
SPECIAL REVENUES

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MOTOR VEHICLE AND EQUIPMENT REPLACEMENT FUND 126

MISSION STATEMENT

Provide funding for the replacement of the City of Everett’s motor vehicle and equipment inventory.

SUMMARY

Expenditure Budget	\$3,292,000	FTE's	0.0
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REVENUE DESCRIPTION

The General Fund contributes annually to the motor vehicle and equipment replacement fund on behalf of the General Government departments. Non-General Government departments purchase their vehicles and equipment directly from their own funds. Other sources of revenue include but are not limited to interest, insurance recoveries, sale of scrap, and sale of retired motor vehicles and equipment.

INVENTORY OF SERVICES

DEPARTMENT	126/Motor Vehicle and Equipment Replacement	ACTIVITY	1 - General Government Vehicle & Equipment Replacement
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CAPITAL OUTLAY	\$3,142,000
TOTAL COST	\$3,142,000
TOTAL FTEs	0

DESCRIPTION

- Builds a reserve for general government vehicle and equipment replacements
- Provides long-term general government vehicle and equipment replacement planning in order to estimate resources needed for future replacements
- Works with the Motor Vehicle Division (MVD) to evaluate vehicles and equipment for replacement

EXPECTED RESULTS

- Timely and reliable information regarding the financial impacts of general government vehicle and equipment replacements
- Adequate resources are available for current year general government vehicle and equipment replacements

INVENTORY OF SERVICES (continued)

DEPARTMENT 126/Motor Vehicle and Equipment Replacement **ACTIVITY** 2 - MVD Equipment Replacement

CAPITAL OUTLAY	\$150,000
TOTAL COST	\$150,000
TOTAL FTEs	0

DESCRIPTION

- Builds a reserve for future MVD equipment replacement needs
- Provides long-term MVD equipment replacement planning in order to estimate resources needed for future replacements

EXPECTED RESULTS

- Timely and reliable information regarding the financial impacts of MVD equipment replacements
- Adequate resources available for current year MVD equipment replacements

BUDGETED EXPENDITURES

	2011	2012	2012	2012	2013
	2011	Adopted	As Amended	2012	Adopted
Fund 126: Motor Vehicle/Equip. Repl.	Actual	Budget	12/12/2012	Estimate	Budget
Program 126: General Gov Vehicle Repl.					
Revenue					
Beginning Fund Balance	5,827,412	5,549,413	5,613,913	6,508,215	6,473,967
Contribution From General Fund/Other	589,673	796,596	796,596	150,000	568,500
Sale of Fixed Assets	24,164	20,000	20,000	15,000	40,000
Interest Earnings	266,272	138,735	138,735	141,247	113,277
Total Available	6,707,521	6,504,744	6,569,244	6,814,462	7,195,744
Expenditures					
Engineering Vehicle Replacement	-	-	-	-	170,000
Police Vehicle Replacement	76,224	320,000	384,500	334,138	464,000
Fire Vehicle Replacement	50	-	-	-	2,258,000
Facilities Vehicle Replacement	22,126	-	-	4,440	-
Parks Vehicle Replacement	100,906	-	-	1,917	-
Unanticipated Replacements/Misc	-	250,000	250,000	-	250,000
Total Expenditures	199,306	570,000	634,500	340,495	3,142,000
Ending Balance	6,508,215	5,934,744	5,934,744	6,473,967	4,053,744
Program 501: MVD Equipment Repl.					
Revenue					
Beginning Fund Balance	358,011	316,311	316,311	368,013	226,114
Interest Earnings	10,002	7,900	7,900	8,101	4,000
Total Available	368,013	324,211	324,211	376,114	230,114
Expenditures					
Transfers Out	-	150,000	150,000	150,000	150,000
Total Expenditures	-	150,000	150,000	150,000	150,000
Ending Balance	368,013	174,211	174,211	226,114	80,114
2013 Budget Appropriation					7,425,858

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HOTEL/MOTEL TAX FUND FUND 138

MISSION STATEMENT

Promote tourism in the City of Everett.

SUMMARY

Expenditure Budget	\$	437,311	FTE's	0.0
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REVENUE DESCRIPTION

The City of Everett imposes a 2% state hotel/motel tax on lodging fees. The funds collected must be used for the promotion of tourism. The fund also earns interest income.

INVENTORY OF SERVICES

DEPARTMENT 138/Hotel/Motel Tax Fund ACTIVITY 1 - Hotel/Motel Taxes

M&O	\$385,000
Debt Service	\$52,311
TOTAL COST	\$437,311
TOTAL FTEs	0

DESCRIPTION ■ Promotes tourism by contributing funds to civic events and toward capital funding for venues that hold civic events

- EXPECTED RESULTS
- Contribute \$52,311 to help pay the debt service on county bonds that were issued to finance improvements at Everett Memorial Stadium
 - Contribute \$100,000 to the Everett Public Facilities District to support debt service and operation costs associated with the Everett Events Center
 - Distribute funds to support and promote tourism within the city
 - Maintain a reserve balance adequate to cover one year of fixed obligations

BUDGETED EXPENDITURES

	2011	2012	2012	2012	2013
	Actual	Adopted Budget	As Amended 12/12/2012	Estimate	Adopted Budget
Fund 138: Hotel/Motel Tax					
Revenue					
Beginning Fund Balance	262,320	258,659	258,659	319,313	352,002
Hotel/Motel Tax	284,541	280,500	280,500	310,000	300,000
Interest Earnings	11,493	6,500	6,500	6,000	6,500
Total Available	558,354	545,659	545,659	635,313	658,502
Expenditures					
Everett Stadium Seating	52,311	52,311	52,311	52,311	52,311
Economic Web Development	86,730	131,000	131,000	131,000	135,000
Grant Recipients	-	-	-	-	150,000
Multi-Purpose Facility	100,000	100,000	100,000	100,000	100,000
Total Expenditures	239,041	283,311	283,311	283,311	437,311
Ending Fund Balance	319,313	262,348	262,348	352,002	221,191
2013 Budget Appropriation					658,502

DOWNTOWN IMPROVEMENT FUND 144

MISSION STATEMENT

The Downtown Improvement Fund is established to enhance the quality of life and economic vitality in our city through systematic downtown parking resource management.

SUMMARY

Expenditure Budget	\$ 50,376	FTE's	0.0
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REVENUE DESCRIPTION

The Downtown Improvement Fund receives and utilizes parking fines to implement downtown improvements.

INVENTORY OF SERVICES

DEPARTMENT Fund 144/Downtown Improvements **ACTIVITY** Downtown Improvements

LABOR	0
M&O	\$ 50,376
Revenue Offset	0
NET COST	\$ 50,376
TOTAL FTEs	0

DESCRIPTION ■ A mechanism to reserve funds for downtown improvements

EXPECTED RESULTS ■ Enhance the quality of life and economic vitality of the downtown area

2012
ACCOMPLISHMENTS

- ◆ Applied for Grant Funds for Phase 2a, Hoyt from Wall to Pacific
- ◆ Continued Implementation of Downtown Parking Plan
- ◆ Completed 90% Design for Downtown Streetscape – Phase 2 (Rucker)

2013 GOALS

- Goal #1 ■ Seek outside funding for Phase II Construction of Downtown Streetscape
- Goal #2 ■ Enhance parking enforcement
- Goal #3 ■ Improve coordination between public and private parking providers

FUTURE TRENDS ■ Continued demand for short-term on-street customer parking

PERFORMANCE MEASURES	2011	2012 Est.	2013 Est.
◆ Parking Citations issued	20,500	21,000	21,000

BUDGETED EXPENDITURES

	2012		2012		2013
	2011	Adopted	As Amended	2012	Adopted
Fund 144: Downtown Improvement Fund	Actual	Budget	12/12/2012	Estimate	Budget
Revenue					
Beginning Balance	255,541	185,379	185,379	74	326
Parking Fines	452,439	513,447	513,447	374,602	50,000
Interfund Loans	1,054,100	-	-	-	-
Interest Earnings	3,291	7,800	7,800	150	50
Total Available	1,765,371	706,626	706,626	374,826	50,376
Expenditures					
Professional Services	109,133	706,626	706,626	-	-
Capital Outlay	1,648,000	-	-	-	-
Interfund Debt Service	8,164	-	-	374,500	50,376
Total Expenditures	1,765,297	706,626	706,626	374,500	50,376
Ending Balance	74	0	0	326	0

2013 Budget Appropriation**50,376**

CUMULATIVE RESERVE - REAL PROPERTY ACQUISITION FUND 145

MISSION STATEMENT

To consolidate City funding for the acquisition of real property.

SUMMARY

Expenditure Budget	\$ 2,818,128	FTE's	0.0
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REVENUE DESCRIPTION

Sources of revenue for Fund 145 include proceeds from the sale and leasing of City property.

INVENTORY OF SERVICES

DEPARTMENT	145/Cumulative Reserve - Real Property Acquisition	ACTIVITY	1 - Real Property Acquisition
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LABOR	\$0
M&O	13,400
CAPITAL OUTLAY	2,804,728
Revenue Offset	(61,200)
NET COST	\$2,756,928
TOTAL FTEs	0

DESCRIPTION

- Provides a mechanism to consolidate City funding for the acquisition of real property
- Pays and manages expenses for all costs associated with the acquisition of real property
- Manages the sale and lease of City property

EXPECTED RESULTS

- Manage the purchase, lease, and sale of real property and all associated costs

BUDGETED EXPENDITURES

Fund 145: Cum Resv/Real Prop. Acq.	2011	2012	2012	2012	2013
	Actual	Adopted Budget	As Amended 12/12/2012	Estimate	Adopted Budget
Revenue					
Beginning Fund Balance	2,440,407	1,799,407	1,799,407	2,717,447	2,756,928
Grant	347,935	-	-	-	-
Interest Earnings	111,583	57,581	57,581	57,581	58,200
Right of Way Fees	34,354	30,000	30,000	3,000	3,000
Miscellaneous	3,700	-	-	-	-
Sale Proceeds/Vacation of Prop	137,554	-	-	-	-
Total Available	3,075,534	1,886,988	1,886,988	2,778,028	2,818,128
Expenditures					
Land & Building	341,104	1,857,488	1,857,488	-	2,804,728
M & O	16,983	29,500	29,500	21,100	13,400
Total Expenditures	358,087	1,886,988	1,886,988	21,100	2,818,128
Ending Fund Balance	2,717,447	0	0	2,756,928	0
2013 Budget Appropriation					2,818,128

PROPERTY MANAGEMENT FUND 146

MISSION STATEMENT

The mission of the Property Management Fund is to provide a means by which Administration can manage its commercial space, track the collection of tenant lease receipts and associated operating expenses for the Culmback, the Wall Street and South Precinct Buildings, and maintain reserves for general government maintenance and repair projects.

SUMMARY

Expenditure Budget	\$ 3,681,947	FTE's	0.0
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REVENUE DESCRIPTION

The program is funded from revenues received from tenants of the Wall Street, Culmback, and South Precinct buildings, parking fees, and interest income, and reserve contributions from the general fund.

INVENTORY OF SERVICES

DEPARTMENT 146/Facilities & Property Management ACTIVITY 1 - Property Management Fund

LABOR	\$0
M&O	782,847
CAPITAL OUTLAY	2,899,100
Revenue Offset	(1,276,858)
NET COST	\$2,405,089
TOTAL FTEs	0

DESCRIPTION

- Manages commercial space leased by both internal and external tenants

- Collects tenant lease receipts

- Maintains and repairs buildings housing external tenants

- Manages employee and tenant parking spaces located on city property

EXPECTED RESULTS

- Provide day-to-day management of the South Precinct, Culmback and Wall Street Buildings

- Maintain revenues at a level that will provide for the maintenance of these buildings

- Provide a mechanism to facilitate maintenance and repair projects throughout the system

BUDGETED EXPENDITURES

	2012		2012		2013
	2011	Adopted	As Amended	2012	Adopted
Fund 146: Property Management	Actual	Budget	12/12/2012	Estimate	Budget
Revenue					
Beginning Fund Balance	5,760,814	4,946,582	4,946,582	5,748,056	4,597,194
Facilities Lease	536,673	589,100	589,100	553,700	581,988
Parking	17,965	21,500	21,500	18,244	18,500
Grant Revenue	274,759	-	-	378,474	-
Interest Earnings	240,478	122,853	122,853	143,399	152,778
Misc Revenue	3,547	-	-	-	-
Transfers In	576,400	576,400	576,400	-	523,592
Total Available	7,410,637	6,256,435	6,256,435	6,841,873	5,874,052
Expenditures					
Salaries & Benefits	1,655	-	-	-	-
M & O	1,002,858	398,500	398,500	240,130	374,000
Interfund Services & Charges	304,596	431,149	431,149	431,149	324,247
Repairs & Maintenance	105,295	156,800	156,800	189,500	84,600
Capital Outlays	207,177	3,269,112	3,269,112	1,383,900	2,899,100
Transfer Out	41,000	-	-	-	-
Total Expenditures	1,662,581	4,255,561	4,255,561	2,244,679	3,681,947
Ending Fund Balance	5,748,056	2,000,874	2,000,874	4,597,194	2,192,105
2013 Budget Appropriation					5,874,052

CUMULATIVE RESERVE FOR PARKS FUND 148

MISSION STATEMENT

To provide funding for special parks projects and programs.

SUMMARY

Expenditure Budget	\$ 660,000	FTE's	0.0
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REVENUE DESCRIPTION

Sources of revenue for Fund 148 include gifts, donations, special revenue and voluntary mitigation funds.

INVENTORY OF SERVICES

DEPARTMENT 148/Cumulative Reserve for Parks **ACTIVITY** 1 - Cumulative Reserve

M&O	\$15,000
Revenue Offset	0
NET COST	\$15,000
TOTAL FTEs	0

DESCRIPTION ■ Accounts for gifts, donations, contributions, special revenue and voluntary mitigation funds.
■ Allows for partial offsetting of repair costs, renovations, upgrades, replacements and program development.

EXPECTED RESULTS ■ Entrepreneurial management approach to funding repairs, improving facilities and expanding programs based on cost recovery. Funds will be accounted for and spent for the purpose for which they were received following best practices of accounting and management.

2012
ACCOMPLISHMENT ■ Performed minor swim center repairs and upgrades.

2013 **GOAL**
 Goal #1 ■ Perform minor swim center upgrades.

DEPARTMENT 148/Cumulative Reserve for Parks **ACTIVITY** 2 - Maintenance Reserve– Boat Launch, Softball & Soccer

M&O	\$25,000
Revenue Offset	0
NET COST	\$25,000
TOTAL FTEs	0

DESCRIPTION ■ Athletic Field Infrastructure Reserve provides partial funding for capital improvement, renovation and/or replacement of athletic field infrastructure.
■ Boat Launch Maintenance Reserve provides for partial funding for boat launch renovation and replacement.

EXPECTED RESULTS ■ Entrepreneurial management approach to funding repairs and improving facilities. Funds will be accounted for and spent for the purpose for which they were received following best practices of accounting and management.

2012 **ACCOMPLISHMENTS**
■ Replaced Kasch Park soccer field #1.

2013 **GOAL**
 Goal #1 ■ Replace lighting at athletic fields as required.

INVENTORY OF SERVICES (Continued)

DEPARTMENT 148/Cumulative Reserve for Parks ACTIVITY 3 - Everett TV Franchise Funds

CAPITAL OUTLAY	\$425,000
Revenue Offset	0
NET COST	\$425,000
TOTAL FTEs	0

DESCRIPTION ■ Everett's only government access channel is offered to more than 50,000 cable TV subscribers in Everett, providing community members with the opportunity to enhance their knowledge and understanding on issues of local significance.

EXPECTED RESULTS ■ Increased public awareness of government including programs, services and functions
■ Visible government operations and accessible information for residents and businesses

2012 ACCOMPLISHMENTS ◆ Continued production and broadcast of City Council meetings, crime prevention show, Rinkside, Inside Everett show, Mayor's Updates and Inside Out public works show
◆ Produced more than 30 in-house programs of community interest
◆ Coordinated on-location shoots for programming, such as the annual Community MLK Jr. Celebration
◆ Coordinated on-location shoots for special programs for Henry Jackson Centennial
◆ Continued to plan for equipment upgrade for all-digital system

2013 GOALS
 Goal #1 ■ Work with additional City departments to enhance programming options
 Goal #2 ■ Enhance awareness of Everett's government access TV channel
 Goal #3 ■ Implement equipment replacement
 Goal #4 ■ Continue with five-year work plan, identify and coordinate Everett Channel role in emergency management and response and recovery efforts

FUTURE TRENDS ■ In future years an aging population will require alternative methods of communication such as that provided through cable government access channels to keep residents informed and involved in government as well as with web-based services such as web-streaming and other social media tools .
■ Develop community partnerships with other government entities.
■ Create new programs involving youth activities and diverse populations to further serve our culturally diverse populations as well as our deaf and hard-of-hearing population.

PERFORMANCE MEASURES	2011	2012 Est.	2013 Est.
▼ Increase viewership	0%	5%	10%
▼ Viewer survey	0	0	100 viewers

INVENTORY OF SERVICES (Continued)

DEPARTMENT 148/Cumulative Reserve for Parks **ACTIVITY** 4 - Van Valey House – Long Term Annual Maintenance Reserve

M&O	\$70,000
Revenue Offset	0
NET COST	\$70,000
TOTAL FTEs	0

DESCRIPTION ■ The Van Valey House was donated to the City by Ed and Betty Morrow in 2002. Per written donation agreement, the Morrow's intent was that the house be maintained, and that it remain in the public domain and retain its historical significance. In 2002, City Council approved annual long term maintenance reserve funding to maintain this community asset.

EXPECTED RESULTS ■ Preservation and maintenance of this historic register property will provide the public with continued use for community functions, exhibits, classes and programs.

2012
ACCOMPLISHMENT ◆ Developed construction documents to bid reroofing project.

2013 GOALS
Goal #1 ■ Reroof house and carriage house.
Goal #2 ■ Replace gutters.

FUTURE TRENDS ■ Increased use of the facility and the age of the historic structure will require continual upgrades and improvements. Increased funding for maintenance will be required and other sources for revenue for maintenance such as endowments will be explored.

DEPARTMENT 148/Cumulative Reserve for Parks **ACTIVITY** 5- Capital Project Reserve

Capital Outlay	\$125,000
Revenue Offset	0
NET COST	\$125,000
TOTAL FTEs	0

DESCRIPTION ■ The Capital Project Reserve is used to assist with the development and construction of minor capital projects, typically costing less than \$50,000.

EXPECTED RESULTS ■ Completion of projects that are new capital investments or capital upgrades to existing infrastructure.

2012
ACCOMPLISHMENTS ■ Developed initial renovation program at Clark Park.
 ■ Completed Lowell Riverfront Trail to Rotary Park path improvements

2013 GOALS
Goal #1 ■ Continue Clark Park renovation program.
Goal #2 ■ Develop initial renovation program at Lowell Park.
Goal #3 ■ Acquire and install bollards on the Interurban Trail in accordance with City bicycle plan.

FUTURE TRENDS ■ The capital project reserve will likely be used from time to time to supplement Fund 101, Program 52's funding based on any one year's minor capital project list.

BUDGETED EXPENDITURES

	2011 Actual	2012 Adopted Budget	2012 As Amended 12/12/2012	2012 Estimate	2013 Adopted Budget
Fund 148 - Parks Reserve					
Program 000- Cumulative Reserve Revenue					
Beginning Fund Balance	38,537	39,372	39,372	45,503	33,026
Miscellaneous Revenue	60	-	-	-	-
Interest Earnings	44,198	800	800	700	550
Private Contributions	15,263	-	-	-	-
Total Available	98,058	40,172	40,172	46,203	33,576
Expenditures					
M & O	52,555	13,177	13,177	13,177	15,000
Total Expenditures	52,555	13,177	13,177	13,177	15,000
Ending Fund Balance	45,503	26,995	26,995	33,026	18,576
Program 001 - Maintenance Reserve (Boat launch, Softball & Soccer) Revenue					
Beginning Fund Balance	407,981	354,215	354,215	409,859	214,959
Interest Earnings	11,277	1,350	1,350	5,100	4,100
Total Available	419,258	355,565	355,565	414,959	219,059
Expenditures					
M & O	9,399	305,565	305,565	200,000	25,000
Total Expenditures	9,399	305,565	305,565	200,000	25,000
Ending Fund Balance	409,859	50,000	50,000	214,959	194,059
Program 005 - Maintenance & Ops Reserve Revenue					
Beginning Fund Balance	30,800	59,076	59,076	59,137	79,681
Interest Earnings	1,361	1,200	1,200	900	1,300
Transfers In	26,976	-	-	19,644	-
Total Available	59,137	60,276	60,276	79,681	80,981
Expenditures					
M & O	-	-	-	-	-
Total Expenditures	0	0	0	0	0
Ending Fund Balance	59,137	60,276	60,276	79,681	80,981
Program 006 - New Program Reserve Revenue					
Beginning Fund Balance	15,400	29,288	29,288	29,568	35,040
Interest Earnings	680	750	750	650	700
Transfers In	13,488	-	-	9,822	-
Total Available	29,568	30,038	30,038	40,040	35,740
Expenditures					
M & O	-	-	-	5,000	-
Total Expenditures	0	0	0	5,000	0
Ending Fund Balance	29,568	30,038	30,038	35,040	35,740

BUDGETED EXPENDITURES (cont.)

	2011 Actual	2012 Adopted Budget	2012 As Amended 12/12/2012	2012 Estimate	2013 Adopted Budget
Fund 148 - Parks Reserve					
Program 007 - Capital Project Reserve					
Revenue					
Beginning Fund Balance	107,801	205,219	205,219	206,982	203,936
Interest Earnings	4,763	3,200	3,200	3,200	3,000
Transfers In	94,418	-	-	68,754	-
Total Available	206,982	208,419	208,419	278,936	206,936
Expenditures					
Capital Outlay	-	175,000	175,000	75,000	125,000
Total Expenditures	0	175,000	175,000	75,000	125,000
Ending Fund Balance	206,982	33,419	33,419	203,936	81,936
Program 019 - PEG Fees					
Revenue					
Beginning Fund Balance	1,720,119	2,013,119	2,013,119	1,974,871	2,009,771
Franchise Fees	209,623	300,000	300,000	-	-
Interest Earnings	52,014	51,000	51,000	39,900	34,500
Total Available	1,981,756	2,364,119	2,364,119	2,014,771	2,044,271
Expenditures					
M & O	6,885	-	-	5,000	-
Capital Outlay	-	600,000	600,000	-	425,000
Total Expenditures	6,885	600,000	600,000	5,000	425,000
Ending Fund Balance	1,974,871	1,764,119	1,764,119	2,009,771	1,619,271
Program 321 - Van Valey House Reserve					
Revenue					
Beginning Fund Balance	83,560	82,437	82,437	82,305	83,805
Interest Earnings	2,298	1,899	1,899	1,500	1,500
Total Available	85,858	84,336	84,336	83,805	85,305
Expenditures					
M & O	3,553	84,336	84,336	-	70,000
Total Expenditures	3,553	84,336	84,336	0	70,000
Ending Fund Balance	82,305	0	0	83,805	15,305
Program 322 - Deckmann Property					
Revenue					
Beginning Fund Balance	-	-	-	1,068	12,513
Interest Earnings	9	-	-	69	325
Housing Rental Revenue	1,059	-	-	11,376	12,708
Total Available	1,068	0	0	12,513	25,546
Expenditures					
M & O	-	-	-	-	-
Total Expenditures	0	0	0	0	0
Ending Fund Balance	1,068	0	0	12,513	25,546
2013 BUDGET APPROPRIATION - FUND 148 TOTAL					2,731,414

SENIOR CENTER RESERVE FUND 149

MISSION STATEMENT

The cumulative reserve fund of The Carl Gipson Senior Center of Everett provides funding for various services, classes, travel and special events for our senior membership.

SUMMARY

Expenditure Budget	\$	97,800	FTE's	0.0
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REVENUE DESCRIPTION

Sources of revenue for The Carl Gipson Senior Center of Everett's reserve fund include the following:

- Special Events (in-house fundraisers, facility rental, holiday bazaar, Ladies Tea (bi-annually), Taste of Retirement (subsidizing special events such as the Annual USO Veterans Day Dance)
- Private and Public Donations
- Advertising in monthly newsletter (i.e., "Golden Messenger") by private sector
- Computer Class Fees
- Parking Sticker Donations/Parking Fees
- Travel Fees
- Miscellaneous Sales
- Coffee Bar Sales

INVENTORY OF SERVICES

DEPARTMENT 149/Senior Center Reserve ACTIVITY 1 - Senior Center Activities & Special Events

M&O	\$97,800
Revenue Offset	(104,050)
NET REVENUE	\$ 6,250
TOTAL FTEs	0 (See Fund 027)

DESCRIPTION

- Maintains accurate records of miscellaneous sales
- Offers varied day/overnight/van trips
- Holds combined staff/volunteer fundraising events
- Encourages social interaction and volunteer participation

EXPECTED RESULTS

- Stable funding source for senior activities and special events

INVENTORY OF SERVICES (continued)

2012

ACCOMPLISHMENTS

- ◆ Offered a variety of trip destinations, classes and events to attract, encourage and increase baby boomer membership
- ◆ Worked with volunteer coordinator in offering and hosting Saturday Dances
- ◆ Increased fundraising events through private donation funds and Taste of Retirement events to cover senior center costs not subsidized by general fund expenses
- ◆ Installed In Focus, projectors and screens in Classrooms #1, #3, multi-purpose room (MPR) and Computer Lab to enhance computer seminars and presentations
- ◆ Replaced soundboard in MPR to enhance speaker system
- ◆ Initiated contract with Manpower, Inc. to offer contracted flagging service during Comcast Arena events to increase parking fee revenue

2013 GOALS

Goal #1

- Increase partnering with retirement communities to subsidize the cost of special events open to the senior public (such as the annual USO Veterans Day dance and periodic "Meet and Greet" functions)

Goal #2

- Increase revenue through advertising in newsletter, increased facility rental of enlarged multi-purpose room for weddings, reunions and private parties, and increased awareness of special event paid parking below the building

Goal #3

- Submit grant requests to Snohomish County for \$10,971 (Infra Structure Enhancement) and \$10,500 (Looping MPR – ADA Enhancements)

Goal #4

- Update computer lab with more visually enhanced hardware, including upgrading software program from VISTA to Windows 7

Goal #5

- Work closely with Advisory Board to initiate a facility rental agreement to not only increase revenue but to also market our senior center to the public through events held on site

Goal #6

- Work closely with Foundation Board with goal of assisting efforts to increase Foundation Fund revenue through fundraisers; also work with Board to increase member awareness of the Foundation Fund as a potential legacy donation site

FUTURE TRENDS

- Increased participation in class and trip activities as "baby boomer" generation comes of age (50 years and older)

BUDGETED EXPENDITURES

Fund 149: Senior Center Reserve	2011	2012	2012	2012	2013
	Actual	Adopted Budget	As Amended 12/12/2012	2012 Estimate	Adopted Budget
Revenue					
Beginning Fund Balance	393,107	432,022	432,022	426,368	450,380
Charges for Services	67,047	84,275	84,275	52,438	74,300
Interest Earnings	18,413	10,000	10,000	9,128	10,000
Facility Rental Revenue	1,620	3,000	3,000	1,710	2,500
Private Contributions	13,320	8,650	8,650	21,410	12,750
Miscellaneous Revenue	5,062	5,900	5,900	2,494	4,500
Total Available	498,569	543,847	543,847	513,548	554,430
Expenditures					
M & O	72,201	109,150	109,150	63,168	97,800
Total Expenditures	72,201	109,150	109,150	63,168	97,800
Ending Fund Balance	426,368	434,697	434,697	450,380	456,630
2013 Budget Appropriation					554,430

FUND FOR ANIMALS FUND 151

MISSION STATEMENT

The Fund for Animals is a cumulative reserve fund created to provide funding for animal welfare issues, supplies and capital equipment.

SUMMARY

Expenditure Budget	\$	80,000	FTE's	0.0
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REVENUE DESCRIPTION

Sources of revenues for this fund include donations and interest income.

INVENTORY OF SERVICES

DEPARTMENT 151/Fund for Animals ACTIVITY 1 - Fund for Animals

LABOR	\$0
M&O	80,000
Revenue Offset	(73,500)
NET COST	\$6,500
TOTAL FTEs	0

DESCRIPTION ■ Collects donations from the public
■ Coordinates and promotes volunteer fund raising activities through 501(c)(3) "ARF"

EXPECTED RESULTS ■ Accurate, timely receipt and deposit of donations
■ Promote volunteer staffed fund-raising activities

2012 ACCOMPLISHMENTS ◆ Established a yearly signature event to raise funds for the benefit of the shelter animals
◆ Obtained promotional items to become more recognized in the community at events and to other organizations
◆ Provided a better understanding of the organization by interfacing more with the public at events

2013 GOALS
 Goal #1 ■ Supplement medical expenses for spay/neuter clinic
 Goal #2 ■ Expansion of outreach activities to raise additional funds for the health and welfare of the shelter animals
 Goal #3 ■ Recruitment of more volunteers to participate in more outreach and fund raising
 Goal #4 ■ Continue expansion and refinement of yearly signature event

BUDGETED EXPENDITURES

	2011 Actual	2012	2012	2012	2013
		Adopted Budget	As Amended 12/12/2012	2012 Estimate	Adopted Budget
Fund 151: Fund for Animals					
Revenue					
Beginning Fund Balance	465,678	447,677	447,677	457,627	367,127
Interest Earnings	19,400	7,000	7,000	7,000	7,000
Private Contributions	76,023	50,000	50,000	66,500	66,500
Total Available	561,101	504,677	504,677	531,127	440,627
Expenditures					
M & O	103,474	110,000	110,000	80,000	80,000
Transfer Out	-	-	84,000	84,000	-
Total Expenditures	103,474	110,000	194,000	164,000	80,000
Ending Fund Balance	457,627	394,677	310,677	367,127	360,627
2013 Budget Appropriation					440,627

BUDGETED EXPENDITURES

	2012		2012		2013
	2011	Adopted	As Amended	2012	Adopted
Fund 152: Cumulative Rsv/Library	Actual	Budget	12/12/2012	Estimate	Budget
Revenue					
Beginning Fund Balance	541,028	465,340	465,340	488,055	493,148
Charges for Services	3,525	3,200	3,200	2,730	2,900
Interest Earnings	22,971	12,994	12,994	10,263	9,860
Private Contributions	94,861	5,250	5,250	24,470	24,250
Book Sale Proceeds	23,388	14,000	14,000	10,190	9,000
Total Available	685,774	500,784	500,784	535,708	539,158
Expenditures					
M & O	22,272	24,500	24,500	22,560	34,750
Capital Outlays:	157,227	-	-	-	-
Books/Other Materials	10,314	20,000	20,000	20,000	20,000
Equipment	7,906	-	-	-	-
Total Expenditures	197,719	44,500	44,500	42,560	54,750
Ending Fund Balance	488,055	456,284	456,284	493,148	484,408
2013 Budget Appropriation					539,158

EMERGENCY MEDICAL SERVICES FUND FUND 153

MISSION STATEMENT

The Everett Fire Department Medic One program is to provide Life Safety services that reduce death and disability from illness or injury within the Everett community.

SUMMARY

Expenditure Budget	\$	7,621,782	FTE's	43.0
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REVENUE DESCRIPTION

The revenue sources for Fund 153 Emergency Medical Services (EMS) include a property tax levy of up to \$.50 cents per thousand dollars of assessed valuation and a patient transport fee program.

INVENTORY OF SERVICES

DEPARTMENT 153/Emergency Medical Services

ACTIVITY 1 – Medic One Program ALS/
BLS Response and Support

LABOR	\$6,191,762
M&O	1,430,020
CAPITAL OUTLAY	0
Revenue Offset	(6,510,265)
NET COST	(1,111,517)
TOTAL FTEs	43

DESCRIPTION ■ Provides pre-hospital emergency medical care to patients with life-threatening or serious emergency medical needs
■ Provides fire, rescue and hazmat support

EXPECTED RESULTS ■ Decrease the number of deaths and disabilities due to illness or injuries

2012

ACCOMPLISHMENTS ◆ Provided the highest level of emergency medical care possible to the Everett community
◆ Responded to an estimated 15,594 requests for emergency medical care, 2,155 Fire/Rescue alarms and 656 false alarms
◆ Implemented a new narcotic tracking and management system compliant with new DEA requirements
◆ Implemented ESO Solutions, a paperless electronic patient care reporting system
◆ Placed in service five new LifePak 15's cardiac monitors and five new LifePak 1000 Automated Electric Defibrators (AEDs)

2013 GOALS

Goal #1 ■ Replace all existing AEDs with new LifePak 1000 AEDs
 Goal #2 ■ Refurbish and rechassis an existing medic unit to extend the longevity of the EMS fleet
 Goal #3 ■ Capture and analyze data from ESO to create a more efficient EMS model

FUTURE TRENDS ■ Continuing to increase efficiency while coping with declining resources and increased demand

PERFORMANCE MEASURES

	2011	2012 Est.	2013 Est.
◆ EMS alarms	15,418	15,594	16,008
◆ Fire/Haz Mat/Rescue/Other	2,132	2,155	2,155

POSITION SUMMARY	FTE	POSITION SUMMARY	FTE
Firefighter Paramedic	30.0	Medical Service Officer	2.0
Firefighter EMT	9.0	Office Specialist	2.0

INVENTORY OF SERVICES (Continued)

DEPARTMENT 153/Emergency Medical Services **ACTIVITY** 2 – Medic One Program Training & Education

DESCRIPTION ■ Provides EMS training, education and quality improvement programs, including research and development activities, to all fire department personnel, paramedics (ALS) and EMTs (BLS).

EXPECTED RESULTS ■ Decrease the number of deaths and disabilities due to illness or injuries.

2012 ACCOMPLISHMENTS ◆ EFD personnel trained in "High Performance CPR" which increases survival rates.
◆ Received grant funds to teach neighboring departments in "High Performance CPR"

2013 GOALS

Goal #1 ■ Improve the quality and availability of training both internally and externally.

Goal #2 ■ Using the "Make the Right Call" program, educate residents to differentiate between emergencies (911 activation) and non-emergency situations. Education will result in a decrease in false alarms and unnecessary 911 activation allowing units to be available to respond to 911 requests for service

Goal #3 ■ Analyze available data to identify frequent users of EMS and find solutions to multiple requests for service

FUTURE TRENDS ■ Continuing to increase efficiency while coping with declining resources and increased demand.

PERFORMANCE MEASURES

	2011	2012 Est.	2013 Est.
⚠ Fire dept. personnel trained/educated	186	186	186
⚠ City of Everett personnel trained/educated	250	250	250

INVENTORY OF SERVICES (Continued)

DEPARTMENT 153/Emergency Medical Services **ACTIVITY** 3 – Medic One Program Infection Control

DESCRIPTION ■ Provides bloodborne and airborne pathogen infection control services to all Fire Department personnel meeting Center for Disease Control (CDC) regulations

EXPECTED RESULTS ■ Prevent deaths and disabilities due to illness or injuries

2012
ACCOMPLISHMENTS ◆ Zero time loss incidents due to exposures
 ◆ Educated all personnel on new CDC standards
 ◆ Established countywide infection control program with emphasis on oversight and improvement

2013 GOALS
 Goal #1 ■ Minimize exposures to bloodborne and airborne pathogens through continued emphasis and improvement of the infection control program
 Goal #2 ■ Continue to protect employee health and safety through effective exposure protection practices

FUTURE TRENDS ■ Continuing to increase efficiency while coping with declining resources and increased demand

PERFORMANCE MEASURES	2011	2012 Est.	2013 Est.
FTE lost time due to exposures	0.0	0.0	0.0
Everett Fire Department personnel trained	186	186	186

THREE-YEAR PERSONNEL COMPARISON

Class	Title	2011	2012	2013
2230	Firefighter Paramedic	30.0	30.0	30.0
2250	Medical Services Officer	2.0	2.0	2.0
2200	Firefighter EMT	9.0	9.0	9.0
2400	Office Specialist	2.0	2.0	2.0
TOTAL FTE		43.0	43.0	43.0

BUDGET CHANGES

This schedule includes only staffing and new program changes from the 2012 Adopted Budget to the 2013 Proposed Budget. It excludes labor cost changes related to the cost of living, step increases, or employee benefits changes.

FTE	Item	Labor Amount	M & O Amount	Total
	None			-

BUDGETED EXPENDITURES

Fund 153 Emergency Medical Svcs	2011	2012	2012	2012	2013
	Actual	Adopted Budget	As Amended 12/12/2012	Estimate	Adopted Budget
Revenue					
Beginning Balance	205,930	-	69,151	234,778	231,621
Property Tax	6,133,123	6,181,722	6,181,722	5,610,497	5,086,948
Grant Revenue	1,738	1,200	1,200	1,200	1,200
Service Charges - ALS/BLS	1,278,935	1,254,952	1,254,952	1,091,938	1,338,127
Service Charges - Other	53,269	29,161	29,161	75,958	70,000
Interest Earnings	6,489	6,490	6,490	6,490	6,490
Miscellaneous Revenue	10,179	7,500	7,500	7,500	7,500
Interfund Loans	-	-	-	-	879,896
Total Available	7,689,663	7,481,025	7,550,176	7,028,361	7,621,782
Expenditures					
Salaries & Benefits	5,583,852	6,150,652	6,150,652	5,582,321	6,191,762
M & O	618,646	581,582	581,582	417,071	581,582
Capital Outlays	-	-	69,151	69,151	150,000
Interfund Debt Service - Interest	26,351	35,328	35,328	19,472	19,500
Interfund Debt Service - Principal	578,000	-	-	-	-
Interfund Services & Charges	331,122	365,729	365,729	360,991	344,610
Intergovernmental Charges	316,914	347,734	347,734	347,734	334,328
Total Expenditures	7,454,885	7,481,025	7,550,176	6,796,740	7,621,782
Ending Balance	234,778	0	0	231,621	0

2013 Budget Appropriation	7,621,782
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REAL ESTATE EXCISE TAX FUND 154

MISSION STATEMENT

To serve the cultural, civic and recreational needs of the residents of Everett by providing funding for recreational and transportation improvement projects.

SUMMARY

Expenditure Budget	\$	1,377,528	FTE's	0.0
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REVENUE DESCRIPTION

The Washington State Growth Management Act of 1990 authorizes the imposition of an additional one-quarter of one percent tax on the value of all real estate transactions occurring within a city's municipal boundaries. The City of Everett began imposing this tax in 1992.

Per RCW 82.46.035, this second quarter percent Real Estate Excise Tax (REET) revenue is restricted to the "planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, bridges, domestic water systems, storm and sanitary sewer systems, and planning, construction, reconstruction, repair, rehabilitation, or improvement of parks."

INVENTORY OF SERVICES

DEPARTMENT 154/Real Estate Excise Tax Fund ACTIVITY 1 - CIP 3

CAPITAL OUTLAY	\$1,377,528
TOTAL COST	\$1,377,528
TOTAL FTEs	0

DESCRIPTION

- Provides a mechanism to track the collection and use of the second quarter of one percent real estate excise tax

- Ensures the restricted funds are used only for projects designated in the Capital Facilities Plan Element of the City's Comprehensive Plan and in accordance with state laws

- Maintains a cash flow model to estimate the timing and amount of funds needed for allowed capital projects

EXPECTED RESULTS

- Timely and reliable information regarding the collection and use of the second quarter of one percent real estate excise tax

- Funding for several recreational and transportation improvement projects as directed by Administration and Council

BUDGETED EXPENDITURES

	2012		2012	2013	
	2011	Adopted	As Amended	2012	Adopted
Fund 154: Real Estate Excise Tax	Actual	Budget	12/12/2012	Estimate	Budget
Revenue					
Beginning Fund Balance	6,196,493	1,920,465	6,193,030	5,953,370	624,091
Real Estate Excise Tax	875,836	800,000	800,000	900,000	900,000
Transfers In	30,947	-	-	-	-
Interest Earnings	293,334	101,000	101,000	110,000	20,000
Total Available	7,396,610	2,821,465	7,094,030	6,963,370	1,544,091
Expenditures					
Transfers Out - Parks Projects	375,000	340,046	2,431,178	2,681,132	402,209
Transfers Out - Streets Projects	890,131	2,300,000	4,481,433	3,481,433	800,000
Pub Wks Trust Fund Loan - 75th St	61,190	60,612	60,612	60,612	60,035
Pub Wks Trust Fund Loan - Riverfront	58,514	57,973	57,973	57,973	57,430
Pub Wks Trust Fund Loan - 112th St.	58,405	58,129	58,129	58,129	57,854
Total Expenditures	1,443,240	2,816,760	7,089,325	6,339,279	1,377,528
Ending Fund Balance	5,953,370	4,705	4,705	624,091	166,563
2013 Budget Appropriation					1,544,091

CRIMINAL JUSTICE FUND 156

MISSION STATEMENT

To provide a means by which Administration can track the collection and allocation of restricted criminal justice funds.

SUMMARY

Expenditure Budget	\$ 4,773,546	FTE's	0.0
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REVENUE DESCRIPTION

This fund was created in 1990 to identify separately the additional monies provided by the Criminal Justice legislation passed in 1990. Funds, with Council approval, can be used for any purpose related to the Criminal Justice System as described in the legislation.

The Criminal Justice revenue distribution is based on three different criteria. The major portion comes from the voter-approved one tenth of one-percent sales tax. The other two sources of revenue come from the state and are based on the City's population or crime rate.

This fund is also used for collecting and allocating other restricted funds such as probation fees, boating registration fees, narcotic seizure funds and grants.

INVENTORY OF SERVICES

DEPARTMENT 156/Criminal Justice Fund **ACTIVITY** 1 - Criminal Justice / Patrol Division Enhancement

LABOR	0
INTERFUND TRANSFER	\$393,933
Revenue Offset	0
NET COST	<u>\$393,933</u>
TOTAL FTEs	0*

DESCRIPTION ■ Provides initial response to 911 calls for service and emergency police response within the City
■ Provides protection of life, personal safety and property and safeguards personal rights

EXPECTED RESULTS ■ Respond to calls for service, enforce traffic laws and work with citizens and neighborhood groups to solve crime-related problems

PERFORMANCE MEASURES See General Government Fund 031- Police, Activity 2

*This activity funds 3 FTEs included in Fund 031 – Police (funds are transferred to the General Fund from Fund 156 to cover direct payroll expenses)

DEPARTMENT 156/Criminal Justice Fund **ACTIVITY** 2 - Criminal Justice /Community-Oriented Policing

M&O	\$11,500
INTERFUND TRANSFER	\$203,847
Revenue Offset	0
NET COST	<u>\$215,347</u>
TOTAL FTEs	0*

DESCRIPTION ■ Links the Police Department to the community in terms of achieving greater public safety through regular contact between beat officers and neighborhood groups, business organizations and the Apartment Manager’s Association

EXPECTED RESULTS ■ Utilize crime prevention efforts to reduce criminal activity with proactive and preventive strategies

PERFORMANCE MEASURES See General Government Fund 031 – Police, Activity 9

*This activity funds 2 FTEs included in Fund 031 - Police

INVENTORY OF SERVICES (Continued)

DEPARTMENT 156/Criminal Justice Fund ACTIVITY 3 – Criminal Justice / Police Records Unit

LABOR	0
INTERFUND TRANSFER	\$162,527
Revenue Offset	0
NET COST	<u>\$162,527</u>
TOTAL FTEs	0*

DESCRIPTION ■ Processes all incoming police reports and arrest citations; coordinates transfer of records to the jail and courts; performs “record checks” for officers, disseminates information to the public; assists the public with obtaining concealed weapons permits, fingerprinting for applications, and accessing police services

EXPECTED RESULTS ■ Maintain up-to-date data entry
■ Maintain record processing systems to stay current and comply with state and federal data reporting requirements

PERFORMANCE MEASURES ▲ See General Government Fund 031-Police, Activity 11

*This activity funds 2 FTEs included in Fund 031-Police

DEPARTMENT 156/Criminal Justice Fund ACTIVITY 4 - Criminal Justice / City Prosecutor's Office

M&O	\$28,037
INTERFUND TRANSFER	386,411
Revenue Offset	0
NET COST	<u>\$414,448</u>
TOTAL FTEs	0*

DESCRIPTION ■ Coordinates the prosecution of all criminal violations of the Everett Municipal Code (see Fund 003, Activity 3)

EXPECTED RESULTS ■ Efficiently and effectively handle criminal prosecutions in a manner that best serves the interests of justice

*This activity funds 5 FTEs included in Fund 003-Legal, Activity 3

DEPARTMENT 156/Criminal Justice Fund ACTIVITY 5 - Criminal Justice / School Resource Officers

M&O	\$8,000
INTERFUND TRANSFER	\$241,533
Revenue Offset	0
NET COST	<u>\$249,533</u>
TOTAL FTEs	0*

DESCRIPTION ■ Provides youth with the educational life skills necessary to resist peer pressure and make responsible decisions
■ Establishes and maintains a strong relationship among the Police Department, schools and students

EXPECTED RESULTS ■ Provide consistent interaction between the middle and high schools and the Police Department School Resource Officer Program

*This activity funds 2 FTEs included in Fund 031-Police

INVENTORY OF SERVICES (Continued)

DEPARTMENT 156/Criminal Justice Fund **ACTIVITY** 6 - Criminal Justice / Special Assault Unit

LABOR	0
INTERFUND TRANSFER	\$365,631
Revenue Offset	0
NET COST	<u>\$365,631</u>
TOTAL FTEs	0*

DESCRIPTION ■ Conducts investigations of child abuse complaints, sexual assaults and monitors registered sexual offenders

EXPECTED RESULTS ■ Conduct investigations that are timely and complete, targeting sexual offenders
■ Continue community notification meetings, informing citizens of Registered Sex Offender releases

PERFORMANCE MEASURES ✦ See General Government Fund 031-Police, Activity 6

*This activity funds 3 FTEs included in Fund 031-Police

DEPARTMENT 156/Criminal Justice Fund **ACTIVITY** 7 - Municipal Court Probation/Other Court Programs

M&O	\$204,461
INTERFUND TRANSFER	405,936
Revenue Offset	(454,763)
NET COST	<u>\$155,634</u>
TOTAL FTEs	0*

DESCRIPTION ■ Provides a mechanism to collect and allocate probation fees in accordance with state regulations
■ Monitors sentence conditions, which can include alcohol information school, alcohol evaluation, restitution, Driving Under the Influence (DUI), victims panel, anger management, theft awareness, and batterer's treatment, as well as sets court dates for non-compliance
■ Assists the Electronic Home Detention (EHD) assistant in screening, hooking up and monitoring defendants directed by the Judge to be placed in the EHD alternative jail program
■ Provides a mechanism to collect and allocate DV assessments and Trial Court Improvement funds

EXPECTED RESULTS ■ Provide monitoring services to defendants who have been sentenced by the Municipal Court Judge and set court dates for non-compliance as needed

PERFORMANCE MEASURES ✦ See General Government Fund 005-Municipal Court, Activity 3

*This activity funds 5.45 FTEs included in Fund 005-Municipal Court

INVENTORY OF SERVICES (Continued)

DEPARTMENT 156/Criminal Justice Fund ACTIVITY 8 - Police Special Projects

M&O	\$2,392,697
Revenue Offset	(232,700)
NET COST	\$2,159,997
TOTAL FTEs	0

- DESCRIPTION
- Provides a mechanism to account for police special projects that require the segregation of cash but do not warrant the establishment of individual funds (programs are listed below)
 - The Criminal Justice Program provides funding for Mobile Data Computer replacements, Radio System replacements, and special projects
 - The Seniors Against Crimes Program provides operating supplies for seniors who volunteer their time to the Everett Police Department; funding is from private donations
 - The Police Training Interlocal Program provides for the collection of tuition fees and payment of costs associated with the Everett Police Department coordinating training courses for other local law enforcement agencies
 - The Police Miscellaneous Special Projects Program provides a mechanism to account for one-time only revenue and expenditure transactions
 - The Boating Safety Program collects and distributes Everett's allocation of the state boat and personal watercraft excise taxes which are restricted for boating/safety education and law enforcement
 - The Byrne Grant Programs provide a mechanism to account for the annual application and award of Justice Assistance grants which are used to procure specialized equipment
 - The Narcotics Program collects and distributes seizure money the court orders to be retained by the Narcotics unit, funds are restricted by the Revised Code of Washington (RCW) for narcotics enforcement only
 - The Narcotics/Law Enforcement Program collects and distributes federal case seizure money, which is restricted by the federal government for narcotics enforcement only
 - The Registered Sex Offender grant program provides a mechanism to account for the Snohomish County Sheriff's Office grant which is used to ensure address and residing verification*
 - The Port Security Grant Program, through FEMA will provide a response vessel, related electronics, accessories, engines, fire suppression and a trailer

EXPECTED RESULTS ■ Efficiently and accurately account for police special project funds

BUDGET CHANGES

This schedule includes only staffing and new program changes from the 2012 Adopted Budget to the 2013 Proposed Budget. It excludes labor cost changes related to the cost of living, step increases, or employee benefits changes.

FTE	Item	Labor Amount	M & O Amount	Total
	Laptops for Prosecutors		5,000	5,000
	Police Facility Data Wiring System		113,500	113,500
	Total	-	118,500	118,500

BUDGET EXPENDITURES

	2011 Actual	2012 Adopted Budget	2012 As Amended 12/12/2012	2012 Estimate	2013 Adopted Budget
Fund 156 Criminal Justice					
Program 470: Criminal Justice					
Revenue					
Beginning Fund Balance	7,393,867	6,769,364	7,296,549	7,689,414	7,983,374
1/10th Percent Sales Tax	1,328,268	1,365,000	1,365,000	1,292,927	1,325,250
State Shared Revenue - Special Programs	86,615	79,200	79,200	84,621	76,159
State Shared Revenue - High/Violent Crime	599,363	292,420	292,420	582,642	429,177
DUI/Other Criminal Justice Assistance	21,800	17,060	17,060	18,478	16,630
Interest Earnings	338,499	158,000	158,000	158,000	163,500
Total Available	9,768,412	8,681,044	9,208,229	9,826,082	9,994,090
Expenditures					
Patrol Enforcement	354,248	384,325	384,325	384,325	393,933
Community Oriented Policing	189,593	214,296	214,296	214,296	215,347
Police Records Specialists	143,904	159,236	159,236	159,236	162,527
Prosecutor's Office	368,274	409,465	409,465	409,465	414,448
School Resource Officer (SRO)	238,574	245,309	245,309	245,309	249,533
Special Assault Unit	349,372	357,008	357,008	357,008	365,631
Probation - Rent	12,375	13,037	13,037	13,037	13,037
Mobile Data Computers	310,605	126,132	126,132	-	246,132
Special Projects	112,053	849,002	1,376,187	-	-
Police HQ Wiring	-	-	-	-	113,500
Radio System Replacements	-	-	-	-	1,046,385
New World Equipment	-	-	-	14,032	463,101
Aircard Service	-	-	-	46,000	159,615
Total Expenditures	2,078,998	2,757,810	3,284,995	1,842,708	3,843,189
Ending Balance	7,689,414	5,923,234	5,923,234	7,983,374	6,150,901
2013 Budget Appropriation - Criminal Justice Program					9,994,090
Fund 156 Police Special Projects					
Program 030: Seniors Against Crime					
Revenue					
Beginning Balance	5,239	3,889	3,889	6,596	5,446
Interest Earnings	164	150	150	150	150
Private Contributions	1,580	1,500	1,500	1,700	1,500
Total Available	6,983	5,539	5,539	8,446	7,096
Expenditures					
M & O	387	5,539	5,539	3,000	7,096
Total Expenditures	387	5,539	5,539	3,000	7,096
Ending Balance	6,596	0	0	5,446	0
Program 033: Crime Prevention					
Revenue					
Beginning Balance	10,168	10,418	10,418	10,452	8,702
Interest Earnings	284	250	250	250	150
Total Available	10,452	10,668	10,668	10,702	8,852
Expenditures					
M & O	-	10,668	10,668	2,000	8,852
Total Expenditures	0	10,668	10,668	2,000	8,852
Ending Balance	10,452	0	0	8,702	0

BUDGETED EXPENDITURES (Continued)

	2011 Actual	2012 Adopted Budget	2012 As Amended 12/12/2012	2012 Estimate	2013 Adopted Budget
Fund 156 Police Special Projects (Cont)					
Program 041: Police Training-Interlocal					
Revenue					
Beginning Balance	17,990	19,590	19,590	22,467	25,967
Tuition Charges	5,600	5,600	5,600	5,200	5,200
Interest Earnings	581	500	500	300	300
Total Available	24,171	25,690	25,690	27,967	31,467
Expenditures					
M & O	1,704	25,690	25,690	2,000	5,500
Total Expenditures	1,704	25,690	25,690	2,000	5,500
Ending Balance	22,467	0	0	25,967	25,967
Program 042: Police Misc Special Proj					
Revenue					
Beginning Balance	6,294	2,573	2,573	4,289	-
Grant Revenue	6,079	-	-	-	-
Miscellaneous Revenue	10,982	30,000	30,000	5,000	30,000
Interest Earnings	166	200	200	100	200
Total Available	23,521	32,773	32,773	9,389	30,200
Expenditures					
M & O	19,232	32,773	32,773	9,389	30,200
Total Expenditures	19,232	32,773	32,773	9,389	30,200
Ending Balance	4,289	0	0	0	0
Program 046: Boating Safety					
Revenue					
Beginning Balance	6,830	5,000	5,000	5,114	5,000
Vessel Registration Fees	50,846	50,000	50,000	64,317	50,000
Interest Earnings	415	350	350	100	200
Total Available	58,091	55,350	55,350	69,531	55,200
Expenditures					
M & O	9,522	20,000	20,000	20,000	20,000
Transfer Out to Fund 002	43,455	30,350	30,350	44,531	30,200
Total Expenditures	52,977	50,350	50,350	64,531	50,200
Ending Balance	5,114	5,000	5,000	5,000	5,000
Program 058: 2009 ARRA Justice Assistance Grant					
Revenue					
Beginning Balance	-	-	-	660	-
Grant Revenue	47,767	197,029	197,029	184,529	-
Interest Earnings	5,734	4,000	4,000	3,105	-
Total Available	53,501	201,029	201,029	188,294	0
Expenditures					
M & O	52,841	201,029	201,029	188,294	-
Total Expenditures	52,841	201,029	201,029	188,294	0
Ending Balance	660	0	0	0	0
Program 059: 2009 Justice Assistance Grant					
Revenue					
Beginning Balance	-	-	-	-	-
Grant Revenue	19,720	-	-	-	-
Interest Earnings	147	-	-	-	-
Total Available	19,866	0	0	0	0
Expenditures					
M & O	19,866	-	-	-	-
Total Expenditures	19,866	0	0	0	0
Ending Balance	0	0	0	0	0

BUDGETED EXPENDITURES (Continued)

	2011 Actual	2012 Adopted Budget	2012 As Amended 12/12/2012	2012 Estimate	2013 Adopted Budget
Fund 156 Police Special Projects (Cont)					
Prog 060: 2010 Justice Assistance Grant					
Revenue					
Beginning Balance	63,882	36,582	36,582	23,191	-
Interest Earnings	1,349	600	600	300	-
Total Available	65,231	37,182	37,182	23,491	0
Expenditures					
M & O	42,040	37,182	37,182	23,491	-
Total Expenditures	42,040	37,182	37,182	23,491	0
Ending Balance	23,191	0	0	0	0
Prog 061: 2011 Justice Assistance Grant					
Revenue					
Beginning Balance	-	-	-	(382)	-
FY2011 Justice Asst Grant	2,855	74,182	145,509	145,509	-
Interest Earnings	528	2,000	2,000	1,500	-
Total Available	3,383	76,182	147,509	146,627	0
Expenditures					
M & O	3,765	76,182	147,509	146,627	-
Total Expenditures	3,765	76,182	147,509	146,627	0
Ending Balance	(382)	0	0	0	0
Prog 062: 2012 Justice Assistance Grant					
Revenue					
Beginning Balance	-	-	-	-	-
FY2012 Justice Asst Grant	-	-	60,091	60,091	-
Interest Earnings	-	-	-	600	-
Total Available	0	0	60,091	60,691	0
Expenditures					
M & O	-	-	60,091	60,691	-
Total Expenditures	0	0	60,091	60,691	0
Ending Balance	0	0	0	0	0
Program 240: Narcotics					
Revenue					
Beginning Balance	13,297	-	-	3,745	39,828
DARE Assessments	23	-	-	28	-
Confiscated Property	213,545	125,000	125,000	150,601	25,000
Interest Earnings	1,882	1,000	1,000	1,200	200
Total Available	228,747	126,000	126,000	155,574	65,028
Expenditures					
M & O	206,884	126,000	126,000	115,746	65,028
Transfer Out to Fund 002	18,118	-	-	-	-
Total Expenditures	225,002	126,000	126,000	115,746	65,028
Ending Balance	3,745	0	0	39,828	0
Program 241: Narcotics/Law Enforcement					
Revenue					
Beginning Balance	3,043	403	403	380	-
Federal Seizures	20,536	20,000	20,000	10,000	20,000
Interest Earnings	251	250	250	10	250
Total Available	23,830	20,653	20,653	10,390	20,250
Expenditures					
Capital Outlay	5,809	-	-	-	-
M & O	17,641	20,653	20,653	10,390	20,250
Total Expenditures	23,450	20,653	20,653	10,390	20,250
Ending Balance	380	0	0	0	0

BUDGETED EXPENDITURES (Continued)

	2011 Actual	2012 Adopted Budget	2012 As Amended 12/12/2012	2012 Estimate	2013 Adopted Budget
Fund 156 Police Special Projects (Cont)					
Program 701: Registered Sex Offender Grant Revenue					
Beginning Balance	46,456	47,256	47,256	43,271	44,071
Grant Revenue	101,000	101,000	101,000	101,000	101,000
Interest Earnings	872	800	800	800	800
Total Available	148,328	149,056	149,056	145,071	145,871
Expenditures					
M & O	105,057	149,056	149,056	101,000	145,871
Total Expenditures	105,057	149,056	149,056	101,000	145,871
Ending Balance	43,271	0	0	44,071	0
2013 Budget Appropriation - Police Special Projects					363,964
Fund 156 Criminal Justice/Courts					
Program 500: Probation Revenue					
Beginning Fund Balance	271,921	175,086	175,086	119,430	2,107
Probation/EHD Fees	418,746	440,000	440,000	350,000	405,000
Interest Earnings	4,883	5,000	5,000	750	1,094
Transfers In	0	0	0	40,736	40,736
Total Available	695,550	620,086	620,086	510,916	448,937
Expenditures					
M & O	88,284	100,900	100,900	80,000	80,000
Transfer Out to Fund 002	487,836	506,000	506,000	428,809	365,200
Total Expenditures	576,120	606,900	606,900	508,809	445,200
Ending Balance	119,430	13,186	13,186	2,107	3,737
Program 510: DV Penalty Assessments Revenue					
Beginning Fund Balance	8,459	8,644	8,644	13,324	12,124
DV Assessments	7,052	5,000	5,000	6,500	9,000
Interest Earnings	297	300	300	300	300
Total Available	15,808	13,944	13,944	20,124	21,424
Expenditures					
M & O	2,484	13,944	13,944	8,000	21,424
Total Expenditures	2,484	13,944	13,944	8,000	21,424
Ending Balance	13,324	0	0	12,124	0
Program 520: Trial Court Improvements Revenue					
Beginning Fund Balance	198,729	183,329	183,329	245,333	172,569
Trial Court Improvements	40,440	34,000	34,000	40,736	40,736
Interest Earnings	6,164	1,500	1,500	1,500	1,500
Total Available	245,333	218,829	218,829	287,569	214,805
Expenditures					
M & O	-	100,000	115,000	115,000	90,000
Transfer Out	-	-	-	-	40,736
Total Expenditures	0	100,000	115,000	115,000	130,736
Ending Balance	245,333	118,829	103,829	172,569	84,069
2013 Budget Appropriation - Court Programs					685,166
2013 Budget Appropriation - Fund 156 Total					11,043,220

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TRAFFIC MITIGATION FUND 157

MISSION STATEMENT

The primary purpose of traffic mitigation payments is to provide mitigation of transportation system impacts resulting from development in accordance with the City's adopted transportation policy.

SUMMARY

Expenditure Budget	\$ 1,959,108	FTE's	0.0
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REVENUE DESCRIPTION

This fund receives payments to mitigate cumulative transportation system impacts resulting from development in the City and surrounding areas.

INVENTORY OF SERVICES

DEPARTMENT 157/Traffic Mitigation ACTIVITY 1 - Traffic Mitigation

LABOR	0
CAPITAL OUTLAY	\$ 1,959,108
Revenue Offset	0
NET COST	\$ 1,959,908
TOTAL FTEs	0

DESCRIPTION ■ Receives and utilizes payments to mitigate cumulative transportation system impacts resulting from development in the City and surrounding areas

EXPECTED RESULTS ■ Provide funding for preliminary engineering, right-of-way, construction, improvement, and repair of City streets and pedestrian facilities

■ Provide match funds for arterial street capital improvement grants

■ Allow development to be permitted in areas where there is sufficient capacity to provide safe and efficient traffic flow or where adequate traffic improvements will be provided in conjunction with development

2012 ACCOMPLISHMENTS ◆ Provided funding support for six (6) capital projects.

FUTURE TRENDS ■ Increased traffic and development will require increased traffic improvements

■ Reduced outside grant funding will increase demand for mitigation funds

PERFORMANCE MEASURES	2011	2012 Est.	2013 Est.
■ Capital projects supported	6	6	6
■ Amount of capital projects support	\$ 1,918,424	\$ 950,000	\$ 1,500,000

BUDGET EXPENDITURES

	2011 Actual	2012		2012 Estimate	2013 Adopted Budget
		Adopted Budget	As Amended 12/12/2012		
Fund 157: Traffic Mitigation					
Revenue					
Beginning Fund Balance	4,401,119	2,717,880	2,717,880	3,416,108	1,721,108
Charges for Services	121,575	200,000	200,000	180,000	200,000
Transfers-In	45	-	-	-	-
Interest Earnings	158,953	83,000	83,000	62,000	38,000
Total Available	4,681,692	3,000,880	3,000,880	3,658,108	1,959,108
Expenditures					
Salaries & Benefits	62,929	-	-	-	-
M & O	101,525	-	-	-	-
Transfers Out	507,947	-	-	1,937,000	300,000
Capital Outlay	592,957	3,000,880	3,000,880	-	1,659,108
Interfund Services & Charges	225	-	-	-	-
Total Expenditures	1,265,583	3,000,880	3,000,880	1,937,000	1,959,108
Ending Fund Balance	3,416,108	0	0	1,721,108	0
2013 Budget Appropriation					1,959,108

CONTINGENCY RESERVE Rainy Day Fund FUND 160

MISSION STATEMENT

To provide a reserve for extraordinary unforeseen events and unbudgeted expenses.

SUMMARY

Expenditure Budget	\$	-	FTE's	0.0
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REVENUE DESCRIPTION

The source of funding for this program is optional contributions from the General Fund. The City's expenditure-to-assessed value ratio currently limits the fund's accumulation to about 4% of the General Fund budget.

INVENTORY OF SERVICES

DEPARTMENT 160/Rainy Day Fund ACTIVITY 1 - Rainy Day Fund

LABOR	\$0
M&O	0
Revenue Offset	0
NET COST	\$0
TOTAL FTEs	0

DESCRIPTION

- Maintains reserve for emergencies and contingent liabilities
- Fund balance limited to 37.5 cents per \$1,000 of assessed property value per RCW 35.33.145
- Requires Administration recommendation, and Council supermajority approval to appropriate funds for expenditure

EXPECTED RESULTS

- Maintain adequate Rainy Day fund balance to support General Fund balance

PERFORMANCE MEASURES	2011	2012 Est.	2013 Est.
Fund Balance as a % of maximum	89%	98%	100%

BUDGETED EXPENDITURES

Fund 160: Rainy Day Fund	2011 Actual	2012 Adopted Budget	2012 As Amended 12/12/12	2012 Estimate	2013 Adopted Budget
Revenue					
Beginning Fund Balance	4,118,945	4,118,945	4,118,945	4,118,945	4,118,945
Interest Earnings	-	-	-	-	-
Total Available	4,118,945	4,118,945	4,118,945	4,118,945	4,118,945
Expenditures					
Miscellaneous	-	-	-	-	-
Total Expenditures	0	0	0	0	0
Ending Fund Balance	4,118,945	4,118,945	4,118,945	4,118,945	4,118,945
2013 Budget Appropriation					4,118,945

CAPITAL IMPROVEMENT RESERVE FUND 162

MISSION STATEMENT

To serve the cultural, civic, health, and safety needs of the residents of Everett by providing funding for community, recreational, and public safety improvements.

SUMMARY

Expenditure Budget	\$	2,769,050	FTE's	0.0
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REVENUE DESCRIPTION

CIP 2

Sources of funding for this program include the first quarter of one percent Real Estate Excise Tax, general fund contributions, rental income and interest earnings.

CIP 4

Sources of funding may include but are not limited to rental income, general fund contributions, and interest earnings.

INVENTORY OF SERVICES

DEPARTMENT 162/Capital Improvement Reserve ACTIVITY 1 - CIP 2

DEBT SERVICE	\$2,269,050
INTERGOVERNMENTAL	\$500,000
TOTAL COST	\$2,769,050
TOTAL FTEs	0

DESCRIPTION

- Provides a mechanism to track the collection and use of the first quarter of one percent real estate excise tax as well as other funding sources
- Provides a reserve for future debt service requirements of capital projects completed through this program, details of which can be found in the Capital Improvement Program section of this budget

EXPECTED RESULTS

- Provide funding for the 2011 debt service requirements of this program which include; the 2001 Variable Rate Demand LTGO Bonds for the arena land; a portion of the 2003 LTGO bonds for the Conference Center; and \$500,000 to the Public Facilities District for debt support

INVENTORY OF SERVICES (Continued)

DEPARTMENT 162/Capital Improvement Reserve ACTIVITY 2 - CIP 4

CAPITAL OUTLAY	\$0
TOTAL COST	\$0
TOTAL FTEs	0

DESCRIPTION

- Builds a reserve for future cultural and recreational improvements, transportation improvements, and other general government capital projects
- Provides long-term general government capital project planning in order to estimate resources needed for future projects

EXPECTED RESULTS

- Provide timely and reliable information regarding the financial impacts of capital improvement projects
- Provide funding for capital projects as directed by Administration and Council

BUDGETED EXPENDITURES

	2011 Actual	2012 Adopted Budget	2012 As Amended 12/12/2012	2012 Estimate	2013 Adopted Budget
Fund 162: Capital Reserve					
Program 002: CIP 2					
Revenue					
Beginning Balance	12,641,338	11,029,038	11,829,038	12,561,928	10,082,028
Real Estate Excise Tax	875,836	800,000	800,000	900,000	900,000
Miscellaneous Revenue	898	-	-	-	-
Interest Earnings	511,470	282,500	282,500	237,500	175,000
Total Available	14,029,542	12,111,538	12,911,538	13,699,428	11,157,028
Expenditures					
Intergovernmental Payments	500,000	500,000	500,000	500,000	500,000
Transfers Out - Debt Service	967,614	2,317,400	3,117,400	3,117,400	2,269,050
Total Expenditures	1,467,614	2,817,400	3,617,400	3,617,400	2,769,050
Ending Balance	12,561,928	9,294,138	9,294,138	10,082,028	8,387,978
Program 004: CIP 4					
Revenue					
Beginning Balance	11,302,143	5,671,152	12,400,226	12,556,251	5,549,176
Animal Shltr-Capital Reco	55,250	71,250	71,250	55,000	55,000
South Precinct Rental	198,057	231,500	231,500	203,999	210,119
Village Theater	20,486	-	-	24,000	36,000
Donations	20,000	-	-	-	-
Transfer In	1,273,332	-	-	-	-
Total Available	12,869,268	5,973,902	12,702,976	12,839,250	5,850,295
Expenditures					
LID Development Fees	-	20,000	20,000	-	-
Transfer Out	313,017	1,316,000	8,045,074	7,290,074	-
Total Expenditures	313,017	1,336,000	8,065,074	7,290,074	0
Ending Balance	12,556,251	4,637,902	4,637,902	5,549,176	5,850,295
2013 Budget Appropriation					17,007,323

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COMMUNITY HOUSING IMPROVEMENT PROGRAM (CHIP) AND HOUSING AND COMMUNITY DEVELOPMENT PROJECTS FUND 197

MISSION STATEMENT

Fund 197 includes a number of programs which include Community Housing Improvement Program (CHIP), housing rehabilitation, building rehabilitation, and housing development for the City of Everett. The fund is used to preserve and improve Everett's housing stock and enhance the neighborhood environment by:

- Assisting owner occupants and tenants of low to moderate income achieve decent and safe housing.
- Promoting the development, retention and improvement of affordable rental housing and neighborhoods in Everett.
- Improving and enhancing downtown Everett, other business areas and nonprofit facilities through rehabilitation services and loans.

SUMMARY

Expenditure Budget	\$ 1,007,929	FTE's	3.5
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REVENUE DESCRIPTION

- The sources of funds for Fund 197 are the HOME Program, through a consortium with Snohomish County, repayments from previous loans and interest earnings, Snohomish County Housing Trust Fund (HTF 2060), State, Federal, Community Development Block Grant (CDBG), and Energy funds.
- Loan repayments vary from year to year and are unpredictable. For 2013 they are estimated to be \$300,000.
- Beginning in 2002, the Snohomish County Auditor started collecting a surcharge of \$10.00 on instruments recorded in the County. A part of these funds is put into the Snohomish County Housing Trust 2060 Fund to be used for development, preservation, operation and maintenance of low-income housing. The City receives a portion of these funds through an interlocal agreement with Snohomish County signed in 2004. These funds are loaned out to non-profit housing developers and provided to shelters to help with operations.
- HOME Program funds are loaned out to nonprofit housing developers and are used for CHIP owner-occupied housing rehabilitation loans. The source of these funds is the Department of Housing and Urban Development (HUD), passed through Snohomish County by a consortium agreement. City Council established the CHIP program as the first priority for HOME funds.

INVENTORY OF SERVICES

DEPARTMENT 197/Community Housing Improvement Program (CHIP) ACTIVITY 1 - CHIP Loans

LABOR	\$0
M&O	620,000
Revenue Offset	(620,000)
NET COST	\$0
TOTAL FTEs	0

DESCRIPTION

- Provides funding for rehabilitation of owner-occupied and investor properties to benefit low-income occupants and the downtown rehabilitation.
- Provides funding for development of low and moderate income housing and non-profit agency facilities

EXPECTED RESULTS

- Provide decent and safe housing for low to moderate income persons
- Retain and encourage rehabilitation of affordable rental housing
- Promote and maintain reputation of CHIP with community and HUD, the funding agency
- Improve neighborhoods, downtown, business areas, and nonprofit agency facilities

2012 ACCOMPLISHMENTS

- ◆ Funded rehabilitation of 18 owner-occupied projects and completed non-profit rehab projects totaling \$273,000

2013 GOALS

- Goal #1 ■ Fund rehabilitation loan program for owner-occupied homes.
- Goal #2 ■ Assist with the rehabilitation of the Oswald Center with Domestic Violence Services of Snohomish County. Rehabilitation of 3 duplexes for Housing Hope, complete projects for Boy's and Girls Clubs buildings, rehabilitation work on Men's and Women's shelters for Everett Gospel Mission.

FUTURE TRENDS

- Increased regulations and requirements by auditors are making programs harder to manage and making it harder to complete projects. More time is spent on paperwork than on getting projects done.

INVENTORY OF SERVICES (Continued)

DEPARTMENT 197/Community Housing Improvement Program (CHIP) ACTIVITY 2 - CHIP Administration

LABOR	\$354,848
M&O	33,081
Revenue Offset	(387,929)
NET COST	\$0
TOTAL FTEs	3.5

- DESCRIPTION
- Administers funding for rehabilitation of owner-occupied and investor properties to benefit low-income occupants
 - Advertises program, qualifies applicants and arranges financing through loans and private investment from participating local lenders
 - Inspects properties and develops construction specifications for rehabilitation
 - Administers construction contracts and manages construction of rehabilitation

- EXPECTED RESULTS
- Provide decent and safe housing for low to moderate income persons
 - Retain and encourage rehabilitation of affordable rental housing
 - Promote and maintain reputation of CHIP with community and HUD, the funding agency
 - Improve and preserve neighborhoods, non-profit facilities and downtown

- 2012 ACCOMPLISHMENTS
- ◆ Managed extensive rehabilitation of 18 owner-occupied projects
 - ◆ Worked on three Boys & Girls Clubs' facilities, and the Everett Gospel Mission, for much needed rehabilitation. Rehabilitation of 3 duplexes for Housing Hope, and rehabilitation work on Men's and Women's shelters for Everett Gospel Mission.

- 2013 GOALS
- Goal #1 ■ Manage housing rehabilitation assistance to low and moderate income households
 - Goal #2 ■ Continue rehabilitation loan program for rental properties to create or improve housing affordability to low/very low income tenants

- FUTURE TRENDS
- Federal government will place increasing responsibility for funding housing programs on the state and local jurisdictions

PERFORMANCE MEASURES

	2011	2012 Est.	2013 Est.
◆ Owner-occupied loans	18 loans 18 dwelling units	18 loans 18 dwelling units	20 loans 20 dwelling units
◆ Investor loans (rentals)	0	2	2
◆ Nonprofit loans (housing)	6 loans 6 dwelling units	4 loans 4 dwelling units	4
◆ Nonprofit facility rehabilitation including shelters	6	4	5

POSITION SUMMARY	FTE	POSITION SUMMARY	FTE
Housing Finance Advisor	1	Administrative Assistant	0.5
Housing Improvement Inspector	2		

THREE-YEAR PERSONNEL COMPARISON

Class	Title	2011	2012	2013
6153	Housing Finance Advisor	1.0	1.0	1.0
6155	Housing Improvement Inspector	2.0	2.0	2.0
6301	Administrative Assistant	.5	.5	.5
TOTAL FTE		3.5	3.5	3.5

BUDGETED EXPENDITURES

	2012		2012		2013
	2011	Adopted	As Amended	2012	Adopted
Fund 197: CHIP Loan Program	Actual	Budget	12/12/2012	Estimate	Budget
Revenue					
Beginning Cash & Loans Receivable	13,864,615	14,726,718	14,726,718	14,335,724	15,800,000
Grant Revenue	907,435	1,511,500	1,511,500	1,511,500	1,286,300
Interest Earnings	185,257	112,000	112,000	112,000	169,000
Miscellaneous	2,300	3,500	3,500	3,500	3,300
Total Available	14,959,607	16,353,718	16,353,718	15,962,724	17,258,600
Expenditures					
Loan Program Expenditures	253,012	750,000	750,000	750,000	620,000
Salaries & Benefits	361,228	337,439	337,439	337,439	354,848
M & O	9,643	68,240	68,240	68,240	33,081
Total Expenditures	623,883	1,155,679	1,155,679	1,155,679	1,007,929
Ending Cash & Loans Receivable	14,335,724	15,198,039	15,198,039	14,807,045	16,250,671
2013 Budget Appropriation					17,258,600

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FUND 198

MISSION STATEMENT

The Community Development Block Grant Program (CDBG) is a federal grant received and administered by the Department of Planning and Community Development. The mission is to:

- Administer the program according to federal regulations in a timely and professional manner.
- Involve citizens in the decision making process beyond the basic federal requirements.
- Work with agencies, neighborhoods, and other City departments to assure that funds benefit low-income residents in Everett.
- Meet the national and local priorities and objectives in the use of the funds.
- Preserve and protect the historic resources of the community.
- Expand opportunities and preserve housing for low and moderate-income residents.

SUMMARY

Expenditure Budget	\$ 1,206,962	FTE's	1.5
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REVENUE DESCRIPTION

Since 1974 the City of Everett has applied for and received Community Development Block Grant (CDBG) funding from the U.S. Department of Housing and Urban Development (HUD). Every year HUD determines the amount of CDBG funding for each community. The allocations run on a fiscal year of July through June.

Everett's allocation of CDBG funding decreased to \$770,643 for the 2012/2013 program year. This is down from \$837,002 in 2011/2012 and \$1,002,301 in 2010/2011. CDBG funding levels are part of the national debate on Federal expenditures and as such, it is anticipated Everett can expect additional decreases in the future. The Community Development Block Grant program, however, enjoys widespread support and has been serving low income residents throughout the country since 1974. The U.S. Conference of Mayors strongly supports the Community Development Block Grant program as their number one priority.

Each year, through a public process, the City's Citizens' Advisory Committee for Housing and Community Development formulates a CDBG funding recommendation to the City Council. City Council authorizes the Mayor to apply to HUD for the grant. The application is in the form of an Action Plan, which delineates how all of the appropriated funds are to be spent. The City is also required by HUD to adopt a five-year Consolidated Plan, and the annual Action Plan is required to be consistent with this five-year plan. Each year the City reports to HUD its progress towards the goals and priorities established in the Consolidated Plan by completing a Consolidated Annual Performance and Evaluation Report, or CAPER. The current Consolidated Plan is for 2010 through 2014.

INVENTORY OF SERVICES

DEPARTMENT 198/Community Development Block Grant (CDBG) Program **ACTIVITY** 1 - CDBG Administration

LABOR	\$159,398
M&O	1,047,564
Revenue Offset	(1,206,962)
NET COST	\$0
TOTAL FTEs	1.5

DESCRIPTION ■ Administers Community Development Block Grants and other funds from HUD according to federal and state regulations

EXPECTED RESULTS ■ Provide decent housing, a suitable living environment, and economic opportunities to persons of low and moderate incomes

2012 ACCOMPLISHMENTS

- ◆ Met HUD standards for timeliness in expending grant funds
- ◆ Supported public service programs providing emergency housing, domestic violence counseling, family counseling, medical and dental care, transportation, and child care, to low-income persons
- ◆ Completed improvements to three Boy's and Girl's Clubs – North Everett, Cascade, and Casino Club; Gospel Mission women's and men's shelter improvements; helped purchase a building for Cocoon House U-Turn program; and renovated the Riverside Neighborhood signs and planting bed
- ◆ Coordinated historic preservation training for Certified Local Governments statewide with state grant.

2013 GOALS

Goal #1 ■ Work with Snohomish County to insure adherence to federal environmental laws for projects funded with HOME , state funds and jointly funded by the city and county with CDBG funds

Goal #2 ■ Timely implementation of projects funded with Community Development Block Grant funds

FUTURE TRENDS

- The federal government will increase pressure on local governments to fund housing and community development programs while providing less federal funding to those communities. In 2013, funding for 0.5 FTE has been transferred from federal to local support due to reduced funding.
- Added regulations and approach to those regulations will add significant cost and time to CDBG, HOME and state-funded projects

PERFORMANCE MEASURES	2011	2012 Est.	2013 Est.
▼ CDBG Programs & Projects Completed	25	25	25
▼ Housing programs	8	6	6
▼ Special needs programs	15	15	13
▼ Capital projects	6	5	5
▼ Annual Action Plan Completed	1	1	1
▼ Consolidated Annual Performance and Evaluation Report (CAPER) Completed	1	1	1
▼ Citizens Advisory Committee for Housing and Community Development	5	5	5

POSITION SUMMARY	FTE	POSITION SUMMARY	FTE
Planner	1	Community Development Specialist	0.5

THREE-YEAR PERSONNEL COMPARISON

Class	Title	2011	2012	2013
1670	Planner	1.0	1.0	1.0
6151	Community Development Specialist	1.0	1.0	0.5
	TOTAL FTE	2.0	2.0	1.5

BUDGET CHANGES

This schedule includes only staffing and new program changes from the 2012 Adopted Budget to the 2013 Proposed Budget. It excludes labor cost changes related to the cost of living, step increases, or employee benefits changes.

FTE	Item	Labor Amount	M & O Amount	Total
-0.50	Transfer 0.50 Community Development Specialist position to Fund 021 - Planning	(50,835)		(50,835)
	Total	(50,835)	-	(50,835)

BUDGETED EXPENDITURES

Fund 198: Community Dev. Block Grant	2011	2012	2012	2012	2013
	Actual	Adopted Budget	As Amended 12/12/2012	2012 Estimate	Adopted Budget
Revenue					
Beginning Cash & Loans Receivable	567,018	587,310	587,310	567,491	656,962
Grant Revenue	528,304	750,000	750,000	769,819	550,000
Misc Revenue	1,039	-	-	-	-
Total Available	1,096,361	1,337,310	1,337,310	1,337,310	1,206,962
Expenditures					
Salaries & Benefits	191,222	200,142	200,142	200,142	159,398
M & O	1,017	94,000	94,000	94,000	73,500
Operating Grants	318,895	1,029,787	1,029,787	1,029,787	964,296
Interfund Services & Charges	17,736	13,381	13,381	13,381	9,768
Total Expenditures	528,870	1,337,310	1,337,310	1,337,310	1,206,962
Ending Balance	567,491	0	0	0	0
2013 Budget Appropriation					1,206,962

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