
ENTERPRISE FUNDS

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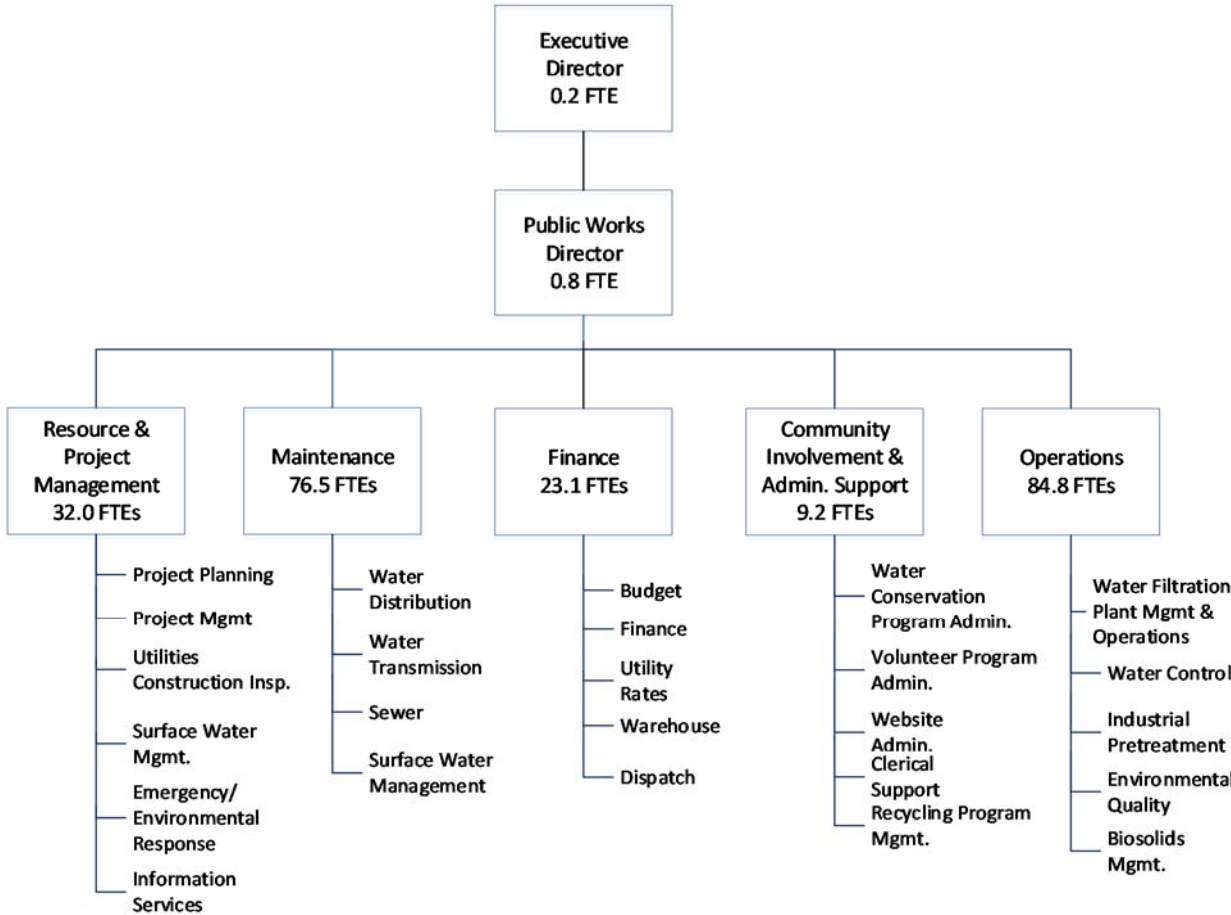
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Water & Sewer Utility

FUND 401

OVERVIEW

The Water & Sewer Utility consists of five workgroups: Resource Management, Maintenance, Operations, Finance, and Community Involvement & Support. Together, these workgroups manage the City’s water, sewer and stormwater systems and ensure that they are responsive to the public, dependable, protective of the environment, and meet or exceed regulatory requirements.



ACTIVITIES

Resource Management

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 3,790,440
M&O/Capital Outlay	4,419,800
Total Expenditures	\$ 8,210,240
Revenue Offset	(8,299,578)
Net Cost (expenditures less revenue)	\$ (89,338)
Budgeted FTEs	32.2

PRIMARY CITY PRIORITY



DESCRIPTION



Resource Management consists of five functional areas:

- Utility Planning - administers the city’s water and sewer plans
- Surface Water Management - administers the city’s comprehensive surface water plan
- Project Management - oversees upgrades of the water and sewer plants to ensure that they meet service expectations and regulatory requirements
- Construction Management - manages construction contracts and inspects the work to safeguard the expenditure of public funds
- Information Services - provides geographic information system (GIS) and records management support


2019 ACCOMPLISHMENTS



- Managed the completion of over \$42M in construction projects
- Completed upgrades at the water and sewer plants to enhance treatment processes and comply with new regulations
- Completed stormwater separation projects to reduce basement flooding and comply with National Pollutant Discharge Elimination System (NPDES) regulations

2020 GOALS & WORK PLAN

CITY PRIORITY	GOAL	WORK PLAN
	Ensure water and sewer systems meet regulatory requirements	<ul style="list-style-type: none"> Update the water plant facility and comprehensive water system plans Identify methods to improve reliability and address new regulatory requirements Revise the 10-year capital improvement plan to schedule and fund water and sewer system upgrades
	Ensure stormwater collection system meets regulatory requirements	<ul style="list-style-type: none"> Train staff on best management practices Inspect surface water facilities and identify methods to improve performance Implement methods and projects to minimize the risk of permit violations

PERFORMANCE MEASURES

PROCESS AND RESULTS MEASURES	TARGET	2017	2018	2019 EST.	2020 EST.
 Water/sewer/stormwater system compliance	Yes	Yes	Yes	Yes	Yes

WORKLOAD MEASURES	2017	2018	2019 EST.	2020 EST.
 Projects inspected & completed (\$)	\$31.6M	\$38M	\$42M	\$43.1M
 Surface water facility inspections (#)	350	360	410	430

POSITION SUMMARY

POSITION TITLE	FTE	POSITION TITLE	FTE
Utility Mapping Supervisor	1.0	Construction Inspector	7.0
Engineering Technician	6.0	GIS/Programmer Analyst	1.0
Record System Specialist	2.0	Executive Director	0.04
Associate Engineer (Non-PE)	1.0	Associate Engineer (PE)	2.0
Principal Engineer	1.0	Senior Engineer	4.0
Utilities Records Manager	1.0	M&O Supervisor	1.0
Construction Manager	1.0	Engineering Superintendent	1.0
Public Works Director	0.16	Assistant Construction Manager	2.0
Surface Water Manager	1.0		

Maintenance

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 9,645,940
M&O/Capital Outlay	11,214,900
Total Expenditures	\$ 20,860,840
Revenue Offset	(21,087,827)
Net Cost (expenditures less revenue)	\$ (226,987)
Budgeted FTEs	76.7

PRIMARY CITY PRIORITY





DESCRIPTION

- Operates and maintains the water transmission and distribution system
- Operates and maintains the sewer collection system
- Operates and maintains the stormwater drainage and collection system
- Administers the conversion of flat rate water accounts to metered accounts to comply with Department of Health regulations

2019 ACCOMPLISHMENTS

- Maintained and upgraded water and sewer facilities to improve performance and reliability
- Inspected and maintained stormwater facilities to ensure compliance with National Pollutant Discharge Elimination System (NPDES) and WA State Departments of Health and Ecology regulations
- Converted 1,680 flat rate water accounts to metered water accounts


2020 GOALS & WORK PLAN

CITY PRIORITY	GOAL	WORK PLAN
	Reduce the frequency of water and sewer service disruptions	<ul style="list-style-type: none"> Identify high risk infrastructure Prioritize inspection, maintenance and replacement based on public benefit, cost and risk factors Create a timetable for work based on available resources, need and level of service goals
	Continue the conversion to metered water accounts	<ul style="list-style-type: none"> Identify remaining areas of the city to be metered Schedule installations based on available resources

PERFORMANCE MEASURES

PROCESS AND RESULTS MEASURES		TARGET	2017	2018	2019 EST.	2020 EST.
	Reduce sewer spill events through sewer main cleaning*	Less than 8 spills	3	6	5	5
	Reduce water main breaks through cast iron main replacement program	Less than 25 breaks	35	16	20	20

*347,032 feet of sewer main cleaned in 2018 at a cost of \$0.51 per foot cleaned

WORKLOAD MEASURES		2017	2018	2019 EST.	2020 EST.
	Meter conversions per year	1,700	1,550	1,680	1,600

POSITION SUMMARY

POSITION TITLE	FTE	POSITION TITLE	FTE
Equipment Operator	4.0	Heavy Equipment Operator	25.0
Utility Laborer	26.0	Water Service Technician	7.0
PW Supervisor - Sewer	2.0	PW Supervisor - Water	3.0
Engineering Technician	1.0	Environmental Permit Coordinator	1.0
Executive Director	0.04	Associate Engineer (Non-PE)	1.0
Associate Engineer (PE)	2.0	Senior Engineer	1.0
Maintenance Superintendent	0.50	M&O Supervisor	3.0
Public Works Director	0.16		

Operations

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 11,053,300
M&O/Capital Outlay	16,411,383
Total Expenditures	\$ 27,464,683
Revenue Offset	(27,763,527)
Net Cost (expenditures less revenue)	\$ (298,844)
Budgeted FTEs	85.0

PRIMARY CITY PRIORITY




DESCRIPTION

- Operates the water filtration plant and water transmission, distribution and storage facilities
- Operates the water pollution control facility and sewer collection and transmission system
- Monitors drinking water quality to safeguard public health and ensure water meets or exceeds regulatory requirements
- Provides watershed protection for Spada and Chaplain reservoirs to ensure source water quality
- Monitors industrial and commercial discharges to ensure compliance with Clean Water Act
- Monitors combined sewer overflows into Puget Sound and the Snohomish River to ensure regulatory compliance

2019 ACCOMPLISHMENTS


- Treated and delivered nearly 20 billion gallons of potable water that met or exceeded all safe drinking water requirements
- Collaborated with Department of Health to optimize water filter plant operation, conserve energy and identify efficiency improvements
- Completed energy saving program at the Water Pollution Control Facility to reduce operating costs, with continuous operations while meeting all permit conditions


2020 GOALS & WORK PLAN

CITY PRIORITY	GOAL	WORK PLAN
	Ensure water and sewer plants meet customer expectations and regulatory requirements	<ul style="list-style-type: none"> • Implement a strategic asset management plan for water and sewer infrastructure • Maintain and upgrade facilities to ensure effective and reliable service • Prepare plans for both plants that identify maintenance and capital project needs and priorities

PERFORMANCE MEASURES

PROCESS AND RESULTS MEASURES		TARGET	2017	2018	2019 EST.	2020 EST.
	Water treatment meets all drinking water standards	Yes	Yes	Yes	Yes	Yes
	Received Gold Award for 100% wastewater permit compliance	Yes	Yes	Yes	Yes	Yes

WORKLOAD MEASURES		2017	2018	2019 EST.	2020 EST.
	Millions of gallons (MG) of water treated per day	53.2 MG	55 MG	57 MG	55 MG

	Millions of gallons of sewage and combined sewer overflows treated at the Water Pollution Control Facility (WPCF) per year	3.92 MG	7.00 MG	7.21 MG	7.00 MG
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POSITION SUMMARY

POSITION TITLE	FTE	POSITION TITLE	FTE
Office Specialist	2.0	Public Service Aide	1.0
Watershed Patrolman/Park Ranger II	2.0	Industrial Waste Inspector	3.0
Plant/Pump Maintenance Mechanic	1.0	SCADA/Telemetry Technician	3.0
Utility Maintenance Tech I	6.0	Utility Maintenance Technician II	7.0
Utility Maintenance Tech III	5.0	Utility Laborer	2.0
Wastewater Treatment Plant Operator I	3.0	Wastewater Treatment Plant Operator II	1.0
Wastewater Treatment Plant Operator III	5.0	Water Quality Analyst	7.0
Water Quality Control Operator	5.0	Water Quality Technician	1.0
Water Service Technician	2.0	Water Treatment Plant Operator I	1.0
Water Treatment Plant Operator II	1.0	Water Treatment Plant Operator III	8.0
Water Treatment Plant Operator Trainee	1.0	Welder	1.0
PW Supervisor - TSG	1.0	Executive Director	0.04
Facilities Manager	1.0	Administrative Coordinator	1.0
Associate Engineer (Non-PE)	1.0	Principal Engineer	2.0
WPCF Plant Manager	1.0	Operations Superintendent	0.80
Senior Water Operator	1.0	Public Works Director	0.16
Senior Environmental Specialist	2.0	Senior WWTP Operator	1.0
Lab Super/Process Analyst	3.0	Wastewater Plant Maint. Supervisor	1.0
Water Filtration Plant Supervisor	1.0		

Finance

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 3,239,215
M&O/Capital Outlay	90,710,720
Total Expenditures	\$ 93,949,935
Revenue Offset	(94,972,206)
Net Cost (expenditures less revenue)	\$ (1,022,271)
Budgeted FTEs	23.3

PRIMARY CITY PRIORITY




DESCRIPTION

- Administers payroll and ensures accurate and timely processing of expenditures
- Manages utility billing to provide efficient and effective collection of funds
- Institutes financial controls to manage expenditures and safeguard public funds
- Provides long-range financial planning and analysis for the utility
- Manages inventory control system of materials and supplies for cost management
- Performs dispatch of citizen calls for service and assistance



2019 ACCOMPLISHMENTS

- Upgraded utility services billing software
- Implemented new online bill pay module providing customers real-time account information
- Reclassified revenue codes resulting in annual internal/external tax savings of \$34,000

2020 GOALS & WORK PLAN

CITY PRIORITY	GOAL	WORK PLAN
	Ensure utility practices are responsible and safeguard public funds	<ul style="list-style-type: none"> • Identify and implement beneficial software upgrades • Monitor expenditures to ensure funds are properly used • Provide ongoing financial analysis to maintain rate stability

PERFORMANCE MEASURES

PROCESS AND RESULTS MEASURES	TARGET	2017	2018	2019 EST.	2020 EST.
 Standard & Poor’s Investor Service Rating for Water & Sewer Revenue Bonds	AA+	AA+	AA+	AA+	AA+
 Parity Debt Service Coverage	3.08	2.86	2.87	3.08	3.08

POSITION SUMMARY

POSITION TITLE	FTE	POSITION TITLE	FTE
Accounting Assistant	5.0	Accounting Technician	2.7
Asst. Inventory Control Technician	3.7	Communication Technician	1.0
Inventory Control Technician	0.8	Lead Utility Service Worker	1.0
Utility Laborer	1.0	Utility Service Worker	3.0
Executive Director	0.04	Financial Analyst	0.8
Senior Financial Analyst	0.6	Assistant Safety Official	1.0
City Safety Official	0.5	Utilities Finance Manager	1.0
Utility Services Supervisor	1.0	Public Works Director	0.16

Community Involvement & Support

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 1,103,740
M&O/Capital Outlay	772,850
Total Expenditures	\$ 1,876,590
Revenue Offset	(1,897,009)
Net Cost (expenditures less revenue)	\$ (20,419)
Budgeted FTEs	9.4

PRIMARY CITY PRIORITY



DESCRIPTION

- Administers regional water conservation program (WA State Department of Health requirement)
- Administers National Pollution Elimination Discharge System (NPDES) education and outreach (WA State Department of Ecology requirement)
- Administers the City’s solid waste reduction and recycling program (WA State Department of Ecology requirement & grant) including city facility desk side recycle pick up
- Manages volunteer programs for the public (Adopt-a-Street, Mutt Mitts, etc.)
- Manages utility public information and departmental internet/intranet
- Provides administrative support and citywide switchboard


2019 ACCOMPLISHMENTS


- Achieved annual water conservation, National Pollutant Discharge Elimination System (NPDES) and solid waste/recycling goals
- Increased public participation in volunteer programs

2020 GOALS & WORK PLAN

CITY PRIORITY	GOAL	WORK PLAN
	Continue to meet conservation, NPDES and recycling requirements	<ul style="list-style-type: none"> Complete update of the regional water conservation plan Plan and implement required NPDES-related education and outreach activities Continue deskside recycle pick up and grant-funded recycle activities
	Provide timely, effective communications to the public	<ul style="list-style-type: none"> Collaborate with project managers on a regular basis Implement guidelines on when and how public communications are to occur Use a variety of communications channels including email, web and social media

PERFORMANCE MEASURES

PROCESS AND RESULTS MEASURES		TARGET	2017	2018	2019 EST.	2020 EST.
	Meet NPDES, solid waste, and water conservation regulatory requirements	Yes	Yes	Yes	Yes	Yes

WORKLOAD MEASURES		2017	2018	2019 EST.	2020 EST.
	# of citizen volunteer hours worked	1,700	1,800	1,900	1,900

POSITION SUMMARY

POSITION TITLE	FTE	POSITION TITLE	FTE
Office Technician	4.7	Public Info/Education Specialist	2.0
Executive Director	0.04	Administrative Coordinator	0.65
Public Works Info & Education Officer	1.0	Public Works Director	0.16
Engineering Services Manager	0.85		

REVENUE DESCRIPTION

Fund 401 derives revenues from several sources:

- Water sales to city retail water customers and wholesale water sales to other water systems in the Everett Water Service Area
- Service fees for the collection and treatment of wastewater and stormwater, sewage dumping fees and industrial waste fees
- Surface water management fees for the drainage basin maintenance
- State loans and grants, revenue bond proceeds and proceeds from timber sales, connection charges and investments

THREE-YEAR PERSONNEL TABLE

Occupation Code	Title	2018	2019	2020
2300	Accounting Assistant	6.0	6.0	6.0
2310	Accounting Technician	1.7	1.7	1.7
2400	Office Specialist	1.0	1.0	2.0
2420	Office Technician	5.6	5.7	4.7
2425	Public Service Aide	1.0	1.0	1.0
3090	Watershed Patrolman/Ranger II	2.0	2.0	2.0
3600	Assistant Inventory Control Technician	3.7	3.7	3.7
3640	Communication Technician	1.0	1.0	1.0
3700	Equipment Operator	4.0	4.0	4.0
3720	Heavy Equipment Operator	25.0	25.0	25.0
3730	Industrial Waste Inspector	3.0	3.0	3.0
3740	Inventory Control Technician	0.8	0.8	0.8
3750	Lead Utility Service Worker	1.0	1.0	1.0
3809	Public Info/Education Specialist	3.0	3.0	2.0
3820	Plant/Pump Maintenance Mechanic	2.0	1.0	1.0
3875	SCADA/Telemetry Technician	3.0	3.0	3.0
3878	Utility Maintenance Tech I	5.0	6.0	6.0
3879	Utility Maintenance Tech II	9.0	7.0	7.0
3880	Utility Maintenance Tech III	6.0	5.0	5.0
3890	Utility Mapping Supervisor	1.0	1.0	1.0
3900	Utility Laborer	28.0	28.0	29.0
3920	Utility Service Worker	3.0	3.0	3.0
3940	Wastewater Treatment Plant Operator I	1.0	2.0	3.0
3950	Wastewater Treatment Plant Operator II	0.0	2.0	1.0
3960	Wastewater Treatment Plant Operator III	6.0	4.0	5.0
3980	Water Quality Analyst	6.0	5.0	7.0
3990	Water Quality Control Operator	4.0	5.0	5.0
4010	Water Quality Technician	2.0	3.0	1.0
4020	Water Service Technician	10.0	9.0	9.0
4040	Water Treatment Plant Operator I	1.0	1.0	1.0
4050	Water Treatment Plant Operator II	0.0	0.0	1.0
4060	Water Treatment Plant Operator III	8.0	8.0	8.0
4070	Water Treatment Plant Operator OIT	2.0	3.0	1.0
4080	Welder	1.0	1.0	1.0
4082	PW Supervisor	2.0	2.0	2.0
4083	PW Supervisor Water	3.0	3.0	3.0
4084	PW Supervisor TSG	1.0	1.0	1.0
4210	Construction Inspector	7.0	7.0	7.0
4260	Engineering Technician	7.0	7.0	7.0
4275	GIS/Programmer Analyst	1.0	1.0	1.0
4385	Environmental Permit Coordinator	1.0	1.0	1.0
4400	Record System Specialist	2.0	2.0	2.0
6004	Executive Director	0.0	0.0	0.2
6205	Facilities Manager	1.0	1.0	1.0
6302	Administrative Coordinator	0.65	0.65	1.65
6304	Associate Engineer (Non PE)	2.0	3.0	3.0
6305	Associate Engineer (PE)	3.0	2.0	4.0

Occupation Code	Title	2018	2019	2020
6306	Financial Analyst	0.8	0.8	0.8
6307	Principal Engineer	2.0	2.0	3.0
6308	Project Coordinator	1.6	1.6	0.0
6310	Senior Engineer	5.8	6.8	4.8
6314	Senior Financial Analyst	0.0	0.0	0.6
6551	Assistant Safety Official	1.0	1.0	1.0
6552	City Safety Official	0.5	0.5	0.5
6651	Chief Wastewater Operator	0.0	1.0	1.0
6654	Operations Superintendent	1.0	1.0	1.0
6655	Pre-Treatment Manager	1.0	1.0	0.0
6656	Public Works Info & Education Officer	2.0	2.0	1.0
6657	Senior Water Operator	1.0	1.0	1.0
6658	Public Works Finance Manager	1.0	1.0	1.0
6660	Utilities Records Manager	1.0	1.0	1.0
6661	Utility Services Supervisor	1.0	1.0	1.0
6662	Maintenance Superintendent	0.5	0.5	0.5
6663	M&O Supervisor	4.0	4.0	4.0
6664	Construction Manager	1.0	1.0	1.0
6665	Engineering Superintendent	1.0	1.0	1.0
6667	Public Works Director	0.8	0.8	0.8
6668	Senior Environmental Specialist	2.0	2.0	2.0
6669	Chief Water Operator	1.0	0.0	0.0
6670	Senior Wastewater Operator	1.0	1.0	1.0
6671	Lab Sup/Process Analyst	3.0	3.0	3.0
6672	Wastewater Plant Maintenance. Supt	1.0	1.0	1.0
6674	Assistant Construction Manager	2.0	2.0	2.0
6675	Surface Water Manager	1.0	1.0	1.0
6676	Water Filtration Plant Supervisor	1.0	1.0	1.0
6708	Engineering Services Manager	0.85	0.85	0.85
Total FTE		227.30	227.40	226.60

BUDGET CHANGES

This schedule includes staffing and new program changes from the 2019 Adopted Budget to the 2020 Adopted Budget. It excludes labor cost changes related to cost of living, step increases, or employee benefits changes.

FTE	Item	Labor Amount	M & O Amount	Total
-1.00	Eliminate Public Works Information & Education Officer position	(137,399)		(137,399)
-1.00	Eliminate Public Information Specialist position	(110,176)		(110,176)
1.00	Transfer Utility Laborer from Streets	81,675		81,675
0.20	Add allocation of 0.20 Executive Director	47,576		47,576
-0.80	Total	(118,324)	-	(118,324)

BUDGETED EXPENDITURES

		2018	2019	2019	2019	2020
		Actual	Adopted Budget	As Amended 12/11/2019	Estimate	Adopted Budget
Fund 401: Water/Sewer Utility						
RESOURCES						
Bsu 308	Beginning Balance	39,077,141	27,833,308	28,438,613	43,368,104	40,793,078
Bsu 32X	Licenses and Permits	740	1,150	1,150	1,000	1,000
Bsu 33X	Grants	49,772	-	-	228	-
Bsu 34X	Charges for Services	94,345,195	101,196,471	101,196,471	91,536,598	103,650,017
Bsu 36X	Miscellaneous Revenue	2,010,106	1,429,791	1,429,791	1,674,695	1,472,250
Bsu 37X	Proprietary Other Income	120,140	1,575,000	1,575,000	945,620	3,896,880
Bsu 391	Other Increases in Fund Equity	-	45,000,000	45,000,000	-	45,000,000
TOTAL AVAILABLE RESOURCES		135,603,094	177,035,720	177,641,025	137,526,244	194,813,225
EXPENDITURES BY FUNCTION						
Fnc 109	Wastewater Collection	22,405,394	38,811,791	38,956,868	14,136,422	27,411,467
Fnc 111	Wastewater Treatment	12,810,315	15,761,702	15,761,702	13,568,360	23,608,256
Fnc 112	Bio Solids	1,339,764	1,460,580	1,460,580	446,119	1,810,400
Fnc 113	Industrial Pretreatment	510,370	518,815	518,815	405,245	514,250
Fnc 118	Transmission	6,503,171	6,226,402	6,226,402	6,882,675	8,421,797
Fnc 119	Distribution System	23,581,947	24,985,406	25,203,242	15,043,191	27,302,695
Fnc 121	Water Treatment	14,688,107	32,567,090	32,567,090	22,304,120	32,387,499
Fnc 123	Storm Drainage	9,588,030	27,921,293	27,921,293	23,108,934	29,999,991
Fnc 124	Timber Management	130,683	112,943	112,943	132,679	111,433
Fnc 13X	Construction Inspection	369,583	653,630	653,630	398,708	462,600
Fnc 935	Records Upgrade	307,625	326,810	326,810	306,713	331,900
TOTAL EXPENDITURES BY FUNCTION		92,234,989	149,346,462	149,709,375	96,733,166	152,362,288
EXPENDITURES BY OBJECT CODE						
Obj 051	Salaries and Wages	17,952,163	19,420,721	19,466,489	18,306,428	19,825,110
Obj 052	Personnel Benefits	7,252,185	8,355,368	8,382,360	7,871,433	9,007,525
Obj 053	Supplies	4,478,452	4,900,000	4,900,000	3,174,600	4,835,000
Obj 054	Other Services & Charges	9,553,160	16,957,128	17,247,281	8,365,256	20,251,733
Obj 055	Intergovernmental Services	26,195,242	71,157,978	71,157,978	32,033,494	66,315,051
Obj 056	Capital Outlay	1,330,483	2,775,500	2,775,500	1,860,780	6,489,000
Obj 057	Debt Service: Principal	10,487,016	10,821,084	10,821,084	10,821,084	11,213,626
Obj 058	Debt Service: Interest	7,593,945	6,946,078	6,946,078	6,587,906	6,398,693
Obj 059	Interfund Services & Charges	7,392,344	8,012,605	8,012,605	7,712,185	8,026,550
TOTAL EXPENDITURES BY OBJECT CODE		92,234,990	149,346,462	149,709,375	96,733,166	152,362,288
ENDING BALANCE		43,368,104	27,689,258	27,931,650	40,793,078	42,450,937
2020 Budget Appropriation						194,813,225

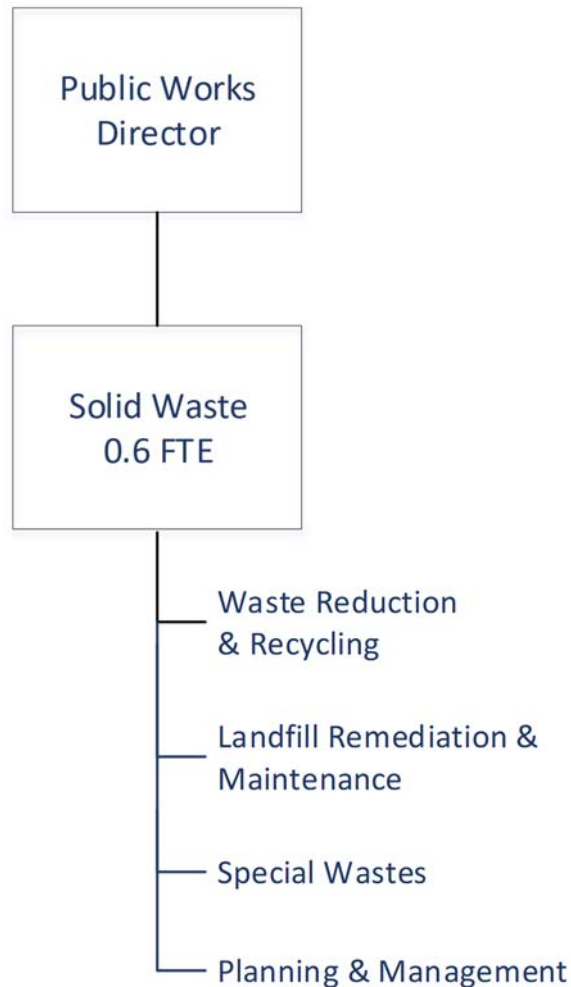
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Solid Waste Utility

FUND 402

OVERVIEW

Enhances the quality of life in Everett through waste reduction and recycling as part of a regionally coordinated comprehensive solid waste management plan and compliance with Department of Ecology remediation requirements.



ACTIVITY

Solid Waste Utility Administration

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 123,145
M&O/Capital Outlay	1,713,037
Interfund Loan	830,000
Capital Outlay	20,000
Total Expenditures	\$ 2,686,182
Revenue Offset	(2,347,000)
Net Cost (expenditures less revenue)	\$ 339,182
Budgeted FTEs	0.6

PRIMARY CITY PRIORITY



DESCRIPTION

- Administers the City’s comprehensive solid waste management plan
- Oversees citywide waste reduction and recycling
- Performs required environmental remediation and monitoring activities
- Coordinates programs and grants with the Department of Ecology
- Participates in the Snohomish County Solid Waste Advisory Committee
- Complies and performs landfill clean-up and monitoring responsibilities and coordinates with Riverfront projects


2019 ACCOMPLISHMENTS

- Complied with Department of Ecology post-closure requirements at the Everett landfill site
- Performed ongoing environmental compliance monitoring at the Everett landfill site
- Coordinated remediation projects for site preparation and development at the Everett riverfront

2020 GOALS & WORK PLAN

CITY PRIORITY	GOAL	WORK PLAN
	Ensure compliance with Department of Ecology site clean-up requirements	<ul style="list-style-type: none"> Coordinate compliance efforts with the landfill site developer and surrounding properties Coordinate cleanup activities for the Riverfront Redevelopment Project Meet requirements and schedules per Department of Ecology cleanup action plans

PERFORMANCE MEASURES

PROCESS AND RESULTS MEASURES		TARGET	2017	2018	2019 EST.	2020 EST.
	Site clean-up compliance	Yes	Yes	Yes	Yes	Yes

POSITION SUMMARY

POSITION TITLE	FTE	POSITION TITLE	FTE
Operations Superintendent	0.2	Financial Analyst	0.2
Senior Engineer	0.2		

REVENUE DESCRIPTION

Funding for Fund 402 derives from a monthly charge on utility bills for the administration of City solid waste programs and grants from the Department of Ecology for remediation activities and community waste reduction and recycling programs.

THREE-YEAR PERSONNEL TABLE

Occupation Code	Title	2018	2019	2020
6306	Financial Analyst	0.2	0.2	0.2
6654	Operation Superintendent	0.2	0.2	0.2
6662	Maintenance Superintendent	0.0	0.0	0.2
6668	Senior Environmental Specialist	0.2	0.2	0.0
	Total FTE	0.6	0.6	0.6

BUDGETED EXPENDITURES

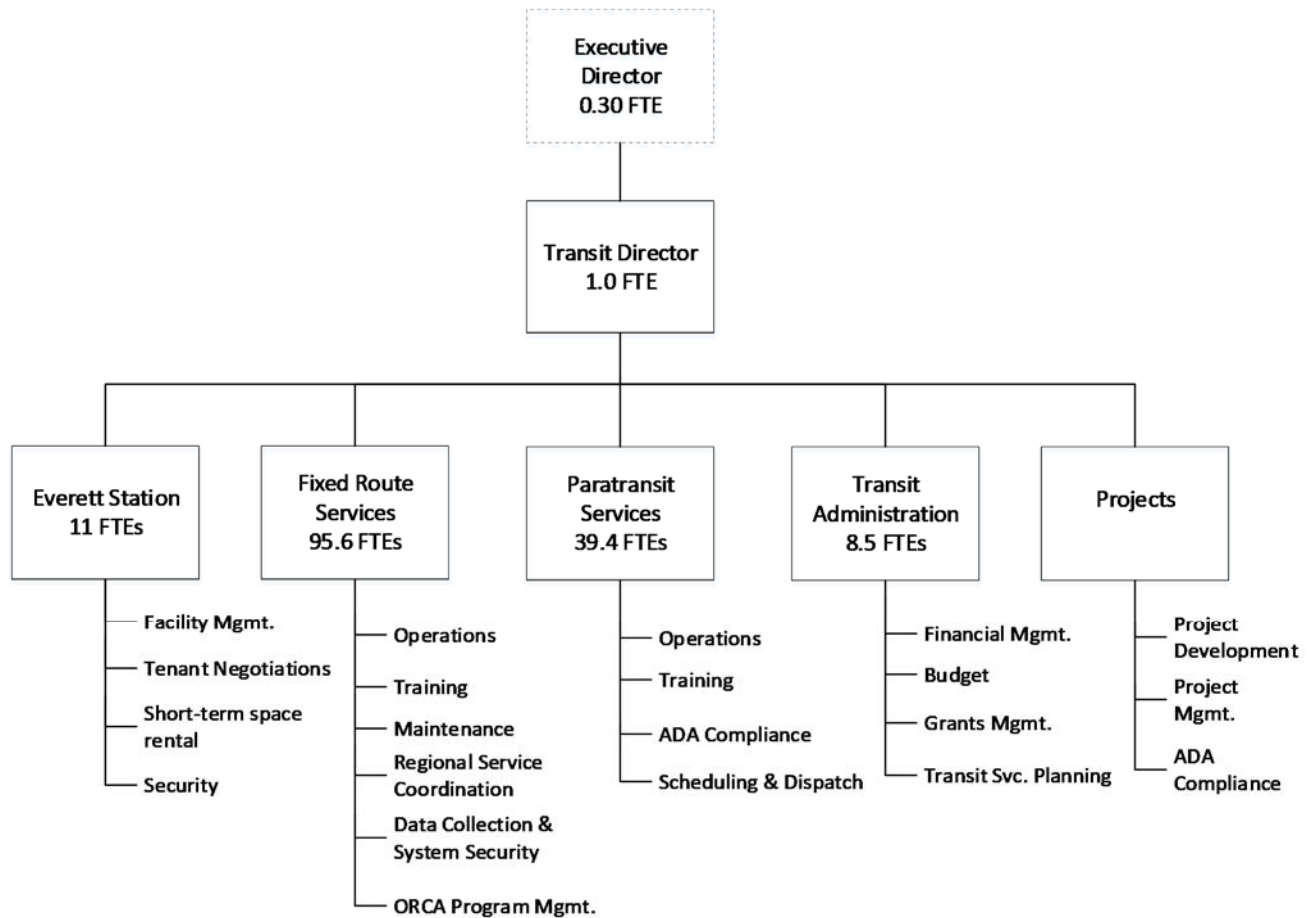
	2018	2019	2019	2019	2020
	Actual	Adopted	As Amended	Estimate	Adopted
Fund 402: Solid Waste Utility		Budget	12/11/2019		Budget
Resources					
Beginning Balance	965,392	1,310,792	1,310,792	1,276,670	1,891,477
Intergovernmental Revenue	44,865	35,000	35,000	71,308	35,000
Charges for Services	2,382,838	2,300,000	2,300,000	2,319,056	2,300,000
Other Revenue	141	-	-	195	-
Interest Income	32,398	12,000	12,000	33,324	12,000
Total Available	3,425,634	3,657,792	3,657,792	3,700,554	4,238,477
Expenditures					
Salaries & Benefits	79,742	114,377	114,377	112,979	123,145
M & O	160,947	252,250	252,250	310,905	1,702,844
Interfund Loans paid	-	-	-	330,000	830,000
Interfund Services & Charges	9,108	10,193	10,193	10,193	10,193
Debt Services	1,079,167	1,045,000	1,045,000	1,045,000	-
Transfers Out	820,000	882,583	882,583	-	-
Capital Outlays	-	20,000	20,000	-	20,000
Total Expenditures	2,148,963	2,324,403	2,324,403	1,809,076	2,686,182
Ending Balance	1,276,670	1,333,389	1,333,389	1,891,477	1,552,295
2020 Budget Appropriation					4,238,477

Everett Transit

FUND 425

OVERVIEW

Everett Transit consists of five divisions: Everett Station, Fixed Route Services, Paratransit Services, Transit Administration, and Project Management. The mission of these divisions is to work together to provide safe, customer focused, cost efficient, effective and innovative public transit and transportation management services in support of sustainable growth and a livable community.



ACTIVITIES

Everett Station

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 1,014,652
M&O/Capital Outlay	716,331
Total Expenditures	\$ 1,730,983
Revenue Offset	(1,135,045)
Net Cost (expenditures less revenue)	\$ 595,938
Budgeted FTEs	11.0

PRIMARY CITY PRIORITY



DESCRIPTION


The Everett Station division maintains and operates Everett Station, including building management, security, janitorial services, and works with project staff to ensure major repairs and upkeep meet the required schedules. Everett Station’s duties include:

- Maintaining positive relations with building tenants
- Maintaining and increasing rental revenue from Weyerhaeuser Room and other facilities
- Slowing the growth costs for maintenance and operations through better resource management
- Reducing response time and costs for repairs at Everett Station
- Increasing staff training to ensure safety compliance and emphasis


2019 ACCOMPLISHMENTS



- Completed grant-funded projects to increase safety and improve building lifespan
- Oversaw maintenance shop upgrades to improve safety and performance
- Hired new security staff to bring Everett Station to full staffing levels

2020 GOALS & WORK PLAN

CITY PRIORITY	GOAL	WORK PLAN
	Improve workflow and increase employee engagement	<ul style="list-style-type: none"> • Reassign tasks for building caretakers and custodians • Use fully-staffed levels to schedule larger projects to ensure building maintenance

PERFORMANCE MEASURES

PROCESS AND RESULTS MEASURES		TARGET	2017	2018	2019 EST.	2020 EST.
	Increase Weyerhaeuser Room and other rental bookings	3% per year	Yes	Yes	Yes	No

WORKLOAD MEASURES		2017	2018	2019 EST.	2020 EST.
	Weyerhaeuser Room rental income	\$48,999	\$54,915	\$61,200	\$59,400
	Lease and common area revenue	\$913,459	\$912,210	\$920,600	\$917,000

POSITION SUMMARY

POSITION TITLE	FTE	POSITION TITLE	FTE
Facilities Maintenance Supervisor	1.0	Building Caretaker	3.0
Custodian	2.0	Transportation Security Officer	5.0

Fixed Route Services

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 10,947,208
M&O/Capital Outlay	5,993,464
Total Expenditures	\$ 16,940,672
Revenue Offset	(16,940,672)
Net Cost (expenditures less revenue)	\$ 0
Budgeted FTEs	95.6

PRIMARY CITY PRIORITY



DESCRIPTION

Fixed Route Services supports the City’s Transportation and Infrastructure priority by:



- Providing fixed-route bus service within and adjacent to the City of Everett
- Maintaining and operating a fleet of 36 heavy-duty buses and managing transition of the fleet to zero-emissions
- Complying with all ADA and Federal Transit Administration (FTA) regulations governing the operations of a public transit agency, including Department of Transportation drug and alcohol testing
- Coordinating and partnering with regional agencies to mitigate disruptions to service, improve transfer options and the use of facilities

- Providing customer assistance, customer comment management, sales, and cash handling for the customer service center

2019 ACCOMPLISHMENTS

- Purchased three additional electric buses, for a total of seven, and introduced them into service
- Introduced several cost-savings and revenue-generating measures, including fare restructuring, fleet downsizing, and restructuring service
- Increased staff training to comply with new City online training platform, and to ensure safety compliance and emphasis

2020 GOALS & WORK PLAN

CITY PRIORITY	GOAL	WORK PLAN
	Improve operational effectiveness and complete FTA-mandated safety plan	<ul style="list-style-type: none"> • Complete the development of the Public Transportation Agency Safety Plan for Everett Transit and begin implementation • Train all operators on new electric buses
	Decrease fuel usage and maintenance costs	<ul style="list-style-type: none"> • Monitor cost savings associated with fuel and maintenance in operating electric buses versus diesel and hybrid-diesel

PERFORMANCE MEASURES

PROCESS AND RESULTS MEASURES	TARGET	2017	2018	2019 EST.	2020 EST.
 Cost per passenger	\$7.90	\$6.89	\$7.54	\$7.86	\$7.90
 Passengers per revenue hour	18.6	18.0	17.0	17.8	18.6

WORKLOAD MEASURES	2017	2018	2019 EST.	2020 EST.
 Number of passenger boardings	1,902,840	1,800,312	1,785,831	1,830,477
 Number of revenue hours	105,656	105,811	100,520	98,404
 Number of revenue miles	1,265,710	1,270,213	1,206,702	1,181,298

POSITION SUMMARY

POSITION TITLE	FTE	POSITION TITLE	FTE
Transportation Services Manager	0.5	Transit Operations Manager	1.0
Operations Supervisor	1.4	Office Technician	2.7
Transit Inspector	8.0	Bus Operator	68.0
Project Coordinator	1.0	Bus maintenance	7.0
Transportation Program Manager	1.0	Communications Technician	2.0
Fleet Program Manager	0.5	Administrative Assistant	1.0
Office Assistant	1.5		

Paratransit Services

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 4,033,614
M&O/Capital Outlay	1,357,761
Total Expenditures	\$ 5,391,375
Revenue Offset	(5,391,375)
Net Cost (expenditures less revenue)	\$ 0
Budgeted FTEs	39.4

PRIMARY CITY PRIORITY



DESCRIPTION



Paratransit Services provides demand response, curb-to-curb service to the disabled and elderly within the City of Everett and surrounding communities. This involves:

- Maintaining and operating a fleet of 27 paratransit vehicles
- Coordinating demand response service with Community Transit (CT) to facilitate the transferring of customers between agencies
- Coordinating the ADA Certification process with Community Transit
- Observing all Federal Transit Administration (FTA) regulations for public transportation, including Department of Transportation drug and alcohol testing


2019 ACCOMPLISHMENTS




- Paratransit service complied with 100% of ADA requirements
- As a maintenance cost-saving measure, began replacing fleet so no vehicle will be over 5 years old by end of 2019
- Increased staff training to comply with new City online training platform, and to ensure safety compliance and emphasis

2020 GOALS & WORK PLAN

CITY PRIORITY	GOAL	WORK PLAN
	Reduce labor costs by reducing overtime	<ul style="list-style-type: none"> Fully staff unfilled paratransit operator positions
	Reduce operational costs of the service	<ul style="list-style-type: none"> Evaluate current policies governing the provision of paratransit services and identify cost-savings measures Bring options forward to Council for consideration

PERFORMANCE MEASURES

PROCESS AND RESULTS MEASURES	TARGET	2017	2018	2019 EST.	2020 EST.
 Cost per passenger trip	\$50.18	\$37.34	\$42.96	\$49.20	\$50.18

WORKLOAD MEASURES	2017	2018	2019 EST.	2020 EST.
 Number of passenger boardings	122,427	114,271	115,414	116,568
 Number of revenue hours	48,920	50,109	50,610	51,116
 Number of revenue miles	561,171	571,223	576,935	582,705

POSITION SUMMARY

POSITION TITLE	FTE	POSITION TITLE	FTE
Operations Supervisor	0.6	Office Technician	0.3
Paratransit Schedule Technician	5.0	Paratransit Operator	33.5

Transit Administration

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 1,338,910
M&O/Capital Outlay	686,678
Total Expenditures	\$ 2,025,588
Revenue Offset	(2,890,495)
Net Cost (expenditures less revenue)	\$ (864,907)
Budgeted FTEs	9.8

PRIMARY CITY PRIORITY



DESCRIPTION

Transit Administration works with other City departments to coordinate efforts to bring transportation solutions to our residents. These duties include:

- Submitting federal and state mandated monthly, quarterly and annual reports
- Developing plans and maintaining compliance with Title VI, EEO, DBE and ADA requirements
- Maintaining contractual obligations to remain in good standing with grant providers to ensure continued support from state and federal agencies
- Establishing service levels to ensure a balanced provision of service within budget and monitoring system performance
- Coordinating service and planning efforts with regional partners, state and government agencies
- Conducting required outreach, including travel training, overseeing educational programs, and maintaining effective communication with the public on service and changes to service
- Managing day to day business affairs such as billing, budgeting, ORCA administration, and other financial and accounting duties


2019 ACCOMPLISHMENTS

- Increased fares in January and July as a revenue-generating measure
- Implemented a low-income fare in July as an equity mitigating measure
- Received almost \$10 million in federal and state funds

2020 GOALS & WORK PLAN

CITY PRIORITY	GOAL	WORK PLAN
	Improve customer engagement and increase ridership	<ul style="list-style-type: none"> • Develop targeted promotional campaigns • Participate in the City’s Everett Essentials program

PERFORMANCE MEASURES

PROCESS AND RESULTS MEASURES		TARGET	2017	2018	2019 EST.	2020 EST.
	Cost of administration as a percentage of Fixed Route and Paratransit Operating Expenditures	10%	13.35%	10.51%	9.85%	9.07%

POSITION SUMMARY

POSITION TITLE	FTE	POSITION TITLE	FTE
Executive Director	0.3	Transit Director	1.0
Transportation Program Manager	1.0	Administrative Coordinator	1.0
Financial Analyst	1.0	Accounting Technician	1.0
Administrative Assistant	2.0	Transit Inspector	1.0
Office Technician	1.0	Transportation Services Manager	0.5

Projects

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 0
M&O/Capital Outlay	4,393,439
Total Expenditures	\$ 4,393,439
Revenue Offset	(4,393,439)
Net Cost (expenditures less revenue)	\$ 0
Budgeted FTEs	0

PRIMARY CITY PRIORITY




DESCRIPTION


This activity manages projects for Everett Transit that maintain and improve services and ensures that Everett Transit vehicles and projects comply with ADA regulations.

2019 ACCOMPLISHMENTS


- Completed design of park and ride expansion
- Completed cleanup of Smith Ave property

2020 GOALS & WORK PLAN

CITY PRIORITY	GOAL	WORK PLAN
	Increase electric bus capacity	<ul style="list-style-type: none"> • Receive delivery of two fully grant-funded electric vehicles • Place the new vehicles into service by the end of 2020

	Complete park and ride expansion	<ul style="list-style-type: none"> Work with Sound Transit to fund park-and-ride expansion at the south end of Everett Station by combining state, Sound Transit and local dollars
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PERFORMANCE MEASURES

PROCESS AND RESULTS MEASURES		TARGET	2017	2018	2019 EST.	2020 EST.
	Percentage of capital outlay funded by grants and awards	50%	0%	75.33%	73.17%	100%

REVENUE DESCRIPTION

Transit is funded through a combination of dedicated sales tax, fares, grants, and other sources.

THREE-YEAR PERSONNEL TABLE

OCCUPATION CODE	TITLE	2018	2019	2020
1910	Building Caretaker	4.0	3.0	3.0
1950	Custodian	1.0	2.0	2.0
2016	Transportation Security Officer	5.0	5.0	5.0
2310	Accounting Technician	1.0	1.0	1.0
2390	Office Assistant	1.5	1.5	1.5
2420	Office Technician	4.0	4.0	4.0
3640	Communication Technician	1.0	1.0	2.0
4500	Bus Maintenance Person	7.0	7.0	7.0
4510	Bus Operator	71.0	69.0	68.0
4530	Para transit operator	31.0	33.5	33.5
4545	Para transit Schedule Technician	5.0	5.0	5.0
4550	Transit Inspector	8.0	8.0	9.0
6004	Executive Director	0.0	0.55	0.30
6204	Facilities Maintenance Supervisor	1.0	1.0	1.0
6301	Administrative Assistant	5.0	3.5	3.0
6302	Administrative Coordinator	1.0	1.0	1.0
6306	Financial Analyst	1.0	1.0	1.0
6308	Project Coordinator	1.0	1.0	1.0
6801	Maintenance & Operations Supervisor	0.5	0.5	0.0
6802	Transit Operations Program Manager	1.0	1.0	1.0
6803	Transportation Services Manager	1.0	1.0	1.0
6804	Operations Supervisor –Paratransit	1.0	1.0	0.0
6805	Operations Supervisor	0.0	0.0	2.0
6806	Operations Supervisor – Fixed Route	1.0	1.0	0.0
6807	Transportation & Transit Services Director	0.87	1.0	1.0
6808	Transportation Program Manager	3.0	2.0	2.0
6812	Transit Training/Safety Coordinator	1.0	0.0	0.0
6813	Fleet Program Manager	0.0	0.0	0.5
TOTAL FTEs		157.87	155.55	155.80

BUDGET CHANGES

This schedule includes staffing and new program changes from the 2019 Adopted Budget to the 2020 Adopted Budget. It excludes labor cost changes related to cost of living, step increases, or employee benefits changes.

FTE	Item	Labor Amount	M & O Amount	Total
-1.00	Eliminate vacant Bus Operator position	(80,190)		(80,190)
1.00	Add Transit Inspector	110,941		110,941
1.00	Add Communications Technician	106,915		106,915
-0.25	Reduce allocation of Executive Director by 0.25 FTE	(60,234)		(60,234)
-0.50	Eliminate 0.5 Administrative Assistant position (SnoTrac)	(45,459)		(45,459)
	Reduce Overtime	(72,311)		(72,311)
	Reduce Seasonal pay	(11,000)		(11,000)
	Reduce fuel expense - savings from electric buses		(45,215)	(45,215)
	Increase professional services - primarily related to design of new operations base		1,100,000	1,100,000
	Reduce capital outlay - 2019 budget included three electric buses and 18 paratransit vehicles, 2020 includes two electric buses and no paratransit vehicles, North Broadway Improvement project was completed in 2019		(7,811,000)	(7,811,000)
0.25	Total	(51,338)	(6,756,215)	(6,807,553)

BUDGETED EXPENDITURES

	2018	2019	2019	2019	2020
	Actual	Adopted	As Amended	2019	Adopted
Fund 425: Transit	Actual	Budget	12/11/2019	Estimate	Budget
RESOURCES					
Bsu 00308 Beginning Balance	7,916,308	6,630,854	6,630,854	6,877,535	5,206,227
Bsu 00313 Retail Sales and Use Taxes	20,169,893	20,431,830	20,431,830	20,431,830	20,935,000
Bsu 00331 Direct Federal Grants	4,998,516	2,939,014	2,939,014	2,738,566	3,483,221
Bsu 00333 Indirect Federal Grants	97,449	-	-	-	-
Bsu 00334 State Grants	1,101,181	7,002,544	7,002,544	5,540,557	2,990,408
Bsu 00344 Transportation	1,313,617	1,665,437	1,665,435	1,665,435	1,780,162
Bsu 00361 Interest Earnings	172,722	176,921	176,921	132,623	176,921
Bsu 00362 Rents, Leases and Concessions	1,227,559	1,232,071	1,232,073	1,141,296	1,234,858
Bsu 00366 Interfund Revenue	129,731	130,488	130,488	130,488	133,862
Bsu 0036X Other Miscellaneous	97,870	10,258	10,258	10,258	10,258
Bsu 00397 Interfund Transfer	4,000	-	-	-	6,336
TOTAL AVAILABLE	37,228,846	40,219,417	40,219,417	38,668,588	35,957,253
EXPENDITURES BY PROGRAM					
Prg 056 Everett Station Operations	1,505,264	1,676,593	1,689,385	1,612,780	1,730,983
Prg 080 Operations Management	415,201	276,079	276,079	265,571	618,092
Prg 081 Fixed Route	14,955,122	15,554,754	15,665,928	14,962,722	16,508,007
Prg 082 Paratransit	4,772,087	5,587,587	5,633,406	5,374,917	5,205,948
Prg 090 Administration	2,117,466	2,110,228	2,121,626	2,029,911	2,025,588
Prg 135 Projects	6,494,522	11,070,341	10,870,340	9,126,892	4,393,439
Prg 600 SnoTrac	91,649	50,420	50,420	89,567	-
TOTAL EXPENDITURES BY PROGAM	30,351,311	36,326,002	36,307,184	33,462,361	30,482,057
EXPENDITURES BY OBJECT CODE					
Obj 051 Salaries and Wages	10,455,570	11,468,709	11,468,708	10,839,162	11,913,216
Obj 052 Personnel Benefits	4,311,332	4,879,078	4,879,079	4,637,682	5,421,168
Obj 053 Supplies	196,961	208,724	208,724	165,312	147,500
Obj 054 Other Services and Charges	2,206,578	1,056,462	1,237,644	1,094,699	2,189,296
Obj 055 Intergovernmental Services	2,026,683	2,210,310	2,210,310	2,138,089	2,192,433
Obj 056 Capital Outlay	5,320,464	10,925,071	10,725,071	9,126,892	3,114,037
Obj 059 Interfund Services & Charges	5,833,723	5,577,648	5,577,648	5,460,525	5,504,407
TOTAL EXPENDITURES BY OBJECT CODE	30,351,311	36,326,002	36,307,184	33,462,361	30,482,057
ENDING BALANCE	6,877,535	3,893,415	3,912,233	5,206,227	5,475,196
2020 Budget Appropriation					35,957,253

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Everpark Garage

FUND 430

OVERVIEW

The Everpark Garage provides the Central Business District and retail customers with a convenient and secure parking facility in Downtown Everett.

ACTIVITY

Everpark Garage

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 0
M&O/Capital Outlay	1,043,963
Total Expenditures	\$ 1,043,963
Revenue Offset	(430,000)
Net Cost (expenditures less revenue)	\$ 613,963
Budgeted FTEs	0

PRIMARY CITY PRIORITY



2019 ACCOMPLISHMENTS

- Completed garage structural repair project
- Continued community outreach programs emphasizing Everpark Garage availability

2020 GOALS & WORK PLAN

CITY PRIORITY	GOAL	WORK PLAN
	Improve collection and reporting of garage parking fees	<ul style="list-style-type: none"> Research and select a new parking access revenue control system with automated access Train staff on operating procedures for the new system Implement the new system

REVENUE DESCRIPTION

Fund 430 revenues are derived from parking receipts collected from garage customers and interest earned on revenues.

BUDGETED EXPENDITURES

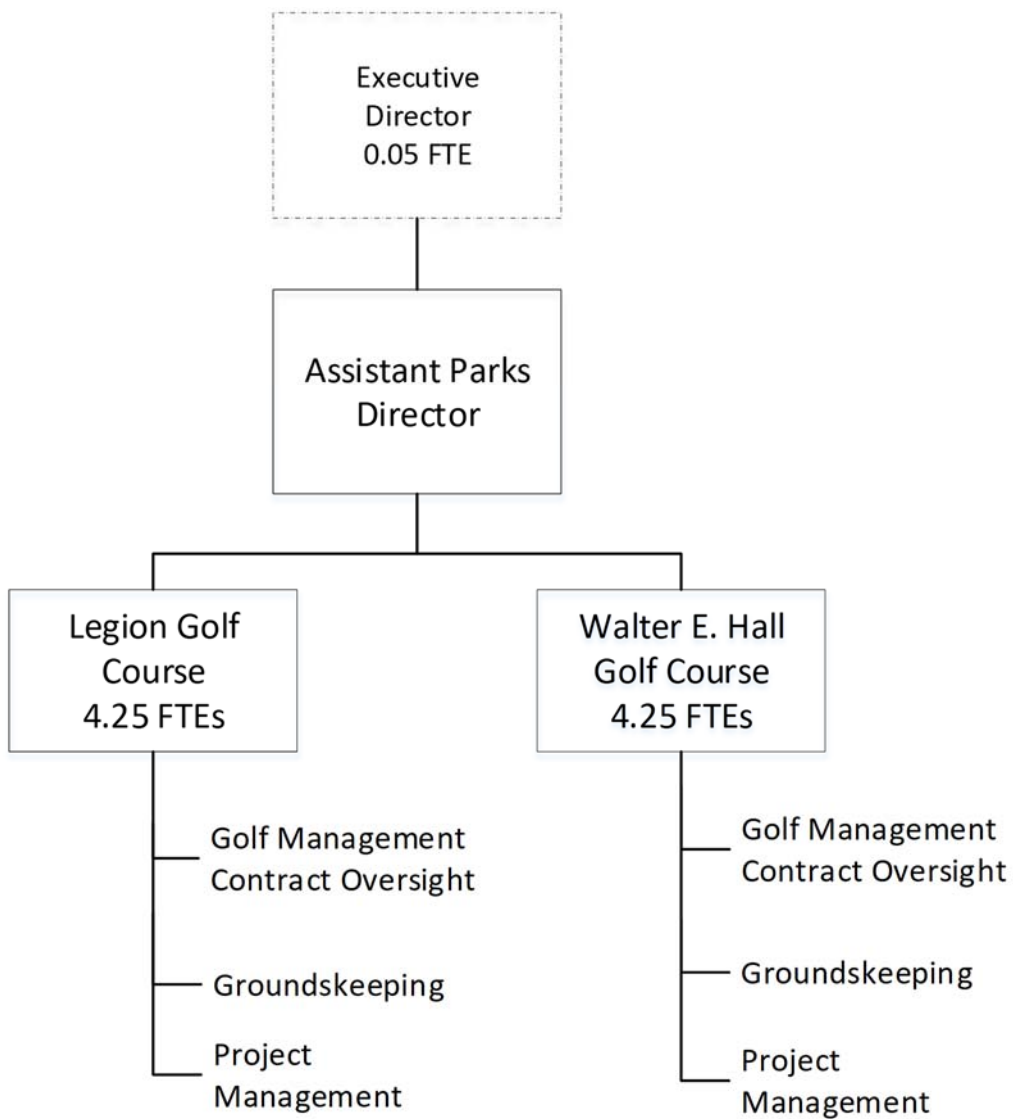
	2018	2019	2019	2019	2020
	Actual	Adopted	As Amended	Estimate	Adopted
Fund 430: EverPark Garage	Actual	Budget	12/11/2019	Estimate	Budget
Resources					
Beginning Balance	2,965,329	2,928,329	2,928,329	3,109,412	1,576,127
Parking Fees	391,464	300,000	300,000	380,000	405,000
Interest	51,994	34,000	34,000	37,236	25,000
Total Available	3,408,787	3,262,329	3,262,329	3,526,648	2,006,127
Expenditures					
M & O	299,375	1,181,921	1,181,921	1,200,521	443,963
Capital Outlays	-	375,000	1,125,000	750,000	600,000
Total Expenditures	299,375	1,556,921	2,306,921	1,950,521	1,043,963
Ending Balance	3,109,412	1,705,408	955,408	1,576,127	962,164
2020 Budget Appropriation					2,006,127

Golf

FUND 440

OVERVIEW

Golf provides quality golfing opportunities, programs and ancillary activities to the public.



ACTIVITY

Golf

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor - FTEs	\$ 1,024,417
Labor - Seasonal	395,432
M&O/Capital Outlay	3,215,884
Total Expenditures	\$ 4,635,733
Revenue Offset	(4,558,195)
Net Cost (expenditures less revenue)	\$ 77,538
Budgeted FTEs - regular	8.55
Budgeted - seasonal	19.00

PRIMARY CITY PRIORITY





DESCRIPTION

Golf creates strong community appeal, increases the quality of life in Everett, and supports the Economic and Cultural Vitality priority through providing a cost effective and best-in-value golfing experience.


2019 ACCOMPLISHMENTS


- Completed the combined storm water and golf course remodel project at Legion Golf Course
- Implemented dynamic pricing


2020 GOALS & WORK PLAN

City Priority	Goal	Work Plan
	Provide cost-effective and best-in-value golfing	<ul style="list-style-type: none"> Use dynamic pricing Use Management Company for course operations Investigate alternative course management and course utilization strategies
	Maintain the golf courses efficiently and effectively	<ul style="list-style-type: none"> Use new technologies Create naturalized areas Look for continuous business improvements

PERFORMANCE MEASURES

PROCESS AND RESULTS MEASURES	TARGET	2017	2018	2019 EST.*	2020 EST.
 Operating cost per round	\$41.00	\$37.50	\$44.50	\$42.65	\$41.73

	Operating revenue per round	\$41.50	\$37.96	\$36.37	\$36.59	\$41.04
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Workload Measures		2017	2018*	2019 EST.*	2020 EST.
	Total Rounds	103,766	90,230	102,529	111,079

* Legion Golf Course construction March 2018 – August 2019

POSITION SUMMARY

Position Title	FTE	Position Title	FTE
Executive Director	0.05	Groundskeeper/Park Maint. Technician II	4.0
Business Program Manager	0.5	Golf & Grounds Equipment Technician	2.0
Supervisor I	2.0	Seasonal	19.0

REVENUE DESCRIPTION

Golf revenues are derived from green and golf cart fees, merchandise/food and beverage sales, trail fees, lessons, and interest income.

THREE-YEAR PERSONNEL TABLE

OCCUPATION CODE	TITLE	2018	2019	2020
6004	Executive Director	0.00	0.00	0.05
6510	Business Program Manager	0.50	0.50	0.50
3035	Golf Course Supervisor	2.00	2.00	2.00
3025	Golf and Grounds Equipment Technician	2.00	2.00	2.00
3020	Groundskeeper/Park Maintenance Tech II	4.00	4.00	4.00
	TOTAL FTEs	8.50	8.50	8.55

BUDGET CHANGES

This schedule includes staffing and new program changes from the 2019 Adopted Budget to the 2020 Adopted Budget. It excludes labor cost changes related to cost of living, step increases, or employee benefits changes.

FTE	Item	Labor Amount	M & O Amount	Total
0.05	Add 0.05 Executive Director position	11,860		11,860
	Management fee increase		84,360	84,360
0.05	Total	11,860	-	96,220

BUDGETED EXPENDITURES

	2018	2019	2019	2019	2020
	Actual	Adopted	As Amended	Estimate	Adopted
Fund 440: Golf		Budget	12/11/2019		Budget
Resources					
Beginning Balance	151,119	189,122	189,122	512,149	595,641
Admission Tax	80,683	106,228	106,228	106,228	114,728
Green Fees	2,054,524	2,687,694	2,687,694	2,250,000	2,910,211
Restaurant/Concessions/Pro-Shop	690,154	876,708	876,708	876,708	939,595
Cart/Equip Rentals	426,959	494,983	494,983	494,983	575,889
Miscellaneous Revenue	22,145	9,967	9,967	9,967	8,772
Legion Construction Access	1,110,493	-	-	704,308	-
Interest Earnings	7,887	8,000	21,129	14,000	9,000
Total Available	4,543,964	4,372,702	4,385,831	4,968,343	5,153,836
Expenses					
Salaries & Benefits	1,101,145	1,292,392	1,292,392	1,292,392	1,419,849
M & O	1,058,944	1,020,060	1,020,060	1,175,000	1,079,477
Management Fees	1,411,056	1,512,797	1,525,926	1,341,461	1,597,157
Capital Outlays	-	50,000	50,000	80,000	70,000
Interfund Services & Charges	132,885	128,849	128,849	128,849	113,396
Debt Service	327,785	368,604	368,604	355,000	355,854
Total Expenditures	4,031,815	4,372,702	4,385,831	4,372,702	4,635,733
Ending Balance	512,149	-	-	595,641	518,103
2020 Budget Appropriation					5,153,836

Snohomish River Regional Water Authority

FUND 450

OVERVIEW

Promotes cooperative planning and actions with regional water suppliers to safeguard water rights for future use.

ACTIVITY

Resource Management

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 0
M&O/Capital Outlay	18,000
Total Expenditures	\$ 18,000
Revenue Offset	(18,000)
Net Cost (expenditures less revenue)	\$ 0
Budgeted FTEs	0

PRIMARY CITY PRIORITY



DESCRIPTION

Fund 450 provided funding for the operation of the Snohomish River Regional Water Authority (SRRWA), a body created by an interlocal agreement with Northshore Utility District and Woodinville Water District and promotes cooperative planning, development, ownership, management, financing and maintenance of water supply sources to maintain existing water rights from the Snohomish River.


2019 ACCOMPLISHMENTS

- Conducted an annual meeting of SRRWA members
- Evaluated current and future water consumption and identified potential joint actions

2020 GOALS & WORK PLAN

CITY PRIORITY	GOAL	WORK PLAN
	Safeguard water rights for future use	<ul style="list-style-type: none"> • Monitor regional water consumption • Identify additional potential water right uses • Maintain water rights in Trust Water Bank to avoid relinquishment

PERFORMANCE MEASURES

PROCESS AND RESULTS MEASURES		TARGET	2017	2018	2019 EST.	2020 EST.
	Retained water rights (months)	24	24	24	24	24

REVENUE DESCRIPTION

Funding for Fund 450 comes from the SRRWA members with the annual budget split between Everett, Woodinville Water District and Northshore Utility District at a ratio of 15:11:10.

BUDGETED EXPENDITURES

	2018	2019	2019	2019	2020
	Actual	Adopted Budget	As Amended 12/11/2019	Estimate	Adopted Budget
Fund 450: Regional Water Authority					
Resources					
Beginning Balance	-	-	-	-	-
Contributions/Grant Revenue	4,710	18,000	18,000	6,000	18,000
Total Available	4,710	18,000	18,000	6,000	18,000
Expenditures					
M & O	4,710	18,000	18,000	6,000	18,000
Total Expenditures	4,710	18,000	18,000	6,000	18,000
Ending Balance	-	-	-	-	-
2020 Budget Appropriation					18,000