

# City of Snohomish

## 2012 Recommended Budget



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**City of Snohomish  
2012 Budget**

**Date:** September 30, 2011  
**To:** Snohomish City Council and Citizens  
**From:** Larry Bauman, City Manager  
**Subject:** **Transmittal Memo for the Recommended 2012 Budget**

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With this memo I transmit to the City Council and citizens of the City of Snohomish the City Manager's Recommended 2012 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 2012.

The Recommended 2012 Budget continues the increasingly austere budgeting approach initiated in late 2008 by the City Council to adjust 2009 budget 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, 2010 and 2011 and have impacted the City's operational budgets 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 2011, the Recommended Budget projects a relatively flat revenue stream for the General Fund in 2012. 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 2012 must be planned to be paid with revenues essentially no higher than received in 2011.

The recommendations for 2012 budget changes include some fundamental reconsiderations of not simply what level of services the City can afford but how those services are delivered. In searching for more cost-effective methods to deliver services, the City's staff has considered a variety of options that had not previously been employed. The objectives of maintaining basic services at lower costs have led the City's budget process down new paths, some of which are unavoidably controversial. However, new ideas and changing perspectives concerning how municipal services may be provided are results of the difficult economic conditions in which both local government and its citizens now exist. The Recommended 2012 Budget includes new approaches to governmental services that will inevitably find both acceptance and resistance within the community.

The national economic recession that began in late 2008 has continued to suppress revenue growth. The recession's local impacts of limiting economic activity at the local level is the most troubling and difficult condition in which the City budgets have been developed during 2009, 2010, 2011 and now, as proposed for 2012. As revenues have remained flat, previous budget years during this recession saw relatively low or nonexistent inflation. However, while inflationary trends had remained low in previous years, 2011 began to see inflation begin to again be a significant economic influence that squeezes the City's budget from the expenditure side of the financial equation used to project how operational and capital costs will affect local government during the next year. The Consumer Price Index (CPI) reported for our region in June 2011 showed an inflation rate of 3.2%. Combined, these trends translate into a need for

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deeper cost reductions for General Fund supported services—police, planning, financial management, administration, economic development and maintenance divisions for parks, facilities and streets. The fact that the pressures for greater cost reductions for these services comes after three full years of recession-reactive budget cutbacks means the process of maintaining basic services with existing strategies for operations becomes increasingly problematic. It is this dynamic that requires the City to consider reductions during 2012.

General Fund revenues originally projected at nearly \$7.17 million for the 2011 Budget are projected for 2012 to be about \$7.12 million. The flatness in revenue growth, coupled with the pressure of increasing expenditures noted above, 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, 2010 and 2011, the work to make further reductions for 2012 becomes virtually impossible without impacting basic community services in some form.

While it is not officially a part of the City's annual budget, a bright spot on the revenue horizon is new funding for the community's transportation (primarily street maintenance) services. This resulted from voter approval on the 2011 August primary ballot of a measure that will fund the newly created Snohomish Transportation Benefit District (TBD). The City Council formed the TBD in late 2010 and placed a ballot measure before the voters that proposed a two-tenths of one percent increase in the local sales tax rate to pay for street maintenance and two intersection improvement projects. Voters approved the measure by 58 percent to 42 percent, and the TBD revenues, estimated at \$660,000 per year, will be received by the City beginning in March 2012. Although the TBD is officially a separate governmental district (whose borders are identical with the City's borders), the City staff serves as staff for the TBD as well. Streets maintenance projects funded by this measure are expected to begin in the summer of 2012 with partial year funding.

The budget recommendations in this document are based upon assessments of how the City may meet the highest priority needs expressed by the community, the City Council and the City staff organization. Reflected prominently within the Recommended Budget are the goals and budget priorities that the City Council began establishing at its May 10, 2011, retreat and completed at the follow-up retreat on September 13, 2011. Further information has been sought from the community in the form of a citizens' budget survey that was completed at the end of June 2011. The priorities included in this budget were established from careful consideration of a variety of inputs that include the City Council's 2012 Goals, staff recommendations and many competing demands on the limited resources available to meet the City's mission of providing local government services. The City's 2006 strategic planning process continues to have a major impact in fashioning the priorities of this budget, and the performance of the City in meeting these strategic goals is tracked and reported twice a year.

Many hands have touched this budget process: I extend my appreciation to the City Council and to our City management staff for diligently working to select the best options to meet community needs while scaling back the overall costs of government. Through this process, the Council has continually sought to enact budget changes that respond to current economic conditions and still provide essential services to the community. 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 proposed budget is the document on which citizens will make comment during the 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, 2012. Our City budget is a living document, however, that must remain flexible and adjust as revenue and expenditure changes 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 spent for City services.

### **2012 Council Strategic Budget Priorities and Annual Goals**

On September 13, 2011, the City Council met to review financial and programmatic and service demand information, discuss strategic action recommendations, to set its annual goals and to confirm budget priorities for 2012. Revenue projections and reports of the progress made on meeting the Council's 2011 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 2012's budget priorities and annual goals. Essentially, the Budget is the primary implementation tool for the Imagine Snohomish goals and action strategies. For 2012, the City Council has developed a list of goals focused on achieving results primarily with existing staff. The City Council's 2012 Goals can be found at the end of this transmittal message.

Unlike the previous three years of the current recession, this year's budget recommendations include revisions to the levels of service and the delivery methods of basic services provided by the City. Among the most notable of these revisions to services are proposals to contract with the Snohomish County Sheriff's Office for law enforcement services and to eliminate the City's Planning Director position.

### **Issues Affecting the 2012 Budget**

The most significant influence on the 2012 budget is the national economic recession we have experienced beginning in late 2008. 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 through 2011, resulting in a series of annual 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 \$2.4 million based on the expenditures being proposed by staff for 2012. These reductions have included a variety of measures including elimination of vacant employee positions, increased employee contributions for medical insurance, line item reductions in nearly every expenditure category as well as the elimination of staff positions.

As a result of the most current revenue trends, and in order to remain conservative in our budgeting, staff now projects essentially no significant growth in sales tax during 2012 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 financial and 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

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tax revenue typically shrinks annually as a proportion of total City revenues. Many citizens within the community may find this result confusing due to the fact that their individual property tax bills often continue to increase. These increases of the individual property tax bill, however, have been due to a variety of other factors that include local voter-approved levies for other public agencies.

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 2012 our insurance pool projects a 10.5 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 2012 will be dependent on the outcome of collective bargaining. New labor agreements were continuing to be negotiated in late 2011.

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 2012 cannot be calculated at this time. However, legislative decisions during the next session beginning in January 2012 will be closely monitored for any impacts that would require adjustments by the City Council in 2012.

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.

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However, a few key proposed staffing reductions and other key proposed changes deserve special attention and explanation. These are:

- Employer paid benefit plans would be modified to reduce costs by more than \$154,000 by requiring employees to choose either to subscribe to a lower-cost plan or pay out of pocket for the higher costs of their existing medical insurance plan;
- The Planning Department staffing would be further reduced by scaling back the Building Official/Fire Marshall's hours to 80 percent of full time, and the Planning Director's position would be eliminated (thereby removing the City's capacity for long-range planning in 2012);
- Eliminating the half-time Graphic Information System (GIS) technician and reducing General Fund costs of one Project Engineer in the Engineering Division of the Public Works Department;
- Eliminating one clerical position by combining the duties of a Clerk-Typist and Receptionist to serve both the Support Services Department and the City Clerk's Office;
- Contracting with the Snohomish County Sheriff's Office for law enforcement services—this would result in the same number of officers assigned to patrol and detective duties, with savings of approximately \$378,000 in 2012 accomplished largely by reducing administrative costs;
- Two of the City's maintenance workers—for the Parks and Facilities and Streets Divisions—would be funded for the first time by revenues derived from Real Estate Excise Taxes (REET), a temporary funding option that would expire in 2016 as enacted by the state legislature in 2011.

Other changes in the departmental budgets reflect resources needed to implement essential programs and City Council Goals as developed at the September 13, 2011, Planning and Budget Retreat. The budget increases, where significant, are highlighted below. The key changes proposed as part of this year's Budget are listed below under **Explanation of 2012 Changes**.

**2012 Operating Fund Changes**

**Explanation of 2012 Changes:**

To show in a summary form the major changes occurring in the 2012 Budget in comparison to 2011, the following table is provided that tracks major departmental budget changes proposed for 2012.

<b><i>Department</i></b>	<b><i>Description of Significant Changes</i></b>	<b><i>Amount</i></b>
City Council	A \$44,000 decrease in budgeted legal services for 2012. and a \$1,000 increase for training.	(\$43,000) Decrease
Executive	There is an overall increase of \$408,700 in budgeted expenditures consisting of a \$330,000 transfer for the operations of the Street Fund, a \$31,000 increase in transfer to the Internal Service Funds for operations and equipment replacements, a \$62,750 increase for property and liability insurance which is partially offset by allocating costs to the operating funds outside of the General Fund and a \$28,200	\$408,700

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	decrease in salary and benefit costs for the shared position with the Support Services Department.	
Planning & Development	The departmental decrease of \$62,700 consists of a decrease of \$121,000 in wages and benefits for the elimination of the Director position and the decrease in the building inspector to a 0.8fte. There is an increase of \$52,000 in transfers to the Internal Service Funds for operations and equipment replacements and an increase in professional services of \$5,000.	(\$62,700) Decrease
Public Works-	The Public Works Department is comprised of several departments and funds. Budgetary changes are discussed separately as follows:	
General Fund	\$93,500 decrease in personnel costs.\$16,000 decrease in utility costs,\$10,000 decrease in land improvement related expenditures. \$165,400 increase in transfer to the Internal Service Funds for operations and equipment replacements	\$44,500
Street Fund	\$11,000 increase in personnel costs primarily for manager. \$30,000 increase in transfers for allocated expenditures and to the Internal Service Funds for operations and equipment \$5,000 increase in professional services	\$46,600
Water Utility	Decreased personnel costs of \$24,750, increase for interfund charges of \$93,500, increase of \$65,000 for purchase of water for resale. Interfund transfers for capital projects decreased \$632,000.	(\$487,200) Decrease
Wastewater Utility	Personnel costs decrease \$103,700, supplies increase \$112,500, Professional services increase \$110,976. Interfund services increase by \$48,600, Utility costs increase by \$59,000,debt costs will increase \$77,300. Transfers to fund capital projects are increasing by \$241,000.	\$545,500
Stormwater Utility	Personnel costs decrease \$20,500 with an increase in professional services of \$30,000. Interfund services increase by \$134,500. Intergovernmental service charges decrease by \$103,400, Capital projects funding is decreasing by \$243,000	(\$208,000) Decrease
City Shop	Personnel costs decrease \$9,500, fuel and repair costs will increase \$15,000 and interfund costs increase \$31,400.	\$36,900

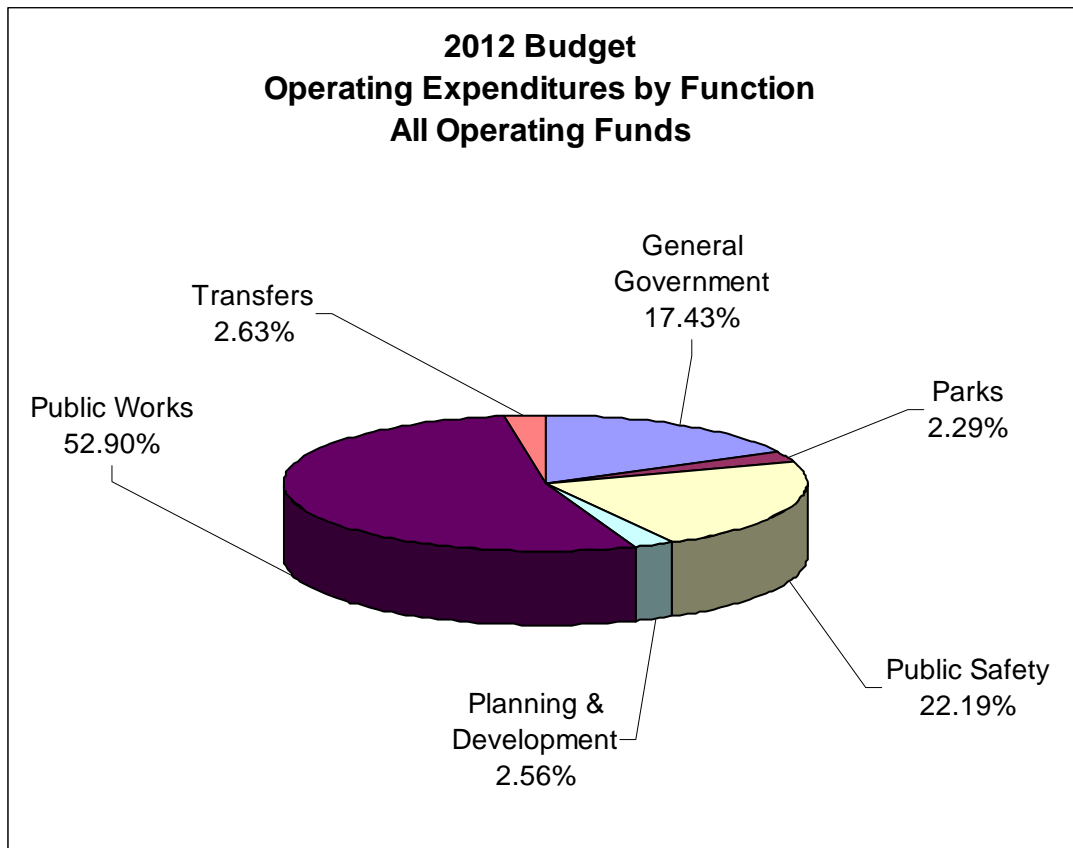
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**Law Enforcement** Services are budgeted as provided by Snohomish County Sheriff \$2.57million. Certain City costs for criminal justice, regional interagency costs and administration will continue-\$1.0 million. There are extraordinary one-time expenditures for cash out of leave banks for the department which are offset entirely by transfers to the General Fund from reserves accumulated for the Police Department and salary and benefit costs which carry-over from the last six days of the calendar year. These costs do not recur-\$250,000. The Police Department, if retained by the City, was projected to have a budget of \$4.04 million in 2012.

**Support Services:**

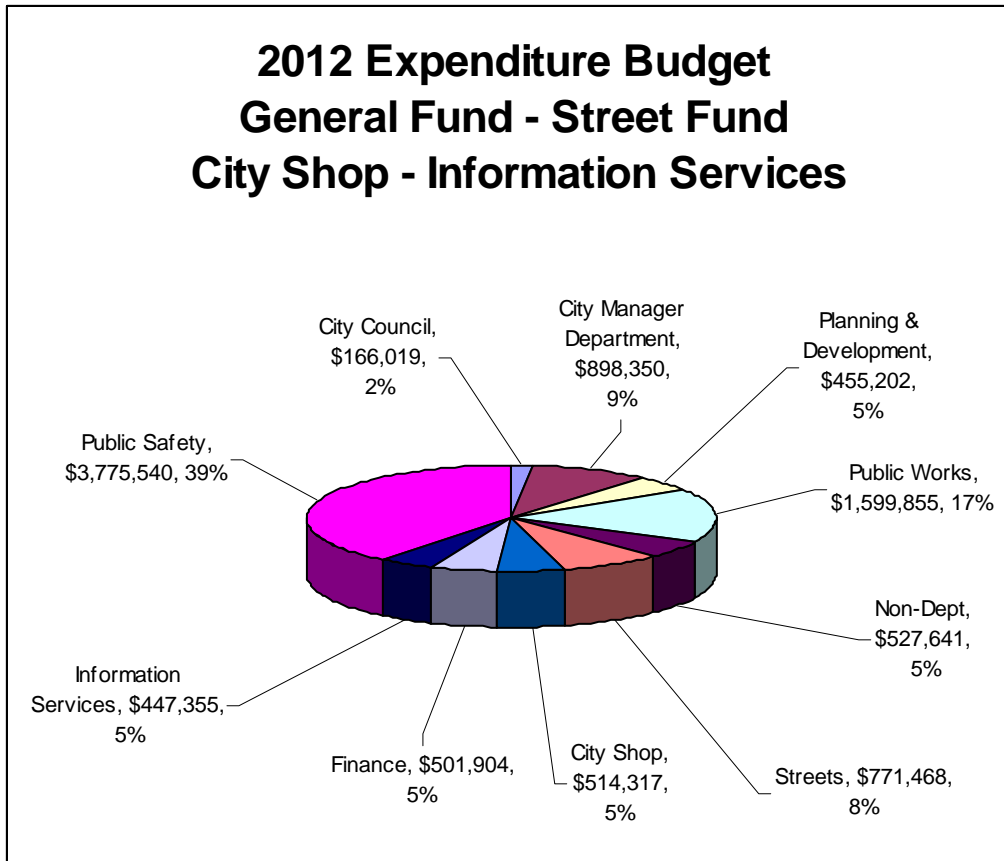
General Fund- Finance	\$23,500 decrease in personnel related costs. \$45,000 increase in professional services for biennial State Audit. \$56,700 increase in interfund transfers.	\$78,000
Information Technology	\$104,000 overall decrease in software support and purchases and hardware purchases. Increase in transfers to the General Fund of \$86,000.	(\$17,000) Decrease

Another way of viewing the 2012 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:



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



**2012 Operating Revenues**

Until 2009, a significant trend in the growth of revenues for retail sales tax had been the most 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 2012. 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 2012 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 2012 by \$71,675 or 2.7%. 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 General Fund revenues in 2012 are expected to be flat with a weak prediction for continued

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development related revenues during the next fiscal year. Utility operating funds operating revenues are expected to increase by \$420,200 in 2012 largely as a result of scheduled rate increases.

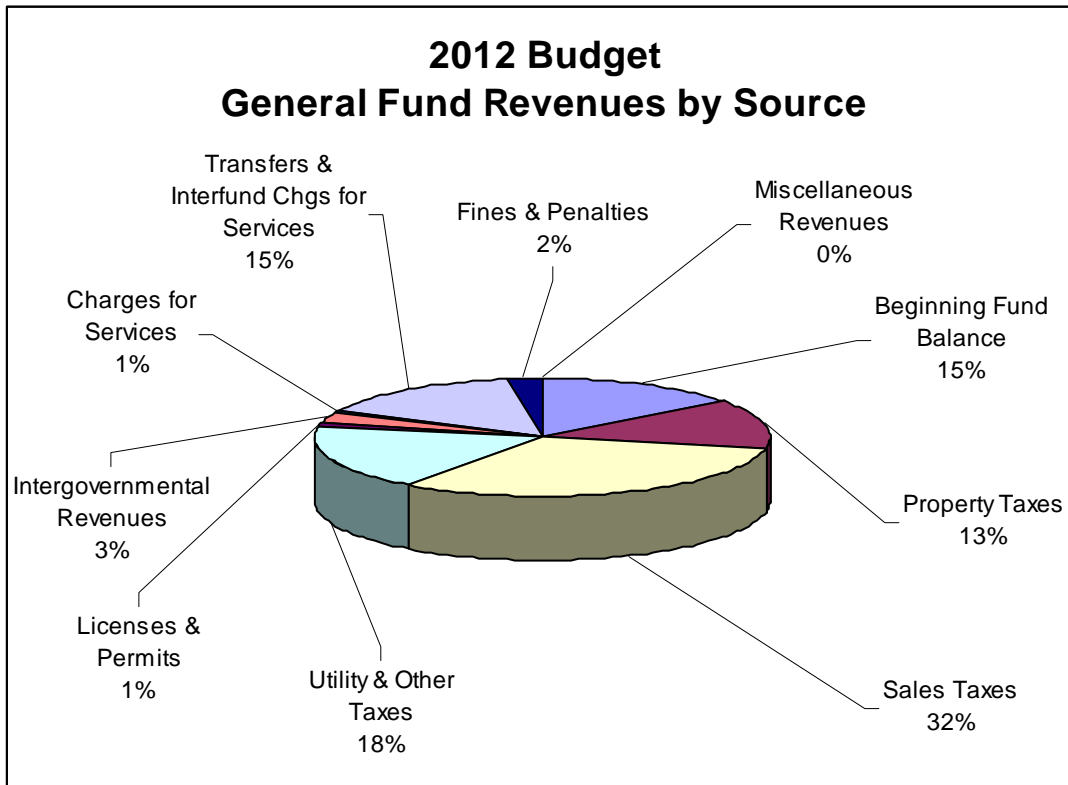
Also notable in this year's budget is the continued low performance of projected Real Estate Excise Sales Tax (REET) revenues driven by the ailing health of the economy and resulting declines in property values and sales. Due to action by the state legislature in 2011, REET funds may be used in 2012 through 2016 to support maintenance costs in addition to capital projects.

General Fund	The General Fund revenues are forecasted to decrease \$83,000 from 2011. Retail Sales tax revenues are estimated to increase \$52,000. Construction sales tax revenues are forecasted to decrease \$123,700 and development related permitting revenues will decrease \$132,900. Property taxes increase by the statutory limit of 1%-\$10,800. Grant and state shared revenues are decreasing \$135,700. Service revenues for development plan checking are decreasing \$75,000. Interfund transfers will be increasing by \$318,700 consisting of a one time transfer from the Internal Service Funds of \$246,800 for the Police Department cash-outs and payroll and \$71,900 transfer of REET funds to support maintenance.	\$8,333,993
Street Fund	The Street Fund is expected to receive less motor vehicle fuel tax of \$8,500 as well as a decrease in interfund transfers for operational expenses of \$171,000 and an increase of REET monies transfer to support street maintenance in the amount of \$85,200.	\$776,021
Water Fund	The water utility rates have been adjusted for 2012. Revenues are expected to increase \$76,650 and inspection fees will decrease \$10,300 as development continues with little activity.	\$2,297,130
Wastewater Fund	The Wastewater Utility rates have been adjusted for 2012. Revenues are expected to increase \$369,000. The rate adjustments are necessary to assist in the funding of major capital projects in the future, in particular the force main to Everett.	\$4,127,313
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 been adjusted for 2012 and it is expected that revenues will increase by \$96,000.	\$1,540,067
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 increased over 2011 \$111,900 to adequately fund this cost center.	\$594,567

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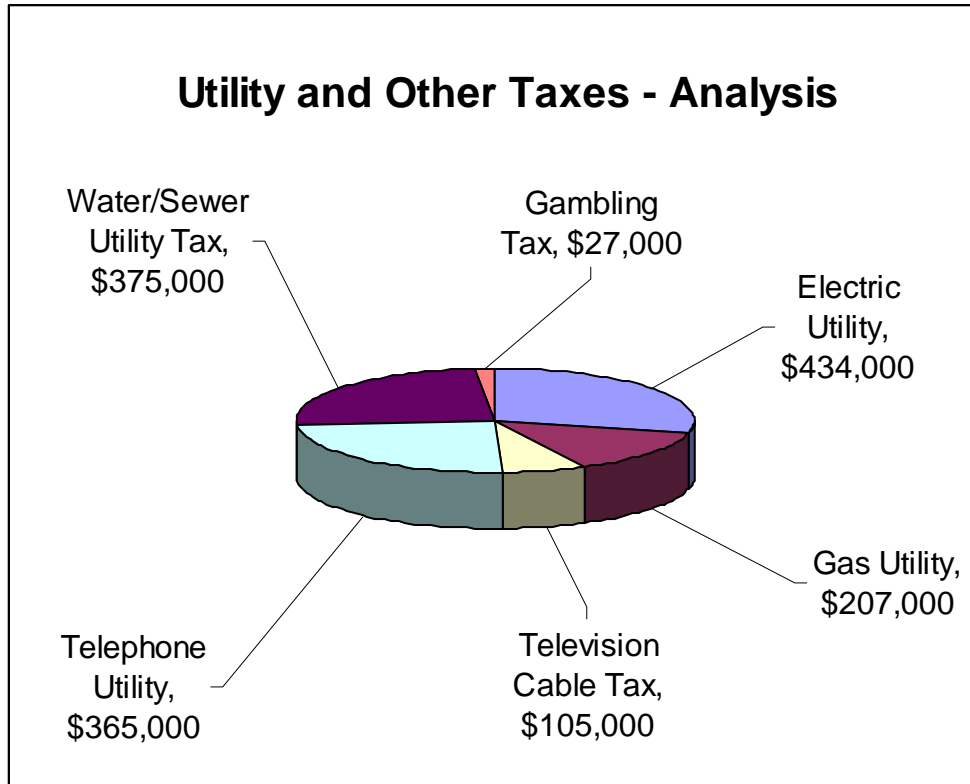
Information Services Fund Revenues come in the form of charges for services to the various City departments and equipment replacement reserves. These sources of funds had been reduced for 2011 by \$350,000 and in 2012 the charges will increase by \$319,200 in order to ensure sufficient funding for the services provided by this fund. \$577,735

**Total Operating Budget – Revenues** \$ 18,246,826



**Utility and Other Taxes**

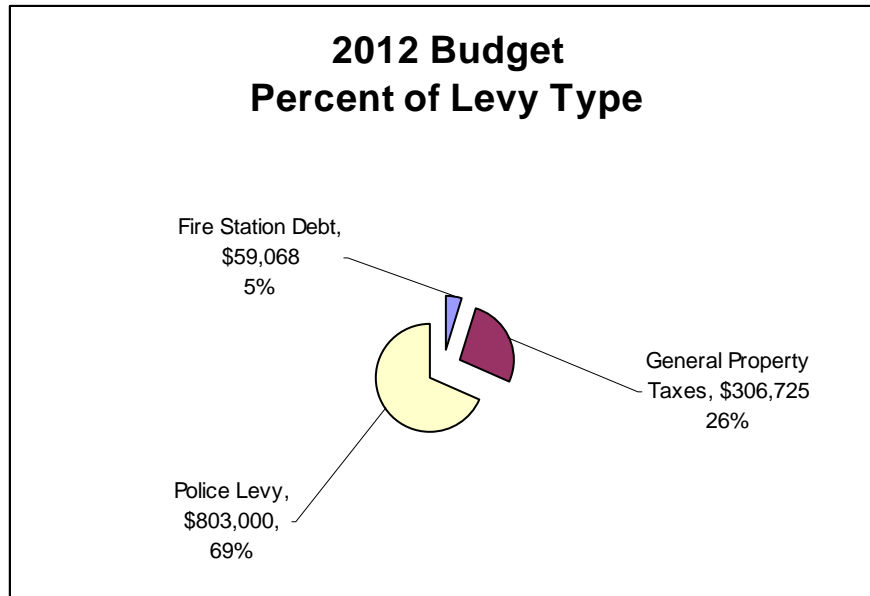
Utility taxes are one source of funding for the City’s General Fund. In order to better view the breakdown of utility and other taxes, the following chart is provided below. 2012 revenues are projected to decrease a total of \$43,000. The telephone utility tax historically had generated the most revenue. However, revenues generated by the telephone companies for providing access to the internet were no longer taxable since mid-2009 and revenue for 2012 is down \$95,000 on an annual basis from historical highs. The telephone and electric utility tax are expected to generate \$365,000 and \$434,000 respectively. The Gas utility tax will generate projected revenues of \$207,000, the same level as 2011. Tax revenues generated by the City’s utilities are expected to generate \$375,000.



#### 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 rejected the proposed 1 percent increase in the levy amount for budgets in 2010 and 2011. The 2012 budget is projected to show that property tax revenues as a percentage of total city revenues will decrease by 1.0% from 14% to 13%. This is a result of the general economic downturn and the relative flatness of sales tax revenues, in general and most other revenue categories.

While the property tax levy rate for Snohomish property owners in 2011 was approximately \$11.5957 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 \$0.9715 of the approximately total levy of \$11.5957 in 2011. 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 as projected for 2012:



### **2012 Personnel Changes**

The absence of new personnel-related budget requests for 2012 reflects the continuing and serious nature of the revenue constraints for the coming year as our local government seeks to provide ongoing services. The proposed changes are discussed below.

Even as the number of positions funded by the City's budget are being reduced, the costs of organization-wide wages and benefits continue to be major driving forces of expenditures. The recommended budget proposes a change in the base medical insurance package that continues to provide excellent coverage for employees at a cost savings of approximately \$154,476. The cost increase for the City's traditional medical plan is 11% for 2012. The higher costs projected for 2012 include anticipated medical benefit cost increases for dental, vision and step increases for employee longevity, etc. The City's costs for disability and Labor and Industries have also increased. There are no recommended new positions in any City department being submitted for the 2012 Budget.

### **Wage and Benefit Increases for 2012**

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 are projected in 2012 for the collective bargaining units. There are, at this time, no agreements for 2012 for any of the union-represented bargaining units (Office-Technical and Public Works).
- Similarly, no general salary increases are proposed for the non-represented (i.e., non-union) employees in 2012.
- Medical premiums will increase by 11%. The City has recommended a base medical plan change for 2012 which reduces premium costs for both the City and employee shares. Dental, life, and vision benefit premiums are expected to increase 10%.

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- 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 are increasing from 5.31% to 7.24%. The LEOFF II (law enforcement retirement) aggregate rate is 5.23%. This is not forecasted to change in 2012.
- Unemployment allocation is 0.8% on a maximum salary base of \$31,400 or \$251. The total unemployment costs are projected to be \$37,000 for 2011 and are scheduled as \$62,900 for 2012.
- The rate for Washington State Industrial Insurance will increase for Public Works classifications by 9.0% and will decrease for Office Workers by 4.0% for 2012.

**2012 Ending Fund Balance and Other Budget Initiatives**

The 2012 Budget anticipates a total of \$2,527,915 of ending reserved and unreserved fund. This is a decrease of \$761,398 from the 2011 budget figures. The \$13,970 decrease in the General Fund is a result of the slowdown 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 fund reserves are projected to increase \$576,217. The increases are a result of the rate adjustments put into effect for 2011 and 2012 in order to reserve funds for operational and capital projects included in the Capital Facilities Plan. The reserves in the City Shop and Information Services are for future capital equipment replacements and new purchases.

General Fund	\$409,482
Street Fund	4,553
Water Operation	343,098
Waste Water Operation	829,344
Surface Water	730,808
City Shop	80,250
Information Service	130,380
<b>Total Ending Fund Balances Operating Funds</b>	<b>\$2,527,915</b>

**2012 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 2012 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 2012 Budget. The detailed pages would make the 2012 Budget more voluminous than it needs to be

**City of Snohomish  
2012 Budget**

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 2012 in each of the City's capital programs.

**2012 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:

<b>FUND</b>	<b>CATEGORY</b>	<b>AMOUNT</b>	<b>TOTAL</b>
Municipal Capital Projects	Carnegie Design and Retrofit	\$811,000	
<b>Total Municipal Projects</b>			<b>\$811,000</b>
Street Capital Projects	Streets Overlays	\$269,013	
	Roadway Design-30 <sup>th</sup> & SR 9	80,704	
	Roadway Design- Ave D & 15th	107,605	
<b>Total Street Capital Projects</b>			<b>\$457,322</b>
Water Utility Projects	Water Plant Metering	\$40,000	
	Pilchuck Bank Repair	15,000	
	Dam Removal Study	150,000	
	County PUD Intertie	95,000	
Wastewater Utility Projects	Headworks Upgrade	\$450,000	
	Sewer Force Main to Everett Ph.1	1,625,000	
	Integrated Media	4,500,000	
	Collection SCADA Upgrade	40,000	
Stormwater Utility Projects	Blackman's Lake Outlet Control	\$100,000	
	Stone Ridge Outfall	95,000	
<b>Total Utility Capital Projects</b>			<b>\$7,110,000</b>
<b>TOTAL CAPITAL PROJECTS - 2012</b>			<b>\$8,378,322</b>

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 2012 Annual Goals

### DRAFT

*The following goals have been established for 2012 by the City Council and support the ongoing implementation of the City's Strategic Plan.*

- ❖ Promote economic development for increased sales tax and employment growth in the community.
- ❖ Stimulate tourism opportunities to improve the local economy.
- ❖ Develop a marketing plan for the Pilchuck District.
- ❖ Continue to promote 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 and expand opportunities for volunteers in maintaining and improving public facilities and services.
- ❖ Update the City's Strategic Plan with participation of community members and organizations.

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*PART 1*

*2012 BUDGET*

*INTRODUCTION*

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**CITY OFFICIALS**

**2012 Council Members**

Position	Name	Term	Ending
Pos 1	Lynn Schilaty	Four Year	December 31, 2015
Pos 2	Karen Guzak	Four Year	December 31, 2015
Pos 3	Paul Kaftanski	Four Year	December 31, 2015
Pos 4	Greg Guedel	Four Year	December 31, 2013
Pos 5	Derrick Burke	Two Year	December 31, 2013
Pos 6	Dean Randall	Four Year	December 31, 2013
Pos 7	Tom Hamilton	Four Year	December 31, 2013

**City Officials**

Title	Name
City Manager	Larry Bauman
Public Works Director	Tim Heydon
Support Services Director	Danny Weinberg
Law Enforcement Director	Designation Pending

**Other Officials**

Title	Name
City Attorneys	Weed, Graafstra, and Benson
City Prosecutor	Zachor Thomas, Inc.
Hearing Examiner	Sound Law Center
Utility and Parking Ticket Hearing Examiner	Anna Eason

## ***COUNCIL ADVISORY BOARDS AND COMMISSIONS***

There are six active and permanent City Council Advisory Boards and Commissions. As the Boards and Commissions discuss issues and hear testimony, they typically will make a recommendation to the City Council for action. This recommendation is the Board's proposal, and the full Council will vote on the issues brought before them. The Council may, or may not, vote according to the Board or Commission's recommendation. In addition to serving on the City Council, Council Members typically also represent the citizens of Snohomish on at least one Council Board or Commission, or intergovernmental committee.

The Snohomish Municipal Code states that members of the Council Advisory Boards and Commissions are to be selected by the Mayor with confirmation by the City Council. The Mayor forwards his recommendation to the City Council for confirmation.

### **CIVIL SERVICE COMMISSION**

**Purpose:** Execute the powers and perform the duties, as established by State law, in connection with the selection, appointment and employment of police officers.

**Meets:** Second Thursday of each month (as needed)  
**Place:** City Hall Conference Room, 116 Union Avenue  
**Time:** 7:00 p.m.  
**Members:** Five - 6 year terms

### **DESIGN REVIEW BOARD**

**Purpose:** Reviews and approves the external designs of all architectural improvements, including signs in the Historic District. Reviews and comments on the design of all non-single family structures in the City.

**Meets:** Second Wednesday of each month  
**Place:** City Hall Conference Room, 116 Union Avenue  
**Time:** 7:00 p.m.  
**Members:** Five - 4 year terms

### **PARKS AND RECREATION BOARD**

**Purpose:** Provides policy advice to the City Council concerning all parks and recreation programs within the City.

**Meets:** Fourth Wednesday of each month  
**Place:** City Hall Conference Room, 116 Union Avenue  
**Time:** 7:00 p.m.  
**Members:** Five - 3 year terms

**PLANNING COMMISSION**

**Purpose:** Serves to consider land-use, regional and comprehensive plan issues, and makes recommendations to the City Council. The Planning Commission may recommend moratoria and/or interim land-use controls and hold public hearings as deemed necessary by the City Council.

**Meets:** First Wednesday of each month  
**Place:** George Gilbertson Board Room,  
1601 Avenue D  
**Time:** 7:00 p.m.  
**Members:** Seven - 6 year terms

**LODGING TAX ADVISORY COMMITTEE**

**Purpose:** Reviews and makes recommendations to the City Council concerning proposed changes to the Hotel-Motel Tax rates and uses.

**Meets:** Meets twice annually  
**Place:** City Hall Conference Room, 116 Union Avenue  
**Time:** 7:00 p.m.  
**Members:** Five

**ECONOMIC DEVELOPMENT COMMITTEE**

**Purpose:** The Economic Development Committee clarifies and interprets the elements of the Economic Development Strategy; provides a forum for the coordination of information among entities identified as having economic development roles; recommends priorities and establishes a means to monitor progress on goals; and provides such other advice and guidance as is consistent with furthering the "Economic Development Strategy".

**Meets:** Fourth Tuesday of each month  
**Place:** Soundair, 1826 Bickford Avenue  
**Time:** 4:00 p.m.  
**Members:** Ten – 2 year terms

## **STEPS IN THE BUDGET PROCESS**

### **APRIL - MAY**

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

### **JUNE**

- ✓ **Step 3** ~ Establish goals and policies to accomplish directions

### **JULY**

- ✓ **Step 4** ~ Budget Workbooks Issued to Department Heads

### **AUGUST**

- ✓ **Step 5** ~ City Council Retreat To Review Accomplishments and Establish Goals
- ✓ **Step 6** ~ Six Month Revenue Forecast and Preliminary Revenue Estimates 2011

### **SEPTEMBER - DECEMBER**

- ✓ **Step 7** – 2011 Salary and Wage Report
- ✓ **Step 8** – Six year Utility Revenue Requirement Study
- ✓ **Step 9** ~ City Manager 2012 Recommended Budget delivered to the City Council on September 30, 2011
- ✓ **Step 10** ~ Department Overviews - City Council, City Manager and Planning and Development Services on October 4, 2011
- ✓ **Step 11** ~ Department Overviews – Public Safety, Public Works and Support Services on October 18, 2011
- ✓ **Step 12** ~ First Public Hearing – Revenues Sources, Property Tax Levy, October 18, 2011
- ✓ **Step 13** ~ Council Budget Final Review and Adoption November 15, 2011

2011 Exempt Pay Plan							
Job Title	Steps:	1	2	3	4	5	6
City Manager							10,333
Public Works Director		6,948	7,244	7,553	7,873	8,209	8,554
Support Services Director		7,214	7,542	7,886	8,245	8,619	9,016
Police Chief		7,606	7,987	8,386	8,806	9,246	9,363
Planning Director		6,563	6,903	7,260	7,636	8,031	8,446
City Engineer		6,300	6,619	6,954	7,305	7,674	8,064
Police Commander		6,180	6,492	6,821	7,167	7,529	7,911
Economic Development Manager		6,119	6,425	6,746	7,083	7,437	7,590
Internal Services Manager		6,070	6,222	6,533	6,860	7,203	7,522
Public Works Operations Manager		5,359	5,631	5,916	6,217	6,530	6,862
Parks, Facilities and Fleet Manager		5,359	5,631	5,916	6,217	6,530	6,862
City Clerk		5,077	5,334	5,604	5,888	6,185	6,498
Human Resources Manager		5,077	5,334	5,604	5,888	6,185	6,498
Senior Planner		5,049	5,305	5,574	5,857	6,152	6,463
Project Manager		5,049	5,305	5,574	5,857	6,152	6,463
Asst. Public Works Operations Mgr		4,836	5,077	5,331	5,597	5,876	6,170
Accounting Supervisor		4,621	4,855	5,102	5,359	5,630	5,916
Information Services Specialist		4,621	4,855	5,102	5,359	5,630	5,916
Information Services Technician		4,200	4,415	4,639	4,872	5,118	5,378
Police Administrative Assistant		3,649	3,834	4,028	4,233	4,447	4,672

**City of Snohomish  
2012 Budget**

2011 Pay Schedule							
Job Title	Steps:	1	2	3	4	5	6
Police Sergeant		5,185	5,300	5,516	5,740	5,972	6,221
Police Officer		4,427	4,608	4,795	4,991	5,194	5,408
Community Services Officer		2,924	3,074	3,229	3,394	3,564	3,744
Building/Fire Official		5,222	5,487	5,764	6,058	6,363	6,686
Facilities Supervisor		5,222	5,487	5,764	6,058	6,363	6,686
Mechanic		4,019	4,223	4,437	4,662	4,897	5,144
Senior Water Treatment Plant Operator		4,000	4,203	4,415	4,640	4,875	5,122
Senior Wastewater Treatment Plant Operator		4,000	4,203	4,415	4,640	4,875	5,122
Water Quality Control Specialist		3,974	4,175	4,387	4,610	4,843	5,086
Inventory Control Specialist		3,784	3,976	4,177	4,389	4,612	4,846
Senior Maintenance Worker - Work Release		3,784	3,976	4,177	4,389	4,612	4,846
Senior Maintenance Worker		3,784	3,976	4,177	4,389	4,612	4,846
Wastewater Lab Technician/Plant Operator		3,637	3,821	4,014	4,219	4,432	4,656
Water Treatment Plant Operator		3,637	3,821	4,014	4,219	4,432	4,656
Maintenance Worker II		3,442	3,616	3,799	3,990	4,194	4,405
Wastewater Treatment Plant Operator		3,336	3,504	3,681	3,867	4,062	4,268
Maintenance Worker I		3,128	3,286	3,452	3,628	3,811	4,004
Project Engineer		5,122	5,378	5,647	5,930	6,225	6,537
Senior Accountant		4,161	4,368	4,587	4,818	5,058	5,312
Field Engineering Technician		3,783	3,971	4,170	4,380	4,598	4,829
Police Senior Records Clerk		3,783	3,971	4,170	4,380	4,598	4,829
Assistant Planner		3,783	3,971	4,170	4,380	4,598	4,829
Associate Planner		3,783	3,971	4,170	4,380	4,598	4,829
Permit Coordinator		3,403	3,576	3,759	3,948	4,147	4,358
Accounting Technician II		3,153	3,314	3,482	3,658	3,843	4,039
Permit Assistant		3,008	3,162	3,319	3,490	3,665	3,851
Police Clerk-Evidence Technician		3,008	3,162	3,319	3,490	3,665	3,851
Police Clerk		2,924	3,074	3,229	3,394	3,564	3,744
Accounting Technician I		2,924	3,074	3,229	3,394	3,564	3,744
Utility Clerk II		2,912	3,058	3,213	3,375	3,547	3,727
Meter Reader/Utility Clerk I		2,912	3,058	3,213	3,375	3,547	3,727
Office Assistant II		2,735	2,872	3,019	3,171	3,332	3,501
Utility Clerk I		2,660	2,795	2,937	3,084	3,239	3,405
Office Assistant I		2,486	2,612	2,746	2,884	3,030	3,182
Engineering Technician (.5)		1,811	1,902	1,998	2,099	2,206	2,318

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***PART 2***

***2012 BUDGET***

***OPERATING FUNDS***

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**CITY OF SNOHOMISH**  
City Council  
7 members

**City Manager**

**Human Resources Manager**

**Economic Development  
Manager**

**City Clerk**

**Office Assistant**

**Police Lieutenant**

- Senior Records Clerk
- Police Clerk
- Community Services Officer

**Support Services Director**

**Admin & Finance**

**Accounting/Utilities**

- Senior Accountant
- Accounting Technician/Meter Reader

**Payroll & Accounts Payable**

- Accounting Technician

**Information Services  
Manager**

- IS Technician

**Public Works Director**

**Public Works  
Operations Manager**

- 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)

**City Engineer**

- Project Manager
- Project Engineer  
(1.7)
- Field Engineering  
Tech

**Parks, Facilities, and Fleet  
Services Manager**

- Fleet Mechanic
- Inventory Control Specialist
- **Parks/Facilities**
  - Sr. Maint. Worker
  - Maintenance Worker (3)
- **Streets Division**
  - Sr. Maint. Worker
  - Maintenance Worker (2)

**Planning Manager**

- Building/Fire Official  
.80
- Permit Coordinator

# 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	2008	2009	2010	2011	2012	Change
City Council Members	7.0	7.0	7.0	7.0	7.0	0.0
<b>Total</b>	7.0	7.0	7.0	7.0	7.0	0.0
Budget History	2008	2009	2010	2011	2012	Change
Council	255,278	253,618	198,924	208,748	166,019	-42,729
<b>Total</b>	255,278	253,618	198,924	208,748	166,019	-42,729

The Snohomish City Council annually adopts a goals list, which for the coming year represents the consensus goals for 2012 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 2012 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 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	2008	2009	2010	2011	2012	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 <sup>1</sup>	0.0	0.0	1.0	1.0	1.0	0.0
Clerk-Typist <sup>2</sup>	1.0	1.0	1.0	1.0	0.5	-0.5
<b>Total</b>	<b>4.0</b>	<b>4.0</b>	<b>5.0</b>	<b>5.0</b>	<b>4.5</b>	<b>-0.5</b>

Budget History	2008	2009	2010	2011	2012	Change
Exec.	215,229	189,899	173,793	169,275	186,024	16,749
Risk Mgmt	129,675	158,780	208,966	221,523	284,274	62,751
Human Res	229,769	144,367	122,079	121,881	129,840	7,959
City Clerk	199,591	192,678	183,551	182,198	170,973	-11,225
Econ. Dev. <sup>1</sup>	0	0	119,617	120,671	122,183	1,512
Non-Dept	200,786	85,726	122,576	115,971	114,408	-1,563
Transfers <sup>3</sup>	1,528,233	80,233	88,233	85,733	413,233	327,500
<b>Total</b>	<b>2,503,283</b>	<b>851,683</b>	<b>1,018,815</b>	<b>1,017,252</b>	<b>1,420,935</b>	<b>403,683</b>

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

Note 2. In 2012, 0.5 FTE Clerk-typist transferred to Finance division

Note 3. Increase due to \$330,000 transfer to Street Fund 102

## 2012 Goals:

The following goals will be a focus for the City Manager in 2012. 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 2012 Goals and the Strategic Plan:** The City's Strategic Plan (Imagine Snohomish: Promoting Vitality and Preserving Character) is incorporated within the 2012 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  
2012 Budget**

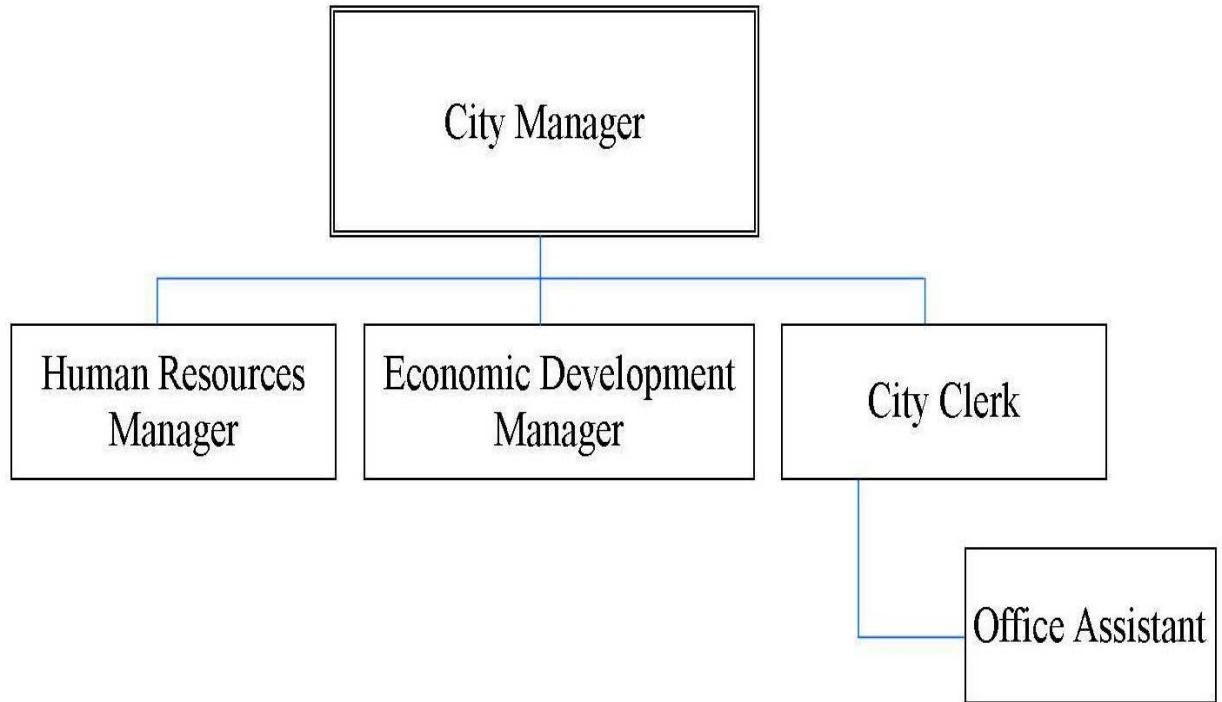
- ◆ **Organizational Development:** A significant amount of the City Manager’s time should be spent on the continuing development of the City organization, its operational strategy and its human resources. The focus in 2012 will include the updating and ongoing implementation of strategic plans for the City’s current five-year period for the Strategic Plan. The City organization will also continue to pursue service improvements through best-management practices, procedure reviews and daily staff operations.
- ◆ **Fostering Public Participation:** The City has invested time, talent, and resources to the objectives of engaging public involvement with the issues and challenges of local government. The City Manager is actively engaged in nurturing tools such as the web page, 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 and Economic Development Manager position 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 part of the ongoing work of the EDC. Equally important is continued support of business development and growth in the City’s other key commercial areas, including those along Avenue D 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 2012. The Economic Development Manager position was added in 2007 to support and guide 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. However, due to Countywide Planning Policy changes, efforts to achieve this goal have been refocused to the Snohomish County’s 2015 Comprehensive Plan Update process.
- ◆ **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 2012 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, revised and updated in 2011, requires continual and ongoing testing and training to be effective as a tool for response. The City Manager, in conjunction with staff, outside organizations and community members will work to enhance the testing of these plans and seek improvements as needed to ensure maximum preparedness within given resources.
- ◆ **Administrative and Agenda Support:** 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

<u>Service</u>	<u>Level</u>
<b>Strategic Plan Implementation</b>	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.
<b>Management Leadership</b>	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.
<b>Fiscal Oversight</b>	Monitor City departments and provide advice and correction as needed. Provide quarterly budget reports to the City Council.
<b>Organizational Development</b>	Hold Council and staff retreats to increase clarity of purpose and direction. Increase understanding and commitment to major priorities.
<b>Economic Development</b>	Manage and coordinate the Economic Development Manager's work plan to assist in local economic recovery and growth of local businesses. Work with the Economic Development Committee, business owners, property owners, citizens, and developers to increase commercial development and retain existing businesses. Support programs and projects that increase City revenues and create living-wage jobs.
<b>Enforcement of Laws and Ordinances</b>	Coordinate with Clerk and City Attorney to purge and/or update sections of the Snohomish Municipal Code.
<b>Oversight of Franchises, Agreements and Contracts</b>	Lead negotiations and review agreements in cooperation with the City Attorney.
<b>Intergovernmental Relations</b>	Represent the City at regional forums and advise Council of major policy issues with a regional focus. Continue a leadership role in supporting the regional SR-9 Coalition and participation in the Snohomish County Committee for Improved Transportation (SCCIT).
<b>Council Reports, Advice and Support</b>	Issue timely, quality analysis and recommendations for City Council agenda staff reports to support decision-making.
<b>Community Relations</b>	Provide public information on issues using a variety of venues, including 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.
<b>Personnel Management</b>	Oversee the Human Resources function and ensure high quality

**City of Snohomish  
2012 Budget**

<b>Service</b>	<b>Level</b>
	results for recruitment, training and retention.
<b>Budget Preparation</b>	Ensure a good process and a quality budget document and provide regular updates for the City Council regarding revenues and expenditures.
<b>Grantsmanship</b>	Target at least 50% or greater grant participation for City projects. Build on initiative successes.
<b>Administration</b>	Establish calendars, schedule meetings and otherwise provide Council and staff support. Arrange Council agenda content, publication, bid advertisement and openings, and official notifications. Provide County Auditor liaison, special event permit processing, City Council and meeting minute preparation for boards and commissions as needed.
<b>Council Goals and Special Projects</b>	Assign City personnel to complete City Council goals and special projects.
<b>Records Management and Retention</b>	Preserves and authenticates official record of the City and Council actions in ordinances, resolutions and minutes. Achieve proper documentation of policies and transactions of City government. Provide information for decision-making and operations. Maintain records through the life cycle of documents – creation, maintenance and use, and disposition. Comply with regulations for public access.
<b>Customer Service</b>	Continuous evaluation of internal processes, training needs and office culture to ensure service excellence.
<b>Risk Management</b>	Provide oversight of a risk management effort which ensures proper reduction or transfer of liability risks.
<b>Code Enforcement</b>	Provide oversight of the process to respond to and track complaints as well as gain compliance for code enforcement.
<b>Volunteers</b>	Create new opportunities and grow existing programs through the City’s Internet web pages that encourage citizen volunteers to contribute their time and effort in supporting City services and programs.
<b>Transportation Benefit District</b>	Ensure that effective use of tax revenues and grants, management of capital projects and communications to citizens are key elements of supporting the Transportation Benefit District and Board.



**City of Snohomish  
2012 Budget**

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

Acct: 513 10		Executive Administration		
Object Code and Purpose	2011 Budget	2011 Year Est	2012 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	<b>132,991</b>	<b>132,993</b>	<b>132,991</b>	Implementation of the City Council's 2012 Goals
11 Regular Pay	132,991	132,993	132,991	Overview of Strategic Planning Goals
12 Overtime Pay				Fostering Public Participation and Economic Development
<b>Cost Summary of Significant Changes</b>				
20 Personnel Benefits.....	<b>31,097</b>	<b>34,248</b>	<b>32,294</b>	<u>Decrease</u>
21 Social Security	8,550	10,591	8,550	\$1,768 Health Insurance plan change.
22 Retirement	6,743	8,113	9,641	<u>Increase</u>
23 Health Insurance	15,111	15,136	13,343	\$2,898 Contribution to retirement plan.
24 Disability Insurance	693	408	760	
26 Uniforms				
<b>Details and Notes</b>				
30 Supplies.....	<b>580</b>	<b>580</b>	<b>580</b>	
31 Operating Supplies	280	280	280	<i>41 Professional Services</i>
32 Vehicle Fuel				10 Consulting Services 10,000
33 Supplies for Resale				10,000
35 Minor Equipment	300	300	300	
39 Other Supplies				<i>42 Communications</i>
40 Services.....	<b>4,607</b>	<b>4,607</b>	<b>14,551</b>	10 Postage 300
* 41 Professional Services	56	56	10,000	20 Telephone 1,600
* 42 Communications	1,900	1,900	1,900	1,900
43 Travel and Subsistence	300	300	300	<i>49 Other Services</i>
44 Advertising	300	300	300	10 Dues/Subscriptions 1,276
45 Equipment Rental				20 Education/Training 575
46 Insurance				00 Miscellaneous 200
47 Utility Services				2,051
48 Repair and Maintenance				<i>90 Interfund Transfers</i>
* 49 Other Services	2,051	2,051	2,051	99 10 Eq. Replmt (502) 1,841
50 Intergovernmental Services.....				91 15 Infor. Services (502) 3,767
*60 Capital Outlays.....				5,608
70/80 Debt Payments.....				
*90 Interfund Transfers.....			<b>5,608</b>	
<b>TOTAL Executive Administration:</b>	<b>169,275</b>	<b>172,428</b>	<b>186,024</b>	

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

Acct: 518 10		Human Resources		
Object Code and Purpose	2011 Budget	2011 Year Est	2012 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	77,976	77,976	77,976	Organizational Development - continue to implement the classification and compensation plan that supports improved recruitment and retention of high quality staff in all areas of the organization.
11 Regular Pay	77,976	77,976	77,976	
12 Overtime Pay				
20 Personnel Benefits.....	28,455	29,121	27,951	<b>Cost Summary of Significant Changes</b>
21 Social Security	5,966	5,965	5,966	<i>Decreases</i>
22 Retirement	4,141	4,897	5,656	\$2,087 Medical Plan change
23 Health Insurance	17,825	17,965	15,738	<i>Increases</i>
24 Disability Insurance	523	294	591	\$8,713 Interfund Transfers.
30 Supplies.....	1,400	1,619	1,100	<b>Details and Notes</b>
31 Operating Supplies	1,400	1,619	1,100	<i>41 Professional Services</i>
35 Minor Equipment				00 Professional Services 6,000
40 Services.....	14,050	14,050	14,100	20 Civil Service 2,000
* 41 Professional Services	7,000	7,000	8,000	8,000
* 42 Communications	750	750	850	<i>42 Communications</i>
43 Travel and Subsistence	200	200	200	10 Postage 250
44 Advertising	3,000	3,000	3,000	20 Telephone 600
48 Repair and Maintenance				850
* 49 Other Services	3,100	3,100	2,050	<i>49 Other Services</i>
50 Intergovtmntl Services.....				00 Health and Safety Services 1,500
*60 Capital Outlays.....				10 Dues/Subscriptions 250
70/80 Debt Payments.....				20 Education/Training 300
*90 Interfund Transfers.....	-	-	8,713	30 Miscellaneous -
				2,050
				<i>90 Interfund Transfers</i>
				91 15 Infor. Services (502) 8,241
				99 00 Eqt. Replmt (502) 472
				8,713
<b>TOTAL Human Resources</b>	<b>121,881</b>	<b>122,766</b>	<b>129,840</b>	

**City of Snohomish  
2012 Budget**

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

Acct: 514 30		City Clerk		
Object Code and Purpose	2011 Budget	2011 Year Est	2012 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	<b>120,245</b>	<b>119,904</b>	<b>100,422</b>	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.
11 Regular Pay	120,245	119,400	100,422	
12 Overtime Pay		504		
<b>Cost Summary of Significant Changes</b>				
20 Personnel Benefits.....	<b>40,878</b>	<b>41,565</b>	<b>32,528</b>	<u>Decreases</u>
21 Social Security	9,199	9,173	7,683	\$8,350 Benefits and \$19,823 Salaries-clerk being transferred to support services for half time.
22 Retirement	6,385	7,492	7,280	
23 Health Insurance	24,387	24,370	16,746	
24 Disability Insurance	907	530	819	
26 Uniforms				
<b>Details and Notes</b>				
Details and Notes				
30 Supplies.....	<b>1,000</b>	<b>1,000</b>	<b>1,100</b>	<i>41 Professional Services</i>
31 Operating Supplies	500	500	600	00 Other Professional Svc 500
32 Vehicle Fuel				00 Claims Services -
33 Supplies for Resale				500
35 Minor Equipment	500	500	500	<i>42 Communications</i>
39 Other Supplies				00 Communication 375
40 Services.....	<b>20,075</b>	<b>20,075</b>	<b>20,275</b>	10 Postage 2,200
* 41 Professional Services	500	500	500	20 Telephone 2,000
42 Communications	4,575	4,575	4,575	4,575
43 Travel and Subsistence	500	500	300	<i>49 Other Services</i>
44 Advertising	14,000	14,000	14,000	10 Dues & Subscriptions 500
45 Equipment Rental				20 Education & Training 200
* 46 Insurance				30 Miscellaneous 100
47 Utility Services				40 Recording Fees 100
48 Repair and Maintenance				900
49 Other Services	500	500	900	
50 Intergovtmntl Services.....				<i>90 Interfund Transfers</i>
60 Capital Outlays.....				91 15 Information Svcs(502) 14,009
70/80 Debt Payments.....				99 00 Eqpt Replacement(502) 2,639
90 Interfund Transfers.....			<b>16,648</b>	16,648
<b>TOTAL City Clerk</b>	<b>182,198</b>	<b>182,544</b>	<b>170,973</b>	

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

<b>Acct: 514 70</b>				<b>Risk Management</b>
Object Code and Purpose	2011 Budget	2011 Year Est	2012 Budget	<b>Overview of Strategic Planning Goals</b>
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				
				<b>Cost Summary of Significant Changes</b>
20 Personnel Benefits.....				<i>Increases</i>
21 Social Security				\$62,751 Insurance premiums
22 Retirement				
23 Health Insurance				
24 Disability Insurance				
26 Uniforms				
				<b>Details and Notes</b>
				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>
				10 WCIA Premiums 235,836
40 Services.....	<b>221,523</b>	<b>218,319</b>	<b>284,274</b>	20 Property/Notary Ins. 48,438
* 41 Professional Services				284,274
42 Communications				
43 Travel and Subsistence				
44 Advertising				
45 Equipment Rental				
* 46 Insurance	221,523	218,319	284,274	
47 Utility Services				
48 Repair and Maintenance				
49 Other Services				
50 Intergovtmtl Services.....				
60 Capital Outlays.....				
70/80 Debt Payments.....				
90 Interfund Transfers.....				
<b>TOTAL Risk Management</b>	<b>221,523</b>	<b>218,319</b>	<b>284,274</b>	

**City of Snohomish  
2012 Budget**

**FUND: 001 General  
DEPT: 020 City Manager**

<b>Acct: 558 90</b>		<b>Economic Development</b>		
Object Code and Purpose	2011 Budget	2011 Year Est	2012 Budget	<b>Overview of Strategic Planning Goals</b>
10 Salaries And Wages.....	<b>90,468</b>	<b>90,468</b>	<b>91,080</b>	Ensure economic sustainability through business retention, attraction, and expansion using the strategies outlined within the adopted Strategic Plan
11 Regular Pay	90,468	90,468	91,080	
12 Overtime Pay				
20 Personnel Benefits.....	<b>26,363</b>	<b>27,038</b>	<b>27,263</b>	
21 Social Security	6,921	6,921	6,968	
22 Retirement	4,804	5,687	6,604	
23 Health Insurance	14,069	14,088	13,052	
24 Disability Insurance	569	342	639	
26 Uniforms				
30 Supplies.....	<b>100</b>	<b>100</b>	<b>100</b>	
31 Operating Supplies	100	100	100	
35 Minor Equipment				
40 Services.....	<b>3,740</b>	<b>3,740</b>	<b>3,740</b>	<b>Cost Summary of Significant Changes</b>
41 Professional Services	1,000	1,000	1,000	<i>Increases</i>
* 42 Communication	1,700	1,700	1,700	Salaries/Personnel Benefits \$1,512
43 Travel and Subsistence	100	100	100	
49 Misc Services	940	940	940	
50 Intergovtmtl Services.....				<b>Details and Notes</b>
60 Capital Outlays.....				42 Communications
70/80 Debt Payments.....				10 Postage
*90 Interfund Transfers.....				20 Communication
<b>TOTAL Economic Development</b>	<b>120,671</b>	<b>121,346</b>	<b>122,183</b>	1,700
				1,700
				49 Other Services
				00 Misc. Services
				10 Dues/Subscriptions
				20 Education and Training
				30 Special Event Support
				940

**FUND: 001 General  
DEPT: 180 Non-Departmental**

Acct: 519 90		Non-Departmental		
Object Code and Purpose	2011 Budget	2011 Year Est	2012 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....				
11 Regular Pay				
12 Overtime Pay				
20 Personnel Benefits.....	<b>55,000</b>	<b>55,000</b>	<b>55,000</b>	<b>Cost Summary of Significant Changes</b>
21 Social Security				<i>Decreases</i>
22 Retirement				Intergovernmental \$1,563
* 23 Health Insurance	55,000	55,000	55,000	<i>Increases</i>
24 Disability Insurance				Interfund transfers \$330,000
26 Uniforms				<b>Details and Notes</b>
30 Supplies.....	<b>3,400</b>	<b>3,400</b>	<b>3,400</b>	Details and Notes
* 31 Operating Supplies	2,200	2,200	2,200	<i>Other Detailed Costs</i>
32 Vehicle Fuel				Medical - LEOFF I Retirees 55,000
33 Supplies for Resale				Reallocated Copier 2,200
35 Minor Equipment				Base Phone CH 5,000
39 Other Supplies	1,200	1,200	1,200	Food Bank W/S/G 1,300
40 Services.....	<b>6,350</b>	<b>6,350</b>	<b>6,350</b>	50 <i>Intergovernmental Services</i>
41 Professional Services				Puget Sound Air Quality 4,884
* 42 Communications	5,000	5,000	5,000	Alcohol Rehabilitation 2,200
43 Travel and Subsistence				Economic Development 4,000
45 Operating Rentals				Substance Abuse 100
45 Equipment Rental				AWC 5,660
46 Insurance				Voter Regist./Election 16,000
* 47 Utility Services	1,300	1,300	1,300	Sno. County Tomorrow 1,654
48 Repair and Maintenance				Snohomish Senior Center 12,000
49 Other Services	50	50	50	Puget Sound Reg. Council 3,160
*50 Intergovtmtl Services.....	<b>51,221</b>	<b>50,519</b>	<b>49,658</b>	49,658
60 Capital Outlays.....				90 <i>Interfund Transfers</i>
70/80 Debt Payments.....				Debt:800Mhz/Rivertrial 8,323
*90 Interfund Transfers.....	<b>85,733</b>	<b>85,733</b>	<b>413,233</b>	Transfer to Streets fund 330,000
<b>TOTAL Non-Departmental</b>	<b>201,704</b>	<b>201,002</b>	<b>527,641</b>	<b>413,233</b>

## PLANNING AND DEVELOPMENT SERVICES

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

**Mission:** To deliver superior permit review services that foster positive change through implementation of adopted plans, environmental protection, and safe buildings and structures.

Position	2008	2009	2010	2011	2012	Change
Director <sup>2</sup>	1.0	1.0	1.0	1.0	0.0	-1.0
Economic Dev Mgr <sup>1</sup>	1.0	0.7	0.0	0.0	0.0	0.0
Senior Planner	1.0	1.0	1.0	1.0	1.0	0.0
Bldg/Fire Official <sup>3</sup>	1.0	1.0	1.0	1.0	0.8	-0.2
Permit Coordinator	2.0	2.0	1.0	1.0	1.0	0.0
Bldg Inspector & Enforcement Officer						0.0
	1.0	0.3	0.0	0.0	0.0	0.0
<b>Total</b>	<b>7.0</b>	<b>6.0</b>	<b>4.0</b>	<b>4.0</b>	<b>2.8</b>	<b>-1.2</b>

Budget History	2008	2009	2010	2011	2012	Change
Building	260,739	175,140	158,515	147,751	175,165	27,414
Econ Dev <sup>1</sup>	168,238	116,158	0	0	0	0
Planning	464,736	397,611	522,661	370,141	280,037	-90,104
<b>Total</b>	<b>893,713</b>	<b>688,909</b>	<b>681,176</b>	<b>517,892</b>	<b>455,202</b>	<b>-62,690</b>

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

Note 2 Director position eliminated due to economic downturn, lack of development and suspension of long-term planning.

Note 3 Staff time decreased due to lack of current development activity

### Planning Division

**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. Enforcement of land use, environmental, and sign regulations is also part of work area.

**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.

### 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.

**2012 Goals:**

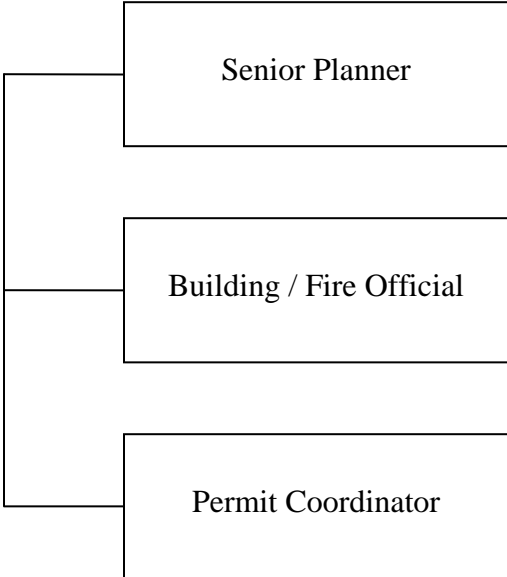
- ◆ **Permit Processing and Review:** Complete permit review in a manner that is technically precise and without delay. Continue to improve the City's permit review process.
- ◆ **Pilchuck District:** Provide assistance to the Economic Development Manager during the creation and dissemination of marketing materials promoting development/investment opportunities in the Pilchuck District. Participate in two or more promotional events during 2012.
- ◆ **School District Aquatic Center:** Provide superior customer service and expedited permit review for the new Aquatic Center.
- ◆ **Shoreline Master Program (SMP) Update:** Complete the update of the City's SMP and ensure maximum financial reimbursement from the Department of Ecology grant.
- ◆ **Population and Employment Growth Targets:** Implement the population and employment targets established by Snohomish County.

## SERVICE STANDARDS

<b>Service</b>	<b>Level</b>
<b>Customer Telephone Contacts</b>	Return all telephone calls within one business day.
<b>Public Contact</b>	A staff member will be available to the public during regular business hours.
<b>Development Regulations</b>	Prepare essential amendments to Title 14 to satisfy Federal and State mandates, and to correct technically imprecise language.
<b>Comprehensive Plan</b>	Implement the adopted Comprehensive Plan through day-to-day programs and services. Prepare the Comprehensive Plan at periodic intervals as required by the Growth Management Act.
<b>Permit Review and Building Inspection</b>	<p>Ensure plans for development and redevelopment are designed and constructed to City standards.</p> <p>Route complete permit applications within 24 hours of receipt. Complete permit review within 10 business days. As staffing allows, offer time-specific appointments for building inspections. Complete building inspections within 48 hours.</p>
<b>Code Enforcement</b>	Investigate written complaints involving life safety and non-life-safety within 24 and 72 hours, respectively.
<b>Emergency Response, Dangerous Buildings and Fire Code Enforcement</b>	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](http://www.ci.snohomish.wa.us)

**Planning and Development Services**



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

Acct: 524 20		Building Inspection		
Object Code and Purpose	2011 Budget	2011 Year Est	2012 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	80,232	73,546	70,203	Ensure plans for development and redevelopment are designed and constructed to City standards. Serve as members of emergency response team during disasters.
11 Regular Pay	80,232	73,546	70,203	
12 Overtime Pay				
				<b>Cost Summary of Significant Changes</b>
20 Personnel Benefits.....	28,589	28,498	25,661	<i>Decreases</i>
21 Social Security	6,137	5,626	5,371	Salary and Benefits \$12,957
22 Retirement	4,262	5,332	5,090	<i>Increases</i>
23 Health Insurance	16,527	16,505	11,359	Equipment replacement \$40,271
24 Disability Insurance	1,533	905	1,811	<b>Details and Notes</b>
26 Uniforms	130	130	130	
Unemployment Ins			1,900	<i>41 Professional Services</i>
30 Supplies.....	800	550	800	10 Abatements 3,000
31 Operating Supplies	300	350	300	20 Plan Review 32,000
32 Vehicle Fuel				21 Fire Inspection -
33 Supplies for Resale				35,000
35 Minor Equipment	500	200	500	<i>42 Communications</i>
39 Other Supplies				10 Postage 100
40 Services.....	38,130	9,580	38,230	20 Telephone 2,000
* 41 Professional Services	35,000	6,700	35,000	2,100
* 42 Communications	2,000	2,100	2,100	<i>49 Other Services</i>
43 Travel and Subsistence	100	50	100	00 Misc. Services 500
44 Advertising				10 Dues/Subscriptions 530
45 Equipment Rental				20 Education/Training
46 Insurance				30 Misc. Services -
47 Utility Services				1,030
* 48 Repair and Maintenance				<i>90 Interfund Transfers</i>
* 49 Other Services	1,030	730	1,030	91 10 Eq. Rental (501) 5,349
50 Intergovtmntl Services.....				91 15 Info. Services (502) 32,428
60 Capital Outlays.....				99 00 Eq. Rplcmt (502) 1,683
70/80 Debt Payments.....				99 00 Eq. Rplcmt (505) 811
*90 Interfund Transfers.....			40,271	40,271
<b>TOTAL Building/Fire Code Enfor.</b>	<b>147,751</b>	<b>112,174</b>	<b>175,165</b>	

**City of Snohomish  
2012 Budget**

**FUND: 001 General**

**DEPT: 100 Planning and Developmental Services**

Acct: 558 10		Planning and Permitting		
Object Code and Purpose	2011 Budget	2011 Year Est	2012 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	<b>226,401</b>	<b>225,356</b>	<b>129,805</b>	Maintain and enhance the City's special character and identity by preparing policies and regulations that guide land use and development in ways that implement broader City objectives, environmental protection and historic preservation.
11 Regular Pay	226,401	225,356	129,805	
12 Overtime Pay				
20 Personnel Benefits.....	<b>82,040</b>	<b>85,680</b>	<b>70,260</b>	<b>Cost Summary of Significant Changes</b>
21 Social Security	17,320	17,247	9,931	<i>Decreases</i>
22 Retirement	12,022	14,120	9,411	Salaries and Benefits \$108,376
23 Health Insurance	51,164	53,491	34,234	
24 Disability Insurance	1,534	822	1,084	<b>Details and Notes</b>
25 unemployment Insurance			15,600	<i>41 Professional Services</i>
30 Supplies.....	<b>1,300</b>	<b>2,064</b>	<b>2,823</b>	11 Environmental Consultant 6,000
31 Operating Supplies	800	1,864	2,323	10 Planning Consultant 30,000
32 Vehicle Fuel				15 Sub Area 13,112
33 Supplies for Resale				30 Hearing Examiner 8,000
35 Minor Equipment	500	200	500	<hr/> 57,112
39 Other Supplies				<i>42 Communications</i>
40 Services.....	<b>60,400</b>	<b>97,297</b>	<b>64,864</b>	10 Postage 1,000
* 41 Professional Services	52,800	89,819	57,112	20 Telephone 2,752
* 42 Communications	3,700	3,752	3,752	<hr/> 3,752
43 Travel and Subsistence	200	130	200	<i>49 Other Services</i>
44 Advertising	1,400	1,500	1,500	10 Dues and Subscriptions 2,200
45 Equipment Rental				20 Education/Training 100
46 Insurance				30 Misc. Services -
47 Utility Services				40 Recording Fees <hr/> 2,300
48 Repair and Maintenance				<i>90 Interfund Payments</i>
* 49 Other Services	2,300	2,096	2,300	91 15 Info. Svcs. (502) 9,137
50 Intergovtmntl Services.....				99 00 Equip Replacement (502) <hr/> 3,148
*60 Capital Outlays.....				12,285
70/80 Debt Payments.....				
*90 Interfund Transfers.....			<b>12,285</b>	
<b>TOTAL Planning/Permitting</b>	<b>370,141</b>	<b>410,397</b>	<b>280,037</b>	

# SUPPORT SERVICES DEPARTMENT

## Overview:

The Support Services Department is comprised of the Finance Division and the Information Services Division. The Finance Division is eliminating one clerk position in 2012 and will be sharing a clerk position with the City Clerk's office. The City Clerk's office is part of the City Manager's Department. The net change is a reduction of 0.5 FTE and results in Finance staffing of 4.5 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	2008	2009	2010	2011	2012	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	0.0	0.0	0.0	0.0	0.0
Accountant	1.0	1.0	1.0	1.0	1.0	0.0
Accounting Clerks	2.0	3.0	2.0	2.0	1.5	-0.5
Utility Clerk / MR	1.0	1.0	1.0	1.0	1.0	0.0
Info Services Tech.	2.0	2.0	2.0	1.0	1.0	0.0
<b>Total</b>	<b>9.0</b>	<b>9.0</b>	<b>8.0</b>	<b>7.0</b>	<b>6.5</b>	<b>-0.5</b>

Budget History	2008	2009	2010	2011	2012	Change
Finance	520,937	447,695	464,000	423,634	501,904	78,270
Information Services	524,259	507,447	511,731	464,481	447,355	-17,126
<b>Total</b>	<b>1,045,196</b>	<b>955,142</b>	<b>975,731</b>	<b>888,115</b>	<b>949,259</b>	<b>61,144</b>

## 2012 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.

**City of Snohomish  
2012 Budget**

- ◆ **Staff training:** Cross training staff to ensure capable backup and support.
- ◆ **New purchase card program-**Program implemented in 2011. Will allow for greater accountability and control of City resources.
- ◆ **Solid Waste Services** – New contract acquisition and implementation was completed in 2011.
- ◆ **Financial Policies** – Continue to edit and update.
- ◆ **Updated Fees for Utility Related Activities:** Ensures the City captures and recoups current costs.
- ◆ **Financial Management:** Assist City Council, City Manager and Departments in the visioning, planning and practical application of fiscal stratagem to ensure the financial integrity of City projects and the continued economic good health of the City.

**INFORMATION SERVICES**

- ◆ **Implement** the New World System for the Police Department in conjunction with regional law enforcement and communications entities.
- ◆ **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.
- ◆ A viable fiber optics connection between City Hall and the Public Works Shop facility has been secured and the completion date is projected to be in the latter half of 2012.
- ◆ **Research** appropriate upgrades to the existing VoIP phone system or in the alternative seek opportunities to outsource the VoIP 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:** The hardware and software for the public access channel was updated and improved in 2011. 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 process is ongoing

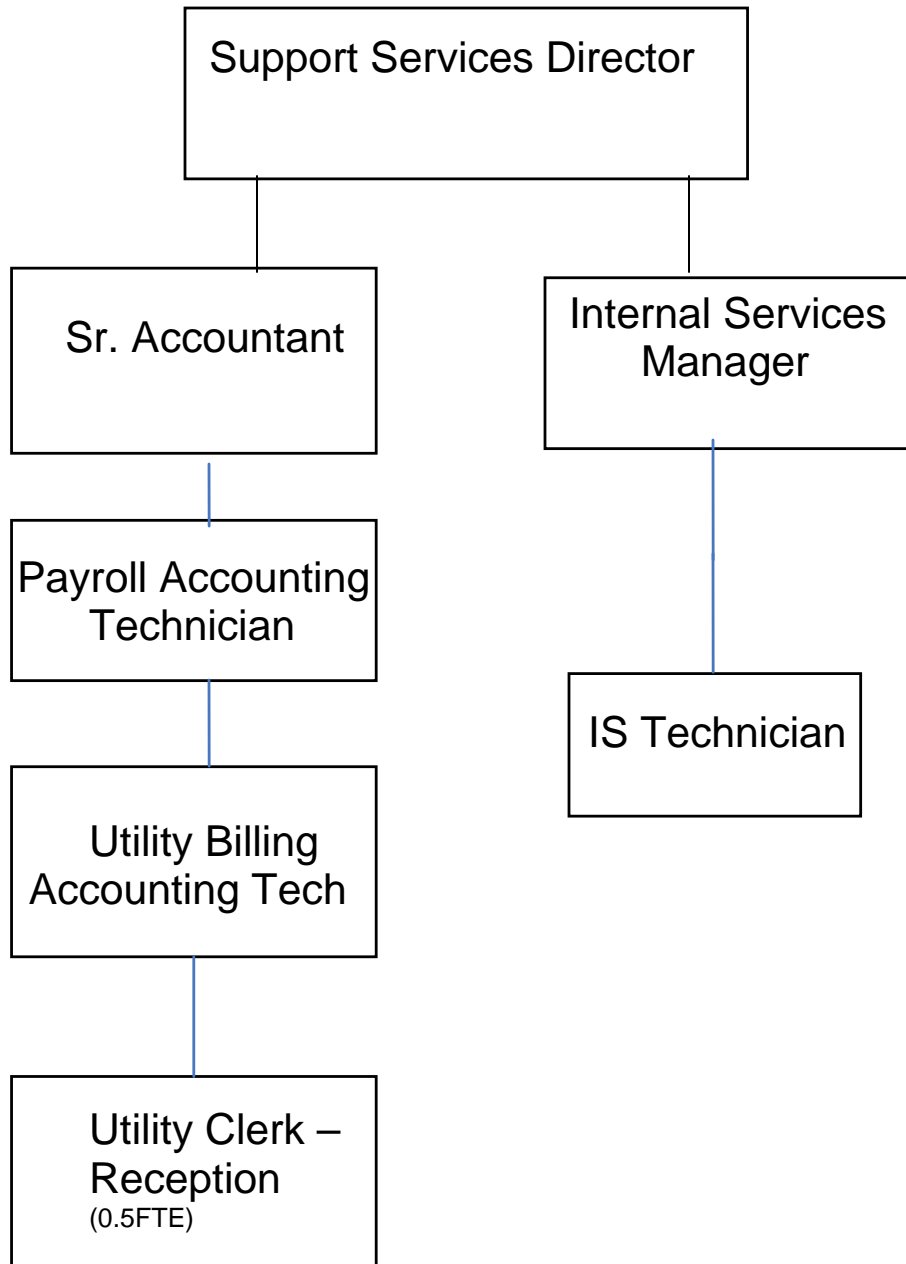
and dependent on regional partners securing funding. The future network will insure the City keeps in step with associate governmental organizations.

- ◆ **Build and Improve a Multiple Back-up and Recovery Infrastructure:** Requires the purchase of drives and/or servers-requires dollar and human resources. Timetable for completion three years.
- ◆ **Build Back-up Computer System at the EOC in cooperation with regional partners:** Fire District, County DEM, County Sheriff and School District: Timetable for completion five years.
- ◆ **Join Interagency Network To Explore the Building of a Cloud Entity:** This would provide optimal redundancy in the event of a disaster. It would provide for vendor hosting of the site with potential for e-mail and common application hosting. No direct City equipment required but a contribution for the common entity.
- ◆ **Rewire of City Hall:** Necessary upgrade of cable quality and conduit physical pathways-project dependent on availability of resources.
- ◆ **Lead City Effort to Upgrade Web Site:** Coordinate the design, selection of vendor and housekeeping of an improved City web site. The first task is to discover a low cost option. This effort is currently underway.

### **SERVICE STANDARDS**

<b>Service</b>	<b>Level</b>
<b>Management and Council Financial Reporting</b>	Provide timely financial reports to support decision making and to monitor City operations.
<b>Counter Coverage</b>	Provide continuous front counter coverage of at least two staff members between 10 a.m. and 2:00 p.m. and at least one staff person for all other open business hours.
<b>Customer Service</b>	Provide prompt professional service to all city customers. Provide three-week response time to all utility hearing requests.
<b>Cash Management</b>	Deposit all funds received on the same business day. Have on deposit at the City's financial institution only the minimum cash needed to provide for operations.
<b>Annual Report</b>	Complete by May 31 <sup>st</sup> of each fiscal year.
<b>Payroll</b>	Complete all payroll reports and make appropriate tax deposits within time required. Complete payroll change request within one payroll cycle.
<b>Budget Preparation</b>	Continue to improve and adapt the budget process to meet the changing needs of the City Council, citizens, and staff members. Provide the Management Team with support and assistance in the preparation of their annual budget.

<b>Service</b>	<b>Level</b>
<b>Meter Reading</b>	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.
<b>Staff Training</b>	Provide all department personnel with a training schedule to meet the City's needs and the employee's career goals.
<b>Debt Management</b>	Continuous review of all outstanding debt issues for refunding opportunities. Conduct the financial operations of the City within the bond covenants. Provide required financial reporting for outstanding debt issues.
<b>Investment Operations</b>	Conduct investment operations within compliance of City investment policy. Report investment operations to the City Manager monthly and to the City Council quarterly.
<b>Network Administration</b>	Administer the City's Local Area Networks, including all hardware and software procurements. Provide staff support and guidance through the revival of the Information Systems Advisory Team (ISAT). Oversee all in-house programming projects and support.
<b>Contract Services</b>	Ensure all City hardware and software systems are operational and functioning for their intended purposes. Respond to service requests within a four-hour period, with updated follow through, until service is restored.
<b>Telephone Services</b>	Maintain, plan and advise on telephone systems serving all City buildings and facilities.
<b>Copying Services</b>	Maintain, plan and advise on copy machines serving all City buildings and facilities.
<b>Programming Support</b>	Provide departmental support for all programming projects.
<b>Web Site Administrator</b>	Maintain, update and improve the City's web site.



**City of Snohomish  
2012 Budget**

**FUND: 001 General  
DEPT: 040 Support Services**

Acct: 514 20		Finance and Accounting		
Object Code and Purpose	2011 Budget	2011 Year Est	2012 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	297,272	297,295	284,620	Management and Council Financial Reporting-provide timely reports to support decision making and to monitor city operations; budget preparation and debt management.
11 Regular Pay	297,272	297,195	284,520	
12 Overtime Pay		100	100	
20 Personnel Benefits.....	116,062	116,832	105,179	<b>Cost Summary of Significant Changes</b>
21 Social Security	22,664	22,743	21,591	<i>Increase</i> \$45,000 State Audit, \$56,755 Interfund transfers.
22 Retirement	15,785	18,666	20,628	<i>Decrease</i>
23 Health Insurance	75,048	73,659	47,554	Salaries/Personnel Benefits \$23,535
24 Disability Insurance	2,265	1,764	2,406	<b>Details and Notes</b>
25 Unemployment Insurance			13,000	
26 Uniforms	300			
30 Supplies.....	1,500	1,500	1,500	<i>30 Operating Supplies</i>
* 31 Operating Supplies	1,500	1,500	1,500	00 Office Supplies 1,500
32 Vehicle Fuel				20 Software -
33 Supplies for Resale				1,500
35 Minor Equipment				<i>41 Professional Services</i>
39 Other Supplies				10 State Audit 45,000
40 Services.....	8,800	11,250	53,850	20 Prof. Services 2,000
* 41 Professional Services	2,000	2,000	47,000	47,000
* 42 Communications	6,500	7,700	6,500	<i>42 Communications</i>
43 Travel and Subsistence	300	300	300	10 Postage 2,000
44 Advertising				20 Telephone 4,500
45 Equipment Rental				6,500
46 Insurance				<i>49 Other Services</i>
47 Utility Services				10 Dues and Subscription 50
48 Repair and Maintenance				20 Education and Training
* 49 Other Services		1,250	50	30 Misc Services -
50 Intergovtmntl Services.....				31 Bank Service 50
*60 Capital Outlays.....				<i>90 Interfund Transfers</i>
70/80 Debt Payments.....				91 10 Equip Rental M/O (501) 885
*90 Interfund Transfers.....			56,755	91 15 Infor. Services (502) 48,952
TOTAL Finance	423,634	426,877	501,904	99 00 Equip Replacement (505) 697
				99 00 Equip Replacement (502) 6,221
				56,755

**City of Snohomish  
2012 Budget**

**FUND: 502 Information Services  
DEPT: 040 Support Services**

<b>Acct: 518.80</b>		<b>Information Services</b>		
Object Code and Purpose	2011 Budget	2011 Year Est	2012 Budget	<b>Overview of Strategic Planning Goals</b>
10 Salaries And Wages.....	<b>148,982</b>	<b>148,296</b>	<b>153,050</b>	Administer the City's Local Area Networks, including all hardware and software procurements. Provide staff support and guidance through the revival of the Information Systems Advisory Team (ISAT)
11 Regular Pay	148,982	148,296	153,050	
12 Overtime Pay				
20 Personnel Benefits.....	<b>49,500</b>	<b>50,553</b>	<b>49,998</b>	<b>Cost Summary of Significant Changes</b>
21 Social Security	11,397	11,345	11,709	<i>Increases</i> Salary step progression \$3,953, Interfund transfers \$88,908
22 Retirement	7,911	9,245	11,096	<i>Decreases</i>
23 Health Insurance	29,179	28,860	26,028	Services \$20,100, Capital Outlays \$70,000
24 Disability Insurance	1,013	1,103	1,165	<b>Details and Notes</b>
25 Unemployment Insurance	-	-	-	
27 Uniforms	-	-	-	
30 Supplies.....	<b>45,100</b>	<b>21,150</b>	<b>24,600</b>	
* 31 Operating Supplies	21,800	15,000	12,300	<i>31 Operating Supplies</i>
32 Vehicle Fuel				00 Office Supplies 4,300
33 Supplies for Resale				20 Software 8,000
35 Minor Equipment	23,300	6,150	12,300	
39 Other Supplies				12,300
40 Services.....	<b>88,620</b>	<b>27,680</b>	<b>68,520</b>	<i>35 Minor Equipment</i>
* 41 Professional Services	43,000	6,900	23,000	00 PC's and other tech 12,000
* 42 Communications	6,120	4,630	6,020	10 Less than \$5,000. 300
43 Travel and Subsistence	2,000	150	1,000	12,300
44 Advertising				<i>41 Professional Services</i>
45 Equipment Rental	19,000	10,000	14,000	00 Consultants and Services 15,000
46 Insurance				30 Software Support Service 8,000
47 Utility Services				23,000
48 Repair and Maintenance	4,000	3,000	7,500	<i>42 Communications</i>
* 49 Other Services	14,500	3,000	17,000	10 Postage 120
50 Intergovtmntl Services.....				20 Telephone 5,900
*60 Capital Outlays.....	<b>130,000</b>	<b>90,000</b>	<b>60,000</b>	6,020
70/80 Debt Payments.....				<i>49 Other Services</i>
*90 Interfund Transfers.....	<b>2,279</b>	<b>1,000</b>	<b>91,187</b>	20 Education & Training 14,000
TOTAL Information Services	<b>464,481</b>	<b>338,679</b>	<b>447,355</b>	30 Miscellaneous 3,000
				17,000
				<i>60 Capital Outlays</i>
				64 00 Equipment 60,000
				60,000
				<i>90 Interfund Transfers</i>
				91 10 Equip. Rental (501) 2,301
				99 00 Equip. Rplcmt (505) 2,506
				97 21 Transfer (001) 86,380
				91,187

# LAW ENFORCEMENT

## **Overview:**

The 2012 Budget consists of the costs of law enforcement services provided by the Snohomish County Sheriff's Department and City direct costs for criminal justice, interagency communications and administrative support.

## **MISSION STATEMENT**

The Snohomish Police Department's mission is to consistently deliver the highest level of professional police services by partnering with our community to preserve peace and suppress crime.

## **VALUES:**

The values of the Department were voted on and adopted by the department and area as follows:

- ◆ Integrity
- ◆ Courage
- ◆ Respect

## **2011 ACCOMPLISHMENTS:**

- ◆ Established CIT training for better communication between law enforcement and mental health consumers.
- ◆ Responded to community identified problem: the re-emergence of heroin in society.
- ◆ Further developed partnerships with area law enforcement agencies.
- ◆ Held a Sergeant's assessment center with qualified applicants from our own department and promoted two applicants from the list.
- ◆ Partnered more closely with other City departments for special events.
- ◆ Completed and introduced the new Policies and Procedures Manual.
- ◆ Developed as an entire department a new mission statement and set of values.

## **2012 CHALLENGES:**

- ◆ Maintain high levels of customer service to our community in spite of the challenges that are raised with reduced budgets.
- ◆ Continue preparation 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 rollout on March 2012.
- ◆ Continue to provide Electronic Home Detention services with minimum staffing available.

**City of Snohomish  
2012 Budget**

<b>Position</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012 (A)</b>	<b>Change</b>
Police Chief	1.0	1.0	1.0	1.0	0.0	-1.0
Police Commander	2.0	2.0	2.0	2.0	0.0	-2.0
Police Officer - Sergeant	4.0	4.0	4.0	4.0	0.0	-4.0
Police Officer – Patrol	15.0	14.0	13.0	12.0	0.0	-12.0
<b>Total Commissioned</b>	<b>22.0</b>	<b>21.0</b>	<b>20.0</b>	<b>19.0</b>	<b>0.0</b>	<b>-19.0</b>
Administrative Assistant	1.0	1.0	1.0	1.0	0.0	-1.0
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	0.0	-1.0
Police Clerk	1.5	1.0	1.0	1.0	1.0	0.0
Community Services Officer	1.0	1.0	1.0	1.0	1.0	0.0
<b>Non Commissioned</b>	<b>5.5</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>3.0</b>	<b>-2.0</b>
<b>Total</b>	<b>27.5</b>	<b>26.0</b>	<b>25.0</b>	<b>24.0</b>	<b>3.0</b>	<b>-21.0</b>
<b>Budget History</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>Change</b>
Justice	497,547	518,950	580,894	524,900	465,000	-59,900
Admin.	729,323	576,109	675,064	676,792	618,052	-58,740
Operation	2,682,406	2,895,057	2,748,733	2,371,428	2,672,488	301,060
Prevention	123,613	78,302	10,000	16,800	12,000	-4,800
Reserves	33,103	9,300	3,510	1,440	0	-1,440
Task Force	3,900	2,224	2281	2,191	0	-2,191
Comm Serv & Detention	0	0	5000	8,000	8,000	0
<b>Total</b>	<b>4,069,892</b>	<b>4,079,942</b>	<b>4,025,482</b>	<b>3,601,551</b>	<b>3,775,540</b>	<b>173,989</b>
<b>Note A.</b> The 2012 Budget consists of law enforcement costs provided by the Snohomish County Sheriff's Department and City costs for criminal justice, interagency communications and administrative expenses.						
One time only costs are incurred in 2012 for the cash-out of leave banks offset 100% by transfers from reserve funds. The 2012 budget estimated for the continuation of a City Police Department is \$4,038,604						

**2012 Goals:**  
**ADMINISTRATION**

- ◆ **Staffing:**
  - ◆ Adjust to reduction of one (1) K9 units.
  - ◆ Cross train the K9 unit to be a drug sniffing dog.
  - ◆ Adjust shifts to allow for the return of the SRO to patrol.
  - ◆ 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.]

- ◆ **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.
  - ◆ Expand parking enforcement by developing a volunteer cadre.

**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**

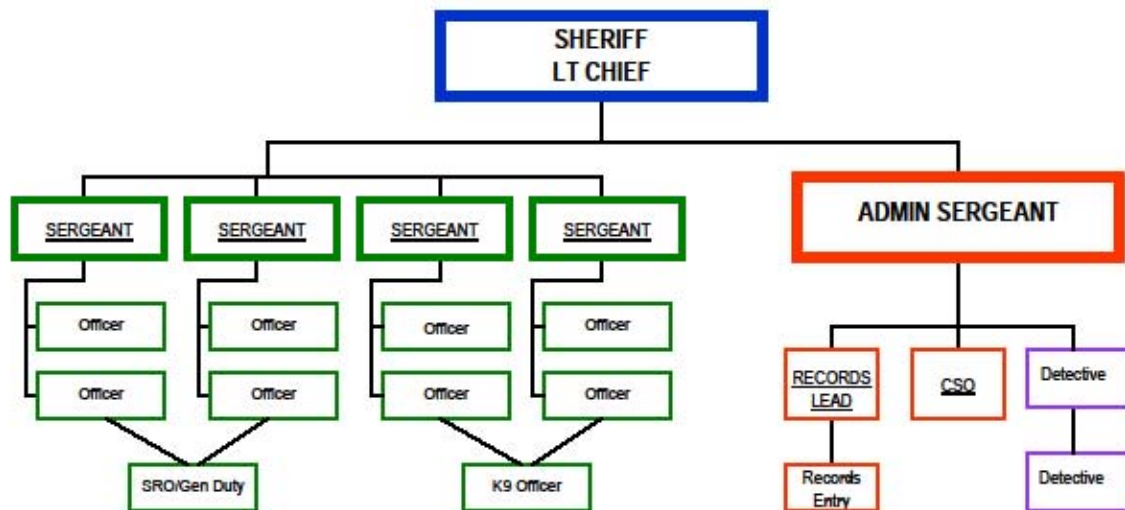
- ◆ **Investigations:** Maintain two Detectives.
  - ◆ Provide a Child Interviewer through an interlocal agreement.
- ◆ **Interagency Cooperation:** Join or re-join existing area joint investigative efforts such as the Regional Intelligence Group, the East County Detectives meeting, the “SMART Team” [responds to area officer involved shootings], and any other joint efforts.

**SERVICE STANDARDS**

Service	Level
<b>Customer Service</b>	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.
<b>Patrol</b>	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.
<b>Traffic Enforcement</b>	Impartial and Fair Enforcement of Traffic Laws; prioritize high-risk behavior enforcement at critical DUI and Road Rage levels; professional investigation of traffic collisions; targeted use of speed display radars provide Patrol / Traffic capability during peak traffic periods; and provide directed enforcement to all valid citizen traffic complaints.
<b>Criminal Investigations</b>	Professional response to and processing of crime scenes; provide timely follow up investigation of all crimes; continued oversight of registered sex offenders; and participate in County Drug Task Force for larger scale investigations
<b>Emergency Preparedness</b>	Emergency Preparedness: Provide ICS-level National Incident

Service	Level
	Management System (NIMS) leadership and / or activation of Emergency Operations Center (EOC) when needed.
<b>Special Events Management</b>	Collaborate with the community sponsors and other City Departments and Agencies in providing adequate Public Safety protection during all major special events.
<b>Community Services</b>	Provide residents with professional services, including concealed weapons permits, fingerprinting, Police Department tours, defective vehicle equipment inspection, motorist assists, and providing "Police Partners" education at the elementary school level.
<b>Parking</b>	Parking enforcement on complaint basis; proactive and self-initiated parking enforcement as call load allows; and enforcement of the Permit Parking system.
<b>Animal Control</b>	Make every attempt to locate owners of impounded animals. Attempt to license all animals required to have licenses within City limits.

**SNOHOMISH POLICE DEPARTMENT ORGANIZATIONAL CHART**



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

Acct: 512 40				Criminal Justice
Object Code and Purpose	2011 Budget	2011 Year Est	2012 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....				The mission of the PD is to consistently deliver the highest level of professional police services by partnering with the community to preserve peace and suppress crime.
11 Regular Pay				
12 Overtime Pay				
				<b>Cost Summary of Significant Changes</b>
20 Personnel Benefits.....				<i>Increases</i>
21 Social Security				Court appointed attorney fees \$35,000
22 Retirement				County jail fees \$50,000 and court filing fees \$25,000
23 Health Insurance				
24 Disability Insurance				
26 Uniforms				
				<b>Details and Notes</b>
30 Supplies.....				<i>41 Professional Services</i>
31 Operating Supplies				20 Court Appointed 75,000
32 Vehicle Fuel				30 Witness Fees 500
33 Supplies for Resale				31 Hearing Officers -
35 Minor Equipment				32 Interpreter Services 2,500
39 Other Supplies				40 Prosecution Fees 85,000
				50 Parking Hearing 2,000
				165,000
40 Services.....	<b>164,900</b>	<b>124,400</b>	<b>165,000</b>	<i>50 Intergovernmental Services</i>
* 41 Professional Services	164,900	124,400	165,000	10 County Jail Fees 200,000
42 Communications				20 Court Filing Fees 100,000
43 Travel and Subsistence				300,000
44 Advertising				
45 Equipment Rental				
46 Insurance				
47 Utility Services				
48 Repair and Maintenance				
49 Other Services				
*50 Intergovtmntl Services.....	<b>360,000</b>	<b>225,000</b>	<b>300,000</b>	
60 Capital Outlays.....				
70/80 Debt Payments.....				
90 Interfund Transfers.....				
<b>TOTAL Criminal Justice</b>	<b>524,900</b>	<b>349,400</b>	<b>465,000</b>	

**City of Snohomish  
2012 Budget**

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

Acct: 521 10		Police Administration		
Object Code and Purpose	2011 Budget	2011 Year Est	2012 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	<b>442,888</b>	<b>444,906</b>	<b>186,442</b>	Continue to implement a "succession plan" for key collateral duty assignments within the department.
11 Regular Pay	442,888	443,604	185,142	
12 Overtime Pay		1,302	1,300	
<b>Cost Summary of Significant Changes</b>				
20 Personnel Benefits.....	<b>159,304</b>	<b>149,119</b>	<b>63,551</b>	<i>Increases</i>
21 Social Security	33,881	34,035	11,086	\$ 359,359 SCSO Administration
22 Retirement	17,240	17,666	10,773	<i>Decreases</i>
23 Health Insurance	101,589	93,627	39,007	\$414,599 Operating Expenditures
24 Disability Insurance	4,594	3,391	2,685	<b>Details and Notes</b>
26 Uniforms	2,000	400		
30 Supplies.....	<b>7,500</b>	<b>6,700</b>	<b>6,000</b>	<i>41 Professional Services</i>
31 Operating Supplies	6,000	6,000	6,000	00 Misc Prof Services
32 Vehicle Fuel				10 Testing Services
33 Supplies for Resale				
35 Minor Equipment	1,500	700		
39 Other Supplies				<i>42 Communications</i>
40 Services.....	<b>64,600</b>	<b>54,400</b>	<b>2,700</b>	00 Communications
* 41 Professional Services	13,000	11,400		10 Postage
* 42 Communications	27,500	25,400	2,000	20 Telephone
43 Travel and Subsistence	2,000	500	500	
44 Advertising	500	100		<i>49 Other Services</i>
45 Equipment Rental				10 Misc. Services
46 Insurance				Police Admin Misc
47 Utility Services				Facility Rental/Storage Fees
48 Repair and Maintenance				Education/Training CIT
* 49 Other Services	21,600	17,000	200	20 Education/Training
50 Intergovtmntl Services.....			<b>359,359</b>	50 <i>Intergovtmntl Services</i>
*60 Capital Outlays.....				SCSO Contract Admin.
70/80 Debt Payments.....				
90 Interfund Transfers.....				
<b>TOTAL Police Administration</b>	<b>674,292</b>	<b>655,125</b>	<b>618,052</b>	

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

Acct: 521 20				Police Operations
Object Code and Purpose	2011 Budget	2011 Year Est	2012 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	<b>1,393,422</b>	<b>1,399,803</b>	<b>185,320</b>	Provide police staffing and services to ensure adequate and appropriate levels of public safety.
11 Regular Pay	1,286,031	1,264,535	185,320	
12 Overtime Pay	107,391	135,268		
				<b>Cost Summary of Significant Changes</b>
				<i>Decreases</i>
20 Personnel Benefits.....	<b>514,986</b>	<b>511,448</b>	<b>33,488</b>	\$1,689,600 in salaries/benefits and \$102,189 in operating expenditures/interfund transfers due to contract with SCSO.
21 Social Security	106,597	107,132	14,177	
22 Retirement	73,155	73,897	2,211	
23 Health Insurance	294,367	278,503		<i>Increases</i>
24 Disability Insurance	19,237	15,360		\$2,211,720 for SCSO contract intergovernmental svcs.
25 Unemployment Ins	-	20,550	17,100	
* 26 Uniforms	21,630	16,006		
				<b>Details and Notes</b>
				<i>26 Uniforms</i>
				10 Uniform Cleaning
				20 Uniforms
				30 Ballistic Vests
				-
				<i>31 Operating Supplies</i>
30 Supplies.....	<b>44,100</b>	<b>24,450</b>	<b>1,000</b>	20 Operating Supplies
* 31 Operating Supplies	20,600	12,200	1,000	30 Vehicle Supplies
32 Vehicle Fuel				40 Training Sup.
33 Supplies for Resale				50 Firearms Trng. Sup.
35 Minor Equipment	21,700	10,750		-
39 Confidential Inv.	1,800	1,500		1,000
				<i>50 Intergovernmental Services</i>
40 Services.....	<b>48,918</b>	<b>35,228</b>	<b>1,350</b>	10 CRMS and DEM
41 Professional Services	2,180	7,050		20 SNOPAC Dispatch
42 Communications	7,500	550		30 800 Mhz
43 Travel and Subsistence	2,900	2,600		99 SCSO contract
44 Advertising				2,211,720
45 Equipment Rental				2,451,330
46 Insurance				
47 Utility Services				
* 48 Repair and Maintenance	13,100	9,850		
* 49 Other Services	23,238	15,178	1,350	
				<i>60 Capital Outlay</i>
*50 Intergovtmntl Services.....	<b>251,131</b>	<b>251,132</b>	<b>2,451,330</b>	00 Additions to Fleet
*60 Capital Outlays.....				-
				<i>90 Interfund Transfers</i>
70/80 Debt Payments.....				91 10 Eq. Rental (501)
*90 Interfund Transfers.....	<b>118,871</b>	<b>118,871</b>		91 15 Infor. Services (502)
				99 00 Equip Replacement (502)
				99 00 Eq. Replmt (505)
				-
				-
				-
<b>TOTAL Police Operations</b>	<b>2,371,428</b>	<b>2,340,932</b>	<b>2,672,488</b>	-

**City of Snohomish  
2012 Budget**

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

Acct: 521 30		Crime Prevention		
Object Code and Purpose	2011 Budget	2011 Year Est	2012 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....				
11 Regular Pay				
12 Overtime Pay				
20 Personnel Benefits.....				
21 Social Security				
22 Retirement				
23 Health Insurance				
24 Disability Insurance				
26 Uniforms				
30 Supplies.....	2,500	1,100	-	
31 Operating Supplies	500	400		
32 Vehicle Fuel				
35 Minor Equipment	2,000	700		
37 Training Supplies				
39 Other Supplies				
40 Services.....	4,300		-	
* 41 Professional Services				41 Professional Services
42 Communications				30 Innovative Enforcement -
43 Travel and Subsistence				40 Domestic Violence -
44 Advertising				50 At-Risk Youth -
45 Equipment Rental				
46 Insurance				
47 Utility Services				
48 Repair and Maintenance				
* 49 Other Services	4,300	4,300		49 Other Services
50 Intergovtmntl Services.....	10,000	10,000	12,000	10 Dues/Subscriptions -
60 Capital Outlays.....				20 Education/Training
70/80 Debt Payments.....				30 Misc. Services -
90 Interfund Transfers.....				
TOTAL Crime Prevention	16,800	11,100	12,000	50 Other Services
				51 Animal Impound Fees 12,000
				12,000

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

Acct: 521 40				Reserve Program
Object Code and Purpose	2011 Budget	2011 Year Est	2012 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....				
11 Regular Pay				
12 Overtime Pay				
20 Personnel Benefits.....	<b>900</b>	<b>600</b>	-	<b>Cost Summary of Significant Changes</b>
21 Social Security				
22 Retirement				
23 Health Insurance				
24 Disability Insurance	450	300		
* 26 Uniforms	450	300		<b>Details and Notes</b>
30 Supplies.....	<b>90</b>	<b>100</b>	-	26 Uniforms
* 31 Operating Supplies	90	100		00 Uniforms
32 Vehicle Fuel				00 Ballistic Vests
33 Supplies for Resale				
35 Minor Equipment				31 Operating Supplies
39 Other Supplies				40 Training Supplies
40 Services.....	<b>2,950</b>	<b>1,890</b>	-	50 Firearms Training
41 Professional Services				49 Other Services
42 Communications				20 Education/Training
43 Travel and Subsistence				50 Intergovernmental Services
44 Advertising				
45 Equipment Rental	2,500	1,640		
46 Insurance				
47 Utility Services				
48 Repair and Maintenance				
* 49 Other Services	450	250		
50 Intergovtmntl Services.....	<b>2,191</b>	<b>2,191</b>		
60 Capital Outlays.....				
70/80 Debt Payments.....				
90 Interfund Transfers.....				
<b>TOTAL Reserve Program</b>	<b>3,940</b>	<b>2,590</b>	-	

**City of Snohomish  
2012 Budget**

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

<b>Acct: 523 20</b>		<b>Community Services &amp; Detention</b>		
<b>Object Code and Purpose</b>	<b>2011 Budget</b>	<b>2011 Year Est</b>	<b>2012 Budget</b>	<b>Overview of Strategic Planning Goals</b>
10 Salaries And Wages.....				
11 Regular Pay				
12 Overtime Pay				
				<b>Cost Summary of Significant Changes</b>
20 Personnel Benefits.....				
21 Social Security				
22 Retirement				
23 Health Insurance				
24 Disability Insurance				
26 Uniforms				
				<b>Details and Notes</b>
				<i>40 Services</i>
				41 Home Detection Monitor 8,000
30 Supplies.....	<b>8,000</b>	-	-	
31 Operating Supplies				
32 Vehicle Fuel				
33 Supplies for Resale				
35 Minor Equipment	8,000			
39 Other Supplies				
40 Services.....		<b>8,000</b>	<b>8,000</b>	
41 Professional Services		5,000	8,000	
42 Communications				
43 Travel and Subsistence				
44 Advertising				
45 Equipment Rental		3,000		
46 Insurance				
47 Utility Services				
48 Repair and Maintenance				
* 49 Other Services				
*50 Intergovtmntl Services.....				
60 Capital Outlays.....				
70/80 Debt Payments.....				
90 Interfund Transfers.....				
<b>TOTAL Community Service</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>	

## PUBLIC WORKS DEPARTMENT

**Overview:** The Public Works Department is comprised of the Public Works Division, the Engineering Services Division, and the Parks, Facilities, Streets, 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 3,300 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	2008	2009	2010	2011	2012	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
Stormwater Manager <sup>1</sup>	1.0	1.0	1.0	1.0	1.0	0.0
Project Manager	3.0	3.0	3.0	3.0	2.7	-0.3
Water Quality Specialist	1.0	1.0	1.0	1.0	1.0	0.0
Engineering Technician	2.0	2.0	1.5	1.5	1.0	-0.5
Wastewater Plant Operator <sup>2</sup>	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	12.0	12.0	12.0	0.0
Parks/Facilities/Fleet Mgr.	1.0	1.0	1.0	1.0	1.0	0.0
Inventory/Mechanic <sup>2</sup>	0.0	0.0	2.0	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
<b>Total</b>	<b>32.0</b>	<b>32.0</b>	<b>32.5</b>	<b>32.5</b>	<b>31.7</b>	<b>-0.8</b>
<b>Budget History</b>						
Div.	2008	2009	2010	2011	2012	Change
Engineering	850,011	823,591	849,382	761,949	875,175	113,226
Facilities	406,355	387,254	386,280	395,791	364,838	-30,953
Parks	410,552	390,860	380,326	397,552	359,842	-37,710
Streets Ops Admin	272,985	117,862	25,388	20,150	34,577	14,427
Street Maint.	552,505	591,497	513,158	472,442	506,601	34,159
Ped/ TrfSft	217,703	219,987	226,661	232,262	230,290	-1,972
Water Admin	66,759	67,607	73,077	71,687	46,137	-25,550
Water Dist.	1,217,525	1,369,245	1,310,508	1,252,527	1,419,278	166,751
Water Trtm.	379,693	387,251	517,846	1,117,016	488,617	-628,399
Wstwater Coll	728,858	866,684	806,288	758,870	824,519	65,649
Wstwater Adm	66,759	67,000	72,398	71,537	45,825	-25,712
Wstwater Treat	1,134,737	1,374,362	2,414,259	1,922,044	2,427,625	505,581
Storm Drn	540,876	676,152	986,090	1,017,330	809,259	-208,071
City Shop	411,923	451,500	476,652	477,350	514,317	36,967
<b>Totals</b>	<b>7,257,241</b>	<b>7,790,852</b>	<b>9,038,313</b>	<b>8,968,507</b>	<b>8,946,900</b>	<b>-21,607</b>
Note 1 Staffing with City Engineers and consultant						
Note 2 Contracted staffing						

**Public Works Division:** Public Works Operations provides utility infrastructure operations and maintenance services for the City of Snohomish. Some typical areas of service include maintain surface water management, cross connection and pretreatment monitoring, drinking water treatment, water storage and distribution, wastewater collection and treatment, wastewater lift station maintenance, and utility vegetation control. This Division is currently staffed by 14 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, and right-of-way inspection. This Division is currently staffed by 6.7 FTE.

**Parks, Facilities, Streets, and Fleet Division:** Parks, Facilities, Streets, and Fleet provide maintenance and operations of the City's 9 parks, building facilities, streets and sidewalks, and the City fleet. This Division is currently staffed by 10 FTE. Typical services include custodial cleaning, building maintenance, park grounds maintenance, park structure maintenance, parks facility reservations, maintaining streets and sidewalks, street sweeping, street lighting, street signs, traffic signal maintenance, vegetation control, traffic control, pedestrian and vehicle safety, vehicle maintenance, and shop inventory.

### **2012 Goals:**

- ◆ **Complete Transportation Benefit District (TBD) Annual Street Overlay:** Design and construct first annual TBD street overlay project.
- ◆ **Complete Carnegie Seismic Upgrade:** Construct improvements to the historic Carnegie Building so that it can better withstand a seismic event.
- ◆ **Seek Funding for the Wastewater Treatment Improvements:** Continue to seek additional funding for construction and buy in for the Everett Conveyance.
- ◆ **Complete Replacement of the Stoneridge Outfall:** Construct replacement for the damaged Stoneridge stormwater outfall.
- ◆ **Continue Design and Permitting for the Everett Wastewater Conveyance Project:** Continue the Engineering work necessary for the Everett Conveyance pipeline as stipulated in the DOE Agreed Order.
- ◆ **Complete Design and Permitting 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 the Integrated Media and Headworks Upgrade Project:** Construct the Wastewater Treatment Near Term improvements in keeping with the DOE Agreed Order.
- ◆ **Complete the Phase II of the Sewer Telemetry System Upgrade:** Upgrade the Phase II portions of the sewer telemetry systems which monitor and alarm critical utility functions.
- ◆ **Begin the 15<sup>th</sup> and D Intersection Improvement Design:** Select a consultant and begin the design for the 15<sup>th</sup> and D TBD intersection improvement.

- ◆ **Continue Agency Coordination for the 30<sup>th</sup> Street and SR 9 Intersection Improvements:** Begin initial coordination between the City of Snohomish, Snohomish County, and Washington State Department of Transportation regarding this TBD intersection improvement.
- ◆ **Pilchuck Dam Removal Design:** Complete the 90% design for the removal of the Pilchuck water diversion dam to improve the fish passage into the watershed.

## **SERVICE STANDARDS ENGINEERING SERVICES**

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

**SERVICE STANDARDS  
PUBLIC WORKS DIVISION**

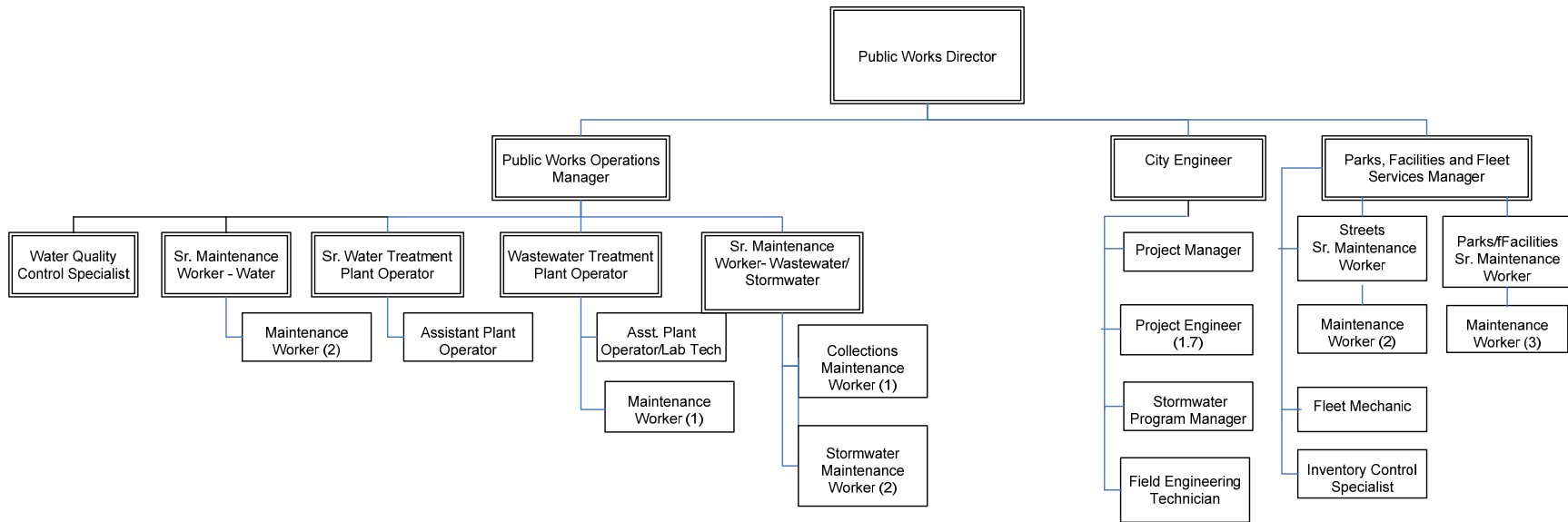
<b>Service</b>	<b>Level</b>
<b>Customer Phone Response</b>	Return phone calls within one working day.
<b>Drainage Ditch/Culverts</b>	Respond to reported obstructions within one hour and clear as soon as possible.
<b>Storm Drainage Control</b>	Identify and repair local storm drainage problems in-house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

**SERVICE STANDARDS  
PARKS, FACILITIES, STREETS, AND FLEET DIVISION**

<b>Service</b>	<b>Level</b>
<b>Building Structural Maintenance</b>	Repair functional damage within 1 week of notification.
<b>Building Lighting Maintenance</b>	Replace faulty lights within 3 days of notification.
<b>Building Mechanical Maintenance</b>	Respond to heating or plumbing system discrepancies

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

**City of Snohomish  
2012 Budget**



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

<b>Acct: 518 30</b>		<b>Building And Grounds</b>		
Object Code and Purpose	2011 Budget	2011 Year Est	2012 Budget	<b>Overview of Strategic Planning Goals</b>
10 Salaries And Wages.....	<b>150,739</b>	<b>138,638</b>	<b>129,703</b>	Provide maintenance and operations of the city's building facilities and grounds. Services include custodial cleaning, building and park grounds maintenance and improvement . projects.
11 Regular Pay	148,739	136,638	127,703	
12 Overtime Pay	2,000	2,000	2,000	
<b>Cost Summary of Significant Changes</b>				
20 Personnel Benefits.....	<b>66,952</b>	<b>63,631</b>	<b>57,267</b>	<i>Decreases</i>
21 Social Security	11,532	10,606	9,923	Salary and Benefits \$30,721
22 Retirement	7,345	8,713	9,404	
23 Health Insurance	42,693	40,887	31,993	
24 Disability Insurance	3,832	1,639	4,397	
25 Unemployment Insurance	-	236		
26 Uniforms	1,550	1,550	1,550	
<b>Details and Notes</b>				
30 Supplies.....	<b>19,600</b>	<b>18,500</b>	<b>18,500</b>	
* 31 Operating Supplies	15,600	15,500	15,500	<i>31 Operating Supplies</i>
32 Vehicle Fuel				00 Office Supplies 500
33 Supplies for Resale				10 Operating Supplies 15,000
35 Minor Equipment	4,000	3,000	3,000	
39 Other Supplies				<i>41 Professional Services</i>
				00 Professional Services 10,000
				10 Janitorial Services 22,000
				32,000
40 Services.....	<b>158,500</b>	<b>152,700</b>	<b>155,500</b>	<i>47 Utility Services</i>
* 41 Professional Services	29,000	29,000	32,000	<i>(City Hall, Police, Library, City Shop)</i>
42 Communications	5,300	3,500	3,300	10 Electricity 50,000
43 Travel and Subsistence	500	500	500	30 Natural Gas 6,000
44 Advertising	200	200	200	40 Water/Sewer 42,000
45 Equipment Rental	3,000	3,000	3,000	98,000
46 Insurance				
* 47 Utility Services	102,000	98,000	98,000	<i>48 - Other Services</i>
48 Repair and Maintenance	15,000	15,000	15,000	48 00 Other Repairs and Maint. 15,000
* 49 Other Services	3,500	3,500	3,500	15,000
50 Intergovernmental Services.....				<i>49 - Miscellaneous</i>
*60 Capital Outlays.....				49 10 Dues and Subscriptions 500
				49 20 Education and Training 3,000
70/80 Debt Payments.....				3,500
90 Interfund Transfers.....			<b>3,868</b>	<i>90 - Interfund Transfers</i>
				91 15 Infor. Services (502) 3,061
				99 10 Equip. Replacement (502) 807
<b>TOTAL Buildings and Grounds</b>	<b>395,791</b>	<b>373,469</b>	<b>364,838</b>	<b>3,868</b>

**City of Snohomish  
2012 Budget**

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

<b>Acct: 576 80</b>				<b>Parks</b>
Object Code and Purpose	2011 Budget	2011 Year Est	2012 Budget	<b>Overview of Strategic Planning Goals</b>
10 Salaries And Wages.....	<b>162,889</b>	<b>138,638</b>	<b>129,703</b>	Provide maintenance and operations of the city's nine parks. Services include park structure maintenance, parks facility reservations and park improvement projects.
11 Regular Pay	160,889	136,638	127,703	
12 Overtime Pay	2,000	2,000	2,000	
				<b>Cost Summary of Significant Changes</b>
20 Personnel Benefits.....	<b>70,691</b>	<b>65,171</b>	<b>58,717</b>	<i>Decreases</i>
21 Social Security	12,461	10,606	9,923	Salaries & Benefits-\$45,160
22 Retirement	7,345	8,713	9,404	
23 Health Insurance	42,693	40,889	31,993	
24 Disability Insurance	4,192	1,727	4,397	
24 Unemployment Insurance		236		
26 Uniforms	4,000	3,000	3,000	
				<b>Details and Notes</b>
30 Supplies.....	<b>34,300</b>	<b>33,300</b>	<b>33,300</b>	<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 3,000
33 Supplies for Resale				13,000
35 Minor Equipment	4,000	3,000	3,000	
39 Other Supplies				<i>42 Communications</i>
40 Services.....	<b>82,200</b>	<b>69,170</b>	<b>70,000</b>	10 Postage 250
* 41 Professional Services	16,000	13,000	13,000	20 Telephone 1,000
* 42 Communications	700	1,150	1,250	1,250
43 Travel and Subsistence	500		500	<i>47 Utility Services</i> 35,000
44 Advertising	500		500	<i>48 Repairs and Maintenance</i> 15,000
45 Equipment Rental	1,500	1,500	1,500	
46 Insurance				<i>49 Other Services</i>
47 Utility Services	45,000	35,000	35,000	10 Misc. Services 250
* 48 Repair and Maintenance	15,000	15,000	15,000	20 Education/Training 3,000
* 49 Other Services	3,000	3,520	3,250	3,250
*50 Intergovtmntl Services.....				<i>60 Capital Outlays</i>
*60 Capital Outlays.....	<b>10,000</b>	<b>10,000</b>		61 00 Land Improvements
				62 00 Buildings & Structures
				64 00 Machinery & Equipment
70/80 Debt Payments.....				-
				-
*90 Interfund Transfers.....	<b>37,472</b>	<b>37,472</b>	<b>68,122</b>	<i>90 Interfund Transfers</i>
				91 10 Eq. Rental (501) 48,374
				91 15 Info Serv M/O(501) 3,061
				99 00 Eq. Rplcmt (505) 16,687
<b>TOTAL Parks</b>	<b>397,552</b>	<b>353,751</b>	<b>359,842</b>	68,122

FUND: 001 General  
DEPT: 140 Public Works

Acct: 532 20		Engineering and Public Works Adm.		
Object Code and Purpose	2011 Budget	2011 Year Est	2012 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	521,058	532,861	503,248	Project management oversight of capital construction, public works maintenance and operations within the public right of ways. Assists in the review of development plans and building permits.
11 Regular Pay	521,058	521,061	493,248	
12 Overtime Pay		11,800	10,000	
<b>Cost Summary of Significant Changes</b>				
20 Personnel Benefits.....	175,474	182,291	175,654	<i>Decreases</i>
21 Social Security	39,861	40,764	38,499	Salaries \$17,810
22 Retirement	26,191	32,687	36,486	<i>Increases</i>
23 Health Insurance	102,172	102,386	91,829	Interfund transfers \$20,299
24 Disability Insurance	6,450	3,619	8,040	<b>Details and Notes</b>
24 Unemployment Insurance		2,035		
26 Uniforms	800	800	800	
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				10,600
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
				6,000
40 Services.....	30,900	30,900	30,900	<i>60 Capital Outlay</i>
41 Professional Services	10,000	10,000	10,000	64 00 Machinery & Equipment
* 42 Communications	10,600	10,600	10,600	-
43 Travel and Subsistence	3,500	3,500	3,500	<i>90 Interfund Transfers</i>
44 Advertising	300	300	300	91 10 Eq. Rental (501) 9,455
45 Operating Rentals	-			91 15 Info. Services (502) 101,102
46 Insurance				97 19 Trsfr Debt Svc 28,020
47 Utility Services				99 10 Equip Replacement (502) 6,406
48 Repair and Maintenance	500	500	500	99 00 Eq. Rplcmt (505) 13,890
* 49 Other Services	6,000	6,000	6,000	158,873
50 Intergovtmntl Services.....				
*60 Capital Outlays.....	1,000	1,000	1,000	
70/80 Debt Payments.....				
90 Interfund Transfers.....	28,017	28,020	158,873	
TOTAL Engineering/PW Admin.	761,949	780,572	875,175	

**City of Snohomish  
2012 Budget**

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

Acct: 542 30		Street Maintenance		
Object Code and Purpose	2011 Budget	2011 Year Est	2012 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	114,012	115,624	114,812	Provide maintenance and service to the city's 41 miles of streets. Services include sweeping, snow and ice removal, pothole repairs and sign maintenance.
11 Regular Pay	112,812	112,924	112,812	
12 Overtime Pay	1,200	2,700	2,000	
<b>Cost Summary of Significant Changes</b>				
20 Personnel Benefits.....	45,620	48,268	43,380	<i>Increases</i>
21 Social Security	8,722	8,845	8,784	Interfund transfers \$30,319
22 Retirement	6,043	7,246	8,329	
23 Health Insurance	26,170	26,844	20,512	
24 Disability Insurance	2,885	3,533	3,955	
26 Uniforms	1,800	1,800	1,800	
<b>Details and Notes</b>				
30 Supplies.....	44,500	41,500	44,500	<i>41 Professional Services</i>
31 Operating Supplies	7,500	7,500	7,500	20 Legal Services 530
32 Vehicle Fuel				30 Other Services 5,280
34 Asphalt, Sand, Concrete	30,000	30,000	30,000	40 Testing Services 1,000
35 Minor Equipment	7,000	4,000	7,000	
39 Other Supplies				6,810
40 Services.....	45,030	43,139	50,310	<i>49 Other Services</i>
* 41 Professional Services	1,530	4,209	6,810	10 Dues and Subscriptions 200
42 Communications	2,100	1,530	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	4,000	5,000	6,700
46 Insurance				<i>50 Intergovernmental Services</i>
47 Utility Services				00 Snow and Ice Removal 5,000
48 Repair and Maintenance	29,000	29,000	29,000	10 Street Sweeping 14,000
* 49 Other Services	6,700	3,700	6,700	19,000
50 Intergovmtl Services.....	19,000	19,000	19,000	<i>90 Interfund Transfers</i>
60 Capital Outlays.....				91 10 Equipt. Rental (501) 121,126
70/80 Debt Payments.....				91 15 Info. Svcs. (502) 11,989
*90 Interfund Transfers.....	204,280	110,486	234,599	99 10 Equip Replacement (502) 647
TOTAL Street Maintenance	472,442	378,017	506,601	99 00 Eq. Replcmt. (505) 33,889
				91 00 Finance Allocation 2,866
				91 00 Engineering Allocation 64,082
				234,599

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

<b>Acct: 542 60</b>		<b>Traffic and Pedestrian Safety</b>			
Object Code and Purpose	2011 Budget	2011 Year Est	2012 Budget	<b>Overview of Strategic Planning Goals</b>	
10 Salaries And Wages.....	53,360	53,360	53,360	Provide maintenance and service to the city's 41 miles of streets. Services include sweeping, snow and ice removal, pothole repairs and sign maintenance.	
11 Regular Pay	52,860	52,860	52,860		
12 Overtime Pay	500	500	500		
				<b>Cost Summary of Significant Changes</b>	
20 Personnel Benefits.....	25,772	26,527	23,800	<u>Decreases</u>	
21 Social Security	4,082	4,044	4,082	Health Insurance plan change \$3,550	
22 Retirement	2,828	3,320	3,871		
23 Health Insurance	16,529	16,508	12,979		
24 Disability Insurance	1,433	1,755	1,968		
26 Uniforms	900	900	900		
				<b>Details and Notes</b>	
30 Supplies.....	33,500	33,500	33,500		
31 Operating Supplies	30,000	30,000	30,000		
32 Vehicle Fuel				49 Miscellaneous Services	
33 Supplies for Resale				20 Education/Training	1,100
35 Minor Equipment	3,500	3,500	3,500	50 Intergovernmental Services	
39 Other Supplies				51 10 Traffic Signal Maint.	25,000
40 Services.....	73,630	73,750	73,630	51 20 Co. Paint Stripping	14,000
41 Professional Services	530	530	530	51 30 Co. Thermoplastic	7,000
42 Communications					46,000
43 Travel and Subsistence					
44 Advertising					
45 Equipment Rental					
46 Insurance					
47 Utility Services (Street Light)	70,000	70,000	70,000		
48 Repair and Maintenance	2,000	2,000	2,000		
* 49 Other Services	1,100	1,220	1,100		
*50 Intergovtmntl Services.....	46,000	46,000	46,000		
60 Capital Outlays.....					
70/80 Debt Payments.....					
*90 Interfund Transfers.....					
<b>TOTAL Traffic/Ped. Safety</b>	<b>232,262</b>	<b>233,137</b>	<b>230,290</b>		

**City of Snohomish  
2012 Budget**

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

Acct: 542 90		PW OPS Administration		
Object Code and Purpose	2011 Budget	2011 Year Est	2012 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	11,848	8,383	21,615	Provide administrative services to the streets division.
11 Regular Pay	11,848	8,383	21,615	This division to account for 25% of Parks, Facilities and Fleet Services Manager
12 Overtime Pay				
20 Personnel Benefits.....	4,702	3,460	9,362	<b>Cost Summary of Significant Changes</b>
21 Social Security	906	641	1,654	Increases
22 Retirement	628	523	1,568	Salaries and Benefits \$14,427
23 Health Insurance	1,889	825	4,626	
24 Disability Insurance	229	186	464	
25 Unemployment Insurance	-	235	-	<b>Details and Notes</b>
26 Uniforms	1,050	1,050	1,050	41 Professional Services
30 Supplies.....	1,000	1,000	1,000	00 Professional Services 300
31 Operating Supplies	300	300	300	20 Legal Services 1,200
32 Vehicle Fuel				1,500
33 Supplies for Resale				
35 Minor Equipment	700	700	700	
39 Other Supplies				
40 Services.....	2,600	2,600	2,600	
41 Professional Services	1,500	1,500	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 Lights)				
48 Repair and Maintenance				
49 Other Services	200	200	200	
50 Intergovtmntl Services.....				
60 Capital Outlays.....				
70/80 Debt Payments.....				
*90 Interfund Transfers.....				
<b>TOTAL PW Ops Admin</b>	<b>20,150</b>	<b>15,443</b>	<b>34,577</b>	

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

Acct: 534 10		Water Administration		
Object Code and Purpose	2011 Budget	2011 Year Est	2012 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	47,113	25,138	27,454	Provide administrative services for the water department
11 Regular Pay	47,113	25,138	27,454	This Division for Administration
12 Overtime Pay				Includes 33.33% of PW Ops Manager
<b>Cost Summary of Significant Changes</b>				
20 Personnel Benefits.....	18,434	8,529	12,183	
21 Social Security	3,604	1,923	2,101	<i>Decreases</i>
22 Retirement	2,497	1,567	1,991	\$25,910 Salaries and Benefits
23 Health Insurance	9,098	2,476	6,166	
24 Disability Insurance	935	558	625	<b>Details and Notes</b>
25 Unemployment Insurance	-	705		
27 Uniforms	2,300	1,300	1,300	
30 Supplies.....	3,500	2,000	2,500	
31 Operating Supplies	1,500	1,000	1,500	
32 Vehicle Fuel				
33 Supplies for Resale				
35 Minor Equipment	2,000	1,000	1,000	
39 Other Supplies				
40 Services.....	2,640	7,296	4,000	
41 Professional Services	1,140	5,503	2,500	
42 Communications	600	600	600	
43 Travel and Subsistence	300	300	300	
44 Advertising				
45 Equipment Rental				
46 Insurance				
47 Utility Services				
48 Repairs and Maintenance				
* 49 Other Services	600	893	600	
50 Intergovtmntl Services.....				
60 Capital Outlays.....				
70/80 Debt Payments.....				
90 Interfund Transfers.....				
<b>TOTAL Water Administration</b>	<b>71,687</b>	<b>42,963</b>	<b>46,137</b>	

**City of Snohomish  
2012 Budget**

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

Acct: 534 80		Water Distribution		
Object Code and Purpose	2011 Budget	2011 Year Est	2012 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	<b>218,649</b>	<b>225,573</b>	<b>228,708</b>	Provide maintenance services for the city's water lines. Services include installing new meters, respond to water main and service line breaks and flushing of water lines.
11 Regular Pay	209,069	215,993	219,128	
12 Overtime Pay	9,580	9,580	9,580	
20 Personnel Benefits.....	<b>108,562</b>	<b>112,905</b>	<b>101,807</b>	<b>Cost Summary of Significant Changes</b>
21 Social Security	16,727	17,256	17,497	<i>Increases</i> Salaries-step increases \$10,059 Interfund transfer \$93,497
22 Retirement	11,588	14,130	16,590	<i>Decreases</i>
23 Health Insurance	68,948	69,786	54,744	Medical Plan change \$14,204
24 Disability Insurance	5,699	7,160	7,876	<b>Details and Notes</b>
25 Unemployment Insurance	2,000	1,000	1,400	
27 Uniforms	3,600	3,573	3,700	<i>41 Professional Services</i>
30 Supplies.....	<b>278,000</b>	<b>343,000</b>	<b>343,000</b>	10 Engineering Svcs 2,500 20 Legal Services 4,000
31 Operating Supplies	108,000	108,000	108,000	6,500
32 Vehicle Fuel				
* 33 Supplies for Resale	135,000	200,000	200,000	<i>49 Other Services</i>
34 Meters for Resale	25,000	25,000	25,000	10 Dues & Sub/Printing 1,800
35 Minor Equipment	10,000	10,000	10,000	20 Education & Training 3,000
39 Other Supplies				30 Miscellaneous Svcs 12,000
40 Services.....	<b>116,450</b>	<b>118,900</b>	<b>119,400</b>	40 Water Quality Tests 10,000 50 Water Quality Program 12,000
* 41 Professional Services	4,550	6,000	6,500	38,800
42 Communications	11,600	11,600	11,600	<i>50 Intergovernmental Services</i>
43 Travel and Subsistence	1,500	1,500	1,500	00 Utility Tax/Permit Fees 100,000
44 Advertising				100,000
45 Equipment Rental	5,000	5,000	5,000	<i>60 Capital Outlay</i>
* 46 Insurance	19,000	19,000	19,000	64 Other Improvements 1,000
47 Utility Services	7,000	7,000	7,000	
48 Repairs and Maintenance	30,000	30,000	30,000	<i>90 Interfund Transfers</i>
* 49 Other Services	37,800	38,800	38,800	91 11 Equip. Rental (501) 148,847
*50 Intergovtmnl Services.....	<b>98,000</b>	<b>98,000</b>	<b>100,000</b>	91 15 Info. Svcs. (502) 41,404
*60 Capital Outlays.....	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	91 00 Financial Svcs. (001) 82,973
*70/80 Debt Payments.....				91 10 Engineering Svcs (001) 116,770
*90 Interfund Transfers.....	<b>431,866</b>	<b>449,822</b>	<b>525,363</b>	99 00 Equip. Replcmt (472) 47,269
				99 01 Equip Replacement (502) 2,443
				91 05 Admin Svcs 85,657
				525,363
<b>TOTAL Water Distribution</b>	<b>1,252,527</b>	<b>1,349,200</b>	<b>1,419,278</b>	

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

Acct: 534 90		Water Treatment		
Object Code and Purpose	2011 Budget	2011 Year Est	2012 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	<b>125,936</b>	<b>128,136</b>	<b>127,936</b>	Maintenance of water storage tanks serving water meter connections. Provide water meeting state and federal drinking water treatment standards, storage and distribution.
11 Regular Pay	120,936	120,936	120,936	
12 Overtime Pay	5,000	7,200	7,000	
<b>Cost Summary of Significant Changes</b>				
20 Personnel Benefits.....	<b>60,470</b>	<b>62,970</b>	<b>56,321</b>	<i>Decreases</i>
21 Social Security	9,634	9,803	9,787	Interfund Transfers- \$632,000-Fund Capital Projects
22 Retirement	6,675	8,047	9,280	
23 Health Insurance	39,453	39,554	31,475	
24 Disability Insurance	2,908	3,674	3,979	
26 Uniforms	1,800	1,892	1,800	
<b>Details and Notes</b>				
Details and Notes				
<i>31 Operating Supplies</i>				
30 Supplies.....	<b>66,200</b>	<b>57,000</b>	<b>67,200</b>	10 Chemicals 45,000
* 31 Operating Supplies	53,200	44,000	54,200	20 Supplies 9,200
32 Vehicle Fuel				54,200
33 Supplies for Resale				<i>41 Professional Services</i>
35 Minor Equipment	13,000	13,000	13,000	00 Misc. Services 11,060
39 Other Supplies				11,060
<i>49 Other Services</i>				
40 Services.....	<b>79,710</b>	<b>79,860</b>	<b>86,710</b>	10 Dues/Subscriptions 150
* 41 Professional Services	11,060	11,000	11,060	20 Education/Training 1,500
42 Communications	4,000	5,120	4,000	30 Misc. Services 1,000
43 Travel and Subsistence	1,000	1,000	1,000	00 Security Improvements -
44 Advertising				2,650
45 Equipment Rental	3,000	3,000	3,000	<i>50 Intergovernmental Services</i>
46 Insurance				51 00 Water Quality Tests 1,500
47 Utility Services	28,000	28,000	35,000	
48 Repair and Maintenance	30,000	30,000	30,000	<i>70/80 Debt Payments</i>
* 49 Other Services	2,650	1,740	2,650	78 50 PW TFL Comp plan(Prin) 18,000
*50 Intergovtmntl Services.....	<b>1,500</b>	<b>1,680</b>	<b>1,500</b>	78 00 FmHA 1981 (Prin) 47,000
60 Capital Outlays.....				83 00 FmHA 1981 (Int) 28,950
*70/80 Debt Payments.....	<b>96,200</b>	<b>96,200</b>	<b>93,950</b>	93,950
90 Interfund Transfers.....	<b>687,000</b>	<b>687,000</b>	<b>55,000</b>	<i>90 Interfund Transfers</i>
				34 55 Water Telemetry (432)
				34 55 No Reservoir Recoating (432)
				34 55 County PUD Intertie 55,000
				55,000
<b>TOTAL Water Treatment</b>	<b>1,117,016</b>	<b>1,112,846</b>	<b>488,617</b>	

**City of Snohomish  
2012 Budget**

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

Acct: 535 10		Wastewater Administration		
Object Code and Purpose	2011 Budget	2011 Year Est	2012 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	47,113	25,138	27,445	Administrative services for wastewater.
11 Regular Pay	47,113	25,138	27,445	This Division for Administration
12 Overtime Pay				Includes 33.33% of PW Ops Manager
				<b>Cost Summary of Significant Changes</b>
20 Personnel Benefits.....	18,434	9,529	12,180	<i>Increases</i>
21 Social Security	3,604	1,923	2,100	Services \$1,260
22 Retirement	2,497	1,567	1,990	<i>Decreases</i>
23 Health Insurance	9,098	2,476	6,165	Salaries/Benefits \$25,922
24 Disability Insurance	935	558	625	<b>Details and Notes</b>
25 Unemployment Insurance	-	705		
26 Uniforms	2,300	2,300	1,300	
30 Supplies.....	3,050	3,000	2,000	
31 Operating Supplies	1,050	1,000	1,000	
32 Vehicle Fuel				
33 Supplies for Resale				
35 Minor Equipment	2,000	2,000	1,000	
39 Other Supplies				
40 Services.....	2,940	7,249	4,200	49 Other Services
41 Professional Services	1,140	5,503	2,500	10 Dues and subscriptions 300
42 Communications	600	600	500	20 Education/Training 600
43 Travel and Subsistence	300	300	300	900
44 Advertising				
45 Equipment Rental				
46 Insurance				
47 Utility Services				
48 Repairs and Maintenance				
* 49 Other Services	900	846	900	
50 Intergovtmntl Services.....				
60 Capital Outlays.....				
70/80 Debt Payments.....				
90 Interfund Transfers.....				
<b>TOTAL Wastewater Admin</b>	<b>71,537</b>	<b>44,916</b>	<b>45,825</b>	

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

<b>Acct: 535 80</b>		<b>Wastewater Collection</b>		
Object Code and Purpose	2011 Budget	2011 Year Est	2012 Budget	<b>Overview of Strategic Planning Goals</b>
10 Salaries And Wages.....	<b>126,764</b>	<b>137,046</b>	<b>126,681</b>	Wastewater collection and treatment. Services include wastewater lift station maintenance and responding to obstructions within the system. Cross connection and pre treatment monitoring
11 Regular Pay	115,074	125,356	114,991	
12 Overtime Pay	11,690	11,690	11,690	
<b>Cost Summary of Significant Changes</b>				
20 Personnel Benefits.....	<b>55,942</b>	<b>57,681</b>	<b>51,039</b>	<i>Decreases</i>
21 Social Security	9,697	10,484	9,692	Medical Plan change \$6,538
22 Retirement	6,718	8,513	9,190	<i>Increases</i>
23 Health Insurance	32,567	32,818	26,029	Services \$19,000
24 Disability Insurance	2,860	3,766	3,928	Interfund transfers \$48,635
25 Unemployment Insurance	2,000			
26 Uniforms	2,100	2,100	2,200	
<b>Details and Notes</b>				
30 Supplies.....	<b>27,800</b>	<b>27,800</b>	<b>30,800</b>	41 00 Engineering Services 6,000
31 Operating Supplies	20,800	20,800	20,800	10 Other Pro Services 56,000
32 Vehicle Fuel				20 Legal Services 2,120
33 Supplies for Resale				00 Feasibility Study 64,120
35 Minor Equipment	7,000	7,000	10,000	42 <i>Communications</i>
39 Other Supplies				00 Communication 3,000
40 Services.....	<b>174,020</b>	<b>143,239</b>	<b>193,020</b>	10 Postage 4,000
* 41 Professional Services	64,120	43,120	64,120	20 Telephone 4,000
* 42 Communications	9,000	9,000	11,000	11,000
43 Travel and Subsistence	1,000	1,324	1,000	49 <i>Other Services</i>
44 Advertising				10 Dues & Subscriptions 400
45 Equipment Rental				20 Education & Training 2,500
46 Insurance	19,000		19,000	30 Misc Services 5,000
47 Utility Services	28,000	35,000	45,000	7,900
48 Repair and Maintenance	45,000	45,000	45,000	50 <i>Intergovernmental Services</i>
49 Other Services	7,900	9,795	7,900	53 00 Utility Excise Tax 47,250
*50 Intergovtmnl Services.....	<b>47,750</b>	<b>47,750</b>	<b>47,750</b>	51 20 Wastewater Testing 500
*60 Capital Outlays.....	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	47,750
*70/80 Debt Payments.....				90 <i>Interfund Transfers</i>
*90 Interfund Transfers.....	<b>323,594</b>	<b>336,446</b>	<b>372,229</b>	91 00 Finance Services (001) 83,452
TOTAL Wastewater Collection	<b>758,870</b>	<b>752,962</b>	<b>824,519</b>	91 10 Engineering Services (001) 143,122
				91 20 Equipment Rental M/O501 23,386
				91 00 Information Serv M/O502 40,479
				99 01 Equip Replacement (502) 4,385
				99 00 Equipment Replacement 6,282
				91 05 Admin Srvcs 71,123
				372,229

**City of Snohomish  
2012 Budget**

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

Acct: 535 85		Wastewater Treatment		
Object Code and Purpose	2011 Budget	2011 Year Est	2012 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	<b>170,984</b>	<b>137,815</b>	<b>112,750</b>	Wastewater collection and treatment. Services include wastewater lift station maintenance and testing. Comply with State permit standards.
11 Regular Pay	164,604	130,957	106,370	
12 Overtime Pay	6,380	6,858	6,380	
<b>Cost Summary of Significant Changes</b>				
20 Personnel Benefits.....	<b>88,448</b>	<b>93,950</b>	<b>73,019</b>	<i>Increases</i>
21 Social Security	13,080	10,543	8,625	Services/Supplies \$ 260,976 Debt pymt/Interfund trfrs \$318,268
22 Retirement	9,062	8,383	8,178	<i>Decreases</i>
23 Health Insurance	59,297	51,873	36,993	Salaries and Benefits \$65,663
24 Disability Insurance	4,309	4,181	3,923	<b>Details and Notes</b>
25 Unemployment Insurance	-	16,270	12,500	<i>41 Professional Services</i>
27 Uniforms	2,700	2,700	2,800	10 Other Professional Services 5,000
30 Supplies.....	<b>150,000</b>	<b>170,000</b>	<b>260,000</b>	50 Engineering Services 23,000
31 Operating Supplies	140,000	160,000	250,000	60 WWS LLC 110,976
32 Vehicle Fuel				138,976
33 Supplies for Resale				<i>49 Other Services</i>
35 Minor Equipment	10,000	10,000	10,000	10 Dues/Subscriptions 300
39 Other Supplies				20 Education/Training 3,000
40 Services.....	<b>166,300</b>	<b>211,651</b>	<b>317,276</b>	00 Security Improvements -
41 Professional Services	28,000	74,484	138,976	3,300
42 Communications	4,000	3,300	4,000	<i>50 Intergovernmental</i>
43 Travel and Subsistence	1,500	1,500	1,500	51 11 WW Discharge Permit 13,000
44 Advertising				51 20 Wastewater Testing 10,000
45 Equipment Rental	6,000	6,000	6,000	53 00 Sewer utility tax 31,500
46 Insurance				54,500
47 Utility Services	113,500	113,067	153,500	<i>70/80 Debt Payments</i>
48 Repair and Maintenance	10,000	10,000	10,000	78 00 SRF Loan Principal 551,948
* 49 Other Services	3,300	3,300	3,300	78 00 Recd Loan WWTP Principal 132,709
*50 Intergovtmntl Services.....	<b>54,500</b>	<b>56,292</b>	<b>54,500</b>	78 10 Recd CSO Principal 138,125
*60 Capital Outlays.....	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	78 10 Recd Loan Principal 16,672
*70/80 Debt Payments.....	<b>999,812</b>	<b>1,051,990</b>	<b>1,077,080</b>	78 30 PW TFL WWTP Upgrade 76,471
*90 Interfund Transfers.....	<b>272,000</b>	<b>474,000</b>	<b>513,000</b>	78 50 Recd Loan Principal CSO cons 104,386
TOTAL Wastewater Treatment	<b>1,922,044</b>	<b>2,215,698</b>	<b>2,427,625</b>	83 50 Recd Loan Interest-CSO const 8,873
				83 10 Recd Loan Interest-WWTP 664
				83 20 Recd Loan Interest CSO ph 1 691
				83 20 Recd Bond Interest 41,728
				83 30 PWTL CSO Interest 4,813
				1,077,080

**FUND: 404 Storm Water Management**  
**DEPT: 140 Public Works**

Acct: 538 31		Stormwater Management- Utilites Drainage		
Object Code and Purpose	2011 Budget	2011 Year Est	2012 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	47,113	25,138	27,446	Includes 33.33% of PW Ops Manager
11 Regular Pay	47,113	25,138	27,446	
12 Overtime Pay				
20 Personnel Benefits.....	18,434	9,529	13,180	<b>Cost Summary of Significant Changes</b>
21 Social Security	3,604	1,923	2,100	<i>Decreases</i> Salaries/Benefits \$24,921
22 Retirement	2,497	1,567	1,990	<i>Increases</i>
23 Health Insurance	9,098	2,476	6,165	Professional Services \$30,000
24 Disability Insurance	935	558	625	<b>Details and Notes</b>
25 Unemployment Insurance		705		
27 Uniforms	2,300	2,300	2,300	
30 Supplies.....	3,050	3,000	3,050	41 Professional Services
31 Operating Supplies	1,050	1,000	1,050	00 Gray & Osborn NPDES
32 Vehicle Fuel				31,140
33 Supplies for Resale				
35 Minor Equipment	2,000	2,000	2,000	50 Intergovernmental
39 Other Supplies				53 00 Excise Tax
40 Services.....	2,640	2,600	32,640	15,500
* 41 Professional Services	1,140	1,100	31,140	
42 Communications	600	600	600	
43 Travel and Subsistence	300	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.....	15,500	13,632	15,500	
60 Capital Outlays.....				
70/80 Debt Payments.....				
*90 Interfund Transfers.....				
<b>TOTAL Stormwater Management</b>	<b>86,737</b>	<b>53,899</b>	<b>91,816</b>	

**City of Snohomish  
2012 Budget**

**FUND: 404 Storm Water Management  
DEPT: 140 Public Works**

Acct: 542 40		Stormwater Management-Roads Drainage		
Object Code and Purpose	2011 Budget	2011 Year Est	2012 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	107,054	113,217	110,794	Identify and repair local storm drainage problems.
11 Regular Pay	95,364	105,898	100,794	
12 Overtime Pay	11,690	7,319	10,000	
<b>Cost Summary of Significant Changes</b>				
20 Personnel Benefits.....	44,047	47,689	44,668	<i>Increases</i>
21 Social Security	8,190	8,661	8,476	Salaries/Benefits \$4,361
22 Retirement	5,674	7,017	8,022	<i>Decreases</i>
23 Health Insurance	25,185	25,153	20,585	Intergovernmental \$103,400 Interfund transfers \$108,441
24 Disability Insurance	2,798	3,658	3,885	<b>Details and Notes</b>
25 Unemployment Insurance		1,000	1,400	
27 Uniforms	2,200	2,200	2,300	
30 Supplies.....	32,000	32,000	32,000	<i>41 Professional Services</i>
31 Operating Supplies	25,000	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
				<i>49 Miscellaneous</i>
40 Services.....	46,360	45,395	46,360	20 Education/Training 2,000
* 41 Professional Services	14,060	11,200	14,060	30 Misc. Services 1,000
42 Communications	5,000	5,000	5,000	40 Water Quality -DOE Permit 8,500
43 Travel and Subsistence	1,000	1,000	1,000	50 Operating Permit 2,800
44 Advertising				14,300
45 Equipment Rental	2,000	2,000	2,000	<i>50 Intergovernmental</i>
46 Insurance				51 10 County Swale Maint. 45,000
47 Utility Services				45,000
48 Repair and Maintenance	10,000	10,000	10,000	<i>90 Interfund Transfers</i>
* 49 Other Services	14,300	16,195	14,300	91 25 Eng Services NPDES 67,438
50 Intergovtmntl Services.....	148,400	148,400	45,000	91 00 Finance Services (001) 71,751
60 Capital Outlays.....	5,670			91 05 Admin Services 33,614
70/80 Debt Payments.....				91 10 Engineering Services (001) 83,457
				91 30 Special Labor Services 123,148
				99 02 Equip Replacement (472) 42,180
				91 15 Information Services (502) 15,462
*90 Interfund Transfers.....	547,062	552,732	438,621	99 01 Equip Replacement (502) 1,571
				438,621
<b>TOTAL Stormwater Management</b>	<b>930,593</b>	<b>939,433</b>	<b>717,443</b>	

FUND: 501 City Shop  
DEPT: 140 Support Services

Acct: 548 40		City Shop Operations		
Object Code and Purpose	2011 Budget	2011 Year Est	2012 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	137,290	92,420	129,995	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	136,290	91,160	127,995	
12 Overtime Pay	1,000	1,260	2,000	
20 Personnel Benefits.....	66,398	43,820	64,215	<b>Cost Summary of Significant Changes</b>
21 Social Security	10,503	7,079	9,945	<i>Increases</i> \$10,000 Repair/Maint \$314,445 Interfund transfers
22 Retirement	7,276	5,277	9,412	<i>Decreases</i>
23 Health Insurance	43,803	27,147	38,857	\$9,478 Salaries/Benefits
24 Disability Insurance	3,216	2,717	4,401	<b>Details and Notes</b>
26 Uniforms	1,600	1,600	1,600	
30 Supplies.....	180,200	205,767	185,200	<i>31 Operating Supplies</i>
* 31 Operating Supplies	39,700	70,667	39,700	00 Office Supplies 2,000
32 Vehicle Fuel	135,000	135,000	140,000	10 Fleet Supplies 34,500
33 Supplies for Resale				20 Oil/Lubricants 3,200
35 Minor Equipment	5,500	100	5,500	
39 Other Supplies				
40 Services.....	73,000	94,641	83,000	<i>42 Communications</i>
* 41 Professional Services				00 Communication 500
* 42 Communications	4,000	2,596	4,000	10 Postage 1,000
43 Travel and Subsistence	500	500	500	20 Telephone 2,500
44 Advertising				
45 Equipment Rental	1,000		1,000	
46 Insurance				<i>49 Other Services</i>
47 Utility Services	35,000	25,000	35,000	00 Misc. Services 1,000
48 Repair and Maintenance	30,000	64,000	40,000	10 Dues/Subscriptions
* 49 Other Services	2,500	2,545	2,500	20 Education/Training 1,500
50 Intergovmtl Services.....				
60 Capital Outlays.....	517	-	517	<i>90 Interfund Transfers</i>
70/80 Debt Payments.....				91 15 Info. Svcs. (502) 37,020
*90 Interfund Transfers.....	19,945	19,945	51,390	99 00 Equipment Replace (505) 9,413
				99 10 Equipment Replace (502) 4,957
<b>TOTAL City Shop Operations</b>	<b>477,350</b>	<b>456,593</b>	<b>514,317</b>	<b>51,390</b>

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***PART 3***

***2012 BUDGET***

***NON-OPERATING FUNDS***

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**Park Impact Fee Fund (104)**

Governmental	Special Revenue
	<u>Expenditures</u> <u>Revenues</u>
2011 Budget	0              250
<b>2012 Budget</b>	<b>0              100</b>

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 ten years of their collection must be returned to the payee.

<u>Revenues</u>	
Beginning Fund Balance	167,746
Park Impact Fees	0
Interest Income	100

<u>Expenditures</u>	
Ending Fund Balance	167,846

**Employee Optional Payout Fund (106)**

Governmental	Special Revenue
	<u>Expenditures</u> <u>Revenues</u>
2011 Budget	0              100
<b>2012 Budget</b>	<b>0              0</b>

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	3,452
Interest Income	0

<u>Expenditures</u>	
Ending Fund Balance	3452

**Visitor Promotion Fund (107)**

Governmental	Special Revenue
	<u>Expenditures</u> <u>Revenues</u>
2011 Budget	10,200      5,530
<b>2012 Budget</b>	<b>10,000      6,000</b>

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	9,299
Hotel/Motel Taxes	6,000
Interest Income	0

<u>Expenditures</u>	
Community Events	10,000
Snohomish Tomorrow Dues	0
Ending Fund Balance	5,299

**Parking Business Impr. Area Fund (108)**

Governmental	Special Revenue
	<u>Expenditures</u> <u>Revenues</u>
2011 Budget	50,000      23,100
<b>2012 Budget</b>	<b>45,000      23,000</b>

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	25,081
Assessments	23,000
Interest Income	0

<u>Expenditures</u>	
Services for the PBI A	45,000
Ending Fund Balance	3,081

**City of Snohomish  
2012 Budget**

**Real Property Reserve Fund (110)**

Governmental	Special Revenue	
	<u>Expenditures</u>	<u>Revenues</u>
2011 Budget	0	125
<b>2012 Budget</b>	<b>0</b>	<b>0</b>

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	37,724
Interest Income	0

Expenditures

Ending Fund Balance	37,724
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**Police Operational Reserves Fund (113)**

Governmental	Special Revenue	
	<u>Expenditures</u>	<u>Revenues</u>
2011 Budget	5,000	60
<b>2012 Budget</b>	<b>7,000</b>	<b>0</b>

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	45,115
Interest Income	0

Expenditures

Operating Supplies	7,000
Ending Fund Balance	38,115

**Real Estate Excise Tax Res. Fund (117)**

Governmental	Special Revenue	
	<u>Expenditures</u>	<u>Revenues</u>
2011 Budget	148,000	126,180
<b>2012 Budget</b>	<b>157,042</b>	<b>128,100</b>

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 and to fund Streets and Parks maintenance functions.

Revenues

Beginning Fund Balance	341,156
REET	128,000
Interest Income	100

Expenditures

Transfer to Street Maint	85,153
Transfer to Parks Maint	71,889
Ending Fund Balance	312,214

**Municipal Capital Reserve Fund (118)**

Governmental	Special Revenue	
	<u>Expenditures</u>	<u>Revenues</u>
2011 Budget	0	0
<b>2012 Budget</b>	<b>0</b>	<b>0</b>

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	5,027
------------------------	-------

Expenditures

Ending Fund Balance	5,027
---------------------	-------

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

Governmental	Special Revenue
	<u>Expenditures</u> <u>Revenues</u>
2011 Budget	37,200
<b>2012 Budget</b>	<b>0                      0</b>

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. Impact fees not spent within ten years of their collection must be returned to the payee.

<u>Revenues</u>	
Beginning Fund Balance	72,142
Street Impact Fees	0
<u>Expenditures</u>	
Ending Fund Balance	72,142

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**Harbor Improvement Fund (174)**

Governmental	Special Revenue
	<u>Expenditures</u> <u>Revenues</u>
2011 Budget	0                      0
<b>2012 Budget</b>	<b>0                      0</b>

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	2,786
Interest Income	0
<u>Expenditures</u>	
Ending Fund Balance	2,786

---

**Debt Service Fund (205)**

Governmental	Debt Service
	<u>Expenditures</u> <u>Revenues</u>
2011 Budget	170,629              170,428
<b>2012 Budget 1</b>	<b>170,521              170,326</b>

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	1,956
Property Taxes	59,073
Transfers- General Fund	111,253
<u>Expenditures</u>	
Debt Service – Principal	124,068
Debt Service – Interest	46,253
Debt Service – Fees	200
Ending Fund Balance	1,761

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**LID Guarantee Fund (206)**

Governmental	Debt Service
	<u>Expenditures</u> <u>Revenues</u>
2011 Budget	0                      0
<b>2012 Budget</b>	<b>0                      0</b>

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	9,626
<u>Expenditures</u>	
Ending Fund Balance	9,626

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**City of Snohomish  
2012 Budget**

**Outstanding General Obligation Debt  
as of December 31, 2011**

**1995 General Obligation Bonds 155,000**  
 Maturity Date June 2014  
 Interest Rate 4.3 – 5.85%  
 Purpose Fire Station and Fire Apparatus

**Snohomish Rivertrail/800MHz 695,000**  
 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, 2011**

**Park Impact Fee Reserve Fund Fund 104**

Total Fees Collected by Year	
2007	\$ 28,758
2008	\$ 77,092
2009	\$ 35,109
2010	\$ 22,659
2011	\$ 0

Total Fees Expended by Year	
2007	\$0
2008	\$0
2009	\$0
2010	\$0
2011	\$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 2015)	14,362	0
2006 (Refund 2016)	45,504	0
2007 (Refund 2017)	338,795	0
2008 (Refund 2018)	163,186	0
2009 (Refund 2019)	80,451	0
2010 (Refund 2020)	0	0
2011 (Refund 2021)	52,189	10,982
<b>Totals</b>	<b>694,487</b>	<b>10,982</b>

Total Fees Expended by Year	
2007	\$185,000
2008	\$193,000
2009	\$ 11,000
2010	\$110,000
2011	\$184,505

**Remaining Fee Available for Use \$10,982**

**Rivertrail Construction Fund (303)**

Governmental	Capital Project Fund	
	<u>Expenditures</u>	<u>Revenues</u>
2011 Budget	55,800	60
<b>2012 Budget</b>	<b>24,500</b>	<b>0</b>

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.

<u>Revenues</u>		
Beginning Fund Balance		24,973
Interest Income		0
<u>Expenditures</u>		
Rivertrail Signage		24,500
Transfer 310 Cent. Trail		
Ending Fund Balance		473

**Municipal Capital Project Fund (310)**

Governmental	Capital Project Fund	
	<u>Expenditures</u>	<u>Revenues</u>
2011 Budget	1,030,600	1,030,800
<b>2012 Budget</b>	<b>817,000</b>	<b>789,625</b>

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 2012 Capital Improvement Plan (CIP) in the appendix section.

<u>Revenues</u>		
Beginning Fund Balance		103,523
Grants		709,625
Transfer--Fund 604		80,000

**Municipal Capital Project Fund (310)  
(cont)**

<u>Expenditures (Projects)</u>	
Misc Projects (see Appendix)	6,000
Carnegie Restoration	811,000
Ending Fund Balance	76,148

**Street Capital Project Fund (311)**

Governmental	Capital Project Fund	
	<u>Expenditures</u>	<u>Revenues</u>
2011 Budget	315,000	326,986
<b>2012 Budget</b>	<b>457,322</b>	<b>457,322</b>

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. Funds are also received from the Transportation Benefit District (TBD) which has imposed a voter approved sales tax increase of 0.2% effective 1/1/2012 for the purposes of funding various street capital and maintenance projects. A detailed list of projects over the next five years, and their respective revenue sources is presented within the 2012 Capital Improvement Plan (CIP) in the appendix section.

<u>Revenues</u>	
Beginning Fund Balance	14,036
Intergovernmental-TBD	457,322
<u>Expenditures</u>	
Street Overlays	269,013
30th & SR 9 Design	80,704
Ave D & 15 <sup>th</sup>	107,605
Ending Fund Balance	14,036

**City of Snohomish  
2012 Budget**

**Solid Waste Fund (403)**

Proprietary Fund Type	Enterprise Fund	
	<u>Expenditures</u>	<u>Revenues</u>
2011 Budget	1,715,038	1,737,200
<b>2012 Budget</b>	<b>1,829,527</b>	<b>1,831,100</b>

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 2011. A new contract was negotiated for a term of five years expiring on March 31, 2017.

Revenues

Beginning Fund Balance	108,078
Charges for Service, Solid Waste	1,361,000
Charges for Service, Recycling	470,000
Interest Income	100

Expenditures

Professional Services, Recycling	445,100
Professional Services, Solid Waste	1,278,000
State Excise Taxes	60,000
Printing/Postage	5,000
Transfer	41,427
Ending Fund Balance	109,651

**Utility Capital Projects Fund (432)**

Proprietary Fund Type	Enterprise Fund	
	<u>Expenditures</u>	<u>Revenues</u>
2011 Budget	5,262,000	5,325,172
<b>2012 Budget</b>	<b>6,424,326</b>	<b>5,280,000</b>

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.

**Utility Capital Projects Fund (cont.)**

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

Revenues

Beginning Fund Balance	1,144,326
PWTF Loan	450,000
DOE Clean Water Grant (2009)	1,100,000
DOE Clean Water Grant (2012)	3,500,000
Dept of Fish/Wildlife Grant	135,000
Transfer-Pilchuck Bank	15,000
Transfer-Stoneridge Outfall	40,000
Transfer- SCADA Upgrade	40,000

Expenditures

Water System Comp. Plan	5,000
Water Plant Metering	40,000
County PUD Inertie	95,000
Pilchuck Bank	15,000
TDR Pilchuck District	<u>5,000</u>
<b>Total Water</b>	<b><u>160,000</u></b>

Headworks Upgrade	450,000
Swr Force Main to Evt PH1	929,326
Collection Scada Upgrade	40,000
Integrated Media	<u>4,500,000</u>
<b>Total Wastewater</b>	<b><u>5,919,326</u></b>

Blackmans Lake Outlet Control	100,000
Stoneridge Outfall Replacement	95,000
Dam Removal Feasibility	<u>150,000</u>
<b>Total Storm Water</b>	<b><u>345,000</u></b>

Ending Fund Balance 0

**Trunkline Construction (433)**

Proprietary Fund Type	Enterprise Fund
	<u>Expenditures</u> <u>Revenues</u>
2011 Budget	536,236      536,300
<b>2012 Budget</b>	<b>531,657      530,440</b>

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	34,544
Special Project Dev. Fees	41,440
Interfund Loan Proceeds	489,000

Expenditures

PWTF Loan Principal	490,706
PWTF Loan Interest	32,451
Interfund Loan Interest	8500
Ending Fund Balance	33,327

**Utility Bond Reserve Fund (451)**

Proprietary Fund Type	Enterprise Fund
	<u>Expenditures</u> <u>Revenues</u>
2011 Budget	9,900      9,900
<b>2012 Budget</b>	<b>0      0</b>

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	973,002
------------------------	---------

Expenditures

Transfer – Rate Reserve Fund	
Ending Fund Balance	973,002

**Utility Rate Reserve Fund (452)**

Proprietary Fund Type	Enterprise Fund
	<u>Expenditures</u> <u>Revenues</u>
2011 Budget	0      9,900
<b>2012 Budget</b>	<b>0      0</b>

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	225,747
Transfer – Bond Reserves	

Expenditures

Ending Fund Balance	225,747
---------------------	---------

**Utility Connection Reserve Fund (471)**

Proprietary Fund Type	Enterprise Fund
	<u>Expenditures</u> <u>Revenues</u>
2011 Budget	470,000      120,625
<b>2012 Budget</b>	<b>0      20,985</b>

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	1,036,737
Connection Fees, Water	6,275
Connection Fees, Wastewater	14,710

Expenditures

Ending Fund Balance	1,057,722
---------------------	-----------

**City of Snohomish  
2012 Budget**

**Utility Equipment Replacement  
Fund (472)**

Proprietary Fund Type	Enterprise Fund
<u>Expenditures</u>	<u>Revenues</u>
2011 Budget	275,000
<b>2012 Budget</b>	<b>53,000</b>
	<b>95,731</b>

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	214,414
Transfers, Water	47,269
Transfers, Wastewater	6,282
Transfers, Storm Water	42,180

Expenditures

Machinery & Equip	53,000
Ending Fund Balance	257,145

**Utility System Replacement Fund (473)**

Proprietary Fund Type	Enterprise Fund
<u>Expenditures</u>	<u>Revenues</u>
2011 Budget	0
<b>2012 Budget</b>	<b>489,000</b>
	<b>496,930</b>

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	899
Capital Facility Fees – Water	5,620
Capital Facility Fees -Wastewater	9,810
Interest	8,500
Transfer-Wastewater	473,000

**Utility System Replacement Fund (473)**  
Continued

<u>Expenditures</u>	
Interfund Loan	489,000
Ending Fund Balance	8,829

**Bio-Solid Reserve Fund (474)**

Proprietary Fund Type	Enterprise Fund
<u>Expenditures</u>	<u>Revenues</u>
2011 Budget	0
<b>2012 Budget</b>	<b>0</b>
	<b>0</b>

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	82,283
------------------------	--------

Expenditures

Ending Fund Balance	82,283
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**Outstanding Revenue Debt  
as of December 31, 2011**

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 2012.

**1981 Federal Home Loan                    579,000**  
Maturity Date                    December 2021  
Interest Rate                        5.00%  
Purpose                            Water Tank Construction

**2003 PWTF (\$1,000,000 Appr.)            606,086**

Maturity Date	2022
Interest Rate	0.5%
Purpose	Trunk Line Design

**1994 State Revolving Fund Loan    2,483,762**  
Maturity Date                    June 2016  
Interest Rate                        0%  
Purpose                            WWTP Construction

**2004 PWTF (\$6,934,300 Appr.)            4,343,061**

Maturity Date	2024
Interest Rate	0.5%
Purpose	Trunk Line Construction

**1996 RECD Loan                            816,377**  
Maturity Date                    October 2036  
Interest Rate                        5.125%  
Purpose                            WWTP Construction

**2006 PWTF (\$7,000,000 Appr.)            1,178,947**

Maturity Date	2027
Interest Rate	0.5%
Purpose	Trunk Line Construction

**2007 Public Works Trust Fund            138,125**  
Maturity Date                    July 2012  
Interest Rate                        ½ %  
Purpose                            Design CSO Improvements

**2007 Public Works Trust Fund            132,708**  
Maturity Date                    July 2012  
Interest Rate                        ½ %  
Purpose                            Design WWTP Upgrade

**2008 Public Works Trust Fund            1,774,561**  
Maturity Date                    July 2027  
Interest Rate                        ½ %  
Purpose                            CSO Improve Construct

**2009 Public Works Trust Fund            72,000**  
Maturity Date                    July 2015  
Interest Rate                        0 %  
Purpose                            Comp Water System Plan

**2008 Public Works Trust Fund            850,000**  
Maturity Date                    July 2028  
Interest Rate                        ½%  
Purpose                            Integrated Media

**City of Snohomish  
2012 Budget**

**Self-Insurance Fund (503)**

Proprietary Fund Type	Internal Service	
	<u>Expenditures</u>	<u>Revenues</u>
2011 Budget	4,000	4,000
<b>2012 Budget</b>	<b>62,900</b>	<b>62,900</b>

The Self Insurance Fund accounts for the City's cost of Washington State unemployment benefits. The unemployment charges are budgeted for 2012 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	6,734
Charges for Services	62,900

Expenditures

Unemployment Expense	62,900
Ending Fund Balance	6,734

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**Equipment Replacement Fund (505)**

Proprietary Fund Type	Internal Service	
	<u>Expenditures</u>	<u>Revenues</u>
2011 Budget	399,000	10,200
<b>2012 Budget</b>	<b>195,420</b>	<b>71,281</b>

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	165,488
Replacement Charges	71,281

Expenditures

Transfers	160,420
Equipment Replacement Purchases	35,000
Ending Fund Balance	41,349

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**Miller Library Trust Fund (602)**

Fiduciary Fund Type	Trust	
	<u>Expenditures</u>	<u>Revenues</u>
2011 Budget	0	10
<b>2012 Budget</b>	<b>0</b>	<b>0</b>

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	5,761
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Expenditures

Ending Fund Balance	5,761
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**Senior Center Trust Fund (603)**

Fiduciary Fund Type	Trust	
	<u>Expenditures</u>	<u>Revenues</u>
2011 Budget	0	5
<b>2012 Budget</b>	<b>0</b>	<b>0</b>

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
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Expenditures

Ending Fund Balance	667
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**Carnegie Restoration Trust  
Fund (604)**

Fiduciary Fund Type	<u>Expenditures</u>	<u>Trust Revenues</u>
2011 Budget	10,000	11,050
<b>2012 Budget</b>	<b>80,500</b>	<b>5,000</b>

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	72,174
Lease and Rentals	8,500

Expenditures

Transfer-Fund 310	80,000
Leasehold Tax	500
Ending Fund Balance	174

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**The Gateway  
Trust Fund (605)**

Fiduciary Fund Type	<u>Expenditures</u>	<u>Trust Revenues</u>
2011 Budget	0	0
<b>2012 Budget</b>	<b>0</b>	<b>0</b>

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
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Expenditures

Ending Fund Balance	875
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**Urban Growth Area Expansion  
Trust Fund (621)**

Fiduciary Fund Type	<u>Expenditures</u>	<u>Trust Revenues</u>
2011 Budget	0	0
<b>2012 Budget</b>	<b>0</b>	<b>0</b>

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	1,825
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Expenditures

Ending Fund Balance	1,825
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