Photo provided by Patty Childers

Snohomish *Washington*

2017 Recommended Budget

Proposed: September 30, 2016

Adopted: PENDING

December 5, 2016

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Date: September 30, 2016

To: Snohomish City Council and Citizens

From: Larry Bauman, City Manager

Subject: **Transmittal Memo for the 2017 Recommended Budget**

With this memo I transmit to the City Council and City of Snohomish citizens, the 2017 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 2017.Local governments by nature are service-based organizations focusing on service delivery.

To provide its services and programs, the City's budget is driven primarily by personnel costs. For the 2017 Budget, projected revenues matched to increasing expenditure demands do not support adding significant new personnel resources. As a result, the 2017 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 2017 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 2017.

The 2017 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 2017. 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. Similar issues will focus on parks maintenance and municipal facility and capital needs, as well as the rising costs of legal fees (costs for public records requests) and criminal justice (costs for courts, public defense and jail services) in future years.

Total 2017 General Fund revenues are projected at $9.07 million. 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. Because budget reductions were made in virtually every department and operational division during the 2009-2012 recession period, the work to restore and enhance some of these resources has become a greater focus of budgets for 2016 and 2017.

The City's Transportation Benefit District (TBD) is one of the bright spots on the revenue horizon as this funding source, which began in 2012, for the community's street capital improvements. The TBD was created and 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 to pay for pavement overlay projects and two intersection improvement projects. Voters approved the measure by 58% to 42%, and $800,000 in TBD tax revenues are estimated for 2017. 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 2017 Recommended 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 2017 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 2017 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 Jennifer Olson and her staff have provided financial analysis essential for budget development and financial management.

The 2017 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 2017 Budget for the next fiscal year beginning January 1, 2017. 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 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.

2017 Council Strategic Budget Priorities and Annual Goals

On August 23, 2016, 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 2017. Revenue, expenditure and fund balance projections and reports of the progress made on meeting the Council's 2016 Goals were part of the foundation on which Councilmembers established a new list of City Council goals for 2017.

The goals and action strategies of the City's Strategic Plan were also provided as reference points for Council to develop 2017's budget priorities and the Council's annual goals. The annual budget is the primary implementation tool for the Strategic Plan goals and action strategies. For 2017, the City Council has developed a revised list of goals focused on achieving results primarily with existing staff. The City Council's 2017 Goals can be found in the Supplemental Information section, page 80 of this budget document. For detailed information about the City's Strategic Plan initiatives, citizens are directed to the following link on the City website :http://ci.snohomish.wa.us/DocumentCenter/Home/View/285

Issues Affecting the 2017 Budget

The most dramatic cost factors currently driving expenditure growth or resource decline in the 2017 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 2017, sources in these categories and 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). In 2015, the projected costs of criminal justice services—jail costs and provision of indigent public defense in particular—were increase by 66% over 2014's actual costs. The combination of higher jail fees and higher costs of indigent public defense continue to generate an additional budget allocation of $225,000 in projected costs for 2017 as compared to the City's historical 2014 costs. Also expected to affect the 2017 Budget will be the potential approval of a new five-year contract for law enforcement services with the Snohomish County Sheriff's Office. This contract would incorporate an approximate 3% increase in total law enforcement services over costs in 2016.

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. During just the first nine months of 201\6, City staff has seen an increase of 168% in the number of requests over the number in 2015. The 2016 line item budget for legal fees is $100,000 and will require an additional budget amendment to increase the allocation for the remainder of 2016. This expenditure is expected to increase in 2017 to $160,000 which is twice the amount in the 2015 budget cycle.

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 taxes 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 and 2016 levies. On average, each of the annual 1% increases generates approximately $11,000 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 2017, the City’s property tax rate is expected fall from $0.97 (cents) per $1,000 of Assessed Valuation (AV) to $0.91 (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 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.

The result of the higher criminal justice costs, legal fees and declining growth based revenue sources is that expenditures for other City services – General Fund supported - must be limited or reduced in order to maintain current City Council Financial Management Policy objectives and targets for General Fund reserves provided as projected ending fund balance.

2017 Personnel and Staffing Plan

The 2017 Personnel Plan along with the Organizational Chart may be found in the Supplemental Information section of this budget document on starting on page 81.

Wages and benefits for 2017 make up 27% of the total estimated expenditures in all proposed operating fund budgets. In the General Fund these expenditures are expected to be more than $3.1 million, or 34% 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 2017 proposed cost of City benefits represents 28.5% of all compensation costs, up from 27% in 2016. The national average of benefit costs for state and local governments is 31.5% according to the U.S. Bureau of Labor Statistics.

Overall, the conditions affecting personnel costs for 2017 include:

- Employee cost-of-living adjustment at 2.25% increase;
- Step movements in salary ranges for eligible employees continue as per pay schedules;

- Anticipated increases in medical insurance premiums

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 2017. Within the General Fund a proposed elimination of the Community Services Officer and approval of a contract with Snohomish County for animal control services would save approximately $53,000 in the Law Enforcement Services division. Within the Utility Funds, for 2017 the Water Plant Operator position is recommended to remain vacant unless conditions change. This is a reduction of $96,600 for the Water Utility Fund. Positions left vacant for 2016 will continue to be vacant as well for 2017.

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 2017 include:

- Medical plan premiums are expected to increase 4.5% for the Regence plan and 1.2% for the Group Health plan. To offset the cost of medical premiums, the City continues to participate in the Association of Washington Cities Benefit Trust – Wellness Program – which reduces premiums 2%. In 2017 all employees will pay 10% of premium costs for these plans. The total estimated cost of medical insurance premiums for 2017 is $619,000. Dental, life and vision premiums will not increase in 2017. 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% 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 $80,000 in savings in 2017.

- The employer contribution rates for state retirement plans (PERS) is11.18%. Since 2013 this rate has increased from 7.21%. The total employer contribution is estimated at $421,000 for 2017.

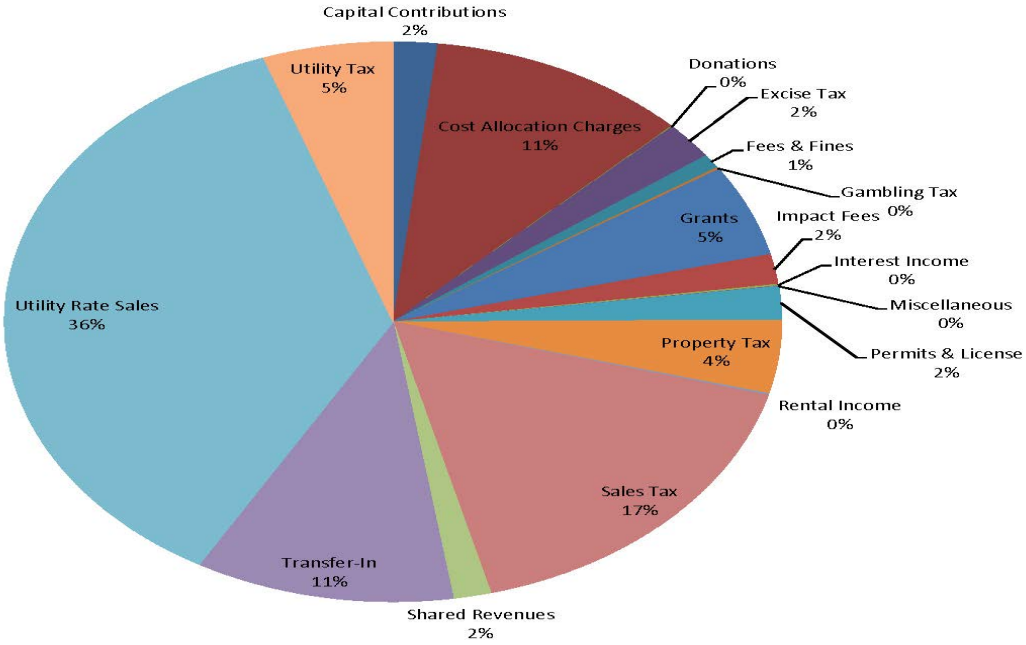
- Unemployment allocation is 0.8% on a maximum salary base of $21,337 or $410. The total unemployment costs are projected to be $5,000 for 2017.

- The 2017 Washington State Industrial Insurance projected costs for all funds are expected to be no more than $30,000.

2017 Operating Revenues

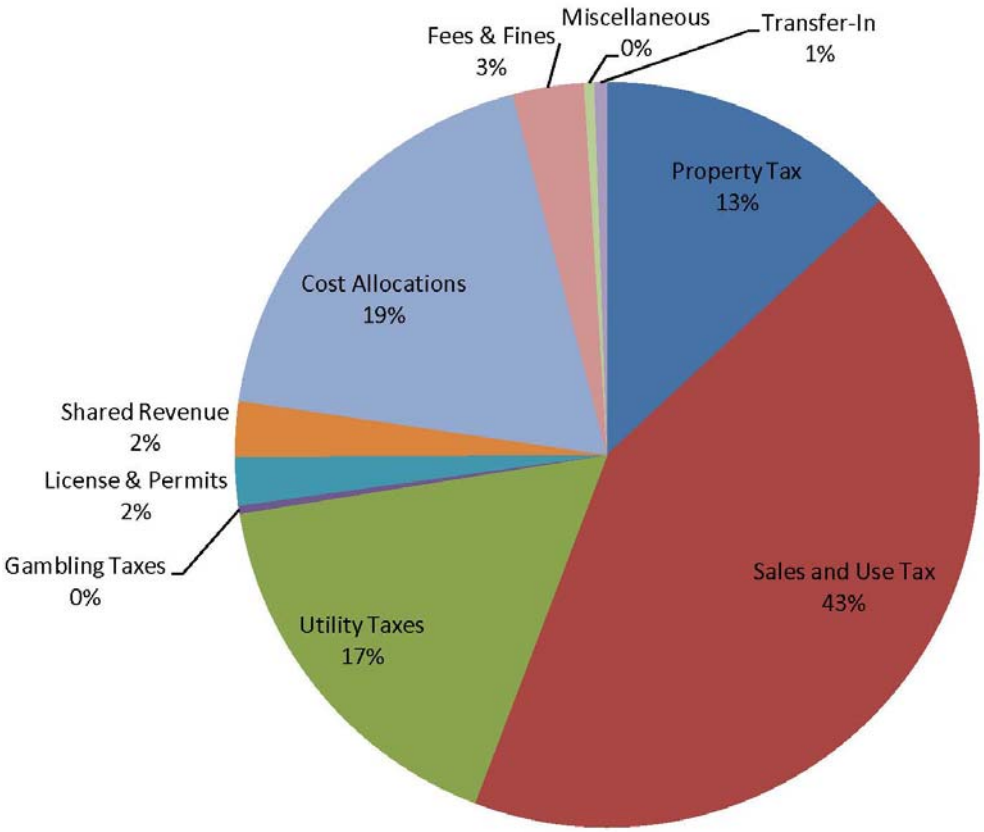
Total 2017 Revenue for all city funds is $28,049,586, an increase of $1.97 million from 2016 total budget sources. Revenue highlights for all city operating funds will provide additional details on the revenue sources within each fund.

2017 All Revenue Sources



2016 REVENUE HIGHLIGHTS - Operating Funds		
General Fund	General Fund revenue sources are forecast to increase over $123,789 from 2016. Retail sales tax revenues are estimated to increase $38,000 and Construction sales tax to remain constant. Property tax is proposed to increase the 1% statutorily allowed limit or approximately $11,500. Utility taxes, overall, ar expected to decline $26,000 due to wastewater rate reductions for 2017-2019. Building Permit and Plan Check revenue will decrease $98,000 and $108,000 as the amount of buildable inventory is declining. Cost Allocation fees provided from direct service departments and funds are expected to increase $270,000.	**9,095,305**
Street Fund	The Street Fund is expecting increased motor vehicle fuel tax revenues due to the 2015 Legislative changes will continue the direct distribution of multi-modal tax revenues. Transfer-in sources from the General Fund and REET Fund are proposed to remain the same.	**1,051,670**
Water Fund	Water utility rates are planned to increase 2.25% for a total of $2,538,000 in 2017. Revenues for inspections and permitting are expected to remain the same. Water connection and capital facility charges, from development related activity, are estimated to decrease over $105,000	**2,787,078**
Sewer Fund	Sewer utility rates will decrease a net $135,000 due to the proposed rate reductions for 2017-2019. Revenues for inspections and permitting are expected to remain the same. Sewer connection, capital facility charges and special development fees are estimated to decrease over $439,000 based on forecasts of development to occur in 2017.	**4,727,509**
Storm Water Fund	Storm water rates are planned in increase 2.0% for a total of $1,310,700. Transfer-in sources are planned from other Utility and TBD Funds $315,000 to cover related portions of capital infrastructure improvement projects.	**1,627,300**
Fleet & Facilities Fund	The Fleet and Facilities fund, an internal service fund, generates revenues through allocation from the Cost Allocation Plan. Facility and fleet maintenance operations were shifted to this newly created fund in 2015 to better track indirect costs associated with maintenance and repair activities.	**922,500**
Information Services Fund	The Information Services Fund, an internal service fund, generates revenues through allocation from the Cost Allocation Plan. Cost Allocation fees are increasing $60,000 as part of a phasing plan to recover personnel costs associated with providing technology services to the direct departments or funds who benefit.	**559,255**

General Fund revenue sources primarily consist of retail sales tax 43%, utility taxes 17%, cost allocation fees 19% and property tax 13%.

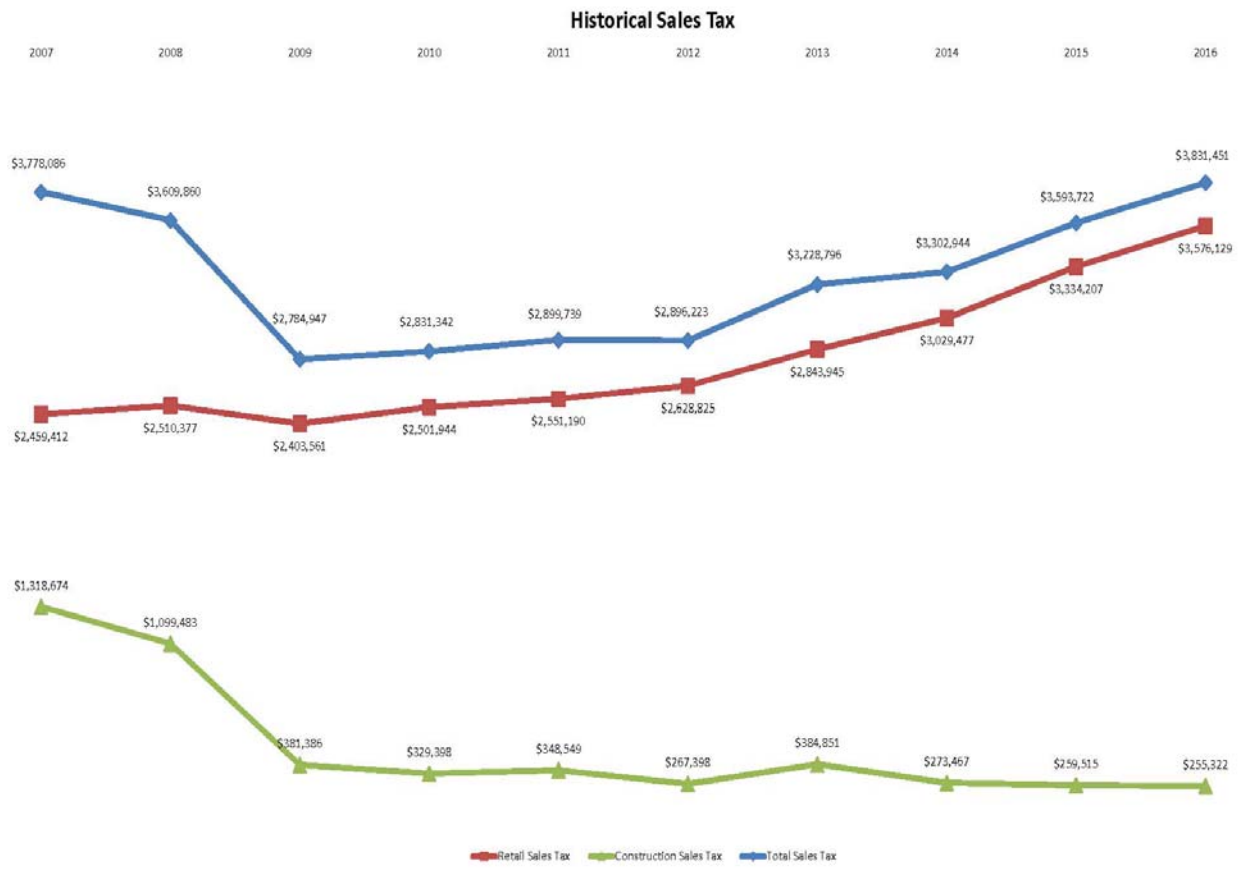


Utility operating fund revenues are projected to increase for water and storm water utilities but decline for wastewater utilities as proposed in the 2017-2019 Utility Rate Resolution 1348.

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 2017 by $38,000 over what was budgeted in 2016. The percentage of sales tax revenues in the City's finances highlights and supports the City Council's current emphasis on economic development activities to 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 2014 and 2015, a reliable trend for new residential or commercial construction has not yet emerged.

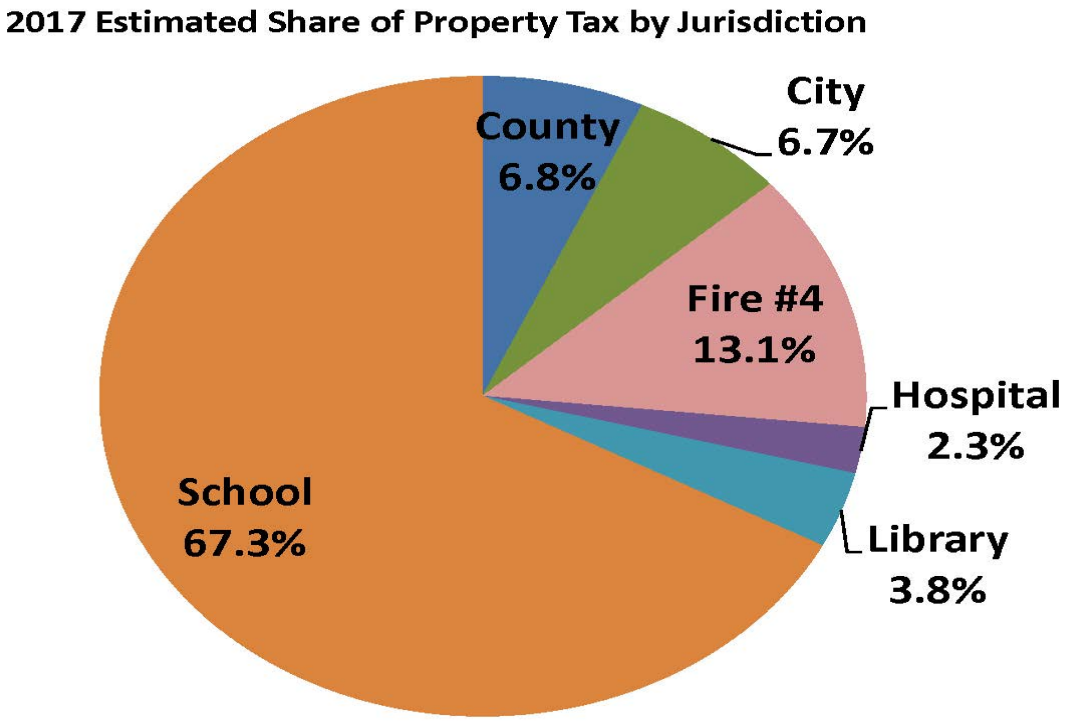


The Recommended Budget for 2017 continues to conservatively project sales tax revenues as a standard approach that seeks to ensure that actual revenue will exceed budgeted expectations.

Property Tax Revenues

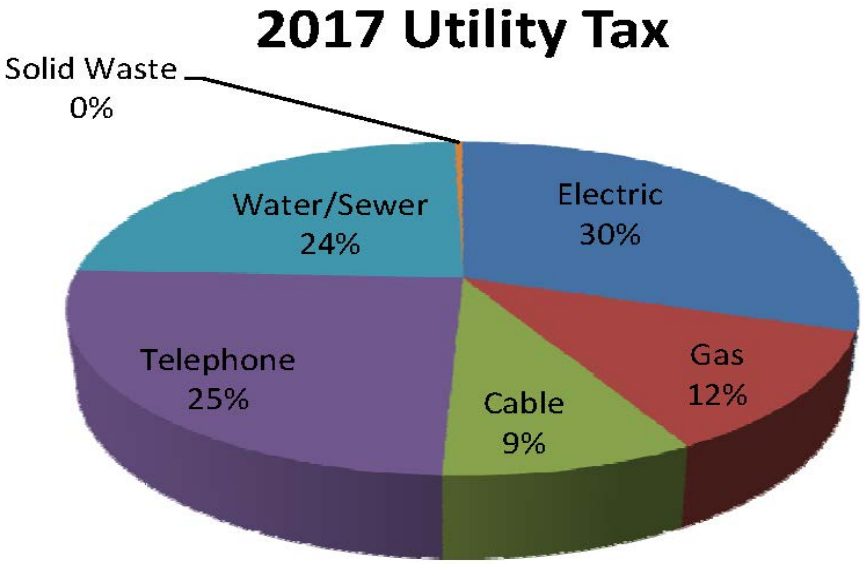
The City property tax rate is a small component of the total rate paid by City of Snohomish property owners. Due to an increase in assessment values, this rate is anticipated to decrease from $0.97 per $1,000 of Assessed Valuation (AV) to $0.91 per $1,000 of AV if the City Council adopts a levy amount 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 2017 budget identifies property tax revenues as a percentage of total city revenues will decrease from 13.7% to 13.1%.

While the property tax levy rate for Snohomish property owners – in tax code area 735 - in 2016 was $13.74 per $1,000 of assessed valuation, the City's share was only a small portion of that amount at $0.97 of the total levy rate. The 2017 City's share of the property tax $13.74 per $1,000 overall levy is expected to be $0.91. The Final 2017 Snohomish County Assessor Annual Report, when published is available at
http://www.snohomishcountywa.gov/2208/Annual-Reports



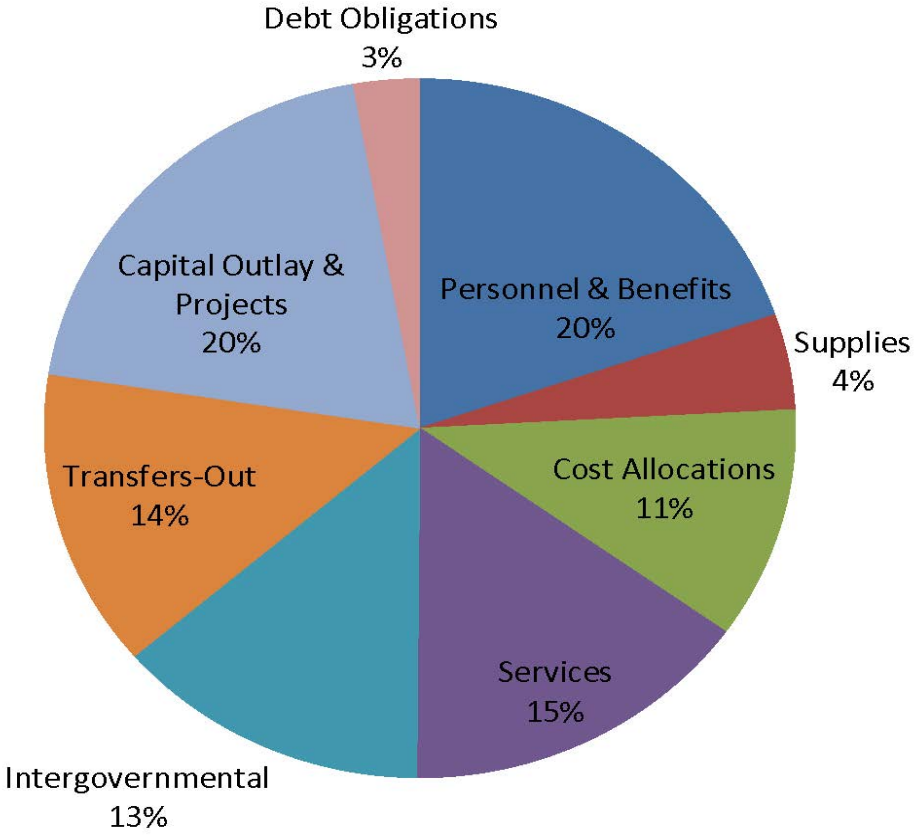
Utility and Other Tax Revenues

Utility taxes are another major source of funding for the City's General Fund. 2017 Utility tax revenues are projected to decline from 2016. The telephone and electric utility tax are expected to generate $380,000 and $456,500. The gas utility tax will generate projected revenues of $179,200. Tax revenues from the City's utilities are expected to generate $362,600 which is a decrease from 2016 of $26,000 due to net reduction in sewer revenues generated from rates. Television cable taxes are expected to be $133,000. Gambling taxes are expected to remain the same in 2017 at $32,000.



2017 Operating Expenditures

Total expenditures proposed for all city funds is $28,366,988 an increase of $2.36 million for all uses. One way of viewing the 2017 Budget is to note the relative allocations of Operating Fund expenditures by function for all funds.



To show in a summary form the major changes occurring in the 2017 Budget in comparison to 2016, Expenditure Highlights tracks the major operating departmental budget changes for 2017. General Fund expenditures have several divisions for service components to include general administration, planning and development, economic development, parks maintenance and law enforcement/criminal justice.

2017 EXPENDITURE HIGHLIGHTS - Operating Funds

General Fund-City Council	Increase in professional service fees for legal costs due to increase in public records requests and litigation costs.	**60,842**
City Manager	Increase in salary and benefits due to cost of living adjustments and contractual obligations. Decrease in professional services due to no 2017 special projects requiring outside consultant work. Increase in cost allocation charges for information services and fleet/facility costs	**(2,639)**
Financial Services	Increase in salary and benefits due to cost of living adjustments and contractual obligations. Increase in cost allocation fees for information services	**73,710**
Law Enforcement	Decrease in expected criminal justice costs for prosecution services based on case loads. Decrease in salary and benefits due to elimination of community service officer position. Increase in contractual costs for law enforcement services based on a new 5-year contract with Snohomish County Sheriff Office	**(16,718)**
Planning & Development	Increase in salary and benefits due to cost of living adjustments and contractual obligations. Increase in professional services fee for special projects. Increase in cost allocation fees for information services	**67,655**
Parks	Increase in salary and benefits due to cost of living adjustments and contractual obligations. Increase in cost allocation fees for information services and decrease in cost allocation for equipment replacement due to no new vehicles in 2017. Increase in repairs and maintenance.	**54,633**
Engineering	Increase in salary and benefits due to cost of living adjustments and contractual obligations. Increase in cost allocation fees for information services, fleet/facilities and equipment replacement costs.	**54,386**
Streets Maintenance Fund	Increase in salary and benefits due to cost of living adjustments and contractual obligations. Increase in supplies and materials for pedestrian ramp repairs. Decrease in cost allocation fees due to reduced engineering services needed in 2017. Increase in professional services for legal costs and increase in intergovernmental charges for traffic signal maintenance work completed by Snohomish County.	**32,379**
Water Utility Fund	Decrease in personnel and benefit costs due to vacant Water Treatment Plant operator position. Increase in professional services due to water supply study. Increase in water quality testing for additional DBP requirements. Increase in water excise tax. Decrease in cost allocation charges for technology, financial, administrative, engineering, fleet and facility maintenance costs. Decrease in operating supplies. Increase in water purchased for resale. Decrease in transfers-out and decrease in capital infrastructure projects based on 5-year CIP. Increase in capital equipment costs for purchase of vac truck.	**36,103**
Sewer Utility Fund	Increase in personnel and benefit costs due to cost of living adjustments and contractual obligations. Increase engineering and fleet/facility maintenance costs. Decrease in debt obligations due to bonds maturing in 2016. Increase in transfers-out and capital expenditures based on 5-year CIP. Increase in capital equipment costs for purchase of vac truck.	**598,870**
Storm Water Utility Fund	Increase in personnel and benefit costs due to cost of living adjustments and contractual obligations. Increase in cost allocation costs. Increase in transfers-out to other utility funds for capital infrastructure costs offset by decrease in capital infrastructure projects directly related to stormwater. Decrease in intergovernmental service costs due to completion of NPDES permitting.	**(327,706)**
Fleet & Facilities Fund	Increase in personnel and benefit costs due to cost of living adjustments and contractual obligations. Increase in cost allocation costs. Decrease in supplies and materials and fleet maintenance. Decrease in transfers-out for capital projects completed in the prior year.	**(6,695)**
Information Services Fund	Increase in personnel and benefit costs due to cost of living adjustments and contractual obligations. Increase in cost allocation costs. Decrease in software costs due to delay of financial software purchases. Decrease in capital outlay for equipment due to elimination of City Hall generator project.	**(68,816)**

2017 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 2017-2021 Capital Improvement Plan is located in the Supplemental Information section of the budget document on page 86).

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 2017-2021 CIP on September 20, 2016.

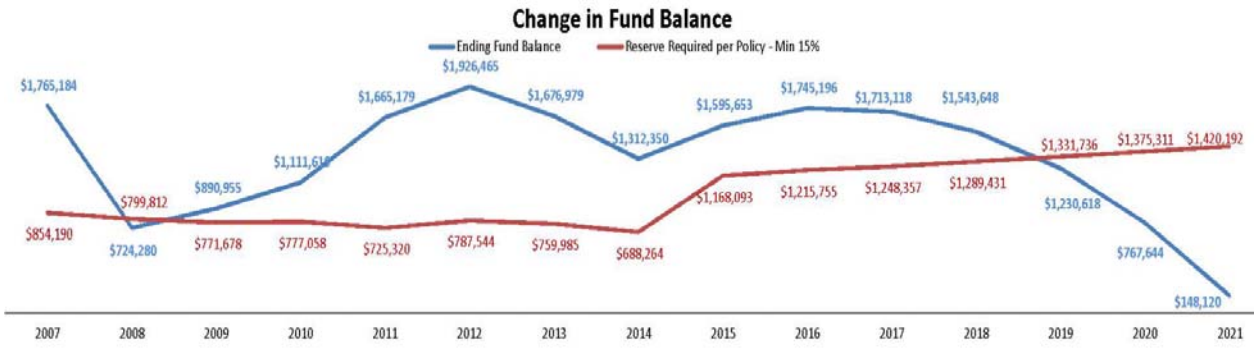
Fund Balance Overview- 2017

The 2017 Budget anticipates a total of $18,876,355 of ending, restricted, assigned, committed and unassigned fund balances. This is a decrease of $269,806 from the 2016 estimated ending balance figures. The General Fund ending balance declines approximately $32,078 but still meets the Council-approved policy of maintaining a 15%-20% reserve for this fund. The enterprise utility funds are estimated to increase $89,074, 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.

Fund	Fund Name	*Estimated Beginning Fund Balance*	*Estimted Ending Fund Balance*
001	**General**	*1,745,196*	*1,713,118*
102	Streets	*121,494*	*113,999*
104	Park Impact Fee	*359,949*	*495,179*
107	Visitor Promotion	*6,956*	*3,476*
108	PBIA	*18,830*	*22,905*
113	Police Seizure	*56,437*	*1,437*
117	Real Estate Excise Tax	*1,037,841*	*786,766*
125	Traffic Impact Fee	*450,030*	*654,336*
205	Debt Service	*14,054*	*13,604*
310	Municipal Capital Projects	*98,925*	*33,925*
311	Street Capital Projects	*425,649*	*6,868*
401	Water Utility	*2,586,613*	*2,664,179*
402	Wastewater Utility	*7,787,797*	*7,777,816*
403	Solid Waste	*-13,103*	*27,465*
404	Stormwater Utility	*1,909,394*	*1,890,315*
501	Fleet & Facilities	*578,678*	*590,508*
502	Information Services	*151,872*	*184,410*
503	Self-insurance	*590*	*590*
505	Equipment Replacement	*195,281*	*195,281*
604	Carnegie Restoration	*35,387*	*5,387*
130	TBD	*1,572,528*	*1,689,028*
	Fund Totals	**19,146,161**	**18,876,355**

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 $1,713,118 or 20.6% of its total expenditures at the end of 2017. 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 2017 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

2017 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	Zack Wilde	Four Year	December 31, 2019
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	Jennifer Olson
Police Chief	Chief John Flood
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 January, March, May, July, September, November
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 -** Personnel Forecast on September 20, 2016
- ✓ **Step 6 –** Capital Improvement Plan Adoption on September 20, 2016
- ✓ **Step 7 -** City Manager 2017 Recommended Budget delivered to the City Council on September 30, 2016
- ✓ **Step 8 -** Department Overviews - City Council, City Manager, Planning & Development Services, and Support Services on October 4, 2016
- ✓ **Step 9 -** Department Overviews – Public Safety and Public Works on October 18, 2016
- ✓ **Step 10-**Public Hearings – Revenues Sources and Property Tax Levy on October 18, 2016
- ✓ **Step 11**–Public Hearings–Property Tax Levy Adoption and Budget on November 1, 2016
- ✓ **Step 12 –**Public Hearing - Council Budget Final Adoption on December51, 2016

Levy and Budget Ordinances

PART 2

2017 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 by the voters. The Mayor is elected by the Council typically also on a two-year cycle. The City of Snohomish is a code city, organized under a Council-Manager form of government. The City Manager is selected and appointed by the City Council as a whole and the Manager takes direction from the Council.

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 goals list, which for the coming year represents the consensus goals for 2017 that the City Council believes to be the critical needs and issues facing the community. This Goal List has been developed to support the recommendations by the Community Advisory Committee for the City's Strategic Plan – "Imagine Snohomish: Promoting Vitality and Preserving Character". This is a list of annual goals and budget priorities and included in the 2017 Budget within the Supplemental section.

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.

City Manager

Overview

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

The Manager collaborates with the many interests and segments of the community and communicates Council policies, programs and priorities to the public. The major functions of the office include: providing support to the City Council, assisting with policy analysis, intergovernmental relations, risk management, managing response to litigation, providing organizational leadership, 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 City Manager Department is comprised of the City Clerk, Economic Development, Human Resources and Non-departmental divisions that assist in meeting the goals and operational objectives of the department and the City government organization as a whole.

Overall Goals

The following goals will be a focus for the City Manager in 2017. These key areas represent an overview of goals to which the City Manager's Office will devote the majority of its time and energy during the year.

- **Implementation of the City Council's 2017 Goals and the Strategic Plan:** The current goals of the City's updated Strategic Plan (Imagine Snohomish: Promoting Vitality and Preserving Character) are incorporated within the 2017 Budget. Reports on the performance measurements and accomplishments of action strategies are scheduled twice each year. The City Council Goals and the Strategic Plan action strategies provide the most specific elements of the work plans administered by the City Manager's Office.

- **Oversight of Major Council Projects:** The City Manager oversees strategic decision-making, the allocation of staff resources and the outcomes for most major projects. High priority and/or complex Council goals and projects receive more direct attention.

- **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. In 2016, the City Manager will engage the City Council in a discussion about revenue options as a part of 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 2016 will include the ongoing implementation of strategic plan strategies for the City's current five-year period for the Strategic Plan. The City organization will also continue to pursue service improvements through best-management practices, procedure reviews and daily staff operations.

- **Fostering Public Participation:** The City has invested time, talent, and resources to the objectives of engaging public involvement with the issues and challenges of local government. The City Manager is actively engaged in nurturing tools such as the web page, community meetings, use of special committees, surveying citizen opinions and satisfaction levels, using volunteer talent and making direct outreach to community organizations.

- **Economic Development:** The City Council appointed an Economic Development Committee, supported by the Economic Development Manager, who utilizes the City's Strategic Plan (Imagine Snohomish: Promoting Vitality and Preserving Character) as a work plan. Development of jobs, commercial retail, and tourism opportunities are major goals of this plan and part of the ongoing work of the EDC. Equally important is continued support of business development and growth in the City's other key commercial areas, including those along Avenue D, the Historic District and the newly formed Pilchuck District. The City Manager's Office and other staff will engage the Economic Development Committee—as well as the wider business community and development partners—in the continuing challenge of achieving meaningful results in 2016.

- **Improving Intergovernmental Relationships:** Completing key goals for the City Council and the organization often requires partnerships and collaborations with other levels of government, key agencies, and community and business organizations. The City Manager will devote time to improving these relationships at all levels of government and building partnerships to improve organizational success.

- **Human Resources:** Continue to implement, within the resources permitted in the 2017 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, to be revised and updated in 2016, requires continual and ongoing testing and training to be effective as a tool for response. The City Manager, in conjunction with staff, outside organizations and community

members will work to enhance the testing of these plans and seek improvements as needed to ensure maximum preparedness within given resources.

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

SERVICE STANDARDS

Service	Level
Strategic Plan Implementation	Performance measurements and progress reports for each action strategy in the plan are established and will be reported to the City Council and community on a bi-annual basis.
Management Leadership	Hold weekly management team meetings to plan, develop strategies for projects, identify opportunities for involvement and resolve problems as they arise. Focus on developing teamwork and improving organizational leadership.
Fiscal Oversight	Monitor City departments and provide advice and correction as needed. Provide quarterly budget reports to the City Council.
Organizational Development	Hold Council and staff retreats to increase clarity of purpose and direction. Increase understanding and commitment to major priorities.
Economic Development	Manage and coordinate the Economic Development Manager's work plan to assist in local economic recovery and growth of local businesses. Work with the Economic Development Committee, business owners, property owners, citizens, and developers to increase commercial development and retain existing businesses. Support programs and projects that increase City revenues and create living-wage jobs.
Enforcement of Laws and Ordinances	Coordinate with Clerk and City Attorney to purge and/or update sections of the Snohomish Municipal Code.
Open Government	Implement open government initiatives to improve citizen engagement and communications as directed by the City Council.

Service	Level
Franchises/Agreements/Contracts	Lead negotiations and review agreements in cooperation with the City Attorney.
Intergovernmental Relations	Represent the City at regional forums and advise Council of major policy issues with a regional focus. Continue a leadership role in supporting the regional SR-9 Coalition and participation in the Snohomish County Committee for Improved Transportation (SCCIT). Serve as Chair of the Snohomish County Tomorrow's Managers and Administrators Group.
Council Reports, Advice and Support	Issue timely, quality analysis and recommendations for City Council agenda staff reports to support decision-making.
Community Relations	Provide public information on issues using a variety of venues, including Friday Newsletter, CATV and webpage. Make personal contacts with business and service groups to inform on City priorities. Assume a leadership role in working with the community on vital policy matters as identified by the City Council.
Personnel Management	Oversee the Human Resources function and ensure high quality results for recruitment, training and retention.
Budget Preparation	Ensure a good process and a quality budget document and provide regular updates for the City Council regarding revenues and expenditures.
Grantsmanship	Target at least 50% or greater grant participation for City projects. Build on initiative successes.
Administration	Establish calendars, schedule meetings and otherwise provide Council and staff support. Arrange Council agenda content, publication, bid advertisement and openings, and official notifications. Provide County Auditor liaison, special event permit processing, City Council and meeting minute preparation for boards and commissions as needed.
Council Goals and Special Projects	Assign City personnel to complete City Council goals and special projects.

Service	Level
Records Management and Retention	Preserves and authenticates official record of the City and Council actions in ordinances, resolutions and minutes. Achieve proper documentation of policies and transactions of City government. Provide information for decision-making and operations. Maintain records through the life cycle of documents – creation, maintenance and use, and disposition. Comply with regulations for public access.
Customer Service	Continuous evaluation of internal processes, training needs and office culture to ensure service excellence.
Risk Management	Provide oversight of a risk management effort which ensures proper reduction or transfer of liability risks.
Code Enforcement	Provide oversight of the process to respond to and track complaints as well as gain compliance for code enforcement.
Volunteers	Create new opportunities and grow existing programs through the City's Internet web pages that encourage citizen volunteers to contribute their time and effort in supporting City services and programs.
Transportation Benefit District	Ensure that effective use of tax revenues and grants, management of capital projects and communications to citizens are key elements of supporting the Transportation Benefit District and Board.

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. There are two divisions which are Planning & Permitting and 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: 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.

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 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:** Lead and support strategic initiatives and goals identified as priorities for 2017 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

- **Shoreline Master Program:** Complete the state-mandated update of the Shoreline Master Program which was started in 2009 but has not yet been completed.

- **Critical Areas Code:** Update the Critical Areas Code as mandated by the Growth Management Act.

- **Historic District Design Standards:** With the Design Review Board, complete a comprehensive update of the Historic District Design Standards.

- **Permit Processes:** Update portions of Title 14 related to processing of applications including amending docketing and public participation processes to be consistent with GMA requirements and community desires; vesting regulations to be consistent with recent court rulings; and streamlining the permit types to improve processing efficiencies.

- **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.

- **Comprehensive Plan and Title 14:** Begin process to amend Comprehensive Plan and Title 14 to clarify the relationship between the two in order to be consistent with GMA requirements. Project will be concluded in 2018.

- **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

Service	Level
Transparency of the Development Review Process	• 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. • 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.

- All public comments will be documented and considered before issuing a decision on a land use development application.

Customer Telephone Contacts

- Telephone calls and emails will be returned within one business day.

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. On Fridays, they will be available by appointment.

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.
- Follow up of written complaints will continue as necessary until compliance is achieved.

Emergency Response and Public Safety

- 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, City Manager and Departments in the visioning, planning and practical application of fiscal stratagems to ensure the financial integrity of City projects and the continued economic good health of the City.

- **Information Systems Management:** Develop, maintain and support the City's data and phone networks, server systems and software applications. Provide continuous efficient and reliable IT support to the organization.

- **Staff Development:** Continue staff development and training to ensure all employees have and retain, required certificates, licenses, software application training and financial reporting technical skills.

FINANCE

- **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

Service	Level
Management and Council Financial Reporting	Provide timely financial reports to support decision making and to monitor City operations.
Counter Coverage	Provide continuous front counter coverage of at least two staff members between 10 a.m. and 2:00 p.m. and at least one staff person for all other open business hours.
Customer Service	Provide prompt professional service to all city customers. Provide three-week response time to all utility hearing requests.
Cash Management	Deposit all funds received on the same business day. Have on deposit at the City's financial institution only

Service	Level
	the minimum cash needed to provide for operations.
Annual Report	Complete by June 30th of each fiscal year.
Payroll	Complete all payroll reports and make appropriate tax deposits within time required. Complete payroll change request within one payroll cycle.
Budget Preparation	Continue to improve and adapt the budget process to meet the changing needs of the City Council, citizens, and staff members. Provide the Management Team with support and assistance in the preparation of their annual budget.
Staff Training	Provide all department personnel with a training schedule to meet the City's needs and the employee's career goals.
Debt Management	Continuous review of all outstanding debt issues for refunding opportunities. Conduct the financial operations of the City within the bond covenants. Provide required financial reporting for outstanding debt issues.
Investment Operations	Conduct investment operations within compliance of City investment policy. Report investment operations to the City Manager monthly and to the City Council quarterly.
Network Administration	Administer the City's Local Area Networks, including all hardware and software procurements. Provide staff support and guidance through the revival of the Information Systems Advisory Committee (ISAC). Oversee all in-house programming projects and support.
Contract Services	Ensure all City hardware and software systems are operational and functioning for their intended purposes. Respond to service requests within a four-hour period, with updated follow through, until service is restored.
Telephone Services	Maintain, plan and advise on telephone systems serving all City buildings and facilities.

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

Law Enforcement

Overview

The 2017 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.

2016 ACCOMPLISHMENTS

- The police department organized and hosted a community forum on Heroin at Snohomish High School.
- Worked with the Public Safety Commission to hold a community National Night Out event at Snohomish United Methodist church.
- Collaborated with Public Works to identify a realistic remodel plan for the police department using drug seizure funds.
- Added two additional Volunteers to the police department. The group now totals four. The team is focusing on parking problems around the high school and speeding complaints.
- Worked collaboratively with Snohomish County Animal Control, Lake Stevens PD, and Marysville PD to provide animal control service in Snohomish while Officer Reilly was out on maternity leave.
- Participated in the public safety conversation café to enhance community connection.

2017 CHALLENGES

- The initial police services contract between the City of Snohomish and Snohomish County for Law Enforcement services is expiring at the end of 2016 and the new five-year contract for 2017-2021 is being considered now. The initial discussions, with Council, considered possible changes to the new contract.
- The remodel of the police department will be underway in earnest by the end of 2016 and into 2017. During the remodel there will be staging challenges to maintaining an operational police department and working around the construction contractor. Plans are in place for this activity but unknown obstacles will need to be addressed.

OVERALL GOALS

ADMINISTRATION

- **Community Service:**
  - Business Environment: Provide a more open and response approach to addressing issues and concerns of the business community.
  - Public Safety Commission: Continue to address safety concerns in the community with a more collaborative approach involving all elements of safety.
  - Community: Identify opportunities for a collaborative approach to the growing substance abuse problem in the community.

OPERATIONS

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

INVESTIGATIONS

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

SERVICE STANDARDS

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

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 31.5 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 and Water Treatment Plant, the Public Works Department maintains 14 wastewater lift stations, over 50 miles of wastewater and storm water pipes, 9.2 million gallons of water storage at 3 storage tanks serving over 3,300 water meter connections and 56 miles of water mains, 41 miles of streets, 10 city parks plus several trails and open spaces, and 30,000 square feet of city building space and about 80 pieces of equipment in the fleet.

Utility Operations Division: Operations provides utility infrastructure operations and maintenance services for the City of Snohomish. Some typical areas of service include maintain surface water management, cross connection and pretreatment monitoring, drinking water treatment, water storage and distribution, wastewater collection and treatment, wastewater lift station maintenance, and utility vegetation control. This division is staffed by 13.5 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 Divisions: 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. These divisions are staffed with 12.0 FTEs.

OVERALL GOALS

- **Annual Street Preservation Projects:** Design and construct sixth annual street preservation projects using Transportation Benefit District (TBD) funds. The TBD was approved by Snohomish voters in August 2011 and received its first source of funds in March 2012. This summer, the City has applied for grant funds to leverage our local TBD dollars in 2017. The grants are highly competitive, but the City has been very successful in past years in receiving grant awards (both federal and state) for preservation.

- **Close-out of the 30th Street and SR 9 Intersection Improvements:** The City was awarded a PSRC Federal Grant in 2014 for design of the project, which was completed in 2015. Last summer the City applied for a State grant for construction and was successful! The construction started in August 2016, and is expected to be substantial completed before the end of 2016. The remaining work in 2017 will be to close-out the project. This was the second of two TBD capital project. The first was the roundabout at 15th Street and Avenue D which was completed in 2015. The City successfully completed both projects using federal and state grant funds for the majority of the costs. This also allowed the City to complete both projects without any debt!

- **Riverfront Park:** New boat launch was installed on the property in 2016 by the Washington State Department of Fish and Wildlife. The work in 2017 will be to complete park fencing and begin work on the master planning for this 20-acre park along the Snohomish River. Property acquired by the City in December 2014 through grant funding. Survey and critical area study completed in 2015. Potential site for off-leash dog area. Maintenance of the boat launch will be shared by both the WDFW and City..

- **Hal Moe Pool Site:** The ad hoc citizen advisory committee has met together all year starting in January 2016. During their June meeting, the Committee agreed to study further alternatives for redeveloping the existing Hal Moe building into a multi-use, multi-generational, and multi-ability-level facility and develop options for management and operations. The City will be working on Request for Proposal from Architectural firms in the fall of 2016, for completion of plan alternatives in the first half of 2017.

- **Water Main Replacement**: Replace the aged water main on the 6th Street bridge.

- **Wastewater Treatment Plant (WWTP):** Complete an update to the City's General Sewer Plan and complete upgrades to the plants disinfection and aeration systems

- **Combined Sewer Overflow (CSO):** Construct 30-inch storm trunk line within the WWTP driveway and facility in order to connect the 25-acre lagoon to existing 30-inch storm trunk line in Second Street.

- **Police Station Remodel Close-out:** Construct "phase 1" improvements to the interior of the police station facility.

- **Carnegie Building:** Add improvements, including handicap accessibility, to allow the facility to be used for citizen, business, non-profit and City meetings, including City Council and boards and commissions.

- **Pedestrian Network:** The 2017 budget adds funding for sidewalk repairs, improve school crossings and other crosswalk through the community.

SERVICE STANDARDS - ENGINEERING

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

Service	Level
Document Street Condition	Document City street condition once every 4 years.

SERVICE STANDARDS – UTILITY OPERATIONS

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

SERVICE STANDARDS - PARKS, STREETS, FACILITIES/FLEET OPERATIONS

Service	Level
Building Structural Maintenance	Repair functional damage within 1 week of notification.
Building Lighting Maintenance	Replace faulty lights within 3 days of notification.

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

PART 3

2017 Budget

OPERATING FUNDS

City of Snohomish

General Fund

Proposed 2017 Budget

Account Number	Description	Proposed 2017 Budget	% of Budget	2016 Budget	$ Change
Revenues					
Property Tax					
001-000-311-10-00-00-000	Property Taxes	1,189,848	13.1%	1,178,300	11,548
Sub-Total Property Tax		**1,189,848**	**13.1%**	**1,178,300**	**11,548**
Sales and Use Tax					
001-000-313-11-00-00-000	City Sales & Use Tax	3,500,000	38.5%	3,462,000	38,000
001-000-313-11-10-00-000	Sales tax Construction	260,000	2.9%	260,000	-
001-000-313-71-00-00-000	Sales Tax - Criminal Justice	125,000	1.4%	125,000	-
Sub-Total Sales and Use Tax		**3,885,000**	**42.7%**	**3,847,000**	**38,000**
Utility Taxes					
001-000-316-41-00-00-000	Electric Utility	456,500	5.0%	456,500	-
001-000-316-43-00-00-000	Gas Utility	179,200	2.0%	179,200	-
001-000-316-46-00-00-000	Television Cable Tax	132,600	1.5%	132,600	-
001-000-316-47-00-00-000	Telephone Utility	380,000	4.2%	380,000	-
001-000-316-48-00-00-000	Water/Sewer Utility Tax	362,600	4.0%	388,600	(26,000)
001-000-316-49-00-00-000	Garbage/Solid Waste Tax	5,100	0.1%	5,100	-
Sub-Total Utility Tax		**1,516,000**	**16.7%**	**1,542,000**	**(26,000)**
Gambling Taxes					
001-000-316-84-00-00-000	Gambling Tax	32,000	0.4%	32,000	-
Sub-Total Gambling Taxes		**32,000**	**0.4%**	**32,000**	**-**
Business Licenses					
001-000-321-99-00-00-000	Business License	56,725	0.6%	56,725	-
001-000-321-99-10-00-000	Home Occupation Permits	400	0.0%	**400**	-
Sub-Total Business Licenses		**57,125**	**0.6%**	**57,125**	**-**
Building Permits					
001-000-322-10-00-00-000	Building Permits	80,000	0.9%	178,821	(98,821)
001-000-322-11-00-00-000	Plumbing Permits	18,000	0.2%	18,000	-
001-000-322-12-00-00-000	Mechanical Permits	18,000	0.2%	18,000	-
001-000-322-13-00-00-000	Sign Permits	2,500	0.0%	2,500	-
001-000-322-14-10-00-000	Fire Sprinkler Permits	1,000	0.0%	1,000	-
001-000-322-14-20-00-000	Fire Alarm Permits	1,000	0.0%	1,000	-
Sub-Total Building Permits		**120,500**	**1.3%**	**219,321**	**(98,821)**
Animal Licenses					
001-000-322-30-00-00-000	Animal License	1,800	0.0%	1,800	-
Sub-Total Animal Licenses		**1,800**	**0.0%**	**1,800**	**-**
Street and Curb Permits					
001-000-322-40-00-00-000	Right Of Way Permits	10,400	0.1%	10,400	-
Sub-Total Street and Curb Permits		**10,400**	**0.1%**	**10,400**	**-**
Other Non-Business Permits					
001-000-322-90-00-00-000	Gun Permits	2,000	0.0%	2,000	-
Sub-Total Other Non-BusinessPermits		**2,000**	**0.0%**	**2,000**	**-**
State Shared Revenue					
001-000-335-00-91-00-000	P U D Excise Tax	55,000	0.6%	55,000	-
001-000-336-06-20-00-000	Criminal Justice - Special Programs	10,000	0.1%	2,000	8,000

City of Snohomish

General Fund

Proposed 2017 Budget

Account Number	Description	Proposed 2017 Budget	% of Budget	2016 Budget	$ Change
001-000-336-06-21-00-000	Criminal Justice - Population Based	3,000	0.0%	5,579	(2,579)
001-000-336-06-25-00-000	Criminal Justice Contracted Sv	13,000	0.1%	13,000	-
001-000-336-06-26-00-000	CJ - Special Programs	8,366	0.1%	8,366	-
001-000-336-06-51-00-000	Criminal Justice - Driv Impa	2,350	0.0%	2,350	-
001-000-336-06-94-00-000	Liquor Excise Tax	45,000	0.5%	17,955	27,045
001-000-336-06-95-00-000	Liquor Profits	82,000	0.9%	82,000	-
Sub-Total State Shared Revenue		**218,716**	**2.4%**	**186,250**	**32,466**
Copying Services					
001-000-341-81-00-00-000	Sales Of Maps & Copies	1,000	0.0%	1,000	-
Sub-Total Copying Services		**1,000**	**0.0%**	**1,000**	**-**
Law Enforcement Services					
001-000-342-10-00-00-000	SRO & Police Service Charges	110,000	1.2%	109,549	451
001-000-342-33-06-00-000	Record Check Fee	750	0.0%	750	-
001-000-342-10-50-00-000	Fingerprinting Fees	750	0.0%	750	-
Sub-Total Law Enforcement Services		**111,500**	**1.2%**	**111,049**	**451**
Plan Checking Services					
001-000-345-83-00-00-000	Plan Checking Fees	60,000	0.7%	90,000	(30,000)
001-000-345-89-10-00-000	Other Development Fees	12,000	0.1%	90,000	(78,000)
Sub-Total Plan Checking Services		**72,000**	**0.8%**	**180,000**	**(108,000)**
Program Fees					
001-000-347-60-00-00-000	Program Fees Park Facilities	1,000	0.0%	1,000	-
Sub-Total Program Fees		**1,000**	**0.0%**	**1,000**	**-**
Administrative Services					
001-000-348-13-01-00-000	Admin Svcs-Water	83,048	0.9%	93,298	(10,250)
001-000-348-13-02-00-000	Admin Svcs-Sewer	93,840	1.0%	92,934	906
001-000-348-13-04-00-000	Admin Svcs-Stormwater	75,101	0.8%	69,393	5,708
001-000-348-13-05-00-000	Admin Svcs-Solid Waste	30,283	0.3%	26,598	3,685
001-000-348-13-06-00-000	Admin Svcs-Street Maintenance	42,769	0.5%	48,914	(6,145)
001-000-348-13-07-00-000	Admin Svcs-Fleet & Facilities	62,925	0.7%	64,935	(2,010)
001-000-348-13-08-00-000	Admin Svcs-Information Services	32,578	0.4%	31,409	1,169
001-000-348-13-09-00-000	Admin Svcs-Streets Capital Projects	89,289	1.0%	68,753	20,536
Financial Services					
001-000-341-43-01-00-000	Financial Svc-Water	93,391	1.0%	87,348	6,043
001-000-341-43-02-00-000	Financial Svc-Sewer	83,867	0.9%	74,190	9,677
001-000-341-43-03-00-000	Financial Svc-Solid Waste	77,749	0.9%	67,645	10,104
001-000-341-43-04-00-000	Financial Svc-Stormwater	62,664	0.7%	54,397	8,267
001-000-341-43-05-00-000	Financial Svc-Fleet & Facilities	31,194	0.3%	26,957	4,237
001-000-341-43-06-00-000	Financial Svc-Information Services	15,286	0.2%	13,216	2,070
001-000-341-43-09-00-000	Financial Svc-Street Capital Projects	1,572	0.0%	1,367	205
001-000-341-43-10-20-000	Financial Svc-Street Maintenance	36,642	0.4%	31,653	4,989
Engineering Services					
001-000-341-82-00-00-000	Engineering Svc-Water	141,614	1.6%	126,826	14,788
001-000-341-82-00-00-000	Engineering Svc-Sewer	123,163	1.4%	110,873	12,290
001-000-341-82-00-00-000	Engineering Svc-Stormwater	162,612	1.8%	149,647	12,965

City of Snohomish

General Fund

Proposed 2017 Budget

Account Number	Description	Proposed 2017 Budget	% of Budget	2016 Budget	$ Change
001-000-341-82-00-00-000	Engineering Svc-Municipal Capital	158,276	1.7%	-	158,276
001-000-341-82-00-00-000	Engineering Svc-Street Capital	162,946	1.8%	117,523	45,423
001-000-341-82-00-00-000	Engineering Svc-Street Maintenance	29,107	0.3%	62,141	(33,034)
Sub-Total Cost Allocation Fees		**1,689,916**	**18.6%**	**1,420,017**	**269,899**
Traffic Infraction Penalties					
001-000-353-10-00-00-000	Traffic Infractions	30,000	0.3%	30,000	-
001-000-353-11-00-00-000	Traffic Infraction Pen-PD	2,850	0.0%	2,850	-
001-000-354-00-00-00-000	Parking Penalties	750	0.0%	750	-
001-000-355-20-00-00-000	D.W.I. Penalties	9,000	0.1%	9,000	-
001-000-355-80-00-00-000	Criminal Traffic Penalties	15,000	0.2%	15,000	-
001-000-353-70-00-00-000	Other Infractions	350	0.0%	100	250
Sub-Total Traffic Infraction Penalties		**57,950**	**0.6%**	**57,700**	**250**
Other Criminal Non-Traffic Fines					
001-000-356-90-00-00-000	Non-Traffic Penalties	15,000	0.2%	15,000	-
Sub-Total Other Criminal Non-Traffic Fines		**15,000**	**0.2%**	**15,000**	**-**
Animal Control and Shelter Services					
001-000-345-23-00-00-000	Animal Impound Fees	1,000	0.0%	1,000	-
001-000-345-23-01-00-000	Animal Boarding Fees	1,000	0.0%	1,000	-
Sub-Total Animal Control and Shelter Services		**2,000**	**0.0%**	**2,000**	**-**
Public Defense Court Services					
001-000-357-33-00-00-000	Public Defense Recoupments	5,000	0.1%	5,000	-
001-000-357-39-00-00-000	Court Recoupment	15,000	0.2%	15,000	-
001-000-369-40-10-00-000	Judgements And Settlements	300	0.0%	304	(4)
Sub-Total Public Defense Cost		**20,300**	**0.2%**	**20,304**	**(4)**
Interest Income					
001-000-361-10-00-00-000	Bank Interest - Treas. Acct	750	0.0%	750	-
001-000-361-40-00-00-000	Interest Earnings-Other	2,250	0.0%	2,250	-
Sub-Total Interest Income		**3,000**	**0.0%**	3,000	**-**
Space and Facilities Rentals					
001-000-362-40-00-00-000	Facilities Rentals Short Term	2,100	0.0%	2,100	-
001-000-362-50-00-00-000	Facilities Lease Long term	24,000	0.3%	20,000	4,000
Sub-Total Space and Facilities Rentals		**26,100**	**0.3%**	**22,100**	**4,000**
Other Charges					
001-000-362-90-00-99-000	Wayfinder Sign Charges	150	0.0%	150	-
001-000-369-90-00-00-000	Miscellaneous	5,000	0.1%	5,000	-
Sub-Total Other Charges		**5,150**	**0.1%**	**5,150**	**-**
Contributions and Donations					**-**
001-000-367-00-00-00-000	Contributions-Private Source	7,000	0.1%	7,000	-
Sub-Total Contributions and Donations		**7,000**	**0.1%**	**7,000**	**-**
Transfers-In					
001-000-397-76-00-00-000	Transfer In (from REET)	50,000	0.5%	50,000	-
Sub-Total Transfers-In		**50,000**	**0.5%**	**50,000**	**-**
Total Revenues		**9,095,305**	**100.0%**	**8,971,516**	**123,789**

City of Snohomish

General Fund

Proposed 2017 Budget

Account Number	Description	Proposed 2017 Budget	% of Budget	2016 Budget	$ Change
Expenditures					
City Council (Legislative)					
001-010-511-60-11-00-000	Regular Pay	43,368	0.5%	43,368	-
001-010-511-60-21-00-000	Employer Taxes	3,260	0.0%	3,318	(58)
001-010-511-60-24-00-000	Insurance	70	0.0%	70	-
001-010-511-60-31-00-000	Office & Operating Supplies	350	0.0%	350	-
001-010-511-60-41-00-000	Professional Services-Legal	160,000	1.8%	100,000	60,000
001-010-511-60-42-10-000	Postage	250	0.0%	250	-
001-010-511-60-43-00-000	Travel	500	0.0%	500	-
001-010-511-60-49-00-000	Miscellaneous	3,500	0.0%	3,500	-
001-010-511-60-49-20-000	Training	1,000	0.0%	100	900
Sub-Total City Council		**212,298**	**2.3%**	**151,456**	**60,842**
City Manager (Executive)					
001-020-513-10-11-00-000	Regular Pay	155,062	1.7%	151,853	3,209
001-020-513-10-21-00-000	Employer Taxes	11,862	0.1%	11,617	245
001-020-513-10-22-00-000	Employer Retirement	17,336	0.2%	16,014	1,322
001-020-513-10-23-00-000	Employer Premiums	22,737	0.2%	18,857	3,880
001-020-513-10-31-00-000	Office & Operating Supplies	200	0.0%	200	-
001-020-513-10-35-00-000	Small Tools & Minor Equip	100	0.0%	100	-
001-020-513-10-40-10-000	Cost Allocation-Fleet & Facility	5,252	0.1%	4,411	841
001-020-513-10-40-15-000	Cost Allocation-Information Services	11,332	0.1%	9,680	1,652
001-020-513-10-41-10-000	Professional Services	15,000	0.2%	28,000	(13,000)
001-020-513-10-42-10-000	Postage	150	0.0%	150	-
001-020-513-10-42-20-000	Communication	650	0.0%	650	-
001-020-513-10-43-00-000	Travel	700	0.0%	700	-
001-020-513-10-49-00-000	Miscellaneous	100	0.0%	100	-
001-020-513-10-49-10-000	Dues & Subscription	1,500	0.0%	1,500	-
001-020-513-10-49-20-000	Education & Training	1,000	0.0%	1,000	-
Sub-Total City Manager		**242,981**	**2.7%**	**244,832**	**(1,851)**
City Clerk (Recording Services)					
001-020-514-30-11-00-000	Regular Pay	146,028	1.6%	140,808	5,220
001-020-514-30-12-00-000	Overtime Pay	831	0.0%	-	831
001-020-514-30-21-00-000	Employer Taxes	11,235	0.1%	10,342	893
001-020-514-30-22-00-000	Employer Retirement	16,419	0.2%	14,271	2,148
001-020-514-30-23-00-000	Employer Premiums	24,624	0.3%	20,043	4,581
001-020-514-30-31-00-000	Office & Operating Supplies	1,000	0.0%	1,000	-
001-020-514-30-35-00-000	Small Tools & Minor Equip	400	0.0%	400	-
001-020-514-30-40-10-000	Cost Allocation-Fleet & Facility	10,505	0.1%	8,821	1,684
001-020-514-30-40-15-000	Cost Allocation-Information Services	23,564	0.3%	20,261	3,303
001-020-514-30-41-00-000	Professional Services	500	0.0%	500	-
001-020-514-30-41-00-000	Professional Services-Record Requests	10,000	0.1%	-	10,000
001-020-514-30-42-10-000	Postage	2,800	0.0%	2,800	-
001-020-514-30-42-20-000	Communication	400	0.0%	400	-
001-020-514-30-43-00-000	Travel	500	0.0%	500	-

City of Snohomish

General Fund

Proposed 2017 Budget

Account Number	Description	Proposed 2017 Budget	% of Budget	2016 Budget	$ Change
001-020-514-30-44-00-000	Advertising	20,000	0.2%	20,000	-
001-020-514-30-49-10-000	Dues & Subscription	600	0.0%	600	-
001-020-514-30-49-20-000	Education & Training	1,000	0.0%	1,000	-
001-020-514-30-49-30-000	Miscellaneous	500	0.0%	500	-
Sub-Total City Clerk		**270,907**	**3.0%**	**242,246**	**28,661**
Human Resources (Personnel Services)					
001-020-518-10-31-00-000	Office & Operating Supplies	300	0.0%	300	-
001-020-518-10-31-10-000	Office & Operating Supplies-Wellness	800	0.0%	800	-
001-020-518-10-40-10-000	Cost Allocation-Fleet & Facility	5,252	0.1%	4,411	841
001-020-518-10-40-15-000	Cost Allocation-Information Services	12,692	0.1%	11,390	1,302
001-020-518-10-41-00-000	Professional Services	10,000	0.1%	35,000	(25,000)
001-020-518-10-42-20-000	Communication	200	0.0%	200	-
001-020-518-10-44-00-000	Advertising	6,000	0.1%	6,000	-
001-020-518-10-46-00-000	Insurance Premiums - WCIA	156,891	1.7%	171,093	(14,202)
001-020-518-10-46-20-000	Insurance Premiums - Property	67,000	0.7%	67,000	-
001-020-518-10-49-00-000	Miscellaneous-Health/Safety Services	1,000	0.0%	1,000	-
001-020-518-10-49-10-000	Dues & Subscription	160	0.0%	160	-
001-020-518-10-49-20-000	Education & Training	150	0.0%	150	-
001-020-518-10-49-30-000	Miscellaneous	3,000	0.0%	3,000	-
Sub-Total Human Resources		**263,445**	**2.9%**	**300,504**	**(37,059)**
Economic Development					
001-020-558-70-11-00-000	Regular Pay	106,818	1.2%	103,019	3,799
001-020-558-70-13-00-000	Temporary Pay	12,220	0.1%	10,000	2,220
001-020-558-70-21-00-000	Employer Taxes	9,106	0.1%	8,646	460
001-020-558-70-22-00-000	Employer Retirement	11,942	0.1%	11,548	394
001-020-558-70-23-00-000	Employer Premiums	16,218	0.2%	14,526	1,692
001-020-558-70-31-00-000	Office & Operating Supplies	300	0.0%	150	150
001-020-558-70-31-99-000	Office & Operating Supplies-Wayfinder	400	0.0%	400	-
001-020-558-70-35-00-000	Small Tools & Minor Equip	200	0.0%	200	-
001-020-558-70-40-10-000	Cost Allocation-Fleet & Facility	5,252	0.1%	4,411	841
001-020-558-70-40-15-000	Cost Allocation-Information Services	11,362	0.1%	9,710	1,652
001-020-558-70-41-10-000	Professional Services	5,000	0.1%	10,000	(5,000)
001-020-558-70-42-20-000	Communication	1,125	0.0%	1,125	-
001-020-558-70-49-10-000	Travel	400	0.0%	-	400
001-020-558-70-49-10-000	Dues & Subscription	600	0.0%	300	300
001-020-558-70-49-20-000	Education & Training	1,100	0.0%	400	700
Sub-Total Economic Development		**182,045**	**2.0%**	**174,435**	**7,610**
Financial Services					
001-040-514-23-11-00-000	Regular Pay	380,806	4.2%	360,094	20,712
001-040-514-23-12-00-000	Overtime Pay	4,863	0.1%	500	4,363
001-040-514-23-21-00-000	Employer Taxes	29,504	0.3%	27,547	1,957
001-040-514-23-22-00-000	Employer Retirement	43,118	0.5%	38,792	4,326
001-040-514-23-23-00-000	Employer Premiums	71,869	0.8%	59,783	12,086
001-040-514-23-31-00-000	Office & Operating Supplies	2,000	0.0%	2,000	-

City of Snohomish

General Fund

Proposed 2017 Budget

Account Number	Description	Proposed 2017 Budget	% of Budget	2016 Budget	$ Change
001-040-514-23-35-00-000	Small Tools & Minor Equip	250	0.0%	250	-
001-040-514-23-40-10-000	Cost Allocation-Fleet & Facility	26,262	0.3%	22,053	4,209
001-040-514-23-40-15-000	Cost Allocation-Information Services	57,201	0.6%	32,344	24,857
001-040-514-23-41-10-000	Professional Services-Audit	35,000	0.4%	35,000	-
001-040-514-23-41-20-000	Reporting	10,000	0.1%	8,000	2,000
001-040-514-23-42-10-000	Postage	1,800	0.0%	1,800	-
001-040-514-23-42-20-000	Communication	1,000	0.0%	300	700
001-040-514-23-43-00-000	Travel	1,500	0.0%	3,000	(1,500)
001-040-514-23-49-10-000	Miscellaneous	1,500	0.0%	1,500	-
001-040-514-23-49-20-000	Education & Training	5,000	0.1%	5,000	-
001-040-514-23-49-30-000	Miscellaneous	500	0.0%	500	-
001-040-514-23-49-31-000	Miscellaneous-Bank Service Charges	8,000	0.1%	8,000	-
Sub-Total Financial Services		**680,173**	**7.5%**	**606,463**	**73,710**
Criminal Justice					
001-060-512-40-41-20-000	Professional Services-Public Defender	135,000	1.5%	135,000	-
001-060-512-40-41-32-000	Professional Services-Interpreter	750	0.0%	750	-
001-060-512-40-41-40-000	Professional Services-Prosecution	30,000	0.3%	40,000	(10,000)
001-060-512-40-51-10-000	Intergovernmental Services-Jail Fees	225,000	2.5%	225,000	-
001-060-512-40-51-20-000	Intergovernmental Services-Court Filing	35,000	0.4%	35,000	-
Sub-Total Criminal Justice		**425,750**	**4.7%**	**435,750**	**(10,000)**
Law Enforcement Services					
001-060-521-10-11-00-000	Regular Pay	142,823	1.6%	183,317	(40,494)
001-060-521-10-12-00-000	Overtime Pay	2,680	0.0%	3,000	(320)
001-060-521-10-21-00-000	Employer Taxes	11,131	0.1%	14,253	(3,122)
001-060-521-10-22-00-000	Employer Retirement	16,267	0.2%	19,287	(3,020)
001-060-521-10-23-00-000	Employer Premiums	24,522	0.3%	30,785	(6,263)
001-060-521-10-27-00-000	Uniforms	750	0.0%	750	-
001-060-521-10-31-00-000	Office & Operating Supplies	2,500	0.0%	2,000	500
001-060-521-10-35-00-000	Small Tools & Minor Equip	500	0.0%	500	-
001-060-521-10-41-00-000	Professional Services	7,500	0.1%	8,300	(800)
001-060-521-10-42-00-000	Communication	1,500	0.0%	1,400	100
001-060-521-10-42-10-000	Postage	400	0.0%	400	-
001-060-521-10-43-00-000	Travel	200	0.0%	200	-
001-060-521-10-49-10-000	Miscellaneous	1,000	0.0%	4,000	(3,000)
001-060-521-10-49-20-000	Education & Training	2,000	0.0%	2,800	(800)
001-060-521-10-51-99-000	Intergovernmental Services	455,468	5.0%	416,816	38,652
Sub-Total Law Enforcement Services		**669,242**	**7.3%**	**687,808**	**(18,566)**
Law Enforcement Operations					
001-060-521-20-40-10-000	Cost Allocation Services-Fleet & Facility	78,550	0.9%	69,107	9,443
001-060-521-20-40-15-000	Cost Allocation-Information Services	56,426	0.6%	51,526	4,900
001-060-521-20-40-25-000	Cost Allocation-Equipment Replace	3,420	0.0%	4,420	(1,000)
001-060-521-10-41-00-000	Professional Services-Child Victim	3,000	0.0%	3,500	(500)
001-060-521-20-51-20-000	Intergovernmental Services-Snopac	145,000	1.6%	142,500	2,500
001-060-521-20-51-30-000	Intergovernmental Services-800 Mhz	85,079	0.9%	85,079	-

City of Snohomish

General Fund

Proposed 2017 Budget

Account Number	Description	Proposed 2017 Budget	% of Budget	2016 Budget	$ Change
001-060-521-20-51-40-000	Intergovernmental Services-DEM Assess	10,700	0.1%	10,700	-
001-060-521-20-51-40-000	Intergovernmental-SCSO Personnel	2,296,710	25.2%	2,301,905	(5,195)
001-060-521-20-51-40-000	Intergovernmental-Animal Impound	6,000	0.1%	5,000	1,000
001-060-521-10-49-10-000	Dues & Subscription	1,000	0.0%	300	700
Sub-Total Law Enforcement Operations		**2,685,885**	**29.4%**	**2,674,037**	**11,848**
Building Inspection					
001-100-524-20-11-00-000	Regular Pay	88,531	1.0%	86,846	1,685
001-100-524-20-12-00-000	Overtime Pay	6,197	0.1%	-	6,197
001-100-524-20-21-00-000	Employer Taxes	7,247	0.1%	6,643	604
001-100-524-20-22-00-000	Employer Retirement	10,591	0.1%	9,735	856
001-100-524-20-23-00-000	Employer Premiums	21,617	0.2%	19,124	2,493
001-100-524-20-27-00-000	Uniforms	200	0.0%	200	-
001-100-524-20-31-00-000	Office & Operating Supplies	1,500	0.0%	250	1,250
001-100-524-20-40-10-000	Cost Allocation-Fleet & Facility	10,176	0.1%	9,591	585
001-100-524-20-40-15-000	Cost Allocation-Information Services	11,337	0.1%	9,620	1,717
001-100-524-20-40-25-000	Cost Allocation-Equipment Replace	2,115	0.0%	2,115	-
001-100-524-20-41-10-000	Professional Services-Abatements	500	0.0%	500	-
001-100-524-20-41-20-000	Professional Services-Inspections	2,500	0.0%	2,000	500
001-100-524-20-42-10-000	Postage	200	0.0%	200	-
001-100-524-20-42-20-000	Communication	1,000	0.0%	1,050	(50)
001-100-524-20-49-10-000	Dues & Subscription	195	0.0%	350	(155)
001-100-524-20-49-20-000	Education & Training	875	0.0%	300	575
Sub-Total Building Inspection		**164,780**	**1.8%**	**148,524**	**16,256**
Planning & Permitting					
001-100-558-50-11-00-000	Regular Pay	247,992	2.7%	245,995	1,997
001-100-558-50-12-00-000	Overtime Pay	2,552	0.0%	3,000	(448)
001-100-558-50-13-00-000	Temporary Pay	12,220	0.1%	10,000	2,220
001-100-558-50-21-00-000	Employer Taxes	20,101	0.2%	18,666	1,435
001-100-558-50-22-00-000	Employer Retirement	28,011	0.3%	25,873	2,138
001-100-558-50-23-00-000	Employer Premiums	56,707	0.6%	48,809	7,898
001-100-558-50-31-00-000	Office & Operating Supplies	500	0.0%	500	-
001-100-558-50-35-00-000	Small Tools & Minor Equip	200	0.0%	200	-
001-100-558-50-40-10-000	Cost Allocation-Fleet & Facility	15,757	0.2%	13,232	2,525
001-100-558-50-40-15-000	Cost Allocation-Information Service	35,926	0.4%	30,723	5,203
001-100-558-50-41-11-000	Professional Services-Environmental	6,000	0.1%	6,000	-
001-100-558-50-41-30-000	Professional Svcs-Hearing Examiner	16,000	0.2%	16,000	-
001-100-558-50-41-30-000	Professional Services	50,000	0.5%	25,000	25,000
001-100-558-50-42-10-000	Postage	1,500	0.0%	2,000	(500)
001-100-558-50-42-20-000	Communications	1,200	0.0%	420	780
001-100-558-50-49-00-000	Travel	1,500	0.0%	-	1,500
001-100-558-50-49-10-000	Miscellaneous	500	0.0%	600	(100)
001-100-558-50-41-00-000	Dues & Subscription	1,000	0.0%	450	550
001-100-558-50-49-00-000	Education & Training	2,000	0.0%	300	1,700
001-100-558-50-49-20-000	Miscellaneous-Advertising	1,500	0.0%	2,000	(500)

City of Snohomish

General Fund

Proposed 2017 Budget

Account Number	Description	Proposed 2017 Budget	% of Budget	2016 Budget	$ Change
Sub-Total Planning & Permitting		**501,167**	**5.5%**	**449,768**	**51,399**
Park Maintenance					
001-140-576-80-11-00-000	Regular Pay	241,227	2.6%	224,427	16,800
001-140-576-80-12-00-000	Overtime Pay	13,538	0.1%	3,500	10,038
001-140-576-80-13-00-000	Temporary Pay	48,882	0.5%	48,542	340
001-140-576-80-21-00-000	Employer Taxes	23,229	0.3%	21,150	2,079
001-140-576-80-22-00-000	Employer Retirement	28,483	0.3%	24,417	4,066
001-140-576-80-23-00-000	Employer Premiums	56,827	0.6%	49,476	7,351
001-140-576-80-27-00-000	Uniforms	2,000	0.0%	2,000	-
001-140-576-80-27-10-000	Safety Equipment	1,000	0.0%	1,000	-
001-140-576-80-31-10-000	Office & Operating Supplies	55,000	0.6%	50,300	4,700
001-140-576-80-35-00-000	Small Tools & Minor Equip	20,000	0.2%	15,000	5,000
001-140-576-80-40-10-000	Cost Allocation-Fleet & Facility	127,935	1.4%	122,107	5,828
001-140-576-80-40-15-000	Cost Allocation-Information Service	42,775	0.5%	36,474	6,301
001-140-576-80-40-25-000	Cost Allocation-Equipment Replace	42,338	0.5%	55,758	(13,420)
001-140-576-80-41-00-000	Professional Services	8,000	0.1%	8,000	-
001-140-576-80-41-05-000	Professional Services-Flower Baskets	7,500	0.1%	7,500	-
001-140-576-80-42-10-000	Postage	250	0.0%	250	-
001-140-576-80-42-20-000	Communication	2,700	0.0%	2,700	-
001-140-576-80-43-00-000	Travel	1,000	0.0%	500	500
001-140-576-80-44-00-000	Advertising	500	0.0%	500	-
001-140-576-80-45-00-000	Operating Leases	2,500	0.0%	2,500	-
001-140-576-80-47-00-000	Utility Services	25,000	0.3%	25,000	-
001-140-576-80-48-00-000	Repairs & Maintenance	20,000	0.2%	15,000	5,000
001-140-576-80-49-10-000	Dues & Subscription	300	0.0%	250	50
001-140-576-80-49-20-000	Education & Training	3,500	0.0%	3,500	-
Sub-Total Park Maintenance		**774,484**	**8.5%**	**719,851**	**54,633**
Engineering					
001-140-595-90-11-00-000	Regular Pay	595,187	6.5%	584,580	10,607
001-140-595-90-12-00-000	Overtime Pay	20,614	0.2%	20,000	614
001-140-595-90-21-00-000	Employer Taxes	47,109	0.5%	49,271	(2,162)
001-140-595-90-22-00-000	Employer Retirement	68,847	0.8%	65,179	3,668
001-140-595-90-23-00-000	Employer Premiums	121,948	1.3%	93,599	28,349
001-140-595-90-27-00-000	Uniforms	1,000	0.0%	1,000	-
001-140-595-90-27-10-000	Safety Equipment	500	0.0%	500	-
001-140-595-90-31-00-000	Office & Operating Supplies	3,500	0.0%	3,500	-
001-140-595-90-35-00-000	Small Tools & Minor Equip	3,000	0.0%	3,000	-
001-140-595-90-40-10-000	Cost Allocation-Fleet & Facility	35,854	0.4%	32,205	3,649
001-140-595-90-40-15-000	Cost Allocation-Information Service	69,188	0.8%	60,228	8,960
001-140-595-90-40-25-000	Cost Allocation-Equipment Replace	14,303	0.2%	13,601	702
001-140-595-90-41-00-000	Professional Services	60,000	0.7%	60,000	-
001-140-595-90-42-10-000	Postage	600	0.0%	600	-
001-140-595-90-42-20-000	Communication	4,750	0.1%	4,750	-
001-140-595-90-43-00-000	Travel	3,000	0.0%	3,000	-

City of Snohomish

General Fund

Proposed 2017 Budget

Account Number	Description	Proposed 2017 Budget	% of Budget	2016 Budget	$ Change
001-140-595-90-44-00-000	Advertising	300	0.0%	300	-
001-140-595-90-48-00-000	Repairs & Maintenance	500	0.0%	500	-
001-140-595-90-49-10-000	Dues & Subscription	2,000	0.0%	2,000	-
001-140-595-90-49-20-000	Education & Training	4,000	0.0%	4,000	-
001-140-595-90-49-30-000	Miscellaneous	500	0.0%	500	-
Sub-Total Engineering		**1,056,699**	**11.6%**	**1,002,313**	**54,386**
Non-Departmental					
001-180-518-90-23-00-000	Employer Premiums	25,370	0.3%	25,370	-
001-180-518-90-34-10-000	Supplies for Resale-Copier Charges	2,000	0.0%	1,500	500
001-180-518-90-39-00-000	Miscellaneous Supplies	1,000	0.0%	1,000	-
001-180-518-90-40-10-000	Cost Allocation-Fleet & Facility	68,527	0.8%	57,543	10,984
001-180-518-90-47-00-000	Utility Services-Food Bank	1,800	0.0%	1,800	-
001-180-518-90-47-00-000	Utility Services-Aquatic Center	55,000	0.6%	55,000	-
001-180-518-90-49-00-000	Miscellaneous	4,700	0.1%	1,500	3,200
001-180-518-90-49-00-000	External Taxes	100	0.0%	100	-
001-180-518-90-51-00-000	Intergovernmental-Senior Center	17,000	0.2%	17,000	-
001-180-518-90-51-00-000	Intergovernmental-AHA	1,639	0.0%	1,591	48
001-180-518-90-51-00-000	Intergovernmental-PSAPCA	6,900	0.1%	6,729	171
001-180-518-90-51-00-000	Intergovernmental-Alcohol Rehab	2,000	0.0%	2,000	-
001-180-518-90-51-00-000	Intergovernmental-EASC	4,000	0.0%	4,000	-
001-180-518-90-51-00-000	Intergovernmental-AWC	7,100	0.1%	7,000	100
001-180-518-90-51-00-000	Intergovernmental-SCT	1,700	0.0%	1,700	-
001-180-518-90-51-00-000	Intergovernmental-SCCIT	300	0.0%	-	300
001-180-518-90-51-80-000	Intergovernmental-Election Costs	14,500	0.2%	14,500	-
001-180-518-90-51-82-000	Intergovernmental-PSRC	3,170	0.0%	3,170	-
Sub-Total Non-Departmental		**216,806**	**2.4%**	**201,503**	**15,303**
Transfers-Out					
001-180-597-90-55-10-000	Transfers-Out	720,000	7.9%	720,000	-
001-180-597-90-60-70-000	Transfers-Out	60,723	0.7%	62,483	(1,760)
Sub-Total Transfers-Out		**780,723**	**8.6%**	**782,483**	**(1,760)**
Total Expenditures		**9,127,383**	**100.0%**	**8,821,973**	**305,410**

Proposed Increase (Decrease) in Fund Balance	**(32,078)**
2017 Estimated Beginning Fund Balance	**1,745,196**
Less Budgeted Increase (Decrease)	**(32,078)**
2017 Estimated Ending Fund Balance	**1,713,118**
Fund Balance as a % of Expenditures	**20.5%**

City of Snohomish

STREET MAINTENANCE FUND

Proposed 2017 Budget

Account Number	Description	2017 Proposed Budget	% of Budget	2016 Budget	$ Change
Revenues					
State Shared Revenue					
102-000-336-00-88-00-000	Multi-Modal Distribution	10,100	1.0%	11,300	(1,200)
102-000-336-00-88-00-000	Motor Vehicle Fuel Tax	210,000	20.1%	200,000	10,000
Sub-Total State Shared Revenue		**220,100**	**21.1%**	**211,300**	**8,800**
Interest Income					
102-000-361-10-00-00-000	Interest Earnings	75	0.0%	75	-
Sub-Total Interest Income		**75**	**0.0%**	**75**	**-**
Equipment and Vehicle Rentals					
102-000-362-10-00-00-000	Barricade Rental Revenue	4,000	0.4%	4,000	-
Sub-Total Equipment and Vehicle Rentals		**4,000**	**0.4%**	**4,000**	**-**
Transfers-In					
102-000-397-00-00-00-000	Transfer-In (from General Fund)	720,000	69.0%	720,000	-
102-000-397-42-00-00-000	Transfer-In (from REET)	100,000	9.6%	100,000	-
Sub-Total Transfers-In		**820,000**	**78.5%**	**820,000**	**-**
Total Revenues		**1,044,175**	**100.0%**	**1,035,375**	**8,800**
Expenditures					
Street Maintenance					
102-140-542-30-11-00-000	Regular Pay	150,224	14.3%	139,466	10,758
102-140-542-30-12-00-000	Overtime Pay	2,980	0.3%	3,000	(20)
102-140-542-30-13-00-000	Temporary Pay	24,441	2.3%	24,266	175
102-140-542-30-21-00-000	Employer Taxes	13,590	1.3%	12,755	835
102-140-542-30-22-00-000	Employer Retirement	17,128	1.6%	15,836	1,292
102-140-542-30-23-00-000	Employer Premiums	50,132	4.8%	46,504	3,628
102-140-542-30-27-00-000	Uniforms	1,500	0.1%	1,500	-
102-140-542-30-27-10-000	Safety Equipment	1,000	0.1%	1,000	-
102-140-542-30-31-00-000	Office & Operating Supplies	15,000	1.4%	15,000	-
102-140-542-30-34-10-000	Supplies-Mix Asphalt	10,000	1.0%	10,000	-
102-140-542-30-34-20-000	Supplies-Liquid Asphalt	5,000	0.5%	5,000	-
102-140-542-30-34-30-000	Supplies-Rock & Sand	8,000	0.8%	8,000	-
102-140-542-30-34-40-000	Supplies-Concrete	10,000	1.0%	2,000	8,000
102-140-542-30-35-00-000	Small Tools & Minor Equip	10,000	1.0%	10,000	-
102-140-542-30-40-01-000	Cost Allocation-Financial	36,642	3.5%	31,653	4,989
102-140-542-30-40-05-000	Cost Allocation-Administrative	42,769	4.1%	48,914	(6,145)
102-140-542-30-40-06-000	Cost Allocation-Engineering	29,107	2.8%	62,141	(33,034)
102-140-542-30-40-10-000	Cost Allocation-Fleet & Facilities	98,393	9.4%	80,762	17,631
102-140-542-30-40-15-000	Cost Allocation-Information Service	42,905	4.1%	36,788	6,117
102-140-542-30-40-25-000	Cost Allocation-Equipment Replace	24,004	2.3%	29,885	(5,881)
102-140-542-30-41-20-000	Professional Services-Legal	500	0.0%	500	-
102-140-542-30-41-30-000	Professional Services	5,000	0.5%	5,000	-
102-140-542-30-41-00-000	Professional Services-Testing	-	0.0%	1,000	(1,000)
102-140-542-30-42-00-000	Communication	3,500	0.3%	3,500	-

City of Snohomish

STREET MAINTENANCE FUND

Proposed 2017 Budget

Account Number	Description	2017 Proposed Budget	% of Budget	2016 Budget	$ Change
102-140-542-30-43-00-000	Travel	700	0.1%	700	-
102-140-542-30-45-00-000	Operating Leases	8,000	0.8%	8,000	-
102-140-542-30-48-00-000	Repairs & Maintenance	25,000	2.4%	25,000	-
102-140-542-30-49-10-000	Dues & Subscriptions	400	0.0%	200	200
102-140-542-30-49-20-000	Education & Training	2,000	0.2%	1,500	500
102-140-542-30-49-30-000	Miscellaneous	5,000	0.5%	5,000	-
102-140-542-30-51-00-000	Intergovernmental-Snow Removal	5,000	0.5%	5,000	-
102-140-542-30-51-10-000	Intergovernmental-Street Sweeping	20,000	1.9%	20,000	-
Sub-Total Street Maintenance		**667,916**	**63.5%**	**659,870**	**8,046**
Maintenance Administration					**-**
102-140-542-90-11-00-000	Regular Pay	33,955	3.2%	32,197	1,758
102-140-542-90-21-00-000	Employer Taxes	2,598	0.2%	2,463	135
102-140-542-90-22-00-000	Employer Retirement	3,796	0.4%	3,556	240
102-140-542-90-23-00-000	Employer Premiums	7,197	0.7%	6,823	374
102-140-542-90-27-00-000	Uniforms	200	0.0%	200	-
102-140-542-90-27-10-000	Safety Equipment	500	0.0%	500	-
102-140-542-90-31-10-000	Office & Operating Supplies	300	0.0%	300	-
102-140-542-90-35-10-000	Small Tools & Minor Equip	500	0.0%	500	-
102-140-542-90-41-00-000	Professional Services	300	0.0%	300	-
102-140-542-90-41-20-000	Professional Services-Legal	7,000	0.7%	3,500	3,500
102-140-542-90-43-00-000	Travel	300	0.0%	300	-
102-140-542-90-49-20-000	Education & Training	500	0.0%	500	-
Sub-Total Maintenance Administration		**57,146**	**5.4%**	**51,139**	**6,007**
Street Pedestrian & Crossings					**-**
102-140-542-69-11-00-000	Regular Pay	61,658	5.9%	60,478	1,180
102-140-542-69-12-00-000	Overtime Pay	1,233	0.1%	1,000	233
102-140-542-69-21-00-000	Employer Taxes	4,811	0.5%	4,703	108
102-140-542-69-22-00-000	Employer Retirement	7,031	0.7%	6,892	139
102-140-542-69-23-00-000	Employer Premiums	20,375	1.9%	18,709	1,666
102-140-542-69-27-00-000	Uniforms	550	0.1%	550	-
102-140-542-69-27-10-000	Safety Equipment	350	0.0%	350	-
102-140-542-69-31-10-000	Office & Operating Supplies	40,000	3.8%	40,000	-
102-140-542-69-35-00-000	Small Tools & Minor Equip	7,500	0.7%	7,500	-
102-140-542-69-41-20-000	Professional Services-Legal	1,000	0.1%	1,000	-
102-140-542-69-47-10-000	Utility Services-Street Lights	80,000	7.6%	80,000	-
102-140-542-69-48-00-000	Repairs & Maintenance	2,000	0.2%	2,000	-
102-140-542-69-49-20-000	Education & Training	1,100	0.1%	1,100	-
102-140-542-69-51-10-000	Intergovernmental-Traffic Signals	70,000	6.7%	55,000	15,000
102-140-542-69-51-20-000	Intergovernmental-Paint Stripe	15,000	1.4%	15,000	-
102-140-542-69-51-30-000	Intergovernmental-Crosswalk Maint	14,000	1.3%	14,000	-
Sub-Total Street Pedestrian & Crossings		**326,608**	**31.1%**	**308,282**	**18,326**
Total Expenditures		**1,051,670**	**100.0%**	**1,019,291**	**32,379**

City of Snohomish

STREET MAINTENANCE FUND

Proposed 2017 Budget

Account Number	Description	2017 Proposed Budget	% of Budget	2016 Budget	$ Change
Street Maintenance	Budgeted Increase(Decrease in Fund Balance	(7,495)			
	2017 Estimated Beginning Fund Balance	121,494			
	Less Increase(Decrease)	(7,495)			
	2017 Budgeted Ending Fund Balance	113,999			

City of Snohomish

WATER UTILITY ENTERPRISE FUND

Proposed 2017 Budget

Account Number	Description	2017 Proposed Budget	% of Budget	2016 Budget	$ Change
Revenues					
Water Inspections					
401-140-322-10-00-00-000	Water Inspections	53,000	1.9%	53,000	0
401-140-322-10-00-00-000	Water Permits	4,500	0.2%	4,500	0
Sub-Total Water Inspections		**57,500**	**2.1%**	**57,500**	**0**
Water Sales and Services					
401-140-343-40-00-00-000	Water Billings	2,538,000	91.1%	2,510,894	27,106
Sub-Total Water Sales and Services		**2,538,000**	**91.1%**	**2,510,894**	**27,106**
Investment Interest					
401-140-361-10-00-00-000	Interest Earnings	7,000	0.3%	7,000	0
Sub-Total Investment Interest		**7,000**	**0.3%**	**7,000**	**0**
Miscellanous Water					
401-140-369-10-00-00-000	Late Penalties	46,000	1.7%	46,000	0
401-140-369-10-00-00-000	Miscellaneous	5,000	0.2%	5,000	0
401-140-369-10-00-00-000	On/Off Charges	4,000	0.1%	4,000	0
401-140-369-10-00-00-000	Sale of Scrap and Junk	2,500	0.1%	2,500	0
Sub-Total Miscellanous Water		**57,500**	**2.1%**	**57,500**	**0**
Capital Contributions					
401-140-379-90-00-00-000	Capital Facility Fee-Water	87,029	3.1%	159,053	(72,024)
401-140-379-90-00-00-000	Connection Fees-Water	40,049	1.4%	73,193	(33,144)
Sub-Total Capital Contributions		**127,078**	**4.6%**	**232,246**	**(105,168)**
Total Revenues		**2,787,078**	**100.0%**	**2,865,140**	**(78,062)**
Expenditures					
Water Administration					
401-140-534-10-11-00-000	Regular Pay	32,736	1.2%	30,918	1,818
401-140-534-10-21-00-000	Employer Taxes	2,504	0.1%	2,365	139
401-140-534-10-22-00-000	Employer Retirement	3,660	0.1%	3,466	194
401-140-534-10-23-00-000	Employer Premiums	9,750	0.4%	7,861	1,889
401-140-534-10-27-00-000	Uniforms	300	0.0%	300	0
401-140-534-10-27-10-000	Safety Equipment	500	0.0%	1,000	(500)
401-140-534-10-31-10-000	Office & Operating Supplies	1,000	0.0%	1,000	0
401-140-534-10-35-10-000	Small Tools & Minor Equip	500	0.0%	1,000	(500)
401-140-534-10-41-00-000	Professional Services	10,000	0.4%	10,000	0
401-140-534-10-41-10-000	Professional Services-Merchant Services	4,000	0.1%	4,000	0
401-140-534-10-42-00-000	Communication	750	0.0%	700	50
401-140-534-10-43-00-000	Travel	600	0.0%	600	0
401-140-534-10-49-10-000	Miscellaneous	1,000	0.0%	1,000	0
Sub-Total Water Administration		**67,300**	**2.5%**	**64,210**	**3,090**
Water Distribution					
401-140-534-80-11-00-000	Regular Pay	272,104	10.0%	263,633	8,471
401-140-534-80-12-00-000	Overtime Pay	5,253	0.2%	12,000	(6,747)
401-140-534-80-13-00-000	Temporary Pay	12,220	0.5%	12,162	58
401-140-534-80-21-00-000	Employer Taxes	22,153	0.8%	22,016	137
401-140-534-80-22-00-000	Employer Retirement	31,009	1.1%	29,443	1,566
401-140-534-80-23-00-000	Employer Premiums	76,008	2.8%	61,630	14,378
401-140-534-80-27-00-000	Uniforms	2,000	0.1%	2,700	(700)
401-140-534-80-27-10-000	Safety Equipment	3,750	0.1%	1,800	1,950
401-140-534-80-31-10-000	Office & Operating Supplies	80,000	3.0%	100,000	(20,000)
401-140-534-80-33-00-000	Water for Resale	350,000	12.9%	330,000	20,000
401-140-534-80-34-00-000	Meters for Resale	30,000	1.1%	30,000	0
401-140-534-80-35-00-000	Small Tools & Minor Equip	15,000	0.6%	15,000	0
401-140-534-80-40-01-000	Cost Allocation Services-Financial	93,391	3.4%	87,348	6,043

City of Snohomish

WATER UTILITY ENTERPRISE FUND

Proposed 2017 Budget

Account Number	Description	2017 Proposed Budget	% of Budget	2016 Budget	$ Change
401-140-534-80-40-01-001	Cost Allocation Services-Administrative	83,048	3.1%	93,298	(10,250)
401-140-534-80-40-01-002	Cost Allocation Services-Engineering	141,614	5.2%	126,826	14,788
401-140-534-80-40-10-000	Cost Allocation Services-Fleet & Facilities	169,495	6.3%	173,847	(4,352)
401-140-534-80-40-15-000	Cost Allocation Services-Information Services	61,168	2.3%	69,427	(8,259)
401-140-534-80-41-10-000	Professional Services	200,000	7.4%	70,000	130,000
401-140-534-80-42-00-000	Communication	7,400	0.3%	7,400	0
401-140-534-80-42-10-000	Postage	7,000	0.3%	7,000	0
401-140-534-80-43-00-000	Travel	2,000	0.1%	2,000	0
401-140-534-80-45-10-000	Operating Leases	4,000	0.1%	8,000	(4,000)
401-140-534-80-47-00-000	Utility Services	12,000	0.4%	10,800	1,200
401-140-534-80-48-00-000	Repairs & Maintenance	40,000	1.5%	40,000	0
401-140-534-80-49-10-000	Dues & Subscriptions	1,000	0.0%	1,500	(500)
401-140-534-80-49-15-000	Miscellaneous-Printing	1,300	0.0%	1,300	0
401-140-534-80-49-20-000	Education & Training	3,000	0.1%	3,000	0
401-140-534-80-49-30-000	Miscellaneous	6,500	0.2%	6,500	0
401-140-534-80-49-40-000	Miscellaneous-Water Quality Testing	17,000	0.6%	10,000	7,000
401-140-534-80-49-50-000	Miscellaneous-Water Quality Program	10,000	0.4%	10,000	0
401-140-534-80-49-60-000	Miscellaneous-Software Maintenance Fees	5,500	0.2%	5,500	0
401-140-534-80-51-30-000	Intergovernmental Services-Permitting	7,000	0.3%	7,000	0
401-140-534-80-53-00-000	External Taxes	130,000	4.8%	130,000	0
Sub-Total Water Distribution		**1,901,913**	**70.2%**	**1,751,130**	**150,783**
Water Treatment					
401-140-534-90-11-00-000	Regular Pay	78,997	2.9%	142,004	(63,007)
401-140-534-90-12-00-000	Overtime Pay	1,532	0.1%	7,000	(5,468)
401-140-534-90-21-00-000	Employer Taxes	6,160	0.2%	11,399	(5,239)
401-140-534-90-22-00-000	Employer Retirement	9,003	0.3%	16,233	(7,230)
401-140-534-90-23-00-000	Employer Premiums	28,183	1.0%	42,943	(14,760)
401-140-534-90-27-00-000	Uniforms	550	0.0%	1,100	(550)
401-140-534-90-27-10-000	Safety Equipment	350	0.0%	700	(350)
401-140-534-90-31-00-000	Office Supplies	3,000	0.1%	6,000	(3,000)
401-140-534-90-31-10-000	Chemicals	25,000	0.9%	25,000	0
401-140-534-90-31-20-000	Operating Supplies	10,000	0.4%	10,000	0
401-140-534-90-35-00-000	Small Tools & Minor Equip	10,000	0.4%	10,000	0
401-140-534-90-41-00-000	Professional Services	10,000	0.4%	10,000	0
401-140-534-90-41-20-000	Professional Services-Legal	3,000	0.1%	3,000	0
401-140-534-90-42-00-000	Communication	5,000	0.2%	5,700	(700)
401-140-534-90-43-00-000	Travel	500	0.0%	1,000	(500)
401-140-534-90-45-00-000	Operating Leases	3,000	0.1%	3,000	0
401-140-534-90-47-00-000	Utility Services	22,000	0.8%	22,000	0
401-140-534-90-48-00-000	Repairs & Maintenance	40,000	1.5%	40,000	0
401-140-534-90-49-10-000	Dues & Subscriptions	200	0.0%	200	0
401-140-534-90-49-20-000	Education & Training	500	0.0%	800	(300)
401-140-534-90-49-00-000	Miscellaneous-Software Maintenance Fees	3,400	0.1%	3,400	0
401-140-534-90-51-00-000	Intergovernmental Services-Water Testing	1,500	0.1%	1,500	0
401-140-534-90-53-00-000	External Taxes	90	0.0%	90	0
Sub-Total Water Treatment		**261,965**	**9.7%**	**363,069**	**(101,104)**
Transfers-Out					
401-140-597-42-55-02-000	Transfers-Out	145,000	5.4%	180,000	(35,000)
Sub-Total Transfers-Out		**145,000**	**5.4%**	**180,000**	**(35,000)**
Capital Expenditures					
401-140-594-34-62-00-000	Buildings & Structures	75,000	2.8%	275,000	(200,000)
401-140-594-34-63-00-000	Other Improvements	75,000	2.8%	40,000	35,000

City of Snohomish

WATER UTILITY ENTERPRISE FUND

Proposed 2017 Budget

Account Number	Description	2017 Proposed Budget	% of Budget	2016 Budget	$ Change
401-140-594-34-64-00-000	Vehicles & Equipment	183,333	6.8%	-	183,333
Sub-Total Capital Expenditures		**333,333**	**12.3%**	**315,000**	**18,333**
				-	
Total Expenditures		**2,709,512**	**100.0%**	**2,673,409**	**36,103**

Water Utility	**Proposed Increase (Decrease) in Fund Balance**	**77,566**
	2017 Estimated Beginning Fund Balance	**2,586,613**
	Less Budgeted Increase(Decrease)	**77,566**
	2017 Estimated Ending Fund Balance	**2,664,179**

City of Snohomish

SEWER UTILITY ENTERPRISE FUND

2017 Proposed Budget

Account Number	Description	2017 Proposed Budget	% of Budget	2016 Budget	$ Change
Revenues					
Sewer Inspections					
402-000-322-10-00-00-000	Sewer Inspections	4,500	0.1%	4,500	-
402-000-322-10-00-00-000	Sewer Permits	3,000	0.1%	3,000	-
Sub-Total Sewer Inspections		**7,500**	**0.2%**	**7,500**	**-**
Sewer/Reclaimed Water Sales and Services					
402-000-340-10-00-00-000	Sewer Billings	4,265,054	90.2%	4,400,000	(134,946)
Sub-Total Sewer/Reclaimed Water Sales and Services		**4,265,054**	**90.2%**	**4,400,000**	**(134,946)**
Investment Interest					
402-000-361-10-00-00-000	Interest Earnings	10,500	0.2%	10,500	-
Sub-Total Investment Interest		**10,500**	**0.2%**	**10,500**	**-**
Capital Contributions					
402-000-379-90-00-00-000	Capital Facility Fees-Sewer	86,275	1.8%	157,675	(71,400)
402-000-379-90-00-00-000	Special Development Fee-Sewer	124,320	2.6%	339,808	(215,488)
402-000-379-90-00-00-000	Connection Fees-Sewer	183,860	3.9%	336,020	(152,160)
Sub-Total Capital Contributions		**394,455**	**8.3%**	**833,503**	**(439,048)**
Transfers-In					
402-000-397-10-00-000	Transfer-In (404)	50,000	1.1%	-	50,000
Sub-Total Transfers-In		**50,000**	**1.1%**	**-**	**50,000**
Total Revenues		**4,727,509.0**	**100.0%**	**5,251,503**	**(523,994)**
Expenditures					
Sewer Administration					
402-140-535-10-11-00-000	Regular Pay	32,638	0.7%	30,008	2,630
402-140-535-10-21-00-000	Employer Taxes	2,497	0.1%	2,296	201
402-140-535-10-22-00-000	Employer Retirement	3,649	0.1%	3,364	285
402-140-535-10-23-00-000	Employer Premiums	9,721	0.2%	7,630	2,091
402-140-535-10-27-00-000	Uniforms	300	0.0%	300	-
402-140-535-10-27-10-000	Safety Equipment	100	0.0%	100	-
402-140-535-10-31-00-000	Office & Operating Supplies	200	0.0%	200	-
402-140-535-10-35-00-000	Small Tools & Minor Equip	500	0.0%	500	-
402-140-535-10-41-00-000	Professional Services-Legal	1,500	0.0%	1,500	-
402-140-535-10-43-00-000	Travel	300	0.0%	300	-
402-140-535-10-49-10-000	Miscellaneous	300	0.0%	300	-
402-140-535-10-49-20-000	Miscellaneous	600	0.0%	600	-
402-140-535-10-49-60-000	Miscellaneous-Merchant Services	7,000	0.1%	7,000	-
Sub-Total Sewer Administration		**59,305**	**1.3%**	**54,098**	**5,207**
Sewer Collections					
402-140-535-80-11-00-000	Regular Pay	134,107	2.8%	125,405	8,702
402-140-535-80-12-00-000	Overtime Pay	2,488	0.1%	8,000	(5,512)
402-140-535-80-13-00-000	Temporary Pay	12,220	0.3%	12,162	58
402-140-535-80-21-00-000	Employer Taxes	11,384	0.2%	11,136	248
402-140-535-80-22-00-000	Employer Retirement	15,271	0.3%	13,892	1,379
402-140-535-80-23-00-000	Employer Premiums	32,332	0.7%	28,422	3,910
402-140-535-80-27-00-000	Uniforms	1,100	0.0%	1,100	-

City of Snohomish

SEWER UTILITY ENTERPRISE FUND

2017 Proposed Budget

Account Number	Description	2017 Proposed Budget	% of Budget	2016 Budget	$ Change
402-140-535-80-27-10-000	Safety Equipment	3,200	0.1%	1,100	2,100
402-140-535-80-31-00-000	Office & Operating Supplies	13,500	0.3%	13,500	-
402-140-535-80-35-00-000	Small Tools & Minor Equip	7,000	0.1%	7,000	-
402-140-535-80-40-01-000	Cost Allocation Services-Financial	83,867	1.8%	74,190	9,677
402-140-535-80-40-05-000	Cost Allocation Services-Administrative	93,840	2.0%	92,934	906
402-140-535-80-40-06-000	Cost Allocation Services-Engineering	123,163	2.6%	110,873	12,290
402-140-535-80-40-10-000	Cost Allocation Services-Fleet & Facilities	184,266	3.9%	179,044	5,222
402-140-535-80-40-15-000	Cost Allocation Services-Information	59,478	1.3%	59,709	(231)
402-140-535-80-41-10-000	Professional Services	40,000	0.8%	40,000	-
402-140-535-80-41-20-000	Professional Services-Legal	2,120	0.0%	2,120	-
402-140-535-80-42-00-000	Communication	10,000	0.2%	11,700	(1,700)
402-140-535-80-42-10-000	Postage	4,000	0.1%	4,000	-
402-140-535-80-43-00-000	Travel	2,000	0.0%	2,000	-
402-140-535-80-45-00-000	Operating Leases	2,000	0.0%	3,000	(1,000)
402-140-535-80-47-00-000	Utility Services-PSE	8,000	0.2%	12,000	(4,000)
402-140-535-80-47-10-000	Utility Services-PUD	18,000	0.4%	15,000	3,000
402-140-535-80-47-10-001	Utility Services-PUD	10,000	0.2%	10,000	-
402-140-535-80-48-00-000	Repairs & Maintenance	25,000	0.5%	25,000	-
402-140-535-80-49-10-000	Dues & Subscriptions	400	0.0%	400	-
402-140-535-80-49-15-000	Miscellaneous-Printing	1,200	0.0%	1,200	-
402-140-535-80-49-20-000	Education & Training	1,500	0.0%	3,000	(1,500)
402-140-535-80-49-30-000	Software Maintenance Fees	6,500	0.1%	6,500	-
402-140-535-80-49-00-000	Miscellaneous	5,000	0.1%	5,000	-
402-140-535-80-53-00-000	External Taxes	55,000	1.2%	55,000	-
402-140-535-80-64-00-000	Vehicles & Equipment	-	0.0%	25,000	(25,000)
Sub-Total Sewer Collections		**967,937.23**	**20.4%**	**959,387**	**8,550**
Sewer Treatment					
402-140-535-85-11-00-000	Regular Pay	230,837	4.9%	221,757	9,080
402-140-535-85-12-00-000	Overtime Pay	4,125	0.1%	6,500	(2,375)
402-140-535-85-21-00-000	Employer Taxes	17,975	0.4%	18,392	(417)
402-140-535-85-22-00-000	Employer Retirement	26,269	0.6%	22,996	3,273
402-140-535-85-23-00-000	Employer Premiums	53,211	1.1%	46,175	7,036
402-140-535-85-27-00-000	Uniforms	1,650	0.0%	1,650	-
402-140-535-85-27-10-000	Safety Equipment	1,150	0.0%	1,150	-
402-140-535-85-31-10-000	Office & Operating Supplies	61,500	1.3%	61,000	500
402-140-535-85-31-20-000	Chemical Supplies	225,000	4.7%	225,000	-
402-140-535-85-35-00-000	Small Tools & Minor Equip	10,000	0.2%	10,000	-
402-140-535-85-41-10-000	Professional Services	6,500	0.1%	9,500	(3,000)
402-140-535-85-41-50-000	Professional Services-Consulting Engineer	3,000	0.1%	-	3,000
402-140-535-85-42-00-000	Communication	4,200	0.1%	4,200	-
402-140-535-85-43-00-000	Travel	1,500	0.0%	1,500	-
402-140-535-85-45-00-000	Operating Leases	3,000	0.1%	3,000	-
402-140-535-85-47-00-000	Utility Services	170,000	3.6%	170,000	-
402-140-535-85-47-10-000	Utility Services-Solid Waste Services	3,500	0.1%	3,500	-

City of Snohomish

SEWER UTILITY ENTERPRISE FUND

2017 Proposed Budget

Account Number	Description	2017 Proposed Budget	% of Budget	2016 Budget	$ Change
402-140-535-85-48-00-000	Repairs & Maintenance	60,000	1.3%	60,000	-
402-140-535-85-49-10-000	Dues & Subscriptions	300	0.0%	300	-
402-140-535-85-49-20-000	Education & Training	3,000	0.1%	3,000	-
402-140-535-85-49-60-000	Software Maintenance Fees	3,500	0.1%	3,500	-
402-140-535-85-49-10-000	Miscellaneous	-	0.0%	500	(500)
402-140-535-85-51-11-000	Intergovernmental Services-WW	13,000	0.3%	13,000	-
402-140-535-85-51-20-000	Intergovernmental Services-WW Testing	10,000	0.2%	10,000	-
402-140-535-85-53-00-000	External Taxes	50,000	1.1%	50,000	-
402-140-535-85-63-00-000	Other Improvements	-	0.0%	500,000	(500,000)
Sub-Total Sewer Treatment		**963,216**	**20.3%**	**1,446,620**	**(483,404)**
Redemption of Debt					
402-140-591-35-78-00-000	Intergovernmental Loans	55,099	1.2%	55,099	-
402-140-591-35-78-00-000	Intergovernmental Loans	361,922	7.6%	361,922	-
402-140-591-35-78-00-000	Intergovernmental Loans	73,684	1.6%	73,684	-
402-140-591-35-78-00-000	Intergovernmental Loans	120,312	2.5%	120,210	102
402-140-591-35-78-00-000	Intergovernmental Loans	104,386	2.2%	104,386	-
402-140-591-35-78-00-000	Intergovernmental Loans-Paid	-	0.0%	275,974	(275,974)
Sub-Total Redemption of Debt		**715,403**	**15.1%**	**991,275**	**(275,872)**
Interest and Other Debt Service Costs					
402-140-592-35-83-00-000	Interest on Long-Term Debt	1,653	0.0%	1,928	(275)
402-140-592-35-83-01-000	Interest on Long-Term Debt	14,477	0.3%	16,286	(1,809)
402-140-592-35-83-02-000	Interest on Long-Term Debt	3,684	0.1%	4,421	(737)
402-140-592-35-83-30-000	Interest on Long-Term Debt	7,219	0.2%	7,820	(601)
402-140-592-35-83-50-000	Interest on Long-Term Debt	6,263	0.1%	6,785	(522)
Sub-Total Interest and Other Debt Service Costs		**33,296**	**0.7%**	**37,240**	**(3,944)**
Capital Expenditures					
402-140-595-35-62-00-000	Buildings & Structures	350,000	7.4%	-	350,000
402-140-595-35-63-00-000	Other Improvements	615,000	13.0%	-	615,000
402-140-595-35-64-00-000	Vehicles & Equipment	183,333	3.9%	-	183,333
Sub-Total Capital Expenditures		**1,148,333**	**24.2%**	**-**	**1,148,333**
Transfers-Out					
402-140-597-35-00-00-000	Transfers-Out	400,000	8.4%	-	400,000
402-140-597-35-00-00-000	Transfers-Out	315,000	6.6%	275,000	40,000
402-140-597-35-00-00-000	Transfers-Out	135,000	2.8%	375,000	(240,000)
Sub-Total Transfers-Out		**850,000**	**17.9%**	**650,000**	**200,000**
Total Expenditures		**4,737,490**	**100.0%**	**4,138,620**	**598,870**

Sewer Utility	**Adopted Buddget Increase (Decrease) in Fund Balance**	**(9,981)**
	2017 Beginning Fund Balance	**7,787,797**
	Less Budgeted Increase(Decrease)	**(9,981)**
	2017 Budgeted Ending Fund Balance	**7,777,816**

City of Snohomish

STORM WATER UTILITY FUND

Proposed 2017 Budget

Account Number	Description	2017 Proposed Budget	% of Budget	2016 Budget	$ Change
Revenues					
Investment Interest					
404-000-361-10-00-00-000	Interest Earnings	1,600	0.1%	1,600	0
Sub-Total Investment Interest		**1,600**	**0.1%**	**1,600**	**0**
Storm Drainage Sales and Services					
404-000-343-10-00-00-000	Storm Billings	1,310,700	80.5%	1,285,000	25,700
Sub-Total Storm Drainage Sales and Services		**1,310,700**	**80.5%**	**1,285,000**	**25,700**
Transfers-In					
404-000-397-00-55-00-000	Transfer-In	315,000	19.4%	525,000	(210,000)
Sub-Total Transfers-In		**315,000**	**19.4%**	**525,000**	**(210,000)**
Other Revenues					
	Grants	0	0.0%	25,000	(25,000)
Total Revenues		**1,627,300**	**100.0%**	**1,836,600**	**(209,300)**
Expenditures					
Storm Water Administration					
404-140-531-31-11-00-000	Regular Pay	32,638	2.0%	30,008	2,630
404-140-531-31-21-00-000	Employer Taxes	2,497	0.2%	2,296	201
404-140-531-31-22-00-000	Employer Retirement	3,649	0.2%	3,364	285
404-140-531-31-23-00-000	Employer Premiums	9,721	0.6%	7,630	2,091
404-140-531-31-27-00-000	Uniforms	300	0.0%	300	-
404-140-531-31-27-10-000	Safety Equipment	1,000	0.1%	1,000	-
404-140-531-31-31-10-000	Office & Operating Supplies	1,050	0.1%	1,050	-
404-140-531-31-35-00-000	Small Tools & Minor Equip	1,000	0.1%	1,000	-
404-140-531-31-41-00-000	Professional Services	36,000	2.2%	36,000	-
404-140-531-31-43-00-000	Travel	300	0.0%	300	-
404-140-531-31-49-00-000	Training & Education	600	0.0%	600	-
404-140-531-31-53-00-000	External Taxes	20,000	1.2%	20,000	-
Sub-Total Storm Water Administration		**108,755**	**6.6%**	**103,548**	**5,207**
Storm Water Maintenance					
404-140-542-40-11-00-000	Regular Pay	116,803	7.1%	110,391	6,412
404-140-542-40-12-00-000	Overtime Pay	2,238	0.1%	5,000	(2,762)
404-140-542-40-13-00-000	Temporary Pay	12,220	0.7%	12,462	(242)
404-140-542-40-21-00-000	Employer Taxes	10,041	0.6%	8,827	1,214
404-140-542-40-22-00-000	Employer Retirement	13,309	0.8%	12,567	742
404-140-542-40-23-00-000	Employer Premiums	34,252	2.1%	42,781	(8,529)
404-140-542-40-27-00-000	Uniforms	1,100	0.1%	1,100	-
404-140-542-40-27-10-000	Safety Equipment	3,200	0.2%	1,000	2,200
404-140-542-40-31-00-000	Office & Operating Supplies	15,000	0.9%	15,000	-
404-140-542-40-35-00-000	Small Tools & Minor Equip	5,000	0.3%	7,000	(2,000)
404-140-542-40-40-01-000	Cost Allocation-Financial	62,664	3.8%	54,397	8,267
404-140-542-40-40-05-000	Cost Allocation-Administrative	75,101	4.6%	69,364	5,737
404-140-542-40-40-06-000	Cost Allocation-Engineering	162,612	9.9%	149,647	12,965
404-140-542-40-40-10-000	Cost Allocation-Fleet & Facilities	70,519	4.3%	60,152	10,367
404-140-542-40-40-15-000	Cost Allocation-Information Services	26,532	1.6%	22,247	4,285

City of Snohomish

STORM WATER UTILITY FUND

Proposed 2017 Budget

Account Number	Description	2017 Proposed Budget	% of Budget	2016 Budget	$ Change
404-140-542-40-41-00-000	Professional Services	20,000	1.2%	20,000	-
404-140-542-40-41-30-000	Professional Services-Legal	2,500	0.2%	1,155	1,345
404-140-542-40-42-00-000	Communication	3,500	0.2%	4,650	(1,150)
404-140-542-40-42-10-000	Postage	3,000	0.2%	3,000	-
404-140-542-40-43-00-000	Travel	500	0.0%	1,000	(500)
404-140-542-40-45-00-000	Operating Leases	1,000	0.1%	2,000	(1,000)
404-140-542-40-48-00-000	Repairs & Maintenance	10,000	0.6%	10,000	-
404-140-542-40-49-15-000	Miscellaneous-Printing	1,200	0.1%	1,200	-
404-140-542-40-49-20-000	Education & Training	1,000	0.1%	2,000	(1,000)
404-140-542-40-49-30-000	Miscellaneous	1,000	0.1%	1,000	-
404-140-542-40-49-40-000	Miscellaneous-Water Quality Sampling	15,000	0.9%	15,000	-
404-140-542-40-49-50-000	Miscellaneous-Water Operating Permit	10,000	0.6%	10,000	-
404-140-542-40-49-60-000	Miscellaneous-Merchant Services	5,000	0.3%	5,000	-
404-140-542-40-51-10-000	Intergovernmental Services	45,000	2.7%	45,000	-
404-140-542-40-51-19-000	Intergovernmental Services-NPDES	-	0.0%	62,597	(62,597)
Sub-Total Storm Water Maintenance		**729,292**	**44.3%**	**755,537**	**(26,245)**
Transfers-Out					
404-140-597-42-00-00-000	Transfers-Out	275,000	16.7%	-	275,000
Sub-Total Transfers-Out		**275,000**	**16.7%**	**-**	**275,000**
Capital Expenditures					
404-140-594-31-64-00-000	Vehicles & Equipment	183,333	11.1%	-	183,333
404-140-594-31-63-00-000	Other Improvements	350,000	21.3%	1,115,000	(765,000)
Sub-Total Capital Expenditures		**533,333**	**32.4%**	**1,115,000**	**(581,667)**
Total Expenditures		**1,646,379**	**100.0%**	**1,974,085**	**(327,706)**

Storm Water Utility	**Proposed Increase (Decrease) in Fund Balance**	**(19,079)**
	2017 Estimated Beginning Fund Balance	**1,909,394**
	Less Budgeted Increase(Decrease)	**(19,079)**
	2017 Estimated Ending Fund Balance	**1,890,315**

City of Snohomish
Fleet and Facilities Fund
Proposed 2017 Budget

Account Number	Description	Proposed 2017 Budget	% of Budget	2016 Budget	$ Change
Revenues					
Cost Allocation Charges					
501-000-348-30-01-00-000	Charges - Finance	26,262	2.8%	22,053	4,209
501-000-348-30-02-00-000	Charges - Police	78,550	8.5%	69,107	9,443
501-000-348-30-03-00-000	Charges - Parks	127,935	13.9%	122,107	5,828
501-000-348-30-04-00-000	Charges - Engineering	35,854	3.9%	32,205	3,649
501-000-348-30-05-00-000	Charges - Planning	15,757	1.7%	13,232	2,525
501-000-348-30-06-00-000	Charges - Streets	98,393	10.7%	80,762	17,631
501-000-348-30-07-00-000	Charges City Clerk	10,505	1.1%	8,821	1,684
501-000-348-30-08-00-000	Charges Human Resources	5,252	0.6%	4,411	841
501-000-348-30-09-00-000	Charges - Info Services	10,505	1.1%	8,821	1,684
501-000-348-30-10-00-000	Charges - Bldg. Inspection	10,176	1.1%	9,594	582
501-000-348-30-11-00-000	Charges Economic Development	5,252	0.6%	4,411	841
501-000-348-30-12-00-000	Charges - Sewer	184,266	20.0%	179,044	5,222
501-000-348-30-13-00-000	Charges - Water	169,495	18.4%	173,847	(4,352)
501-000-348-30-14-00-000	Charges - Stormwater	70,519	7.6%	64,138	6,381
501-000-348-30-15-00-000	Charges City Manager	5,252	0.6%	4,411	841
501-000-348-30-18-00-000	Charges-Non Departmental	68,527	7.4%	57,543	10,984
Sub-Total Cost Allocation Charges		**922,500**	**100%**	**854,507**	**67,993**
Interest Income					
501-000-361-10-00-00-000	Interest Earnings	450	0.0%	450	0
Total Revenues		**922,950**	**100%**	**854,957**	**67,993**
Expenditures					
Fleet Services					
501-140-548-70-11-00-000	Regular Pay	170,324	18.7%	163,836	6,488
501-140-548-70-12-00-000	Overtime Pay	2,727	0.3%	3,000	(273)
501-140-548-70-21-00-000	Employer Taxes	13,238	1.5%	13,679	(441)
501-140-548-70-22-00-000	Employer Retirement	19,347	2.1%	18,684	663
501-140-548-70-23-00-000	Employer Premiums	40,988	4.5%	35,548	5,440
501-140-548-70-27-00-000	Uniforms	1,600	0.2%	1,600	-
501-140-548-70-27-10-000	Safety Equipment	1,750	0.2%	1,750	-
501-140-548-70-31-00-000	Office Supplies	25,000	2.7%	13,900	11,100
501-140-548-70-31-10-000	TBA Supplies	40,000	4.4%	60,000	(20,000)
501-140-548-70-31-20-000	Fluid Supplies	2,500	0.3%	2,500	-
501-140-548-70-32-10-000	Vehicle & Equipment Fuel	50,000	5.5%	50,000	-
501-140-548-70-35-00-000	Small Tools & Minor Equip	10,000	1.1%	15,000	(5,000)
501-140-548-70-40-01-000	Cost Allocation Services-Financial Services	15,000	1.6%	13,479	1,522
501-140-548-70-40-05-000	Cost Allocation Services-Administrative Services	35,000	3.8%	32,468	2,533
501-140-548-70-40-15-000	Cost Allocation Services-Information Services	18,585	2.0%	16,429	2,156
501-140-548-70-40-25-000	Cost Allocation Services-Equipment Replacement	23,699	2.6%	15,126	8,574
501-140-548-70-41-00-000	Professional Services	4,000	0.4%	1,000	3,000
501-140-548-70-42-10-000	Postage	200	0.0%	150	50
501-140-548-70-42-20-000	Communication	1,500	0.2%	1,500	-
501-140-548-70-43-00-000	Travel	1,000	0.1%	500	500

City of Snohomish
Fleet and Facilities Fund
Proposed 2017 Budget

Account Number	Description	Proposed 2017 Budget	% of Budget	2016 Budget	$ Change
501-140-548-70-45-00-000	Operating Leases	5,000	0.5%	5,000	-
501-140-548-70-48-00-000	Repairs & Maintenance	25,000	2.7%	35,000	(10,000)
501-140-548-70-49-00-000	Miscellaneous	2,000	0.2%	2,000	-
501-140-548-70-49-10-000	Dues & Subscriptions	200	0.0%	200	-
501-140-548-70-49-20-000	Education & Training	2,000	0.2%	2,500	(500)
Sub-Total Fleet Services		**510,660**	**56.0%**	**504,848**	**5,812**
Facility Services					
501-140-518-30-11-00-000	Regular Pay	62,480	6.9%	61,850	630
501-140-518-30-12-00-000	Overtime Pay	1,104	0.1%	1,000	104
501-140-518-30-13-00-000	Temporary Pay	12,220	1.3%	12,162	58
501-140-518-30-21-00-000	Employer Taxes	5,799	0.6%	4,823	976
501-140-518-30-22-00-000	Employer Retirement	7,109	0.8%	6,274	835
501-140-518-30-23-00-000	Employer Premiums	12,165	1.3%	10,746	1,419
501-140-518-30-31-00-000	Office & Operating Supplies	20,000	2.2%	13,900	6,100
501-140-548-70-40-00-000	Cost Allocation-Financial Services	15,000	1.6%	13,479	1,522
501-140-548-70-40-00-000	Cost Allocation-Administrative Services	35,000	3.8%	32,468	2,533
501-140-548-70-40-00-000	Cost Allocation-Information Services	18,585	2.0%	16,429	2,156
501-140-548-70-40-00-000	Cost Allocation-Equipment Replacement	23,699	2.6%	15,126	8,574
501-140-518-30-41-10-000	Professional Services-Janitorial	30,000	3.3%	26,000	4,000
501-140-518-30-42-00-000	Communication	1,500	0.2%	1,500	-
501-140-518-30-45-00-000	Operating Leases	5,000	0.5%	1,000	4,000
501-140-518-30-47-10-000	Utility Services-Electricity	55,000	6.0%	50,000	5,000
501-140-518-30-47-30-000	Utility Services-Gas	10,000	1.1%	20,000	(10,000)
501-140-518-30-47-40-000	Utility Services-Water/Sewer	45,000	4.9%	45,000	-
501-140-518-30-48-00-000	Repairs & Maintenance	40,000	4.4%	35,000	5,000
501-140-518-30-49-10-000	Dues & Subscriptions	600	0.1%	200	400
501-140-518-30-49-20-000	Education & Training	200	0.0%	200	-
501-140-597-00-00-00-000	Transfer-Out	-	0.0%	40,000	(40,000)
Sub-Total Facility Services		**400,461**	**44.0%**	**407,156**	**(6,695)**
Total Expenditures		**911,120**		**912,003**	

Fleet & Facility	**Proposed Increase (Decrease) in Fund Balance**	**11,830**
	2017 Estimated Beginning Fund Balance	**578,678**
	Less Budgeted Increase(Decrease)	**11,830**
	2017 Estimated Ending Fund Balance	**590,508**

City of Snohomish

INFORMATION SERVICES FUND

Proposed 2017 Budget

Account Number	Description	2017 Proposed Budget	% of Budget	2016 Budget	$ Change
Revenues					
Investment Interest					
502-000-361-10-00-00-000	Interest Earnings	200	0.0%	200	-
Sub-Total Investment Interest		**200**		**200**	
Cost Allocation Charges					
502-000-333-97-06-70-000	Grant-Indirect Fed-Homeland Security	-	0.0%	5,800	(5,800)
502-000-348-60-02-02-000	Allocated Charges - Clerk	23,564	4.2%	20,261	3,303
502-000-348-60-02-04-000	Allocated Charges - Fleet/Facilities	37,169	6.6%	32,858	4,311
502-000-348-60-02-05-000	Allocated Charges - Engineering	69,188	12.4%	60,228	8,960
502-000-348-60-02-06-000	Allocated Charges - Bldg Inspections	11,337	2.0%	9,620	1,717
502-000-348-60-02-07-000	Allocated Charges - Planning	35,926	6.4%	30,723	5,203
502-000-348-60-02-08-000	Allocated Charges - Police	56,426	10.1%	51,526	4,900
502-000-348-60-02-09-000	Allocated Charges - Streets	42,905	7.7%	36,788	6,117
502-000-348-60-02-10-000	Allocated Charges - Parks	42,775	7.6%	36,474	6,301
502-000-348-60-02-11-000	Allocated Charges - Water	61,168	10.9%	69,427	(8,259)
502-000-348-60-02-12-000	Allocated Charges - Sewer	59,478	10.6%	59,709	(231)
502-000-348-60-02-13-000	Allocated Charges - Storm	26,532	4.7%	22,247	4,285
502-000-348-60-02-14-000	Allocated Charges - HR	12,692	2.3%	11,390	1,302
502-000-348-60-02-15-000	Allocated Charges - City Manager	11,332	2.0%	9,680	1,652
502-000-348-60-02-16-000	Allocated Charges - Economic Dev	11,362	2.0%	9,710	1,652
502-000-348-60-02-84-000	Allocated Charges - Finance	57,201	10.2%	32,344	24,857
Sub-Total Cost Allocation Charges		**559,055**	100.0%	**498,785**	**60,270**
Total Revenues		**559,255**		**498,985**	**60,270**
Expenditures					
502-040-518-81-11-00-000	Regular Pay	181,286	34.42%	177,831	3,455
502-040-518-81-21-00-000	Employer Taxes	13,868	2.63%	13,604	264
502-040-518-81-22-00-000	Employer Retirement	20,268	3.85%	19,773	495
502-040-518-81-23-00-000	Employer Premiums	51,876	9.85%	42,954	8,922
502-040-518-81-31-00-000	Office & Operating Supplies	3,810	0.72%	5,050	(1,240)
502-040-518-81-31-20-000	Software	23,300	4.42%	36,550	(13,250)
502-040-518-81-35-00-000	Small Tools & Minor Equip	14,700	2.79%	20,200	(5,500)
502-040-518-81-40-01-000	Cost Allocation Services-Financial Servics	15,286	2.90%	13,216	2,070
502-040-518-81-40-05-000	Cost Allocation Services-Administrative	32,578	6.19%	31,409	1,169
502-040-518-81-40-10-000	Cost Allocation Services-Facility Services	10,505	1.99%	8,821	1,684
502-040-518-81-41-00-000	Professional Services	12,700	2.41%	26,865	(14,165)
502-040-518-81-41-30-000	Professional Services-Software Support	29,040	5.51%	6,000	23,040
502-040-518-81-42-10-000	Postage	300	0.06%	500	(200)
502-040-518-81-42-20-000	Communication	24,660	4.68%	29,080	(4,420)
502-040-518-81-42-25-000	Communication-Platforms	15,000	2.85%	30,000	(15,000)
502-040-518-81-43-00-000	Travel	1,000	0.19%	1,000	-
502-040-518-81-45-00-000	Operating Leases	18,740	3.56%	20,380	(1,640)
502-040-518-81-48-00-000	Repairs & Maintenance	6,800	1.29%	9,300	(2,500)
502-040-518-81-49-20-000	Training & Education	7,500	1.42%	8,000	(500)

City of Snohomish

INFORMATION SERVICES FUND

Proposed 2017 Budget

Account Number	Description	2017 Proposed Budget	% of Budget	2016 Budget	$ Change
502-040-518-81-49-30-000	Miscellaneous	1,000	0.19%	1,000	-
502-040-518-81-63-00-000	Software	30,000	5.70%	76,000	(46,000)
502-040-518-81-64-00-000	Vehicles & Equipment	12,500	2.37%	18,000	(5,500)
Sub-Total Information Services		**526,717**	**100.0%**	**595,533**	**(68,816)**
Total Expenditures		**526,717**	100.0%	**595,533**	(68,816)

Information Services	**Adopted Buddget Increase (Decrease) in**	**32,538**
	2017 Estimated Beginning Fund Balance	**151,872**
	Less Budgeted Increase(Decrease)	**32,538**
	2017 Estimated Ending Fund Balance	**184,410**

PART 4

2017 Budget

NON-OPERATING FUNDS

SPECIAL REVENUE FUNDS

Park Impact Fee — Fund: 104

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

Budget	2016 Budget	2017 Proposed
Beginning Fund Balance	***250,219***	***359,949***
Revenues:		
Park Impact Fees	109,600	135,100
Interest Income	130	130
Expenditures:		
Park Acquisitions	-	-
Ending Fund Balance	***359,949***	***495,179***

See CIP for projects supported by Park Impact Fees

Visitor Promotion — Fund: 107

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

Budget	2016 Budget	2017 Proposed
Beginning Fund Balance	***11,066***	***6,956***
Revenues:		
Hotel/Motel Taxes	7,000	8,000
Interest Income	10	20
Expenditures:		
Community Events	10,000	10,000
VIC Dues	1,120	1,500
Ending Fund Balance	***6,956***	***3,476***

Parking Business Improv Area — Fund: 108

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

Budget	2016 Budget	2017 Proposed
Beginning Fund Balance	***34,795***	***18,830***
Revenues:		
Assessments	24,000	24,000
Interest Income	35	75
Expenditures:		
Service Fees	40,000	20,000
Ending Fund Balance	***18,830***	***22,905***

Special Revenue Funds (Cont.)

Police Seizure — Fund: 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.

Budget	2016 Budget	2017 Propoed
Beginning Fund Balance	***133,934***	***56,437***
Revenues:		
Seizures	7,503	-
Interest Income	-	-
Expenditures:		
Transfer-Out	85,000	55,000
Ending Fund Balance	***56,437***	***1,437***

Real Estate Excise Tax (REET) — Fund: 117

The Real Estate Excise Tax Reserve Fund accounts for the proceeds from Real Estate Excise Taxes levied by the City and authorized by R.C.W. Uses are restricted to certain municipal capital projects. Interim legislation allows for the use of REET funds to support certain parks and facilities related maintenance efforts. This interim, allowable use is for the years 2012 through 2016. Fund resources are received from beginning fund balance, excise tax collections and interest income. Uses are in the form of operating transfers-out to capital project funds and to Street and Park maintenance functions supported by the General Fund.

Budget	2016 Budget	2017 Proposed	
Beginning Fund Balance	***942,341***	***1,037,841***	
Revenues:			
REET Taxes	420,000	600,000	See CIP for projects supported by REET funds
Interest Income	500	1,800	
Expenditures:			
Transfer-Out	325,000	852,875	
Ending Fund Balance	***1,037,841***	***786,766***	

Traffic Impact Fee — Fund: 125

The Street Impact Fee Fund reserves monies for future traffic improvements outlined in the City's Transportation Plan. Fund resources are received in the form of impact fees relating to trip generation. Fund uses are restricted to street projects listed in the Transportation Plan. Impact fees not spent within ten years of their collection must be returned to the payee.

Budget	2016 Budget	2016 Proposed	
Beginning Fund Balance	***412,131***	***450,030***	
Revenues:			
Impact Fees	37,574	348,556	See CIP for projects supported by Traffic Impact Fees
Interest Income	325	750	
Expenditures:			
Transfers to Project	-	145,000	
Ending Fund Balance	***450,030***	***654,336***	

Special Revenue Funds (Cont.)

Transportation Benefit District (TBD) **Fund: 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	2016 Budget	2017 Proposed	
Beginning Fund Balance	***1,322,398***	***1,572,528***	
Revenues:			
Sales Tax	780,000	800,000	See CIP for projects supported by TBD funds
Interest Income	520	2,500	
Expenditures:			
Transfers to Project	530,390	686,000	
Ending Fund Balance	***1,572,528***	***1,689,028***	

DEBT SERVICES FUNDS

Debt Service	Fund: 205

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

Budget	2016 Budget	2017 Proposed
Beginning Fund Balance	***14,004***	***14,054***
Revenues:		
Property Taxes	500	-
Interest Income	50	50
Transfers-In	62,483	60,723
Expenditures:		
Principal	40,000	40,000
Interest	22,483	20,723
Fees	500	500
Ending Fund Balance	***14,054***	***13,604***

Outstanding G.O. Debt as of December 31, 2015: $440,000
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 — Fund: 310

The Municipal Capital Project Fund accounts for the acquisition, construction and improvement to major City infrastructure. Fund resources are received from beginning fund balance, grants, donations, interest income and operating transfers in from other City special revenue, capital project and proprietary funds. A detailed list of 2017 capital projects and their respective revenue sources is presented within the appendix section of the City Budget.

Budget	2016 Budget	2017 Proposed	
Beginning Fund Balance	***123,840***	***98,925***	
Revenues:			
Interest Income & Misc	85	-	
Grants & Donations	-	102,125	See CIP for 2017 Projects
Transfers-In	305,000	562,875	
Expenditures:			
Capital Outlay	330,000	730,000	
Ending Fund Balance	***98,925***	***33,925***	

Street Capital Project — Fund: 311

The Street Capital Project Fund accounts for the acquisition, construction and improvement to major City street infrastructure. Fund resouces are received from beginning fund balance, grants, interest income, transfers from the TBD special revenue, and proprietary funds. A detailed list of 2017 projects are included in the appendix section of the City Budget.

Budget	2016 Budget	2017 Proposed	
Beginning Fund Balance	***622,792***	***425,649***	
Revenues:			
Grants	1,173,295	1,389,000	
Interest Income	500	500	See CIP for 2017 Projects
Transfers-In	835,390	1,121,000	
Expenditures:			
Engineering Charges	187,643	254,281	
Street Improvements	2,018,685	2,675,000	
Ending Fund Balance	***425,649***	***6,868***	

ENTERPRISE FUND

Solid Waste	Fund: 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.

Budget	2016 Budget	2017 Proposed
Beginning Fund Balance	***18,341***	***(13,103)***
Revenues:		
Interest Income	100	-
Charges-Solid Waste	1,393,000	1,393,000
Charges-Recycling	612,000	698,000
Expenditures:		
Cost Allocation Charges	94,244	108,032
Supplies & Services	5,300	5,400
Solid Waste Contractor	1,855,000	1,855,000
State Excise Tax	82,000	82,000
Ending Fund Balance	***(13,103)***	***27,465***

INTERNAL SERVICE FUNDS

Equipment Replacement — Fund: 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	2016 Budget	2017 Proposed
Beginning Fund Balance	***225,281***	***199,530***
Revenues:		
Interest Income	165	165
Cost Allocation Fees	136,084	136,084
Expenditures:		
Capital Outlay	162,000	62,000
Ending Fund Balance	***199,530***	***273,779***

2017 Equipment & Vehicles

Facilities - $42,000 Cargo Van

Fleet - $20,000 Shop Lift

Self-Insurance — Fund: 503

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

Budget	2015 Budget	2016 Proposed
Beginning Fund Balance	***4,590***	***4,600***
Revenues:		
Interest Income	10	10
Unemployment Charges	5,000	5,000
Expenditures:		
Unemployment Comp	5,000	5,000
Ending Fund Balance	***4,600***	***4,610***

TRUST FUNDS

Carnegie Restoration — Fund: 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	2016 Budget	2017 Proposed	
Beginning Fund Balance	***34,662***	***35,387***	
Revenues:			
Interest Income	25	25	
Rentals/Lease	18,300	-	See CIP for 2017 Projects
Expenditures:			
Capital Outlay/Transfer	15,000	35,000	
Other	2,600	-	
Ending Fund Balance	***35,387***	***412***	

PART 5

2017 Budget

SUPPLEMENTAL INFORMATION

Snohomish City Council Annual Goals

Program and Project Priorities for 2017

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

- Develop a sustainable, five-year financial plan that balances projected revenues and expenditures *(Related to implementation of all Strategic Plan initiatives)*

- Analyze sustainable budget strategies to support parks operations *(Related to initiative 1)*

- Attract more living wage jobs for the community and increase tax revenues through continued economic development. *(Related to Initiatives 6 & 7)*

- Collaborate with agencies in the region for development of rails and trails that serve Snohomish. *(Related to Initiatives 1 & 4)*

- Create a plan for redevelopment and new uses of the Hal Moe Pool property. *(Related to Initiatives 1, 7 and 8)*

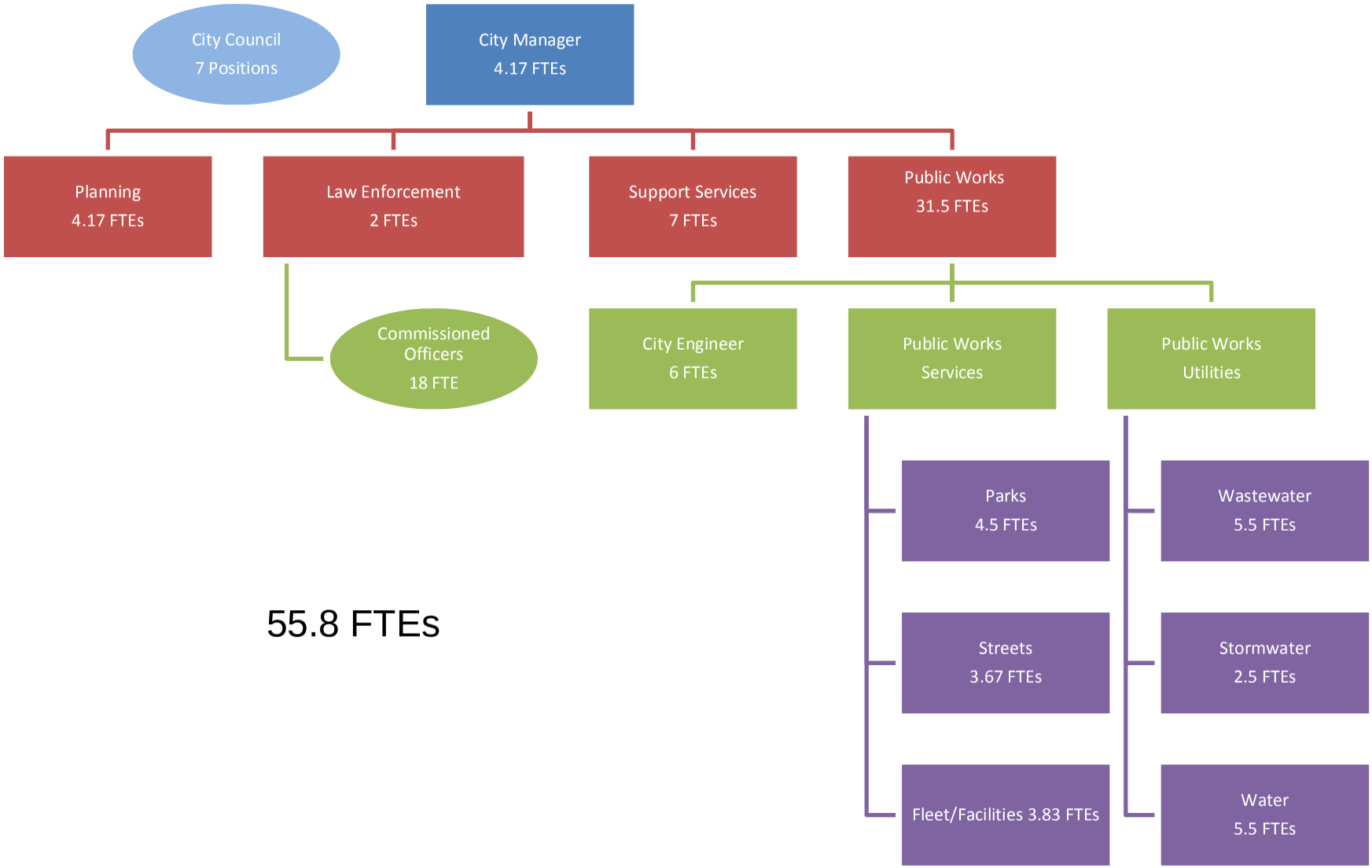
- Implement approved enhancements to the City's open government, public communication and civic engagement programs.*(Related to implementation of all Strategic Plan initiatives)*

- Establish a ongoing invitation to community organizations, City boards and City commissions to present their annual goals to the City Council meetings to enhance collaboration and coordination. *(Related to implementation of all Strategic Plan initiatives)*

- Expand land uses that encourage and support ongoing economic development initiatives in the community. *(Related to Initiatives 6 and 7)*

- Partner with organizations to develop affordable housing projects, including senior affordable housing. *(Related to Initiative 8)*

2017 Organizational Chart



55.8 FTEs

City of Snohomish - Personnel Plan

Position	Pay Grade	Salary	Premiums	Total	Hours	FTE	Alloc. %
All Departments							
City Manager (Executive)							
Economic Development							
Manager							
Economic Development Manager	700	106,818	36,332	143,150	2,080	1.00	100.00
Temporary							
Seasonal/Temporary		12,220	935	13,155	347	0.17	100.00
Total: Economic Development		**119,039**	**37,267**	**156,306**	**2,427**	**1.17**	
City Manager							
City Manager		155,062	51,935	206,997	2,080	1.00	100.00
Total: City Manager		**155,062**	**51,935**	**206,997**	**2,080**	**1.00**	
City Clerk							
Bargaining Unit-OT							
Office Assistant II	OT06	49,459	20,218	69,677	2,080	1.00	100.00
Manager							
City Clerk	500	97,401	32,059	129,460	2,080	1.00	100.00
Total: City Clerk (Recording Services)		**146,860**	**52,278**	**199,138**	**4,160**	**2.00**	
Total: City Manager (Executive)		**420,961**	**141,479**	**562,440**	**8,667**	**4.17**	
Law Enforcement							
Law Enforcement Services							
Bargaining Unit-OT							
Police Records Clerk	OT10	75,389	26,713	102,102	2,080	1.00	100.00
Sr. Police Records Clerk	OT10	70,114	25,207	95,321	2,080	1.00	100.00
Community Service Officer	OT07	0	0	0	0	0.00	0.00
Total: Law Enforcement Services		**145,503**	**51,920**	**197,424**	**4,160**	**2.00**	
Total: Law Enforcement		**145,503**	**51,920**	**197,424**	**4,160**	**2.00**	
City Council (Legislative)							
Elected							
City Council - Randall		5,400	478	5,878	2,080	1.00	100.00
City Council - Guzak		8,700	771	9,471	2,080	1.00	100.00
City Council - Schilaty		6,156	545	6,701	2,080	1.00	100.00
City Council - Hamilton		5,400	478	5,878	2,080	1.00	100.00
City Council - Burke		5,400	478	5,878	2,080	1.00	100.00
City Council - Rohrscheib		5,400	478	5,878	2,080	1.00	100.00
City Council - Wilde		6,156	545	6,701	2,080	1.00	100.00
Total: Elected		**42,612**	**3,775**	**46,387**	**14,560**	**7.00**	
Total: City Council (Legislative)		**42,612**	**3,775**	**46,387**	**14,560**	**7.00**	
Planning & Development							
Building Inspection							
Bargaining Unit-PW							
Building/Fire Official	PW10	90,301	38,620	128,922	2,080	1.00	100.00
Total: Building Inspection		**90,301**	**38,620**	**128,922**	**2,080**	**1.00**	
Planning & Permitting							
Bargaining Unit-OT							
Associate Planner	OT11	79,979	34,703	114,683	2,080	1.00	100.00
Permit Coordinator	OT08	57,895	22,541	80,436	2,080	1.00	100.00
Director							
Planning Director	800	116,919	47,440	164,359	2,080	1.00	100.00
Temporary							
Seasonal/Temporary		12,220	935	13,155	347	0.17	100.00
Total: Planning & Permitting		**267,013**	**105,620**	**372,633**	**6,587**	**3.17**	
Total: Planning & Development		**357,315**	**144,240**	**501,555**	**8,667**	**4.17**	

City of Snohomish - Personnel Plan

Position	Pay Grade	Salary	Premiums	Total	Hours	FTE	Alloc. %
Public Works							
Engineering							
Bargaining Unit-OT							
Project Engineer	OT14	96,620	46,971	143,591	2,080	1.00	100.00
Sr. Engineering Technician	OT11	83,514	28,668	112,182	2,080	1.00	100.00
Sr. Utilities Engineer	OT15	103,879	33,619	137,498	2,080	1.00	100.00
Director							
Public Works Director	1000	133,299	55,923	189,222	2,080	1.00	100.00
Manager							
City Engineer	700	106,818	34,664	141,482	2,080	1.00	100.00
Specialist							
Project Manager	500	91,671	38,058	129,729	2,080	1.00	100.00
Total: Engineering		**615,801**	**237,903**	**853,704**	**12,480**	**6.00**	
Facility Services							
Bargaining Unit-PW							
Facilities Specialist	PW06	63,584	24,137	87,722	2,080	1.00	100.00
Manager							
PW Services Manager	600	33,955	13,591	47,546	693	0.33	33.30
Temporary							
Seasonal/Temporary		12,220	935	13,155	347	0.17	100.00
Total: Facility Services		**109,759**	**38,663**	**148,423**	**3,120**	**1.50**	
Fleet Services							
Bargaining Unit-PW							
Inventory Control Specialist	PW06	67,620	33,671	101,291	2,080	1.00	100.00
Mechanic	PW07	71,477	26,312	97,789	2,080	1.00	100.00
Manager							
PW Services Manager	600	33,955	13,591	47,546	693	0.33	33.30
Total: Fleet Services		**173,052**	**73,574**	**246,626**	**4,853**	**2.33**	
Park Maintenance							
Bargaining Unit-PW							
Division Lead	PW08	76,798	34,842	111,640	2,080	1.00	100.00
Maintenance Worker I	PW04	60,579	23,191	83,770	2,080	1.00	100.00
Maintenance Worker I	PW04	48,891	20,816	69,707	2,080	1.00	100.00
Maintenance Worker I	PW04	24,771	10,498	35,269	1,040	0.50	50.00
Manager							
PW Services Manager	600	34,057	13,632	47,689	695	0.33	33.40
Temporary							
Seasonal/Temporary		48,882	3,739	52,621	1,388	0.67	100.00
Total: Park Maintenance		**293,977**	**106,718**	**400,695**	**9,363**	**4.50**	
Sewer Utility							
Manager							
PW Utilities Manager	600	32,638	15,867	48,505	693	0.33	33.30
Sewer Collections							
Bargaining Unit-PW							
Division Lead	PW08	84,948	29,046	113,994	2,080	1.00	100.00
Maintenance Worker I	PW04	51,647	29,007	80,654	2,080	1.00	100.00
Temporary							
Seasonal/Temporary		12,220	935	13,155	347	0.17	100.00
Sewer Treatment							
Bargaining Unit-PW							
Maintenance Worker II	PW05	70,187	25,680	95,866	2,080	1.00	100.00
Sr. Wastewater Treatment Plant Operator	PW08	90,815	30,062	120,876	2,080	1.00	100.00
Wastewater Treatment Plant Operator	PW07	73,961	41,713	115,674	2,080	1.00	100.00
Total: Sewer Utility		**416,416**	**172,309**	**588,724**	**11,440**	**5.50**	
Storm Water Utility							
Manager							
PW Utilities Manager	600	32,638	15,867	48,505	693	0.33	33.30

City of Snohomish - Personnel Plan

Position	Pay Grade	Salary	Premiums	Total	Hours	FTE	Alloc. %
Storm Water Maintenance							
Bargaining Unit-PW							
Maintenance Worker I	PW04	51,867	31,555	83,422	2,080	1.00	100.00
Maintenance Worker II	PW05	67,174	25,112	92,286	2,080	1.00	100.00
Temporary							
Seasonal/Temporary		12,220	935	13,155	347	0.17	100.00
Total: Storm Water Utility		**163,899**	**73,469**	**237,368**	**5,200**	**2.50**	
Street Maintenance							
Bargaining Unit-PW							
Division Lead	PW08	76,126	39,175	115,301	2,080	1.00	100.00
Maintenance Worker I	PW04	52,307	29,309	81,616	2,080	1.00	100.00
Maintenance Worker I	PW04	24,771	10,498	35,269	1,040	0.50	50.00
Temporary							
Seasonal/Temporary		24,441	1,870	26,311	347	0.17	100.00
Street Pedestrian & Crossings							
Bargaining Unit-PW							
Maintenance Worker II	PW05	62,891	32,217	95,108	2,080	1.00	100.00
Total: Street Maintenance		**240,536**	**113,068**	**353,604**	**7,627**	**3.67**	
Water Utility							
Manager							
PW Utilities Manager	600	32,736	15,914	48,650	695	0.33	33.40
Water Distribution							
Bargaining Unit-PW							
Division Lead	PW08	79,929	32,097	112,026	2,080	1.00	100.00
Maintenance Worker I	PW04	55,396	33,703	89,098	2,080	1.00	100.00
Maintenance Worker II	PW05	64,691	34,964	99,655	2,080	1.00	100.00
Water Quality Control Specialist	PW07	77,342	27,471	104,813	2,080	1.00	100.00
Temporary							
Seasonal/Temporary		12,220	935	13,155	347	0.17	100.00
Water Treatment							
Bargaining Unit-PW							
Sr. Water Treatment Plant Operator	PW08	80,529	43,347	123,875	2,080	1.00	100.00
Water Treatment Plant Operator	PW07	0	0	0	0	0.00	0.00
Total: Water Utility		**402,842**	**188,431**	**591,273**	**11,442**	**5.50**	
Total: Public Works		**2,416,282**	**1,004,134**	**3,420,416**	**65,523**	**31.50**	
Support Services							
Financial Services							
Bargaining Unit-OT							
Accounting Technician II	OT08	55,741	21,777	77,518	2,080	1.00	100.00
Accounting Technician II	OT08	55,152	29,159	84,310	2,080	1.00	100.00
Sr. Accountant	OT14	98,401	31,142	129,544	2,080	1.00	100.00
Utility Clerk II	OT07	59,335	22,608	81,942	2,080	1.00	100.00
Director							
Finance Director	800	122,408	40,816	163,224	2,080	1.00	100.00
Total: Financial Services		**391,037**	**145,501**	**536,539**	**10,400**	**5.00**	
Information Services							
Manager							
Information Services Manager	600	101,966	47,430	149,397	2,080	1.00	100.00
Specialist							
Information Services Specialist	300	79,320	38,582	117,902	2,080	1.00	100.00
Total: Information Services		**181,286**	**86,012**	**267,298**	**4,160**	**2.00**	
Total: Support Services		**572,323**	**231,514**	**803,837**	**14,560**	**7.00**	
Total: All Departments		**3,954,996**	**1,577,063**	**5,532,059**	**116,137**	**55.84**	

City of Snohomish

Summary of Benefit Costs

Budget Year: 2017

Benefit	2017	% of Benefits
Premiums-Dental	73,602	4.7%
Tax-FICA	236,875	15.1%
Premiums - L&I	29,416	1.9%
Premiums - Life	2,029	0.1%
Premiums - Long-term Disability	121,430	7.8%
Premiums - Medical (Group Health)	236,870	15.1%
Premiums - Medical (Regence)	381,746	24.4%
Tax - Medicare	55,398	3.5%
Retirement - PERS	421,010	26.9%
Premiums -Vision	8,404	0.5%
Total 2017 Benefits	**1,566,780**	

City of Snohomish

Capital Improvement Plan 2017-2021 Cost by Asset Category

	2017	2018	2019	2020	2021	5-Year Total
Buildings						
Municipal Facility						
106 - Carnegie Library	230,000	0	0	0	0	230,000
112 - Hal Moe Pool Site Redevelopment	150,000	0	0	0	0	150,000
118 - Police Station Improvements	55,000	0	0	0	0	55,000
Total: Municipal Facility	**435,000**	**0**	**0**	**0**	**0**	**435,000**
Utility Facility						
305 - Water Treatment Plant	75,000	0	0	0	0	75,000
409 - Wastewater Treatment Plant	350,000	258,125	266,514	275,176	284,119	1,433,934
410 - Disinfection	0	100,000	902,000	0	0	1,002,000
411 - FEMA Levee	0	0	0	300,000	0	300,000
412 - Filtration Upgrades	0	150,000	0	2,001,000	0	2,151,000
415 - Lift Station Upgrade 2	0	0	0	450,000	0	450,000
Total: Utility Facility	**425,000**	**508,125**	**1,168,514**	**3,026,176**	**284,119**	**5,411,934**
Total: Buildings	**860,000**	**508,125**	**1,168,514**	**3,026,176**	**284,119**	**5,846,934**
Other Structures						
Park						
115 - Riverfront Property Improvements	150,000	0	100,000	0	0	250,000
121 - Kla Ha Ya Park Redevelopment	0	0	0	0	20,000	20,000
924 - Fischer Park Improvements	65,000	0	0	0	0	65,000
929 - Cady Park Improvements	0	0	50,000	0	0	50,000
930 - Hill Park Improvements	40,000	0	0	0	0	40,000
Total: Park	**255,000**	**0**	**150,000**	**0**	**20,000**	**425,000**
Playground						
120 - Park Facility Replacement & Upgrades	40,000	40,000	40,000	40,000	40,000	200,000
Total: Playground	**40,000**	**40,000**	**40,000**	**40,000**	**40,000**	**200,000**
Streets						0
910 - Avenue A Corridor	715,000	0	0	0	0	715,000
911 - Bickford Avenue & Weaver Way	300,000	700,000	2,000,000	0	0	3,000,000
912 - Bickford Avenue & 19th Place	0	0	0	0	187,000	187,000
915 - 2nd Street & Avenue J	0	100,000	0	0	0	100,000
916 - 2nd Street Corridor	0	169,000	61,000	990,000	0	1,220,000
919 - Lincoln Avenue Overlay	362,000	0	0	0	0	362,000
926 - Bickford Avenue Overlay	500,000	0	0	0	0	500,000
933 - First Street Avenue Overlay	307,000	0	0	0	0	307,000
934 - Fourth Street Overlay	326,000	0	0	0	0	326,000
Total: Streets	**2,510,000**	**969,000**	**2,061,000**	**990,000**	**187,000**	**6,717,000**
Trails & Sidewalks						
207 - Interurban Trail Redevelopment	105,000	695,000	0	0	0	800,000
208 - Pedestrian Networks Improvements	60,000	60,000	60,000	60,000	60,000	300,000
Total: Trails & Sidewalks	**165,000**	**755,000**	**60,000**	**60,000**	**60,000**	**1,100,000**

City of Snohomish

Capital Improvement Plan 2017-2021 Cost by Asset Category

	2017	2018	2019	2020	2021	5-Year Total
Utility Pipes						
311 - Pilchuck Bridge Water Improvement	75,000	0	0	0	0	75,000
413 - System Repair & Replacements	350,000	361,375	373,120	385,246	397,767	1,867,508
414 - Rainer Force Main Replacement	0	0	0	0	500,000	500,000
505 - CSO Trunkline Connection to Lagoon	550,000	0	0	0	0	550,000
506 - CSO Separation - Annual	80,000	650,000	0	0	714,000	1,444,000
507 - Holly Vista Dr Replacement	0	100,000	400,000	0	0	500,000
508 - Swifty Creek Pipe Replacement	35,000	0	75,000	650,000	0	760,000
515 - Union Avenue Stormwater LID	0	0	0	0	70,000	70,000
927 - Emerson Street Utility Improvement	0	540,000	0	0	0	540,000
928 - Lincoln Avenue Utility Improvement	315,000	0	0	0	0	315,000
932 - Aldercrest Water Main Extension	815,000	0	0	0	0	815,000
Total: Utility Pipes	**2,220,000**	**1,651,375**	**848,120**	**1,035,246**	**1,681,767**	**7,436,508**
Total: Other Structures	**5,190,000**	**3,415,375**	**3,159,120**	**2,125,246**	**1,988,767**	**15,878,508**
Total Capital Expenditures	**6,050,000**	**3,923,500**	**4,327,634**	**5,151,422**	**2,272,886**	**21,725,442**

City of Snohomish

Capital Improvement Plan 2017-2021 - Sources of Funding for Projects

Project *	Source of Funding	2017	2018	2019	2020	2021
	Beginning Fund Balance	*35,387*	*387*	*387*	*387*	*387*
106 - Carnegie Library	Carnegie Fund Cash on Hand	35,000	-	-	-	-
	Total Carnegie Funds Used	**35,000**	**-**	**-**	**-**	**-**
	Plus Annual Lease Revenues	-	-	-	-	-
	Ending Fund Balance	*387*	*387*	*387*	*387*	*387*
924 - Fischer Park Improvements	Donation - Park Foundation	4,000	-	-	-	-
	Total Donations Used	**4,000**	**-**	**-**	**-**	**-**
118 - Police Station Improvements	Police Seizures funding	55,000	-	-	-	-
	Total Police Seizure Funds Used	**55,000**	**-**	**-**	**-**	**-**
932 - Aldercrest Water Main Extension	Grant - Department Health	200,000	-	-	-	-
926 - Bickford Avenue Overlay	Grant - PSRC/STP	384,000	-	-	-	-
924 - Fischer Park Improvements	Grant - RCO	32,500	-	-	-	-
911 - Bickford Avenue & Weaver Way	Grant - TIB	255,000	595,000	1,700,000	-	-
912 - Bickford Avenue & 19th Place	Grant - TIB	-	-	-	-	158,950
919 - Lincoln Avenue Overlay	Grant - TIB	273,000	-	-	-	-
933 - First Street Avenue Overlay	Grant - TIB	231,000	-	-	-	-
934 - Fourth Street Overlay	Grant - TIB	246,000	-	-	-	-
916 - 2nd Street Corridor	Grant -WSDOT Ped & Bike Program	-	168,000	60,000	841,500	-
207 - Interurban Trail Redevelopment	Grant -WSDOT Ped & Bike Program	65,625	434,375	-	-	-
	Total Grant Funds Used	**1,687,125**	**1,197,375**	**1,760,000**	**841,500**	**158,950**
	Beginning Fund Balance	*492,131*	*695,687*	*589,687*	*288,687*	*140,187*
910 - Avenue A Corridor	Traffic Impact Fee funding	100,000	-	-	-	-
911 - Bickford Avenue & Weaver Way	Traffic Impact Fee funding	45,000	105,000	300,000	-	-
912 - Bickford Avenue & 19th Place	Traffic Impact Fee funding	-	-	-	-	28,050
916 - 2nd Street Corridor	Traffic Impact Fee funding	-	1,000	1,000	148,500	-
	Total Traffic Impact Funds Used	**145,000**	**106,000**	**301,000**	**148,500**	**28,050**
	Plus Estimated Development Related Fees	*348,556*	-	-	-	-
	Ending Fund Balance	*695,687*	*589,687*	*288,687*	*140,187*	*112,137*

City of Snohomish

Capital Improvement Plan 2017-2021 - Sources of Funding for Projects

Project *	Source of Funding	2017	2018	2019	2020	2021
	Beginning Fund Balance	*1,217,341*	*964,466*	*953,841*	*1,153,841*	*1,503,841*
106 - Carnegie Library	REET funding	195,000	-	-	-	-
112 - Hal Moe Pool Site Redevelopment	REET funding	150,000	-	-	-	-
115 - Riverfront Property Improvements	REET funding	150,000	-	100,000	-	-
120 - Park Facility Replacement and Upgrades	REET funding	40,000	40,000	40,000	40,000	40,000
121 - Kla Ha Ya Park Redevelopment	REET funding	-	-	-	-	20,000
207 - Interurban Trail Redevelopment	REET funding	39,375	260,625	-	-	-
208 - Pedestrian Networks Improvements	REET funding	60,000	60,000	60,000	60,000	60,000
915 - 2nd Street & Avenue J	REET funding	-	100,000	-	-	-
924 - Fischer Park Improvements	REET funding	28,500	-	-	-	-
929 - Cady Park Improvements	REET funding	-	-	50,000	-	-
930 - Hill Park Improvements	REET funding	40,000	-	-	-	-
	Total REET Funds Used	**702,875**	**460,625**	**250,000**	**100,000**	**120,000**
	Plus Annual Tax Revenues	*600,000*	*600,000*	*600,000*	*600,000*	*600,000*
	Less Annual Operating Fund Support	*150,000*	*150,000*	*150,000*	*150,000*	*150,000*
	Ending Fund Balance	*964,466*	*953,841*	*1,153,841*	*1,503,841*	*1,833,841*
	Beginning Fund Balance	*1,592,008*	*1,706,008*	*2,466,008*	*3,266,008*	*4,066,008*
910 - Avenue A Corridor	TBD funding	260,000	-	-	-	-
919 - Lincoln Avenue Overlay	TBD funding	89,000	-	-	-	-
926 - Bickford Avenue Overlay	TBD funding	116,000	-	-	-	-
927 - Emerson Street Utility Improvement	TBD funding	-	40,000	-	-	-
932 - Aldercrest Water Main Extension	TBD funding	65,000	-	-	-	-
933 - First Street Avenue Overlay	TBD funding	76,000	-	-	-	-
934 - Fourth Street Overlay	TBD funding	80,000	-	-	-	-
	Total TBD Funds Used	**686,000**	**40,000**	**-**	**-**	**-**
	Plus Annual Tax Revenues	*800,000*	*800,000*	*800,000*	*800,000*	*800,000*
	Ending Fund Balance	*1,706,008*	*2,466,008*	*3,266,008*	*4,066,008*	*4,866,008*

City of Snohomish

Capital Improvement Plan 2017-2021 - Sources of Funding for Projects

Project *	Source of Funding	2017	2018	2019	2020	2021
305 - Water Treatment Plant	Water Cash on Hand	75,000	-	-	-	-
311 - Pilchuck Bridge Water Improvement	Water Cash on Hand	75,000	-	-	-	-
910 - Avenue A Corridor	Water funding	145,000	-	-	-	-
927 - Emerson Street Utility Improvement	Water funding	-	150,000	-	-	-
	Total Water Funds Used	**295,000**	**150,000**	**-**	**-**	**-**
409 - Wastewater Treatment Plant	Sewer Cash on Hand	350,000	258,125	266,514	275,176	284,119
410 - Disinfection	Sewer Cash on Hand	-	100,000	902,000	-	-
411 - FEMA Levee	Sewer Cash on Hand	-	-	-	300,000	-
412 - Filtration Upgrades	Sewer Cash on Hand	-	150,000	-	2,001,000	-
413 - System Repair & Replacements	Sewer Cash on Hand	350,000	361,375	373,120	385,246	397,767
414 - Rainer Force Main Replacement	Sewer Cash on Hand	-	-	-	-	500,000
415 - Lift Station Upgrade 2	Sewer Cash on Hand	-	-	-	450,000	-
927 - Emerson Street Utility Improvement	Sewer Cash on hand	-	300,000	-	-	-
928 - Lincoln Avenue Utility Improvement	Sewer Cash on Hand	265,000	-	-	-	-
932 - Aldercrest Water Main Extension	Sewer funding	400,000	-	-	-	-
505 - CSO Trunkline Connection to Lagoon	Sewer funding	275,000	-	-	-	-
506 - CSO Separation - Annual	Sewer funding	40,000	325,000	-	-	357,000
910 - Avenue A Corridor	Sewer funding	135,000	-	-	-	-
	Total Sewer Funds Used	**1,815,000**	**1,494,500**	**1,541,634**	**3,411,422**	**1,538,886**
505 - CSO Trunkline Connection to Lagoon	Storm Water Cash on Hand	275,000	-	-	-	-
506 - CSO Separation - Annual	Storm Water Cash on Hand	40,000	325,000	-	-	357,000
507 - Holly Vista Dr Replacement	Storm Water Cash on Hand	-	100,000	400,000	-	-
508 - Swifty Creek Pipe Replacement	Storm Water Cash on Hand	35,000	-	75,000	650,000	-
	Storm Water Cash on Hand	-	-	-	-	70,000
910 - Avenue A Corridor	Storm Water funding	75,000	-	-	-	-
927 - Emerson Street Utility Improvement	Storm Water funding	-	50,000	-	-	-
928 - Lincoln Avenue Utility Improvement	Storm Water funding	50,000	-	-	-	-
932 - Aldercrest Water Main Extension	Storm Water funding	150,000	-	-	-	-
	Total Storm Water Funds Used	**625,000**	**475,000**	**475,000**	**650,000**	**427,000**

City of Snohomish - Cost Allocation Matrix

2017		Fund Receiving Payment for Service										
		001						501	502	505		
Fund Paying For Service		Financial Services	City Council	City Clerk	City Manager	Human Resources	Engineering Services	Fleet Facilities	Information Services	Equip Reserve	TOTAL	Total To GF Allocation
001	General Fund	*235,589*	*18,985*	*158,372*	*126,265*	*192,153*	*75,510*	250,321	331,803	62,175	1,451,174	
102	Streets	36,642	8,883	-	10,560	23,326	29,107	98,393	42,905	24,004	273,820	**108,519**
401	Water	93,391	25,292	11,699	18,210	27,847	141,614	169,495	61,168	-	548,716	**318,053**
402	Wastewater	83,867	36,129	7,518	22,345	27,847	123,163	184,266	59,478	-	544,614	**300,870**
403	Solid Waste	77,749	16,236	-	8,041	6,006	-	-	-	-	108,032	**108,032**
404	Stormwater	62,664	27,532	16,078	15,439	16,053	162,612	70,519	26,532	-	397,428	**300,377**
501	Fleet/Facilities	31,194	7,665	27,550	8,753	18,958	-	-	37,169	47,399	178,687	**94,119**
502	Information Services	15,286	10,328	6,887	6,626	8,736	-	10,505	-	-	58,370	**47,865**
310	Municipal Capital	-	-	-	-	-	158,276					**158,276**
311	Streets Capital	1,570	46,351	25,254	17,684	-	162,946	-	-	-	253,805	**253,805**
	Totals	**637,954**	**197,401**	**253,358**	**233,923**	**320,927**	**853,228**	**783,498**	**559,055**	**133,578**	**3,814,645**	**1,689,916**