



City of Snohomish **Proposed Budget** 2023-2024

Preserving and Strengthening Our *Community*





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Introduction & Overview

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Mayor's Message

Welcome to the 2023-2024 Budget for the City of Snohomish.

You are to be congratulated for taking the time and initiative to find out more about what your taxes and fees are doing for you and your community. This budget reflects our focus on providing the residents of Snohomish with the best possible service for their tax dollars, while being careful stewards of resources. Service, stability, dependability, sustainability, preparedness, optimization, and continual improvement are all guiding principles. Efficiency, clarity, transparency, and accessibility – to services as well as information – are values that you will see throughout.



Mayor Linda Redmon

The overarching theme for this budget is **Preserving and Strengthening Our Community**. You will see in these pages a budget intended to:

- Address long-deferred maintenance of the City's infrastructure and a long-term strategy for replacement;
- Plan and prepare for emergencies in order to protect Snohomish's residents and businesses and increase resiliency; and
- Modernize the City's services to ensure ease of access, security, transparency, and accountability.

Infrastructure projects such as the North Sewer Trunk Line and our new multi-year plan to replace the severely-aged sewer and water systems in the Avenues represent large undertakings. These are part of **our responsibility to care for our community assets and safeguard their performance for current and future generations**. Taking planned steps to address these known issues will save money and preserve levels of service in the coming years. All of the work to come will also be done with an eye toward environmental impacts and improving sustainability.

You will see a new focus in providing clear prioritization plans for the initial purchases of equipment, as well as regular contributions that are set aside to **ensure the City is prepared for required replacement, maintenance, and upgrade of equipment and facilities** on a predetermined schedule. This will allow us to better manage our fleet and facilities expenses and ensure our equipment and facilities are in good condition to serve you.

This budget includes \$2,661,835 in Federal American Rescue Plan monies, an opportunity we have seized to **provide support for businesses, non-profits that serve our community, and people in need**. The ARPA funds have also allowed us to partner with other organizations to support services that our community members have told us are missing or are hard to access.

Resources have been designated for addressing the community's concerns about **meeting needs for housing, mental health and addiction services, and other public safety issues that impact our police**.



In addition, you will see budget numbers intended to continue and improve upon City services, and to provide resources for the City to work toward achieving City Council's goals for the next two years. Of special note are the **plans for some of our heritage sites: the Veterans Memorial at the Carnegie Building and the initial phases of the Averill Field playground and sports areas**. We will also start to plan for improvements of other current open spaces like Homestead Park.

Snohomish is growing and evolving, and the City organization needs to grow and evolve to meet the needs of the community. Not just for today, but planning and preparing for what lays ahead. My hope is that **this budget also reflects a commitment to better serving you** through appropriate staffing levels, modernization of tools and processes, right-sizing charges for services, and organizational improvement.

We plan to have in place for the next budget process a more accessible and convenient way to interact with us to provide ideas and feedback so you have even greater say in how your dollars are spent. At the City, we are all here to be good stewards of your money and provide you with the best services possible. We'd love to hear how we're doing.

Respectfully yours,

Mayor Linda Redmon



Reader's Guide

Reviewing a city's budget can be overwhelming, both in terms of its length and with the technical and financial information included. Staff have tried to limit the use of jargon and complicated terms throughout the budget. There was also a conscious effort to balance transparency without loading the document down with more charts, tables and explanations than is reasonably needed.

This reader's guide provides a general roadmap for what can be found within this budget document. It lists each major section of the budget, in the order that it appears, with a brief description of each section. Please refer to the Table of Contents for specific sections and their page numbers.

Introduction and Overview

Includes the budget message from the Mayor, as well as an overview of the City of Snohomish's demographics and organizational structure.

Budget and Financial Structures

Provides details on the budget process and an overview of the City's biennial budget. This is where financial information for the City as a whole is summarized, complete with tables and charts showing overviews of revenues by source and expenditures by fund, type and function. This section also includes information on the City's fund structure and relevant financial policies.

Department Overviews and Operating Fund Budgets

This section presents budgets by department broken down by fund type and fund number. Each department includes a fund overview, organizational chart, key accomplishments and challenges from the previous budget, and highlights of what is anticipated in 2023-2024. Each department or fund also includes decision packages, which are requested budget increases above the baseline budget submitted for Council consideration.

Non-Operating and Capital Improvement Funds

These are the governmental funds where the source of revenue is dedicated to a specific purpose. This section includes descriptions and restrictions for each of those funds, as well as the revenues and expenditures planned for each. Highlighted projects from the capital improvement plan (CIP) are also included within this section.

Supplemental Information

This section includes the detailed decision packages for requested budget increases, as well as a detailed budget for the operating funds and a summary of the cost allocation plan. This section also included the 2023-2027 capital improvement plan by project and funding source, as well as the budget ordinance adopted by the City Council.

Glossary and Acronyms

Provides definitions of commonly used terms and acronyms included throughout the budget document.



Community Profile

Snohomish's Heritage

The City of Snohomish is located at the confluence of the Pilchuck River with the Snohomish River. The first settlers of the area were the Sdohobsh, Native American fishermen, hunters, and gatherers who were a subdivision of the Snohomish Lushootseed-speaking Native American tribe.

In 1855, members of the Snohomish tribe were on hand in Mukilteo to sign the Point Elliott Treaty that established four reservations. By the time white settlers began arriving in the late 1850s, most Native Americans had relocated to the Tulalip Reservation near Marysville.

The first white settlers in what is now the City of Snohomish included Heil Barnes and Edson Cady. Their goal was to establish a settlement at the mouth of the Pilchuck River where it empties into the Snohomish River. Cady staked his claim for land and applied for a post office permit for "Cadyville." Meanwhile, Barnes was staking a claim for Emory C. Ferguson right next to Cady's claim. In 1859, he had a cottage shipped by boat from Steilacoom to the claimed land and re-assembled it for Ferguson's use. Ferguson arrived a year later in the spring of 1860.



1866 Settlement

Snohomish County was established January 14, 1861, with the first county seat in Mukilteo. In July 1861, the seat was moved to Cadyville after a vote of the people. At the time 49 people, all men, called Cadyville home.

Woodbury Sinclair purchased Cady's stake in 1864 with the intention of establishing a store supporting the area's booming logging industry. In 1871, Ferguson platted his claim giving streets running east-west a number and the north-south avenues a letter. A year later, Mary and Woodbury Sinclair platted the

claim they had purchased from Cady and named the avenues after trees.

Cadyville became known as Snohomish in 1871 when the plat of Snohomish City Western Part joined Ferguson's eastern claim with Sinclair's western claim at Union Avenue. Ferguson is often called the "father of Snohomish," while Mary Low Sinclair is remembered as the "mother of Snohomish schools."

Originally, Snohomish was established to support the surrounding agricultural community but soon became a logging town as well because of the area's dense forests of Douglas Firs. Brothers Alanson, Elhanan, and Hyrcanus Blackman migrated to Snohomish from Maine and established their first logging camp in 1875 on what was then called Stillaguamish Lake, now known as Blackmans Lake. Hyrcanus went on to become the city's first mayor after a special election in June 1890 to incorporate the new town. Five months later, during the general election in November, Ferguson was elected to be Snohomish's first full-term mayor.

Land acknowledgement

We acknowledge the original inhabitants of this area, the Snohomish people, and their successors, the Tulalip Tribes. Since time immemorial, they have hunted, fished, gathered, and taken care of these lands. We respect their sovereignty, their right to self-determination, and honor their sacred spiritual connection with the land and water. We will strive to be honest about our past mistakes and bring about a future that includes their people, stories, and voices to form a more just and equitable society.



Introduction & Overview



Early Snohomish

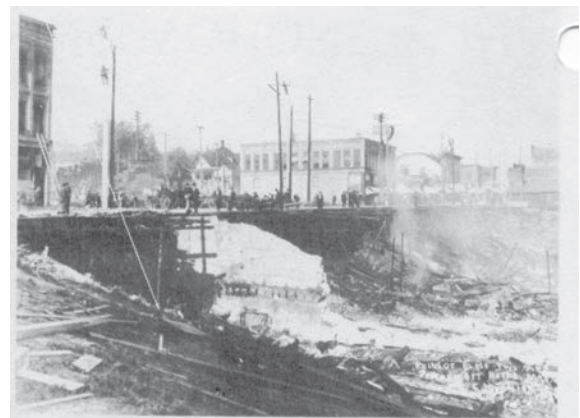
The first sawmill in Snohomish began its operations on the Pilchuck River in 1876. In 1878, the Blackmans opened their own sawmill which was located on the Snohomish River. By 1884, 700 people called Snohomish home. There was a courthouse, school building, six saloons, and one church in town. The Snohomish train station was built in 1888. The first train to arrive in town was a Seattle, Lake Shore & Eastern Railway train. Electric lighting followed the arrival of the first train in 1889. By 1893 the Great Northern Railway from St. Paul to Seattle was completed, including a stop in

Snohomish.

When Snohomish was incorporated in 1890, it became the first incorporated city in the county. It had a population of 1,995 people which grew to 3,000 by 1895. In 1897, the county seat moved from Snohomish to Everett after a disputed election.

A Carnegie Library was built in 1910 on the site of what was a one-room school house on Cedar Avenue. In 1911, many of the buildings on First Street were destroyed in a fire that extended up Avenues B and C. They were largely replaced by brick and masonry buildings. Although the Carnegie Building is no longer a library, it was recently renovated and is the oldest public building in the city.

Snohomish values and celebrates its history through various groups dedicated to the preservation of its heritage and unique character. In the 1960s, there was a push to preserve the historical character of Snohomish and to encourage the commercial vitality of the Historic Business District. The Snohomish Historical Society was founded in 1969 and is headquartered at the Blackman House Museum, the old home of Hyrcanus Blackman. Local lumber, the first milled by the Blackmans, was used to construct the house in 1878.



1911 Fire - From river bank between Avenues B and C. Pioneer Market Building on left, the Marks Building center background..

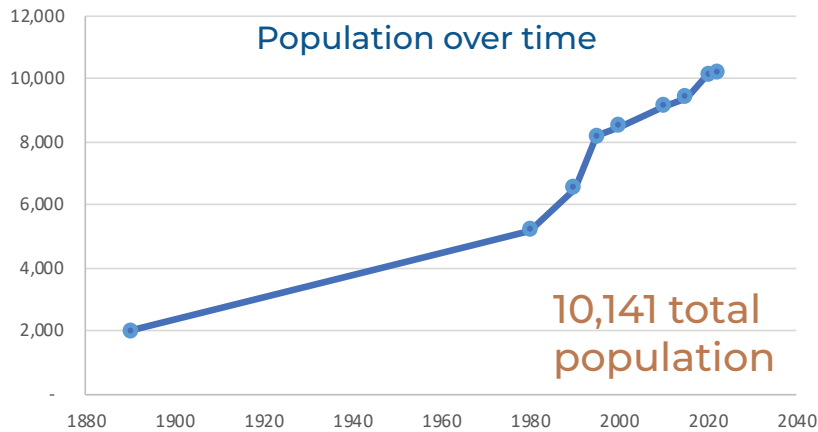
In 1973, Snohomish was the first city in the county to pass an ordinance establishing a Historic District, which is listed on the National Register of Historic Places. The Historic District is a 26-block area along the Snohomish River, containing a mix of commercial and residential uses. The City of Snohomish's Design Review Board, an advisory body, was created in 1979 to ensure development in the Historic District is consistent with established historic standards.

Historic Downtown Snohomish Association (HDSA), established in 2004, is a non-profit organization of volunteers and businesses working to promote, preserve, and improve the City's historic downtown business district. It is also an affiliate of the Main Street America program.

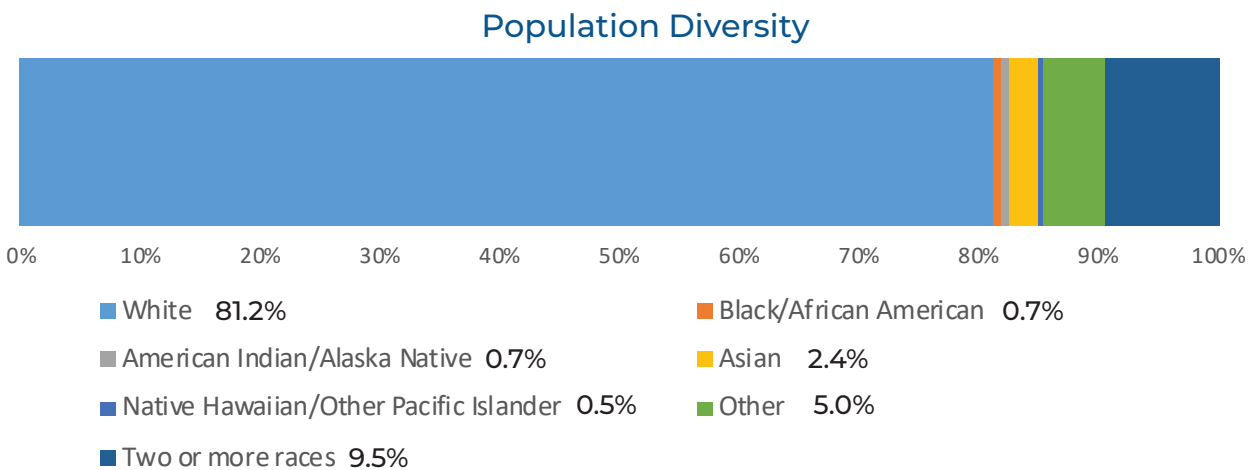
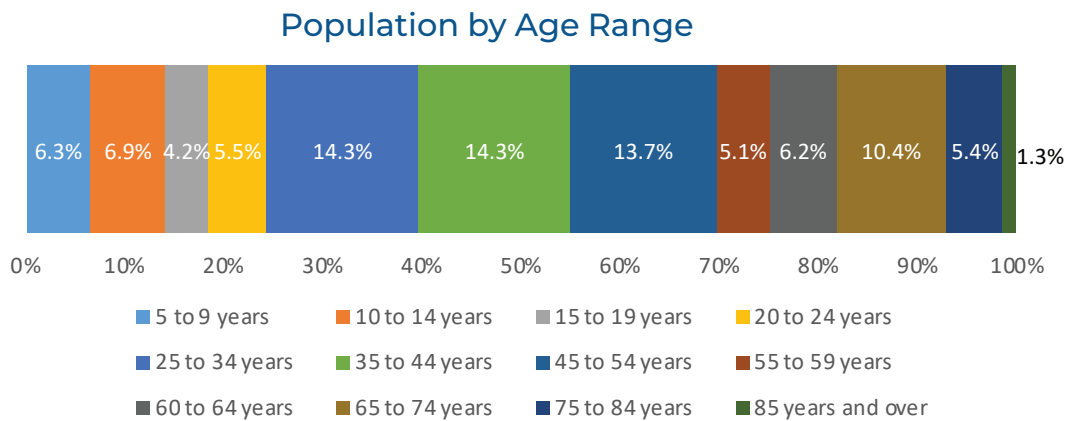


Today's Snohomish

Demographics



54.5% female
45.5% male



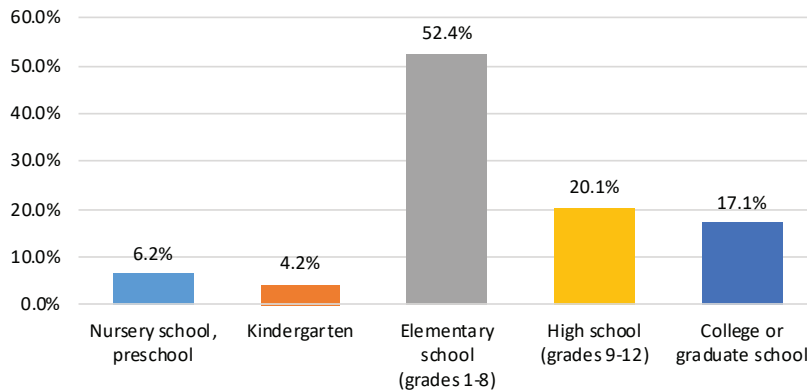


Education

2,082

3 years and over enrolled in school

Ages 3 year and older by enrollment



7,170
population
25 years
and over

91.8%
High
school
graduate
or higher



25.2%
Bachelor's
degree or
higher



Households

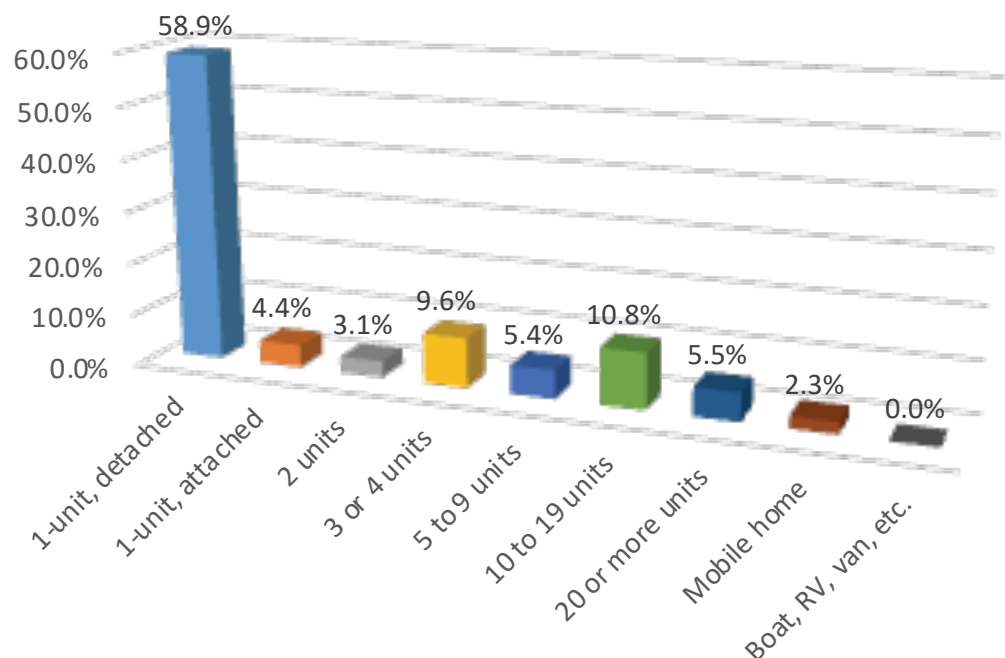
Households by Units in Structure

4,221
total
households

58.5%
are households
with families

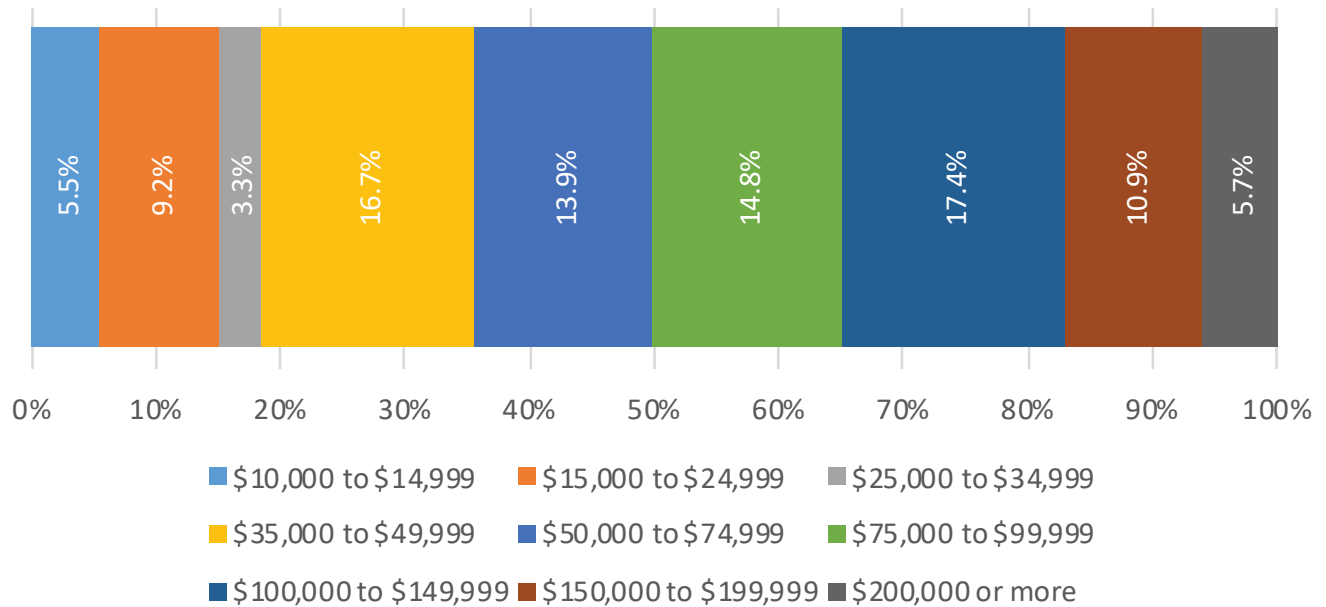
2,254
households own
their home

\$392,000
median home
value





Household Income



\$70,234 median household income

\$66,157 median earnings for male full-time, year-round

\$51,361 median earnings for female full-time, year-round



35% are on social security

19.5% receive retirement income

7% have used SNAP or food stamps within last 12 months

4.1% receive supplemental security income (SSI)

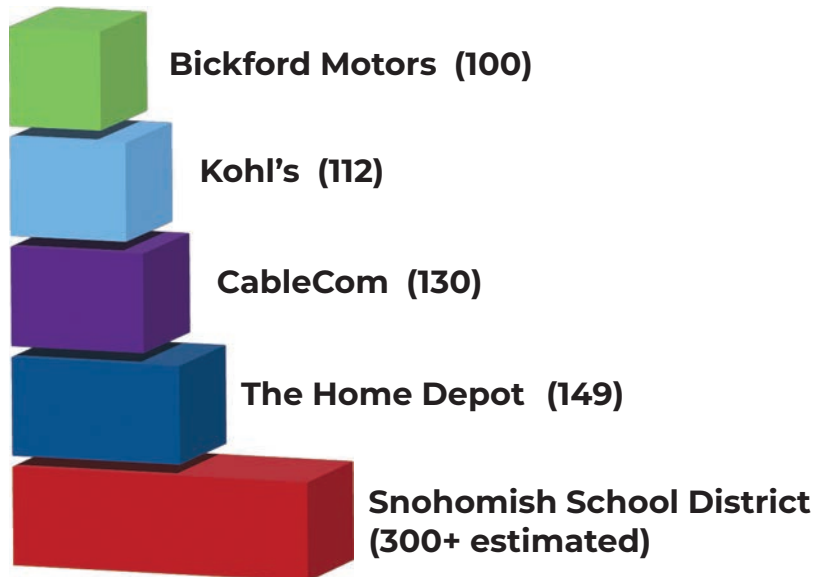
1.6% receive public assistance



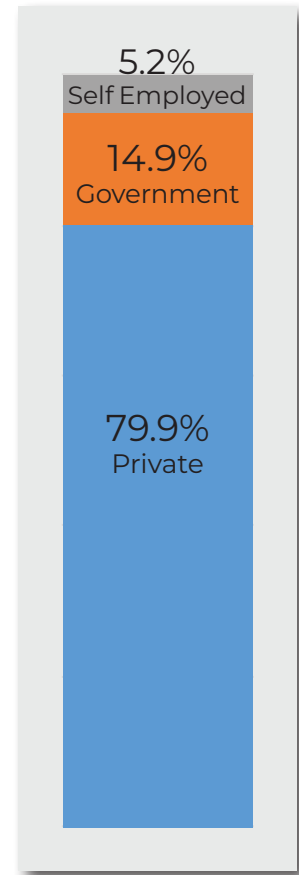
Business & Economy

4,693 workers

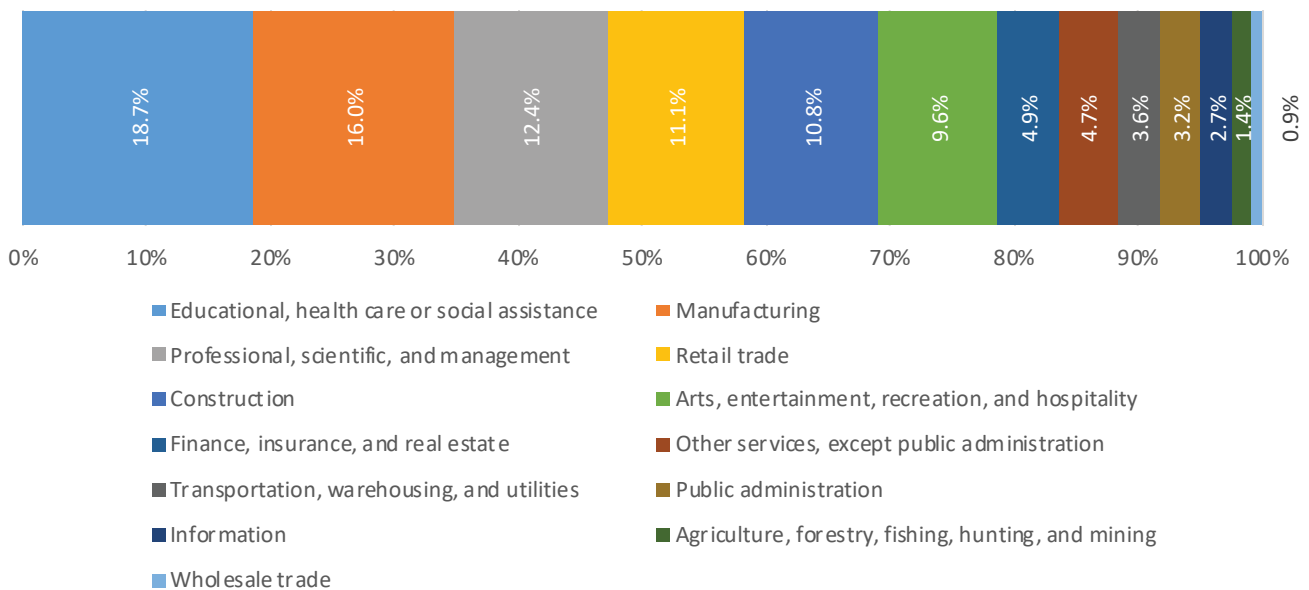
Top 5 Largest Employers



1,159 business licenses



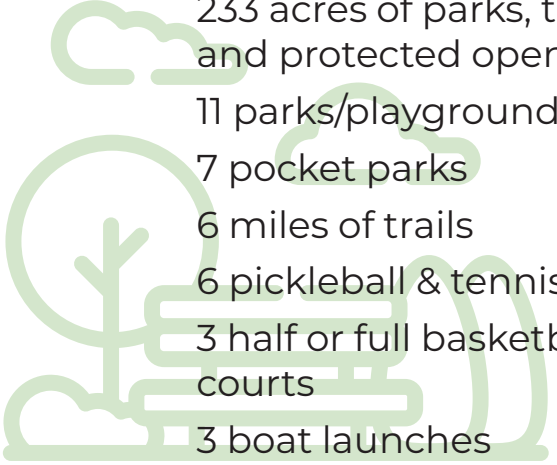
Employment by Industry





City Infrastructure and Amenities

Parks and Recreation



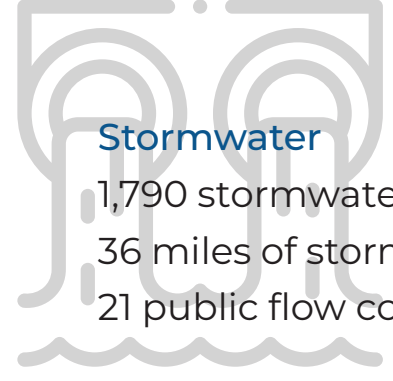
- 233 acres of parks, trails and protected open spaces
- 11 parks/playgrounds
- 7 pocket parks
- 6 miles of trails
- 6 pickleball & tennis courts
- 3 half or full basketball courts
- 3 boat launches
- 3 fishing piers/docks
- 2 baseball fields
- 2 soccer fields
- 1 disc golf course

Streets



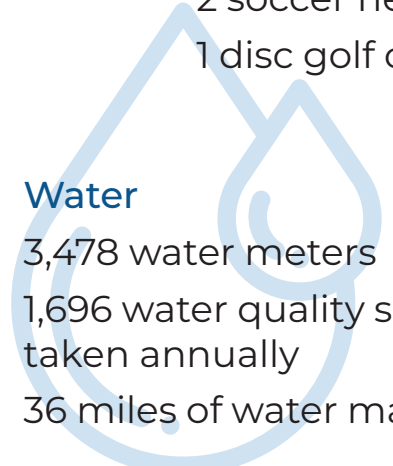
- 47 miles of roads
- 43 miles of sidewalks
- 3 miles of alleys

Stormwater



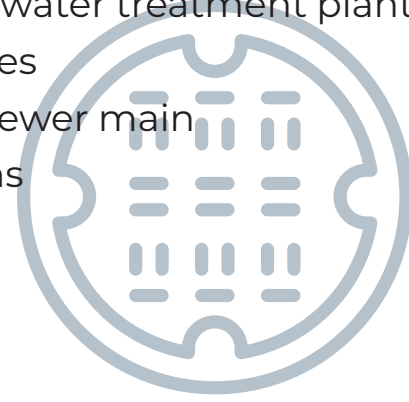
- 1,790 stormwater basins
- 36 miles of stormwater pipe
- 21 public flow control structures

Water



- 3,478 water meters
- 1,696 water quality samples taken annually
- 36 miles of water main

Sewer/Wastewater



- 1.67M average gallons per day coming to the wastewater treatment plant
- 850 manholes
- 37 miles of sewer main
- 14 lift stations

Fleet & Facilities



- 100 pieces of equipment
- 10 City-owned facilities

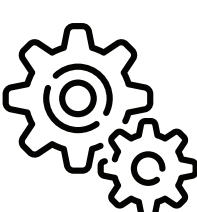


Introduction & Overview

Community Vision

Nearly 10 years ago, the City Council adopted Imagine Snohomish: Promoting Vitality and Preserving Character. This document involved a Strategic Planning Committee and members of Snohomish sharing their hopes and desires for the future of the community.

This Community Vision reflected both elements of preserving the existing community characteristics and elements calling for proactive investments focused on strengthening the community in new and enhanced ways. These principles still hold true today, and are reflected with the proposed budget.

 An outstanding quality of life for all residents.	• A community of neighbors • Strong, connected neighborhoods • Historic character preserved in our buildings, old and new • Connections to our heritage • Embracing people of different cultures and backgrounds • Parks, open spaces, and recreation facilities to match a variety of demands • High-quality schools and public library • A vibrant arts and cultural scene • Connections to our agricultural roots
 A community strongly connected to and protecting the natural environment.	• Leadership in sustainability • Vital connections to our land and waterways • Efficient use of resources and minimized waste • Sensitive development
 A vibrant local economy.	• A diverse range of local businesses and innovators • Thriving businesses, benefiting from a positive business climate and support from the City and its partners
 A thriving regional destination.	• A regional destination that is a local hub of activity • High regional awareness of what Snohomish has to offer • Visitors experience the area's natural beauty, outdoor recreation options, Historic Downtown, destination restaurants and shopping, and myriad community events • Complementary tourism infrastructure, including way-finding signage, rail connections, parking, and overnight lodging.
 High-quality and sustainable City services.	• Fiscally sustainable and cost-effective City government • Cost-effective utilities • Equitable City tax burdens for residents, business owners, and visitors • Quality City services • Leadership on regional issues • Inviting and efficient City facilities



Looking Ahead to the Future

Residents and community members will also get a chance in 2023-2024 to help chart the next few decades as the City's Comprehensive Plan is due for an update. The Comprehensive Plan is central to land use and infrastructure planning under the Washington State Growth Management Act (GMA).



COMPREHENSIVE PLAN

2044

The Plan expresses a vision for the City in its goals and policies and serves as a guide for future development. It identifies those characteristics the community desires to retain, reinforce, and achieve as the City grows; it establishes the policies to realize the goals; and it identifies the resources necessary to provide services to the residents and businesses now and in the future. The vision contained in the policies is of a self-sufficient community where its citizens can live, work and play. Planning for the City's future extends outside the current city limits to include an Urban Growth Area (UGA) within which the City may expand.

State regulations require the City to periodically review the Comprehensive Plan for consistency with any new requirements in the GMA. The plan was last updated in 2015, as required by state regulations. While amendments to the Plan may be made each year, the document is required to be fully updated every 8-10 years. The next update must be completed by December 2024, with a planning horizon looking out to the year 2044.

What's In the Plan?

There are some required elements of the Comprehensive Plan. Each element includes an inventory or assessment of the current situation as well as policies to direct growth in a way that supports the community's vision. Additionally, there is new state legislation and changes to Puget Sound Regional Council's multi-county planning policies that need to be included in the update that were not previously required.

Required Plan elements:

- Land use
- Housing
- Capital facilities plan
- Utilities
- Transportation
- Economic development
- Parks and recreation

Additional elements in Snohomish's existing Plan:

- Environmental protection
- Shoreline protection

New considerations for the 2024 update:

- Social equity
- Climate change
- Increased requirements for housing needs

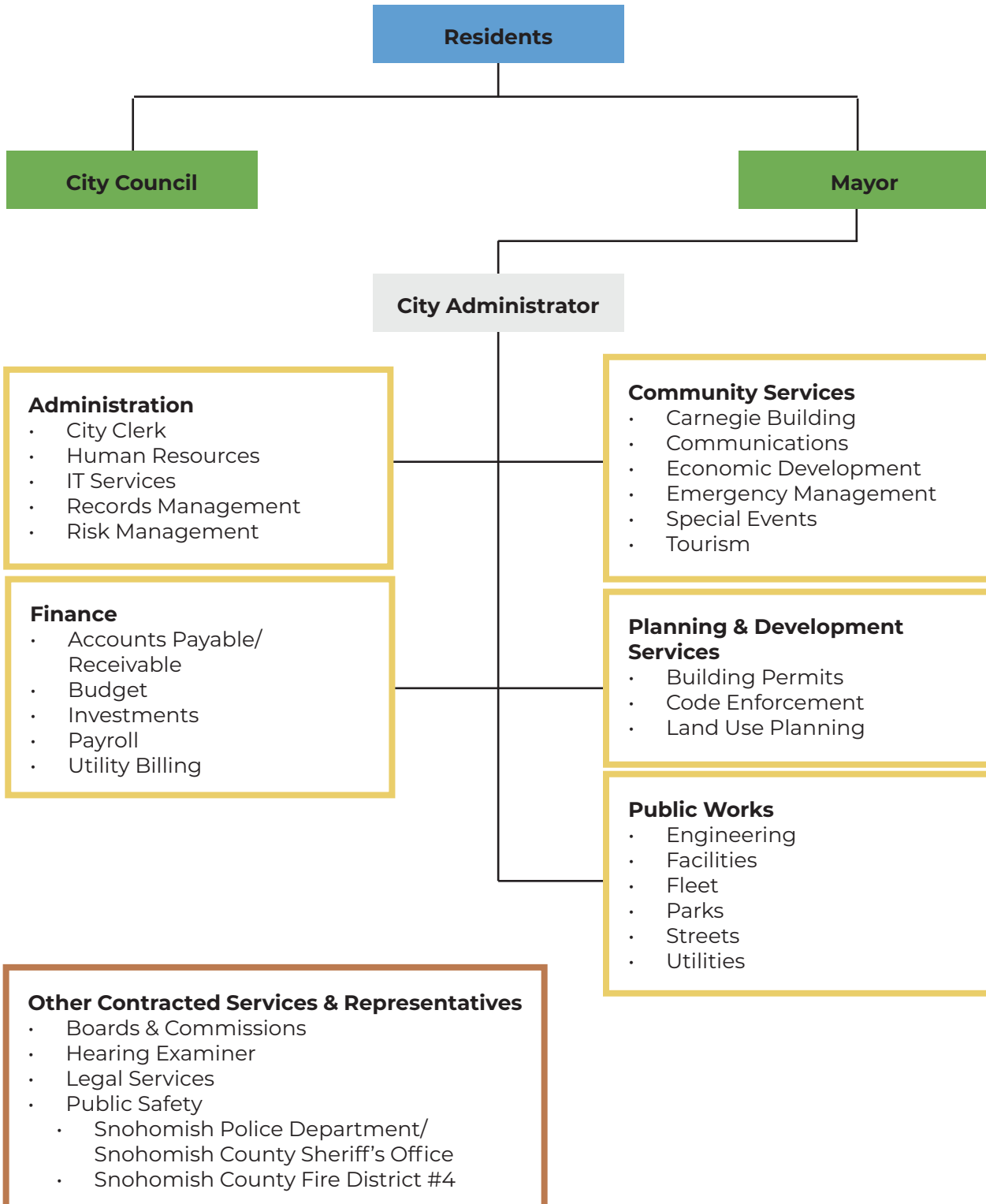


The children of Snohomish will be in charge by the year 2044, so the City believes that they should have a say in what their town will be like. Kids attending public events have been asked to design their "ideal Snohomish" using wooden blocks. They have very specific ideas about what they want to see in their town when they grow up, and staff is listening. Look for more updates and opportunities in 2023.



City Organization

The chart below provides an overview of the organizational structure and services offered to residents, businesses and visitors within the City of Snohomish.



Officials and City Leadership

Voters adopted a “strong mayor” form of government, which elects a mayor to a four-year term to serve as the chief executive for the City of Snohomish. The Mayor appoints a City Administrator to oversee all departments and employees.

The City of Snohomish’s council members are part-time elected officials. The Council Members are the City’s legislative body and make policy decisions and enact laws for the city. The positions are non-partisan and are elected to four-year terms.

There are also a number of advisory boards and commissions with members selected by the Mayor with confirmation by the City Council. These boards and commissions discuss issues and make recommendations to the City staff and/or the Council for potential action.

Elected Officials:

Mayor..... Linda Redmon

City Council

- Position 1.....Donna Ray
- Position 2.....Judith Kuleta
- Position 3.....Felix Neals
- Position 4.....Tom Merrill
- Position 5.....David Flynn
- Position 6.....Lea Anne Burke
- Position 7.....Karen Guzak



City of Snohomish City Council

Appointed Officials

Administration

City Administrator..... Heather Thomas

Department Directors and Officials

- Chief of PoliceCapt. Rob Palmer
- City ClerkBrandi Whitson
- Community Engagement
& Strategic Initiatives.....Shari Ireton
- Finance.....Scott James
- Human Resources
& Risk Management.....Rebekah Park
- Information Services.....Dock Leong
- Planning &
Development Services.....Brooke Eidem
- Public Works.....Nova Heaton



City Hall

Other Official Representatives

- City AttorneyThompson, Guildner & Assoc.
- City Prosecutor.....Snohomish County Prosecutor’s Office
- Hearing Examiner.....Sound Law Center

Council Goals

Every two years, the City Council adopts goals and potential objectives to guide the City organization. This goal setting process assists in discussion of issues and opportunities facing the community, sets strategic direction, and provides a clear message to City staff as to what the Council aims to accomplish in the upcoming planning period.

The City Council went through a goal setting process over the course of several meetings in 2022. The goals for 2023-2024 center around the nine topic areas shown at right.



The table below lists each goal, as well as potential action steps suggested by the City Council. These will be reflected in department work plans, the City's budget, the capital improvement plan, and through special initiatives. This table also highlights those that are currently included within the 2023-2024 budget, either as a part of planned staff assignments or anticipated projects.

 Ensure and Provide for Public Safety	FY23	FY24	Not Yet Budgeted
Take proactive measures to protect and preserve wetland, lake, and stream water quality within the city. Create a map of these bodies for reference.	●	●	
Develop a plan for creating neighborhoods and/or districts as a tool to help organization efforts related to neighborhood watch, disaster preparedness, CERT teams, and community outreach.	●	●	
Develop a network of resources, partnerships, and providers to support those in crisis and assist first responders.	●	●	
Increase inner-city transit, bike, and walkability access.	●	●	

Budget Key:

● Anticipated Completion ● Partial Completion or Ongoing Work ○ To Be Determined



 Maintain and Proactively Improve City Infrastructure	FY23	FY24	Not Yet Budgeted
Establish a capital equipment policy, with funding, to address renewal and replacement targets for all city infrastructure, with condition assessment, prioritization criteria, and ensuring alignment between plans.	●	●	
Proceed with design and construction of 1st and 2nd Street improvements.	●	●	
Continue efforts to extend sewer lines north of Blackman's Lake.	●	●	
Evaluate the feasibility of a new civic campus.	●	●	
Continue work for the ADA transition plan, with baseline and targets identified to be used in budgeting and planning.	●	●	
Develop a Complete Streets ordinance to be adopted by summer 2023, and explore funding opportunities for associated projects.	●	●	
Create a sidewalk improvement program and evaluate the use of bonds, latecomer's agreement, local improvement districts and similar mechanisms for funding improvements.	●	●	
Update and utilize Parks PROS plan and impact fees available to determine prioritization and next steps on parks planning, making Homestead Park and Cady Landing connector a priority.	●	●	
Review Planning code and guidelines for consideration of development impact on pedestrian and traffic infrastructure.		○	

 Promote and Expand Economic Adaptability, Vitality and Diversity	FY23	FY24	Not Yet Budgeted
Anticipate, prepare for, and respond to changing economic conditions.	●	●	
Implement a redundant broadband entry point within the city.		●	
Expand business outreach to home businesses, gig workers, and no-English speaking business owners.	●	●	
Encourage childcare and mental health services for workers and employers.	●	●	
Ensure economic development and tourism materials are updated and available in print, digital and web forms.	●	●	
Enhance business retention and expansion efforts.	●	●	
Explore and propose parking and alternative downtown transportation options.		●	

Budget Key:

● Anticipated Completion ● Partial Completion or Ongoing Work ○ To Be Determined



Introduction & Overview

 Provide, Expand, and Support a Range of Housing Options	FY23	FY24	Not Yet Budgeted
Review and revise City policies that address housing to identify opportunities for streamlining, and reducing cost and overhead to developing housing.	●	●	
Evaluate the impact Single Family Residential zoning has on the availability of buildable land.			○
Complete the North area UGAs subarea planning study (Planning Commission).	●		
Explore new housing policy options created by the state legislature that provide funding to increase affordable housing stock and access.	●		
Continue to develop programming and funding opportunities associated with the 1/10 of 1% sales tax dollars.	●		
Create "Housing" web page to include all information related to housing, including affordable housing, and renter's rights.	●	●	
Update Chapter 14.285 SMC – "Low-income Housing" to be more encompassing, including amendments to provide affordable housing incentive tools.	●		
Finalize a public/private low-income housing opportunity.	●	●	
Develop community education and outreach plans to gather feedback on housing and zoning related issues.	●	●	

Budget Key:

● Anticipated Completion ● Partial Completion or Ongoing Work ○ To Be Determined



 Foster Environmental Resiliency and Sustainability	FY23	FY24	Not Yet Budgeted
Continue work towards tree inventory, tree code update, and becoming a "Tree City USA."	●		
Develop a noxious weed control plan for parks, open space, and all City properties.		◐	
Work with Republic Services to provide a recycling refresher for our residents.		◐	
Partner with Snohomish PUD and other entities to educate and promote solar and alternative energy systems and incentives, energy efficiency and water use reduction including "low flow" plumbing options and conservation of water.	◐	◐	
Encourage the use of rain gardens and drought tolerant landscaping in our parks.	◐	◐	
Evaluate whether to restrict permits for additional natural gas lines to service new construction.			○
Review building codes with an environmental lens.			○
Consider environmentally responsible purchasing and O&M policies for the City.		◐	
Resource City staff to provide education on water resource conservation, what not to flush, pesticides, etc.	◐	◐	
Identify and prioritize areas for climate action planning including disaster preparedness.	◐	◐	

 Evaluate and Optimize City Services	FY23	FY24	Not Yet Budgeted
Determine service goals and gaps – propose and/or provide resources required to achieve them (i.e., staffing, programming, equipment, etc.).	◐	◐	
Evaluate policy and activities associated with code enforcement, animal control and parking enforcement. Identify appropriate enforcement roles and responsibilities.	◐	◐	

Budget Key:

● Anticipated Completion ◐ Partial Completion or Ongoing Work ○ To Be Determined



Introduction & Overview

 Cultivate an Equitable and Inclusive Community	FY23	FY24	Not Yet Budgeted
Review existing City Council Resolution 1389 on equity and inclusion, and rewrite and reaffirm, as appropriate.	●	●	
Assess current operations, codes and policies with an equity and inclusion lens.	●	●	
Seek opportunities to increase understanding, strengthen relationships, and intentionally center the needs of the community including promoting cultural days of importance.	●	●	
Evaluate benefits of becoming a member of the Government Alliance on Race & Equity (GARE).		●	
Offer cultural competency training opportunities for council, staff, first responders and community members.			○
Ensure all residents have access to broadband.		●	

 Support and Encourage Meaningful Community Involvement	FY23	FY24	Not Yet Budgeted
Encourage a vibrant arts and cultural scene.	●	●	
Continue to offer hybrid meeting options.	●	●	
Improve the City's website, providing convenient access to public records, reporting concerns, asking questions, and awareness of community events.	●	●	
Bi-annually evaluate existing boards and commissions to determine if they still align with City and Council needs.	●		
Annually solicit reports from all boards and commissions and meet with them to discuss progress, challenges, and any changes to priorities.	●	●	
Investigate opportunities for improving interaction with community through Coffee with Council, Snohomish Quarterly, online town halls, social media, in-person town halls, surveys, outreach to neighborhoods, etc.	●	●	
Conduct ongoing community surveys to inform citywide goals and priorities.	●	●	
Encourage collaboration among the various boards and commissions on overlapping issues.	●	●	
Encourage active liaison participation in board and commission meetings to ensure council goals are getting addressed.	●	●	

 Incorporate Strategic Elements into the Comprehensive Plan	FY23	FY24	Not Yet Budgeted
Identify and include long term strategies in each of the 9 Elements of the Comprehensive Plan.	●	●	
Discuss if more Elements are appropriate to include in the Comprehensive Plan.	●	●	



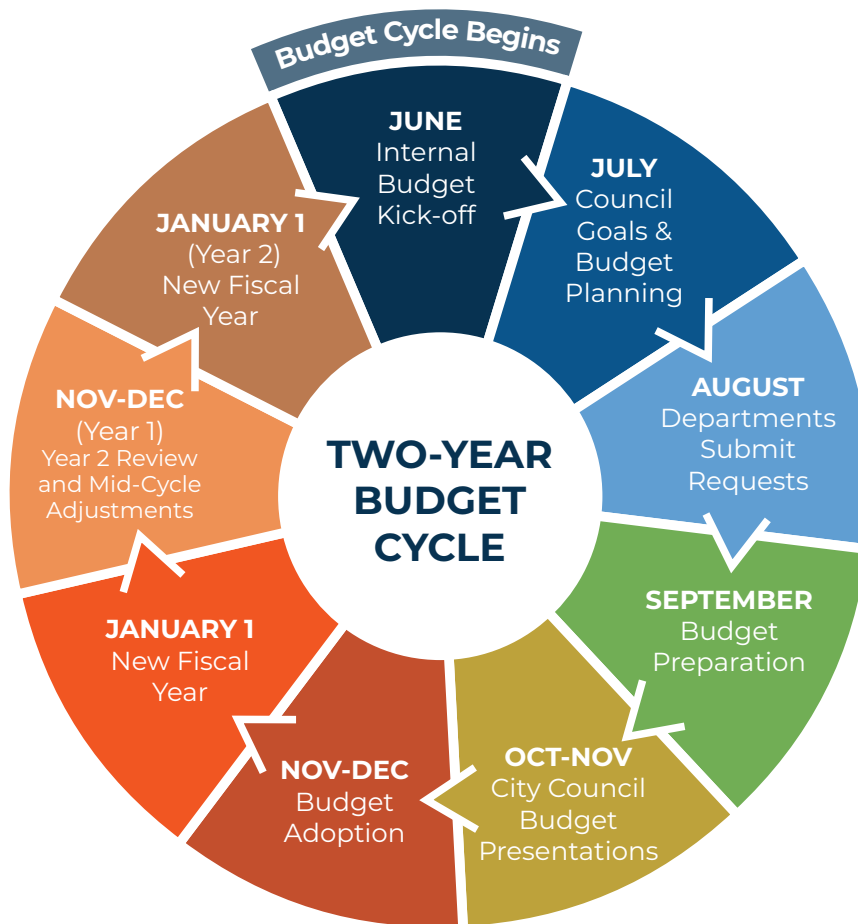
Budget & Financial Structure **II. Budget & Financial Structure**

- a. Budget Process & Calendar
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Budget Process & Calendar

The City of Snohomish operates on a fiscal year basis, starting January 1 and ending December 31, following a two-year budget cycle. Snohomish Municipal Code (SMC) Title 3 and Revised Code of Washington (RCW) 35A.34 together set the legal requirements for the preparation of the biennial budget. The City's budget is prepared by the Finance Department and other departmental budget managers under the supervision of the Mayor and City Administrator.

The budget process is a planning effort directly related to the delivery of City services. It is also a process that is never really "done." Even after a budget is adopted, staff are regularly reviewing the revenue and expenditure projections against actuals. They are also monitoring regional trends and data points to stay informed and prepare for any potential economic shifts. The broad steps and timing involved in the budget process are described in the graphic below.



After budget adoption, there cannot be changes to City programs or services that result in significant and ongoing increases in City expenditures and obligations without the Mayor and City Council review and approval. The Mayor has the authority to transfer budgeted amounts between programs within any fund, but the City Council must approve any revisions that increase the total expenditures of a fund or change staffing levels. These are proposed to Council through budget amendments.



Budget Overview

The 2023-2024 Biennial Budget is comprised of 20 funds with a total budgeted revenue of \$62,599,337 and budgeted expenditures of \$80,698,302. The City is projected to start the biennium with a beginning fund balance of \$ 48,030,412 for all funds, and a project fund balance at the end of 2024 of \$29,931,447.

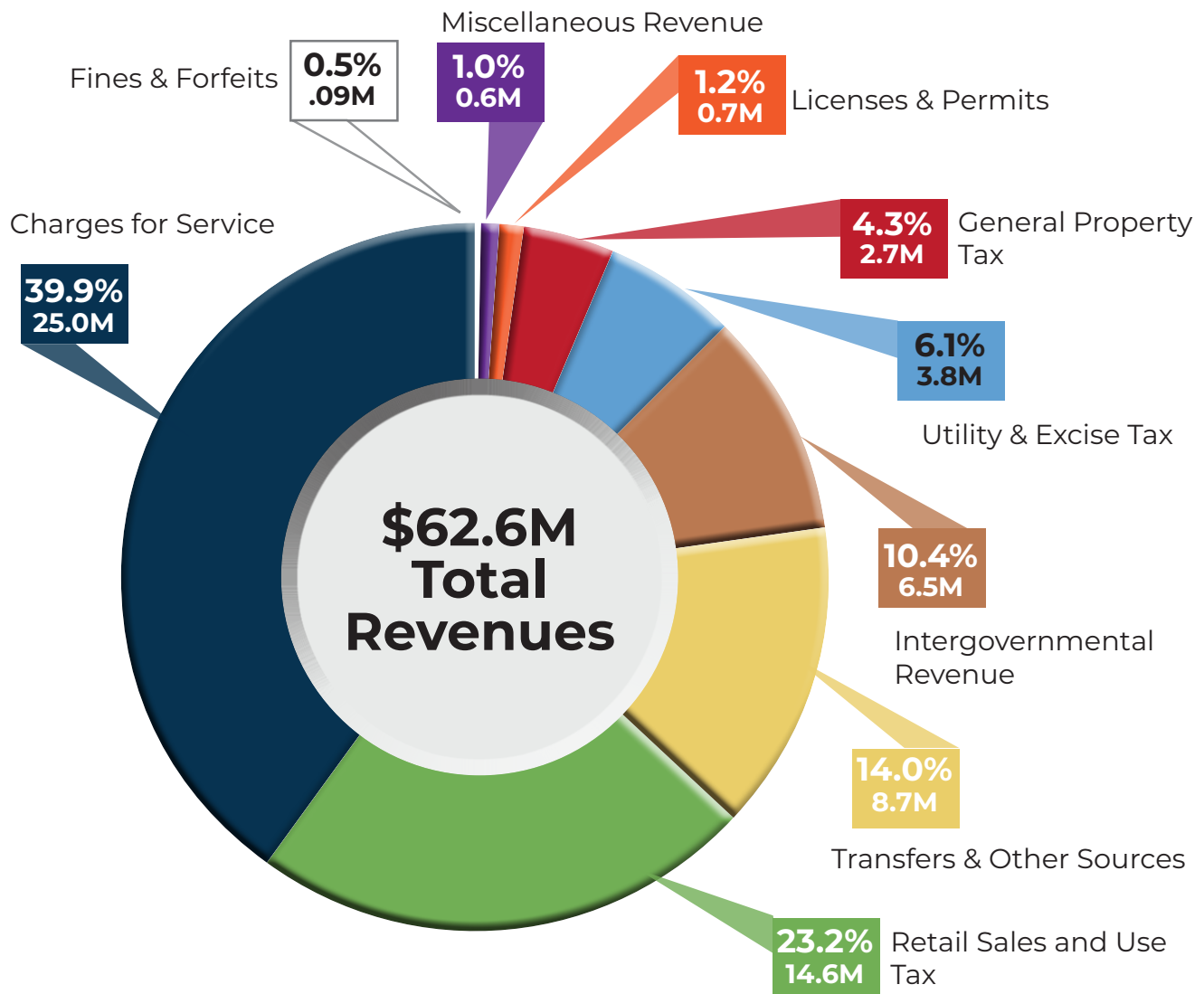
For the 2021-2022 biennium, the fund balances for all funds increased by more than \$19 million. The 2023-2024 budget maintains fund balances as required by the Financial Management Policies as adopted in January 2022. However, this budget also seeks to put more of those dollars into play in ways that benefit the community and the City's infrastructure. For instance, beginning fund balances in the General Fund and Non-Operating Funds are being used for much needed one-time investments in fleet and facilities, as well as transfers for Streets and Parks projects.

	2019 - 2020 Actual	2021 - 2022 Amended Budget	2023 - 2024 Proposed Budget	Comparison \$ Change	% Change
Funding Sources					
Beginning Fund Balance	28,097,614	34,999,047	48,030,412		
General Property Tax	2,549,839	\$2,588,400	2,684,640	96,240	3.7%
Retail Sales and Use Tax	11,880,180	\$12,291,300	14,550,910	2,259,610	18.4%
Utility & Excise Tax	4,133,932	\$4,000,000	3,809,950	(190,050)	-4.8%
Licenses and Permits	473,005	\$420,400	739,120	318,720	75.8%
Intergovernmental Revenue	3,146,805	\$4,530,768	6,527,010	1,996,242	44.1%
Charges for Service	23,527,297	\$23,533,784	24,981,787	1,448,003	6.2%
Fines & Forfeits	92,993	\$82,000	86,510	4,510	5.5%
Miscellaneous Revenue	1,337,486	\$438,170	479,855	41,685	9.5%
Other Financing Sources	5,240,357	\$8,994,800	8,739,555	(255,245)	-2.8%
Total Available Resources	\$80,479,508	\$91,878,669	\$110,629,749		
		Change in Available Resources		\$5,719,715	6.2%
Expenditures					
General Government	7,462,503	8,713,450	9,896,424	1,182,974	13.6%
Security of Person & Property	7,295,394	8,410,700	8,513,210	102,510	1.2%
Utilities & Environment	9,598,296	11,956,399	14,675,466	2,719,067	22.7%
Transportation	1,929,761	2,581,033	3,267,532	686,499	26.6%
Natural and Economic Environment	1,509,639	2,544,920	3,616,950	1,072,030	42.1%
Social Services	148,567	870,400	1,008,890	138,490	15.9%
Culture and Recreation	1,610,946	2,492,420	2,737,780	245,360	9.8%
Debt Service	1,662,872	1,617,000	1,613,820	(3,180)	-0.2%
Capital Expenditures	7,616,322	18,410,883	22,087,110	3,676,227	20.0%
Road Construction	1,588,910	3,251,858	4,226,555	974,697	30.0%
Other Financing Uses	5,057,250	9,391,800	9,054,565	(337,235)	-3.6%
Total Expenditures	\$45,480,461	\$70,240,863	\$80,698,302		
		Change in Expenditures		\$10,457,439	14.9%
	\$34,999,047	\$21,637,806	\$29,931,447		
		Change in Ending Fund Balance		\$(4,737,724)	-21.9%



Budget & Financial Structure

Revenues



Where the Money Comes From

Revenues come into the City of Snohomish from a number of sources:

Utility & Excise Taxes – The City receives utility taxes based on the gross revenues of the local natural gas, telephone, electric, garbage, and cable companies. The City also receives revenues collected following real estate transactions or assessed based on a designated purpose, like gas and hotel/motel taxes.

Fines & Forfeits – These are fees associated with late payments or fines resulting from code enforcement activities.

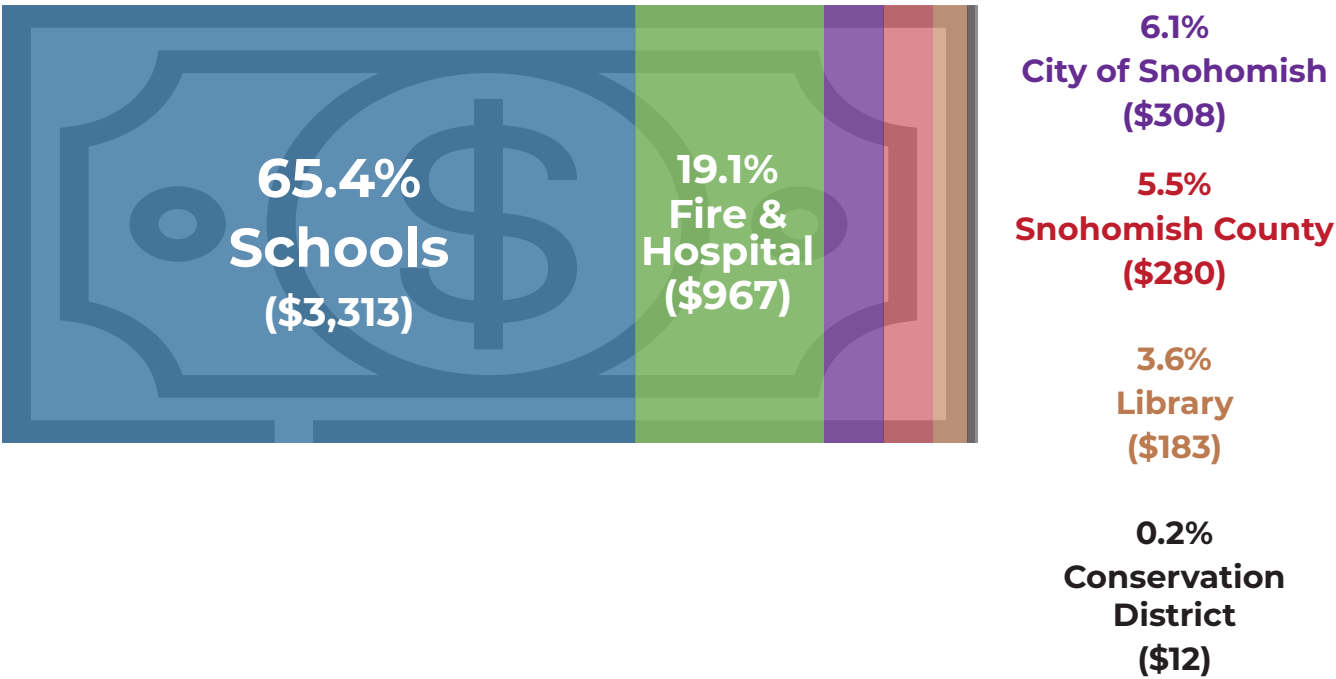
Licenses & Permits – The City collects a fees for business licenses for those businesses owned or operating within City limits, as well as fees associated with issuing land use and building permits.

Miscellaneous – Largely interest income, as well as some rental income that the City receives through lease agreements. Thanks to sensible investing, the City realized \$375,000 in investment earnings for the biennium.

Intergovernmental – These are typically intergovernmental revenues received from Snohomish County, the State of Washington, or other grants at the local, state or federal level

General Property Tax – The City property tax rate is a small part of the total taxes paid by City of Snohomish property owners. For example, as of this report writing, the average residence in Snohomish has an Assessed Value of about \$468,000. That resulted in a total 2022 tax bill for the average residence that was approximately \$5,063, with those funds split among a variety of taxing districts, such as school, library, and fire districts. The City of Snohomish received about \$308, or 6.1%, of that \$5,063 total tax amount.

Property Tax Breakdown



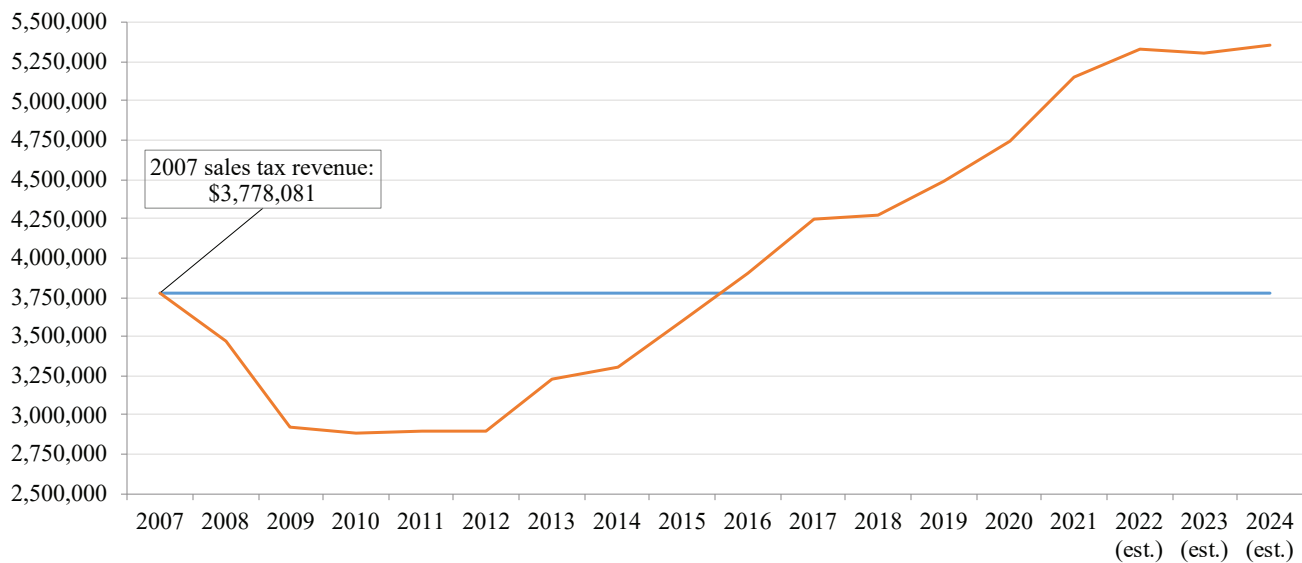


Budget & Financial Structure

Retail Sales and Use Tax – Sales tax revenues continue to be one of the largest revenue sources for the City, projected at \$14,550,910 for the biennium. This includes \$10,659,800 in traditional sales tax, as well as additional collections of 1/10 of 1% for criminal justice that the City receives through Snohomish County and the City's newly adopted 1/10 of 1% for behavioral health and housing.

The 2023-2024 budget continues to conservatively project sales tax revenue. Not only is this a standard approach in budgeting, but it is especially prudent given the uncertain economy ahead. Staff reviewed the typical sales tax revenues collected in 2007, through the recession in 2008-2012, and impacts during the pandemic. Projections for 2023-2024 are relatively flat, with hopes that actual revenue will exceed budgeted expectations.

Sales Tax Revenue Trends

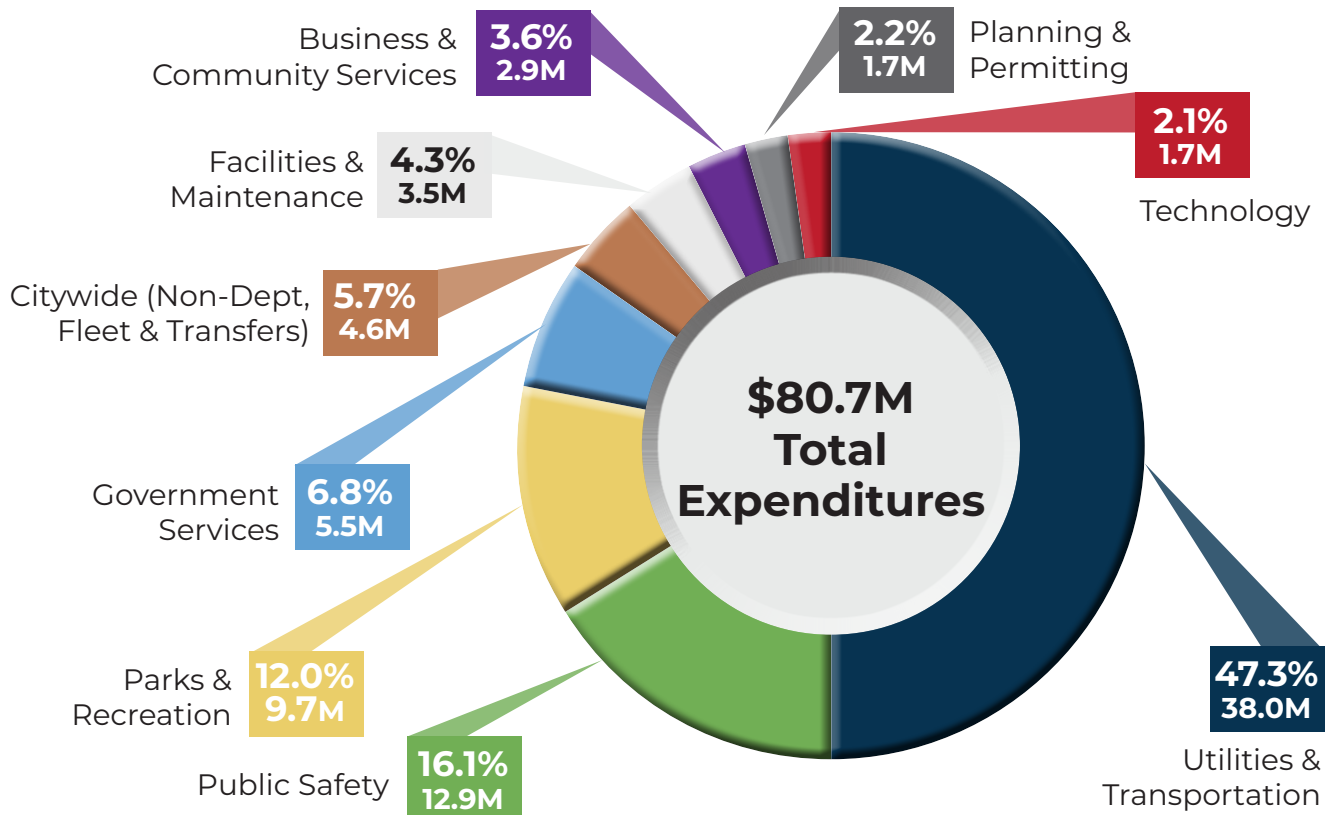


Charges for Service – The City operates three utilities: sewer/wastewater, stormwater, and water. This revenue category includes charges to utility customers, as well as connection charges assessed to new construction projects. This category also includes charges for services, either to customers for items like fingerprinting or plan check fees, or internal services. When one fund or program provides a service that benefits the entire City, those are reimbursed as internal service cost allocations.

Transfers & Other Sources – Interfund transfers, primarily involving enterprise or special revenues funds, that are reimbursed for expenses paid for by one fund.



Expenditures



Where the Money Goes

The table below breaks down the \$80,795,802 by category, with brief descriptions of the categories.

Expenditures of All Funds by Category	
Personnel	18,301,934
Supplies	3,927,829
Services	24,529,964
Capital Outlays	22,411,085
Transfers	9,910,650
Debt Service	1,715,620
Total	80,698,302

- **Personnel** – Salaries, benefits, retirement and taxes for all permanent, term-limited and seasonal employees.
- **Supplies** – Office and operating supplies, as well as items for maintenance of City facilities.
- **Services** – Includes contracts for public safety, legal services, and other professional services, as well as costs associated with providing utilities to residents.



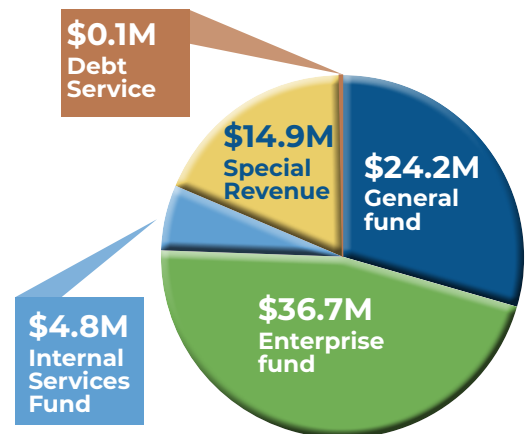
Budget & Financial Structure

- **Capital Outlays** – Expenses associated with large capital projects for parks, streets, sewer/wastewater, stormwater and water.
- **Transfers** – Monies moved from one fund to another to reimburse for expenses incurred on their behalf, including internal services identified through the Cost Allocation Plan (CAP).
- **Debt Service** – Repayment of loans and other general obligation debt.

City Expenses by Fund

The City's accounting system is organized by five categories of funds. The **General Fund** reflects discretionary or unrestricted funding for general government services. The **Enterprise Fund** is solely for the sewer/wastewater, stormwater, and water utilities. The **Special Revenue Fund** includes monies restricted for a specific purpose. The **Internal Services Fund** represents services provided for the benefit of all programs and funds. **Debt Service** is for the repayment of loans and other general obligation debt.

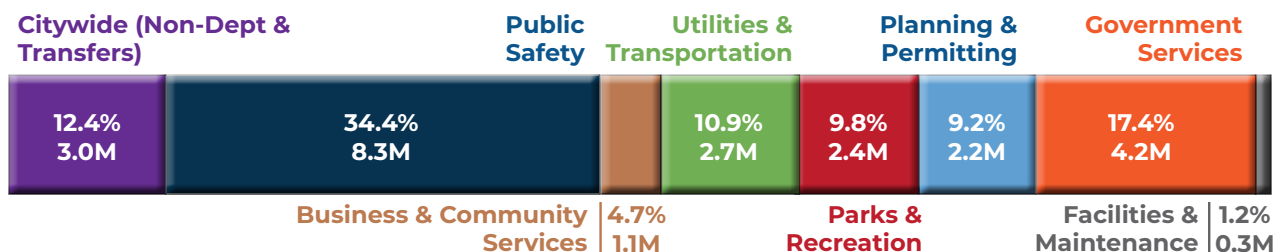
\$80.7M
in total expenses
for 2023-2024



General Fund Expenditures

\$24.2M

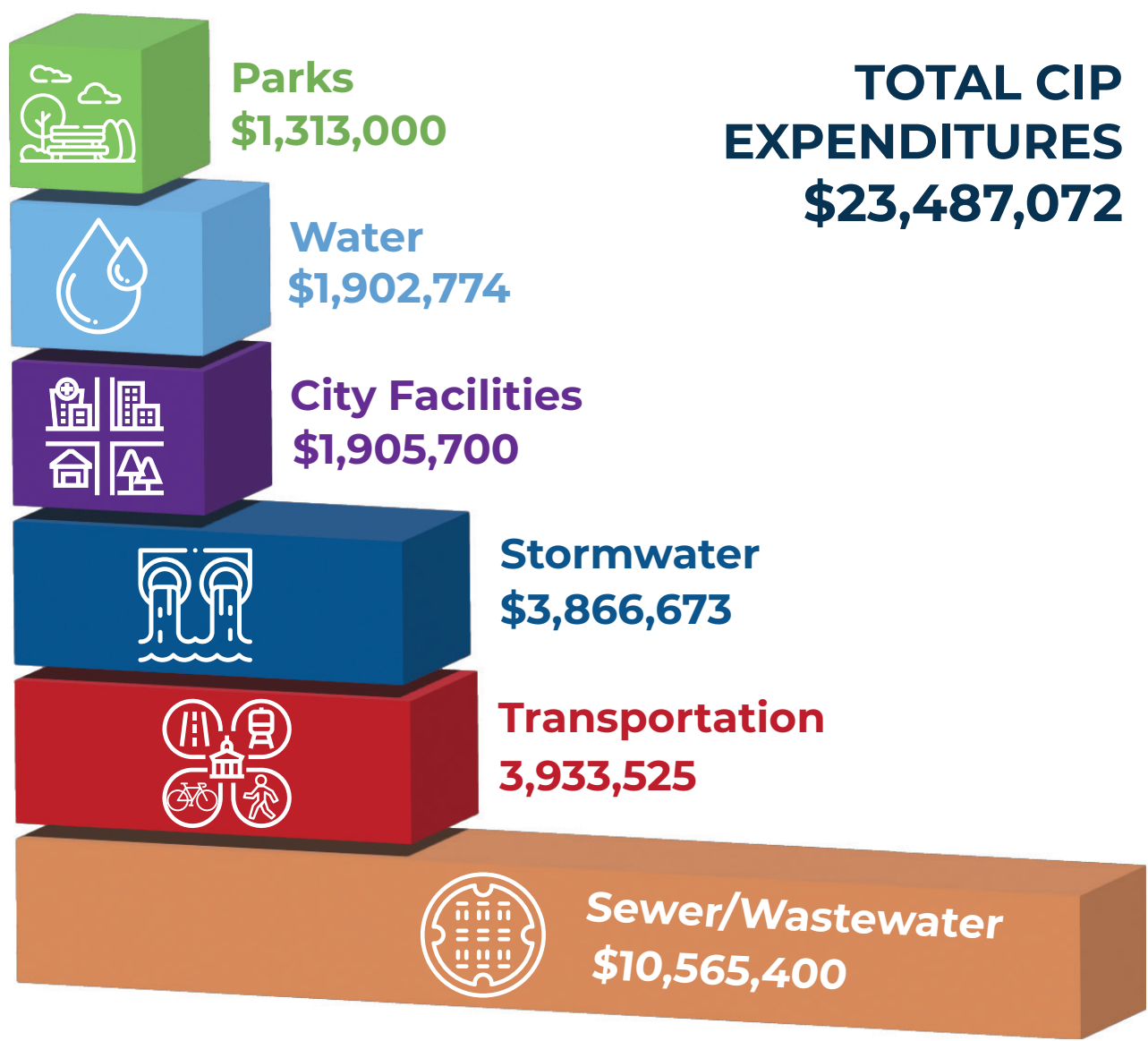
Roughly 30% of the total City budget goes to the General Fund to pay for important services like public safety, street and park maintenance, community recreation, land use planning and general administration.



CIP Budget Summary

The Capital Improvement Program (CIP) is a five-year expenditure plan that provides the City with a financial strategy for major infrastructure improvements. Capital improvements can require multiple years to strategically plan, design, fund, and eventually construct or execute. The CIP is updated annually to add new appropriations or projects, while continuing to evaluate priorities, new requirements, and new funding sources.

The first two years of the CIP projects are included in the biennial budget. For 2023-2024, more than 28% of the City’s total budget is allocated for utilities and transportation needs. This is the down payment toward the nearly \$50M in identified capital projects needed for deferred maintenance and system upgrades over the next 5-6 years.





Fund Balance Overview

Budget Summary By Fund					
Fund	Fund Name	Projected Beginning Fund Balance	2023 - 2024 Revenue Proposed Budget	2023 - 2024 Expenditure Proposed Budget	Projected Ending Fund Balance
001	General	6,951,830	22,293,300	24,255,266	4,989,864
102	Streets	620,723	2,673,200	3,250,707	43,216
104	Park Impact Fee	852,636	251,500	932,600	171,536
107	Visitor Promotion	66,700	20,200	76,900	10,000
108	PBIA	22,880	40,350	38,000	25,230
125	Traffic Impact Fee	526,833	226,000	548,700	204,133
130	Transportation Benefit District	6,464,850	2,510,000	1,444,850	7,530,000
140	Snohomish Rescue Plan	2,411,835	250,000	2,661,835	-
150	Behavioral Health and Housing	433,795	915,000	-	1,348,795
205	Debt Service	15,987	123,275	123,200	16,062
305	Real Estate Excise Tax	1,322,974	1,195,980	2,084,055	434,899
310	Municipal Capital Projects	947,783	2,310,550	3,174,570	83,763
311	Street Capital Projects	1,507,230	3,791,885	4,036,155	1,262,960
401	Water Utility	7,713,890	5,954,500	9,395,940	4,272,450
402	Wastewater Utility	12,047,512	11,958,000	18,492,124	5,513,388
404	Stormwater Utility	4,551,098	3,572,630	5,519,272	2,604,456
501	Facilities	365,973	1,441,100	1,441,300	365,773
502	Information Services	616,132	1,317,170	1,376,978	556,324
503	Self-Insurance	891	-	-	891
505	Equipment Replacement	588,860	1,754,697	1,845,850	497,707
	Fund Totals	48,030,412	62,599,337	80,698,302	29,931,447

More details about the General Fund and City staffing can be found in the pages that follow, with additional information in the Department Overviews and Non-Operating & Capital Improvement Funds sections of this budget.



Budget & Financial Policies

This budget was developed in alignment with the City's financial management policies and industry best practices. Some of the key elements are highlighted in the table below.

Element	Met in Budget	Comments
2.2 Reserve Level Target – General Fund: The unassigned fund balance of the general fund should never fall below 15% of operating expenditures.	☺	The fund balance at the end of 2024 is projected to be 40% of annual operating expenses.
2.4.3 Operating reserves - 90 days of operating expenses reserved for water, wastewater and stormwater.	☺	The City has more than 200 days of operating expenses in stormwater, and more than 400 days for water & wastewater.
2.4.6 Emergency capital repairs - Amounts required to pay for cost overruns and unanticipated capital costs.	☹	While the City has ample ending fund balances, there is a desire to create a policy for emergency reserves.
2.5.2 REET Funds - Fund reserves will be maintained at a level sufficient to ensure viability of future CIP funded projects with a minimum reserve balance of 15% of the fund annual operating revenues.	☺	The REET fund balance at the end of 2024 is projected to be 27% of annual operating expenses.
2.6 Reserve Level Target – Internal Service Funds. "The equipment reserve funds will be maintained at a level sufficient to meet scheduled equipment replacement so as to sustain an acceptable level of municipal services and prevent a physical deterioration of city assets.	☹	The City meets this for the IT Fund, but needs to work with Council in 23-24 to finalize policies for fleet replacement and facilities planning. This budget makes progress toward meeting all three.
3.5 Grants - The City is committed to pursuing grant funding as an appropriate funding source.	☺	The City has been successful at receiving grant dollars, and this budget invests in a position to seek additional grant funding.
5.4 Balanced Budget - Beginning fund balance sources may be used to fund capital improvement projects or other one-time, non-recurring expenditures as long as the fund reserve targets are met.	☹	While expenses do exceed revenues in 2023-2024, the use of beginning fund balance is largely because of delayed or deferred projects that resulted in unspent budgets in prior budget periods.
7.2 Debt Practices - No more than 10% of the annual operating budget may be spent on debt service annual obligations."	☺	Less than 2% of the operating budget is spent on debt service.
8.3.3 Investment Return - Short-term investment returns should attain a return rate of at least equal to the Washington Local Government Investment Pool (LGIP)."	☺	Investments in 2021-2022 exceeded the rate of return of the LGIP.
8.10 Investment Diversification - No more than 20% of the total investments should extend beyond 5 years.	☺	The City's investments are all within 5-year periods.
8.10 Investment Diversification. Unless prior City Council approval is received, no investment with a maturity exceeding 10 years will be purchased.	☺	The City's investments are all within 5-year periods.
8.10 Investment Diversification. No more than 50% of the entire investment portfolio shall be held with one broker.	☺	All investments are held in safekeeping; none are with brokers.



Budget & Financial Structure

General Fund

Overall General Fund expenses are projected at \$24,253,986, which is an increase of \$5,213,326 from the 2021-2022 amended budget. Some of this increase is due to cost of living adjustments associated with salaries and insurance premiums, including positions approved in 2022 to expand economic development, emergency preparedness, community navigation services, and records digitization. Additional information about proposed staffing levels and personnel costs across all funds are further described starting on p. 34 of this budget.

In addition to staffing costs, the increase represents large investments needed in technology, fleet, parks and streets. More details about these program level expenses are available in the Department Overviews section of this budget.

	2021-2022 Budget			2023-2024			Compared to 2021-2022 Amended Budget	
	Amended	Estimated Actuals	Under/ (Over) Budget	Baseline Budget	Decision Packages	2023-2024 Budget	\$ Change	% Change
City Council	115,000	100,033	14,967	116,280	-	116,280	1,280	1.1%
Mayor & City Administration	743,100	762,070	(18,970)	697,390	-	697,390	(45,710)	-6.2%
City Clerk	660,040	667,206	(7,166)	482,230	56,200	538,430	(121,610)	-18.4%
Human Resources	560,022	657,965	(97,943)	598,460	16,000	614,460	54,438	9.7%
Community Engagement & Strategic Initiatives	555,500	462,286	93,214	1,105,630	82,000	1,187,630	632,130	113.8%
Carnegie Building	-	-	-	144,610	136,390	281,000	281,000	100.0%
Legal Services	673,900	595,121	78,779	673,900	-	673,900	-	0.0%
Finance	1,515,700	1,520,753	(5,053)	1,564,310	13,400	1,577,710	62,010	4.1%
Non-Departmental	2,158,100	1,927,791	230,309	2,396,960	602,766	2,999,726	841,626	39.0%
Law Enforcement	8,027,100	7,331,479	695,621	8,325,210	-	8,325,210	298,110	3.7%
Planning & Permitting	1,300,620	1,274,820	25,800	1,434,670	303,200	1,737,870	437,250	33.6%
Building Inspection	353,600	337,717	15,883	398,540	89,460	488,000	134,400	38.0%
Public Works Admin.	134,183	84,755	49,428	416,720	223,450	640,170	505,987	377.1%
Parks	1,940,820	1,697,005	243,815	1,971,750	395,700	2,367,450	426,630	22.0%
Engineering	1,813,700	1,621,658	192,042	1,967,060	42,980	2,010,040	196,340	10.8%
Total	20,551,385	19,040,660	1,510,725	22,293,720	1,961,546	24,255,266	3,703,881	18.0%



General Fund Forecast

GENERAL FUND FORECAST MODEL FOR 2023 - 2024 Budget

ITEM	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Estimate	2023 Budget	2024 Budget	2025 Outlook	2026 Outlook
Beginning Fund Balance	2,520,644	3,183,348	4,384,756	4,393,916	6,168,680	7,201,115	6,661,071	5,846,779	5,284,504
Revenue									
Taxes	7,061,873	7,329,292	7,613,159	8,185,115	8,202,580	8,217,120	8,290,380	8,330,750	8,354,040
Business Licenses & Franchise Fees	222,598	184,970	228,094	238,718	239,300	239,900	240,500	241,100	241,700
Building / Other Permits	137,359	189,484	152,860	228,669	277,810	278,510	279,210	279,910	280,610
Grants	100	22,216	459,000	-	-	-	-	-	-
State Shared	231,829	236,987	256,433	295,908	253,780	250,880	251,640	252,440	253,240
Cost Allocations	1,282,577	1,188,214	1,169,455	1,216,622	1,128,500	1,425,010	1,425,010	1,453,500	1,482,580
Charges For Services	213,452	347,967	197,672	302,266	303,400	304,700	306,000	307,300	308,600
Fines & Forfeitures	47,420	51,683	41,311	41,677	42,310	42,940	43,570	44,230	44,900
Interest & Miscellaneous	156,551	243,729	138,550	335,038	306,881	131,790	132,690	133,600	134,530
Decision Packets	-	-	-	-	-	234,740	198,710	117,830	122,110
Total Revenues	9,353,759	9,794,541	10,256,532	10,844,013	10,754,561	11,125,590	11,167,710	11,160,660	11,222,310
Revenue Growth / (Decline)	2.2%	4.7%	4.7%	5.7%	-0.8%	3.4%	0.4%	-0.1%	0.6%
Expenditures									
Salaries	2,110,350	2,251,994	2,195,489	2,256,906	2,686,422	3,015,150	3,144,890	3,239,240	3,304,020
Benefits	789,557	843,725	842,332	840,329	885,463	1,052,400	1,092,970	1,114,180	1,136,460
Supplies	53,324	85,250	65,057	56,537	117,582	117,050	117,050	118,220	119,400
Services	4,263,134	4,059,583	5,072,037	4,505,765	4,953,330	5,093,445	5,303,245	5,455,980	5,613,110
Capital	11,109	-	-	14,614	4,500	-	-	25,000	25,000
Transfers	832,037	894,088	1,221,612	626,668	728,806	781,750	781,750	781,750	781,750
Interfund Services	631,543	678,504	850,846	768,430	595,307	896,685	897,335	915,280	933,590
Decision Packages	-	-	-	-	-	1,008,913	952,633	373,873	362,508
Total Expenditures	8,691,055	8,813,144	10,247,373	9,069,249	9,971,411	11,965,393	12,289,873	12,023,523	12,275,838
Expense Growth / (Decline)	-4.5%	1.4%	16.3%	-11.5%	9.9%	20.0%	2.7%	-2.2%	2.1%
Anticipated Under - Expenditure					(\$249,285)	(\$299,135)	(\$307,247)	(\$300,588)	(\$306,896)
Ending Fund Balance	3,183,348	4,164,745	4,393,916	6,168,680	7,201,115	6,660,447	5,845,531	5,283,256	4,536,624

Personnel

Overall, employee wages and benefits for 2023-2024 make up 24.9% of the total estimated expenditures in all proposed operating fund budgets. In the General Fund these expenditures are expected to be more than \$8.3 million, or 34.3% 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 proposed cost of City benefits represents 34% of all compensation costs, lower than the 2022 national average of benefit costs for state and local governments of 38.3% according to the U.S. Bureau of Labor Statistics.

Overall, the conditions affecting personnel costs for 2023-2024 include:

- Financial terms as agreed to in the new three-year collective bargaining agreements (see Labor Relations for more details)
- Medical plan premiums are forecasted to increase an average of 5.75% in 2023, though dental, life and vision premiums will remain flat. The City covers 100% of premiums for staff, and 90% for eligible family members.
- The employer contribution rates for state retirement plans (PERS) is 10.39%, up from 10.25% in 2021.
- Labor & Industries (L&I) released their proposed rates for 2023, with an increase of 7% for City public works and parks employees.

Labor Relations

The Union representing City of Snohomish staff is Public, Professional & Office-Clerical Employees and Drivers Local Union No. 763, also known as Teamsters 763. There are two bargaining units within the union, one for Public Works and one for Office Technical. The current agreements for the two bargaining units expire December 25, 2022.

Negotiations occurred in the spring and summer of 2022. In the midst of negotiations, the Consumer Price Index for All Urban Consumers (CPI-U) for June-to-June in the Seattle area increased to 10.1%. Salaries and compensation packages reflective of that level of inflation is unsustainable and not financially realistic given the economic uncertainty.

The City and Union worked collaboratively to find a balance in fiscal stewardship while meeting the City's financial management policy's objective of "maintaining compensation packages which are competitive with other public sector employers and that are sufficient to attract and retain quality employees."

Key updates to the contracts relating to compensation packages include:

- Cost of living adjustments (COLA) for the three-year term. There is a 6% cost of living adjustment effective December 26, 2022, reflective of the high rate of inflation that the region and City staff are experiencing. Instead of a higher COLA, the City will provide a one-time \$1,500 retention bonus in January 2023. For 2024 and 2025, there will be a 3% COLA effective on January 1 of each year. Should the June-to-June Consumer Price Index-Urban (CPI-U) be five percent (5%) or higher in 2024 and 2025, all staff employed as of July 1 shall receive a lump sum bonus of \$1,500 payable within thirty (30) days of the CPI-U publication.
- Matching the bargaining unit's elected pre-tax diversion up to the first twenty-five cents (\$0.25) per compensable hour.





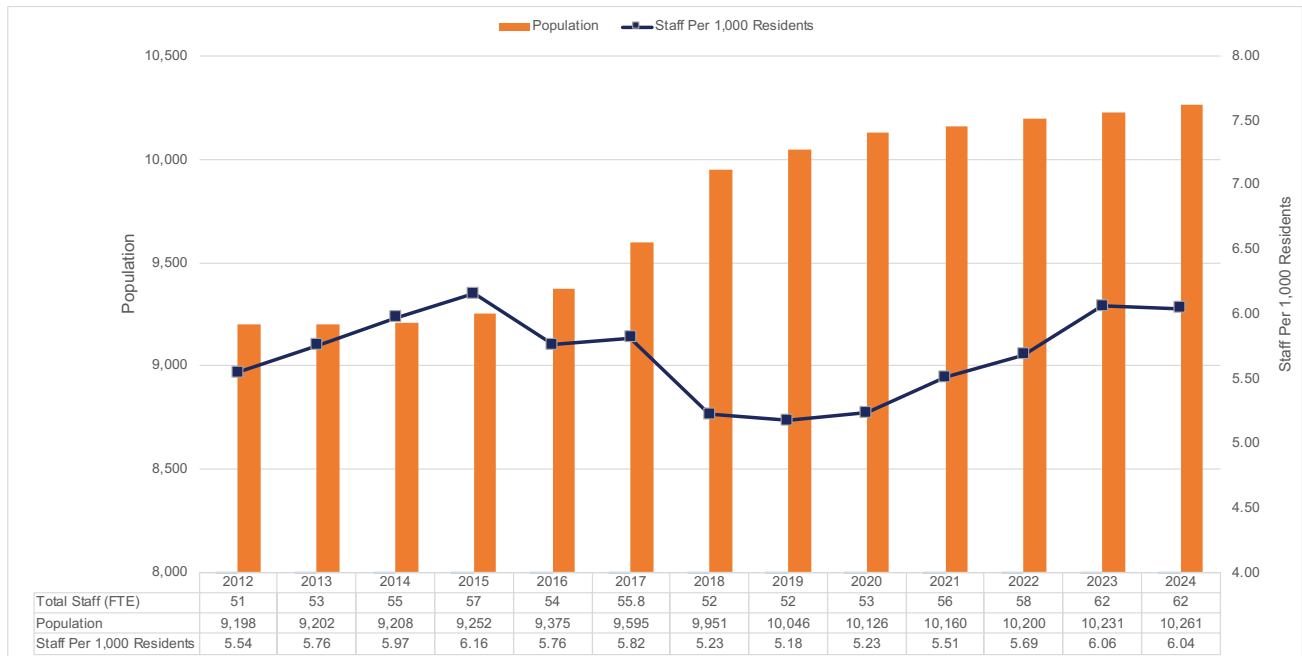
- Bereavement Leave has been added, which was not part of the contracts or city policy prior to this negotiation.
- Longevity Pay was added in recognition of continuous years of employment with the City of Snohomish, per the Memorandum of Understanding from the prior agreement.
- Adding Juneteenth as a recognized federal holiday, a second paid floating holiday, and slight adjustments to the Annual Leave schedule (a combined sick and vacation leave bank) for parity with comparable cities.
- In order to settle the contracts, a major factor was to increase medical premium coverage for employees only from ninety (90%) to one hundred (100%) employer-covered.
- Life Insurance coverage was increased from \$10,000 dollars to \$30,000 dollars covered by the employer, with additional benefit options like Flexible Spending Accounts (FSA) funded by the employee.

In October 2022, the City Council authorized the Mayor to execute the new agreements. They also approved Resolution 1440 to update the non-represented employee salary schedule and benefits package in line with the CBAs, all of which go into effect December 26, 2022. The 2023-2024 budget incorporates all financial elements provided in the CBAs and Resolution 1440.

Staffing Levels

There were four positions approved in 2022—three permanent and one term-limited—to expand economic development, emergency preparedness, community navigation services, and records digitization. The City also split the City Administrator/Utility General Manager role into two positions, a City Administrator and a Public Works Director.

However, there is still a need to make strategic investments in staffing. The population in the City of Snohomish has increased by nearly 11% over the last decade. This growth means new infrastructure and community amenities, but the staff levels have remained relatively flat during that same period of time.





Budget & Financial Structure

The volume and complexity of work across the City has increased, and staff are in danger of burn-out without some additional capacity. Leadership has evaluated where the most significant gaps are in the workforce, and put forward the following staffing requests:

Request Type	Position	Department	Fund Source
Advance Hire	Building Official	Planning – Building	General Fund
TLT→Permanent	Maintenance Worker	PW – Parks	ARPA/Parks
Increase Total	Seasonal Workers	Public Works – All	Varies
Add	Facilities Technician	PW Facilities & Carnegie	Cost Allocation Plan
Add	Maintenance Worker	PW - Stormwater	Stormwater Fund
Add	GIS Coordinator	Admin – IT Services	Cost Allocation Plan
Add	Project Coordinator	Public Works Admin.	Cost Allocation Plan

These requests are included as decision packages requested by the respective department or fund that they are primarily paid from, which can be found in later in this budget document. Here are brief justifications for those requests:

- The **Building Official** has announced plans to retire in 2023, after more than 25 years of service to the City of Snohomish. This is a position that is in high demand and hard to fill. It is also one that requires a considerable amount of training and onboarding. The City is requesting to advance hire the position so that there is a 3-month overlap prior to the current Building Official's retirement.
- The City allocated some of its ARPA resources to hire a **1.0 Maintenance Worker in the Parks team** funded through 2024. This position is responsible for cleaning and maintenance along 1st Street, as well as other City Parks facilities. While there is no financial impact for this budget, the City is requesting authorization to make this position permanent rather than term-limited. This helps with retaining a valued employee, as well as longer-term work planning efforts based on current staffing levels.
- The City has historically budgeted for **seasonal workers** to bolster the workforce during peak seasons. This budget continues that planning, with a request to hire up to eight (8) seasonal workers across the Public Works Department. These are funded by the corresponding utility funds, with the exception of Parks and Streets which receive transfers from the General Fund.
- Per direction from the City Council, the City is moving forward with plans to make the Carnegie Building more of a community-focused space. This included a proposal to hire a **1.0 FTE Facilities Technician for Carnegie Building**, split with the Facilities team. This hire would also decrease the costs incurred by the City hiring casual labor for events.
- With increasing permit requirements and climate impacts, the Sewer Collection/Stormwater team needs to expand. While there are a longer term plans to split the team into two separate crews, the City would like to move forward with adding a **1.0 FTE Maintenance Worker for Stormwater** in 2023.
- There is a significant amount of infrastructure planning and construction grant dollars being missed because the current workforce has very little time to research, position and apply for the private, local, state and federal funding opportunities. To better support the City in securing additional funding, as well as some tasks to relieve our technical and professional staff, there is a request to fill a **1.0 FTE Project Coordinator** within the Public Works Department. The goal is that this position will generate revenues for all funds and programs, so its costs are allocated across City funds.
- City staff and its customers rely on having access to digital information and maps that are readily available and up-to-date. There are a couple staff members that have limited GIS experience and have created some of the City's GIS data and maps, but this has been on an ad hoc basis. The City is seeking a **1.0 FTE GIS Coordinator** to create customized maps and exhibits, as well as developing long-term work programs for GIS. These efforts would benefit



economic development, comprehensive planning, emergency preparedness, capital projects, and the utilities.

Even with these adjustments and additional staff, the City is able to maintain fund balances that exceed provisions required in the financial management policies. If approved, the City would have a total of 62 FTE plus seasonal workers. The staff per 1,000 residents would be comparable to the ratio the City had a decade ago, with the capacity to meet levels of service standards and more consistently operate in a proactive versus reactive manner.

Position Salary Table

Annual Salary Schedule by Position				
	2023		2024	
Elected Officials	Minimum	Maximum	Minimum	Maximum
City Council	6,156.00		6,156.00	
Mayor	18,000.00		18,000.00	
Non-Represented				
Administrative Assistant	75,051.91	83,135.87	77,303.47	85,629.94
City Administrator	156,684.96	172,733.15	161,385.51	177,915.14
City Clerk	93,234.10	103,305.48	96,031.13	106,404.65
City Engineer	116,787.70	129,397.06	120,291.33	133,278.98
Community Engagement & Strategic Initiatives Director	130,565.34	144,651.85	134,482.30	148,991.40
Community Navigator	86,707.85	96,107.80	89,309.09	98,991.04
Community Program Specialist	80,665.02	89,393.55	83,084.97	92,075.36
Economic Development Coordinator	80,665.02	89,393.55	83,084.97	92,075.36
Finance Director	130,565.34	144,651.85	134,482.30	148,991.40
Human Resources/Risk Manager	109,898.88	121,769.67	113,195.84	125,422.76
IT Services Manager	109,898.88	121,769.67	113,195.84	125,422.76
IT Services Specialist	86,707.85	96,107.80	89,309.09	98,991.04
Operations Manager	109,898.88	121,769.67	113,195.84	125,422.76
Project Manager	100,216.93	111,040.30	103,223.43	114,371.51
Planning Director	130,565.34	144,651.85	134,482.30	148,991.40
Public Works Director	135,560.75	150,197.82	139,627.57	154,703.75
Utilities Manager	109,898.88	121,769.67	113,195.84	125,422.76

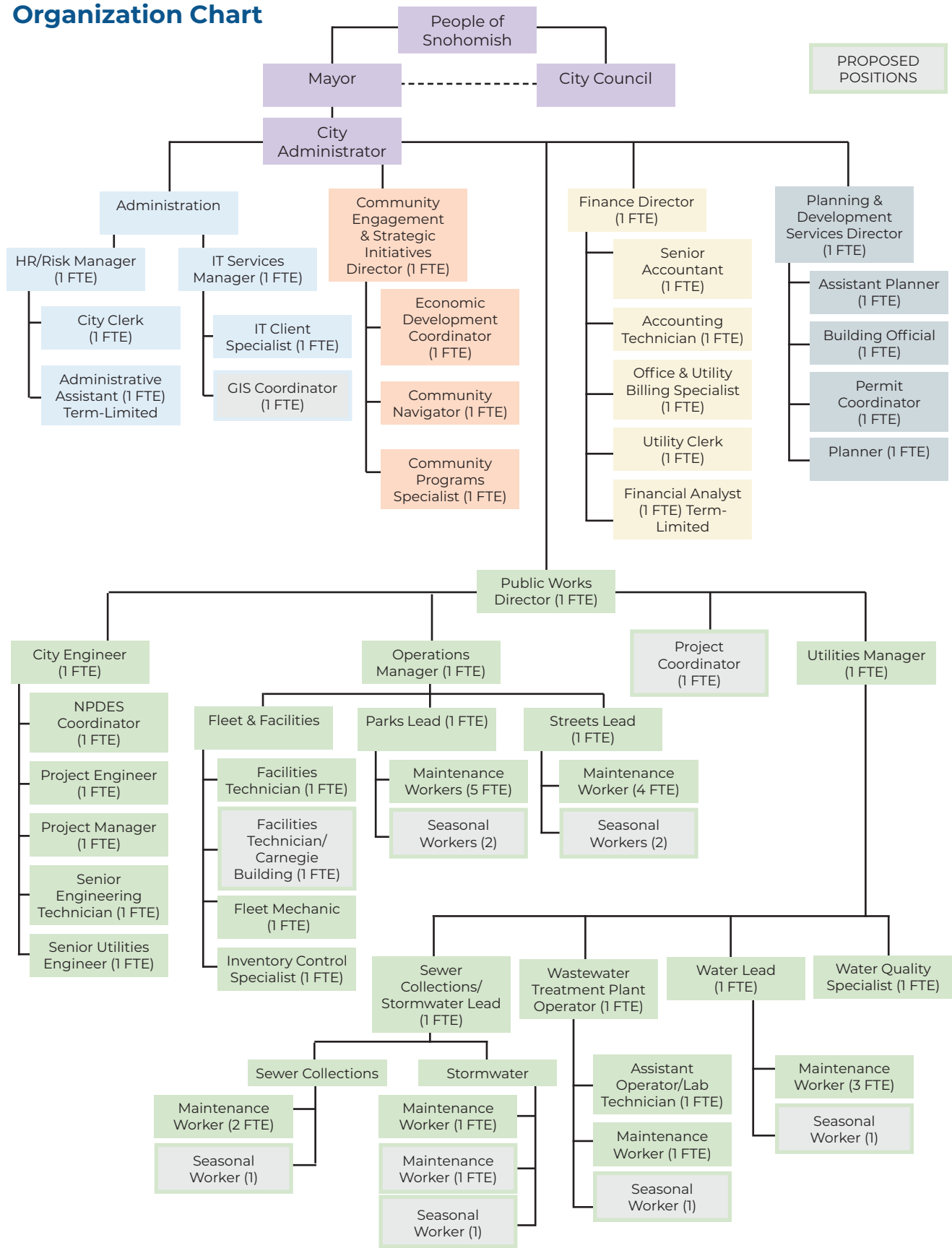


Budget & Financial Structure

Annual Salary Schedule by Position				
	2023		2024	
Teamsters	Minimum	Maximum	Minimum	Maximum
Accounting Technician I	50,558.32	65,329.67	52,075.07	67,289.56
Accounting Technician II	54,331.73	70,239.84	55,961.68	72,347.04
Assistant Operator/Lab Technician	66,793.38	86,331.85	68,797.18	88,921.81
Assistant Planner	62,805.11	81,161.88	64,689.27	83,596.73
Building Official	82,988.15	107,253.46	85,477.80	110,471.07
Division Lead	71,802.21	92,790.96	73,956.28	95,574.69
Facilities Maintenance Specialist	62,133.69	80,302.45	63,997.70	82,711.53
Financial Analyst	72,581.06	93,798.10	74,758.50	96,612.04
GIS Coordinator	67,491.66	87,244.99	69,516.41	89,862.34
Inventory Control Specialist	66,793.38	86,331.85	68,797.18	88,921.81
Maintenance Worker I	53,781.16	69,479.08	55,394.59	71,563.45
Maintenance Worker II	57,796.28	74,702.77	59,530.17	76,943.85
Mechanic	66,793.38	86,331.85	68,797.18	88,921.81
NPDES Coordinator	67,491.66	87,244.99	69,516.41	89,862.34
Office and Utilities Billing Technician	54,331.73	70,239.84	55,961.68	72,347.04
Permit Coordinator	54,331.73	70,239.84	55,961.68	72,347.04
Planner	72,581.06	93,798.10	74,758.50	96,612.04
Project Engineer	83,861.01	108,381.46	86,376.84	111,632.90
Senior Accountant	83,861.01	108,381.46	86,376.84	111,632.90
Senior Wastewater Treatment Plant Operator	71,802.21	92,790.96	73,956.28	95,574.69
Senior Utilities Engineer	90,158.98	116,505.70	92,863.75	120,000.87
Senior Engineering Technician	67,491.66	87,244.99	69,516.41	89,862.34
Utility Clerk II	50,558.32	65,329.67	52,075.07	67,289.56
Water Quality Control Specialist	66,793.38	86,331.85	68,797.18	88,921.81



Organization Chart





Department Overviews and Operating Fund Budgets **III. Department Overviews and Operating Fund Budgets**

- a. City Council
- b. City Administration
 - i. Mayor & City Administrator
 - ii. City Clerk
 - iii. Human Resources & Risk Management
 - iv. Information Services
 - v. Non-Departmental
- c. Community Engagement & Strategic Initiatives Department
 - i. Carnegie Building
- d. Finance Department
- e. Planning & Development Services
 - i. Building
 - ii. Planning & Permitting
- f. Public Safety
- g. Legal Services
- h. Public Works
 - i. Administration
 - ii. Engineering Services
 - iii. Public Works Operations
 - 1. Fleet & Facilities
 - 2. Parks
 - 3. Streets
 - iv. Utility Operations
 - 1. Sewer Collections
 - 2. Stormwater
 - 3. Wastewater Treatment Plant
 - 4. Water



City Council

The City Council serves as the elected legislative branch of city government. The Council consists of seven members elected to four-year terms. Elections are staggered so that every two years either three or four Council positions are elected for full terms by the voters.

The City Council represents the citizens of Snohomish through:

- Interpreting community values as it adopts ordinances and resolutions;
- Setting the policies and direction of the City;
- Authorizing the biennial budget and budget amendments;
- Confirming the Mayor's appointments to various boards and commissions; and
- Serving as liaisons to City boards and commissions, as well as external groups.

2021-2022 HIGHLIGHTS

- Hosted eight "Coffee with the Council" events, as well as town hall events and the Snohomish 101 series.
- Updated the missions of and reauthorized the Public Safety Commission and Design Review Board.
- Approved the Midtown District design standards and zoning, laying the groundwork for more housing options and strategic development within this area.
- Allocated \$459,000 in CARES Act funding and \$2.8M in ARPA funding, primarily focused on public health and safety, business and household supports, and City infrastructure.

2023-2024 COUNCIL PRIORITIES

The City Council has adopted the following nine goals for the upcoming biennium:

- Ensure and Provide for Public Safety
- Maintain and Proactively Improve City Infrastructure
- Promote and Expand Economic Adaptability, Vitality and Diversity
- Provide, Expand, and Support a Range of Housing Options
- Foster Environmental Resiliency and Sustainability
- Evaluate and Optimize City Services
- Cultivate an Equitable and Inclusive Community
- Support and Encourage Meaningful Community Involvement
- Incorporate Strategic Elements into the Comprehensive Plan

BUDGET CHANGES

The items below represent increases or decreases from the Amended 2021-2022 Budget, excluding labor cost changes related to cost-of-living, step increases or other adjustments to employee benefits:

- None requested.



BUDGETED EXPENDITURES

City Council Proposed Budget

Description	2019-2020 Adopted	2021-2022 Amended	2021-2022 Year-End Estimates	2023-2024 Baseline Budget	Decision Packages	2023-2024 Proposed
EXPENSES						
Regular Pay	86,184	86,200	86,200	86,200		86,200
Payroll Taxes	6,594	6,600	6,600	6,600		6,600
Retirement Benefits	-	-	-	1,280		1,280
Disability Insurance	200	200	200	200		200
Office & Operating Supplies	500	500	100	500		500
Communication/Postage	500	500	5,904	500		500
Travel & Subsistence	7,000	7,000	-	7,000		7,000
Miscellaneous	8,000	8,000	544	8,000		8,000
Education & Training	6,000	6,000	485	6,000		6,000
Total Expenditures	114,978	115,000	100,033	116,280	-	116,280



City Administration

The Mayor & City Administration Department includes the City Clerk, Human Resources and Information Services. The department also oversees the non-departmental cost center that meets the goals and operational objectives of the government organization as a whole.

Mayor and City Administrator

Under the mayor-council form of government, the Mayor is directly elected by the voters and serves as the City's chief executive officer. The Mayor appoints a City Administrator to manage the City organization and finances on a day-to-day basis. Together, these positions provide support to and implementation of policies set by the City Council, as well as policy analysis, intergovernmental relations, strategic planning, partnership building, and managing the budget as a means to meet City goals and desired outcomes.

2021-2022 HIGHLIGHTS

- Convened a group of community members to identify and prioritize elements for the Veteran's Memorial to be located at the Carnegie Building site.
- Completed a transition between administrations following the November 2021 election results.
- Navigated City staff and customers through remote, hybrid, and in-person services.
- Restructured and expanded the previous Economic Development Department into the new Community Engagement and Strategic Initiatives Department.
- Began evaluating what modes of communication with the community are needed in a post-COVID environment, including asynchronous meeting platforms and service request modules.
- Participated in local and regional emergency planning and tabletop exercises to determine what work is needed to ensure continuity, communication and cohesion in a large-scale event.

2023-2024 PRIORITIES

- Supporting the City Council in work identified that aligns with their 2023-2024 goals.
- Increasing transparency in the City's finances through regular reporting and community engagement leading up to the next biennial budget process.
- Improving the City's emergency preparedness and training for staff and key partners, as well as strengthening business and neighborhood resiliency.
- Reviewing all boards and commissions to ensure alignment with Council goals and City needs moving forward, including definition of their scope and intent.
- Continuing to identify opportunities to streamline and document both internal and external processes and procedures.
- Investing in ADA compliance, multi-modal transportation, and accessible City amenities.

BUDGET CHANGES

The items below represent increases or decreases from the Amended 2021-2022 Budget, excluding labor cost changes related to cost-of-living, step increases or other adjustments to employee benefits:

- None requested.



Department Overviews and Operating Fund Budgets

BUDGETED EXPENDITURES

Mayor & City Administrator Proposed Budget

Description	2019-2020 Adopted	2021-2022 Amended	2021-2022 Year-End Estimates	2023-2024 Baseline Budget	Decision Packages	2023-2024 Proposed
EXPENSES						
Regular Pay	536,626	425,400	554,375	428,920		428,920
Payroll Taxes	34,115	23,800	37,029	31,570		31,570
Retirement Benefits	64,879	47,100	35,694	35,890		35,890
Insurance Benefit Premiums	141,236	70,600	33,205	3,510		3,510
Disability Insurance	952	1,000	1,230	1,070		1,070
Office & Operating Supplies	400	400	530	400		400
Small Tools & Minor Equip	400	400	338	400		400
CAP: Fleet & Facility (501)	34,809	44,000	44,000	22,610		22,610
CAP: Info Services (502)	69,730	51,600	51,600	44,220		44,220
Professional Services	100,000	50,000	-	100,000		100,000
Postage	600	400	31	400		400
Communications	4,400	4,400	2,509	4,400		4,400
Travel & Subsistence	8,000	8,000	369	8,000		8,000
Miscellaneous	400	3,000	45	3,000		3,000
Dues & Subscriptions	4,000	4,000	765	4,000		4,000
Education & Training	9,000	9,000	350	9,000		9,000
Total Expenditures	1,009,547	743,100	762,070	697,390	-	697,390

POSITION SUMMARY

Position Title	FTE	Position Title	FTE
Mayor	1.0	City Administrator	1.0



City Clerk

As a service oriented division and serving as an unbiased public servant who promotes open government and transparency of information by providing a link between citizens and government. The City Clerk serves as the compliance officer for federal, state, and local statutes. This is achieved by coordinating the legislative process and managing city records with integrity, accuracy, and transparency.

2021-2022 HIGHLIGHTS

- Supported bringing City Council meetings to an in-person/hybrid environment while working to meet updated Open Public Meetings Act (OPMA) requirements due to the pandemic.
- Updated fee schedules and the solicitor application process.
- Updated City's property schedule with the City's insurance carrier Washington Cities Insurance Authority (WCIA).
- Added a term-limited position through 2024 to support the records digitization process.

2023-2024 PRIORITIES

- Digitizing records to create transparency and ease of access to City records.
- Utilizing new software to support transparency for citizens in viewing records and participating in City Council meetings.
- Developing a records retention program and supporting its implementation across all departments.
- Seeking grant opportunities to help defray costs associated with records digitization and retention efforts.

BUDGET CHANGES

The items below represent increases or decreases from the Amended 2021-2022 Budget, excluding labor cost changes related to cost-of-living, step increases or other adjustments to employee benefits. The full decision packages (D.P.) are provided in the Supplemental section of this budget.

- D.P. #1 – Records Digitization: \$56,200



Department Overviews and Operating Fund Budgets

BUDGETED EXPENDITURES

In previous years, the HR/Risk Manager position was split between Human Resources and City Clerk funding allocations. For 2023-2024, that position was been moved completely to the Human Resources allocation. This change is reflected in adjusted budget below.

City Clerk Proposed Budget

Description	2019-2020 Adopted	2021-2022 Amended	2021-2022 Year-End Estimates	2023-2024 Baseline Budget	Decision Packages	2023-2024 Proposed
EXPENSES						
Regular Pay	212,808	396,900	376,333	292,850		292,850
Payroll Taxes	16,280	30,400	29,870	24,530		24,530
Retirement Benefits	29,155	50,700	40,861	30,430		30,430
Insurance Benefit Premiums	46,151	70,600	73,324	44,030		44,030
Disability Insurance	476	1,000	1,291	1,500		1,500
Office & Operating Supplies	1,000	3,000	1,831	3,000		3,000
Small Tools & Minor Equip	400	600	1,991	600	11,200	11,800
CAP: Fleet & Facilities (501)	11,603	14,500	14,500	11,310		11,310
CAP: Info Services (502)	28,263	55,900	55,900	37,540		37,540
Professional Services	10,000	10,400	10,400	10,400		10,400
Communication	800	1,340	395	1,340		1,340
Postage	5,600	3,400	2,012	3,400	1,000	4,400
Travel & Subsistence	1,000	200	1,750	200		200
Advertising	40,000	16,000	34,811	16,000		16,000
Dues & Subscriptions & Software	1,000	2,300	20,738	2,300		2,300
Education & Training	1,000	1,200	1,200	1,200	4,000	5,200
Miscellaneous	500	1,600	-	1,600		1,600
Software	-	-	-	-	40,000	40,000
Total Expenditures	406,036	660,040	667,206	482,230	56,200	538,430

POSITION SUMMARY

Position Title	FTE	Position Title	FTE
City Clerk	1.0	Administrative Assistant*	0.5

* Term-limited position split between HR and City Clerk through 2024



Human Resources & Risk Management Division

This team supports the City and all departments in attracting, developing, and retaining a highly qualified and diverse workforce. It is committed to service, community, and innovation. They seek to provide support and guidance to all employees in employee relations, benefits and compensation programs, recruitment, training, professional development, and workplace safety.

2021-2022 HIGHLIGHTS

- Restarted various city-wide personnel programs and brought staff back to in-person work from COVID-19.
- Successfully negotiated three-year collective bargaining agreements with both Union bargaining units.
- Received wellness and safety grants from Washington Cities Insurance Authority (WCIA) through encouraging successful staff participation in events.
- Received the WellCity award from the Association of Washington Cities (AWC) to foster a healthy workforce and save 2% on medical premiums.
- Implemented NeoGov, a new recruitment software, to streamline and centralize recruitment and personnel-related processes.

2023-2024 PRIORITIES

- Updating personnel policies to clarify expectations in alignment with best practices and laws.
- Reviewing the City's salary schedules to ensure compliance with the City's financial management policy.
- Renew and update volunteer program, and create and develop an internship and apprenticeship program.
- Update city-wide safety manual and risk management programs.
- Work to develop diversity, equity, and inclusion policies and principles for the City.

BUDGET CHANGES

The items below represent increases or decreases from the Amended 2021-2022 Budget, excluding labor cost changes related to cost-of-living, step increases or other adjustments to employee benefits. The full decision packages (D.P.) are provided in the Supplemental section of this budget.

- D.P. #2 – Baseline Budget Adjustment: \$16,000



Department Overviews and Operating Fund Budgets

BUDGETED EXPENDITURES

In previous years, the HR/Risk Manager position was split between Human Resources and City Clerk funding allocations. For 2023-2024, that position was been moved completely to the Human Resources allocation. This change is reflected in adjusted budget below.

Human Resources Proposed Budget

Description	2019-2020 Adopted	2021-2022 Amended	2021-2022 Year-End Estimates	2023-2024 Baseline Budget	Decision Packages	2023-2024 Proposed
EXPENSES						
Regular Pay	-	-	-	347,330		347,330
Payroll Taxes	-	-	-	28,860		28,860
Retirement Benefits	-	-	-	36,090		36,090
Insurance Benefit Premiums	-	-	-	78,580		78,580
Disability Insurance	-	-	-	1,500		1,500
Office & Operating Supplies	500	2,000	942	1,000		1,000
Wellness Supplies	2,400	3,400	3,400	9,000	8,000	17,000
Professional Services	20,000	52,822	52,822	20,000		20,000
Communications	600	1,300	1,793	2,000		2,000
Travel & Subsistence	600	700	1,366	700		700
CAP: Facilities (501)	-	-	-	11,960		11,960
CAP: Info Services (502)	-	-	-	37,540	-	37,540
CAP: Fleet (505)	-	-	-	1,500		1,500
Advertising	10,000	10,200	8,503	5,000		5,000
WCIA Premiums	482,000	476,000	582,534	-		-
Health and Safety Services	5,000	1,700	4,747	7,000	8,000	15,000
Dues & Subscription	400	400	913	5,400		5,400
Education & Training	1,000	7,000	945	3,000		3,000
Miscellaneous	1,600	4,500	-	2,000		2,000
Total Expenditures	524,100	560,022	657,965	598,460	16,000	614,460

POSITION SUMMARY

Position Title FTE Position Title FTE

HR/Risk Manager 1.0 Administrative Assistant* 0.5

** Term-limited position split between HR and City Clerk through 2024*



Information Services

The Information Services (IS) Division's focus is to develop, maintain, and support the City's data and phone networks, PCs, server systems, and software applications. They also provide efficient and reliable support to enable the City to deliver equitable and responsive services to the public, while managing the IS budget with a focus on controlling costs.

2021-2022 HIGHLIGHTS

- Upgraded the backend network system infrastructure, opening the pathway to current and future technology solutions.
- Upgraded the enterprise firewall appliance in an on-going effort to improve City's cybersecurity infrastructure.
- Served as a key participant in the City's application upgrade for Permitting and Planning focused on improving the City's response time to customers.
- Installed an interim audio/video (A/V) solution that allows citizens to participate in City's public meetings in a hybrid environment.
- Migrated to Microsoft 365 to improve security of the City's online environment, as well as improving staff collaboration and communication.

2023-2024 PRIORITIES

- Implement a comprehensive systems protection solution to mitigate cybersecurity threats to protect city's valuable assets.
- Install an effective audio/video solution to provide a better experience for citizens to participate in public meetings both in person or online.
- Implement a robust online phone solution to improve city's efforts in collaboration and communication.
- Review and evaluate current network infrastructure, and implement a more effective network configuration as an on-going effort to improve city's cybersecurity infrastructure.
- Review City's data backup requirements and implement a more robust backup protection solution as another on-going effort to improve city's cybersecurity infrastructure.
- Centralize and expand the City's GIS capabilities to better support all departments, and improve data visualization and access for the community.

BUDGET CHANGES

The items below represent increases or decreases from the Amended 2021-2022 Budget, excluding labor cost changes related to cost-of-living, step increases or other adjustments to employee benefits:

- D.P. #3 – GIS Coordinator: \$212,600



Department Overviews and Operating Fund Budgets

BUDGETED EXPENDITURES

Information Services Fund (502) Proposed Budget

	2019-2020	2021-2022	2021-2022	2023-2024		
Description	Adopted	Amended	Year-End Estimates	Baseline Budget	Decision Packages	2023-2024 Proposed
REVENUES						
Beginning Fund Balance	529,238	579,357	717,756	616,132		616,132
Replacement Charge HR	-	-	-	37,540	-	37,540
Replacement Charge Clerk	28,263	55,900	55,783	37,540	-	37,540
Replacement Charge Finance	142,880	130,700	118,666	112,280	-	112,280
Replacement Charge Facilities	46,007	110,000	99,416	30,570	-	30,570
Replacement Charge Engineering	137,807	135,200	121,545	118,480	42,520	161,000
Replacement Charge Bldg Inspec	23,113	25,800	23,515	19,820	-	19,820
Replacement Charge Planning	76,960	83,900	83,706	99,060	-	99,060
Replacement Charge Police	93,787	69,200	62,284	-	-	-
Replacement Charge Streets	80,642	85,200	76,511	85,260	42,520	127,780
Replacement Charge Parks	92,053	135,400	121,705	85,160	-	85,160
Replacement Charge Water	104,045	102,500	92,613	108,940	42,520	151,460
Replacement Charge Sewer	160,983	127,900	114,874	80,420	42,520	122,940
Replacement Charge Storm	47,407	52,200	46,416	97,650	42,520	140,170
Replacement Charge Fleet	-	-	-	30,550	-	30,550
Replacement Charge Mayor/Admin	69,730	51,600	46,031	44,220	-	44,220
Replacement Chg CESI	23,063	26,300	26,836	66,680	-	66,680
Replacement PW Administration	-	-	-	23,700	-	23,700
Replacement Charge ARPA	-	-	-	21,700	-	21,700
Interest Earnings	10,000	5,000	3,245	5,000	-	5,000
Total Revenues	1,136,740	1,196,800	1,093,143	1,104,570	212,600	1,317,170
	2019-2020	2021-2022	2021-2022	2023-2024		
Description	Adopted	Amended	Year-End Estimates	Baseline Budget	Decision Packages	2023-2024 Proposed
EXPENSES						
Regular Pay	383,628	406,000	411,840	471,110	127,370	598,480
Payroll Taxes	29,347	31,100	32,633	37,710	10,750	48,460
Retirement	52,162	52,400	44,120	47,650	13,240	60,890
Insurance Benefit Premiums	89,842	97,200	88,348	86,760	41,740	128,500
Disability Insurance	952	1,000	1,266	1,300	900	2,200
Office & Operating Supplies	10,560	12,100	1,572	7,520	-	7,520
Small Tools & Minor Equip	42,800	28,800	104,464	1,200	6,500	7,700
CAP General Fund Services (001)	84,172	67,000	72,773	91,000	-	91,000
CAP Facilities (501)	23,206	29,000	25,568	22,610	-	22,610
Professional Services	-	46,200	6,867	6,650	-	6,650
Software Support Services	12,000	6,800	-	9,400	5,100	14,500
Postage	600	600	273	600	-	600
Communication	55,600	47,700	49,311	45,576	-	45,576
Communication Platforms	20,000	1,000	500	-	-	-
Travel & Subsistence	2,000	2,000	-	2,000	-	2,000
Operating Rentals	45,420	35,200	22,468	29,592	-	29,592
Repairs & Maintenance	13,200	10,700	1,000	12,400	-	12,400
Dues and Subscriptions	200	400		400	-	400
Education & Training	15,700	14,000	10,000	14,000	-	14,000
Miscellaneous Services	2,000	400	1,562	400	-	400
Software Purchase & License Fees	191,500	239,800	237,309	276,500	7,000	283,500
Machinery & Equipment	10,000	13,000	82,891	-	-	-
Total Expenditures	1,084,889	1,142,400	1,194,767	1,164,378	212,600	1,376,978
Ending Fund Balance	581,089	633,757	616,132	556,324	-	556,324

POSITION SUMMARY

Position Title	FTE	Position Title	FTE
I.S. Manager	1.0	I.S. Specialist	1.0
GIS Coordinator*	1.0		

* New position for 2023-2024



Non-Departmental

This includes miscellaneous costs of City operations such as repaying bonds and funding capital projects. The City also supports critical community providers by paying utilities for the Senior Center so that they can dedicate more of their resources to needed meals and interaction for our seniors, as well as paying the water bill for the Snohomish Aquatic Center to keep rates for the community and Snohomish School District affordable. Other expenses include annual contributions and memberships to Alliance for Housing Affordability, Association of Washington Cities, Economic Alliance of Snohomish County, National League of Cities, Puget Sound Clean Air Agency, Puget Sound Regional Council, and Snohomish County Tomorrow.

BUDGET CHANGES

The items below represent increases or decreases from the Amended 2021-2022 Budget, excluding labor cost changes related to cost-of-living, step increases or other adjustments to employee benefits. The full decision packages (D.P.) are provided in the Supplemental section of this budget.

- D.P. #8 – Baseline Budget Adjustment: \$27,766
- D.P. #9 – Transfer to Streets Fund: \$575,000

BUDGETED EXPENDITURES

Non-Departmental Proposed Budget

Description	2019-2020 Adopted	2021-2022 Amended	2021-2022 Year-End Estimates	2023-2024 Baseline Budget	Decision Packages	2023-2024 Proposed
EXPENSES						
Retiree Insurance Premiums	44,000	52,000	49,468	54,000		54,000
Reallocated Copier Charges	-	-	560			-
Misc. Supplies	4,000	2,000	461	2,000		2,000
CAP: Fleet & Facility (501)	132,165	165,200	165,200	202,760		202,760
CAP: Equip Replace (505)	5,148	2,600	2,600	-		-
CARES Grant	-	-	12,583			-
Alliance Housing Affordability	23,400	23,400	3,518	23,400		23,400
Leasehold Tax	2,000	12,000	11,317	12,000		12,000
PS Clean Air Agency	14,750	14,800	14,799	14,800	600	15,400
Alcohol Rehabilitation	4,000	6,000	7,364	6,000	4,000	10,000
Economic Alliance Sno Co	8,000	8,000	9,000	8,000	3,000	11,000
Annual Due OMWBE	600	600	300	600		600
Puget Sound Reg Council	7,000	7,000	7,019	7,000	600	7,600
Assoc of WA Cities	14,100	15,000	22,449	15,000	16,566	31,566
National League of Cities	-	-	-	-	2,400	2,400
Magazine Publishing	30,000	40,000	43,036			-
Snohomish County Tomorrow	3,839	4,000	4,070	4,000	600	4,600
Snohomish Health District	40,000	42,000	42,000	-		-
Voter Registration/Elections	45,000	43,000	37,279	43,000		43,000
WCIA Insurance	-	-	-	283,900	-	283,900
Public Utilities-Food Bank	4,100	6,000	2,499	6,000		6,000
Miscellaneous Services	3,000	3,000	371	3,000		3,000
Snohomish Senior Center	34,000	30,000	43,000	30,000		30,000
Utilities-Water/Sewer-Aquatic	118,000	118,000	93,424	118,000		118,000
Transfer Out (102)	1,665,000	1,440,000	1,440,000	1,440,000	575,000	2,015,000
Transfer Out (310)	-	-	(208,026)	-		-
Transfer Out (205)	123,176	123,500	123,500	123,500		123,500
Total Expenditures	2,325,278	2,158,100	1,927,791	2,396,960	602,766	2,999,726



Community Engagement & Strategic Initiatives Department

The mission of the Community Engagement and Strategic Initiatives Department is to ensure the City is addressing the needs of the whole community, including businesses, residents, and the vulnerable and underrepresented. Their work includes emergency preparedness, community outreach and engagement, economic development, policy development and process mapping to improve equitable access to City services, and connecting community members to existing mental health, substance use, housing, and other human and health services.

2021-2022 HIGHLIGHTS

- Provided community event support and small business training and resources to enhance recovery from the COVID-19 pandemic and support business resiliency.
- Identified new opportunities for collaboration with the Historic Downtown Snohomish Association (HDSA), Snohomish Chamber of Commerce, and other key stakeholders to ensure the City remains a vibrant, resilient, and thriving community.
- Revived previous Neighborhood Watch efforts in partnership with the Public Safety Commission, leading to the creation of two new Neighborhood Watch programs and a “Learn and Launch” Town Hall.
- Established the Emergency Preparedness & Response Task Force to review and update the City of Snohomish Comprehensive Emergency Management Plan (SNO-CEMP), and to create plans, processes, and training for emergency preparedness, response, resilience, and recovery.
- Process mapping to ensure efficient and equitable City business practices, including business licensing, special event permitting, allocation of American Rescue Plan Act (ARPA) funds, and the Snohomish Carnegie rental process and fee structure.
- Secured a funding partnership with the Snohomish School District to expand and provide behavioral and mental health services to all youth in the community and the hiring of a Community Navigator.

2023-2024 PRIORITIES

- Develop and implement an Economic Development Strategy that will maximize revenue opportunities; provide economic development resources and events focused for Snohomish businesses; connect with county, state, federal, and other resources; and plan for the future to ensure business/non-profit resiliency and economic vitality.
- Work with underrepresented and vulnerable communities along with stakeholders to identify needs, streamline access to existing resources, close holes in the City’s “safety net,” and implement recommendations of the Snohomish Housing & Human Services Technical Advisory Committee (SHHS TAC) to address gaps in affordable housing and access to services.
- Expand residential community engagement efforts with the launch of “Map Your Neighborhood,” emergency preparedness, additional Neighborhood Watch programs, and volunteer recruitment and coordination.
- In partnership with Planning and Parks, develop and launch a comprehensive community engagement plan to seek and implement input from the community about use of public spaces and the City’s 20 year Comprehensive Plan.
- In partnership with the HDSA, examine the Parking & Business Improvement Area (PBIA) revenue collection and funding distribution, including reviewing the 2002 ordinance and PBIA zone.
- Implement a robust volunteer recruitment and coordination program that prioritizes safety, longevity, and “best practices” for a City volunteer corps.



BUDGET CHANGES

The items below represent increases or decreases from the Amended 2021-2022 Budget, excluding labor cost changes related to cost-of-living, step increases or other adjustments to employee benefits. The full decision packages (D.P.) are provided in the Supplemental section of this budget.

- D.P. #4 – Baseline Budget Adjustment: \$82,000
- D.P. #5 – Visitor/Tourism Promotion for Lodging Tax Usage: \$56,900
- D.P. #6 – Increase Operations for Carnegie (split with Facilities): \$136,390

BUDGETED EXPENDITURES

Community Engagement & Strategic Initiatives Proposed Budget

Description	2019-2020	2021-2022	2021-2022	2023-2024	Decision Packages	2023-2024
	Adopted	Amended	Year-End Estimates	Baseline Budget		Proposed
EXPENSES						
Regular Pay	210,612	290,910	287,137	670,590		670,590
Payroll Taxes	16,111	17,200	17,941	54,500		54,500
Retirement Benefits	28,854	29,300	28,935	68,780		68,780
Insurance Benefit Premiums	46,145	80,740	65,516	102,230		102,230
Disability Insurance	476	750	762	1,830		1,830
Office & Operating Supplies	600	1,400	1,369	1,400		1,400
Wayfinder Sign Supplies	1,500	1,600	15	1,600	3,000	4,600
Small Tools & Minor Equip	400	2,400	2,088	2,400		2,400
CAP: Fleet & Facilities (501)	11,603	14,500	9,035	45,220		45,220
CAP: Info Services (502)	23,063	26,300	16,836	66,680		66,680
Professional Services-CESI	20,000	20,000	13,897	20,000	18,000	38,000
Magazine Publishing	30,000	40,000	-	40,000		40,000
Postage	-	-	-	-	6,000	6,000
Communications	11,000	22,000	3,387	22,000	12,000	34,000
Travel & Subsistence	3,000	3,000	-	3,000	18,000	21,000
Advertising	-	-	837	-	8,000	8,000
Operating Rentals	-	-	621	-		-
Miscellaneous	-	-	12,212	-		-
Dues & Subscriptions	800	3,000	1,662	3,000		3,000
Education & Training	1,000	2,400	35	2,400	15,000	17,400
Software	-	-	-	-	2,000	2,000
Total Expenditures	405,164	555,500	462,286	1,105,630	82,000	1,187,630



Department Overviews and Operating Fund Budgets

The Community Engagement & Strategic Initiatives Department also oversees operations of the Carnegie Building. In September 2022, the City Council directed staff to move toward a model where the Carnegie Building is a community space first. A new cost center has been established to better track revenues and expenditures for the Carnegie Building moving forward. This budget includes investments in maintenance and operations, as well as marketing and outreach to non-profits and community organizations. Staff will also be evaluating the feasibility of developing a fee-for-service recreation program.

Carnegie Building Proposed Budget

Description	2019-2020 Adopted	2021-2022 Amended	2021-2022 Year-End Estimates	2023-2024 Baseline Budget	Decision Packages	2023-2024 Proposed
EXPENSES						
Regular Pay	-	-		-	70,510	70,510
Overtime Pay	-	-		-	1,020	1,020
Payroll Taxes	-	-		-	7,685	7,685
Retirement Benefits	-	-		-	7,325	7,325
Insurance Benefit Premiums	-	-		-	12,300	12,300
Disability Insurance	-	-		-	1,700	1,700
Uniforms	-	-		-	750	750
Office/Operating Supplies	-	-		2,000	3,000	5,000
Janitor Supplies	-	-		5,000		5,000
Event Supplies	-	-		2,000		2,000
Small Tools and Minor Equipme	-	-		-	2,000	2,000
CAP: Facility (501)	-	-		127,610		127,610
CAP: Info Services (502)	-	-		-		-
Professional Services	-	-		-		-
Communications	-	-		2,000	2,000	4,000
Travel & Subsistence	-	-		-	2,000	2,000
Rental/Lease	-	-		-	1,000	1,000
Repairs & Maintenance	-	-		5,000	10,000	15,000
Miscellaneous	-	-		1,000	3,500	4,500
Equipment	-	-		-	11,600	11,600
Total Expenditures	-	-	-	144,610	136,390	281,000

POSITION SUMMARY

Position Title	FTE	Position Title	FTE
Director	1.0	Economic Development Coord.	1.0
Community Program Specialist	1.0	Community Navigator	1.0



Finance Department

This department provides financial services to support all City departments. They are responsible for the overall financial management, including the budget, audits, procurement, payroll, investments, debt management and utility billing.

2021-2022 HIGHLIGHTS

- Received clean audits from the Washington State Auditor's Office (SAO) for 2020 and 2021 annual financial reports.
- Earned \$375,000 in investment earnings for the biennium.
- Served as the fiscal oversight for receipt of \$2,834,468 in ARPA funding.
- Began process, in partnership with the Public Works Department, to establish a fleet replacement schedule and replacement fund.

2023-2024 PRIORITIES

- Update the City's financial management policies, including provisions for leases, fleet management, and reserves.
- Implementation of regular project financial management reporting.
- Receive clean audit from SAO for 2022 and 2023 annual financial reports.
- Improve and streamline payroll process, and identify other opportunities for lean process improvements.
- Cross train staff to ensure depth of coverage and succession planning.

BUDGET CHANGES

The items below represent increases or decreases from the Amended 2021-2022 Budget, excluding labor cost changes related to cost-of-living, step increases or other adjustments to employee benefits. The full decision packages (D.P.) are provided in the Supplemental section of this budget.

- D.P. #7 – Baseline Adjustment: \$13,400



Department Overviews and Operating Fund Budgets

BUDGETED EXPENDITURES

Finance Proposed Budget

Description	2019-2020 Adopted	2021-2022 Amended	2021-2022 Year-End Estimates	2023-2024 Baseline Budget	Decision Packages	2023-2024 Proposed
EXPENSES						
Regular Pay	973,350	894,500	890,711	939,340		939,340
Overtime Pay	3,000	5,000	30,462	5,000		5,000
Payroll Taxes	74,691	67,000	72,489	76,430		76,430
Retirement Benefits	125,288	110,700	96,165	95,810		95,810
Insurance Benefit Premiums	143,488	125,100	131,483	161,340		161,340
Disability Insurance	2,856	2,400	3,172	2,580		2,580
Office & Operating Supplies	4,000	4,000	4,175	4,000	1,000	5,000
Small Tools & Minor Equip	3,000	3,000	1,361	3,000		3,000
CAP: Facilities (501)	52,214	65,300	65,300	56,530		56,530
CAP: Info Services (502)	142,880	130,700	130,700	112,280		112,280
Professional Services-Audit	80,000	80,000	67,260	80,000		80,000
Professional Services	10,000	5,000	10,338	5,000		5,000
Postage	2,400	5,000	3,212	5,000		5,000
Communication	1,600	4,300	5,596	4,300	4,000	8,300
Travel & Subsistence	3,000	6,000	1,602	6,000		6,000
Dues & Subscriptions	1,400	1,200	1,197	1,200		1,200
Education & Training	5,000	5,000	2,175	5,000	4,400	9,400
Miscellaneous Services	500	500	734	500		500
Bank Service Charges	4,000	1,000	2,622	1,000	4,000	5,000
Total Expenditures	1,632,667	1,515,700	1,520,753	1,564,310	13,400	1,577,710

POSITION SUMMARY

Position Title	FTE	Position Title	FTE
Director	1.0	Office & Utility Billing Specialist	1.0
Accounting Technician	1.0	Senior Accountant	1.0
Financial Analyst*	1.0	Utility Clerk	1.0

* Term-limited position through December 2024



Planning and Development Services Department

The Planning & Development Services Department's mission is "To protect and enhance the quality of life enjoyed by Snohomish residents. We will treat all of our customers equally with fairness and respect, using open and transparent processes." The department has five full-time positions and is divided into two divisions: Planning & Permitting and Building & Inspection.

2021-2022 HIGHLIGHTS

- Implementation of the Self-Service Permit Portal (SSPP); a paperless permitting system
- Restoration of the proper relationship between the Land Use Element of the Comprehensive Plan and the Title 14 SMC, the Land Use Development Code
- Elimination of the Mixed Use and Urban Horticulture zones
- Updating of the General Design Standards
- Creation of the award winning Midtown District
- Updating and simplification of Chapter 14.207 SMC, Land Use Tables
- Updating and simplification of Chapter 14.210 SMC, Dimensional and Other Requirements
- Starting the analyses of the North Lake, North Corner, and Central West Subareas

2023-2024 PRIORITIES

- Update of the Comprehensive Plan including a housing assessment and gap analysis
- Tree program which will include a tree inventory/plan and an all-new ordinance with emphasis on urban canopy preservation
- Update of Chapter 14.285 SMC, Housing Affordability, to add incentives to build housing more affordable to lower income households
- Working with the Public Works Department on adoption of a "Complete Streets" ordinance and program

BUDGET CHANGES

The items below represent increases or decreases from the Amended 2021-2022 Budget, excluding labor cost changes related to cost-of-living, step increases or other adjustments to employee benefits. The full decision packages (D.P.) are provided in the Supplemental section of this budget.

- D.P. #10 – Comp Plan Amendment: \$250,000
- D.P. #11 – Planning Division Baseline Adjustment: \$52,000
- D.P. #12 – APA Memberships for Planning Commission: \$1,200
- D.P. #13 – Building Official Transition: \$56,460
- D.P. #14 – Building Division Baseline Adjustment: \$13,000
- D.P. #15 – Abatements: \$20,000



Department Overviews and Operating Fund Budgets

BUDGETED EXPENDITURES

Building & Inspection Proposed Budget

Description	2019-2020 Adopted	2021-2022 Amended	2021-2022 Year-End Estimates	2023-2024 Baseline Budget	Decision Packages	2023-2024 Proposed
EXPENSES						
Regular Pay	187,428	198,500	199,084	232,650	22,290	254,940
Overtime Pay	-	-	353	-		-
Payroll Taxes	14,338	15,200	15,862	19,120	1,850	20,970
Retirement	25,677	25,800	21,778	24,170	2,320	26,490
Insurance Benefit Premiums	38,660	39,900	38,509	43,770		43,770
Disability Insurance	2,954	3,000	4,322	4,500		4,500
Uniforms	400	400	-	400	1,500	1,900
Office & Operating Supplies	3,500	3,000	866	3,000	4,500	7,500
Small Tools & Minor Equip	1,200	1,000	454	1,000		1,000
CAP: Facility (501)	19,510	24,200	14,125	11,310		11,310
CAP: Info Services (502)	23,113	25,800	16,515	19,820		19,820
CAP: Fleet (505)	-	-	-	22,000	-	22,000
Professional Svcs-Abatements	2,000	2,000	-	2,000	20,000	22,000
Professional Svcs-Plan/Ins Ser	6,270	10,000	22,669	10,000	30,000	40,000
Postage	200	200	-	200		200
Communications	2,000	2,500	2,500	2,500		2,500
Travel & Subsistence	-	-	-	-	2,000	2,000
Miscellaneous	-	-	-	-		-
Dues & Subscriptions	570	600	295	600	5,000	5,600
Education & Training	1,875	1,500	385	1,500		1,500
Total Expenditures	329,695	353,600	337,717	398,540	89,460	488,000

Planning & Permitting Proposed Budget

Description	2019-2020 Adopted	2021-2022 Amended	2021-2022 Year-End Estimates	2023-2024 Baseline Budget	Decision Packages	2023-2024 Proposed
EXPENSES						
Regular Pay	537,342	643,410	680,840	801,350		801,350
Overtime Pay	4,000	7,000	7,400	5,000		5,000
Payroll Taxes	41,413	60,410	54,320	65,340		65,340
Retirement Benefits	72,334	81,560	72,560	82,130		82,130
Insurance Benefit Premiums	90,885	81,560	119,800	147,280		147,280
Disability Insurance	1,428	1,580	2,320	2,400		2,400
Office & Operating Supplies	4,000	1,500	960	1,500		1,500
Small Tools & Minor Equip	1,800	2,000	6,910	2,000		2,000
CAP: Facility (501)	34,809	43,600	43,600	45,220		45,220
CAP: Info Services (502)	76,960	83,900	83,900	99,060		99,060
CAP: Fleet (505)	-	-	-	2,900		2,900
Professional Svcs	120,000	200,000	116,660	86,390	250,000	336,390
Environmental Consulting Services	40,000	40,000	20,210	40,000		40,000
Hearing Examiner Services	33,500	30,000	10,700	30,000		30,000
Postage	3,000	3,000	1,590	3,000		3,000
Communications	4,000	5,000	3,930	5,000		5,000
Travel & Subsistence	3,135	3,200	1,200	3,200		3,200
Advertising	5,000	5,000	2,270	5,000		5,000
Miscellaneous Services	1,035	1,000	210	1,000		1,000
Dues & Subscriptions	2,590	2,900	2,920	2,900	6,600	9,500
Education & Training	4,150	4,000	2,520	4,000	6,600	10,600
Merchant Services	-	-	40,000	-	40,000	40,000
Total Expenditures	1,081,381	1,300,620	1,274,820	1,434,670	303,200	1,737,870

Department Overviews and Operating Fund Budgets



POSITION SUMMARY

Position Title	FTE	Position Title	FTE
Director	1.0	Planner	1.0
Assistant Planner	1.0	Permit Coordinator	1.0
Building Official	1.0		



Public Safety

The City provides police protection through a contract with the Snohomish County Sheriff's Office. These services include patrol, detective investigative services, traffic enforcement, emergency and routine response, major accident response, fraud investigation, major crime investigations, hostage negotiations, tactical unit, special assault unit, arson investigation, non-commissioned office support, record services and other police services such as public records requests, concealed weapon permits, fingerprinting, and responding to citizen inquiries. The contract with Snohomish County Sheriff's Office is for eighteen commissioned officers and two non-commissioned staff

BUDGET CHANGES

The items below represent increases or decreases from the Amended 2021-2022 Budget, excluding labor cost changes related to cost-of-living, step increases or other adjustments to employee benefits:

- None requested.

BUDGETED EXPENDITURES

Public Safety Proposed Budget

Description	2019-2020 Adopted	2021-2022 Amended	2021-2022 Year-End Estimates	2023-2024 Baseline Budget	Decision Packages	2023-2024 Proposed
EXPENSES						
Jail Fees-Snohomish County	300,000	300,000	137,422	300,000	-	300,000
Disability Insurance	-	-	21	-	-	-
Office & Operating Supplies	10,500	2,000	-	2,000	-	2,000
Professional Services	-	-	3,161	-	-	-
Postage	-	-	95	-	-	-
Travel & Subsistence	-	-	61	-	-	-
Miscellaneous	300	1,000	2,258	1,000	-	1,000
CAP: Fleet & Facility (501)	105,275	131,700	131,700	175,350	-	175,350
CAP: Info Services (502)	93,787	69,200	69,200	-	-	-
CAP: Equip Replace (505)	-	1,000	1,000	29,300	-	29,300
Professional Service	-	-	-	-	-	-
Snopac Dispatch Fees	270,000	300,000	286,500	300,000	-	300,000
800Mhz Debt Service	108,000	108,000	53,094	-	-	-
800 MHZ M/O	60,000	60,000	-	-	-	-
DEM Assessment	24,000	30,000	27,054	30,000	-	30,000
Misc. Services	1,000	1,000	150	1,000	-	1,000
SCSO-Personnel-SRO	-	-	65,007	-	-	-
SCSO-Personnel	6,434,743	7,015,200	6,545,738	7,478,560	-	7,478,560
Office & Operating Supplies	-	-	66	-	-	-
Task Force Assessment	-	-	1,971	-	-	-
Animal Impound Fees	8,000	8,000	6,981	8,000	-	8,000
Total Expenditures	7,415,605	8,027,100	7,331,479	8,325,210	-	8,325,210



Legal Services

For the 2023-2024 budget, the City has moved all contracted legal expenses into one cost center for better monitoring and transparency. This includes expenses associated with the City's contracted City Attorney services through Thompson, Guildner & Associates, as well as prosecution and court appointed attorney fees charged through Snohomish County.

BUDGET CHANGES

The items below represent increases or decreases from the Amended 2021-2022 Budget, excluding labor cost changes related to cost-of-living, step increases or other adjustments to employee benefits:

- None requested.

BUDGETED EXPENDITURES

Legal Services Proposed Budget

Description	2019-2020 Adopted	2021-2022 Amended	2021-2022 Year-End Estimates	2023-2024 Baseline Budget	Decision Packages	2023-2024 Proposed
EXPENSES						
City Attorney	410,000	272,100	266,660	272,100		272,100
Outside Legal	-	30,300	13,290	25,300		25,300
Court Appt. Attorney Fees	260,000	260,000	239,367	260,000		260,000
Court Filing Fees	50,000	60,000	35,356	60,000		60,000
Interpreter Fees	1,500	1,500	4,640	6,500		6,500
Prosecution Fees	50,000	50,000	35,808	50,000		50,000
Total Expenditures	771,500	673,900	595,121	673,900	-	673,900



Public Works Department

The Public Works Department is comprised of four divisions: Administration, Engineering, Fleet & Facilities, and Utility Operations. The department provides water, sewer/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 the City's parks, facilities and fleet.

Public Works Administration

2021-2022 HIGHLIGHTS

- Launch iWorQ for work orders and equipment management, as well as beginning to collect data on measurable routine maintenance and repair work
- Evaluate current and future needs and establish funding for a reliable and sustainable fleet of vehicles and large equipment
- Update and improve asset management policy and procedures
- Budget for improved infrastructure projects in order to plan for and address deficiencies in the existing system
- Increase citizen engagement and public outreach, including increased responsiveness to citizen comments and complaints

2023-2024 PRIORITIES

- Hire a project coordinator to help with planning and prioritization of projects, as well as increased work to secure funding opportunities for utility improvements
- Develop a coordinated plan for improved maintenance including establishing a level of service targets for each department
- Improved communication within Public Works and between other departments
- Expand citizen engagement and service with TextMyGov

BUDGET CHANGES

The items below represent increases or decreases from the Amended 2021-2022 Budget, excluding labor cost changes related to cost-of-living, step increases or other adjustments to employee benefits. The full decision packages (D.P.) are provided in the Supplemental section of this budget.

- D.P. 16 – Project Coordinator: \$223,450



BUDGETED EXPENDITURES

Public Works Administration Proposed Budget

Description	2019-2020 Adopted	2021-2022 Amended	2021-2022 Year-End Estimates	2023-2024 Baseline Budget	Decision Packages	2023-2024 Proposed
EXPENSES						
Regular Pay	-	95,913	62,860	300,400	157,830	458,230
Payroll Taxes	-	-	5,005	24,700	9,920	34,620
Retirement Benefits	-	-	5,880	31,200	12,890	44,090
Benefits	-	31,770	6,370	24,600	19,850	44,450
Disability Insurance	-	-	840	3,120	1,460	4,580
Uniforms	-	-	-	-	1,500	1,500
Safety Equipment	-	-	-	-	1,000	1,000
Office & Operating Supplies	-	-	-	500	4,000	4,500
Small Tools and Minor Equipment	-	2,000	2,000	2,000		2,000
CAP: Info Services (502)	-	-	-	23,700		23,700
Professional Services	-	500	-	500		500
Communications	-	1,000	1,000	1,000	4,000	5,000
Travel & Subsistence	-	1,500	200	1,500	4,000	5,500
Miscellaneous	-	-	-	-		-
Dues & Subscriptions	-	-	-	500	1,000	1,500
Education & Training	-	1,500	600	3,000	4,000	7,000
GIS Maintenance	-	-	-	-	2,000	2,000
Total Expenditures	-	134,183	84,755	416,720	223,450	640,170

POSITION SUMMARY

Position Title	FTE	Position Title	FTE
Director	1.0	Project Coordinator*	1.0

* New position proposed for 2023-2024



Engineering Division

This division provides engineering, planning, budgeting/funding, inspection and project management oversight of capital project (motorized and non-motorized transportation, sewer, water, storm, parks and facilities) design, permitting, grants and construction within the public right-of-ways. It assists the Public Works Operations and Maintenance Divisions with existing infrastructure improvements, utility mapping, and National Pollutant Discharge Elimination System (NPDES) Permit compliance. Other services include assisting the Planning Department in the review of development plans and permit submittals, responding to public questions/concerns, utility service providers coordination, government agencies coordination, code enforcement, and private development construction inspection.

2021-2022 HIGHLIGHTS

- Worked with federal delegation on funding for the North Sewer Trunkline Project. It is anticipated that the FY 2023 Community Project Funding Program administered by the Department of Housing and Urban Development - Economic Development Initiative (EDI) will have \$3.75 million budgeted for the project.
- Bickford Avenue/Weaver Road Intersection Improvement Project was awarded \$394,480 from the Rural Town Center and Corridor Program administered by the Puget Sound Regional Council and Washington State Department of Transportation.
- Transportation Benefit District Program pavement preservation projects was awarded \$1.6 million from the Washington State Transportation Improvement Board and Puget Sound Regional Council pavement preservation grant programs. Approximately 2 miles of street pavement preservation projects completed.
- Development of the Americans with Disabilities Act (ADA) Transition Plan.
- Removal of Blackmans Lake curly leaf pond weed.

2023-2024 PRIORITIES

- Continue with North Sewer Trunkline Project design, permitting, agency coordination, and construction.
- Complete Blackmans Lake Cyanobacteria Plan water quality sampling and recommendation.
- Complete Bickford Avenue/Weaver Road Intersection Improvement Project design and construction.
- Continue Transportation Benefit District Program pavement preservation projects and development of two intersection improvement projects (Bickford Avenue/19th Street and Second Street/Pine Avenue).
- Construct Averill Field Improvements – Phase I project.
- Relocation of the Veterans Memorial to the Carnegie Building site.
- Implementation of the ADA Transition Plan.
- Update Transportation Master Plan.
- Update Parks, Recreation, and Open Space Plan.
- Development of Complete Streets Program.



BUDGET CHANGES

The items below represent increases or decreases from the Amended 2021-2022 Budget, excluding labor cost changes related to cost-of-living, step increases or other adjustments to employee benefits. The full decision packages (D.P.) are provided in the Supplemental section of this budget.

- None requested.

BUDGETED EXPENDITURES

Engineering Proposed Budget

Description	2019-2020 Adopted	2021-2022 Amended	2021-2022 Year-End Estimates	2023-2024 Baseline Budget	Decision Packages	2023-2024 Proposed
EXPENSES						
Regular Pay	992,411	1,005,700	969,336	1,162,940		1,162,940
Overtime Pay	50,000	20,000	20,000	20,000		20,000
Payroll Taxes	79,744	79,900	78,470	94,580		94,580
Retirement Benefits	134,236	132,400	106,961	119,530		119,530
Insurance Benefit Premiums	156,220	211,000	182,095	204,560		204,560
Disability Insurance	12,296	12,300	21,617	21,620		21,620
Uniforms	500	500	1,971	2,000		2,000
Safety Equipment	1,000	1,000	500	1,000		1,000
Office & Operating Supplies	7,000	7,000	1,203	7,000		7,000
Small Tools & Minor Equip	500	500	1,915	500		500
CAP: Fleet & Facility (501)	49,889	62,000	62,000	42,650		42,650
CAP: Info Services (502)	137,807	135,200	135,200	118,480	42,980	161,460
CAP: Equip Replace (505)	6,576	3,300	3,300	29,300		29,300
Professional Services	120,000	120,000	21,679	120,000		120,000
Postage	1,200	1,200	237	1,200		1,200
Telephone	8,000	8,000	6,725	8,000		8,000
Travel & Subsistence	3,000	3,000	274	3,000		3,000
Advertising	600	600	200	600		600
Repairs & Maintenance	1,000	1,000	510	1,000		1,000
Dues & Subscriptions	2,000	2,000	2,595	2,000		2,000
Education & Training	4,000	4,000	407	4,000		4,000
Miscellaneous Services	500	500	1,842	500		500
GIS Maintenance	-	2,600	2,620	2,600		2,600
Total Expenditures	1,768,479	1,813,700	1,621,658	1,967,060	42,980	2,010,040

POSITION SUMMARY

Position Title	FTE	Position Title	FTE
City Engineer	1.0	Project Manager	1.0
NPDES Coordinator	1.0	Senior Engineering Technician	1.0
Project Engineer	1.0	Senior Utilities Engineer	1.0



Public Works Operations

Fleet & Facilities

The City owns 15 buildings with a combined total of 72,250 square feet. This includes maintenance and operations of HVAC units, doors, windows, lighting, plumbing, electrical, security systems, and any needed carpentry items that may arise. The City is also responsible for the maintenance and operation of approximately 200 pieces of equipment and vehicles, including equipment safety inspections, oil changes, repairs, and vehicle and equipment diagnostics. Staff schedule maintenance and repairs with outside shops for larger items that the City cannot accommodate.

2021-2022 HIGHLIGHTS

- Upgrades to the Senior Center HVAC units, eliminating the fossil fuel (natural gas) HVAC units and going all electric for better cost efficiency.
- Completed roof and seismic upgrades at City Hall and the Engineering Building.
- Continuing upgrade and maintenance of the fleet to 24/7 operational standards
- Upgrading the fleet to meet the demands of Public Works crews.
- Implementing iWorQ system for asset management and work order processing.

2023-2024 PRIORITIES

- Increase security to all City owned and operated facilities for loss prevention.
- Complete building upgrades to be more energy efficient and increased energy cost savings.
- Focus on clean work environments, HVAC and air condition unit upgrades.
- Keeping the fleet in good safe working order.
- Working toward a more financially and environmentally sustainable fleet.

BUDGET CHANGES

The items below represent increases or decreases from the Amended 2021-2022 Budget, excluding labor cost changes related to cost-of-living, step increases or other adjustments to employee benefits. The full decision packages (D.P.) are provided in the Supplemental section of this budget.

- D.P. #6 – Increase Carnegie Operations (split): \$136,390
- D.P. #17 – HVAC and Air Handler Replacements: \$149,000
- D.P. #18 – Baseline Adjustment: \$20,000



BUDGETED EXPENDITURES

For 2023-2024, Fleet and Facilities have been separated into two cost centers.

Fleet Fund (505) Proposed Budget

Description	2019-2020 Adopted	2021-2022 Amended	2021-2022 Year-End Estimates	2023-2024 Baseline Budget	Decision Packages	2023-2024 Proposed
REVENUES						
Beginning Fund Balance		-	-	365,973	-	367,023
Charges - Finance	-	-	-	-	-	-
Charges - Police	-	-	-	29,300	-	29,300
Charges - Parks	-	-	-	186,900	-	186,900
Charges - Engineering	-	-	-	29,300	-	29,300
Charges - Planning	-	-	-	2,900	-	2,900
Charges - Streets	-	-	-	79,400	-	79,400
Charges City Clerk	-	-	-	-	-	-
Charges Human Resources	-	-	-	1,500	-	1,500
Charges - Info Services	-	-	-	2,900	-	2,900
Charges - Bldg. Inspection	-	-	-	22,000	-	22,000
Charges CESI	-	-	-	-	-	-
Charges - Sewer	-	-	-	360,400	-	360,400
Charges - Water	-	-	-	180,800	-	180,800
Charges - Stormwater	-	-	-	42,800	-	42,800
Charges Mayor/Admin	-	-	-	-	-	-
Charges-Non Departmental	-	-	-	-	-	-
Charges-Facilities	-	-	-	14,700	-	14,700
Interest Earnings	-	-	-	1,000	-	1,000
Total Revenues	-	-	-	953,900	-	953,900
EXPENSES						
Regular Pay	-	-	-	337,700		337,700
Overtime Pay	-	-	-	10,000		10,000
Payroll Taxes	-	-	-	60,000		60,000
Retirement	-	-	-	50,240		50,240
Insurance Benefit Premiums	-	-	-	49,340		49,340
Disability Insurance	-	-	-	2,450		2,450
Uniforms	-	-	-	1,600		1,600
Safety Uniforms	-	-	-	1,750		1,750
Office Supplies	-	-	-	5,000		5,000
TBA Supplies	-	-	-	84,000		84,000
Fluid Supplies	-	-	-	5,000		5,000
Vehicle & Equipment Fuel	-	-	-	115,000		115,000
Small Tools & Minor Equip	-	-	-	16,000		16,000
Professional Services	-	-	-	3,000		3,000
CAP General Fund Services (001)	-	-	-	106,000		106,000
CAP Info Svcs (502)	-	-	-	21,860		21,860
Communication	-	-	-	2,600		2,600
Postage	-	-	-	200		200
Travel & Subsistence	-	-	-	1,000		1,000
Operating Rentals	-	-	-	4,000		4,000
Equipment Insurance	-	-	-	17,710		17,710
Repairs & Maintenance	-	-	-	50,000		50,000
Miscellaneous Services	-	-	-	4,000		4,000
Dues And Subscriptions	-	-	-	400		400
Education & Training	-	-	-	4,000		4,000
Total Expenditures	-	-	-	952,850	-	952,850
Ending Fund Balance	-	-	-	367,023	-	368,073



Department Overviews and Operating Fund Budgets

Facilities Fund (501) Proposed Budget

Description	2019-2020 Adopted	2021-2022 Amended	2021-2022 Year-End Estimates	2023-2024 Baseline Budget	Decision Packages	2023-2024 Proposed
REVENUES						
Beginning Fund Balance	101,800	301,113	605,804	365,973		365,973
Charges - Finance	52,214	65,300	65,300	56,530	-	56,530
Charges - Police	105,275	131,700	131,700	175,350	-	175,350
Charges - Parks	172,166	202,000	202,000	125,110	-	125,110
Charges - Engineering	49,889	62,000	62,000	42,650	-	42,650
Charges - Planning	34,809	43,600	43,600	45,220	-	45,220
Charges - Streets	222,502	264,600	264,600	146,230	-	146,230
Charges - City Clerk	11,603	14,500	14,500	11,310	-	11,310
Charges - Human Resources	-	-	-	11,310	-	11,310
Charges - Info Services	23,206	29,000	29,000	22,610	-	22,610
Charges - Bldg. Inspection	19,510	24,200	24,200	11,310	-	11,310
Charges - CESI	11,603	14,500	14,500	45,220	-	45,220
Charges - Sewer	340,086	404,500	404,500	175,580	-	175,580
Charges - Water	302,911	360,000	360,000	148,580	-	148,580
Charges - Stormwater	119,722	140,800	140,800	70,110	-	70,110
Charges - Mayor/Admin	34,809	43,600	43,600	22,610	-	22,610
Charges - Carnegie	-	-	-	127,610	-	127,610
Charges - Non Departmental	132,165	165,200	165,200	202,760	-	202,760
Interest Earnings	14,400	5,000	3,736	1,000	-	1,000
Interfund Transfer	-	-	-	-	-	-
Total Revenues	1,646,870	1,970,500	1,969,236	1,441,100	-	1,441,100
EXPENSES						
Regular Pay	506,444	551,800	579,860	331,520	70,510	402,030
Overtime Pay	20,000	35,000	3,750	10,000	1,020	11,020
Payroll Taxes	42,511	45,800	46,590	31,650	7,685	39,335
Retirement	67,058	69,100	59,420	32,300	7,325	39,625
Insurance Benefit Premiums	94,249	90,600	87,400	55,260	12,300	67,560
Disability Insurance	9,840	9,800	15,940	2,450	1,700	4,150
Uniforms	3,200	3,200	2,000	1,600	750	2,350
Safety Equipment	3,500	3,500	3,110	1,750	1,600	3,350
Office/Operating Supplies	70,000	50,000	83,930	50,000	23,000	73,000
Small Tools	6,000	16,000	16,000	16,000	2,000	18,000
CAP General Fund Services (001)	165,242	153,000	153,000	104,000	-	104,000
CAP Info Svcs (502)	46,007	110,000	110,000	21,880	-	21,880
CAP Equipment Replacement (505)	27,174	61,000	61,000	14,900	-	14,900
Professional Services	-	-	69,520	-	-	-
Janitorial Services	60,000	180,000	145,105	165,000	-	165,000
Communication	3,000	3,600	5,187	2,600	2,000	4,600
Postage	400	400	22	400	-	400
Telephone	3,000	3,000	2,960	3,000	-	3,000
Travel & Subsistence	2,000	2,000	-	1,000	2,000	3,000
Miscellaneous Services	4,000	4,000	382	2,000	-	2,000
Operating Rentals Facilities	10,000	10,000	5,000	5,000	1,000	6,000
Electricity Facilities	110,000	110,000	75,000	90,000	-	90,000
Garbage Services	-	-	14,000	16,200	-	16,200
Natural Gas Facilities	15,000	15,000	6,770	10,000	-	10,000
Utilities-Water/Sewer	100,000	100,000	86,400	86,400	-	86,400
Repairs and Maintenance	80,000	80,000	198,890	80,000	10,000	90,000
Dues and Subscriptions	1,200	1,200	400	600	500	1,100
Education and Training	400	400	200	400	2,000	2,400
Capital Equipment	-	-	11,257	-	160,000	160,000
Total Expenditures	1,450,225	1,708,400	1,843,093	1,135,910	305,390	1,441,300
Ending Fund Balance	298,445	563,213	731,947	671,163	(305,390)	365,773

Department Overviews and Operating Fund Budgets



POSITION SUMMARY

Position Title	FTE	Position Title	FTE
Operations Manager	1.0	Inventory Control Specialist	1.0
Facilities Technician*	2.0	Mechanic	1.0

** One Facilities Technician proposed for 2023-2024, split with the Carnegie Building.*



Department Overviews and Operating Fund Budgets

Parks

The City maintains and operates approximately 200 acres of parks. This is on top of the roughly 6 miles of trail system, all City owned facility grounds, and the various street landscapes. This team also maintains the downtown garbage cans and the park restrooms.

2021-2022 HIGHLIGHTS

- Completing landscape and irrigation for the new Carnegie grounds.
- Ongoing response to graffiti and vandalism throughout the parks system.

2023-2024 PRIORITIES

- Upgrades to parks play structures to meet current safety standards.
- Continue work on all City parks and street landscapes to get them to a maintainable state.
- Support Engineering in Averill Field Improvements – Phase I.

BUDGET CHANGES

The items below represent increases or decreases from the Amended 2021-2022 Budget, excluding labor cost changes related to cost-of-living, step increases or other adjustments to employee benefits. The full decision packages (D.P.) are provided in the Supplemental section of this budget.

- D.P. #19 – Equipment Replacement: \$252,960
- D.P. #20 – Seasonal Workers: \$42,740
- D.P. #21 – Parks PROS Plan: \$75,000
- D.P. #22 – Hazardous Trees Removal: \$25,000
- D.P. #23 – ARPA Parks Maintenance Worker: \$0



BUDGETED EXPENDITURES

Parks Proposed Budget

Description	2019-2020 Adopted	2021-2022 Amended	2021-2022 Year-End Estimates	2023-2024 Baseline Budget	Decision Packages	2023-2024 Proposed
EXPENSES						
Regular Pay	637,974	731,080	712,111	802,480		802,480
Overtime Pay	4,000	10,000	10,385	10,000		10,000
Temp/Seasonal Pay	110,534	55,000	55,741	55,000	24,680	79,680
Payroll Taxes	57,567	61,600	62,175	76,140	8,060	84,200
Retirement Benefits	82,531	87,100	71,489	75,960	8,200	84,160
Insurance Benefit Premiums	99,747	128,990	97,473	102,350		102,350
Disability Insurance	12,794	12,800	21,621	22,500	1,800	24,300
Uniforms	5,000	6,250	6,287	6,250		6,250
Safety Equipment	3,000	3,000	2,311	3,000		3,000
Operating Supplies	110,000	110,000	79,285	110,000		110,000
Operating Supplies Volunteers	5,000	5,000	-	5,000		5,000
Small Tools & Minor Equip	60,000	61,300	61,297	61,300		61,300
CAP: Fleet & Facility (501)	172,166	202,000	117,262	125,110		125,110
CAP: Info Services (502)	92,053	135,400	86,705	85,160		85,160
CAP: Equip Replace (505)	25,760	69,700	43,563	186,900	21,250	208,150
Professional Services	20,000	20,000	24,333	20,000	75,000	95,000
Flower Baskets	-	15,000	16,500	15,000		15,000
Contract Services	15,000	15,000	-	15,000		15,000
Postage	500	500	1	500		500
Communications	6,000	7,000	7,357	7,000		7,000
Travel & Subsistence	2,000	2,000	55	2,000		2,000
Advertising	1,000	1,000	-	1,000		1,000
Operating Rentals	12,000	20,000	19,633	20,000		20,000
Utilities-Water/Sewer	54,000	54,000	54,002	54,000		54,000
Garbage services	-	-	23,009	50,200		50,200
Repairs & Maintenance	40,000	98,200	97,844	50,000		50,000
Dues & Subscriptions	1,000	2,900	2,779	2,900	25,000	27,900
Education & Training	7,000	7,000	4,673	7,000		7,000
Buildings and Structures	-	19,000	19,114	-		-
Interfund Transfer for Equipment	-	-	-	-	231,710	231,710
Total Expenditures	1,636,626	1,940,820	1,697,005	1,971,750	395,700	2,367,450

POSITION SUMMARY

Position Title	FTE	Position Title	FTE
Parks Lead	1.0	Maintenance Workers	5.0



Department Overviews and Operating Fund Budgets

Streets

The City is responsible for more than 40 miles of streets and associated street signage throughout Snohomish. In addition, the Streets team is responsible for various maintenance items such as patching and maintaining street surfaces and gravel alleyways, maintaining and replacing traffic signage, pavement markings, traffic signals, street lighting, street sweeping, and snow plowing.

2021-2022 HIGHLIGHTS

- Installation of new rapid flashing beacon at crosswalk location of 22nd and Park Avenue.
- First Street re-striping and associated pavement markings for ADA and 30 minute parking.
- Cleaning pedestrian lighting along 1st Street in Historic Downtown area.
- Re-striping the parking at the Senior Center and Pilchuck Park.
- Upgrades to crosswalks throughout the City, and partnering with property owners repairing or replacing their sidewalks.

2023-2024 PRIORITIES

- Keeping the roadways safe for vehicular travel.
- Continued crossing upgrades with rapid flashing beacons at designated crosswalks.
- Ongoing roadway, alley and signage maintenance

BUDGET CHANGES

The items below represent increases or decreases from the Amended 2021-2022 Budget, excluding labor cost changes related to cost-of-living, step increases or other adjustments to employee benefits. The full decision packages (D.P.) are provided in the Supplemental section of this budget.

- D.P. #31 – Equipment Replacement: \$313,987
- D.P. #32 – Seasonal Workers: \$37,740
- D.P. #33 – Complete Streets Plan: \$20,000
- D.P. #34 – Transportation Master Plan: \$120,000

BUDGETED EXPENDITURES

Streets Fund (102) Proposed Budget

Description	2019-2020 Adopted	2021-2022 Amended	2021-2022 Year-End Estimates	2023-2024 Baseline Budget	Decision Packages	2023-2024 Proposed
REVENUES						
Beginning Fund Balance	203,600	301,113	605,804	620,723		620,723
Multimodal Transportation	24,100	27,000	22,000	22,000	-	22,000
Motor Vehicle Fuel Tax	444,000	434,000	384,250	394,500	-	394,500
EV Charging Station	-	-	700	700	-	700
Interest Earnings	400	200	1,600	1,000	-	1,000
Barricade Rental Revenue	-	-	2,480	-	-	-
Transfer In (001 General Fund)	1,440,000	1,440,000	1,440,000	1,440,000	575,000	2,015,000
Transfer In (305 REET)	240,000	240,000	240,000	240,000	-	240,000
Total Revenues	2,148,500	2,141,200	2,091,030	2,098,200	575,000	2,673,200



BUDGETED EXPENDITURES (cont.)

Description	2019-2020 Adopted	2021-2022 Amended	2021-2022 Year-End Estimates	2023-2024 Baseline Budget	Decision Packages	2023-2024 Proposed
EXPENSES						
Street Maintenance						
Regular Pay	354,466	333,280	391,832	483,780	-	483,780
Overtime Pay	-	20,000	2,989	20,000	-	20,000
Temp/Seasonal Pay	59,398	60,000	-	60,000	19,600	79,600
Payroll Taxes	31,661	25,150	31,148	50,240	8,060	58,300
Retirement Benefits	47,012	50,390	42,344	49,340	8,280	57,620
Insurance Benefit Premiums	99,767	67,400	84,562	150,200	-	150,200
Disability Insurance	7,388	6,800	11,035	12,500	1,800	14,300
Uniforms	3,000	3,250	2,975	3,250	-	3,250
Safety Equipment	3,000	3,000	2,971	3,000	-	3,000
Office & Operating Supplies	18,000	20,000	3,241	20,000	-	20,000
Mix Asphalt	20,000	24,000	23,452	24,000	-	24,000
Liquid Asphalt	10,000	12,000	6,000	12,000	-	12,000
Rock & Sand	14,000	20,000	20,081	20,000	-	20,000
Concrete	20,000	20,000	10,681	20,000	-	20,000
Small Tools & Minor Equip	20,000	31,300	6,005	31,300	-	31,300
CAP: General Fund Services (001)	173,234	192,000	140,246	219,000	-	219,000
CAP: Facility (501)	222,502	264,600	264,000	146,230	-	146,230
CAP: Info Services (502)	80,642	85,200	85,200	127,770	-	127,770
CAP: Fleet M&O (505)	-	-	-	79,400	-	79,400
CAP: Fleet Replace (505)	13,000	101,800	101,800	-	35,787	35,787
Street Sweeping	42,000	42,000	-	17,000	-	17,000
Snow & Ice Removal	10,000	30,000	30,832	30,000	-	30,000
Professional Services-Legal	1,000	1,000	-	1,000	-	1,000
Professional Services-Other	10,000	10,000	14,058	10,000	-	10,000
Communications	6,000	7,400	7,084	7,400	-	7,400
Travel & Subsistence	1,000	2,000	400	2,000	-	2,000
Operating Rentals	12,000	20,000	12,451	20,000	-	20,000
WCIA Insurance	-	-	-	175,700	-	175,700
Repairs & Maintenance	50,000	50,000	38,169	75,000	-	75,000
Dues & Subscriptions	800	2,000	1,982	2,000	-	2,000
Education & Training	4,000	4,000	2,575	4,000	-	4,000
Miscellaneous Services	5,000	5,000	119	5,000	-	5,000
Transfer Out (102)	-	-	-	-	278,200	278,200
Total Street Maintenance	1,338,869	1,513,570	1,338,232	1,881,110	351,727	2,232,837
Traffic/Ped Safety						
Regular Pay	132,504	138,200	139,469	162,610	-	162,610
Payroll Taxes	10,137	10,600	10,866	17,090	-	17,090
Retirement Benefits	18,153	18,000	15,030	16,900	-	16,900
Insurance Benefit Premiums	38,474	39,700	37,876	43,750	-	43,750
Disability Insurance	2,954	3,000	4,234	9,500	-	9,500
Uniforms	2,000	1,000	883	1,000	-	1,000
Safety Equipment	700	2,000	1,226	2,000	-	2,000
Operating Supplies	120,000	120,000	84,430	120,000	-	120,000
Small Tools & Minor Equip	15,000	16,000	12,015	16,000	-	16,000
Traffic Signal Maint. Agreement	130,000	130,000	51,757	130,000	-	130,000
Paint Striping County	15,000	40,000	40,922	40,000	-	40,000
Professional Services-Legal	2,000	2,000	-	2,000	-	2,000
Cross walk Maintenance	40,000	60,000	15,000	60,000	-	60,000
Street Lighting	166,000	166,000	164,299	166,000	-	166,000
Garbage Services	-	-	33,466	50,200	-	50,200
Repairs & Maintenance	50,000	50,000	7,000	50,000	-	50,000
Education & Training	2,000	2,000	1,078	2,000	-	2,000
Total Traffic/Ped Safety	744,922	798,500	619,551	889,050	-	889,050



Department Overviews and Operating Fund Budgets

BUDGETED EXPENDITURES (cont.)

Streets Administration

Regular Pay	74,408	78,900	80,350	86,770	-	86,770
Payroll Taxes	5,692	6,100	6,473	8,290	-	8,290
Retirement Benefits	10,060	9,700	7,932	9,020	-	9,020
Insurance Benefit Premiums	12,870	7,400	6,960	7,990	-	7,990
Disability Insurance	1,004	1,000	1,134	1,150	-	1,150
Uniforms	400	800	808	800	-	800
Safety Equipment	1,000	1,000	600	1,000	-	1,000
Operating Supplies	600	600	45	600	-	600
Software	-	12,583	12,583	-	-	-
Small Tools & Minor Equip	1,000	1,000	100	1,000	-	1,000
Professional Services	600	600	-	600	-	600
Professional Services-Legal	10,000	10,000	1,344	10,000	-	10,000
Travel & Subsistence	600	600	-	600	-	600
Education & Training	1,000	1,000	-	1,000	-	1,000
Total Streets Admin	119,234	131,283	118,328	128,820	-	128,820
			-			
Total Expenditures	2,203,025	2,443,353	2,076,111	2,898,980	351,727	3,250,707
Ending Fund Balance	149,075	(1,040)	620,723	(180,057)		43,216

POSITION SUMMARY

Position Title	FTE	Position Title	FTE
Streets Lead	1.0	Maintenance Workers	4.0



Utility Operations

Operations provides utility infrastructure operations and maintenance services for the City of Snohomish. Some typical areas of service include surface water management, cross connection and pretreatment monitoring, drinking water delivery, water storage and distribution, wastewater collection and treatment, wastewater lift station maintenance, and utility vegetation control.

2021-2022 HIGHLIGHTS

- Reinstated public education and outreach programs at the Snohomish Farmers Market and Kla Ha Ya Days.
- Reviewed and implemented program for Environmental Protection Agency's (EPA) lead service line survey requirements.
- Completed 136 routine water quality samples to meet Washington State Department of Health (DOH) requirements.

2023-2024 PRIORITIES

- Complete the lead service line assessment survey.
- Prepare for the upcoming Unregulated Contaminate Monitoring Rule (UCMR5)
- Complete rate studies for water and sewer utilities.

BUDGET CHANGES

The items below represent increases or decreases from the Amended 2021-2022 Budget, excluding labor cost changes related to cost-of-living, step increases or other adjustments to employee benefits. The full decision packages (D.P.) are provided in the Supplemental section of this budget.

- None requested.



Department Overviews and Operating Fund Budgets

BUDGETED EXPENDITURES

Public Works Utilities Operations Proposed Budget

WATER FUND						
Description	2019-2020 Adopted	2021-2022 Amended	2021-2022 Year-End Estimates	2023-2024 Baseline Budget	Decision Packages	2023-2024 Proposed
Water Administration						
Regular Pay	70,956	75,100	76,028	83,010	-	83,010
Payroll Taxes	5,428	5,700	6,052	10,760	-	10,760
Retirement Benefits	9,721	9,800	8,242	8,630	-	8,630
Insurance Benefit Premiums	14,606	18,700	14,157	13,500	-	13,500
Disability Insurance	986	1,000	1,507	1,550	-	1,550
Uniforms	600	600	265	600	-	600
Safety Equipment	1,000	1,000	100	1,000	-	1,000
Operating Supplies	2,000	2,000	212	2,000	-	2,000
Small Tools & Minor Equip	1,000	1,000	276	1,000	-	1,000
Professional Services	20,000	20,000	18,783	20,000	30,000	50,000
Communications	2,400	2,400	2,488	2,400	-	2,400
Travel & Subsistence	1,200	1,200	100	1,200	-	1,200
WCIA Insurance	-	-	-	78,900	-	78,900
Education & Training	2,000	2,000	815	2,000	-	2,000
Sub-Total Water Admin	131,897	140,500	129,026	226,550	30,000	256,550
Stormwater Administration						
Regular Pay	70,932	113,940	76,012	83,010	-	83,010
Payroll Taxes	5,426	5,700	6,052	10,760	-	10,760
Retirement	9,717	9,800	8,240	8,630	-	8,630
Insurance Benefit Premiums	14,600	34,440	14,155	13,500	-	13,500
Disability Insurance	984	1,000	1,507	1,550	-	1,550
Uniforms	600	1,100	100	1,100	-	1,100
Safety Equipment	2,000	2,000	-	2,000	-	2,000
Operating Supplies	2,000	2,000	293	2,000	-	2,000
Small Tools & Equipment	2,000	3,300	-	3,300	-	3,300
Professional svcs	7,200	7,700	31,888	7,700	-	7,700
Stormwater Excise Tax	40,000	40,000	35,653	40,000	-	40,000
Communications	-	1,000	-	1,000	-	1,000
Travel & Subsistence	600	600	-	600	-	600
WCIA Insurance	-	-	-	17,300	-	17,300
Education & Training	1,200	2,100	-	2,100	-	2,100
Sub-Total Stormwater Admin	157,259	224,680	173,900	194,550	-	194,550
Wastewater Administration						
Regular Pay	70,932	75,100	76,012	83,010	-	83,010
Payroll Taxes	5,426	5,700	6,051	10,760	-	10,760
Retirement Benefits	9,717	9,800	8,240	8,630	-	8,630
Insurance Benefit Premiums	14,600	18,700	14,154	13,500	-	13,500
Disability Insurance	984	1,000	1,450	1,550	-	1,550
Uniforms	800	800	404	800	-	800
Safety Equipment	200	200	166	200	-	200
Operating Supplies	400	400	403	400	-	400
Small Tools & Minor Equip	1,000	1,000	554	1,000	-	1,000
Professional Services	4,000	4,000	17,864	4,000	-	4,000
Communications	-	-	-	-	-	-
Travel & Subsistence	1,000	1,000	2,896	1,000	-	1,000
WCIA Insurance	-	-	-	135,800	-	135,800
Dues & Subscriptions	600	600	643	600	200	800
Education & Training	1,200	1,200	1,754	1,200	-	1,200
Sub-Total Wastewater Admin	110,859	119,500	130,589	262,450	200	262,650
Total PW Utilities Operations	400,015	484,680	433,514	683,550	30,200	713,750



Water Quality Proposed Budget

Description	2019-2020 Adopted	2021-2022 Amended	2021-2022 Year-End Estimates	2023-2024 Baseline Budget	Decision Packages	2023-2024 Proposed
Water Quality						
Regular Pay	-	-	-	185,500	-	185,500
Overtime Pay	-	-	-	-	-	-
Payroll Taxes	-	-	-	18,830	-	18,830
Retirement Benefits	-	-	-	19,180	-	19,180
Insurance Benefit Premiums	-	-	-	24,000	-	24,000
Disability Insurance	-	-	-	4,000	-	4,000
Uniforms	-	-	-	1,000	-	1,000
Safety Equipment	-	-	-	1,000	-	1,000
Small Tools & Minor Equip	-	-	-	1,000	50,000	51,000
Professional Services	-	-	-	-	-	-
Communication	-	-	-	800	-	800
Postage	-	-	-	1,000	-	1,000
Printing & Binding	-	-	-	1,000	-	1,000
Education & Training	-	-	-	2,000	-	2,000
Software Maintenance	-	-	-	5,000	-	5,000
Water Quality Testing	-	-	-	40,000	-	40,000
Water Quality program	-	-	-	2,000	-	2,000
Total Expenditures	-	-	-	306,310	50,000	356,310

POSITION SUMMARY

Position Title	FTE	Position Title	FTE
Utility Operations Manager	1.0	Water Quality Specialist	1.0



Department Overviews and Operating Fund Budgets

Sewer Collections

Wastewater that leaving a home or business enters the Snohomish sewer system and flows through city-owned and maintained pipes into the Snohomish Wastewater Treatment Plant. The Sewer Collections team is responsible for cleaning, sewer repair, main line back-ups, blockages and general sewer system maintenance. The collections system serves more than 10,000 customers and consists of 14 Lift Stations, 35 miles of sanitary sewer main ranging in diameter from 6 inches to 30 inches, 2.5 miles of force main and 850 manholes.

2021-2022 HIGHLIGHTS

- Removal of Kla Ha Ya Lift Station, which had been located on the river bank and flooded regularly in the fall and winter months. Completion of this project better supports the businesses, reduces maintenance and operations impacts for staff, and saves the City in energy costs.
- Purchased new CCTV van with higher-resolution camera that includes a hoist system for lowering and raising the unit into manholes.
- Completed installation of a new force main for the Champagne Lift Station.

2023-2024 PRIORITIES

- Continue work needed to upgrade the Rainier Lift Station and force main.
- Complete Champagne Lift Station upgrade and flow meter installation.
- Continue with design, permitting and construction for the North Sewer Trunkline.
- Replace the Avenue D sewer main from 1st to 2nd Street.

BUDGET CHANGES

The items below represent increases or decreases from the Amended 2021-2022 Budget, excluding labor cost changes related to cost-of-living, step increases or other adjustments to employee benefits. The full decision packages (D.P.) are provided in the Supplemental section of this budget.

- D.P. #24 – Equipment Replacement: \$82,000
- D.P. #25 – Seasonal Workers: \$97,820
- D.P. #26 – Dues Increase: \$200
- D.P. #27 – Sewer Diversion Memo Update: \$50,000
- D.P. #28 – Rate Study: \$30,000



BUDGETED EXPENDITURES

Sewer Collections Proposed Budget

			2021-2022	2023-2024		
	2019-2020	2021-2022	Year-End	Baseline	Decision	2023-2024
Description	Adopted	Amended	Estimates	Budget	Packages	Proposed
EXPENSES						
Regular Pay	306,998	316,300	303,662	328,100	-	328,100
Overtime Pay	4,000	4,000	1,204	4,000	-	4,000
Temp/Seasonal Pay	29,260	-	-		39,840	39,840
Payroll Taxes	26,030	24,700	16,915	34,260	4,030	38,290
Retirement Benefits	39,863	64,300	22,652	33,720	4,140	37,860
Insurance Benefits Premiums	52,823	70,300	42,458	99,174	-	99,174
Disability Insurance	5,910	5,900	6,423	5,900	900	6,800
Uniforms	2,299	3,000	1,059	3,000	-	3,000
Safety Equipment	6,400	6,400	1,710	6,400	-	6,400
Office & Operating Supplies	28,200	28,200	28,059	28,200	-	28,200
Small Tools & Minor Equip	14,000	14,000	4,405	14,000	-	14,000
CAP: General Fund Services (001)	373,612	256,000	183,447	344,000	-	344,000
CAP: Facility (501)	340,086	404,500	247,262	175,580	-	175,580
CAP: Info Services (502)	160,983	127,900	81,874	122,940	-	122,940
CAP: Fleet (505)	340,086	404,500	247,262	360,400	12,720	373,120
CAP: Engineering Svcs (001)	234,698	391,000	239,821	527,570	-	527,570
Professional Services-Other	80,000	80,000	5,377	80,000	-	80,000
Sewer Utility Excise Tax	50,000	50,000	39,629	50,000	-	50,000
Sewer Utility B&O Tax	-	406,000	274,059	406,000	-	406,000
Communication	20,000	20,000	7,258	20,000	-	20,000
Postage	8,000	10,000	2,618	10,000	-	10,000
Travel & Subsistence	4,180	8,000	4,375	8,000	-	8,000
Operating Rentals	4,000	4,000	-	4,000	-	4,000
Utility Services Gas	17,600	17,600	17,722	17,600	-	17,600
Utility Services-PUD(Electric)	49,000	49,000	70,677	49,000	-	49,000
Utilities-Water/Sewer (City)	20,000	20,000	20,810	20,000	-	20,000
Repairs & Maintenance	50,000	50,000	50,497	50,000	-	50,000
Dues & Subscriptions	800	800	2,059	800	-	800
Printing & Binding	2,400	3,500	1,597	3,500	-	3,500
Education & Training	3,135	4,000	7,933	4,000	-	4,000
Miscellaneous Services	10,000	10,000	2,488	10,000	-	10,000
Merchant Services	3,600	14,000	29,159	14,000	-	14,000
GIS Maintenance	-	-	-	-	-	-
Software Maintenance		7,000	7,230	7,000	-	7,000
Capital Outlay: Equipment	-	150,200	149,883	-	158,930	158,930
Total Expenditures	2,287,963	3,025,100	2,121,584	2,841,144	220,560	3,061,704

POSITION SUMMARY

Position Title	FTE	Position Title	FTE
Collections Lead*	0.5	Maintenance Workers	2.0

* Position leads both the Sewer Collections and Stormwater teams.



Department Overviews and Operating Fund Budgets

Stormwater

Crews are responsible for keeping the storm drainage system in working order, with 1,793 storm drains in Snohomish on a two-year inspection and cleaning cycle. Crews maintain over 36 miles of storm pipe and 6.5 miles of ditch line, as well as inspecting and maintaining 22 flow control structures, 35 storm vaults 18 public and private water quality facilities, and 4 fish screens that are City-owned. Stormwater crews also assist with street sweeping that occurs on a regular basis to keep dirt and pollutants out of the storm drains.

2021-2022 HIGHLIGHTS

- Completed utility improvements on 4th Street, separating storm and sewer from Avenue J to Avenue E.
- Began design of Swifty Creek storm improvements.
- Worked with Snohomish School District to clean up a pond behind the Snohomish Aquatic Center to improve drainage.

2023-2024 PRIORITIES

- Complete the Swifty Creek storm improvements.
- Complete Ford Ave stormwater improvements
- Ensure private stormwater inspections are completed according to new NPDES permit requirements.

BUDGET CHANGES

The items below represent increases or decreases from the Amended 2021-2022 Budget, excluding labor cost changes related to cost-of-living, step increases or other adjustments to employee benefits. The full decision packages (D.P.) are provided in the Supplemental section of this budget.

- D.P. #29 – Seasonal Workers: \$97,820
- D.P. #30 – New Maintenance Worker Position: \$321,192



BUDGETED EXPENDITURES

Stormwater Fund (404) Proposed Budget

Description	2019-2020 Adopted	2021-2022 Amended	2021-2022 Year-End Estimates	2023-2024 Baseline Budget	Decision Packages	2023-2024 Proposed
REVENUES						
Beginning Fund Balance	2,496,687	3,635,240	4,069,223	4,551,098		4,551,098
Storm Billings	2,805,519	2,800,000	2,923,816	2,993,000	-	2,993,000
Interest Earnings	28,000	14,000	13,198	14,000	-	14,000
Refundable Retainage	-	-	47,642	-	-	-
Transfer In (401)	-	720,000	-	-	-	-
Transfer In (305)	-	-	-	-	565,630	565,630
Transfer In (402)	695,000	1,285,000	250,000	-	-	-
Total Revenues	3,528,519	4,819,000	3,234,656	3,007,000	565,630	3,572,630

Description	2019-2020 Adopted	2021-2022 Amended	2021-2022 Year-End Estimates	2023-2024 Baseline Budget	Decision Packages	2023-2024 Proposed
EXPENSES						

Stormwater Administration (details shown in Utilities Administration)

Total Stormwater Admin	157,259	224,680	173,900	194,550	-	194,550
Storm Water Maintenance						
Regular Pay	244,560	273,600	291,240	478,020	163,200	641,220
Overtime Pay	4,000	2,000	-	2,000	-	2,000
Temp/Seasonal Pay	29,260		-	-	79,680	79,680
Payroll Taxes	21,253	21,500	23,224	10,890	10,100	20,990
Retirement	32,613	35,200	30,918	48,950	92,532	141,482
Insurance Benefit Premiums	69,772	75,300	74,289	121,820	-	121,820
Disability Insurance	5,910	5,900	8,766	8,770	1,800	10,570
Uniforms	2,299	2,300	1,394	2,300	1,500	3,800
Safety Uniforms	6,670	6,600	2,081	6,600	3,200	9,800
Office & Operating Supplies	31,350	31,400	8,483	31,400	6,000	37,400
Small Tools & Minor Equip	10,000	20,000	3,329	20,000	4,000	24,000
CAP General Fund Services (001)	210,135	125,000	125,000	205,000	-	205,000
CAP Facilities M/O (501)	119,722	140,800	140,800	70,110	-	70,110
CAP Info Svcs (502)	47,407	52,200	52,200	140,160	-	140,160
CAP Fleet M&O (505)	-	-	-	42,800	-	42,800
Eng Services (001)	262,754	303,000	301,000	430,990	-	430,990
Professional Services	-	-	12,534	-	-	-
Intergovernmental Services	60,000	60,000	9,368	60,000	-	60,000
DOE Storm (Capacity)	30,000	30,000	-	30,000	-	30,000
Legal Services	2,000	2,000	1,783	2,000	-	2,000
Communication	7,000	7,000	5,379	7,000	4,000	11,000
Postage	5,000	5,000	1,628	5,000	-	5,000
Travel & Subsistence	1,000	1,000	132	1,000	4,000	5,000
Operating Rentals	-	8,000	-	8,000	2,000	10,000
Repairs & Maintenance	20,000	20,000	-	20,000	20,000	40,000
Dues and Subscriptions	-	-	566	-	-	-



Department Overviews and Operating Fund Budgets

BUDGETED EXPENDITURES (cont.)

Printing and Binding	2,400	2,400	1,597	2,400	-	2,400
Education & Training	2,090	2,100	1,205	2,100	-	2,100
Miscellaneous	200	200	114	200	5,000	5,200
Wtr quality sampling-DOEpermit	24,000	24,000	10,005	24,000	-	24,000
Merchant Services	7,200	8,000	29,159	8,000	-	8,000
GIS Maintenance			462	-	-	-
Software Maintenance Fees	11,000	6,000	6,310	6,000	2,000	8,000
Capital Outlay: Equipment	150,200		115,088	-	20,000	20,000
Total Stormwater Maintenance	1,419,795	1,270,500	1,258,052	1,795,510	419,012	2,214,522
Capital/Other						
Capital Outlay: Equipment	6,000	150,200	145,000	150,200	-	150,200
Capital Improvements: '23-'23 below	1,590,000	4,075,000	1,041,684	2,386,600		2,386,600
Swift Creek Pipe Replacement	-	-	79,045			-
Transfer Out (402)	50,000		-			-
Transfer Out (310)	40,000	268,000	55,100	212,900	60,500	273,400
Transfer Out (311)	-	-	-	-	300,000	300,000
Total Capital/Other	1,686,000	4,493,200	1,320,829	2,749,700	360,500	3,110,200
Total Expenditures	3,263,054	5,988,380	2,752,780	4,739,760	779,512	5,519,272
Ending Fund Balance	2,762,152	2,465,860	4,551,098	2,818,338		2,604,456

POSITION SUMMARY

Position Title	FTE	Position Title	FTE
Collections Lead*	0.5	Maintenance Workers**	2.0

* Position leads both the Sewer Collections and Stormwater teams.

** New position proposed for 2023-2024.



Wastewater Treatment Plant

The Snohomish Wastewater Treatment Plant (WWTP) receives an average daily flow of 1.67 million gallons of water through a 30-inch gravity sewer line and 18-inch sewer force main before being screened and treated in a series of lagoons. The WWTP holds permits with the Washington State Department of Ecology, Puget Sound Clean Air Agency, and the Environmental Protection Agency. Each agency's reports require a variety of monthly, semi-annual, annual, and "as needed" reports. The plant also maintains an accredited laboratory where the chemical, physical, and bacteriological processes that treat the wastewater are analyzed in order to demonstrate compliance with its discharge permit.

2021-2022 HIGHLIGHTS

- Plant received 2021 WWTP Outstanding Performance Award from the Washington State Department of Ecology.
- Completed improvements to the magnesium feed system.
- Began installation of air gaps to protect drinking water from potential backflow of process water.
- Updated the plant's operations and maintenance (O&M) manual.
- Purchased TK-52XP remote slope mower in order to complete required maintenance around the dams at the plant.

2023-2024 PRIORITIES

- Begin design of new "Fuzzy Filter" filtration system to replace existing Dynasand filters.
- Complete installation of the air gap system.
- Design and replacement of treatment plant's main motor control systems.
- Enhance security at the treatment plant facility and surrounding grounds.

BUDGET CHANGES

The items below represent increases or decreases from the Amended 2021-2022 Budget, excluding labor cost changes related to cost-of-living, step increases or other adjustments to employee benefits. The full decision packages (D.P.) are provided in the Supplemental section of this budget.

- D.P. #35 – Discharge Permit Fee: \$44,000
- D.P. #36 – Generator & Vehicle Replacement: \$171,260



Department Overviews and Operating Fund Budgets

BUDGETED EXPENDITURES

Wastewater Fund (402) Proposed Budget

Description	2019-2020 Adopted	2021-2022 Amended	2021-2022 Year-End Estimates	2023-2024 Baseline Budget	Decision Packages	2023-2024 Proposed
REVENUES						
Beginning Fund Balance	8,954,025	9,813,785	10,162,719	12,047,512		12,047,512
Sewer Permits	4,200	3,000	4,650	3,000	-	3,000
North Sewer Trunkline Grant	-	-	-	-	3,750,000	3,750,000
Sewer Billings	7,520,000	7,600,000	7,689,300	7,801,000	-	7,801,000
Inspection Fees - Sewer	6,300	4,000	-	4,000	-	4,000
Special Development Fee	447,552	50,000	348,096	50,000	-	50,000
Interest Earnings	100,000	50,000	56,813	50,000	-	50,000
Miscellaneous	-	-	2,431	-	-	-
Capital Facility Charges-Sewer	532,560	200,000	443,888	200,000	-	200,000
Connection Fees-Sewer	249,900	100,000	214,204	100,000	-	100,000
Total Revenues	8,860,512	8,007,000	8,759,383	8,208,000	3,750,000	11,958,000

Description	2019-2020 Adopted	2021-2022 Amended	2021-2022 Year-End Estimates	2023-2024 Baseline Budget	Decision Packages	2023-2024 Proposed
EXPENSES						

Wastewater Administration (details shown under Utilities Administration)

Total Wastewater Admin	110,859	119,500	130,589	262,450	80,200	342,650
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Wastewater Collection (details shown under Sewer Collections)

Total Wastewater Collection	2,287,963	3,025,100	2,121,584	2,841,144	220,560	3,061,704
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Wastewater Treatment

Regular Pay	494,359	525,500	384,991	561,440	-	561,440
Overtime Pay	12,000	12,000	16,231	12,000	-	12,000
Temp/Seasonal Pay	-	-	-	-	39,840	39,840
Payroll Taxes	38,736	41,400	31,934	55,780	4,030	59,810
Retirement Benefits	63,740	64,300	42,854	56,590	4,140	60,730
Insurance Benefit Premiums	93,464	99,500	66,581	99,170	-	99,170
Disability Insurance	8,864	8,900	10,205	8,900	900	9,800
Uniforms	3,300	3,300	1,785	3,300	-	3,300
Safety Equipment	2,300	2,300	2,064	2,300	-	2,300
Operating Supplies	123,000	123,000	123,023	123,000	-	123,000
Chemicals Supplies	465,000	465,000	466,575	465,000	-	465,000
Small Tools & Minor Equip	20,000	20,000	19,828	20,000	-	20,000
Professional Services-Other	19,700	50,000	49,949	50,000	44,000	94,000
Wastewater Discharge Permit	20,000	20,000	19,925	25,000	-	25,000
Sewer Utility Tax Treatment	102,000	102,000	75,988	102,000	-	102,000
Wastewater Testing	30,000	30,000	29,238	30,000	-	30,000
Communication	8,400	8,400	8,221	5,500	-	5,500
Communications	-	-	669	-	-	-
Travel & Subsistence	4,060	4,100	4,004	4,100	-	4,100
Operating Rentals	6,000	6,000	2,517	6,000	-	6,000
Utility Services	355,000	355,000	441,528	355,000	-	355,000
Solid Waste Services - Decant	7,000	7,000	3,761	7,000	-	7,000
Garbage Services	-	-	14,128	16,000	-	16,000
Repairs & Maintenance	121,800	121,800	121,384	121,800	-	121,800
Dues & Subscriptions	1,045	1,000	2,436	1,500	-	1,500
Education & Training	6,270	6,300	6,283	6,300	-	6,300
Miscellaneous	-	-	130	-	-	-

Department Overviews and Operating Fund Budgets



BUDGETED EXPENDITURES

Merchant Services	7,000	12,000	29,159	12,000	-	12,000
Software Maintenance	-	7,000	7,309	7,000	-	7,000
Capital Outlay: Other Improve	-	35,200	35,200	35,200	-	35,200
Total Wastewater Treatment	2,013,038	2,131,000	2,017,899	2,191,880	92,910	2,284,790
Debt/Capital/Other						
PWTFL WWTP Design Principal	110,198	110,200	110,197	110,200	-	110,200
PWTFL Cemetery Creek Trunk I Principal	723,844	723,800	723,844	723,850	-	723,850
PWTFL Cemetery Creek Trunk II Principal	147,368	147,400	147,368	147,400	-	147,400
PWTFL WWTP Upgrade	240,626	240,600	240,625	240,650	-	240,650
PWTFL CSO Principal	208,772	208,800	208,772	208,800	-	208,800
PWTFL Design Interest	1,928	1,900	1,900	1,900	-	1,900
PWTFL Cemetery Creek Trunk I Interest	19,906	19,900	19,900	5,450	-	5,450
PWTFL Cemetery Creek Trunk II Interest	6,263	6,300	6,300	3,350	-	3,350
PWTFL WWTP Upgrade Interest	11,430	11,400	11,400	6,650	-	6,650
PWTFL CSO Interest	9,917	9,900	9,900	5,750	-	5,750
Capital Outlay: '23-24 projects	3,879,000	6,974,000	656,600	6,104,500	4,901,580	11,006,080
Rainier Lift Station Improvements	-	-	-	-	-	-
Champagne Lift Station Improvements	-	-	150,000	-	-	-
WW Treatment Plant	-	-	-	-	-	-
KlaHaYa Lift Station Decommission	-	-	3,276	-	-	-
Other Improvements	-	-	6,255	-	-	-
Emerson Street Improvements	-	-	3,079	-	-	-
Transfer Out (310)	75,000	268,000	55,100	212,900	60,500	273,400
Transfer Out (404)	695,000	1,285,000	250,000	-	-	-
Transfer Out (505)	-	-	-	-	69,500	69,500
Total Debt/Capital/Other	6,129,252	10,007,200	2,604,518	7,771,400	5,031,580	12,802,980
Total Expenditures	10,541,112	15,282,800	6,874,590	13,066,874	5,425,250	18,492,124
Ending Fund Balance	7,273,425	2,537,985	12,047,512	7,188,638		5,513,388

POSITION SUMMARY

Position Title	FTE	Position Title	FTE
WWTP Lead/Operator	1.0	Maintenance Worker	1.0
Assistant Operator/Lab Technician	1.0		



Department Overviews and Operating Fund Budgets

Water

Snohomish's drinking water is purchased from the City of Everett and Snohomish County PUD. The water comes from the Spada Reservoir at the headwaters of the Sultan River, where it travels through a pipeline to the City of Everett Treatment facility at the Chaplain Reservoir. In order to provide that water to more than 10,000 customers, the City of Snohomish is responsible for all aspects of the maintenance and operation of the water distribution system through 60 miles of distribution mains and 14.7 miles of transmission main. This is in addition to 636 water valves and 541 fire hydrants, one 5 million gallon reservoir and one 2.7 million gallon reservoir for storage needed to meet peak demands and fire flow. The team is also responsible for reading and maintaining 3,520 water meters within the water distribution system.

2021-2022 HIGHLIGHTS

- Added 1.0 FTE to the team
- Installed security system at the South Zone Water Reservoir.
- Replaced 199 water meters due to failure or upgrade, and installed 75 new meters.
- Repaired 27 main and service line breaks.

2023-2024 PRIORITIES

- Design and installation of Machias PUD water PRV inter-tie.
- Replace the water main at the 6th Street bridge.
- Complete recoating of the North Zone Reservoir.
- Begin design for the water main replacement at the 2nd Street bridge.

BUDGET CHANGES

The items below represent increases or decreases from the Amended 2021-2022 Budget, excluding labor cost changes related to cost-of-living, step increases or other adjustments to employee benefits. The full decision packages (D.P.) are provided in the Supplemental section of this budget.

- D.P. #37 – Vehicle & Trailer Replacement: \$53,080
- D.P. #38 – Seasonal Workers: \$89,540
- D.P. #39 – Vactor Replacement: \$493,240
- D.P. #40 – Backflow Software: \$15,000
- D.P. #41 – Water Quality Application: \$50,000
- D.P. #42 – Water Meters Replacement: \$120,000



BUDGETED EXPENDITURES

Water Fund (401) Proposed Budget

Description	2019-2020 Adopted	2021-2022 Amended	2021-2022 Year-End Estimates	2023-2024 Baseline Budget	Decision Packages	2023-2024 Proposed
REVENUES						
Beginning Fund Balance	3,442,226	5,817,326	6,873,808	7,713,890		7,713,890
Water Permits	4,200	1,000	6,000	1,000	-	1,000
Water Billings	5,707,969	5,400,000	5,637,201	5,673,000	-	5,673,000
Inspection Fees-Water	154,628	-	60,978	25,000	-	25,000
Interest Earnings	80,000	40,000	54,072	45,000	-	45,000
Late Penalty Charges	80,000	60,000	20,469	30,000	-	30,000
On/Off Charges	10,000	5,000	2,100	5,000	-	5,000
Sale of Scrap and Junk	-	-	3,283	-	-	-
Miscellaneous	10,000	-	14,604	7,500	-	7,500
Connection Fees-Water	83,002	50,000	203,109	50,000	-	50,000
Connection Fees Aldercrest	-	-	24,063	18,000	-	18,000
Capital Facility Charges-Water	186,042	100,000	45,137	100,000	-	100,000
Total Revenues	6,315,841	5,656,000	6,071,016	5,954,500	-	5,954,500

Description	2019-2020 Adopted	2021-2022 Amended	2021-2022 Year-End Estimates	2023-2024 Baseline Budget	Decision Packages	2023-2024 Proposed
EXPENSES						

Water Administration (details shown
under Utilities Administration)

Total Water Admin	131,897	140,500	129,026	226,550	30,000	256,550
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Water Distribution

Regular Pay	645,743	714,270	726,434	614,900	-	614,900
Overtime Pay	12,000	6,000	13,119	6,000	-	6,000
Temp/Seasonal Pay		-	-	-	79,680	79,680
Payroll Taxes	52,556	53,400	58,921	65,250	8,060	73,310
Retirement Benefits	87,427	86,600	77,975	63,530	-	63,530
Insurance Benefit Premiums	134,599	121,440	98,302	88,720	-	88,720
Disability Insurance	13,352	13,400	19,615	16,000	1,800	17,800
Uniforms	4,400	4,650	2,581	2,650	-	2,650
Safety Equipment	7,500	7,500	3,427	5,500	-	5,500
Operating Supplies	167,272	167,300	163,676	167,300	-	167,300
Everett Water For Resale	1,440,000	1,440,000	1,429,493	1,540,000	-	1,540,000
PUD Water Supply/Access	-	400,000	161,384	432,000	-	432,000
Meters-new services	60,000	60,000	84,586	60,000	120,000	180,000
Small Tools & Minor Equip	30,000	31,300	9,803	29,300	-	29,300
CAP: General Fund Services (001)	376,895	293,000	213,421	333,000	-	333,000
CAP: Engineering Svcs (001)	136,826	189,000	114,831	237,850	-	237,850
CAP: Facility (501)	302,911	360,000	202,631	148,580	-	148,580
CAP: Info Services (502)	104,045	102,500	65,613	151,450	-	151,450
CAP: Fleet M&O (505)	302,911	360,000	-	186,900	-	186,900
CAP: Fleet Fleet Replacement (505)	302,911	360,000	-	-	82,940	82,940
Professional Services	-	5,000	350	5,000	15,000	20,000
Professional Services	81,200	136,200	10,000	136,200	-	136,200
Water utility excise tax	268,000	268,000	196,134	268,000	-	268,000
Water Utility B&O Tax	-	294,000	199,577	294,000	-	294,000
Permit Fees	12,000	1,200	11,623	1,200	-	1,200



Department Overviews and Operating Fund Budgets

BUDGETED EXPENDITURES (cont.)

Communication	15,200	15,200	14,817	14,400	-	14,400
Postage	8,000	8,000	2,745	7,000	-	7,000
Communications		-	168	-	-	-
Travel & Subsistence	4,181	4,500	692	4,500	-	4,500
Equipment Rental	8,000	8,000	3,019	8,000	-	8,000
Utilities	28,000	28,000	28,229	28,000	-	28,000
Repairs & Maintenance	83,600	83,600	29,605	83,600	-	83,600
Dues & Subscriptions	2,000	2,000	2,075	2,000	-	2,000
Printing & Binding	3,000	3,000	1,739	2,000	-	2,000
Education & Training	7,300	8,000	9,857	6,000	-	6,000
Miscellaneous	7,000	7,900	5,954	7,000	-	7,000
Water Quality Testing	40,000	40,000	21,726	-	-	-
Water Quality program	20,000	20,000	12,147	-	-	-
Merchant Services	7,200	20,000	29,159	20,000	-	20,000
GIS Maintenance		-	-	-	-	-
Software Maintenance		8,000	6,309	3,000	-	3,000
Capital Outlay:Equipment	6,000	15,000	19,883	15,000	-	15,000
External Taxes	-	600	136	600	-	600
Utility Services	14,200	14,000	2,976	14,000	-	14,000
Total Water Distribution	4,796,229	5,760,560	4,054,730	5,068,430	307,480	5,375,910

Water Quality (details shown under
Utilities Administration)

Total Water Quality	-	-	-	306,310	50,000	356,310
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Capital and Debt

Dept of Health Aldercrest Principal	-	11,000	10,980	11,370		11,370
Dept of Health Aldercrest Interest	-	2,600	2,418	2,450		2,450
Buildings & Structures	-	400,000	45,780			-
Capital Outlay: '23-24 projects	250,000	1,000,000	-		2,451,100	2,451,100
Transfer Out (310)	75,000	268,000	268,000	212,900	60,500	273,400
Transfer Out (311)	-	-	-	-	164,000	164,000
Transfer Out (404)	-	720,000	720,000			-
Transfer Out (505)	-	-	-	-	504,850	504,850
Total Capital and Debt	325,000	2,401,600	1,047,178	226,720	3,180,450	3,407,170

Total Expenditures	5,253,126	8,302,660	5,230,934	5,828,010	3,567,930	9,395,940
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Ending Fund Balance	4,504,941	3,170,666	7,713,890	7,840,380	-	4,272,450
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POSITION SUMMARY

Position Title	FTE	Position Title	FTE
Water Lead	1.0	Maintenance Worker	3.0



Non-Operating and Capital Improvement Funds

IV. Non-Operating and Capital Improvement Funds

- a. Non-Operating and Capital Improvement Funds Summary
- b. Behavioral Health and Housing Funds
- c. Debt Service
- d. Equipment Replacement Fund
- e. Municipal Capital Projects
- f. Park Impact Fees
- g. Parking & Business Improvement Area (PBIA)
- h. Real Estate Excise Tax (REET)
- i. Self-Insurance/Unemployment Fund
- j. Snohomish Rescue Plan (ARPA)
- k. Streets Capital Projects
- l. Traffic Impact Fees
- m. Transportation Benefit District
- n. Visitor Promotion
- o. Capital Improvement Plan (CIP) Project Highlights



Non-Operating and Capital Improvement Funds

Non-Operating and Capital Improvement Funds Summary

In addition to the general and enterprise funds that make up the operating budget, the City of Snohomish has a number of restricted revenue and special funds. A summary of those revenues and expenditures are shown below with additional details on the pages that follow.

Non-Operating Funds	Revenue	Expenditures
Behavioral Health and Housing	915,000	-
Debt Service	123,275	123,200
Equipment Replacement	1,754,697	1,845,850
Municipal Capital Projects	2,310,550	3,174,570
Park Impact Fee	251,500	932,600
Parking & Business Improvement Area (PBIA)	40,350	38,000
Real Estate Excise Tax (REET)	1,195,980	2,084,055
Self-Insurance/Unemployment Fund	-	-
Snohomish Rescue Plan (ARPA)	250,000	2,661,835
Streets Capital Projects	3,791,885	4,036,155
Traffic Impact Fees	226,000	548,700
Transportation Benefit District	2,510,000	1,444,850
Visitor Promotion	20,200	76,900
TOTAL	13,389,437	16,966,715



Behavioral Health and Housing Funds

The City Council previously identified the critical need for funding to provide affordable housing and housing-related services and passed Ordinance 2427 in November 2021. This ordinance established a 1/10th of 1% sales and use tax, authorized by RCW 82.14.530 (Sales and use tax for housing and related services) and HB 1590 (Allowing the local sales and use tax for affordable housing to be imposed by a councilmanic authority). These revenues were added to funds being collected by the City as a result of HB 1406 (Encouraging investments in affordable and supportive housing), passed by the state legislature in 2019.

The revenue from these two funding mechanisms have been assigned to a dedicated fund given the restricted nature of the monies received. The City intends to spend down the American Rescue Plan Act (ARPA) funds before they expire at the end of 2024, allowing the revenue received for the Behavioral Health and Housing Funds to accumulate during the biennium.

Behavioral Health & Housing Fund (150)

Description	2019-2020 Adopted	2021-2022 Amended	2021-2022 Year-End Estimates	2023-2024 Baseline Budget	Decision Packages	2023-2024 Proposed
REVENUES						
Beginning Fund Balance	-	-	40,795	433,795	-	433,795
Affordable Housing Sales Tax	-	-	78,000	75,000	-	75,000
Housing/Behavioral/Health Services Sales Tax	-	-	315,000	840,000	-	840,000
Total Revenues	-	-	393,000	915,000	-	915,000
EXPENSES						
Total Expenditures	-	-	-	-	-	-
Ending Fund Balance	-	-	433,795	1,348,795	-	1,348,795



Non-Operating and Capital Improvement Funds

Debt Service

This fund accounts for repayment of the City's general obligation debt. Fund resources are provided by beginning fund balance, property taxes on voter-approved debt issuances, interfund transfers for street debt, and interest income. Uses are restricted to debt service obligations of annual principal and interest payments according to bond debt repayment schedules.

Debt Service Fund (205)

Description	2019-2020 Adopted	2021-2022 Amended	2021-2022 Year-End Estimates	2023-2024 Baseline Budget	Decision Packages	2023-2024 Proposed
REVENUES						
Beginning Fund Balance	14,222	15,204	15,911	15,987		15,987
Interest Earnings	600	300	76	75	-	75
Transfer In (001)	123,176	123,200	123,200	123,200	-	123,200
Total Revenues	123,776	123,500	123,276	123,275	-	123,275
EXPENSES						
Debt Serv Prin - Rivertrail	90,000	90,000	90,000	90,000	-	90,000
Debt Service - Rivertrail	32,175	32,200	32,200	32,200	-	32,200
Other Debt Service Costs	1,000	1,000	1,000	1,000		1,000
Total Expenditures	123,175	123,200	123,200	123,200	-	123,200
Ending Fund Balance	14,823	15,504	15,987	16,062		16,062



Fleet & Equipment Replacement Fund

This fund accounts for equipment and vehicle replacement expenditures for new capital equipment. It receives monies transferred in from other funds based on the Cost Allocation Plan.

Fleet & Equipment Replacement Fund (505)

Description	2019-2020 Adopted	2021-2022 Amended	2021-2022 Year-End Estimates	2023-2024 Baseline Budget	Decision Packages	2023-2024 Proposed
REVENUES						
Beginning Fund Balance	203,600	226,406	163,639	222,887	-	222,887
Charges - Police	-	1,000	1,000	-	-	-
Charges - Engineering	6,576	3,300	3,300	-	-	-
Charges - Parks	25,760	69,700	69,700	-	27,480	27,480
Charges - Streets	13,000	101,800	101,800	-	34,787	34,787
Charges - Sewer	-	-	-	-	31,020	31,020
Charges - Water	-	-	-	-	9,460	9,460
Charges Facilities/Shop	27,174	61,000	61,000	-	-	-
Charges-Non Departmental	5,148	2,600	2,600	-	-	-
Interest Earnings	5,800	2,300	200	-	-	-
Sale of Equipment	-	-	-	-	118,640	118,640
Interfund Transfers	-	-	-	-	579,410	579,410
Total Revenues	83,458	241,700	239,600	-	800,797	800,797
EXPENSES						
Equipment Replacement - General Fund	15,000	50,000	-	-	-	-
Equipment Replacement - Streets	8,000	80,000	180,352	-	298,000	298,000
Equipment Replacement - Water	-	-	-	-	58,800	58,800
Equipment Replacement - Sewer	-	-	-	-	232,200	232,200
Equipment Replacement - Fleet	35,000	50,000	-	-	-	-
Equipment Replacement - Facilities	-	50,000	-	-	-	-
Equipment Replacement - Parks	-	-	-	-	304,000	304,000
Total Expenditures	58,000	230,000	180,352	-	893,000	893,000
Ending Fund Balance	229,058	238,106	222,887	222,887		130,684



Non-Operating and Capital Improvement Funds

Municipal Capital Projects

This fund is for the acquisition, construction, and improvements 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. This fund operates much like a joint checking account, with transfers coming in to pay for shared projects. **It is not meant to have a large ending fund balance.**

A detailed list of the 2023-2024 capital projects and their respective revenue sources is included in the Supplemental section of this budget.

Municipal Capital Projects Fund (310)

Description	2019-2020 Adopted	2021-2022 Amended	2021-2022 Year-End Estimates	2023-2024 Baseline Budget	Decision Packages	2023-2024 Proposed
REVENUES						
Beginning Fund Balance	920,266	1,027,204	569,713	947,783		947,783
Grants	500,000	-	490,000	-	155,000	155,000
Interest Earnings	6,000	3,000	1,200	750	-	750
Transfer (001)	225,000	208,026	208,026	-	-	-
Transfer (401)	75,000	268,000	11,120	256,880	16,520	273,400
Transfer (402)	75,000	268,000	11,120	256,880	16,520	273,400
Transfer (404)	75,000	268,000	11,120	256,880	16,520	273,400
Transfer (104)	-	1,055,000	261,651	-	932,600	932,600
Transfer (501)	47,000	-	-	-	-	-
Transfer (305)	1,405,000	986,000	729,000	-	532,000	532,000
Total Revenues	2,408,000	3,056,026	1,723,237	771,390	1,669,160	2,440,550
EXPENSES						
Refunded Retainage	-	-	1,746	-	-	-
Public Works Facility Improvements	37,000	1,244,000	55,615	1,093,600	-	1,093,600
Boys & Girls Club Roof Repair	-	-	-	-	393,500	393,500
Facility Security Systems	-	-	-	-	218,600	218,600
Averill Field Improvements	75,000	750,000	221,790	528,210	662,790	1,191,000
Homestead (Ludwig) Park Improvements	-	80,000	1,238	-	82,000	82,000
Other Park Improvements(Veteran's Memorial)	-	40,000	-	40,000	-	40,000
City Hall Upgrade	40,000	100,000	-	100,000	-	100,000
PD Improvement	-	140,000	-	100,000	-	100,000
Carnegie Improvements	2,240,000	272,020	233,925	-	-	-
Riverfront Improvements	-	275,000	38,623	-	-	-
Fisher Park Improvements	35,000	-	-	-	-	-
City Hall & Eng. Improvements (Roof, Seismic)	-	216,000	413,047	-	-	-
Senior Center Improvements	10,000	209,820	228,182	-	-	-
Engineering Services (Allocated)	126,938	151,000	151,000	141,270	-	141,270
Total Expenditures	2,563,938	3,477,840	1,345,167	2,003,080	1,356,890	3,359,970
Ending Fund Balance	764,328	605,390	947,783	(283,907)		28,363



Park Impact Fees

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. This is an impact fee for new single-family residential and multifamily units. Fund resources are received from the beginning fund balance, new impact fees received annually, and interest income. Fund uses are restricted to acquisition or development of new parks or parks facilities. Park impact fees not spent within 10 years of their collection must be returned to the payee.

Park Impact Fee Fund (104)

Description	2019-2020 Adopted	2021-2022 Amended	2021-2022 Year-End Estimates	2023-2024 Baseline Budget	Decision Packages	2023-2024 Proposed
REVENUES						
Beginning Fund Balance	520,065	827,379	728,279	852,636		852,636
Park Impact Fees (SEPA)	410,000	650,000	384,500	250,000	-	250,000
Interest Earnings	6,000	3,000	1,508	1,500	-	1,500
Total Revenues	416,000	653,000	386,008	251,500	-	251,500
EXPENSES						
Averill Field Playground Improvements		725,000	221,790	-	850,600	850,600
Homestead Park		80,000	1,238	-	82,000	82,000
Riverfront Park Improvements		250,000	38,623	-	-	-
Total Expenditures	-	1,055,000	261,651	-	932,600	932,600
Ending Fund Balance	936,065	425,379	852,636	1,104,136		171,536



Non-Operating and Capital Improvement Funds

Parking and Business Improvement Area (PBIA)

On December 17, 2002, the City Council adopted Ordinance 2017 creating the Parking and Business Improvement Area (PBIA). A majority of business owners within the PBIA requested this action to assess an annual fee based on square footage for businesses within the Historic Business District. These funds can be used to acquire, construct or maintain parking facilities; decorate any public place in the area; sponsor or promote public events in the area; furnish music in the area; provide professional management, planning and promotion for the area; provide maintenance and security for the area; or provide transportation services for the area.

Parking & Business Improvement Area Fund (108)

Description	2019-2020 Adopted	2021-2022 Amended	2021-2022 Year-End Estimates	2023-2024 Baseline Budget	Decision Packages	2023-2024 Proposed
REVENUES						
Beginning Fund Balance	84,043	45,167	47,165	22,880		22,880
Interest Earnings	1,400	700	350	350	-	350
PBIA Assessments	50,000	40,000	39,925	40,000	-	40,000
Total Revenues	51,400	40,700	40,275	40,350	-	40,350
EXPENSES						
PBIA Services in the Dist.	50,000	50,000	64,560	38,000	-	38,000
Total Expenditures	50,000	50,000	64,560	38,000	-	38,000
Ending Fund Balance	85,443	35,867	22,880	25,230		25,230



Real Estate Excise Tax (REET)

The fund is for proceeds from real estate excise taxes levied by the City and authorized by RCW. Uses are restricted to certain municipal capital projects. Fund resources are received from beginning fund balance, excise tax collections, and interest income. Uses are in the form of operating transfers-out to capital project funds, as well as Streets and Park maintenance functions supported by the General Fund.

Real Estate Excise Tax (REET) Fund (305)

Description	2019-2020 Adopted	2021-2022 Amended	2021-2022 Year-End Estimates	2023-2024 Baseline Budget	Decision Packages	2023-2024 Proposed
REVENUES						
Beginning Fund Balance	920,266	1,027,204	569,713	1,322,974		1,322,974
1st 1/2 REET	550,000	500,000	833,000	400,000	-	400,000
2nd Half REET	550,000	500,000	833,000	400,000	-	400,000
Rural Town Center Grant	-	-	-	-	394,480	394,480
Interest Earnings	30,000	15,000	1,500	1,500	-	1,500
Total Revenues	1,130,000	1,015,000	1,667,500	801,500	394,480	1,195,980
EXPENSES						
Public Works Facility Improvements	-	440,000	39,881	273,400	-	273,400
Boys & Girls Club Roof Repair	-	-	-	-	-	-
Facility Security Systems	-	-	-	-	218,600	218,600
Averill Field Improvements	-	25,000	-	-	-	-
Veterans Memorial	-	40,000	-	40,000	-	40,000
Sidewalk Repairs/Crosswalk/ADA Improvements	-	120,000	60,691	120,000	-	120,000
Bickford Avenue & Weaver Road	-	-	-	-	-	-
Pilchuck Bank Stabilization (Transfer to Storm)	-	-	-	-	448,130	448,130
Ford Avenue and Van Jan Street Improvements	-	-	-	-	-	-
Pilchuck Park Access Road Relocation	-	-	-	-	371,025	371,025
Transfer Out Street Fund 102	240,000	240,000	240,000	240,000	-	240,000
Complete Street Ordinance	-	-	-	-	20,000	20,000
Transportation Master Plan	-	-	-	-	140,000	140,000
ADA Transition Plan	-	134,860	-	-	-	-
City Facility Upgrades	-	100,000	100,000	-	-	-
Electric Vehicle Charging Stations	-	40,000	48,485	-	-	-
Riverfront Parks Improvements	-	25,000	-	-	-	-
Police Station Improvements	-	140,000	-	-	-	-
City Hall & Eng Improvements (Roof, Seismic)	-	216,000	216,000	-	-	-
Senior Center Roof Replacement	-	91,182	91,182	-	-	-
Senior Center HVAC Replacement	-	118,000	118,000	-	-	-
Total Expenditures	240,000	1,730,042	914,239	673,400	1,197,755	1,871,155
Ending Fund Balance	1,810,266	312,162	1,322,974	1,451,074		647,799



Non-Operating and Capital Improvement Funds

Self-Insurance/Unemployment Fund

This is a self-insurance fund related to unemployment insurance. Fund sources come from operating funds as reimbursement.

Self Insurance/Unemployment Fund (503)

Description	2019-2020 Adopted	2021-2022 Amended	2021-2022 Year-End Estimates	2023-2024 Baseline Budget	Decision Packages	2023-2024 Proposed
REVENUES						
Beginning Fund Balance	4,672	4,793	4,798	891		891
Charges - Unemployment	10,000	10,000	-	-	-	-
Interest Earnings	100	100	5	-	-	-
Total Revenues	10,100	10,100	5	-	-	-
EXPENSES						
Unemployment Compensation	10,000	10,000	3,912	-	-	-
Total Expenditures	10,000	10,000	3,912	-	-	-
Ending Fund Balance	4,772	4,893	891	891		891



Snohomish Rescue Plan (ARPA)

The American Rescue Plan Act (ARPA) was signed into law in March 2021, with the City of Snohomish slated to receive \$2,834,468 in two equal distributions. The first distribution of \$1,417,234 was received in June 2021, with the remaining balance received in June 2022. The City Council discussed the ARPA funds in detail, followed by adoption of Ordinance 2422 in October 2021. Ordinance 2422 established the City of Snohomish Rescue Plan Allocation and its intended use based on U.S. Department of Treasury's interim final rule. The final rule was published in January 2022, taking effect April 1, 2022. The City Council adopted Ordinance 2452 in August 2022 updating the allocation of funds and intended uses of the Snohomish Rescue Plan Fund, which is reflected in the table below.

Snohomish Rescue Plan (ARPA) Fund (140)

Description	2019-2020 Adopted	2021-2022 Amended	2021-2022 Year-End Estimates	2023-2024 Baseline Budget	Decision Packages	2023-2024 Proposed
REVENUES						
Beginning Fund Balance	-	-	-	2,411,835		2,411,835
ARPA Grant		2,834,468	2,834,468	250,000	-	250,000
Total Revenues	-	2,834,468	2,834,468	250,000	-	250,000
EXPENSES						
Account A - Business and Nonprofit Support						
Professional Services-Econ Dev/Training		160,000	42,220	117,780	-	117,780
Professional Services-Business Support		340,000	4,830	335,170	-	335,170
Subtotal for Account A	-	500,000	47,050	452,950	-	452,950
Account B - Household Support						
Housing Support		240,000	36,000	204,000	-	204,000
Subtotal for Account B	-	240,000	36,000	204,000	-	204,000
Account C - Community Resource Navigation and Support						
Regular Pay		153,730	22,000	345,260	-	345,260
Payroll Taxes		12,880	2,200	30,180	-	30,180
Retirement Benefits		39,190	2,450	37,260	-	37,260
Insurance Benefit Premiums		14,050	3,600	63,550	-	63,550
Disability Insurance		150	200	2,000	-	2,000
Supplies		-	800	1,000	-	1,000
Small Tools & Equipment		-	3,200	1,000	-	1,000
Professional Services		-	-	252,000	-	252,000
Communications		-	660	2,640	-	2,640
Subtotal for Account C	-	220,000	35,110	734,890	-	734,890
Account D - City Expenditures						
Regular Pay Maintenance 1 Worker		166,150	42,890	140,120	-	140,120
Premium Pay		112,500	93,750	-	-	-
Vaccination Incentive		6,900	2,200	-	-	-
Payroll Taxes		25,600	3,440	15,300	-	15,300
Retirement Benefits		17,100	4,450	14,560	-	14,560
Insurance Benefit Premiums		54,300	8,160	24,570	-	24,570
Disability Insurance		2,160	1,710	3,800	-	3,800
Uniforms		2,540	250	2,290	-	2,290
Operating Supplies		2,400	20	2,400	-	2,400
Small Tools & Equipment		8,070	273	7,800	3,180	10,980
Small Tools & Equipment (IT)		15,850	14,640	9,797	6,170	15,967
Professional Services		18,000	16,879	-	35,000	35,000
Software Support Services		88,350	15,000	40,000	-	40,000
Communications		6,600	431	600	6,160	6,760
Maintenance		5,000	-	5,000	-	5,000
Software		177,948	-	60,530	77,418	137,948
Machinery & Equipment		-	679	-	50,000	50,000
Subtotal for Account D	-	709,468	204,773	326,767	177,928	504,695
Account E - Public Safety Program						
Public Safety		280,000	99,700	180,300	-	180,300
EPA Lead Survey		50,000	-	30,000	20,000	50,000
Subtotal for Account E	-	330,000	99,700	210,300	20,000	230,300
Account F - City Infrastructure						
Broadband Study		85,000	-	85,000	-	85,000
First Street		125,000	-	-	190,400	190,400
City Infrastructure		325,000	-	259,600	-	259,600
Subtotal for Account F	-	535,000	-	344,600	190,400	535,000
Total Expenditures	-	2,534,468	422,633	2,273,507	388,328	2,661,835
Ending Fund Balance	-	300,000	2,411,835	388,328		(0)



Non-Operating and Capital Improvement Funds

Streets Capital Projects

This fund accounts for the acquisition, construction and improvements to major City street infrastructure. Fund resources are received from beginning fund balance, grants, interest income, transfers from the Transportation Benefit District (TBD) fund, and proprietary funds. A detailed list of 2023-2024 projects are included in the Supplemental section of this budget.

Street Capital Projects Fund (311)

Description	2019-2020 Adopted	2021-2022 Amended	2021-2022 Year-End Estimates	2023-2024 Baseline Budget	2023-2024 CIP Plan	2023-2024 Proposed
REVENUES						
Beginning Fund Balance	628,158	1,406,151	1,434,853	1,507,230		1,507,230
Grants	-	381,700	48,438	-	489,255	489,255
WSDOT-2nd Street Ped/Bike Impr	953,000	-	193	-	-	-
TIB Grant Fourth Street Overlay	735,000	-	-	-	-	-
TIB Grant Maple Ave Overlay	-	-	571,149	-	-	-
TIB Avenue D 1st - 2nd Street Overlay				94,775		94,775
PRSC/WSDOT-Bickford/Weaver Overlay		385,800	701,475			-
PSRC Pavement Preserv-Bickford	384,000	-	-	-	-	-
Rural Town Center-Bickford-Weaver	216,200	-	-	394,480	-	394,480
Park Avenue TIB	1,120,000	-	-	-	-	-
Pine Ave TIB	86,000	-	-	-	-	-
Interest Earnings		-	2,910	2,500	-	2,500
Refundable Retainage		-	56,698	-	-	-
Transfer in (001)	-	150,000	150,000	-	-	-
Transfer In (130)	1,251,000	2,181,600	1,057,740	-	1,307,150	1,307,150
Transfer In (305)	-	294,960	75,000	-	491,025	491,025
Transfer In (125)	148,800	-	-	-	548,700	548,700
Transfer In (401)	40,000	-	-	-	164,000	164,000
Transfer In (402)				-	-	-
Transfer In (404)		830,000	830,000	-	300,000	300,000
Total Revenues	4,934,000	4,224,060	3,493,603	491,755	3,300,130	3,791,885

Description	2019-2020 Adopted	2021-2022 Amended	2021-2022 Year-End Estimates	2023-2024 Baseline Budget	2023-2024 CIP Plan	2023-2024 Proposed
EXPENSES						
CAP Admin Services(001)	42,534	-	-	-	-	102,630
CAP Engineering Services(001)	138,599	13,000	13,000	102,630	-	-
Street Overlays		267,400	38,587	-	-	-
14th Street Bonneville - Ave D overlay		430,000	383,800	-	1,265,000	1,265,000
Bickford Ave & Weaver Way Traffic Signal					250,000	250,000
Bickford & 19th Place Intersection Improvement	-	-	-	-	-	-
2nd St/Pine Ave Traffic Signal Replacement	-	-	-	-	994,000	1,514,000
Ford Avenue and Van Jan Improvements	-	520,000	-	520,000	-	-
Avenue H (2nd St - 6th S) Improvements	-	750,000	-	-	134,775	134,775
Avenue D (1st Street - 2nd Street) Overlay	-	-	4,030	-	371,025	382,600
Pilchuck Park Access Road Relocation		191,575	180,000	11,575	-	120,000
Pedestrian Networks Improvements	-	120,000	60,691	120,000	206,400	206,400
Rainier Avenue Utility Improvements	-	-	-	-	60,750	60,750
13th Street (Ave D - Pine Ave) Improvements		-	-	-	-	-
Completed Projects						
Holly Vista Drive Improvements	-	1,030,000	1,030,000	-	-	-
Fourth Street (Ave E-J) overlay	850,000	67,350	770,563	-	-	-
Bickford Avenue (Weaver - 30th St) Overlay	-	114,250	892,000	-	-	-
EV Charging Station		40,000	48,485	-	-	-
2nd St Corridor Ped/Bike	1,054,000		69	-	-	-
Bickford Ave (SR 9 Overpass - Weaver Road)	500,000	500,000		-	-	-
Park Ave (Hill Park - North City Limits) Overlay	1,300,000			-	-	-
Pine Ave Sidewalk	140,000			-	-	-
Terrace Avenue	190,000			-	-	-
Total Expenditures	4,215,133	4,043,575	3,421,225	754,205	3,281,950	4,036,155
Ending Fund Balance	1,347,025	1,586,636	1,507,230	1,244,780		1,262,960



Traffic Impact Fees

These monies are 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 in the Transportation Plan, and fees not spent within 10 years of their collection must be returned to the payee.

Traffic Impact Fee Fund (125)

Description	2019-2020 Adopted	2021-2022 Amended	2021-2022 Year-End Estimates	2023-2024 Baseline Budget	Decision Packages	2023-2024 Proposed
REVENUES						
Beginning Fund Balance	692,019	535,536	399,999	526,833		526,833
Traffic Impact Fees	284,495	300,000	127,342	225,000	-	225,000
Interest Earnings	10,000	5,000	792	1,000	-	1,000
Total Revenues	294,495	305,000	128,134	226,000	-	226,000
EXPENSES						
Transfer Out - Fund 311	-	-	-	-	-	-
Bickford Avenue & Weaver Road	-	550,000	1,300	-	548,700	548,700
Total Expenditures	-	550,000	1,300	-	548,700	548,700
Ending Fund Balance	986,514	290,536	526,833	752,833		204,133



Non-Operating and Capital Improvement Funds

Transportation Benefit District

The Transportation Benefit District (TBD) was approved by the City voters. The TBD increased the local sales tax rate two tenths of one percent (0.2%) and was in effect for ten years (2012 to 2021). In 2015, Washington State adopted 2ESSB 5987 that allowed cities with an established TBD to have that TBD be absorbed into the city. In December 2015, the Council adopted Ordinance 2297. This ordinance transferred all of the rights, powers, immunities, functions, and obligations of the Snohomish Transportation Benefit District to the City. City voters approved the extension of the TBD program through 2031.

Since 2012, the City has collected approximately \$9.2 million in TBD funds. About \$3.1 million of TBD funds was spent to preserve approximately 6.5 miles of roadway and to complete the two intersection projects. The City has worked hard to leverage local funds with grant dollars, receiving approximately \$5.5 million from State and Federal grant programs for TBD pavement preservation and intersection projects. Only projects included in the TBD Pavement Management Program are eligible for use of these funds.

Transportation Benefit District (TBD) Fund (130)

Description	2019-2020 Adopted	2021-2022 Amended	2021-2022 Year-End Estimates	2023-2024 Baseline Budget	Decision Packages	2023-2024 Proposed
REVENUES						
Beginning Fund Balance	2,712,829	4,397,522	4,969,280	6,464,850		6,464,850
Benefit District Sales & Use Tax	2,000,154	2,023,200	2,542,510	2,500,000	-	2,500,000
Bank Interest	29,916	15,000	10,800	10,000	-	10,000
Total Revenues	2,030,070	2,038,200	2,553,310	2,510,000	-	2,510,000
EXPENSES						
Engineering Services	-	124,000	124,000	137,700	-	137,700
Bickford Avenue & 19th Place	-	-	-	-	250,000	250,000
Ford Avenue (Maple Avenue - Ninth Street) Van	-	520,000	-	520,000	230,000	750,000
Avenue D (1st Street - 2nd Street) Overlay	-	-	-	-	40,000	40,000
13th Street (Avenue D - Pine Avenue)	-	-	-	-	60,750	60,750
Rainier Avenue Utility Improvements	-	-	-	-	206,400	206,400
Avenue H (2nd Street - 6th Street) Improvements	-	750,000	-	-	-	-
14th Street (Bonneville Avenue - Avenue D)	-	430,000	383,801	-	-	-
Bickford Avenue (Weaver Road - 30th Street)	-	114,250	190,525	-	-	-
Holly Vista Drive (East of 16th Street) Overlay	-	300,000	160,000	-	-	-
Park Ave (Hill Park - North City Limits) Overlay & Bickford Ave (Roundabout - SR 9) Overlay	-	67,350	199,414	-	-	-
Total Expenditures	-	2,305,600	1,057,740	657,700	787,150	1,444,850
Ending Fund Balance	4,742,899	4,130,122	6,464,850	8,317,150		7,530,000



Visitor Promotion

This fund accounts for monies received from the collection of hotel/motel tax and is spent to enhance tourism in the City of Snohomish. Resources are received in the form of beginning fund balance, hotel/motel tax collected annually, and interest income. Fund expenditures are restricted to tourism-related activities. The City offers a portion of these funds through a competitive process to local non-profit organizations.

Visitor Promotion Fund (107)

Description	2019-2020 Adopted	2021-2022 Amended	2021-2022 Year-End Estimates	2023-2024 Baseline Budget	Decision Packages	2023-2024 Proposed
REVENUES						
Beginning Fund Balance	21,204	30,078	37,896	66,700		66,700
Motel/Hotel Tax	20,000	20,000	28,714	20,000	-	20,000
Interest Earnings	400	200	90	200	-	200
Total Revenues	20,400	20,200	28,804	20,200	-	20,200
EXPENSES						
Community Event Administration	20,000	20,000	-	20,000	56,900	76,900
Visitor Information Center Dues	3,000	-	-	-	-	-
Total Expenditures	23,000	20,000	-	20,000	56,900	76,900
Ending Fund Balance	18,604	30,278	66,700	66,900		10,000



Capital Improvement Plan (CIP) Project Highlights

The City Council adopts a five year capital improvement plan (CIP) annually, with projects scheduled for the first two years included in the biennial budget. The full 2023-2027 CIP can be found in the Supplemental section of the budget, but the projects listed below are highlighted in the pages that follow.

- 22nd Street & Terrace Avenue Connector Road
- Averill Field Improvements – Phase I
- Bickford & 19th Street Improvements
- Ford Avenue & Van Jan Street Improvements
- North Sewer Trunk Line
- North Zone Reservoir Coating
- Pilchuck Park Bank Stabilization
- Public Works Facility Improvements
- Rainier Street Utility Improvements
- Swifty Creek Storm Improvements
- Veterans Memorial
- Wastewater Treatment Plant (WWTP) Upgrades





22ND STREET & TERRACE AVENUE CONNECTOR ROAD

DESCRIPTION

Design and construction of a connector road between Terrace Avenue and 22nd Street. This project will improve traffic circulation, provide a pedestrian connection, include utility improvements and relieve traffic concerns raised by residents due to development in the area.

LOCATION

Connection between 22nd Street and Terrace Avenue

ESTIMATED SCHEDULE

- Design: 2023-2024
- Construction: 2026-2027

FUNDING SOURCES AND CAPITAL COSTS

Sources of Funding

REET	698,800
Stormwater Fund	991,200
Sewer Fund	268,600
Water Fund	192,000
Total	\$2,150,800

Capital Costs	Thru 2022	Five-Year Plan		2025	2026	2027	Total Cost
		2023	2024				
Design/Eng/Const		293,700			1,857,100		2,150,800





DESCRIPTION

LOCATION

ESTIMATED SCHEDULE

- ## FUNDING SOURCES AND CAPITAL COSTS

Park Impact Fee Funds	850,600
Grants	155,000
Municipal Capital Projects Fund Balance	185,400
Total	\$1,191,000

Capital Costs	Thru 2022	Five-Year Plan					Total Cost
		2023	2024	2025	2026	2027	
Design/Eng/Const	221,790	1,191,000					1,412,790





BICKFORD & 19TH STREET IMPROVEMENTS

DESCRIPTION

Bickford Avenue & 19th Street is a two-way stop controlled intersection that operates at a level of service "F" due to the high delays experienced by the vehicles on the minor legs. A traffic signal and roundabout will be evaluated for this intersection. Either method will improve the traffic flow at this intersection to a level of service "A." Pedestrian improvements will also be included in the project.

LOCATION

Bickford Avenue & 19th Street

ESTIMATED SCHEDULE

- Design: 2024
- Construction: 2025

FUNDING SOURCES AND CAPITAL COSTS

Sources of Funding

Traffic Impact Fee Fund 1,775,000

Total \$1,775,000

Capital Costs	Thru 2022	Five-Year Plan					Total Cost
		2023	2024	2025	2026	2027	
Design/Eng/Const			250,000	1,525,000			1,775,000





Non-Operating and Capital Improvement Funds

FORD AVENUE & VAN JAN STREET IMPROVEMENTS

DESCRIPTION

Project consists of paving sections of Ford Avenue and Van Jan Street, as well as installing approximately 1,900 linear feet of 12-inch storm pipe and 500 linear feet of water pipe.

LOCATION

Ford Avenue from Maple Avenue to Ninth Street, and Van Jan Street from Ninth Street to Root Avenue.

ESTIMATED SCHEDULE

- Design: 2024
- Construction: 2025-2026

FUNDING SOURCES AND CAPITAL COSTS

Sources of Funding

Transportation Benefit District (TBD) Funds	750,000
Water Utility Funds	164,000
Stormwater Utility Funds	300,000
Street Capital Projects Fund Balance	300,000
Total	\$1,514,000

Capital Costs	Thru 2022	Five-Year Plan					Total Cost
		2023	2024	2025	2026	2027	
Design/Eng/Const		1,514,000					1,514,000





NORTH SEWER TRUNK LINE

DESCRIPTION

Project consists of diverting sewer flows from portions of the northeastern part of the City to the Cemetery Creek Sewer Trunkline on the west side of SR 9. Approximately 3,100 linear feet of 18-inch sewer pipe will be installed from Lakemount Drive south along Avenue D then west to Bonneville Avenue to 16th Street. Approximately 750 linear feet of 12-inch sewer pipe will be installed along Bonneville Avenue from 14th Street to 16th Street. This will decrease flows to the Rainier Lift Station, reduce the possibility of sewer overflows and allow Casino Royale and Bonneville Lift Stations to be decommissioned.

LOCATION

Lakemount Drive south along Avenue D then west to Bonneville Avenue to 16th Street, as well as Bonneville Avenue from 14th Street to 16th Street.

ESTIMATED SCHEDULE

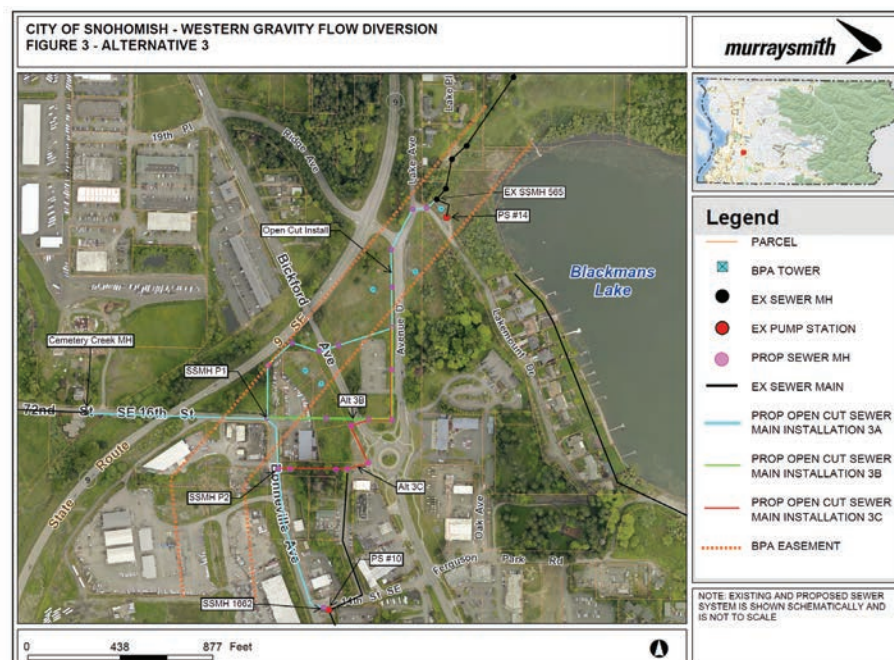
- Design and permitting: 2022-2023
- Construction: 2024

FUNDING SOURCES AND CAPITAL COSTS

Sources of Funding

Sewer Utility Funds	583,800
Grants	3,750,000
Total	\$4,333,800

Capital Costs	Thru 2022	Five-Year Plan					Total Cost
		2023	2024	2025	2026	2027	
Design/Eng/Const		453,600	3,880,200				4,333,800





NORTH ZONE RESERVOIR COATING

DESCRIPTION

Project consists of recoating the North Zone Reservoir in order to replace the coating that was done in 2011 that is now failing and has become a maintenance issue.

LOCATION

1627 Terrace Avenue

ESTIMATED SCHEDULE

- Design: 2023
- Construction: 2024

FUNDING SOURCES AND CAPITAL COSTS

Sources of Funding

Water Fund Balance 579,290

Total \$579,290

Capital Costs	Thru 2022	Five-Year Plan					Total Cost
		2023	2024	2025	2026	2027	
Design/Eng/Const		109,300	469,990				579,290





PILCHUCK PARK BANK STABILIZATION

DESCRIPTION

The Pilchuck River has eroded a portion of its right bank approximately 100 feet downstream from the Second Street Bridge, along Pilchuck Park access road. Further erosion would likely lead to failure of the Pilchuck Park access road and impact the adjacent cemetery.

This project will construct a vegetated reinforced slope by placing rock in a geogrid reinforcement material to help create layers. The upper layers will have topsoil with a seed mix, with large woody debris or root wads anchored at the bottom of the slope. Flows will be diverted away from the bank area during construction.

LOCATION

Pilchuck Park, south of Second Street bridge over Pilchuck River.

ESTIMATED SCHEDULE

- Design and permitting: 2022-2023
- Construction: 2024

FUNDING SOURCES AND CAPITAL COSTS

Sources of Funding

Stormwater Utility Funds	448,030
Real Estate Excise Tax (REET)	448,130
Total	\$869,160

Capital Costs	Thru 2022	Five-Year Plan					Total Cost
		2023	2024	2025	2026	2027	
Design/Eng/Const		218,500	677,660				896,160





PUBLIC WORKS FACILITY IMPROVEMENT

DESCRIPTION

Based on a Hearing Examiner decision, the Public Works Department's Utilities office building must be removed from the site prior to April 2027. A new building is proposed to accommodate all Public Works divisions (sewer, water, storm, streets, parks, facilities, fleet and engineering), which are currently separated in multiple buildings. This project includes site work and utility improvements, with future project phases to replace the other structures on the site.

LOCATION

1801 First Street

ESTIMATED SCHEDULE

- Design and permitting: 2023-2024
- Construction: 2025

FUNDING SOURCES AND CAPITAL COSTS

Sources of Funding

Real Estate Excise Tax (REET) 1,011,1275

Water Utility Funds 1,011,1275

Wastewater Utility Funds 1,011,1275

Stormwater Utility Funds 1,011,1275

Total \$4,045,100

Capital Costs	Thru 2022	Five-Year Plan					Total Cost
		2023	2024	2025	2026	2027	
Design/Eng/Const	39,881	328,000	765,600	2,951,500			4,084,981



RAINIER STREET UTILITY IMPROVEMENTS

DESCRIPTION

In order to replace old and failing infrastructure, this project will replace approximately 1,800 linear feet of the Rainier Lift Station’s force main along Rainier Street from Willow Avenue to Second Street and along Second Street to Avenue A. Approximately 500 linear feet of water pipe will be replaced, along with sewer and storm improvements.

LOCATION

Avenue H from Second Street to Sixth Street

ESTIMATED SCHEDULE

- Design: 2022
- Construction: 2023

FUNDING SOURCES AND CAPITAL COSTS

Sources of Funding	
Stormwater Utility Funds	131,055
Total	\$131,055

Capital Costs	Thru 2022	Five-Year Plan					Total Cost
		2023	2024	2025	2026	2027	
Design/Eng/Const		131,055					131,055





SWIFTY CREEK STORM IMPROVEMENTS

DESCRIPTION

Swift Creek is conveyed in a 24-inch storm pipe from Second Street to the Snohomish River, located mostly on private property and inaccessible to City staff. This project consists of constructing approximately 1,100 linear feet of 36-inch storm pipe and connecting the existing storm system. These improvements will help Swift Creek flow conveyance and reduce property flooding.

LOCATION

From Second Street (east of Cedar Avenue), south along Glen Avenue, Union Avenue to First Street.

ESTIMATED SCHEDULE

- Design and permitting: 2023-2024
- Construction: 2025

FUNDING SOURCES AND CAPITAL COSTS

Sources of Funding

Stormwater Utility Funds 2,513,000

Total \$2,513,000

Capital Costs	Thru 2022	Five-Year Plan					Total Cost
		2023	2024	2025	2026	2027	
Design/Eng/Const		565,500	1,967,000				2,513,500





VETERANS MEMORIAL

DESCRIPTION

Create a Veterans Memorial next to the Carnegie Building, as well as returning the original plinth from the Grand Army of the Republic (GAR) Cemetery to the Carnegie site.

LOCATION

Carnegie Building Site, 105 Cedar Avenue

ESTIMATED SCHEDULE

- Design: 2022
- Construction: 2023

FUNDING SOURCES AND CAPITAL COSTS

Sources of Funding

Real Estate Excise Tax (REET) 40,000

Total \$40,000

Capital Costs	Thru 2022	Five-Year Plan					Total Cost
		2023	2024	2025	2026	2027	
Design/Eng/Const		40,000					40,000





Non-Operating and Capital Improvement Funds

WASTEWATER TREATMENT PLANT UPGRADES

DESCRIPTION

Improvements to the City's wastewater treatment plant (WWTP) are necessary in order to comply with the National Pollutant Discharge Elimination System (NPDES) Permit, as well as a replacement of old equipment. These WWTP upgrades include construction of an air-gap water system, filtration system improvements, motor control center replacement, generator replacement, and security system improvements.

LOCATION

2115 Second Street, west of SR 9.

ESTIMATED SCHEDULE

Various improvement projects, with design, permitting and construction from 2023 to 2025.

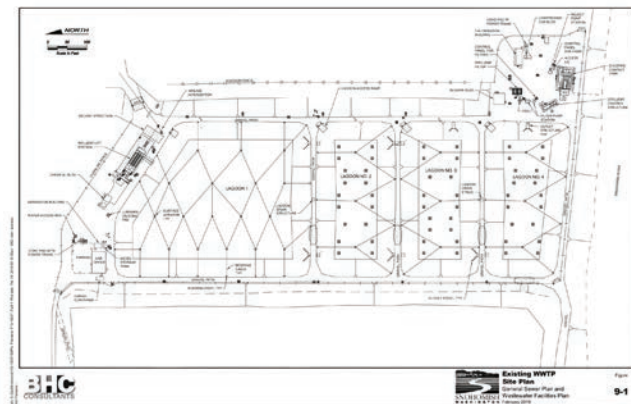
FUNDING SOURCES AND CAPITAL COSTS

Sources of Funding

Sewer Utility Funds 3,616,800

Total \$3,616,800

Capital Costs	Thru 2022	Five-Year Plan					Total Cost
		2023	2024	2025	2026	2027	
Design/Eng/Const		655,850	2,960,950				3,616,800





Supplemental Information **V. Supplemental Information**

- a. Decision Packages for Requested Budget Increases
- b. Detailed Budget for Operating Funds
- c. 2023-2027 Capital Improvement Plan
 - By Project
 - By Funding Source
- d. Cost Allocation Plan Summary
- e. Budget Ordinance

Decision Packages for Requested Budget Increases

The items below represent increases or decreases from the Amended 2021-2022 Budget, excluding labor cost changes related to cost-of-living, step increases or other adjustments to employee benefits. The decision packages (D.P.) were referenced in Section IV – Department Overviews, and the detailed requests are included in the pages that follow:

D.P. #	Department	Division	Description	FY 23-24 Total
1	Administration	City Clerk	Records Digitization	\$ 56,200.00
2	Administration	HR	Baseline Adjustment	\$ 16,000.00
3	Administration	IT	GIS Coordinator	\$ 212,600.00
4	CESI	-	Baseline Adjustment	\$ 82,000.00
5	CESI	-	Visitor/Tourism Promotion (LTAC Funds)	\$ 56,900.00
6	CESI	Carnegie	Increase Operations (split with Facilities)	\$ 272,780.00
7	Finance	-	Baseline Adjustment	\$ 13,400.00
8	Non-Departmental	-	Baseline Adjustment	\$ 27,766.00
9	Non-Departmental	-	Transfer to Streets Fund	\$ 575,000.00
10	Planning & Dev. Services	Planning	Comp Plan Update	\$ 250,000.00
11	Planning & Dev. Services	Planning	Baseline Adjustment	\$ 52,000.00
12	Planning & Dev. Services	Planning	APA Memberships for Planning Comm.	\$ 1,200.00
13	Planning & Dev. Services	Building	Building Official Transition	\$ 56,460.00
14	Planning & Dev. Services	Building	Baseline Adjustment	\$ 13,000.00
15	Planning & Dev. Services	Building	Abatements	\$ 20,000.00
16	Public Works	Admin	Project Coordinator	\$ 223,450.00
17	Public Works	Facilities	HVAC & Air Handler Replacements	\$ 149,000.00
18	Public Works	Facilities	Baseline Adjustment	\$ 20,000.00
19	Public Works	Parks	Equipment Replacement	\$ 252,960.00
20	Public Works	Parks	Seasonal Workers	\$ 42,740.00
21	Public Works	Parks	Parks PROS Plan	\$ 75,000.00
22	Public Works	Parks	Hazardous trees removal	\$ 25,000.00
23	Public Works	Parks	Parks ARPA Maintenance Worker	\$ -
24	Public Works	Sewer	Equipment Replacement	\$ 75,860.00
25	Public Works	Sewer	Seasonal Workers	\$ 97,820.00
26	Public Works	Sewer	Dues Increase	\$ 200.00
27	Public Works	Sewer	Sewer Diversion Memo Update	\$ 50,000.00
28	Public Works	Sewer	Rate Study (split 50/50 with Water)	\$ 60,000.00
29	Public Works	Stormwater	Seasonal Workers	\$ 97,820.00
30	Public Works	Stormwater	New Maintenance Worker Position	\$ 321,192.00
31	Public Works	Streets	Equipment Replacement	\$ 313,987.00
32	Public Works	Streets	Seasonal Workers	\$ 37,740.00
33	Public Works	Streets	Complete Streets Plan	\$ 20,000.00
34	Public Works	Streets	Transportation Master Plan	\$ 120,000.00
35	Public Works	Wastewater	Discharge Permit Fee	\$ 44,000.00
36	Public Works	Wastewater	Equipment Rep. - Ranger & Generator	\$ 171,260.00
37	Public Works	Water	Equipment Rep. - Blazer & Trailer	\$ 53,080.00
38	Public Works	Water	Seasonal Workers	\$ 89,540.00
39	Public Works	Water	Equipment Replacement - Vactor	\$ 493,240.00
40	Public Works	Water	Backflow Software	\$ 15,000.00
41	Public Works	Water	Water Quality Application	\$ 50,000.00
42	Public Works	Water	Water Meters Replacement	\$ 120,000.00
Total Value				\$4,692,535.00



2023 - 2024 Budget Decision Package #1					
Decision Package Title:		Record Digitization		Ranking	1
Item Description:		Scanning and digitizing equipment/professional services-either renting a scanner for large files and/or hiring professional services to scan larger files, archiving office to implement records retention program. Lazerfiche and record digitization software			
Department:		City Clerk		Name:	General
Division:		Administration			
Preparer Name:		Rebekah Park			
Department Account Number:		001-020-514-30-35-00-000			
Council Goal/Task Action Item:		Council Goal #3 Support Community Engagement and Transparency			

What is the nature of the expenditure?
Is the Expenditure Operating or Capital?
Is the Expenditure Mandatory?

On-going
Operating
Yes

Temporary

Is the Expenditure a
Carryforward from the
previous year?

Yes

Decision Package Costs:	Current Budget	Requested Increase				
		2023	2024	2025	2026	2027
Salaries (11)	0	0	0	0	0	0
Overtime (12)	0	0	0	0	0	0
Benefits (23)	0	0	0	0	0	0
Uniforms (24)	0	0	0	0	0	0
Supplies (31)	0	0	0	0	0	0
Small Equipment (35)	600	5,600	5,600	0	0	0
Professional Services (41)	0	0	0	0	0	0
Communications (42)	0	0	0	0	0	0
Travel (43)	200	500	500	500	500	500
Advertising (44)	0	0	0	0	0	0
Rental/Lease (45)	0	0	0	0	0	0
Repair/Maintenance (48)	0	0	0	0	0	0
Ongoing Software Maintenance (48)	0	0	0	0	0	0
Miscellaneous (49)	0	0	0	0	0	0
Memberships/Subscriptions (49)	0	0	0	0	0	0
Training (49)	1,200	2,000	2,000	0	0	0
Software & Licensing (64)	0	20,000	20,000	20,000	20,000	20,000
Capital/Equipment (64)	0	0	0	0	0	0
Other:	0	0	0	0	0	0
Sub-Total		\$28,100	\$28,100	\$20,500	\$20,500	\$20,500

Total New Expenses	\$28,100	\$28,100	\$20,500	\$20,500	\$20,500
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How is this Decision Package Funded?	2023	2024	2025	2026	2027
Ending Cash: Decrease (Increase)	28,100	28,100	20,500	20,500	20,500
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total	\$28,100	\$28,100	\$20,500	\$20,500	\$20,500



Supplemental Information

2023 - 2024 Budget Decision Package #2			
Decision Package Title:	Baseline Adjustment	Ranking	1
Item Description:	To provide current required safety programs for staff and implementing new programs for wellness and safety that meet gap needs in these areas. Examples of required items are PPE, hearing testing, and first aid & CPR training. For Health and Wellness the City is developing an Employee Recognition program.		
Department:	HR	Name:	General
Division:	HR		
Preparer Name:	Rebekah Park		
Department Account Number:	001-020-518-10		
Council Goal/Task Action Item:	Goal #8 Optimize City Services		

What is the nature of the expenditure?
 Is the Expenditure Operating or Capital?
 Is the Expenditure Mandatory?

On-going
Operating
Yes

Is the Expenditure a
 Carryforward from the
 previous year?

Yes

Decision Package Costs:	Current Budget	Requested Increase				
		2023	2024	2025	2026	2027
Salaries (11)	0	0	0	0	0	0
Overtime (12)	0	0	0	0	0	0
Benefits (23)	0	0	0	0	0	0
Uniforms (24)	0	0	0	0	0	0
Wellness (31)	3,400	4,000	4,000	4,000	4,000	4,000
Supplies (31)	0	0	0	0	0	0
Small Equipment (35)	0	0	0	0	0	0
Professional Services (41)	0	0	0	0	0	0
Communications (42)	0	0	0	0	0	0
Travel (43)	0	0	0	0	0	0
Advertising (44)	0	0	0	0	0	0
Rental/Lease (45)	0	0	0	0	0	0
Repair/Maintenance (48)	0	0	0	0	0	0
Ongoing Software Maintenance (48)	0	0	0	0	0	0
Health & Safety (49)	1,700	4,000	4,000	4,000	4,000	4,000
Miscellaneous (49)	0	0	0	0	0	0
Memberships/Subscriptions (49)	0	0	0	0	0	0
Training (49)	0	0	0	0	0	0
Software & Licensing (64)	0	0	0	0	0	0
Capital/Equipment (64)	0	0	0	0	0	0
Other:	0	0	0	0	0	0
Sub-Total		\$8,000	\$8,000	\$8,000	\$8,000	\$8,000

Total New Expenses	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
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How is this Decision Package Funded?	2023	2024	2025	2026	2027
Ending Cash: Decrease (Increase)	8,000	8,000	8,000	8,000	8,000
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000



2023 - 2024 Budget Decision Package #3			
Decision Package Title:	GIS Coordinator	Ranking	1
Item Description:	GIS Specialist to create, maintain, and support of the City's GIS data and maps. Estimated costs of salary, computing equipment, and software are included below.		
Department:	Information Services	Name:	Information Services
Division:			
Preparer Name:	Dock Leong		
Department Account Number:	502-170-518-81 Split between 5 funds via Information Services CAP		
Council Goal/Task Action Item:			

What is the nature of the expenditure?
 Is the Expenditure Operating or Capital?
 Is the Expenditure Mandatory?

On-going
Operating
No

Is the Expenditure a Carryforward
 from the previous year?

No

Decision Package Costs:	Current Budget	Requested Increase				
		2023	2024	2025	2026	2027
Salaries (11)	0	61,030	66,600	72,060	74,222	76,448
Overtime (12)	0	0	0	0	0	0
Benefits (23)	0	32,265	34,105	37,260	38,378	39,529
Uniforms (24)	0	0	0	0	0	0
Supplies (31)	0	0	0	0	0	0
Small Equipment (35)	0	6,500	0	0	0	0
Professional Services (41)	0	0	0	0	0	0
Communications (42)	0	0	0	0	0	0
Travel (43)	0	0	0	0	0	0
Advertising (44)	0	0	0	0	0	0
Rental/Lease (45)	0	0	0	0	0	0
Repair/Maintenance (48)	0	0	0	0	0	0
Ongoing Software Maintenance (48)	0	2,550	2,550	2,800	2,800	2,800
Miscellaneous (49)	0	0	0	0	0	0
Memberships/Subscriptions (49)	0	0	0	0	0	0
Training (49)	0	0	0	0	0	0
Software & Licensing (64)	0	7,000	0	0	0	0
Capital/Equipment (64)	0	0	0	0	0	0
Other:	0	0	0	0	0	0
Sub-Total		\$109,345	\$103,255	\$112,120	\$115,400	\$118,778

Total New Expenses	\$109,345	\$103,255	\$112,120	\$115,400	\$118,778
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How is this Decision Package Funded?	2023	2024	2025	2026	2027
Ending Cash: Decrease (Increase)	0	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
Information Services CAP	109,345	103,255	112,120	115,400	118,778
Other	0	0	0	0	0
Total	\$109,345	\$103,255	\$112,120	\$115,400	\$118,778



Supplemental Information

2023 - 2024 Budget Decision Package #4			
Decision Package Title:	Baseline Adjustment	Ranking	1
Item Description:	Adjustment for training, travel, professional memberships, and small equipment, as well as printing, postage, etc. to support a City-wide 2023-24 Community Engagement Plan. This plan will outline equitable & inclusive strategies and tactics to inform and engage the community related to several City priorities.		
Department:	Comm. Engagement & Strategic Initiatives	Name:	General
Division:			
Preparer Name:	Shari Ireton		
Department Account Number:	001-020-558-70		
Council Goal/Task Action Item:			

What is the nature of the expenditure?
 Is the Expenditure Operating or Capital?
 Is the Expenditure Mandatory?

On-going
Operating
No

Is the Expenditure a
 Carryforward from the
 previous year?

No

Decision Package Costs:	Current Budget	Requested Increase				
		2023	2024	2025	2026	2027
Salaries (11)	0	0	0	0	0	0
Overtime (12)	0	0	0	0	0	0
Benefits (23)	0	0	0	0	0	0
Uniforms (24)	0	0	0	0	0	0
Supplies (31)	1,400	2,000	1,000	1,000	1,000	1,000
Small Equipment (35)	500	2,000	1,000	1,000	1,000	1,000
Professional Services (41)	0	12,000	3,000	0		
Printing & Mailing (41)	0	9,000	3,000	0		
Postage (42)		4,500	1,500			
Communications (42)	0					
Travel (43)	3,000	9,000	9,000	9,000	9,000	9,000
Advertising (44)	0	4,000	4,000	1,500	1,500	1,500
Miscellaneous (49)	0	0	0	0		
Memberships/Subscriptions (49)						
Training (49)	2,400	7,500	7,500	7,500	7,500	7,500
Software & Licensing (64)	0	1,200	800	800	800	800
Sub-Total		\$51,200	\$30,800	\$20,800	\$20,800	\$20,800

Total New Expenses	\$51,200	\$30,800	\$20,800	\$20,800	\$20,800
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How is this Decision Package Funded?	2023	2024	2025	2026	2027
Ending Cash: Decrease (Increase)	51,200	30,800	20,800	20,800	20,800
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total	\$51,200	\$30,800	\$20,800	\$20,800	\$20,800



2023 - 2024 Budget Decision Package #5			
Decision Package Title:	Baseline Adjustment	Ranking	1
Item Description:	Baseline Adjustment to boost and rapidly expand tourism and visitor promotion. Funds for '20 and '21 were unspent due to the pandemic.		
Department:	Comm. Engagement & Strategic Initiatives	Name:	General
Division:			
Preparer Name:	Shari Ireton		
Department Account Number:	107-000-572-10		
Council Goal/Task Action Item:			

What is the nature of the expenditure?
 Is the Expenditure Operating or Capital?
 Is the Expenditure Mandatory?

Is the Expenditure a
 Carryforward from the
 previous year?

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Decision Package Costs:	Current Budget	Requested Increase				
		2023	2024	2025	2026	2027
Salaries (11)	0	0	0	0	0	0
Overtime (12)	0	0	0	0	0	0
Benefits (23)	0	0	0	0	0	0
Uniforms (24)	0	0	0	0	0	0
Supplies (31)	0	0	0	0	0	0
Small Equipment (35)	0	0	0	0	0	0
Professional Services (41)	0	0	0	0	0	0
Event Administration	0	56,900	0	0	0	0
Travel (43)	0	0	0	0	0	0
Ongoing Software Maintenance (48)	0	0	0	0	0	0
Miscellaneous (49)	0	0	0	0	0	0
Memberships/Subscriptions (49)	0	0	0	0	0	0
Training (49)	0	0	0	0	0	0
Software & Licensing (64)	0	0	0	0	0	0
Capital/Equipment (64)	0	0	0	0	0	0
Other:	0	0	0	0	0	0
Sub-Total		\$56,900	\$0	\$0	\$0	\$0

Total New Expenses	\$56,900	\$0	\$0	\$0	\$0
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How is this Decision Package Funded?	2023	2024	2025	2026	2027
Ending Cash: Decrease (Increase)	56,900	0	0	0	0
State Grant	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total	\$56,900	\$0	\$0	\$0	\$0



Supplemental Information

2023 - 2024 Budget Decision Package #6			
Decision Package Title:	Increase Carnegie Building and Facility Operations	Ranking	1
Item Description:	In order to increase levels of service in moving the Carnegie Building to more of a community asset, as well as increased citywide demands in the Facilities Division, this proposes adding a 1.0 FTE Maintenance Worker and associated costs.		
Department:	Public Works/CESI	Name:	Fleet & Facilities
Division:	Facilities		
Preparer Name:	Nova Heaton		
Department Account Number:	50% paid by Facilities Fund 501 and 50% by Carnegie Bldg cost center		
Council Goal/Task Action Item:	7/8 - Facility maintenance and improvements help improve city services and infrastructure.		

What is the nature of the expenditure?
Is the Expenditure Operating or Capital?
Is the Expenditure Mandatory?

On-going
Operating
No

Is the Expenditure a
Carryforward from the previous
year?

		Requested Increase				
Decision Package Costs:	Current Budget	2023	2024	2025	2026	2027
Salaries (11)	0	65,960	75,060	78,070	81,200	84,450
Overtime (12)	0	1,000	1,040	1,090	1,140	1,190
Benefits (23)	0	27,870	30,150	31,358	32,617	33,927
Uniforms (24)	0	750	750	750	750	750
Supplies (31)	0	3,000	3,000	3,000	3,000	3,000
Small Equipment (35)	0	2,000	2,000	2,000	2,000	2,000
Communications (42)	0	2,000	2,000	2,000	2,000	2,000
Travel (43)	0	2,000	2,000	2,000	2,000	2,000
Rental/Lease (45)	0	1,000	1,000	1,000	1,000	1,000
Repair/Maintenance (48)	0	10,000	10,000	10,000	10,000	10,000
Memberships/Subscriptions (49)	0	500	500	500	500	500
Training (49)	0	2,000	2,000	2,000	2,000	2,000
Software & Licensing (64)	0	1,000	1,000	1,000	1,000	1,000
Capital/Equipment (64)	0	10,000	10,000	10,000	10,000	10,000
Other: (Safety Equipment)	0	1,600	1,600	1,600	1,600	1,600
Sub-Total	\$0	\$130,680	\$142,100	\$146,368	\$150,808	\$155,417

Total New Expenses	\$130,680	\$142,100	\$146,368	\$150,808	\$155,417
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How is this Decision Package Funded?	2023	2024	2025	2026	2027
Ending Cash: Decrease (Increase)	130,680	142,100	146,368	150,808	155,417
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total	\$130,680	\$142,100	\$146,368	\$150,808	\$155,417



2023 - 2024 Budget Decision Package #7			
Decision Package Title:	Baseline Adjustment	Ranking	1
Item Description:	Baseline adjustment includes increases for office supplies (\$500), communications (\$2,000), bank services charges (\$2,000), and training/education (\$2,200).		
Department:	Finance	Name:	General
Division:	Finance		
Preparer Name:	Scott James		
Department Account Number:	001-040-514-23		
Council Goal/Task Action Item:			

What is the nature of the expenditure?
 Is the Expenditure Operating or Capital?
 Is the Expenditure Mandatory?

On-going
Operating
No

Is the Expenditure a
 Carryforward from the
 previous year?

No

Decision Package Costs:	Current Budget	Requested Increase				
		2023	2024	2025	2026	2027
Salaries (11)	0	0	0	0	0	0
Overtime (12)	0	0	0	0	0	0
Benefits (23)	0	0	0	0	0	0
Uniforms (24)	0	0	0	0	0	0
Supplies (31)	4,000	500	500	500	500	500
Small Equipment (35)	0	0	0	0	0	0
Professional Services (41)	0	0	0	0	0	0
Communications (42)	4,300	2,000	2,000	2,000	2,000	2,000
Travel (43)	0	0	0	0	0	0
Advertising (44)	0	0	0	0	0	0
Rental/Lease (45)	0	0	0	0	0	0
Repair/Maintenance (48)	0	0	0	0	0	0
Ongoing Software Maintenance (48)	0	0	0	0	0	0
Bank Service Charges (49)	1,000	2,000	2,000	2,000	2,000	2,000
Memberships/Subscriptions (49)	0	0	0	0	0	0
Training (49)	5,000	2,200	2,200	2,200	2,200	2,200
Sub-Total		\$6,700	\$6,700	\$6,700	\$6,700	\$6,700

Total New Expenses	\$6,700	\$6,700	\$6,700	\$6,700	\$6,700
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How is this Decision Package Funded?	2023	2024	2025	2026	2027
Ending Cash: Decrease (Increase)	6,700	6,700	6,700	6,700	6,700
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total	\$6,700	\$6,700	\$6,700	\$6,700	\$6,700



Supplemental Information

2023 - 2024 Budget Decision Package #8			
Decision Package Title:	Baseline Adjustment	Ranking	1
Item Description:	Baseline adjustment increase annual fees for 2% liquor profit contribution to County (\$2,000), membership fees: Puget Sound Clean Air (\$300), Economic Alliance Snohomish County (\$1,500), Puget Sound Regional Council (\$300), Snohomish County Tomorrow membership (\$300) Add new memberships to National League of Cities & (\$1,200) & AWC (\$8,283).		
Department:	Non-departmental	Name:	General
Division:	Non-departmental		
Preparer Name:	Scott James		
Department Account Number:	001-180-515 & 001-180-518		
Council Goal/Task Action Item:			

What is the nature of the expenditure?
Is the Expenditure Operating or Capital?
Is the Expenditure Mandatory?

On-going
Operating
No

Is the Expenditure a
Carryforward from the
previous year?

No

Decision Package Costs:	Current Budget	Requested Increase				
		2023	2024	2025	2026	2027
Salaries (11)	0	0	0	0	0	0
Overtime (12)	0	0	0	0	0	0
Benefits (23)	0	0	0	0	0	0
Alcohol Rehabilitation	6,000	2,000	2,000	2,000	2,000	2,000
PS Clean Air Agency	14,800	300	300	300	300	300
Economic Alliance Sno Co	8,000	1,500	1,500	1,500	1,500	1,500
Puget Sound Regional Council	7,000	300	300	300	300	300
Snohomish County Tomorrow	4,000	300	300	300	300	300
Miscellaneous (49)	0	0	0	0	0	0
Memberships National League of Cities	0	1,200	1,200	1,200	1,200	1,200
Memberships Association of Washington Cities (AWC)	0	8,283	8,283	8,283	8,283	8,283
Software & Licensing (64)	0	0	0	0	0	0
Capital/Equipment (64)	0	0	0	0	0	0
Other:	0	0	0	0	0	0
Sub-Total		\$13,883	\$13,883	\$13,883	\$13,883	\$13,883

Total New Expenses	\$13,883	\$13,883	\$13,883	\$13,883	\$13,883
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How is this Decision Package Funded?	2023	2024	2025	2026	2027
Ending Cash: Decrease (Increase)	13,883	13,883	13,883	13,883	13,883
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total	\$13,883	\$13,883	\$13,883	\$13,883	\$13,883



2023 - 2024 Budget Decision Package #9			
Decision Package Title:	Increase Interfund Transfers	Ranking	2
Item Description:	Anticipated Street Fund 102 expenses are coming in higher than revenues for the 2023-2024 budget by \$575,000. This request will balance the cash flow needs of the Street Fund.		
Department:	Non-departmental	Name:	General
Division:	Non-departmental		
Preparer Name:	Scott James		
Department Account Number:	001-180-515 & 001-180-518		
Council Goal/Task Action Item:			

What is the nature of the expenditure?
 Is the Expenditure Operating or Capital?
 Is the Expenditure Mandatory?

On-going
Operating
No

Is the Expenditure a
 Carryforward from the
 previous year?

No

Decision Package Costs:	Current Budget	Requested Increase				
		2023	2024	2025	2026	2027
Salaries (11)	0	0	0	0	0	0
Overtime (12)	0	0	0	0	0	0
Benefits (23)	0	0	0	0	0	0
Alcohol Rehabilitation	0	0	0	0	0	0
PS Clean Air Agency	0	0	0	0	0	0
Economic Alliance Sno Co	0	0	0	0	0	0
Puget Sound Regional Council	0	0	0	0	0	0
Snohomish County Tomorrow	0	0	0	0	0	0
Miscellaneous (49)	0	0	0	0	0	0
Memberships National League of Cities	0	0	0	0	0	0
Memberships Association of Washington Cities (AWC)	0	0	0	0	0	0
Software & Licensing (64)	0	0	0	0	0	0
Capital/Equipment (64)	0	0	0	0	0	0
Interfund Transfer to Street Fund 102:	0	287,500	287,500	0	0	0
Sub-Total		\$287,500	\$287,500	\$0	\$0	\$0

Total New Expenses	\$287,500	\$287,500	\$0	\$0	\$0
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How is this Decision Package Funded?	2023	2024	2025	2026	2027
Ending Cash: Decrease (Increase)	287,500	287,500	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total	\$287,500	\$287,500	\$0	\$0	\$0



Supplemental Information

2023 - 2024 Budget Decision Package #10			
Decision Package Title:	Comp Plan Update	Ranking	1
Item Description:	Consultant assistance for the required update of the Comprehensive Plan by Dec. 2024.		
Department:	PDS	Name:	General
Division:	Planning		
Preparer Name:	Glen Pickus		
Department Account Number:	001-100-558-50-41-10-000		
Council Goal/Task Action Item:	Goal 3: Support and Encourage Meaningful Community Engagement Goal 4: Provide, Expand, and Support a Range of Housing Options Goal 10: Incorporate Strategic Elements into the Comprehensive Plan		

What is the nature of the expenditure?
 Is the Expenditure Operating or Capital?
 Is the Expenditure Mandatory?

One-time
Operating
Yes

Is the Expenditure a
 Carryforward from the previous
 year?

No

Decision Package Costs:	Current Budget	Requested Increase				
		2023	2024	2025	2026	2027
Salaries (11)	0	0	0	0	0	0
Overtime (12)	0	0	0	0	0	0
Benefits (23)	0	0	0	0	0	0
Uniforms (24)	0	0	0	0	0	0
Supplies (31)	0	0	0	0	0	0
Small Equipment (35)	0	0	0	0	0	0
Professional Services (41)	200,000	125,000	125,000	0	0	0
Communications (42)	0	0	0	0	0	0
Travel (43)	0	0	0	0	0	0
Advertising (44)	0	0	0	0	0	0
Rental/Lease (45)	0	0	0	0	0	0
Repair/Maintenance (48)	0	0	0	0	0	0
Ongoing Software Maintenance (48)	0	0	0	0	0	0
Miscellaneous (49)	0	0	0	0	0	0
Memberships/Subscriptions (49)	0	0	0	0	0	0
Training (49)	0	0	0	0	0	0
Software & Licensing (64)	0	0	0	0	0	0
Capital/Equipment (64)	0	0	0	0	0	0
Other:	0	0	0	0	0	0
Sub-Total		\$125,000	\$125,000	\$0	\$0	\$0

Total New Expenses	\$125,000	\$125,000	\$0	\$0	\$0
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How is this Decision Package Funded?	2023	2024	2025	2026	2027
Ending Cash: Decrease (Increase)	0	40,000	0	0	0
State Grant	125,000	85,000	0	0	0
General Fund Subsidy	0	0	0	0	0
New Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total	\$125,000	\$125,000	\$0	\$0	\$0



2023 - 2024 Budget Decision Package #11			
Decision Package Title:	Baseline Adjustment	Ranking	2
Item Description:	Baseline adjustment include increases for professional association dues for all staff (\$2,700), staff training (\$3,300) and merchant services (\$40,000). Note: merchant service fees are offset by fees assessed to bankcard users.		
Department:	PDS	Name:	General
Division:	Planning		
Preparer Name:	Glen Pickus		
Department Account Number:	001-100-558-50-		
Council Goal/Task Action Item:			

What is the nature of the expenditure?
 Is the Expenditure Operating or Capital?
 Is the Expenditure Mandatory?

On-going
Operating
No

Is the Expenditure a
 Carryforward from the
 previous year?

No

Decision Package Costs:	Current Budget	Requested Increase				
		2023	2024	2025	2026	2027
Salaries (11)	0	0	0	0	0	0
Overtime (12)	0	0	0	0	0	0
Benefits (23)	0	0	0	0	0	0
Uniforms (24)	0	0	0	0	0	0
Supplies (31)	0	0	0	0	0	0
Small Equipment (35)	0	0	0	0	0	0
Professional Services (41)	0	0	0	0	0	0
Communications (42)	0	0	0	0	0	0
Travel (43)	0	0	0	0	0	0
Advertising (44)	0	0	0	0	0	0
Rental/Lease (45)	0	0	0	0	0	0
Repair/Maintenance (48)	0	0	0	0	0	0
Ongoing Software Maintenance (48)	0	0	0	0	0	0
Miscellaneous (49)	0	0	0	0	0	0
Memberships/Subscriptions (49)	2,590	2,700	2,700	2,700	2,700	2,700
Training (49)	4,000	3,300	3,300	3,300	3,300	3,300
Merchant Services (49)	0	20,000	20,000	20,000	20,000	20,000
Capital/Equipment (64)	0	0	0	0	0	0
Other:	0	0	0	0	0	0
Sub-Total		\$26,000	\$26,000	\$26,000	\$26,000	\$26,000

Total New Expenses	\$26,000	\$26,000	\$26,000	\$26,000	\$26,000
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How is this Decision Package Funded?	2023	2024	2025	2026	2027
Ending Cash: Decrease (Increase)	26,000	26,000	26,000	26,000	26,000
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total	\$26,000	\$26,000	\$26,000	\$26,000	\$26,000



Supplemental Information

2023 - 2024 Budget Decision Package #12			
Decision Package Title:	APA Membership	Ranking	4
Item Description:	Group membership in the American Planning Association for the seven Planning Commissioners		
Department:	PDS	Name:	General
Division:	Planning		
Preparer Name:	Glen Pickus		
Department Account Number:	001-100-558-50-49-10-000		
Council Goal/Task Action Item:			

What is the nature of the expenditure?
 Is the Expenditure Operating or Capital?
 Is the Expenditure Mandatory?

On-going
Operating
No

Is the Expenditure a
 Carryforward from the
 previous year?

No

Decision Package Costs:	Current Budget	Requested Increase				
		2023	2024	2025	2026	2027
Salaries (11)	0	0	0	0	0	0
Overtime (12)	0	0	0	0	0	0
Benefits (23)	0	0	0	0	0	0
Uniforms (24)	0	0	0	0	0	0
Supplies (31)	0	0	0	0	0	0
Small Equipment (35)	0	0	0	0	0	0
Professional Services (41)	0	0	0	0	0	0
Communications (42)	0	0	0	0	0	0
Travel (43)	0	0	0	0	0	0
Advertising (44)	0	0	0	0	0	0
Rental/Lease (45)	0	0	0	0	0	0
Repair/Maintenance (48)	0	0	0	0	0	0
Ongoing Software Maintenance (48)	0	0	0	0	0	0
Miscellaneous (49)	0	0	0	0	0	0
Memberships/Subscriptions (49)	0	600	600	600	600	600
Training (49)	0	0	0	0	0	0
Software & Licensing (64)	0	0	0	0	0	0
Capital/Equipment (64)	0	0	0	0	0	0
Other:	0	0	0	0	0	0
Sub-Total		\$600	\$600	\$600	\$600	\$600

Total New Expenses	\$600	\$600	\$600	\$600	\$600
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How is this Decision Package Funded?	2023	2024	2025	2026	2027
Ending Cash: Decrease (Increase)	600	600	600	600	600
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total	\$600	\$600	\$600	\$600	\$600



2023 - 2024 Budget Decision Package #13			
Decision Package Title:	Building Official Transition	Ranking	1
Item Description:	The current Building Official is expected to retire mid-2023. This request to advance hire the replacement so that there is a 3 month overlap for cross-training, as well as a slight increase in plan review consulting services during the transition.		
Department:	PDS	Name:	General
Division:	Building		
Preparer Name:	Glen Pickus		
Department Account Number:	001-100-524-20		
Council Goal/Task Action Item:	Goal 8: Evaluate and Optimize City Services		

What is the nature of the expenditure?
Is the Expenditure Operating or Capital?
Is the Expenditure Mandatory?

One-time
Operating
No

Is the Expenditure a
Carryforward from the
previous year?

No

Decision Package Costs:	Current Budget	Requested Increase				
		2023	2024	2025	2026	2027
Salaries (11)	0	22,290	0	0	0	0
Overtime (12)	0	0	0	0	0	0
Benefits (23)	0	4,170	0	0	0	0
Uniforms (24)	0	0	0	0	0	0
Supplies (31)	0	0	0	0	0	0
Small Equipment (35)	0	0	0	0	0	0
Professional Services (41)	10,000	15,000	15,000	0	0	0
Communications (42)	0	0	0	0	0	0
Travel (43)	0	0	0	0	0	0
Advertising (44)	0	0	0	0	0	0
Rental/Lease (45)	0	0	0	0	0	0
Repair/Maintenance (48)	0	0	0	0	0	0
Ongoing Software Maintenance (48)	0	0	0	0	0	0
Miscellaneous (49)	0	0	0	0	0	0
Memberships/Subscriptions (49)	0	0	0	0	0	0
Training (49)	0	0	0	0	0	0
Software & Licensing (64)	0	0	0	0	0	0
Capital/Equipment (64)	0	0	0	0	0	0
Other:	0	0	0	0	0	0
Sub-Total		\$41,460	\$15,000	\$0	\$0	\$0

Total New Expenses	\$41,460	\$15,000	\$0	\$0	\$0
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How is this Decision Package Funded?	2023	2024	2025	2026	2027
Ending Cash: Decrease (Increase)	15,000	15,000	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total	\$15,000	\$15,000	\$0	\$0	\$0



Supplemental Information

2023 - 2024 Budget Decision Package #14			
Decision Package Title:	Baseline Adjustment	Ranking	2
Item Description:	Baseline adjustment includes increase for staff training (\$2,500) and associated travel costs (\$1,000), office supplies (\$2,250), and uniforms/safety equipment (\$750)		
Department:	PDS	Name:	General
Division:	Building		
Preparer Name:	Glen Pickus		
Department Account Number:	001-100-524-20		
Council Goal/Task Action Item:			

What is the nature of the expenditure?
 Is the Expenditure Operating or Capital?
 Is the Expenditure Mandatory?

On-going
Operating
No

Is the Expenditure a
 Carryforward from the
 previous year?

No

Decision Package Costs:	Current Budget	Requested Increase				
		2023	2024	2025	2026	2027
Salaries (11)	0	0	0	0	0	0
Overtime (12)	0	0	0	0	0	0
Benefits (23)	0	0	0	0	0	0
Uniforms (24)	400	750	750	750	750	750
Supplies (31)	3,000	2,250	2,250	2,250	2,250	2,250
Small Equipment (35)	0	0	0	0	0	0
Professional Services (41)	0	0	0	0	0	0
Communications (42)	0	0	0	0	0	0
Travel (43)	0	1,000	1,000	1,000	1,000	1,000
Advertising (44)	0	0	0	0	0	0
Rental/Lease (45)	0	0	0	0	0	0
Repair/Maintenance (48)	0	0	0	0	0	0
Ongoing Software Maintenance (48)	0	0	0	0	0	0
Miscellaneous (49)	0	0	0	0	0	0
Memberships/Subscriptions (49)	0	0	0	0	0	0
Training (49)	1,500	2,500	2,500	2,500	2,500	2,500
Software & Licensing (64)	0	0	0	0	0	0
Capital/Equipment (64)	0	0	0	0	0	0
Other:	0	0	0	0	0	0
Sub-Total		\$6,500	\$6,500	\$6,500	\$6,500	\$6,500

Total New Expenses	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500
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How is this Decision Package Funded?	2023	2024	2025	2026	2027
Ending Cash: Decrease (Increase)	6,500	6,500	6,500	6,500	6,500
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500



2023 - 2024 Budget Decision Package #15			
Decision Package Title:	Abatements	Ranking	3
Item Description:	This money would be used if the City has to proactively abate a dangerous property situation. While the need to do so has not occurred in the past five years the past amounts budgeted would not have allowed the City to take any effective action.		
Department:	PDS	Name:	General
Division:	Building		
Preparer Name:	Glen Pickus		
Department Account Number:	001-100-524-20-41-10-000		
Council Goal/Task Action Item:	Goal 2: Ensure and Provide for Public Safety		

What is the nature of the expenditure?
 Is the Expenditure Operating or Capital?
 Is the Expenditure Mandatory?

On-going
Operating
No

Is the Expenditure a
 Carryforward from the
 previous year?

No

Decision Package Costs:	Current Budget	Requested Increase				
		2023	2024	2025	2026	2027
Salaries (11)	0	0	0	0	0	0
Overtime (12)	0	0	0	0	0	0
Benefits (23)	0	0	0	0	0	0
Uniforms (24)	0	0	0	0	0	0
Supplies (31)	0	0	0	0	0	0
Small Equipment (35)	0	0	0	0	0	0
Professional Services (41)	2,000	10,000	10,000	10,000	10,000	10,000
Communications (42)	0	0	0	0	0	0
Travel (43)	0	0	0	0	0	0
Advertising (44)	0	0	0	0	0	0
Rental/Lease (45)	0	0	0	0	0	0
Repair/Maintenance (48)	0	0	0	0	0	0
Ongoing Software Maintenance (48)	0	0	0	0	0	0
Miscellaneous (49)	0	0	0	0	0	0
Memberships/Subscriptions (49)	0	0	0	0	0	0
Training (49)	0	0	0	0	0	0
Software & Licensing (64)	0	0	0	0	0	0
Capital/Equipment (64)	0	0	0	0	0	0
Other:	0	0	0	0	0	0
Sub-Total		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000

Total New Expenses	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
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How is this Decision Package Funded?	2023	2024	2025	2026	2027
Ending Cash: Decrease (Increase)	10,000	10,000	10,000	10,000	10,000
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000



Supplemental Information

2023 - 2024 Budget Decision Package #16			
Decision Package Title:	PW Project Coordinator	Ranking	
Item Description:	Support Public Works staff in coordinating projects, utility plans, bid and contract documents, and applying for grants. This position will seek to increase revenue and department efficiency, freeing up technical staff to work on design, maintenance and construction tasks.		
Department:	Public Works	Name:	Municipal Capital Projects
Division:	Administration		
Preparer Name:	Nova Heaton		
Department Account Number:	Split between 5 funds		
Council Goal/Task Action Item:	Maintain and Proactively Improve City Infrastructure		

What is the nature of the expenditure?
Is the Expenditure Operating or Capital?
Is the Expenditure Mandatory?

On-going
Operating
No

Is the Expenditure a
Carryforward from the
previous year?

No

Decision Package Costs:	Current Budget	Requested Increase				
		2023	2024	2025	2026	2027
<i>Salaries (11)</i>	0	77,370	80,460	83,680	87,030	90,510
<i>Overtime (12)</i>	0	0	0	0	0	0
<i>Benefits (23)</i>	0	21,620	22,500	23,400	24,330	25,310
<i>Uniforms (27)</i>	0	750	750	750	750	750
<i>Supplies (31)</i>	0	500	500	500	500	500
<i>Small Equipment (35)</i>	0	2,000	2,000	2,000	2,000	2,000
<i>Professional Services (41)</i>	0	0	0	0	0	0
<i>Communications (42)</i>	0	2,000	2,000	2,000	2,000	2,000
<i>Travel (43)</i>	0	2,000	2,000	2,000	2,000	2,000
<i>Advertising (44)</i>	0	0	0	0	0	0
<i>Rental/Lease (45)</i>	0	0	0	0	0	0
<i>Repair/Maintenance (48)</i>	0	0	0	0	0	0
<i>Ongoing Software Maintenance (48)</i>	0	0	0	0	0	0
<i>Miscellaneous (49)</i>	0	0	0	0	0	0
<i>Memberships/Subscriptions (49)</i>	0	500	500	500	500	500
<i>Training (49)</i>	0	2,000	2,000	2,000	2,000	2,000
<i>Software & Licensing (64)</i>	0	1,000	1,000	1,000	1,000	1,000
<i>Capital/Equipment (64)</i>	0	0	0	0	0	0
<i>Other: (Safety Equipment)</i>	0	0	0	0	0	0
Sub-Total		\$109,740	\$113,710	\$117,830	\$122,110	\$126,570

Total New Expenses	\$109,740	\$113,710	\$117,830	\$122,110	\$126,570
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How is this Decision Package Funded?	2023	2024	2025	2026	2027
Ending Cash: Decrease (Increase)	0	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
Engineering Services CAP	109,740	113,710	117,830	122,110	126,570
Other	0	0	0	0	0
Total	\$109,740	\$113,710	\$117,830	\$122,110	\$126,570



2023 - 2024 Budget Decision Package #17			
Decision Package Title:	Replacement HVAC/ Air Handlers	Ranking	2
Item Description:	HVAC and Air Handler replacement per Facilities Replacement Schedule. Boys & Girls Club \$73,000, WWTP \$27,000, Visitor Center \$7,000, Police Station \$42,000.		
Department:	Public Works	Name:	Fleet & Facilities
Division:	Facilities		
Preparer Name:	Tim Cross		
Department Account Number:	501-160-594-18-64-00-000		
Council Goal/Task Action Item:	Maintain and Proactively Improve City Infrastructure		

What is the nature of the expenditure?
 Is the Expenditure Operating or Capital?
 Is the Expenditure Mandatory?

One-time
Capital
Yes

Is the Expenditure a
 Carryforward from the
 previous year?

No

Decision Package Costs:	Current Budget	Requested Increase				
		2023	2024	2025	2026	2027
Salaries (11)	0	0	0	0	0	0
Overtime (12)	0	0	0	0	0	0
Benefits (23)	0	0	0	0	0	0
Uniforms (24)	0	0	0	0	0	0
Supplies (31)	0	0	0	0	0	0
Small Equipment (35)	0	0	0	0	0	0
Professional Services (41)	0	0	0	0	0	0
Communications (42)	0	0	0	0	0	0
Travel (43)	0	0	0	0	0	0
Advertising (44)	0	0	0	0	0	0
Rental/Lease (45)	0	0	0	0	0	0
Repair/Maintenance (48)	0	0	0	0	0	0
Ongoing Software Maintenance (48)	0	0	0	0	0	0
Miscellaneous (49)	0	0	0	0	0	0
Memberships/Subscriptions (49)	0	0	0	0	0	0
Training (49)	0	0	0	0	0	0
Software & Licensing (64)	0	0	0	0	0	0
Capital/Equipment (64)	0	149,000	0	0	0	0
Other:	0	0	0	0	0	0
Sub-Total	\$0	\$149,000	\$0	\$0	\$0	\$0

Total New Expenses	\$149,000	\$0	\$0	\$0	\$0
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How is this Decision Package Funded?	2023	2024	2025	2026	2027
Ending Cash: Decrease (Increase)	149,000	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total	\$149,000	\$0	\$0	\$0	\$0



Supplemental Information

2023 - 2024 Budget Decision Package #18			
Decision Package Title:	Facilities Operating/ Supplies	Ranking	3
Item Description:	Increase in the costs of paper products and facility cleaning supplies.		
Department:	Public Works	Name:	Fleet & Facilities
Division:	Facilities		
Preparer Name:	Tim Cross		
Department Account Number:	501-160-518-30-31-30-000		
Council Goal/Task Action Item:	Evaluate and Optimize City Services		

What is the nature of the expenditure?
Is the Expenditure Operating or Capital?
Is the Expenditure Mandatory?

On-going
Operating
Yes

Is the Expenditure a
Carryforward from the previous
year?

No

Decision Package Costs:	Current Budget	Requested Increase				
		2023	2024	2025	2026	2027
Salaries (11)	0	0	0	0	0	0
Overtime (12)	0	0	0	0	0	0
Benefits (23)	0	0	0	0	0	0
Uniforms (24)	0	0	0	0	0	0
Supplies (31)	50,000	10,000	10,000	10,000	10,000	10,000
Small Equipment (35)	0	0	0	0	0	0
Professional Services (41)	0	0	0	0	0	0
Communications (42)	0	0	0	0	0	0
Travel (43)	0	0	0	0	0	0
Advertising (44)	0	0	0	0	0	0
Rental/Lease (45)	0	0	0	0	0	0
Repair/Maintenance (48)	0	0	0	0	0	0
Ongoing Software Maintenance (48)	0	0	0	0	0	0
Miscellaneous (49)	0	0	0	0	0	0
Memberships/Subscriptions (49)	0	0	0	0	0	0
Training (49)	0	0	0	0	0	0
Software & Licensing (64)	0	0	0	0	0	0
Capital/Equipment (64)	0	0	0	0	0	0
Other:	0	0	0	0	0	0
Sub-Total	\$50,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000

Total New Expenses	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
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How is this Decision Package Funded?	2023	2024	2025	2026	2027
Ending Cash: Decrease (Increase)	10,000	10,000	10,000	10,000	10,000
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000



2023 - 2024 Fleet Vehicle/Equipment Budget Decision Package #19			
Vehicle/Equipment:	Equipment Replacement	Ranking	1
Item Description:	2023: EP21 Ford F350 \$46,500, Ep48 Chev C1500 \$46,000, EP41 Garland Trailer \$6,000, EP20 Zero Turn mower replacement \$17,000. 2024: EP45 Ford 150 Replacement \$52,500, EP24 Batwing field mower replacement \$86,000, EP208 Equipment trailer \$15,000.Pilchuck irrigation pump replacement \$35,000		
Department:	Public Works	Name:	Equipment Replacement
Division:	Parks		
Preparer Name:	Tim Cross		
Department Account Number:	001-102-576-80-64-00-000		
Council Goal/Task Action Item:	Establish a capital equipment fund and associated policy		

What is the nature of the expenditure?

Is anticipate maintenance costs covered by current budget?

Replacement

Yes

Is the Expenditure a Carryforward from the previous year?

Decision Package Costs:	Current Budget	Requested Increase				
		2023	2024	2025	2026	2027
<i>Vehicle/Equipment Purchase - Including Sales Tax (64)</i>	0	0	0	0	0	0
<i>Vehicle/Equipment Prep Costs:</i>	0	0	0	0	0	0
<i>Salaries (11)</i>	0	0	0	0	0	0
<i>Supplies (31)</i>	0	0	0	0	0	0
<i>Small Equipment (35)</i>	0	0	0	0	0	0
<i>Professional Services (41)</i>	0	0	0	0	0	0
<i>New Annual Repair & Maintenance (48)</i>	0	0	0	0	0	0
<i>Miscellaneous (49)</i>	0	0	0	0	0	0
<i>Vehicle/Equipment Annual Replacement Contributions</i>	0	7,300	13,950	13,950	13,950	13,950
<i>Interfund Transfer to Equipment Replacement Fund 505</i>	0	90,650	141,060	0	0	0
Sub-Total		\$97,950	\$155,010	\$13,950	\$13,950	\$13,950

Total New Expenses	\$97,950	\$155,010	\$13,950	\$13,950	\$13,950
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How is this Decision Package Funded?	2023	2024	2025	2026	2027
Ending Cash: Decrease (Increase)	97,950	155,010	13,950	13,950	13,950
Sales of Surplus Equipment	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total	\$97,950	\$155,010	\$13,950	\$13,950	\$13,950



Supplemental Information

2023 - 2024 Budget Decision Package #20			
Decision Package Title:	Seasonal Workers	Ranking	2
Item Description:	Two seasonal workers to help keep up current levels of service for Parks team		
Department:	Public Works	Name:	General
Division:	Parks		
Preparer Name:	Tim Cross		
Department Account Number:	001-102-576-80-13-00-000		
Council Goal/Task Action Item:	Improve and Maintain City Infrastructure		

What is the nature of the expenditure?
 Is the Expenditure Operating or Capital?
 Is the Expenditure Mandatory?

On-going
Operating
No

Is the Expenditure a
 Carryforward from the
 previous year?

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Decision Package Costs:	Current Budget	Requested Increase				
		2023	2024	2025	2026	2027
Temp/Seasonal Pay (13)	55,000	12,340	12,340	12,340	12,340	12,340
Overtime (12)	0	0	0	0	0	0
Benefits (23)	0	9,030	9,030	9,030	9,030	9,030
Uniforms (24)	0	0	0	0	0	0
Supplies (31)	0	0	0	0	0	0
Small Equipment (35)	0	0	0	0	0	0
Professional Services (41)	0	0	0	0	0	0
Communications (42)	0	0	0	0	0	0
Travel (43)	0	0	0	0	0	0
Advertising (44)	0	0	0	0	0	0
Rental/Lease (45)	0	0	0	0	0	0
Repair/Maintenance (48)	0	0	0	0	0	0
Ongoing Software Maintenance (48)	0	0	0	0	0	0
Miscellaneous (49)	0	0	0	0	0	0
Memberships/Subscriptions (49)	0	0	0	0	0	0
Training (49)	0	0	0	0	0	0
Software & Licensing (64)	0	0	0	0	0	0
Capital/Equipment (64)	0	0	0	0	0	0
Other:	0	0	0	0	0	0
Sub-Total		\$21,370	\$21,370	\$21,370	\$21,370	\$21,370

Total New Expenses	\$21,370	\$21,370	\$21,370	\$21,370	\$21,370
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How is this Decision Package Funded?	2023	2024	2025	2026	2027
Ending Cash: Decrease (Increase)	21,370	21,370	21,370	21,370	21,370
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total	\$21,370	\$21,370	\$21,370	\$21,370	\$21,370



2023 - 2024 Budget Decision Package #21			
Decision Package Title:	Parks PROS	Ranking	3
Item Description:	Remaining work need to complete the required update the Parks PROS Plan.		
Department:	Public Works	Name:	General
Division:	Facilities/Engineering		
Preparer Name:	Y. Monzaki		
Department Account Number:			
Council Goal/Task Action Item:			

What is the nature of the expenditure?
 Is the Expenditure Operating or Capital?
 Is the Expenditure Mandatory?

One-time
Operating
Yes

Is the Expenditure a
 Carryforward from the
 previous year?

No

Decision Package Costs:	Current Budget	Requested Increase				
		2023	2024	2025	2026	2027
Salaries (11)	0	0	0	0	0	0
Overtime (12)	0	0	0	0	0	0
Benefits (23)	0	0	0	0	0	0
Uniforms (24)	0	0	0	0	0	0
Supplies (31)	0	0	0	0	0	0
Small Equipment (35)	0	0	0	0	0	0
Professional Services (41)	0	75,000	0	0	0	0
Communications (42)	0	0	0	0	0	0
Travel (43)	0	0	0	0	0	0
Advertising (44)	0	0	0	0	0	0
Rental/Lease (45)	0	0	0	0	0	0
Repair/Maintenance (48)	0	0	0	0	0	0
Ongoing Software Maintenance (48)	0	0	0	0	0	0
Miscellaneous (49)	0	0	0	0	0	0
Memberships/Subscriptions (49)	0	0	0	0	0	0
Training (49)	0	0	0	0	0	0
Software & Licensing (64)	0	0	0	0	0	0
Capital/Equipment (64)	0	0	0	0	0	0
Other:	0	0	0	0	0	0
Sub-Total		\$75,000	\$0	\$0	\$0	\$0

Total New Expenses	\$75,000	\$0	\$0	\$0	\$0
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How is this Decision Package Funded?	2023	2024	2025	2026	2027
Ending Cash: Decrease (Increase)	75,000	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total	\$75,000	\$0	\$0	\$0	\$0



Supplemental Information

2023 - 2024 Budget Decision Package #22			
Decision Package Title:	Hazardous Trees Removal	Ranking	
Item Description:	Removal or emergency pruning due to weather damage.		
Department:	Public Works	Name:	General
Division:	Parks		
Preparer Name:	Tim Cross		
Department Account Number:	001-102-576-80-48-00-000		
Council Goal/Task Action Item:			

What is the nature of the expenditure?
 Is the Expenditure Operating or Capital?
 Is the Expenditure Mandatory?

On-going
Operating
Yes

Is the Expenditure a
 Carryforward from the
 previous year?

No

Decision Package Costs:	Current Budget	Requested Increase				
		2023	2024	2025	2026	2027
Salaries (11)	0	0	0	0	0	0
Overtime (12)	0	0	0	0	0	0
Benefits (23)	0	0	0	0	0	0
Uniforms (24)	0	0	0	0	0	0
Supplies (31)	0	0	0	0	0	0
Small Equipment (35)	0	0	0	0	0	0
Professional Services (41)	0	0	0	0	0	0
Communications (42)	0	0	0	0	0	0
Travel (43)	0	0	0	0	0	0
Advertising (44)	0	0	0	0	0	0
Rental/Lease (45)	0	0	0	0	0	0
Repair/Maintenance (48)	98,200	12,500	12,500	12,500	12,500	12,500
Ongoing Software Maintenance (48)	0	0	0	0	0	0
Miscellaneous (49)	0	0	0	0	0	0
Memberships/Subscriptions (49)	0	0	0	0	0	0
Training (49)	0	0	0	0	0	0
Software & Licensing (64)	0	0	0	0	0	0
Capital/Equipment (64)	0	0	0	0	0	0
Other:	0	0	0	0	0	0
Sub-Total		\$12,500	\$12,500	\$12,500	\$12,500	\$12,500

Total New Expenses	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500
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How is this Decision Package Funded?	2023	2024	2025	2026	2027
Ending Cash: Decrease (Increase)	12,500	12,500	12,500	12,500	12,500
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500



2023 - 2024 Budget Decision Package #23			
Decision Package Title:	Maintenance Worker - Parks	Ranking	
Item Description:	Transition the 1.0 term-limited position funded by ARPA to a permanent position at the end of 2024. There is no budget impact for this biennium but it is an adjustment in personnel classification.		
Department:	Public Works	Name:	Park Impact Fee
Division:	Parks		
Preparer Name:	Nova Heaton		
Department Account Number:	404		
Council Goal/Task Action Item:	7/8 - Parks maintenance and improvements help improve city services and info		

What is the nature of the expenditure?
Is the Expenditure Operating or Capital?
Is the Expenditure Mandatory?

On-going
Operating
No

Is the Expenditure a Carryforward
from the previous year?

No

Decision Package Costs:	Current Budget	2023	2024	2025	2026	2027
Salaries (11)	0			48,672	50,619	52,644
Overtime (12)	0			1,082	1,125	1,170
Benefits (23)	0			21,632	22,497	23,397
Uniforms (24)	0			750	750	750
Supplies (31)	0			3,000	3,000	3,000
Small Equipment (35)	0			2,000	2,000	2,000
Professional Services (41)	0			0	0	0
Communications (42)	0			2,000	2,000	2,000
Travel (43)	0			2,000	2,000	2,000
Advertising (44)	0			0	0	0
Rental/Lease (45)	0			1,000	1,000	1,000
Repair/Maintenance (48)	0			10,000	10,000	10,000
Ongoing Software Maintenance (48)	0			0	0	0
Miscellaneous (49)	0			0	0	0
Memberships/Subscriptions (49)	0			500	500	500
Training (49)	0			2,000	2,000	2,000
Software & Licensing (64)	0			1,000	1,000	1,000
Capital/Equipment (64)	0			10,000	10,000	10,000
Other: (Safety Equipment)	0			1,600	1,600	1,600
Sub-Total	\$0	\$0	\$0	\$107,236	\$110,091	\$113,061

Total On-Going Expenses	\$0	\$0	\$107,236	\$110,091	\$113,061
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Revenue and Ending Cash	Comments	2023	2024	2025	2026	2027
Ending Cash: Decrease (Increase)		0	0	107,236	110,091	113,061
Ending Cash: Carryforward		0	0	0	0	0
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Revenue and Ending Cash		\$0	\$0	\$107,236	\$110,091	\$113,061



Supplemental Information

2023 - 2024 Budget Decision Package #24			
Vehicle/Equipment:	Equipment Replacement	Ranking	1
Item Description:	EP102 Ford F250 Service Body & Generator/Compressor		
Department:	Public Works	Name:	Equipment Replacement
Division:	Sewer/Collections		
Preparer Name:	Tim Cross		
Department Account Number:	402-120-535-80-35-00-000		
Council Goal/Task Action Item:	Establish a capital equipment fund and associated policy		

What is the nature of the expenditure?

Is anticipate maintenance costs covered by current budget?

Replacement

Yes

Is the Expenditure a Carryforward from the previous year?

Decision Package Costs:	Current Budget	Requested Increase				
		2023	2024	2025	2026	2027
Vehicle/Equipment Purchase - Including Sales Tax (64)	0	0	0	0	0	0
Vehicle/Equipment Prep Costs:	0	0	0	0	0	0
Salaries (11)	0	0	0	0	0	0
Supplies (31)	0	0	0	0	0	0
Small Equipment (35)	0	0	0	0	0	0
Professional Services (41)	0	0	0	0	0	0
New Annual Repair & Maintenance (48)	0	0	0	0	0	0
Miscellaneous (49)	0	0	0	0	0	0
Vehicle/Equipment Annual Replacement Contributions	0	0	6,360	6,360	6,360	6,360
Interfund Transfer Equipment Replacement (505)	0	0	69,500	0	0	0
Sub-Total	\$0	\$0	\$75,860	\$6,360	\$6,360	\$6,360

Total New Expenses	\$0	\$75,860	\$6,360	\$6,360	\$6,360
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How is this Decision Package Funded?	2023	2024	2025	2026	2027
Ending Cash: Decrease (Increase)	0	75,860	6,360	6,360	6,360
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total	\$0	\$75,860	\$6,360	\$6,360	\$6,360



2023 - 2024 Budget Decision Package #25			
Decision Package Title:	Sewer Temp Workers	Ranking	1
Item Description:	1 Seasonal temp for the Sewer Collections Department & 1 Seasonal temp for Wastewater Treatment		
Department:	Public Works	Name:	Wastewater Utility
Division:	Sewer Collections		
Preparer Name:	Tim Jackson		
Department Account Number:	402-140-535-80-13-00-000		
Council Goal/Task Action Item:	Maintain level of service		

What is the nature of the expenditure?
 Is the Expenditure Operating or Capital?
 Is the Expenditure Mandatory?

On-going
Operating
No

Is the Expenditure a
 Carryforward from the
 previous year?

No

Decision Package Costs:	Current Budget	Requested Increase				
		2023	2024	2025	2026	2027
Salaries (11)	0	39,840	39,840	39,840	39,840	39,840
Overtime (12)	0	0	0	0	0	0
Benefits (23)	0	9,070	9,070	9,070	9,070	9,070
Uniforms (24)	0	0	0	0	0	0
Supplies (31)	0	0	0	0	0	0
Small Equipment (35)	0	0	0	0	0	0
Professional Services (41)	0	0	0	0	0	0
Communications (42)	0	0	0	0	0	0
Travel (43)	0	0	0	0	0	0
Ongoing Software Maintenance (48)	0	0	0	0	0	0
Miscellaneous (49)	0	0	0	0	0	0
Memberships/Subscriptions (49)	0	0	0	0	0	0
Training (49)	0	0	0	0	0	0
Software & Licensing (64)	0	0	0	0	0	0
Capital/Equipment (64)	0	0	0	0	0	0
Other:	0	0	0	0	0	0
Sub-Total	\$0	\$48,910	\$48,910	\$48,910	\$48,910	\$48,910

Total New Expenses	\$48,910	\$48,910	\$48,910	\$48,910	\$48,910
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How is this Decision Package Funded?	2023	2024	2025	2026	2027
Ending Cash: Decrease (Increase)	48,910	48,910	48,910	48,910	48,910
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total	\$48,910	\$48,910	\$48,910	\$48,910	\$48,910



Supplemental Information

2023 - 2024 Budget Decision Package #26			
Decision Package Title:	Dues and Subscription Increase	Ranking	
Item Description:	Increase in annual dues expenses.		
Department:	Public Works	Name:	Wastewater Utility
Division:	Waste Treatment		
Preparer Name:	Tim Jackson		
Department Account Number:	402-120-535-85-49-10-000		
Council Goal/Task Action Item:	Maintain budget line		

What is the nature of the expenditure?
 Is the Expenditure Operating or Capital?
 Is the Expenditure Mandatory?

On-going
Operating
Yes

Is the Expenditure a
 Carryforward from the
 previous year?

No

Decision Package Costs:	Current Budget	Requested Increase				
		2023	2024	2025	2026	2027
Salaries (11)	0	0	0	0	0	0
Overtime (12)	0	0	0	0	0	0
Benefits (23)	0	0	0	0	0	0
Uniforms (24)	0	0	0	0	0	0
Supplies (31)	0	0	0	0	0	0
Small Equipment (35)	0	100	100	100	100	100
Professional Services (41)	0	0	0	0	0	0
Communications (42)	0	0	0	0	0	0
Travel (43)	0	0	0	0	0	0
Advertising (44)	0	0	0	0	0	0
Rental/Lease (45)	0	0	0	0	0	0
Repair/Maintenance (48)	0	0	0	0	0	0
Ongoing Software Maintenance (48)	0	0	0	0	0	0
Miscellaneous (49)	0	0	0	0	0	0
Memberships/Subscriptions (49)	0	0	0	0	0	0
Training (49)	0	0	0	0	0	0
Software & Licensing (64)	0	0	0	0	0	0
Capital/Equipment (64)	0	0	0	0	0	0
Other:	0	0	0	0	0	0
Sub-Total	\$0	\$100	\$100	\$100	\$100	\$100

Total New Expenses	\$100	\$100	\$100	\$100	\$100
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How is this Decision Package Funded?	2023	2024	2025	2026	2027
Ending Cash: Decrease (Increase)	100	100	100	100	100
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total	\$100	\$100	\$100	\$100	\$100



2023 - 2024 Budget Decision Package #27			
Decision Package Title:	Sewer Diversion Memo Update	Ranking	
Item Description:	Update Bonneville Avenue sewer diversion memo to include projected future land use densities.		
Department:	Public Works	Name:	Wastewater Utility
Division:	Wastewater/Engineering		
Preparer Name:	Y. Monzaki		
Department Account Number:	402-120-535-10-41-00-000		
Council Goal/Task Action Item:			

What is the nature of the expenditure?
 Is the Expenditure Operating or Capital?
 Is the Expenditure Mandatory?

One-time
Capital
Yes

Is the Expenditure a
 Carryforward from the
 previous year?

Yes

Decision Package Costs:	Current Budget	Requested Increase				
		2023	2024	2025	2026	2027
Salaries (11)	0	0	0	0	0	0
Overtime (12)	0	0	0	0	0	0
Benefits (23)	0	0	0	0	0	0
Uniforms (24)	0	0	0	0	0	0
Supplies (31)	0	0	0	0	0	0
Small Equipment (35)	0	0	0	0	0	0
Professional Services (41)	0	50,000	0	0	0	0
Communications (42)	0	0	0	0	0	0
Travel (43)	0	0	0	0	0	0
Advertising (44)	0	0	0	0	0	0
Rental/Lease (45)	0	0	0	0	0	0
Repair/Maintenance (48)	0	0	0	0	0	0
Ongoing Software Maintenance (48)	0	0	0	0	0	0
Miscellaneous (49)	0	0	0	0	0	0
Memberships/Subscriptions (49)	0	0	0	0	0	0
Training (49)	0	0	0	0	0	0
Software & Licensing (64)	0	0	0	0	0	0
Capital/Equipment (64)	0	0	0	0	0	0
Other:	0	0	0	0	0	0
Sub-Total	\$0	\$50,000	\$0	\$0	\$0	\$0

Total New Expenses	\$50,000	\$0	\$0	\$0	\$0
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How is this Decision Package Funded?	2023	2024	2025	2026	2027
Ending Cash: Decrease (Increase)	50,000	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total	\$50,000	\$0	\$0	\$0	\$0



Supplemental Information

2023 - 2024 Budget Decision Package #28			
Decision Package Title:	Water & Sewer Rate Study	Ranking	7
Item Description:	Complete a rate study for the City's Water and Sewer utilities as required by the financial management policies.		
Department:	Water/Sewer	Name:	Wastewater Utility
Division:	Water/Sewer		
Preparer Name:	Tim Jackson		
Department Account Number:	Funds 401 & 402		
Council Goal/Task Action Item:			

What is the nature of the expenditure?
 Is the Expenditure Operating or Capital?
 Is the Expenditure Mandatory?

One-time
Capital
Yes

Is the Expenditure a
 Carryforward from the
 previous year?

Yes

Decision Package Costs:	Current Budget	Requested Increase				
		2023	2024	2025	2026	2027
Salaries (11)	0	0	0	0	0	0
Overtime (12)	0	0	0	0	0	0
Benefits (23)	0	0	0	0	0	0
Uniforms (24)	0	0	0	0	0	0
Supplies (31)	0	0	0	0	0	0
Small Equipment (35)	0	0	0	0	0	0
Professional Services (41)	0	60,000	0	0	0	0
Communications (42)	0	0	0	0	0	0
Travel (43)	0	0	0	0	0	0
Ongoing Software Maintenance (48)	0	0	0	0	0	0
Miscellaneous (49)	0	0	0	0	0	0
Memberships/Subscriptions (49)	0	0	0	0	0	0
Training (49)	0	0	0	0	0	0
Software & Licensing (64)	0	0	0	0	0	0
Capital/Equipment (64)	0	0	0	0	0	0
Other:	0	0	0	0	0	0
Sub-Total	\$0	\$60,000	\$0	\$0	\$0	\$0

Total New Expenses	\$60,000	\$0	\$0	\$0	\$0
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How is this Decision Package Funded?	2023	2024	2025	2026	2027
Ending Cash Water Fund: Decrease (Increase)	30,000	0	0	0	0
Ending Cash Sewer Fund: Decrease (Increase)	30,000	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Revenue	0	0	0	0	0
Interfund Transfer	0	0	0	0	0
Total	\$60,000	\$0	\$0	\$0	\$0



2023 - 2024 Budget Decision Package #29			
Decision Package Title:	Stormwater Seasonal Worker	Ranking	1
Item Description:	Seasonal/temp to support work activities in the Stormwater team.		
Department:	Public Works	Name:	Stormwater Utility
Division:	Stormwater		
Preparer Name:	Tim Jackson		
Department Account Number:	404-140-542-40-13-00-000		
Council Goal/Task Action Item:	Maintain level of service		

What is the nature of the expenditure?
 Is the Expenditure Operating or Capital?
 Is the Expenditure Mandatory?

On-going
Operating
No

Is the Expenditure a
 Carryforward from the
 previous year?

No

Decision Package Costs:	Current Budget	Requested Increase				
		2023	2024	2025	2026	2027
Salaries (11)	0	39,840	39,840	39,840	39,840	39,840
Overtime (12)	0	0	0	0	0	0
Benefits (23)	0	9,070	9,070	9,070	9,070	9,070
Uniforms (24)	0	0	0	0	0	0
Supplies (31)	0	0	0	0	0	0
Small Equipment (35)	0	0	0	0	0	0
Professional Services (41)	0	0	0	0	0	0
Communications (42)	0	0	0	0	0	0
Travel (43)	0	0	0	0	0	0
Advertising (44)	0	0	0	0	0	0
Rental/Lease (45)	0	0	0	0	0	0
Repair/Maintenance (48)	0	0	0	0	0	0
Ongoing Software Maintenance (48)	0	0	0	0	0	0
Miscellaneous (49)	0	0	0	0	0	0
Memberships/Subscriptions (49)	0	0	0	0	0	0
Training (49)	0	0	0	0	0	0
Software & Licensing (64)	0	0	0	0	0	0
Capital/Equipment (64)	0	0	0	0	0	0
Other:	0	0	0	0	0	0
Sub-Total		\$48,910	\$48,910	\$48,910	\$48,910	\$48,910

Total New Expenses	\$48,910	\$48,910	\$48,910	\$48,910	\$48,910
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How is this Decision Package Funded?	2023	2024	2025	2026	2027
Ending Cash: Decrease (Increase)	48,910	48,910	48,910	48,910	48,910
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total	\$48,910	\$48,910	\$48,910	\$48,910	\$48,910



Supplemental Information

2023 - 2024 Budget Decision Package #30			
Decision Package Title:	Maintenance Worker - Storm	Ranking	
Item Description:	Additional maintenance worker to support the Stormwater and Collections team.		
Department:	Public Works	Name:	Stormwater Utility
Division:	Stormwater		
Preparer Name:	Nova Heaton		
Department Account Number:	404		
Council Goal/Task Action Item:	5/7/8 - Stormwater maintenance, monitoring, and improvements help impr		

What is the nature of the expenditure?
 Is the Expenditure Operating or Capital?
 Is the Expenditure Mandatory?

On-going
Operating
No

Is the Expenditure a
 Carryforward from the
 previous year?

No

Decision Package Costs:	Current Budget	Requested Increase				
		2023	2024	2025	2026	2027
Salaries (11)	0	80,000	83,200	86,528	89,989	93,589
Overtime (12)	0	1,000	1,040	1,082	1,125	1,170
Benefits (23)	0	41,300	42,952	44,670	46,457	48,315
Uniforms (24)	0	750	750	750	750	750
Supplies (31)	0	3,000	3,000	3,000	3,000	3,000
Small Equipment (35)	0	2,000	2,000	2,000	2,000	2,000
Professional Services (41)	0	0	0	0	0	0
Communications (42)	0	2,000	2,000	2,000	2,000	2,000
Travel (43)	0	2,000	2,000	2,000	2,000	2,000
Advertising (44)	0	0	0	0	0	0
Rental/Lease (45)	0	1,000	1,000	1,000	1,000	1,000
Repair/Maintenance (48)	0	10,000	10,000	10,000	10,000	10,000
Ongoing Software Maintenance (48)	0	0	0	0	0	0
Miscellaneous (49)	0	0	0	0	0	0
Memberships/Subscriptions (49)	0	500	500	500	500	500
Training (49)	0	2,000	2,000	2,000	2,000	2,000
Software & Licensing (64)	0	1,000	1,000	1,000	1,000	1,000
Capital/Equipment (64)	0	10,000	10,000	10,000	10,000	10,000
Other: (Safety Equipment)	0	1,600	1,600	1,600	1,600	1,600
Sub-Total	\$0	\$158,150	\$163,042	\$168,130	\$173,421	\$178,924

Total New Expenses	\$158,150	\$163,042	\$168,130	\$173,421	\$178,924
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How is this Decision Package Funded?	2023	2024	2025	2026	2027
Ending Cash: Decrease (Increase)	158,150	163,042	168,130	173,421	178,924
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total	\$158,150	\$163,042	\$168,130	\$173,421	\$178,924



2023 - 2024 Budget Decision Package #31				
Vehicle/Equipment:	Street Replacement Equipment	Ranking		1
Item Description:	Ep127 Ford 5 yard Dump Truck, Ep156 Chev 2500 pickup w/ liftgate			
Department:	Public Works	Name:	Streets	
Division:	Streets			
Preparer Name:	Tim Cross			
Department Account Number:	102-150-542-30-40-25-000			
Council Goal/Task Action Item:	Establish a capital equipment fund and associated policy			

What is the nature of the expenditure?

Is anticipate maintenance costs covered by current budget?

Replacement

Yes

Is the Expenditure a Carryforward from the previous year?

Decision Package Costs:	Current Budget	Requested Increase				
		2023	2024	2025	2026	2027
<i>Vehicle/Equipment Purchase - Including Sales Tax (64)</i>	0	0	0	0	0	0
<i>Vehicle/Equipment Prep Costs:</i>	0	0	0	0	0	0
<i>Salaries (11)</i>	0	0	0	0	0	0
<i>Supplies (31)</i>	0	0	0	0	0	0
<i>Small Equipment (35)</i>	0	0	0	0	0	0
<i>Professional Services (41)</i>	0	0	0	0	0	0
<i>New Annual Repair & Maintenance (48)</i>	0	0	0	0	0	0
<i>Miscellaneous (49)</i>	0	0	0	0	0	0
<i>Vehicle/Equipment Annual Replacement Contributions</i>	0	15,372	20,415	20,415	20,415	20,415
<i>Interfund Transfer Out (505)</i>	0	171,200	107,000	0	0	0
Sub-Total	\$0	\$186,572	\$127,415	\$20,415	\$20,415	\$20,415

Total New Expenses	\$186,572	\$127,415	\$20,415	\$20,415	\$20,415
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How is this Decision Package Funded?	2023	2024	2025	2026	2027
Ending Cash: Decrease (Increase)	186,572	127,415	20,415	20,415	20,415
Sales of Surplus Equipment	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total	\$186,572	\$127,415	\$20,415	\$20,415	\$20,415



Supplemental Information

2023 - 2024 Budget Decision Package #32			
Decision Package Title:	Seasonal Workers	Ranking	2
Item Description:	Adjust baseline budget for seasonal workers to help keep up current levels of service for Streets team.		
Department:	Public Works	Name:	Streets
Division:	Streets		
Preparer Name:	Tim Cross		
Department Account Number:	102-150-542-30-13-00-000		
Council Goal/Task Action Item:	Improve and Maintain City Infrastructure		

What is the nature of the expenditure?
 Is the Expenditure Operating or Capital?
 Is the Expenditure Mandatory?

On-going
Operating
No

Is the Expenditure a
 Carryforward from the
 previous year?

No

Decision Package Costs:	Current Budget	Requested Increase				
		2023	2024	2025	2026	2027
Street Maintenance Seasonal Salaries (13)	60,000	9,800	9,800	9,800	9,800	9,800
Street Maintenance Benefits (23)	0	9,070	9,070	9,070	9,070	9,070
Traffic/Ped Safety Seasonal Salaries (13)	0	0	0	0	0	0
Traffic/Ped Safety Benefits (23)	0	0	0	0	0	0
Advertising (44)	0	0	0	0	0	0
Rental/Lease (45)	0	0	0	0	0	0
Repair/Maintenance (48)	0	0	0	0	0	0
Ongoing Software Maintenance (48)	0	0	0	0	0	0
Miscellaneous (49)	0	0	0	0	0	0
Memberships/Subscriptions (49)	0	0	0	0	0	0
Training (49)	0	0	0	0	0	0
Software & Licensing (64)	0	0	0	0	0	0
Capital/Equipment (64)	0	0	0	0	0	0
Other:	0	0	0	0	0	0
Sub-Total		\$18,870	\$18,870	\$18,870	\$18,870	\$18,870

Total New Expenses	\$18,870	\$18,870	\$18,870	\$18,870	\$18,870
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How is this Decision Package Funded?	2023	2024	2025	2026	2027
Ending Cash: Decrease (Increase)	18,870	18,870	18,870	18,870	18,870
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total	\$18,870	\$18,870	\$18,870	\$18,870	\$18,870



2023 - 2024 Budget Decision Package #33			
Decision Package Title:	Complete Streets Ordinance	Ranking	1
Item Description:	Develop Complete Streets Ordinance to be eligible for future grant funding.		
Department:	Public Works	Name:	Streets
Division:	Streets/Engineering		
Preparer Name:	Y. Monzaki		
Department Account Number:	305		
Council Goal/Task Action Item:			

What is the nature of the expenditure?
 Is the Expenditure Operating or Capital?
 Is the Expenditure Mandatory?

One-time
Capital
Yes

Is the Expenditure a
 Carryforward from the
 previous year?

Yes

Decision Package Costs:	Current Budget	Requested Increase				
		2023	2024	2025	2026	2027
Salaries (11)	0	0	0	0	0	0
Overtime (12)	0	0	0	0	0	0
Benefits (23)	0	0	0	0	0	0
Uniforms (24)	0	0	0	0	0	0
Supplies (31)	0	0	0	0	0	0
Small Equipment (35)	0	0	0	0	0	0
Professional Services (41)	0	20,000	0	0	0	0
Communications (42)	0	0	0	0	0	0
Travel (43)	0	0	0	0	0	0
Ongoing Software Maintenance (48)	0	0	0	0	0	0
Miscellaneous (49)	0	0	0	0	0	0
Memberships/Subscriptions (49)	0	0	0	0	0	0
Training (49)	0	0	0	0	0	0
Software & Licensing (64)	0	0	0	0	0	0
Capital/Equipment (64)	0	0	0	0	0	0
Other:	0	0	0	0	0	0
Sub-Total	\$0	\$20,000	\$0	\$0	\$0	\$0

Total New Expenses	\$20,000	\$0	\$0	\$0	\$0
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How is this Decision Package Funded?	2023	2024	2025	2026	2027
Ending Cash: Decrease (Increase)	20,000	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total	\$20,000	\$0	\$0	\$0	\$0



Supplemental Information

2023 - 2024 Budget Decision Package #34			
Decision Package Title:	Transportation Master Plan	Ranking	1
Item Description:	Update 2016 Transportation Master Plan, Transportation Element and Traffic Impact Fee.		
Department:	Public Works	Name:	Streets
Division:	Streets/Engineering		
Preparer Name:	Y. Monzaki		
Department Account Number:	305		
Council Goal/Task Action Item:			

What is the nature of the expenditure?
 Is the Expenditure Operating or Capital?
 Is the Expenditure Mandatory?

One-time
Capital
Yes

Is the Expenditure a
 Carryforward from the
 previous year?

Yes

Decision Package Costs:	Current Budget	Requested Increase				
		2023	2024	2025	2026	2027
Salaries (11)	0	0	0	0	0	0
Overtime (12)	0	0	0	0	0	0
Benefits (23)	0	0	0	0	0	0
Uniforms (24)	0	0	0	0	0	0
Supplies (31)	0	0	0	0	0	0
Small Equipment (35)	0	0	0	0	0	0
Professional Services (41)	0	140,000	0	0	0	0
Communications (42)	0	0	0	0	0	0
Travel (43)	0	0	0	0	0	0
Advertising (44)	0	0	0	0	0	0
Rental/Lease (45)	0	0	0	0	0	0
Repair/Maintenance (48)	0	0	0	0	0	0
Ongoing Software Maintenance (48)	0	0	0	0	0	0
Miscellaneous (49)	0	0	0	0	0	0
Memberships/Subscriptions (49)	0	0	0	0	0	0
Training (49)	0	0	0	0	0	0
Software & Licensing (64)	0	0	0	0	0	0
Capital/Equipment (64)	0	0	0	0	0	0
Other:	0	0	0	0	0	0
Sub-Total	\$0	\$140,000	\$0	\$0	\$0	\$0

Total New Expenses	\$140,000	\$0	\$0	\$0	\$0
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How is this Decision Package Funded?	2023	2024	2025	2026	2027
Ending Cash: Decrease (Increase)	0	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Revenue	0	0	0	0	0
Interfund Transfer	140,000	0	0	0	0
Total	\$140,000	\$0	\$0	\$0	\$0



2023 - 2024 Budget Decision Package #35			
Decision Package Title:	Discharge Permit Increase	Ranking	
Item Description:	Increase due to new annual charge for the Wastewater Nutrient Permit fees		
Department:	Public Works	Name:	Wastewater Utility
Division:	Waste Treatment		
Preparer Name:	Tim Jackson		
Department Account Number:	401-120-535-85-41-11-000		
Council Goal/Task Action Item:	Maintain budget line		

What is the nature of the expenditure?
 Is the Expenditure Operating or Capital?
 Is the Expenditure Mandatory?

On-going
Operating
Yes

Is the Expenditure a
 Carryforward from the
 previous year?

No

Decision Package Costs:	Current Budget	Requested Increase				
		2023	2024	2025	2026	2027
Salaries (11)	0	0	0	0	0	0
Overtime (12)	0	0	0	0	0	0
Benefits (23)	0	0	0	0	0	0
Uniforms (24)	0	0	0	0	0	0
Supplies (31)	0	0	0	0	0	0
Small Equipment (35)	0	0	0	0	0	0
Professional Services (41)	0	0	0	0	0	0
Communications (42)	0	0	0	0	0	0
Repair/Maintenance (48)	0	0	0	0	0	0
Ongoing Software Maintenance (48)	0	0	0	0	0	0
Miscellaneous (49)	0	0	0	0	0	0
Memberships/Subscriptions (49)	0	0	0	0	0	0
Training (49)	0	0	0	0	0	0
Software & Licensing (64)	0	0	0	0	0	0
Capital/Equipment (64)	0	0	0	0	0	0
Wastewater Discharge Permit	20,000	22,000	22,000	22,000	22,000	22,000
Sub-Total		\$22,000	\$22,000	\$22,000	\$22,000	\$22,000

Total New Expenses	\$22,000	\$22,000	\$22,000	\$22,000	\$22,000
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How is this Decision Package Funded?	2023	2024	2025	2026	2027
Ending Cash: Decrease (Increase)	22,000	22,000	22,000	22,000	22,000
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total	\$22,000	\$22,000	\$22,000	\$22,000	\$22,000



Supplemental Information

2023 - 2024 Budget Decision Package #36			
Vehicle/Equipment:	Equipment Replacement	Ranking	1
Item Description:	EP117 Ford Ranger Pickup Replacement, North Generator Replacement		
Department:	Public Works	Name:	Equipment Replacement
Division:	WWTP		
Preparer Name:	Tim Cross		
Department Account Number:	402-120-535-80-64-00-000		
Council Goal/Task Action Item:	Establish a capital equipment fund and associated policy		

What is the nature of the expenditure?

Is anticipate maintenance costs covered by current budget?

Replacement

Yes

Is the Expenditure a Carryforward from the previous year?

Decision Package Costs:	Current Budget	Requested Increase				
		2023	2024	2025	2026	2027
Vehicle/Equipment Purchase - Including Sales Tax (64)	0	0	0	0	0	0
Vehicle/Equipment Prep Costs:	0	0	0	0	0	0
Salaries (11)	0	0	0	0	0	0
Supplies (31)	0	0	0	0	0	0
Small Equipment (35)	0	0	0	0	0	0
Professional Services (41)	0	0	0	0	0	0
New Annual Repair & Maintenance (48)	0	0	0	0	0	0
Miscellaneous (49)	0	0	0	0	0	0
Vehicle/Equipment Annual Replacement Contributions	0	12,330	12,330	12,330	12,330	12,330
Interfund Transfer Equipment Replacement (505)	0	146,600	0	0	0	0
Sub-Total	\$0	\$158,930	\$12,330	\$12,330	\$12,330	\$12,330

Total New Expenses	\$158,930	\$12,330	\$12,330	\$12,330	\$12,330
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How is this Decision Package Funded?	2023	2024	2025	2026	2027
Ending Cash: Decrease (Increase)	158,930	12,330	12,330	12,330	12,330
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total	\$158,930	\$12,330	\$12,330	\$12,330	\$12,330



2023 - 2024 Budget Decision Package #37			
Vehicle/Equipment:	Fleet Replacement and Addition	Ranking	
Item Description:	2023 EP1 Trail Blazer Replacement \$46,600, Ep131 Trailer Replacement \$12,200.		
Department:	Public Works	Name:	Equipment Replacement
Division:	Water		
Preparer Name:	Tim Cross		
Department Account Number:	401-110-534-80-64-00-000		
Council Goal/Task Action Item:	Establish a capital equipment fund and associated policy		

What is the nature of the expenditure?

Is anticipate maintenance costs covered by current budget?

Replacement

Yes

Is the Expenditure a Carryforward from the previous year?

Requested Increase

Decision Package Costs:	Current Budget	2023	2024	2025	2026	2027
Vehicle/Equipment Purchase - Including Sales Tax (64)		0	0	0	0	0
Vehicle/Equipment Prep Costs:	0	0	0	0	0	0
Salaries (11)	0	0	0	0	0	0
Supplies (31)	0	0	0	0	0	0
Small Equipment (35)	0	0	0	0	0	0
Professional Services (41)	0	0	0	0	0	0
New Annual Repair & Maintenance (48)	0	0	0	0	0	0
Miscellaneous (49)	0	0	0	0	0	0
Vehicle/Equipment Annual Replacement Contributions	0	4,730	4,730	4,730	4,730	4,730
Interfund Transfer to Equipment Replacement Fund	0	48,350	0	0	0	0
Sub-Total	\$0	\$53,080	\$4,730	\$4,730	\$4,730	\$4,730

Total New Expenses	\$53,080	\$4,730	\$4,730	\$4,730	\$4,730
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How is this Decision Package Funded?	2023	2024	2025	2026	2027
Ending Cash: Decrease (Increase)	53,080	4,730	4,730	4,730	4,730
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total	\$53,080	\$4,730	\$4,730	\$4,730	\$4,730



Supplemental Information

2023 - 2024 Budget Decision Package #38			
Decision Package Title:	Seasonal Worker	Ranking	1
Item Description:	Seasonal/temp worker for the Water team to help maintain levels of service.		
Department:	Public Works	Name:	Water Utility
Division:	Water Distribution		
Preparer Name:	Tim Jackson		
Department Account Number:	401-110-534-80-13-00-000		
Council Goal/Task Action Item:	Maintain level of service		

What is the nature of the expenditure?
 Is the Expenditure Operating or Capital?
 Is the Expenditure Mandatory?

On-going
Operating
No

Is the Expenditure a
 Carryforward from the
 previous year?

No

Decision Package Costs:	Current Budget	Requested Increase				
		2023	2024	2025	2026	2027
Salaries (11)	0	39,840	39,840	39,840	39,840	39,840
Overtime (12)	0	0	0	0	0	0
Benefits (23)	0	4,930	4,930	4,930	4,930	4,930
Uniforms (24)	0	0	0	0	0	0
Supplies (31)	0	0	0	0	0	0
Small Equipment (35)	0	0	0	0	0	0
Professional Services (41)	0	0	0	0	0	0
Communications (42)	0	0	0	0	0	0
Ongoing Software Maintenance (48)	0	0	0	0	0	0
Miscellaneous (49)	0	0	0	0	0	0
Memberships/Subscriptions (49)	0	0	0	0	0	0
Training (49)	0	0	0	0	0	0
Software & Licensing (64)	0	0	0	0	0	0
Capital/Equipment (64)	0	0	0	0	0	0
Other:	0	0	0	0	0	0
Sub-Total	\$0	\$44,770	\$44,770	\$44,770	\$44,770	\$44,770

Total New Expenses	\$44,770	\$44,770	\$44,770	\$44,770	\$44,770
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78900

How is this Decision Package Funded?	2023	2024	2025	2026	2027
Ending Cash: Decrease (Increase)	44,770	44,770	44,770	44,770	44,770
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total	\$44,770	\$44,770	\$44,770	\$44,770	\$44,770



2023 - 2024 Budget Decision Package #39			
Vehicle/Equipment:	Vactor Truck for Water Team	Ranking	1
Item Description:	New Vactor: \$456,500		
Department:	Public Works	Name:	Water Utility
Division:	Water Dept.		
Preparer Name:	Tim Cross		
Department Account Number:	401-		
Council Goal/Task Action Item:	Establish a capital equipment fund and associated policy		

What is the nature of the expenditure?

Is anticipate maintenance costs covered by current budget?

Replacement

No

Is the Expenditure a Carryforward from the previous year?

No

Decision Package Costs:	Current Budget	Requested Increase				
		2023	2024	2025	2026	2027
<i>Vehicle/Equipment Purchase - Including Sales Tax (64)</i>	0	0	0	0	0	0
<i>Vehicle/Equipment Prep Costs:</i>	0	0	0	0	0	0
<i>Salaries (11)</i>	0	0	0	0	0	0
<i>Supplies (31)</i>	0	0	0	0	0	0
<i>Small Equipment (35)</i>	0	0	0	0	0	0
<i>Professional Services (41)</i>	0	0	0	0	0	0
<i>New Annual Repair & Maintenance (48)</i>	0	0	0	0	0	0
<i>Miscellaneous (49)</i>	0	0	0	0	0	0
<i>Vehicle/Equipment Annual Replacement Contributions</i>	0	36,740	36,740	36,740	36,740	36,740
<i>Interfund Transfer to Equipment Replacement Fund</i>	0	456,500	0	0	0	0
Sub-Total	\$0	\$493,240	\$36,740	\$36,740	\$36,740	\$36,740

Total New Expenses	\$493,240	\$36,740	\$36,740	\$36,740	\$36,740
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How is this Decision Package Funded?	2023	2024	2025	2026	2027
Ending Cash: Decrease (Increase)	493,240	36,740	36,740	36,740	36,740
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total	\$493,240	\$36,740	\$36,740	\$36,740	\$36,740



Supplemental Information

2023 - 2024 Budget Decision Package #40			
Decision Package Title:	Syncta Backflow Software	Ranking	
Item Description:	\$15,000 to replacement of sunsetting XC2 cross connection software, which is necessary for tracking of maintenance and test records of backflow testing.		
Department:	Public Works	Name:	Water Utility
Division:	Wart Quality Division		
Preparer Name:	Tim Jackson		
Department Account Number:	Not yet generated		
Council Goal/Task Action Item:	Public Safety; Maintain and proactively maintain city infrastructure.		

What is the nature of the expenditure?
 Is the Expenditure Operating or Capital?
 Is the Expenditure Mandatory?

One-time
Operating
No

Is the Expenditure a
 Carryforward from the
 previous year?

No

Decision Package Costs:	Current Budget	Requested Increase				
		2023	2024	2025	2026	2027
Salaries (11)	0	0	0	0	0	0
Overtime (12)	0	0	0	0	0	0
Benefits (23)	0	0	0	0	0	0
Uniforms (24)	0	0	0	0	0	0
Supplies (31)	0	0	0	0	0	0
Small Equipment (35)	0	0	0	0	0	0
Professional Services (41)	0	7,500	7,500		0	0
Communications (42)	0	0	0	0	0	0
Repair/Maintenance (48)	0	0	0	0	0	0
Ongoing Software Maintenance (48)	0	0	0	0	0	0
Miscellaneous (49)	0	0	0	0	0	0
Memberships/Subscriptions (49)	0	0	0	0	0	0
Training (49)	0	0	0	0	0	0
Software & Licensing (64)	0	0	0	0	0	0
Capital/Equipment (64)	0	0	0	0	0	0
Other:	0	0	0	0	0	0
Sub-Total	\$0	\$7,500	\$7,500	\$0	\$0	\$0

Total New Expenses	\$7,500	\$7,500	\$0	\$0	\$0
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78900

How is this Decision Package Funded?	2023	2024	2025	2026	2027
Ending Cash: Decrease (Increase)	7,500	7,500	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total	\$7,500	\$7,500	\$0	\$0	\$0



2023 - 2024 Budget Decision Package #41			
Decision Package Title:	Water Quality App	Ranking	
Item Description:	Add Water Quality layer to existing water application for tracking water sample locations, chlorine residuals, backflow device locations and maintenance records.		
Department:	Public Works	Name:	Water Utility
Division:	Water Quality Division		
Preparer Name:	Tim Jackson		
Department Account Number:	Not yet generated		
Council Goal/Task Action Item:	Public Safety, Maintain and proactively maintain city infrastructure.		

What is the nature of the expenditure?
 Is the Expenditure Operating or Capital?
 Is the Expenditure Mandatory?

One-time
Operating
No

Is the Expenditure a
 Carryforward from the
 previous year?

No

Decision Package Costs:	Current Budget	Requested Increase				
		2023	2024	2025	2026	2027
Salaries (11)	0	0	0	0	0	0
Overtime (12)	0	0	0	0	0	0
Benefits (23)	0	0	0	0	0	0
Uniforms (24)	0	0	0	0	0	0
Supplies (31)	0	0	0	0	0	0
Small Equipment (35)	0	0	0	0	0	0
Professional Services (41)	0	25,000	25,000		0	0
Communications (42)	0	0	0	0	0	0
Ongoing Software Maintenance (48)	0	0	0	0	0	0
Miscellaneous (49)	0	0	0	0	0	0
Memberships/Subscriptions (49)	0	0	0	0	0	0
Training (49)	0	0	0	0	0	0
Software & Licensing (64)	0	0	0	0	0	0
Capital/Equipment (64)	0	0	0	0	0	0
Other:	0	0	0	0	0	0
Sub-Total	\$0	\$25,000	\$25,000	\$0	\$0	\$0

Total New Expenses	\$25,000	\$25,000	\$0	\$0	\$0
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78900						
How is this Decision Package Funded?	2023	2024	2025	2026	2027	
Ending Cash: Decrease (Increase)	25,000	25,000	0	0	0	
Grants/Contributions	0	0	0	0	0	
General Fund Subsidy	0	0	0	0	0	
New Revenue	0	0	0	0	0	
Other	0	0	0	0	0	
Total	\$25,000	\$25,000	\$0	\$0	\$0	



Supplemental Information

2023 - 2024 Budget Decision Package #42			
Decision Package Title:	Water Meters	Ranking	
Item Description:	Replace manual read, failing meters, and purchase of new meters for future development.		
Department:	Public Works	Name:	Water Utility
Division:	Water		
Preparer Name:	Tim Jackson		
Department Account Number:	401-110-534-80-34-00-000		
Council Goal/Task Action Item:	Maintain Improve Infrastructure, Optimize City Services, Growth		

What is the nature of the expenditure?
 Is the Expenditure Operating or Capital?
 Is the Expenditure Mandatory?

On-going
Operating
Yes

Is the Expenditure a
 Carryforward from the
 previous year?

Decision Package Costs:	Current Budget	Requested Increase				
		2023	2024	2025	2026	2027
Salaries (11)	0	0	0	0	0	0
Overtime (12)	0	0	0	0	0	0
Benefits (23)	0	0	0	0	0	0
Uniforms (24)	0	0	0	0	0	0
Supplies (31)	0	0	0	0	0	0
Small Equipment (35)	0	0	0	0	0	0
Professional Services (41)	0	0	0	0	0	0
Communications (42)	0	0	0	0	0	0
Travel (43)	0	0	0	0	0	0
Miscellaneous (49)	0	0	0	0	0	0
Memberships/Subscriptions (49)	0	0	0	0	0	0
Training (49)	0	0	0	0	0	0
Software & Licensing (64)	0	0	0	0	0	0
Water Meters (00)	60,000	60,000	60,000	60,000	60,000	60,000
Other:	0	0	0	0	0	0
Sub-Total		\$60,000	\$60,000	\$60,000	\$60,000	\$60,000

Total New Expenses	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
78900					

How is this Decision Package Funded?	2023	2024	2025	2026	2027
Ending Cash: Decrease (Increase)	60,000	60,000	60,000	60,000	60,000
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000



Detailed Budget for Operating Funds

This table will be inserted prior to final budget adoption.

2023-2027 Capital Improvement Plan by Project

Project	2023	2024	2025	2026	2027	Total Project Amount
13th Street (Avenue D - Pine Avenue) Improvements	668,600	-	-	-	-	668,600
17th Place Improvements	-	-	-	-	100,000	100,000
22nd St - Terrace Ave Connector Road	-	293,700				293,700
2nd Street Pilchuck River Bridge Watermain Replacement	-	-	229,600	765,100	-	994,700
6th Street Bridge Water Improvements	180,400	546,500	-	-	-	726,900
Avenue A (Tenth Street - 13th Street) Overlay	-	-	-	320,000	-	320,000
Avenue D (1st Street - 2nd Street) Overlay & Utility Improvements	921,875	-	-	-	-	921,875
Avenue G (2nd Street - 3rd Street) Utility Improvements	-	-	-	225,000	-	225,000
Avenue G (2nd Street - 5th Street) Overlay	-	-	-	803,000	-	803,000
Avenue H (2nd Street - 6th Street) Improvements	-	-	810,600	1,784,500	942,000	3,537,100
Averill Field Improvements - Phase II	1,005,600	-	-	-	-	1,005,600
Bickford Avenue & 19th Place	-	250,000	1,525,000	-	-	1,775,000
Bickford Avenue & Weaver Road	30,000	1,235,000	-	-	-	1,265,000
Blackmans Lake Cyanobacteria Management Plan	32,800	437,200		-	-	470,000
Boys & Girls Club Roof Repair	393,500	-	-	-	-	393,500
Champagne Lift Station Improvements	-	-	-	-	1,322,600	1,322,600
City Hall & Engineering Generator	-	-	-	-	300,000	300,000
City Hall Window Replacement	100,000	-	-	-	-	100,000
Facility Security Systems	109,300	109,300	-	-	-	218,600
Ferguson Lift Station Improvements	-	-	-	54,700	131,200	185,900
Filtration Upgrades	-	327,900	2,732,500	-	-	3,060,400
Ford Avenue and Van Jan Street Improvements	1,514,000	-	-	-	-	1,514,000
Homestead (Ludwig) Park Improvements	-	82,000	164,000	819,000	-	1,065,000
Lead Survey	-	546,500	546,500	546,500	546,500	2,186,000
Lincoln Avenue (Maple Avenue - Holiday Street) Overlay	-	-	-	-	350,000	350,000
Ludwig Road (Second Street - City Limits) Overlay	-	-	-	-	750,000	750,000
Machias Road PUD Water System Interie/ Transmission Main	114,800	-	-	-	-	114,800
North Sewer Trunkline	453,600	3,880,200	-	-	-	4,333,800
North Zone Reservoir Coating	109,300	470,000	-	-	-	579,300
Pilchuck Park Access Road Relocation	382,600	-	-	-	-	382,600
Pilchuck River Bank Stabilization	235,000	896,260	-	-	-	1,131,260
Pine Avenue (16th St - 20th St) Overlay & Utility Improvements	-	-	911,400	-	-	911,400
Police Station Improvements (Walls, Entrance)	100,000	-	-	-	-	100,000
Public Works Facility Improvements	328,000	765,600	2,951,200	-	-	4,044,800
Rainier Avenue Utility Improvements	1,650,500	-	-	-	-	1,650,500
Rainier Lift Station Improvements	-	502,800	3,552,300	-	-	4,055,100
Riverfront Parks Improvements	-	-	-	50,000	-	50,000
Second Street/Pine Avenue Traffic Signal Replacement	-	-	-	250,000	1,800,000	2,050,000
Shop Riverbank Stabilization	27,600	196,800	-	1,104,000	-	1,328,400



2023-2027 Capital Improvement Plan by project (cont.)

Sidewalk Repairs/Crosswalk/ADA Improvements	60,000	60,000	60,000	60,000	60,000	300,000
Sinclair Avenue Storm Improvement	-	-	-	150,000		150,000
Suncrest Drive Improvements	-	-	-	-	100,000	100,000
Swift Creek Storm Improvements	273,300	-	1,983,800	-	-	2,257,100
Veterans Memorial	40,000	-	-	-	-	40,000
Wastewater Treatment Plant	382,550	382,550	382,550	382,550	382,550	1,912,750
Wastewater Treatment Plant Generator Replacement	-	109,300	453,600	-	-	562,900
Wastewater Treatment Plant Motor Control Center	164,000	2,469,100	-	-	-	2,633,100
Wastewater Treatment Plant Security System	109,300	-	-	-	-	109,300
Total	9,386,625	13,560,710	16,303,050	7,314,350	6,784,850	53,349,585

2023-2027 Capital Improvement Plan by Funding Source

Project	Source of Funding	2023	2024	2025	2026	2027	Amount
Riverfront Parks Improvements	Park Impact Fee	-	-	-	50,000	-	50,000
Averill Field Improvements - Phase I	Park Impact Fee	850,600	-	-	-	-	850,600
Homestead (Ludwig) Park Improvements	Park Impact Fee	-	82,000	164,000	819,000	-	1,065,000
Total Park Impact Fee:		850,600	82,000	164,000	869,000	-	1,965,600
Bickford Avenue & Weaver Road	Traffic Impact Fee	30,000	518,700	-	-	-	548,700
Total Traffic Impact Fee:		30,000	518,700	-	-	-	548,700
Bickford Avenue & 19th Place	TBD	-	250,000	1,525,000	-	-	1,775,000
Second Street/Pine Avenue Traffic Signal Replacement	TBD	-	-	-	250,000	1,800,000	2,050,000
Ford Avenue and Van Jan Street Improvements	TBD	750,000	-	-	-	-	750,000
Avenue H (2nd Street - 6th Street) Improvements	TBD	-	-	-	-	942,000	942,000
Avenue D (1st Street - 2nd Street) Overlay	TBD	40,000	-	-	-	-	40,000
Pine Avenue (16th Street - 20th Street) Overlay	TBD	-	-	611,400	-	-	611,400
13th Street (Avenue D - Pine Avenue) Improvements	TBD	60,750	-	-	-	-	60,750
Avenue G (2nd Street - 5th Street) Overlay	TBD	-	-	-	803,000	-	803,000
Avenue A (Tenth Street - 13th Street) Overlay	TBD	-	-	-	320,000	-	320,000
Ludwig Road (Second Street - City Limits) Overlay	TBD	-	-	-	-	750,000	750,000
Lincoln Avenue (Maple Avenue - Holiday Street) Overlay	TBD	-	-	-	-	350,000	350,000
Rainier Avenue Utility Improvements	TBD	206,400	-	-	-	-	206,400
Total Transportation Benefit District (TBD):		1,057,150	250,000	2,136,400	1,373,000	3,842,000	8,658,550

2023-2027 Capital Improvement Plan by Funding Source (cont.)

Public Works Facility Improvements	REET	82,000	191,400	737,800	-	-	1,011,200
City Hall & Engineering Generator	REET	-	-	-	-	300,000	300,000
Facility Security Systems	REET	109,300	109,300	-	-	-	218,600
Veterans Memorial	REET	40,000	-	-	-	-	40,000
Sidewalk Repairs/Crosswalk/ADA Improvements	REET	60,000	60,000	60,000	60,000	60,000	300,000
Pilchuck River Bank Stabilization	REET	117,500	448,130	-	-	-	565,630
Pilchuck Park Access Road Relocation	REET	371,025	-	-	-	-	371,025
22nd St - Terrace Ave Connector Road	REET	-	95,400	-	-	-	95,400
Shop Riverbank Stabilization	REET	6,900	49,200	-	276,000	-	332,100
Total REET:		786,725	953,430	797,800	336,000	360,000	3,233,955
Boys & Girls Club Roof Repair	Municipal Capital Project	393,500	-	-	-	-	393,500
Averill Field Improvements	Municipal Capital Project	130,000	-	-	-	-	130,000
City Hall Window Replacement	Municipal Capital Project	100,000	-	-	-	-	100,000
Police Station Improvements (Walls, Entrance)	Municipal Capital Project	100,000	-	-	-	-	100,000
Total Municipal Capital Project:		723,500	-	-	-	-	723,500
Bickford Avenue & Weaver Road	Street Capital Project	-	321,820	-	-	-	321,820
Ford Avenue and Van Jan Street Improvements	Street Capital Project	300,000	-	-	-	-	300,000
Pilchuck Park Access Road Relocation	Street Capital Project	11,575	-	-	-	-	11,575
Total Street Capital Project:		311,575	321,820	-	-	-	633,395
Public Works Facility Improvements	Water	82,000	191,400	737,800	-	-	1,011,200
Ford Avenue and Van Jan Street Improvements	Water	164,000	-	-	-	-	164,000
Machias Road PUD Water System Interie/Transmission Main	Water	114,800	-	-	-	-	114,800
North Zone Reservoir Coating	Water	109,300	470,000	-	-	-	579,300
Rainier Avenue Utility Improvements	Water	165,100	-	-	-	-	165,100
6th Street Bridge Water Improvements	Water	180,400	546,500	-	-	-	726,900
Shop Riverbank Stabilization	Water	6,900	49,200	-	276,000	-	332,100
Avenue D (1st Street - 2nd Street) Utility Improvements	Water	236,100	-	-	-	-	236,100
Avenue H (2nd Street - 6th Street) Improvements	Water	-	-	810,600	-	-	810,600
Avenue G (2nd Street - 3rd Street) Utility Improvements	Water	-	-	-	225,000	-	225,000
Lead Survey	Water	-	546,500	546,500	546,500	546,500	2,186,000
22nd St - Terrace Ave Connector Road	Water	-	26,300	-	-	-	26,300
2nd Street Pilchuck River Bridge Watermain Replacement	Water	-	-	229,600	765,100	-	994,700
Total Water:		1,058,600	1,829,900	2,324,500	1,812,600	546,500	7,572,100



2023-2027 Capital Improvement Plan by Funding Source (cont.)

Public Works Facility Improvements	Wastewater	82,000	191,400	737,800	-	-	1,011,200
Wastewater Treatment Plant Filtration Upgrades	Wastewater	382,550	382,550	382,550	382,550	382,550	1,912,750
Rainier Lift Station Improvements	Wastewater	-	327,900	2,732,500	-	-	3,060,400
Champagne Lift Station Improvements	Wastewater	-	502,800	3,552,300	-	-	4,055,100
Ferguson Lift Station Improvements	Wastewater	-	-	-	-	1,322,600	1,322,600
Wastewater Treatment Plant Generator Replacement	Wastewater	-	-	-	54,700	131,200	185,900
Wastewater Treatment Plant Motor Control Center	Wastewater	-	-	-	-	-	-
Wastewater Treatment Plant Security System	Wastewater	-	109,300	453,600	-	-	562,900
Shop Riverbank Stabilization	Wastewater	164,000	2,469,100	-	-	-	2,633,100
Avenue H (2nd Street - 6th Street) Improvements	Wastewater	109,300	-	-	-	-	109,300
13th Street (Avenue D - Pine Avenue) Improvements	Wastewater	6,900	49,200	-	276,000	-	332,100
North Sewer Trunkline	Wastewater	-	-	-	883,800	-	883,800
Rainier Avenue Utility Improvements	Wastewater	218,600	-	-	-	-	218,600
22nd St - Terrace Ave Connector Road	Wastewater	453,600	130,200	-	-	-	583,800
Avenue D (1st Street - 2nd Street) Utility Improvements	Wastewater	1,155,200	-	-	-	-	1,155,200
	Wastewater	-	36,700	-	-	-	36,700
	Wastewater	354,200	-	-	-	-	354,200
Total Wastewater:		2,926,350	4,199,150	7,858,750	1,597,050	1,836,350	18,417,650
Swift Creek Storm Improvements	Stormwater	273,300	-	1,983,800	-	-	2,257,100
Pilchuck River Bank Stabilization	Stormwater	117,500	448,130	-	-	-	565,630
Shop Riverbank Stabilization	Stormwater	6,900	49,200	-	276,000	-	332,100
Ford Avenue and Van Jan Street Improvements	Stormwater	300,000	-	-	-	-	300,000
Avenue H Improvements	Stormwater	-	-	-	900,700	-	900,700
Rainier Avenue Utility Improvements	Stormwater	123,800	-	-	-	-	123,800
Public Works Facility Improvements	Stormwater	82,000	191,400	737,800	-	-	1,011,200
Avenue D (1st Street - 2nd Street) Utility Improvements	Stormwater	196,800	-	-	-	-	196,800
Blackmans Lake Cyanobacteria Management Plan	Stormwater	32,800	437,200	-	-	-	470,000
22nd St - Terrace Ave Connector Road	Stormwater	-	135,300	-	-	-	135,300
Pine Avenue (16th Street - 20th Street) Utility Improvements	Stormwater	-	-	300,000	-	-	300,000
Sinclair Avenue Storm Improvement	Stormwater	-	-	-	150,000	-	150,000
Suncrest Drive Improvements	Stormwater	-	-	-	-	100,000	100,000
17th Place Improvements	Stormwater	-	-	-	-	100,000	100,000
Total Stormwater:		1,133,100	1,261,230	3,021,600	1,326,700	200,000	6,942,630

2023-2027 Capital Improvement Plan by Funding Source (cont.)

Averill Field Improvements - Phase I	Grant	25,000	-	-	-	-	25,000
Bickford Avenue & Weaver Road	Grant	-	394,480	-	-	-	394,480
Avenue D (1st Street - 2nd Street) Overlay	Grant	94,775	-	-	-	-	94,775
13th Street (Avenue D - Pine Avenue) Improvements	Grant	389,250					389,250
North Sewer Trunkline		-	3,750,000	-	-	-	3,750,000
Total Grants:		509,025	4,144,480	-	-	-	4,653,505
Total Project Expenditures		9,386,625	13,560,710	16,303,050	7,314,350	6,784,850	53,349,585



Cost Allocation Plan Summary

The Cost Allocation Plan (CAP) is a method used to determine and assign the cost of indirect services to the internal government users of those services or funds. For the 2023-2024 budget, there are six different cost allocations with the City of Snohomish:

- **Engineering Services** – includes staff resources focused on capital projects, master planning, and construction inspection.
- **Facilities** – incorporates costs to operate and maintain all of the City buildings, including utilities.
- **Fleet Maintenance & Operations** – represents costs for regular maintenance and repair of the City's fleet of vehicles and large pieces of equipment.
- **Fleet Replacement Fund** – a new fund established to begin setting aside contributions needed to replace a vehicle after purchase, divided evenly across an estimated life of service and depreciation schedule.
- **General Services** – a new allocation that combines the previous “Financial Services” and “Administration” allocations. This incorporates eligible expenses for the City Council, Finance Department and Mayor's Office, with the Mayor's Office also including the City Administrator, HR and City Clerk functions.
- **Information Services** – includes staff resources, equipment and software licensing related to information technology and cybersecurity.

Below is a summary of those allocations across the various funds:

Fund		001		501	502	505		TOTAL	Total Allocation
Revenue Code		341-43	341-43	341	341	341	341		
Expense Object		534-80	534-80	534-80	534-80	534-80	534-81		
Fund Paying For Service		Administration Services	Engineering Services	Facilities	Information Services	Fleet Services	Equip. Reserve		
001	General Fund	1,471,000	579,456	876,990	687,000	271,900	27,480	3,886,346	
102	Streets	219,000	-	146,230	127,780	79,400	34,787	572,410	219,000
130	TBD	-	137,700	-	-	-	-	137,700	137,700
140	ARPA	-	-	-	21,700	-	-	21,700	-
310	Municipal Capital	-	141,266	-	-	-	-	141,266	141,266
311	Streets Capital	-	102,636	-	-	-	-	102,636	102,636
401	Water	333,000	237,842	148,580	151,460	180,800	9,460	1,051,682	570,842
402	Wastewater	344,000	527,570	175,580	122,940	360,400	31,020	1,530,490	871,570
404	Stormwater	205,000	430,994	70,110	140,170	42,800	-	889,074	635,994
501	Facilities	88,000	-	-	30,570	14,700	-	133,270	88,000
502	Information Services	91,000	-	22,610	-	2,900	-	116,510	91,000
505	Fleet	91,000	-	-	30,550	-	-	121,550	91,000
	Totals	2,842,000	2,157,464	1,440,100	1,312,170	952,900	102,747	8,704,634	2,949,008



Supplemental Information

Budget Ordinance

To be incorporated in the final budget document



VI. Glossary and Acronyms

Glossary

These are definitions for some of the terms or phrases used throughout the budget *document*.

Accrual Basis of Accounting: A method of accounting for revenues and expenses when they occur instead of when cash is spent or *received*.

Actual: Monies that have been spent or received rather than budgeted amounts based on estimates of what was projected to be spent or *received*.

Allocation of Funds: Setting aside funds for a specific purpose or program, making them available for *expenditure*.

Amended Budget: The final adopted budget with any modifications (increases, decreases and transfers) approved by the City Council during the *biennium*.

Appropriation: A specific amount of money authorized by the City Council for an approved work program or *purchase*.

Assessed Property: The value of real estate or other property as determined by the County Tax Assessor.

Assessed Valuation: The taxable value of property within the City to which the tax rate is *applied*.

Asset: Resources owned or held by the City that have a monetary *value*.

Audit: An examination by an agency to determine the accuracy and validity of the City's records and reports to ensure they conform to established procedures and *policies*.

Balanced Budget: Washington State statute requires that the City adopt a budget where "Appropriations shall be limited to the total estimated revenues and the unencumbered fund balances estimated to be available at the close of the current *fiscal year*."

Budgeting, Accounting, and Reporting System (BARS): The Washington State Auditor's Office prescribed and required reporting system for all governmental agencies within *the state*.

Baseline Budget: The ongoing cost to maintain the current levels of service, including appropriate adjustments for inflation and cost of living increases that do not impact levels of *service*.

Benefits: Mandatory and optional items provided by the City for personnel such as social security, retirement, worker's compensation, life insurance, and medical, dental and vision *insurance*.

Bond: A written promise to pay a specific amount of money (principal), at a specific future date, and at a specific interest rate. Bonds are typically used to finance larger capital *projects*.



Glossary and Acronyms

Budget Surplus: The difference between operating revenues and expenditures. The Budget Surplus may be used for ongoing expenses, as opposed to year-end balances that can be used only for one-time *expenses*.

Capital Assets: Land, improvements to land, buildings, building improvements, vehicles, machinery, equipment, works of art, infrastructure, and other tangible or intangible assets that are used in operations and have an expected useful life of three years *or more*.

Capital Expenditures or Capital Outlay: Expenditures for the acquisition of, or addition to, capital assets, with a value of at least \$5,000 and an expected useful life of three years *or more*.

Capital Improvement Plan (CIP): A plan for capital expenditures that are to be incurred each year over a five-year span. It identifies expected beginning and end dates, the amount to be expended each year, and the method of financing those *expenditures*.

Capital Project: A project with a specific objective, that is easily distinguishable from other work being performed, with a definite beginning and end, does not happen annually, and typically has a total cost of \$100,000 or greater. Examples included major construction, acquisitions, or renovations that add value to physical assets or significantly extend the *useful life*.

Carryforward: Revenue or expenses budgeted but unspent in one fiscal period that are carried forward into the next fiscal period, typically for longer term or capital projects that span *multiple years*.

Cash Basis Accounting: The method of accounting where revenues are recorded when received and expenditures are recorded *when paid*.

Chart of Accounts: A list of revenue, expenditure, and other accounts describing and categorizing financial *transactions*.

Consumer Price Index (CPI): A statistical measure of the average change over time for prices paid for a market basket of goods and services, used to measure the change in cost of living (i.e., *inflation*).

Contingency: A budgetary reserve set aside for emergencies or unforeseen *expenditures*.

Cost Allocation: A method used to charge General Fund costs budgeted in one department to another department or fund in order to accurately reflect true costs incurred by the department *or fund*.

Cost of Living Adjustment (COLA): An increase in salaries to offset the adverse effect of inflation on *compensation*.

Councilmanic Debt: Debit issued with the approval of the City Council, as opposed to debt which must be approved by public vote. Councilmanic debt must not exceed 1.5 percent of the City's total assessed *valuation*.

Debt Service: The annual payment of principal and interest on the City's outstanding *debt*.

Deficit: The excess of the liabilities of a fund over its assets; the excess of expenditures over revenues during an accounting period; or the excess of expenses over income for proprietary funds during an accounting *period*.

Depreciation: The decrease of an asset's value and/or the useful life over time, due largely to wear *and tear*.

Discretionary Funds: Funds, grants or other resources that are not restricted in *their use*.



Encumbrance: An amount of money committed for the payment of goods and services not yet received or *paid for*.

Enterprise Fund: A proprietary fund type used to report an activity where a fee is charged to external users. In most cases, those who benefit from the service(s) should pay the full cost of the service.

Expenditure: The actual payment for goods and services. The City uses cash basis accounting, meaning expenditures are only recognized when the cash payments *are made*.

Fees: A general term used for any charge levied by the agency for providing a service or permitting an *activity*.

Fiscal Year: A period of 12 consecutive months designated as the budget year. The City of Snohomish's budget year begins on January 1 and ends on *December 31*.

Fringe Benefits: These include retirement, health, life and disability insurance; workers compensation; and paid *time off*.

Full-Time Equivalent (FTE): Refers to the hours, or pro-rated hours, associated with a position. A 1.0 FTE is full-time or 40 hours per week, 52 weeks per year, whereas a 0.5 FTE is budgeted at 20 hours per week for *the year*.

Fund: A self-balancing set of accounts to record revenues and expenditures associated with a specific *purpose*.

Fund Balance: Within a specific fund, the monies remaining when all current and prior year liabilities (expenditures) are subtracted from current and prior year assets (*revenues*).

Gas Tax: State tax received from gasoline sales utilized solely for street-related purposes, such as new construction, rehabilitation, or *maintenance*.

General Fund: The primary operating fund of the City, as opposed to other City funds which are designated as "*Special Funds*."

Government Funds: Funds generally used to account for tax-supported activities. The general fund, special revenue funds, debt service funds and capital project funds are all *government funds*.

Grants: A contribution of assets (usually cash) by one organization or agency to be used or spent for a specific purpose, activity, or *facility*.

Impact Fees: One-time charges assessed against a new development project to help pay for new or expanded public capital facilities that will directly address the increased demand for services created by that development. Impact fee revenues cannot be used to help pay for a specific capital project if that project is not listed or referenced within a comprehensive plan's capital facilities *element*.

Interfund Transfer: Amounts transferred from one City fund to another either as a reimbursement, charge or *loan*..

Level of Service: Generally used to define the existing or current services, programs and facilities provided by government. Can also be used to set a standard to be achieved, to which resources will be *allocated*.

Levy: To impose a tax, special assessment, or service charge for the support of government activities. The term most commonly refers to the real and personal property *tax levy*.



Glossary and Acronyms

Levy Rate: The rate which taxes, special assessments, or service charges are imposed. For example, the real and personal property tax rate is the rate at which property is taxed per \$1,000 of assessed valuation. The rate is determined by calculating the ratio of the maximum amount of property tax revenue allowable under state law and the total assessed valuation within the taxing *district*.

Liability: Debt or other legal obligation arising out of transactions in the past which must be liquidated, renewed or refunded at some future *date*.

Licenses and Permits: Charges for the issuance of licenses and permits. Licenses are required by municipalities for selected trades, occupations and other activities for regulatory purposes. Permits are issued to aid regulation of new business *activities*.

Local Improvement District (LID): A statutorily authorized funding mechanism to finance public improvements adjacent to, and for the benefit of, private property *owners*.

Lodging Tax: Consumers pay this tax on transient lodging (periods less than 30 *days*).

Lodging Tax Advisory Committee (LTAC): Per State law, a committee composed of community members appointed to advise staff and the City Council on where to spend Lodging Tax funds so that they promote tourism in *Snohomish*.

Mandate: A requirement imposed by one unit of government on another unit of *government*.

Non-Departmental Expenditures: Expenditures that are not directly related to the operations of a single City *department*.

Object of Expenditure: Expenditure classification based upon the types or categories of goods and services purchased. Typical objects of expenditure include personnel services (wages and salaries), contracted services (utilities, maintenance contracts, etc.), supplies and materials, and capital *outlays*.

Operating Budget: The annual appropriation to maintain the provision of City services to the *public*.

Other Services and Charges: A basic classification for services other than personnel services that are needed by the City. This budget item includes professional services, communication, travel, advertising, rentals and leases, insurance, public utility services, repairs and maintenance, and *miscellaneous*.

Personnel Expenses: Salaries and fringe benefits, such as retirement and insurance, for full-time and part-time employees of the *City*.

Program: A broad function or area of responsibility of government services. It is a basic organization unit of government that is composed of a group or specific activities and operations directed at attaining a common purpose or *goal*.

Property Tax: A tax levied on the assessed value of real *property*.

Proposed Budget: The recommended and unapproved City budget submitted to the City Council and public in October/November of *each year*.

PERS: The Public Employees Retirement System provided for all regular City employees, other than law enforcement, by the State of *Washington*.

Parking & Business Improvement Area (PBIA): Businesses located within the Historic Business District are subject to an annual fee based on the type and square footage of the business. These fees are used to fund small projects and sponsor programs that contribute to a welcoming, safe and attractive *downtown*.



Reserve: A division of assets to provide for future use toward a specified *purpose*.

Resources: Total dollars available for appropriation including estimated revenues, transfers and beginning fund *balance*.

Revenue: Income received by the City to support programs or services to the community, including taxes, fees, user charges, grants, fines, interest income and miscellaneous *revenue*.

Salaries and Wages: Amounts paid for services rendered by employees in accordance with rates, hours, terms and conditions authorized by law or stated in employment contracts. This category also includes overtime and seasonal *help*.

Special Revenue Fund: A type of governmental fund where the revenue is dedicated to a specific *purpose*.

Taxing Districts: Individual governmental units with property tax authority, such as a county, city, fire protection district, or library district. Governmental units without property tax authority, like public transportation benefit areas, are not considered taxing districts for these *purposes*.

Transfers: Internal movements of revenue and expenses among funds in the budget to provide funding for expenses incurred on behalf of another *fund*.

Unencumbered Appropriation: The portion of an allocation not yet expended or committed to a specific *purpose*.

Unexpended Appropriation: That portion of an allocation not yet actually *paid*.

Working Capital: The difference between current assets less current *liabilities*.

Year-End Surplus: Funds remaining at the end of a fiscal year that are available for allocation or for one-time purchases (not for on-going programs or *services*).

Acronyms

The following is a list of acronyms that have been used in this budget document:

ADA – Americans with Disabilities Act

ARPA – American Rescue Plan Act

AWC – Association of Washington Cities

CAP – Cost Allocation Plan

CARES Act – Coronavirus Aid, Relief, and Economic Security Act

CDBG – Community Development Block Grant

CERT – Community Emergency Response Team

CESI – Community Engagement & Strategic Initiatives Department

CIP – Capital Improvement Plan

CSO – Combined Sewer Overflow

DOE – Department of Ecology

DOH – Department of Health

DOL – Department of Licensing

DOR – Department of Revenue

DOT – Department of Transportation



Glossary and Acronyms

DRB – Design Review Board
EAP – Employee Assistance Program
FMLA – Family Medical Leave Act
FSA – Flexible Spending Account
FTE – Full Time Equivalent
FY – Fiscal Year
GAAP – Generally Accepted Accounting Principals
GMA – Growth Management Act
HE – Hearing Examiner
HRA – Health Reimbursement Arrangement
HSA – Health Savings Account
IRS – Internal Revenue Service
L&I – Labor & Industries
LGIP – Local Government Investment Pool
LID – Local Improvement District
LTAC – Lodging Tax Advisory Committee
M&O – Maintenance & Operations
NLC – National League of Cities
NPDES – National Pollutant Discharge Elimination System
OSHA – Occupational Safety and Health Administration
PBIA – Parking & Business Improvement Area
PERS – Public Employee Retirement System
PSC – Public Safety Commission
PSRC – Puget Sound Regional Council
PUD – Public Utility District
PW – Public Works
RCW – Revised Code of Washington
REET – Real Estate Excise Tax
RFP/RFQ – Request for Proposals/Qualifications
ROW – Right of Way
SCADA – Supervisory Control and Data Acquisition System
SCSO – Snohomish County Sheriff's Office
SCT – Snohomish County Tomorrow
SMC – Snohomish Municipal Code
TBD – Transportation Benefit District
UGA – Urban Growth Area
WAC – Washington Administrative Code
WWTP – Wastewater Treatment Plant

For ADA or other language access, please email
info@snohomishwa.gov.

Find out more about the City's budget by visiting
[**www.snohomishwa.gov/budget.**](http://www.snohomishwa.gov/budget)

