b>909,349</b>	<b>(1,771)</b>	<b>-0.2%</b>

<b>Budgeted Increase (Decrease) in Fund Balance</b>	27,942
<b>2018 Estimated Beginning Fund Balance</b>	659,285
<b>Less Budgeted Increase (Decrease)</b>	27,942
<b>2018 Estimated Ending Fund Balance</b>	687,227

Account Number	Description	2017 Budget	2018 Budget	\$ Change	% Change
<b>INFORMATION SVC</b>					
<b>FUND REVENUES</b>					
502-000-348-60-02-02-000	Replacement Charge Clerk	23,564	30,033		
502-000-348-60-02-03-000	Replacment Charge Finance	57,201	75,792		
502-000-348-60-02-04-000	Replacement Charge Facilities	37,169	47,834		
502-000-348-60-02-05-000	Replacement Charge Engineering	69,188	93,345		
502-000-348-60-02-06-000	Replacement Charge Bldg Inspec	11,337	15,036		
502-000-348-60-02-07-000	Replacement Charge Planning	35,926	50,696		
502-000-348-60-02-08-000	Replacement Charge Police	56,426	77,630		
502-000-348-60-02-09-000	Replacement Charge Streets	42,905	45,856		
502-000-348-60-02-10-000	Replacement Charge Parks	42,775	56,488		
502-000-348-60-02-11-000	Replacement Charge Water	61,168	62,322		
502-000-348-60-02-12-000	Replacement Charge Sewer	59,478	87,898		
502-000-348-60-02-13-000	Replacement Charge Storm	26,532	30,513		
502-000-348-60-02-14-000	Replacement Chg HR	12,692	16,346		
502-000-348-60-02-15-000	Replacement Charge Mayor/Admin	11,332	15,026		
502-000-348-60-02-16-000	Replacement Chg Economic Dev	11,362	28,236		
502-000-361-10-00-00-000	Interest Earnings	200	600		
<b>Total Cost Allocation Charges</b>		<b>559,255</b>	<b>733,651</b>	<b>174,396</b>	<b>31.2%</b>

<b>EXPENDITURES</b>					
502-040-518-81-11-00-000	Regular Pay	181,286	186,142		
502-040-518-81-21-00-000	Employer Taxes	13,868	14,240		
502-040-518-81-22-00-000	Employer Retirement	20,268	23,640		
502-040-518-81-23-01-000	Employer Premiums	51,876	52,390		
502-040-518-81-31-00-000	Office & Operating Supplies	3,810	4,250		
502-040-518-81-31-20-000	Software	23,300	18,200		
502-040-518-81-35-00-000	Small Tools & Minor Equip	14,700	22,600		
502-040-518-81-40-10-000	CAP: Fleet/facilities (501)	10,505	10,322		
502-040-518-81-41-00-000	Professional Services	12,700	14,930		
502-040-518-81-41-01-000	Finance Services (001)	15,286	13,216		
502-040-518-81-41-05-000	Admin Services (001)	32,578	15,074		
502-040-518-81-41-30-000	Software Support Serv	29,040	20,080		
502-040-518-81-42-10-000	Postage	300	300		
502-040-518-81-42-20-000	Communication	24,660	43,840		
502-040-518-81-42-25-000	Communication Platforms	15,000	15,000		
502-040-518-81-43-00-000	Travel & Subsistence	1,000	1,000		
502-040-518-81-45-00-000	Operating Rentals	18,740	21,700		
502-040-518-81-48-00-000	Repairs & Maintenance	6,800	6,800		
502-040-518-81-49-20-000	Education & Training	7,500	8,000		
502-040-518-81-49-30-000	Miscellaneous Services	1,000	1,000		
502-040-518-81-63-00-000	Software	30,000	168,100		
502-040-518-81-64-00-000	Machinery & Equipment	12,500	0.00		
<b>Total Expenditures</b>		<b>526,717</b>	<b>660,824</b>	<b>134,107</b>	<b>25.5%</b>

<b>Budgeted Increase (Decrease) in Fund Balance</b>	72,827
<b>2018 Estimated Beginning Fund Balance</b>	371,408
<b>Less Budgeted Increase (Decrease)</b>	72,827
<b>2018 Estimated Ending Fund Balance</b>	444,235

# **PART 4**

## **2018 BUDGET**

### **NON-OPERATING FUNDS**

**SPECIAL REVENUE FUNDS**

**Park Impact Fee-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.

<b>Budget</b>	<b>2017 Est Yr</b>		<b>2018</b>
	<b>2017 Budget</b>	<b>End</b>	<b>Proposed</b>
<b>Beginning Fund Balance</b>	<b>288,363</b>	<b>288,363</b>	<b>348,363</b>
Revenues:			
Park Impact Fees	135,100	59,870	200,475
Interest Income	130	130	130
Expenditures:			
Park Acquisitions	-	-	-
Other	-	-	-
<b>Ending Fund Balance</b>	<b>423,593</b>	<b>348,363</b>	<b>548,968</b>

See CIP for projects

**Visitor Promotion-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.

<b>Budget</b>	<b>2017 Est Yr</b>		<b>2018</b>
	<b>2017 Budget</b>	<b>End</b>	<b>Proposed</b>
<b>Beginning Fund Balance</b>	<b>12,034</b>	<b>12,034</b>	<b>8,554</b>
Revenues:			
Hotel/Motel Taxes	8,000	8,000	8,000
Interest Income	20	20	20
Expenditures:			
Community Events	10,000	10,000	10,000
VIC Dues	1,500	1,500	1,500
<b>Ending Fund Balance</b>	<b>8,554</b>	<b>8,554</b>	<b>5,074</b>

**Parking Business Improv Area-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.

<b>Budget</b>	<b>2017 Est Yr</b>		<b>2018</b>
	<b>2017 Budget</b>	<b>End</b>	<b>Proposed</b>
<b>Beginning Fund Balance</b>	<b>34,253</b>	<b>34,253</b>	<b>38,328</b>
Revenues:			
Assessments	24,000	24,000	24,000
Interest Income	75	75	75
Expenditures:			
Service Fees	20,000	20,000	20,000
Other	-	-	-
<b>Ending Fund Balance</b>	<b>38,328</b>	<b>38,328</b>	<b>42,403</b>

**Police Seizure-113**

The Police Seizure 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.

<b>Budget</b>	<b>2017 Est Yr</b>		<b>2018</b>
	<b>2017 Budget</b>	<b>End</b>	<b>Proposed</b>
<b>Beginning Fund Balance</b>	<b>51,602</b>	-	-
Revenues:			
Seizures	-	-	-
Interest Income	-	-	-
Expenditures:			
Transfer-Out	51,602	-	-
Other	-	-	-
<b>Ending Fund Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Real Estate Excise Tax (REET)-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. 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.

<b>Budget</b>	<b>2017 Est Yr</b>		<b>2018</b>
	<b>2017 Budget</b>	<b>End</b>	<b>Proposed</b>
<b>Beginning Fund Balance</b>	<b>1,037,841</b>	<b>1,037,841</b>	<b>649,966</b>
Revenues:			
REET Taxes	600,000	613,200	600,000
Interest Income	1,800	1,800	1,800
Expenditures:			
Transfer-Out	852,875	1,002,875	1,190,000
Other	-	-	-
<b>Ending Fund Balance</b>	<b>786,766</b>	<b>649,966</b>	<b>61,766</b>

See CIP for projects

**Traffic Impact Fee-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.

<b>Budget</b>	<b>2017 Est Yr</b>		<b>2018</b>
	<b>2017 Budget</b>	<b>End</b>	<b>Proposed</b>
<b>Beginning Fund Balance</b>	<b>477,500</b>	<b>477,500</b>	<b>352,500</b>
Revenues:			
Impact Fees	348,556	19,675	348,556
Interest Income	750	325	750
Expenditures:			
Transfers to Project	-	145,000	145,800
Other	-	-	-
<b>Ending Fund Balance</b>	<b>826,806</b>	<b>352,500</b>	<b>556,006</b>

See CIP for projects

### Transportation Benefit District (TBD)-130

The Transportation Benefit District Fund, a newly created special revenue fund, due to 2015 Legislative changes, accounts for the receipt of special district sales tax proceeds. The Transportation Benefit District (TBD) was approved by voters for a sales tax increase of 0.2% effective since January 1, 2012 for the purposes of funding various street capital improvement and maintenance projects.

Budget	2017 Est Yr		2018
	2017 Budget	End	Proposed
<b>Beginning Fund Balance</b>	<b>1,747,128</b>	<b>1,747,128</b>	<b>1,851,543</b>
Revenues:			
Sales Tax	800,000	816,050	800,000
Interest Income	2,500	2,500	2,500
Expenditures:			
Transfers to Project	686,000	714,135	600,000
Other	-	-	-
<b>Ending Fund Balance</b>	<b>1,863,628</b>	<b>1,851,543</b>	<b>2,054,043</b>

See CIP for projects

### DEBT SERVICES FUNDS

#### Debt Service-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	2017 Est Yr		2018
	2017 Budget	End	Proposed
<b>Beginning Fund Balance</b>	<b>14,462</b>	<b>14,462</b>	<b>14,012</b>
Revenues:			
Interest Income	50	50	50
Transfers-In	62,483	62,483	58,943
Expenditures:			
Principal	40,000	40,000	40,000
Interest	22,483	22,483	18,943
Fees	500	500	500
<b>Ending Fund Balance</b>	<b>14,012</b>	<b>14,012</b>	<b>13,562</b>

**Outstanding G.O. Debt as of December 31, 2017: \$400,000**

*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%*

## CAPITAL PROJECT FUNDS

### Municipal Capital Project-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 2018 capital projects and their respective revenue sources is presented within the appendix section of the City Budget.

Budget	2017 Est Yr		2018	
	2017 Budget	End	Proposed	
<b>Beginning Fund Balance</b>	<b>278,272</b>	<b>278,272</b>	<b>131,871</b>	
Revenues:				
Grants & Donations	4,000			See CIP for projects
Transfers-In	787,875	791,875	970,000	
Expenditures:				
Capital Outlay	730,000	938,276	970,000	
Engineering	158,276		77,944	
Other	-		-	
<b>Ending Fund Balance</b>	<b>181,871</b>	<b>131,871</b>	<b>53,927</b>	

### Street Capital Project-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, transfers from the TBD special revenue, and proprietary funds. A detailed list of 2018 projects are included in the appendix section of the City Budget.

Budget	2017 Est Yr		2018	
	2017 Budget	End	Proposed	
<b>Beginning Fund Balance</b>	<b>115,176</b>	<b>115,176</b>	<b>516,869</b>	
Revenues:				
Grants	1,389,000	1,389,000	964,200	See CIP for projects
Interest Income	500	500	500	
Transfers-In	1,941,000	1,941,000	1,255,800	
Expenditures:				
Charges	253,807	253,807	149,288	
Street Improvements	2,675,000	2,675,000	2,220,000	
<b>Ending Fund Balance</b>	<b>516,869</b>	<b>516,869</b>	<b>368,081</b>	

**ENTERPRISE FUND**

**Solid Waste-403**

The Solid Waste Fund accounts for the garbage, recycling and yard waste operations and activities based on a negotiated, multi-year contract for collection services to all properties within the City.

<b>Budget</b>	<b>2017 Est Yr</b>		<b>2018</b>
	<b>2017 Budget</b>	<b>End</b>	<b>Proposed</b>
<b><i>Beginning Fund Balance</i></b>	<b><i>25,320</i></b>	<b><i>25,320</i></b>	<b><i>110,320</i></b>
Revenues:			
Interest Income	100	100	-
Charges-Solid Waste	1,393,000	545,000	-
Charges-Recycling	698,000	259,900	-
Expenditures:			
Cost Allocation Charges	108,032	54,106	-
Supplies & Services	5,400	2,233	-
Solid Waste Contractor	1,855,000	623,661	-
State Excise Tax	82,000	40,000	-
Other	-	-	-
<b><i>Ending Fund Balance</i></b>	<b><i>65,988</i></b>	<b><i>110,320</i></b>	<b><i>110,320</i></b>

## INTERNAL SERVICE FUNDS

### Equipment Replacement-505

The Equipment Replacement Fund accounts for equipment and vehicle replacements for non-utility expenditures for new capital equipment. The General Fund, Streets Fund and Fleet & Facilities fund transfer funds based on the Cost Allocation Plan.

Budget	2017 Est Yr		2018
	2017 Budget	End	Proposed
<b>Beginning Fund Balance</b>	<b>198,468</b>	<b>198,468</b>	<b>272,717</b>
Revenues:			
Interest Income	165	165	165
Cost Allocation Fees	136,084	136,084	116,752
Expenditures:			
Capital Outlay	62,000	62,000	72,000
Other	-	-	-
<b>Ending Fund Balance</b>	<b>272,717</b>	<b>272,717</b>	<b>317,634</b>

### Self-Insurance-503

The Self-Insurance Fund accounts for transactions related to unemployment insurance. Fund sources come from Operating Funds as a reimbursement.

Budget	2017 Est Yr		2018
	2017 Budget	End	Proposed
<b>Beginning Fund Balance</b>	<b>(1,794)</b>	<b>(1,794)</b>	<b>216</b>
Revenues:			
Interest Income	10	10	10
Unemployment Charges	5,000	5,000	5,000
Expenditures:			
Unemployment Comp	5,000	3,000	5,000
Other	-	-	-
<b>Ending Fund Balance</b>	<b>(1,784)</b>	<b>216</b>	<b>226</b>

## TRUST FUNDS

### Carnegie Restoration-604

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	2017 Est Yr		2018
	2017 Budget	End	Proposed
<b>Beginning Fund Balance</b>	<b>38,351</b>	<b>38,351</b>	<b>7,051</b>
Revenues:			
Interest Income	25	25	50
Rentals/Lease		3,675	-
Expenditures:			
Capital Outlay/Transfer	35,000	35,000	-
Other			-
<b>Ending Fund Balance</b>	<b>3,376</b>	<b>7,051</b>	<b>7,101</b>

# **PART 5**

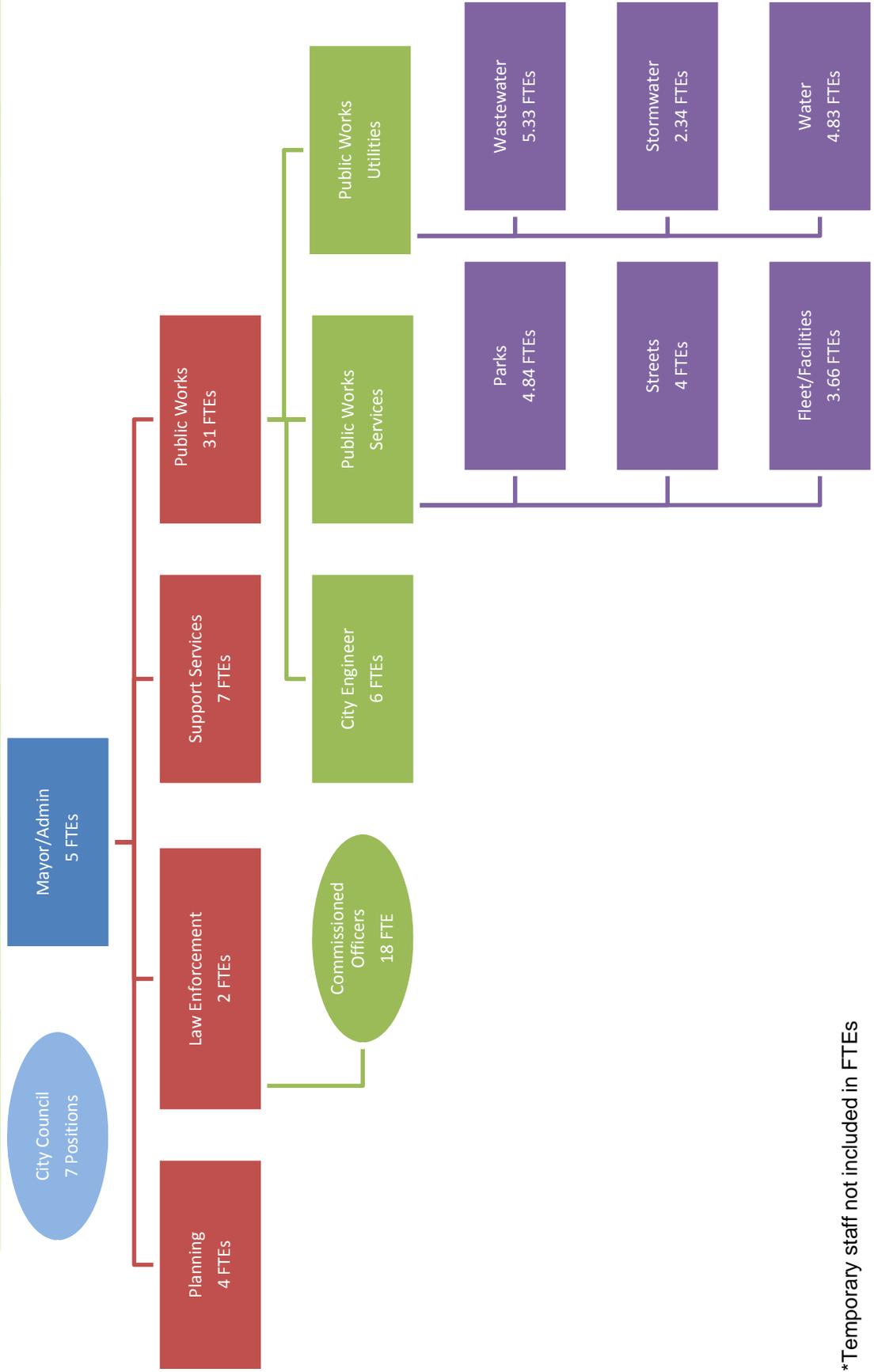
## **2018 BUDGET**

### **SUPPLEMENTAL INFORMATION**

# **Snohomish City Council Annual Goals Program and Project Priorities for 2018**

- ❖ Develop a sustainable five-year financial plan that balances projected revenues and expenditures, including strategies to better support the development and maintenance of City parks;
- ❖ Create guidelines and policies for annexations of existing Urban Growth Areas;
- ❖ Continue to improve and measure the effectiveness of communications with citizens;
- ❖ Collaborate with agencies for the development of effective trail and rail connections to Snohomish;
- ❖ Develop a new 5-year strategic plan by broadly engaging the community in its creation;
- ❖ Facilitate the development of affordable housing by partnering with available organizations;
- ❖ Develop a broader City role and strategy to deal with homelessness, addictions and mental health problems in the community.
- ❖ Support continuing economic development in the community through:
  - Reviewing objectives and codes related to development of the Pilchuck District;
  - Engaging and strengthening relationships with the business community;
  - Attracting more living wage jobs for the community;
  - Creating and implementing a strategy for enhancing the City's attractiveness as a destination.

# 2018 Organizational Chart



\*Temporary staff not included in FTEs

# Personnel Plan

	Salary	Tax & Benefits	Total
<b>City Council</b>			
City Council Pos. 1	6,156	545	6,701
City Council Pos. 2	6,156	545	6,701
City Council - Pos. 3	6,156	545	6,701
City Council - Pos. 4	6,156	545	6,701
City Council - Pos. 5	6,156	545	6,701
City Council - Pos. 6	6,156	545	6,701
City Council - Pos. 7	6,156	545	6,701
<b>Total City Council</b>	<b>43,092</b>	<b>3,818</b>	<b>46,910</b>
<b>City Administration</b>			
Mayor	18,000	14,199	32,199
City Administrator	140,000	43,193	183,193
<b>Total City Administration</b>	<b>158,000</b>	<b>57,391</b>	<b>215,391</b>
<b>City Clerk</b>			
City Clerk	99,876	34,865	134,741
Office Assistant II	57,392	23,788	81,180
<b>Total City Clerk</b>	<b>157,268</b>	<b>58,653</b>	<b>215,921</b>
<b>Economic Development</b>			
Economic Development Manager	94,271	33,169	127,440
<b>Finance</b>			
Accounting Technician II	61,390	23,311	84,701
Accounting Technician II	60,450	32,029	92,479
Sr. Accountant	94,843	32,871	127,714
Utility Clerk II	63,555	25,345	88,899
Finance Director	121,096	40,369	161,465
<b>Total: Finance</b>	<b>401,334</b>	<b>153,924</b>	<b>555,258</b>
<b>Law Enforcement Services</b>			

# Personnel Plan

	Salary	Tax & Benefits	Total
Sr. Police Records Clerk	70,953	28,394	99,348
Police Records Clerk	45,448	36,233	81,681
<b>Total: Law Enforcement Services</b>	<b>116,401</b>	<b>64,628</b>	<b>181,029</b>
<b>Planning &amp; Permitting</b>			
Planning Director	122,626	51,672	174,299
Associate Planner	83,378	35,596	118,974
Permit Coordinator	60,721	25,820	86,542
<b>Total Planning &amp; Permitting</b>	<b>266,725</b>	<b>113,089</b>	<b>379,814</b>
<b>Building Inspection</b>			
Building/Fire Official	<b>92,740</b>	<b>41,148</b>	<b>133,888</b>
<b>Public Works</b>			
<b>Engineering</b>			
Public Works Director	136,898	59,108	196,006
City Engineer	109,702	38,086	147,788
Project Engineer	99,229	49,362	148,591
Sr. Utilities Engineer	106,684	36,966	143,650
Project Manager	94,146	40,700	134,846
Sr. Engineering Technician	85,614	31,532	117,146
<b>Total: Engineering</b>	<b>632,273</b>	<b>255,753</b>	<b>888,026</b>
<b>Park Maintenance</b>			
Division Lead	82,918	36,059	118,977
Maintenance Worker I	26,778	12,366	39,144
Maintenance Worker I	52,800	22,709	75,509
Maintenance Worker I	24,476	11,595	36,071
Maintenance Worker I	65,011	25,383	90,393
PW Services Manager	34,963	14,004	48,967

# Personnel Plan

	Salary	Tax & Benefits	Total
Seasonal/Temporary	49,500	3,787	53,287
<b>Total: Park Maintenance</b>	<b>336,446</b>	<b>125,902</b>	<b>462,348</b>
<b>Street Maintenance</b>			
Division Lead	80,838	42,134	122,972
Maintenance Worker I	26,778	12,594	39,372
Maintenance Worker I	56,497	29,915	86,412
Seasonal/Temporary	26,600	2,035	28,635
	<b>190,713</b>	<b>86,678</b>	<b>277,391</b>
<b>Street Pedestrian &amp; Crossings</b>			
Maintenance Worker II	<b>64,589</b>	<b>34,290</b>	<b>98,879</b>
<b>Street Administration</b>			
PW Services Manager	<b>34,859</b>	<b>13,597</b>	<b>48,456</b>
<b>Facility Services</b>			
Facilities Specialist	68,141	26,712	94,853
Seasonal/Temporary	13,300	1,017	14,317
	<b>81,441</b>	<b>27,729</b>	<b>109,171</b>
<b>Total: Facility</b>			
<b>Fleet Services</b>			
Inventory Control Specialist	69,445	35,061	104,507
Mechanic	74,649	28,515	103,164
PW Services Manager	34,859	13,807	48,665
	<b>178,953</b>	<b>77,383</b>	<b>256,336</b>
<b>Total: Fleet Services</b>			
<b>Information Services</b>			
Information Services Manager	104,680	51,220	155,901
Information Services Specialist	81,461	39,049	120,511
	<b>186,142</b>	<b>90,270</b>	<b>276,411</b>
<b>Total: Information Services</b>			
<b>Water Utility</b>			

# Personnel Plan

	Salary	Tax & Benefits	Total
<b>Water Administration</b>			
PW Utilities Manager	34,482	15,775	50,257
<b>Water Distribution</b>			
Division Lead	82,038	31,375	113,413
Maintenance Worker I	24,476	12,539	37,015
Maintenance Worker I	64,176	34,521	98,697
Maintenance Worker II	66,389	35,044	101,433
Water Quality Control Specialist	79,304	30,566	109,870
Seasonal/Temporary	13,300	1,017	14,317
	<b>329,683</b>	<b>145,062</b>	<b>474,746</b>
<b>Sewer</b>			
<b>Sewer Administration</b>			
PW Utilities Manager	34,379	15,174	49,553
<b>Sewer Collections</b>			
Division Lead	89,334	31,012	120,346
Maintenance Worker I	55,784	27,583	83,367
Seasonal/Temporary	13,300	1,017	14,317
	<b>158,418</b>	<b>59,613</b>	<b>218,031</b>
<b>Sewer Treatment</b>			
Maintenance Worker II	71,885	26,752	98,637
Sr. Wastewater Treatment Plant Operator	93,028	30,357	123,385
Wastewater Treatment Plant Operator	79,508	42,990	122,499
	<b>244,421</b>	<b>100,100</b>	<b>344,520</b>
<b>Storm Water</b>			
<b>Storm Administration</b>			
PW Utilities Manager	34,379	15,750	50,129

# Personnel Plan

	Salary	Tax & Benefits	Total
<b>Storm Water Maintenance</b>			
Maintenance Worker I	56,021	28,838	84,860
Maintenance Worker II	68,955	33,566	102,521
Seasonal/Temporary	13,300	1,017	14,317
<b>Total: Storm Water</b>	<b>138,276</b>	<b>63,422</b>	<b>201,698</b>
<b>TOTAL ALL DEPARTMENTS</b>			<b>5,661,603</b>

City of Snohomish		2018	2019	2020	2021	2022
Capital Improvement Plan 2018-2022 Cost-Project Type		Source of Funding				
Project		2018	2019	2020	2021	2022
<b>BUILDINGS</b>						
<b>Municipal Facility</b>						
Carnegie Library	REET	70,000	1,125,000	0	0	0
Hal Moe Pool Site Redevelopment	REET	700,000	0	0	0	0
Police Station Improvements	REET	125,000	0	0	0	0
City Facility Upgrades	REET		40,000	0	40,000	0
<b>Total: Municipal Facility</b>		<b>895,000</b>	<b>1,165,000</b>	<b>0</b>	<b>40,000</b>	<b>0</b>
<b>Utility Facility</b>						
Water Treatment Plant	Water Cash on Hand	75,000	0	0	0	0
Wastewater Treatment Plant	Sewer Cash on Hand	400,000	266,514	275,176	284,119	300,000
Disinfection	Sewer Cash on Hand	0	100,000	200,000	0	700,000
FEMA Levee	Sewer Cash on Hand	0	0	0	300,000	0
Filtration Upgrades	Sewer Cash on Hand	0	0	2,000,000	0	0
Kla Ha Ya Lift Station Decommission	Sewer Cash on Hand	150,000	0	0	0	0
<b>Total: Utility Facility</b>		<b>625,000</b>	<b>366,514</b>	<b>2,475,176</b>	<b>584,119</b>	<b>1,000,000</b>
<b>TOTAL: BUILDINGS</b>		<b>1,520,000</b>	<b>1,531,514</b>	<b>2,475,176</b>	<b>624,119</b>	<b>1,000,000</b>
<b>OTHER STRUCTURES</b>						
<b>Park</b>						
Riverfront Property Improvements	REET	75,000	0	250,000	0	0
Riverfront Property Improvements	Grant - RCO	0	0	750,000	0	0
Fischer Park Improvements	REET	0	32,500	0	0	0
Fischer Park Improvements	Grant - RCO	0	32,500	0	0	0
Ludwig Park Improvements	REET	0	0	100,000	0	0
Pilchuck Park Improvements	REET	0	62,500	0	0	0
Pilchuck Park Improvements	Grant - RCO	0	187,500	0	0	0
<b>Total: Park</b>		<b>75,000</b>	<b>315,000</b>	<b>1,100,000</b>	<b>0</b>	<b>0</b>
<b>Streets</b>						
Avenue A Corridor	TBD Funding	290,000	0	0	0	0
Avenue A Corridor	Sewer Cash on Hand	150,000	0	0	0	0
Avenue A Corridor	Water Cash on Hand	160,000	0	0	0	0
Avenue A Corridor	Storm Cash on Hand	100,000	0	0	0	0
Avenue A Corridor	Traffic Impact Fee Funding	110,000	0	0	0	0

City of Snohomish											
Capital Improvement Plan 2018-2022 Cost-Project Type											
Project	Source of Funding	2018	2019	2020	2021	2022					
Bickford Avenue & Weaver Road	Traffic Impact Fee Funding	33,800	0	0	202,800	0					
Bickford Avenue & Weaver Road	Grant - Rural Town Center Program	216,200	0	0	1,297,200	0					
Bickford Avenue & 19th Place	Grant - TIB	0	0	0	0	212,500					
Bickford Avenue & 19th Place	Traffic Impact Fee Funding	0	0	0	0	37,500					
Second Street & Avenue J	REET	0	15,000	80,000	0	0					
Second Street Corridor	Grant - WSDOT Ped & Bike Program	323,000	0	1,000,000	0	0					
Second Street Corridor	Traffic Impact Fee Funding	2,000	0	100,000	0	0					
Seventh and Tenth Streets Improvements	Storm Cash on Hand	10,000	0	0	0	0					
Seventh and Tenth Streets Improvements	TBD Funding	110,000	0	0	0	0					
Seventh and Tenth Streets Improvements	Sewer Cash on Hand	30,000	0	0	0	0					
Bickford Avenue Overlay	Grant - PSRC Pavement Preservation	0	384,000	0	0	0					
Bickford Avenue Overlay	TBD Funding	0	116,000	0	0	0					
Fourth Street Overlay	Grant - TIB	425,000	0	0	0	0					
Fourth Street Overlay	TBD Funding	75,000	0	0	0	0					
Terrace Avenue Overlay	TBD Funding	0	190,000	0	0	0					
Ford Avenue Overlay	TBD Funding	0	0	450,000	0	0					
Holly Vista Drive Overlay	TBD Funding	0	0	0	260,000	0					
Avenue H Overlay	TBD Funding	0	0	0	0	750,000					
Pine Avenue Overlay	TBD Funding	0	0	0	0	540,000					
<b>Total: Streets</b>		<b>2,035,000</b>	<b>705,000</b>	<b>1,630,000</b>	<b>1,760,000</b>	<b>1,540,000</b>					
<b>Trails &amp; Sidewalks</b>											
Interurban Trail Redevelopment	Grant - WSDOT Ped & Bike Program	0	0	0	0	275,000					
Interurban Trail Redevelopment	REET	0	0	0	0	25,000					
Pedestrian Networks Improvements	REET	60,000	60,000	60,000	60,000	60,000					
<b>Total: Trails &amp; Sidewalks</b>		<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>360,000</b>					
<b>Utility Pipes</b>											
Pilchuck Bridge Water Improvements	Water Cash on Hand	0	75,000	0	0	0					
Fourth Street Storm Improvements	Storm Cash on Hand	100,000	0	0	0	0					
Water System Interlie	Water Cash on Hand	150,000	0	0	0	0					
Rainier Force Main Replacement	Sewer Cash on Hand	0	0	0	0	500,000					
CSO Trunkline Connection to Lagoon	Sewer Cash on Hand	500,000	0	0	0	0					
CSO Trunkline Connection to Lagoon	Storm Cash on Hand	500,000	0	0	0	0					
Historic District CSO Reduction	Sewer Cash on Hand	25,000	0	0	0	0					
Historic District CSO Reduction	Storm Cash on Hand	25,000	0	0	0	0					

City of Snohomish		2018	2019	2020	2021	2022
Capital Improvement Plan 2018-2022 Cost-Project Type		2018	2019	2020	2021	2022
Project	Source of Funding	2018	2019	2020	2021	2022
Holly Vista Drive Utility Improvements	Storm Cash on Hand	0	400,000	0	0	0
Swiftly Creek Pipe Replacement	Storm Cash on Hand	35,000	75,000	0	650,000	0
Union Avenue Stormwater LID	Storm Cash on Hand	0	0	0	70,000	0
Sinclair Avenue Stormwater Improvements	Storm Cash on Hand	0	0	0	0	125,000
Emerson Street Utility Improvements	Sewer Cash on Hand	100,000	0	0	0	0
Emerson Street Utility Improvements	Storm Cash on Hand	50,000	0	0	0	0
Emerson Street Utility Improvements	Water Cash on Hand	150,000	0	0	0	0
Bickford Avenue Sewer Improvements	Sewer Cash on Hand	100,000	0	0	0	0
Aldercrest Water Main Extension	Storm Cash on Hand	125,000	0	0	0	0
Aldercrest Water Main Extension	Water Cash on Hand	200,000	0	0	0	0
Aldercrest Water Main Extension	TBD Funding	125,000	0	0	0	0
16th Street Storm Improvements	Storm Cash on Hand	0	0	0	0	250,000
Pilchuck River Improvements	Storm Cash on Hand	0	0	0	40,000	200,000
Ford Avenue Storm Improvements	Storm Cash on Hand	0	150,000	0	0	0
Avenue H Sewer Improvements	Sewer Cash on Hand	0	0	800,000	0	0
<b>Total: Utility Pipes</b>		<b>2,185,000</b>	<b>700,000</b>	<b>800,000</b>	<b>760,000</b>	<b>1,075,000</b>
<b>TOTAL: OTHER STRUCTURES</b>		<b>4,355,000</b>	<b>1,780,000</b>	<b>3,590,000</b>	<b>2,580,000</b>	<b>2,975,000</b>
<b>TOTAL: CAPITAL EXPENDITURES</b>		<b>5,875,000</b>	<b>3,311,514</b>	<b>6,065,176</b>	<b>3,204,119</b>	<b>3,975,000</b>

City of Snohomish		2018	2019	2020	2021	2022
Capital Improvement Plan 2018-2022 Cost - Funding Sources						
Project	Source of Funding	2018	2019	2020	2021	2022
Bickford Avenue Overlay	Grant - PSRC Pavement Preservation	0	384,000	0	0	0
Fischer Park Improvements	Grant - RCO	0	32,500	0	0	0
Pilchuck Park Improvements	Grant - RCO	0	187,500	0	0	0
Riverfront Property Improvements	Grant - RCO	0	0	750,000	0	0
Bickford Avenue & Weaver Road	Grant - Rural Town Center Program	216,200	0	0	1,297,200	0
Bickford Avenue & 19th Place	Grant - TIB	0	0	0	0	212,500
Fourth Street Overlay	Grant - TIB	425,000	0	0	0	0
Interurban Trail Redevelopment	Grant - WSDOT Ped & Bike Program	0	0	0	0	275,000
Second Street Corridor	Grant - WSDOT Ped & Bike Program	323,000	0	1,000,000	0	0
<b>Total Grant Funds Used:</b>		<b>964,200</b>	<b>604,000</b>	<b>1,750,000</b>	<b>1,297,200</b>	<b>487,500</b>
Avenue A Corridor	Traffic Impact Fee Funding	110,000	0	0	0	0
Bickford Avenue & 19th Place	Traffic Impact Fee Funding	0	0	0	0	37,500
Bickford Avenue & Weaver Road	Traffic Impact Fee Funding	33,800	0	0	202,800	0
Second Street Corridor	Traffic Impact Fee Funding	2,000	0	100,000	0	0
<b>Total TIF Funds Used:</b>		<b>145,800</b>	<b>0</b>	<b>100,000</b>	<b>202,800</b>	<b>37,500</b>
Carnegie Library	REET	70,000	1,125,000	0	0	0
City Facility Upgrades	REET	0	40,000	0	40,000	0
Fischer Park Improvements	REET	0	32,500	0	0	0
Hal Moe Pool Site Redevelopment	REET	700,000	0	0	0	0
Interurban Trail Redevelopment	REET	0	0	0	0	25,000
Ludwig Park Improvements	REET	0	0	100,000	0	0
Pedestrian Networks Improvements	REET	60,000	60,000	60,000	60,000	60,000
Pilchuck Park Improvements	REET	0	62,500	0	0	0
Police Station Improvements	REET	125,000	0	0	0	0
Riverfront Property Improvements	REET	75,000	0	250,000	0	0
Second Street & Avenue J	REET	0	15,000	80,000	0	0
<b>Total REET Funds Used:</b>		<b>1,030,000</b>	<b>1,335,000</b>	<b>490,000</b>	<b>100,000</b>	<b>85,000</b>
Aldercrest Water Main Extension	TBD Funding	125,000	0	0	0	0
Avenue A Corridor	TBD Funding	290,000	0	0	0	0
Avenue H Overlay	TBD Funding	0	0	0	0	750,000
Bickford Avenue Overlay	TBD Funding	0	116,000	0	0	0
Ford Avenue Overlay	TBD Funding	0	0	450,000	0	0
Fourth Street Overlay	TBD Funding	75,000	0	0	0	0
Holly Vista Drive Overlay	TBD Funding	0	0	0	260,000	0
Pine Avenue Overlay	TBD Funding	0	0	0	0	540,000
Seventh and Tenth Streets Improvements	TBD Funding	110,000	0	0	0	0
Terrace Avenue Overlay	TBD Funding	0	190,000	0	0	0
<b>Total TBD Funds Used:</b>		<b>600,000</b>	<b>306,000</b>	<b>450,000</b>	<b>260,000</b>	<b>1,290,000</b>

City of Snohomish		2018	2019	2020	2021	2022
Capital Improvement Plan 2018-2022 Cost - Funding Sources		Source of Funding				
Project		2018	2019	2020	2021	2022
Aldercrest Water Main Extension	Water Cash on Hand	200,000	0	0	0	0
Avenue A Corridor	Water Cash on Hand	160,000	0	0	0	0
Emerson Street Utility Improvements	Water Cash on Hand	150,000	0	0	0	0
Pilchuck Bridge Water Improvements	Water Cash on Hand	0	75,000	0	0	0
Water System Inter tie	Water Cash on Hand	150,000	0	0	0	0
Water Treatment Plant	Water Cash on Hand	75,000	0	0	0	0
<b>Total Water Funds Used:</b>		<b>735,000</b>	<b>75,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
Avenue A Corridor	Sewer Cash on Hand	150,000	0	0	0	0
Avenue H Sewer Improvements	Sewer Cash on Hand	0	0	800,000	0	0
Bickford Avenue Sewer Improvements	Sewer Cash on Hand	100,000	0	0	0	0
CSO Trunkline Connection to Lagoon	Sewer Cash on Hand	500,000	0	0	0	0
Disinfection	Sewer Cash on Hand	0	100,000	200,000	0	700,000
Emerson Street Utility Improvements	Sewer Cash on Hand	100,000	0	0	0	0
FEMA Levee	Sewer Cash on Hand	0	0	0	300,000	0
Filtration Upgrades	Sewer Cash on Hand	0	0	2,000,000	0	0
Historic District CSO Reduction	Sewer Cash on Hand	25,000	0	0	0	0
Kla Ha Ya Lift Station Decommission	Sewer Cash on Hand	150,000	0	0	0	0
Rainier Force Main Replacement	Sewer Cash on Hand	0	0	0	0	500,000
Seventh and Tenth Streets Improvements	Sewer Cash on Hand	30,000	0	0	0	0
Wastewater Treatment Plant	Sewer Cash on Hand	400,000	266,514	275,176	284,119	300,000
<b>Total Sewer Funds Used:</b>		<b>1,455,000</b>	<b>366,514</b>	<b>3,275,176</b>	<b>584,119</b>	<b>1,500,000</b>
16th Street Storm Improvements	Storm Cash on Hand	0	0	0	0	250,000
Aldercrest Water Main Extension	Storm Cash on Hand	125,000	0	0	0	0
Avenue A Corridor	Storm Cash on Hand	100,000	0	0	0	0
CSO Trunkline Connection to Lagoon	Storm Cash on Hand	500,000	0	0	0	0
Emerson Street Utility Improvements	Storm Cash on Hand	50,000	0	0	0	0
Ford Avenue Storm Improvements	Storm Cash on Hand	0	150,000	0	0	0
Fourth Street Storm Improvements	Storm Cash on Hand	100,000	0	0	0	0
Historic District CSO Reduction	Storm Cash on Hand	25,000	0	0	0	0
Holly Vista Drive Utility Improvements	Storm Cash on Hand	0	400,000	0	0	0
Pilchuck River Improvements	Storm Cash on Hand	0	0	0	40,000	200,000
Seventh and Tenth Streets Improvements	Storm Cash on Hand	10,000	0	0	0	0
Sinclair Avenue Stormwater Improvements	Storm Cash on Hand	0	0	0	0	125,000
Swiftly Creek Pipe Replacement	Storm Cash on Hand	35,000	75,000	0	650,000	0
Union Avenue Stormwater LID	Storm Cash on Hand	0	0	0	70,000	0
<b>Total Storm Funds Used:</b>		<b>945,000</b>	<b>625,000</b>	<b>0</b>	<b>760,000</b>	<b>575,000</b>
<b>TOTAL: CAPITAL EXPENDITURES</b>		<b>5,875,000</b>	<b>3,311,514</b>	<b>6,065,176</b>	<b>3,204,119</b>	<b>3,975,000</b>

