

---

# ENTERPRISE FUNDS

## TABLE OF CONTENTS

---

FUND #	TITLE	PAGE
401	Water & Sewer Utility .....	8 - 1
402	Solid Waste Utility.....	8 - 15
425	Everett Transit.....	8 - 19
430	Everpark Garage.....	8 - 29
440	Golf.....	8 - 31
450	Snohomish River Regional Water Authority .....	8 - 35

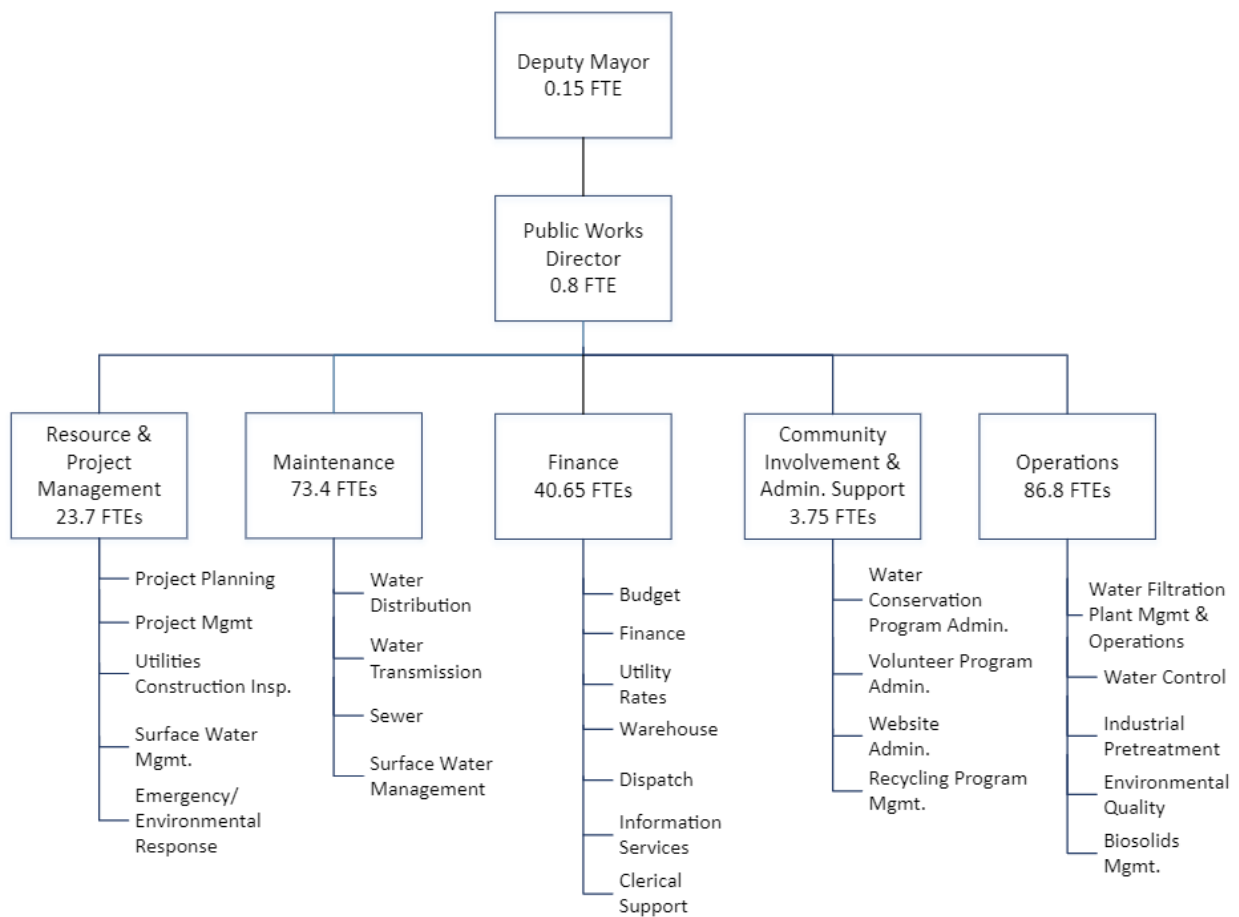


# Water & Sewer Utility

## 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	\$ 4,201,580
M&O/Capital Outlay	1,844,300
<b>Total Expenditures</b>	<b>\$ 6,045,880</b>
Revenue Offset	(6,045,880)
<b>Net Cost (expenditures less revenue)</b>	<b>\$ 0</b>
Budgeted FTEs	23.89

#### PRIMARY CITY PRIORITY



#### DESCRIPTION



Resource Management consists of four functional areas:

- Utility Planning - administers the City’s water and sewer plans, manages and designs utility projects
- Surface Water Management - administers the City’s comprehensive surface water plan and Stormwater National Pollutant Discharge Elimination System (NPDES) program
- Project Management - oversees upgrades of the water and sewer systems to ensure that they meet service expectations and regulatory requirements including Combined Sewage Overflow (CSO) Program
- Construction Management - manages construction contracts and inspects the work to safeguard the expenditure of public funds


#### 2021 ACCOMPLISHMENTS



- Completed the Port Gardner Storage Facility (PGSF) plan, and the Comprehensive Water Plan
- Designed South End Interceptor (SEI) to Snohomish River Interceptor (SRI) Intertie, Reservoir 2, Lake Stevens transmission lines 2, 3 & 4 vertical relocation, 17<sup>th</sup> St Sewer Upgrade, and Combined Sewer force main across Port Property

#### 2022 GOALS & WORK PLAN

CITY PRIORITY	GOAL	WORK PLAN
	Ensure water and sewer systems meet regulatory requirements	<ul style="list-style-type: none"> <li>• Follow water and sewer compliance and capital improvement plan</li> <li>• Implement CSO Control Plan</li> <li>• Review all development plans for compliance</li> </ul>
	Ensure stormwater collection system meets regulatory requirements	<ul style="list-style-type: none"> <li>• Inspect stormwater detention ponds</li> <li>• Monitor water quality in streams</li> <li>• Review all development plans for compliance</li> </ul>

**PERFORMANCE MEASURES**

PROCESS AND RESULTS MEASURES		TARGET	2019	2020	2021 EST.	2022 EST.
	Water/sewer/stormwater system compliance	Yes	Yes	Yes	Yes	Yes

WORKLOAD MEASURES		2019	2020	2021 EST.	2022 EST.
	Projects inspected & completed (\$)	\$10M	\$45M	\$18M	\$35M
	Surface water facility inspections (#)	414	430	433	453

**POSITION SUMMARY**

POSITION TITLE	FTE	POSITION TITLE	FTE
Construction Inspector	7.00	Engineering Superintendent	1.00
Engineering Technician	1.00	Public Works Director	0.16
Deputy Mayor	0.03	Senior Environmental Specialist	1.00
Associate Engineer (PE)	3.00	Surface Water Manager	1.00
Principal Engineer	1.00	City Eng/Asst Pub Works Director	0.70
Senior Engineer	4.00	Assistant Construction Manager	2.00
Construction Manager	1.00	Source Control Inspector	1.00

Maintenance

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 10,099,952
M&O/Capital Outlay	9,285,800
<b>Total Expenditures</b>	<b>\$ 19,385,752</b>
Revenue Offset	(19,385,752)
<b>Net Cost (expenditures less revenue)</b>	<b>\$ 0</b>
Budgeted FTEs	73.59

**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


**2021 ACCOMPLISHMENTS**


- Completed a 10-year program that installed over 12,000 water meters on water services to comply with Department of Health regulations requiring metering of all water consumption
- Replaced water mains identified as high risk for future breaks due to past break history and material information
- Inspected and maintained stormwater facilities to ensure compliance with National Pollutant Discharge Elimination System (NPDES) and WA State Department of Health and Ecology regulations

**2022 GOALS & WORK PLAN**

CITY PRIORITY	GOAL	WORK PLAN
	Reduce the frequency of water and sewer service disruptions	<ul style="list-style-type: none"> <li>• Identify high-risk infrastructure through desktop analysis and inspections</li> <li>• Prioritize inspections, maintenance, and replacements based on public benefit, cost, and risk factors</li> <li>• Create work schedule based on available resources, need, and level of service goals</li> </ul>
	Improve stormwater quality and reduce probability of flooding	<ul style="list-style-type: none"> <li>• Inspect and maintain stormwater assets in accordance with Department of Ecology requirements and service requests</li> <li>• Prioritize replacement and improvement projects based on flood reduction and water quality improvement benefits</li> <li>• Create work schedule based on available resources, project benefit, and level of service goals</li> </ul>

**PERFORMANCE MEASURES**

PROCESS AND RESULTS MEASURES	TARGET	2019	2020	2021 EST.	2022 EST.
 Reduce sewer spill events through sewer main cleaning	Less than 8 spills	9	5	7	7
 Reduce water main breaks through cast-iron main replacement program	Less than 25 breaks	24	15	20	20

WORKLOAD MEASURES	2019	2020	2021 EST.	2022 EST.
 Stormwater catch basin inspections	2,936	2,796	2,500	2,500

**POSITION SUMMARY**

POSITION TITLE	FTE	POSITION TITLE	FTE
Equipment Operator	5.00	Engineering Technician	1.00
Heavy Equipment Operator	25.00	Environmental Permit Coordinator	1.00
Utility Laborer	25.00	Environmental Technician	1.00
Water Service Technician	7.00	Deputy Mayor	0.03
PW Supervisor - Sewer	2.00	M&O Supervisor	2.40
PW Supervisor - Water	3.00	Public Works Director	0.16
PW Supervisor - Streets	0.50	Main Supt/Asst Pub Works Dir	0.50

Operations

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 11,439,680
M&O/Capital Outlay	20,921,700
<b>Total Expenditures</b>	<b>\$ 32,361,380</b>
Revenue Offset	(32,361,380)
<b>Net Cost (expenditures less revenue)</b>	<b>\$ 0</b>
Budgeted FTEs	86.99

**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 wastewater discharges to ensure compliance with Clean Water Act
- Monitors combined sewer overflows into Puget Sound and the Snohomish River to ensure regulatory compliance



**2021 ACCOMPLISHMENTS**



- Collaborated with Department of Health to optimize water filter plant operations, conserve energy and identify efficiency improvements: completed the facilities plan to identify and address the needs of the next 20 years
- Continued the energy saving program at the Water Pollution Control Facility (WPCF) and launched an energy saving program for the Water Filtration Plant (WFP) to reduce operating costs and optimize system operations
- Completed the facilities plans at the WPCF and the Port Gardner facility to identify and address their near-term and long-term needs for the next 20 years

**2022 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"> <li>• Implement a new asset management plan for water and sewer infrastructure for both preventive and corrective maintenance</li> <li>• Maintain and upgrade facilities to ensure effective and reliable service</li> <li>• Design and complete near term capital improvement projects as identified in the facilities plans for the WFP and WPCF</li> </ul>

**PERFORMANCE MEASURES**

PROCESS AND RESULTS MEASURES	TARGET	2019	2020	2021 EST.	2022 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	2019	2020	2021 EST.	2022 EST.
 Millions of gallons (MG) of water treated per day	57 MG	55 MG	55 MG	55 MG
 Billions of gallons of sewage and combined sewer overflows treated at the Water Pollution Control Facility (WPCF) for the year	7.21 BG	7.00 BG	7.00 BG	7.00 BG



**POSITION SUMMARY**

POSITION TITLE	FTE	POSITION TITLE	FTE
Office Specialist	2.00	WPCF Plant Manager	1.00
Public Service Aide	1.00	Water Treatment Plant Operator III	9.00
Watershed Patrolman/Park Ranger II	2.00	Water Treatment Plant Operator Trainee	2.00
Industrial Waste Inspector	3.00	Welder	1.00
Plant/Pump Maintenance Mechanic	2.00	PW Supervisor - TSG	1.00
SCADA/Telemetry Technician	2.00	Deputy Mayor	0.03
SCADA/Telemetry Technician - Lead	1.00	Administrative Coordinator	1.00
Utility Maintenance Tech I	6.00	Associate Engineer (Non-PE)	4.00
Utility Maintenance Technician II	8.00	Senior Engineer	1.00
Utility Maintenance Tech III	3.00	Plant Maintenance Manager	1.00
Utilities Electrician & Electrical SWP	1.00	Operations Superintendent	0.80
Utility Laborer	2.00	Pretreatment Manager	1.00
Wastewater Treatment Plant Operator I	1.00	Senior Water Operator	2.00
Wastewater Treatment Plant Operator II	2.00	Public Works Director	0.16
Wastewater Treatment Plant Operator III	4.00	Senior Environmental Specialist	3.00
Water Quality Analyst	7.00	Water Plant Manager	1.00
Water Quality Control Operator	5.00	Senior WWTP Operator	1.00
Water Quality Technician	1.00	Lab Super/Process Analyst	1.00
Water Service Technician	1.00	Public Works Project Manager	1.00
Water Treatment Plant Operator I	1.00		

**Finance**

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 3,024,304
M&O/Capital Outlay	97,465,664
<b>Total Expenditures</b>	<b>\$ 100,489,968</b>
Revenue Offset	(100,489,968)
<b>Net Cost (expenditures less revenue)</b>	<b>\$ 0</b>
Budgeted FTEs	40.84

**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
- Manages Meter Shop where over 25,000 meters are maintained
- Provides long-range financial planning and analysis for the utility
- Manages inventory control system of materials and supplies for cost management

- Performs dispatch of calls for service and assistance
- Provides geographic information system (GIS) and records management support
- Provides administrative support and citywide switchboard



**2021 ACCOMPLISHMENTS**

- Successful implementation of 2021 – 2024 utility rates
- Completed the integration of the online bill pay module

**2022 GOALS & WORK PLAN**

CITY PRIORITY	GOAL	WORK PLAN
	Ensure utility practices are responsible and safeguard public funds	<ul style="list-style-type: none"> <li>• Continue oversight of financial activity in Public Works</li> <li>• Maintain adequate cash reserves to ensure rate stability</li> <li>• Maintain proper segregation of duties with regards to cash handling practices</li> </ul>

**PERFORMANCE MEASURES**

PROCESS AND RESULTS MEASURES	TARGET	2019	2020	2021 EST.	2022 EST.
 Standard & Poor’s Investor Service Rating for Water & Sewer Revenue Bonds	AA+	AA+	AA+	AA+	AA+
 Parity Debt Service Coverage	3.08	3.08	3.08	3.08	2.6

**POSITION SUMMARY**

POSITION TITLE	FTE	POSITION TITLE	FTE
Accounting Assistant	6.00	GIS/Programmer Analyst	1.00
Accounting Technician	2.70	Record System Specialist	2.00
Office Technician	3.70	Deputy Mayor	0.03
Small Tool & Equip Repair Tech	0.90	Financial Analyst	1.80
Asst. Inventory Control Technician	2.80	Senior Financial Analyst	0.60
Communication Technician	1.00	Assistant Safety Official	1.00
Inventory Control Technician	0.80	Environmental Health & Safety Manger	0.50
Lead Utility Service Worker	1.00	PW Finance & Supp Services Manager	1.00
Utility Mapping Supervisor	1.00	Utilities Records Manager	1.00
Utility Laborer	1.00	Utility Services Supervisor	1.00
Utility Service Worker	3.00	M&O Supervisor	1.00
Civil Design Technician	1.00	Public Works Director	0.16
Engineering Technician	4.00	Engineering Services Manager	0.85

## Community Involvement & Support

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 1,066,000
M&O/Capital Outlay	638,420
<b>Total Expenditures</b>	<b>\$ 1,704,420</b>
Revenue Offset	(1,704,420)
<b>Net Cost (expenditures less revenue)</b>	<b>\$ 0</b>
Budgeted FTEs	3.94

### 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 recycle pick up
- Manages volunteer programs for the public like Adopt-a-Street, Mutt Mitts, etc.
- Manages utility public information and departmental internet/intranet
- Supports all Public Works communication and outreach needs


### 2021 ACCOMPLISHMENTS


- Achieved annual water conservation, National Pollutant Discharge Elimination System (NPDES) and solid waste/recycling goals
- Continued public programs by adopting online education models and sustained public participation in volunteer programs with enhanced safety protocols

### 2022 GOALS & WORK PLAN

CITY PRIORITY	GOAL	WORK PLAN
	Continue to meet conservation, NPDES, and recycling requirements	<ul style="list-style-type: none"> <li>Implement the regional water conservation program as stated in the COE Water Comp Plan (2020 – 2029)</li> <li>Plan and implement required NPDES-related education and outreach activities</li> <li>Prepare and implement communications strategy for upcoming regulatory requirements related to the revised Lead and Copper Rule and Nutrient General Permit</li> </ul>
	Provide timely, effective communications to the public	<ul style="list-style-type: none"> <li>Collaborate with project managers on a regular basis</li> <li>Implement guidelines on when and how public communications are to occur</li> <li>Publish mandated public reporting: Water Use Efficiency, Consumer Confidence Report, Utilities Annual Financial Report, EPA WaterSense</li> </ul>

**PERFORMANCE MEASURES**

PROCESS AND RESULTS MEASURES		TARGET	2019	2020	2021 EST.	2022 EST.
	Meet NPDES, solid waste, and water conservation regulatory requirements	Yes	Yes	Yes	Yes	Yes

WORKLOAD MEASURES		2019	2020	2021 EST.	2022 EST.
	# of volunteer hours worked	1,900	850	1,200	1,500

**POSITION SUMMARY**

POSITION TITLE	FTE	POSITION TITLE	FTE
Public Info/Education Specialist	2.00	Deputy Mayor	0.03
Administrative Coordinator	0.75	Public Works Info & Education Officer	1.00
Public Works Director	0.16		

**REVENUE DESCRIPTION**

Fund 401 derives revenues from several sources:

- Water sales to City retail water customers within the city limits 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 drainage basin maintenance
- State loans and grants, revenue bond proceeds, timber sale proceeds, connection charges, and interest earning

**THREE-YEAR PERSONNEL TABLE**

<b>Occupation Code</b>	<b>Title</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
2300	Accounting Assistant	6.00	6.00	6.00
2310	Accounting Technician	1.70	2.70	2.70
2400	Office Specialist	2.00	2.00	2.00
2420	Office Technician	4.70	3.70	3.70
2425	Public Service Aide	1.00	1.00	1.00
2445	Small Tool & Equip Repair Tech	0.00	0.00	0.90
3090	Watershed Patrolman/Ranger II	2.00	2.00	2.00
3600	Assistant Inventory Control Technician	3.70	3.70	2.80
3640	Communication Technician	1.00	1.00	1.00
3700	Equipment Operator	4.00	4.00	5.00
3720	Heavy Equipment Operator	25.00	25.00	25.00
3730	Industrial Waste Inspector	3.00	4.00	3.00
3740	Inventory Control Technician	0.80	0.80	0.80
3750	Lead Utility Service Worker	1.00	1.00	1.00
3809	Public Info/Education Specialist	2.00	2.00	2.00
3820	Plant/Pump Maintenance Mechanic	1.00	2.00	2.00
3875	SCADA/Telemetry Technician	3.00	3.00	2.00
3877	SCADA/Telemetry Technician - Lead	0.00	0.00	1.00
3878	Utility Maintenance Tech I	6.00	3.00	6.00
3879	Utility Maintenance Tech II	7.00	10.00	8.00
3880	Utility Maintenance Tech III	5.00	4.00	3.00
3885	Utilities Electrician & Electrical SWP	0.00	1.00	1.00
3890	Utility Mapping Supervisor	1.00	1.00	1.00
3900	Utility Laborer	29.00	29.00	28.00
3920	Utility Service Worker	3.00	3.00	3.00
3940	Wastewater Treatment Plant Operator I	3.00	0.00	1.00
3950	Wastewater Treatment Plant Operator II	1.00	4.00	2.00
3960	Wastewater Treatment Plant Operator III	5.00	4.00	4.00
3980	Water Quality Analyst	7.00	7.00	7.00
3990	Water Quality Control Operator	5.00	5.00	5.00
4010	Water Quality Technician	1.00	1.00	1.00
4020	Water Service Technician	9.00	8.00	8.00
4040	Water Treatment Plant Operator I	1.00	0.00	1.00
4050	Water Treatment Plant Operator II	1.00	0.00	0.00
4060	Water Treatment Plant Operator III	8.00	9.00	9.00
4070	Water Treatment Plant Operator OIT	1.00	2.00	2.00
4080	Welder	1.00	0.00	1.00
4082	PW Supervisor Sewer	2.00	2.00	2.00
4083	PW Supervisor Water	3.00	3.00	3.00
4084	PW Supervisor TSG	1.00	1.00	1.00
4085	PW Supervisor Streets	0.00	0.50	0.50
4210	Construction Inspector	7.00	7.00	7.00
4215	Civil Design Technician	0.00	0.00	1.00
4260	Engineering Technician	7.00	7.00	6.00
4275	GIS/Programmer Analyst	1.00	1.00	1.00
4385	Environmental Permit Coordinator	1.00	1.00	1.00
4395	Environmental Technician	0.00	1.00	1.00
4400	Record System Specialist	2.00	2.00	2.00

Occupation Code	Title	2019	2020	2021
6004	Deputy Mayor	0.00	0.15	0.15
6004	Executive Director	0.20	0.00	0.00
6205	Facilities Manager	1.00	0.00	0.00
6302	Administrative Coordinator	1.65	1.75	1.75
6304	Associate Engineer (Non-PE)	3.00	4.00	4.00
6305	Associate Engineer (PE)	4.00	4.00	3.00
6306	Financial Analyst	0.80	0.80	1.80
6307	Principal Engineer	3.00	2.00	1.00
6310	Senior Engineer	5.00	4.00	5.00
6314	Senior Financial Analyst	0.60	0.60	0.60
6551	Assistant Safety Official	1.00	1.00	1.00
6552	City Safety Official	0.50	0.50	0.00
6552	Environmental Health & Safety Manger	0.00	0.00	0.50
6651	Wastewater Plant Manager	1.00	1.00	1.00
6654	Operations Superintendent	0.80	0.00	0.80
6655	Pre-Treatment Manager	0.00	0.00	1.00
6656	Public Works Info & Education Officer	1.00	1.00	1.00
6657	Senior Water Operator	1.00	1.00	2.00
6658	Public Works Finance Manager	1.00	1.00	0.00
6658	Public Works Finance & Supp Services Manager	0.00	0.00	1.00
6660	Utilities Records Manager	1.00	1.00	1.00
6661	Utility Services Supervisor	1.00	1.00	1.00
6662	Maintenance Superintendent	0.50	0.50	0.00
6663	M&O Supervisor	4.00	4.40	3.40
6664	Construction Manager	1.00	1.00	1.00
6665	Engineering Superintendent	1.00	1.00	1.00
6666	Ops Supt/Asst Pub Works Director	0.00	0.80	0.00
6667	Public Works Director	0.80	0.80	0.80
6668	Senior Environmental Specialist	2.00	2.00	4.00
6669	Water Plant Manager	0.00	1.00	1.00
6670	Senior Wastewater Operator	1.00	1.00	1.00
6671	Lab Super/Process Analyst	3.00	3.00	1.00
6672	Wastewater Plant Maintenance. Supt	1.00	0.00	0.00
6674	Assistant Construction Manager	2.00	2.00	2.00
6675	Surface Water Manager	1.00	1.00	1.00
6676	Water Filtration Plant Supervisor	1.00	1.00	0.00
6677	Public Works Project Manager	0.00	1.00	1.00
6678	Plant Maintenance Manager	0.00	1.00	1.00
6679	Maintenance Superintendent/APWD	0.00	0.00	0.50
6702	City Engineer/Asst Pub Works Director	0.00	0.70	0.70
6708	Engineering Services Manager	0.85	0.85	0.85
XXXX	Source Control Inspector (title placeholder)	0.00	0.00	1.00
	<b>Total FTE</b>	<b>226.60</b>	<b>228.25</b>	<b>229.25</b>

### BUDGET CHANGES

This schedule includes labor changes from the 2021 Original Budget to the 2022 Proposed Budget. It may also include specific changes to M&O or capital outlay. It excludes labor cost changes related to cost-of-living, step increases, employee benefits, most position upgrades or reclasses, and routine adjustments to M&O.

FTE	Item	Labor Amount	M & O Amount	Total
1.00	Add Source Control Specialist	\$ 116,870	\$ -	\$ 116,870
	Add six-month Day Laborer to support fish barrier inventory and assessment	29,700		29,700
	Increase overtime	174,000		174,000
	Decrease differential pay	(69,600)		(69,600)
<b>1.00</b>	<b>Total</b>	<b>\$ 250,970</b>	<b>\$ -</b>	<b>\$ 250,970</b>

### BUDGETED EXPENDITURES

		2020 Actual	2021 Adopted Budget	2021 As Amended 5/5/2021	2021 Estimate	2022 Proposed Budget
<b>Fund 401: Water/Sewer Utility</b>						
<b>REVENUES</b>						
Bsu 308	Beginning Balance	\$ 63,072,788	\$ 42,987,825	\$ 42,987,825	\$ 62,397,048	\$ 64,113,012
Bsu 32X	Licenses and Permits	160	1,000	1,000	1,000	200
Bsu 33X	Grants	774,589	-	-	25,000	774,600
Bsu 34X	Charges for Services	95,649,628	103,641,400	103,641,400	95,000,000	102,016,000
Bsu 36X	Miscellaneous Revenue	1,411,554	1,472,302	1,472,302	1,610,018	1,411,400
Bsu 37X	Proprietary Other Income	11,522,923	3,660,400	3,660,400	5,500,000	10,373,100
Bsu 391	Other Increases in Fund Equity	-	45,000,000	45,000,000	-	45,000,000
Bsu 397	Operating Transfers-In	412,089	-	-	-	412,100
<b>TOTAL AVAILABLE RESOURCE</b>		<b>\$ 172,843,731</b>	<b>\$ 196,762,927</b>	<b>\$ 196,762,927</b>	<b>\$ 164,533,066</b>	<b>\$ 224,100,412</b>
<b>EXPENDITURES BY FUNCTION</b>						
Fnc 109	Wastewater Collection	\$ 21,711,603	\$ 28,391,116	\$ 28,419,434	\$ 20,827,152	\$ 26,830,029
Fnc 111	Wastewater Treatment	17,799,223	23,174,723	23,213,196	14,593,066	25,385,318
Fnc 112	Bio Solids	1,129,968	2,422,800	2,422,800	464,551	2,247,400
Fnc 113	Industrial Pretreatment	510,899	521,200	521,200	718,738	511,000
Fnc 118	Transmission	9,084,510	8,743,692	8,764,507	9,538,885	8,542,464
Fnc 119	Distribution System	23,674,616	26,139,555	26,175,107	25,405,878	31,143,655
Fnc 121	Water Treatment	23,598,790	34,169,235	34,202,027	14,308,584	35,180,380
Fnc 123	Storm Drainage	11,917,775	29,291,021	29,315,444	13,343,558	29,084,094
Fnc 124	Timber Management	90,099	115,000	115,000	570,847	206,000
Fnc 13X	Construction Inspection	777,363	470,360	470,360	454,306	593,560
Fnc 935	Records Upgrade	151,837	336,400	336,400	194,489	263,500
<b>TOTAL EXPENDITURES BY FUNCTION</b>		<b>\$ 110,446,683</b>	<b>\$ 153,775,102</b>	<b>\$ 153,955,475</b>	<b>\$ 100,420,054</b>	<b>\$ 159,987,400</b>
<b>EXPENDITURES BY OBJECT CODE</b>						
Obj 051	Salaries and Wages	\$ 18,930,113	\$ 20,384,873	\$ 20,384,873	\$ 19,921,603	\$ 21,341,052
Obj 052	Personnel Benefits	8,560,273	8,471,547	8,471,547	8,103,084	8,490,464
Obj 053	Supplies	5,045,779	5,445,000	5,445,000	4,023,485	5,520,000
Obj 054	Other Services & Charges	14,724,207	20,203,470	20,203,470	15,568,833	22,071,716
Obj 055	Intergovernmental Services	35,341,886	66,524,807	66,524,807	21,737,013	70,646,405
Obj 056	Capital Outlay	2,244,746	6,238,000	6,238,000	4,534,029	4,988,000
Obj 057	Debt Service: Principal	11,242,837	11,566,333	11,566,333	11,566,333	11,616,587
Obj 058	Debt Service: Interest	6,787,302	6,137,912	6,137,912	6,137,912	5,600,469
Obj 059	Interfund Services & Charges	7,569,540	8,803,160	8,983,533	8,827,762	9,712,707
<b>TOTAL EXPENDITURES BY OBJECT CODE</b>		<b>\$ 110,446,683</b>	<b>\$ 153,775,102</b>	<b>\$ 153,955,475</b>	<b>\$ 100,420,054</b>	<b>\$ 159,987,400</b>
<b>ENDING BALANCE</b>		<b>\$ 62,397,048</b>	<b>\$ 42,987,825</b>	<b>\$ 42,807,452</b>	<b>\$ 64,113,012</b>	<b>\$ 64,113,012</b>
<b>2022 Budget Appropriation</b>						<b>\$ 224,100,412</b>

**BLANK PAGE**

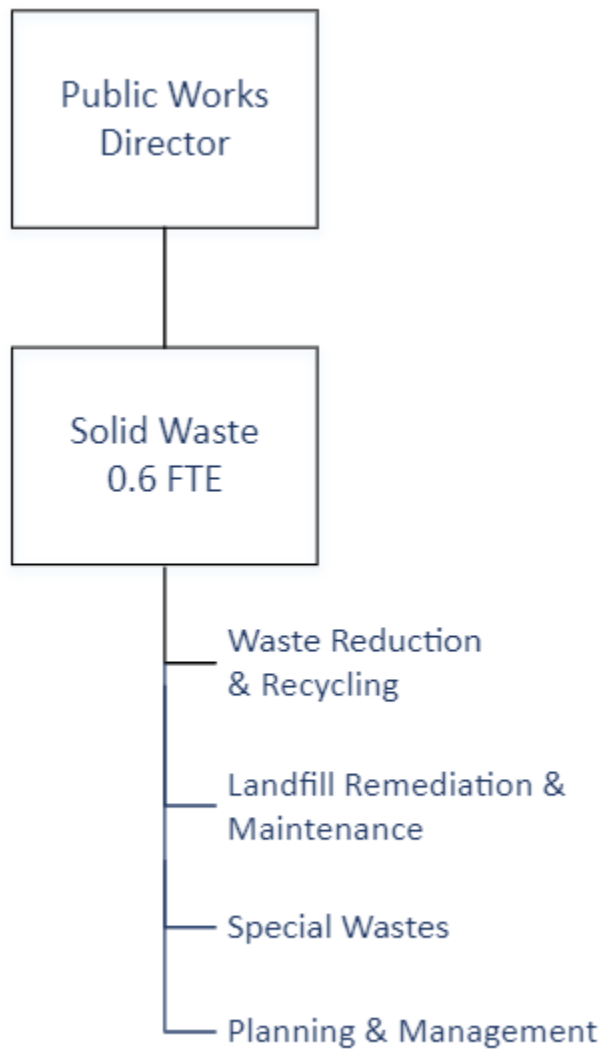


# Solid Waste Utility

## 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	\$ 128,298
M&O	2,018,467
Capital Outlay	100,000
<b>Total Expenditures</b>	<b>\$ 2,246,765</b>
Revenue Offset	(2,447,000)
<b>Net Cost (expenditures less revenue)</b>	<b>\$ (200,235)</b>
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

**2021 ACCOMPLISHMENTS**


- Successful oversight of Riverfront Boulevard construction over landfill site, ensuring compliance with Washington State Department of Ecology/Consent Decree requirements
- Reviewed Riverfront site development and buildings design and construction documentation for compliance with Ecology/Consent Decree requirements
- Performed ongoing environmental monitoring for groundwater and landfill gas at the Everett Landfill/Riverfront site and constructed improvements to the landfill gas collection system at the site

**2022 GOALS & WORK PLAN**

CITY PRIORITY	GOAL	WORK PLAN
	Compliance with Department of Ecology redevelopment site requirements	<ul style="list-style-type: none"> <li>Continue Riverfront development construction submittal and request for information review to ensure Consent Decree compliance</li> <li>Review development design documents for additional phases of Riverfront Development</li> </ul>

	Compliance with Department of Ecology environmental monitoring requirements	<ul style="list-style-type: none"> <li>• Perform deep aquifer groundwater sampling at landfill site and report results to Ecology</li> <li>• Monitor landfill gas probes around perimeter of landfill site and report results to Ecology</li> <li>• Perform surface emissions monitoring on Riverfront Blvd. across landfill site and report results to Ecology</li> </ul>
---	---	--

## PERFORMANCE MEASURES

PROCESS AND RESULTS MEASURES	TARGET	2019	2020	2021 EST.	2022 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
Maintenance Superintendent/APWD	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	2020	2021	2022
6306	Financial Analyst	0.2	0.2	0.2
6654	Operation Superintendent	0.2	0.0	0.2
6662	Maintenance Superintendent	0.2	0.2	0.0
6666	Ops. Superintendent/Assistant PW Director	0.0	0.2	0.0
6679	Maintenance Superintendent/Assistant PW Director	0.0	0.0	0.2
	<b>Total FTE</b>	<b>0.6</b>	<b>0.6</b>	<b>0.6</b>

## BUDGETED EXPENDITURES

	2021		2021		2022
	2020	Adopted	As Amended	2021	Proposed
<b>Fund 402: Solid Waste Utility</b>	<b>Actual</b>	<b>Budget</b>	<b>5/5/2021</b>	<b>Estimate</b>	<b>Budget</b>
<b>Resources</b>					
Beginning Balance	\$ 1,488,823	\$ 3,385,782	\$ 3,385,782	\$ 3,728,229	\$ 4,694,993
Intergovernmental Revenue	159,111	105,000	105,000	60,000	35,000
Charges for Services	2,381,967	2,300,000	2,300,000	2,300,000	2,400,000
Other Revenue	41,099	-	-	500	-
Interest Income	33,457	20,000	20,000	25,000	12,000
<b>Total Available</b>	<b>\$ 4,104,457</b>	<b>\$ 5,810,782</b>	<b>\$ 5,810,782</b>	<b>\$ 6,113,729</b>	<b>\$ 7,141,993</b>
<b>Expenditures</b>					
Salaries & Benefits	\$ 117,750	\$ 125,155	\$ 125,155	\$ 125,000	\$ 128,298
M & O	239,402	1,881,531	1,881,531	1,250,000	2,002,000
Interfund Loans paid	4,412	375,000	375,000	-	-
Interfund Services & Charges	14,664	23,314	23,726	23,736	16,467
Capital Outlays	-	20,000	20,000	20,000	100,000
<b>Total Expenditures</b>	<b>\$ 376,228</b>	<b>\$ 2,425,000</b>	<b>\$ 2,425,412</b>	<b>\$ 1,418,736</b>	<b>\$ 2,246,765</b>
<b>Ending Balance</b>	<b>\$ 3,728,229</b>	<b>\$ 3,385,782</b>	<b>\$ 3,385,370</b>	<b>\$ 4,694,993</b>	<b>\$ 4,895,228</b>
<b>2022 Budget Appropriation</b>					<b>\$ 7,141,993</b>

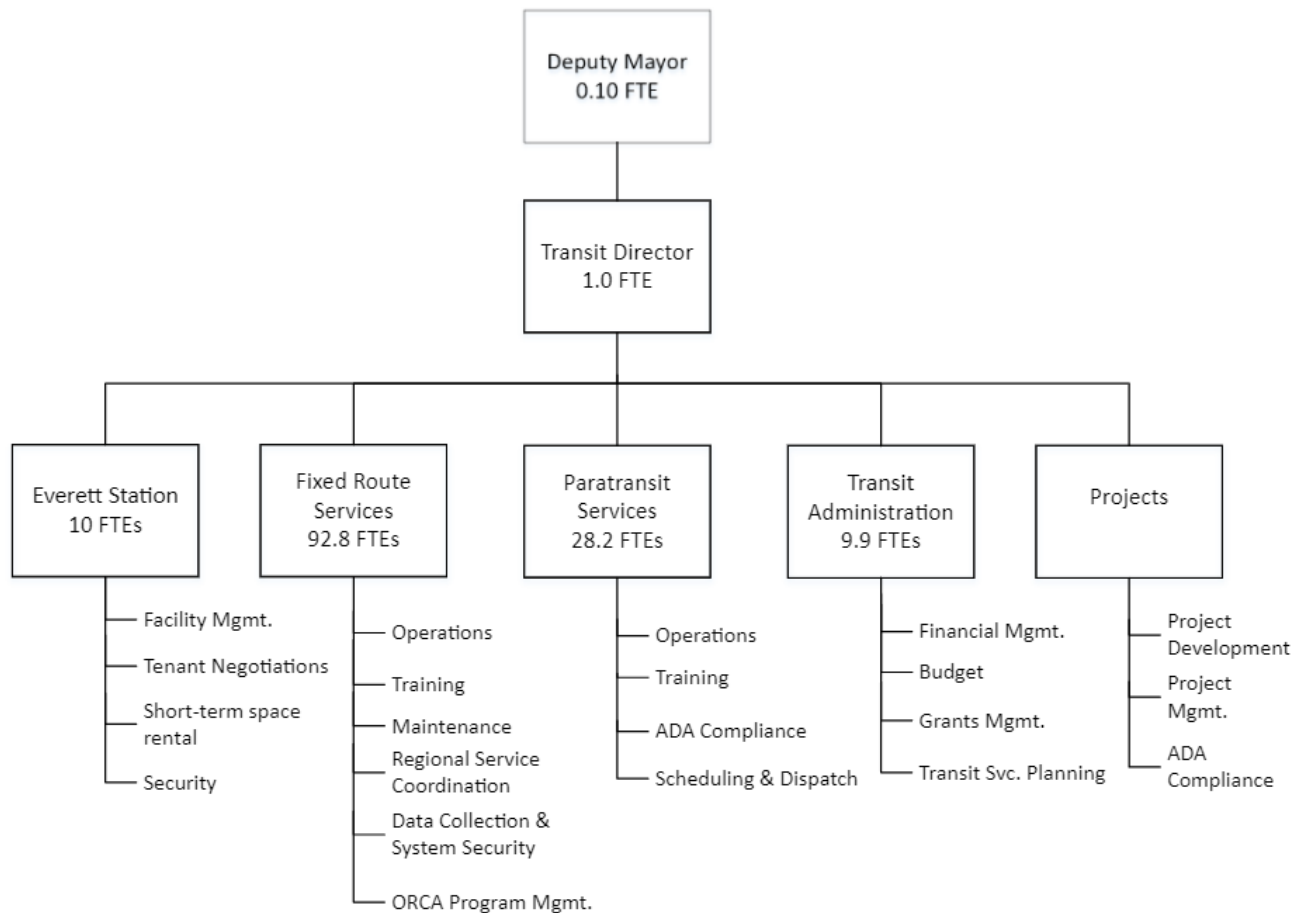
# Everett Transit

## 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.

2021 was a year of adjustment and slow restoration of services and personnel lost during the 2020 Covid-19 pandemic. In July, the Governor lifted the load and social distancing restrictions on buses and ridership began to slowly increase, though still only about 60% of pre-pandemic levels. The Re-Think Transit study was completed with direction from Council to form a steering committee to further study the feasibility of a consolidated system with Community Transit. The mission is to develop a plan for consideration by the respective legislative bodies, that could result in a successful, voter approved, consolidation of Community Transit and Everett Transit.



## ACTIVITIES

### Everett Station

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 932,274
M&O/Capital Outlay	871,661
<b>Total Expenditures</b>	<b>\$ 1,803,935</b>
Revenue Offset	(954,993)
<b>Net Cost (expenditures less revenue)</b>	<b>\$ 848,942</b>
Budgeted FTEs	10.0

#### 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
- Restoring rental operations to the Weyerhaeuser Room and other facilities as COVID-19 restrictions allow
- Slowing the growth costs for maintenance and operations by using in-house labor and improved resource management
- Monitoring the need to repair/replace or defer repairs at Everett Station to manage increasing costs and availability of labor and materials brought on by the pandemic
- Restoring in-person staff training to ensure safety compliance and emphasis as COVID-19 restrictions allow


#### 2021 ACCOMPLISHMENTS

- Completed grant-funded projects to increase safety and improve building lifespan
- Completed non-grant funded projects to repair aging building systems
- Implemented an array of safety protocols for staff in response to COVID-19


#### 2022 GOALS & WORK PLAN

CITY PRIORITY	GOAL	WORK PLAN
	Improve workflow and increase employee engagement	<ul style="list-style-type: none"> <li>• Reassign tasks for building caretakers and custodians to maximize in-house labor</li> <li>• Use fully staffed levels to perform a variety of preventative and deferred maintenance projects</li> </ul>

**PERFORMANCE MEASURES**

PROCESS AND RESULTS MEASURES		TARGET	2019	2020	2021 EST.	2022 EST.
	Increase Weyerhaeuser Room and other rental bookings	3% per year	Yes	No	No	No

WORKLOAD MEASURES		2019	2020	2021 EST.	2022 EST.
	Lease and common area revenue	\$912,954	\$905,894	\$867,472	\$943,226

**POSITION SUMMARY**

POSITION TITLE	FTE	POSITION TITLE	FTE
Facilities Maintenance Supervisor	1.0	Maintenance Technician	3.0
Custodian	2.0	Transportation Security Officer	4.0

**Fixed Route Services**

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 10,560,761
M&O/Capital Outlay	6,078,859
<b>Total Expenditures</b>	<b>\$ 16,639,620</b>
Revenue Offset	(16,639,620)
<b>Net Cost (expenditures less revenue)</b>	<b>\$ 0</b>
Budgeted FTEs	92.8

**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 Americans with Disabilities Act (ADA) and Federal Transit Administration (FTA) regulations governing the operations of a public transit agency, including complying with Department of Transportation drug and alcohol testing
- Coordinating and partnering with regional agencies to enhance connections, 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

**2021 ACCOMPLISHMENTS**




- Continued with an array of safety measures for customer and employee safety in response to COVID-19, including hosting several pop-up vaccination clinics at Transit Operations and Everett Station
- Increased staff training to comply with new City online training platform to ensure safety compliance
- Restoration of 90% of pre-pandemic fixed route service

**2022 GOALS & WORK PLAN**

CITY PRIORITY	GOAL	WORK PLAN
	Improve Transit safety	<ul style="list-style-type: none"> <li>• Implement the Public Transportation Agency Safety plan for Everett Transit</li> </ul>
	Improve efficiencies and reduce operational costs	<ul style="list-style-type: none"> <li>• Monitor cost savings associated with fuel and maintenance in operating electric buses versus diesel and hybrid-diesel</li> <li>• Reduce overtime generated by excessive sick leave usage and injuries through proper staffing levels and an emphasis on employee health and wellness</li> </ul>

**PERFORMANCE MEASURES**

PROCESS AND RESULTS MEASURES		TARGET	2019	2020	2021 EST.	2022 EST.
	Cost per passenger	\$7.90	\$9.57	\$18.05	\$16.42	\$16.64
	Passengers per revenue hour	18.6	17.0	10.6	12.0	13.6

WORKLOAD MEASURES		2019	2020	2021 EST.	2022 EST.
	Number of passenger boardings	1,606,899	807,733	900,000	1,000,000
	Number of revenue hours	103,309	76,436	79,436	83,436
	Number of revenue miles	1,195,418	890,830	925,794	972,412



**POSITION SUMMARY**

POSITION TITLE	FTE	POSITION TITLE	FTE
Transit Operations Supervisor	2.1	Transit Operations Manager	1.0
Transit Inspector	8.0	Office Technician	2.7
Project Coordinator	1.0	Bus Operator	65.0
Transportation Program Manager	1.0	Bus maintenance Person	7.0
Fleet Program Manager	0.5	Vehicle Electronics Technician	2.0
Office Assistant	1.5	Administrative Assistant	1.0

**Paratransit Services**

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 3,051,040
M&O/Capital Outlay	1,023,727
<b>Total Expenditures</b>	<b>\$ 4,074,767</b>
Revenue Offset	(4,074,767)
<b>Net Cost (expenditures less revenue)</b>	<b>\$ 0</b>
Budgeted FTEs	28.2

**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


**2021 ACCOMPLISHMENTS**




- Increased staff training to comply with new City online training platform to ensure safety compliance and emphasis
- Provided Defensive Driving refresher training to all fixed route and paratransit operators

**2022 GOALS & WORK PLAN**

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

**PERFORMANCE MEASURES**

PROCESS AND RESULTS MEASURES		TARGET	2019	2020	2021 EST.	2022 EST.
	Cost per passenger trip	\$50.18	\$49.20	\$69.71	\$76.64	\$81.50

WORKLOAD MEASURES		2019	2020	2021 EST.	2022 EST.
	Number of passenger boardings	125,102	53,400	50,000	50,000
	Number of revenue hours	48,955	25,681	24,046	24,046
	Number of revenue miles	561,821	297,836	278,873	278,873

**POSITION SUMMARY**

POSITION TITLE	FTE	POSITION TITLE	FTE
Transit Operations Supervisor	0.9	Office Technician	0.3
Paratransit Schedule Technician	5.0	Paratransit Operator	22.0

# Transit Administration

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 1,490,238
M&O/Capital Outlay	1,961,145
<b>Total Expenditures</b>	<b>\$ 3,451,383</b>
Revenue Offset	(15,081,783)
<b>Net Cost (expenditures less revenue)</b>	<b>\$ (11,630,400)</b>
Budgeted FTEs	10.98

## 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 grantors 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 and state and government agencies
- Conducting required outreach, including 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

### 2021 ACCOMPLISHMENTS

- Completed ReThink Transit study
- Secured grant funding for seven inductive charging stations

### 2022 GOALS & WORK PLAN

CITY PRIORITY	GOAL	WORK PLAN
	Improve customer engagement and increase ridership	<ul style="list-style-type: none"> <li>• Develop targeted promotional campaigns</li> <li>• Work with partner agencies in restoring customer faith in transit, post pandemic</li> </ul>

### PERFORMANCE MEASURES

PROCESS AND RESULTS MEASURES	TARGET	2019	2020	2021 EST.	2022 EST.
Cost of administration as a percentage of Fixed Route and Paratransit Operating Expenditures	15% or less	10.27%	12.46%	11.41%	16.7%

**POSITION SUMMARY**

POSITION TITLE	FTE	POSITION TITLE	FTE
Deputy Mayor	0.1	Transit Director	1.0
Transportation Systems 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	Marketing & Design Specialist	0.88
Transportation Program Manager	1.0		

**Projects**

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 0
M&O/Capital Outlay	6,132,366
<b>Total Expenditures</b>	<b>\$ 6,132,366</b>
Revenue Offset	(2,861,896)
<b>Net Cost (expenditures less revenue)</b>	<b>\$ 3,270,470</b>
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.


**2021 ACCOMPLISHMENTS**

- Completed shelter replacement/enhancement project
- Secured two competitive grants for inductive charging
- Began implementation of inductive charging in the service area

**2022 GOALS & WORK PLAN**

CITY PRIORITY	GOAL	WORK PLAN
	Increase electric bus capacity	<ul style="list-style-type: none"> <li>• Begin implementation of inductive charging at operations base and plan for about \$10M in transformative capital improvements</li> </ul>

**PERFORMANCE MEASURES**

PROCESS AND RESULTS MEASURES	TARGET	2019	2020	2021 EST.	2022 EST.
 Percentage of capital outlay funded by grants and awards	50%	82%	53%	78%	47%

## REVENUE DESCRIPTION

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

## THREE-YEAR PERSONNEL TABLE

OCCUPATION CODE	TITLE	2020	2021	2022
1910	Building Caretaker	3.00	3.00	0.00
1950	Custodian	2.00	2.00	2.00
2016	Transportation Security Officer	5.00	4.00	4.00
2310	Accounting Technician	1.00	1.00	1.00
2390	Office Assistant	1.50	1.50	1.50
2420	Office Technician	4.00	4.00	4.00
3026	Maintenance Technician	0.00	0.00	3.00
3640	Communication Technician	2.00	1.00	0.00
3695	Vehicle Electronics Technician	0.00	1.00	2.00
4500	Bus Maintenance Person	7.00	7.00	7.00
4510	Bus Operator	68.00	55.00	65.00
4530	Paratransit Operator	33.50	22.00	22.00
4545	Paratransit Schedule Technician	5.00	5.00	5.00
4550	Transit Inspector	9.00	9.00	9.00
6004	Executive Director/Deputy Mayor	0.30	0.10	0.10
6021	Marketing & Design Specialist	0.00	0.88	0.88
6204	Facilities Maintenance Supervisor	1.00	1.00	1.00
6301	Administrative Assistant	3.00	3.00	3.00
6302	Administrative Coordinator	1.00	1.00	1.00
6306	Financial Analyst	1.00	1.00	1.00
6308	Project Coordinator	1.00	1.00	1.00
6802	Transit Operations Program Manager	1.00	0.00	0.00
6803	Transportation Services Manager	1.00	0.00	1.00
6804	Transit Operations Supervisor	0.00	3.00	3.00
6805	Transit Operations Manager	2.00	1.00	1.00
6807	Transit Director	1.00	1.00	1.00
6808	Transportation Program Manager	2.00	1.00	2.00
6809	Transportation Systems Manager	0.00	1.00	0.00
6812	Transit Training/Safety Coordinator	0.00	0.00	0.00
6813	Fleet Program Manager	0.50	0.50	0.50
	<b>TOTAL FTEs</b>	<b>155.80</b>	<b>130.98</b>	<b>141.98</b>

### BUDGET CHANGES

This schedule includes labor changes from the 2021 Original Budget to the 2022 Proposed Budget. It may also include specific changes to M&O or capital outlay. It excludes labor cost changes related to cost-of-living, step increases, employee benefits, most position upgrades or reclasses, and routine adjustments to M&O.

FTE	Item	Labor Amount	M & O Amount	Total
10.00	Add ten Bus Operator positions	\$ 837,280	\$ -	\$ 837,280
1.00	Add Transportation Program Manager	129,695		129,695
	Increase Overtime	305,700		305,700
	Increase differential pay for estimated 2022 retirement bank buyouts	95,900		95,900
	Increase uniform budget	2,485		2,485
	Increase Payment in Lieu of Tax (PILOT) due to CARES and other grant revenue		975,924	975,924
<b>11.00</b>	<b>Total</b>	<b>\$ 1,371,060</b>	<b>\$ 975,924</b>	<b>\$ 2,346,984</b>

### BUDGETED EXPENDITURES

		2020 Actual	2021 Adopted Budget	2021 As Amended 5/5/2021	2021 Estimate	2022 Proposed Budget
<b>Fund 425: Transit</b>						
<b>REVENUES</b>						
Bsu 00308	Beginning Balance	\$ 7,565,388	\$ 11,607,087	\$ 11,607,087	\$ 12,872,540	\$ 20,951,489
Bsu 00313	Retail Sales and Use Taxes	20,018,285	19,362,400	19,362,400	19,362,400	22,736,471
Bsu 00331	Direct Federal Grants	7,965,059	2,546,914	2,546,914	11,433,928	11,102,850
Bsu 00332	Federal Revenues	20,092	-	-	-	-
Bsu 00334	State Grants	890,212	3,837,912	3,837,912	1,917,912	2,777,912
Bsu 00337	Interlocal Agreements	639,948	-	-	-	780,000
Bsu 00344	Transportation Service Charges	590,658	781,313	781,313	781,313	937,576
Bsu 00361	Interest Earnings	74,367	90,000	90,000	90,000	102,989
Bsu 00362	Rents, Leases and Concessions	1,078,169	982,626	982,626	982,626	1,029,993
Bsu 00366	Interfund Revenue	132,492	132,485	132,485	132,485	135,268
Bsu 0036X	Other Miscellaneous	92,659	5,000	5,000	5,000	10,000
Bsu 00397	Interfund Transfer	8,669	-	-	-	-
<b>TOTAL AVAILABLE RESOURCES</b>		<b>\$ 39,075,998</b>	<b>\$ 39,345,737</b>	<b>\$ 39,345,737</b>	<b>\$ 47,578,204</b>	<b>\$ 60,564,548</b>
<b>EXPENDITURES BY PROGRAM</b>						
Prg 056	Everett Station Operations	\$ 1,658,538	\$ 1,739,813	\$ 1,721,150	\$ 1,721,150	\$ 1,803,935
Prg 080	Operations Management	762,482	698,686	698,686	744,235	735,024
Prg 081	Fixed Route	14,395,091	14,292,766	14,191,560	15,195,660	16,125,103
Prg 082	Paratransit	3,493,703	3,772,748	3,759,364	3,383,428	3,854,260
Prg 090	Administration	2,324,878	2,128,280	2,127,051	2,233,404	3,451,383
Prg 135	Projects	3,568,766	5,348,838	5,348,838	3,348,838	6,132,366
<b>TOTAL EXPENDITURES BY PROGRAM</b>		<b>\$ 26,203,458</b>	<b>\$ 27,981,131</b>	<b>\$ 27,846,649</b>	<b>\$ 26,626,715</b>	<b>\$ 32,102,071</b>
<b>EXPENDITURES BY OBJECT CODE</b>						
Obj 051	Salaries and Wages	\$ 9,829,796	\$ 9,919,429	\$ 9,919,429	\$ 9,484,869	\$ 11,333,821
Obj 052	Personnel Benefits	4,478,204	4,349,716	4,349,716	4,159,159	4,700,492
Obj 053	Supplies	254,845	167,300	167,300	159,971	164,250
Obj 054	Other Services and Charges	2,288,283	1,901,826	1,901,826	2,243,835	2,086,576
Obj 055	Intergovernmental Services	1,949,088	2,424,642	2,424,642	2,810,745	3,068,917
Obj 056	Capital Outlay	2,912,284	4,431,188	4,431,188	3,319,412	5,665,000
Obj 059	Interfund Services & Charges	4,490,958	4,787,030	4,652,548	4,448,724	5,083,015
<b>TOTAL EXPENDITURES BY OBJECT CODE</b>		<b>\$ 26,203,458</b>	<b>\$ 27,981,131</b>	<b>\$ 27,846,649</b>	<b>\$ 26,626,715</b>	<b>\$ 32,102,071</b>
<b>ENDING BALANCE</b>		<b>\$ 12,872,540</b>	<b>\$ 11,364,606</b>	<b>\$ 11,499,088</b>	<b>\$ 20,951,489</b>	<b>\$ 28,462,477</b>
<b>2022 Budget Appropriation</b>						<b>\$ 60,564,548</b>

# 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
M&O/Capital Outlay	\$ 888,425
<b>Total Expenditures</b>	<b>\$ 888,425</b>
Revenue Offset	(420,000)
<b>Net Cost (expenditures less revenue)</b>	<b>\$ 468,425</b>

### PRIMARY CITY PRIORITY



### 2021 ACCOMPLISHMENTS

- Monitored the use and revenues of the Everpark Garage due to COVID-19
- Completed a Request of Proposal process and selected a vendor for the new parking access revenue control system with automated access
- Initiated the Job Order Contracting process for the construction of the infrastructure for the new parking access revenue control system and repair and maintenance items

### 2022 GOALS & WORK PLAN

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

### REVENUE DESCRIPTION

Fund 430 revenues are derived from parking receipts collected from garage customers and interest on the invested fund balance.

**BUDGETED EXPENDITURES**

	2020	2021	2021	2021	2022
	Actual	Adopted	As Amended	Estimate	Proposed
<b>Fund 430:EverPark Garage</b>		Budget	5/5/2021		Budget
<b>Resources</b>					
Beginning Balance	\$ 2,266,989	\$ 1,829,986	\$ 1,829,986	\$ 2,263,187	\$ 2,100,915
Parking Fees	569,238	320,000	320,000	400,000	400,000
Interest	25,549	24,000	24,000	24,000	20,000
Other Miscellaneous	180	-	-	-	-
<b>Total Available</b>	<b>\$ 2,861,956</b>	<b>\$ 2,173,986</b>	<b>\$ 2,173,986</b>	<b>\$ 2,687,187</b>	<b>\$ 2,520,915</b>
<b>Expenditures</b>					
M & O	\$ 330,963	\$ 411,272	\$ 411,272	\$ 411,272	\$ 287,805
Repairs & Maintenance	267,806	100,000	100,000	75,000	105,170
Capital Outlays	-	350,000	350,000	100,000	495,450
<b>Total Expenditures</b>	<b>\$ 598,769</b>	<b>\$ 861,272</b>	<b>\$ 861,272</b>	<b>\$ 586,272</b>	<b>\$ 888,425</b>
<b>Ending Balance</b>	<b>\$ 2,263,187</b>	<b>\$ 1,312,714</b>	<b>\$ 1,312,714</b>	<b>\$ 2,100,915</b>	<b>\$ 1,632,490</b>
<b>2022 Budget Appropriation</b>					<b>\$ 2,520,915</b>

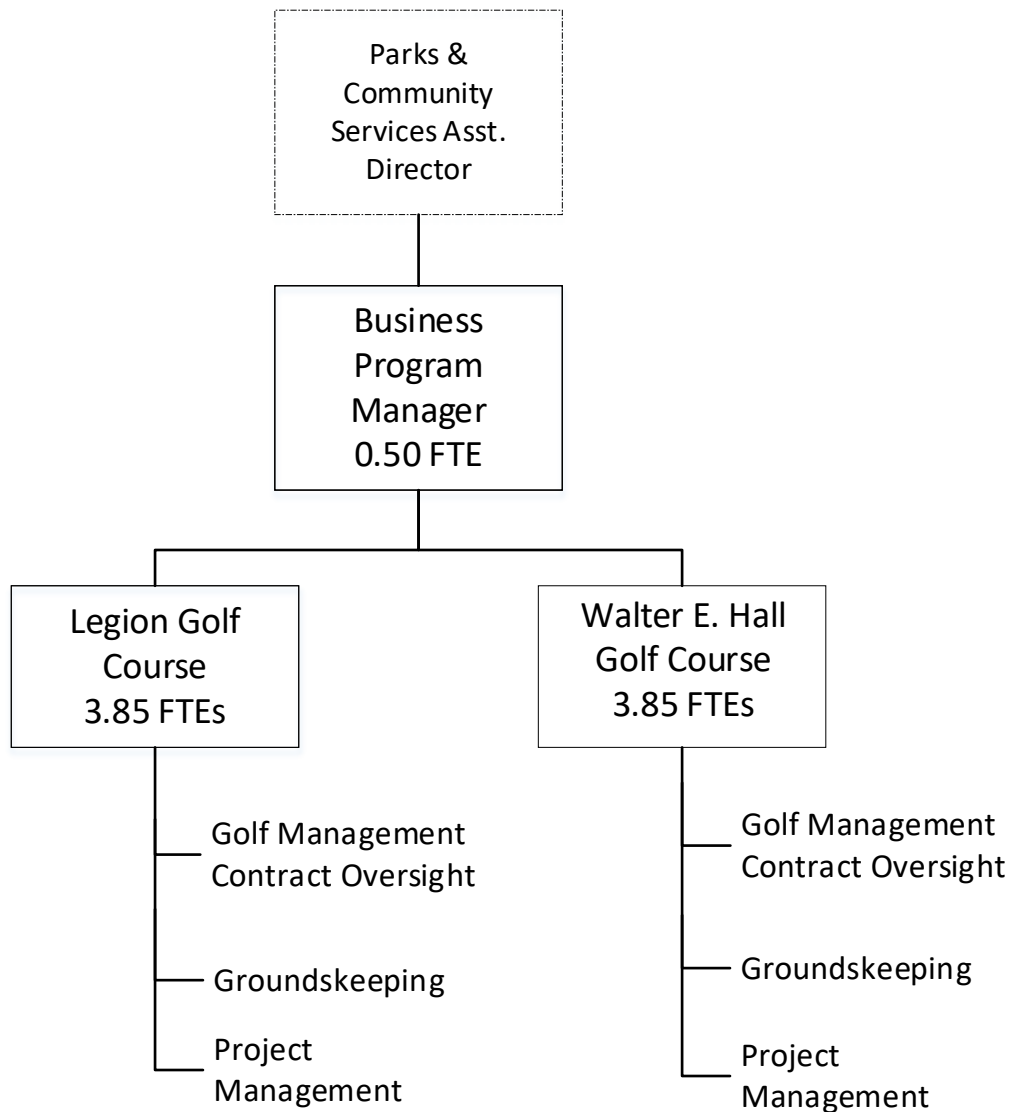


# Golf

## FUND 440

### OVERVIEW

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



## ACTIVITY

### Golf

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor - FTEs	\$ 989,531
Labor - Seasonal	348,735
M&O/Capital Outlay	3,228,964
<b>Total Expenditures</b>	<b>\$ 4,567,230</b>
Revenue Offset	(4,788,272)
<b>Net Revenue (expenditures less revenue)</b>	<b>\$ (221,042)</b>
Budgeted FTEs - regular	8.20
Budgeted FTEs – seasonal (12 positions)	7.00

#### PRIMARY CITY PRIORITY



Economic & cultural vitality



#### 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.


#### 2021 ACCOMPLISHMENTS


- Installed new greens at Walter E. Hall golf course
- Improved profitability of food and beverage operations by reducing open hours, streamlining menu, and reducing oversight of both restaurants to one person
- Negotiated long term contract renewal with management company, which included a negotiated capital donation from the management company that will directly benefit both golf courses

#### 2022 GOALS & WORK PLAN

City Priority	Goal	Work Plan
	Provide cost-effective and best-in-value golfing	<ul style="list-style-type: none"> <li>• Use dynamic pricing</li> <li>• Use management company for course operations</li> <li>• Investigate alternative course management and course utilization strategies</li> </ul>
	Maintain the golf courses efficiently and effectively	<ul style="list-style-type: none"> <li>• Use new technologies</li> <li>• Develop Course Management Plan</li> <li>• Develop Asset Management Plan</li> </ul>

**PERFORMANCE MEASURES**

PROCESS AND RESULTS MEASURES		TARGET	2019*	2020**	2021 EST.	2022 EST.
	Operating cost per round	\$41.00	\$43.83	\$33.38	\$34.24	\$41.08
	Operating revenue per round	\$41.50	\$37.63	\$40.01	\$39.84	\$43.06

WORKLOAD MEASURES		2019*	2020**	2021 EST.	2022 EST.
	Total Rounds	102,005	104,159	116,685	111,189

\* Legion Golf Course closed during construction March 2018 – August 2019

\*\* COVID-19 closed Legion and Walter Hall courses from March 16 – May 4, 2020

**POSITION SUMMARY**

Position Title	FTE	Position Title	FTE
Business Program Manager	0.50	Groundskeeper/Park Maint. Technician II	4.00
Supervisor I	1.00	Golf & Grounds Equipment Technician	2.00
Golf & Athletic Supervisor	0.70	Seasonal (12 positions)	7.00

**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	2020	2021	2022
6004	Executive Director	0.05	0.00	0.00
6510	Business Program Manager	0.50	0.50	0.50
3037	Golf & Athletic Supervisor	0.00	0.00	0.70
3035	Golf Course Supervisor	2.00	2.00	1.00
3025	Golf and Grounds Equipment Technician	2.00	2.00	2.00
3020	Groundskeeper/Park Maintenance Tech II	4.00	4.00	4.00
<b>TOTAL FTEs</b>		<b>8.55</b>	<b>8.50</b>	<b>8.20</b>

## BUDGET CHANGES

This schedule includes labor changes from the 2021 Original Budget to the 2022 Proposed Budget. It may also include specific changes to M&O or capital outlay. It excludes labor cost changes related to cost-of-living, step increases, employee benefits, most position upgrades or reclasses, and routine adjustments to M&O.

FTE	Item	Labor Amount	M & O Amount	Total
-0.30	Transfer 0.30 Golf Course Supervisor to Parks	\$ (31,076)	\$ -	\$ (31,076)
	Reduce seasonal pay	(27,288)		(27,288)
<b>-0.30</b>	<b>Total</b>	<b>\$ (58,364)</b>	<b>\$ -</b>	<b>\$ (58,364)</b>

## BUDGETED EXPENDITURES

Fund 440: Golf	2020	2021	2021	2021	2022
	Actual	Adopted Budget	As Amended 5/5/2021	Estimate	Adopted Budget
<b>Resources</b>					
Beginning Balance	\$ 609,354	\$ 1,825,295	\$ 1,825,295	\$ 2,344,291	\$ 1,996,857
Admission Tax	112,401	117,271	117,271	121,271	125,415
Green Fees	2,814,806	2,969,772	2,969,772	3,069,772	3,176,376
Restaurant/Concessions/Pro-Shop	605,818	824,053	824,053	800,772	853,761
Cart/Equip Rentals	536,757	586,147	586,147	616,147	606,723
Miscellaneous Revenue	11,386	10,197	10,197	13,197	10,997
Legion Land Sales	1,015,686	-	-	-	-
Grant Revenue	62,335	-	-	-	-
Interest Earnings	24,252	8,000	8,000	27,500	15,000
<b>Total Available</b>	<b>\$ 5,792,795</b>	<b>\$ 6,340,735</b>	<b>\$ 6,340,735</b>	<b>\$ 6,992,101</b>	<b>\$ 6,785,129</b>
<b>Expenses</b>					
Salaries & Benefits	\$ 954,539	\$ 1,342,127	\$ 1,342,127	\$ 1,242,537	\$ 1,338,266
M & O	834,125	1,085,910	1,085,910	945,392	1,108,446
Management Fees	1,250,433	1,545,588	1,545,588	1,298,931	1,561,236
Capital Outlay	-	100,000	100,000	100,000	90,000
Interfund Services & Charges	110,800	131,829	134,884	134,884	150,299
Debt Service	298,607	309,986	309,986	1,273,500	318,983
<b>Total Expenditures</b>	<b>\$ 3,448,504</b>	<b>\$ 4,515,440</b>	<b>\$ 4,518,495</b>	<b>\$ 4,995,244</b>	<b>\$ 4,567,230</b>
<b>Ending Balance</b>	<b>\$ 2,344,291</b>	<b>\$ 1,825,295</b>	<b>\$ 1,822,240</b>	<b>\$ 1,996,857</b>	<b>\$ 2,217,899</b>
<b>2022 Budget Appropriation</b>					<b>\$ 6,785,129</b>

# 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
M&O/Capital Outlay	18,000
<b>Total Expenditures</b>	<b>\$ 18,000</b>
Revenue Offset	(18,000)
<b>Net Cost (expenditures less revenue)</b>	<b>\$ 0</b>

### PRIMARY CITY PRIORITY




### DESCRIPTION

Fund 450 provides 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. It promotes cooperative planning, development, ownership, management, financing, and maintenance of water supply sources to maintain existing water rights from the Snohomish River.


### 2021 ACCOMPLISHMENTS

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

### 2022 GOALS & WORK PLAN

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

**PERFORMANCE MEASURES**

PROCESS AND RESULTS MEASURES		TARGET	2019	2020	2021 EST.	2022 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**

	2020 Actual	2021 Adopted Budget	2021 As Amended 5/5/2021	2021 Estimate	2022 Proposed Budget
<b>Fund 450: Regional Water Authority</b>					
<b>Resources</b>					
Beginning Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Contributions/Grant Revenue	1,500	18,000	18,000	4,000	18,000
<b>Total Available</b>	<b>\$ 1,500</b>	<b>\$ 18,000</b>	<b>\$ 18,000</b>	<b>\$ 4,000</b>	<b>\$ 18,000</b>
<b>Expenditures</b>					
M & O	\$ 1,500	\$ 18,000	\$ 18,000	\$ 4,000	\$ 18,000
<b>Total Expenditures</b>	<b>\$ 1,500</b>	<b>\$ 18,000</b>	<b>\$ 18,000</b>	<b>\$ 4,000</b>	<b>\$ 18,000</b>
<b>Ending Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>2022 Budget Appropriation</b>					<b>\$ 18,000</b>