
ENTERPRISE FUNDS

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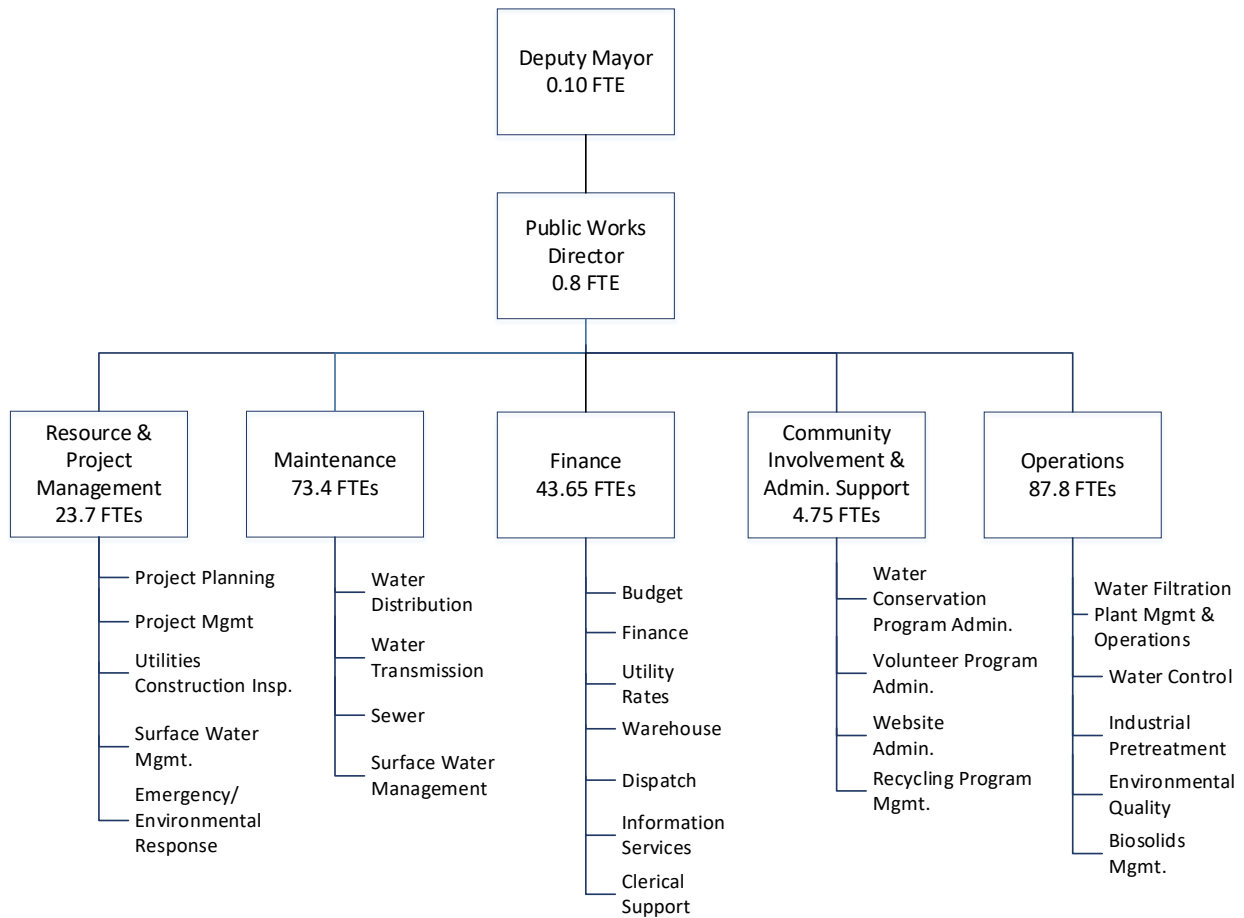
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Water & Sewer Utility

FUND 401

OVERVIEW

The Water & Sewer Utility consists of five workgroups: Resource Management, Maintenance, Operations, Finance & support, and Community Involvement. 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	\$ 4,244,040
M&O/Capital Outlay	2,307,580
Total Expenditures	\$ 6,551,620
Revenue Offset	(6,521,118)
Net Cost (expenditures less revenue)	\$ 30,502
Budgeted FTEs	23.88

PRIMARY CITY PRIORITY



Housing,
transportation
& infrastructure

DESCRIPTION

Resource Management consists of four functional areas:

- Utility Planning - administers the City’s water and sewer plans, and manages and designs utility projects
- Surface Water Management - administers the City’s Surface Water Comprehensive Plan and manages and designs stormwater projects. Administers the Municipal Stormwater Permit issued under the National Pollutant Discharge Elimination System (NPDES), including private stormwater and source control inspection programs, and receiving water monitoring and reporting.
- Project Management - oversees upgrades of the water and sewer systems to ensure that they meet service expectations and regulatory requirements, including the Combined Sewage Overflow (CSO) Program


2022 ACCOMPLISHMENTS




- Surface Water Comprehensive Plan, Watermain Replacement V, Lk Stevens Tls 2, 3 & 4 Vertical Relocation
- Designed the POE Combined Sewer Main, Sewer LS #15 force main, Evergreen Way Pump Station improvements, Reservoir 3 Roof Repair, Watermain replacement W, WFP Emergency Generator Replacement, WFP Phase 2 Capital upgrades, WFP Portal 4 improvements

2023 GOALS & WORK PLAN

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

PERFORMANCE MEASURES

PROCESS AND RESULTS MEASURES		TARGET	2020	2021	2022 EST.	2023 EST.
	Water/sewer/stormwater system compliance	Yes	Yes	Yes	Yes	Yes

WORKLOAD MEASURES		2020	2021	2022 EST.	2023 EST.
	Projects inspected & completed (\$)	\$45M	\$18M	\$35M	\$85M
	Stormwater facilities inspections (# of sites)	430	433	453	465
	Illicit Discharge Water Quality Response and Investigation	49	53	60	70

POSITION SUMMARY

POSITION TITLE	FTE	POSITION TITLE	FTE
Source Control Inspector	1.00	Construction Manager	1.00
Surface Water Inspector	1.00	Engineering Superintendent	1.00
Construction Inspector	7.00	Public Works Director	0.16
Deputy Mayor/Executive Director	0.02	Senior Environmental Specialist	1.00
Associate Engineer (Non-PE)	1.00	Assistant Construction Manager	2.00
Associate Engineer (PE)	2.00	Surface Water Manager	1.00
Principal Engineer	1.00	City Engineer/Asst Pub Wks Director	0.70
Senior Engineer	4.00		

Maintenance

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 10,384,732
M&O/Capital Outlay	11,408,480
Total Expenditures	\$ 21,793,212
Revenue Offset	(21,691,749)
Net Cost (expenditures less revenue)	\$ 101,463
Budgeted FTEs	73.58

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

2022 ACCOMPLISHMENTS



- Replaced water mains identified through risk assessment analysis
- Vactor-cleaned sewer mains on frequencies identified through previous inspections and asset management practices to reduce the risk of sewer blockages and spills
- Inspected City stormwater assets and performed required maintenance in accordance with the City’s Department of Ecology National Pollutant Discharge Elimination System permit

2023 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 through desktop analysis and inspections • Prioritize inspections, maintenance, and replacements based on public benefit, cost, and risk factors • Create work schedule based on available resources, need, and level of service goals
	Improve stormwater quality and reduce probability of flooding	<ul style="list-style-type: none"> • Inspect and maintain stormwater assets in accordance with Department of Ecology requirements and service requests • Prioritize replacement and improvement projects based on condition and capacity data • Implement maintenance frequencies to achieve permit compliance and reach level of service goals

PERFORMANCE MEASURES

PROCESS AND RESULTS MEASURES	TARGET	2020	2021	2022 EST.	2023 EST.
 Reduce sewer spill events through sewer main cleaning	Fewer than 8 spills	5	3	7	7
 Reduce water main breaks through cast-iron main replacement program	Fewer than 25 breaks	15	18	20	20

WORKLOAD MEASURES		2020	2021	2022 EST.	2023 EST.
	Feet of sewer main cleaned	59,135	198,261	180,000	180,000
	Stormwater asset inspections	4,599	6,160	5,000	5,000

POSITION SUMMARY

POSITION TITLE	FTE	POSITION TITLE	FTE
Equipment Operator	5.00	Engineering Technician	1.00
Heavy Equipment Operator	26.00	Environmental Permit Coordinator	1.00
Utility Laborer	25.00	Environmental Technician	1.00
Water Service Technician	7.00	Deputy Mayor/Executive Director	0.02
PW Supervisor - Sewer	2.00	M&O Supervisor	2.40
PW Supervisor - Water	2.00	Public Works Director	0.16
PW Supervisor - Streets	0.50	Maintenance Supt/Asst Pub Works Dir.	0.50

Operations

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 11,896,140
M&O/Capital Outlay	22,358,680
Total Expenditures	\$ 34,254,820
Revenue Offset	(34,095,339)
Net Cost (expenditures less revenue)	\$ 159,481
Budgeted FTEs	87.98

PRIMARY CITY PRIORITY




DESCRIPTION

- Operates the water filtration plant and water transmission, distribution, and storage facilities
- Operates the water pollution control facility, 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 the Clean Water Act
- Monitors combined sewer overflows into Puget Sound and the Snohomish River to ensure regulatory compliance

2022 ACCOMPLISHMENTS



- Partnered with the Water Research Foundation in conducting pilot study research on emerging technologies for nutrient removal in wastewater
- Continued the energy savings program for the water system to reduce operating costs through electrical system optimization.
- Began a progressive design build of improvements at the Water Filtration Plant, which addresses the near-term CIP projects that were identified in the facilities plan

2023 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 new asset management plan for water and sewer infrastructure for both preventive and corrective maintenance • Complete construction and commissioning of replacement emergency generators at the Water Filtration Plant • Complete construction and commissioning of Reservoir 2 • Comply with the requirements of the NPDES permit and Nutrients General Permit at the Water Pollution Control Facility

PERFORMANCE MEASURES

PROCESS AND RESULTS MEASURES		TARGET	2020	2021	2022 EST.	2023 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		2020	2021	2022 EST.	2023 EST.
	Millions of gallons (MG) of water treated per day	55 MG	55 MG	55 MG	50 MG
	Billions of gallons of sewage and combined sewer overflows treated at the Water Pollution Control Facility (WPCF) for the year	7.0 BG	7.0 BG	7.0 BG	7.0 BG

POSITION SUMMARY

POSITION TITLE	FTE	POSITION TITLE	FTE
Network Systems Analyst (Cybersecurity)	1.00	Water Treatment Plant Operator III	7.00
Office Specialist	2.00	Water Treatment Plant Operator Trainee	2.00
Watershed Patrolman/Park Ranger II	2.00	Welder	1.00
Industrial Waste Inspector	3.00	PW Supervisor - TSG	1.00
Plant/Pump Maintenance Mechanic	2.00	Deputy Mayor/Executive Director	0.02
SCADA/Telemetry Technician	2.00	Administrative Assistant	2.00
SCADA/Telemetry Technician - Lead	1.00	Associate Engineer (Non-PE)	3.00
Utility Maintenance Tech I	5.00	Associate Engineer (PE)	1.00
Utility Maintenance Technician II	8.00	WPCF Plant Manager	1.00
Utility Maintenance Tech III	4.00	Operations Superintendent	0.80
Utilities Electrician & Electrical SWP	1.00	Pretreatment Manager	1.00
Utility Laborer	2.00	Senior Water Operator	2.00
Wastewater Treatment Plant Operator I	1.00	Public Works Director	0.16
Wastewater Treatment Plant Operator II	2.00	Senior Environmental Specialist	3.00
Wastewater Treatment Plant Operator III	5.00	Water Plant Manager	1.00
Water Quality Analyst	7.00	Senior WWTP Operator	1.00
Water Quality Control Operator	5.00	Lab Super/Process Analyst	1.00
Water Quality Technician	2.00	Public Works Project Manager	1.00
Water Service Technician	1.00	Plant Maintenance Manager	1.00
Water Treatment Plant Operator I	2.00		

Finance & Support

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 4,786,140
M&O/Capital Outlay	164,583,150
Total Expenditures	\$ 169,369,290
Revenue Offset	(168,580,762)
Net Cost (expenditures less revenue)	\$ 788,528
Budgeted FTEs	43.83

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
- Maintains 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 Mapping) and records management support
- Provides administrative support and citywide switchboard
- Provides City-wide mail Services
- Monitors City-wide radios & electronic tools

2022 ACCOMPLISHMENTS

- Completed water tax audit by WA DOR successfully
- GIS/Mapping created a new dataset for City work implementation to accommodate the plants, Traffic and Technical Services Group (TSG) and continued to support Public Works with many initiatives such as the update to the Surface Water Comprehensive Plan (SWCP), mapping capital projects and story map for bicycle routes and city projects
- Working towards completion of City Works asset management system

2023 GOALS & WORK PLAN

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

PERFORMANCE MEASURES

PROCESS AND RESULTS MEASURES	TARGET	2020	2021	2022 EST.	2023 EST.
 Standard & Poor’s Investor Service Rating for Water & Sewer Revenue Bonds	AA+	AA+	AA+	AA+	AA+
 Parity Debt Service Coverage	3.08	2.59	3.11	3.08	3.08

POSITION SUMMARY

POSITION TITLE	FTE	POSITION TITLE	FTE
Accounting Assistant	6.00	Record System Specialist	2.00
Accounting Technician	2.70	Deputy Mayor/Executive Director	0.02
Office Technician	3.70	Financial Analyst	1.80
Small Tool & Equip Repair Tech	0.90	Senior Financial Analyst	0.60
Asst. Inventory Control Technician	2.80	Assistant Safety Official	1.00
Communication Technician	1.00	City Safety Official	0.50

POSITION TITLE	FTE	POSITION TITLE	FTE
Inventory Control Technician	0.80	Utilities Finance Manager	1.00
Lead Utility Service Worker	1.00	Utilities GIS Program 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	5.00	Public Works Director	0.16
Civil Design Technician	1.00	Engineering Svcs Manager	0.85
Engineering Technician	4.00	Utility Mapping Manager	1.00
GIS/Programmer Analyst	1.00		

Community Involvement

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 957,380
M&O/Capital Outlay	826,780
Total Expenditures	\$ 1,784,160
Revenue Offset	(1,775,853)
Net Cost (expenditures less revenue)	\$ 8,307
Budgeted FTEs	4.93

PRIMARY CITY PRIORITY



DESCRIPTION



- Administers regional Water Use Efficiency program (WA State Department of Health requirement)
- Administers education programs and outreach efforts for the Phase II National Pollution Elimination Discharge System (NPDES) stormwater permit (WA State Department of Ecology requirement)
- Administers the City’s solid waste reduction and recycling program (WA State Department of Ecology requirement & grant)
- Manages volunteer programs, such as Adopt-a-Street, Mutt Mitts, etc. that are part of permit requirements
- Manages utility public information and departmental internet/intranet and communication needs, including construction notices, events, and crisis communication

2022 ACCOMPLISHMENTS


- Achieved annual water conservation, National Pollutant Discharge Elimination System (NPDES) and solid waste/recycling goals
- Began to implement the behavior change campaign and strategy to large multi-family complexes in North Creek on pet waste best management practice, as required by current NPDES permit
- Transitioned from an online education model back to in-person classroom instruction with increased safety guidelines for instructors and participating schools, and increased public participation in volunteer programs
- Began work with multifamily properties and local schools to increase recycling opportunities and decrease recycling contamination in existing programs (Washington State Department of Ecology grant)


deliverables). In additions to, performed higher than usual communications with utility customers related to pandemic financial policies, transmission system construction and water treatment supply shortages

2023 GOALS & WORK PLAN

CITY PRIORITY	GOAL	WORK PLAN
	Continue to meet conservation, NPDES, and recycling requirements	<ul style="list-style-type: none"> • Implement regional Water Use Efficiency program as stated in the COE Water Comp Plan (2020 – 2029) • Plan and implement required NPDES-related education programs and outreach activities • Roll-out second phase of North Creek Pet Waste Behavior Change program, as required by NPDES stormwater permit • Prepare and implement communications strategy for upcoming regulatory requirements related to the Revised Lead and Copper Rule, Stormwater Management Action Plan (SMAP) and Nutrient General Permit
	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 following federal Diversity Equity and Inclusion goals • Publish mandated public reporting: Water Use Efficiency, Consumer Confidence Report, Utilities Annual Financial Report, and EPA WaterSense

PERFORMANCE MEASURES

PROCESS AND RESULTS MEASURES		TARGET	2020	2021	2022 EST.	2023 EST.
	Meet NPDES, solid waste, and water conservation regulatory requirements	Yes	Yes	Yes	Yes	Yes

WORKLOAD MEASURES		2020	2021	2022 EST.	2023 EST.
	# of volunteer hours worked	850	825	1,400	1,600

POSITION SUMMARY

POSITION TITLE	FTE	POSITION TITLE	FTE
Senior Public Info/Education Specialist	1.00	Administrative Coordinator	0.75
Public Info/Education Specialist	2.00	Public Works Info & Education Officer	1.00
Deputy Mayor/Executive Director	0.02	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 earnings

THREE-YEAR PERSONNEL TABLE

Occupation Code	Title	2021	2022	2023
1410	Network Systems Analyst (Security)	0.00	0.00	1.00
2300	Accounting Assistant	6.00	6.00	6.00
2310	Accounting Technician	2.70	2.70	2.70
2400	Office Specialist	2.00	2.00	2.00
2420	Office Technician	3.70	3.70	3.70
2425	Public Service Aide	1.00	1.00	0.00
2445	Small Tool & Equip Repair Tech	0.00	0.90	0.90
3090	Watershed Patrolman/Ranger II	2.00	2.00	2.00
3600	Assistant Inventory Control Technician	3.70	2.80	2.80
3640	Communication Technician	1.00	1.00	1.00
3700	Equipment Operator	4.00	5.00	5.00
3720	Heavy Equipment Operator	25.00	25.00	26.00
3725	Source Control Inspector	0.00	1.00	1.00
3730	Industrial Waste Inspector	4.00	3.00	3.00
3735	Surface Water Inspector	0.00	0.00	1.00
3740	Inventory Control Technician	0.80	0.80	0.80
3750	Lead Utility Service Worker	1.00	1.00	1.00
3808	Senior Public Info/Education Specialist	0.00	0.00	1.00
3809	Public Info/Education Specialist	2.00	2.00	2.00
3820	Plant/Pump Maintenance Mechanic	2.00	2.00	2.00
3875	SCADA/Telemetry Technician	3.00	2.00	2.00
3877	SCADA/Telemetry Technician 0.00 Lead	0.00	1.00	1.00
3878	Utility Maintenance Tech I	3.00	7.00	5.00
3879	Utility Maintenance Tech II	10.00	7.00	8.00
3880	Utility Maintenance Tech III	4.00	3.00	4.00
3885	Utilities Electrician & Electrical SWP	1.00	1.00	1.00
3890	Utility Mapping Supervisor	1.00	1.00	1.00
3900	Utility Laborer	29.00	28.00	28.00
3920	Utility Service Worker	3.00	3.00	5.00
3940	Wastewater Treatment Plant Operator I	0.00	1.00	1.00
3950	Wastewater Treatment Plant Operator II	4.00	2.00	2.00

Occupation Code	Title	2021	2022	2023
3960	Wastewater Treatment Plant Operator III	4.00	4.00	5.00
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	2.00
4020	Water Service Technician	8.00	8.00	8.00
4040	Water Treatment Plant Operator I	0.00	1.00	2.00
4060	Water Treatment Plant Operator III	9.00	9.00	7.00
4070	Water Treatment Plant Operator OIT	2.00	2.00	2.00
4080	Welder	0.00	1.00	1.00
4082	PW Supervisor Sewer	2.00	2.00	2.00
4083	PW Supervisor Water	3.00	3.00	2.00
4084	PW Supervisor TSG	1.00	1.00	1.00
4085	PW Supervisor Streets	0.50	0.50	0.50
4210	Construction Inspector	7.00	7.00	7.00
4215	Civil Design Technician	0.00	1.00	1.00
4260	Engineering Technician	7.00	6.00	5.00
4275	GIS/Programmer Analyst	1.00	1.00	1.00
4385	Environmental Permit Coordinator	1.00	1.00	1.00
4395	Environmental Technician	1.00	1.00	1.00
4400	Record System Specialist	2.00	2.00	2.00
6004	Deputy Mayor	0.15	0.15	0.05
6004	Executive Director	0.00	0.00	0.05
6301	Administrative Assistant	0.00	0.00	2.00
6302	Administrative Coordinator	1.75	1.75	0.75
6304	Associate Engineer (Non-PE)	4.00	5.00	4.00
6305	Associate Engineer (PE)	4.00	3.00	3.00
6306	Financial Analyst	0.80	1.80	1.80
6307	Principal Engineer	2.00	1.00	1.00
6310	Senior Engineer	4.00	4.00	4.00
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	0.00	0.00
6552	Environmental Health & Safety Manger	0.00	0.50	0.50
6651	Chief Wastewater Operator	1.00	1.00	1.00
6654	Operations Superintendent	0.00	0.80	0.80
6655	Pre0.00Treatment Manager	0.00	1.00	1.00
6656	Public Works Info & Education Officer	1.00	1.00	1.00
6657	Senior Water Operator	1.00	2.00	2.00
6658	Public Works Finance Manager	1.00	0.00	0.00
6658	Public Works Finance & Support Services Manager	0.00	1.00	1.00
6659	Utilities GIS Program 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	0.00	0.00
6663	M&O Supervisor	4.40	3.40	2.40
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	0.80	0.00	0.00
6667	Public Works Director	0.80	0.80	0.80
6668	Senior Environmental Specialist	2.00	4.00	4.00

Occupation Code	Title	2021	2022	2023
6669	Chief Water Operator	1.00	1.00	1.00
6670	Senior Wastewater Operator	1.00	1.00	1.00
6671	Lab Sup/Process Analyst	3.00	1.00	1.00
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	0.00	0.00
6677	Public Works Project Manager	1.00	1.00	1.00
6678	Plant Maintenance Manger	1.00	1.00	1.00
6679	Maintenance Superintendent/APWD	0.00	0.50	0.50
6702	City Engineer/Asst Pub Works Director	0.70	0.70	0.70
6708	Engineering Services Manager	0.85	0.85	0.85
XXXX	(Placeholder) Utility Mapping Manager	0.00	0.00	1.00
	Total FTE	228.25	229.25	234.20

BUDGET CHANGES

This schedule includes labor changes from the 2022 Original Budget to the 2023 Proposed Budget. It may also include specific changes to M&O or capital outlay. It excludes labor cost changes related to cost-of-living and 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 Network Security Analyst	\$ 152,844	\$ -	\$ 152,844
-0.05	Transfer 0.05 Executive Director to Administration	(14,050)		(14,050)
1.00	Add Public Works Mapping Supervisor	140,840		140,840
1.00	Add Public Works Information Specialist	107,275		107,275
2.00	Add two Utility Laborers	161,260		161,260
4.95	Total	\$ 548,169	\$ -	\$ 548,169

BUDGETED EXPENDITURES

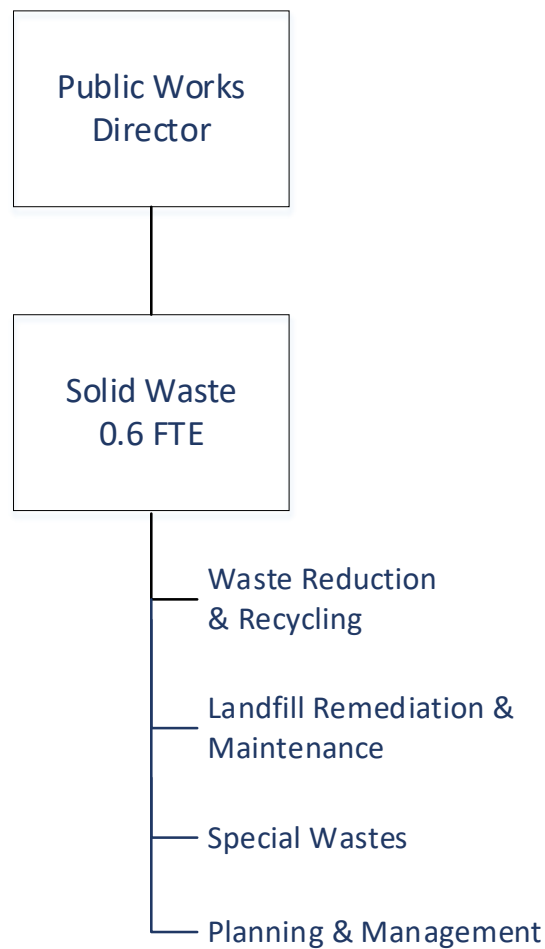
		2021	2022	2022	2022	2023
		Actual	Adopted Budget	As Amended 4/13/2022	Estimate	Proposed Budget
Fund 401: Water/Sewer Utility						
REVENUES						
Bsu 308	Beginning Balance	\$ 62,397,048	\$ 64,113,012	\$ 64,113,012	\$ 44,161,114	\$ 53,846,136
Bsu 32X	Licenses and Permits	-	200	200	200	5,000
Bsu 33X	Grants	29,349	774,600	774,600	75,000	828,532
Bsu 34X	Charges for Services	102,555,703	102,016,000	102,016,000	101,000,000	107,392,900
Bsu 36X	Miscellaneous Revenue	1,007,954	1,411,400	1,411,400	1,450,000	1,176,389
Bsu 37X	Proprietary Other Income	8,531,259	10,373,100	10,373,100	6,000,000	18,583,500
Bsu 391	Other Increases in Fund Equity	-	45,000,000	45,000,000	-	103,600,000
Bsu 397	Operating Transfers-In	3,202,296	412,100	412,100	90,000	1,078,500
TOTAL AVAILABLE RESOURCE		\$ 177,723,609	\$ 224,100,412	\$ 224,100,412	\$ 152,776,314	\$ 286,510,957
EXPENDITURES BY FUNCTION						
Fnc 109	Wastewater Collection	\$ 34,610,955	\$ 26,830,029	\$ 26,830,029	\$ 18,913,126	\$ 40,892,976
Fnc 111	Wastewater Treatment	19,504,542	25,385,318	25,385,318	15,948,211	19,229,176
Fnc 112	Bio Solids	1,073,234	2,247,400	2,247,400	1,055,571	2,127,650
Fnc 113	Industrial Pretreatment	641,971	511,000	511,000	742,617	579,800
Fnc 118	Transmission	19,082,591	8,542,464	8,542,464	10,747,579	61,354,692
Fnc 119	Distribution System	24,047,211	31,143,655	31,143,655	19,934,034	22,593,816
Fnc 121	Water Treatment	18,381,574	35,180,380	35,180,380	18,012,663	31,453,974
Fnc 123	Storm Drainage	15,040,556	29,084,094	29,084,094	12,278,401	54,260,358
Fnc 124	Timber Management	350,958	206,000	206,000	143,196	342,000
Fnc 13X	Construction Inspection	591,338	593,560	593,560	726,455	661,160
Fnc 935	Records Upgrade	237,566	263,500	263,500	428,325	257,500
TOTAL EXPENDITURES BY FUNCTION		\$ 133,562,495	\$ 159,987,400	\$ 159,987,400	\$ 98,930,178	\$ 233,753,102
EXPENDITURES BY OBJECT CODE						
Obj 051	Salaries and Wages	\$ 19,189,733	\$ 21,341,052	\$ 21,341,052	\$ 21,634,974	\$ 23,249,836
Obj 052	Personnel Benefits	3,057,302	8,490,464	8,490,464	8,208,471	9,018,596
Obj 053	Supplies	4,174,377	5,520,000	5,520,000	4,534,194	6,975,280
Obj 054	Other Services & Charges	30,424,641	22,071,716	22,635,716	16,166,386	27,781,641
Obj 055	Intergovernmental Services	49,385,708	70,646,405	70,082,405	17,849,895	132,964,534
Obj 056	Capital Outlay	1,210,578	4,988,000	4,988,000	3,606,659	5,896,500
Obj 057	Debt Service: Principal	11,597,184	11,616,587	11,616,587	11,616,587	12,014,411
Obj 058	Debt Service: Interest	5,775,450	5,600,469	5,600,469	5,600,469	5,185,958
Obj 059	Interfund Services & Charges	8,747,520	9,712,707	9,712,707	9,712,543	10,666,346
TOTAL EXPENDITURES BY OBJECT CODE		\$ 133,562,495	\$ 159,987,400	\$ 159,987,400	\$ 98,930,178	\$ 233,753,102
ENDING BALANCE		\$ 44,161,114	\$ 64,113,012	\$ 64,113,012	\$ 53,846,136	\$ 52,757,855
2023 Budget Appropriation						\$ 286,510,957

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	\$ 139,456
M&O	2,033,585
Capital Outlay	100,000
Total Expenditures	\$ 2,273,041
Revenue Offset	(2,492,000)
Net Cost (expenditures less revenue)	\$ (218,959)
Budgeted FTEs	0.6

PRIMARY CITY PRIORITY



Housing,
transportation
& infrastructure

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


2022 ACCOMPLISHMENTS

- Continued 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

2023 GOALS & WORK PLAN

CITY PRIORITY	GOAL	WORK PLAN
	Compliance with Department of Ecology redevelopment site requirements	<ul style="list-style-type: none"> Continue Riverfront development construction submittal and request for information review to ensure compliance with Ecology’s Consent Decree requirements Review development design documents as additional phases of Riverfront Development progress
	Compliance with Department of Ecology environmental monitoring requirements	<ul style="list-style-type: none"> Perform deep aquifer groundwater sampling at landfill site and report results to Ecology Monitor landfill gas probes around perimeter of landfill site and report results to Ecology Perform surface emissions monitoring on Riverfront Blvd. across landfill site and report results to Ecology

PERFORMANCE MEASURES

PROCESS AND RESULTS MEASURES		TARGET	2020	2021	2022 EST.	2023 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	2021	2022	2023
6306	Financial Analyst	0.2	0.2	0.2
6654	Operation Superintendent	0.0	0.2	0.2
6662	Maintenance Superintendent	0.2	0.0	0.0
6666	Ops. Superintendent/Assistant PW Director	0.2	0.0	0.0
6679	Maintenance Superintendent/Assistant PW Director	0.0	0.2	0.2
	Total FTE	0.6	0.6	0.6

BUDGETED EXPENDITURES

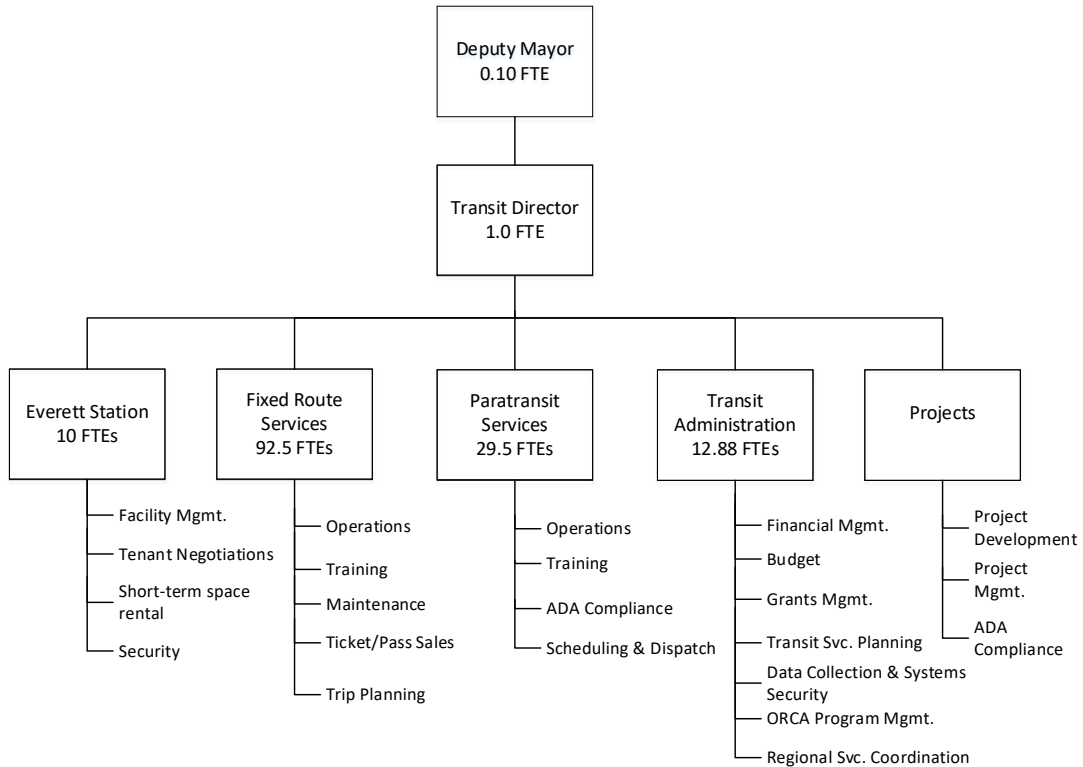
	2021	2022	2022	2022	2023
Fund 402: Solid Waste Utility	Actual	Adopted Budget	As Amended 4/13/2022	Estimate	Proposed Budget
Resources					
Beginning Balance	\$ 3,728,229	\$ 4,694,993	\$ 4,694,993	\$ 5,829,228	\$ 7,604,261
Intergovernmental Revenue	64,227	35,000	35,000	60,000	35,000
Charges for Services	2,443,722	2,400,000	2,400,000	2,300,000	2,400,000
Other Revenue	717	-	-	-	-
Interest Income	35,780	12,000	12,000	51,500	57,000
Total Available	\$ 6,272,675	\$ 7,141,993	\$ 7,141,993	\$ 8,240,728	\$ 10,096,261
Expenditures					
Salaries & Benefits	\$ 60,539	\$ 128,298	\$ 128,298	\$ 70,000	\$ 139,456
M & O	359,172	2,002,000	2,002,000	500,000	2,000,000
Interfund Services & Charges	23,736	16,467	16,467	16,467	33,585
Capital Outlay	-	100,000	100,000	50,000	100,000
Total Expenditures	\$ 443,447	\$ 2,246,765	\$ 2,246,765	\$ 636,467	\$ 2,273,041
Ending Balance	\$ 5,829,228	\$ 4,895,228	\$ 4,895,228	\$ 7,604,261	\$ 7,823,220
2023 Budget Appropriation					\$ 10,096,261

Everett Transit

FUND 425

OVERVIEW

Everett Transit (ET) 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	\$ 880,462
M&O/Capital Outlay	1,120,211
Total Expenditures	\$ 2,000,673
Revenue Offset	(1,220,784)
Net Cost (expenditures less revenue)	\$ 779,889
Budgeted FTEs	10.0

PRIMARY CITY PRIORITY



Housing,
transportation
& infrastructure

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
- Restore 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
- Restore in-person staff training to ensure safety compliance and emphasis as COVID-19 restrictions allow


2022 ACCOMPLISHMENTS



- Completed local and grant-funded projects to increase safety and improve building lifespan
- Began study of ingress and egress systems and customer amenity improvements in Great Hall
- Re-opened the station to the public post-pandemic

2023 GOALS & WORK PLAN

CITY PRIORITY	GOAL	WORK PLAN
	Improve workflow and increase employee engagement	<ul style="list-style-type: none"> • Work with Facilities to maximize use of Transit funded staff at Everett Station • Use fully-staffed levels to perform a variety of preventative and deferred maintenance projects.

PERFORMANCE MEASURES

PROCESS AND RESULTS MEASURES		TARGET	2020	2021	2022 EST.	2023 EST.
	Increase Weyerhaeuser Room and other rental bookings	3% per year	No	No	Yes	Yes

WORKLOAD MEASURES		2020	2021	2022 EST.	2023 EST.
	Weyerhaeuser Room rental income	(\$4,246)	\$18,235	\$22,020	\$22,710
	Lease and common area revenue	\$905,894	\$746,060	\$853,598	\$930,627

POSITION SUMMARY

POSITION TITLE	FTE	POSITION TITLE	FTE
Everett Station Building Manager	1.0	Maintenance Technician	2.0
Custodian	3.0	Transportation Security Officer	4.0

Fixed Route Services

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 11,093,972
M&O/Capital Outlay	6,800,096
Total Expenditures	\$ 17,894,068
Revenue Offset	(17,894,068)
Net Cost (expenditures less revenue)	\$ 0
Budgeted FTEs	92.5

PRIMARY CITY PRIORITY



Housing, transportation & infrastructure

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 41 heavy-duty buses and carefully managing the transition of the fleet to 100% zero-emissions vehicles
- Connecting our community effectively with other regional transportation providers to ensure access to employment opportunities, essential services, and higher education.

- Fostering an inclusive and welcoming environment, through compliance with all elements of the Americans with Disabilities Acts (ADA) and Federal Transit Administration (FTA) regulations governing the equitable operation of a public transit agency.
- Providing customer assistance, customer comment management, sales, and cash handling for the Customer Service Center



2022 ACCOMPLISHMENTS


- Achieved the milestone of restoring 90% of pre-pandemic fixed route service
- Completed installation of a perimeter security fence at Transit Operations
- Installed and repaired shelters and repainted bus zones

2023 GOALS & WORK PLAN

CITY PRIORITY	GOAL	WORK PLAN
	Expand service by approximately 9%	<ul style="list-style-type: none"> • Restore service to better connect our community and region with medical centers, schools, and growing employment opportunities
	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
	Reduce departmental overtime	<ul style="list-style-type: none"> • Maintain proper staffing levels and an emphasis on employee health and wellness

PERFORMANCE MEASURES

PROCESS AND RESULTS MEASURES		TARGET	2020	2021	2022 EST.	2023 EST.
	Fixed route on time performance	80%	79.13%	79.28%	79.80%	80.00%
	Fixed route zero emission vehicles	100%	17%	17%	22%	47%

WORKLOAD MEASURES		2020	2021	2022 EST.	2023 EST.
	Number of passenger boardings	807,733	761,882	909,564	982,329
	Number of revenue hours	76,436	83,710	92,388	99,779
	Number of revenue miles	890,830	988,149	1,111,973	1,200,931

POSITION SUMMARY

POSITION TITLE	FTE	POSITION TITLE	FTE
Transit Operations Supervisor	2.1	Transit Operations Manager	0.7
Transit Inspector	9.0	Office Technician	2.7
Office Assistant	1.5	Bus Operator	66.0
Administrative Assistant	1.0	Bus maintenance Person	7.0
Fleet Program Manager	0.5	Vehicle Electronics Technician	2.0

Paratransit Services

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 2,934,837
M&O/Capital Outlay	1,013,157
Total Expenditures	\$ 3,947,994
Revenue Offset	(3,947,994)
Net Cost (expenditures less revenue)	\$ 0
Budgeted FTEs	29.5

PRIMARY CITY PRIORITY



Housing,
transportation
& infrastructure

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 28 paratransit vehicles
- Coordinating demand response service with Community Transit (CT) to facilitate the efficient 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


2022 ACCOMPLISHMENTS




- Increased staff training to focus on classic transit safety issues as well as comply with the City’s online training platform to ensure cyber-security compliance.
- Continued with an array of safety measures to enhance customer and employee safety and well-being

2023 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 Right size service to significantly decreased demand
	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	2020	2021	2022 EST.	2023 EST.
 Customer Complaints Per 100K VRM	5.0	7.7	5.7	4.2	3.5

WORKLOAD MEASURES	2020	2021	2022 EST.	2023 EST.
 Number of passenger boardings	53,400	51,780	59,188	63,923
 Number of revenue hours	25,681	25,211	27,233	29,412
 Number of revenue miles	297,836	296,098	320,412	346,045

POSITION SUMMARY

POSITION TITLE	FTE	POSITION TITLE	FTE
Transit Operations Supervisor	0.9	Office Technician	0.3
Paratransit Schedule Technician	5.0	Paratransit Operator	23.0
Transit Operations Manger	0.3		

Transit Administration

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 2,201,703
M&O/Capital Outlay	1,907,845
Total Expenditures	\$ 4,109,548
Revenue Offset	(11,081,984)
Net Cost (expenditures less revenue)	\$ (6,972,436)
Budgeted FTEs	13.98

PRIMARY CITY PRIORITY



Housing,
transportation
& infrastructure

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, 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


2022 ACCOMPLISHMENTS

- Completed ReThink Transit study and began ET/CT consolidation planning
- Updated and implemented the 2021-2023 Title VI Program required by the Federal Transit Administration
- Completed a four-year Triennial review with the Federal Transit Administration with zero findings

2023 GOALS & WORK PLAN

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

PERFORMANCE MEASURES

PROCESS AND RESULTS MEASURES		TARGET	2020	2021	2022 EST.	2023 EST.
	Cost of administration as a percentage of Fixed Route and Paratransit Operating Expenditures	15%	12.46%	12.31%	14.97%	18.81%

POSITION SUMMARY

POSITION TITLE	FTE	POSITION TITLE	FTE
Deputy Mayor	0.1	Transit Director	1.0
Transportation Services Manager	1.0	Administrative Coordinator	1.0
Project Coordinator	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	Capital Projects Coordinator	1.0
IT Project Manager	1.0	IT Project Manager	1.0

Projects

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 0
M&O/Capital Outlay	18,904,305
Total Expenditures	\$ 18,904,305
Revenue Offset	(12,821,539)
Net Cost (expenditures less revenue)	\$ 6,082,766
Budgeted FTEs	0

PRIMARY CITY PRIORITY



Housing,
transportation
& infrastructure


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.


2022 ACCOMPLISHMENTS

- Completed shelter replacement/enhancement project
- Began implementation of inductive charging in the service area

2023 GOALS & WORK PLAN

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

PERFORMANCE MEASURES

PROCESS AND RESULTS MEASURES	TARGET	2020	2021	2022 EST.	2023 EST.
 Percentage of capital outlay funded by grants and awards	50%	53%	90%	42%	68%

REVENUE DESCRIPTION

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

THREE-YEAR PERSONNEL TABLE

OCCUPATION CODE	TITLE	2021	2022	2023
1410	IT Project Manager	0.0	0.0	1.0
1910	Building Caretaker	3.0	0.0	0.0
1950	Custodian	2.0	2.0	3.0
2016	Transportation Security Officer	4.0	4.0	4.0
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
2450	Supvr 1	0.0	0.0	0.0
3026	Maintenance Technician	0.0	3.0	2.0
3640	Communication Technician	1.0	0.0	0.0
3695	Vehicle Electronics Technician	1.0	2.0	2.0
3860	Transportaiton Maintenance Technician	0.0	0.0	0.0
4500	Bus Maintenance Person	7.0	7.0	7.0
4510	Bus Operator	55.0	65.0	66.0
4530	Paratransit Operator	22.0	22.0	23.0
4545	Paratransit Schedule Technician	5.0	5.0	5.0
4550	Transit Inspector	9.0	9.0	10.0
4590	Transportation Svcs Cust Serv Tech	0.0	0.0	0.0
6004	Executive Director/Deputy Mayor	0.1	0.1	0.1
6064	IT Project Manager	0.0	0.0	1.0
6021	Marketing & Design Specialist	0.9	0.9	0.9
6204	Facilities Maintenance Supervisor	1.0	1.0	0.0
6301	Administrative Assistant	3.0	3.0	3.0
6302	Administrative Coordinator	1.0	1.0	1.0
6306	Financial Analyst	1.0	1.0	0.0
6308	Project Coordinator	1.0	1.0	1.0
6313	Capital Projects Coordinator	0.0	0.0	1.0
6803	Transportation Services Manager	0.0	1.0	1.0
6804	Transit Operations Supervisor	3.0	3.0	3.0
6805	Transit Operations Manager	1.0	1.0	1.00
6807	Transit Director	1.0	1.0	1.0
6808	Transportation Program Manager	1.0	2.0	1.0
6809	Transportation Systems Manager	1.0	0.0	0.0
6813	Fleet Program Manager	0.5	0.5	0.5
6814	Everett Station Building Manager	0.0	0.0	1.0
	TOTAL FTEs	130.98	141.98	145.98

BUDGET CHANGES

This schedule includes labor changes from the 2022 Original Budget to the 2023 Proposed Budget. It may also include specific changes to M&O or capital outlay. It excludes labor cost changes related to cost-of-living and 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 IT Project Manager	\$ 156,040		\$ 156,040
1.00	Add Bus Operator	88,080		88,080
1.00	Add Paratransit Operator	72,340		
1.00	Add Transit Inspector	128,390		
	Increase Overtime	281,180		281,180
	Decrease Differential pay budget	(44,430)		(44,430)
4.00	Total	\$ 681,600	\$ -	\$ 480,870

BUDGETED EXPENDITURES

Fund 425: Transit		2021	2022	2022	2022	2023
		Actual	Adopted Budget	As Amended 4/13/2022	Estimate	Proposed Budget
REVENUES						
Bsu 00308	Beginning Balance	\$ 12,872,540	\$ 20,951,489	\$ 20,951,489	\$ 28,045,770	\$ 41,141,389
Bsu 00313	Retail Sales and Use Taxes	23,989,884	22,736,471	22,736,471	25,401,000	25,487,000
Bsu 00331	Direct Federal Grants	11,897,194	11,102,850	11,102,850	12,675,007	11,146,471
Bsu 00334	State Grants	1,929,575	2,777,912	2,777,912	921,916	7,772,544
Bsu 00337	Interlocal Agreements	-	780,000	780,000	-	-
Bsu 00344	Transportation Service Charges	730,505	937,576	937,576	937,526	1,125,092
Bsu 00361	Interest Earnings	(275,510)	102,989	102,989	102,989	124,478
Bsu 00362	Rents, Leases and Concessions	1,016,643	1,029,993	1,029,993	1,029,993	1,156,724
Bsu 00366	Interfund Revenue	132,492	135,268	135,268	135,268	144,060
Bsu 0036X	Other Miscellaneous	134,287	10,000	10,000	10,000	10,000
TOTAL AVAILABLE RESOURCES		\$ 52,427,610	\$ 60,564,548	\$ 60,564,548	\$ 69,259,469	\$ 88,107,758
EXPENDITURES BY PROGRAM						
Prg 056	Everett Station Operations	\$ 1,498,814	\$ 1,803,935	\$ 1,803,935	\$ 1,803,935	\$ 2,000,673
Prg 080	Operations Management	733,542	735,024	735,024	735,024	776,979
Prg 081	Fixed Route	14,498,004	16,125,103	16,125,103	16,347,147	17,350,183
Prg 082	Paratransit	2,834,347	3,854,260	3,854,260	3,854,260	3,714,900
Prg 090	Administration	2,224,250	3,451,383	3,451,383	3,134,665	4,109,548
Prg 135	Projects	2,592,883	6,132,366	6,132,366	2,243,049	18,904,305
TOTAL EXPENDITURES BY PROGRAM		\$ 24,381,840	\$ 32,102,071	\$ 32,102,071	\$ 28,118,080	\$ 46,856,588
EXPENDITURES BY OBJECT CODE						
Obj 051	Salaries and Wages	\$ 9,552,081	\$ 11,333,821	\$ 11,333,821	\$ 11,333,821	\$ 11,985,307
Obj 052	Personnel Benefits	3,985,079	4,700,492	4,700,492	\$ 4,700,492	5,125,667
Obj 053	Supplies	174,969	164,250	164,250	\$ 164,250	213,730
Obj 054	Other Services and Charges	1,634,000	2,086,576	2,086,576	1,769,858	3,951,269
Obj 055	Intergovernmental Services	2,431,245	3,068,917	3,068,917	3,290,961	3,214,209
Obj 056	Capital Outlay	2,080,653	5,665,000	5,665,000	1,775,683	16,642,189
Obj 059	Interfund Services & Charges	4,523,813	5,083,015	5,083,015	5,083,015	5,724,217
TOTAL EXPENDITURES BY OBJECT CODE		\$ 24,381,840	\$ 32,102,071	\$ 32,102,071	\$ 28,118,080	\$ 46,856,588
ENDING BALANCE		\$ 28,045,770	\$ 28,462,477	\$ 28,462,477	\$ 41,141,389	\$ 41,251,170
2023 Budget Appropriation						\$ 88,107,758

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	\$ 821,857
Total Expenditures	\$ 821,857
Revenue Offset	(520,000)
Net Cost (expenditures less revenue)	\$ 301,857

PRIMARY CITY PRIORITY




Housing,
transportation
& infrastructure

2022 ACCOMPLISHMENTS

- Completed installation of parking access revenue control system
- Completed water intrusion and leak repairs damaging critical building infrastructure
- Completed application of anti-graffiti coating throughout the garage

2023 GOALS & WORK PLAN

CITY PRIORITY	GOAL	WORK PLAN
	Maintain garage infrastructure and building operating systems	<ul style="list-style-type: none"> Renovate restroom Modernize elevator Monitor effective management of newly installed parking access system

REVENUE DESCRIPTION

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

BUDGETED EXPENDITURES

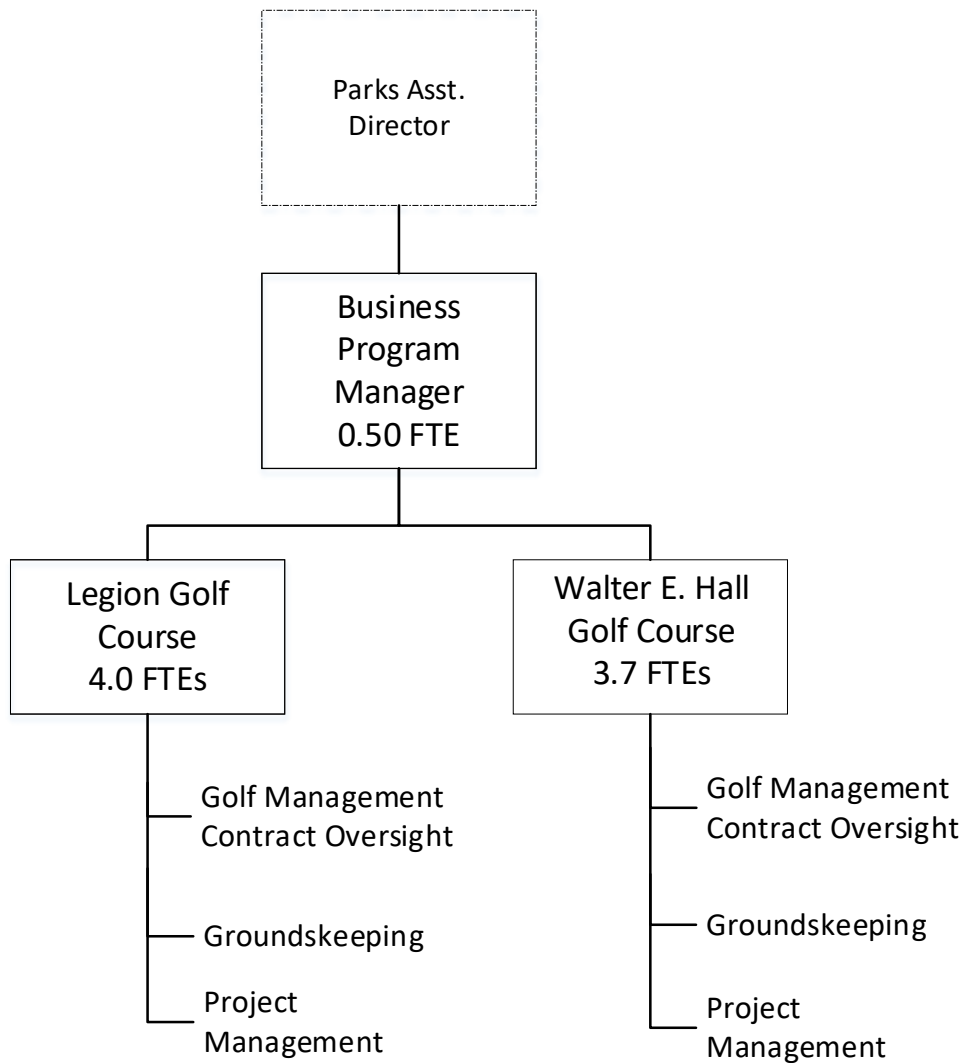
	2021	2022	2022	2022	2023
	Actual	Adopted	As Amended	Estimate	Proposed
Fund 430:EverPark Garage	Actual	Budget	4/13/2022	Estimate	Budget
Resources					
Beginning Balance	\$ 2,263,187	\$ 2,100,915	\$ 2,100,915	\$ 2,498,145	\$ 2,098,720
Parking Fees	570,914	400,000	400,000	500,000	500,000
Interest	16,597	20,000	20,000	20,000	20,000
Other Miscellaneous	174	-	-	-	-
Total Available	\$ 2,850,872	\$ 2,520,915	\$ 2,520,915	\$ 3,018,145	\$ 2,618,720
Expenditures					
M & O	\$ 348,133	\$ 287,805	\$ 287,805	\$ 318,805	\$ 281,857
Repairs & Maintenance	4,594	105,170	105,170	105,170	40,000
Capital Outlays	-	495,450	495,450	495,450	500,000
Total Expenditures	\$ 352,727	\$ 888,425	\$ 888,425	\$ 919,425	\$ 821,857
Ending Balance	\$ 2,498,145	\$ 1,632,490	\$ 1,632,490	\$ 2,098,720	\$ 1,796,863
2023 Budget Appropriation					\$ 2,618,720

Golf

FUND 440

OVERVIEW

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



ACTIVITY

Golf

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor - FTEs	\$ 1,038,802
Labor - Seasonal	406,959
M&O/Capital Outlay	3,444,583
Total Expenditures	\$ 4,890,344
Revenue Offset	(4,980,383)
Net Revenue (expenditures less revenue)	\$ (90,039)
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.

2022 ACCOMPLISHMENTS


- Improved bunkers at Legion Memorial Golf Course through capital contribution from Premier Golf LLC
- Leased new electric golf cart fleet for both Legion and Walter Hall Golf courses
- Established new partnership for youth golf between the Joe Richer Junior Golf program and First Tee of Seattle

2023 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 to increase revenues • 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 • Develop Course Management Plan • Develop Asset Management Plan

PERFORMANCE MEASURES

PROCESS AND RESULTS MEASURES		TARGET	2020*	2021	2022 EST.	2023 EST.
	Operating cost per round	\$41.00	\$33.38	\$35.56	\$41.08	\$41.82
	Operating revenue per round	\$41.50	\$40.01	\$42.00	\$43.06	\$42.59

WORKLOAD MEASURES		2020*	2021	2022 EST.	2023 EST.
	Total Rounds	104,159	110,981	111,189	116,943

* 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
Golf Course Supervisor	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	2021	2022	2023
6004	Executive Director	0.00	0.00	0.00
6510	Business Program Manager	0.50	0.50	0.50
3037	Golf & Athletic Supervisor	0.00	0.70	0.70
3035	Golf Course Supervisor	2.00	1.00	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
TOTAL FTEs		8.50	8.20	8.20

BUDGET CHANGES

This schedule includes labor changes from the 2022 Original Budget to the 2023 Proposed Budget. It may also include specific changes to M&O or capital outlay. It excludes labor cost changes related to cost-of-living and step increases, employee benefits, most position upgrades or reclasses, and routine adjustments to M&O.

FTE	Item	Labor Amount	M & O Amount	Total
	Increase Seasonal labor budget	\$ 25,225	\$ -	\$ 25,225
0.00	Total	\$ 25,225	\$ -	\$ 25,225

BUDGETED EXPENDITURES

Fund 440: Golf	2021	2022	2022	2022	2023
	Actual	Adopted Budget	As Amended 4/13/2022	Estimate	Proposed Budget
Resources					
Beginning Balance	\$ 2,344,291	\$ 1,996,857	\$ 2,079,585	\$ 3,020,126	\$ 3,241,168
Admission Tax	124,332	125,415	125,415	125,415	126,654
Green Fees	3,125,495	3,176,376	3,176,376	3,176,376	3,227,336
Restaurant/Concessions/Pro-Shop	757,516	853,761	853,761	853,761	958,577
Cart/Equip Rentals	614,126	606,723	606,723	606,723	637,569
Miscellaneous Revenue	10,268	10,997	10,997	10,997	9,247
Interest Earnings	28,946	15,000	15,000	15,000	21,000
Total Available	\$ 7,004,974	\$ 6,785,129	\$ 6,867,857	\$ 7,808,398	\$ 8,221,551
Expenses					
Salaries & Benefits	\$ 1,070,678	\$ 1,338,266	\$ 1,338,266	\$ 1,338,266	\$ 1,445,761
M & O	1,089,175	1,108,446	1,108,446	1,108,446	1,273,161
Management Fees	1,324,251	1,561,236	1,561,236	1,561,236	1,646,585
Capital Outlay	96,503	90,000	172,728	90,000	70,000
Interfund Services & Charges	127,811	150,299	150,299	150,299	146,537
Debt Service	276,430	318,983	318,983	318,983	308,300
Total Expenditures	\$ 3,984,848	\$ 4,567,230	\$ 4,649,958	\$ 4,567,230	\$ 4,890,344
Ending Balance	\$ 3,020,126	\$ 2,217,899	\$ 2,217,899	\$ 3,241,168	\$ 3,331,207
2023 Budget Appropriation					\$ 8,221,551

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
Total Expenditures	\$ 18,000
Revenue Offset	(18,000)
Net Cost (expenditures less revenue)	\$ 0

PRIMARY CITY PRIORITY



Housing,
transportation
& infrastructure


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.


2022 ACCOMPLISHMENTS

- Conducted an annual meeting of SRRWA members
- Evaluated current and future water consumption and identified potential joint actions
- Provided comments to Ecology on the draft Trust Water Rights policy and guidance

2023 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, monitor, and comment on Ecology’s water rights in Trust Water Bank to avoid relinquishment

PERFORMANCE MEASURES

PROCESS AND RESULTS MEASURES		TARGET	2020	2021	2022 EST.	2023 EST.
	Retained water rights	Yes	Yes	Yes	Yes	Yes

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, based on the total water rights of 36 million gallons of water per day.

BUDGETED EXPENDITURES

	2021		2022		2023	
	Actual	Adopted Budget	As Amended 4/13/2022	2022 Estimate	Proposed Budget	
Fund 450: Regional Water Authority						
Resources						
Beginning Balance	\$ -	\$ -	\$ -	\$ -	\$ -	
Contributions/Grant Revenue	1,080	18,000	18,000	8,000	18,000	
Total Available	\$ 1,080	\$ 18,000	\$ 18,000	\$ 8,000	\$ 18,000	
Expenditures						
M & O	\$ 1,080	\$ 18,000	\$ 18,000	\$ 8,000	\$ 18,000	
Total Expenditures	\$ 1,080	\$ 18,000	\$ 18,000	\$ 8,000	\$ 18,000	
Ending Balance	\$ -	\$ -	\$ -	\$ -	\$ -	
2023 Budget Appropriation					\$ 18,000	