
SPECIAL REVENUES

TABLE OF CONTENTS

FUND #	TITLE	PAGE
126	Motor Vehicle and Equipment Replacement	7 - 1
138	Hotel/Motel Tax Fund.....	7 - 5
145	Cumulative Reserve Fund – Real Property Acquisition	7 - 7
146	Property Management Fund	7 - 11
148	Cumulative Reserve Fund for Parks.....	7 - 15
149	Senior Center Reserve	7 - 21
151	Fund for Animals.....	7 - 23
152	Cumulative Reserve Fund for Library.....	7 - 25
153	Emergency Medical Services Fund.....	7 - 27
154	Real Estate Excise Tax Fund	7 - 33
155	General Government Special Projects Fund.....	7 - 35
156	Criminal Justice Fund	7 - 37
157	Traffic Mitigation Fund	7 - 45
159	Transportation Benefit District	7 - 47
160	Contingency Reserve – Rainy Day Fund.....	7 - 49
162	Capital Improvement Reserve Fund	7 - 51
197	Community Housing Improvement Program (CHIP) Fund.....	7 - 55
198	Community Development Block Grant Program Fund	7 - 59

Motor Vehicle and Equipment Replacement

FUND 126

OVERVIEW

The Motor Vehicle and Equipment Replacement fund provides a mechanism to accumulate funds for General Government vehicle and equipment replacements. The Motor Vehicle Department plans for current and future replacements to build an optimum fleet.

ACTIVITIES

Police and Fire Vehicles & Equipment Replacement

ACTIVITY BUDGET SUMMARY	AMOUNT
Capital Outlay	\$ 1,235,000
Total Expenditures	1,235,000
Net Cost (expenditures less revenue)	\$ 1,235,000
Budgeted FTEs	0.0

PRIMARY CITY PRIORITY



DESCRIPTION

- Accounts for the replacement of public safety vehicles and equipment

Parks Vehicles & Equipment Replacement

ACTIVITY BUDGET SUMMARY	AMOUNT
Capital Outlay	\$ 520,000
Total Expenditures	520,000
Net Cost (expenditures less revenue)	\$ 520,000
Budgeted FTEs	0.0

PRIMARY CITY PRIORITY



DESCRIPTION

- Accounts for the replacement of Parks & Community Services vehicles and equipment

Engineering and Streets Vehicles & Equipment Replacement

ACTIVITY BUDGET SUMMARY	AMOUNT
Capital Outlay	\$ 364,000
Total Expenditures	364,000
Net Cost (expenditures less revenue)	\$ 364,000
Budgeted FTEs	0.0

PRIMARY CITY PRIORITY



Transportation & infrastructure

DESCRIPTION

- Accounts the replacement of Engineering and Streets vehicles and equipment

Contingency for Vehicle and Equipment Replacement

ACTIVITY BUDGET SUMMARY	AMOUNT
Capital Outlay	\$ 150,000
Total Expenditures	150,000
Net Cost (expenditures less revenue)	\$ 150,000
Budgeted FTEs	0.0

PRIMARY CITY PRIORITY



Responsive & responsible government

DESCRIPTION

- Provides a funding source for unexpected vehicle and equipment replacements due to collisions or vehicle failures. It also provides a small contingency to cover higher than expected replacement costs.

REVENUE DESCRIPTION

The General Fund contributes annually to the Motor Vehicle and Equipment Replacement Fund on behalf of General Government departments. Non-General Government departments purchase their vehicles and equipment directly from their own funds. Other sources of revenue include investment interest and proceeds from the sale of retired General Government vehicles and equipment.

BUDGETED EXPENDITURES

	2018	2019	2019	2019	2020
	Actual	Adopted Budget	As Amended 12/11/2019	Estimate	Adopted Budget
Fund 126: Motor Vehicle/Equip. Repl.					
Program 126: General Gov Vehicle Repl.					
Resources					
Beginning Balance	9,577,104	5,488,023	6,965,019	7,321,180	4,067,235
Grant Revenue	-	-	2,663	54,900	-
Contribution From General Fund/Other	1,351,728	1,638,258	1,638,258	1,638,264	1,825,000
Sale of Capital Assets	104,809	50,000	50,000	79,560	70,000
Interest Earnings	146,356	102,000	102,000	124,730	97,000
Total Available	11,179,997	7,278,281	8,757,940	9,218,634	6,059,235
Expenditures					
IT Vehicle Replacement	28,956	-	-	-	-
Engineering Vehicle Replacement	370,636	225,000	267,217	267,217	225,000
Police Vehicle Replacement	1,009,557	640,000	771,000	720,000	750,000
Fire Vehicle Replacement	1,651,628	1,700,000	3,085,258	3,057,248	485,000
Facilities Vehicle Replacement	27,813	-	-	-	-
Parks Vehicle Replacement	364,037	35,000	52,000	35,000	520,000
Streets Vehicle Replacement	362,190	630,000	1,016,934	921,934	139,000
Unanticipated Replacements/Misc	-	150,000	150,000	150,000	150,000
Transfer Out	44,000	-	-	-	-
Total Expenditures	3,858,817	3,380,000	5,342,409	5,151,399	2,269,000
Ending Balance	7,321,180	3,898,281	3,415,531	4,067,235	3,790,235
2020 Budget Appropriation - Fund 126					6,059,235

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Hotel/Motel Tax

FUND 138

OVERVIEW

The Hotel/Motel fund accounts for the collection and distribution of a 2% hotel/motel tax on lodging fees, which must be used to support and promote tourism.

ACTIVITIES

Hotel/Motel Taxes

ACTIVITY BUDGET SUMMARY	AMOUNT
Total Expenditures	\$ 900,000
Revenue Offset	(756,948)
Net Cost (expenditures less revenue)	\$ 143,052
Budgeted FTEs	0.0

PRIMARY CITY PRIORITY



Economic &
cultural vitality

DESCRIPTION

- Promotes tourism by contributing funds to civic events and toward capital funding for venues that hold civic events
- Contributes \$100,000 to the Everett Public Facilities District to support debt service and operating costs associated with the Everett Events Center
- Maintains a reserve balance adequate to cover one year of fixed obligations

REVENUE DESCRIPTION

Revenues include the 2% hotel/motel tax on lodging fees and interest earnings.

BUDGETED EXPENDITURES

	2018	2019	2019	2019	2020
	Actual	Adopted	As Amended	2019	Adopted
Fund 138: Hotel/Motel Tax		Budget	12/11/2019	Estimate	Budget
Resources					
Beginning Balance	595,571	485,753	564,753	644,468	396,968
Hotel/Motel Tax	680,906	650,000	650,000	720,000	745,000
Interest Earnings	11,448	8,000	8,000	11,500	11,948
Miscellaneous	134	-	-	-	-
Total Available	1,288,059	1,143,753	1,222,753	1,375,968	1,153,916
Expenditures					
Tourism Promotion	82,803	150,000	279,000	279,000	150,000
Grant Recipients	410,788	650,000	550,000	550,000	650,000
Events Center	150,000	100,000	150,000	150,000	100,000
Total Expenditures	643,591	900,000	979,000	979,000	900,000
Ending Balance	644,468	243,753	243,753	396,968	253,916
2020 Budget Appropriation					1,153,916

Cumulative Reserve – Real Property Acquisition

FUND 145

OVERVIEW

The Property Acquisition Fund consolidates financial transactions related to the General Government’s real property.

ACTIVITIES

Real Property Acquisition

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 0
M&O/Capital Outlay	150,000
Total Expenditures	\$ 150,000
Revenue Offset	(165,800)
Net Cost (expenditures less revenue)	\$ (15,800)
Budgeted FTEs	0.0

PRIMARY CITY PRIORITY



Responsive & responsible government

DESCRIPTION

This activity provides a mechanism to consolidate funding for the acquisition of real property and pays and manages costs associated with acquisitions. The activity also accounts for General Government right-of-way leases and the vacation of City property.

2020 GOALS & WORK PLAN

CITY PRIORITY	GOAL	WORK PLAN
	Surplus excess City-owned properties	<ul style="list-style-type: none"> ▪ Prepare package of potential surplus sites for Administration’s review ▪ Seek Council approval to surplus ▪ Work with broker to market and sell Council approved surplus sites

Street and Alley Vacation Funded Capital Projects

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 0
M&O/Capital Outlay	600,000
Total Expenditures	\$ 600,000
Revenue Offset	(150,000)
Net Cost (expenditures less revenue)	\$ 450,000
Budgeted FTEs	0.0

PRIMARY CITY PRIORITY



DESCRIPTION

This activity accounts for the proceeds from the sale of street and alley vacations that are restricted, by City Resolution 7397, to the acquisition, improvement, development and related maintenance of public open space or transportation capital projects.

2020 GOALS & WORK PLAN

CITY PRIORITY	GOAL	WORK PLAN
	Complete prioritized open space and transportation capital projects	<ul style="list-style-type: none"> Construct Pecks Drive pedestrian improvements at Madison Elementary school Construct sidewalk sections at 16th Street Provide local grant match for Forest Park sport courts renovations

REVENUE DESCRIPTION

Sources of revenue for Fund 145 include proceeds from the sale of City property, rights-of-way leases, and vacations of City property.

BUDGETED EXPENDITURES

	2018	2019	2019	2019	2020
	Actual	Adopted	As Amended	2019	Adopted
Fund 145: Cum Resv/Real Prop. Acq.		Budget	12/11/2019	Estimate	Budget
Program 000: Real Property Acquisition					
Resources					
Beginning Balance	1,898,063	1,799,263	1,799,263	1,857,840	656,828
Interest Earnings	31,351	22,000	22,000	35,700	13,000
Right of Way Fees	69,212	38,500	38,500	38,500	15,000
Miscellaneous	4,577	100	100	1,000	800
Proceeds from Street and Alley Vacations	18,018	1,000	1,000	3,000	150,000
Total Available	2,021,221	1,860,863	1,860,863	1,936,040	835,628
Expenditures					
Land & Building	-	1,657,563	1,657,563	-	-
M & O	163,381	203,300	203,300	123,500	150,000
Transfers Out	-	-	-	1,155,712	-
Total Expenditures	163,381	1,860,863	1,860,863	1,279,212	150,000
Ending Balance	1,857,840	-	-	656,828	685,628
Program 010: Street and Alley Vacation					
Resources					
Beginning Balance	-	-	-	-	1,804,712
Interest Earnings	-	-	-	6,000	30,000
Transfers In	-	-	-	1,155,712	-
Proceeds from Street and Alley Vacations	-	-	-	643,000	150,000
Total Available	-	-	-	1,804,712	1,984,712
Expenditures					
Transfers Out for Capital Outlay	-	-	-	-	600,000
Total Expenditures	-	-	-	-	600,000
Ending Balance	-	-	-	1,804,712	1,384,712
2020 Budget Appropriation- Fund 145 Total					2,820,340

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Property Management

FUND 146

OVERVIEW

The Property Management fund is used to manage the City’s General Government buildings, excluding the Parks system; track the collection of tenant lease receipts and associated operating expenses for the Everett Municipal and South Precinct Buildings; and maintain reserves for general government maintenance and repair projects.

ACTIVITY

Property Management

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 0
M&O/Capital Outlay	1,901,248
Total Expenditures	\$ 1,901,248
Revenue Offset	(707,050)
Net Cost (expenditures less revenue)	\$ 1,194,198
Budgeted FTEs	0.0

PRIMARY CITY PRIORITY



Responsive & responsible government

2019 ACCOMPLISHMENTS

- Leased all available tenant spaces
- Prepared the Culmback Building for sale
- Completed Everett Municipal Building Window Replacement Phase #2 and South Precinct Roof Repair projects

2020 GOALS & WORK PLAN

CITY PRIORITY	GOAL	WORK PLAN
	The City’s commercial and General Government buildings are managed effectively and efficiently	<ul style="list-style-type: none"> ▪ Program results of the City’s facilities condition assessment into the project planning model ▪ Work with Administration and Finance to identify funding sources for the revised project plan ▪ Collaborate with Purchasing to ensure that the City is receiving best value for repair and maintenance projects

REVENUE DESCRIPTION

The program is funded from revenues received from tenants of the Everett Municipal Building, South Precinct Building, parking fees, interest income and contributions from the general fund.

BUDGETED EXPENDITURES

	2018 Actual	2019 Adopted Budget	2019 As Amended 12/11/2019	2019 Estimate	2020 Adopted Budget
Fund 146: Property Management					
Program 000: Parking Lot Reserve					
Resources					
Beginning Balance	323,723	334,423	334,423	338,913	-
Parking	14,830	15,480	15,480	65,000	-
Interest Earnings	5,487	7,000	7,000	3,925	-
Total Available	344,040	356,903	356,903	407,838	-
Expenditures					
Repairs & Maintenance	5,127	-	-	-	-
Transfers Out	-	-	339,000	407,838	-
Total Expenditures	5,127	-	339,000	407,838	-
Ending Balance	338,913	356,903	17,903	-	-
Program 001: Culmback Building					
Resources					
Beginning Balance	85,732	45,146	45,146	64,475	68,845
Interest Earnings	1,299	1,200	1,200	1,350	300
Transfers In	21,348	51,000	51,000	51,000	-
Total Available	108,379	97,346	97,346	116,825	69,145
Expenditures					
M & O	20,048	21,750	21,750	21,750	23,179
Repairs & Maintenance	3,827	10,000	10,000	10,000	10,000
Interfund Services & Charges	20,029	16,230	16,230	16,230	20,996
Total Expenditures	43,904	47,980	47,980	47,980	54,175
Ending Balance	64,475	49,366	49,366	68,845	14,970
Program 002: Everett Muni Building					
Resources					
Beginning Balance	261,722	227,377	77,377	267,475	353,750
Facilities Lease	439,449	430,000	430,000	430,000	436,450
Parking	2,848	1,500	1,500	850	67,200
Interest Earnings	3,928	3,000	3,000	4,000	5,100
Transfers In	204,996	186,150	525,150	595,520	150,000
Total Available	912,943	848,027	1,037,027	1,297,845	1,012,500
Expenditures					
M & O	289,308	280,000	280,000	280,000	280,650
Repairs & Maintenance	117,715	75,000	75,000	75,000	85,000
Transfers Out	-	-	285,940	295,000	-
Interfund Services & Charges	238,445	294,095	294,095	294,095	290,780
Total Expenditures	645,468	649,095	935,035	944,095	656,430
Ending Balance	267,475	198,932	101,992	353,750	356,070

BUDGETED EXPENDITURES

	2018 Actual	2019 Adopted Budget	2019 As Amended 12/11/2019	2019 Estimate	2020 Adopted Budget
Fund 146: Property Management					
Program 005: South Precinct Building					
Resources					
Beginning Balance	9,882	1,617	1,617	(2,288)	(4,005)
Facilities Lease	172,283	185,000	185,000	185,000	185,000
Interest Earnings	76	100	100	-	-
Transfers In	221,112	240,000	240,000	240,000	350,000
Total Available	403,353	426,717	426,717	422,712	530,995
Expenditures					
M & O	178,964	200,704	200,704	200,704	196,000
Repairs & Maintenance	67,520	70,000	70,000	70,000	75,000
Interfund Services & Charges	159,157	156,013	156,013	156,013	217,603
Total Expenditures	405,641	426,717	426,717	426,717	488,603
Ending Balance	(2,288)	-	-	(4,005)	42,392
Program 007: General Gov't Buildings					
Resources					
Beginning Balance	699,449	967,742	1,117,742	771,266	613,524
Interest Earnings	14,760	13,000	13,000	13,000	13,000
Transfers In	1,075,004	80,750	80,750	890,750	1,010,322
Total Available	1,789,213	1,061,492	1,211,492	1,675,016	1,636,846
Expenditures					
Repairs & Maintenance	910,870	961,492	1,111,492	961,492	652,040
Capital Outlay	107,077	100,000	100,000	100,000	50,000
Total Expenditures	1,017,947	1,061,492	1,211,492	1,061,492	702,040
Ending Balance	771,266	-	-	613,524	934,806
2020 Budget Appropriation - Fund 146 Total					3,249,486

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Cumulative Reserve for Parks

FUND 148

OVERVIEW

The Cumulative Reserve fund for Parks provides funding for special parks projects and programs.

ACTIVITIES

Maintenance Reserve

ACTIVITY BUDGET SUMMARY	AMOUNT
M&O/Capital Outlay	\$ 101,000
Total Expenditures	101,000
Revenue Offset	(700)
Net Cost (expenditures less revenue)	\$ 100,300

PRIMARY CITY PRIORITY



Economic & cultural vitality

DESCRIPTION

Accounts for funds designated for use at the boat launch, softball and soccer fields.

2020 GOALS & WORK PLAN

CITY PRIORITY	GOAL	WORK PLAN
	Provide best in class facility renovations and new park developments	<ul style="list-style-type: none"> Provide grant matching funds for the State Recreation and Conservation Office's Boating Facility Program grant for renovation of the Rotary Park boat launch

Park Impact Fees

ACTIVITY BUDGET SUMMARY	AMOUNT
M&O/Capital Outlay	\$ 0
Total Expenditures	0
Revenue Offset	(280)
Net Revenue (expenditures less revenue)	\$ (280)

PRIMARY CITY PRIORITY



Economic &
cultural vitality

DESCRIPTION

Accounts for park impact fees, which are collected from property developers in lieu of providing onsite recreation for their residents. The fees are restricted for park and recreation opportunities in those neighborhoods.

2020 GOALS & WORK PLAN

CITY PRIORITY	GOAL	WORK PLAN
	Reserve for future use to enhance recreational opportunities for Everett residents	<ul style="list-style-type: none"> There are no budgeted expenditures for 2020

Deckman/Madison Morgan Property

ACTIVITY BUDGET SUMMARY	AMOUNT
M&O/Capital Outlay	\$ 23,000
Total Expenditures	23,000
Revenue Offset	(6,325)
Net Cost (expenditures less revenue)	\$ 16,675

PRIMARY CITY PRIORITY



Economic &
cultural vitality

DESCRIPTION

Accounts for the revenue and expenditures associated with the Deckman/Madison Morgan property, which was originally purchased with funds from the Snohomish County Conservation Futures program.

2019 ACCOMPLISHMENTS

- Provided a passive recreation/open space area

2020 GOALS & WORK PLAN

CITY PRIORITY	GOAL	WORK PLAN
	Increase recreational opportunities	<ul style="list-style-type: none"> Complete property enhancements and amenities

CEMEX Property

ACTIVITY BUDGET SUMMARY	AMOUNT
M&O/Capital Outlay	\$ 500,000
Total Expenditures	500,000
Revenue Offset	(441,525)
Net Cost (expenditures less revenue)	\$ 58,475

PRIMARY CITY PRIORITY

Economic & cultural vitality

DESCRIPTION

Accounts for donations received from the CEMEX company and swim fee revenue from the YMCA. Funds are to be used for parks and recreation related purposes.

2019 ACCOMPLISHMENTS

- Paid \$1,250,000 to YMCA as part of the cooperative agreement to provide recreational opportunities to Everett residents

2020 GOALS & WORK PLAN

CITY PRIORITY	GOAL	WORK PLAN
	Enhance recreational opportunities for Everett residents	<ul style="list-style-type: none"> Pay \$500,000 installment to YMCA as part of the cooperative agreement to provide recreational opportunities to Everett residents

Other Reserves for Parks

ACTIVITY BUDGET SUMMARY	AMOUNT
M&O/Capital Outlay	\$ 0
Total Expenditures	0
Revenue Offset	(7,050)
Net Revenue (expenditures less revenue)	\$ (7,050)

PRIMARY CITY PRIORITY



Economic &
cultural vitality

DESCRIPTION

This activity accounts for the following reserve accounts: Cumulative Reserve for Parks, Maintenance & Operating Reserve, New Program Reserve, and Capital Project Reserve. Funds accumulated in these accounts are designated to support parks and recreation activities and projects.

2019 ACCOMPLISHMENTS

- The Capital Project Reserve was used in the amount of \$15,363 for the security camera project at the Forest Park Swim Center and Recreation Office.

2020 GOALS & WORK PLAN

CITY PRIORITY	GOAL	WORK PLAN
	Reserve funds for future use for minor capital projects and new recreational programs	<ul style="list-style-type: none"> ▪ There are no budgeted expenditures for 2020

REVENUE DESCRIPTION

Sources of revenue for Fund 148 include donations, park impact fees, swim fee revenue from the YMCA, rental income, and interest income.

BUDGETED EXPENDITURES

	2018	2019	2019	2019	2020
	Actual	Adopted	As Amended	Estimate	Adopted
Fund 148 - Parks Reserve		Budget	12/11/2019		Budget
Program 001 - Maintenance Reserve (boat launch, softball & soccer fields)					
Resources					
Beginning Balance	102,903	104,499	104,499	104,649	106,474
Interest Earnings	1,746	1,825	1,825	1,825	700
Total Available	104,649	106,324	106,324	106,474	107,174
Expenditures					
Capital Outlay	-	-	-	-	101,000
Total Expenditures	-	-	-	-	101,000
Ending Balance	104,649	106,324	106,324	106,474	6,174
Program 019 - PEG Fees -- MOVED TO FUND 155 for 2020					
Resources					
Beginning Balance	1,603,564	1,126,594	1,126,594	1,036,106	-
Interest Earnings	25,366	18,000	18,000	13,600	-
Total Available	1,628,930	1,144,594	1,144,594	1,049,706	-
Expenditures					
M & O	37,134	-	-	37,000	-
Capital Outlay	555,690	200,000	200,000	163,000	-
Transfers Out	-	-	798,800	849,706	-
Total Expenditures	592,824	200,000	998,800	1,049,706	-
Ending Balance	1,036,106	944,594	145,794	-	-
Program 029 - Park Impact Fees					
Resources					
Beginning Balance	-	-	-	13,633	13,633
Park Impact Fees	13,441	-	-	-	-
Interest Earnings	192	-	-	-	280
Total Available	13,633	-	-	13,633	13,913
Expenditures					
Total Expenditures	-	-	-	-	-
Ending Balance	13,633	-	-	13,633	13,913

BUDGETED EXPENDITURES - CONTINUED

	2018	2019	2019	2019	2020
	Actual	Adopted	As Amended	2019	Adopted
Fund 148 - Parks Reserve		Budget	12/11/2019	Estimate	Budget
Program 322 - Deckman Property					
Resources					
Beginning Balance	36,402	22,994	22,994	23,976	20,251
Interest Earnings	537	300	300	450	325
Housing Rental Revenue	-	-	-	-	6,000
Total Available	36,939	23,294	23,294	24,426	26,576
Expenditures					
M & O	12,963	20,800	20,800	4,175	23,000
Total Expenditures	12,963	20,800	20,800	4,175	23,000
Ending Balance	23,976	2,494	2,494	20,251	3,576
Program 323- Cemex Property					
Resources					
Beginning Balance	656,013	1,070,413	1,070,413	1,072,471	245,896
Interest Earnings	16,458	18,850	18,850	20,425	5,525
YMCA Swim Admission Revenue	-	-	-	3,000	36,000
Donation	400,000	400,000	400,000	400,000	400,000
Total Available	1,072,471	1,489,263	1,489,263	1,495,896	687,421
Expenditures					
YMCA Access Payment	-	-	1,250,000	1,250,000	500,000
Total Expenditures	-	-	1,250,000	1,250,000	500,000
Ending Balance	1,072,471	1,489,263	239,263	245,896	187,421
Other Park Reserves					
Resources					
Beginning Balance	289,737	294,718	294,718	295,126	286,023
Interest Earnings	5,060	2,702	2,702	6,035	6,800
Miscellaneous	329	250	250	225	250
Total Available	295,126	297,670	297,670	301,386	293,073
Expenditures					
M & O	-	34,256	34,256	-	-
Capital Outlay	-	172,223	172,223	15,363	-
Total Expenditures	-	206,479	206,479	15,363	-
Ending Balance	295,126	91,191	91,191	286,023	293,073
2020 Budget Appropriation - Fund 148 Total					1,128,157

Senior Center Reserve

FUND 149

OVERVIEW

The 149 cumulative reserve provides funding to support programs and activities at the Carl Gipson Senior Center.

ACTIVITY

Coffee Bar, Table Tennis, Gaming and Donations

ACTIVITY BUDGET SUMMARY	AMOUNT
M&O/Capital Outlay	\$ 13,500
Total Expenditures	13,500
Revenue Offset	(29,600)
Net Revenue (expenditures less revenue)	\$ (16,100)

PRIMARY CITY PRIORITY



DESCRIPTION

The Carl Gipson Senior Center prioritizes the health and well-being of seniors and supports the Engaged and Informed Community priority in the following ways:

- The coffee bar serves as the hub of social interaction at the senior center
- Seniors 50+ are staying physically active through games such as table tennis and billiards
- Donations help to offset the expense of new program offerings and small capital improvement projects

2019 ACCOMPLISHMENTS

- Volunteers contributed a total of 5,000 hours to operate programs such as the coffee bar, table tennis and billiards
- Created a dedicated space for gaming and puzzles in the former gift shop

2020 GOALS & WORK PLAN

CITY PRIORITY	GOAL	WORK PLAN
	Increase coffee bar revenue with daily specials and new offerings	<ul style="list-style-type: none"> ▪ Develop monthly plans for daily specials and new offerings ▪ Eliminate sales of items with low margins and/or low sales

	<p>Generate additional revenue to support Senior Center activities via social fundraising events</p>	<ul style="list-style-type: none"> ▪ Develop an annual fundraising event calendar in collaboration with the new Carl Gipson Senior Center (CGSC) foundation ▪ Execute planned events ▪ Track and report revenues raised at the events
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REVENUE DESCRIPTION

Revenue includes coffee bar sales, table tennis fees, billiards fees, donations, and interest earnings.

BUDGETED EXPENDITURES

Fund 149: Senior Center Reserve	2018	2019	2019	2019	2020
	Actual	Adopted Budget	As Amended 12/11/2019	Estimate	Adopted Budget
Resources					
Beginning Balance	484,529	481,121	481,121	502,820	488,250
Gift Shop Sales	1,671	-	-	-	-
Charges for Services	72,885	21,500	21,500	18,000	18,800
Interest Earnings	8,939	7,800	7,800	10,780	7,800
Facility Rental Revenue	5,293	-	-	-	-
Private Contributions	10,483	6,900	6,900	5,400	3,000
Grant Revenue	-	-	23,000	23,000	-
Miscellaneous Revenue	3,600	-	-	-	-
Total Available	587,400	517,321	540,321	560,000	517,850
Expenditures					
M & O	84,580	15,250	15,250	13,750	13,500
Capital Expenditures		-	55,067	58,000	-
Total Expenditures	84,580	15,250	70,317	71,750	13,500
Ending Balance	502,820	502,071	470,004	488,250	504,350
2020 Budget Appropriation					517,850

Fund for Animals

FUND 151

OVERVIEW

The Fund for Animals is a cumulative reserve fund that provides funds to benefit animals. Veterinary care, capital equipment and supplies for animals at the Everett Animal Shelter are paid for through this fund.

ACTIVITY

Animal Shelter Veterinary Care & Animal Benefit Funding

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 0
M&O/Capital Outlay	173,860
Total Expenditures	\$ 173,860
Revenue Offset	(115,359)
Net Cost (expenditures less revenue)	\$ 58,501
Budgeted FTEs	0.0

PRIMARY CITY PRIORITY



2019 ACCOMPLISHMENTS

- Hired a fundraising coordinator to expand opportunities for community giving

REVENUE DESCRIPTION

Sources of revenue for this fund include donations from individuals and businesses, grants, merchandise sales and interest income.

BUDGETED EXPENDITURES

	2018	2019	2019	2019	2020
	Actual	Adopted Budget	As Amended 12/11/2019	Estimate	Adopted Budget
Fund 151: Fund for Animals					
Resources					
Beginning Balance	399,122	348,172	348,172	411,374	333,956
Charges for Services/Merchandise	7,140	7,000	7,000	7,466	7,000
Interest Earnings	6,706	6,720	6,720	8,199	7,009
Private Contributions	124,987	60,000	60,000	75,965	100,000
Other Miscellaneous	1,584	-	-	1,350	1,350
Total Available	539,539	421,892	421,892	504,354	449,315
Expenditures					
M & O	128,165	156,560	156,560	170,398	173,860
Total Expenditures	128,165	156,560	156,560	170,398	173,860
Ending Balance	411,374	265,332	265,332	333,956	275,455
2020 Budget Appropriation - Fund 151					449,315

Cumulative Reserve for Library

FUND 152

OVERVIEW

This reserve provides a repository for money from used book and library merchandise sales, and contributions to the Library to support specific projects and collections, such as local history, award-winning children’s books, and memorial books. It supports funding for inclusive programs that inform, entertain, and engage members of our community. The fund also supports coffee shop maintenance, and programs and projects selected by the Library Board of Trustees in accordance with the Library’s strategic plan.

ACTIVITY

Cumulative Reserve

ACTIVITY BUDGET SUMMARY	AMOUNT
M&O/Capital Outlay	\$ 74,393
Total Expenditures	74,393
Revenue Offset	(92,656)
Net Cost (expenditures less revenue)	\$ (18,263)

PRIMARY CITY PRIORITY



2019 ACCOMPLISHMENTS

- Provided approximately \$50,000 to support programs and events for all ages, including author talks, musical performances, lectures for adults, and children’s art and science programs
- Provided \$48,026 towards the library collection budget to purchase materials for library users, covering topics such as art, history, music, children’s literature, career development, and STEM
- Provided supplemental funds for furnishings and early literacy activities for the Evergreen Branch expansion project

REVENUE DESCRIPTION

The major resources for this fund include bequests, private contributions, book sale proceeds, and interest on investments.

BUDGETED EXPENDITURES

	2018	2019	2019	2019	2020
	Actual	Adopted	As Amended	Estimate	Adopted
Fund 152: Cumulative Rsv/Library		Budget	12/11/2019		Budget
Resources					
Beginning Balance	331,555	370,858	370,858	385,115	310,878
Charges for Services/Merchandise	3,181	3,500	23,500	12,046	3,500
Interest Earnings	5,749	6,867	6,867	7,856	8,513
Rentals	4,062	-	-	-	5,700
Private Contributions	66,824	68,721	68,721	66,468	60,943
Book Sale Proceeds	14,067	14,000	14,000	12,000	14,000
Total Available	425,438	463,946	483,946	483,485	403,534
Expenditures					
M & O	27,214	78,185	98,185	89,607	44,296
Capital Outlay	-	50,000	50,000	50,000	-
Books/Other Materials	13,109	33,186	33,186	33,000	30,097
Total Expenditures	40,323	161,371	181,371	172,607	74,393
Ending Balance	385,115	302,575	302,575	310,878	329,141
2020 Budget Appropriation - Fund 152					403,534

Emergency Medical Services

FUND 153

OVERVIEW

The Emergency Medical Services Department provides evaluation, treatment, and transport of the ill and injured in the City of Everett and surrounding communities. Services are provided by highly trained Emergency Medical Technicians (EMTs) and Paramedics.

ACTIVITIES

EMS – Administration and Training

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 1,488,228
M&O/Capital Outlay	260,800
Total Expenditures	\$ 1,749,028
Revenue Offset	0
Net Cost (expenditures less revenue)	\$ 1,749,028
Budgeted FTEs	9.3

PRIMARY CITY PRIORITY



DESCRIPTION

The Administration and Training function of the Emergency Medical Services (EMS) Division supports the Safe Community priority by:

- Providing oversight of the delivery of EMS within the City of Everett and to our mutual aid partners
- Ensuring that Everett Fire Department (EFD) personnel earn and maintain certifications to deliver service at both the basic life support (BLS) and advanced life support (ALS) levels
- Maintaining oversight of the contract with NW Ambulance for BLS transport in the City
- Coordinating with outside agencies that have influence on the delivery of EMS in the City of Everett, such as Snohomish County EMS and the Washington Department of Health
- Conducting quality assurance and quality improvement reviews to ensure that EMS service delivery is meeting medical oversight expectations

2019 ACCOMPLISHMENTS

- Implemented a new quality assurance/quality improvement methodology to improve the knowledge, skills, and abilities of EFD personnel
- Implemented a shift Medical Services Officer program to increase both medical oversight of field operations and availability of Designated Infection Control Officers

2020 GOALS & WORK PLAN

CITY PRIORITY	GOAL	WORK PLAN
	Implement a patient satisfaction survey program	<ul style="list-style-type: none"> ▪ Identify patient feedback metrics to be collected and evaluated ▪ Identify HIPAA compliant methodology for collecting information ▪ Complete RFP process for potential service providers
	Partner with Snohomish County agencies to evaluate and adopt a new online training platform	<ul style="list-style-type: none"> • Participate on committee to evaluate and identify acceptable training platforms • Select the best available option for use by EFD in collaboration with partner agencies • Provide training to personnel on use of new platform

PERFORMANCE MEASURES

PROCESS AND RESULTS MEASURES		TARGET	2017	2018	2019 EST.	2020 EST.
	Key Performance Indicator (KPI) rates for blood glucose checks in potential stroke patients	90%	79%	81%	87%	91%
	KPI rates for aspirin administration in potential heart attacks	90%	72%	74%	80%	90%

WORKLOAD MEASURES		2017	2018	2019 EST.	2020 EST.
	Number of externally initiated quality assurance reports (QARs)	37	14	7	12

POSITION SUMMARY

POSITION TITLE	FTE	POSITION TITLE	FTE
Fire Chief	0.3	Assistant Fire Chief	0.5
Division Chief of EMS	1.0	Medical Services Officer	4.0
Administrative Assistant	0.3	Office Specialist	1.3
Project Coordinator	0.5	Fire & EMS Analyst	0.5
Fire Apparatus/Equipment Mechanic	0.3	Equipment Mechanic	0.3
Maintenance Mechanic	0.3		

EMS – Operations

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 8,491,937
M&O/Capital Outlay	2,224,228
Total Expenditures	\$ 10,716,165
Revenue Offset	(13,457,537)
Net Cost (expenditures less revenue)	\$ (2,741,372)
Budgeted FTEs	46.0

PRIMARY CITY PRIORITY



DESCRIPTION

The Operations function of the EMS Division supports the Safe Community priority by:

- Providing evaluation, treatment, and transport to residents and visitors experiencing emergent and non-emergent illnesses and traumatic injuries
- Providing EMS standby for special events such as parades, concerts, and games
- Providing EMS support during other public safety operations, such as fires, rescues, hazardous materials, or law enforcement incidents

2019 ACCOMPLISHMENTS

- Field tested multiple brands of cardiac monitoring/defibrillation equipment to ensure an informed purchasing decision could be made prior to replacement of aging equipment
- Initiated a clinic response program that identifies clinics and medical offices that are capable of triaging patient conditions in order to receive solo ambulance response for BLS responses

2020 GOALS & WORK PLAN

CITY PRIORITY	GOAL	WORK PLAN
	Improve cardiac arrest survival rates in the City of Everett	<ul style="list-style-type: none"> ▪ Review cardiac arrest best practices ▪ Work with partner agencies to develop Snohomish County standardized approach to cardiac arrest management ▪ Provide training to EFD personnel on updates to cardiac arrest management
	Deploy operations personnel with a minimum certification level of Emergency Medical Technician	<ul style="list-style-type: none"> ▪ Identify training programs for personnel who are hired without EMT certification ▪ Coordinate with Training Division for new personnel to earn EMT certification prior to deployment

PERFORMANCE MEASURES

PROCESS AND RESULTS MEASURES		TARGET	2017	2018	2019 EST.	2020 EST.
	Turnout times for EMS responses in one minute or less (NFPA 1710)	90%	13.2%	22.5%	30%	37%
	Cardiac arrest survival rates measured using the standardized and internationally recognized Utstein criteria and methodology*	60%	29.4%	63.6%	30%	60%

*The 2018 Utstein survival rate for Snohomish County was 36.2%, for Washington it was 42.1%, and nationally the number was 33.3%.

WORKLOAD MEASURES		2017	2018	2019 EST.	2020 EST.
	Emergency Medical Services responses	17,237	16,258	16,650	17,150

POSITION SUMMARY

POSITION TITLE	FTE	POSITION TITLE	FTE
Firefighter Paramedic	30.0	Firefighter/EMT	16.0

REVENUE DESCRIPTION

Primary revenue sources for the EMS fund include a property tax levy of up to \$.50 cents per thousand dollars of assessed valuation and a patient transport fee program.

THREE-YEAR PERSONNEL TABLE

OCCUPATION CODE	TITLE	2018	2019	2020
2145	Fire Apparatus/Equip. Mechanic	0.0	0.0	0.3
2200	Firefighter EMT	9.0	16.0	16.0
2230	Firefighter Paramedic	30.0	30.0	30.0
2250	Medical Services Officer	2.0	2.0	4.0
2251	Division Chief	1.0	1.0	1.0
2370	Maintenance Mechanic	0.0	0.0	0.3
2400	Office Specialist	1.0	1.0	1.3
3690	Equipment Mechanic	0.0	0.0	0.3
6251	Assistant Fire Chief	0.0	0.5	0.5
6253	Fire Chief	0.0	0.0	0.3
6255	Fire & EMS Analyst	0.0	0.0	0.5
6301	Administrative Assistant	0.0	0.0	0.3
6308	Project Coordinator	0.0	0.0	0.5
	TOTAL FTES	43.0	50.5	55.3

BUDGET CHANGES

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

FTE	Item	Labor Amount	M & O Amount	Total
2.0	Addition of two Medical Services Officers	326,395		326,395
2.8	Reallocate staff from Fire to align with services provided	345,247		345,247
	Increase Overtime	201,630		201,630
	Increase Differential pay	87,952		87,952
	Increase Uniforms budget	28,278		28,278
4.80	Total	989,502	-	989,502

BUDGETED EXPENDITURES

Fund 153 Emergency Medical Svcs	2018	2019	2019	2019	2020
	Actual	Adopted Budget	As Amended 12/11/2019	Estimate	Adopted Budget
Resources					
Beginning Balance	1,382,266	1,260,302	1,260,302	161,167	5,644,583
Property Tax	6,698,149	8,698,920	8,698,920	9,229,305	9,386,598
Grant Revenue	1,222	1,250	1,250	1,250	1,250
Service Charges - ALS/BLS	1,423,365	1,450,000	1,450,000	3,366,964	1,550,000
Service Charges - Other	220,806	226,177	226,177	241,193	110,000
Interest Earnings	12,315	10,000	10,000	3,136	-
Intergovernmental Revenue - GEMT	-	992,672	997,366	3,846,473	2,218,089
Miscellaneous Revenue	228,455	201,644	201,644	1,436	191,600
Total Available	9,966,578	12,840,965	12,845,659	16,850,924	19,102,120
Expenditures					
Salaries & Benefits	7,550,114	8,819,837	9,139,412	8,590,507	9,980,165
M & O	940,384	912,282	1,454,336	925,153	956,235
Capital Outlay	248,778	689,354	689,354	689,354	543,448
Interest on interfund loans	14,946	16,046	16,046	16,046	-
Interfund Services & Charges	454,233	371,890	371,890	389,766	426,070
Intergovernmental Charges	596,956	595,515	78,092	595,515	559,275
Total Expenditures	9,805,411	11,404,924	11,749,130	11,206,341	12,465,193
Ending Balance	161,167	1,436,041	1,096,529	5,644,583	6,636,927
2020 Budget Appropriation - Fund 153					19,102,120

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Real Estate Excise Tax

FUND 154

OVERVIEW

The Real Estate Excise Tax fund accounts for the collection of the second quarter of one percent real estate excise tax (REET) and its use for recreational and transportation capital improvement projects.

ACTIVITIES

Parks Capital Improvement Projects

ACTIVITY BUDGET SUMMARY	AMOUNT
Capital Outlay	\$ 0
Total Expenditures	0
Net Cost (expenditures less revenue)	\$ 0
Budgeted FTEs	0.0

PRIMARY CITY PRIORITY



Economic & cultural vitality

DESCRIPTION

- Accounts for the second quarter of one percent REET funds and ensures the restricted funds are used only for parks 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

Streets Capital Improvement Projects

ACTIVITY BUDGET SUMMARY	AMOUNT
Capital Outlay	\$ 469,067
Total Expenditures	469,067
Net Cost (expenditures less revenue)	\$ 469,067
Budgeted FTEs	0.0

PRIMARY CITY PRIORITY



Transportation & infrastructure

DESCRIPTION

- Accounts for the second quarter of one percent REET funds and ensures the restricted funds are used only for transportation related 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

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.”

BUDGETED EXPENDITURES

	2018	2019	2019	2019	2020
	Actual	Adopted	As Amended	Estimate	Adopted
Fund 154: Real Estate Excise Tax		Budget	12/11/2019		Budget
Resources					
Beginning Balance	4,754,123	6,041,469	6,712,514	6,556,431	4,056,216
Real Estate Excise Tax	2,813,827	2,750,000	2,750,000	2,750,000	2,500,000
Transfers In	72,429	-	-	-	-
Interest Earnings	98,213	141,000	141,000	133,673	122,045
Total Available	7,738,592	8,932,469	9,603,514	9,440,104	6,678,261
Expenditures					
Transfers Out - Parks Projects	657,822	-	5,575,672	4,444,545	-
Transfers Out - Streets Projects	300,000	300,000	770,000	770,000	300,000
Debt Service (PWTF Loan - Riverfront)	54,721	-	-	-	-
Debt Service (PWTF Fund Loan - 112th St.)	56,476	56,201	56,201	56,201	55,925
Debt Service (Installment Loan-LED Street Light)	113,142	113,142	113,142	113,142	113,142
Total Expenditures	1,182,161	469,343	6,515,015	5,383,888	469,067
Ending Balance	6,556,431	8,463,126	3,088,499	4,056,216	6,209,194
2020 Budget Appropriation					6,678,261

General Government - Special Projects Fund

FUND 155

OVERVIEW

The General Government Special Projects fund accounts for transactions relating to special projects of the General Government that don't fit into one of the other general government funds. Many of these special projects are funded in whole or in part with restricted revenues. Segregating the financial transactions associated with these projects facilitates reporting and accountability. Currently, the only activity in this fund is related to cable franchise Public, Educational, and Governmental (PEG) fee transactions.

ACTIVITIES

PEG Fees

ACTIVITY BUDGET SUMMARY	AMOUNT
Total Expenditures	\$ 200,000
Revenue Offset	0
Net Cost (expenditures less revenue)	\$ 200,000
Budgeted FTEs	0.0

PRIMARY CITY PRIORITY



DESCRIPTION

This activity accounts for the Comcast cable franchise PEG fees, which are restricted for use to maintain the City's government access tv channel. The channel provides community members with the opportunity to enhance their knowledge and understanding on issues of local significance. The channel covers public meetings, such as City Council meetings and Planning commission meetings, public forums, and selected community events.

REVENUE DESCRIPTION

The City of Everett discontinued collecting PEG fees in 2011. The only current source of revenue for this fund is interest income on the invested fund balance.

BUDGETED EXPENDITURES

	2018	2019	2019	2019	2020
	Actual	Adopted	As Amended	2019	Adopted
Fund 155 - Gen. Gov't Special Projects	Actual	Budget	12/11/2019	Estimate	Budget
Program 019 - PEG Fees					
Resources					
Beginning Balance	-	-	-	-	854,106
Interest Earnings	-	-	-	4,400	21,300
Transfers In	-	-	-	849,706	-
Total Available	-	-	-	854,106	875,406
Expenditures					
M & O	-	-	-	-	30,000
Capital Outlay	-	-	-	-	170,000
Total Expenditures	-	-	-	-	200,000
Ending Balance	-	-	-	854,106	675,406
2020 Budget Appropriation					875,406

Criminal Justice Fund

FUND 156

OVERVIEW

The Criminal Justice Fund accounts for revenues that are restricted to support criminal justice, legal, and municipal court activities.

ACTIVITIES

Law Enforcement Staff Support

ACTIVITY BUDGET SUMMARY	AMOUNT
Total Expenditures	\$ 2,163,004
Revenue Offset	0
Net Cost (expenditures less revenue)	\$ 2,163,004
Budgeted FTEs	0*

PRIMARY CITY PRIORITY



DESCRIPTION

The Criminal Justice Fund allocates funding to support activities that promote the Safe Community priority including:

- Providing response to 911 calls
- Reducing criminal activity through crime prevention efforts and preventative strategies
- Conducting investigations targeting sexual offenders
- Providing information to residents regarding Registered Sex Offender releases
- Maintaining record processing systems and staying current and complying with state and federal data reporting requirements
- Providing consistent interaction with the middle and high schools through the Police Department School Resource Officer Program

* This activity funds 15.71 FTEs included in Fund 031-Police.

Law Enforcement Special Projects

ACTIVITY BUDGET SUMMARY	AMOUNT
Total Expenditures	\$ 886,186
Revenue Offset	(209,310)
Net Cost (expenditures less revenue)	\$ 676,876
Budgeted FTEs	0

PRIMARY CITY PRIORITY



DESCRIPTION

The Criminal Justice Fund Law Enforcement Special Projects activity accounts for:

- Police mobile data computer replacements and maintenance
- Police emergency radio system replacements and repairs
- Repairs and maintenance of the Police firing range, which is used for training and required qualification purposes
- Body-worn camera program
- Police impound vehicle secure storage
- Public safety vessel boathouse, which is used for secure moorage and equipment protection for Marine 2
- Boating safety program, which collects and allocates funds from personal watercraft excise taxes for boating safety education and law enforcement
- Police interlocal training program, which administers coordinated training courses for the Everett Police department and other local law enforcement agencies
- Narcotics program, which collects and distributes state and federal seizure money for narcotics enforcement. These funds are restricted by the Revised Code of Washington (RCW) and the federal government.
- Citizen Volunteers Against Crime program, which receives funding from private donations
- Special projects funded through private and corporate donation funds, and state and federal grant funds

Criminal Justice/City Prosecutor's Office

ACTIVITY BUDGET SUMMARY	AMOUNT
M&O	\$ 23,500
Interfund Transfer	365,856
Total Expenditures	\$ 389,356
Revenue Offset	0
Net Cost (expenditures less revenue)	\$ 389,356
Budgeted FTEs	0 *

PRIMARY CITY PRIORITY



DESCRIPTION

The City Prosecutor's Office coordinates the prosecution of all criminal violations of the Everett Municipal Code in an efficient and effective manner that best serves the interests of justice.

* This activity funds four FTEs included in Fund 003-Legal, Prosecutor's Office.

Municipal Court Probation & Other Court Programs

ACTIVITY BUDGET SUMMARY	AMOUNT
M&O/Capital Outlay	\$ 86,000
Interfund Transfer	265,406
Total Expenditures	\$ 351,406
Revenue Offset	(241,884)
Net Cost (expenditures less revenue)	\$ 109,522
Budgeted FTEs	0*

PRIMARY CITY PRIORITY



DESCRIPTION

This activity provides a mechanism to collect and allocate probation fees, electronic home detention fees, trial court improvement funds, and domestic violence penalty assessments in accordance with state legislation.

* This activity funds 1.15 FTEs included in Fund 005-Municipal Court.

2019 ACCOMPLISHMENTS

- Participated in the Administrative Office of the Courts computer/technology upgrade reimbursement program

REVENUE DESCRIPTION

This fund accounts for the City's share of the voter-approved one tenth of one-percent sales tax for criminal justice purposes and the state shared criminal justice revenues, which are distributed based on the City's population and crime rates.

In addition, the Criminal Justice Fund accounts for the collection and allocation of other restricted funds such as probation fees, trial court improvement funds, boating registration fees, narcotic seizure funds, criminal justice related grants, and donations.

BUDGETED EXPENDITURES

	2018	2019	2019	2019	2020
	Actual	Adopted	As Amended	Estimate	Adopted
Fund 156 Criminal Justice Program		Budget	12/11/2019		Budget
Program 470: Criminal Justice					
Resources					
Beginning Balance	8,196,368	8,516,296	8,527,876	9,070,764	9,181,831
1/10th Percent Sales Tax	2,402,748	1,988,400	1,988,400	2,008,200	2,038,400
State Shared Revenue - Special Programs	144,411	116,000	116,000	154,300	159,800
State Shared Revenue - High/Violent Crime	423,523	334,620	334,620	316,200	301,000
DUI/Other Criminal Justice Assistance	20,286	16,215	16,215	16,215	16,215
Interest Earnings	141,016	130,000	130,000	165,000	195,000
Transfers In	-	-	100,000	-	-
Miscellaneous Revenue	3,410	-	-	-	-
Total Available	11,331,762	11,101,531	11,213,111	11,730,679	11,892,246
Expenditures					
Patrol Enforcement	468,429	467,494	467,494	467,494	863,554
Community Oriented Policing	356,448	336,463	336,463	336,463	343,889
Police Records Specialists	166,890	195,221	195,221	195,221	197,438
Prosecutor's Office	350,401	392,402	392,402	392,402	389,356
School Resource Officer (SRO)	298,538	301,397	301,397	301,397	306,360
Special Assault Unit	431,338	441,671	441,671	441,671	451,763
Mobile Data Computers	60,865	100,000	100,000	30,000	50,000
Police Impound Vehicle Storage	-	-	11,580	-	11,580
Radio System Replacements	32,504	-	-	30,000	100,000
New World Equipment	16,238	-	-	-	-
Aircard Service	79,347	68,842	100,342	124,200	125,000
Police Firing Range Project	-	100,000	100,000	-	-
Police Boathouse	-	-	230,000	130,000	-
Body Wear Camera Pilot Project	-	100,000	100,000	100,000	300,000
Total Expenditures	2,260,998	2,503,490	2,776,570	2,548,848	3,138,940
Ending Balance	9,070,764	8,598,041	8,436,541	9,181,831	8,753,306
2020 Budget Appropriation - Criminal Justice Program					11,892,246

BUDGETED EXPENDITURES - CONTINUED

	2018	2019	2019	2019	2020
	Actual	Adopted	As Amended	2019	Adopted
Fund 156 Police Special Projects		Budget	12/11/2019	Estimate	Budget
Program 025: Streets Initiative Flex Fund					
Resources					
Beginning Balance	14,016	12,166	12,166	21,505	25,075
Interest Earnings	234	100	100	570	600
Grant Revenue	-	-	28,000	-	-
Donations	14,198	5,000	5,000	8,000	8,000
Total Available	28,448	17,266	45,266	30,075	33,675
Expenditures					
M & O	6,943	17,266	45,266	5,000	33,675
Total Expenditures	6,943	17,266	45,266	5,000	33,675
Ending Balance	21,505	-	-	25,075	-
Program 026: First Responder Flex Fund					
Resources					
Beginning Balance	-	-	-	(4,464)	-
Donations	13,910	5,000	5,000	23,301	-
Total Available	13,910	5,000	5,000	18,837	-
Expenditures					
M & O	18,374	5,000	5,000	18,837	-
Total Expenditures	18,374	5,000	5,000	18,837	-
Ending Balance	(4,464)	-	-	-	-
Program 027: Youth Outreach Fund					
Resources					
Beginning Balance	-	-	-	235	1,340
Donations	235	5,000	5,000	1,105	2,000
Total Available	235	5,000	5,000	1,340	3,340
Expenditures					
M & O	-	5,000	5,000	-	3,340
Total Expenditures	-	5,000	5,000	-	3,340
Ending Balance	235	-	-	1,340	-
Program 030: Seniors Against Crime					
Resources					
Beginning Balance	8,693	8,323	8,323	6,891	6,042
Interest Earnings	143	130	130	151	140
Private Contributions	2,190	2,000	2,000	2,000	2,000
Total Available	11,026	10,453	10,453	9,042	8,182
Expenditures					
M & O	4,135	10,453	10,453	3,000	8,182
Total Expenditures	4,135	10,453	10,453	3,000	8,182
Ending Balance	6,891	-	-	6,042	-

BUDGETED EXPENDITURES - CONTINUED

	2018	2019	2019	2019	2020
	Actual	Adopted	As Amended	2019	Adopted
Fund 156 Police Special Projects (Cont)		Budget	12/11/2019	Estimate	Budget
Program 033: Crime Prevention					
Resources					
Beginning Balance	10,599	8,119	8,119	8,153	8,321
Interest Earnings	157	100	100	168	170
Total Available	10,756	8,219	8,219	8,321	8,491
Expenditures					
M & O	2,603	8,219	8,219	-	-
Total Expenditures	2,603	8,219	8,219	-	-
Ending Balance	8,153	-	-	8,321	8,491
Program 041: Police Training-Interlocal					
Resources					
Beginning Balance	32,376	33,276	33,276	30,219	21,709
Tuition Charges	12,400	12,400	12,400	10,800	10,800
Interest Earnings	606	500	500	690	500
Total Available	45,382	46,176	46,176	41,709	33,009
Expenditures					
M & O	15,163	46,176	46,176	20,000	33,009
Total Expenditures	15,163	46,176	46,176	20,000	33,009
Ending Balance	30,219	-	-	21,709	-
Program 042: Police Misc Special Proj					
Resources					
Beginning Balance	966	1,486	1,486	1,467	-
Grant Revenue	2,435	-	-	1,000	-
Miscellaneous Revenue	3,085	5,000	5,000	1,700	-
Interest Earnings	16	20	20	40	-
Total Available	6,502	6,506	6,506	4,207	-
Expenditures					
M & O	5,035	6,506	6,506	4,207	-
Total Expenditures	5,035	6,506	6,506	4,207	-
Ending Balance	1,467	-	-	-	-
Program 046: Boating Safety					
Resources					
Beginning Balance	125,076	114,513	114,513	112,314	32,798
Vessel Registration Fees	67,237	65,000	65,000	73,094	70,000
Interest Earnings	2,535	2,000	2,000	2,390	2,200
Total Available	194,848	181,513	181,513	187,798	104,998
Expenditures					
M & O	23,990	27,000	69,500	30,000	40,000
Capital Outlay	2,110	58,000	58,000	105,000	-
Transfer Out to Fund 002	56,434	20,000	20,000	20,000	20,000
Total Expenditures	82,534	105,000	147,500	155,000	60,000
Ending Balance	112,314	76,513	34,013	32,798	44,998

BUDGETED EXPENDITURES - CONTINUED

	2018	2019	2019	2019	2020
	Actual	Adopted	As Amended	2019	Adopted
Fund 156 Police Special Projects (Cont)		Budget	12/11/2019	Estimate	Budget
Prog 066: 2016 Justice Assistance Grant					
Resources					
Beginning Balance	-	-	-	(1,381)	-
FY2016 Justice Asst Grant	4,925	-	-	-	-
Interest Earnings	80	-	-	-	-
Total Available	5,005	-	-	(1,381)	-
Expenditures					
M & O	6,386	-	-	(1,381)	-
Total Expenditures	6,386	-	-	(1,381)	-
Ending Balance	(1,381)	-	-	-	-
Program 240: Narcotics					
Resources					
Beginning Balance	527,468	474,968	474,968	490,398	382,348
Interest Earnings	8,837	8,000	8,000	9,950	7,000
Transfers In	858	-	-	-	-
Total Available	537,163	482,968	482,968	500,348	389,348
Expenditures					
M & O	46,765	60,000	60,000	118,000	60,000
Total Expenditures	46,765	60,000	60,000	118,000	60,000
Ending Balance	490,398	422,968	422,968	382,348	329,348
Program 241: Narcotics/Law Enforcement					
Resources					
Beginning Balance	217,489	220,689	220,689	221,265	227,296
Federal Seizures	-	-	-	1,531	-
Interest Earnings	3,776	4,000	4,000	4,500	4,500
Total Available	221,265	224,689	224,689	227,296	231,796
Expenditures					
Total Expenditures	-	-	-	-	-
Ending Balance	221,265	224,689	224,689	227,296	231,796
Program 701: Registered Sex Offender Grant					
Resources					
Beginning Balance	-	-	-	-	-
Grant Revenue	104,851	101,000	101,000	101,000	101,000
Interest Earnings	258	100	100	400	400
Total Available	105,109	101,100	101,100	101,400	101,400
Expenditures					
M & O	105,109	101,100	101,100	101,400	101,400
Total Expenditures	105,109	101,100	101,100	101,400	101,400
Ending Balance	-	-	-	-	-
2020 Budget Appropriation - Police Special Projects					914,239

BUDGETED EXPENDITURES - CONTINUED

	2018	2019	2019	2019	2020
	Actual	Adopted	As Amended	2019	Adopted
Fund 156 Criminal Justice/Courts		Budget	12/11/2019	Estimate	Budget
Program 500: Probation					
Resources					
Beginning Balance	14,098	853	853	15,673	13,765
Probation/EHD Fees	172,677	195,000	195,000	185,400	187,004
Interest Earnings	23	50	50	50	339
Transfers In	43,250	53,600	53,600	53,600	61,871
Total Available	230,048	249,503	249,503	254,723	262,979
Expenditures					
M & O	36,934	41,000	41,000	41,000	41,000
Transfer Out to Fund 002	177,441	199,958	199,958	199,958	203,535
Total Expenditures	214,375	240,958	240,958	240,958	244,535
Ending Balance	15,673	8,545	8,545	13,765	18,444
Program 510: DV Penalty Assessments					
Resources					
Beginning Balance	35,654	37,004	37,004	38,330	40,580
DV Assessments	4,469	4,350	4,350	5,000	5,000
Interest Earnings	637	500	500	750	750
Total Available	40,760	41,854	41,854	44,080	46,330
Expenditures					
M & O	2,430	41,854	41,854	3,500	20,000
Total Expenditures	2,430	41,854	41,854	3,500	20,000
Ending Balance	38,330	-	-	40,580	26,330
Program 520: Trial Court Improvements					
Resources					
Beginning Balance	146,918	145,953	145,953	153,009	123,223
Trial Court Improvements	46,403	48,871	48,871	45,614	45,614
Interest Earnings	2,938	1,885	1,885	3,200	3,177
Total Available	196,259	196,709	196,709	201,823	172,014
Expenditures					
M & O	-	25,000	25,000	25,000	25,000
Transfer Out	43,250	53,600	53,600	53,600	61,871
Total Expenditures	43,250	78,600	78,600	78,600	86,871
Ending Balance	153,009	118,109	118,109	123,223	85,143
2020 Budget Appropriation - Court Programs					481,323
2020 Budget Appropriation - Fund 156 Total					-

Traffic Mitigation

FUND 157

OVERVIEW

The purpose of this fund is to account for traffic mitigation payments. These funds are restricted for the mitigation of transportation system impacts resulting from development.

ACTIVITY

Traffic Mitigation

ACTIVITY BUDGET SUMMARY	AMOUNT
Total Expenditures	\$ 5,444,847
Revenue Offset	(790,000)
Net Cost (expenditures less revenue)	\$ 4,654,847
Budgeted FTEs	0.0

PRIMARY CITY PRIORITY



DESCRIPTION

This activity accounts for traffic mitigation payments and ensures they are spent on projects that mitigate cumulative transportation system impacts resulting from development in the City and surrounding areas, in accordance with the City's adopted transportation policy.

2019 ACCOMPLISHMENTS

- Provided matching funds for the Grand Avenue Park Pedestrian Bridge Project
- Provided matching funds for the Edgewater Bridge Replacement Project

PERFORMANCE MEASURES

WORKLOAD MEASURE		2017	2018	2019 EST.	2020 EST.
	# of capital projects supported	1	3	4	3

REVENUE DESCRIPTION

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

BUDGETED EXPENDITURES

	2018	2019	2019	2019	2020
	Actual	Adopted	As Amended	Estimate	Adopted
Fund 157 Traffic Mitigation Fund		Budget	12/11/2019		Budget
Resources					
Beginning Balance	5,619,983	6,493,766	6,493,766	7,220,954	6,377,233
Charges For Services	1,493,779	1,395,000	1,395,000	828,211	790,000
Interest Income	107,192	120,000	120,000	129,915	130,000
Total Available	7,220,954	8,008,766	8,008,766	8,179,080	7,297,233
Expenditures					
Transfers Out	-	7,100,000	7,100,000	1,801,847	5,444,847
Capital Outlay	-	908,766	908,766	-	-
Total Expenditures	-	8,008,766	8,008,766	1,801,847	5,444,847
Ending Balance	7,220,954	-	-	6,377,233	1,852,386
2020 Budget Appropriation					7,297,233

Transportation Benefit District

FUND 159

OVERVIEW

The Transportation Benefit District (TBD) fund provides a mechanism to account for the \$20.00 vehicle license fee. TBD revenues may be used for transportation improvements included in a local, regional, or state transportation plan (RCW 36.73.015(6)). Improvements can range from roads to sidewalks to transportation demand management. Construction, maintenance, and operation costs are eligible.

ACTIVITY

TBD

ACTIVITY BUDGET SUMMARY	AMOUNT
Total Expenditures	\$ 1,550,000
Revenue Offset	(1,520,000)
Net Cost (expenditures less revenue)	\$ 30,000
Budgeted FTEs	0.0

PRIMARY CITY PRIORITY



DESCRIPTION

The 2020 expenditure budget of \$1,550,000 will be used to fund a portion of the City's annual street overlay program.

REVENUE DESCRIPTION

Initiative 976, passed by voters in November 2019, eliminated the \$20.00 vehicle license fee. Court rulings have temporarily halted the measure; however, the City plans to move forward as if the initiative went into effect. The 2020 budget will be revised to remove the \$20 vehicle license fees as a source of revenue. The only remaining source of revenue for this fund will be interest earnings.

BUDGETED EXPENDITURES

	2018	2019	2019	2019	2020
	Actual	Adopted Budget	As Amended 12/11/2019	Estimate	Adopted Budget
Fund 159: Transportation Benefit District					
Resources					
Beginning Balance	1,028,548	545,548	545,548	813,940	833,740
TBD Vehicle Registration Fees	1,767,543	1,500,000	1,500,000	1,510,000	1,510,000
Interest Earnings	17,849	12,200	12,200	9,800	10,000
Total Available	2,813,940	2,057,748	2,057,748	2,333,740	2,353,740
Expenditures					
Transfers Out (for overlay)	1,999,936	1,500,000	1,500,000	1,500,000	1,550,000
M & O	64	-	-	-	-
Total Expenditures	2,000,000	1,500,000	1,500,000	1,500,000	1,550,000
Ending Balance	813,940	557,748	557,748	833,740	803,740
2020 Budget Appropriation					2,353,740

Contingency Reserve - Rainy Day Fund FUND 160

OVERVIEW

The Rainy Day Fund is a reserve for extraordinary unforeseen and unbudgeted expenses.

ACTIVITIES

Rainy Day Fund Reserve

ACTIVITY BUDGET SUMMARY	AMOUNT
Total Expenditures	\$ 0
Revenue Offset	0
Net Cost (expenditures less revenue)	\$ 0
Budgeted FTEs	0.0

PRIMARY CITY PRIORITY



DESCRIPTION

This activity maintains a reserve for emergencies and contingent liabilities. The fund balance is limited to 37.5 cents per \$1,000 of assessed property value per RCS 35.33.145. Administration recommendation and Council supermajority approval is required to appropriate funds for expenditure.

REVENUE DESCRIPTION

Sources of revenue for this fund are General Government contributions.

BUDGETED EXPENDITURES

	2018	2019	2019	2019	2020
	Actual	Adopted Budget	As Amended 12/11/2019	Estimate	Adopted Budget
Fund 160: Rainy Day Fund					
Resources					
Beginning Balance	4,373,945	4,508,945	4,508,945	4,508,945	4,508,945
General Government Contribution	135,000	-	-	-	-
Total Available	4,508,945	4,508,945	4,508,945	4,508,945	4,508,945
Expenditures					
Total Expenditures	-	-	-	-	-
Ending Balance	4,508,945	4,508,945	4,508,945	4,508,945	4,508,945
2020 Budget Appropriation					4,508,945

Capital Improvement Reserve

FUND 162

OVERVIEW

The Capital Improvement Reserve fund accounts for three of the City's general government capital improvement programs (CIP) -- CIPs 1, 2, and 4. These programs provide a mechanism to segregate financial resources dedicated to general government capital projects and provide a tool to better manage the funds. A description of the projects funded through these programs can be found in the Capital and Debt section of this document.

ACTIVITIES

Capital Improvement Program 1

ACTIVITY BUDGET SUMMARY	AMOUNT
M&O/Capital Outlay	\$ 0
Total Expenditures	0
Net Cost (expenditures less revenue)	\$ 0
Budgeted FTEs	0.0

PRIMARY CITY PRIORITY



Economic &
cultural vitality

DESCRIPTION

This activity accumulates General Government funding for major repairs, renovations, and replacements of existing General Government buildings and facilities and maintains a cash flow model to estimate the timing and amount of funds needed for these projects.

Capital Improvement Program 2

ACTIVITY BUDGET SUMMARY	AMOUNT
Debt Service	\$ 3,772,655
Intergovernmental Expenditures	500,000
Total Expenditures	\$ 4,272,655
Revenue Offset	0
Net Cost (expenditures less revenue)	\$ 4,272,655
Budgeted FTEs	0.0

PRIMARY CITY PRIORITY



Economic &
cultural vitality

DESCRIPTION

CIP 2 tracks the collection and use of the first quarter of one percent Real Estate Excise Tax and provides a reserve for future debt service requirements of capital projects completed through this program. The 2020 budget provides funding for the debt service requirements of the 2014 Floating Rate LTGO Bonds for the arena land and event center, a portion of the 2012 LTGO bonds for the Conference Center, and provides \$500,000 to the Public Facilities District for debt support.

Capital Improvement Program 4

ACTIVITY BUDGET SUMMARY	AMOUNT
M&O/Capital Outlay	\$ 0
Total Expenditures	0
Net Cost (expenditures less revenue)	\$ 0
Budgeted FTEs	0.0

PRIMARY CITY PRIORITY

Economic &
cultural vitality

DESCRIPTION

CIP 4 accumulates funding for major renovations, expansions, and new facilities. A cash flow model is maintained to estimate the timing and amount of funds needed for capital improvements.

REVENUE DESCRIPTION

- CIP 1 sources of funding include general fund contributions and interest earnings.
- CIP 2 sources of funding include the first quarter of one percent Real Estate Excise Tax, general fund contributions, and interest earnings.
- CIP 4 sources of funding may include but are not limited to rental income, general fund contributions, and interest earnings.

BUDGETED EXPENDITURES

	2018	2019	2019	2019	2020
	Actual	Adopted Budget	As Amended 12/11/2019	Estimate	Adopted Budget
Fund 162: Capital Reserve					
Program 001: CIP 1					
Resources					
Beginning Balance	5,093,791	4,311,283	4,461,579	4,627,811	6,238,515
Interest Earnings	83,934	86,000	86,000	86,000	100,213
Transfers In	1,019,790	1,000,000	1,850,000	1,000,000	1,000,000
Proceeds from Sale of Land	-	-	-	1,370,000	-
Total Available	6,197,515	5,397,283	6,397,579	7,083,811	7,338,728
Expenditures					
Transfers Out	1,569,704	-	1,695,296	845,296	-
Total Expenditures	1,569,704	-	1,695,296	845,296	-
Ending Balance	4,627,811	5,397,283	4,702,283	6,238,515	7,338,728
Program 002: CIP 2					
Resources					
Beginning Balance	11,073,385	11,739,559	11,739,559	11,593,288	11,659,501
Real Estate Excise Tax	2,813,827	2,750,000	2,750,000	2,750,000	2,500,000
Transfers In	800,000	800,000	800,000	800,000	800,000
Interest Earnings	195,585	256,000	256,000	256,000	267,407
Total Available	14,882,797	15,545,559	15,545,559	15,399,288	15,226,908
Expenditures					
M & O	-	-	-	-	-
Intergovernmental Payments	500,000	500,000	500,000	500,000	500,000
Transfers Out - Debt Service	2,789,509	3,239,787	3,239,787	3,239,787	3,772,655
Total Expenditures	3,289,509	3,739,787	3,739,787	3,739,787	4,272,655
Ending Balance	11,593,288	11,805,772	11,805,772	11,659,501	10,954,253
Program 004: CIP 4					
Resources					
Beginning Balance	12,336,285	7,389,688	12,790,208	12,747,846	2,173,952
LIFT - Sales Tax	492,735	-	-	178,404	-
South Precinct Rental	165,527	176,580	176,580	176,580	181,877
Other Rental Income	53,299	53,424	53,424	53,424	55,027
Interest Earnings	-	14,400	14,400	-	-
Proceeds from Sale of Land	-	-	-	905,000	-
Total Available	13,047,846	7,634,092	13,034,612	14,061,254	2,410,856
Expenditures					
M & O	-	-	702,897	-	-
Transfers Out	300,000	-	12,156,651	11,887,302	-
Total Expenditures	300,000	-	12,859,548	11,887,302	-
Ending Balance	12,747,846	7,634,092	175,064	2,173,952	2,410,856
2020 Budget Appropriation - Fund 162					24,976,492

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Community Housing Improvement Program and Housing and Community Development Project Fund FUND 197

OVERVIEW

The Community Housing Improvement Program (CHIP) supports a number of housing activities for low- and moderate-income households including housing rehabilitation, building rehabilitation, and housing development for the City of Everett. The program preserves and improves Everett's housing stock, enhances the neighborhood environment, and in some cases, allows low-income homeowners to remain in their homes where they might otherwise be displaced. The program also assists with public facilities and housing rehabilitation projects for non-profit agencies.

ACTIVITY

CHIP and Housing and Community Development Projects

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 337,824
M&O/Capital Outlay	1,350,007
Total Expenditures	\$ 1,687,831
Revenue Offset	(2,152,239)
Net Cost (expenditures less revenue)	\$ (464,408)
Budgeted FTEs	2.5

PRIMARY CITY PRIORITY



2019 ACCOMPLISHMENTS

- Funded rehabilitation of 10 owner-occupied projects totaling \$511,182
- Managed overall loan program portfolio of \$16,116,072

2020 GOALS & WORK PLAN

CITY PRIORITY	GOAL	WORK PLAN
	Focus program community outreach on underserved populations	<ul style="list-style-type: none"> Update affirmative marketing plan with specific strategies intended to target organizations and communities through their existing communication systems Work with the Office of Neighborhoods to develop communication best practices for harder to reach community members and groups
	Assess opportunities for program innovations and efficiencies	<ul style="list-style-type: none"> Conduct a thorough review of current processes and procedures, and update practices as appropriate Participate in selection and implementation of grant management software for the CHIP

PERFORMANCE MEASURES

PROCESS AND RESULTS MEASURES	TARGET	2017	2018	2019 EST.	2020 EST.
Number of findings or management letters in the Single Audit from the State Auditor’s Office	None	None	None	None	None

WORKLOAD MEASURES	TARGET	2017	2018	2019 EST.	2020 EST.
 # of non-profit loans for property renovations serving low-income citizens and/or tenants	2	0	2 (105 dwellings)	0	2
 # of rehabilitation loan projects managed	10	10	10	8	10

POSITION SUMMARY

POSITION TITLE	FTE	POSITION TITLE	FTE
Community Housing Improvement Inspector	2.0	Administrative Assistant	0.5

REVENUE DESCRIPTION

Sources of revenue for this fund include:

- Funds from the US Department of Housing and Community Development
- HOME Investment Partnership federal grant funds received through Snohomish County on a reimbursement basis. Per interlocal agreement, the City receives 21 percent of the County’s HOME allocation from HUD.
- Affordable Housing Trust funds from the County through an interlocal agreement based on the 2060 AHTF surcharge collected from real estate documents recorded for property transactions in Everett
- Repayments from previous loans

THREE-YEAR PERSONNEL TABLE

OCCUPATION CODE	TITLE	2018	2019	2020
6155	Housing Improvement Inspector	2.0	2.0	2.0
6301	Administrative Assistant	0.5	0.5	0.5
	TOTAL FTEs	2.5	2.5	2.5

BUDGET CHANGES

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

FTE	Item	Labor Amount	M & O Amount	Total
	None			-
	Total	-	-	-

BUDGETED EXPENDITURES

	2018 Actual	2019 Adopted Budget	2019 As Amended 12/11/2019	2019 Estimate	2020 Adopted Budget
Fund 197: CHIP Loan Program					
Resources					
Beginning Cash & Loans Receivable	13,595,837	13,695,705	13,695,705	14,367,742	14,178,040
Grant Revenue	1,420,343	1,293,182	1,293,182	1,293,182	2,071,129
Interest Earnings	158,226	95,110	95,110	95,110	80,110
Miscellaneous	9,999	1,000	1,000	1,000	1,000
Total Available	15,184,405	15,084,997	15,084,997	15,757,034	16,330,279
Expenditures					
Loan Program Expenditures	456,488	1,183,182	1,183,182	1,183,182	1,300,743
Salaries & Benefits	306,235	340,191	340,191	340,191	337,824
M & O	53,940	55,621	55,621	55,621	49,264
Total Expenditures	816,663	1,578,994	1,578,994	1,578,994	1,687,831
Ending Cash & Loans Receivable	14,367,742	13,506,003	13,506,003	14,178,040	14,642,448
2020 Budget Appropriation					16,330,279

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Community Development Block Grant Program

FUND 198

OVERVIEW

The Community Development Block Grant fund (CDBG) deploys a federal grant received through the US Department of Housing and Urban Development (HUD) and administered by the Community Development Division. Grants are awarded to agencies for projects and programs providing decent and fair housing and living environments, and economic opportunities for low- and moderate-income residents in Everett to meet national and local priorities and objectives, including ending homelessness.

ACTIVITY

Community Development Block Grant Program

ACTIVITY BUDGET SUMMARY	AMOUNT
Labor	\$ 201,794
M&O/Capital Outlay	1,316,905
Total Expenditures	\$ 1,518,699
Revenue Offset	(1,518,699)
Net Cost (expenditures less revenue)	\$ 0
Budgeted FTEs	1.55

PRIMARY CITY PRIORITY



DESCRIPTION

The Community Development division administers and manages grant subrecipients to ensure HUD requirements are met. Each year the Housing and Community Development Citizens Advisory Committee recommends a funding distribution package to City Council based on a competitive application process.

Program year 2020 will begin with an updated five-year spending plan based on the needs as determined by the Community through engagement activities conducted in 2019. The division manages HOME Investment Partnership funds received as part of a consortium with Snohomish County and Marysville and 2060 Affordable Housing Trust Funds. The division also coordinates with community partners.

2019 ACCOMPLISHMENTS

- Provided grants and loans in the amount of \$1,495,676 to 19 housing and community development projects and programs, and completed subrecipient monitoring compliance activities
- Began work on the 2020-2024 Consolidated Plan update through a significant public engagement process
- Met HUD 2018-2019 program year HUD CDBG Timeliness spending guidelines

2020 GOALS & WORK PLAN

CITY PRIORITY	GOAL	WORK PLAN
	Complete 2020-2024 Consolidated Plan Update and 2020 Annual Action Plan	<ul style="list-style-type: none"> ▪ Conduct Public engagement activities & application round ▪ Submit plan update to Council for approval ▪ Submit approved plan update to HUD

PERFORMANCE MEASURES

PROCESS AND RESULTS MEASURES	TARGET	2017	2018	2019 EST.	2020 EST.
Number of findings or management letters in the Single Audit from the State Auditor’s Office	None	None	None	None	None

WORKLOAD MEASURES		TARGET	2017	2018	2019 EST.	2020 EST.
	Housing and capital facility projects	9	1	0	1	9
	Public service programs (housing and social services)	14	24	25	14	14

POSITION SUMMARY

POSITION TITLE	FTE	POSITION TITLE	FTE
Community Development Specialist	0.8	Program Manager, Housing & Community Development	0.75

REVENUE DESCRIPTION

Sources of revenue include:

- Funds from the US Department of Housing and Community Development
- HOME Investment Partnership federal grant funds received through Snohomish County on a reimbursement basis. Per interlocal agreement, the City receives 21 percent of the County’s HOME allocation from HUD.
- Affordable Housing Trust funds from the County through an interlocal agreement based on the 2060 AHTF surcharge collected from real estate documents recorded for property transactions in Everett
- Repayments from previous loans

THREE-YEAR PERSONNEL TABLE

OCCUPATION CODE	TITLE	2018	2019	2020
1670	Planner	1.00	0.00	0.00
6151	Community Development Specialist	0.00	0.80	0.80
6152	Program Manager, Housing & Community Development	0.20	0.50	0.75
TOTAL FTEs		1.20	1.30	1.55

BUDGET CHANGES

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

FTE	Item	Labor Amount	M & O Amount	Total
0.25	Transfer 0.25 Housing & Communications Program Manager from Community, Planning and Economic Development	37,065	-	37,065
0.25	Total	37,065	-	37,065

BUDGETED EXPENDITURES

	2018 Actual	2019		2020	
		Adopted Budget	2019 As Amended 12/11/2019	2019 Estimate	Adopted Budget
Fund 198: Community Dev. Block Grant					
Resources					
Beginning Cash & Loans Receivable	724,035	724,585	724,585	725,337	712,408
Grant Revenue	498,124	846,384	846,384	621,593	1,518,699
Misc Revenue	1,303	-	-	112,942	-
Total Available	1,223,462	1,570,969	1,570,969	1,459,872	2,231,107
Expenditures					
Salaries & Benefits	131,075	171,483	171,483	160,983	201,794
M & O	528	201,500	201,500	25,000	5,000
Operating Grants	355,685	570,650	570,650	550,028	1,294,373
Interfund Services & Charges	10,837	11,453	11,453	11,453	17,532
Total Expenditures	498,125	955,086	955,086	747,464	1,518,699
Ending Cash & Loans Receivable	725,337	615,883	615,883	712,408	712,408
2020 Budget Appropriation					2,231,107

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