

City of Snohomish



2011 Recommended Budget

Table of Contents

City Manager's 2011 Budget Message

Introduction.....1
2011 Council Strategic Budget Priorities and Annual Goals.....2
Issues Affecting the 2011 City Budget 2-4
Explanation of 2011 Changes 5-7
2011 Operating Revenues 8-11
2011 Personnel Changes12
2011 Ending Fund Balances13
2011 Capital Project Expenditures..... 14-15
2011 Strategic Budget Priorities and Annual Goals – Performance Measures16

Part 2 - Departmental Budgets

City Organization Chart..... 2-1

City Council

Overview/Goals..... 2-2
Department Accounts 2-4

City Manager's Office

Human Resources

City Clerk

Economic Development

Overview/Goals/Staffing Level 2-5
Service Standards..... 2-7
Organization Chart..... 2-9
Divisional Accounts..... 2-10

Planning and Development Services

Building Inspection Division

Planning Division

Overview/Goals/Staffing Levels..... 2-16
Service Standards..... 2-18
Organization Chart..... 2-19
Divisional Accounts..... 2-20

Support Services Department

Finance Division

Internal Services Division

Overview/Goals/Staffing Levels.....	2-22
Service Standards.....	2-24
Organization Chart.....	2-26
Divisional Accounts.....	2-27

Law Enforcement Department

Operations Division

Administration Division

Overview/Goals/Staffing Levels.....	2-29
Service Standards.....	2-31
Organization Chart.....	2-32
Divisional Accounts.....	2-33

Public Works Department

Engineering Division

Public Works Division

Parks and Facilities Division

Overview/Goals/Staffing Levels.....	2-39
Service Standards.....	2-41
Organization Chart.....	2-44
Divisional Accounts.....	2-45

Part 3 - Non-Operating Funds.....	3-1
--	------------

**City of Snohomish
2011 Budget**

Date: September 30, 2010
To: Snohomish City Council and Citizens
From: Larry Bauman, City Manager
Subject: **Transmittal Memo for the Recommended 2011 Budget**

With this memo I transmit to the City Council and citizens of the City of Snohomish the City Manager's Recommended 2011 Budget. The purpose of this memo is to provide a narrative overview that highlights the major themes and changes included in this proposed budget for the City of Snohomish. While the proposed numbers tell the detailed story of this budget, this memo seeks to tie those numbers together in a way that is a more comprehensive view of the City's finances, services and programs proposed for 2011.

The Recommended 2011 Budget continues the increasingly austere budgeting approach initiated in late 2008 by the City Council for the 2009 Budget to adjust expenditures to the realities of a faltering national economy whose impacts were then just beginning to be transmitted to the local level. These conditions have continued in 2009 and 2010 to impact the City's operational budget primarily in the form of reduced sales tax revenues that account for the largest share of the City's General Fund. It is the General Fund that supports the costs of basic governmental services—police, streets maintenance, parks and facilities maintenance, planning services, economic development and the general administration of city government. The basic and conservative assumption embedded in this Budget is that we should not expect that any tentative signs of improvements in the national economy will automatically create increases in our General Fund revenues such as sales taxes. As it did for 2010, the Recommended Budget projects a relatively flat revenue stream for the General Fund in 2011. Nevertheless, cost increases that cannot be legally or feasibly contained—such as medical insurance benefits or inflationary impacts for goods and services that are outside of the City's control—reflect changes that need to be accommodated within this budget. This means that increased operating costs in 2011 must be planned to be paid with revenues essentially no higher than received in 2010.

General Fund revenues originally projected at nearly \$7.85 million for the 2010 Budget are now projected for 2011 to be about \$7.199 million. This translates into further budget reductions that may be expected to affect the level and quality of services that can be delivered to the community. Because budget reductions were made in virtually every department and operational division during 2009 and 2010, the work to make further reductions for 2011 becomes virtually impossible without impacting basic community services in some form.

The budget recommendations in this document are based upon assessments of how the City may achieve the highest priority needs expressed by the community, the City Council and the City staff organization. Reflected prominently within the Recommended Budget are the goals and budget priorities established by the City Council at its August 24, 2010, Planning and Budget Retreat. Further information has been sought from the community in the form of a citizens' budget survey that will not be completed until this document is released. In many ways, the budget that follows this memo is a team effort that embraces not only a broad range of City staff members but the entire community. The priorities included in this budget were established from careful consideration of a variety of inputs that include the City Council's 2011 Goals, staff recommendations, and, of course, a careful consideration of many competing demands on the limited resources available to meet these demands. The City's 2006 strategic planning process continues to have a major and ongoing impact in fashioning the priorities of this budget, and the performance of the City in meeting these strategic goals is tracked every

City of Snohomish 2011 Budget

six months

Many hands have touched this budget process: I extend my appreciation to the City Council and to our City management staff for diligently working to propose budget changes that respond to current economic conditions and still meet the needs of providing essential services to the community. As always, my thanks go especially to the City's chief financial manager: Support Services Director Danny Weinberg and his staff in providing financial analysis and budget management for the City.

This Recommended Budget is the document on which citizens will make comment during the various public hearings that will occur in October and November and on which the City Council will base its decisions to create a final adopted budget for the next fiscal year beginning January 1, 2011. Our City budget is a living document, however, that should be expected to go through changes as revenue and expenditure conditions change during the fiscal year. Once adopted by Council, this budget forms the detailed fiscal plan for the City during the next year. City budgets are necessarily complex documents, primarily because many different sources of funding are involved and because a number of these funding sources—such as utility funds—are restricted because expenditures in these budget areas can only benefit the specific programs that generate their revenues. One goal of this transmittal memo is to explain these budget elements in terms so that citizens with no background in municipal finance can understand the forces of change that drive the City's budget process and how the tax dollars that they contribute are to be spent for City services.

2011 Council Strategic Budget Priorities and Annual Goals

On August 24, 2010, the City Council met to review financial and programmatic and service demand information, discuss strategic action recommendations, to set its annual goals and to develop budget priorities for 2011. Revenue projections and reports of the progress made on meeting the Council's 2010 Goals were part of the foundation on which Councilmembers established a new list of City Council goals.

As in previous years this year's planning and budget retreat was also used in a limited way for continuing financial review and implementation of the City's Strategic Plan, titled "Imagine Snohomish: Promoting Vitality and Preserving Character". The significance of this title is that it focuses the primary objectives of the strategic plan on both economic vitality and community character, seen as dual goals that have parallel importance. The goals and action strategies were used as reference points for Council to develop both 2011's budget priorities and annual goals. Essentially, the Budget is the primary implementation tool for the Imagine Snohomish goals and action strategies. For 2011, the City Council has developed a list of goals based upon the Strategic Plan's goals and action strategies. Given the lack of projected new revenues these goals focus on achieving results primarily with existing staff. The City Council's 2011 Goals can be found at the end of this transmittal message.

Issues Affecting the 2011 Budget

The most significant influence on the 2011 budget is the general economic decline we have experienced beginning in mid-2008 in our region, the state and the nation. This economic downturn began in 2008 with declines in employment levels and increases in home mortgage foreclosures. By the end of 2008, more significant economic changes had become apparent, and these changes eventually translated into declining sales tax revenues to the City. This trend continued throughout 2009 and 2010, resulting in a series of budget reductions adopted by the City Council. The net reduction in expenditures since the Recommended 2009 Budget was first presented to Council amounts to more than \$1.3 million based on the expenditures being proposed by staff for 2011. These reductions have included a variety of measures including elimination of vacant employee positions, line item reductions in nearly every expenditure category as well as the elimination of positions resulting in layoff notices to employees.

City of Snohomish 2011 Budget

As a result of the most current revenue trends, and in order to remain conservative in our budgeting, staff now projects essentially no substantive growth in sales tax during 2011 and relatively flat revenues overall for the General Fund. General Fund resources are those that pay the costs of general governmental and community services, such as policing, parks maintenance, streets maintenance, community planning, economic development and the City's administrative functions. The fact that sales taxes have replaced property taxes as the most significant source of General Fund revenues for the City is an outcome of voter approval—and eventual legislative enactment—of limits to levy growth proposed in Initiative 747 in 2001. Those changes limited the City's property tax levy to 101 percent of the previous year's levy. In other words, an annual growth rate of no more than 1 percent is allowed in the levy. This means that the potential increase in the property tax levy typically falls far short of the annual rate of inflation. The trend created by this change in municipal finances is that property tax revenue typically shrinks annually as a proportion of total City revenues. Many citizens in our City and throughout the region may find this fact confusing due to the fact that their individual property tax bills often continue to increase. These increases of the individual property tax bill, however, have been due to a variety of other factors that include increasing property value assessments and local voter-approved levies for schools and other public agencies.

Just as property tax revenues declined in proportion to the total budget, sales tax revenues have grown as a percentage of total revenues and now rank as the largest single source of General Fund revenue to the City. Due to the fact that sales tax revenues are more sensitive to economic trends, these revenues are closely watched and projections of future revenues are conservatively estimated. The reality is that dependence on sales taxes as a source of revenue to support City services and maintenance of infrastructure, especially streets, means that these programs are especially vulnerable to the ups and downs of the national economy. The end result is that funding for community services has become less stable and far more dependent on the overall health of the economy.

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

Personnel-related increases for cost-of-living adjustments (COLAs), benefits and other compensation changes continue to drive a significant portion of our annual operational cost increases. Medical insurance costs during this decade have historically increased at a double-digit pace, and for 2011 our insurance pool projects an 8.6 percent cost increase overall. The City is a member of the AWC pool for benefit programs, and the costs for these programs are among the lowest we have been able to find. Approximately half of the City's employees were transferred to a less expensive medical insurance plan during 2009 as a cost-saving measure.

Within this Recommended Budget no cost of living salary adjustments (COLA increases) are proposed for any City employees. Whether additional cost-saving wage or benefit proposals may also be implemented for some or all unionized employees in 2011 will be dependent on the outcome of collective bargaining expected to begin sometime following the delivery of this Recommended Budget to the City Council. New labor agreements are scheduled to be

City of Snohomish 2011 Budget

negotiated in late 2010 with all three of the City's bargaining units.

Two statewide initiatives directed at privatizing liquor sales in Washington could potentially affect City revenues in 2011. Both Initiative 1100 and Initiative 1105 would eliminate the state's liquor sales profits by closing state-run liquor stores. Initiative 1105 would have the additional impact of eliminating the taxes currently applied to liquor sales. Since both liquor profits and taxes are shared currently by the state with local governments, the adoption of one or both of these initiatives would affect the City's share of these revenues. In 2010, the City of Snohomish's estimated revenue received is \$54,000 from liquor sales profits and \$45,000 from liquor sales taxes. The Recommended 2011 Budget conservatively assumes a total reduction of \$20,000 from these two sources as the possible passage of the initiatives would phase in the privatization of liquor sales in 2011, with the full impact being manifested in 2012.

While the looming state budget gap caused by declining projected revenues and increased ongoing costs poses potential threats of other reductions in state-shared revenues to local governments, these possible impacts to the City's budget in 2011 cannot be calculated at this time. However, legislative decisions during the next session beginning in January 2011 will be closely monitored for any impacts that would require adjustments by the City Council in 2011.

Since the 2009 Budget was amended to account for reduced projections of revenues, the City has pared back costs in a variety of ways to keep expenditures in line with actual revenues. This process has resulted in reducing both full-time and part-time employee positions affecting every department of the City organization. As economic conditions continue to generate flat revenues for general City operations, and the costs of these functions continue to increase annually, this trend necessitates further expenditure reductions of City operations. The details of these results as recommended in this budget are provided in the next section of the memo. However, a few key proposed reductions deserve special attention and explanation. These are:

- Exempt employees (those employees not represented by collective bargaining) would increase their contributions to the costs of medical insurance premiums by moving from a 10 percent cost share of only dependent premium costs to a 5 percent share of the total (employee plus dependent) medical insurance premiums;
- Janitorial service costs for City buildings would be reduced by about one-third, necessitating more employee involvement in cleaning these facilities;
- Street sweeping costs and frequency would be reduced by about one-third;
- The Police Department K-9 program would be eliminated with a proposed surplus of the dogs to their handlers with whom they are bonded;
- A vacant Police Officer position would be left vacant in 2011 at least until such time that revenue increases become evident to support the \$100,000 cost (including vehicle, fuel, training, overtime, etc.) for this position. This maintained vacancy would reduce the number of budgeted, commissioned positions in this department from 20 to 19.

The recommended 2011 reduction in force for the Police Department is supported in part through the comparison of officers per thousand population seen in the table below. This table compares cities in Snohomish County in 2009 as well as the ratio of commissioned deputies in unincorporated Snohomish County:

**City of Snohomish
2011 Budget**

SNOHOMISH COUNTY JURISDICTION	2009 POPULATION	2009 COMMISSIONED OFFICERS	2009 RATIO OF OFFICERS PER THOUSAND POP.
ARLINGTON P.D.	17,150	29	1.69
BRIER P.D.	6,490	6	0.92
EDMONDS P.D.	40,900	54	1.32
EVERETT P.D.	103,500	199	1.92
GRANITE FALLS P.D.	3,375	7	2.07
LAKE STEVENS P.D.	14,800	21	1.42
LYNNWOOD P.D.	35,740	80	2.24
MARYSVILLE P.D.	37,530	50	1.33
MILL CREEK P.D.	18,480	24	1.30
MONROE P.D.	16,710	34	2.03
MOUNTLAKE TERRACE P.D.	20,960	28	1.34
MUKILTEO P.D.	20,110	28	1.39
SNOHOMISH P.D.	9,145	20	2.19
SNOHOMISH CO. S.O.	332,095	281	0.85
STANWOOD P.D.	5,590	11	1.97

The table above shows that the City of Snohomish ratio in 2009 exceeded two officers per thousand population and that the City was one of only four jurisdictions in the County with a ratio exceeding two per thousand. One of the reasons the City has been able to maintain relatively high staffing for the Police Department is due to the 1994 voter approved levy, which now supports 21% of the total departmental budget. Even with the increased population currently estimated and with the proposed vacancy of the 20th commissioned position, the City would continue to maintain a ratio of slightly more than two officers per thousand (2.04 per thousand). This appears to be an adequate number of officers to maintain effective response times and levels of service.

Other changes in the departmental budgets reflect resources needed to implement essential programs and City Council Goals as developed at the August 24, 2010, Planning and Budget Retreat. These budget increases, where significant, are highlighted below. The key changes proposed as part of this year's Budget are listed below under **Explanation of 2011 Changes**.

2011 Operating Fund Changes

Explanation of 2011 Changes:

To show in a summary form the major changes occurring in the 2011 Budget in comparison to 2010, the following table is provided that tracks major departmental budget changes proposed for 2011.

<i>Department</i>	<i>Description of Significant Changes</i>	<i>Amount</i>
City Council	A \$9,000 increase in budgeted legal services for 2011.	\$9,000
Executive	There is an overall increase of \$9,000 in budgeted expenditures consisting of an increase of \$4,200 in wages(step increase) and benefits and \$12,500 in liability and property insurance costs. There is a decrease of \$10,000 in transfers for equipment replacement and operations of the internal service	\$9,000

**City of Snohomish
2011 Budget**

funds.

Planning & Development	The decrease consists of the substantial completion of activities associated with the Shoreline Master Plan and Pilchuck Sub-Area plan of \$110,000. There is a \$23,000 decrease in interfund charges. There is an increase of \$6,400 in wages and benefits.	(\$120,284) Decrease
Public Works-	The Public Works Department is comprised of several departments and funds. Budgetary changes are discussed separately as follows:	
General Fund	\$41,000 Increase in personnel costs. \$2,000 increase in contract services. Interfund service expense decreased \$76,000.	(\$32,000) Decrease
Street Fund	Budget decrease was \$26,000 for interfund services and \$9,000 decrease in street sweeping expense.	(\$40,300) Decrease
Water Utility	Decreased personnel costs of \$21,600, interfund charges of \$16,400, supplies and equipment of \$25,250 and repairs & maintenance of \$28,000. Interfund transfers for capital projects increased \$560,000.	\$466,000
Wastewater Utility	Personnel costs increase \$11,600 supplies increase \$82,000, repairs decrease-\$58,800, debt costs will increase \$79,000, Transfers to fund capital projects are decreasing by \$648,000.	(\$540,500) Decrease
Stormwater Utility	Personnel costs increase \$6,000. Supplies increase \$13,000. Services and repairs decrease \$27,300. Intergovernmental service charges decrease \$27,000, Capital projects funding increase \$105,000 and grant related projects increase \$103,000	\$165,200
City Shop	There is no significant change in the overall budgeted expenditure level for 2011.	No Change
Law Enforcement	Decrease in personnel costs of \$43,600- (canine salary related reduction of \$28,700, vacant officer position not filled \$100,000, regular salary and benefit increases \$85,100). Decrease in canine related supplies of \$8,200. Increases in supplies and minor equipment of \$15,000. Court appointed attorney costs increase \$18,000 and communication costs increase \$7,000. Decreases in interfund service charges of \$362,100. Decrease of \$50,000 for	(\$423,900) Decrease

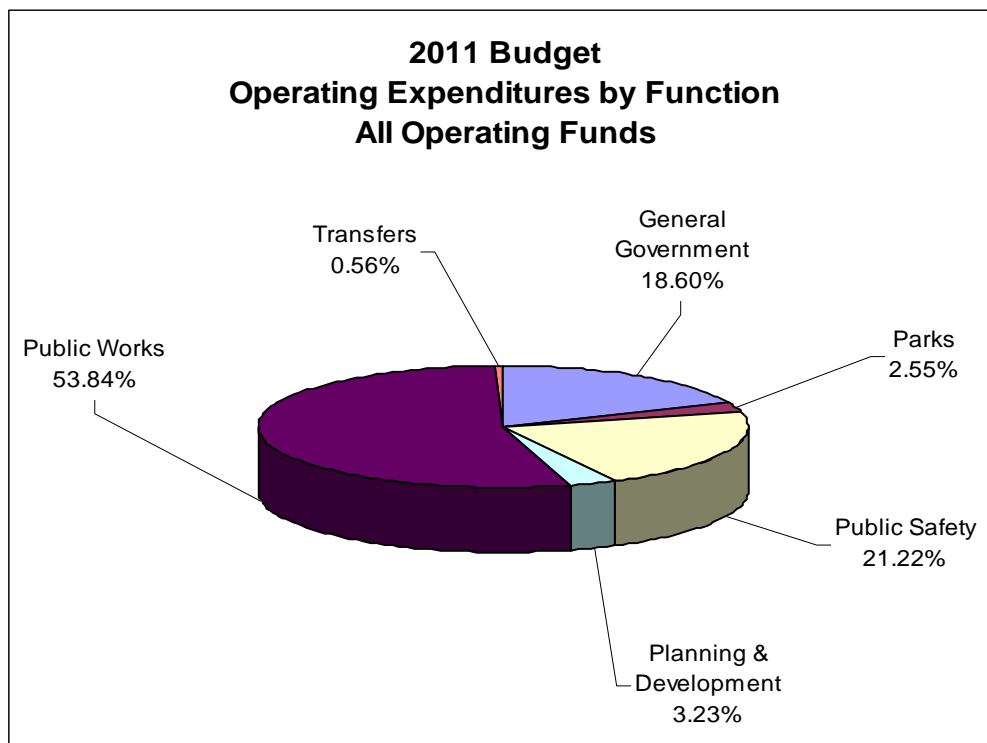
City of Snohomish 2011 Budget

intergovernmental charges for jail fees and, court fees.

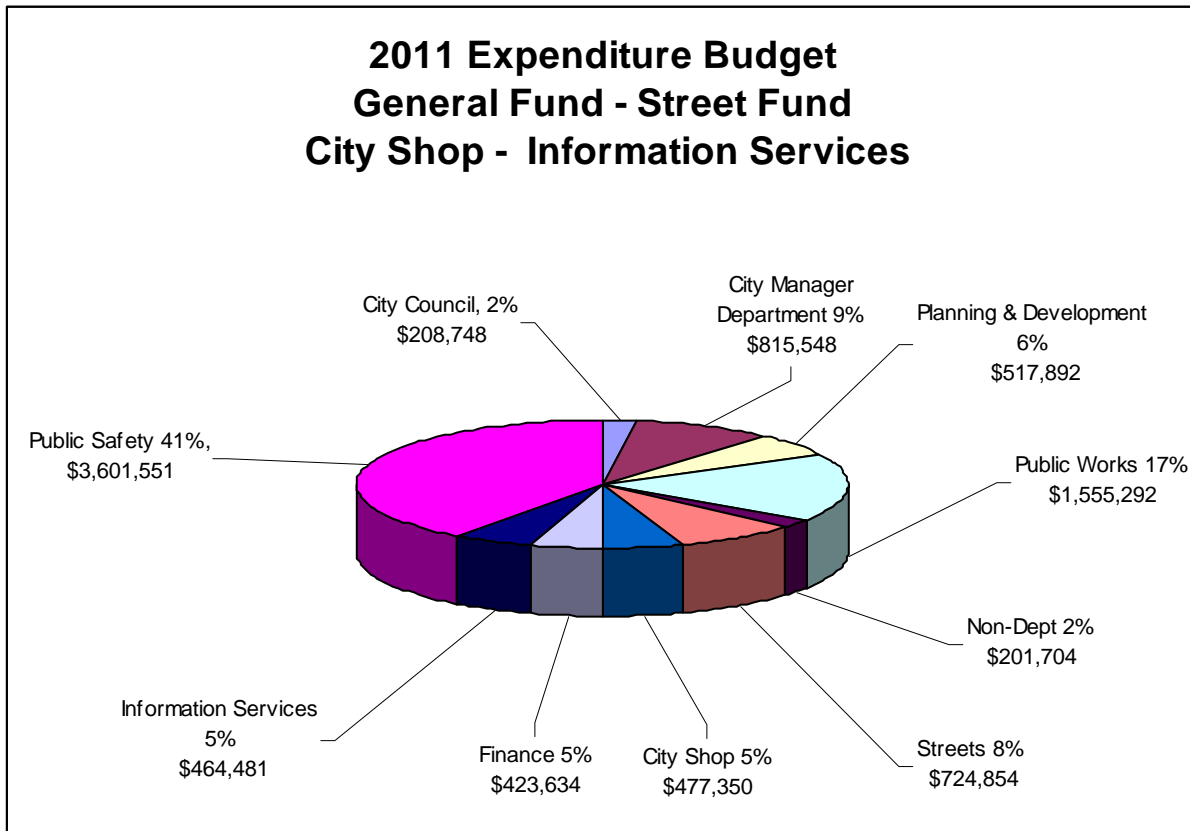
Support Services:

General Fund- Finance	\$18,700 increase in personnel related costs. \$32,000 decrease in professional services for biennial State Audit. \$17,200 decrease in interfund transfers.	(\$32,300) Decrease
Information Technology	\$90,698 overall decrease in wages and benefits with the elimination of a budgeted and vacant position. \$43,000 increase in technology equipment costs and support.	(\$47,250) Decrease

Another way of viewing the 2011 Budget is to note the relative allocations of Operating Fund expenditures by function. The following pie chart shows expenditures by function as percentages of the total operating budget:



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



2011 Operating Revenues

Until 2009, a significant trend in the growth of revenues for retail sales tax had been the most evident positive development for the City budget during the past five years. This positive trend was increased by the opening of new retail developments on Bickford Avenue such as Snohomish Station. The Station began phased-in operations in the spring of 2008. However, due to the continued low performance of the economy generally, sales for these businesses and other retailers are projected to be relatively unchanged into 2011. Since sales tax funds are not restricted for any special uses by state law, a growth in these revenues offers the City Council broad opportunities to support all services or programs. Construction activity generates sales tax revenues in addition to more conventional retail activity. It is the construction sales tax component that has suffered the most dramatic decline since late 2008.

The 2011 Budget proposes a 1% increase—the maximum allowed without voter approval—to the City’s property tax levy amount. Sales tax is projected to decrease in 2011 by \$92,925 or 3.4%. The percentage of sales tax revenues in the City’s finances highlights and supports the City Council’s current emphasis on economic development activities that increase sales tax through commercial development of private property. Economic factors and voter-approved initiatives continue to be the most significant limits to the City’s revenues. Overall, total City operating revenues in 2011 (without Utilities) are expected to decrease \$582,697 or 6.9% with a

City of Snohomish 2011 Budget

weak prediction for continued development related revenues during the next fiscal year. Utility operating funds operating revenues are expected to increase \$219,600 prior to the 2011 rate adjustments. The increase is a result of grant revenues.

Also significant in this year's budget is the continued low performance of projected Real Estate Excise Sales Tax (REET) revenues driven by the ailing health of the economy and resulting declines in property values and sales. REET is a restricted source of funds that may be applied to certain types of capital improvements. Due to continued depressed economic conditions, REET is expected to provide a relatively minor source of funding for 2011 capital projects.

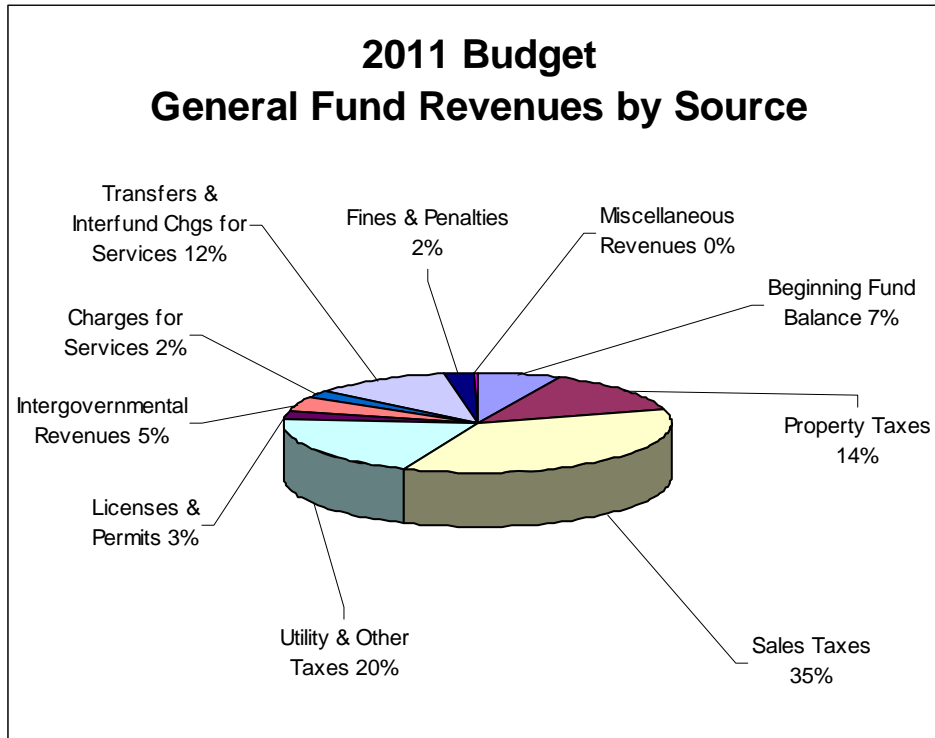
General Fund	The General Fund revenues are forecasted to decrease \$585,400 from 2010, due to decreases in construction sales tax revenues of \$140,000, development related permitting revenues of \$296,000. Property taxes increase by the statutory limit of 1%-\$40,000. Grant and state shared revenues are increasing \$45,000. Service revenues for development plan checking are decreasing \$75,000. Fines and penalties increase \$2,000. Interfund transfers will be decreasing by \$150,000.	\$7,747,821
Street Fund	The Street Fund is expected to receive less motor vehicle fuel tax of \$23,000 as well as an increase in interfund transfers for operational expenses of \$56,000.	\$733,075
Water Fund	The water utility rates have not been adjusted for 2011. A Utility rate study is in process and adjustments are anticipated to be adopted by Council by year end and therefore revenue levels show no change from 2010.	\$2,542,812
Wastewater Fund	The Wastewater Utility rate increase for 2010 was postponed. The wastewater utility rates have not been adjusted for 2011. A Utility rate study is in process and adjustments are anticipated to be adopted by Council by year end and therefore revenue levels show no change from 2010.	\$3,580,428
Surface Water Fund	The Surface Water Fund was created in 2005 to address the City's requirement to provide new services and capital investment in the collection and treatment of storm water. The Stormwater utility rates have not been adjusted for 2011. A Utility rate study is in process and adjustments are anticipated to be adopted by Council by year end. Grant revenues are projected to increase approximately \$110,000.	\$1,414,805
City Shop Fund	The City Shop Fund revenues come in the form of charges for services to the various City departments. The charges have been reduced for 2011 by \$105,000.	\$481,017

City of Snohomish 2011 Budget

Information Services Fund	The Information Services Fund overall has decreased expenditures of \$47,000 reflected in decrease budgeted staffing costs and increased equipment purchases for the updated Snopac communication devices. Revenues come in the form of charges for services to the various City departments and equipment replacement reserves. These sources of funds have been reduced for 2011 by \$350,000.	\$468,625
---------------------------	--	-----------

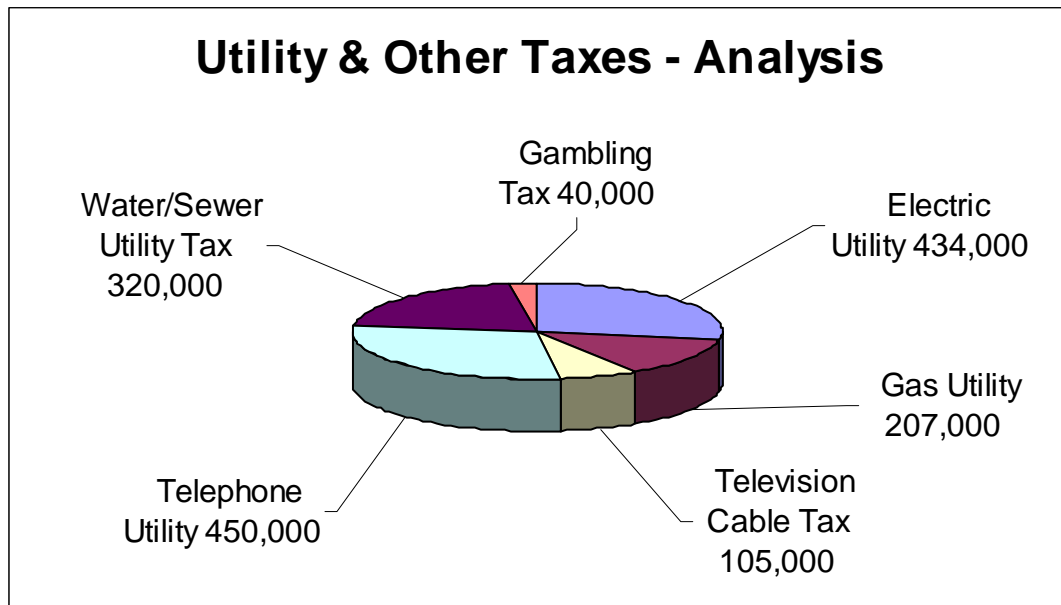
Total Operating Budget – Revenues

\$ 16,938,302



Utility and Other Taxes

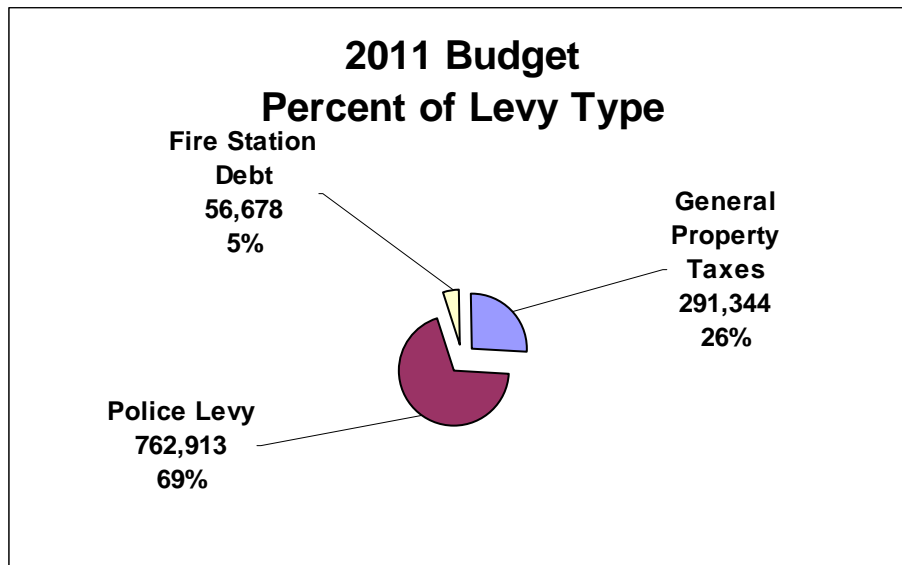
Utility taxes are one source of funding for the City's General Fund. In order to better view the breakdown of utility and other taxes, the following chart is provided below. 2011 revenues are projected to decrease a total of \$58,200. The telephone utility tax historically had generated the most revenue and continues to do so. However, revenues generated by the telephone companies for providing access to the internet were no longer taxable since mid-2009 and revenue levels for 2010 and 2011 are down \$130,000 from historical highs. The telephone and electric utility tax are expected to generate \$450,000 and \$434,000 respectively. The Gas utility tax will generate projected revenues of \$207,000, a decrease of \$47,800. Tax revenues generated by the City's utilities are expected to generate \$320,000.



City Share of Property Tax Revenues

The state legislature and voter-approved Initiative 747 limits annual growth of the property tax levy to no more than 101 percent of the previous year without voter approval. This potential one-percent-a-year growth in property tax revenues means that property tax would be expected to decline as a percentage of total City revenue as time progresses. When viewed in respect to the rising cost of goods and services as measured by the Consumer Price Index in future years, it will become more apparent how property tax will not keep pace with current inflationary influences in the economy. Prior to the adoption of I-747, the maximum increase that any city council could approve for the property tax levy was 106 percent of the previous year. The City Council denied the proposed 1 percent increase in the levy amount in 2010. The year 2011 however is projected to show that property tax revenues as a percentage of total city revenues will increase by 2.0% from 12% to 14%. This is a result of the general economic downturn and the resultant decrease in sales tax revenues.

While the property tax levy rate for Snohomish property owners in 2010 was approximately \$10.47 per \$1,000 of assessed valuation, the City's share is only a small portion of that amount. The City's share of the tax rate paid by Snohomish County property owners was \$0.886 of the approximately total levy of \$10.47 in 2010. The City's share of the property tax levy is broken into the components of the Police Levy (dedicated to supporting a specific range of police services in the community), the Fire Station Debt levy and the regular levy, represented in the chart:



2011 Personnel Changes

The personnel-related budget requests for 2011 reflect the continuing and serious nature of the revenue constraints for the coming year as our local government seeks to provide vital ongoing services. The proposed changes are discussed below.

The costs of organization-wide wages and benefits continue to be major driving forces of expenditures for the City. These costs include anticipated medical benefit cost increases, step increases for longevity, etc. Medical benefits, one of the fastest rising cost sectors in the national economy, are generating far more rapid cost increases for the City's budget than the overall rate of inflation.

There are no recommended new positions in any City department being submitted for the 2011 Budget. The Parks Department and the Buildings and Grounds Department have no temporary summer workers budgeted for 2011. Previous to 2009, Parks had budgeted three temporary workers for 4 months and Buildings had one temporary worker. A collaborative effort with a local Business Improvement Area has provided funding resources for continuation of flower basket maintenance a program which otherwise may have been discontinued due to lack of funding. These eliminations are a direct result of the economic downturn. No changes are requested for 2011.

Wage and Benefit Increases for 2011

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

- No general increase in wages is required by current collective bargaining contracts in 2011 for any of the union-represented bargaining units (Police Guild, Office and Technical and Public Works). However, contracts open in the fall of 2010 for all three bargaining units and further outcomes may be the result of negotiations for these agreements.
- Similarly, no general salary increases are proposed for the non-represented employees in

City of Snohomish 2011 Budget

2011.

- Medical premiums are expected to increase 12%-14% prior to proposed offsets in the form of increased employee contributions for the costs of those premiums. Dental, life, and vision benefit premiums are not expected to increase.
- Non-represented, also known as exempt, employees would contribute 5% of their total medical insurance premiums, a budget savings of \$1,620.
- If an employee or employee family member opts out of the medical plan, the City will pay the employee (50%) fifty percent of the City's premium cost it would otherwise have paid for coverage. The employees or dependents must have other coverage. This is an opportunity for cost savings for the City, with an attractive benefit for the employee.
- The rates for state retirement for PERS have not changed and remains at 5.31%. In July 2011 the rate is assumed to remain at 5.31%. Beyond 2011, the rate is forecasted to be 5.33% through July 2012 increasing to 8.48% in August 2012. The LEOFF II (law enforcement retirement) aggregate rate is 5.29%. This is not forecasted to change in 2011.
- Unemployment allocation is 0.8% on a maximum salary base of \$31,400 or \$251. The total unemployment costs are projected to be \$15,100 for 2010 and are scheduled as \$8,000 for 2011.
- The rate for Washington State Industrial Insurance has been projected to remain stable at approximately 8.0% per classification for 2011.

2011 Ending Fund Balance and Other Budget Initiatives

The 2011 Budget anticipates a total of \$1,766,517 of ending reserved and unreserved fund. This is a decrease of \$349,974 from the 2010 budget figures. The \$75,390 decrease in the general fund is a result of the slow down in the economy, retail sales and development activities. The relatively small decrease is a result of City efforts to contain costs during the slowdown. The utility funds reserves are projected to decrease \$94,067. The decreases are a result of the expenditure of operational reserves to fund current capital maintenance projects for which they were reserved, and are projected to be \$1,202,000. The utility rate increases for 2011 are under analysis and no projected increases are included.

General Fund	\$423,452
Street Fund	8,221
Water Operation	101,582
Waste Water Operation	827,976
Surface Water	397,475
City Shop	3,667
Information Service	4,144
Total Ending Fund Balances Operating Funds	\$1,766,517

**City of Snohomish
2011 Budget**

2011 Capital Project Expenditures

The Growth Management Act mandates that the City develop a six-year Capital Facilities Plan (CFP) as part of its Comprehensive plan. In order to distinguish it from the six-year plan, the one-year version of this plan, which is a part of the annual budget, is now titled as the Capital Improvement Plan (CIP). One of the ways we are developing better project management systems for our six-year CFP is to develop detailed capital projects pages for each project in our 2011 CIP. Because past practice has been to adopt the CIP as part of the budget, we will continue to provide the summary CIP sheets as we have in past years as part of the 2011 Budget. The detailed pages would make the 2011 Budget more voluminous than it needs to be and will be provided to Council under separate cover for review as a companion document to the Budget. It is also available, of course, to the public. The following is the summary list of key capital projects planned for 2011 in each of the City's capital programs.

2011 Capital Project Expenditures

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

FUND	CATEGORY	AMOUNT	TOTAL
Municipal Capital Projects	Centennial Trail Extension Design	\$915,600	
	Bike Route Markings	15,000	
	Engineering Building Improvements	15,000	
	Carnegie Site Design	10,000	
	Downtown Wayfarer System	40,000	
	Floating Dock	35,000	
Total Municipal Projects			\$1,030,600
Street Capital Projects	4 th Street South Wall	\$10,000	
	City Sidewalk Upgrade	100,000	
	Pavement Condition Study	35,000	
	2 nd & Lincoln Signal Design	170,000	
Total Street Capital Projects			\$315,000
Water Utility Projects	Water System Comp. Plan	5,000	
	Telemetry System Update	237,000	
	Pilchuck Dam Removal Study	285,000	
	County PUD Intertie	125,000	
	N. Zone Reservoir Recoat	325,000	
	Transfer Dev. Rights-Pilchuck District	100,000	
Wastewater Utility Projects	Combined Sewer Overflow(CSO)	\$2,000,000	

**City of Snohomish
2011 Budget**

	Sewer Force Main to Everett Ph. 1	770,000	
	Flood Proofing-Generators-Lift Sta.	200,000	
	Integrated Media	700,000	
	Collection SCADA Upgrade	272,000	
Stormwater Utility Projects	Blackman's Lake Outlet Control	\$123,000	
	Stoneridge Outfall Replacement	120,000	
Total Utility Capital Projects			\$5,262,000
TOTAL CAPITAL PROJECTS - 2011			\$6,607,600

A detailed listing of projects and revenue sources is shown under the Non-Operating Funds section of the Budget as well as in the appendix.

City Council 2011 Annual Goals

The following goals have been established for 2011 by the City Council and support the ongoing implementation of the City's Strategic Plan.

- ❖ Promote economic development for increased retail and employment growth in the community.
- ❖ Stimulate tourism opportunities to improve the local economy.
- ❖ Continue planning for development of the Pilchuck District and expansion into the North Planning Area.
- ❖ Collaborate with agencies in the region for continued development and enhanced uses of rails and trails that serve Snohomish.
- ❖ Continue to support and improve public safety within the community.
- ❖ Seek funding and regional support to improve safety and capacity of State Route 9 and U.S. Highway 2.
- ❖ Support the development of a port district for greater Snohomish.
- ❖ Cultivate volunteers to assist in maintaining and improving public facilities and services.

THIS PAGE INTENTIONALLY LEFT BLANK

PART 2

2011 BUDGET

OPERATING FUNDS

THIS PAGE INTENTIONALLY LEFT BLANK

CITY OF SNOHOMISH
City Council
7 members

City Manager

Human Resources Manager

Economic Development
Manager

City Clerk

Office Assistant

Police Chief

Administrative Assistant

Support Services Director

Public Works Director

Planning Director

Operations Commander

Administrative Commander

Admin & Finance

Information Services
Manager

Public Works
Operation Manager

Asst. Public Works
Manager

City Engineer

Parks, Facilities and
Fleet Services Manager

Senior Planner
Permit Coordinator
Building/Fire Official

- Police Sergeants (4)
- Police Officers (11)
- Reserves (2)

- Detectives (2)
- Senior Records Clerk
- Clerk/Evidence Technician
- Police Clerk
- Community Services Officer

- Accounting/Utilities**
 - Senior Accountant
 - Accounting Technician/Meter Reader
- Payroll & Accounts Payable**
 - Accounting Technician
- Customer Service**
 - Utility Clerk

- Technology**
 - IS Specialist
 - IS Technician

- Water Quality Control Specialist
- Wastewater**
 - Plant Operator
 - Asst. Plant Operator/Lab Tech
 - Maintenance Worker
- Collections/WW/Surface Water**
 - Sr. Maint. Worker
 - Maintenance Worker (3)
- Water**
 - Sr. Plant Operator
 - Water Plant Operator
 - Sr. Maint. Worker
 - Maintenance Worker (2)
- Streets**
 - Sr. Maint. Worker
 - Maintenance Worker (2)

- Project Manager
- Project Engineer (2)
- CAD/Engineering Tech
- Field Engineering Tech

- Sr. Maint. Worker
- Maintenance Worker (3)
- Fleet Mechanic
- Inventory Control Specialist

CITY COUNCIL

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

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

Position	2007	2008	2009	2010	2011	Change
City Council Members	7.0	7.0	7.0	7.0	7.0	0.0
Total	7.0	7.0	7.0	7.0	7.0	0.0
Budget History	2007	2008	2009	2010	2011	Change
Council	195,968	255,278	253,618	198,924	208,748	9,824
Total	195,968	255,278	253,618	198,924	208,748	9,824

The Snohomish City Council annually adopts a goals list, which for the coming year represents the consensus goals for 2011 that the City Council believes to be the critical needs and issues facing the community. This Goal List has been developed to support the recommendations by the Community Advisory Committee for the City’s Strategic Plan – “Imagine Snohomish: Promoting Vitality and Preserving Character”. This is a list of annual goals and budget priorities and included in the 2011 Budget within the City Manager’s Budget Transmittal Message.

City of Snohomish City Council Values Statement

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

Respect:

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

Community:

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

Responsible Stewardship:

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

Excellence in Leadership:

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

Regional Perspective:

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

Respect for the Decision-Making Process:

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

**CITY OF SNOHOMISH
2011 Budget**

**FUND: 001 General
DEPT: 010 City Council**

Acct: 511.60		Legislative		
Object Code and Purpose	2010 Budget	2010 Year Est	2011 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	40,800	40,800	40,800	The City Council adopts ordinances and resolutions; sets the policies and directions of the City represents the City on state and regional issues
11 Regular Pay	40,800	40,800	40,800	
12 Overtime Pay	-	-	-	
20 Personnel Benefits.....	3,174	3,192	3,198	Cost Summary of Significant Changes
21 Social Security	3,122	3,122	3,122	\$9,000 increase in legal services.
22 Retirement	-	-	-	
23 Health Insurance	-	-	-	
24 Disability Insurance	52	70	76	
26 Uniforms	-	-	-	
30 Supplies.....	500	500	500	Details and Notes
31 Operating Supplies	500	500	500	41 Professional Services
32 Vehicle Fuel	-	-	-	Legal Services 159,000
33 Supplies for Resale	-	-	-	159,000
35 Minor Equipment	-	-	-	42 Communications
39 Other Supplies	-	-	-	10 Postage 750
				750
40 Services.....	154,450	155,250	164,250	
* 41 Professional Services	150,000	150,000	159,000	43 Tra 1310
* 42 Communications	750	750	750	00 Travel and Sub. 1,500
43 Travel and Subsistence	1,500	1,500	1,500	1,500
44 Advertising	-	-	-	
45 Equipment Rental	-	-	-	
46 Insurance	-	-	-	49 Other Services
47 Utility Services	-	-	-	10 Miscellaneous 2,000
48 Repair and Maintenance	-	-	-	20 Education/Training 1,000
* 49 Other Services	2,200	3,000	3,000	3,000
50 Intergovtmd Services.....	-	-	-	
60 Capital Outlays.....	-	-	-	
70/80 Debt Payments.....	-	-	-	
90 Interfund Transfers.....	-	-	-	
TOTAL Legislative:	198,924	199,742	208,748	

CITY MANAGER

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

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

Position	2007	2008	2009	2010	2011	Change
City Manager	1.0	1.0	1.0	1.0	1.0	0.0
Human Resource Manager	1.0	1.0	1.0	1.0	1.0	0.0
City Clerk	1.0	1.0	1.0	1.0	1.0	0.0
Econ. Dev. Manager ¹	0.0	0.0	0.0	1.0	1.0	0.0
Clerk-Typist	1.0	1.0	1.0	1.0	1.0	0.0
Total	4.0	4.0	4.0	5.0	5.0	0.0

Budget History	2007	2008	2009	2010	2011	Change
Exec.	181,610	215,229	189,899	173,793	169,275	-4,518
Risk Mgmt	142,600	129,675	158,780	208,966	221,523	12,557
Human Res	157,185	229,769	144,367	121,279	121,881	602
City Clerk	192,835	199,591	192,678	183,551	182,198	-1,353
Econ. Dev. ¹	0	0	0	118,617	120,671	2,054
Non-Dept	102,573	200,786	85,726	122,576	115,971	-6,605
Transfers	609,262	1,528,233	80,233	88,233	85,733	-2,500
Total	1,386,065	2,503,283	851,683	1,017,015	1,017,252	237

Note 1. In 2010, Economic Development Manager is transferred from the Planning Dept to the City Manager Office

2011 Goals:

The following goals will be a focus for the City Manager in 2011. These key areas represent an overview of goals to which the City Manager's Office will devote the majority of its time and energy.

- ◆ **Implementation of the City Council's 2011 Goals and the Strategic Plan:** The City's Strategic Plan (Imagine Snohomish: Promoting Vitality and Preserving Character) is incorporated within the 2011 Budget. Reports on the performance measurements and accomplishments of action strategies are scheduled twice each year. The City Council Goals and the Strategic Plan action strategies provide the most specific elements of the work plan administered by the City Manager's Office.
- ◆ **Oversight of Major Council Projects:** The City Manager oversees the allocation of staff resources. High priority and/or complex Council goals and projects receive more direct attention.

CITY OF SNOHOMISH
2011 Budget

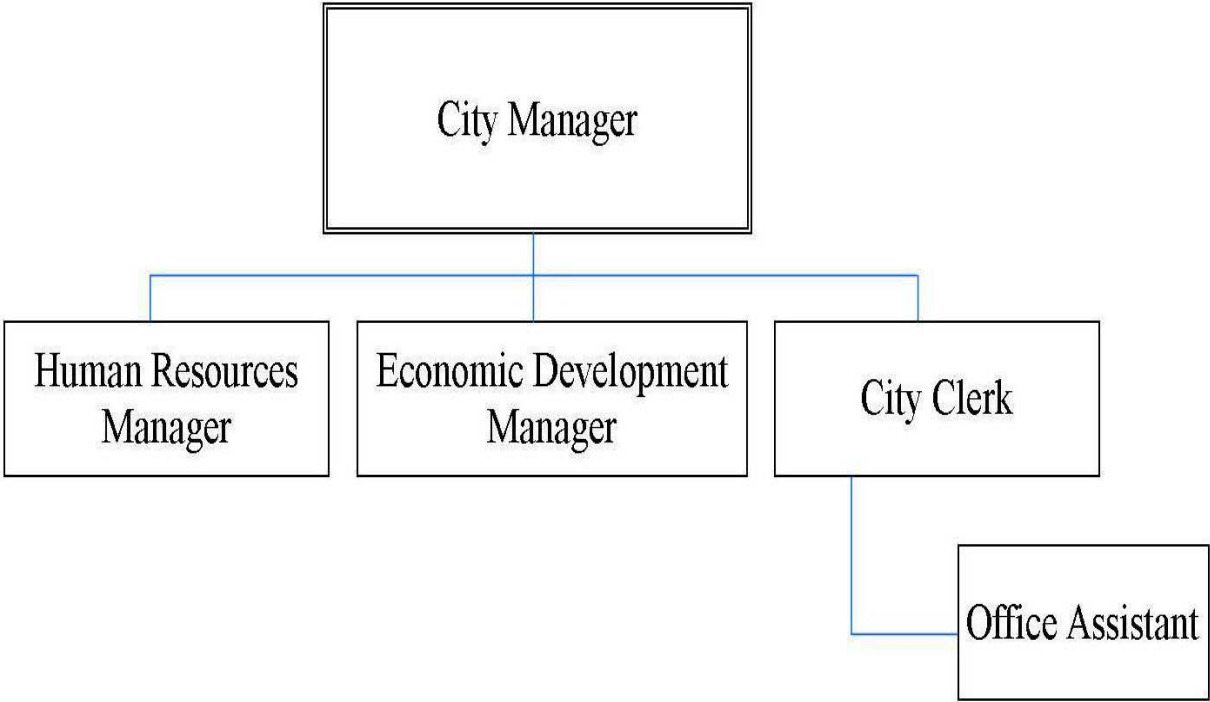
- ◆ **Organizational Development:** A significant amount of the City Manager's time should be spent on the continuing development of the City organization, its operational strategy and its human resources. The focus in 2011 will include the continued and ongoing implementation of strategic plans for the City's current five-year period for the Strategic Plan. The City organization will also continue to pursue service improvement through best-management practices, procedure reviews and daily staff operations.
- ◆ **Fostering Public Participation:** The City has invested time, talent, and resources to the objectives of engaging public involvement with the issues and challenges of local government. The City Manager is actively engaged in nurturing tools such as the web page, government access Channel 21, community meetings, use of special committees, surveying citizen opinions and satisfaction levels, using volunteer talent and making direct outreach to community organizations.
- ◆ **Economic Development:** The City Council has adopted an Economic Development Plan that helps guide the efforts of its Economic Development Committee along with the City's Strategic Plan (Imagine Snohomish: Promoting Vitality and Preserving Character). Development of jobs and commercial retail are two major goals of this plan and the work of the EDC. Equally important is continued support of business development and growth in the City's other key commercial areas, including those along Avenue D and in the Historic District. The City Manager's Office and other staff will engage the Economic Development Committee—as well as the wider business community and development partners—in the continuing challenge of achieving meaningful results in 2011. An Economic Development Manager position was added in 2007 to support these efforts.
- ◆ **Growth of the City's Urban Growth Area:** In 2005, the City first began the process of analyzing a proposed expansion of the City's Urban Growth Area near U.S. 2 and State Route 9. Expanding the City's boundaries to encompass this area remains a high priority goal for the City Council, which has directed staff to continue efforts in 2011 to move this objective forward.
- ◆ **Improving Intergovernmental Relationships:** Completing key goals for the City Council and the organization often requires partnerships and collaborations with other levels of government, key agencies, and community and business organizations. The City Manager will devote time to improving these relationships at all levels of government and building partnerships to improve organizational success.
- ◆ **Human Resources:** Continue to implement, within the resources permitted in the 2011 City's Budget, the classification and compensation plan that supports improved recruitment and retention of high quality staff in all areas of the organization. Continued training and development of staff are expected to focus on maximizing the effectiveness of staff and improving operational safety.
- ◆ **Emergency Preparedness:** The effects of flooding and other potential disasters require effective cooperation between all levels of government and the community in both preparing for, responding to and recovering from the effects of such emergencies. The City's Comprehensive Emergency Management Plan requires continual and ongoing testing and training to be effective as a tool for response. The City Manager, in conjunction with staff, outside organizations and community members will work to enhance the testing of these plans and seek improvements as needed to ensure maximum preparedness within given resources.
- ◆ **Administrative and Agenda Support:** Continue to produce professional quality meeting agendas for Council, Boards and Commissions. Provide efficient administrative support to Council, City staff and citizen groups.

SERVICE STANDARDS

Service	Level
Strategic Plan Implementation	Performance measurements for each action strategy in the plan are established and will be reported to the City Council and community on a bi-annual basis.
Management Leadership	Hold weekly management team meetings to plan, develop strategies for projects, identify opportunities for involvement and resolve problems as they arise. Focus on developing teamwork and improving organizational leadership.
Fiscal Oversight	Monitor City departments and provide advice and correction as needed. Provide quarterly budget reports to the City Council.
Organizational Development	Hold Council and staff retreats to increase clarity of purpose and direction. Increase understanding and commitment to major priorities.
Economic Development	Manage and coordinate the Economic Development Manager's work plan to assist in local economic recovery and growth of local businesses. Work with the Economic Development Committee, business owners, property owners, citizens, and developers to increase commercial development and retain existing businesses. Support programs and projects that increase City revenues and create living-wage jobs.
Enforcement of Laws and Ordinances	Coordinate with Clerk and City Attorney to purge and/or update sections of the Snohomish Municipal Code.
Oversight of Franchises, Agreements and Contracts	Lead negotiations and review agreements in cooperation with the City Attorney.
Intergovernmental Relations	Represent the City at regional forums and advise Council of major policy issues with a regional focus.
Council Reports, Advice and Support	Issue timely, quality analysis and recommendations for City Council agenda staff reports to support decision-making.
Community Relations	Provide public information on issues using a variety of venues, including CATV and webpage. Make personal contacts with business and service groups to inform on City priorities. Assume a leadership role in working with the community on vital policy matters as identified by the City Council.
Personnel Management	Oversee the Human Resources function and ensure high quality results for recruitment, training and retention.
Budget Preparation	Ensure a good process and a quality budget document and provide regular updates for the City Council regarding revenues

**CITY OF SNOHOMISH
2011 Budget**

Service	Level
	and expenditures.
Grantsmanship	Target at least 50% or greater grant participation for City projects. Build on initiative successes.
Administration	Establish calendars, schedule meetings and otherwise provide Council and staff support. Arrange Council agenda content, publication, bid advertisement and openings, and official notifications. Provide County Auditor liaison, special event permit processing, City Council and meeting minute preparation for boards and commissions as needed.
Council Goals and Special Projects	Assign City personnel to complete City Council goals and special projects.
Customer Service	Continuous evaluation of internal processes, training needs and office culture to ensure service excellence.
Risk Management	Provide oversight of a risk management effort which ensures proper reduction or transfer of liability risks.
Code Enforcement	Provide oversight of the process to respond to and track complaints as well as gain compliance for code enforcement.
Volunteers	Create new opportunities and grow existing programs that encourage citizen volunteers to contribute their time and effort in supporting City services and programs.



CITY OF SNOHOMISH
2011 Budget

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

Acct: 513 10		Executive Administration		
Object Code and Purpose	2010 Budget	2010 Year Est	2011 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	132,984	132,991	132,991	Implementation of the City Council' s 2010 Goals
11 Regular Pay	132,984	132,991	132,991	Overview of Strategic Planning Goals
12 Overtime Pay	-			Fostering Public Participation
				Economic Development
				Cost Summary of Significant Changes
20 Personnel Benefits.....	33,635	31,090	31,097	<u>Decreases</u>
21 Social Security	10,173	9,973	8,550	\$1,225 Professional Services and \$2,462 interfund transfers
22 Retirement	6,559	6,664	6,743	
23 Health Insurance	16,194	13,773	15,111	
24 Disability Insurance	709	680	693	
26 Uniforms	-			
				Details and Notes
30 Supplies.....	580	580	580	
31 Operating Supplies	280	280	280	
32 Vehicle Fuel	-			
33 Supplies for Resale	-			
35 Minor Equipment	300	300	300	
39 Other Supplies	-			
40 Services.....	4,132	5,782	4,607	
* 41 Professional Services	56	1,281	56	
* 42 Communications	1,700	1,850	1,900	42 Communications
43 Travel and Subsistence	300	300	300	10 Postage 300
44 Advertising	300	300	300	20 Telephone 1,600
45 Equipment Rental				
46 Insurance				
47 Utility Services				
48 Repair and Maintenance				
* 49 Other Services	1,776	2,051	2,051	49 Other Services
				10 Dues/Subscriptions 1,276
				20 Education/Training 575
				00 Miscellaneous 200
				2,051
				90 Interfund Transfers
				99 10 Eqt. Replmt (502)
				91 15 Infor. Services (502)
50 Intergovtmnt Services.....	-			
*60 Capital Outlays.....	-			
70/80 Debt Payments.....	-			
*90 Interfund Transfers.....	2,462	2,462		
TOTAL Executive Administration:	173,793	172,905	169,275	

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

Acct: 518 10		Human Resources		
Object Code and Purpose	2010 Budget	2010 Year Est	2011 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	77,981	77,976	77,976	Organizational Development
11 Regular Pay	77,981	77,976	77,976	
12 Overtime Pay	-			
				Cost Summary of Significant Changes
20 Personnel Benefits.....	26,825	26,813	28,455	<u>Decreases</u>
21 Social Security	5,966	5,966	5,966	\$2,200 Professional Services
22 Retirement	4,126	4,141	4,141	
23 Health Insurance	16,194	16,207	17,825	
24 Disability Insurance	539	499	523	
				Details and Notes
30 Supplies.....	350	1,460	1,400	<i>41 Professional Services</i>
31 Operating Supplies	350	1,460	1,400	10 Human Resources 5,000
35 Minor Equipment	-			20 Civil Service 2,000
				<u>7,000</u>
40 Services.....	14,050	14,980	14,050	<i>42 Communications</i>
* 41 Professional Services	7,000	9,200	7,000	10 Postage 250
* 42 Communications	750	1,450	750	20 Telephone 500
43 Travel and Subsistence	200	-	200	<u>750</u>
44 Advertising	3,000	1,500	3,000	<i>49 Other Services</i>
48 Repair and Maintenance				00 Miscellaneous 800
* 49 Other Services	3,100	2,830	3,100	10 Dues/Subscriptions 300
				20 Education/Training 2,000
				30 Miscellaneous -
50 Intergovtmtd Services.....	-			<u>3,100</u>
*60 Capital Outlays.....	-			<i>90 Interfund Transfers</i>
70/80 Debt Payments.....	-			91 15 Infor. Services (502)
*90 Interfund Transfers.....	2,073	2,073	-	99 00 Eq. Replmt (502)
				<u>-</u>
TOTAL Human Resources	121,279	123,302	121,881	

CITY OF SNOHOMISH
2011 Budget

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

Acct: 514 70			Risk Management	
Object Code and Purpose	2010 Budget	2010 Year Est	2011 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	-			Provide oversight of a risk management effort which ensures proper reduction or transfer of liability risks.
11 Regular Pay	-			
12 Overtime Pay	-			
Cost Summary of Significant Changes				
20 Personnel Benefits.....	-			<u>Increases</u>
21 Social Security	-			\$12,557 Insurance premiums
22 Retirement	-			
23 Health Insurance	-			
24 Disability Insurance	-			
26 Uniforms	-			
Details and Notes				
Details and Notes				
30 Supplies.....	-			<i>41 Professional Services</i>
31 Operating Supplies	-			10 Legal Services -
32 Vehicle Fuel	-			20 Claims Services -
33 Supplies for Resale	-			-
35 Minor Equipment	-			
39 Other Supplies	-			<i>46 Insurance</i>
40 Services.....	208,966	213,673	221,523	10 WCIA Premiums 193,303
* 41 Professional Services				20 Property/Notary Ins. 28,220
42 Communications	-			221,523
43 Travel and Subsistence	-			
44 Advertising	-			
45 Equipment Rental	-			
* 46 Insurance	208,966	213,673	221,523	
47 Utility Services	-			
48 Repair and Maintenance	-			
49 Other Services	-			
50 Intergovtmtd Services.....	-			
60 Capital Outlays.....	-			
70/80 Debt Payments.....	-			
90 Interfund Transfers.....	-			
TOTAL Risk Management	208,966	213,673	221,523	

FUND: 001 General
DEPT: 020 City Manager

Acct: 514 30				City Clerk
Object Code and Purpose	2010 Budget	2010 Year Est	2011 Budget	Overview of Strategic Planning Goals
				Administrative and Agenda Support
10 Salaries And Wages.....	118,679	118,499	120,245	
11 Regular Pay	118,279	118,499	120,245	
12 Overtime Pay	400			
				Cost Summary of Significant Changes
20 Personnel Benefits.....	38,535	38,366	40,878	
21 Social Security	9,102	9,065	9,199	
22 Retirement	6,181	6,254	6,385	
23 Health Insurance	22,318	22,174	24,387	
24 Disability Insurance	934	873	907	
26 Uniforms	-			
				Details and Notes
30 Supplies.....	1,000	1,000	1,000	<i>41 Professional Services</i>
31 Operating Supplies	500	500	500	00 Other Professional Ser. 500
32 Vehicle Fuel				00 Archive/Shredding Srvs -
33 Supplies for Resale				500
35 Minor Equipment	500	500	500	<i>42 Communications</i>
39 Other Supplies				00 Communication 375
40 Services.....	19,700	19,275	20,075	10 Postage 2,200
* 41 Professional Services	500	500	500	20 Telephone 2,000
* 42 Communications	4,200	4,025	4,575	4,575
43 Travel and Subsistence	500	250	500	<i>49 Other Services</i>
44 Advertising	14,000	14,000	14,000	10 Dues & Subscriptions 400
45 Equipment Rental				20 Education & Training
46 Insurance				30 Miscellaneous
47 Utility Services				40 Recording Fees 100
48 Repair and Maintenance	-			500
* 49 Other Services	500	500	500	<i>90 Interfund Transfers</i>
50 Intergovtmnl Services.....	-			91 15 Infor. Services (502)
*60 Capital Outlays.....	-			99 00 Eq. Replmt (502)
70/80 Debt Payments.....	-			-
*90 Interfund Transfers.....	5,637	5,637		
TOTAL City Clerk	183,551	182,777	182,198	

CITY OF SNOHOMISH
2011 Budget

FUND: 001 General
DEPT: 020 City Manager

Acct: 558 90		Economic Development		
Object Code and Purpose	2010 Budget	2010 Year Est	2011 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	90,467	87,828	90,468	Ensure economic sustainability through business retention, attraction, and expansion using the strategies outlined within the adopted Strategic Plan
11 Regular Pay	90,467	87,828	90,468	
12 Overtime Pay	-			
20 Personnel Benefits.....	25,150	24,716	26,363	Cost Summary of Significant Changes
21 Social Security	6,921	6,718	6,921	
22 Retirement	4,786	4,664	4,804	
23 Health Insurance	12,858	12,792	14,069	
24 Disability Insurance	585	542	569	
26 Uniforms	-			
30 Supplies.....	300	100	100	Details and Notes
31 Operating Supplies	300	100	100	
35 Minor Equipment	-			
40 Services.....	2,700	3,740	3,740	<i>42 Communications</i> 10 Postage 20 Communication 1,700 <hr/> 1,700
41 Professional Services	-	1,000	1,000	<i>49 Other Services</i> 00 Misc. Services 500 10 Dues/Subscriptions 400 20 Education and Training 40 30 Special Event Support - <hr/> 940
* 42 Communication	1,700	1,700	1,700	
43 Travel and Subsistence	100	100	100	
49 Misc Services	900	940	940	
50 Intergovtmtl Services.....	-			
60 Capital Outlays.....	-			
70/80 Debt Payments.....	-			
*90 Interfund Transfers.....	-			
TOTAL Economic Development	118,617	116,384	120,671	

FUND: 001 General
DEPT: 180 Non-Departmental

Acct: 519 90		Non-Departmental		
Object Code and Purpose	2010 Budget	2010 Year Est	2011 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	-			
11 Regular Pay	-			
12 Overtime Pay	-			
Cost Summary of Significant Changes				
20 Personnel Benefits.....	60,000	50,000	55,000	
21 Social Security				
22 Retirement				
* 23 Health Insurance	60,000	50,000	55,000	
24 Disability Insurance				
26 Uniforms	-			
Details and Notes				
Details and Notes				
<i>Other Detailed Costs</i>				
30 Supplies.....	3,500	3,200	3,400	Medical - LEOFF I Retirees 55,000
* 31 Operating Supplies	2,000	2,000	2,200	Reallocated Copier 2,200
32 Vehicle Fuel				Base Phone CH 5,000
33 Supplies for Resale				Food Bank W/S/G 1,300
35 Minor Equipment				
39 Other Supplies	1,500	1,200	1,200	
<i>50 Intergovernmental Services</i>				
40 Services.....	8,100	6,350	6,350	Puget Sound Air Quality 4,887
41 Professional Services	-			Alcohol Rehabilitation 2,200
* 42 Communications	6,800	5,000	5,000	Economic Development 4,000
43 Travel and Subsistence				Substance Abuse 1,000
45 Operating Rentals				AWC 5,734
45 Equipment Rental				Voter Regist./Election 16,000
46 Insurance				Sno. County Tomorrow 2,000
* 47 Utility Services	1,300	1,300	1,300	Snohomish Senior Center 12,000
48 Repair and Maintenance				Puget Sound Reg. Council 3,400
49 Other Services	-	50	50	
*50 Intergovtmtd Services.....	50,976	49,000	51,221	51,221
<i>90 Interfund Transfers</i>				
60 Capital Outlays.....	-			Debt:800Mhz/Rivertrial 85,733
70/80 Debt Payments.....	-			
*90 Interfund Transfers.....	88,233	88,233	85,733	
TOTAL Non-Departmental	210,809	196,783	201,704	

PLANNING AND DEVELOPMENT SERVICES

Overview: The Planning and Development Service Department (PDS) proposes four FTE positions. The Department consists of two divisions: 1) Building Safety; and 2) Planning & Permitting.

Mission: To deliver superior public services that foster positive change through planned growth, environmental protection, safe buildings and structures, and economic sustainability.

Position	2007	2008	2009	2010	2011	Change
Director	1.0	1.0	1.0	1.0	1.0	0.0
Economic Dev Mgr ¹	1.0	1.0	0.7	0.0	0.0	0.0
Senior Planner	1.0	1.0	1.0	1.0	1.0	0.0
Bldg/Fire Official	1.0	1.0	1.0	1.0	1.0	0.0
Permit Coordinator	2.0	2.0	2.0	1.0	1.0	0.0
Bldg Inspector & Enforcement Officer						0.0
	0.0	1.0	0.3	0.0	0.0	0.0
Total	6.0	7.0	6.0	4.0	4.0	0.0

Budget History	2007	2008	2009	2010	2011	Change
Building	162,487	260,739	175,140	152,515	147,751	-4,764
Econ Dev ¹	170,959	168,238	116,158	0	0	0
Planning	382,466	464,736	397,611	485,661	370,141	-115,520
Total	715,912	893,713	688,909	638,176	517,892	-120,284

Note 1 In 2010, Economic Development Mgr transferred from PDS to the City Manager's Office

Planning Division

Land Use Planning: This service includes the preparation of policies and regulations that guide land use and development in ways that implement broader City objectives. The City's Comprehensive Plan guides decisions relating to topics such as commercial land supply, economic development, community character, environmental protection, and historic preservation. Land use regulations are contained primarily within Title 14 of the Snohomish Municipal Code. Planning duties include participation in determining local and regional growth strategies, preparation of special studies and annexations, staff support to the Planning Commission and City Council, and general administration.

Land Use Permitting: This includes the processing of land use, building, and engineering applications in accordance with State and local regulations. Responsibilities include the coordination of inter-departmental review of development proposals, and staff support to the Design Review Board, and the Hearing Examiner.

Building Division

Building and Fire: This division is responsible for reviewing building permits and inspecting new construction for conformance to the International Building Code. Other services include investigation of suspected building and fire code violations, abatement of dangerous structures and nuisances, and the layout of special events. The Building Division works closely with Snohomish's water and sewer utilities, Fire District No. 4, the Department of Emergency Management, and the County Health District.

2011 Goals:

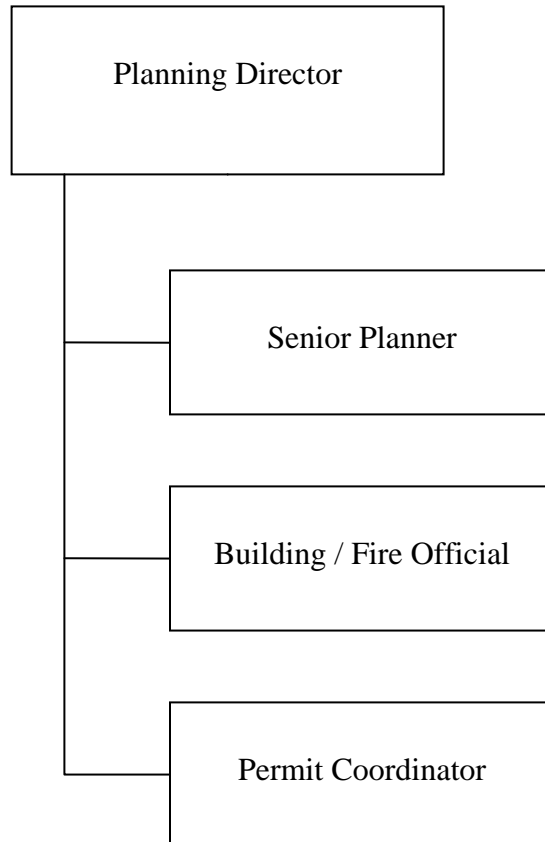
- ◆ **UGA Expansion North of US 2:** Continue to plan for and protect the lands within the North Planning Area (NPA). Objectives for 2011 include: a) assessment of potential changes to population and employment growth targets; b) continued outreach to area property owners; c) refinement of the “Common Themes” Map to address all NPA; and d) site-specific land use planning for one or more larger parcels within NPA.
- ◆ **Permit Processing and Review:** On-going. Continue to identify and implement strategies to improve the City’s permit review process. Improvements will involve accuracy, expediency, and ease-of-use for applicants. Implement an over-the-counter permit system for minor construction.
- ◆ **Planning for Fiscal Sustainability:** Identify and analyze lands potentially suitable for rezone from residential to commercial or employment uses. Continue to promote the amendment of local and regional growth strategies to recognize the need for fiscal sustainability.
- ◆ **Pilchuck District:** Complete the planning processes that support new investment within the Pilchuck District. Using grant funds, prepare detailed plans for upgrade of water service in this area.
- ◆ **Bickford Avenue and 19th Street:** Prepare conceptual development plans to promote new construction upon vacant and under-utilized lands.
- ◆ **School District Aquatic Center:** Provide superior customer service and expedited permit review for the new Aquatic Center.
- ◆ **Excursion Rail (GNP):** Provide superior customer service and expedited permit review to support initiation of passenger rail service to the south edge of First Street.
- ◆ **Professional Service Land Use Designation:** Create comprehensive plan polices and land development regulations for low-intensity commercial uses, such as professional and medical office, that would be suitable for use at the MAC and other properties.
- ◆ **Shoreline Master Program (SMP) Update:** Complete the update of the City’s SMP and ensure maximum financial reimbursement from the Department of Ecology grant.
- ◆ **Sound Transmission Code:** Adopt requirements for sound attenuation within buildings in mixed-use areas.

SERVICE STANDARDS

Service	Level
Process Applications	Decision within 120 days of the submittal of a complete application.
Customer Telephone Contacts	Return all telephone calls within one business day.
Public Contact	A staff member will be available to the public during regular business hours.
Development Regulations	Continue to prepare amendments to Title 14 to improve effectiveness and efficiency. Update land development regulations as needed.
Comprehensive Plan	Continually refine the Comprehensive Plan to respond to achieve City Council goals.
Permit Review and Building Inspection	Ensure plans for development and redevelopment are designed and constructed to City standards. Route complete permit applications within 24 hours of receipt. Complete permit review within 10 business days. Offer time-specific appointments for building inspections. Complete building inspections within 48 hours.
Economic Development	Provide support to the Economic Development Manager and the Economic Development Committee upon request.
Code Enforcement	Investigate written complaints within 48 hours. Investigate complaints that involve life safety hazards within 24 hours.
Emergency Response, Dangerous Buildings and Fire Code Enforcement	Serve as members of emergency response team during disasters. Abate buildings and/or conditions that pose a danger to life or property. Inspect public facilities following a disaster or other catastrophic event.

Also see PDS's "*Pledge To Excellence*" for additional service standards. This document is available on the City's website: www.ci.snohomish.wa.us

Planning and Development Services



CITY OF SNOHOMISH
2011 Budget

FUND: 001 General

DEPT: 100 Planning and Developmental Services

Acct: 524 20				Building Inspection
Object Code and Purpose	2010 Budget	2010 Year Est	2011 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	80,232	80,232	80,232	
11 Regular Pay	80,232	80,232	80,232	
12 Overtime Pay	-			
				Cost Summary of Significant Changes
20 Personnel Benefits.....	29,732	26,979	28,589	<i>Decreases</i>
21 Social Security	6,157	6,157	6,137	Professional Services \$8,000, interfund transfers \$11,821
22 Retirement	4,245	4,260	4,262	
23 Health Insurance	15,099	15,027	16,527	
24 Disability Insurance	2,081	1,435	1,533	
26 Uniforms	150	100	130	
Unemployment Ins	2,000			
30 Supplies.....	1,000	800	800	Details and Notes
31 Operating Supplies	500	300	300	<i>41 Professional Services</i>
32 Vehicle Fuel				10 Abatements
33 Supplies for Resale				20 Plan Review
35 Minor Equipment	500	500	500	21 Fire Inspection
39 Other Supplies	-			35,000
				<i>42 Communications</i>
				10 Postage
				20 Telephone
				2,000
40 Services.....	29,730	32,710	38,130	
* 41 Professional Services	27,000	30,000	35,000	<i>49 Other Services</i>
* 42 Communications	1,000	1,630	2,000	00 Misc. Services
43 Travel and Subsistence	100	50	100	10 Dues/Subscriptions
44 Advertising	200			20 Education/Training
45 Equipment Rental	-			30 Misc. Services
46 Insurance	-			1,030
47 Utility Services	-			
* 48 Repair and Maintenance	-			<i>90 Interfund Transfers</i>
* 49 Other Services	1,430	1,030	1,030	91 10 Eqt. Rental (501)
				91 15 Info. Services (502)
				99 00 Eqt. Rplcmt (502)
				99 00 Eqt. Rplcmt (505)
50 Intergovtmntl Services.....	-			-
60 Capital Outlays.....	-			
70/80 Debt Payments.....	-			
*90 Interfund Transfers.....	11,821	11,821		
TOTAL Building/Fire Code Enfor.	152,515	152,542	147,751	

**FUND: 001 General
DEPT: 100 Planning and Developmental Services**

Acct: 558 10		Planning and Permitting		
Object Code and Purpose	2010 Budget	2010 Year Est	2011 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	224,179	225,326	226,401	Maintain and enhance the City's special character and identity.
11 Regular Pay	224,179	225,081	226,401	
12 Overtime Pay	-	245		
				Cost Summary of Significant Changes
20 Personnel Benefits.....	76,709	79,716	82,040	<i>Decreases</i>
21 Social Security	17,150	17,237	17,320	Professional Services -\$112,200
22 Retirement	11,783	11,942	12,022	
23 Health Insurance	46,200	48,980	51,164	
24 Disability Insurance	1,576	1,490	1,534	
25 unemployment Insurance	-	67		
				Details and Notes
30 Supplies.....	1,700	890	1,300	<i>41 Professional Services</i>
31 Operating Supplies	1,500	440	800	10 Environmental Consultant 38,800
32 Vehicle Fuel				10 Planning Consultant 6,000
33 Supplies for Resale				10 Clerical Services -
35 Minor Equipment	200	450	500	30 Hearing Examiner 8,000
39 Other Supplies	-			<u>52,800</u>
				<i>42 Communications</i>
40 Services.....	171,400	214,458	60,400	10 Postage 1,000
* 41 Professional Services	165,000	206,394	52,800	20 Telephone 2,700
* 42 Communications	2,500	3,700	3,700	<u>3,700</u>
43 Travel and Subsistence	100	300	200	<i>49 Other Services</i>
44 Advertising	1,400	1,400	1,400	10 Dues and Subscriptions 2,200
45 Equipment Rental	-			20 Education/Training 100
46 Insurance	-			30 Misc. Services -
47 Utility Services	-			40 Recording Fees -
48 Repair and Maintenance	-			<u>2,300</u>
* 49 Other Services	2,400	2,664	2,300	<i>90 Interfund Payments</i>
50 Intergovmtl Services.....	-			91 15 Info. Srvs. (502)
*60 Capital Outlays.....	-			99 00 Equip Replacement (502)
70/80 Debt Payments.....	-			<u>-</u>
*90 Interfund Transfers.....	11,673	11,674		
TOTAL Planning/Permitting	485,661	532,064	370,141	

SUPPORT SERVICES DEPARTMENT

Overview:

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

Position	2007	2008	2009	2010	2011	Change
Support Services Dir						
City Treasurer	1.0	1.0	1.0	1.0	1.0	0.0
Information Services Mgr.	1.0	1.0	1.0	1.0	1.0	0.0
Accounting Supervisor	1.0	1.0	0.0	0.0	0.0	0.0
Accountant	0.0	1.0	1.0	1.0	1.0	0.0
Accounting Clerks	2.0	2.0	3.0	2.0	2.0	0.0
Utility Clerk / MR	2.0	1.0	1.0	1.0	1.0	0.0
Info Services Tech.	2.0	2.0	2.0	2.0	1.0	-1.0
Total	9.0	9.0	9.0	8.0	7.0	-1.0

Budget History	2007	2008	2009	2010	2011	Change
Finance	490,967	520,937	447,695	456,000	423,634	-32,366
Information Services	455,535	524,259	507,447	511,731	464,481	-47,250
Total	946,502	1,045,196	955,142	967,731	888,115	-79,616

2011 Goals:

OVERALL GOALS

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

FINANCE

- ◆ **Analysis and Revision** of chart of accounts to comply with BARS reporting requirements.
- ◆ **Review and Revision** of work flow to insure proper internal controls to safeguard City assets.
- ◆ **Financial Reporting** and departmental management support on a timely basis.

- ◆ **Staff training:** Cross training staff to ensure capable backup and support.
- ◆ **New purchase card program-**Plan and implement
- ◆ **Solid Waste Services** – Facilitate new contract acquisition and implementation
- ◆ **Financial Policies** – Edit and Update

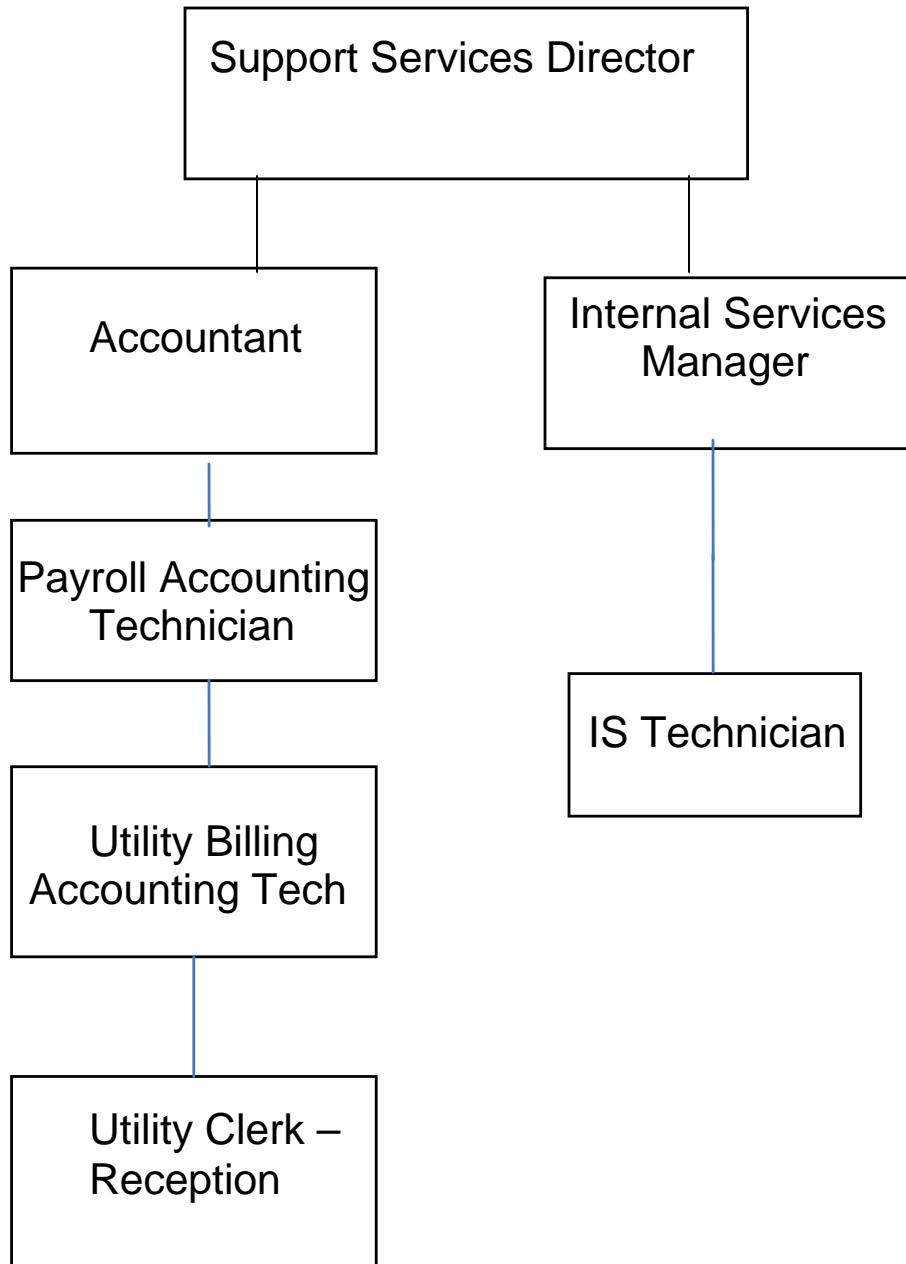
INFORMATION SERVICES

- ◆ **Implement** the New World System for the Police Department.
- ◆ **Plan upgrade** to Office 2010 for management team and staffs who communicate often with outside organization
- ◆ **Evaluate** document storage capacity and look for possible solutions to support the continue growth of storage requirements, including public records retention requirements.
- ◆ **Search** for an appropriate document scanning solution for the Public Works Shop facility
- ◆ **Research** a viable fiber optics connection between City Hall and the Public Works Shop facility
- ◆ **Research** appropriate upgrades to the existing VoIP phone system
- ◆ **Research** hardware upgrades to the existing servers running the financial software, email OWA, Public Works file server, Police Dept's file server, and City Hall's file server
- ◆ **Full Service Preventive Maintenance Program:** Continue Information Service's preventive maintenance schedule to ensure City's technology products function, as required.
- ◆ **Improve Webmaster and Cable Access Services:** Continue to provide the public with information on the cable access channel. Continually look for ways to enhance the site to better serve our customers.
- ◆ **Investigate and Analyze Options for Connection to a Fiber Optics Network:** Work with regional partners, Snohomish School District, Fire District 4 and Snohomish County, to connect the city to a fiber optic network among City locations and to the internet. This will insure the City keeps in step with associate governmental organizations.

SERVICE STANDARDS

Service	Level
Management and Council Financial Reporting	Provide timely financial reports to support decision making and to monitor City operations.
Counter Coverage	Provide continuous front counter coverage of at least two staff members between 10 a.m. and 2:00 p.m. and at least one staff person for all other open business hours.
Customer Service	Provide prompt professional service to all city customers. Provide three-week response time to all utility hearing requests.
Cash Management	Deposit all funds received on the same business day. Have on deposit at the City's financial institution only the minimum cash needed to provide for operations.
Annual Report	Complete by May 31 st of each fiscal year.
Payroll	Complete all payroll reports and make appropriate tax deposits within time required. Complete payroll change request within one payroll cycle.
Budget Preparation	Continue to improve and adapt the budget process to meet the changing needs of the City Council, citizens, and staff members. Provide the Management Team with support and assistance in the preparation of their annual budget.
Meter Reading	Read all routes and prepare utility bills within standard two-week cycle. Provide at least two staff members who know the meter locations for all routes. Communicate high reads to customers during the current read cycle.
Staff Training	Provide all department personnel with a training schedule to meet the City's needs and the employee's career goals.
Debt Management	Continuous review of all outstanding debt issues for refunding opportunities. Conduct the financial operations of the City within the bond covenants. Provide required financial reporting for outstanding debt issues.
Investment Operations	Conduct investment operations within compliance of City investment policy. Report investment operations to the City Manager monthly and to the City Council quarterly.

Service	Level
Network Administration	Administer the City's Local Area Networks, including all hardware and software procurements. Provide staff support and guidance through the revival of the Information Systems Advisory Team (ISAT). Oversee all in-house programming projects and support.
Contract Services	Ensure all City hardware and software systems are operational and functioning for their intended purposes. Respond to service requests within a four-hour period, with updated follow through, until service is restored.
Telephone Services	Maintain, plan and advise on telephone systems serving all City buildings and facilities.
Copying Services	Maintain, plan and advise on copy machines serving all City buildings and facilities.
Programming Support	Provide departmental support for all programming projects.
Web Site Administrator	Maintain, update and improve the City's web site.



CITY OF SNOHOMISH
2011 Budget

FUND: 001 General
DEPT: 040 Support Services

Acct: 514 20		Finance and Accounting		
Object Code and Purpose	2010 Budget	2010 Year Est	2011 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	286,549	286,752	297,272	Management and Council Financial Reporting
11 Regular Pay	286,549	286,752	297,272	Budget Preparation
12 Overtime Pay	-			Debt Management
20 Personnel Benefits.....	108,063	105,530	116,062	Cost Summary of Significant Changes
21 Social Security	21,921	21,937	22,664	<i>Increase</i> \$10,520 Salary step progression
22 Retirement	15,158	15,188	15,785	<i>Decrease</i>
23 Health Insurance	66,007	65,741	75,048	\$41,920 State Audit
24 Disability Insurance	2,677	2,364	2,265	
25 Unemployment Insurance	2,000			
26 Uniforms	300	300	300	
30 Supplies.....	2,000	1,000	1,500	Details and Notes
* 31 Operating Supplies	2,000	1,000	1,500	<i>30 Operating Supplies</i>
32 Vehicle Fuel				00 Office Supplies 1,500
33 Supplies for Resale				20 Software -
35 Minor Equipment	-			
39 Other Supplies	-			
40 Services.....	42,200	50,670	8,800	<i>41 Professional Services</i>
* 41 Professional Services	34,000	43,920	2,000	10 State Audit -
* 42 Communications	7,200	6,300	6,500	20 Prof. Services 2,000
43 Travel and Subsistence	-	200	300	
44 Advertising	-			
45 Equipment Rental				<i>42 Communications</i>
46 Insurance				10 Postage 2,000
47 Utility Services				20 Telephone 4,500
48 Repair and Maintenance	-			
* 49 Other Services	1,000	250		
50 Intergovtmtd Services.....	-			<i>49 Other Services</i>
*60 Capital Outlays.....	-			10 Dues and Subscription -
70/80 Debt Payments.....	-			20 Education and Training 300
*90 Interfund Transfers.....	17,188	16,560		30 Misc Services -
TOTAL Finance	456,000	460,512	423,634	31 Bank Service 300
				<i>90 Interfund Transfers</i>
				91 10 Equip Rental M/O (501)
				91 15 Infor. Services (502)
				99 00 Equip Replacement (505)
				99 00 Equip Replacement (502)
				-

CITY OF SNOHOMISH
2011 Budget

FUND: 502 Information Services
DEPT: 040 Support Services

Acct: 518.80		Information Services		
Object Code and Purpose	2010 Budget	2010 Year Est	2011 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	212,687	146,334	148,982	Network Administration
11 Regular Pay	212,687	146,334	148,982	
12 Overtime Pay	-	-	-	
20 Personnel Benefits.....	76,493	46,441	49,500	Cost Summary of Significant Changes
21 Social Security	16,270	11,195	11,397	<i>Increases</i>
22 Retirement	11,251	7,732	7,911	Capital Outlay \$120,000
23 Health Insurance	45,256	26,530	29,179	
24 Disability Insurance	1,516	984	1,013	Details and Notes
25 Unemployment Insurance	2,000	-	-	
27 Uniforms	200	-	-	
30 Supplies.....	55,400	24,650	45,100	<i>31 Operating Supplies</i>
* 31 Operating Supplies	14,000	2,550	21,800	00 Office Supplies 8,000
32 Vehicle Fuel	-	-	-	20 Software 13,800
33 Supplies for Resale	-	-	-	21,800
35 Minor Equipment	41,400	22,100	23,300	<i>35 Minor Equipment</i>
39 Other Supplies	-	-	-	00 PC's and other tech 23,000
40 Services.....	155,125	30,370	88,620	Less than \$5,000. 300
* 41 Professional Services	119,000	13,400	43,000	23,300
* 42 Communications	15,125	3,670	6,120	<i>41 Professional Services</i>
43 Travel and Subsistence	2,500	-	2,000	00 Consultants and Services 35,000
44 Advertising	-	-	-	30 Software Support Service 8,000
45 Equipment Rental	-	7,300	19,000	43,000
46 Insurance	-	-	-	<i>42 Communications</i>
47 Utility Services	-	-	-	10 Postage 120
48 Repair and Maintenance	4,000	2,000	4,000	20 Telephone 6,000
* 49 Other Services	14,500	4,000	14,500	6,120
50 Intergovtml Services.....	-	-	-	<i>49 Other Services</i>
*60 Capital Outlays.....	10,000	40,910	130,000	20 Certification 2,500
70/80 Debt Payments.....	-	-	-	20 Education/Training 12,000
*90 Interfund Transfers.....	2,026	2,100	2,279	14,500
TOTAL Information Services	511,731	290,805	464,481	<i>60 Capital Outlays</i>
				64 00 Equipment 130,000
				130,000
				<i>90 Interfund Transfers</i>
				91 10 Equip. Rental (501) 1,200
				99 00 Equip. Rplcmt (505) 1,079
				2,279

LAW ENFORCEMENT

Overview:

MISSION:

OUR MISSION IS TO PARTNER WITH OUR COMMUNITY:

- 1] To Enforce the Law,
- 2] Educate the Public,
- 3] Serve with Professionalism and Pride.

2010 ACCOMPLISHMENTS:

- ◆ Established CIT training for better communication between law enforcement and mental health consumers.
- ◆ Partnered with Liquor Control Board to create “Location of Strategic Importance” on First Street.
- ◆ Responded to community identified problem: the re-emergence of heroin in society.
- ◆ Fully implemented departmental training program (firearms and defensive tactics).
- ◆ Further developed partnerships with area law enforcement agencies.
- ◆ Partnered more closely with other City departments for special events.
- ◆ Created the Animal Control short-term shelter at the police station.
- ◆ Established the Liquor Advisory Board to develop partnerships to minimize disturbances to maximize public safety.
- ◆ Rewrote the Policies and Procedures Manual.

2011 CHALLENGES:

- ◆ Maintain high levels of customer service to our community in spite of the challenges that are raised with reduced budgets.
- ◆ Prepare for the implementation of the “New World” Records Management System, a county-wide initiative which will have all of Snohomish County Law Enforcement, and a good portion of King County, “speaking the same language” for Police Dispatch Services and Records Management. Implementation is scheduled for July 2011.

VALUES:

The Values of the Snohomish Police Department will be revisited in 2011. The following were done by a previous administration and did not involve department input:

- ◆ Integrity
- ◆ Service Orientation
- ◆ Commitment
- ◆ Reliability
- ◆ Responsibility

CITY OF SNOHOMISH
2011 Budget

Position	2007	2008	2009	2010	2011	Change
Police Chief	1.0	1.0	1.0	1.0	1.0	0.0
Police Commander	1.0	2.0	2.0	2.0	2.0	0.0
Police Officer - Sergeant	4.0	4.0	4.0	4.0	4.0	0.0
Police Officer – Patrol	15.0	15.0	14.0	13.0	12.0	-1.0
Total Commissioned	21.0	22.0	21.0	20.0	19.0	-1.0
Administrative Assistant	0.0	1.0	1.0	1.0	1.0	0.0
Senior Records Clerk	1.0	1.0	1.0	1.0	1.0	0.0
Evidence Technician	1.0	1.0	1.0	1.0	1.0	0.0
Police Clerk	1.0	1.5	1.0	1.0	1.0	0.0
Community Services Officer	1.0	1.0	1.0	1.0	1.0	0.0
Non Commissioned	5.0	5.5	5.0	5.0	5.0	0.0
Total	26.0	27.5	26.0	25.0	24.0	-1.0
Budget History	2007	2008	2009	2010	2011	Change
Justice	419,500	497,547	518,950	580,894	524,900	-55,994
Admin.	597,016	729,323	576,109	675,064	676,792	1,728
Operation	2,361,290	2,682,406	2,895,057	2,748,733	2,371,428	-377,305
Prevention	133,480	123,613	78,302	10,000	16,800	6,800
Reserves	15,183	33,103	9,300	3,510	1,440	-2,070
Task Force	1,900	3,900	2,224	2281	2,191	-90
Comm Serv & Detention	80,250	0	0	5000	8,000	3,000
Total	3,608,619	4,069,892	4,079,942	4,025,482	3,601,551	-423,931

2011 Goals:

ADMINISTRATION

- ◆ **Staffing:**
 - ◆ Adjust to reduction of K9 units.
 - ◆ Realign staffing to reflect budget reductions – consider shift revision.
 - ◆ Maintain quality lists of candidates for lateral and entry level Civil Service eligibility in the event of vacancies.
 - ◆ Continue to implement a “succession plan” for key collateral duty [usually instructor] assignments within the department.
 - ◆ Identify and train instructors/responsible parties in each critical field.
 - ◆ An assistant instructor will also be identified and trained to “take over” in the event of promotion, attrition, or rotation out of the primary. Each will be expected to meet recognized state certification requirements in those fields. [Examples would be Firearms Instructor, Defensive Tactics Instructor, Taser Instructor, etc.]

- ◆ **Property / Evidence:** Conduct random audits. Establish relationship with network of Property Room Technicians from other agencies.

- ◆ **Community Service:**

- ◆ **Business Environment:** Work with community groups to foster an environment conducive to creating economic activity.
- ◆ **Work with the Liquor Advisory Board** to improve public safety within establishments that sell liquor.

OPERATIONS

- ◆ **Traffic:** Maintain high visibility Traffic Law Enforcement program.
- ◆ **Training:** Provide all commissioned officers with annual Officer Refresher Courses and continue quarterly firearms training and qualification courses.

INVESTIGATIONS

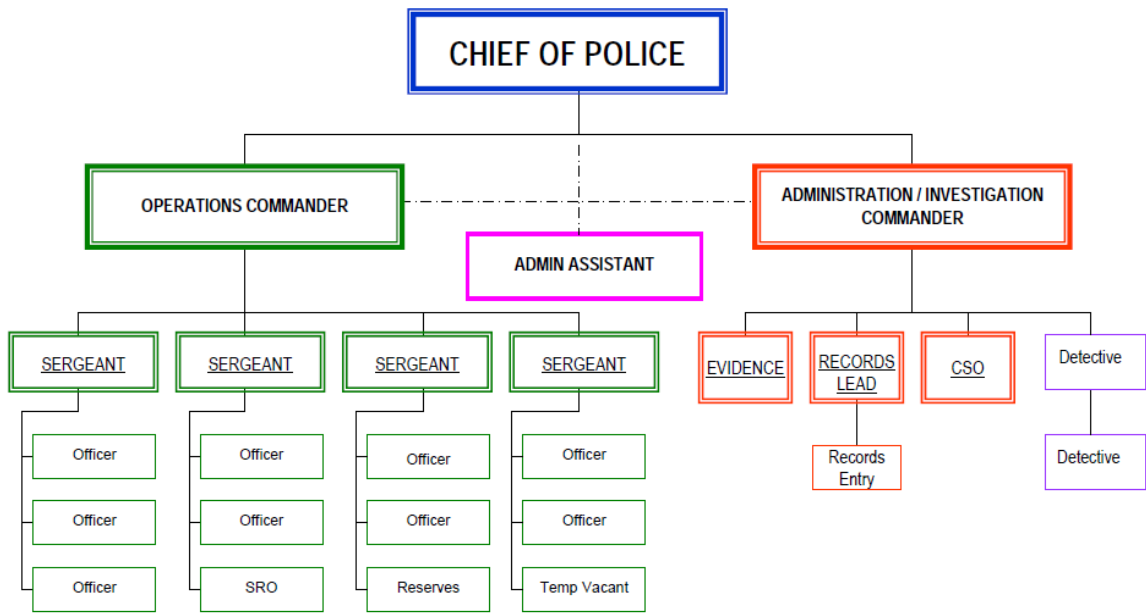
- ◆ **Investigations:** Maintain major crime investigative capability with two Detectives.
- ◆ **Interagency Cooperation:** Join or re-join existing area joint investigative efforts such as the Regional Intelligence Group, the East County Detectives meeting, the “SMART Team” [responds to area officer involved shootings], and any other joint efforts.

SERVICE STANDARDS

Service	Level
Customer Service	Collaborate with the public to develop solutions in problem-solving of community issues; timely and efficient response to in-progress emergency and non-emergency E-911 calls; timely response to and resolution of citizen complaints; and provide minimum of 45 hours per week window and walk-up lobby capability.
Patrol	Impartial Enforcement of criminal laws & municipal codes; timely, professional response to E-911 calls-for-service; proactive preventive patrol and dynamic self-initiated activity; aggressive enforcement of ‘street-level’ drug complaints; maintain a minimum staffing of two officers on-duty during peak hours; enhance Community awareness and confidence through high visibility patrol/enforcement; PACE (ProActive Criminal Enforcement) participation.
Traffic Enforcement	Impartial and Fair Enforcement of Traffic Laws; prioritize high-risk behavior enforcement at critical DUI and Road Rage levels; professional investigation of traffic collisions; targeted use of speed display radars provide Patrol / Traffic capability during peak traffic periods; and provide directed enforcement to all valid citizen traffic complaints.
Criminal Investigations	Professional response to and processing of crime scenes; provide timely follow up investigation of all major crimes; provide 24/7 callout capability for major crimes; continued oversight of registered sex offenders; and participate in County Drug Task Force for larger scale investigations
Emergency Preparedness	Emergency Preparedness: Provide ICS-level National Incident Management System (NIMS) leadership and / or activation of Emergency Operations Center (EOC) when needed.
Special Events Management	Collaborate with the community sponsors and other City Departments

Service	Level
	and Agencies in providing adequate Public Safety protection during all major special events.
Community Services	Provide residents with professional services, including concealed weapons permits, fingerprinting, Police Department tours, defective vehicle equipment inspection, motorist assists, maintaining a School Resource Officer in the High School and providing "Police Partners" education at the elementary school level.
Parking	Parking enforcement on complaint basis; proactive and self-initiated parking enforcement as call load allows; and enforcement of the Permit Parking system.
Animal Control	Make every attempt to locate owners of impounded animals. Attempt to license all animals required to have licenses within City limits.

SNOHOMISH POLICE DEPARTMENT ORGANIZATIONAL CHART



FUND: 001 General
DEPT: 060 Law Enforcement

Acct: 512 40		Criminal Justice		
Object Code and Purpose	2010 Budget	2010 Year Est	2011 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	-			
11 Regular Pay	-			
12 Overtime Pay	-			
				Cost Summary of Significant Changes
20 Personnel Benefits.....	-			<i>Increases</i>
21 Social Security	-			Court appointed attorney fees \$15,000
22 Retirement	-			
23 Health Insurance	-			
24 Disability Insurance	-			
26 Uniforms	-			
				Details and Notes
				<i>41 Professional Services</i>
				20 Court Appointed 75,000
				30 Witness Fees 500
				31 Hearing Officers -
				32 Interpreter Services 3,000
				40 Prosecution Fees 85,000
				50 Parking Hearing 1,400
				164,900
30 Supplies.....	-			
31 Operating Supplies	-			
32 Vehicle Fuel	-			
33 Supplies for Resale	-			
35 Minor Equipment	-			
39 Other Supplies	-			
40 Services.....	150,630	147,200	164,900	<i>50 Intergovernmental Services</i>
* 41 Professional Services	150,630	147,200	164,900	10 County Jail Fees 250,000
42 Communications	-			20 Court Filing Fees 110,000
43 Travel and Subsistence	-			360,000
44 Advertising	-			
45 Equipment Rental	-			
46 Insurance	-			
47 Utility Services	-			
48 Repair and Maintenance	-			
49 Other Services	-			
*50 Intergovtmntl Services.....	430,264	370,000	360,000	
60 Capital Outlays.....	-			
70/80 Debt Payments.....	-			
90 Interfund Transfers.....	-			
TOTAL Criminal Justice	580,894	517,200	524,900	

**CITY OF SNOHOMISH
2011 Budget**

**FUND: 001 General
DEPT: 060 Law Enforcement**

Acct: 521 10			Police Administration	
Object Code and Purpose	2010 Budget	2010 Year Est	2011 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	438,837	433,610	442,888	
11 Regular Pay	435,337	432,610	442,888	
12 Overtime Pay	3,500	1,000		
				Cost Summary of Significant Changes
20 Personnel Benefits.....	156,387	148,432	159,304	<i>Increases</i>
21 Social Security	33,571	33,171	33,881	\$20,150 Salaries & Benefits
22 Retirement	17,317	16,583	17,240	
23 Health Insurance	99,303	92,458	101,589	
24 Disability Insurance	4,196	4,220	4,594	
26 Uniforms	2,000	2,000	2,000	
				Details and Notes
30 Supplies.....	7,500	19,940	7,500	41 Professional Services
31 Operating Supplies	6,000	4,500	6,000	00 Misc Prof Services 8,000
32 Vehicle Fuel	-	-	-	10 Testing Services 5,000
33 Supplies for Resale	-	-	-	13,000
35 Minor Equipment	1,500	15,440	1,500	
39 Other Supplies	-	-	-	42 Communications
40 Services.....	72,340	51,900	67,100	00 Communications 500
* 41 Professional Services	16,000	12,000	13,000	10 Postage 2,700
* 42 Communications	29,700	27,000	27,500	20 Telephone 24,300
43 Travel and Subsistence	6,750	1,000	2,000	27,500
44 Advertising	720	500	500	49 Other Services
45 Equipment Rental				10 Misc. Services 2,000
46 Insurance				Police Admin Misc 2,000
47 Utility Services				Facility Rental/Storage Fees 2,500
48 Repair and Maintenance				Education/Training CIT 5,000
* 49 Other Services	19,170	11,400	24,100	20 Education/Training 12,600
				24,100
50 Intergovtmntl Services.....	-			
*60 Capital Outlays.....	-			
70/80 Debt Payments.....	-			
90 Interfund Transfers.....	-			
TOTAL Police Administration	675,064	653,882	676,792	

CITY OF SNOHOMISH
2011 Budget

FUND: 001 General
DEPT: 060 Law Enforcement

Acct: 521 30				Crime Prevention
Object Code and Purpose	2010 Budget	2010 Year Est	2011 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	-			
11 Regular Pay	-			
12 Overtime Pay	-			
Cost Summary of Significant Changes				
20 Personnel Benefits.....	-			Reorganization of Divisional Staff to Administration
21 Social Security	-			Details and Notes
22 Retirement	-			
23 Health Insurance	-			
24 Disability Insurance	-			
26 Uniforms	-			
30 Supplies.....	-	2,150	2,500	<i>41 Professional Services</i>
31 Operating Supplies	-	350	500	30 Innovative Enforcement -
32 Vehicle Fuel	-			40 Domestic Violence -
35 Minor Equipment	-	1,800	2,000	50 At-Risk Youth -
37 Training Supplies	-			-
39 Other Supplies	-			<i>49 Other Services</i>
40 Services.....	-		4,300	10 Dues/Subscriptions -
* 41 Professional Services	-			20 Education/Training 2,500
42 Communications	-			30 Misc. Services 1,800
43 Travel and Subsistence	-			4,300
44 Advertising	-			<i>50 Other Services</i>
45 Equipment Rental	-			51 Animal Impound Fees 10,000
46 Insurance	-			10,000
47 Utility Services	-			
48 Repair and Maintenance	-			
* 49 Other Services	-		4,300	
50 Intergovtmnt Services.....	10,000	10,000	10,000	
60 Capital Outlays.....	-			
70/80 Debt Payments.....	-			
90 Interfund Transfers.....	-			
TOTAL Crime Prevention	10,000	12,150	16,800	

**FUND: 001 General
DEPT: 060 Law Enforcement**

Acct: 521 40			Reserve Program	
Object Code and Purpose	2010 Budget	2010 Year Est	2011 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	-			
11 Regular Pay	-			
12 Overtime Pay	-			
20 Personnel Benefits.....	2,430		900	
21 Social Security	-			
22 Retirement	-			
23 Health Insurance	-			
24 Disability Insurance	900		450	
* 26 Uniforms	1,530		450	
30 Supplies.....	180		90	
* 31 Operating Supplies	180			
32 Vehicle Fuel	-			
33 Supplies for Resale	-			
35 Minor Equipment	-			
39 Other Supplies	-		90	
40 Services.....	900		450	
41 Professional Services	-			
42 Communications	-			
43 Travel and Subsistence	-			
44 Advertising	-			
45 Equipment Rental	-			
46 Insurance	-			
47 Utility Services	-			
48 Repair and Maintenance	-			
* 49 Other Services	900		450	
50 Intergovtmnl Services.....				
60 Capital Outlays.....	-			
70/80 Debt Payments.....	-			
90 Interfund Transfers.....	-			
TOTAL Reserve Program	3,510		1,440	

Cost Summary of Significant Changes	
Details and Notes	
<i>26 Uniforms</i>	
00 Uniforms	450
00 Ballistic Vests	-
<i>31 Operating Supplies</i>	
40 Training Supplies	90
50 Firearms Training	-
<i>49 Other Services</i>	
20 Education/Training	450

CITY OF SNOHOMISH
2011 Budget

FUND: 001 General
DEPT: 060 Law Enforcement

Acct: 521 60				Drug Task Force
Object Code and Purpose	2010 Budget	2010 Year Est	2011 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	-			
11 Regular Pay	-			
12 Overtime Pay	-			
				Cost Summary of Significant Changes
20 Personnel Benefits.....	-			
21 Social Security	-			
22 Retirement	-			
23 Health Insurance	-			
24 Disability Insurance	-			
26 Uniforms	-			
				Details and Notes
				50 Intergovernmental Services
				51 Task Force Assessment
				2,191
30 Supplies.....	-			
31 Operating Supplies	-			
32 Vehicle Fuel	-			
33 Supplies for Resale	-			
35 Minor Equipment	-			
39 Other Supplies	-			
40 Services.....	-			
* 41 Professional Services	-			
42 Communications	-			
43 Travel and Subsistence	-			
44 Advertising	-			
45 Equipment Rental	-			
46 Insurance	-			
47 Utility Services	-			
48 Repair and Maintenance	-			
49 Other Services	-			
*50 Intergovtmnl Services.....	2,281	2,122	2,191	
60 Capital Outlays.....	-			
70/80 Debt Payments.....	-			
90 Interfund Transfers.....	-			
TOTAL Drug Task Force	2,281	2,122	2,191	

**FUND: 001 General
DEPT: 060 Law Enforcement**

Acct: 523 20		Community Services & Detention		
Object Code and Purpose	2010 Budget	2010 Year Est	2011 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	-			<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">Cost Summary of Significant Changes</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">Details and Notes</div> <div style="padding-left: 20px;">30 Supplies</div> <div style="padding-left: 40px;">35 Home Detection Monitor 8,000</div>
11 Regular Pay	-			
12 Overtime Pay	-			
20 Personnel Benefits.....	-			
21 Social Security	-			
22 Retirement	-			
23 Health Insurance	-			
24 Disability Insurance	-			
26 Uniforms	-			
30 Supplies.....	5,000	8,000	8,000	
31 Operating Supplies	-			
32 Vehicle Fuel	-			
33 Supplies for Resale	-			
35 Minor Equipment	5,000	8,000	8,000	
39 Other Supplies	-			
40 Services.....	-			
41 Professional Services	-			
42 Communications	-			
43 Travel and Subsistence	-			
44 Advertising	-			
45 Equipment Rental	-			
46 Insurance	-			
47 Utility Services	-			
48 Repair and Maintenance	-			
* 49 Other Services	-			
*50 Intergovtmil Services.....	-			
60 Capital Outlays.....	-			
70/80 Debt Payments.....	-			
90 Interfund Transfers.....	-			
TOTAL Community Service	5,000	8,000	8,000	

PUBLIC WORKS DEPARTMENT

Overview: The Public Works Department is comprised of the Public Works Division, the Engineering Services Division, and the Parks, Facilities, and Fleet Division. This Department provides water, wastewater, and storm water utility maintenance and services, maintains streets and traffic safety, manages capital projects from planning to completion, enforces engineering code requirements, and manages and maintains City parks, facilities, and the City fleet. In addition to the City's Wastewater Treatment Plant and Water Treatment Plant, the Public Works Department maintains 14 wastewater lift stations, over 50 miles of wastewater and storm water pipes, 9.2 million gallons of water storage at 3 storage tanks serving over 3300 water meter connections and 56 miles of water mains, 41 miles of streets, 9 city parks plus several trails and open spaces, and 30,000 square feet of city building space and about 80 pieces of equipment in the fleet.

Position	2007	2008	2009	2010	2011	Change
Public Works Director	1.0	1.0	1.0	1.0	1.0	0.0
City Engineer	1.0	1.0	1.0	1.0	1.0	0.0
Public Works Manager	1.0	1.0	1.0	1.0	1.0	0.0
Assistant Public Works	0.0	1.0	1.0	1.0	1.0	0.0
Project Manager	3.0	3.0	3.0	3.0	3.0	0.0
Water Quality Specialist	1.0	1.0	1.0	1.0	1.0	0.0
Engineering Technician	2.0	2.0	2.0	1.5	1.5	0.0
Wastewater Plant Operator	1.0	1.0	1.0	1.0	1.0	0.0
Water Plant Operator	1.0	1.0	1.0	1.0	1.0	0.0
Asst Water Plant Operator	1.0	1.0	1.0	1.0	1.0	0.0
Lab Technician	1.0	1.0	1.0	1.0	1.0	0.0
Senior / Maintenance Workers	13.0	13.0	13.0	12.0	12.0	0.0
Parks/Facilities/Fleet Mgr.	1.0	1.0	1.0	1.0	1.0	0.0
Inventory/Mechanic	0.0	0.0	0.0	2.0	2.0	0.0
Parks/Facilities Maint. Wrk.	3.0	3.0	3.0	3.0	3.0	0.0
Parks/Facilities Senior MW	1.0	1.0	1.0	1.0	1.0	0.0
Total	31.0	32.0	32.0	32.5	32.5	0.0
Budget History						
Div.	2007	2008	2009	2010	2011	Change
Engineering	978,659	850,011	823,591	820,882	761,949	-58,933
Facilities	347,493	406,355	387,254	386,280	395,791	9,511
Parks	412,394	410,552	390,860	380,326	397,552	17,226
Streets Ops Admin	0	272,985	117,862	25,388	20,150	-5,238
Street Maint.	379,629	552,505	591,497	513,158	458,442	-54,716
Ped/ TrfSft	212,013	217,703	219,987	226,661	232,262	5,601
Water Admin	0	66,759	67,607	73,077	65,990	-7,087
Water Dist.	1,419,858	1,217,525	1,369,245	1,310,508	1,224,649	-85,859
Water Trtm.	338,613	379,693	387,251	517,846	1,080,772	562,926
Wstwater Coll	1,165,768	728,858	866,684	806,288	758,870	-47,418
Wstwater Adm		66,759	67,000	72,398	71,537	-861
Wstwater Treat	1,076,099	1,134,737	1,374,362	2,414,259	1,922,044	-492,215
Storm Drn	597,375	540,876	676,152	852,090	1,017,330	165,240
City Shop	384,814	411,923	451,500	476,652	477,350	698
Totals	7,312,715	7,257,241	7,790,852	8,875,813	8,884,688	8,875

Public Works Division: Public Works Operations provides infrastructure operations and maintenance services for the City of Snohomish. Some typical areas of service include maintaining streets and sidewalks, street sweeping, surface water management, street lighting, street signs, traffic signal maintenance, cross connection

**City of Snohomish
2011 Budget**

and pretreatment monitoring, drinking water treatment, storage and distribution, wastewater collection and treatment, wastewater lift station maintenance, vegetation control, traffic control, and pedestrian and vehicle safety. This Division is currently staffed by 18 FTE.

Engineering Services Division: Engineering Services provides engineering and project management oversight of capital construction, public works maintenance, and operations within the public right-of-ways. This Division also assists the Planning Department in review of development plans and building permits. Other services include transportation engineering, water engineering, wastewater engineering, surface water engineering, right-of-way inspection, and GIS mapping services. This Division is currently staffed by 6.5 FTE.

Parks, Facilities, and Fleet Division: Parks, Facilities, and Fleet provide maintenance and operations of the City's 9 parks, building facilities, and the City fleet. This Division is currently staffed by 7.0 FTE. Typical services include custodial cleaning, building maintenance, park grounds maintenance, park structure maintenance, project management of parks/facilities improvement projects, parks facility reservations, City vehicle maintenance, and shop inventory.

2011 Goals:

- ◆ **Complete 2nd and Lincoln Signal Design:** Finish the signal design which will serve the Centennial Trail Crossing of 2nd.
- ◆ **Complete Recoating of the North Zone Water Tank:** Recoat the exterior of the existing steel North Zone Water Tank to continue protecting it from the elements.
- ◆ **Seek Funding for the Wastewater Treatment Improvements:** Continue the design effort and continue to seek additional funding for construction.
- ◆ **Complete Construction of CSO Reduction Improvements:** Construct 1st and 2nd Street piping plus replacement iron works pump station for the Phase 1 CSO Reduction Improvements.
- ◆ **Replace the Blackmans Lake Floating Docks:** Replace the two existing Blackmans Lake Floating Docks due to their old age and poor condition.
- ◆ **Complete Design for Blackmans Lake Level Control:** Using the information obtained in the recently completed Blackmans Lake level report, design the improvements and obtain necessary permits.
- ◆ **Complete Construction of the Centennial Trail Extension:** Construct the Centennial Trail extension, from Second Street to Maple Ave.
- ◆ **Upgrade the Water and Sewer System Telemetry Systems:** Upgrade high priority portions of the water and sewer telemetry systems which monitor and alarm critical utility functions.
- ◆ **Install Phase II Bike Route Markings:** Provide Bike Route pavement markings along primary bicycle corridors included in the approved Bicycle Plan.
- ◆ **Complete and Obtain Council Approval of Update of Engineering Standards:** Complete the update of the existing City of Snohomish Engineering Standards for the remaining chapters.
- ◆ **Complete Agreement with Everett for Wastewater Treatment:** Finalize the negotiations with the City of Everett regarding future treatment of the City of Snohomish Wastewater.

- ◆ **Pilchuck Dam Removal Study:** Complete the study of the removal of the Pilchuck water diversion dam to improve the future fish passage into the watershed.

**SERVICE STANDARDS
ENGINEERING SERVICES**

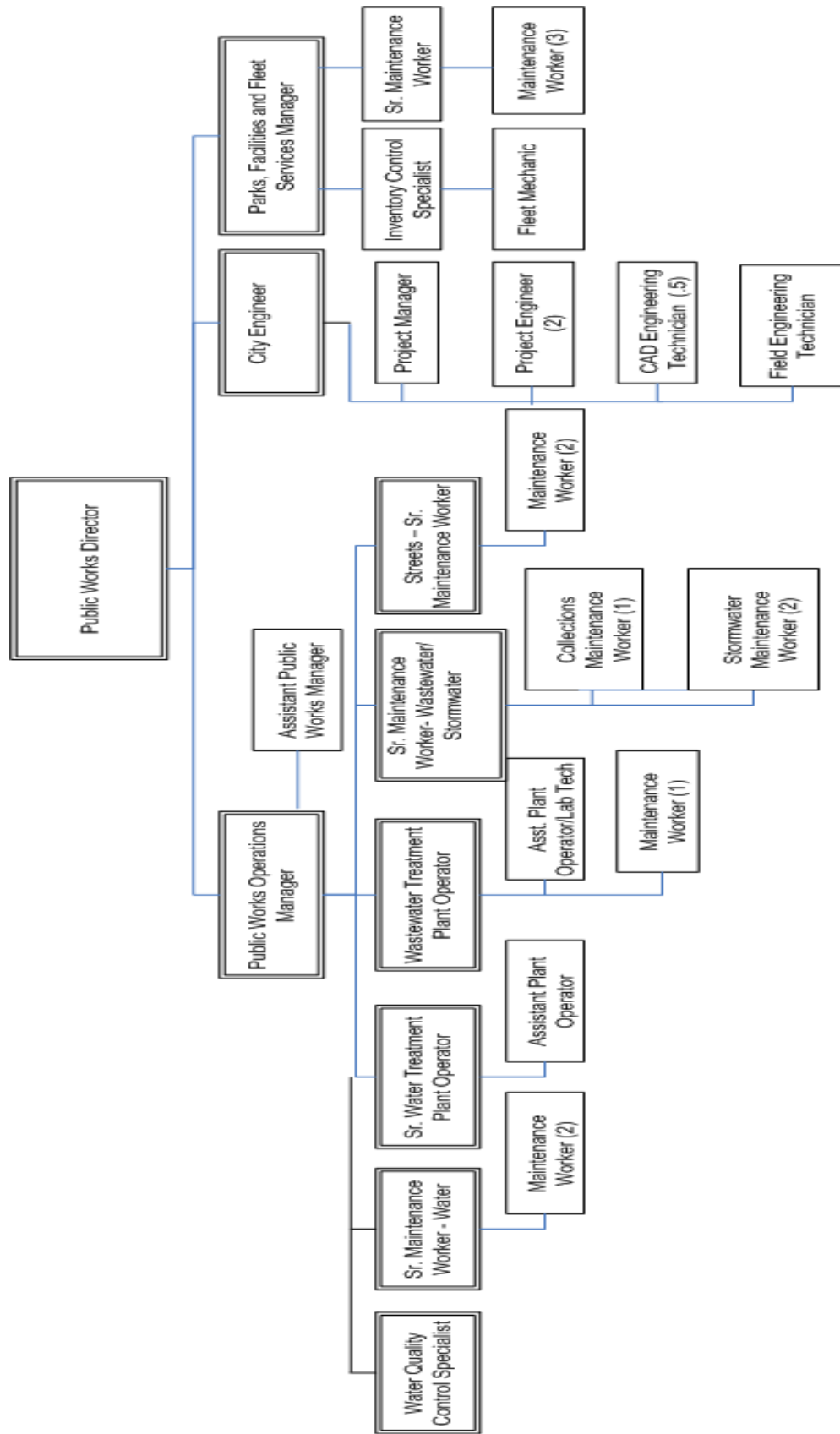
<u>Service</u>	<u>Level</u>
Public Contact	One division staff member will be available to the public at all times during normal working hours.
Engineering Complaints	Respond to written engineering-related Citizen complaints within 3 working days of notification.
Capital Project Design	Ensure Capital Project design and construction meet City standards.
Capital Facility Projects	Develop and manage Capital Improvement projects and budgeting within budget development deadlines.
Development Review and Inspection	Ensure site plans and civil plans for development are designed and constructed to City standards.
Review Building Permits	Process single family permits within one month and commercial permits within 120 days.
Review Land Use Applications	Decision within 120 days of the submittal of a complete application.
Site Inspections	Respond within 24 hours of notification.
Engineering Technical Support	Provide technical Engineering support for City and Public Works management.
Permit Modifications	Review and respond to permit modification requests within 10 working days.
Document Street Condition	Document City street condition once every 4 years.
GIS Map Requests	Provide requested map within 5 working days.

**SERVICE STANDARDS
PUBLIC WORKS DIVISION**

Service	Level
Customer Phone Response	Return phone calls within one working day.
Street Sweeping	Sweep all streets within City limits at least six times per year.
Pothole Repairs	Repair reported pothole within two weeks after notice.
Street Sign Maintenance	Replace damaged or removed traffic control signs within 2 hours of notice and others as soon as possible.
Snow and Ice Removal	Sand streets, as determined necessary by the Police Department within two hours of notice on arterials.
Drainage Ditch/Culverts	Respond to reported obstructions within one hour and clear as soon as possible.
Storm Drainage Control	Identify and repair local storm drainage problems in-house if possible.
New Water Meter Services	Install new meters within one week of request.
Wastewater Treatment	Comply with State permit standards (within the constraints of the Plant).
Wastewater Lift Stations	Inspect each lift station three times a week.
Wastewater Collection System	Respond to reported obstructions within one hour and clear as soon as possible.
Water Treatment Plant	Deliver water meeting State and Federal standards seven days a week.
Water Distribution	Respond to water main and service line breaks within one hour and repair as soon as possible.
Dead-end Water Mains	Flush each dead-end water line as needed.
Pavement Striping	Paint all centerlines and fog lines once each year.
Vegetation Control	Respond to vegetation removal requests within two weeks, Law Enforcement hazards within two days.
Utility Locates	Respond to requests for utility locates within two working days.
Cross Connection/sewer Pretreatment	Conduct inspections and certify proper cross-connection and pretreatment meets City and State requirements.
Exercise Valves and Hydrants	Annually exercise 25% of the water system valves and flush 25% of the City hydrants.

SERVICE STANDARDS
PARKS AND FACILITIES DIVISION

Service	Level
Building Structural Maintenance	Repair functional damage within 1 week of notification.
Building Lighting Maintenance	Replace faulty lights within 3 days of notification.
Building Mechanical Maintenance	Respond to heating or plumbing system discrepancies within 1 day of notification.
Office Custodial Maintenance	Service City Hall trash, vacuum, and clean restrooms. Service Police Department several days a week.
Mow Park Lawn Spaces	Maintain lawn areas no higher than 4-inches of growth.
Parks and Grounds Landscaping	Trim, fertilize and irrigate as needed to maintain plant survival.
Building or Parks Vandalism Repair	Remove offensive graffiti within 24 hours of notification. Repair minor vandalism within 1 month of occurrence.
Recreational Field Reservations	Respond to reservation requests within 2 days.
Public Restroom Custodial Maintenance	Clean public restrooms daily.
Special Event Preparations	Provide preparations prior to start of event.



**FUND: 001 General
DEPT: 140 Public Works**

Acct: 518 30		Building And Grounds		
Object Code and Purpose	2010 Budget	2010 Year Est	2011 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	136,633	140,977	150,739	
11 Regular Pay	134,633	138,977	148,739	
12 Overtime Pay	2,000	2,000	2,000	
				Cost Summary of Significant Changes
20 Personnel Benefits.....	64,126	61,143	66,952	<i>Increases</i>
21 Social Security	10,452	10,785	11,532	Salary step progression \$14,106
22 Retirement	7,228	7,472	7,345	
23 Health Insurance	39,721	37,817	42,693	
24 Disability Insurance	5,475	3,424	3,832	
26 Uniforms	1,250	1,645	1,550	
				Details and Notes
30 Supplies.....	19,600	19,617	19,600	<i>31 Operating Supplies</i>
* 31 Operating Supplies	15,600	15,600	15,600	00 Office Supplies 600
32 Vehicle Fuel	-	-	-	10 Operating Supplies 15,000
33 Supplies for Resale	-	-	-	15,600
35 Minor Equipment	4,000	4,017	4,000	<i>41 Professional Services</i>
39 Other Supplies	-	-	-	00 Professional Services 10,000
				10 Janitorial Services 19,000
40 Services.....	162,950	142,918	158,500	29,000
* 41 Professional Services	33,600	30,000	29,000	<i>47 Utility Services</i>
42 Communications	7,650	2,818	5,300	(City Hall, Police, Library, City Shop)
43 Travel and Subsistence	500	500	500	10 Electricity 50,000
44 Advertising	200	100	200	30 Natural Gas 10,000
45 Equipment Rental	3,000	2,000	3,000	40 Water/Sewer 42,000
46 Insurance	-	-	-	102,000
* 47 Utility Services	105,000	95,000	102,000	<i>48 - Other Services</i>
48 Repair and Maintenance	10,000	10,000	15,000	48 00 Other Repairs and Maint. 15,000
* 49 Other Services	3,000	2,500	3,500	15,000
50 Intergovtmf Services.....	-	-	-	<i>49 - Miscellaneous</i>
*60 Capital Outlays.....	-	-	-	49 10 Dues and Subscriptions 500
70/80 Debt Payments.....	-	-	-	49 20 Education and Training 3,000
90 Interfund Transfers.....	2,971	2,971		3,500
				<i>90 - Interfund Transfers</i>
				91 15 Infor. Services (502)
				99 10 Equip. Replacement (502)
TOTAL Buildings and Grounds	386,280	367,626	395,791	-

**City of Snohomish
2011 Budget**

**FUND: 001 General
DEPT: 140 Public Works**

Acct: 576 80				Parks
Object Code and Purpose	2010 Budget	2010 Year Est	2011 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	137,633	140,977	162,889	
11 Regular Pay	134,633	138,977	160,889	
12 Overtime Pay	3,000	2,000	2,000	
				Cost Summary of Significant Changes
20 Personnel Benefits.....	66,006	62,499	70,691	<i>Increases</i>
21 Social Security	10,529	10,785	12,461	Salaries & Benefits-\$30,104
22 Retirement	7,281	7,472	7,345	Contract Services-\$6,000
23 Health Insurance	39,721	37,817	42,693	
24 Disability Insurance	5,475	3,425	4,192	
26 Uniforms	3,000	3,000	4,000	
				Details and Notes
30 Supplies.....	34,300	34,300	34,300	<i>41 Professional Services</i>
31 Operating Supplies	30,300	30,300	30,300	00 Misc. Services 10,000
32 Vehicle Fuel	-	-	-	10 Contract Services 6,000
33 Supplies for Resale	-	-	-	16,000
35 Minor Equipment	4,000	4,000	4,000	
39 Other Supplies	-	-	-	<i>42 Communications</i>
40 Services.....	76,000	76,000	82,200	10 Postage 250
* 41 Professional Services	10,000	10,000	16,000	20 Telephone 450
* 42 Communications	700	700	700	700
43 Travel and Subsistence	500	500	500	
44 Advertising	500	500	500	
45 Equipment Rental	1,500	1,500	1,500	<i>49 Other Services</i>
46 Insurance	-	-	-	10 Misc. Services -
47 Utility Services	48,300	48,300	45,000	20 Education/Training 3,000
* 48 Repair and Maintenance	10,000	10,000	15,000	3,000
* 49 Other Services	4,500	4,500	3,000	
*50 Intergovtmntl Services.....	-	-	-	<i>60 Capital Outlays</i>
*60 Capital Outlays.....	15,000	15,000	10,000	61 00 Land Improvements 10,000
				62 00 Buildings & Structures
				64 00 Machinery & Equipment -
				10,000
70/80 Debt Payments.....	-	-	-	<i>90 Interfund Transfers</i>
*90 Interfund Transfers.....	51,387	51,387	37,472	91 10 Eqt. Rental (501) 37,472
				91 15 Info Serv M/O(501)
				99 00 Eqt. Rplcmnt (505)
TOTAL Parks	380,326	380,163	397,552	37,472

**FUND: 001 General
DEPT: 140 Public Works**

Acct: 532 20		Engineering and Public Works Adm.		
Object Code and Purpose	2010 Budget	2010 Year Est	2011 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	526,389	523,640	521,058	
11 Regular Pay	519,389	519,640	521,058	
12 Overtime Pay	7,000	4,000		
				Cost Summary of Significant Changes
20 Personnel Benefits.....	173,712	166,628	175,474	<i>Decreases</i>
21 Social Security	39,733	39,753	39,861	Operating Rentals- \$27,600, Interfund transfers \$31,764
22 Retirement	25,852	26,099	26,191	
23 Health Insurance	98,445	93,654	102,172	
24 Disability Insurance	8,882	6,322	6,450	
26 Uniforms	800	800	800	
				Details and Notes
30 Supplies.....	5,500	5,500	5,500	<i>42 Communications</i>
31 Operating Supplies	3,500	3,500	3,500	10 Postage 600
32 Vehicle Fuel	-	-	-	20 Telephone 10,000
33 Supplies for Resale	-	-	-	
35 Minor Equipment	2,000	2,000	2,000	<i>49 Miscellaneous Services</i>
39 Other Supplies	-	-	-	10 Dues and Subscriptions 2,000
				20 Educations & Training 3,500
				30 Other 500
40 Services.....	54,500	43,700	30,900	60,000
41 Professional Services	10,000	10,000	10,000	<i>60 Capital Outlay</i>
* 42 Communications	6,600	10,600	10,600	64 00 Machinery & Equipment 1,000
43 Travel and Subsistence	3,500	3,500	3,500	1,000
44 Advertising	300	300	300	
45 Operating Rentals	27,600	12,800	-	<i>90 Interfund Transfers</i>
46 Insurance	-	-	-	91 10 Eqt. Rental (501)
47 Utility Services	-	-	-	95 15 Info. Services (502)
48 Repair and Maintenance	500	500	500	97 19 Trsfr Debt Svc 28,017
* 49 Other Services	6,000	6,000	6,000	99 10 Equip Replacement (502)
				99 00 Eqt. Rplcmt (505) 28,017
50 Intergovtmfl Services.....	-	-	-	
*60 Capital Outlays.....	1,000	1,000	1,000	
70/80 Debt Payments.....	-	-	-	
90 Interfund Transfers.....	59,781	87,798	28,017	
TOTAL Engineering/PW Admin.	820,882	828,266	761,949	

**City of Snohomish
2011 Budget**

**FUND: 102 Streets
DEPT: 140 Public Works**

Acct: 542 30		Street Maintenance		
Object Code and Purpose	2010 Budget	2010 Year Est	2011 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	116,587	114,674	114,012	
11 Regular Pay	111,612	113,474	112,812	
12 Overtime Pay	4,975	1,200	1,200	
Cost Summary of Significant Changes				
20 Personnel Benefits.....	39,136	42,094	45,620	<i>Decreases</i>
21 Social Security	8,919	8,773	8,722	Professional Services \$27,470, Interfund transfers \$33,005
22 Retirement	6,167	6,078	6,043	
23 Health Insurance	17,679	22,750	26,170	
24 Disability Insurance	4,571	2,693	2,885	
26 Uniforms	1,800	1,800	1,800	
Details and Notes				
30 Supplies.....	44,500	43,500	44,500	<i>41 Professional Services</i>
31 Operating Supplies	7,500	7,500	7,500	00 Street Sweeping 28,000
32 Vehicle Fuel	-	-	-	10 Snow and Ice Removal 5,000
34 Asphalt, Sand, Concrete	30,000	30,000	30,000	40 Testing Services 1,000
35 Minor Equipment	7,000	6,000	7,000	
39 Other Supplies	-	-	-	
40 Services.....	70,650	42,716	45,030	<i>49 Other Services</i>
* 41 Professional Services	29,000	216	1,530	10 Dues and Subscriptions 200
42 Communications	1,250	2,100	2,100	20 Education/Training 1,500
43 Travel and Subsistence	700	700	700	30 Misc. Services 5,000
44 Advertising	-	-	-	40 Security Improvements -
45 Equipment Rental	5,000	5,000	5,000	
46 Insurance	-	-	-	
47 Utility Services	-	-	-	
48 Repair and Maintenance	29,000	29,000	29,000	<i>90 Interfund Transfers</i>
* 49 Other Services	5,700	5,700	6,700	91 10 Equipt. Rental (501) 93,794
50 Intergovtmf Services.....	5,000	2,500	5,000	91 15 Info. Svcs. (502)
60 Capital Outlays.....	-	-	-	99 10 Equip Replacement (502)
70/80 Debt Payments.....	-	-	-	99 00 Eq. Replcmt. (505)
*90 Interfund Transfers.....	237,285	228,707	204,280	91 00 Finance Allocation 4,026
TOTAL Street Maintenance	513,158	474,191	458,442	91 00 Engineering Allocation 106,460
				204,280

**City of Snohomish
2011 Budget**

**FUND: 102 Streets
DEPT: 140 Public Works**

Acct: 542 90		PW OPS Administration		
Object Code and Purpose	2010 Budget	2010 Year Est	2011 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	14,838	14,980	11,848	
11 Regular Pay	14,838	14,980	11,848	
12 Overtime Pay	-			
Cost Summary of Significant Changes				
20 Personnel Benefits.....	6,319	6,016	4,702	This division to account for 10% of PW Ops Manager and Assistant Manager (remainder in utilities)
21 Social Security	1,135	1,146	906	
22 Retirement	777	794	628	
23 Health Insurance	2,702	2,654	1,889	
24 Disability Insurance	470	287	229	
26 Uniforms	1,235	1,135	1,050	
Details and Notes				
30 Supplies.....	1,250	1,050	1,000	
31 Operating Supplies	350	250	300	
32 Vehicle Fuel	-			
33 Supplies for Resale	-			
35 Minor Equipment	900	800	700	
39 Other Supplies	-			
40 Services.....	2,980	1,900	2,600	
41 Professional Services	1,880	800	1,500	
42 Communications	600	600	600	
43 Travel and Subsistence	300	300	300	
44 Advertising	-			
45 Equipment Rental	-			
46 Insurance	-			
47 Utility Services (Street Lig	-			
48 Repair and Maintenance	-			
49 Other Services	200	200	200	
50 Intergovtmfl Services.....	-			
60 Capital Outlays.....	-			
70/80 Debt Payments.....	-			
*90 Interfund Transfers.....	-			
TOTAL PW Ops Admin	25,388	23,946	20,150	

**FUND: 401 Water
DEPT: 140 Public Works**

Acct: 534 10		Water Administration		
Object Code and Purpose	2010 Budget	2010 Year Est	2011 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	44,515	44,940	47,113	
11 Regular Pay	44,515	44,940	47,113	
12 Overtime Pay	-			
20 Personnel Benefits.....	21,471	20,088	12,737	
21 Social Security	3,405	3,438	383	
22 Retirement	2,332	2,382	22	This Division for Administration
23 Health Insurance	8,618	7,959	9,097	Includes 30% of PW Ops Manager & Asst. Manager
24 Disability Insurance	1,411	859	935	
25 Unemployment Insurance	2,000	2,000	-	
27 Uniforms	3,705	3,450	2,300	
30 Supplies.....	4,450	4,450	3,500	
31 Operating Supplies	1,750	1,750	1,500	
32 Vehicle Fuel	-			
33 Supplies for Resale	-			
35 Minor Equipment	2,700	2,700	2,000	
39 Other Supplies	-			
40 Services.....	2,640	2,040	2,640	
41 Professional Services	1,140	1,140	1,140	
42 Communications	600	300	600	
43 Travel and Subsistence	300		300	
44 Advertising	-			
45 Equipment Rental	-			
46 Insurance	-			
47 Utility Services	-			
48 Repairs and Maintenance	-			
* 49 Other Services	600	600	600	
50 Intergovtmf Services.....	-			
60 Capital Outlays.....	-			
70/80 Debt Payments.....	-			
90 Interfund Transfers.....	-			
TOTAL Water Administration	73,077	71,518	65,990	

**City of Snohomish
2011 Budget**

**FUND: 401 Water
DEPT: 140 Public Works**

Acct: 534 80		Water Distribution		
Object Code and Purpose	2010 Budget	2010 Year Est	2011 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	204,961	208,288	218,649	
11 Regular Pay	202,961	203,288	209,069	
12 Overtime Pay	2,000	5,000	9,580	
				Cost Summary of Significant Changes
20 Personnel Benefits.....	93,480	84,695	80,684	<i>increases</i>
21 Social Security	15,680	15,934	412	Salaries-step increases/overtime \$13,688
22 Retirement	10,842	11,039	25	
23 Health Insurance	57,061	48,775	68,948	
24 Disability Insurance	6,297	5,347	5,699	<i>Decreases</i>
25 Unemployment Insurance	-	-	2,000	Supplies \$ 42,000
27 Uniforms	3,600	3,600	3,600	
				Details and Notes
30 Supplies.....	320,000	415,000	278,000	
31 Operating Supplies	80,000	108,000	108,000	41 Professional Services
32 Vehicle Fuel	-	-	-	10 Engineering Svcs 2,500
* 33 Supplies for Resale	200,000	270,000	135,000	20 Legal Services 2,050
34 Meters for Resale	30,000	20,000	25,000	
35 Minor Equipment	10,000	17,000	10,000	30 State Audit -
39 Other Supplies	-	-	-	4,550
				49 Other Services
40 Services.....	151,150	114,717	116,450	10 Dues & Sub/Ed & Training 3,800
* 41 Professional Services	4,500	4,417	4,550	20 Education & Training -
42 Communications	12,950	11,600	11,600	30 Miscellaneous Svcs 12,000
43 Travel and Subsistence	2,000	1,000	1,500	40 Water Quality Tests 10,000
44 Advertising	-	-	-	50 Water Quality Program 12,000
45 Equipment Rental	8,000	2,000	5,000	37,800
* 46 Insurance	19,000	19,000	19,000	50 Intergovernmental Services
47 Utility Services	7,000	7,000	7,000	00 Utility Tax/Permit Fees 98,000
48 Repairs and Maintenance	58,000	30,000	30,000	98,000
* 49 Other Services	39,700	39,700	37,800	60 Capital Outlay
				64 Other Improvements 1,000
*50 Intergovtmntl Services.....	92,800	97,800	98,000	90 Interfund Transfers
*60 Capital Outlays.....	2,000	2,000	1,000	91 10 Equip. Rental (501) 110,525
*70/80 Debt Payments.....	-	-	-	91 15 Info. Svcs. (502) 9,758
*90 Interfund Transfers.....	446,117	446,117	431,866	91 00 Financial Svcs. (001) 67,074
				91 10 Engineering Svcs (001) 141,550
				99 00 Equip. Replcmt (472) 44,143
				99 01 Equip Replacement (502) 1,579
				91 05 Admin Svcs 57,237
TOTAL Water Distribution	1,310,508	1,368,617	1,224,649	431,866

**FUND: 401 Water
DEPT: 140 Public Works**

Acct: 534 90		Water Treatment		
Object Code and Purpose	2010 Budget	2010 Year Est	2011 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	125,936	127,860	125,936	
11 Regular Pay	120,936	122,860	120,936	
12 Overtime Pay	5,000	5,000	5,000	
Cost Summary of Significant Changes				
20 Personnel Benefits.....	58,610	57,011	44,226	<i>Increases:</i>
21 Social Security	9,634	9,781	61	Interfund Transfers- \$562,000-Fund Capital Projects
22 Retirement	6,662	6,777	4	
23 Health Insurance	35,920	35,868	39,453	
24 Disability Insurance	4,594	2,785	2,908	
26 Uniforms	1,800	1,800	1,800	
Details and Notes				
<i>Details and Notes</i>				
30 Supplies.....	48,500	48,500	66,200	<i>31 Operating Supplies</i>
* 31 Operating Supplies	35,500	35,500	53,200	10 Chemicals 45,000
32 Vehicle Fuel	-	-	-	20 Supplies 8,200
33 Supplies for Resale	-	-	-	53,200
35 Minor Equipment	13,000	13,000	13,000	<i>41 Professional Services</i>
39 Other Supplies	-	-	-	00 Misc. Services 11,060
				11,060
40 Services.....	80,450	80,280	79,710	<i>49 Other Services</i>
* 41 Professional Services	10,000	10,405	11,060	10 Dues/Subscriptions 150
42 Communications	4,400	4,900	4,000	20 Education/Training 1,500
43 Travel and Subsistence	1,200	1,200	1,000	30 Misc. Services 1,000
44 Advertising	-	-	-	00 Security Improvements -
45 Equipment Rental	3,700	2,700	3,000	2,650
46 Insurance	-	-	-	<i>50 Intergovernmental Services</i>
47 Utility Services	28,000	28,000	28,000	51 00 Water Quality Tests 1,500
48 Repair and Maintenance	30,000	30,000	30,000	
* 49 Other Services	3,150	3,075	2,650	<i>70/80 Debt Payments</i>
*50 Intergovtmntl Services.....	3,000	2,090	1,500	78 00 FmHA 1981 (Prin) 45,000
				83 00 FmHA 1981 (Int) 31,200
60 Capital Outlays.....	-	-	-	76,200
*70/80 Debt Payments.....	76,350	76,350	76,200	<i>90 Interfund Transfers</i>
90 Interfund Transfers.....	125,000	125,000	687,000	34 55 Water Telemetry (432) 237,000
				34 55 No Reservoir Recoating (432) 325,000
				34 55 County PUD Intertie 125,000
				687,000
TOTAL Water Treatment	517,846	517,091	1,080,772	

**City of Snohomish
2011 Budget**

**FUND: 402 Wastewater
DEPT: 140 Public Works**

Acct: 535 10		Wastewater Administration		
Object Code and Purpose	2010 Budget	2010 Year Est	2011 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	44,515	44,940	47,113	
11 Regular Pay	44,515	44,940	47,113	
12 Overtime Pay	-			
20 Personnel Benefits.....	21,493	20,088	18,434	Cost Summary of Significant Changes
21 Social Security	3,405	3,438	3,604	This Division for Administration
22 Retirement	2,355	2,382	2,497	Includes 30% of PW Ops Manager & Asst. Manager
23 Health Insurance	8,617	7,959	9,098	
24 Disability Insurance	1,411	859	935	
25 Unemployment Insurance	2,000	2,000	-	Details and Notes
26 Uniforms	3,705	3,450	2,300	
30 Supplies.....	3,750	3,750	3,050	
31 Operating Supplies	1,050	1,050	1,050	
32 Vehicle Fuel	-			<i>49 Other Services</i>
33 Supplies for Resale	-			10 Dues and subscriptions 300
35 Minor Equipment	2,700	2,700	2,000	20 Education/Training 600
39 Other Supplies	-			
40 Services.....	2,640	2,040	2,940	
41 Professional Services	1,140	1,140	1,140	
42 Communications	600	300	600	
43 Travel and Subsistence	300	-	300	
44 Advertising	-			
45 Equipment Rental	-			
46 Insurance	-			
47 Utility Services	-			
48 Repairs and Maintenance	-			
* 49 Other Services	600	600	900	
50 Intergovtmntl Services.....	-			
60 Capital Outlays.....	-			
70/80 Debt Payments.....	-			
90 Interfund Transfers.....	-			
TOTAL Wastewater Admin	72,398	70,818	71,537	

**FUND: 402 Wastewater
DEPT: 140 Public Works**

Acct: 535 80		Wastewater Collection		
Object Code and Purpose	2010 Budget	2010 Year Est	2011 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	123,288	125,575	126,764	
11 Regular Pay	111,348	115,575	115,074	
12 Overtime Pay	11,940	10,000	11,690	
				Cost Summary of Significant Changes
20 Personnel Benefits.....	51,951	50,537	55,942	<i>Decreases</i>
21 Social Security	9,432	9,606	9,697	Intergovernmental services \$51,250
22 Retirement	6,522	6,655	6,718	
23 Health Insurance	29,661	29,609	32,567	
24 Disability Insurance	4,536	2,774	2,860	<i>Increases</i>
25 Unemployment Insurance	-	-	2,000	
26 Uniforms	1,800	1,893	2,100	
				Details and Notes
30 Supplies.....	25,800	27,800	27,800	41 00 Engineering Services 6,000
31 Operating Supplies	20,800	20,800	20,800	20 Legal Services 2,120
32 Vehicle Fuel	-	-	-	30 State Audit -
33 Supplies for Resale	-	-	-	00 Feasibility Study 56,000
35 Minor Equipment	5,000	7,000	7,000	42 Communications 64,120
39 Other Supplies	-	-	-	00 Communication 3,000
40 Services.....	191,900	161,900	174,020	10 Postage 4,000
* 41 Professional Services	62,000	56,000	64,120	20 Telephone 2,000
* 42 Communications	8,000	9,000	9,000	9,000
43 Travel and Subsistence	1,000	1,000	1,000	49 10 Dues & Subscriptions 400
44 Advertising	-	-	-	20 Education & Training 2,500
45 Equipment Rental	-	-	-	30 Misc Services 5,000
46 Insurance	19,000	19,000	19,000	7,900
47 Utility Services	32,000	28,000	28,000	50 Intergovernmental Services
48 Repair and Maintenance	66,000	45,000	45,000	53 00 Utility Excise Tax 47,750
49 Other Services	3,900	3,900	7,900	47,750
*50 Intergovtmntl Services.....	99,000	45,000	47,750	90 Interfund Transfers
*60 Capital Outlays.....	3,000	-	3,000	91 00 Finance Services (001) 67,792
*70/80 Debt Payments.....	-	-	-	91 10 Engineering Services (001) 169,865
*90 Interfund Transfers.....	311,350	345,656	323,594	91 20 Equipment Rental M/O501 18,175
TOTAL Wastewater Collection	806,288	756,468	758,870	91 00 Information Serv M/O502 10,431
				99 01 Equip Replacement (502) 2,833
				96 00 Equipment Replacement 6,087
				91 05 Admin Svcs 48,411
				323,594

**City of Snohomish
2011 Budget**

**FUND: 402 Wastewater
DEPT: 140 Public Works**

Acct: 535 85		Wastewater Treatment		
Object Code and Purpose	2010 Budget	2010 Year Est	2011 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	169,464	177,735	170,984	
11 Regular Pay	159,464	167,735	164,604	
12 Overtime Pay	10,000	10,000	6,380	
Cost Summary of Significant Changes				
20 Personnel Benefits.....	85,405	83,423	88,448	<i>Increases</i>
21 Social Security	12,964	13,597	13,080	Debt Payments \$ 62,472 PWTFM Payments
22 Retirement	8,965	9,420	9,062	<i>Decreases</i>
23 Health Insurance	53,946	53,910	59,297	Interfund Transfers \$648,000-Sewer Projects Funding
24 Disability Insurance	6,830	3,796	4,309	
26 Uniforms	2,700	2,700	2,700	
Details and Notes				
30 Supplies.....	69,000	131,110	150,000	41 Professional Services
31 Operating Supplies	60,000	111,500	140,000	
32 Vehicle Fuel	-			49 Other Services
33 Supplies for Resale	-			10 Dues/Subscriptions
35 Minor Equipment	9,000	19,610	10,000	20 Education/Training
39 Other Supplies	-			00 Security Improvements
40 Services.....	207,550	168,619	166,300	3,750
41 Professional Services	23,000	33,743	28,000	50 Intergovernmental
42 Communications	3,300	4,000	4,000	51 11 WW Discharge Permit
43 Travel and Subsistence	1,500	1,500	1,500	51 20 Wastewater Testing
44 Advertising	-			53 00 Sewer utility tax
45 Equipment Rental	6,000	6,000	6,000	54,500
46 Insurance	-			70/80 Debt Payments
47 Utility Services	108,500	111,126	113,500	78 00 SRF Loan Principal
48 Repair and Maintenance	61,500	10,000	10,000	78 00 Recd Loan WWTP Principal
* 49 Other Services	3,750	2,250	3,300	78 10 Recd CSO Principal
*50 Intergovtmntl Services.....	22,000	53,000	54,500	78 10 Recd Loan Principal
*60 Capital Outlays.....	3,500	3,500	20,000	78 50 Recd Loan Principal CSO cor
*70/80 Debt Payments.....	937,340	907,595	999,812	83 50 Recd Loan Interest-CSO cons
*90 Interfund Transfers.....	920,000	920,000	272,000	83 10 Recd Loan Interest-WWTP
TOTAL Wastewater Treatment	2,414,259	2,444,982	1,922,044	78 10 Recd Loan Interest CSO ph 1
				83 20 Recd Bond Interest
				999,812

FUND: 404 Storm Water Management
DEPT: 140 Public Works

Acct: 538 31		Stormwater Management- Utilites Drainage		
Object Code and Purpose	2010 Budget	2010 Year Est	2011 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	44,515	44,940	47,113	
11 Regular Pay	44,515	44,940	47,113	
12 Overtime Pay	-			
				Cost Summary of Significant Changes
20 Personnel Benefits.....	19,471	18,088	18,434	<i>Decreases</i>
21 Social Security	3,405	3,438	3,604	Intergov Services-\$6,000
22 Retirement	2,332	2,382	2,497	
23 Health Insurance	8,618	7,959	9,098	
24 Disability Insurance	1,411	859	935	
27 Uniforms	3,705	3,450	2,300	
				Details and Notes
				<i>Details and Notes</i>
30 Supplies.....	3,750	3,750	3,050	50 Intergovernmental
31 Operating Supplies	1,050	1,050	1,050	53 00 Excise Tax
32 Vehicle Fuel	-			
33 Supplies for Resale	-			
35 Minor Equipment	2,700	2,700	2,000	
39 Other Supplies	-			
40 Services.....	2,640	2,040	2,640	
* 41 Professional Services	1,140	1,140	1,140	
42 Communications	600	300	600	
43 Travel and Subsistence	300	-	300	
44 Advertising	-			
45 Equipment Rental	-			
46 Insurance	-			
47 Utility Services	-			
48 Repair and Maintenance	-			
* 49 Other Services	600	600	600	
50 Intergovmtl Services.....	21,500	15,000	15,500	
60 Capital Outlays.....	-			
70/80 Debt Payments.....	-			
*90 Interfund Transfers.....	-			
TOTAL Stormwater Management	91,876	83,818	86,737	

**City of Snohomish
2011 Budget**

FUND: 404 Storm Water Management

DEPT: 140 Public Works

Acct: 542 40		Stormwater Management-Roads Drainage		
Object Code and Purpose	2010 Budget	2010 Year Est	2011 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	97,468	83,651	107,054	
11 Regular Pay	92,028	78,664	95,364	
12 Overtime Pay	5,440	4,987	11,690	
				Cost Summary of Significant Changes
20 Personnel Benefits.....	48,948	32,384	44,047	<i>Increases</i>
21 Social Security	7,456	6,399	8,190	Interfund transfers-\$103,634
22 Retirement	5,156	4,434	5,674	<i>Decreases</i>
23 Health Insurance	29,661	17,146	25,185	Street Sweeping \$27,000
24 Disability Insurance	4,475	2,205	2,798	Details and Notes
27 Uniforms	2,200	2,200	2,200	<u>Details and Notes</u>
30 Supplies.....	19,000	32,000	32,000	<i>41 Professional Services</i>
31 Operating Supplies	12,000	25,000	25,000	00 Other Prof. Services 8,000
32 Vehicle Fuel	-	-	-	10 Engineering Services 5,000
33 Supplies for Resale	-	-	-	20 Street Sweeping -
35 Minor Equipment	7,000	7,000	7,000	30 Legal Services 1,060
39 Other Supplies	-	-	-	14,060
40 Services.....	103,700	47,230	46,360	<i>49 Miscellaneous</i>
* 41 Professional Services	48,500	15,780	14,060	20 Education/Training 2,000
42 Communications	5,300	4,550	5,000	30 Misc. Services 1,000
43 Travel and Subsistence	1,000	1,000	1,000	40 Water Quality Sampling-DOE Per 8,500
44 Advertising	-	-	-	50 Operating Permit 2,800
45 Equipment Rental	2,000	2,000	2,000	14,300
46 Insurance	-	-	-	<i>50 Intergovernmental</i>
47 Utility Services	-	-	-	51 10 County Swale Maint. 45,000
48 Repair and Maintenance	33,000	10,000	10,000	45,000
* 49 Other Services	13,900	13,900	14,300	<i>90 Interfund Transfers</i>
50 Intergovmtl Services.....	42,000	206,000	148,400	91 03 Blackmans Lake O.C.(432) 243,000
60 Capital Outlays.....	5,670	5,670	5,670	91 00 Finance Services (001) 56,232
70/80 Debt Payments.....	-	-	-	91 05 Admin Services 25,210
*90 Interfund Transfers.....	443,428	320,428	547,062	91 10 Engineering Services (001) 82,116
TOTAL Stormwater Management	760,214	727,363	930,593	91 30 Special Labor Services 94,915
				99 02 Equip Replacement (472) 40,872
				91 15 Information Services (502) 3,701
				99 01 Equip Replacement (502) 1,016
				547,062

FUND: 501 City Shop
DEPT: 140 Support Services

Acct: 548 40		City Shop Operations		
Object Code and Purpose	2010 Budget	2010 Year Est	2011 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	138,720	139,991	137,290	City Shop is operating within the organization of the Public Works Department. In prior years, the Shop was a part of the Support Services Dept.
11 Regular Pay	137,720	138,991	136,290	
12 Overtime Pay	1,000	1,000	1,000	
				Cost Summary of Significant Changes
20 Personnel Benefits.....	64,843	62,113	66,398	<i>Increases</i>
21 Social Security	10,612	10,709	10,503	\$10,000 Vehicle Fuel
22 Retirement	7,338	7,420	7,276	
23 Health Insurance	40,216	39,324	43,803	
24 Disability Insurance	5,077	3,060	3,216	
26 Uniforms	1,600	1,600	1,600	
				Details and Notes
30 Supplies.....	180,700	170,200	180,200	<i>31 Operating Supplies</i>
* 31 Operating Supplies	40,200	39,700	39,700	00 Office Supplies 2,000
32 Vehicle Fuel	135,000	125,000	135,000	10 Fleet Supplies 34,500
33 Supplies for Resale	-	-	-	20 Oil/Lubricants 3,200
35 Minor Equipment	5,500	5,500	5,500	
39 Other Supplies	-	-	-	
				<i>42 Communications</i>
40 Services.....	75,300	70,750	73,000	00 Communication 500
* 41 Professional Services	-	-	-	10 Postage 1,000
* 42 Communications	6,000	1,750	4,000	20 Telephone 2,500
43 Travel and Subsistence	800	500	500	
44 Advertising	-	-	-	
45 Equipment Rental	1,000	1,000	1,000	<i>49 Other Services</i>
46 Insurance	-	-	-	00 Misc. Services 1,000
47 Utility Services	35,000	35,000	35,000	10 Dues/Subscriptions -
48 Repair and Maintenance	30,000	30,000	30,000	20 Education/Training 1,500
* 49 Other Services	2,500	2,500	2,500	
				<i>90 Interfund Transfers</i>
50 Intergovtmf Services.....	-	-	-	91 15 Info. Svcs. (502) 7,620
60 Capital Outlays.....	-	517	517	99 00 Equipment Replace (505) 9,121
70/80 Debt Payments.....	-	-	-	99 10 Equipment Replace (502) 3,204
*90 Interfund Transfers.....	17,089	17,089	19,945	
TOTAL City Shop Operations	476,652	460,660	477,350	19,945

PART 3

2011 BUDGET

NON-OPERATING FUNDS

**CITY OF SNOHOMISH
2011 Budget**

Park Impact Fee Fund (104)

Governmental	Special Revenue
	<u>Expenditures</u> <u>Revenues</u>
2010 Budget	0 40,800
2011 Budget	0 250

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

<u>Revenues</u>	
Beginning Fund Balance	167,445
Park Impact Fees	0
Interest Income	250

<u>Expenditures</u>	
Ending Fund Balance	167,695

Employee Optional Payout Fund (106)

Governmental	Special Revenue
	<u>Expenditures</u> <u>Revenues</u>
2010 Budget	0 400
2011 Budget	0 100

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

<u>Revenues</u>	
Beginning Fund Balance	3,407
Interest Income	100

<u>Expenditures</u>	
Ending Fund Balance	3,507

Visitor Promotion Fund (107)

Governmental	Special Revenue
	<u>Expenditures</u> <u>Revenues</u>
2010 Budget	11,150 8,100
2011 Budget	10,200 5,530

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

<u>Revenues</u>	
Beginning Fund Balance	11,570
Hotel/Motel Taxes	5,500
Interest Income	30

<u>Expenditures</u>	
Community Events	9,000
Snohomish Tomorrow Dues	1,200
Ending Fund Balance	6,900

Parking Business Impr. Area Fund (108)

Governmental	Special Revenue
	<u>Expenditures</u> <u>Revenues</u>
2010 Budget	23,000 23,700
2011 Budget	50,000 23,100

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

<u>Revenues</u>	
Beginning Fund Balance	66,695
Assessments	23,000
Interest Income	100

<u>Expenditures</u>	
Services for the PBIA	50,000
Ending Fund Balance	39,795

CITY OF SNOHOMISH
2011 Budget

Real Property Reserve Fund (110)

Governmental	Special Revenue	
	<u>Expenditures</u>	<u>Revenues</u>
2010 Budget	150,000	500
2011 Budget	0	125

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

Revenues

Beginning Fund Balance	37,633
Interest Income	125

Expenditures

Ending Fund Balance	37,758
---------------------	--------

Police Operational Reserves Fund (113)

Governmental	Special Revenue	
	<u>Expenditures</u>	<u>Revenues</u>
2010 Budget	6,602	100
2011 Budget	5,000	60

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

Revenues

Beginning Fund Balance	41,202
Interest Income	60

Expenditures

Operating Supplies	5,000
Ending Fund Balance	36,262

Real Estate Excise Tax Res. Fund (117)

Governmental	Special Revenue	
	<u>Expenditures</u>	<u>Revenues</u>
2010 Budget	0	120,100
2011 Budget	148,000	126,180

The Real Estate Excise Tax Reserve Fund accounts for the proceeds from Real Estate Excise Taxes (REET). The City of Snohomish levies by quarters authorized by R.C.W. Uses are restricted to certain municipal capital projects. Fund resources are received from beginning fund balance, Excise Tax Collections, and interest income. Uses are in the form of operating transfers to one of the capital project funds.

Revenues

Beginning Fund Balance	237,708
REET	126,000
Interest Income	180

Expenditures

Transfer to Fund 310	90,000
Transfer to Fund 311	58,000
Ending Fund Balance	215,888

Municipal Capital Reserve Fund (118)

Governmental	Special Revenue	
	<u>Expenditures</u>	<u>Revenues</u>
2010 Budget	25,000	50
2011 Budget	0	0

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

Revenues

Beginning Fund Balance	5,008
------------------------	-------

Expenditures

Ending Fund Balance	5,008
---------------------	-------

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

Governmental	<u>Expenditures</u>	<u>Revenues</u>
2010 Budget	110,000	200,500
2011 Budget		37,200

The Street Impact Fee Reserve Fund reserves monies for future traffic improvements outlined in the City's transportation plan. Fund resources are received in the form of impact fees relating to trip generation. Fund Resources are restricted in use to those street projects listed in the transportation plan.

<u>Revenues</u>		
Beginning Fund Balance		147,614
Street Impact Fees		37,000
Interest Income		200

<u>Expenditures</u>		
Ending Fund Balance		184,814

Harbor Improvement Fund (174)

Governmental	<u>Expenditures</u>	<u>Revenues</u>
2010 Budget	0	15
2011 Budget	0	0

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

<u>Revenues</u>		
Beginning Fund Balance		2,782
Interest Income		0

<u>Expenditures</u>		
Ending Fund Balance		2,782

Debt Service Fund (205)

Governmental	<u>Expenditures</u>	<u>Revenues</u>
2010 Budget	147,698	147,698
2011 Budget	170,629	170,428

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

<u>Revenues</u>		
Beginning Fund Balance		2,254
Property Taxes		56,678
Transfers- General Fund		113,750

<u>Expenditures</u>		
Debt Service – Principal		108,576
Debt Service – Interest		61,853
Debt Service – Fees		200
Ending Fund Balance		2,840

LID Guarantee Fund (206)

Governmental	<u>Expenditures</u>	<u>Revenues</u>
2010 Budget	0	0
2011 Budget	0	0

The LID Guarantee Fund reserves funds as a guarantee to bond holders for outstanding Local Improvement District (L.I.D.) bonds. Resources are received in the form of beginning fund balance, bond proceeds – reserved, and interest income. Uses are restricted by R.C.W. and bond covenants to a percentage of outstanding LID bonds.

<u>Revenues</u>		
Beginning Fund Balance		9,599

<u>Expenditures</u>		
Ending Fund Balance		9,599

CITY OF SNOHOMISH
2011 Budget

Outstanding General Obligation Debt
as of December 31, 2010

1995 General Obligation Bonds 200,000
Maturity Date June 2014
Interest Rate 4.3 – 5.85%
Purpose Fire Station and Fire Apparatus

Snohomish Rivertrail/800MHz 745,000
Maturity Date 2025
Interest Rate 4.80% - 5.00%
Purpose: Would provide the City’s match for the Snohomish Rivertrail Project and radios and other equipment required to convert the City’s public safety radio system from VHF to the County’s 800 MHz system.

Schedule of Impact Fee Collections
as of December 31, 2010

Park Impact Fee Reserve Fund Fund 104

Total Fees Collected by Year
2007 \$ 28,758
2008 \$ 77,092
2009 \$ 35,109
2010 \$ 22,659

Total Fees Expended by Year
2007 \$0
2008 \$0
2009 \$0
2010 \$0

Remaining Fee Available for Use \$ 163,618

Street Impact Fee Reserve Fund Fund 125

Total Fund Balance by Year

	Received	Fund Balance
2005 (Refund 2011)	14,362	0
2006 (Refund 2012)	45,504	0
2007 (Refund 2013)	338,795	0
2008 (Refund 2014)	163,186	62,847
2009 (Refund 2015)	80,451	80,451
2010 (Refund 2016)	0	0
Totals	642,298	143,298

Total Fees Expended by Year
2007 \$185,000
2008 \$193,000
2009 \$ 11,000
2010 \$110,000

Remaining Fee Available for Use \$143,298

**CITY OF SNOHOMISH
2011 Budget**

Rivertrail Construction Fund (303)

Governmental	Capital Project Fund	
	<u>Expenditures</u>	<u>Revenues</u>
2010 Budget	0	500
2011 Budget	55,800	60

The Rivertrail Construction Fund accounts for the acquisition and construction of the Snohomish River Trail. Fund resources are a combination of grants and \$760,000 of councilmanic general obligation bonds.

Revenues

Beginning Fund Balance	55,847
Interest Income	60

Expenditures

Rivertrail Signage	25,000
Transfer 310 Cent. Trail	30,800
Ending Fund Balance	107

Municipal Capital Project Fund (310)

Governmental	Capital Project Fund	
	<u>Expenditures</u>	<u>Revenues</u>
2010 Budget	180,000	115,000
2011 Budget	1,030,600	1,030,800

The Municipal Capital Project Fund accounts for the acquisition, construction and improvement to major City infrastructure. Fund resources are received from beginning fund balance, grants, donations, interest income and operating transfers from the City's various reserve funds. A detailed list of projects over the next five years, and their respective revenue sources is presented within the 2010 Capital Improvement Plan (CIP) in the appendix section.

Revenues

Beginning Fund Balance	45,770
Grants	900,000
Transfer-Fund 117	90,000
-Fund 303	30,800
-Fund 604	10,000

Municipal Capital Project Fund (310)
(cont)

<u>Expenditures (Projects)</u>	
Misc Projects (see Appendix)	130,600
Centennial Trail Design	900,000
Ending Fund Balance	45,970

Street Capital Project Fund (311)

Governmental	Capital Project Fund	
	<u>Expenditures</u>	<u>Revenues</u>
2010 Budget	345,000	196,000
2011 Budget	315,000	326,986

The Street Capital Project Fund accounts for the acquisition, construction and improvement to major City street infrastructure. Fund resources are received from beginning fund balance, grants, interest income and operating transfers from the City's various reserve funds. A detailed list of projects over the next five years, and their respective revenue sources is presented within the 2010 Capital Improvement Plan (CIP) in the appendix section.

Revenues

Beginning Fund Balance	4,827
Grants	268,986
Transfers- Fund 117	58,000

Expenditures

Citywide Sidewalk Upgrade	100,000
2 nd & Lincoln Signal Design	170,000
Pavement Condition Study	35,000
4 th St Retaining wall	10,000

Ending Fund Balance	16,813
---------------------	--------

CITY OF SNOHOMISH
2011 Budget

Solid Waste Fund (403)

Proprietary Fund Type	Enterprise Fund
<u>Expenditures</u>	<u>Revenues</u>
2010 Budget	1,679,273
2011 Budget	1,715,038
	1,737,200

The Solid Waste Fund accounts for activities of solid waste and recycling collection. Fund resources are received from Beginning Fund Balance, Charges for Service, and interest income. The City currently contracts with Lynnwood Disposal for solid waste and recycling services. The City's contract with Lynnwood Disposal expired in March of 2009. However, the contract provides for an extension upon agreement by both parties and the contract has been extended to March of 2011.

Revenues

Beginning Fund Balance	7,233
Charges for Service, Solid Waste	1,262,000
Charges for Service, Recycling	475,000
Interest Income	200

Expenditures

Professional Services, Recycling	398,200
Professional Services, Solid Waste	1,180,400
State Excise Taxes	78,600
Postage	3,800
Transfer	54,038
Ending Fund Balance	29,395

Utility Capital Projects Fund (432)

Proprietary Fund Type	Enterprise Fund
<u>Expenditures</u>	<u>Revenues</u>
2010 Budget	8,052,000
2011 Budget	5,262,000
	5,325,172

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

Utility Capital Projects Fund (cont.)

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

Revenues

Beginning Fund Balance	794,775
PWTF Loan	600,000
FEMA Grant	928,172
STAG Grant	485,000
DOE Clean Water Grant	1,825,000
Dept of Fish/Wildlife Grant	285,000
Transfer-Blackmans LOC	123,000
Transfer-Stoneridge Outfall	120,000
Transfer- Collection Scada	272,000
Transfer- Telemetry System	237,000
Transfer- County PUD Intertie	125,000
Transfer- N Zone Res Cover	325,000

Expenditures

Water System Comp. Plan	5,000
Telemetry System Upgrade	237,000
County PUD Inertie	125,000
N Zone Reservoir Recoat	325,000
TDR Pilchuck District	<u>100,000</u>
Total Water	792,000

Combined Sewer Overflow PH1	2,040,000
Swr Force Main to Evt PH1	730,000
Sewer Impr. Flood proof/gen.	200,000
Collection Scadia Upgrade	272,000
Integrated Media	<u>700,000</u>
Total Wastewater	3,942,000

Blackmans Lake Outlet Control	123,000
Stoneridge Outfall Replacement	120,000
Dam Removal Feasibility	<u>285,000</u>
Total Storm Water	528,000

Ending Fund Balance	857,947
---------------------	---------

**CITY OF SNOHOMISH
2011 Budget**

Trunkline Construction (433)

Proprietary Fund Type	Enterprise Fund	
	<u>Expenditures</u>	<u>Revenues</u>
2010 Budget	540,164	495,000
2011 Budget	536,236	536,300

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

Revenues

Beginning Fund Balance	4,437
Special Project Dev. Fees	66,300
Interfund Loan Proceeds	470,000

Expenditures

PWTF Loan Principal	490,706
PWTF Loan Interest	34,905
Interfund Loan Interest	10,625
Ending Fund Balance	4,501

Utility Bond Reserve Fund (451)

Proprietary Fund Type	Enterprise Fund	
	<u>Expenditures</u>	<u>Revenues</u>
2010 Budget	10,000	10,000
2011 Budget	9,900	9,900

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

Revenues

Beginning Fund Balance	982,603
Interest Income	9,900

Expenditures

Transfer – Rate Reserve Fund	9,900
Ending Fund Balance	982,603

Utility Rate Reserve Fund (452)

Proprietary Fund Type	Enterprise Fund	
	<u>Expenditures</u>	<u>Revenues</u>
2010 Budget	0	10,000
2011 Budget	0	9,900

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

Revenues

Beginning Fund Balance	225,723
Transfer – Bond Reserves	9,900

Expenditures

Ending Fund Balance	235,623
---------------------	---------

Utility Connection Reserve Fund (471)

Proprietary Fund Type	Enterprise Fund	
	<u>Expenditures</u>	<u>Revenues</u>
2010 Budget	395,000	42,000
2011 Budget	470,000	120,625

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

Revenues

Beginning Fund Balance	728,460
Connection Fees, Water	32,900
Connection Fees, Wastewater	77,100
Interest Incomes	10,625

Expenditures

Interfund loan	470,000
Ending Fund Balance	379,085

CITY OF SNOHOMISH
2011 Budget

Utility Equipment Replacement Fund (472)

Proprietary Fund Type	Enterprise Fund
<u>Expenditures</u>	<u>Revenues</u>
2010 Budget	284,000
2011 Budget	275,000
	88,855
	91,102

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

Revenues

Beginning Fund Balance	384,041
Transfers, Water	44,143
Transfers, Wastewater	6,087
Transfer, Storm Water	40,872

Expenditures

Transfer	240,000
Machinery & Equip	35,000
Ending Fund Balance	200,143

Utility System Replacement Fund (473)

Proprietary Fund Type	Enterprise Fund
<u>Expenditures</u>	<u>Revenues</u>
2010 Budget	0
2011 Budget	0
	23,000
	80,800

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

Revenues

Beginning Fund Balance	420,395
Capital Facility Fees – Water	29,400
Capital Facility Fees -Wastewater	51,400

Utility System Replacement Fund (473)
Continued

Expenditures

Ending Fund Balance	501,195
---------------------	---------

Bio-Solid Reserve Fund (474)

Proprietary Fund Type	Enterprise Fund
<u>Expenditures</u>	<u>Revenues</u>
2010 Budget	0
2011 Budget	0
	400
	0

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

Revenues

Beginning Fund Balance	82,027
------------------------	--------

Expenditures

Ending Fund Balance	82,027
---------------------	--------

**CITY OF SNOHOMISH
2011 Budget**

**Outstanding Revenue Debt
as of December 31, 2010**

The City of Snohomish has received approval for three PWTF loans for the Trunkline Project totaling \$14,934,300. The City does not anticipate drawing on these loans in 2011.

1981 Federal Home Loan 624,000
Maturity Date December 2021
Interest Rate 5.00%
Purpose Water Tank Construction

2003 PWTF (\$1,000,000 Appr.) 661,184	
Maturity Date	2022
Interest Rate	0.5%
Purpose	Trunk Line Design

1994 State Revolving Fund Loan 3,035,709
Maturity Date June 2016
Interest Rate 0%
Purpose WWTP Construction

2004 PWTF (\$6,934,300 Appr.) 5,066,905	
Maturity Date	2024
Interest Rate	0.5%
Purpose	Trunk Line Construction

1996 RECD Loan 832,226
Maturity Date October 2036
Interest Rate 5.125%
Purpose WWTP Construction

2006 PWTF (\$7,000,000 Appr.) 1,252,632	
Maturity Date	2027
Interest Rate	0.5%
Purpose	Trunk Line Construction

2007 Public Works Trust Fund 276,250
Maturity Date July 2012
Interest Rate ½ %
Purpose Design CSO Improvements

2007 Public Works Trust Fund 265,417
Maturity Date July 2012
Interest Rate ½ %
Purpose Design WWTP Upgrade

2008 Public Works Trust Fund 1,578,947
Maturity Date July 2027
Interest Rate ½ %
Purpose CSO Improve Construct

2009 Public Works Trust Fund 100,000
Maturity Date July 2015
Interest Rate 0 %
Purpose Comp Water System Plan

CITY OF SNOHOMISH
2011 Budget

Self-Insurance Fund (503)

Proprietary Fund Type	Internal Service	
	<u>Expenditures</u>	<u>Revenues</u>
2010 Budget	6,000	0
2011 Budget	4,000	4,000

The Self Insurance Fund accounts for the City's cost of Washington State unemployment benefits. The unemployment charges are budgeted for 2011 at .8% on a maximum salary base of \$31,400. Fund resources are received from beginning fund balance, Charges for Service (rates), interest income, and transfers.

Revenues

Beginning Fund Balance	4,315
Interest Income	4,000

Expenditures

Unemployment Expense	4,000
Ending Fund Balance	4,315

Equipment Replacement Fund (505)

Proprietary Fund Type	Internal Service	
	<u>Expenditures</u>	<u>Revenues</u>
2010 Budget	214,000	153,853
2011 Budget	399,000	10,200

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

Revenues

Beginning Fund Balance	558,375
Replacement Charges	10,200

Expenditures

Transfers	297,000
Equipment Replacement Purchases	102,000
Ending Fund Balance	169,575

Miller Library Trust Fund (602)

Fiduciary Fund Type	Trust	
	<u>Expenditures</u>	<u>Revenues</u>
2010 Budget	0	40
2011 Budget	0	10

The Miller Library Trust Fund accounts for monies bequeathed from the Miller family. Fund resources are received from beginning fund balance, and interest income. The trust restricts use to the purchase of books for the Snohomish Library. Prior to 1997, trust assets were held on deposit at Everett Mutual Savings bank. In 1997, to increase interest earnings, the City Treasurer transferred trust assets to the Washington State Investment Pool.

Revenues

Beginning Fund Balance	5,750
Interest Income	10

Expenditures

Ending Fund Balance	5,760
---------------------	-------

Senior Center Trust Fund (603)

Fiduciary Fund Type	Trust	
	<u>Expenditures</u>	<u>Revenues</u>
2010 Budget	0	5
2011 Budget	0	5

The Snohomish Senior Center Remodel Trust Fund accounts for monies donated by the community for the remodel, enhancement, and decertification of property for the Snohomish Senior Center. Fund resources are received from beginning fund balance, interest income, and community donations. Fund proceeds will be used to match against grant dollars and other resources.

Revenues

Beginning Fund Balance	667
Interest Income	5

Expenditures

Ending Fund Balance	672
---------------------	-----

Carnegie Restoration Trust
Fund (604)

Fiduciary Fund Type	<u>Expenditures</u>	<u>Revenues</u>	Trust
2010 Budget	0	11,500	
2011 Budget	10,000	11,050	

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

Revenues

Beginning Fund Balance	76,260
Lease and Rentals	11,000
Interest Income	50

Expenditures

Transfer-Fund 310	10,000
Ending Fund Balance	77,310

The Gateway
Trust Fund (605)

Fiduciary Fund Type	<u>Expenditures</u>	<u>Revenues</u>	Trust
2010 Budget	0	5	
2011 Budget	0	0	

The Gateway Trust Fund accounts for monies donated by the community for design and development of entryway gateways for the City of Snohomish. Fund proceeds will be used to match against grant dollars and other resources for the development of entryway gateways.

Revenues

Beginning Fund Balance	875
------------------------	-----

Expenditures

Ending Fund Balance	875
---------------------	-----

Urban Growth Area Expansion
Trust Fund (621)

Fiduciary Fund Type	<u>Expenditures</u>	<u>Revenues</u>	Trust
2010 Budget	50,000	50,000	
2011 Budget	0	0	

The Urban Growth Area Expansion Trust Fund accounts for monies contributed by the SR9/US2 LLC to study UGA expansion north of the existing City UGA, north of US-2 and along SR-9.

Revenues

Beginning Fund Balance	1,820
Contributions	0

Expenditures

UGA Expansion Study	0
Ending Fund Balance	1,820
