

CITY OF SNOHOMISH

2008 BUDGET



Table of Contents

City Manager's 2008 Budget Message

Introduction.....	1
2008 Council Strategic Budget Priorities and Annual Goals.....	2
Issues Affecting the 2008 City Budget.....	2
Explanation of 2008 Changes	3
2008 Operating Revenues	5
2008 Personnel Changes	9
2008 Ending Fund Balances	10
2008 Capital Project Expenditures	11
2008 Strategic Budget Priorities and Annual Goals – Performance Measures.....	13
2007 Accomplishments	14

Part 1 - Introduction

City Officials	1-1
Citizen Advisory Boards and Commissions.....	1-2
Budget Process	1-4
Ordinance 2137, Adopting the 2008 City Budget.....	1-5

Part 2 - Departmental Budgets

City Organization Chart	2-1
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City Council

Overview/Goals	2-2
Department Accounts	2-3

City Manager's Office

Human Resources

City Clerk

Overview/Goals/Staffing Level	2-4
Service Standards.....	2-6
Organization Chart	2-8
Divisional Accounts.....	2-9

Planning and Development Services

Building Inspection Division

Planning Division

Overview/Goals/Staffing Levels	2-14
Service Standards.....	2-16
Organization Chart	2-17
Divisional Accounts.....	2-18

Support Services Department

Finance Division

Internal Services Division

Overview/Goals/Staffing Levels 2-21
Service Standards..... 2-23
Organization Chart 2-25
Divisional Accounts..... 2-26

Law Enforcement Department

Operations Division

Administration Division

Overview/Goals/Staffing Levels 2-29
Service Standards..... 2-31
Organization Chart 2-33
Divisional Accounts..... 2-34

Public Works Department

Engineering Division

Public Works Division

Overview/Goals/Staffing Levels 2-41
Service Standards..... 2-44
Organization Chart 2-47
Divisional Accounts..... 2-48

Part 3 - Non-Operating Funds 3-1

Appendix

2008 Capital Facility PlanA-1



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE □ SNOHOMISH, WASHINGTON 98290 □ TEL (360) 568-3115 FAX (360) 568-1375

Date: December 4, 2007
To: Snohomish City Council and Citizens
From: Larry Bauman, City Manager
Subject: **Transmittal Memo for the 2008 Budget**

With this memo I transmit to the City Council and citizens of the City of Snohomish the 2008 Budget. The purpose of this memo is to provide a narrative overview that highlights the major themes and changes included in this budget for the City of Snohomish. While the 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 and programs proposed for 2008.

The budget, in this document, is based upon assessments of the highest priority needs expressed by the community, the City Council and the City staff organization. Reflected prominently within the Budget are the goals and budget priorities established by the City Council at its August 14, 2007, Planning and Budget Retreat. In many ways, the budget that follows this memo is a team effort that embraces the entire community. The priorities included in this budget were established from careful consideration of a variety of inputs that include the City Council's 2008 Goals, staff recommendations, and, of course, a careful consideration of many competing demands on the limited resources available to meet these demands. The City's 2006 strategic planning process continues to have a major and ongoing impact in fashioning the priorities of this budget. Many hands have touched this budget process: I extend my appreciation to the City Council, to the strategic planning Community Advisory Committee and to our City staff for diligently working to propose budget changes that reflect the changing needs of the community. As always my thanks go especially to the City's financial managers: Danny Weinberg, Support Services Director and budget manager for the City, and Susan Esary, Accounting Supervisor.

This Budget is the document on which citizens were given the opportunity to make comment during the various public hearings that occurred in October and November and on which the City Council based its decisions to create a final adopted budget for the next fiscal year beginning January 1, 2008. Our City budget is a living document, however, that should be expected to go through changes as revenue and expenditure conditions change during the fiscal year. Once adopted by Council, this budget forms the detailed fiscal plan for the City during the next year. City budgets are necessarily complex documents, primarily because many different sources of funding are involved and because a number of these funding sources—such as utility funds—are restricted because expenditures in these budget areas can only benefit the specific programs that generate their revenues. One goal of this transmittal memo is to explain these budget elements in terms so that citizens with no background in municipal finance can understand the forces of change that drive the City's budget process and how the tax dollars that they contribute are to be spent.

City of Snohomish 2008 Budget

2008 Council Strategic Budget Priorities and Annual Goals

On August 14, 2007, the City Council met to review financial and programmatic information, discuss strategic action recommendations, to set its annual goals and to develop budget priorities for 2008. Revenue projections and reports of the progress made on meeting the Council's 2007 Goals were part of the foundation on which Councilmembers established a new list of City Council goals.

A key difference in this year's planning and budget retreat was that it followed the first year of implementation experience for the City's Strategic Plan, titled "Imagine Snohomish: Promoting Vitality and Preserving Character". The significance of the project name focuses the 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 by Council to develop both 2008 budget priorities and annual goals. Essentially, the Budget is the primary implementation tool for the Imagine Snohomish goals and action strategies. For 2008 the City Council has developed a list of goals based upon the wide range of Strategic Plan's goals and action strategies. These goals will be found at the end of this transmittal message.

Issues Affecting the 2008 Budget

No statewide ballot measure was scheduled for the 2007 General Election ballot that would directly affect revenues for the City's budget. One initiative—I-960—may indirectly affect the City's budget by requiring a two-thirds vote of the legislature for tax or fee increase. While not affecting the City in any direct way, any limitation on the state's ability to adjust revenues may indirectly impact cities at some point in terms of state-shared revenues.

Nevertheless, the ongoing and cumulative impact of previous revenue restrictions approved as initiatives by the voters continues to limit the City's revenues significantly. This is especially true in regard to the growing impact of I-747 adopted by voters in 2001. While I-747 was invalidated late in 2007 by the State Supreme Court, its provisions were quickly reenacted by the legislature. I-747 limits 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 in the levy. The result is that property tax revenue will continue to shrink as a proportion of total City revenues. Many citizens in our City and throughout the region may find this confusing due to the fact that their individual property tax bills continue to grow. This growth of the individual property tax bill, however, is due to a variety of factors that include increasing property value assessments and local voter-approved levies for public agencies.

Just as property tax revenues continue to decline in proportion to the total budget, sales taxes continue to grow and now rank as the largest single source of revenue to the City. Due to the fact that sales tax revenues are more vulnerable to the changing trends of the regional and national economy, these revenues are closely watched and projections of future revenues are conservatively estimated. However, this is also one revenue area that can be directly or indirectly affected by the City's policies and decisions. 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.

Significant construction activity during 2007 has generated a spike in sales tax revenues which is expected to continue with greater impact in 2008. As a result, the City is able to dedicate an additional \$465,000 to construction improvement projects in 2008. This increased tax revenue is not expected to continue past 2008.

Personnel-related cost increases for cost-of-living (COLAs) adjustments, benefits and other compensation changes continue to drive a significant portion of our annual operational cost increases. Medical insurance costs have typically increased at a double-digit pace during each of the past few years and for 2008 we project a percentage cost increase of estimated 12.0 percent 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.

Other changes in the departmental budgets reflect resources needed to implement City Council Goals and budget priorities as developed at the August 14 Planning and Budget Retreat. These budget increases, where significant, are highlighted below. The key changes proposed as part of this year's Budget are listed below under **Explanation of 2008 Changes**.

2008 Operating Fund Changes

Explanation of 2008 Changes:

To show in a summary form the major changes occurring in the 2008 Budget in comparison to 2007, I am providing the following table that tracks major departmental budget changes in the 2008 Budget.

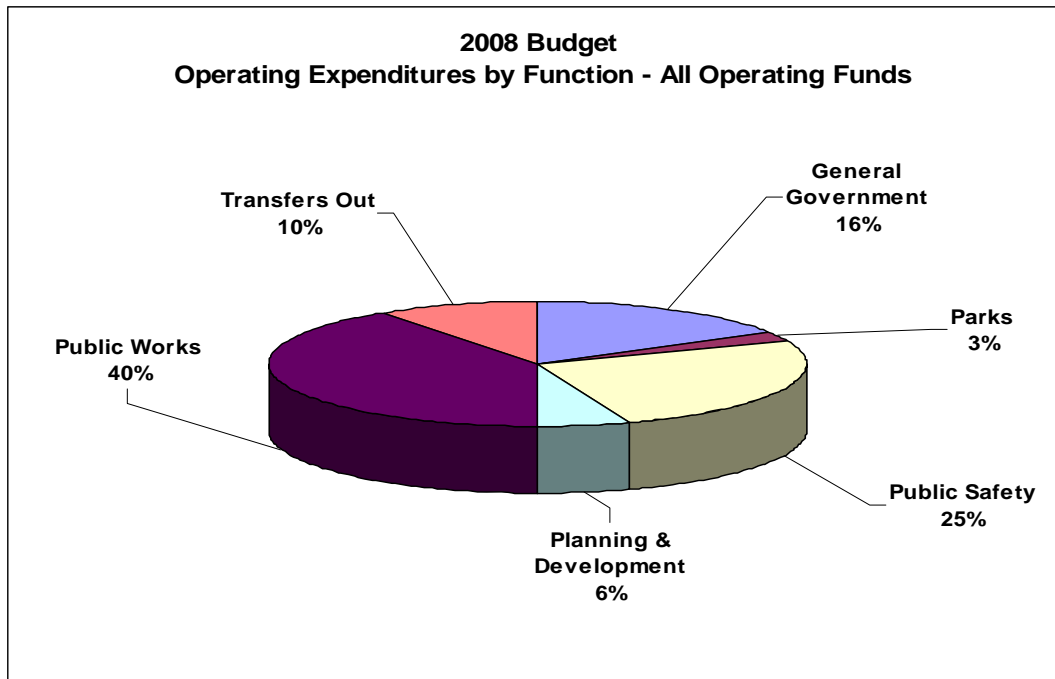
<u>Department</u>	<u>Description of Significant Changes</u>	<u>Amount</u>
City Council	\$9,000 of increased Council wages adopted in 2003, \$50,000 for legal services, and an increase in training and education for newly elected Councilmembers.	\$59,300
Executive	\$22,000 of increased personnel costs. Other increases include \$29,000 for professional services associated with Legislative representation and facilities assessment, \$10,000 increases relating to personnel and business advertising, \$22,000 in Human Resource Services and \$6,500 in Civil Service Commission expenses. A decrease is forecast for WCIA Premiums of \$8,000.	\$80,000
Planning & Development	\$52,200 increase associated with personnel cost, \$78,900 related to new Inspector/enforcement position partially offset (\$20,000) by the ending of the Lake Stevens agreement for those services, \$30,000 increase in professional services for environmental consultant services, and a \$30,000 increase is associated with the reinstatement of the Fire Inspection Service.	\$177,800
Public Works	The decrease in costs is due to interfund transfers to the Utility System Replacement fund not being budgeted (\$800,000) in 2007. The Utility Operating Funds require the reserves to be maintained in their respective fund balances. The increase in expenses without regard to the funding transfers are related to \$58,000 for security, \$100,000 for portable offices, \$233,000 for personnel changes, including the addition of an assistant Operations Manager and a	\$72,000 (decrease)

**City of Snohomish
2008 Budget**

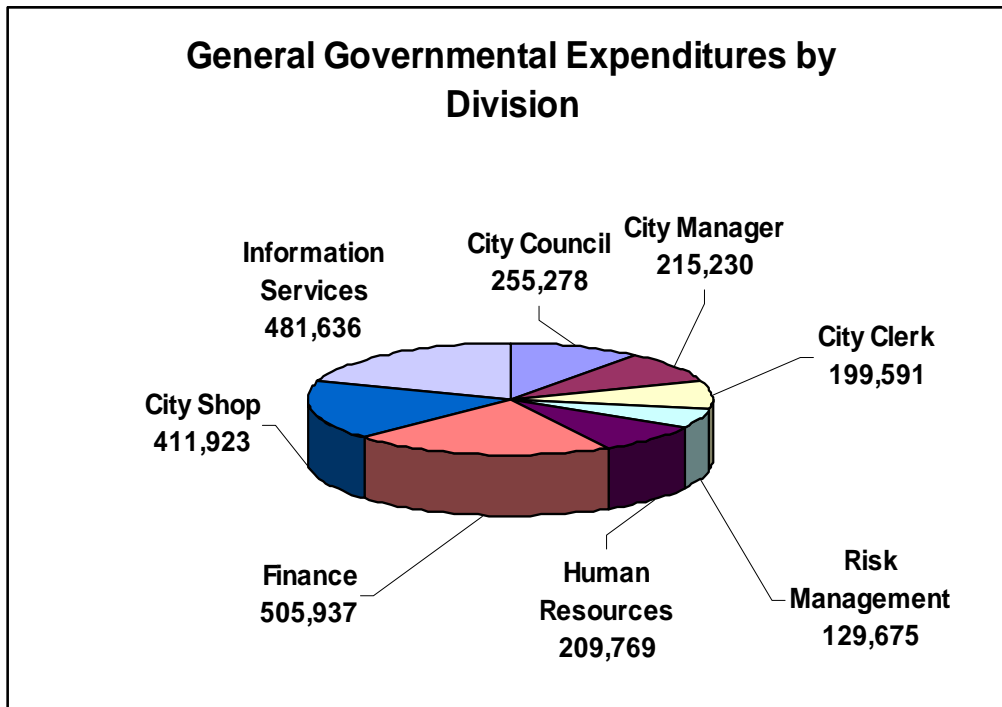
seasonal facilities worker, \$113,500 for General Fund engineering charges Also there is \$200,000 to be expended in the overlay program.

Law Enforcement	\$198,700 increase in personnel costs, which includes a new officer and a half-time clerk. An increase transfer of \$166,400 to support equipment replacement and for the purchase of two new vehicles. Prosecution and appointed attorney fees increase by \$47,000, dispatch fees increase by \$21,700 and an additional \$13,000 is required for the department manual.	\$449,300
Support Services	\$55,100 in personnel related costs; \$9,600 in fleet fuel and maintenance costs and \$28,000 for equipment replacement including a copier for the Police Department, a character reader and phone replacements. Increase of \$8,500 for I.S. training costs. Reductions include \$20,700 for equipment replacement allocation, \$3,500 for software support and \$8,000 for Utilities at the shop.	\$68,200

Another way of viewing the 2008 Budget is to note the relative allocations of Operating Fund expenditures by function. The following pie chart shows expenditures by function as percentages of the total operating budget:



The following chart presents a breakdown of General Governmental expenditures by division:



2008 Operating Revenues

A significant trend in the growth of revenues for retail sales tax has become the most evident positive development for the City budget during the past five years. This trend is expected to show a significant increase with the Snohomish Station project, with more than 400,000 square feet of commercial retail space now under construction. The Station begins phased-in operations in the spring of 2008. This center is expected to be operating at its maximum capacity in early 2009.

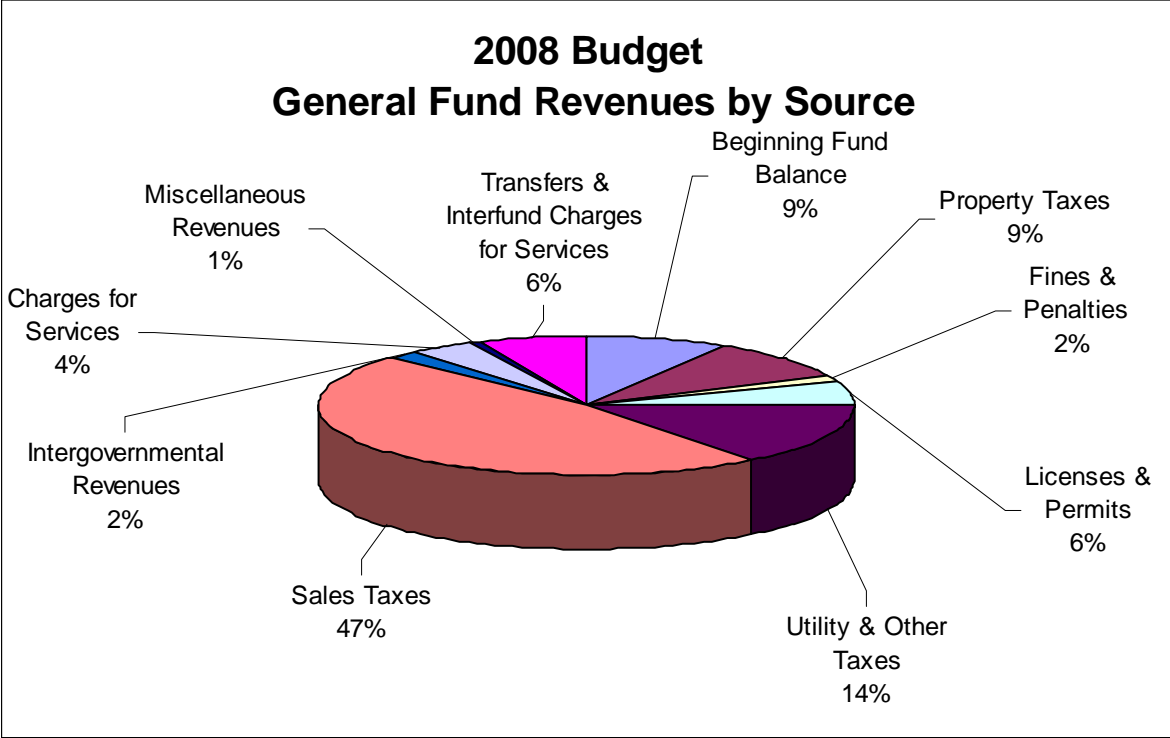
Since sales tax funds are not restricted for any special uses by state law, a growth in these revenues offers the City Council broad opportunities to support all services or programs. Construction activity generates sales tax revenues in addition to more conventional retail activity. However, because these revenues are related to projects that will not create an ongoing and sustainable source of funding, these resources are being put aside for one-time expenditures, such as capital projects, instead of operating costs for city services.

The 2008 Budget includes a 1% increase to the City's property tax levy. Sales tax, which has become and will continue to be the dominant source of City revenue, is projected to increase in 2008 by \$778,600 or 25%. The continued strong level of sales tax revenue highlights and supports the City Council's current emphasis on economic development activities that increase sales tax through commercial development of private property. Economic factors and voter-approved initiatives continue to be the most significant limits to the City's revenues. Overall, total City operating revenues are expected to increase \$2,403,765 or 16.1% with a strong prediction for continued development related revenues.

**City of Snohomish
2008 Budget**

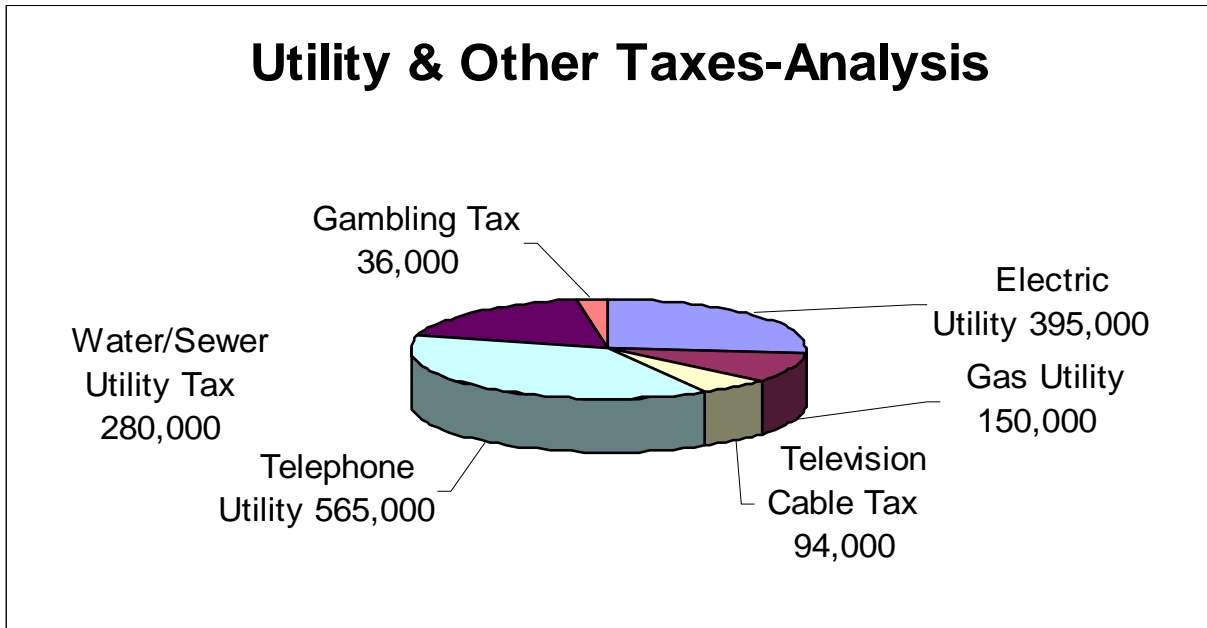
Also significant in this year's budget is the robust performance of Real Estate Excise Sales Tax (REET) due to the pace of property value increases and sales. Though this growth trend now shows signs of slowing, it continues to provide a useful source of funds that are restricted by law to certain types of capital projects.

General Fund	The General Fund revenues are forecast to increase \$1,985,000 from 2007, mostly related to a combination of strong sales taxes including construction sales taxes.	\$10,411,426
Street Fund	The Street Fund expects increased transfers from the General Fund in order to offset rising operating costs as well as support for engineering costs, equipment costs and overlays.	\$1,073,537
Water Fund	Water Fund revenues are anticipated to increase by \$61,400 in 2008. There is currently a Utility Rate Study being conducted and preliminary indications are that there will be a minimal required rate increase in 2008.	\$1,842,076
Wastewater Fund	The Wastewater Fund revenues are expected to show no increase in 2008. No rate reserve transfer-in has been budgeted for 2008. Additionally, neither System replacement nor Bio-solid reserve transfers-out have been budgeted as there is insufficient surplus. There is currently a Utility Rate Study being conducted and preliminary indications are that there will be a wastewater rate increase recommended in order to fund wastewater related systems upgrade projects debt.	\$2,199,635
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 Fund is the recipient of a Department of Ecology grant in 2008 which will be utilized for sampling and testing. Rate levels are held constant pending the outcome of the Utility rate study.	\$931,535
City Shop Fund	The City Shop Fund has an increased budget of \$27,100 primarily related to cost increases in fuel and personnel costs. Revenues come in the form of charges for services to the various City departments.	\$415,314
Information Services Fund	The Information Services Fund has an increase to the operating budget by \$26,101 mainly related to personnel costs and training and the replacement purchase for Police Department's phones and photo copier. Revenues come in the form of charges for services to the various City departments. A revenue producing service contract with Lake Stevens was terminated in 2007.	\$430,035
Total Operating Budget – Revenues		<u>\$ 17,303,558</u>



Utility and Other Taxes

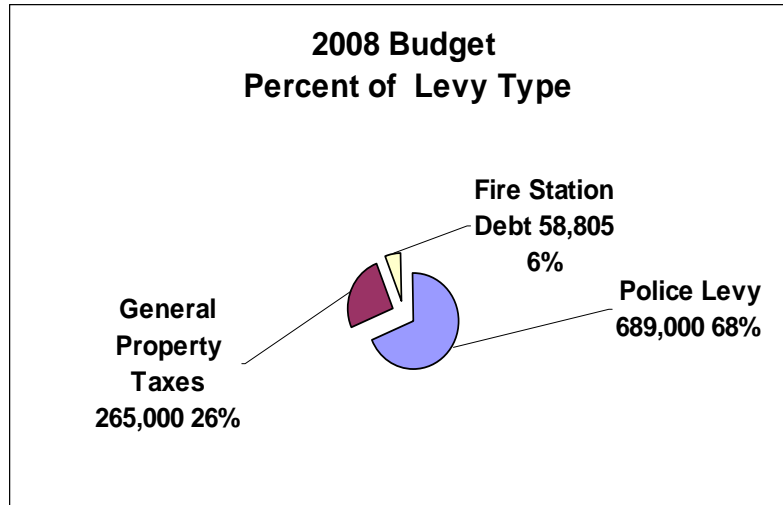
Utility taxes are one source of funding for the City's General Fund. In order to better view the breakdown of utility and other taxes, the following chart is provided below. With the exception of Gas Utility Tax, 2008 revenues are projected to remain at the 2007 levels with modest increases. In light of a recent rate cut by Puget Sound Energy, the City is anticipating a slight decrease in Gas Utility tax revenues for 2008.



City Share of Property Tax Revenues

The state legislature and voter-approved Initiative 747 limits annual growth of the property tax levy to 101 percent of the previous year. This 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.

While the property tax levy rate for Snohomish property owners in 2007 was approximately \$9.91 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 \$0.9785 of the approximately total levy of \$9.91 in 2007. 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:



2008 Personnel Changes

The personnel changes included for 2008 reflect the serious nature of the revenue constraints for the coming year in addition to the need to support Council strategic budget priorities and annual goals as well as continue to provide vital ongoing services. The changes are discussed below.

The costs of organization-wide wage and benefit increases continue to be major driving forces of expenditure growth for the City. These costs include contract-driven cost-of-living adjustments (COLAs), anticipated medical benefit cost increases, step increases for longevity, etc. Medical benefits, one of the fastest rising cost sectors in the national economy, are generating far more rapid cost increases for the City's budget than previously anticipated. The following table summarizes wage and benefit cost changes for new positions.

New Enhancements - 2008	Salary	Benefits	Total
Police Department-Commissioned Officer	\$78,109	\$28,715	\$106,824
Police Department – Records Clerk ½ FTE	\$17,931	\$12,582	\$30,513
Public Works – Asst. Operations Mgr.	\$72,012	\$30,841	\$102,853
Public Works – Maint. Workers – Seasonal	\$10,560	\$1,546	\$12,106
Planning – Bldg Inspector/Code Enforcement Officer	\$53,880	\$26,683	\$80,563
TOTAL	\$232,492	\$100,367	\$332,859

City of Snohomish 2008 Budget

Wage and Benefit Increases for 2008

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.

- All 2008 City Council wages reflect the changes adopted in November of 2003, with implementation for the last three City Council seats remaining on the prior wage scale.
- Salary changes for represented personnel are included as provided by existing contract agreements. The Police Guild contract will expire at the end of 2007. The 2008 Personnel Forecasts have assumed a 4% increase for presentation purposes only for those employees covered under the Guild contract.
- Salary and benefit changes for the non-represented employees are forecasted at the same COLA and benefit changes as the Office Technical contract, which is in effect through 2008. The contract calls for COLAS of 90% of the CPIU through June 2007. This figure is computed at 3.15%.
- Salary and benefit changes for the Public Works employees are forecasted pursuant to their agreement which extends through 2008. The contract calls for COLAS of 100% of the CPIW through June 2007. This figure is computed at 3.30%.
- Medical, dental, life, and vision benefits for Regence are expected to increase 10%-15%. Medical benefits for Group Health coverage are expected to increase 6%-8%. The City has two employees who have elected Group Health coverage. The numbers presented for 2008 reflect a 12% increase.
- In accordance with the terms of the Public Works contract, the employees will share 10% of dependent medical costs to a maximum \$70.00 per month. (2007 maximum of \$40.00 per month). The employees may also choose to opt out of dependent coverage. If an employee opts out, the City will pay the employee (50%) fifty percent of the City's premium cost it would otherwise have paid for coverage. The dependents must have coverage. This is an opportunity for cost savings for the City, with an attractive benefit for the employee. To date, however, no employees have availed themselves of this program.
- Non-represented and Office Technical employees, in accordance with the terms of the Office Technical contract, will share 10% of dependent medical costs to a maximum \$70.00 per month. (2007 maximum of \$60.00 per month).
- Law Enforcement employees, in accordance to their 2007 contract, will share in the costs of medical costs to a maximum of \$60.00 per month. In the future, staff will be discussing with Council other cost savings ideas regarding medical expenditures which are the most volatile of the benefit components.
- The rates for state retirement for PERS changed several times in 2007 from 5.46% to 6.13%. In 2008 the rate increases up to 8.31%. This translates to an increase of approximately \$58,000. Beyond 2008, the rate is forecasted to be 8.7% in 2009 and 9.1% in 2010. LEOFF II (law enforcement retirement), with an aggregate rate of 5.4%, translates to an increase of approximately \$8,400.

- Unemployment allocation is .8% on a maximum salary base of \$31,400 or \$251. The total unemployment costs to be transferred to the Self Insurance Fund would be \$18,531. This is a decrease from the 2007 transfer of \$42,195.
- The rate for Washington State Industrial Insurance has been projected to increase 15% per classification. This equates to \$8,000.

2008 Ending Fund Balance and Other Budget Initiatives

The 2008 Budget anticipates a total of \$1,448,018 of ending reserved and unreserved fund balances. This increase of \$714,006 over the 2007 budget can be attributed to increases in the Utility Funds, which have not been budgeted to transfer funds into the various Reserve Funds in consideration of mitigating potential rate increases and mandated project requirements and the associated future debt.

General Fund	\$549,713
Street Fund	30,342
Water Operation	170,600
Waste Water Operation	264,845
Surface Water	390,660
City Shop	3,391
Information Service	38,467
Total Ending Fund Balances Operating Funds	\$1,448,018

2008 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 if 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 2008 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 2008 Budget. The detailed pages would make the 2008 Budget more voluminous than it needs to be and will be provided to Council under separate cover for review as a companion document to the Budget. It is also available, of course, to the public. The following is the summary list of key capital projects planned for 2008 in each of the City's capital programs.

2008 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:

**City of Snohomish
2008 Budget**

FUND	Category	AMOUNT	TOTAL
Street Capital Projects	Street Overlays	\$450,000	
	Sidewalk Upgrades	95,800	
	4 th & Maple Pedestrian Imp	45,000	
	Pavement Condition Study	35,000	
	Signals-First & Ave D	45,000	
	Signals- Second & Ave A	612,000	
	Downtown Street Lights	50,000	
	Pine Ave- Traffic Control	20,000	
	Guardrail Replacements	15,000	
	Maple Wall Emergency Project	5,000	
	2nd & Maple Traffic Signal	95,000	
	Senior Center Frontage	150,000	
Total Street Capital Projects			\$1,617,800
Municipal Capital Projects-			
Sidewalks & Paths	Centennial Trail Extension	1,455,000	
	Interurban Trail	16,000	
Facilities	Wayfarer Signs	45,000	
	Buildings-Senior Center	800,000	
	Offices-Shop Portables	150,000	
Parks	Cypress Memorial	68,000	
	Pilchuck Park- Restroom	30,000	
	Kla Ha Ya- Seasonal Pier	20,000	
	Hill Park-Restroom/Roof	25,000	
	Harryman's Farm Park Imp	95,000	
Total Municipal Capital			\$2,704,000
Water Utility Projects	Pilchuck Water Transmission	693,000	
	SCADA Improvements	40,000	
	Water System Comp Plan	100,000	
	Filter-to-Waste-Plant Imp	318,000	
	Overlay Program	220,000	
Wastewater Utility Projects	Lagoon Clean-up	450,000	
	WWTP-Design & Construct	800,000	
	Stand-by Power	230,000	
	Dynasand Improvements	8,000	
	CSO-Phase I	1,600,000	
Surface Water Projects	Fish Ladder Safety Improve	110,000	
	Relocation of Collection Staff	63,000	
	Overlay Program	220,000	
Total Utility Capital Projects			\$4,852,000
TOTAL CAPITAL PROJECTS – 2008			\$9,173,800

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 2008 Goals	
Results of City Council August 14, 2007, Goal Setting and Budget Planning Retreat	
Goal and Budget Priority	Strategic Plan Goals
1. Increase annual street maintenance overlays and the associated improvements to \$1 million (\$500,000 for arterial streets/\$500,000 for residential streets)	4.C.
2. Construct street improvements planned for Mill Avenue	4.C.
3. Design and develop funding to construct a dock for excursion boats and public use at Kla Ha Ya Park	1.C., 1.D.
4. Develop Neighborhood and Pocket parks including acquisition of new park properties	2.C.
5. Design and plan for the development of Harryman Park	2.C.
6. Fund and install new street lights in the Historic Business District	1.C., 3.D.
7. Provide a special funding source for	
<ul style="list-style-type: none"> • Overlays of streets in residential neighborhoods • Sidewalk improvements • Utility rate reserves 	4.C. 3.A. 4.B.

Strategic Plan Goals

City Council 2008 Goals listed above reference Strategic Plan goals on the right-hand column. The goals as listed in the Strategic Plan are provided below. For detail, see “Imagine Snohomish: Promoting Vitality and Preserving Character” available on the City’s website: www.ci.snohomish.wa.us

- 1.C. Support Downtown Revitalization and Redevelopment
- 1.D. Promote the City as a Tourist Destination
- 2.C. Develop a Vision and Plan for the City’s Parks and Trail System
- 3.A. Improve and Construct New Sidewalks to Provide Enhanced Walkability and Pedestrian Safety
- 3.D. Develop a City Trail System, with Regional Connections
- 4.B. Significantly Increase City Funding for Street Maintenance
- 4.C. Develop and Implement a Pavement Management Program to Effectively Maintain City Streets

2007 Accomplishments

- Adopted the City's Strategic Plan—*Imagine Snohomish: Promoting Vitality and Preserving Character*
- Acquired from the legislature a grant of \$5 million in state funding for wastewater system improvements
- Completed and adopted the Parks, Recreation and Open Space Long Range Plan
- Began a continuous improvement program for permit processing
- Constructed Segment 1 of the Sewer Trunk Line Project under budget
- Constructed Segment 4 of the Sewer Trunk Line Project under budget
- Completed and adopted new Annexation Policies for the City's Comprehensive Plan
- Hired an Economic Development Manager to enhance the City's economic growth
- Completed cleanup of the City-owned property being provided for the Senior Center project
- Gained approval from Snohomish County to place the City's northern UGA expansion application on the Comprehensive Plan Docket for study
- Completed a comprehensive study of City utility rates needed to fund necessary improvements
- Filled all police officer vacancies and placed all entry level candidates in the police training academies
- Completed \$500,000 in street overlay projects

PART 1

2008 BUDGET

INTRODUCTION

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CITY OFFICIALS

2008 Council Members

Position	Name	Term	Ending
Pos 1	Lynn Schilaty	Four Year	December 31, 2011
Pos 2	Karen Guzak	Four Year	December 31, 2011
Pos 3	Melody Clemans	Four Year	December 31, 2011
Pos 4	R.C. "Swede" Johnson	Four Year	December 31, 2009
Pos 5	Randy Hamlin	Four Year	December 31, 2009
Pos 6	Doug Thorndike	Four Year	December 31, 2009
Pos 7	Dean Randall	Four Year	December 31, 2009

City Officials

Title	Name
City Manager	Larry Bauman
Public Works Director	Tim Heydon
Support Services Director	Danny Weinberg
Law Enforcement Director	John Turner
Planning and Development Services Director	Corbitt Loch

Other Officials

Title	Name
City Attorneys	Weed, Graafstra, and Benson
City Prosecutor	John Rodabaugh
Hearing Examiner	Sound Law Center
Utility and Parking Ticket Hearing Examiner	Jeanne Mulford

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: City Hall Conference Room, 116 Union 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

JUNE

- ✓ **Step 2** - Establish goals and policies to accomplish directions

JULY

- ✓ **Step 3** - Budget Workbooks Issued to Department Heads

AUGUST

- ✓ **Step 4** - City Council Retreat To Review Accomplishments and Establish Goals
- ✓ **Step 5** - Six Month Revenue Forecast and Preliminary Revenue Estimates 2008

SEPTEMBER - DECEMBER

- ✓ **Step 6** - 2008 Salary and Wage Report
- ✓ **Step 7** - Six year Utility Revenue Requirement Study
- ✓ **Step 8** - City Manager 2008 Recommended Budget delivered to the City Council on September 28, 2007.
- ✓ **Step 9** - Department Overviews - City Council, City Manager and Law Enforcement on October 2, 2007
- ✓ **Step 10** - Department Overviews - Planning and Development Services, Public Works and Support Services on October 16, 2007
- ✓ **Step 11** - First Public Hearing - Revenues Sources, Property Tax Levy, October 16, 2007
- ✓ **Step 12** - Council Budget Final Review and Adoption December 4, 2007

**CITY OF SNOHOMISH
Snohomish, Washington**

ORDINANCE 2137

AN ORDINANCE ADOPTING A BUDGET FOR THE CITY OF SNOHOMISH, WASHINGTON, FOR THE YEAR 2008 AND SETTING FORTH IN SUMMARY FORM THE TOTALS OF ESTIMATED REVENUES AND APPROPRIATIONS FOR EACH SEPARATE FUND AND THE AGGREGATE TOTALS FOR ALL SUCH FUNDS COMBINED.

WHEREAS, State law requires that the City adopt an annual budget before the end of each calendar year; and

WHEREAS, the City Council has held public workshops October 2, 2007 and October 16, 2007 in preparation of the 2008 City's Budget; and

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

WHEREAS, the City Council held, on November 20 and December 4, 2007, public hearings on the City Manager's 2008 Recommended Budget, also as required by law;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SNOHOMISH, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. In accordance with the provisions of RCW 35.33.075, the budget of the City of Snohomish for 2008, in aggregate amount of \$39,068,633, is hereby adopted.

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

**City of Snohomish
2008 Budget**

Fund Number	Title	Revenue and Appropriations
001	General Fund	10,411,425
102	Street Fund	1,073,535
104	Park Impact Fee	16,400
106	Employee Optional Payout	55,712
107	Visitor Promotion Fund	25,988
108	Parking and Business Impr. Area	49,165
110	Real Property Reserve	223,062
113	Police Operational Reserves	39,783
117	Real Estate Excise Reserve	441,206
118	Municipal Capital Project Reserve	124,173
125	Street Impact Fee Reserve Fund	1,033,490
174	Harbor Improvement	2,805
205	Debt Service Fund	176,839
206	LID Guarantee	9,603
303	Rivertrail Construction	89,103
310	Municipal Capital Projects	2,722,774
311	Street Improvement Fund	1,706,812
401	Water Operation	1,842,077
402	Sewer Operation	2,199,636
403	Solid Waste	1,315,684
404	Storm Water Operation	931,536
432	Utility Capital Projects	5,679,540
433	Trunkline	1,633,195
451	Utility Bond Reserve	1,044,001
452	Utility Rate Reserve	187,105
471	Utility Connection Fee Reserve	1,679,689
472	Utility Equipment Replacement	752,013
473	Utility System Replacement	1,413,867
474	Bio-Solids Reserve	546,919
501	City Shop	415,314
502	Information Services	520,103
503	Self-Insurance Fund	102,404
505	Equipment Replacement	458,446
602	Miller Library Trust	5,719
603	Senior Center Reserve Fund	655
604	Carnegie Restoration Fund	77,909
605	The Gateway Fund	896
621	Urban Growth Area Expansion Trust Fund	60,050
		39,068,633

**City of Snohomish
2008 Budget**

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

Section 4. As part of the 2008 City Budget, the City adopts the Six-Year Capital Facility Plan adopted by the Snohomish School District #201, a copy of which shall be on file and available for review and inspection at the Office of the City Clerk.

Section 5. The salary and wage tables provided in Attachment A, attached herewith and incorporated herein, for the represented and non-represented employees are adopted effective December 26, 2007.

Section 6. This ordinance shall take effect and be in force January 1, 2008.

PASSED by the City Council and **APPROVED** by the Mayor this 4th day of December, 2007.

CITY OF SNOHOMISH

By _____
Randy Hamlin, Mayor

ATTEST:

APPROVED AS TO FORM:

By _____
Torchie Corey, City Clerk

By _____
Grant Weed, City Attorney

Date of Publication: _____

Effective Date: _____

**City of Snohomish
2008 Budget**

ATTACHMENT A

**Table a.2
2008 RECOMMENDED CLASSIFICATION AND PAY SCHEDULE:
Non-Represented**

2008 Pay Schedule									
2008 CPI Percentages		OT =	3.15%	PD =	0.00%	PW =	3.30%	NR =	3.15%
Job Title	Steps:	1	2	3	4	5	6		
City Manager									9,935
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		5,545	5,826	6,122	6,430	6,757	7,100		
Public Works Operations Manager		5,104	5,361	5,634	5,918	6,219	6,534		
City Clerk		5,077	5,334	5,604	5,888	6,185	6,498		
Police Support Services Manager		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		5,077	5,334	5,604	5,888	6,185	6,498		
Project Manager		5,049	5,305	5,574	5,857	6,152	6,463		
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		

**Table a.2
2008 CLASSIFICATION AND PAY SCHEDULE:**

2008 Pay Schedule							
Job Title	Steps:	1	2	3	4	5	6
Police Sergeant		-	-	-	-	5,160	5,375
Police Officer		3,825	3,982	4,144	4,312	4,487	4,673
Community Services Officer		2,684	2,976	3,321	3,530	3,741	-
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 Tech/Assistant 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
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
Engineering Technician		3,621	3,803	3,996	4,198	4,412	4,635
Field Engineering Technician		3,621	3,803	3,996	4,198	4,412	4,635
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

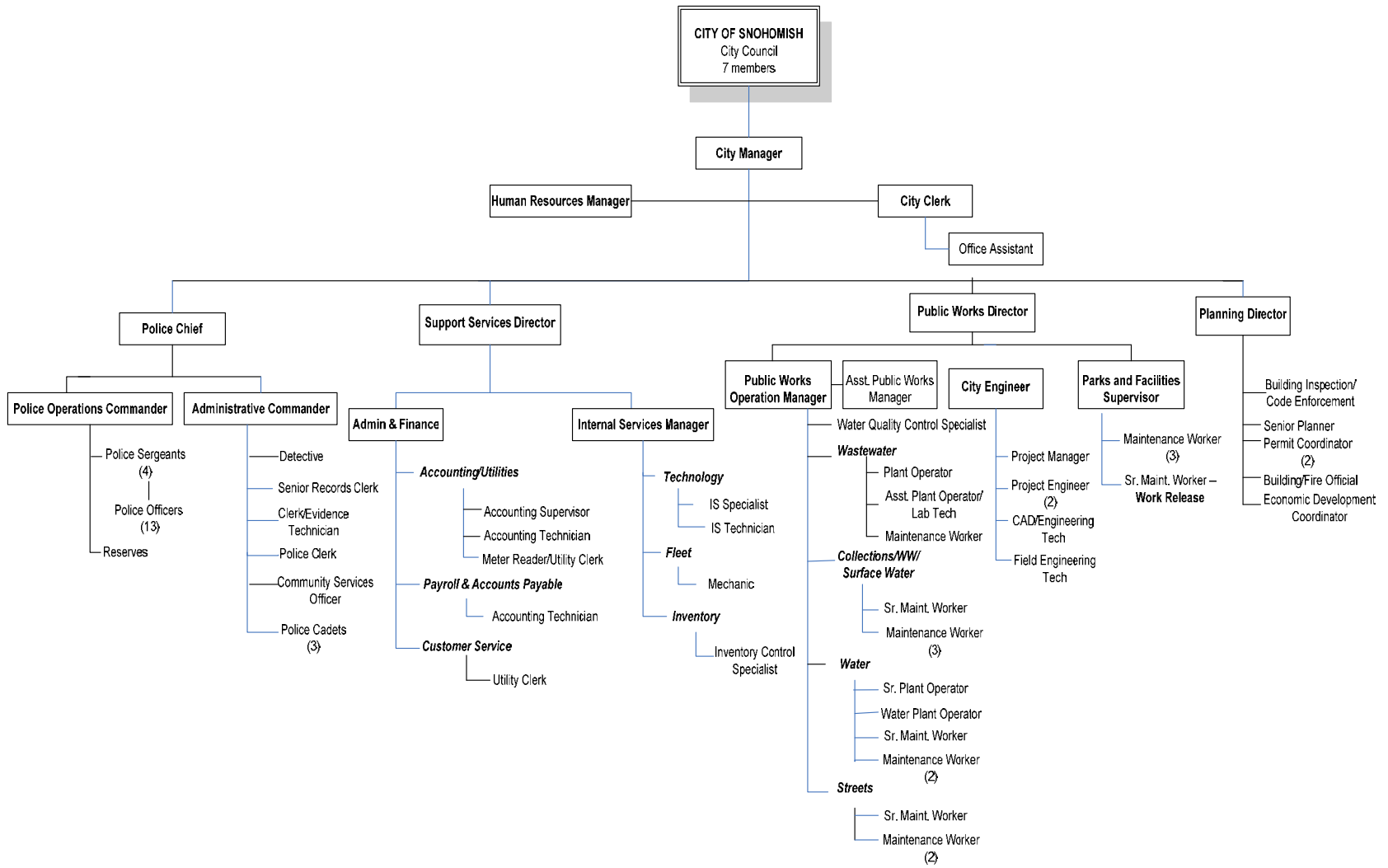
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PART 2

2008 OPERATING

BUDGET

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CITY COUNCIL

Overview: The City Council serves as the 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.

Position	2004	2005	2006	2007	2008	Change
City Council Members	7.0	7.0	7.0	7.0	7.0	0
Total	7.0	7.0	7.0	7.0	7.0	0

Budget History

Div	2004	2005	2006	2007	2008	Change
Council	116,755	123,655	179,614	195,968	255,278	59,310

The City Council 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; and represents the City on state and regional issues.

The Snohomish City Council annually adopts a goals list, which for the coming year represents the consensus goals for 2008 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 2008 Budget within the City Manager’s Budget Message.

**City of Snohomish
2008 Budget**

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

Acct: 511.60		Legislative		
Object Code and Purpose	2007 Budget	2007 Year Est	2008 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	31,800	31,800	40,800	
11 Regular Pay	31,800	31,800	40,800	
12 Overtime Pay	-	-	-	
Cost Summary of Significant Changes				
20 Personnel Benefits.....	2,568	2,490	3,178	<i>Increases</i>
21 Social Security	2,433	2,433	3,121	\$50,000 for City Attorney Costs
22 Retirement	-	-	-	\$9,000 for salaries (increase salary for remaining 3 council positions to \$5,400 per year)
23 Health Insurance	-	-	-	
24 Disability Insurance	135	57	57	
26 Uniforms	-	-	-	
Details and Notes				
30 Supplies.....	700	438	1,000	<i>41 Professional Services</i>
31 Operating Supplies	700	438	1,000	Legal Services
32 Vehicle Fuel	-	-	-	200,000
33 Supplies for Resale	-	-	-	<i>42 Communications</i>
35 Minor Equipment	-	-	-	10 Postage
39 Other Supplies	-	-	-	1,800
40 Services.....	160,900	190,625	210,300	
* 41 Professional Services	150,000	184,969	200,000	<i>43 Travel and Sub.</i>
* 42 Communications	3,400	1,490	1,800	00 Travel and Sub.
43 Travel and Subsistence	3,000	1,466	3,500	3,500
44 Advertising	-	-	-	
45 Equipment Rental	-	-	-	
46 Insurance	-	-	-	<i>49 Other Services</i>
47 Utility Services	-	-	-	10 Miscellaneous
48 Repair and Maintenance	-	-	-	20 Education/Training
* 49 Other Services	4,500	2,700	5,000	5,000
50 Intergovtmntl Services.....	-	-	-	
60 Capital Outlays.....	-	-	-	
70/80 Debt Payments.....	-	-	-	
90 Interfund Transfers.....	-	-	-	
TOTAL Legislative:	195,968	225,353	255,278	

CITY MANAGER

Overview: The City Manager is the Chief Executive Officer of the City, and is responsible for achieving the policies, goals and priorities established by the City Council. The City Manager manages the resources of the City, which are both human and capital.

Position	2004	2005	2006	2007	2008	Change
City Manager	1.0	1.0	1.0	1.0	1.0	0.0
Human Resource Manger	1.0	1.0	1.0	1.0	1.0	1.0
City Clerk	1.0	1.0	1.0	1.0	1.0	0.0
Clerk-Typist	1.0	1.0	1.0	1.0	1.0	0.0
Total	4.0	4.0	4.0	4.0	4.0	0.0

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 level decisions, risk management, managing response to litigation, providing organizational leadership and implementing Council policy objectives, developing the organization's human resources, economic development, partnering with community organizations, 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 of City Clerk and Human Resources, which assist in meeting the goals and operational objectives of the department.

Budget History

Div.	2004	2005	2006	2007	2008	Change
Exc.	168,533	176,996	184,744	181,610	215,229	33,619
Risk Mgmt	113,802	146,500	162,165	142,600	129,675	(12,925)
Human Res.	91,521	109,321	126,068	157,185	209,769	52,584
City Clerk	160,387	188,165	192,054	192,835	199,591	6,756
Non-Dept	77,500	82,600	101,050	102,573	200,786	98,213
Transfers	274,326	437,888	418,137	609,262	1,528,233	918,971
Totals	886,069	1,141,470	1,184,218	1,386,065	2,483,283	1,097,218

2008 Goals:

The following goals will be a focus for the City Manager in 2008. 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 2008 Goals and the Strategic Plan:** The City's Strategic Plan (Imagine Snohomish: Promoting Vitality and Preserving Character) is incorporated within the 2008 Budget. Performance measurement and direct reporting on the accomplishment of action strategies is expected to be an ongoing process throughout the year.
- ◆ **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.
- ◆ **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 2008 will include the ongoing implementation of strategic plans for the City's current five-year period for the Strategic Plan. The City organization will also continue to pursue service improvement through best-management practices, procedure reviews and daily staff operations.
- ◆ **Fostering Public Participation:** The City has invested time, talent, and resources to the problem 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.

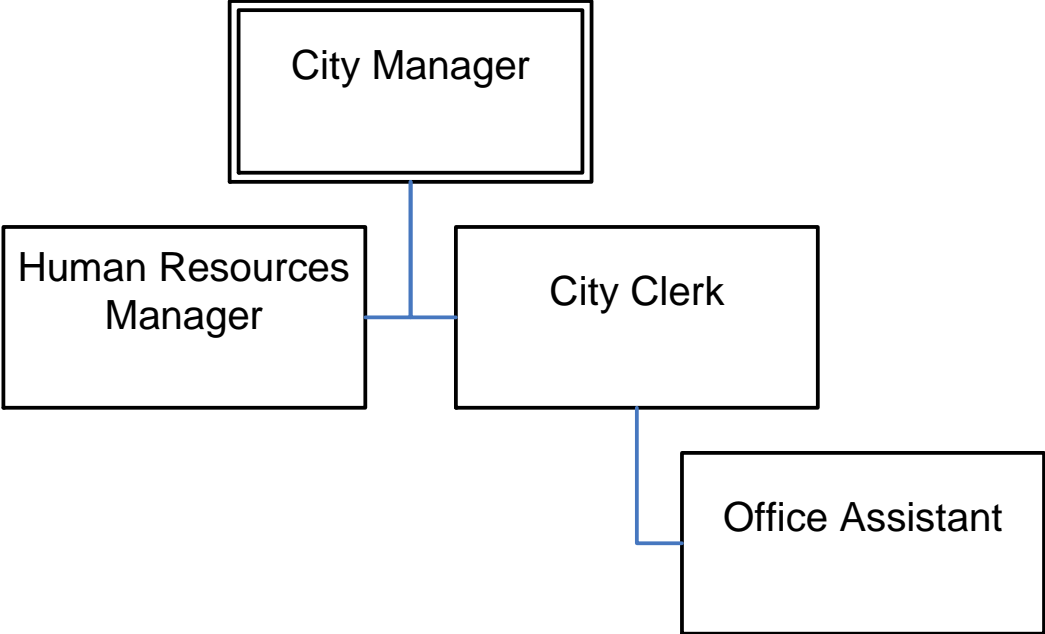
- ◆ **Economic Development:** The City Council has adopted an Economic Development Plan that guides the efforts of its Economic Development Committee. Development of jobs and commercial retail are two major goals of this plan and the work of the EDC. Equally important is continued support of business development and growth in the City's other key commercial areas, including those along Avenue D and in the Historic District. The City Manager's Office and other staff will engage the EDC—as well as the wider business community and development partners—in the continuing challenge of achieving meaningful results in 2008. An Economic Development Manager position was added in 2007 to support these efforts.
- ◆ **Growth of the City's Urban Growth Area:** In 2005, the City first began the process of analyzing a proposed expansion of the City's Urban Growth Area near U.S. 2 and State Route 9. The application for this expansion has been docketed by Snohomish County and the review of the environmental and other issues associated with this concept is expected to continue through 2008 and into 2009.
- ◆ **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 2008 City's Budget, the classification and compensation plan that supports improved recruitment and retention of high quality staff in all areas of the organization. Also: Improve staff training for supervision and safety standards as dictated by individual needs and evaluations.
- ◆ **Emergency Preparedness:** The effects of flooding and other potential disasters require effective cooperation between all levels of government and the community in both preparing for, responding to and recovering from the effects of such emergencies. The City's Comprehensive Emergency Management Plan requires continual and ongoing testing and training to be effective as a tool for response. The City Manager, in conjunction with staff, outside organizations and community members will work to enhance the testing of these plans and seek improvements as needed to ensure maximum preparedness within given resources.
- ◆ **Administrative and Agenda Support:** Continue to produce professional quality meeting agendas for Council, Boards and Commissions. Provide efficient administrative support to Council, City staff and citizen groups.

**City of Snohomish
2008 Budget**

Service	Level
Strategic Plan Implementation	Performance measurements for each action strategy in the plan are established and will be reported to the City Council and community on a bi-monthly basis.
Management Leadership	Weekly management team meetings to problem solve. Focus on developing teamwork and improving organizational leadership.
Fiscal Oversight	Monitor City departments and provide advice and correction as needed. Provide quarterly budget reports to the City Council.
Organizational Development	Hold Council and staff retreats to increase clarity of purpose and direction. Increase understanding and commitment to major priorities.
Economic Development	Work with the Economic Development Committee, business owners, property owners, citizens, and developers to increase commercial development and retain existing businesses. Support programs and projects that increase City revenues and create living-wage jobs.
Enforcement of Laws and Ordinances	Coordinate with Clerk and City Attorney to purge and/or update sections of the Snohomish Municipal Code.
Oversight of Franchises, Agreements and Contracts	Lead negotiations and review in cooperation with the City Attorney.
Intergovernmental Relations	Represent the City at regional forums and advise Council of major policy issues with a regional focus.
Council Reports, Advice and Support	Issue timely, quality staff reports to support good decision-making.
Community Relations	Provide public information on issues using a variety of venues, including CATV and webpage. Make personal contacts with business and service groups to inform of City priorities.
Personnel Management	Oversee the Human Resources function and ensure high quality results for recruitment, training and retention.
Budget Preparation	Ensure a good process and a quality budget document.
Grantsmanship	Target at least 50% or greater grant participation for City projects. Build on initiative successes.

Service	Level
Administration	Establish calendars, schedule meetings and otherwise provide Council and staff support. Arrange Council agenda content, publication, bid advertisement and openings, and official notifications. Provide County Auditor liaison, special event permit processing, City Council and Park Board meeting minute preparation.
Special Projects	Assign City personnel to complete special projects in the Manager's Office.
Customer Service	Continuous evaluation of internal processes, training needs and office culture to ensure service excellence.
Risk Management	Provide oversight of a risk management effort which ensures proper reduction or transfer of liability risks.
Code Enforcement	Provide oversight of the process to respond to and track complaints as well as gain compliance for code enforcement.

City of Snohomish
2008 Budget



**City of Snohomish
2008 Budget**

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

Acct: 513 10		Executive Administration		
Object Code and Purpose	2007 Budget	2007 Year Est	2008 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	123,516	125,068	126,484	
11 Regular Pay	123,516	125,068	126,484	
12 Overtime Pay	-	-	-	
				Cost Summary of Significant Changes
20 Personnel Benefits.....	30,542	31,022	34,288	<i>Increase</i>
21 Social Security	9,449	7,858	7,879	
22 Retirement	4,558	7,658	9,132	\$29,000 for legislative representation and facilities study
23 Health Insurance	14,554	15,289	17,027	
24 Disability Insurance	1,981	217	250	
26 Uniforms	-	-	-	
				Details and Notes
30 Supplies.....	350	466	400	<i>41 Professional Services</i>
31 Operating Supplies	350	466	400	10 Facilities Study 25,000
32 Vehicle Fuel	-	-	-	10 Legislative Representation 15,000
33 Supplies for Resale	-	-	-	10 Undecided 4,000
35 Minor Equipment	-	-	-	<u>44,000</u>
39 Other Supplies	-	-	-	<i>42 Communications</i>
40 Services.....	22,300	25,497	52,000	10 Postage 1,200
* 41 Professional Services	15,000	16,004	44,000	20 Telephone 1,500
* 42 Communications	2,400	2,884	2,700	<u>2,700</u>
43 Travel and Subsistence	1,000	386	1,000	<i>49 Other Services</i>
44 Advertising	1,000	100	1,000	10 Dues/Subscriptions 1,300
45 Equipment Rental	-	-	-	20 Education/Training 1,000
46 Insurance	-	-	-	30 Miscellaneous 1,000
47 Utility Services	-	-	-	<u>3,300</u>
48 Repair and Maintenance	-	-	-	<i>90 Interfund Transfers</i>
* 49 Other Services	2,900	6,123	3,300	91 15 Infor. Services (502) 2,057
50 Intergovtmntl Services.....	-	-	-	<u>2,057</u>
*60 Capital Outlays.....	-	-	-	
70/80 Debt Payments.....	-	-	-	
*90 Interfund Transfers.....	4,902	4,043	2,057	
TOTAL Executive Administration:	181,610	186,096	215,229	

**City of Snohomish
2008 Budget**

FUND: 001 General

DEPT: 020 City Manager's Office

Acct: 518 10		Human Resources		
Object Code and Purpose	2007 Budget	2007 Year Est	2008 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	74,085	73,752	77,669	
11 Regular Pay	74,085	73,752	77,669	
12 Overtime Pay	-	-	-	
				Cost Summary of Significant Changes
20 Personnel Benefits.....	23,997	25,048	28,179	<i>Increases</i>
21 Social Security	5,668	5,642	5,942	\$6,500 Professional Services (Civil Service Commission)
22 Retirement	2,734	4,516	5,608	\$3,500 Professional Services (General)
23 Health Insurance	14,243	14,673	16,379	
24 Disability Insurance	1,352	217	250	
				Details and Notes
				<i>41 Professional Services</i>
				10 Human Resources 34,500
				20 Civil Service 11,500
30 Supplies.....	750	750	750	46,000
31 Operating Supplies	500	500	500	
35 Minor Equipment	250	250	250	
40 Services.....	51,000	80,000	92,000	
* 41 Professional Services	17,000	36,000	46,000	<i>42 Communications</i>
* 42 Communications	3,250	3,250	3,250	10 Postage 3,000
43 Travel and Subsistence	500	500	500	20 Telephone 250
44 Advertising	25,000	32,000	35,000	3,250
48 Repair and Maintenance	-	-	-	
* 49 Other Services	5,250	8,250	7,250	<i>49 Other Services</i>
				00 Miscellaneous 500
				10 Dues/Subscriptions 250
				20 Education/Training 6,000
				30 Miscellaneous 500
50 Intergovtmntl Services.....	-	-	-	7,250
				<i>90 Interfund Transfers</i>
*60 Capital Outlays.....	-	-	-	91 15 Infor. Services (502) 8,871
				99 00 Eq. Replmt (502) 2,300
70/80 Debt Payments.....	-	-	-	11,171
*90 Interfund Transfers.....	7,353	7,353	11,171	
TOTAL Human Resources	157,185	186,903	209,769	

**City of Snohomish
2008 Budget**

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

Acct: 514 70		Risk Management		
Object Code and Purpose	2007 Budget	2007 Year Est	2008 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	-	-	-	
11 Regular Pay	-	-	-	
12 Overtime Pay	-	-	-	
Cost Summary of Significant Changes				
20 Personnel Benefits.....	-	-	-	
21 Social Security	-	-	-	
22 Retirement	-	-	-	
23 Health Insurance	-	-	-	
24 Disability Insurance	-	-	-	
26 Uniforms	-	-	-	
Details and Notes				
<u>Details and Notes</u>				
30 Supplies.....	-	-	-	
31 Operating Supplies	-	-	-	
32 Vehicle Fuel	-	-	-	
33 Supplies for Resale	-	-	-	
35 Minor Equipment	-	-	-	
39 Other Supplies	-	-	-	
40 Services.....	142,600	131,455	129,675	
* 41 Professional Services	5,000	-	-	
42 Communications	-	-	-	
43 Travel and Subsistence	-	-	-	
44 Advertising	-	-	-	
45 Equipment Rental	-	-	-	
* 46 Insurance	137,600	131,455	129,675	
47 Utility Services	-	-	-	
48 Repair and Maintenance	-	-	-	
49 Other Services	-	-	-	
50 Intergovmtl Services.....	-	-	-	
60 Capital Outlays.....	-	-	-	
70/80 Debt Payments.....	-	-	-	
90 Interfund Transfers.....	-	-	-	
TOTAL Risk Management	142,600	131,455	129,675	

<i>46 Insurance</i>	
10 WCIA Premiums	127,000
20 Property/Notary Ins.	2,675
	129,675

**City of Snohomish
2008 Budget**

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

Acct: 514 30				City Clerk
Object Code and Purpose	2007 Budget	2007 Year Est	2008 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	110,639	110,608	114,340	
11 Regular Pay	109,789	110,608	114,340	
12 Overtime Pay	850	-	-	
Cost Summary of Significant Changes				
20 Personnel Benefits.....	35,366	35,619	39,738	
21 Social Security	8,464	8,462	8,747	
22 Retirement	4,083	6,773	8,255	
23 Health Insurance	19,252	19,949	22,236	
24 Disability Insurance	3,567	435	500	
26 Uniforms	-	-	-	
Details and Notes				
30 Supplies.....	4,400	1,932	4,400	<i>41 Professional Services</i>
31 Operating Supplies	3,000	1,261	3,000	00 Other Professional Ser. 4,000
32 Vehicle Fuel	-	-	-	00 Archive/Shredding Svcs 1,000
33 Supplies for Resale	-	-	-	5,000
35 Minor Equipment	1,400	671	1,400	<i>42 Communications</i>
39 Other Supplies	-	-	-	00 Communication 725
				10 Postage 2,000
				20 Telephone 750
				3,475
40 Services.....	30,175	18,315	30,675	<i>49 Other Services</i>
* 41 Professional Services	5,000	843	5,000	10 Dues & Subscriptions 1,000
* 42 Communications	2,975	2,935	3,475	20 Education & Training 1,200
43 Travel and Subsistence	1,200	924	1,200	30 Miscellaneous 500
44 Advertising	18,000	12,191	18,000	40 Recording Fees 100
45 Equipment Rental	-	-	-	2,800
46 Insurance	-	-	-	
47 Utility Services	-	-	-	<i>90 Interfund Transfers</i>
48 Repair and Maintenance	200	-	200	91 15 Infor. Services (502) 8,871
* 49 Other Services	2,800	1,422	2,800	99 00 Eq. Replmt (502) 1,567
				10,438
50 Intergovtmntl Services.....	-	-	-	
*60 Capital Outlays.....	-	-	-	
70/80 Debt Payments.....	-	-	-	
*90 Interfund Transfers.....	12,255	12,255	10,438	
TOTAL City Clerk	192,835	178,729	199,591	

**City of Snohomish
2008 Budget**

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

Acct: 519 90			Non-Departmental	
Object Code and Purpose	2007 Budget	2007 Year Est	2008 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	-	-	-	
11 Regular Pay	-	-	-	
12 Overtime Pay	-	-	-	
				Cost Summary of Significant Changes
20 Personnel Benefits.....	45,000	37,800	40,000	<i>Increases</i>
21 Social Security	-	-	-	\$526,437 increase in transfer to Street
22 Retirement	-	-	-	\$105,000 for purchase of financial software
* 23 Health Insurance	45,000	37,800	40,000	
24 Disability Insurance	-	-	-	
26 Uniforms	-	-	-	
				Details and Notes
				<u>Details and Notes</u>
				<i>Other Detailed Costs</i>
30 Supplies.....	3,000	3,500	108,500	Medical - LEOFF I Retirees 40,000
* 31 Operating Supplies	3,000	3,000	108,000	Reallocated Copier 3,000
32 Vehicle Fuel	-	-	-	Base Phone CH 6,500
33 Supplies for Resale	-	-	-	Food Bank W/S/G 750
35 Minor Equipment	-	-	-	Financial Software 105,000
39 Other Supplies	-	500	500	
				<i>50 Intergovernmental Services</i>
40 Services.....	10,950	19,262	7,250	Puget Sound Air Quality 4,186
41 Professional Services	-	-	-	Alcohol Rehabilitation 2,200
* 42 Communications	7,200	6,500	6,500	Economic Development 4,000
43 Travel and Subsistence	-	-	-	Dues - OMWBE 250
45 Operating Rentals	-	-	-	AWC 5,300
45 Equipment Rental	-	-	-	Voter Regist./Election 12,000
46 Insurance	-	-	-	Sno. County Tomorrow 2,100
* 47 Utility Services	750	750	750	Snohomish Senior Center 12,000
48 Repair and Maintenance	-	-	-	Puget Sound Reg. Council 3,000
49 Other Services	3,000	12,012	-	45,036
				<i>90 Interfund Transfers</i>
*50 Intergovmtl Services.....	43,623	32,767	45,036	Street Transfer 846,000
				Street Imp. Overlays 40,000
60 Capital Outlays.....	-	-	-	4th & Maple Ped Improvement 25,000
				Senior Cntr Frontage 150,000
70/80 Debt Payments.....	-	-	-	2nd and Maple Signal 95,000
				Water Overlay Coordination 220,000
*90 Interfund Transfers.....	609,262	609,260	1,528,233	Municipal Projects 50,000
				Traffic Calming on Pine 20,000
				Debt:800Mhz/Rivertrial 82,233
TOTAL Non-Departmental	711,835	702,589	1,729,019	1,528,233

PLANNING AND DEVELOPMENT SERVICES

Overview: The Planning and Development Service Department (PDS) has five FTE positions. A new, sixth position is added in the 2008 budget. The Department consists of three divisions: Planning, Building, and Economic Development.

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

Position	2004	2005	2006	2007	2008	Change
Dir. Planning & Dev Ser.	0.0	0.0	1.0	1.0	1.0	0.0
Economic Develop Manager	0.0	0.0	0.0	1.0	1.0	0.0
Planning Manager	1.0	1.0	0.0	0.0	0.0	0.0
Senior Planner	0.0	0.0	0.0	1.0	1.0	0.0
Permit Assistant	1.0	0.0	0.0	0.0	0.0	0.0
Building/Fire Official	1.0	1.0	1.0	1.0	1.0	0.0
Permit Coordinator	1.0	2.0	2.0	2.0	2.0	0.0
Assistant Planner	1.0	1.0	1.0	0.0	0.0	0.0
Building Inspector & Enforcement Officer	0.0	0.0	0.0	0/0	1.0	1.0
Cross Connection Control	1.0	1.0	1.0	0.0	0.0	0.0
Total	6.0	6.0	6.0	6.0	7.0	1.0

Budget History

Div.	2004	2005	2006	2007	2008	Change
Building	186,545	211,510	237,683	162,487	260,739	98,252
Economic Dev.	-	-	26,900	170,959	168,238	(2,721)

Planning Division

Land Use Planning: This service includes the preparation of policies and regulations that guide land use and development. The City's Comprehensive Plan guides decisions relating to topics such as zoning, environmental protection, housing, economic development, and historic preservation. Land use regulations are contained primarily within Title 14 of the Snohomish Municipal Code. Community Planning duties include coordination with other agencies, management of the Snohomish Visitor Information Center, preparation of special studies and annexations, and staff support to the Planning Commission and the Economic Development Committee.

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

Building Division

Building and Fire: The Building/Fire Code official is responsible for issuing building permits and inspecting new construction for conformance to the International Building Code. Other services include inspection for fire code violations, abatement of dangerous structures, and enforcement of regulations associated with nuisances, junk vehicles on private property, special events, and graffiti. Regular duties require close coordination with the water and sewer utilities and the Fire District No. 4.

Economic Development Division

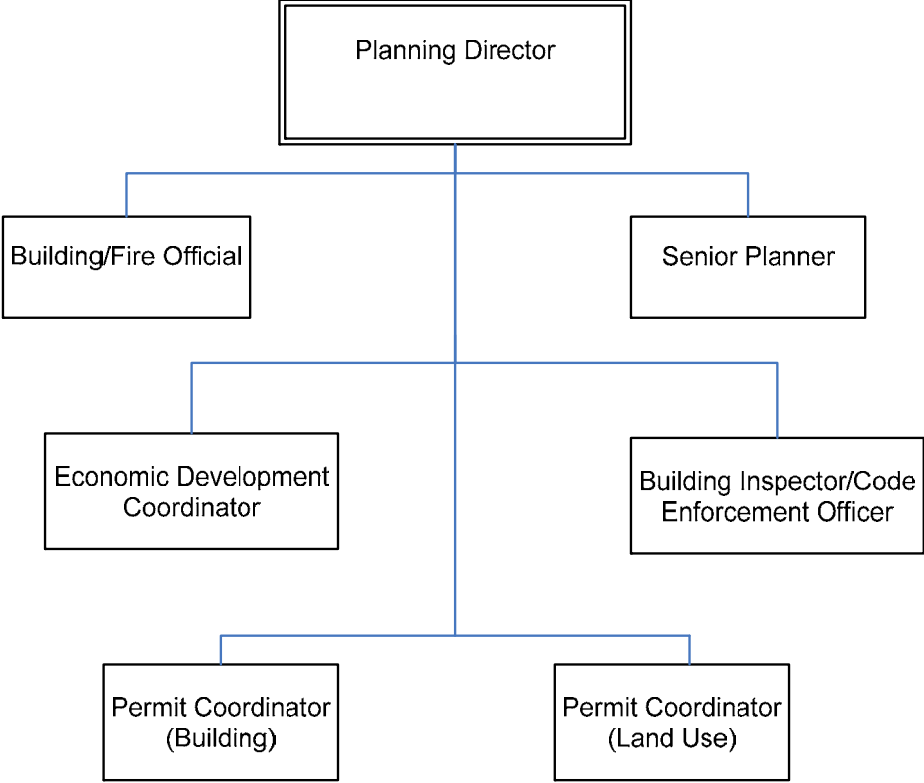
Economic Development: The overall objective of the economic development division is to foster business retention and attraction in a manner consistent with the adopted Economic Development Plan and the Strategic Plan. Promoting business retention and attraction includes typical tasks such as coordinating with the Chamber of Commerce, and elimination of necessary obstacles to development and business start-up. This Division provides staff support to the Economic Development Committee, Lodging Tax Advisory Committee, the City Manager, and the City Council.

2008 Goals:

- ◆ **Permit Tracking Conversion:** Continue work with Support Services to design and implement an electronic permit tracking system that can be web accessible.
- ◆ **Improve Permit Processing:** Continue to improve the effectiveness and efficiency of the permit process, including a re-structuring and re-organization of the permit filing and routing processes. Continue to improve customer service, accuracy and completeness of reviews, and reduce permit turn around times.
- ◆ **UGA Expansion North of US 2:** Continue to participate in the preparation and dissemination of objective information regarding the impacts and benefits of the potential UGA expansion north of US 2. Participate in the County's environmental analysis and public hearing processes. If viable to do so, continue meetings with the City of Lake Stevens
- ◆ **Southern UGA and Harvey Field:** Continue to review and monitor work associated with the potential change in flood hazard designation and the Harvey Field Master Plan Update.
- ◆ **Riverfront Redevelopment Plan:** Continue to analyze the potential for redevelopment of the First Street area west of Avenue D.
- ◆ **Update and Implement Economic Development Plan:** In collaboration with the EDC, prepare updates as needed to the 2001 Economic Development Plan. Continue to work with local businesses, HDS and the Chamber to implement the City's Economic Development Plan.
- ◆ **Implement Economic Development Goals of Strategic Plan:** In collaboration with the EDC and other groups, achieve the early-year goals relating to economic development.
- ◆ **Comprehensive Plan Update:** Evaluate potential amendments to the City's Comprehensive Plan. Specific issues to be addressed include: new policies relating to urban design, walkability, active lifestyles, and sustainability.
- ◆ **Enforcement:** Establish a new enforcement program that will consolidate enforcement activity relating to land use and signs, nuisances, abatement of unsafe structures, junk vehicles on private property, and graffiti.
- ◆ **VIC:** Provide visitor services seven days a week.
- ◆ **Snohomish High School:** Continue to assist the School District during the planning and permitting for the High School renovation.

SERVICE STANDARDS

Service	Level
Process Land Use Applications	Decision within 120 days of the submittal of a complete application.
Customer Telephone Contacts	Return all telephone calls within one business day.
Public Contact	A staff member will be available to the public during normal working hours.
Land Development Code	Continue to prepare amendments to Title 14 to improve effectiveness and efficiency.
Comprehensive Plan Revision	Annually revise Comprehensive Plan to respond to changing City goals.
Development Review and Inspection	Ensure plans for development and redevelopment are designed and constructed to City standards.
Economic Development	Respond to requests for information within 24 hours. Promote positive change in benchmarks such as retail sales tax revenue, employment, and median household income.
Code Enforcement	Investigate written complaints within two days. Investigate complaints that involve life safety hazards within 24 hours.
Process Building Permits	Process single family permits within one month and commercial permits within 120 days.
Dangerous Building Abatement-Fire Code Enforcement	Abate buildings and/or conditions that pose a danger to life or property. Evaluate City facilities following a natural disaster or other catastrophic event.



**City of Snohomish
2008 Budget**

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

Acct: 524 20				Building Inspection
Object Code and Purpose	2007 Budget	2007 Year Est	2008 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	69,604	70,116	125,500	
11 Regular Pay	67,416	67,416	123,000	
12 Overtime Pay	2,188	2,700	2,500	
				Cost Summary of Significant Changes
20 Personnel Benefits.....	23,325	23,075	47,435	<i>Increases</i>
21 Social Security	5,325	5,325	9,120	\$80,006 Salaries & Benefits for new inspector
22 Retirement	2,568	2,568	7,000	
23 Health Insurance	12,043	12,043	26,845	
24 Disability Insurance	2,639	2,639	3,470	
26 Uniforms	750	500	1,000	
				Details and Notes
30 Supplies.....	6,000	5,500	6,500	<i>41 Professional Services</i>
31 Operating Supplies	3,000	3,000	3,500	10 Abatements 5,000
32 Vehicle Fuel	-	-	-	20 Plan Review 30,000
33 Supplies for Resale	-	-	-	21 Fire Inspection 30,000
35 Minor Equipment	3,000	2,500	3,000	65,000
39 Other Supplies	-	-	-	<i>42 Communications</i>
				10 Postage 400
				20 Telephone 1,800
				2,200
40 Services.....	57,250	50,410	74,400	<i>49 Other Services</i>
* 41 Professional Services	49,000	45,860	65,000	00 Misc. Services 1,500
* 42 Communications	1,500	1,400	2,200	10 Dues/Subscriptions 1,500
43 Travel and Subsistence	1,700	600	1,700	20 Education/Training 2,500
44 Advertising	-	-	-	30 Misc. Services -
45 Equipment Rental	-	-	-	5,500
46 Insurance	-	-	-	
47 Utility Services	-	-	-	<i>90 Interfund Transfers</i>
* 48 Repair and Maintenance	-	-	-	91 10 Eq. Rental (501) 3,204
* 49 Other Services	5,050	2,550	5,500	91 15 Info. Services (502) 2,185
				99 00 Eq. Rplcmt (502) 239
50 Intergovtmtd Services.....	-	-	-	99 00 Eq. Rplcmt (505) 1,276
				6,904
60 Capital Outlays.....	-	-	-	
70/80 Debt Payments.....	-	-	-	
*90 Interfund Transfers.....	6,308	5,516	6,904	
TOTAL Building/Fire Code Enfor.	162,487	154,617	260,739	

**City of Snohomish
2008 Budget**

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

Acct: 557 30		Economic Development		
Object Code and Purpose	2007 Budget	2007 Year Est	2008 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	79,980	46,630	80,325	
11 Regular Pay	79,980	46,630	80,325	
12 Overtime Pay	-	-	-	
20 Personnel Benefits.....	26,979	15,735	32,413	
21 Social Security	6,118	3,570	6,145	
22 Retirement	2,951	1,720	6,367	
23 Health Insurance	17,270	10,070	18,770	
24 Disability Insurance	640	375	1,131	
26 Uniforms	-	-	-	
30 Supplies.....	2,800	2,860	1,300	
31 Operating Supplies	300	300	300	
35 Minor Equipment	2,500	2,560	1,000	
40 Services.....	61,200	17,600	54,200	
41 Professional Services	55,000	12,000	37,500	
* 42 Communication	900	600	900	
43 Travel and Subsistence	300	300	3,000	
49 Misc Services	5,000	4,700	12,800	
50 Intergovtmntl Services.....	-	-	-	
60 Capital Outlays.....	-	-	-	
70/80 Debt Payments.....	-	-	-	
*90 Interfund Transfers.....	-	-	-	
TOTAL Building/Fire Code Enfor.	170,959	82,825	168,238	

Cost Summary of Significant Changes	
<i>42 Communications</i>	
10 Postage	400
20 Communication	500
	900
Details and Notes	
<i>49 Other Services</i>	
00 Misc. Services	-
10 Dues/Subscriptions	5,700
20 Education and Training	3,100
30 Special Event Support	4,000
	12,800

**City of Snohomish
2008 Budget**

FUND: 001 General

DEPT: 100 Planning and Developmental Services

Acct: 558 10					Planning and Permitting
Object Code and Purpose		2007 Budget	2007 Year Est	2008 Budget	Overview of Strategic Planning Goals
10	Salaries And Wages.....	243,985	243,706	279,220	Maintain and enhance the City's special character and identity.
11	Regular Pay	243,706	243,706	279,020	
12	Overtime Pay	279	-	200	
					Cost Summary of Significant Changes
20	Personnel Benefits.....	79,624	79,624	89,775	<i>Increases</i>
21	Social Security	18,665	18,665	21,055	41 \$32,000 for Environmental and Planning Consultants
22	Retirement	9,003	9,003	12,735	
23	Health Insurance	47,331	47,331	52,925	
24	Disability Insurance	4,625	4,625	3,060	
26	Uniforms	-	-	-	
					Details and Notes
30	Supplies.....	5,000	4,650	4,500	<i>41 Professional Services</i>
31	Operating Supplies	4,000	4,000	3,500	10 Environmental Consultant 30,000
32	Vehicle Fuel	-	-	-	10 Planning Consultant 20,000
33	Supplies for Resale	-	-	-	10 Clerical Services 500
35	Minor Equipment	1,000	650	1,000	30 Hearing Examiner 7,000
39	Other Supplies	-	-	-	<hr/> 57,500
40	Services.....	36,700	62,600	69,700	<i>42 Communications</i>
* 41	Professional Services	25,500	52,000	57,500	10 Postage 2,500
* 42	Communications	3,500	3,600	3,800	20 Telephone 1,300
43	Travel and Subsistence	2,000	1,200	2,000	<hr/> 3,800
44	Advertising	1,400	1,500	1,600	<i>49 Other Services</i>
45	Equipment Rental	-	-	-	10 Dues and Subscriptions 2,000
46	Insurance	-	-	-	20 Education/Training 1,300
47	Utility Services	-	-	-	30 Misc. Services 1,000
48	Repair and Maintenance	-	-	-	40 Recording Fees 500
* 49	Other Services	4,300	4,300	4,800	<hr/> 4,800
50	Intergovtml Services.....	-	-	-	<i>90 Interfund Payments</i>
*60	Capital Outlays.....	-	-	-	91 15 Info. Svcs. (502) 17,227
70/80	Debt Payments.....	-	-	-	99 00 Equip Replacement (502) 4,314
*90	Interfund Transfers.....	17,157	17,149	21,541	<hr/> 21,541
TOTAL Planning/Permitting		382,466	407,729	464,736	

SUPPORT SERVICES DEPARTMENT

Overview:

The Support Services Department is comprised of the Finance Division and the Internal Services Division. The Finance Division is currently staffed by six FTE. The Internal Services Division also has five FTE. Generally speaking, the Finance Division is responsible for the financial management of the City including payroll, investment, debt management, and utility billing. The Internal Services Department is comprised of the City Shop and Information Services and is responsible for vehicle maintenance, inventory control, technology products, and database management.

Position	2004	2005	2006	2007	2008	Change
Support Services Dir (City Treasurer).	1.0	1.0	1.0	1.0	1.0	0.0
Internal Services Mgr.	1.0	1.0	1.0	1.0	1.0	0.0
Accounting Supervisor	0.0	0.0	0.0	1.0	1.0	0.0
Accounting Clerks	2.0	2.0	2.0	2.0	2.0	0.0
Utility Clerk / MR	2.0	2.0	2.0	2.0	2.0	0.0
Lead/ Sr./ Mechanic	2.0	2.0	2.0	2.0	2.0	0.0
Info. Services Tech.	2.0	2.0	2.0	2.0	2.0	0.0
Total	10.0	10.0	10.0	11.0	11.0	0.0

2008 Goals:

OVERALL GOALS

- ◆ **Web Development:** Develop, with our application software vendor and in-house, an integrated online system for City forms.
- ◆ **Integrated Financial System RFP:** Issue a request for proposals for integrated financial system software.
- ◆ **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.

Budget History

Div.	2004	2005	2006	2007	2008	Change
Finance	333,680	369,868	396,446	490,967	505,937	14,970
City Shop	261,712	285,628	324,003	384,814	411,923	27,109
Inf. Service	297,981	339,231	366,629	455,535	481,636	26,101
Totals	893,373	994,727	1,087,078	1,331,316	1,399,496	68,180

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.
- ◆ **Solid Waste and Recycling Request for Proposals:** The City's solid waste and recycling contract ends March 31, 2008.

INTERNAL SERVICES

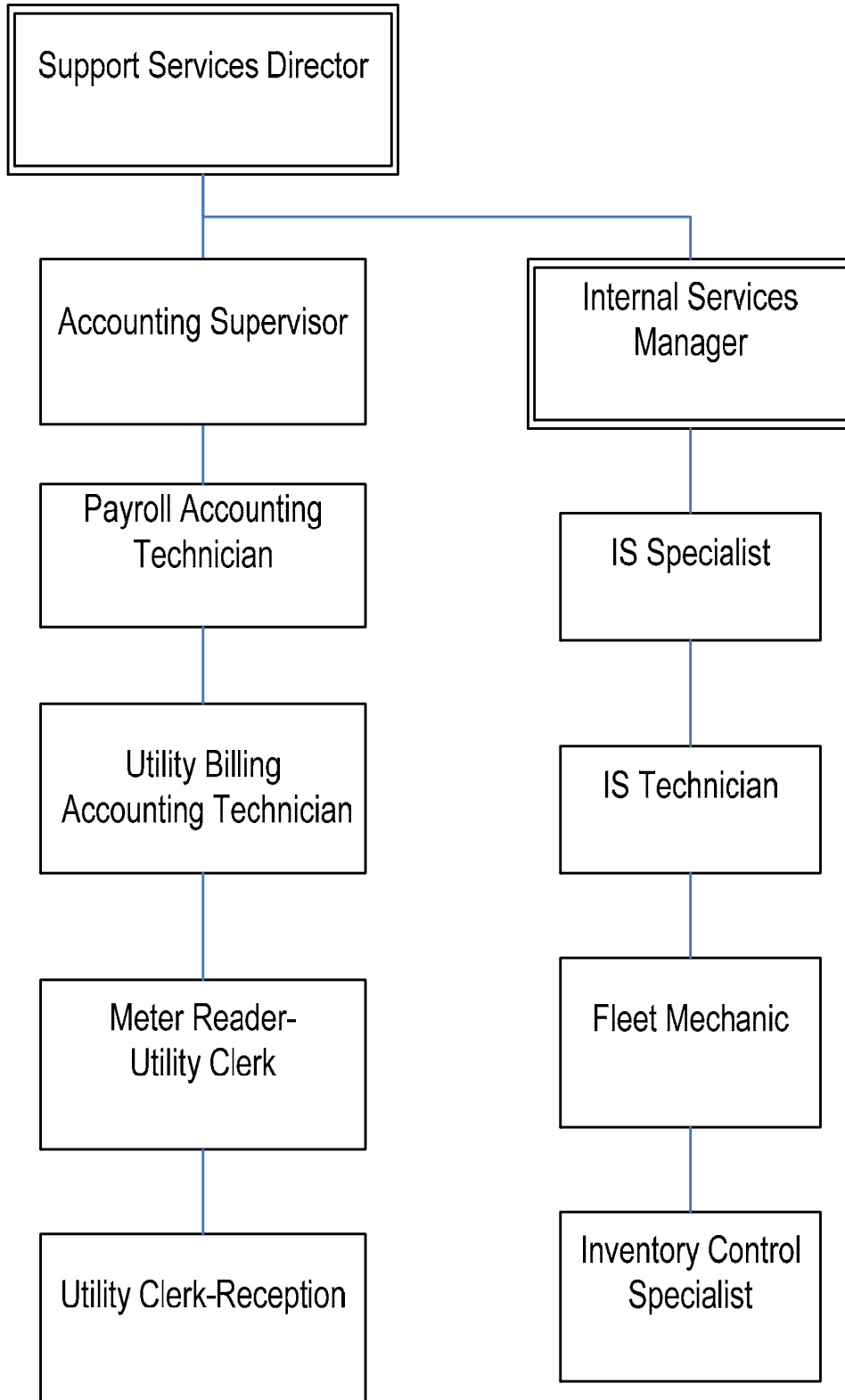
- ◆ **Full Service Preventive Maintenance Program:** Continue the City Shop's and Information Service's preventive maintenance schedule to ensure City vehicles and technology products function, as required.
- ◆ **Improve Webmaster and Cable Access Services:** Continue to provide the public with information on the cable access channel. Continually look for ways to enhance the site to better serve our customers.
- ◆ **Facilitate an Organizational Review of Financial Management Systems:** Review the City's Financial Management System to determine the costs and benefits of procuring a new system or transitioning to a new .net version and facilitate an organizational planning process.

SERVICE STANDARDS

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

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

City of Snohomish
2008 Budget



**City of Snohomish
2008 Budget**

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

Acct: 514 20		Finance and Accounting		
Object Code and Purpose	2007 Budget	2007 Year Est	2008 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	326,392	216,218	325,784	
11 Regular Pay	325,983	216,218	325,784	
12 Overtime Pay	409	-	-	
20 Personnel Benefits.....	115,476	87,893	135,686	Cost Summary of Significant Changes
21 Social Security	25,624	16,541	24,922	
22 Retirement	11,896	13,239	23,522	
23 Health Insurance	71,388	56,853	85,442	
24 Disability Insurance	6,268	960	1,500	
26 Uniforms	300	300	300	
30 Supplies.....	3,750	5,350	4,550	Details and Notes
* 31 Operating Supplies	3,500	3,350	3,350	<i>30 Operating Supplies</i> 00 Office Supplies 3,000 20 Software 350 <hr/> 3,350
32 Vehicle Fuel	-	-	-	
33 Supplies for Resale	-	-	-	
35 Minor Equipment	250	2,000	1,200	<i>41 Professional Services</i> 10 State Audit 9,000 20 Prof. Services 1,000 <hr/> 10,000
39 Other Supplies	-	-	-	
40 Services.....	24,400	103,610	20,600	Details and Notes
* 41 Professional Services	9,000	94,000	10,000	<i>42 Communications</i> 10 Postage 1,600 20 Telephone 2,000 <hr/> 3,600
* 42 Communications	4,150	3,600	3,600	
43 Travel and Subsistence	1,500	1,500	1,500	
44 Advertising	500	-	-	
45 Equipment Rental	-	-	-	<i>49 Other Services</i> 10 Dues and Subscription 500 20 Education and Training 3,000 30 Misc Services - 31 Bank Service 2,000 <hr/> 5,500
46 Insurance	-	-	-	
47 Utility Services	-	-	-	
48 Repair and Maintenance	500	-	-	
* 49 Other Services	8,750	4,510	5,500	
50 Intergovtmntl Services.....	-	-	-	<i>90 Interfund Transfers</i> 91 15 Infor. Services (502) 18,255 99 00 Equip Replacement (502) 1,062 <hr/> 19,317
*60 Capital Outlays.....	-	-	-	
70/80 Debt Payments.....	-	-	-	
*90 Interfund Transfers.....	20,949	24,280	19,317	
TOTAL Finance	490,967	437,351	505,937	

**City of Snohomish
2008 Budget**

**FUND: 501 City Shop
DEPT: 040 Support Services**

Acct: 548 40		City Shop Operations		
Object Code and Purpose	2007 Budget	2007 Year Est	2008 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	111,134	110,316	121,694	
11 Regular Pay	110,315	110,316	120,694	
12 Overtime Pay	819	-	1,000	
Cost Summary of Significant Changes				
20 Personnel Benefits.....	38,419	53,197	57,011	
21 Social Security	8,502	8,781	9,233	
22 Retirement	4,101	7,028	8,714	
23 Health Insurance	18,817	31,370	32,164	
24 Disability Insurance	5,399	4,918	5,300	
26 Uniforms	1,600	1,100	1,600	
Details and Notes				
30 Supplies.....	133,200	120,000	139,775	<i>31 Operating Supplies</i>
* 31 Operating Supplies	36,000	36,000	37,675	00 Office Supplies 2,500
32 Vehicle Fuel	92,000	80,000	96,600	10 Fleet Supplies 32,550
33 Supplies for Resale	-	-	-	20 Oil/Lubricants 2,625
35 Minor Equipment	5,200	4,000	5,500	37,675
39 Other Supplies	-	-	-	<i>42 Communications</i>
40 Services.....	62,600	50,966	60,300	00 Communication 500
* 41 Professional Services	10,000	3,000	-	10 Postage 1,000
* 42 Communications	5,300	5,183	6,000	20 Telephone 4,500
43 Travel and Subsistence	800	-	800	6,000
44 Advertising	-	-	-	<i>49 Other Services</i>
45 Equipment Rental	1,000	-	1,000	00 Misc. Services 1,000
46 Insurance	-	-	-	10 Dues/Subscriptions -
47 Utility Services	28,000	20,000	20,000	20 Education/Training 1,500
48 Repair and Maintenance	15,000	21,883	30,000	2,500
* 49 Other Services	2,500	900	2,500	<i>60 Capital Outlays</i>
50 Intergovtmntl Services.....	-	11	-	-
60 Capital Outlays.....	-	-	-	<i>90 Interfund Transfers</i>
70/80 Debt Payments.....	-	-	-	91 15 Info. Srvs. (502) 23,783
*90 Interfund Transfers.....	39,461	39,461	33,143	99 00 Equipment Replace (505) 915
TOTAL City Shop Operations	384,814	373,951	411,923	99 10 Equipment Replace (502) 8,445
				33,143

**City of Snohomish
2008 Budget**

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

Acct: 518.80		Information Services		
Object Code and Purpose	2007 Budget	2007 Year Est	2008 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	207,036	200,164	209,817	
11 Regular Pay	207,036	200,164	209,817	
12 Overtime Pay	-	-	-	
				Cost Summary of Significant Changes
20 Personnel Benefits.....	67,909	63,368	71,471	<i>Increases</i>
21 Social Security	15,838	15,312	16,051	
22 Retirement	7,640	12,256	15,149	35/60 - Increased budget reflects anticipated equipment replacement in 2008
23 Health Insurance	40,123	32,966	36,921	
24 Disability Insurance	3,808	2,387	2,800	
26 Uniforms	500	447	550	
				Details and Notes
30 Supplies.....	53,500	51,700	66,000	<i>31 Operating Supplies</i>
* 31 Operating Supplies	17,000	15,200	17,500	00 Office Supplies 5,500
32 Vehicle Fuel	-	-	-	20 Software 12,000
33 Supplies for Resale	-	-	-	17,500
35 Minor Equipment	36,500	36,500	48,500	<i>35 Minor Equipment</i>
39 Other Supplies	-	-	-	00 PC's and other tech 48,500
				Less than \$5,000.
40 Services.....	104,500	88,325	108,500	<i>41 Professional Services</i>
* 41 Professional Services	81,500	66,000	68,750	Consultants and Services 47,250
* 42 Communications	11,500	11,450	13,550	Software Support Service 21,500
43 Travel and Subsistence	3,000	2,500	3,000	68,750
44 Advertising	-	-	-	<i>42 Communications</i>
45 Equipment Rental	-	-	-	10 Postage 50
46 Insurance	-	-	-	20 Telephone 13,500
47 Utility Services	-	-	-	13,550
48 Repair and Maintenance	2,000	2,000	8,000	<i>49 Other Services</i>
* 49 Other Services	6,500	6,375	15,200	20 Certification 3,200
				20 Education/Training 12,000
				15,200
50 Intergovtmntl Services.....	-	-	-	<i>60 Capital Outlays</i>
				64 00 Equipment 25,000
*60 Capital Outlays.....	9,000	9,000	25,000	25,000
70/80 Debt Payments.....	-	-	-	<i>90 Interfund Transfers</i>
				91 10 Equip. Rental (501) 848
*90 Interfund Transfers.....	13,590	13,590	848	99 00 Equip. Rplcmt (505) -
				848
TOTAL Information Services	455,535	426,147	481,636	

LAW ENFORCEMENT

Overview:

MOTTO:

“Moving together with purpose”

MISSION:

*“PARTNER WITH OUR
COMMUNITY TO”*

- Enforce the Law
- Educate the Public
- Serve with Professionalism
and Pride

**THE STATE OF THE
DEPARTMENT IN
2008: VISION AND
PRIORITIES:**

As 2008 begins the department is fully staffed for the first time since 1999. Yet, though this milestone has been reached the fact is that eight of the department’s 14 authorized patrol officers have one year or less of experience. With this in mind the vision and priorities of the department revolve around developing those young officers into excellent police officers dedicated toward carrying out the above mission. Utilizing state, regional, and in-house training we will develop officers who have a no non-sense approach to crime and who excel in representing the full ideals of the Community Oriented Policing philosophy.

Position	2004	2005	2006	2007	2008	Change
Police Chief	1.0	1.0	1.0	1.0	1.0	0
Police Commander	1.0	1.0	1.0	1.0	2.0	+1
Police Officer - Sergeant	4.0	4.0	4.0	4.0	5.0	+1
Police Officer - Patrol	14.0	14.0	14.0	15.0	14.0	-1
Total Commissioned	20.0	20.0	20.0	21.0	22.0	+1
Support Service Manager	0.0	0.0	1.0	1.0	0.0	-1
Administrative Assistant (Former) Manager	1.0	1.0	0.0	0.0	1.0	+1
Senior Records Clerk	0.0	0.0	0.0	1.0	1.0	0
Records Manager (former)	1.0	1.0	0.0	0.0	0.0	0
Police Clerk	1.0	1.0	2.0	2.0	2.5	+ .5
Community Services Officer	1.0	1.0	1.0	1.0	1.0	0
Non Commissioned	4.0	4.0	4.0	5.0	5.5	+ .5
Total FTE	24.0	24.0	24.0	26.0	27.5	+1.5

Budget History

Dept.	2004	2005	2006	2007	2008	Change
Justice	374,700	314,000	356,500	419,500	497,547	78,047
Admin.	461,423	499,175	514,409	597,016	729,323	132,307
Operation	1,646,823	1,767,079	2,022,102	2,361,290	2,682,406	321,116
Prevention	103,363	90,653	96,165	133,480	113,614	(19,866)
Reserves	22,990	24,071	22,129	15,183	33,103	19,820
Task Force	2,000	2,000	1,900	1,900	1,900	0
Com Serv.	65,586	64,907	67,187	80,250	0	(80,250)

CHALLENGES FOR 2008:

The department is looking ahead to the opening of the Snohomish Station complex which should see a great increase in vehicular traffic as well calls for service that are usually associated with increased commercial activity.

VALUES:

The Values of the Snohomish Police Department are:

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

2008 Goals:

ADMINISTRATION

- ◆ **Staffing:**
 - ◆ Retain full complement of personnel.
 - ◆ Recruit quality candidates for lateral and entry level Civil Service eligibility lists in the event of vacancies.
 - ◆ Identify key collateral assignments within the department [firearms instructor, taser instructor, defensive tactics instructor, etc.].
 - ◆ Identify and train instructors/responsible parties in each collateral duty
 - ◆ Implement training plan for each position by sending the appropriate personnel to appropriate school
 - ◆ Implement a “succession plan” in those positions with the idea of creating assistant instructors in the identified fields to ensure smooth transition for future staffing eventualities.

- ◆ **Accreditation:** begin transition to new WASPC Standards with an eye towards re-accreditation in 2009/10.

- ◆ **Policy Manual:** Produce an updated Policies and Procedures Manual.

- ◆ **Records:** Select, hire and train one half-time Records Clerk

- ◆ **Property / Evidence:** Conduct audit. Establish relationship with network of Property Room Technicians

- ◆ **Community Service / Crime Prevention:** Develop and maintain Neighborhood / Business Block Watch Programs and our annual National Night Out.

- ◆ **Cadet Program:** Re-initiate Cadet program. Recruit quality candidates from local area colleges and universities.

- ◆ **Volunteer Program:** Initiate Volunteer program. Recruit, develop and train quality candidates.

OPERATIONS

- ◆ **K-9:** Maintain one (1) cross-trained Patrol & Drug Detector Patrol Service Dog K-9 Unit, along with one (1) Drug Detector Only K-9 Unit.

- ◆ **Develop and implement a Master Patrol Officer [Officer in Charge, Corporal] program:** This will facilitate leadership development, future supervisors, and career development.

- ◆ **Traffic:** Maintain high visibility Traffic Law Enforcement program through the Traffic Motor Unit and by attaining 80% readiness and coverage capability with radar trailers in high-priority traffic complaint areas.

**City of Snohomish
2008 Budget**

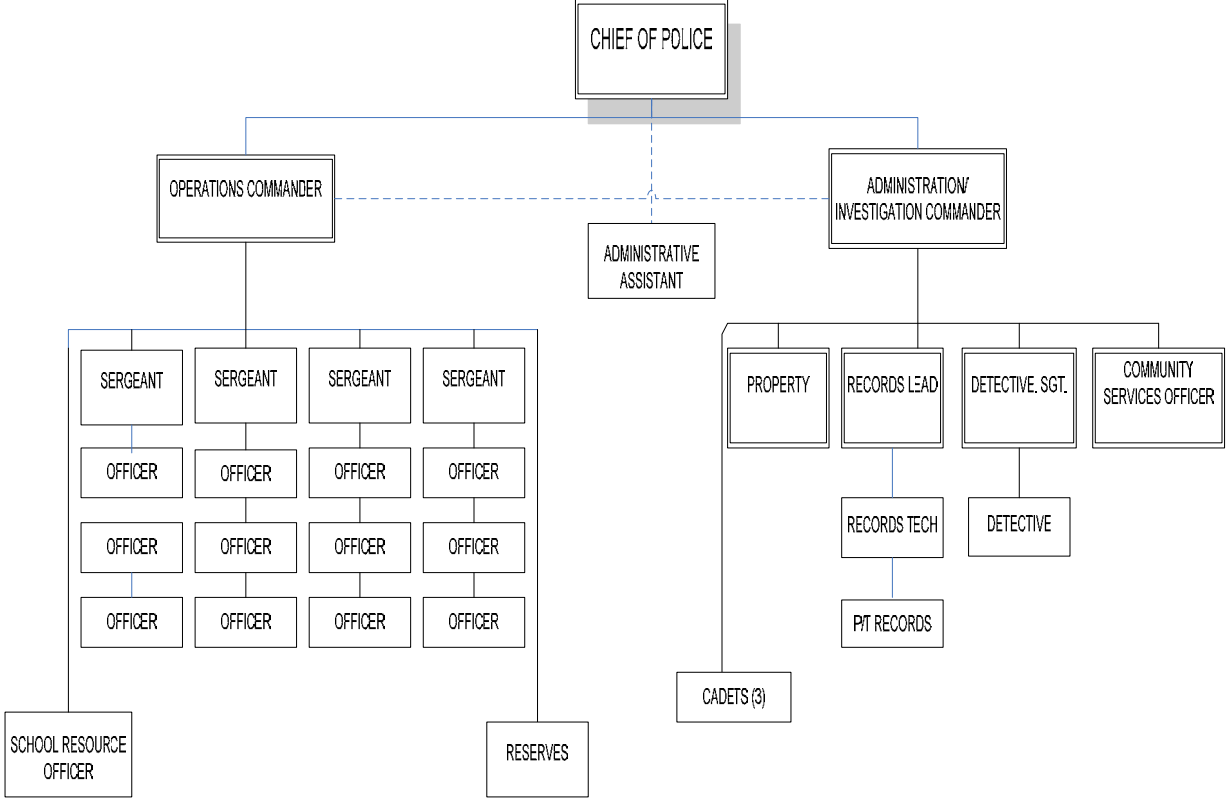
- ◆ **Training:** Provide all commissioned officers with annual Officer Refresher Courses and continue quarterly firearms training and qualification courses.
- ◆ **Operations Commander:** Attend FBI Academy in Quantico, VA.

INVESTIGATIONS

- ◆ **Investigations:** Maintain major crime investigative capability with one (1) Detective Sergeant and one (1) Detective. Develop and implement Case Management System and major crime scene processing capability.
- ◆ **Interagency Cooperation:** Join or re-join existing area joint investigative efforts such as the Regional Intelligence group, the East County Detectives meeting, the “SMART Team” [responds to area officer involved shootings], and any other joint efforts.

SERVICE STANDARDS

Service	Level
Customer Service	Collaborate with the public to develop solutions in problem-solving of community issues; timely and efficient response to in-progress emergency and non-emergency E-911 calls; timely response to and resolution of citizen complaints; and provide minimum of 68 hours per week window and walk-up lobby capability.
Patrol	Impartial enforcement of criminal laws & municipal codes; timely, professional response to E-911 calls-for-service; proactive preventive patrol and dynamic self-initiated activity; aggressive enforcement of 'street-level' drug complaints; maintain a minimum staffing of three officers on-duty during peak hours; enhance Community awareness and confidence through highly visibility patrol/enforcement; PACE (ProActive Criminal Enforcement) participation.
Traffic Enforcement	Impartial and fair enforcement of traffic laws; prioritize high-risk behavior enforcement at critical DUI and Road Rage levels; professional investigation of traffic collisions; regular use of speed display radar trailers; provide Motor Patrol / Traffic capability during peak traffic periods; and provide directed enforcement to all valid citizen traffic complaints.
Criminal Investigations	Professional response to and processing of crime scenes; provide timely follow up investigation of all major crimes; provide 24/7 callout capability for major crimes; continued oversight of registered sex offenders; and participate in County Drug Task Force for larger scale investigations
Emergency Preparedness	Emergency Preparedness: Provide ICS-level National Incident Management System (NIMS) leadership and / or activation of Emergency Operations Center (EOC) when needed.
Special Events Management	Collaborate with the community sponsors and other City Departments and Agencies in providing adequate Public Safety protection during all major special events.
Community Services	Provide residents with professional services including: child car seat installation/inspections, concealed weapons permits, fingerprinting, Police Department tours, defective vehicle equipment inspection, motorist assists and the Watch Your Car Program, maintain a School Resource Officer in the High School; explore options to replace Freshman Campus / Middle School SRO; and provide DARE.
Parking	Parking enforcement on complaint basis; proactive and self-initiated parking enforcement as call load allows; and enforcement of the Permit Parking system.
Animal Control	Animal control on complaint basis.



**City of Snohomish
2008 Budget**

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

Acct: 512 40		Criminal Justice		
Object Code and Purpose	2007 Budget	2007 Year Est	2008 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	-	-	-	
11 Regular Pay	-	-	-	
12 Overtime Pay	-	-	-	
				Cost Summary of Significant Changes
20 Personnel Benefits.....	-	-	-	<i>Increases</i>
21 Social Security	-	-	-	\$47,000 for prosecution and public defense
22 Retirement	-	-	-	\$31,000 for increased jail and booking costs with Snohomish County
23 Health Insurance	-	-	-	
24 Disability Insurance	-	-	-	
26 Uniforms	-	-	-	
				Details and Notes
				<i>41 Professional Services</i>
				20 Court Appointed 50,000
				30 Witness Fees 500
				40 Prosecution Fees 80,000
				50 Parking Hearing 1,000
				<u>131,500</u>
30 Supplies.....	-	-	-	
31 Operating Supplies	-	-	-	
32 Vehicle Fuel	-	-	-	
33 Supplies for Resale	-	-	-	
35 Minor Equipment	-	-	-	
39 Other Supplies	-	-	-	
				<i>50 Intergovernmental Services</i>
				10 County Jail Fees 291,047
				20 Court Filing Fees 75,000
				<u>366,047</u>
40 Services.....	84,500	109,761	131,500	
* 41 Professional Services	84,500	109,761	131,500	
42 Communications	-	-	-	
43 Travel and Subsistence	-	-	-	
44 Advertising	-	-	-	
45 Equipment Rental	-	-	-	
46 Insurance	-	-	-	
47 Utility Services	-	-	-	
48 Repair and Maintenance	-	-	-	
49 Other Services	-	-	-	
*50 Intergovtmntl Services.....	335,000	295,603	366,047	
60 Capital Outlays.....	-	-	-	
70/80 Debt Payments.....	-	-	-	
90 Interfund Transfers.....	-	-	-	
TOTAL Criminal Justice	419,500	405,364	497,547	

**City of Snohomish
2008 Budget**

FUND: 001 General

DEPT: 060 Law Enforcement

Acct: 521 10				Police Administration
Object Code and Purpose	2007 Budget	2007 Year Est	2008 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	397,627	318,509	481,773	
11 Regular Pay	393,941	318,259	476,773	
12 Overtime Pay	3,686	250	5,000	
				Cost Summary of Significant Changes
20 Personnel Benefits.....	139,589	84,195	167,000	<i>Increases</i>
21 Social Security	30,418	21,874	37,000	\$111,557 Salaries & Benefits for Administrative Commander
22 Retirement	18,698	9,510	22,000	\$13,500 professional services
23 Health Insurance	74,747	38,415	90,000	
24 Disability Insurance	10,726	9,396	13,000	
26 Uniforms	5,000	5,000	5,000	
				Details and Notes
30 Supplies.....	6,000	6,000	6,000	<i>41 Professional Services</i>
31 Operating Supplies	6,000	6,000	6,000	00 Misc Prof Services 23,000
32 Vehicle Fuel	-	-	-	10 Testing Services 7,000
33 Supplies for Resale	-	-	-	<u>30,000</u>
35 Minor Equipment	-	-	-	<i>42 Communications</i>
39 Other Supplies	-	-	-	00 Communications 250
40 Services.....	53,800	62,613	74,550	10 Postage 3,500
* 41 Professional Services	16,500	19,036	30,000	20 Telephone <u>25,000</u>
* 42 Communications	21,500	27,051	28,750	<u>28,750</u>
43 Travel and Subsistence	5,500	5,500	5,500	<i>49 Other Services</i>
44 Advertising	1,000	1,000	1,000	10 Misc. Services 800
45 Equipment Rental	-	-	-	20 Education/Training <u>8,500</u>
46 Insurance	-	-	-	<u>9,300</u>
47 Utility Services	-	-	-	
48 Repair and Maintenance	-	-	-	
* 49 Other Services	9,300	10,026	9,300	
50 Intergovtmntl Services.....	-	-	-	
*60 Capital Outlays.....	-	-	-	
70/80 Debt Payments.....	-	-	-	
90 Interfund Transfers.....	-	-	-	
TOTAL Police Administration	597,016	471,317	729,323	

**City of Snohomish
2008 Budget**

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

Acct: 521 20				Police Operations
Object Code and Purpose	2007 Budget	2007 Year Est	2008 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	1,153,373	1,162,213	1,268,026	Provide police staffing and services to ensure adequate and appropriate levels of public safety.
11 Regular Pay	1,061,204	1,001,945	1,167,026	
12 Overtime Pay	92,169	160,268	101,000	
				Cost Summary of Significant Changes
20 Personnel Benefits.....	434,583	408,745	464,000	<i>Increases</i>
21 Social Security	88,233	88,443	97,000	\$144,070 Salaries & Benefits for new officer and promotion of officer to Commander
22 Retirement	56,515	53,741	62,000	
23 Health Insurance	210,110	198,569	231,000	\$153,338 Equip maintenance & replacement costs
24 Disability Insurance	39,225	32,688	43,000	
* 26 Uniforms	40,500	35,304	31,000	<i>26 Uniforms</i>
				Details and Notes
30 Supplies.....	64,000	79,791	62,900	10 Uniform Cleaning 3,500
* 31 Operating Supplies	34,500	46,241	40,000	20 Uniforms 24,500
32 Vehicle Fuel	-	50	-	30 Ballistic Vests 3,000
33 Supplies for Resale	-	-	-	<u>31,000</u>
35 Minor Equipment	27,500	31,500	20,900	<i>31 Operating Supplies</i>
39 Confidential Inv.	2,000	2,000	2,000	20 Operating Supplies 12,000
40 Services.....	66,350	53,602	63,750	30 Veh & Training Sup. 10,000
41 Professional Services	2,700	3,988	5,500	40 Training Sup. 3,000
42 Communications	7,200	3,860	5,000	50 Firearms Trng. Sup. 15,000
43 Travel and Subsistence	18,000	22,121	23,000	<u>40,000</u>
44 Advertising	-	-	-	<i>48 Repair and Maintenance</i>
45 Equipment Rental	-	-	-	20 Equipment 4,000
46 Insurance	-	-	-	30 Radios 3,500
47 Utility Services	-	-	-	<u>7,500</u>
* 48 Repair and Maintenance	16,000	10,878	7,500	<i>50 Intergovernmental Services</i>
* 49 Other Services	22,450	12,755	22,750	10 CRMS and DEM 16,759
*50 Intergovtmntl Services.....	210,365	203,441	222,669	20 SNOPAC Dispatch 131,791
*60 Capital Outlays.....	70,000	70,000	85,104	40 800 Mhz 74,119
70/80 Debt Payments.....	-	-	-	<u>222,669</u>
*90 Interfund Transfers.....	362,619	362,619	515,957	<i>60 Capital Outlay</i>
TOTAL Police Operations	2,361,290	2,340,411	2,682,406	00 Additions to Fleet 85,104
				<i>90 Interfund Transfers</i>
				91 10 Eqt. Rental (501) 116,586
				91 15 Infor. Services (502) 220,735
				99 00 Equip Replacement (502) 52,129
				99 00 Eqt. Replmt (505) 126,507
				<u>515,957</u>

**City of Snohomish
2008 Budget**

FUND: 001 General

DEPT: 060 Law Enforcement

Acct: 521 30		Crime Prevention		
Object Code and Purpose	2007 Budget	2007 Year Est	2008 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	78,109	87,031	65,856	
11 Regular Pay	69,268	53,179	58,856	
12 Overtime Pay	8,841	33,852	7,000	
Cost Summary of Significant Changes				
20 Personnel Benefits.....	27,313	38,964	22,500	<i>Decreases</i>
21 Social Security	5,975	9,268	4,200	Reorganization of Police Staff
22 Retirement	3,827	5,936	2,600	
23 Health Insurance	15,140	21,032	13,000	
24 Disability Insurance	2,371	1,976	1,700	
26 Uniforms	-	752	1,000	
Details and Notes				
30 Supplies.....	12,300	2,790	6,000	<i>41 Professional Services</i>
31 Operating Supplies	5,000	-	2,000	30 Innovative Enforcement
32 Vehicle Fuel	-	-	-	40 Domestic Violence
33 Supplies for Resale	-	-	-	50 At-Risk Youth
37 Training Supplies	7,300	2,790	4,000	
39 Other Supplies	-	-	-	
40 Services.....	15,758	14,084	19,258	<i>49 Other Services</i>
* 41 Professional Services	9,708	8,508	9,708	10 Dues/Subscriptions
42 Communications	-	-	-	20 Education/Training
43 Travel and Subsistence	500	500	500	30 Misc. Services
44 Advertising	1,500	1,500	1,500	
45 Equipment Rental	-	-	-	
46 Insurance	-	-	-	
47 Utility Services	-	-	-	
48 Repair and Maintenance	-	-	-	
* 49 Other Services	4,050	3,576	7,550	
50 Intergovtmntl Services.....	-	-	-	
60 Capital Outlays.....	-	-	-	
70/80 Debt Payments.....	-	-	-	
90 Interfund Transfers.....	-	-	-	
TOTAL Crime Prevention	133,480	142,869	113,614	

**City of Snohomish
2008 Budget**

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

Acct: 521 40		Reserve Program		
Object Code and Purpose	2007 Budget	2007 Year Est	2008 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	3,000	51,671	20,000	
11 Regular Pay	3,000	51,671	20,000	
12 Overtime Pay	-	-	-	
20 Personnel Benefits.....	8,683	13,340	9,603	Cost Summary of Significant Changes
21 Social Security	230	3,962	1,150	<i>Increases</i>
22 Retirement	-	-	-	\$17,920 Salaries & Benefits for additional reserve hours
23 Health Insurance	-	-	-	
24 Disability Insurance	6,453	5,378	6,453	
* 26 Uniforms	2,000	4,000	2,000	Details and Notes
30 Supplies.....	2,000	2,000	2,000	26 Uniforms
* 31 Operating Supplies	2,000	2,000	2,000	00 Uniforms 1,000
32 Vehicle Fuel	-	-	-	00 Ballistic Vests 1,000
33 Supplies for Resale	-	-	-	2,000
35 Minor Equipment	-	-	-	31 Operating Supplies
39 Other Supplies	-	-	-	40 Training Supplies 500
40 Services.....	1,500	1,416	1,500	50 Firearms Training 1,500
41 Professional Services	-	1,416	-	2,000
42 Communications	-	-	-	49 Other Services
43 Travel and Subsistence	-	-	-	20 Education/Training 1,500
44 Advertising	-	-	-	
45 Equipment Rental	-	-	-	
46 Insurance	-	-	-	
47 Utility Services	-	-	-	
48 Repair and Maintenance	-	-	-	
* 49 Other Services	1,500	-	1,500	
50 Intergovmtl Services.....	-	-	-	
60 Capital Outlays.....	-	-	-	
70/80 Debt Payments.....	-	-	-	
90 Interfund Transfers.....	-	-	-	
TOTAL Reserve Program	15,183	68,427	33,103	

**City of Snohomish
2008 Budget**

FUND: 001 General

DEPT: 060 Law Enforcement

Acct: 521 60				Drug Task Force
Object Code and Purpose	2007 Budget	2007 Year Est	2008 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	-	-	-	
11 Regular Pay	-	-	-	
12 Overtime Pay	-	-	-	
				Cost Summary of Significant Changes
20 Personnel Benefits.....	-	-	-	
21 Social Security	-	-	-	
22 Retirement	-	-	-	
23 Health Insurance	-	-	-	
24 Disability Insurance	-	-	-	
26 Uniforms	-	-	-	
				Details and Notes
				50 Intergovernmental Services
				51 Task Force Assessment 1,900
30 Supplies.....	-	-	-	
31 Operating Supplies	-	-	-	
32 Vehicle Fuel	-	-	-	
33 Supplies for Resale	-	-	-	
35 Minor Equipment	-	-	-	
39 Other Supplies	-	-	-	
40 Services.....	-	-	-	
* 41 Professional Services	-	-	-	
42 Communications	-	-	-	
43 Travel and Subsistence	-	-	-	
44 Advertising	-	-	-	
45 Equipment Rental	-	-	-	
46 Insurance	-	-	-	
47 Utility Services	-	-	-	
48 Repair and Maintenance	-	-	-	
49 Other Services	-	-	-	
*50 Intergovtmntl Services.....	1,900	1,900	1,900	
60 Capital Outlays.....	-	-	-	
70/80 Debt Payments.....	-	-	-	
90 Interfund Transfers.....	-	-	-	
TOTAL Drug Task Force	1,900	1,900	1,900	

**City of Snohomish
2008 Budget**

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

Acct: 521 90		Community Services		
Object Code and Purpose	2007 Budget	2007 Year Est	2008 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	43,090	40,135	-	
11 Regular Pay	42,177	39,841	-	
12 Overtime Pay	913	294	-	
				Cost Summary of Significant Changes
20 Personnel Benefits.....	20,160	19,038	-	<i>Decreases</i>
21 Social Security	3,296	3,070	-	Reclassification of costs/budget to 521.30
22 Retirement	1,590	2,134	-	
23 Health Insurance	12,054	10,846	-	
24 Disability Insurance	2,220	1,988	-	
26 Uniforms	1,000	1,000	-	
				Details and Notes
30 Supplies.....	4,000	4,000	-	
31 Operating Supplies	-	-	-	
32 Vehicle Fuel	-	-	-	
33 Supplies for Resale	-	-	-	
35 Minor Equipment	4,000	4,000	-	
39 Other Supplies	-	-	-	
40 Services.....	1,000	1,000	-	
41 Professional Services	-	-	-	
42 Communications	-	-	-	
43 Travel and Subsistence	-	-	-	
44 Advertising	-	-	-	
45 Equipment Rental	-	-	-	
46 Insurance	-	-	-	
47 Utility Services	-	-	-	
48 Repair and Maintenance	-	-	-	
* 49 Other Services	1,000	1,000	-	
*50 Intergovtmntl Services.....	12,000	5,150	-	
60 Capital Outlays.....	-	-	-	
70/80 Debt Payments.....	-	-	-	
90 Interfund Transfers.....	-	-	-	
TOTAL Community Service	80,250	69,323	-	

PUBLIC WORKS DEPARTMENT

Overview: The Public Works Department is comprised of the Public Works Division, the Engineering Services Division, and the Parks and Facilities 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, manages and maintains City parks and facilities. In addition to the City's Wastewater Treatment Plant and Water Treatment Plant, the Public Works Department maintains 13 wastewater lift stations, over 30 miles of wastewater and storm water pipes, 9.2 million gallons of water storage at 3 storage tanks serving nearly 3000 water meter connections, 35 miles of streets, 9 city parks plus several trails and open spaces, and 30,000 square feet of city building space.

Public Works Division: Public Works Operations provides

infrastructure operations and maintenance services for the City of Snohomish. Some typical areas of service include maintaining streets and sidewalks, street sweeping, surface water management, street lighting, street signs, cross connection and pretreatment monitoring, drinking water treatment, storage and distribution, wastewater collection and treatment, wastewater lift station maintenance, vegetation control, traffic control, and pedestrian and vehicle safety. This Division is currently staffed by 18 FTE (with the recently approved Wastewater Maintenance Worker for the Treatment Plant) and several summer temporary workers. The 2008 Budget adds an Assistant Public Works Manager, which increases the FTE count to 19.

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 traffic engineering, water treatment engineering, wastewater treatment engineering, surface water engineering and GIS mapping services. This Division is currently staffed by 7.0 FTE.

Parks and Facilities Division: Parks and Facilities provide maintenance and operations of the City's 9 parks and building facilities. This Division is currently staffed by 5.0 FTE, summer temporary workers and work release labor. Typical services include custodial cleaning, building maintenance, park grounds maintenance, park structure maintenance, project management of parks/facilities

Position	2004	2005	2006	2007	2008	Change
Public Works Director	1.0	1.0	1.0	1.0	1.0	0.0
Engineering Services Mgr. (City Engineer)	1.0	1.0	1.0	1.0	1.0	0.0
Public Works Manager (PW Superintendent)	1.0	1.0	1.0	1.0	1.0	0.0
Assistant Public Works Manager	0.0	0.0	0.0	0.0	1.0	1.0
Project Manager	1.6	2.0	2.0	3.0	3.0	0.0
Water Quality Specialist	0.0	0.0	0.0	1.0	1.0	0.0
Engineering Technician	2.0	2.0	2.0	2.0	2.0	0.0
Wastewater Plant Operator	1.0	1.0	1.0	1.0	1.0	0.0
Water Plant Operator	1.0	1.0	1.0	1.0	1.0	0.0
Lab Technician	1.0	1.0	1.0	1.0	1.0	0.0
Senior / Maintenance Workers	11.0	11.0	11.0	13.0	13.0	0.0
Parks/Facilities Supervisor	1.0	1.0	1.0	1.0	1.0	0.0
Parks/Facilities Maint. Wrk.	2.0	2.0	3.0	3.0	3.0	0.0
Parks/Facilities Senior MW	1.0	1.0	1.0	1.0	1.0	0.0
Total	24.6	25.0	26.0	30.0	31.0	1.0

Budget History

Div.	2004	2005	2006	2007	2008	Change
Engineering	587,574	691,496	752,125	978,659	850,011	(128,648)
Facilities	222,421	226,765	293,052	347,493	406,355	58,862
Parks	253,465	270,441	331,286	412,394	409,242	(3,152)
Ops Admin	0	0	0	0	272,985	272,985
Street Maint.	253,907	275,257	306,969	379,629	552,505	172,876
Ped/ TrfSft	175,907	172,981	182,666	212,013	217,703	5,690
Water Admin	0	0	0	0	66,759	66,759
Water Dist.	1,188,919	1,249,728	1,341,632	1,419,858	1,225,025	(194,833)
Water Trtm.	280,205	300,766	321,303	338,613	379,693	41,080
Wstwater Coll	1,048,050	1,074,104	1,167,048	1,165,768	736,358	(429,410)
Wstwater Adm					66,759	66,759
Wstwater Treat	927,557	958,660	1,033,105	1,076,099	1,131,674	55,575
Storm Drn	254,716	252,202	355,795	597,375	540,876	(56,499)
Total	5,102,721	5,473,400	6,084,081	6,027,001	6,955,045	(71,056)

improvement projects, and parks facility reservations.

2008 Goals:

- ◆ **Complete Harrymans Farm Park Design:** Complete design for the needed Harrymans Farm Park improvements.
- ◆ **Complete Reconstruction and Paving of Mill Avenue, 4th Street, and Avenue A:** Complete reconstruction of Mill Avenue, 4th Street, and Avenue A.
- ◆ **Complete the 1 Acre Lagoon Cleanup:** Complete the design, permitting, and construction of improvements needed to close out the final phase of the presently unused lagoon.
- ◆ **Seek Funding for the Wastewater Treatment Plant Improvements:** Complete loan application for design of the \$13 million estimate for WWTP and Improvements, plus complete the design and continue to seek additional funding for construction.
- ◆ **Complete Design of CSO Reduction Improvements:** Complete CSO Reduction design and begin construction.
- ◆ **Complete Pilchuck Bank Repair to Protect Water Transmission Main:** Obtain permits and complete repairs needed to protect the Transmission Main after Pilchuck River flood damage
- ◆ **Design Kla Ha Ya Park Seasonal Pier:** Design and begin the permitting process for a Pier on the Snohomish River.
- ◆ **Obtain Right of Way for the Centennial Trail Extension:** Continue to work with BNSF and other property owners to obtain remaining right of way for the Centennial Trail extension, from Second Street to Maple Ave.
- ◆ **Complete Sidewalk Design for Missing Links:** Designing and construct high priority segment of sidewalk.
- ◆ **Second Street Signal Construction:** Complete installation of a new signal at Second and A.
- ◆ **Conduct a Pavement Condition Survey and Plan:** Evaluate the streets in town and provide a plan for pavement maintenance for Council approval.
- ◆ **Conduct Water Comprehensive Plan Update:** Evaluate needed improvements which the City must make over the next twenty years in order to respond to present deficiencies and future expected growth and to meet the requirements of the Department of Health.
- ◆ **Complete Water Treatment Plant Filter-to-Waste, filter painting, and SCADA Improvements:** Construct the critical DOH required modifications and basic maintenance for continued operation of the Water Plant.

**SERVICE STANDARDS
ENGINEERING SERVICES**

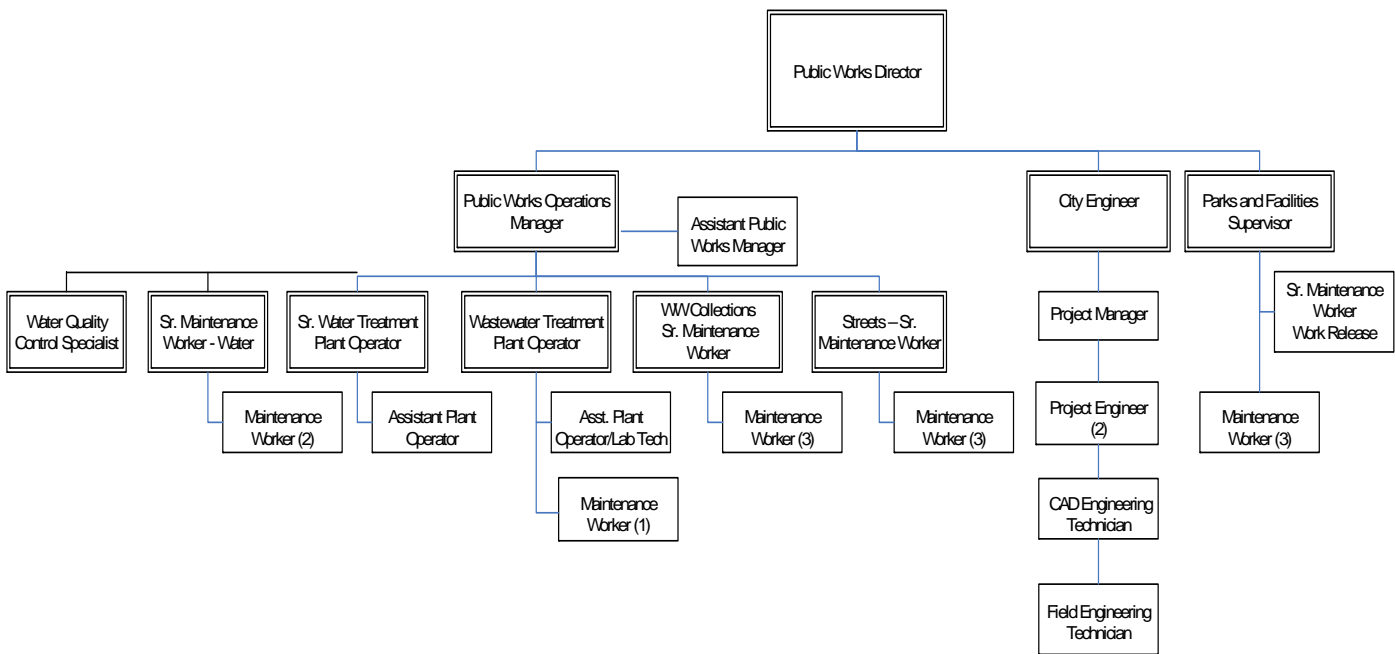
Service	Level
Public Contact	One division staff member will be available to the public at all times during normal working hours.
Engineering Complaints	Respond to written engineering-related Citizen complaints within 3 working days of notification.
Capital Project Design	Ensure Capital Project design and construction meet City standards.
Capital Facility Projects	Develop and manage Capital Improvement projects and budgeting within budget development deadlines.
Development Review and Inspection	Ensure site plans and civil plans for development are designed and constructed to City standards.
Review Building Permits	Process single family permits within one month and commercial permits within 120 days.
Review Land Use Applications	Decision within 120 days of the submittal of a complete application.
Site Inspections	Respond within 24 hours of notification.
Engineering Technical Support	Provide technical Engineering support for City and Public Works management.
Permit Modifications	Review and respond to permit modification requests within 10 working days.
Document Street Condition	Document City street condition once every 4 years.
Regulator Warnings	Respond to Regulatory Warnings within 48 hours.
GIS Map Requests	Provide requested map within 5 working days.

**SERVICE STANDARDS
PUBLIC WORKS DIVISION**

Service	Level
Customer Phone Response	Return phone calls within one working day.
Street Sweeping	Sweep all streets within City limits at least once a month.
Pothole Repairs	Repair reported pothole within two weeks after notice.
Street Sign Maintenance	Replace damaged or removed stop signs within 24 hours of notice and others as soon as possible.
Snow and Ice Removal	Sand streets, as determined necessary by the Police Department within four hours of notice.
Drainage Ditch/Culverts	Clear reported obstructions within two working days.
Storm Drainage Control	Identify and repair local storm drainage problems in-house if possible.
New Water Meter Services	Install new meters within two weeks of request.
Wastewater Treatment	Comply with State permit standards (within the constraints of the Plant).
Wastewater Lift Stations	Inspect each lift station three times a week.
Water Treatment Plant	Deliver water meeting State standards seven days a week.
Dead-end Water Mains	Flush each dead-end water line as needed.
Pavement Striping	Paint all centerlines and fog lines once each year.
Vegetation Control	Respond to vegetation removal requests within forty-five days, Law Enforcement hazards within two days.
Utility Locates	Respond to requests for utility locates within two working days.
Cross Connection/sewer Pretreatment	Annually certify proper cross-connection/ pretreatment meets City and State requirements.
Exercise Valves and Hydrants	Annually exercise 50% of the water system valves and flush 50% of the City hydrants.

**SERVICE STANDARDS
PARKS AND FACILITIES DIVISION**

Service	Level
Building Structural Maintenance	Repair functional damage within 1 week of notification.
Building Lighting Maintenance	Replace faulty lights within 3 days of notification.
Building Mechanical Maintenance	Respond to heating or plumbing system discrepancies within 1 day of notification.
Office Custodial Maintenance	Service City Hall trash, vacuum, and clean restrooms 3 days a week. Service Police Department 5 days a week.
Mow Park Lawn Spaces	Maintain lawn areas no higher than 4-inches of growth.
Parks and Grounds Landscaping	Trim, fertilize and irrigate as needed to maintain plant survival.
Building or Parks Vandalism Repair	Remove offensive graffiti within 24 hours of notification. Repair minor vandalism within 1 month of occurrence.
Recreational Field Reservations	Respond to reservation requests within 2 days.
Public Restroom Custodial Maintenance	Clean public restrooms daily.
Special Event Preparations	Provide preparations prior to start of event.



**City of Snohomish
2008 Budget**

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

Acct: 518 30				Building And Grounds	
Object Code and Purpose	2007 Budget	2007 Year Est	2008 Budget	Overview of Strategic Planning Goals	
10 Salaries And Wages.....	120,608	118,720	172,520		
11 Regular Pay	118,970	117,000	170,520		
12 Overtime Pay	1,638	1,720	2,000		
				Cost Summary of Significant Changes	
20 Personnel Benefits.....	49,691	52,552	54,111	<i>Increases</i>	
21 Social Security	9,226	9,687	9,874	\$56,332 for Salaries and Benefits for Facilities Staff	
22 Retirement	4,318	5,567	4,715		
23 Health Insurance	29,038	29,820	31,706		
24 Disability Insurance	5,234	5,496	5,716		
26 Uniforms	1,875	1,982	2,100		
				Details and Notes	
30 Supplies.....	14,600	14,600	14,600	<i>31 Operating Supplies</i>	
* 31 Operating Supplies	8,600	8,600	8,600	00 Office Supplies	600
32 Vehicle Fuel	-	-	-	10 Operating Supplies	8,000
33 Supplies for Resale	-	-	-		8,600
35 Minor Equipment	6,000	6,000	6,000	<i>41 Professional Services</i>	
39 Other Supplies	-	-	-	00 Professional Services	10,000
				10 Janitorial Services	30,000
					40,000
40 Services.....	162,594	168,213	158,000	<i>47 Utility Services</i>	
* 41 Professional Services	59,000	59,000	40,000	<i>(City Hall, Police, Library, City Shop)</i>	
42 Communications	2,500	6,994	7,300	10 Electricity	39,000
43 Travel and Subsistence	500	500	500	30 Natural Gas	11,500
44 Advertising	200	200	200	40 Water/Sewer	27,000
45 Equipment Rental	1,500	1,500	5,000		77,500
46 Insurance	-	-	-	<i>48 - Other Services</i>	
* 47 Utility Services	73,694	73,694	77,500	48 00 Other Repairs and Maint.	25,000
48 Repair and Maintenance	25,000	25,000	25,000		25,000
* 49 Other Services	200	1,325	2,500		
50 Intergovtmntl Services.....	-	-	-	<i>49 - Miscellaneous</i>	
*60 Capital Outlays.....	-	-	-	49 10 Dues and Subscriptions	1,000
70/80 Debt Payments.....	-	-	-	49 20 Education and Training	1,500
90 Interfund Transfers.....	-	-	7,124		2,500
				<i>90 - Interfund Transfers</i>	
				91 15 Infor. Services (502)	5,657
				99 10 Equip. Replacement (502)	1,467
TOTAL Buildings and Grounds	347,493	354,085	406,355		7,124

**City of Snohomish
2008 Budget**

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

Acct: 576 80				Parks
Object Code and Purpose	2007 Budget	2007 Year Est	2008 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	151,568	147,720	170,444	
11 Regular Pay	149,930	146,000	163,724	
12 Overtime Pay	1,638	1,720	6,720	
Cost Summary of Significant Changes				
20 Personnel Benefits.....	53,748	57,774	66,684	<i>Decreases</i>
21 Social Security	11,595	11,301	13,039	\$60,000 Professional Srvs based on planned 2008 projects
22 Retirement	4,318	6,928	9,227	<i>Increases</i>
23 Health Insurance	29,038	34,122	37,090	\$31,812 Salaries & Benefits for Parks Employees.
24 Disability Insurance	7,297	4,423	4,828	
26 Uniforms	1,500	1,000	2,500	
Details and Notes				
30 Supplies.....	19,300	19,300	13,300	<i>41 Professional Services</i>
31 Operating Supplies	13,300	13,300	13,300	00 Misc. Services 10,000
32 Vehicle Fuel	-	-	-	<u>10,000</u>
33 Supplies for Resale	-	-	-	<i>42 Communications</i>
35 Minor Equipment	6,000	6,000	-	10 Postage 250
39 Other Supplies	-	-	-	20 Telephone 450
				<u>700</u>
40 Services.....	136,625	126,125	82,650	
* 41 Professional Services	70,000	60,000	10,000	<i>49 Other Services</i>
* 42 Communications	700	700	700	10 Misc. Services 2,500
43 Travel and Subsistence	450	450	450	20 Education/Training 2,000
44 Advertising	500	500	500	<u>4,500</u>
45 Equipment Rental	500	1,500	1,500	<i>60 Capital Outlays</i>
46 Insurance	1,500	-	-	61 00 Land Improvements 20,000
47 Utility Services	43,075	43,075	45,000	62 00 Buildings & Structures 6,000
* 48 Repair and Maintenance	15,300	15,300	20,000	64 00 Machinery & Equipment 6,000
* 49 Other Services	4,600	4,600	4,500	<u>32,000</u>
*50 Intergovtmntl Services.....	-	-	-	<i>90 Interfund Transfers</i>
*60 Capital Outlays.....	-	6,000	32,000	91 10 Eq. Rental (501) 30,291
70/80 Debt Payments.....	-	-	-	99 00 Eq. Rplcmt (505) 13,873
*90 Interfund Transfers.....	51,653	51,653	44,164	<u>44,164</u>
TOTAL Parks	412,894	408,572	409,242	

**City of Snohomish
2008 Budget**

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

Acct: 532 20		Engineering and Public Works Adm.		
Object Code and Purpose	2007 Budget	2007 Year Est	2008 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	620,136	598,781	537,508	
11 Regular Pay	618,788	594,781	534,508	
12 Overtime Pay	1,348	4,000	3,000	
				Cost Summary of Significant Changes
20 Personnel Benefits.....	183,553	192,754	157,598	<i>Decreases</i>
21 Social Security	47,242	47,133	46,615	\$108,583 Sal/Ben for PW Ops Mgr moved to Street & Utilities Funds
22 Retirement	22,787	34,434	24,489	
23 Health Insurance	97,880	94,055	81,781	
24 Disability Insurance	14,044	15,332	3,913	
26 Uniforms	1,600	1,800	800	
				Details and Notes
30 Supplies.....	11,450	10,000	11,600	<i>42 Communications</i>
31 Operating Supplies	7,450	7,000	7,000	10 Postage 500
32 Vehicle Fuel	-	-	-	20 Telephone 4,150
33 Supplies for Resale	-	-	-	<hr/> 4,650
35 Minor Equipment	4,000	3,000	4,600	<i>49 Miscellaneous Services</i>
39 Other Supplies	-	-	-	10 Dues and Subscriptions 2,000
				20 Educations & Training 6,500
				30 Other <hr/> 400
40 Services.....	80,250	74,100	65,950	<hr/> 8,900
41 Professional Services	35,000	35,000	20,000	<i>60 Capital Outlay</i>
* 42 Communications	4,950	4,200	4,650	64 00 Machinery & Equipment <hr/> 6,000
43 Travel and Subsistence	4,000	3,000	4,000	
44 Advertising	300	-	300	<i>90 Interfund Transfers</i>
45 Operating Rentals	27,600	27,600	27,600	91 10 Eq. Rental (501) 2,651
46 Insurance	-	-	-	95 15 Info. Services (502) 59,137
47 Utility Services	-	-	-	99 10 Equip Replacement (502) 8,231
48 Repair and Maintenance	500	300	500	99 00 Eq. Rplcmt (505) <hr/> 1,336
* 49 Other Services	7,900	4,000	8,900	<hr/> 71,355
50 Intergovmtl Services.....	-	-	-	
*60 Capital Outlays.....	2,000	-	6,000	
70/80 Debt Payments.....	-	-	-	
90 Interfund Transfers.....	81,270	81,270	71,355	
TOTAL Engineering/PW Admin.	978,659	956,905	850,011	

**City of Snohomish
2008 Budget**

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

Acct: 542 30				Street Maintenance	
Object Code and Purpose		2007 Budget	2007 Year Est	2008 Budget	Overview of Strategic Planning Goals
10	Salaries And Wages.....	151,123	133,287	154,895	
	11 Regular Pay	149,596	131,760	153,095	
	12 Overtime Pay	1,527	1,527	1,800	
					Cost Summary of Significant Changes
20	Personnel Benefits.....	52,469	41,257	49,079	<i>Increases</i>
	21 Social Security	11,561	9,018	11,712	\$ 113,526 Engineering allocation
	22 Retirement	5,134	4,004	8,213	\$14,500 for Security Improvements
	23 Health Insurance	26,667	20,800	22,495	\$21,111 increase in Equip Maint & Replacement
	24 Disability Insurance	6,857	5,348	4,809	
	26 Uniforms	2,250	2,087	1,850	
					Details and Notes
					<i>41 Professional Services</i>
					00 Street Sweeping 25,000
					10 Snow and Ice Removal 5,000
					40 Other Professional Serv. 2,000
					32,000
					<i>49 Other Services</i>
					10 Dues and Subscriptions 200
					20 Education/Training 1,500
					30 Misc. Services 1,200
					40 Security Improvements 14,500
					17,400
					<i>90 Interfund Transfers</i>
					91 10 Equipt. Rental (501) 73,373
					91 15 Info. Svcs. (502) 4,371
					99 10 Equip Replacement (502) 714
					99 00 Eq. Replcmt. (505) 21,790
					91 00 Finance Allocation 1,907
					91 00 Engineering Allocation 113,526
					215,681
30	Supplies.....	51,000	51,000	52,250	
	31 Operating Supplies	7,000	7,000	7,100	
	32 Vehicle Fuel	-	-	-	
	34 Asphalt, Sand, Concrete	31,000	31,000	32,150	
	35 Minor Equipment	13,000	13,000	13,000	
	39 Other Supplies	-	-	-	
40	Services.....	42,400	37,800	77,100	
	* 41 Professional Services	22,000	22,000	32,000	
	42 Communications	1,000	1,000	1,000	
	43 Travel and Subsistence	1,000	-	1,000	
	44 Advertising	200	-	200	
	45 Equipment Rental	7,500	5,000	7,500	
	46 Insurance	-	-	-	
	47 Utility Services	-	-	-	
	48 Repair and Maintenance	8,000	8,000	18,000	
	* 49 Other Services	2,700	1,800	17,400	
50	Intergovtmntl Services.....	-	-	-	
60	Capital Outlays.....	3,500	3,500	3,500	
70/80	Debt Payments.....	-	-	-	
*90	Interfund Transfers.....	79,137	79,137	215,681	
TOTAL Street Maintenance		379,629	345,981	552,505	

**City of Snohomish
2008 Budget**

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

Acct: 542 60		Traffic and Pedestrian Safety		
Object Code and Purpose	2007 Budget	2007 Year Est	2008 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	50,241	52,510	55,215	
11 Regular Pay	49,294	50,510	53,215	
12 Overtime Pay	947	2,000	2,000	
				Cost Summary of Significant Changes
20 Personnel Benefits.....	16,152	16,152	17,670	<i>Increases</i>
21 Social Security	3,843	3,843	4,071	
22 Retirement	1,854	1,854	3,043	
23 Health Insurance	7,210	7,210	7,882	
24 Disability Insurance	2,345	2,345	1,674	
26 Uniforms	900	900	1,000	
				Details and Notes
30 Supplies.....	50,000	50,000	50,200	49 Miscellaneous Services
31 Operating Supplies	43,000	43,000	43,200	20 Education/Training 2,000
32 Vehicle Fuel	-	-	-	50 Intergovernmental Services
33 Supplies for Resale	-	-	-	51 10 Traffic Signal Maint. 10,000
35 Minor Equipment	7,000	7,000	7,000	51 20 Co. Paint Stripping 10,000
39 Other Supplies	-	-	-	51 30 Co. Thermoplastic 5,000
				<u>25,000</u>
40 Services.....	72,200	71,600	64,500	90 Interfund Transfers
41 Professional Services	-	-	-	Trans - PWTF Debt 5,118
42 Communications	-	-	-	
43 Travel and Subsistence	-	-	-	
44 Advertising	-	-	-	
45 Equipment Rental	-	-	-	
46 Insurance	-	-	-	
47 Utility Services (Street Ligh	61,800	61,800	62,500	
48 Repair and Maintenance	8,900	9,300	-	
* 49 Other Services	1,500	500	2,000	
*50 Intergovmtl Services.....	18,000	18,000	25,000	
60 Capital Outlays.....	-	-	-	
70/80 Debt Payments.....	-	-	-	
*90 Interfund Transfers.....	5,420	5,420	5,118	
TOTAL Traffic/Ped. Safety	212,013	213,682	217,703	

**City of Snohomish
2008 Budget**

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

Acct: 542 90		PW OPS Administration		
Object Code and Purpose	2007 Budget	2007 Year Est	2008 Budget	Overview of Strategic Planning Goals
10	-	-	15,013	
11	-	-	15,013	
12	-	-	-	
Cost Summary of Significant Changes				
20	-	-	4,082	
21	-	-	1,150	New division to account for 10% of PW Ops Manager and Assistant Manager (remainder in utilities)
22	-	-	816	
23	-	-	1,576	
24	-	-	340	
26	-	-	200	
Details and Notes				
30	-	-	1,940	<i>90 Interfund Transfers</i>
31	-	-	1,440	Street Imp. Overlays (from gas tax) 200,000
32	-	-	-	1/3 of portables office space at shop 50,000
33	-	-	-	
35	-	-	500	
39	-	-	-	
40	-	-	150	
41	-	-	-	
42	-	-	-	
43	-	-	50	
44	-	-	-	
45	-	-	-	
46	-	-	-	
47	-	-	-	
48	-	-	-	
49	-	-	100	
50	-	-	-	
60	-	-	1,800	
70/80	-	-	-	
*90	-	-	250,000	
TOTAL PW Ops Admin	-	-	272,985	

**City of Snohomish
2008 Budget**

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

Acct: 534 10		Water Administration		
Object Code and Purpose	2007 Budget	2007 Year Est	2008 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	-	-	45,040	
11 Regular Pay	-	-	45,040	
12 Overtime Pay	-	-	-	
Cost Summary of Significant Changes				
20 Personnel Benefits.....	-	-	10,049	
21 Social Security	-	-	3,454	New Division for Administration
22 Retirement	-	-	245	Includes 30% of PW Ops Manager & Asst. Manager
23 Health Insurance	-	-	4,729	
24 Disability Insurance	-	-	1,021	
26 Uniforms	-	-	600	
Details and Notes				
30 Supplies.....	-	-	5,820	
31 Operating Supplies	-	-	4,320	
32 Vehicle Fuel	-	-	-	49 Other Services
33 Supplies for Resale	-	-	-	20 Education/Training 300
35 Minor Equipment	-	-	1,500	
39 Other Supplies	-	-	-	
40 Services.....	-	-	450	
41 Professional Services	-	-	-	
42 Communications	-	-	-	
43 Travel and Subsistence	-	-	150	
44 Advertising	-	-	-	
45 Equipment Rental	-	-	-	
46 Insurance	-	-	-	
47 Utility Services	-	-	-	
48 Repairs and Maintenance	-	-	-	
* 49 Other Services	-	-	300	
50 Intergovtmntl Services.....	-	-	-	
60 Capital Outlays.....	-	-	5,400	
70/80 Debt Payments.....	-	-	-	
90 Interfund Transfers.....	-	-	-	
TOTAL Water Administration	-	-	66,759	

**City of Snohomish
2008 Budget**

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

Acct: 534 80		Water Distribution		
Object Code and Purpose	2007 Budget	2007 Year Est	2008 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	187,416	187,166	183,271	
11 Regular Pay	181,246	182,666	176,771	
12 Overtime Pay	6,170	4,500	6,500	
				Cost Summary of Significant Changes
20 Personnel Benefits.....	66,406	66,406	61,685	<i>Increases</i>
21 Social Security	14,337	14,337	13,524	\$16,500 Operating Supplies
22 Retirement	5,391	5,391	7,497	<i>Decreases</i>
23 Health Insurance	36,742	36,742	32,265	No transfer to system replacement fund (473) budgeted
24 Disability Insurance	6,986	6,986	4,949	
26 Uniforms	2,950	2,950	3,450	
				Details and Notes
30 Supplies.....	220,000	205,000	241,500	<i>41 Professional Services</i>
31 Operating Supplies	70,000	55,000	86,500	10 Engineering Srvs 2,000
32 Vehicle Fuel	-	-	-	20 Legal Services 2,000
* 33 Supplies for Resale	135,000	135,000	140,000	30 State Audit 7,500
35 Minor Equipment	15,000	15,000	15,000	49 Other Services 11,500
39 Other Supplies	-	-	-	10 Dues & Sub/Ed & Traning 3,000
				20 Security Improvements 14,500
				30 Miscellaneous Srvs 6,000
				40 Water Quality Tests 8,000
40 Services.....	133,400	104,749	145,595	31,500
* 41 Professional Services	18,500	11,500	11,500	<i>50 Intergovernmental Services</i>
42 Communications	8,000	8,000	9,385	00 Utility Tax/Permit Fees 83,000
43 Travel and Subsistence	1,500	1,500	1,500	83,000
44 Advertising	-	-	-	<i>60 Capital Outlay</i>
45 Equipment Rental	10,000	10,000	10,000	64 4-way backhoe bucket 14,800
* 46 Insurance	19,000	19,000	18,710	
47 Utility Services	2,000	3,000	5,000	<i>70 Debt Service</i>
48 Repairs and Maintenance	58,000	35,000	58,000	10 1990A Revenue Bonds 108,280
* 49 Other Services	16,400	16,749	31,500	10 PWTF - Water Tank 34,043
				142,323
*50 Intergovtmntl Services.....	85,000	85,066	83,000	<i>90 Interfund Transfers</i>
*60 Capital Outlays.....	14,800	23,263	14,800	91 10 Equip. Rental (501) 90,628
*70/80 Debt Payments.....	142,905	142,905	142,323	91 15 Info. Srvs. (502) 17,227
*90 Interfund Transfers.....	569,931	569,931	352,851	91 00 Financial Srvs. (001) 71,729
				91 10 Engineering Srvs (001) 108,065
				99 00 Equip. Replcmt (472) 10,735
				99 01 Equip Replacement (502) 4,467
				91 00 1/3 of Portable Office Space 50,000
TOTAL Water Distribution	1,419,858	1,384,486	1,225,025	352,851

**City of Snohomish
2008 Budget**

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

Acct: 534 90		Water Treatment		
Object Code and Purpose	2007 Budget	2007 Year Est	2008 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	115,045	143,004	124,446	
11 Regular Pay	108,041	136,000	117,446	
12 Overtime Pay	7,004	7,004	7,000	
				Cost Summary of Significant Changes
20 Personnel Benefits.....	51,068	51,068	54,887	<i>Increases</i>
21 Social Security	8,801	8,801	8,985	
22 Retirement	4,245	4,245	6,401	
23 Health Insurance	31,266	31,266	34,434	
24 Disability Insurance	4,906	4,906	3,167	
26 Uniforms	1,850	1,850	1,900	
				Details and Notes
				<i>Details and Notes</i>
30 Supplies.....	40,700	40,700	45,400	<i>31 Operating Supplies</i>
* 31 Operating Supplies	33,300	33,300	38,000	10 Chemicals 28,000
32 Vehicle Fuel	-	-	-	20 Supplies 10,000
33 Supplies for Resale	-	-	-	38,000
35 Minor Equipment	7,400	7,400	7,400	<i>41 Professional Services</i>
39 Other Supplies	-	-	-	00 Misc. Services 7,500
				7,500
				<i>49 Other Services</i>
40 Services.....	51,550	90,503	75,760	10 Dues/Subscriptions 250
* 41 Professional Services	7,500	25,113	7,500	20 Education/Training 1,500
42 Communications	3,250	3,250	3,300	30 Misc. Services 850
43 Travel and Subsistence	2,000	1,500	2,000	00 Security Improvements 14,500
44 Advertising	-	-	-	17,100
45 Equipment Rental	3,700	3,700	3,700	
46 Insurance	-	-	-	
47 Utility Services	17,500	17,500	20,000	<i>50 Intergovernmental Services</i>
48 Repair and Maintenance	15,000	37,340	22,160	51 00 Water Quality Tests 3,000
* 49 Other Services	2,600	2,100	17,100	
				<i>70/80 Debt Payments</i>
*50 Intergovmtl Services.....	3,000	1,000	3,000	78 00 FmHA 1981 (Prin) 37,000
				83 00 FmHA 1981 (Int) 39,200
60 Capital Outlays.....	1,000	1,000	-	76,200
*70/80 Debt Payments.....	76,250	76,250	76,200	
90 Interfund Transfers.....	-	-	-	
TOTAL Water Treatment	338,613	403,525	379,693	

**City of Snohomish
2008 Budget**

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

Acct: 535 10		Wastewater Administration		
Object Code and Purpose	2007 Budget	2007 Year Est	2008 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	-	-	45,040	
11 Regular Pay	-	-	45,040	
12 Overtime Pay	-	-	-	
Cost Summary of Significant Changes				
20 Personnel Benefits.....	-	-	10,049	
21 Social Security	-	-	3,454	New Division for Administration Includes 30% of PW Ops Manager & Asst. Manager
22 Retirement	-	-	245	
23 Health Insurance	-	-	4,729	
24 Disability Insurance	-	-	1,021	
26 Uniforms	-	-	600	
Details and Notes				
30 Supplies.....	-	-	5,820	
31 Operating Supplies	-	-	4,320	
32 Vehicle Fuel	-	-	-	49 Other Services
33 Supplies for Resale	-	-	-	20 Education/Training 300
35 Minor Equipment	-	-	1,500	
39 Other Supplies	-	-	-	
40 Services.....	-	-	450	
41 Professional Services	-	-	-	
42 Communications	-	-	-	
43 Travel and Subsistence	-	-	150	
44 Advertising	-	-	-	
45 Equipment Rental	-	-	-	
46 Insurance	-	-	-	
47 Utility Services	-	-	-	
48 Repairs and Maintenance	-	-	-	
* 49 Other Services	-	-	300	
50 Intergovtmnl Services.....	-	-	-	
60 Capital Outlays.....	-	-	5,400	
70/80 Debt Payments.....	-	-	-	
90 Interfund Transfers.....	-	-	-	
TOTAL Wastewater Admin	-	-	66,759	

**City of Snohomish
2008 Budget**

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

Acct: 535 80		Wastewater Collection		
Object Code and Purpose	2007 Budget	2007 Year Est	2008 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	123,796	127,091	99,967	
11 Regular Pay	122,091	122,091	92,967	
12 Overtime Pay	1,705	5,000	7,000	
				Cost Summary of Significant Changes
20 Personnel Benefits.....	47,580	47,798	53,499	<i>Decreases</i>
21 Social Security	9,471	9,471	7,094	No transfer to system replacement fund (473) budgeted
22 Retirement	3,121	3,121	4,855	Salaries adjusted to reflect projected split between
23 Health Insurance	29,029	29,029	36,706	divisions
24 Disability Insurance	4,459	4,459	2,844	
26 Uniforms	1,500	1,718	2,000	
				Details and Notes
30 Supplies.....	25,000	25,000	25,000	00 Engineering Services 5,000
31 Operating Supplies	17,500	17,500	17,500	20 Legal Services 8,000
32 Vehicle Fuel	-	-	-	30 State Audit 7,500
33 Supplies for Resale	-	-	-	00 Feasibility Study 30,000
35 Minor Equipment	7,500	7,500	7,500	
39 Other Supplies	-	-	-	42 Communications
				00 Communication 2,100
40 Services.....	141,300	153,324	176,660	10 Postage 5,000
* 41 Professional Services	20,500	41,524	50,500	20 Telephone 1,200
* 42 Communications	7,200	8,200	8,300	
43 Travel and Subsistence	1,000	1,000	1,000	8,300
44 Advertising	-	-	-	
45 Equipment Rental	-	-	-	50 Intergovernmental Services
46 Insurance	19,000	19,000	18,710	53 00 Utility Excise Tax 55,000
47 Utility Services	40,000	30,000	30,000	
48 Repair and Maintenance	50,000	50,000	50,000	70/80 Debt Payments
49 Other Services	3,600	3,600	18,150	72 10 1990 A Rev (Prin) 92,500
				83 10 1990 A Rev (Int) 15,780
*50 Intergovtmntl Services.....	55,000	55,000	55,000	
				90 Interfund Transfers
*60 Capital Outlays.....	3,000	3,000	-	91 00 Finance Services (001) 71,562
				91 10 Engineering Services (001) 106,785
*70/80 Debt Payments.....	108,280	108,280	108,280	91 20 Equipment Rental M/O501 14,812
				91 00 Information Serv M/O502 15,298
*90 Interfund Transfers.....	661,812	661,812	217,952	99 01 Equip Replacement (502) 3,967
				96 00 Equipment Replacement 5,528
				99 00 System Replacement (473) -
TOTAL Wastewater Collection	1,165,768	1,181,305	736,358	217,952

**City of Snohomish
2008 Budget**

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

Acct: 535 85		Wastewater Treatment		
Object Code and Purpose	2007 Budget	2007 Year Est	2008 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	103,502	116,921	157,131	
11 Regular Pay	101,409	112,921	152,131	
12 Overtime Pay	2,093	4,000	5,000	
Cost Summary of Significant Changes				
20 Personnel Benefits.....	50,392	56,115	79,175	<i>Increases</i>
21 Social Security	7,918	8,868	11,638	Sal/Ben reflect projected split between divisions
22 Retirement	3,819	4,277	7,863	<i>Decreases</i>
23 Health Insurance	31,266	35,018	51,933	No Professional Services anticipated
24 Disability Insurance	4,689	5,252	4,741	
26 Uniforms	2,700	2,700	3,000	
Details and Notes				
30 Supplies.....	49,500	49,500	56,450	
31 Operating Supplies	42,000	42,000	47,000	
32 Vehicle Fuel	-	-	-	<i>49 Other Services</i>
33 Supplies for Resale	-	-	-	10 Dues/Subscriptions 250
35 Minor Equipment	7,500	7,500	9,450	20 Education/Training 3,500
39 Other Supplies	-	-	-	00 Security Improvements 14,500
				18,250
40 Services.....	199,100	284,934	200,070	<i>50 Intergovernmental</i>
41 Professional Services	57,000	106,938	-	51 11 WW Discharge Permit 7,250
42 Communications	2,750	2,750	3,070	51 20 Wastewater Testing 20,000
43 Travel and Subsistence	1,000	1,896	1,500	27,250
44 Advertising	-	-	-	
45 Equipment Rental	6,330	6,330	8,000	<i>70/80 Debt Payments</i>
46 Insurance	-	-	-	78 00 SRF Loan Principal 551,948
47 Utility Services	69,250	104,250	104,250	78 10 Recd Loan Principal 12,942
48 Repair and Maintenance	60,170	60,170	65,000	83 20 Recd Bond Interest 45,458
* 49 Other Services	2,600	2,600	18,250	610,348
*50 Intergovmtl Services.....	32,250	32,250	27,500	
*60 Capital Outlays.....	1,000	1,000	1,000	
*70/80 Debt Payments.....	610,355	610,355	610,348	
*90 Interfund Transfers.....	30,000	30,000	-	
TOTAL Wastewater Treatment	1,076,099	1,181,075	1,131,674	

**City of Snohomish
2008 Budget**

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

Acct: 542 40		Stormwater Management		
Object Code and Purpose	2007 Budget	2007 Year Est	2008 Budget	Overview of Strategic Planning Goals
10 Salaries And Wages.....	77,411	77,411	132,409	
11 Regular Pay	76,202	76,202	130,409	
12 Overtime Pay	1,209	1,209	2,000	
Cost Summary of Significant Changes				
20 Personnel Benefits.....	36,324	36,751	30,239	<i>Increases</i>
21 Social Security	5,922	5,922	9,985	51 - \$10,000 Storm Drainage Ditch Maint.
22 Retirement	2,856	2,856	4,710	Increase reflects 30% of PW Ops Manager & Asst. Manager
23 Health Insurance	21,692	21,692	8,760	
24 Disability Insurance	4,354	4,354	4,334	
26 Uniforms	1,500	1,927	2,450	
Details and Notes				
<u>Details and Notes</u>				
30 Supplies.....	15,000	15,000	20,820	41 Professional Services
31 Operating Supplies	10,000	10,000	14,320	00 Other Prof. Services 15,000
32 Vehicle Fuel	-	-	-	20 Street Sweeping 25,000
33 Supplies for Resale	-	-	-	40,000
35 Minor Equipment	5,000	5,000	6,500	49 Other Services
39 Other Supplies	-	-	-	20 Education/Training 1,800
				30 Misc. Services 1,000
				2,800
40 Services.....	66,500	71,584	87,950	
* 41 Professional Services	30,000	35,084	40,000	50 Intergovernmental
42 Communications	1,500	1,500	1,500	10 County Swale Maint. 15,000
43 Travel and Subsistence	1,500	1,500	1,650	15,000
44 Advertising	4,000	4,000	4,000	90 Interfund Transfers
45 Equipment Rental	2,000	2,000	2,000	91 00 Finance Services (001) 59,608
46 Insurance	-	-	36,000	91 10 Engineering Services (001) 76,997
47 Utility Services	-	-	-	91 30 Special Labor Services 76,730
48 Repair and Maintenance	25,000	25,000	-	99 02 Equip Replacement (472) 30,056
* 49 Other Services	2,500	2,500	2,800	91 15 Information Services (502) 4,500
				99 01 Equip Replacement (502) 1,167
				249,058
50 Intergovmtl Services.....	5,000	5,000	15,000	
60 Capital Outlays.....	-	13,205	5,400	
70/80 Debt Payments.....	-	-	-	
*90 Interfund Transfers.....	397,140	397,140	249,058	
TOTAL Stormwater Management	597,375	616,091	540,876	

PART 3

2008 BUDGET

NON-OPERATING FUNDS

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**City of Snohomish
2008 Budget**

Park Impact Fee Fund (104)

Governmental	Special Revenue
2007 Budget	280,150
2008 Budget	16,400

The Park Impact Fee Fund (104) was created in 2006 by Ordinance 2112. Ordinance 2112 establishes a SEPA based park impact fee, which is an impact fee for new single family residential and multifamily units. Fund resources are received from beginning fund balance, park impact fees, and interest income. Fund uses are restricted to acquisition or development of new parks or park facilities. Park Impact fees not spent within six years of their collection must be returned to the payee (See Schedule of Impact Fees – Page 3-4).

Revenues

Beginning Fund Balance	6,400
Park Impact Fees	10,000
Interest Income	0

Expenditures

Transfer Out (Fund 310)	
Interurban Trail	16,000
Ending Fund Balance	400

Employee Optional Payout Fund (106)

Governmental	Special Revenue
2007 Budget	55,075
2008 Budget	55,712

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.

Revenues

Beginning Fund Balance	53,312
Interest Income	2,400
Interfund Transfers	0

Expenditures

Optional Payout	3,800
Ending Fund Balance	51,912

Visitor Promotion Fund (107)

Governmental	Special Revenue
2007 Budget	18,175
2008 Budget	25,988

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.

Revenues

Beginning Fund Balance	15,468
Hotel/Motel Taxes	10,120
Interest Income	400

Expenditures

Community Events	9,000
Snohomish Tomorrow Dues	1,150
Ending Fund Balance	15,838

Parking Business Impr. Area Fund (108)

Governmental	Special Revenue
2007 Budget	49,165
2008 Budget	49,165

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.

Revenues

Beginning Fund Balance	24,565
Assessments	23,000
Interest Income	1,600

Expenditures

Services for the PBIA	23,000
Ending Fund Balance	26,165

**City of Snohomish
2008 Budget**

Real Property Reserve Fund (110)

Governmental	Special Revenue
2007 Budget	180,000
2008 Budget	223,062

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	214,062
Interest Income	9,000
Sale of Fixed Assets	-0-

Expenditures

Operating Transfers-out	-0-
Ending Fund Balance	223,062

Police Operational Reserves Fund (113)

Governmental	Special Revenue
2007 Budget	36,000
2008 Budget	39,783

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	38,283
Interest Income	1,500
Misc Rev.	0

Expenditures

Operating Transfers-out	0
Other Exp.	1,500
Ending Fund Balance	38,283

Real Estate Excise Tax Res. Fund (117)

Governmental	Special Revenue
2007 Budget	1,544,505
2008 Budget	441,206

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

Revenues

Beginning Fund Balance	78,206
REET	355,000
Interest Income	8,000

Expenditures

Transfer – Municipal Cap. Prj.	188,000
Transfer – Street Capital Prj.	252,000
Ending Fund Balance	1,206

Municipal Capital Reserve Fund (118)

Governmental	Special Revenue
2007 Budget	171,150
2008 Budget	124,173

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	121,173
Interest Income	3,000
Transfers-In (General Fund)	0

Expenditures

Operating Transfers Out	25,000
Ending Fund Balance	99,173

Street Impact Fee Reserve

Fund (125)

Governmental	Special Revenue
2007 Budget	438,500
2008 Budget	1,033,490

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.

Revenues

Beginning Fund Balance	780,018
Street Impact Fees	250,272
Interest Income	3,200

Expenditures

Opr. Transfers Out (Str. Cap 311)	612,000
Ending Fund Balance	421,490

Harbor Improvement Fund (174)

Governmental	Special Revenue
2007 Budget	12,500
2008 Budget	2,805

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.

Revenues

Beginning Fund Balance	2,705
Interest Income	100

Expenditures

Opr. Transfers Out	0
Ending Fund Balance	2,805

Debt Service Fund (205)

Governmental	Debt Service
2007 Budget	147,105
2008 Budget	176,839

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.

Revenues

Beginning Fund Balance	30,183
Property Taxes	58,805
Operating Transfers	87,351
Interest Income	500

Expenditures

Debt Service – Principal	84,969
Debt Service – Interest	61,188
Debt Service – Fees	180
Ending Fund Balance	30,502

LID Guarantee Fund (206)

Governmental	Debt Service
2007 Budget	9,200
2008 Budget	9,603

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.

Revenues

Beginning Fund Balance	9,243
Interest Income	360

Expenditures

Ending Fund Balance	9,603
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**City of Snohomish
2008 Budget**

**Outstanding General Obligation Debt
as of December 31, 2007**

1995 General Obligation Bonds 325,000
Maturity Date June 2014
Interest Rate 4.3 – 5.85%
Purpose Fire Station and Fire Apparatus

1988 Public Works Trust Fund 4,968
Maturity Date July 2008
Interest Rate 3%
Purpose Street Improvements

Snohomish Rivertrail/800MHz 875,000
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, 2007**

Park Impact Fee Reserve Fund Fund 104
Total Fees Collected by Year
2007 \$28,758

Total Fees Expended by Year
2007 \$0

Remaining Fee Available for Use \$28,758

Street Impact Fee Reserve Fund Fund 125
Total Fees Collected by Year
2005 (Refund 2011) \$14,362
2006 (Refund 2012) \$45,504
2007 (Refund 2013) \$338,795

Total Fees Expended by Year
2007 \$185,000

Remaining Fees Available for Use \$213,661

**City of Snohomish
2008 Budget**

Rivertrail Construction Fund (303)

Governmental	Capital Project Fund
2007 Budget	100,000
2008 Budget	89,103

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

Revenues

Beginning Fund Balance	85,103
Grants	0
Interest Income	4,000

Expenditures

Construction	70,000
Ending Fund Balance	19,103

Municipal Capital Project Fund (310)

Governmental	Capital Project Fund
2007 Budget	1,465,000
2008 Budget	2,727,774

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 2008 Capital Improvement Plan (CIP) in the appendix section.

Revenues

Beginning Fund Balance	216,774
Grants	1,607,000
Transfers	379,000
Donations	520,000

Expenditures (Projects)

Wayfinder Signs	45,000
Centennial Trail Extension	1,455,000
Interurban Trail	16,000

Senior Center	800,000
Cypress Memorial	68,000
Pilchuck Park – ADA Restroom	30,000
Portable Office Space	150,000
Hill Park Roof Repair	25,000
Kla Ha Ya Seasonal Pier	20,000
Harryman Farms Park	95,000
Ending Fund Balance	18,774

Street Capital Project Fund (311)

Governmental	Capital Project Fund
2007 Budget	870,000
2008 Budget	1,706,812

The Street Capital Project Fund accounts for the acquisition, construction and improvement to major City street infrastructure. Fund resources are received from beginning fund balance, grants, interest income and operating transfers from the City's various reserve funds. A detailed list of projects over the next five years, and their respective revenue sources is presented within the 2008 Capital Improvement Plan (CIP) in the appendix section.

Revenues

Beginning Fund Balance	194,000
Grants	95,812
Transfers	1,417,000

Expenditures

Street Overlay Program	450,000
Senior Cntr Frontage	150,000
2 nd and Maple Signal	95,000
Maple Ave Phase I	5,000
Citywide Sidewalk Upgrade	95,812
Avenue D/First St. Signal	45,000
Ave A and 2nd St Signal	612,000
Pavement Condition Study	35,000
Maple and 4th Ped Improvement	45,000
Guardrail Replacement Program	15,000
Traffic Calming on Pine	20,000
Downtown Street Lights	50,000
Ending Fund Balance	89,000

**City of Snohomish
2008 Budget**

Solid Waste Fund (403)

Proprietary Fund Type	Enterprise Fund
2007 Budget	1,218,690
2008 Budget	1,315,684

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 is schedule to expire in March of 2008. However, the contract provides for an extension upon agreement by both parties and a renewal contract is currently being negotiated

Revenues

Beginning Fund Balance	38,284
Charges for Service, Solid Waste	395,000
Charges for Service, Recycling	880,000
Interest Income	2,400

Expenditures

Professional Services, Recycling	312,900
Professional Services, Solid Waste	912,000
State Excise Taxes	30,135
Misc Services	0
Transfer	58,976
Ending Fund Balance	1,673

Utility Capital Projects Fund (432)

Proprietary Fund Type	Enterprise Fund
2007 Budget	2,868,000
2008 Budget	5,679,540

The Utility Capital Project Fund accounts for the acquisition, construction and improvement to major City Water, Wastewater, and Storm Drainage infrastructure. Fund resources are provided by beginning fund balance, Grants, Interest Income and Operating Transfers from the City's various utility reserve funds. The utility reserve funds ultimately receive their respective funding from customer rates (Fund 473) and charges for new connections (Fund 471).

Utility Capital Projects Fund (cont.)

Revenues

Beginning Fund Balance	1,223,040
Grants	1,500,000
PWTF Loan	802,500
Transfer – Water	975,000
Transfer – Wastewater	739,000
Transfer – Storm	220,000
Transfer – General Fund	220,000

Expenditures

WTP Upgrade Study	100,000
Water Overlay Coordination	220,000
WTP - Filter to Waste	318,000
Pilchuck Water Transmission Line	693,000
Fish Ladder Safety Improvements	110,000
WTP - SCADA	40,000
Total Water	1,481,000

CSO-Stormwater Trunk PH1	1,600,000
Standby Power	230,000
WWTP Design & Construction	800,000
Relocation of Collection Personnel	63,080
Lagoon Cleanup	450,000
Dynasand Filter Improvements	8,000
Total Wastewater	3,151,080

Surface Water Overlay Coordination	220,000
Total Storm Water	220,000

Debt Interest	3,063
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Ending Fund Balance	824,397
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**City of Snohomish
2008 Budget**

Trunkline Construction (433)

Proprietary Fund Type	Enterprise Fund
2007 Budget	5,161,450
2008 Budget	1,633,195

The Utility Bond Reserve Fund accounts for revenue debt issue reserves required by bond covenants. Fund resources are received by beginning fund balance, special project development fees 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	7,586
Special Project Dev.	1,625,609
Interest Income	0
Transfer – Sewer	0

Expenditures

Construction	10,000
Interfund Loan Repayment	400,000
Interfund Loan Interest	10,200
SRF Debt Service	552,855
Ending Fund Balance	660,140

Utility Bond Reserve Fund (451)

Proprietary Fund Type	Enterprise Fund
2007 Budget	1,001,000
2008 Budget	1,044,001

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	1,004,001
Interest Income	40,000

Expenditures

Transfer – Rate Reserve Fund	40,000
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Ending Fund Balance	1,004,001
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Utility Rate Reserve Fund (452)

Proprietary Fund Type	Enterprise Fund
2007 Budget	89,275
2008 Budget	187,105

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	147,105
Interest income	0
Transfer – Bond Reserves	40,000

Expenditures

Transfers to Wastewater Fund	0
Ending Fund Balance	187,105

**Utility Connection Reserve
Fund (471)**

Proprietary Fund Type	Enterprise Fund
2007 Budget	1,882,800
2008 Budget	1,679,689

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	806,530
Connection Fees, Water	246,112
Connection Fees, Wastewater	577,047
Interest Incomes	50,000

Expenditures

Transfers, Water	0
Transfers, Wastewater	100,000

**City of Snohomish
2008 Budget**

Ending Fund Balance	1,579,689
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<u>Utility Equipment Replacement</u>	
<u>Fund (472)</u>	
Proprietary Fund Type	Enterprise Fund
2007 Budget	694,545
2008 Budget	752,013

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	670,694
Interest Income	35,000
Transfers, Water	10,735
Transfers, Wastewater	5,528
Transfer, Storm Water	30,056

Expenditures

Capital Purchases	80,000
Ending Fund Balance	672,013

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<u>Utility System Replacement Fund (473)</u>	
Proprietary Fund Type	Enterprise Fund
2007 Budget	4,475,500
2008 Budget	1,413,867

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	733,580
Capital Facility Fees – Water	220,458
Capital Facility Fees -Wastewater	384,829
Interest	75,000
Transfers – Wastewater	0

Transfers – Storm	0
Transfers – Water	0
<u>Expenditures</u>	
Transfers – Wastewater	975,000
Transfers – Water	189,000
Transfers – Storm	220,000
Transfers – Project Manager	0
Ending Fund Balance	29,867

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<u>Bio-Solid Reserve Fund (474)</u>	
Proprietary Fund Type	Enterprise Fund
2007 Budget	530,000
2008 Budget	546,919

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	546,919
Interest Income	0
Transfers	0

Expenditures

Transfer – Wastewater	450,000
Ending Fund Balance	96,919

**City of Snohomish
2008 Budget**

**Outstanding Revenue Debt
as of December 31, 2007**

1981 Federal Home Loan	747,000
Maturity Date	December 2021
Interest Rate	5.00%
Purpose	Water Tank Construction
1988 Public Works Trust Fund	33,375
Maturity Date	June 2008
Interest Rate	1%
Purpose	Water Tank Construction
1994 State Revolving Fund Loan	4,691,550
Maturity Date	June 2016
Interest Rate	0%
Purpose	WWTP Construction
1996 W/S Refunding Bonds	410,000
Maturity Date	November 2009
Interest Rate	4 – 5.4%
Purpose	Refund 1990 Revenue Bond A
1996 RECD Loan	1,057,665
Maturity Date	October 2036
Interest Rate	5.125%
Purpose	WWTP Construction
2007 Public Works Trust Fund	382,500
Maturity Date	June 2012
Interest Rate	½ %
Purpose	CSO Improvements
2007 Public Works Trust Fund	367,500
Maturity Date	June 2012
Interest Rate	½ %
Purpose	WWTP Upgrade
2003 PWTF (\$1,000,000 Appr.)	881,579
2004 PWTF (\$6,934,300 Appr.)	6,499,389
2006 PWTF (\$7,000,000 Appr.)	1,400,000

The City of Snohomish has received approval for three PWTF loans for the Trunkline Project totaling \$14,934,300. The City anticipates drawing on these loans and receiving additional loans for the development of this project.

Self-Insurance Fund (503)

Proprietary Fund Type	Internal Service
2007 Budget	63,700
2008 Budget	102,404

The Internal Service Fund accounts for the City's cost of Washington State unemployment benefits. Contributions for unemployment are budgeted for 2008 at .38% of annual salary. Fund resources are received from beginning fund balance, Charges for Service (rates), interest income, and transfers.

Revenues

Beginning Fund Balance	82,819
Unemployment	18,585
Interest Income	1,000

Expenditures

Unemployment	35,000
Disability	0
Ending Fund Balance	67,404

**City of Snohomish
2008 Budget**

Equipment Replacement Fund (505)

Proprietary Fund Type	Internal Service
2007 Budget	715,300
2008 Budget	458,446

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	287,749
Interest Income	5,000
Transfers	165,697
Sale of Assets	0

Expenditures

Equipment Replacement Purchases	145,400
Ending Fund Balance	313,046

Miller Library Trust Fund (602)

Fiduciary Fund Type	Trust
2007 Budget	5,425
2008 Budget	5,719

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	5,519
Interest Income	200

Expenditures

New Books – Snohomish Library	0
Ending Fund Balance	5,719

Senior Center Trust Fund (603)

Fiduciary Fund Type	Trust
2007 Budget	635
2008 Budget	655

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	635
Interest Income	20

Expenditures

Ending Fund Balance	655
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**Carnegie Restoration Trust
Fund (604)**

Fiduciary Fund Type	Trust
2007 Budget	65,555
2008 Budget	77,909

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	64,409
Lease and Rentals	11,000
Interest Income	2,500

Expenditures

Ending Fund Balance	77,909
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The Gateway
Trust Fund (605)

Fiduciary Fund Type	Trust
2007 Budget	3,460
2008 Budget	896

The Gateway Trust Fund accounts for monies donated by the community 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	871
Interest Income	25

Expenditures

Ending Fund Balance	896
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Urban Growth Area Expansion
Trust Fund (621)

Fiduciary Fund Type	Trust
2007 Budget	0
2008 Budget	60,050

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	10,025
Contributions	50,000
Interest Income	25

Expenditures

UGA Expansion Study	50,000
Ending Fund Balance	10,050

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PART 4

2008 BUDGET

APPENDIX

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City of Snohomish
Capital Improvement Plan
FY 2008 - 2013

City Overview by Project Schedule

Project Description	Project Year (\$'s in 000)						Project Total
	2008	2009	2010	2011	2012	2013	
Streets	1,522	1,080	1,030	961	825	766	6,184
Parks	238	404	1,705	188	20	3,455	6,010
Community Facilities	995	130	-	74	30	-	1,229
Sidewalks And Paths	1,636	179	1,263	20	164	20	3,282
Water - Distribution	220	295	395	289	95	95	1,389
Water - Treatment	1,261	-	-	-	180	-	1,441
Wastewater - Collection	1,893	9,388	468	145	95	395	12,384
Wastewater - Treatment	1,258	600	5,180	5,180	1,140	-	13,358
Surface Water	220	318	420	250	250	125	1,583
Total CIP Expenditures	9,243	12,394	10,461	7,107	2,799	4,856	46,860
Project Revenues							
Fund Transfers	1,375	360	360	552	210	210	3,067
Grants	3,080	125	4,332	2,450	40	1,688	11,715
Donations	543	200	1,750	1,750	-	-	4,243
Bonds (Voted, Non, G.O., or Revenue)	-	-	-	-	-	-	-
Loans (PWTF loans, etc.)	802	8,240	875	875	970	-	11,762
Real Estate Excise Tax	440	303	541	541	415	656	2,896
Connection Fees	100	-	-	-	-	-	100
Utility Rates - Replacement Portion	1,384	2,361	1,438	839	790	615	7,427
Mitigation Fees - Traffic or Parks	628	755	1,115	50	374	1,687	4,609
Other Funding Sources	891	50	50	50	-	-	1,041
Total CIP Revenues	9,243	12,394	10,461	7,107	2,799	4,856	46,860

**City of Snohomish
2008 Budget**

Streets

Project Description	Project Year (\$'s in 000)						Project Total
	2008	2009	2010	2011	2012	2013	
Street Overlay Program	450	210	210	210	210	210	1,500
1st and D Traffic Signal	45	655	-	-	-	-	700
Guardrail Replacement Program	15	15	15	15	15	15	90
2nd and Maple Traffic Signal	95	-	605	-	-	-	700
15th and D Improvements	-	-	-	100	600	-	700
Maple Avenue Phase I	5	-	-	-	-	-	5
Maple Avenue Phase II	-	-	-	-	-	541	541
4th Street South Wall	-	-	-	243	-	-	243
5th Street North Wall	-	-	-	243			243
Traffic Calming on Pine Ave	20	-	-	-	-	-	20
4th and Maple Pedestrian Improvement	45	-	-	-	-	-	45
2nd and Ave A Signal	612	-	-	-	-	-	612
Downtown Street Lights	50	200	200	150	-	-	600
Senior Center Frontage Improvements	150	-	-	-	-	-	150
Pavement Condition Study	35	-	-	-	-	-	35
Total CIP Expenditures	1,522	1,080	1,030	961	825	766	6,184
Project Revenues							
Fund Transfers (001 - General Fund)	330	150	150	100			730
Fund Transfers (102 - Street Fund)	200	210	210	452	210	210	1,492
Grants	-						-
Donations - HDS	23						23
Local LID/Other		50	50	50			150
Real Estate Excise Tax	252	15	15	309	315	556	1,462
Traffic Impact Fees	612	655	605	50	300		2,222
Other Funding Sources - Fund Balance	105						105
Total CIP Revenues	1,522	1,080	1,030	961	825	766	6,184

**City of Snohomish
2008 Budget**

Parks

Project Description	Project Year (\$'s in 000)						Project Total
	2008	2009	2010	2011	2012	2013	
Cypress Memorial	68						68
Harryman Farms Park	95	105	825				1,025
Hill Park Parking Upgrade						80	80
Hill Park Restroom/Shelter Roof	25	40					65
Pilchuck Park Restroom ADA Upgrade	30						30
Pilchuck Park Bleachers					20		20
Playground Replacement - Claytown			40				40
Kla Ha Ya Seasonal Pier	20	259					279
Neighborhood Parks						3,375	3,375
Blackman's Lake Public Dock			25	188			213
Purchase Park Land			815				815
Total CIP Expenditures	238	404	1,705	188	20	3,455	6,010
Revenues							
Fund Transfers	25						25
Grants			812	50		1,688	2,550
Donations	10	200					210
Bonds (Voted, Non, G.O., or Revenue)							-
Real Estate Excise Tax	45	104	473	138	20	80	860
Connection Fees							-
Utility Rate - Replacement Portion							-
Mitigation Fees - Traffic or Parks		100	420			1,687	2,207
Other Funding Sources (Fund Balance)	158						158
Total CIP Revenues	238	404	1,705	188	20	3,455	6,010

Funding Transfer -

Hill Park Restroom/Shelter Roof - \$25k Municipal Capital Reserve (118)

**City of Snohomish
2008 Budget**

Community Facilities

Project Description	Project Year (\$'s in 000)						Project Total
	2008	2009	2010	2011	2012	2013	
Senior Center	800						800
Portable Office Space	150						150
Downtown Wayfinder System	45						45
PD Parking Lot Asphalt and Catch Basin		50					50
Gateway Signs				74			74
PD Facility Upgrade		50					50
City Hall Interior Paint					30		30
HVAC at City Hall		30					30
Total CIP Expenditures	995	130	-	74	30	-	1,229
Project Revenues							
Other Fund Transfers	150						150
Grants	295						295
Donations	510						510
Bonds (Voted, Non, G.O., or Revenue)							-
Real Estate Excise Tax		130		74	30		234
Connection Fees							-
Utility Rate - Replacement Portion							-
Mitigation Fees - Traffic or Parks							-
Other Funding Sources (Fund Balance)	40						40
Total CIP Revenues	995	130	-	74	30	-	1,229

Fund Transfer -

Portable Office Space - \$50k General Fund (001), \$50k Street Fund (102) and \$50k Water (401)

Sidewalks And Paths

Project Description	Project Year (\$'s in 000)						Project Total
	2008	2009	2010	2011	2012	2013	
Sidewalk Repair/Replacement		20	20	20	20	20	100
Bike/Ped Trail Harrymans - Casino Royale			183				183
Bike/Pd Path 1st - Old Sno-Monroe Road					144		144
Citywide Sidewalk Upgrade	95	25					120
Centennial Trail Extension	1,455	100	1,060				2,615
Interurban Trail	16	34					50
Riverfront Trail	70						70
Total CIP Expenditures	1,636	179	1,263	20	164	20	3,282
Project Revenues							
Other Fund Transfers							-
Grants	1,407	125	1,120		40		2,692
Donations							-
Bonds (Voted, Non, G.O., or Revenue)							-
Real Estate Excise Tax	143	54	53	20	50	20	340
Connection Fees							-
Utility Rate - Replacement Portion							-
Mitigation Fees - Traffic or Parks	16		90		74		180
Other Funding Sources	70						70
Total CIP Revenues	1,636	179	1,263	20	164	20	3,282

**City of Snohomish
2008 Budget**

Water - Distribution

Project Description	Project Year (\$'s in 000)						Project Total
	2008	2009	2010	2011	2012	2013	
Fire Hydrant Replacement Program		15	15	15	15	15	75
Water Overlay Coordination	220	50	50	50	50	50	470
Sixth Street Bridge Water Line				80			80
South Zone Water Reservoir Cover			300				300
North Zone - Reservoir Painting				114			114
Water Comprehensive Plan		200					200
Misc. Repairs		30	30	30	30	30	150
Total CIP Expenditures	220	295	395	289	95	95	1,389
Project Revenues							
Fund Transfers	220						220
Grants							-
Donations							-
Bonds (Voted, Non, G.O., or Revenue)							-
Real Estate Excise Tax							-
Connection Fees							-
Utility System Replacement Fund (473)	-	295	395	289	95	95	1,169
Mitigation Fees - Traffic or Parks							-
Other Funding Sources							-
Total CIP Revenues	220	295	395	289	95	95	1,389

Water - Treatment

Project Description	Project Year (\$'s in 000)						Project Total
	2008	2009	2010	2011	2012	2013	
Pilchuck Water Transmission Line Repair	693						693
Water Treatment Plant Upgrade Study	100						100
WTP - Filter to Waste	318						318
Fish Ladder Safety Upgrades	110						110
WTP Backwash Tank Recoating					180		180
WTP - SCADA	40						40
Total CIP Expenditures	1,261	-	-	-	180	-	1,441
Project Revenues							
Other Fund Transfers	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-
Bonds (Voted, Non, G.O., or Revenue)	-	-	-	-	-	-	-
Real Estate Excise Tax	-	-	-	-	-	-	-
Connection Fees	-	-	-	-	-	-	-
Utility System Replacement Fund (473)	975				180	-	1,155
Mitigation Fees - Traffic or Parks	-	-	-	-	-	-	-
Other Funding Sources (Fund Balance)	286	-	-	-	-	-	286
Total CIP Revenues	1,261	-	-	-	180	-	1,441

**City of Snohomish
2008 Budget**

Wastewater - Collection

Project Description	Project Year (\$'s in 000)						Project Total
	2008	2009	2010	2011	2012	2013	
Lift Station Enclosures				58			58
CSO-StormWater Trunk System PH1	1,600	5,000					6,600
Telemetry/SCADA Upgrades		40					40
Sewer Main Inspection/Rehabilitation			100				100
Wastewater -Overlay Program		50	50	50	50	50	250
Standby Power	230						230
Rainier Lift Property Purchase			200				200
Ferguson Park Lift Station Upgrades		50					50
Manhole Channeling - GSI		15	15	15	15	15	75
Champagne Lift Station						300	300
Cemetery Creek Trunk Line		4,119					4,119
Collection System Misc Repairs		114	103	22	30	30	299
Relocation of Collection Personnel	63						63
Total CIP Expenditures	1,893	9,388	468	145	95	395	12,384
Project Revenues							
Fund Transfers							-
Grants	1,378						1,378
Donations							-
Bonds (Voted, Non, G.O., or Revenue)							-
Loans (PWTF Loan, etc.)	122	7,730					7,852
Real Estate Excise Tax							-
Utility Connection Reserve (471)	100						100
Utility System Replacement Fund (473)	69	1,658	468	145	95	395	2,830
Mitigation Fees - Traffic or Parks							-
Other Funding Sources (Fund Balance)	224						224
Total CIP Revenues	1,893	9,388	468	145	95	395	12,384

Fund Transfer -

Lagoon Cleanup - \$450k from Bio-Solid Reserve Fund (474)

**City of Snohomish
2008 Budget**

Wastewater Treatment

Project Description	Project Year (\$'s in 000)						Project Total
	2008	2009	2010	2011	2012	2013	
WWTP Design & Construction	800	600	5,180	5,180	1,140		12,900
Lagoon Cleanup	450						450
Dynasand Filter Improvements	8						8
Total CIP Expenditures	1,258	600	5,180	5,180	1,140	-	13,358
Project Revenues							
Fund Transfers	450						450
Grants			2,400	2,400			4,800
Donations			1,750	1,750			3,500
Bonds (Voted, Non, G.O., or Revenue)							-
Loans (PWTF Loans, etc.)	680	510	875	875	970		3,910
Real Estate Excise Tax							-
Connection Fees (471)							-
Utility System Replacement Fund (473)	120	90	155	155	170		690
Mitigation Fees - Traffic or Parks							-
Other Funding Sources (Fund Balance)	8	-	-	-	-	-	8
Total CIP Revenues	1,258	600	5,180	5,180	1,140	-	13,358

**City of Snohomish
2008 Budget**

Surface Water

Project Description	Project Year (\$'s in 000)						Project Total
	2008	2009	2010	2011	2012	2013	
Blackman's Lake Outlet Control		170	170	170	170	45	725
Snohomish Iron Works Storm Drainage Imp.							-
Park Avenue Drainage Improvements							-
Blackman's Lake Watershed Imprv.							-
Relocate Hill Park Storm Drain Pipe							-
Surface Water Misc Repairs		98	200	30	30	30	388
Surface Water Overlay Coordination	220	50	50	50	50	50	470
CSO-StormWater Trunk System PH2							-
Avenue A Det/Treat/Conveyance System							-
Total CFP Expenditures	220	318	420	250	250	125	1,583
Project Revenues							
Other Fund Transfers	-	-	-	-	-	-	-
Grants							-
Donations							-
Bonds (Voted, Non, G.O., or Revenue)							-
Real Estate Excise Tax							-
Connection Fees							-
Utility System Replacement Fund (473)	220	318	420	250	250	125	1,583
Mitigation Fees - Traffic or Parks	-	-	-	-	-	-	-
Other Funding Sources	-	-	-	-	-	-	-
Total CFP Revenues	220	318	420	250	250	125	1,583

**City of Snohomish
2008 Budget**

2008 Capital Improvement Plan Individual Project Request Form							
Date <i>Adopted December 4, 2007</i>							
Project Name:	<u>1st and D Traffic Signal</u>			Project Category:		<u>Streets</u>	
Project Description: Add a new traffic signal; curb gutter and sidewalk with ada improvements, and stormwater improvements all within the 1st St. & Avenue D intersection.							
Staff Lead:	<u>Andy Sics</u>			Start Year:		<u>2008</u>	
Assigned Department:	<u>Public Works</u>			End Year:		<u>2009</u>	
Total Project Budget:	<u>\$700,000</u>			Project Number:		<u>311-000-595-61-63-00</u>	
Current Year Budget:	<u>\$45,000</u>			Total City Revenues:		<u>\$700,000</u>	
Estimated Carryover From 2007	<u></u>			Total External Revenues:		<u></u>	
Revenue Notes and/or Requests for Budget Changes:							
Project Expenditures by Category	Capital	Future Year Projections (\$s in 000s)					Project Total
	Budget	2009	2010	2011	2012	2013	
Pre Design							-
Design Engineering	45	25					70
Land							-
Buildings							-
Improvements		467					467
Inspections		70					70
Contingency		93					93
Sales Tax							-
Other							-
Total Project Expenditures	45	655	-	-	-	-	700
Project Revenues							
Other Fund Transfers							-
Grants							-
LID							-
Bonds							-
Real Estate Excise Tax							-
Connection Fees							-
Utility Rate - Replacement Portion							-
Private Donation							-
General Funds							-
Traffic Impact Fees (carryover 2007)	45	655					700
Street Funds							-
Total Project Revenues	45	655	-	-	-	-	700

**City of Snohomish
2008 Budget**

2008 Capital Improvement Plan Individual Project Request Form							
Date <i>Adopted December 4, 2007</i>							
Project Name:		<u>2nd & Maple</u>			Project Category:		<u>Streets</u>
Project Description: Rebuild the Traffic Signal							
Staff Lead:		<u>Andy Sics</u>			Start Year:		<u>2008</u>
Assigned Department:		<u>Public Works</u>			End Year:		<u>2010</u>
Total Project Budget:		<u>\$700,000</u>			Project Number:		
Current Year Budget:		<u>\$95,000</u>			Total City Revenues:		<u>\$700,000</u>
Estimated Carryover From 2007					Total External Revenues:		
Revenue Notes and/or Requests for Budget Changes:							
Project Expenditures by Category	Capital	Future Year Projections (\$s in 000s)					Project Total
	Budget	2009	2010	2011	2012	2013	
Predesign							-
Design Engineering	95						95
Land							-
Buildings							-
Improvements			605				605
Inspections							-
Contingency							-
Sales Tax							-
Other							-
Total Project Expenditures	95	-	605	-			700
Project Revenues							
Other Fund Transfers							-
Grants							-
LID							-
Bonds							-
Street Impact Fees			605				605
Connection Fees							-
Utility Rate - Replacement Portion							-
Private Donation							-
General Funds	95						95
Total Project Revenues	95	-	605	-			700

**City of Snohomish
2008 Budget**

**2008 Capital Improvement Plan
Individual Project Request Form**
Date *Adopted December 4, 2007*

Project Name: 4th & Maple Ped Improvement **Project Category:** Streets

Project Description: Install crosswalk system

Staff Lead: Andy Sics **Start Year:** 2008
Assigned Department: Public Works **End Year:** 2008
Total Project Budget: \$45,000 **Project Number:** 311-000-595-61-41-10
Current Year Budget: \$45,000 **Total City Revenues:** \$45,000
Estimated Carryover From 2007 \$20,000 **Total External Revenues:** _____

Revenue Notes and/or Requests for Budget Changes:

Project Expenditures by Category	Capital	Future Year Projections (\$s in 000s)					Project Total
	Budget	2009	2010	2011	2012	2013	
Pre Design							-
Design Engineering	2						2
Land							-
Buildings							-
Improvements	38						38
Inspections	2						2
Contingency	3						3
Sales Tax							-
Other							-
Total Project Expenditures	45	-	-	-	-	-	45

Project Revenues

								-
								-
								-
								-
Transfer-In (Fund 001)	25							25
REET (2007 Carryover)	20							20
								-
								-
								-
								-
Total Project Revenues	45	-	-	-	-	-	-	45

**City of Snohomish
2008 Budget**

2008 Capital Improvement Plan Individual Project Request Form							
Date <i>Adopted December 4, 2007</i>							
Project Name:	<u>Downtown Street Lights</u>			Project Category:		<u>Streets</u>	
Project Description: The existing 52 historic lights in the downtown can no longer be repaired. This project will replace the 52 existing street lights and add an additional 20 lights to downtown streets. The new lights will be historic in appearance and will emit more light than the existing lights. Improved lighting will support economic development objectives. The cost of installation is greater than the cost of the lights themselves.							
Staff Lead:	<u>Corbitt Loch</u>			Start Year:	<u>2008</u>		
Assigned Department:	<u>Planning and Development Services</u>			End Year:	<u>2011</u>		
Total Project Budget:	<u>\$600,000</u>			Project Number:	<u>311</u>		
Current Year Budget:	<u>\$50,000</u>			Total City Revenues:	<u>\$427,000</u>		
Estimated Carryover From 2007	<u></u>			Total External Revenues:	<u>\$173,000</u>		
Revenue Notes and/or Requests for Budget Changes: Project can be constructed in phases based upon annual review.							
Project Expenditures by Category	Capital	Future Year Projections (\$s in 000s)					Project Total
	Budget	2009	2010	2011	2012	2013	
Pre Design							-
Design Engineering	50						50
Land							-
Buildings							-
Improvements		200	200	150			550
Inspections							-
Contingency							-
Sales Tax							-
Other							-
Total Project Expenditures	50	200	200	150	-	-	600
Project Revenues							
Other Fund Transfers							-
Construction Sales Tax		150	150	100			400
Local LID, Other		50	50	50			150
Bonds							-
Real Estate Excise Tax	27						27
Connection Fees							-
Utility Rate - Replacement Portion							-
Private Donation							-
General Funds							-
Parking & Business Imp (108-HDS)	23						23
Traffic Impact Fee							-
Street Funds							-
Total Project Revenues	50	200	200	150	-	-	600

2008 Capital Improvement Plan Individual Project Request Form							
Date <i>Adopted December 4, 2007</i>							
Project Name:	<u>Guardrail Replacement Program</u>			Project Category:	<u>Streets</u>		
Project Description: Replace areas of degraded & substandard guardrail at locations throughout the city annually.							
Staff Lead:	<u>Karen Latimer</u>			Start Year:	<u>2008</u>		
Assigned Department:	<u>Public Works</u>			End Year:	<u>2013</u>		
Total Project Budget:	<u>\$90,000</u>			Project Number:	<u></u>		
Current Year Budget:	<u>\$15,000</u>			Total City Revenues:	<u>\$90,000</u>		
Estimated Carryover From 2007	<u></u>			Total External Revenues:	<u></u>		
Revenue Notes and/or Requests for Budget Changes:							
Project Expenditures by Category	Capital	Future Year Projections (\$s in 000s)					Project Total
	Budget	2009	2010	2011	2012	2013	
Pre Design							-
Design Engineering							-
Land							-
Buildings							-
Improvements	15	15	15	15	15	15	90
Inspections							-
Contingency							-
Sales Tax							-
Other							-
Total Project Expenditures	15	15	15	15	15	15	90
Project Revenues							
Other Fund Transfers							-
Grants							-
LID							-
Bonds							-
Real Estate Excise Tax	15	15	15	15	15	15	90
Connection Fees							-
Utility Rate - Replacement Portion							-
Private Donation							-
General Funds							-
Traffic Impact Fee							-
Street Funds							-
Total Project Revenues	15	15	15	15	15	15	90

**City of Snohomish
2008 Budget**

2008 Capital Improvement Plan Individual Project Request Form							
Date <i>Adopted December 4, 2007</i>							
Project Name:		<u>Maple Avenue Ph 1</u>			Project Category:		<u>Streets</u>
Project Description: First phase of the Maple Avenue emergency wall repair which replaces 275 LF of rock wall.							
Staff Lead:		<u>Andy Sics</u>		Start Year:		<u>2008</u>	
Assigned Department:		<u>Public Works</u>		End Year:		<u>2008</u>	
Total Project Budget:		<u>\$5,000</u>		Project Number:			
Current Year Budget:		<u>\$5,000</u>		Total City Revenues:		<u>\$5,000</u>	
Estimated Carryover From 2007				Total External Revenues:			
Revenue Notes and/or Requests for Budget Changes:							
Project Expenditures by Category	Capital	Future Year Projections (\$s in 000s)					Project Total
	Budget	2009	2010	2011	2012	2013	
Pre-design							-
Design Engineering							-
Land							-
Buildings							-
Improvements	5						5
Inspections							-
Contingency							-
Sales Tax							-
Other							-
Total Project Expenditures	5	-	-	-			5
Project Revenues							
Other Fund Transfers							-
Grants							-
LID							-
Bonds							-
Real Estate Excise Tax (2007 Carryover)	5						5
Connection Fees							-
Utility Rate - Replacement Portion							-
Private Donation							-
General Funds	-						-
Total Project Revenues	5	-	-	-			5

**City of Snohomish
2008 Budget**

2008 Capital Improvement Plan Individual Project Request Form							
Date <i>Adopted December 4, 2007</i>							
Project Name:		<u>Pavement Condition Study</u>			Project Category:		<u>Streets</u>
Project Description: Survey current street conditions to prioritize street overlay program.							
Staff Lead:		<u>Tim Heydon</u>		Start Year:		<u>2008</u>	
Assigned Department:		<u>Public Works</u>		End Year:		<u>2013</u>	
Total Project Budget:		<u>\$35,000</u>		Project Number:		<u>311-000-595-61-41-20</u>	
Current Year Budget:		<u>\$35,000</u>		Total City Revenues:		<u>\$35,000</u>	
Estimated Carryover From 2007		<u>\$35,000</u>		Total External Revenues:		<u></u>	
Revenue Notes and/or Requests for Budget Changes:							
Project Expenditures by Category	Capital	Future Year Projections (\$s in 000s)					Project Total
	Budget	2009	2010	2011	2012	2013	
Pre Design							-
Design Engineering	35						35
Land							-
Buildings							-
Improvements							-
Inspections							-
Contingency							-
Sales Tax							-
Other							-
Total Project Expenditures	35	-	-	-	-	-	35
Project Revenues							
Other Fund Transfers							-
Grants							-
LID							-
Bonds							-
Real Estate Excise Tax (2007 Carryover)	35						35
Connection Fees							-
Utility Rate - Replacement Portion							-
Private Donation							-
General Funds							-
Traffic Impact Fee							-
Street Funds							-
Total Project Revenues	35	-	-	-	-	-	35

**City of Snohomish
2008 Budget**

2008 Capital Improvement Plan Individual Project Request Form							
Date <i>Adopted December 4, 2007</i>							
Project Name:	<u>Second & Ave A Signal</u>			Project Category:		<u>Streets</u>	
Project Description: Design and construction of intersection improvements and a traffic signal installation. Intersection improvements include ADA Ramps, bulb out pedestrian areas, lighting, landscaping and a signal interconnection system on 2nd street for overall better traffic flow.							
Staff Lead:	<u>Andy Sics</u>			Start Year:		<u>2008</u>	
Assigned Department:	<u>Public Works</u>			End Year:		<u>2008</u>	
Total Project Budget:	<u>\$612,000</u>			Project Number:		<u>311-000-595-01-41-30</u>	
Current Year Budget:	<u>\$612,000</u>			Total City Revenues:		<u>\$312,000</u>	
Estimated Carryover From 2007	<u></u>			Total External Revenues:		<u>\$300,000</u>	
Revenue Notes and/or Requests for Budget Changes:							
Project Expenditures by Category	Capital	Future Year Projections (\$s in 000s)					Project Total
	Budget	2009	2010	2011	2012	2013	
Pre Design							-
Design Engineering							-
Land							-
Buildings							-
Improvements	550						550
Inspections	37						37
Contingency	25						25
Sales Tax							-
Other							-
Total Project Expenditures	612	-	-	-	-	-	612
Project Revenues							
Other Fund Transfers							-
State Grant (TIB)							-
LID							-
Bonds							-
Real Estate Excise Tax							-
Connection Fees							-
Utility Rate - Replacement Portion							-
Private Donation							-
General Funds							-
Traffic Impact Fees (125)	612						612
Street Funds							-
Total Project Revenues	612	-	-	-	-	-	612

**City of Snohomish
2008 Budget**

2008 Capital Improvement Plan Individual Project Request Form							
Date <i>Adopted December 4, 2007</i>							
Project Name:		<u>Senior Center Frontage Improvements</u>			Project Category:		<u>Streets</u>
Project Description: Construct new senior center frontage improvements on Fourth Street.							
Staff Lead:	<u>Tom Hansen</u>			Start Year:	<u>2008</u>		
Assigned Department:	<u>Public Works</u>			End Year:	<u>2008</u>		
Total Project Budget:	<u>\$150,000</u>			Project Number:	<u></u>		
Current Year Budget:	<u>\$150,000</u>			Total City Revenues:	<u>\$150,000</u>		
Estimated Carryover From 2007	<u></u>			Total External Revenues:	<u>\$0</u>		
Revenue Notes and/or Requests for Budget Changes: Design expenditures from prior years paid by non-city funds.							
Project Expenditures by Category	Capital	Future Year Projections (\$s in 000s)					Project Total
	Budget	2009	2010	2011	2012	2013	
Pre-design							-
Design Engineering							-
Land							-
Buildings							-
Improvements	135						135
Inspections	5						5
Contingency	10						10
Sales Tax							-
Other							-
Total Project Expenditures	150	-	-	-			150
Project Revenues							
							-
							-
General Fund	150						150
							-
							-
							-
							-
							-
	-						-
Total Project Revenues	150	-	-	-			150

**City of Snohomish
2008 Budget**

2008 Capital Improvement Plan Individual Project Request Form							
Date <i>Adopted December 4, 2007</i>							
Project Name:		<u>Street Overlay</u>			Project Category:		<u>Streets</u>
Project Description: The 2008 Overlay Program is a multi year sustaining program to reconstruct or overlay streets which are in a deteriorated condition. The projects proposed for 2008 are as follows: 1) Mill Avenue from 10th to 7th - 2) Avenue A from 10th to 7th. Others as selected annually from 2009-2013.							
Staff Lead:		<u>Andy Sics</u>		Start Year:		<u>2008</u>	
Assigned Department:		<u>Public Works</u>		End Year:		<u>2013</u>	
Total Project Budget:		<u>\$1,500,000</u>		Project Number:		<u>311-000-595-02-63-00</u>	
Current Year Budget:		<u>\$450,000</u>		Total City Revenues:		<u>\$1,500,000</u>	
Estimated Carryover From 2007		<u></u>		Total External Revenues:		<u></u>	
Revenue Notes and/or Requests for Budget Changes:							
Project Expenditures by Category	Capital	Future Year Projections (\$s in 000s)					Project Total
	Budget	2009	2010	2011	2012	2013	
Pre Design	3						3
Design Engineering	15	10	10	10	10	10	65
Land							-
Buildings							-
Improvements	370	185	185	185	185	185	1,295
Inspections	25	5	5	5	5	5	50
Contingency	37	10	10	10	10	10	87
Sales Tax							-
Other							-
							-
Total Project Expenditures	450	210	210	210	210	210	1,500
Project Revenues							
Other Fund Transfers							-
Grants							-
LID							-
Bonds							-
Real Estate Excise Tax	210						210
Connection Fees							-
Utility Rate - Replacement Portion							-
Private Donation							-
General Funds	40						40
Street Fund (102) fuel tax	200	210	210	210	210	210	1,250
Total Project Revenues	450	210	210	210	210	210	1,500

**City of Snohomish
2008 Budget**

**2008 Capital Improvement Plan
Individual Project Request Form**
Date Adopted December 4, 2007

Project Name: Traffic Calming Pine Ave **Project Category:** Streets

Project Description: Adding transportation elements along Pine Avenue to facilitate safer traffic flow.

Staff Lead: Andy Sics **Start Year:** 2008
Assigned Department: Public Works **End Year:** 2008
Total Project Budget: \$20,000 **Project Number:** _____
Current Year Budget: \$20,000 **Total City Revenues:** \$20,000
Estimated Carryover From 2007 _____ **Total External Revenues:** _____

Revenue Notes and/or Requests for Budget Changes:

Project Expenditures by Category	Capital	Future Year Projections (\$s in 000s)					Project Total
	Budget	2009	2010	2011	2012	2013	
Pre Design							-
Design Engineering	1						1
Land							-
Buildings							-
Improvements	16						16
Inspections	1						1
Contingency	2						2
Sales Tax							-
Other							-
Total Project Expenditures	20	-	-	-	-	-	20

Project Revenues							
Other Fund Transfers							-
Grants							-
LID							-
Bonds							-
Real Estate Excise Tax							-
Connection Fees							-
Utility Rate - Replacement Portion							-
Private Donation							-
General Funds	20						20
Traffic Impact Fee							-
Street Funds							-
Total Project Revenues	20	-	-	-	-	-	20

**City of Snohomish
2008 Budget**

2008 Capital Improvement Plan Individual Project Request Form							
Date <i>Adopted December 4, 2007</i>							
Project Name:		<u>Citywide New Sidewalk Upgrade</u>			Project Category:		<u>Sidewalks & Paths</u>
Project Description: Add sections of new sidewalk throughout the city							
Staff Lead:		<u>Andy Sics</u>		Start Year:		<u>2008</u>	
Assigned Department:		<u>Public Works</u>		End Year:		<u>2009</u>	
Total Project Budget:		<u>\$120,000</u>		Project Number:		<u>311-000-595-20-63-10</u>	
Current Year Budget:		<u>\$95,000</u>		Total City Revenues:			
Estimated Carryover From 2007				Total External Revenues:		<u>\$120,000</u>	
Revenue Notes and/or Requests for Budget Changes: Federal Grant							
Project Expenditures by Category	Capital	Future Year Projections (\$s in 000s)					Project Total
	Budget	2009	2010	2011	2012	2013	
Pre Design							-
Design Engineering	5						5
Land							-
Buildings							-
Improvements	67	23					90
Inspections	5						5
Contingency	10						10
Sales Tax	8	2					10
Other							-
Total Project Expenditures	95	25	-	-	-	-	120
Project Revenues							
Other Fund Transfers							-
Federal Grant	95	25					120
LID							-
Bonds							-
Real Estate Excise Tax							-
Connection Fees							-
Utility Rate - Replacement Portion							-
Private Donation							-
General Funds							-
Traffic Impact Fee							-
Street Funds							-
Total Project Revenues	95	25	-	-	-	-	120

**City of Snohomish
2008 Budget**

2008 Capital Improvement Plan Individual Project Request Form								
Date <i>Adopted December 4, 2007</i>								
Project Name:		<u>Centennial Trail Extension</u>			Project Category:			<u>Sidewalks and Paths</u>
Project Description: Construct 2,500 lf of 12'-wide asphalt bicycle/pedestrian trail and associated park improvements along 0.75 mile of former railroad right of way. Work includes demolition of miscellaneous structures, TESC, storm drainage, grading, crushed rock shoulders, curb gutter & sidewalk at five street crossings, signage, ornamental planting, traffic items, stoplight and other work necessary to complete the project.								
Staff Lead:		<u>Ann Stanton</u>			Start Year:			<u>2008</u>
Assigned Department:		<u>Public Works</u>			End Year:			<u>2010</u>
Total Project Budget:		<u>\$2,576,000</u>			Project Number:			
Current Year Budget:		<u>\$1,455,000</u>			Total City Revenues:			<u>\$143,000</u>
Estimated Carryover From 2007 & 2006		<u>\$1,482,000</u>			Total External Revenues:			<u>\$2,472,000</u>
Revenue Notes and/or Requests for Budget Changes: Approximately \$73,000 in expenditures were made from 2002 through August, 2007 for appraisals, title reports and related land acquisition tasks. (Approx. \$40,000 paid by grant funds.) Total budget includes \$476,000 in pending WSDOT FFY 2007-2009 TEA-21 Enhancements funding increase which should fully fund project with 92% grant funding. Requested \$1,432,000 2006 budget carryover was not completed during 2007 budget year (as authorized March 7, 2006.)								
Project Expenditures by Category	Capital	Future Year Projections (\$s in 000s)					Project Total	
	Budget	2009	2010	2011	2012	2013		
Pre-design							-	
Design Engineering	143	100	65				308	
Land	1,312						1,312	
Buildings							-	
Improvements			800				800	
Inspections			40				40	
Contingency			80				80	
Sales Tax			75				75	
Other							-	
Total Project Expenditures	1,455	100	1,060	-			2,615	
Project Revenues								
Fund 117 - REET - New Revenue	143						143	
TEA-21 CM-STPE-1180(004)	1,312						1,312	
SAFETEA-LU		100	584				684	
Pending TEA-21 WSDOT Increase			476				476	
							-	
							-	
							-	
							-	
	-						-	
Total Project Revenues	1,455	100	1,060	-			2,615	

**City of Snohomish
2008 Budget**

**2008 Capital Improvement Plan
Individual Project Request Form**

Date *Adopted December 4, 2007*

Project Name: Interurban Trail **Project Category:** Sidewalks & Paths

Project Description: Acquire right of way between Avenue D and the alley between Avenues B and C to extend the existing City-owned former railroad west to Avenue D. The area is currently a parking lot and in use daily by bikes and pedestrians. The City-owned section of this historic Interurban Railroad segment currently extends from Maple Avenue to the alley between Avenues B and C. This acquisition will complete a missing link in the City's proposed bike/pedestrian trail system. Pave from Ave. D to Maple in 2010.

Staff Lead: Ann Stanton **Start Year:** 2008
Assigned Department: Public Works **End Year:** 2009
Total Project Budget: \$50,000 **Project Number:** _____
Current Year Budget: \$16,000 **Total City Revenues:** \$50,000
Estimated Carryover From 2007 _____ **Total External Revenues:** _____

Revenue Notes and/or Requests for Budget Changes: This is a new project for 2008.

Project Expenditures by Category	Capital	Future Year Projections (\$s in 000s)					Project Total
	Budget	2009	2010	2011	2012	2013	
Predesign							-
Design Engineering							-
Land	16						16
Buildings							-
Improvements		25					25
Inspections		2					2
Contingency		4					4
Sales Tax		3					3
Other							-
Total Project Expenditures	16	34	-	-			50

Project Revenues

							-
Real Estate Excise Tax							-
Park Impact Fees (SEPA-Ordinance)	16	34					50
							-
							-
							-
							-
							-
	-						-
Total Project Revenues	16	34	-	-			50

**City of Snohomish
2008 Budget**

2008 Capital Improvement Plan Individual Project Request Form								
<i>Date Adopted December 4, 2007</i>								
Project Name:		<u>Riverfront Trail Interpretive Signs</u>			Project Category:			<u>Sidewalks and Paths</u>
Project Description: Design and install seven 24"x36" interpretive panels in the riverfront concrete retaining wall at the foot of Avenue A								
Staff Lead:	<u>Ann Stanton</u>	Start Year:		<u>2008</u>				
Assigned Department:	<u>Public Works</u>	End Year:		<u>2008</u>				
Total Project Budget:	<u>\$70,000</u>	Project Number:		<u></u>				
Current Year Budget:	<u>\$70,000</u>	Total City Revenues:		<u>\$70,000</u>				
Estimated Carryover From 2007	<u>\$70,000</u>	Total External Revenues:		<u></u>				
Revenue Notes and/or Requests for Budget Changes: Balance of project bond issue funds reserved to complete 7 interpretive signs on retaining wall. All grants fully reimbursed and work accepted by grant agencies (IAC, WSDOT, WSDOE, USEPA, FHWA).								
Project Expenditures by Category	Capital	Future Year Projections (\$s in 000s)					Project Total	
	Budget	2009	2010	2011	2012	2013		
Pre-design							-	
Design Engineering							-	
Land							-	
Buildings							-	
Improvements	70						70	
Inspections							-	
Contingency							-	
Sales Tax							-	
Other							-	
Total Project Expenditures	70	-	-	-			70	
Project Revenues								
Bond Issue Funds	70						70	
							-	
							-	
							-	
							-	
							-	
							-	
							-	
							-	
	-						-	
Total Project Revenues	70	-	-	-			70	

**City of Snohomish
2008 Budget**

2008 Capital Improvement Plan Individual Project Request Form								
Date <i>Adopted December 4, 2007</i>								
Project Name:		<u>Downtown Wayfinder System</u>			Project Category:			<u>Community Facilities</u>
Project Description: Work with the community to develop a wayfinder system in the Snohomish Historic District								
Staff Lead:	<u>Corbitt Loch</u>			Start Year:	<u>2006</u>			
Assigned Department:	<u>Planning</u>			End Year:	<u>2008</u>			
Total Project Budget:	<u>\$45,000</u>			Project Number:	<u></u>			
Current Year Budget:	<u>\$45,000</u>			Total City Revenues:	<u>\$40,000</u>			
Estimated Carryover From 2007	<u>\$40,000</u>			Total External Revenues:	<u>\$5,000</u>			
Revenue Notes and/or Requests for Budget Changes: Historic Downtown Snohomish began visioning exercises in 2006 to determine project purpose and scope. Upon completion of scope, actual cost and availability of external funding can be determined.								
Project Expenditures by Category	Capital	Future Year Projections (\$s in 000s)					Project Total	
	Budget	2009	2010	2011	2012	2013		
Pre-design							-	
Design Engineering	10						10	
Land							-	
Buildings							-	
Improvements	35						35	
Inspections							-	
Contingency							-	
Sales Tax							-	
Other							-	
Total Project Expenditures	45	-	-	-			45	
Project Revenues								
							-	
Real Estate Excise Tax (2007 Carryover)	40						40	
Private Donation (HDS)	5						5	
							-	
							-	
							-	
							-	
							-	
	-						-	
Total Project Revenues	45	-	-	-			45	

**City of Snohomish
2008 Budget**

2008 Capital Improvement Plan Individual Project Request Form							
Date <i>Adopted December 4, 2007</i>							
Project Name:	<u>Senior Center</u>			Project Category:	<u>Community Facilities</u>		
Project Description: Construct new Senior Community Center.							
Staff Lead:	<u>Tom Hansen</u>			Start Year:	<u>2008</u>		
Assigned Department:	<u>Public Works</u>			End Year:	<u>2008</u>		
Total Project Budget:	<u>\$800,000</u>			Project Number:	<u></u>		
Current Year Budget:	<u>\$800,000</u>			Total City Revenues:	<u>\$505,000</u>		
Estimated Carryover From 2007	<u></u>			Total External Revenues:	<u>\$295,000</u>		
Revenue Notes and/or Requests for Budget Changes: Design expenditures from prior years paid by non-city funds.							
Project Expenditures by Category	Capital	Future Year Projections (\$s in 000s)					Project Total
	Budget	2009	2010	2011	2012	2013	
Pre-design							-
Design Engineering							-
Land							-
Buildings	660						660
Improvements							-
Inspections	20						20
Contingency	60						60
Sales Tax	60						60
Other							-
Total Project Expenditures	800	-	-	-			800
Project Revenues							
							-
							-
CDBG Grant	295						295
Private Donation	505						505
							-
							-
							-
							-
	-						-
Total Project Revenues	800	-	-	-			800

**City of Snohomish
2008 Budget**

2008 Capital Improvement Plan Individual Project Request Form								
Date <i>Adopted December 4, 2007</i>								
Project Name:		<u>Shop Portables for Office Space</u>			Project Category:			<u>Community Facilities</u>
Project Description: Purchase and install portable office space at city shop yard for city staff (Parks, Water Distribution, Streets). Pole building is substandard.								
Staff Lead:		<u>Mike Johnson</u>			Start Year:		<u>2008</u>	
Assigned Department:		<u>Facilities</u>			End Year:		<u>2008</u>	
Total Project Budget:		<u>\$150,000</u>			Project Number:			<u></u>
Current Year Budget:		<u>\$150,000</u>			Total City Revenues:		<u>\$150,000</u>	
Estimated Carryover From 2007		<u></u>			Total External Revenues:			<u></u>
Revenue Notes and/or Requests for Budget Changes:								
Project Expenditures by Category	Capital Budget	Future Year Projections (\$s in 000s)					Project Total	
		2009	2010	2011	2012	2013		
Pre Design							-	
Design Engineering							-	
Land							-	
Buildings							-	
Improvements	150						150	
Inspections							-	
Contingency							-	
Sales Tax							-	
Other							-	
							-	
Total Project Expenditures	150	-	-	-			150	
Project Revenues								
General Fund (001)	50						50	
Street Fund (102)	50						50	
Water Fund (401)	50						50	
							-	
							-	
							-	
							-	
							-	
	-						-	
Total Project Revenues	150	-	-	-			150	

2008 Capital Improvement Plan Individual Project Request Form <i>Adopted December 4, 2007</i>							
Project Name:		<u>Cypress Memorial</u>			Project Category:		<u>Parks</u>
Project Description: Design and construct a Snohomish Tribe memorial at the former cemetery located at 171 Cypress, under the provisions of the interlocal agreement with the Tulalip Tribe. The historic cemetery is city-owned. Since it adjoins Pilchuck Park, it will be managed as a feature of Pilchuck Community Park.							
Staff Lead:	<u>Ann Stanton</u>	Start Year:	<u>2008</u>				
Assigned Department:	<u>Public Works</u>	End Year:	<u>2008</u>				
Total Project Budget:	<u>\$68,000</u>	Project Number:	<u></u>				
Current Year Budget:	<u>\$68,000</u>	Total City Revenues:	<u>\$68,000</u>				
Estimated Carryover From 2007	<u>\$68,000</u>	Total External Revenues:	<u></u>				
Revenue Notes and/or Requests for Budget Changes: \$12,000 spent in 2007.							
Project Expenditures by Category	Capital Budget	Future Year Projections (\$s in 000s)					Project Total
		2009	2010	2011	2012	2013	
Pre-design							-
Design Engineering	20						20
Land							-
Buildings							-
Improvements	40						40
Inspections							-
Contingency	4						4
Sales Tax	4						4
Other							-
Total Project Expenditures	68	-	-	-			68
Project Revenues							
REET (2007 Carryover)	68						68
							-
							-
							-
							-
							-
							-
							-
							-
							-
Total Project Revenues	68	-	-	-			68

**City of Snohomish
2008 Budget**

**2008 Capital Improvement Plan
Individual Project Request Form**

Date *Adopted December 4, 2007*

Project Name: Harryman's Farm Park **Project Category:** Parks

Project Description: Complete design development through construction of 7-acre neighborhood park at 2411 Lake Avenue. Constrained by wetlands, development will include frontage improvements on Lake Avenue, clearing, grading, wetland enhancements, walking paths, parking, picnic area, play structure and related improvements. Right of way acquisition is also required to provide an entry road across the abutting property to the north as shown in the adopted Preliminary Master Plan. **Park Plan CFP Project.**

Staff Lead:	<u>Ann Stanton</u>	Start Year:	<u>2008</u>
Assigned Department:	<u>Public Works</u>	End Year:	<u>2010</u>
Total Project Budget:	<u>\$1,025,000</u>	Project Number:	<u></u>
Current Year Budget:	<u>\$95,000</u>	Total City Revenues:	<u>\$620,000</u>
Estimated Carryover From 2007	<u>\$50,000</u>	Total External Revenues:	<u>\$405,000</u>

Revenue Notes and/or Requests for Budget Changes: Street frontage improvements and right of way acquisition costs have been added to the project scope. These were not included in previous \$400,000 estimate of probable cost of construction.

Project Expenditures by Category	Capital	Future Year Projections (\$s in 000s)					Project Total
	Budget	2009	2010	2011	2012	2013	
Pre-design							-
Design Engineering	95						95
Land							-
Buildings							-
Improvements		105	825				930
Inspections							-
Contingency							-
Sales Tax							-
Other							-
Total Project Expenditures	95	105	825	-			1,025
Project Revenues							
REET	45	5					50
REET (2007 Carryover)	50	100	420				570
Grant			405				405
							-
							-
							-
							-
	-						-
Total Project Revenues	95	105	825	-			1,025

2008 Capital Improvement Plan Individual Project Request Form <small>Date: Adopted December 4, 2007</small>								
Project Name:		<u>Hill Park Restroom/Shelter Roof</u>			Project Category:			<u>Parks</u>
Project Description: Park shelters and restroom need new roofs due to combination of vandalism, unsatisfactory original material, and new park standards. Replacement roof will be all-steel snap-lock style roofing with 50+ year life. Restroom and small gazebo roofs to be replaced in 2009, large shelter roof in 2009.								
Staff Lead:		<u>Mike Johnson</u>			Start Year:			<u>2008</u>
Assigned Department:		<u>Public Works</u>			End Year:			<u>2009</u>
Total Project Budget:		<u>\$65,000</u>			Project Number:			<u></u>
Current Year Budget:		<u>\$25,000</u>			Total City Revenues:			<u>\$65,000</u>
Estimated Carryover From 2007		<u></u>			Total External Revenues:			<u></u>
Revenue Notes and/or Requests for Budget Changes: 								
Project Expenditures by Category	Capital	Future Year Projections (\$s in 000s)					Project Total	
	Budget	2009	2010	2011	2012	2013		
Pre Design							-	
Design Engineering							-	
Land							-	
Buildings							-	
Improvements	25	40					65	
Inspections							-	
Contingency							-	
Sales Tax							-	
Other							-	
							-	
Total Project Expenditures	25	40	-	-			65	
Project Revenues								
Municipal Reserve (118)	25						25	
REET		40					40	
							-	
							-	
							-	
							-	
							-	
	-						-	
Total Project Revenues	25	40	-	-			65	

**City of Snohomish
2008 Budget**

2008 Capital Improvement Plan Individual Project Request Form							
<i>Date</i> <i>Adopted December 4, 2007</i>							
Project Name:	<u>Kla Ha Ya Seasonal Pier</u>			Project Category:		<u>Parks</u>	
Project Description: Design and construct seasonal floating pier at Kla Ha Ya Park for recreational boaters, fishing guide service and tour boat short-term moorage. Facility will consist of 2 8-foot-wide by 30-foot long floats with access ramp. Concrete anchors located on shore and two spar poles will anchor the floats in place.pier will be hauled out and stored at the shop site during winter flood season, November through March.Conceptual design has been prepared by Reid Middleton.							
Staff Lead:	<u>Ann Stanton</u>			Start Year:		<u>2008</u>	
Assigned Department:	<u>Public Works</u>			End Year:		<u>2009</u>	
Total Project Budget:	<u>\$279,000</u>			Project Number:		<u></u>	
Current Year Budget:	<u>\$20,000</u>			Total City Revenues:		<u>\$69,000</u>	
Estimated Carryover From 2007	<u>\$10,000</u>			Total External Revenues:		<u>\$210,000</u>	
Revenue Notes and/or Requests for Budget Changes: Washington State RCO (IAC) Boating Facilities Projects grant request was denied due to seasonality of pier and ADA issues on site. Viability of partnership with commercial entity will be investigated. \$10,000 carryover is from Harbor Improvement Fund 174.							
Project Expenditures by Category	Capital	Future Year Projections (\$s in 000s)					Project Total
	Budget	2009	2010	2011	2012	2013	
Predesign							-
Design Engineering	20						20
Land							-
Buildings							-
Improvements		259					259
Inspections							-
Contingency							-
Sales Tax							-
Other							-
Total Project Expenditures	20	259	-	-			279
Project Revenues							
Real Estate Excise Tax		59					59
Harbor Improvement Fund 174 (from 07)	10						10
Private Donation	10	200					210
Commercial Partnership (proposed)							-
							-
							-
							-
							-
	-						-
Total Project Revenues	20	259	-	-			279

**City of Snohomish
2008 Budget**

2008 Capital Improvement Plan Individual Project Request Form							
Date <i>Adopted December 4, 2007</i>							
Project Name:		<u>Pilchuck Park ADA Restroom</u>			Project Category:		<u>Parks</u>
Project Description: Complete ADA accessibility improvements to Pulchuck Park restroom building.							
Staff Lead:		<u>Mike Johnson</u>		Start Year:		<u>2008</u>	
Assigned Department:		<u>Public Works</u>		End Year:		<u>2008</u>	
Total Project Budget:		<u>\$30,000</u>		Project Number:			
Current Year Budget:		<u>\$30,000</u>		Total City Revenues:		<u>\$30,000</u>	
Estimated Carryover From 2007				Total External Revenues:			
Revenue Notes and/or Requests for Budget Changes:							
Project Expenditures by Category	Capital	Future Year Projections (\$s in 000s)					Project Total
	Budget	2009	2010	2011	2012	2013	
Pre-design							-
Design Engineering	1						1
Land							-
Buildings	26						26
Improvements							-
Inspections							-
Contingency	1						1
Sales Tax	2						2
Other							-
Total Project Expenditures	30	-	-	-			30
Project Revenues							
							-
Real Estate Excise Tax (Carryover 2007)	30						30
							-
							-
							-
							-
							-
							-
	-						-
Total Project Revenues	30	-	-	-			30

**City of Snohomish
2008 Budget**

**2008 Capital Improvement Plan
Individual Project Request Form**

Date *Adopted December 4, 2007*

Project Name: Pilchuck Water Transmission Line Repair **Project Category:** Water - Treatment

Project Description: The December 2006 storm eroded the Pilchuck River bank adjacent to the City's water transmission line just downstream from the Water Treatment Plant and put the line at risk of breaking. This project will construct bank stabilization improvements and environmental mitigation to protect the water transmission line from damage.

Staff Lead:	<u>Tom Hansen</u>	Start Year:	<u>2008</u>
Assigned Department:	<u>Public Works</u>	End Year:	<u>2008</u>
Total Project Budget:	<u>\$693,000</u>	Project Number:	<u></u>
Current Year Budget:	<u>\$693,000</u>	Total City Revenues:	<u>\$693,000</u>
Estimated Carryover From 2007	<u></u>	Total External Revenues:	<u>\$0</u>

Revenue Notes and/or Requests for Budget Changes:

Project Expenditures by Category	Capital	Future Year Projections (\$s in 000s)					Project Total
	Budget	2009	2010	2011	2012	2013	
Pre-design							-
Design Engineering	84						84
Land							-
Buildings							-
Improvements	423						423
Inspections	64						64
Contingency	85						85
Sales Tax	37						37
Other							-
Total Project Expenditures	693	-	-	-			693
Project Revenues							
Utility System Replacement (473)	693						693
							-
							-
							-
							-
							-
							-
							-
	-						-
Total Project Revenues	693	-	-	-			693

**City of Snohomish
2008 Budget**

2008 Capital Improvement Plan Individual Project Request Form							
Date <i>Adopted December 4, 2007</i>							
Project Name:	<u>Water Main Overlay Mill Ave</u>			Project Category:	<u>Water - Distribution</u>		
Project Description: Coordination with street overlay program to replace or install water mains and appurtenances.							
Staff Lead:	<u>Karen Latimer</u>	Start Year:	<u>2008</u>				
Assigned Department:	<u>Public Works</u>	End Year:	<u>2013</u>				
Total Project Budget:	<u>\$470,000</u>	Project Number:					
Current Year Budget:	<u>\$220,000</u>	Total City Revenues:	<u>\$470,000</u>				
Estimated Carryover From 2007	<u></u>	Total External Revenues:	<u></u>				
Revenue Notes and/or Requests for Budget Changes:							
Project Expenditures by Category	Capital Budget	Future Year Projections (\$s in 000s)					Project Total
		2009	2010	2011	2012	2013	
Pre Design							-
Design Engineering	10						10
Land							-
Buildings							-
Improvements	165	50	50	50	50	50	415
Inspections	10						10
Contingency	20						20
Sales Tax	15						15
Other							-
							-
Total Project Expenditures	220	50	50	50	50	50	470
Project Revenues							
General Fund	220						220
Utility System Replacement (473)		50	50	50	50	50	250
							-
							-
							-
							-
							-
							-
	-						-
Total Project Revenues	220	50	50	50	50	50	470

**City of Snohomish
2008 Budget**

2008 Capital Improvement Plan Individual Project Request Form							
Date <u>Adopted December 4, 2007</u>							
Project Name:	<u>Fish Ladder Safety Upgrades</u>			Project Category:	<u>Water - Treatment</u>		
Project Description: Install employee access improvements at the water treatment plant fish ladder. Improvements include installation of steps and hand rails on slopes leading to the fish ladder, and guard rails around the perimeter edge of the fish ladder. These items were identified in a May 2007 Safety Consultation conducted by Washington State Labor and Industries. L&I requires these items be completed by October 2008. This project also includes roadway access improvements and procurement of an access easement.							
Staff Lead:	<u>Karen Latimer</u>			Start Year:	<u>2008</u>		
Assigned Department:	<u>Public Works</u>			End Year:	<u>2008</u>		
Total Project Budget:	<u>\$110,000</u>			Project Number:	<u></u>		
Current Year Budget:	<u>\$110,000</u>			Total City Revenues:	<u>\$110,000</u>		
Estimated Carryover From 2007	<u></u>			Total External Revenues:	<u></u>		
Revenue Notes and/or Requests for Budget Changes:							
Project Expenditures by Category	Capital	Future Year Projections (\$s in 000s)					Project Total
	Budget	2009	2010	2011	2012	2013	
Pre Design							-
Design Engineering	10						10
Land							-
Buildings							-
Improvements	83						83
Inspections							-
Contingency	10						10
Sales Tax	7						7
Other							-
							-
Total Project Expenditures	110	-	-	-	-	-	110
Project Revenues							
Water System Replacement (473)	110						110
							-
							-
							-
							-
							-
							-
							-
	-						-
Total Project Revenues	110	-	-	-	-	-	110

**City of Snohomish
2008 Budget**

2008 Capital Improvement Plan Individual Project Request Form							
Date <i>Adopted December 4, 2007</i>							
Project Name:		<u>Water Plant - Filter to Waste</u>			Project Category: <u>Water - Treatment</u>		
Project Description: Construct a filter to waste system at the water treatment plant to enable removal of non-compliant water from the treatment system as directed by the Department of Health. This is one of the improvements necessary to return the plant to a 24 hour a day operation. The City is currently limited to operating the plant only when it is manned (8 hours per day)							
Staff Lead:		<u>Karen Latimer</u>		Start Year:		<u>2008</u>	
Assigned Department:		<u>Public Works</u>		End Year:		<u>2008</u>	
Total Project Budget:		<u>\$318,000</u>		Project Number: _____			
Current Year Budget:		<u>\$318,000</u>		Total City Revenues:		<u>\$318,000</u>	
Estimated Carryover From 2007		<u>\$166,000</u>		Total External Revenues: _____			
Revenue Notes and/or Requests for Budget Changes:							
Project Expenditures by Category	Capital	Future Year Projections (\$s in 000s)					Project Total
	Budget	2009	2010	2011	2012	2013	
Pre-design							-
Design Engineering	20						20
Land							-
Buildings							-
Improvements	248						248
Inspections	20						20
Contingency	30						30
Sales Tax							-
Other							-
Total Project Expenditures	318	-	-	-	-	-	318
Project Revenues							
Utility Sys Repl (473)	152						152
Utility Sys Repl (473) (2007 Carryover)	166						166
							-
							-
							-
							-
							-
							-
	-						-
Total Project Revenues	318	-	-	-	-	-	318

**City of Snohomish
2008 Budget**

2008 Capital Improvement Plan Individual Project Request Form							
Date <u>Adopted December 4, 2007</u>							
Project Name:	<u>Water Plant - SCADA Improvements</u>			Project Category: <u>Water - Treatment</u>			
Project Description: The current communication system between the water treatment plant and the reservoir/water system experiences frequent communication problems, and the water treatment plant communication system does not provide all alarms and automated controls that are needed. The existing system is antiquated. In fact, if it fails, there is not a replacement available. This project will replace the old system with a new, commonly used communication system (SCADA) that will be standardized among all the utilities.							
Staff Lead:	<u>Karen Latimer</u>			Start Year: <u>2008</u>			
Assigned Department:	<u>Public Works</u>			End Year: <u>2008</u>			
Total Project Budget:	<u>\$40,000</u>			Project Number: _____			
Current Year Budget:	<u>\$40,000</u>			Total City Revenues: <u>\$40,000</u>			
Estimated Carryover From 2007	<u>\$20,000</u>			Total External Revenues: _____			
Revenue Notes and/or Requests for Budget Changes:							
Project Expenditures by Category	Capital Budget	Future Year Projections (\$s in 000s)					Project Total
		2009	2010	2011	2012	2013	
Pre Design							-
Design Engineering							-
Land							-
Buildings							-
Improvements	40						40
Inspections							-
Contingency							-
Sales Tax							-
Other							-
							-
Total Project Expenditures	40	-	-	-	-	-	40
Project Revenues							
Utility System Replacement (473)	20						20
Utility Sys Repl (473) (2007 Carryover)	20						20
							-
							-
							-
							-
							-
							-
	-						-
Total Project Revenues	40	-	-	-	-	-	40

2008 Capital Improvement Plan Individual Project Request Form							
Date <i>Adopted December 4, 2007</i>							
Project Name:		<u>WTP Upgrade Study</u>			Project Category: <u>Water - Treatment</u>		
Project Description: Conduct a study of the Water Treatment Plant to identify all improvements to be made to comply with current Department of Health regulations. The study will include an analysis which compares the cost to upgrade our plant with shutting it down and receiving all our drinking water from the City of Everett. This is a carry-over project started in 2007 and will be completed this year.							
Staff Lead:	<u>Andrew Sics</u>	Start Year:	<u>2007</u>				
Assigned Department:	<u>Public Works</u>	End Year:	<u>2008</u>				
Total Project Budget:	<u>\$200,000</u>	Project Number:	<u></u>				
Current Year Budget:	<u>\$100,000</u>	Total City Revenues:	<u>\$100,000</u>				
Estimated Carryover From 2007	<u>\$100,000</u>	Total External Revenues:	<u></u>				
Revenue Notes and/or Requests for Budget Changes: \$100,000 to be spent in 2007							
Project Expenditures by Category	Capital	Future Year Projections (\$s in 000s)					Project Total
	Budget	2009	2010	2011	2012	2013	
Predesign	100						100
Design Engineering							-
Land							-
Buildings							-
Improvements							-
Inspections							-
Contingency							-
Sales Tax							-
Other							-
Total Project Expenditures	100	-	-	-	-	-	100
Project Revenues							
Utility Sys Replac (473) (2007 Carryover)	100						100
							-
							-
							-
							-
							-
							-
							-
							-
Total Project Revenues	100	-	-	-	-	-	100

2008 Capital Improvement Plan Individual Project Request Form Date <i>Adopted December 4, 2007</i>																																																																																																																					
Project Name:		<u>Relocate Collection Personnel</u>			Project Category:			<u>Wastewater Collection</u>																																																																																																													
Project Description: Relocate wastewater collection personnel from the Carnegie to a purchased modular office to be installed at the Wastewater Treatment Plant. This move will enable collection system personnel to participate in wastewater treatment activities and to qualify for wastewater treatment plant operator certification. Expenditures include site preparation, electrical and communication work, and purchase of a used 12'x56' modular office.																																																																																																																					
Staff Lead:		<u>Mike Johnson</u>			Start Year:		<u>2008</u>																																																																																																														
Assigned Department:		<u>Public Works</u>			End Year:		<u>2008</u>																																																																																																														
Total Project Budget:		<u>\$63,000</u>			Project Number:		<u>432-000-594-55-63-60</u>																																																																																																														
Current Year Budget:		<u>\$63,000</u>			Total City Revenues:		<u>\$63,000</u>																																																																																																														
Estimated Carryover From 2007		<u>\$63,000</u>			Total External Revenues:		<u></u>																																																																																																														
Revenue Notes and/or Requests for Budget Changes: 																																																																																																																					
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**City of Snohomish
2008 Budget**

2008 Capital Improvement Plan Individual Project Request Form Date <i>Adopted December 4, 2007</i>								
Project Name:		<u>Standby Power</u>			Project Category:			<u>Wastewater Collection</u>
Project Description: Install emergency generators at the Hill Park and Champagne lift stations as per the PSA Consent Decree. The generators were to be part of the Champagne Lift Station Design so as to coordinate generator size with lift station upgrades and or replacement. Public Works staff was to rent and install temporary portable generators to meet the consent decree until a final design was approved and permanent generators installed.								
Staff Lead:		<u>Andy Sics</u>		Start Year:		<u>2008</u>		
Assigned Department:		<u>Public Works</u>		End Year:		<u>2008</u>		
Total Project Budget:		<u>\$230,000</u>		Project Number:		<u>432-000-594-55-63-10</u>		
Current Year Budget:		<u>\$230,000</u>		Total City Revenues:		<u>\$230,000</u>		
Estimated Carryover From 2007		<u>\$163,000</u>		Total External Revenues:				
Revenue Notes and/or Requests for Budget Changes:								
Project Expenditures by Category	Capital	Future Year Projections (\$s in 000s)					Project Total	
	Budget	2009	2010	2011	2012	2013		
Pre Design							-	
Design Engineering	25						25	
Land							-	
Buildings							-	
Improvements	120						120	
Inspections	13						13	
Contingency	22						22	
Sales Tax							-	
Other	50						50	
Total Project Expenditures	230	-	-	-	-	-	230	
Project Revenues								
Other Fund Transfers (Carryover)	161						161	
Grants							-	
LID							-	
Bonds							-	
Real Estate Excise Tax							-	
Connection Fees							-	
Utility Rate - Sewer (473)	69						69	
Private Donation							-	
General Funds							-	
General Impact Fee Reserve							-	
Street Funds							-	
Total Project Revenues	230	-	-	-	-	-	230	

2008 Capital Improvement Plan Individual Project Request Form Date <i>Adopted December 4, 2007</i>								
Project Name:		<u>Dynasand Improvements</u>			Project Category:			<u>Wastewater Treatment</u>
Project Description: Filtration system improvement.								
Staff Lead:		<u>Karen Latimer</u>		Start Year:		<u>2007</u>		
Assigned Department:		<u>Public Works</u>		End Year:		<u>2008</u>		
Total Project Budget:		<u>\$17,000</u>		Project Number:		<u>432-000-594-55-63-20</u>		
Current Year Budget:		<u>\$8,000</u>		Total City Revenues:		<u>\$8,000</u>		
Estimated Carryover From 2007		<u>\$8,000</u>		Total External Revenues:				
Revenue Notes and/or Requests for Budget Changes:								
Project Expenditures by Category	Capital	Future Year Projections (\$s in 000s)					Project Total	
	Budget	2009	2010	2011	2012	2013		
Pre Design							-	
Design Engineering							-	
Land							-	
Buildings							-	
Improvements	8						8	
Inspections							-	
Contingency							-	
Sales Tax							-	
Other							-	
							-	
Total Project Expenditures	8	-	-	-	-	-	8	
Project Revenues								
Other Fund Transfers (Carryover)							-	
Grants							-	
LID							-	
Bonds							-	
Real Estate Excise Tax							-	
Connection Fees							-	
473 - Sewer (2007 Carryover)	8						8	
Private Donation							-	
Public Works Trust Fund							-	
General Funds							-	
Bio Solids Reserve							-	
Street Funds							-	
							-	
Total Project Revenues	8	-	-	-	-	-	8	

**City of Snohomish
2008 Budget**

2008 Capital Improvement Plan Individual Project Request Form Date <i>Adopted December 4, 2007</i>								
Project Name:		<u>Lagoon Cleanup</u>			Project Category:			<u>Wastewater Treatment</u>
Project Description: Cap abandoned 30-acre lagoon site.								
Staff Lead:		<u>Tom Hansen</u>			Start Year:		<u>2008</u>	
Assigned Department:		<u>Public Works</u>			End Year:		<u>2008</u>	
Total Project Budget:		<u>\$500,000</u>			Project Number:		<u>432-000-594-55-41-10</u>	
Current Year Budget:		<u>\$500,000</u>			Total City Revenues:		<u>\$450,000</u>	
Estimated Carryover From 2007		<u></u>			Total External Revenues:		<u></u>	
Revenue Notes and/or Requests for Budget Changes:								
Project Expenditures by Category	Capital	Future Year Projections (\$s in 000s)					Project Total	
	Budget	2009	2010	2011	2012	2013		
Pre Design							-	
Design Engineering	50						50	
Land							-	
Buildings							-	
Improvements	360						360	
Inspections	20						20	
Contingency	20						20	
Sales Tax							-	
Other							-	
Total Project Expenditures	450	-	-	-	-	-	450	
Project Revenues								
Other Fund Transfers							-	
Grants							-	
LID							-	
Bonds							-	
Real Estate Excise Tax							-	
Connection Fees							-	
Utility Rate - Replacement Portion							-	
Private Donation							-	
Public Works Trust Fund							-	
General Funds							-	
474 Bio Solids Reserve	450						450	
Street Funds							-	
Total Project Revenues	450	-	-	-	-	-	450	

**City of Snohomish
2008 Budget**

2008 Capital Improvement Plan Individual Project Request Form								
Date <i>Adopted December 4, 2007</i>								
Project Name:		<u>WWTP Design & Construction.</u>			Project Category:			<u>Wastewater Treatment</u>
Project Description: Various upgrades to the City Wastewater Treatment Plan as outlined in the General Sewer Plan and Wastewater Facilities necessary to meet new, more stringent, regulations.								
Staff Lead:		<u>Tom Hansen</u>			Start Year:		<u>2007</u>	
Assigned Department:		<u>Public Works</u>			End Year:		<u>2012</u>	
Total Project Budget:		<u>\$13,100,000</u>			Project Number:		<u>432-000-594-60-41-10</u>	
Current Year Budget:		<u>\$800,000</u>			Total City Revenues:		<u>\$4,800,000</u>	
Estimated Carryover From 2007		<u></u>			Total External Revenues:		<u>\$8,300,000</u>	
Revenue Notes and/or Requests for Budget Changes: \$200,000 has been spent through 2007								
Project Expenditures by Category	Capital Budget	Future Year Projections (\$s in 000s)					Project Total	
		2009	2010	2011	2012	2013		
Pre Design							-	
Design Engineering	800	600					1,400	
Land							-	
Buildings							-	
Improvements			4,080	4,080	800		8,960	
Inspections			400	400	140		940	
Contingency			700	700	200		1,600	
Sales Tax							-	
Other							-	
Total Project Expenditures	800	600	5,180	5,180	1,140	-	12,900	
Project Revenues								
Other Fund Transfers							-	
Grant - Federal			2,400	2,400			4,800	
Grant - State			1,750	1,750			3,500	
Bonds							-	
Real Estate Excise Tax							-	
Connection Fees							-	
473 - Sewer	120	90	155	155	170		690	
Private Donation							-	
Public Works Trust Fund	680	510	875	875	970		3,910	
General Funds							-	
General Impact Fee Reserve							-	
Street Funds							-	
Total Project Revenues	800	600	5,180	5,180	1,140	-	12,900	

**City of Snohomish
2008 Budget**

2008 Capital Improvement Plan Individual Project Request Form							
Date <i>Adopted December 4, 2007</i>							
Project Name:	<u>Surface Water Overlay Coord Program</u>			Project Category:	<u>Surface Water</u>		
Project Description: Replacement and/or upgrade of existing drainage system mains and structures in coordination with the city's street overlay program. Project scopes will be developed as overlay projects are identified including drainage system installation on Mill Avenue.							
Staff Lead:	<u>Andy Sics</u>	Start Year:	<u>2008</u>				
Assigned Department:	<u>Public Works</u>	End Year:	<u>2013</u>				
Total Project Budget:	<u>\$470,000</u>	Project Number:	<u>432-000-595-60-63-40</u>				
Current Year Budget:	<u>\$220,000</u>	Total City Revenues:	<u>\$470,000</u>				
Estimated Carryover From 2007	<u></u>	Total External Revenues:	<u></u>				
Revenue Notes and/or Requests for Budget Changes:							
Project Expenditures by Category	Capital	Future Year Projections (\$s in 000s)					Project Total
	Budget	2009	2010	2011	2012	2013	
Pre Design							-
Design Engineering	25						25
Land							-
Buildings							-
Improvements	155	50	50	50	50	50	405
Inspections	15						15
Contingency	25						25
Sales Tax							-
Other							-
Total Project Expenditures	220	50	50	50	50	50	470
Project Revenues							
Other Fund Transfers							-
Grants							-
LID							-
Bonds							-
Real Estate Excise Tax							-
Connection Fees							-
Utility Rate - Replacement Portion 473	220	50	50	50	50	50	470
Street Funds							-
Total Project Revenues	220	50	50	50	50	50	470