
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	\$2,490,328	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	\$2,205,500
TOTAL COST	\$2,205,500
TOTAL FTEs	0

DESCRIPTION	<ul style="list-style-type: none"> ■ 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
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EXPECTED RESULTS	<ul style="list-style-type: none"> ■ 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
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INVENTORY OF SERVICES (continued)

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

TRANSFERS OUT	\$284,828
TOTAL COST	\$284,828
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 are available for current year MVD equipment replacements

BUDGETED EXPENDITURES

	2015	2016	2016	2016	2017
	Actual	Adopted	As Amended	2016	Proposed
Fund 126: Motor Vehicle/Equip. Repl.		Budget	7/27/2016	Estimate	Budget
Program 126: General Gov Vehicle Repl.					
Revenue					
Beginning Balance	6,487,857	4,932,407	5,851,802	6,109,503	6,398,805
Contribution From General Fund/Other	1,062,456	2,084,615	2,431,315	3,335,397	1,225,941
Sale of Capital Assets	38,268	40,000	40,000	75,000	40,000
Interest Earnings	103,416	100,186	100,186	93,500	103,522
Total Available	7,691,997	7,157,208	8,423,303	9,613,400	7,768,268
Expenditures					
Engineering Vehicle Replacement	155,319	-	66,458	66,458	390,000
Animal Services Vehicle Replacement	-	70,000	70,000	70,000	-
Police Vehicle Replacement	470,852	590,000	936,700	936,700	744,000
Fire Vehicle Replacement	388,039	660,000	1,493,559	1,613,559	44,000
Facilities Vehicle Replacement	-	-	36,000	36,000	-
Parks Vehicle Replacement	110,509	86,000	276,878	317,878	340,000
Streets Vehicle Replacement	457,775	85,000	85,000	85,000	437,500
Unanticipated Replacements/Misc	-	250,000	250,000	89,000	250,000
Total Expenditures	1,582,494	1,741,000	3,214,595	3,214,595	2,205,500
Ending Balance	6,109,503	5,416,208	5,208,708	6,398,805	5,562,768
Program 501: MVD Equipment Repl.					
Revenue					
Beginning Balance	126,254	178,654	178,654	178,744	231,444
Transfers In	50,004	50,000	50,000	50,000	50,000
Interest Earnings	2,486	2,668	2,668	2,700	3,384
Total Available	178,744	231,322	231,322	231,444	284,828
Expenditures					
Transfers Out	-	231,322	231,322	-	284,828
Total Expenditures	-	231,322	231,322	-	284,828
Ending Balance	178,744	0	0	231,444	0
2017 Budget Appropriation					8,053,096

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HOTEL/MOTEL TAX FUND FUND 138

MISSION STATEMENT

Promote tourism in the City of Everett.

SUMMARY

Expenditure Budget	\$	600,000	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	\$600,000
Revenue Offset	(472,664)
TOTAL COST	\$127,336
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 \$100,000 to the Everett Public Facilities District to support debt service and operating 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

	2015	2016	2016	2016	2017
	Actual	Adopted	As Amended	Estimate	Proposed
Fund 138: Hotel/Motel Tax	Actual	Budget	7/27/2016	Estimate	Budget
Revenue					
Beginning Balance	355,715	326,015	326,015	458,494	464,494
Hotel/Motel Tax	447,689	415,000	415,000	450,000	465,000
Interest Earnings	5,976	5,676	5,676	6,000	7,664
Total Available	809,380	746,691	746,691	914,494	937,158
Expenditures					
Tourism Promotion	53,386	150,000	150,000	150,000	150,000
Grant Recipients	147,500	150,000	150,000	150,000	300,000
Multi-Purpose Facility	150,000	150,000	150,000	150,000	150,000
Total Expenditures	350,886	450,000	450,000	450,000	600,000
Ending Balance	458,494	296,691	296,691	464,494	337,158
2017 Budget Appropriation					937,158

CUMULATIVE RESERVE - REAL PROPERTY ACQUISITION FUND 145

MISSION STATEMENT

To consolidate City funding for the acquisition of real property.

SUMMARY

Expenditure Budget	\$ 1,946,546	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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M&O	\$110,650
CAPITAL OUTLAY	1,835,896
Revenue Offset	(34,150)
NET COST	\$1,912,396
TOTAL FTEs	0

DESCRIPTION

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

EXPECTED RESULTS

- The purchase, lease, and sale of real property are managed efficiently

BUDGETED EXPENDITURES

	2015	2016	2016	2016	2017
	Actual	Adopted	As Amended	Estimate	Proposed
Fund 145: Cum Resv/Real Prop. Acq.		Budget	7/27/2016		Budget
Revenue					
Beginning Balance	1,999,048	1,925,048	1,925,048	1,984,396	1,912,396
Interest Earnings	31,618	38,000	38,000	27,000	30,000
Right of Way Fees	54,576	3,500	3,500	20,000	3,500
Miscellaneous	3,461	2,000	2,000	1,000	650
Total Available	2,088,703	1,968,548	1,968,548	2,032,396	1,946,546
Expenditures					
Land & Building	-	1,888,548	1,888,548	-	1,835,896
M & O	104,307	80,000	80,000	120,000	110,650
Total Expenditures	104,307	1,968,548	1,968,548	120,000	1,946,546
Ending Balance	1,984,396	0	0	1,912,396	0
2017 Budget Appropriation					1,946,546

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	\$ 2,118,909	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, interest income, and contributions from the general fund.

INVENTORY OF SERVICES

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

M&O	\$1,118,909
CAPITAL OUTLAY	1,000,000
Revenue Offset	(627,330)
NET COST	\$1,491,579
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**
- The South Precinct, Culmback and Wall Street Buildings are managed efficiently
 - Maintain revenues at a level that will provide for the maintenance of these buildings

BUDGETED EXPENDITURES

	2015	2016	2016	2016	2017
	Actual	Adopted	As Amended	2016	Proposed
Fund 146: Property Management		Budget	7/27/2016	Estimate	Budget
Revenue					
Beginning Balance	3,655,642	2,375,417	2,375,417	2,283,993	1,571,925
Facilities Lease	617,968	578,975	578,975	585,000	581,500
Parking	15,128	16,520	16,520	13,200	13,000
Interest Earnings	56,183	54,420	54,420	29,200	32,830
Transfers In	868,620	643,225	705,225	705,225	783,977
Total Available	5,213,541	3,668,557	3,730,557	3,616,618	2,983,232
Expenditures					
M & O	92,130	81,100	81,100	81,100	106,600
Interfund Services & Charges	354,182	445,393	445,393	445,393	448,309
Repairs & Maintenance	725,163	411,200	473,200	473,200	564,000
Capital Outlay	1,758,073	1,045,000	1,045,000	1,045,000	1,000,000
Total Expenditures	2,929,548	1,982,693	2,044,693	2,044,693	2,118,909
Ending Balance	2,283,993	1,685,864	1,685,864	1,571,925	864,323
2017 Budget Appropriation					2,983,232

**CUMULATIVE RESERVE FOR PARKS
FUND 148**

MISSION STATEMENT

To provide funding for special parks projects and programs.

SUMMARY

Expenditure Budget	\$ 628,914	FTE's	0.0
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REVENUE DESCRIPTION

Sources of revenue for Fund 148 may include donations, voluntary mitigation funds, Comcast Cable Franchise PEG fees (for Public, Education, and Government T.V.), interest income, lease revenue, and contributions from the general fund.

INVENTORY OF SERVICES

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

CAPITAL OUTLAY	\$68,237
Revenue Offset	0
NET COST	\$68,237
TOTAL FTEs	0

DESCRIPTION ■ Accounts for gifts, donations, contributions, 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.

2017 GOAL
 Goal #1 ■ Complete Green Lantern trail renovation.
 Goal #2 ■ Develop south garden of Arboretum at American Legion Memorial Park.

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

M&O	\$105,422
Revenue Offset	0
NET COST	\$105,422
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.

2016 ACCOMPLISHMENTS ■ Completed Kasch Park synthetic field replacement work.

2017 GOAL
 Goal #1 ■ Replace lighting and netting at athletic fields as required.

INVENTORY OF SERVICES (Continued)

DEPARTMENT 148/Cumulative Reserve for Parks **ACTIVITY** 3 – Cable Franchise PEG Fees

CAPITAL OUTLAY	\$200,000
Revenue Offset	0
NET COST	<u>\$200,000</u>
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.

2016 ACCOMPLISHMENTS ◆ Continued production and broadcast of City Council meetings, Planning Commission meetings, and Mayor’s Update.
◆ Recorded for broadcast Streets Initiative Housing forum, Innovations forum and Task Force Update.
◆ Recorded for broadcast eleven Charter Review Committee meetings.
◆ Broadcasted State Legislative updates, Sound Transit meetings, and Tulalip Tribes cultural programs.
◆ Initiated process for purchasing TV Closed Caption services and upgraded studio lighting fixtures.

2017 GOALS
 Goal #1 ■ Work with additional City departments and community partners to enhance programming options, including content that can be repurposed for social media.
 Goal #2 ■ Enhance awareness of Everett’s government access TV channel.
 Goal #3 ■ Continue implementation of the five-year work plan; identify and coordinate Everett Channel’s role in emergency management, response and recovery efforts.
 Goal #4 ■ Initiative TV survey to measure view response.

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.

INVENTORY OF SERVICES (Continued)

DEPARTMENT 148/Cumulative Reserve for Parks **ACTIVITY** 4- Capital Project Reserve

CAPITAL OUTLAY	\$216,204
Revenue Offset	0
NET COST	\$216,204
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.

2017 GOAL
Goal #1 ■ Complete path improvements in various parks.

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.

DEPARTMENT 148/Cumulative Reserve for Parks **ACTIVITY** 5- Deckmann/Madison Morgan Property

M&O	\$39,051
Revenue Offset	0
NET COST	\$39,051
TOTAL FTEs	0

DESCRIPTION ■ This program accounts for the revenue and expenditures associated with the Deckmann/Madison Morgan property, which was originally funded by the Snohomish County Conservation Futures program.

EXPECTED RESULTS ■ Provide a passive recreation/open space area.

2017 GOAL
Goal #1 ■ Complete property enhancements and amenities.

BUDGETED EXPENDITURES

	2015 Actual	2016 Adopted Budget	2016 As Amended 7/27/2016	2016 Estimate	2017 Proposed Budget
Fund 148 - Parks Reserve					
Program 000- Cumulative Reserve Revenue					
Beginning Balance	67	69,979	69,979	60,544	67,437
Interest Earnings	1,111	-	-	-	600
Mitigation Fees	69,000	-	-	-	-
Transfer In	-	-	-	9,925	-
Miscellaneous	291	-	-	118	200
Total Available	70,469	69,979	69,979	70,587	68,237
Expenditures					
M & O	9,925	-	-	-	-
Capital Outlay	-	69,979	69,979	3,150	68,237
Total Expenditures	9,925	69,979	69,979	3,150	68,237
Ending Balance	60,544	0	0	67,437	0
Program 001 - Maintenance Reserve (boat launch, softball & soccer fields)					
Revenue					
Beginning Balance	237,396	239,396	239,396	241,269	104,222
Interest Earnings	3,873	-	-	2,953	1,200
Total Available	241,269	239,396	239,396	244,222	105,422
Expenditures					
M & O	-	239,396	239,396	140,000	105,422
Total Expenditures	-	239,396	239,396	140,000	105,422
Ending Balance	241,269	0	0	104,222	0
Program 005 - Maintenance & Ops Reserve					
Revenue					
Beginning Balance	83,156	84,456	84,456	84,513	85,698
Interest Earnings	1,357	1,300	1,300	1,185	1,200
Total Available	84,513	85,756	85,756	85,698	86,898
Expenditures					
M & O	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Ending Balance	84,513	85,756	85,756	85,698	86,898
Program 006 - New Program Reserve					
Revenue					
Beginning Balance	32,036	32,636	32,636	32,559	33,059
Interest Earnings	523	600	600	500	525
Total Available	32,559	33,236	33,236	33,059	33,584
Expenditures					
M & O	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Ending Balance	32,559	33,236	33,236	33,059	33,584

BUDGETED EXPENDITURES (continued)

	2015 Actual	2016 Adopted Budget	2016 As Amended 7/27/2016	2016 Estimate	2017 Proposed Budget
Fund 148 - Parks Reserve					
Program 007 - Capital Project Reserve					
Revenue					
Beginning Balance	208,404	210,404	210,404	211,804	214,704
Interest Earnings	3,400	-	-	2,900	1,500
Total Available	211,804	210,404	210,404	214,704	216,204
Expenditures					
M & O	-	-	-	-	-
Capital Outlay	-	210,404	210,404	-	216,204
Total Expenditures	-	210,404	210,404	-	216,204
Ending Balance	211,804	0	0	214,704	0
Program 019 - PEG Fees					
Revenue					
Beginning Balance	1,678,133	1,657,133	1,657,133	1,649,723	1,632,723
Interest Earnings	26,795	28,000	28,000	23,000	21,500
Total Available	1,704,928	1,685,133	1,685,133	1,672,723	1,654,223
Expenditures					
M & O	55,205	-	-	40,000	-
Capital Outlay	-	40,000	40,000	-	200,000
Total Expenditures	55,205	40,000	40,000	40,000	200,000
Ending Balance	1,649,723	1,645,133	1,645,133	1,632,723	1,454,223
Program 322 - Deckmann Property					
Revenue					
Beginning Balance	39,373	40,023	40,023	39,201	38,551
Interest Earnings	635	650	650	650	500
Housing Rental Revenue	500	13,500	13,500	-	-
Total Available	40,508	54,173	54,173	39,851	39,051
Expenditures					
M & O	1,307	-	-	1,300	39,051
Total Expenditures	1,307	-	-	1,300	39,051
Ending Balance	39,201	54,173	54,173	38,551	-
2017 Budget Appropriation - Fund 148 Total					2,203,620

SENIOR CENTER RESERVE FUND 149

MISSION STATEMENT

The 149 cumulative reserve provides funding for various services, classes, travel and special events at the Carl Gipson Senior Center.

SUMMARY

Expenditure Budget	\$76,696	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 revenue (Holiday Bazaar, Octoberfeast, Rummage Sale)
- Facility Rentals
- Private and Public Donations
- Class Fees (computer, fitness)
- Parking Sticker Donations/Garage Parking Fees
- Travel Fees
- Miscellaneous Sales
- 20% of Gift Shop Sales

INVENTORY OF SERVICES

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

M&O	\$76,696
Revenue Offset	(77,356)
NET REVENUE	<u>(\$660)</u>
TOTAL FTEs	0 (See Fund 027)

DESCRIPTION

- Accounts for revenue from donations, contributions, user fees, vending and coffee bar sales, gift shop sales and facility rental revenue.
- Accounts for expenses associated with a volunteer appreciation event, class fees, vending and coffee bar sales, gift shop sales and facility rentals.

EXPECTED RESULTS ■ Provide quality services and programs for Seniors at the Carl Gipson Senior Center.

INVENTORY OF SERVICES (continued)

2016 ACCOMPLISHMENTS	<ul style="list-style-type: none"> ◆ Received sponsor for bi-monthly special event (Saturday Dances) ◆ Offered a variety of trip destinations, classes and events ◆ Provided informational events regarding services available for seniors throughout the community such as OctoberFeast
2017 GOALS	
Goal #1	■ Continue partnering with retirement communities/facilities
Goal #2	■ Evaluate the opportunity to increase facility rental revenue
Goal #3	■ Offer at least one new service and/or activity identified as an opportunity through upcoming research (focus groups, survey)
Goal #4	■ Complete 3-5 year plan for Senior Center
FUTURE TRENDS	■ Higher percentage of the population will become eligible for membership

DEPARTMENT 149/Senior Center Reserve ACTIVITY 2 – Recreation

DESCRIPTION	<ul style="list-style-type: none"> ■ Accounts for revenue from trips to neighboring Pacific Northwest destinations of interest ■ Supports entertainment at special events and social activities and supports recreational and instructional classes ■ Provides opportunities to enhance physical wellness through certified exercise instruction (Enhance Fitness, Stretch N Tone, Yoga, Table Tennis, Square Dancing, Hula, Saturday Dances and Tai Chi)
EXPECTED RESULTS	■ Encourage continued learning and social interaction with peers through organized events, activities and classes
2016 ACCOMPLISHMENTS	<ul style="list-style-type: none"> ◆ Supported programs to meet the needs of seniors including, but not limited to, WII, Table Tennis, Bingo, Saturday Dances ◆ Offered a variety of physical fitness activities and trips for various levels of physical abilities. ◆ Added yoga classes
2017 GOALS	
Goal #1	■ Offer a greater variety of day trips, classes, activities and meeting/support groups to attract “baby boomer” generation
Goal #2	■ Conduct cost-benefit analyses and review fee structure for activities and programs
FUTURE TRENDS	■ Concentrated effort to encourage socialization and improve physical and mental health

INVENTORY OF SERVICES (continued)**DEPARTMENT** 149/Senior Center Reserve **ACTIVITY** 3 - Services

DESCRIPTION	■ Provides computer instruction and social networking through Senior Center contracted instructor and OLLI personnel
EXPECTED RESULTS	■ Improved computer skills for seniors with goal of e-mail communication with family and friends, Internet use and research, and miscellaneous projects enjoyed through use of personal computers ■ Preserve mental fitness by strengthening and enhancing cognitive functions
2016 ACCOMPLISHMENTS	◆ Increased participation in classes among seniors
2017 GOALS	
Goal #1	■ Identify efficient ways to increase community awareness of classes and services
Goal #2	■ Research the need and availability to offer additional healthcare services
FUTURE TRENDS	■ Higher percentage of the population will become eligible for membership

BUDGETED EXPENDITURES

Fund 149: Senior Center Reserve	2015	2016	2016	2016	2017
	Actual	Adopted Budget	As Amended 7/27/2016	Estimate	Proposed Budget
Revenue					
Beginning Balance	443,250	457,930	457,930	449,193	470,945
Charges for Services	41,721	59,838	59,838	52,023	54,005
Interest Earnings	7,620	9,336	9,336	9,336	7,555
Facility Rental Revenue	1,181	2,244	2,244	2,200	3,000
Private Contributions	10,969	10,606	10,606	13,283	11,196
Miscellaneous Revenue	2,263	3,942	3,942	1,916	1,600
Total Available	507,004	543,896	543,896	527,951	548,301
Expenditures					
M & O	57,811	77,830	77,830	57,006	76,696
Total Expenditures	57,811	77,830	77,830	57,006	76,696
Ending Balance	449,193	466,066	466,066	470,945	471,605

2017 Budget Appropriation	548,301
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FUND FOR ANIMALS FUND 151

MISSION STATEMENT

The Fund for Animals is a cumulative reserve fund that provides funds to benefit animals.

SUMMARY

Expenditure Budget	\$	90,000	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

M&O	\$90,000
Revenue Offset	(74,450)
NET COST	\$15,550
TOTAL FTEs	0

- | | |
|----------------------|---|
| DESCRIPTION | ■ Collect donations from individuals and local businesses |
| EXPECTED RESULTS | ■ Provide quality veterinary care for shelter and foster animals
■ Accurate, timely receipt and deposit of donations, with donor acknowledgment
■ Conduct volunteer staffed fundraising activities at both onsite and offsite events |
| 2016 ACCOMPLISHMENTS | ◆ Record fundraising and attendance for 2016 Shakaroo event
◆ Attended community outreach events |
| 2017 GOALS | ■ Supplement expenses for spay/neuter clinic and in-house veterinary care for shelter animals |
| Goal #1 | ■ Fund special surgeries and medical procedures |
| Goal #2 | ■ Increase revenue through kennel sponsorships, direct mail and online donations |
| Goal #3 | ■ Develop specific volunteer groups specializing in events, public awareness and fund raising |
| Goal #4 | |

BUDGETED EXPENDITURES

	2015	2016	2016	2016	2017
	Actual	Adopted	As Amended	Estimate	Proposed
Fund 151: Fund for Animals		Budget	7/27/2016		Budget
Revenue					
Beginning Balance	432,518	422,418	422,418	416,023	400,723
Charges for Services/Merchandise	5,212	5,500	5,500	5,500	6,000
Interest Earnings	7,052	7,200	7,200	7,200	6,450
Private Contributions	59,290	62,000	62,000	62,000	62,000
Total Available	504,072	497,118	497,118	490,723	475,173
Expenditures					
M & O	88,049	90,000	90,000	90,000	90,000
Total Expenditures	88,049	90,000	90,000	90,000	90,000
Ending Balance	416,023	407,118	407,118	400,723	385,173
2017 Budget Appropriation					475,173

BUDGETED EXPENDITURES

	2016		2016		2017
	2015	Adopted	As Amended	2016	Proposed
Fund 152: Cumulative Rsv/Library	Actual	Budget	7/27/2016	Estimate	Budget
Revenue					
Beginning Balance	155,363	199,484	199,484	199,410	222,145
Charges for Services	4,692	3,500	3,500	4,630	3,500
Interest Earnings	2,942	3,490	3,490	3,285	3,943
Private Contributions	66,482	67,350	82,350	59,997	60,350
Book Sale Proceeds	16,794	13,000	13,000	14,624	13,000
Total Available	246,273	286,824	301,824	281,946	302,938
Expenditures					
M & O	29,835	38,750	48,750	41,531	51,375
Capital Outlay	-	-	-	-	30,000
Books/Other Materials	17,028	30,000	35,000	18,270	26,970
Total Expenditures	46,863	68,750	83,750	59,801	108,345
Ending Balance	199,410	218,074	218,074	222,145	194,593

2017 Budget Appropriation	302,938
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**EMERGENCY MEDICAL SERVICES FUND
FUND 153**

MISSION STATEMENT

The Everett Fire Department is a community-based emergency service provider dedicated to public safety and quality of life.

SUMMARY

Expenditure Budget	\$	8,496,205	FTE's	43.0
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REVENUE DESCRIPTION

The primary 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	\$6,746,267
M&O	1,490,626
CAPITAL OUTLAY	259,312
Revenue Offset	(7,819,078)
NET COST	\$677,127
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

2016

ACCOMPLISHMENTS ◆ Provided the highest level of emergency medical care possible to the Everett community
◆ Implemented a comprehensive Advanced Life Support (ALS) Quality Assurance and Quality Improvement program
◆ Implemented a county-wide infectious disease exposure protocol
◆ Established a contractual relationship with Northwest Ambulance to provide transport of Basic Life Support (BLS) patients
◆ Actively participated in the Chronic Utilizer Alternative Response Team (CHART) in an effort to reduce over use of services by chronic utilizers

2017 GOALS

Goal #1 ■ Improve the ability to use statistical analysis to drive strategic planning for the department
 Goal #2 ■ Continue to upgrade aging equipment and vehicles with delivery of an additional new medic unit in 2017
 Goal #3 ■ Continue to explore alternatives for low acuity calls including embedded social workers, peak activity units and Alternative Response Units
 Goal #4 ■ Approach voters to re-establish .50/1000 EMS levy

FUTURE TRENDS ■ Continuing to provide high quality emergency care while addressing social issues including chemical dependency and mental health factors impacting the community

PERFORMANCE MEASURES

	2015	2016 Est.	2017 Est.
◆ EMS alarms	17,569	18,000	18,000
◆ Fire/Haz Mat/Rescue/Other	4,370	3,500	3,500

POSITION SUMMARY	FTE	POSITION SUMMARY	FTE
Firefighter Paramedic	30	Medical Service Officer	2
Firefighter EMT	9	Office Specialist	1
Accounting Technician	1		

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, and EMTs

EXPECTED RESULTS  Maintain a highly trained and capable workforce and continuously improve service to reflect advances in emergency medicine delivery

2016 ACCOMPLISHMENTS  Continued to improve High Performance CPR delivery to community and provided ongoing training of Everett Police Department officers in the use of High Performance CPR
 Purchased equipment necessary to safely perform CPR operations in a moving vehicle

2017 GOALS
 Goal #1  Obtain CPR rate and depth feedback equipment to improve quality of care
 Goal #2  Improve EMS/ SNOPAC dispatch protocols, train dispatchers on most appropriate response
 Goal #3  Establish a data exchange program with the local hospital to receive real-time patient outcome reports
 Goal #4  Continue to improve BLS and ALS Quality Assurance and Quality Improvement programs

FUTURE TRENDS  Optimizing training for the fire department and community that reflects evolving trends in medical care delivery

PERFORMANCE MEASURES

	2015	2016 Est.	2017 Est.
 Fire dept. personnel trained/educated	175	175	175
 City of Everett personnel trained/educated	250	350	400

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

2016 ACCOMPLISHMENTS  Minimal time loss incidents due to exposure
 Updated county infection control program to provide a coordinated infection control service to all fire departments in county

2017 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	2015	2016 Est.	2017 Est.
 FTE lost time due to exposures	0.0	0.0	0.0
 Everett Fire Department personnel trained	175	175	175

THREE-YEAR PERSONNEL COMPARISON

Class	Title	2015	2016	2017
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	1.0
2310	Accounting Technician	0.0	0.0	1.0
TOTAL FTE		43.0	43.0	43.0

BUDGET CHANGES

This schedule includes only staffing and new program changes from the 2016 Adopted Budget to the 2017 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	2015	2016	2016	2016	2017
	Actual	Adopted Budget	As Amended 7/27/2016	2016 Estimate	Proposed Budget
Revenue					
Beginning Balance	1,452,100	2,061,289	2,061,289	1,654,149	727,578
Property Tax	6,195,090	6,237,928	6,237,928	6,237,928	6,623,226
Grant Revenue	1,341	1,200	132,871	1,200	1,200
Service Charges - ALS/BLS	1,153,282	1,300,000	1,300,000	877,601	1,000,000
Service Charges - Other	29,598	28,978	28,978	52,311	32,162
Interest Earnings	14,205	6,490	6,490	14,458	6,490
Miscellaneous Revenue	6,930	-	-	78,000	156,000
Total Available	8,852,546	9,635,885	9,767,556	8,915,647	8,546,656
Expenditures					
Salaries & Benefits	5,788,758	6,503,651	6,503,651	5,790,332	6,746,267
M & O	660,248	641,662	842,166	1,008,701	641,662
Capital Outlays	76,380	259,312	203,646	476,774	259,312
Debt Service - Interest	1,006	7,335	7,335	1,467	7,335
Interfund Services & Charges	369,607	414,959	414,959	459,251	387,289
Intergovernmental Charges	302,398	451,544	451,544	451,544	454,340
Total Expenditures	7,198,397	8,278,463	8,423,301	8,188,069	8,496,205
Ending Balance	1,654,149	1,357,422	1,344,255	727,578	50,451

2017 Budget Appropriation	8,546,656
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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	\$	525,157	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

DEBT SERVICE	\$225,157
TRANSFERS OUT	300,000
TOTAL COST	\$525,157
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

	2015	2016	2016	2016	2017
	Actual	Adopted	As Amended	Estimate	Proposed
Fund 154: Real Estate Excise Tax	Actual	Budget	7/27/2016	Estimate	Budget
Revenue					
Beginning Balance	2,937,714	2,843,314	3,843,183	3,572,810	1,393,660
Real Estate Excise Tax	2,025,867	1,768,000	1,768,000	2,550,000	2,250,000
Interest Earnings	55,997	50,584	50,584	55,000	40,937
Miscellaneous	302	-	-	-	-
Total Available	5,019,880	4,661,898	5,661,767	6,177,810	3,684,597
Expenditures					
Transfers Out - Parks Projects	750,000	-	3,695,000	3,695,000	-
Transfers Out - Streets Projects	525,000	300,000	804,869	804,869	300,000
Debt Service (PWTF Loan - 75th St)	58,784	58,307	58,307	58,307	-
Debt Service (PWTF Loan - Riverfront)	56,167	55,805	55,805	55,805	55,263
Debt Service (PWTF Fund Loan - 112th St.)	57,119	57,027	57,027	57,027	56,752
Debt Service (Installment Loan-LED Street Light)	-	113,142	113,142	113,142	113,142
Total Expenditures	1,447,070	584,281	4,784,150	4,784,150	525,157
Ending Balance	3,572,810	4,077,617	877,617	1,393,660	3,159,440
2017 Budget Appropriation					3,684,597

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	\$ 5,986,949	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

INTERFUND TRANSFER	\$451,115
Revenue Offset	0
NET COST	\$451,115
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 the community to solve crime-related problems

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

*This activity funds three 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	\$11,730
INTERFUND TRANSFER	\$320,018
Revenue Offset	0
NET COST	\$331,748
TOTAL FTEs	0*

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

EXPECTED RESULTS  Use 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 two FTEs included in Fund 031 - Police

INVENTORY OF SERVICES (Continued)

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

INTERFUND TRANSFER	\$192,808
Revenue Offset	0
NET COST	\$192,808
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 two FTEs included in Fund 031-Police

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

M&O	\$23,100
INTERFUND TRANSFER	345,839
Revenue Offset	0
NET COST	\$368,939
TOTAL FTEs	0*

DESCRIPTION ■ Coordinates the prosecution of all criminal violations of the Everett Municipal Code

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

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

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

M&O	\$9,160
INTERFUND TRANSFER	\$285,006
Revenue Offset	0
NET COST	\$294,166
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 two FTEs included in Fund 031-Police

INVENTORY OF SERVICES (Continued)

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

INTERFUND TRANSFER	\$428,466
Revenue Offset	0
NET COST	\$428,466
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 three FTEs included in Fund 031-Police

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

M&O	\$116,303
INTERFUND TRANSFER	257,727
Revenue Offset	(283,343)
NET COST	\$85,687
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 1.45 FTEs included in Fund 005-Municipal Court

INVENTORY OF SERVICES (Continued)

DEPARTMENT 156/Criminal Justice Fund

ACTIVITY 8 - Police Special Projects

M&O	\$3,545,677
Revenue Offset	(481,575)
NET COST	<u>\$3,064,102</u>
TOTAL FTEs	0

DESCRIPTION

- Accounts for police special projects that require the segregation of cash but do not warrant the establishment of individual funds (programs are listed below)
- Provides funding for Mobile Data Computer replacements, Radio System replacements, and special projects
- The Citizen Volunteers Against Crimes Program provides operating supplies for citizens 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 accounts for the Snohomish County Sheriff’s Office grant, which is used to verify address and residing information

EXPECTED RESULTS

- Efficiently and accurately account for police special project funds

BUDGETED EXPENDITURES

	2015 Actual	2016 Adopted Budget	2016 As Amended 7/27/2016	2016 Estimate	2017 Proposed Budget
Fund 156 Criminal Justice					
Program 470: Criminal Justice					
Revenue					
Beginning Balance	8,385,927	7,652,240	8,078,966	8,414,159	7,877,938
1/10th Percent Sales Tax	1,665,430	1,543,894	1,543,894	1,650,000	1,670,625
State Shared Revenue - Special Programs	102,469	100,200	100,200	100,200	112,630
State Shared Revenue - High/Violent Crime	201,818	203,864	203,864	164,175	219,100
DUI/Other Criminal Justice Assistance	15,858	18,200	18,200	16,500	17,300
Interest Earnings	139,239	113,085	113,085	112,000	89,000
Miscellaneous Revenue	1,135	-	-	-	-
Total Available	10,511,876	9,631,483	10,058,209	10,457,034	9,986,593
Expenditures					
Patrol Enforcement	418,479	425,750	425,750	425,750	451,115
Community Oriented Policing	309,517	312,578	312,578	312,578	331,748
Police Records Specialists	173,380	184,314	184,314	184,314	192,808
Prosecutor's Office	297,369	350,225	350,225	350,225	368,939
School Resource Officer (SRO)	258,505	277,047	277,047	277,047	294,166
Special Assault Unit	402,361	399,456	399,456	399,456	428,466
Mobile Data Computers	-	614,568	614,568	-	741,913
Police Impound Vehicle Storage	-	-	-	-	11,580
Radio System Replacements	47,418	1,807,661	1,807,661	30,000	2,095,319
New World Equipment	43,824	-	426,726	426,726	-
Aircard Service	55,854	63,000	63,000	63,000	64,890
Police Firing Range Project	91,010	46,800	46,800	-	140,400
Police Property Room Storage Project	-	100,000	100,000	100,000	-
Municipal Court Bldg/Equipment	-	10,000	10,000	10,000	10,000
Total Expenditures	2,097,717	4,591,399	5,018,125	2,579,096	5,131,344
Ending Balance	8,414,159	5,040,084	5,040,084	7,877,938	4,855,249
2017 Budget Appropriation - Criminal Justice Program					9,986,593

Fund 156 Police Special Projects					
Program 025: Streets Initiative Flex Fund					
Revenue					
Beginning Balance	-	-	-	-	44
Interest Earnings	-	-	-	44	50
Donations	-	-	11,675	11,675	12,000
Total Available	-	-	11,675	11,719	12,094
Expenditures					
M & O	-	-	11,675	11,675	12,094
Total Expenditures	-	-	11,675	11,675	12,094
Ending Balance	0	0	0	44	0
Program 030: Seniors Against Crime					
Revenue					
Beginning Balance	8,749	9,399	9,399	8,167	9,317
Interest Earnings	162	150	150	150	150
Private Contributions	3,200	2,000	2,000	2,500	2,000
Total Available	12,111	11,549	11,549	10,817	11,467
Expenditures					
M & O	3,944	11,549	11,549	1,500	11,467
Total Expenditures	3,944	11,549	11,549	1,500	11,467
Ending Balance	8,167	0	0	9,317	0
Program 033: Crime Prevention					
Revenue					
Beginning Balance	10,128	10,298	10,298	10,293	10,443
Interest Earnings	165	175	175	150	150
Total Available	10,293	10,473	10,473	10,443	10,593
Expenditures					
M & O	-	10,473	10,473	-	10,593
Total Expenditures	-	10,473	10,473	-	10,593
Ending Balance	10,293	0	0	10,443	0

BUDGETED EXPENDITURES (continued)

	2015 Actual	2016 Adopted Budget	2016 As Amended 7/27/2016	2016 Estimate	2017 Proposed Budget
Fund 156 Police Special Projects (Cont)					
Program 041: Police Training-Interlocal					
Revenue					
Beginning Balance	21,388	24,068	24,068	24,194	29,194
Tuition Charges	11,600	11,600	11,600	11,600	11,600
Interest Earnings	402	500	500	400	400
Total Available	33,390	36,168	36,168	36,194	41,194
Expenditures					
M & O	9,196	36,168	36,168	7,000	41,194
Total Expenditures	9,196	36,168	36,168	7,000	41,194
Ending Balance	24,194	0	0	29,194	0
Program 042: Police Misc Special Proj					
Revenue					
Beginning Balance	4,780	808	808	1,169	-
Miscellaneous Revenue	2,862	5,000	5,000	2,445	5,000
Interest Earnings	39	10	10	10	20
Total Available	7,681	5,818	5,818	3,624	5,020
Expenditures					
M & O	6,512	5,818	5,818	3,624	5,020
Total Expenditures	6,512	5,818	5,818	3,624	5,020
Ending Balance	1,169	0	0	0	0
Program 046: Boating Safety					
Revenue					
Beginning Balance	87,494	103,780	103,780	95,580	65,473
Vessel Registration Fees	65,636	65,000	65,000	73,593	65,000
Interest Earnings	1,881	1,700	1,700	1,800	1,700
Total Available	155,011	170,480	170,480	170,973	132,173
Expenditures					
M & O	37,157	134,978	134,978	75,000	100,000
Transfer Out to Fund 002	22,274	30,502	30,502	30,500	30,500
Total Expenditures	59,431	165,480	165,480	105,500	130,500
Ending Balance	95,580	5,000	5,000	65,473	1,673
Prog 063: 2013 Justice Assistance Grant					
Revenue					
Beginning Balance	-	-	-	-	-
FY2013 Justice Asst Grant	30,241	-	5,619	5,619	-
Interest Earnings	474	-	-	50	-
Total Available	30,715	-	5,619	5,669	-
Expenditures					
M & O	30,715	-	5,619	5,669	-
Total Expenditures	30,715	-	5,619	5,669	-
Ending Balance	0	0	0	0	0
Prog 064: 2014 Justice Assistance Grant					
Revenue					
Beginning Balance	-	-	-	-	-
FY2014 Justice Asst Grant	70,658	-	15,148	15,148	-
Interest Earnings	649	-	-	180	-
Total Available	71,307	-	15,148	15,328	-
Expenditures					
M & O	71,307	-	15,148	15,328	-
Total Expenditures	71,307	-	15,148	15,328	-
Ending Balance	0	0	0	0	0

BUDGETED EXPENDITURES (continued)

	2015 Actual	2016 Adopted Budget	2016 As Amended 7/27/2016	2016 Estimate	2017 Proposed Budget
Fund 156 Police Special Projects (Cont)					
Prog 065: 2015 Justice Assistance Grant					
Revenue					
Beginning Balance	-	-	-	170	-
FY2015 Justice Asst Grant	-	-	70,004	69,834	-
Interest Earnings	170	-	-	450	-
Total Available	170	-	70,004	70,454	-
Expenditures					
M & O	-	-	70,004	70,454	-
Equipment	-	-	-	-	-
Transfer Out to Fund 002	-	-	-	-	-
Total Expenditures	-	-	70,004	70,454	-
Ending Balance	170	0	0	0	0
Prog 066: 2016 Justice Assistance Grant					
Revenue					
Beginning Balance	-	-	-	-	-
FY2016 Justice Asst Grant	-	-	-	45,593	-
Interest Earnings	-	-	-	200	-
Total Available	-	-	-	45,793	-
Expenditures					
M & O	-	-	-	45,793	-
Total Expenditures	-	-	-	45,793	-
Ending Balance	0	0	0	0	0
Program 240: Narcotics					
Revenue					
Beginning Balance	82,499	137,201	137,201	372,801	374,904
Confiscated Property	112,872	25,000	25,000	73,103	25,000
Interest Earnings	2,364	1,500	1,500	4,000	4,000
Transfers In	253,947	-	-	-	-
Total Available	451,682	163,701	163,701	449,904	403,904
Expenditures					
M & O	78,881	86,662	86,662	75,000	150,000
Total Expenditures	78,881	86,662	86,662	75,000	150,000
Ending Balance	372,801	77,039	77,039	374,904	253,904
Program 241: Narcotics/Law Enforcement					
Revenue					
Beginning Balance	254,899	233,304	233,304	4,418	4,678
Federal Seizures	-	-	-	-	-
Interest Earnings	3,466	3,000	3,000	260	200
Total Available	258,365	236,304	236,304	4,678	4,878
Expenditures					
M & O	253,947	236,304	236,304	-	4,878
Total Expenditures	253,947	236,304	236,304	-	4,878
Ending Balance	4,418	0	0	4,678	-
Program 701: Registered Sex Offender Grant					
Revenue					
Beginning Balance	50,411	41,591	41,591	14,429	14,629
Grant Revenue	96,150	101,000	101,000	101,000	101,000
Interest Earnings	125	200	200	200	200
Total Available	146,686	142,791	142,791	115,629	115,829
Expenditures					
M & O	132,257	142,791	142,791	101,000	115,829
Total Expenditures	132,257	142,791	142,791	101,000	115,829
Ending Balance	14,429	0	0	14,629	0
2017 Budget Appropriation - Police Special Projects					737,152

BUDGETED EXPENDITURES (continued)

	2015 Actual	2016 Adopted Budget	2016 As Amended 7/27/2016	2016 Estimate	2017 Proposed Budget
Fund 156 Criminal Justice/Courts					
Program 500: Probation					
Revenue					
Beginning Balance	5,005	1,237	1,237	5,019	1,734
Probation/EHD Fees	240,236	260,000	260,000	204,000	233,000
Interest Earnings	-	100	100	-	50
Transfers In	47,242	47,242	47,242	47,242	42,315
Total Available	292,483	308,579	308,579	256,261	277,099
Expenditures					
M & O	44,504	50,000	50,000	49,500	49,500
Transfer Out to Fund 002	242,960	243,561	243,561	205,027	215,412
Total Expenditures	287,464	293,561	293,561	254,527	264,912
Ending Balance	5,019	15,018	15,018	1,734	12,187
Program 510: DV Penalty Assessments					
Revenue					
Beginning Balance	32,610	35,385	35,385	35,803	31,303
DV Assessments	8,799	9,500	9,500	5,000	5,000
Interest Earnings	543	525	525	500	500
Total Available	41,952	45,410	45,410	41,303	36,803
Expenditures					
M & O	6,149	45,410	45,410	10,000	36,803
Total Expenditures	6,149	45,410	45,410	10,000	36,803
Ending Balance	35,803	0	0	31,303	0
Program 520: Trial Court Improvements					
Revenue					
Beginning Balance	142,895	113,295	113,295	128,215	129,425
Trial Court Improvements	45,458	47,242	47,242	48,352	47,908
Interest Earnings	2,596	2,560	2,560	2,100	1,885
Total Available	190,949	163,097	163,097	178,667	179,218
Expenditures					
M & O	15,492	30,000	30,000	2,000	30,000
Transfer Out	47,242	47,242	47,242	47,242	42,315
Total Expenditures	62,734	77,242	77,242	49,242	72,315
Ending Balance	128,215	85,855	85,855	129,425	106,903
2017 Budget Appropriation - Court Programs					493,120
2017 Budget Appropriation - Fund 156 Total					11,216,865

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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	\$ 3,884,252	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

CAPITAL OUTLAY	\$ 884,252
TRANSFERS OUT	3,000,000
Revenue Offset	(616,715)
NET COST	\$ 3,267,537
TOTAL FTEs	0

DESCRIPTION ■ Receives and uses 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 matching funds for arterial street and transportation capital improvement grants

FUTURE TRENDS ■ Increased traffic and development will require increased transportation improvements
■ Reduced outside grant funding will increase demand for mitigation funds

PERFORMANCE MEASURES	2015	2016 Est.	2017 Est.
▶ Capital projects supported	0	2	1

BUDGETED EXPENDITURES

	2015	2016	2016	2016	2017
	Actual	Adopted	As Amended	2016	Proposed
Fund 157 Traffic Mitigation Fund	Actual	Budget	7/27/2016	Estimate	Budget
Revenue					
Beginning Balance	2,883,638	3,549,418	3,549,418	3,752,199	3,267,537
Charges For Services	813,804	480,000	480,000	670,000	573,000
Interfund Interest	5,035	-	-	-	-
Interest Income	49,267	40,425	40,425	45,338	43,715
Miscellaneous Revenue	455	-	-	-	-
Total Available	3,752,199	4,069,843	4,069,843	4,467,537	3,884,252
Expenditures					
Transfers Out	-	2,800,000	2,800,000	1,200,000	3,000,000
Capital Outlay	-	1,269,843	1,269,843	-	884,252
Total Expenditures	-	4,069,843	4,069,843	1,200,000	3,884,252
Ending Balance	3,752,199	0	0	3,267,537	0
2017 Budget Appropriation					3,884,252

TRANSPORTATION BENEFIT DISTRICT FUND 159

MISSION STATEMENT

To provide funding for the preservation, maintenance, and construction of local transportation infrastructure.

SUMMARY

Expenditure Budget	\$ 1,300,000	FTE's	0.0
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REVENUE DESCRIPTION

The source of funding for this program is a \$20.00 Vehicle License Fee and interest income.

INVENTORY OF SERVICES

DEPARTMENT 159/Transportation Benefit District (TBD)

ACTIVITY 1 - TBD

TRANSFERS OUT	\$1,300,000
Revenue Offset	(1,300,000)
NET COST	\$0
TOTAL FTEs	0

DESCRIPTION

■ Accounts for the financial transactions of the TBD

EXPECTED RESULTS

■ Provide funding for the preservation, maintenance, and construction of local transportation infrastructure, specifically the City's overlay program

BUDGETED EXPENDITURES	2015	2016	2016	2016	2017
Fund 159: Transportation Benefit District	Actual	Adopted Budget	As Amended 7/27/2016	2016 Estimate	Proposed Budget
Revenue					
Beginning Balance	-	412,230	412,230	450,748	507,248
TBD Vehicle Registration Fees	1,048,231	1,200,000	1,200,000	1,250,000	1,250,000
Interest Earnings	2,517	2,500	2,500	6,500	6,500
Total Available	1,050,748	1,614,730	1,614,730	1,707,248	1,763,748
Expenditures					
Transfers Out (for overlay)	600,000	1,200,000	1,200,000	1,200,000	1,300,000
Total Expenditures	600,000	1,200,000	1,200,000	1,200,000	1,300,000
Ending Balance	450,748	414,730	414,730	507,248	463,748

2017 Budget Appropriation **1,763,748**

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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 contributions from the General Fund.

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 in the event of an emergency

PERFORMANCE MEASURES

	2015	2016 Est.	2017 Est.
▼ Fund Balance as a % of maximum	88%	82%	78%

BUDGETED EXPENDITURES

	2015 Actual	2016 Adopted Budget	2016 As Amended 7/27/2016	2016 Estimate	2017 Proposed Budget
Fund 160: Rainy Day Fund					
Revenue					
Beginning Balance	4,118,945	4,118,945	4,118,945	4,118,945	4,243,945
General Government Contribution	-	125,000	125,000	125,000	130,000
Total Available	4,118,945	4,243,945	4,243,945	4,243,945	4,373,945
Expenditures					
Total Expenditures	-	-	-	-	-
Ending Balance	4,118,945	4,243,945	4,243,945	4,243,945	4,373,945
2017 Budget Appropriation					4,373,945

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	\$	3,531,496	FTE's	0.0
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REVENUE DESCRIPTION

CIP 1

Sources of funding for this program include general fund contributions and interest earnings.

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 1

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

DESCRIPTION

■ Provides a funding source for major repairs, renovations, and replacements of existing general government structures

EXPECTED RESULTS

■ Major repairs, renovations, and replacements of existing general government structures are adequately funded with cash on hand to the extent practical.

INVENTORY OF SERVICES (Continued)

DEPARTMENT 162/Capital Improvement Reserve **ACTIVITY** 2 - CIP 2

DEBT SERVICE	\$3,031,496
INTERGOVERNMENTAL	500,000
Revenue Offset	0
TOTAL COST	\$3,531,496
TOTAL FTEs	0

DESCRIPTION ■ Tracks 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 2017 debt service requirements of this program which include; the 2014 Floating Rate LTGO Bonds for the arena land and events center; a portion of the 2012 LTGO bonds for the Conference Center; and \$500,000 to the Public Facilities District for debt support

DEPARTMENT 162/Capital Improvement Reserve **ACTIVITY** 3 - 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

	2015 Actual	2016 Adopted Budget	2016 As Amended 7/27/2016	2016 Estimate	2017 Proposed Budget
Fund 162: Capital Reserve					
Program 001: CIP 1					
Revenue					
Beginning Balance	-	-	-	-	2,525,000
Transfers In	-	1,665,000	4,205,000	4,205,000	2,000,000
Total Available	-	1,665,000	4,205,000	4,205,000	4,525,000
Expenditures					
Construction Projects	-	1,045,000	1,870,000	1,680,000	-
Total Expenditures	-	1,045,000	1,870,000	1,680,000	-
Ending Balance	0	620,000	2,335,000	2,525,000	4,525,000
Program 002: CIP 2					
Revenue					
Beginning Balance	9,151,357	8,706,073	8,706,073	9,531,812	9,439,912
Real Estate Excise Tax	2,025,867	1,768,000	1,768,000	2,550,000	2,250,000
Transfers In	800,000	800,000	800,000	800,000	800,000
Interest Earnings	146,142	156,253	156,253	150,000	156,253
Total Available	12,123,366	11,430,326	11,430,326	13,031,812	12,646,165
Expenditures					
Intergovernmental Payments	500,000	500,000	500,000	500,000	500,000
Transfers Out - Debt Service	2,091,554	3,091,900	3,091,900	3,091,900	3,031,496
Total Expenditures	2,591,554	3,591,900	3,591,900	3,591,900	3,531,496
Ending Balance	9,531,812	7,838,426	7,838,426	9,439,912	9,114,669
Program 004: CIP 4					
Revenue					
Beginning Balance	6,918,896	8,335,275	8,435,275	8,129,133	4,337,040
South Precinct Rental	201,654	246,622	246,622	192,312	198,081
Other Rental Income	49,138	50,923	50,923	50,923	52,451
Transfers In	3,591,965	-	-	2,690,192	2,000,000
Total Available	10,761,653	8,632,820	8,732,820	11,062,560	6,587,572
Expenditures					
Transfers Out	2,632,520	-	6,125,520	6,725,520	-
Total Expenditures	2,632,520	-	6,125,520	6,725,520	-
Ending Balance	8,129,133	8,632,820	2,607,300	4,337,040	6,587,572
2017 Budget Appropriation					23,758,737

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

MISSION STATEMENT

Fund 197 supports a number of programs including the 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, enhance the neighborhood environment, and in some cases allow low income homeowners to remain in their home where they might otherwise be displaced, 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	\$ 1,766,140	FTE's	2.5
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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 referred to as program income from various sources, interest earnings, Snohomish County Housing Trust Fund (HTF 2060), and Community Development Block Grant (CDBG) funds.
- Loan repayments vary from year to year and are unpredictable. For 2017 they are estimated to be \$100,000.
- The Snohomish County Auditor began collecting a surcharge of \$10.00 on instruments recorded within the County in 2002. A portion 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 an allocation 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 homeless shelters in the community to help with operations within the community.
- 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 under a consortium agreement. City Council has 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

M&O	\$ 1,414,202
Revenue Offset	(1,414,202)
NET COST	\$0
TOTAL FTEs	0

DESCRIPTION

- Provides funding for rehabilitation of owner-occupied and investor properties to benefit low-income occupants
- Provides funding for development of low and moderate income housing, non-profit agency facilities, and downtown 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 the reputation of CHIP with the community and HUD, the funding agency
- Improve neighborhoods and downtown

2016
ACCOMPLISHMENTS

- ◆ Funded rehabilitation of 12 owner-occupied projects totaling \$489,432.
- ◆ Funded two non-profit rehabilitation projects totaling \$160,000. These two projects were conversions of two single-family homes housing developmentally disabled clients for Parkview Services and Foundation for the Challenged.
- ◆ Funded Snohomish County Boys & Girls Clubs for roofing replacement on its North Everett Facility.

2017 **GOALS**

Goal #1 ■ Fund rehabilitation loan program for low and moderate income homeowners.

Goal #2 ■ Provide continued assistance to Non-Profit Agency, Housing Hope for a low income, 8-unit renovation project

FUTURE TRENDS

- As the economy improves and home values rise, CHIP is likely to receive more residential rehabilitation applications.
- The continued increase in regulations and requirements by federal government, Snohomish County, and auditors are making programs harder to manage and projects more difficult to complete.
- CHIP will continue to balance using program income from existing loan payments/payoffs and new program funding.

INVENTORY OF SERVICES (Continued)

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

LABOR	\$300,967
M&O	\$50,971
Revenue Offset	(351,938)
NET COST	\$0
TOTAL FTEs	2.5

- DESCRIPTION
- Administers funding for rehabilitation of owner-occupied and investor properties to benefit low-income occupants
 - Assists non-profit agencies with rehabilitation of facilities that serve low-income clients
 - 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

- 2016 ACCOMPLISHMENTS
- ◆ Managed extensive rehabilitation of 13 owner-occupied projects
 - ◆ Completed roofing replacement project to upgrade the North Everett Boys & Girls Club. Assisted Non-Profit agencies, Foundation for the Challenged and Parkview Services, in renovating two single-family residences to house developmentally disabled individuals

- 2017 GOALS
- Goal #1 ■ Manage housing rehabilitation assistance to low and moderate-income homeowners in the City of Everett and the Urban Growth Area.
 - Goal #2 ■ Continue rehabilitation loan program for rental properties to create or improve housing affordability to low/very low income tenants
 - Goal #3 ■ Provide assistance to non-profit agencies for property renovations that serve low income citizens and/or tenants.

PERFORMANCE MEASURES

	2015	2016 Est.	2017 Est.
➤ Owner-occupied loans	12 loans 12 dwelling units	13 loans 13 dwellings	15 loans 15 dwelling units
➤ Investor loans (rentals)	1	1	2
➤ Nonprofit loans (housing)	2 loans 2 dwelling units	1 loan 8 dwelling units	2 loans 2 dwelling units
➤ Nonprofit facility rehabilitation, including shelters	1		

POSITION SUMMARY	FTE	POSITION SUMMARY	FTE
Housing Improvement Inspector	2	Administrative Assistant	0.5

THREE-YEAR PERSONNEL COMPARISON

Class	Title	2015	2016	2017
6155	Housing Improvement Inspector	2.0	2.0	2.0
6301	Administrative Assistant	0.5	0.5	0.5
	TOTAL FTE	2.5	2.5	2.5

BUDGET CHANGES

This schedule includes only staffing and new program changes from the 2016 Adopted Budget to the 2017 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

	2015 Actual	2016 Adopted Budget	2016 As Amended 7/27/2016	2016 Estimate	2017 Proposed Budget
Fund 197: CHIP Loan Program					
Revenue					
Beginning Cash & Loans Receivable	14,288,401	15,330,028	15,330,028	14,054,682	14,021,308
Grant Revenue	286,174	1,280,772	1,280,772	1,280,772	1,691,402
Interest Earnings	134,799	144,500	144,500	144,500	120,850
Miscellaneous	3,654	1,100	1,100	1,100	1,100
Total Available	14,713,028	16,756,400	16,756,400	15,481,054	15,834,660
Expenditures					
Loan Program Expenditures	336,379	910,845	910,845	1,128,710	1,414,202
Salaries & Benefits	276,165	284,792	284,792	284,792	300,967
M & O	45,802	38,090	38,090	46,244	50,971
Total Expenditures	658,346	1,233,727	1,233,727	1,459,746	1,766,140
Ending Cash & Loans Receivable	14,054,682	15,522,673	15,522,673	14,021,308	14,068,520
2017 Budget Appropriation					15,834,660

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, citizens, 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 including to end homelessness.
- Expand opportunities and preserve housing for low and moderate-income residents.

SUMMARY

Expenditure Budget	\$ 900,325	FTE's	1.20
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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.

Funding for the 2016/2017 program year is \$768,625, a reduction from \$834,904 last program year. The Community Development Block Grant program enjoys widespread Congressional support and has been serving low income residents throughout the country since 1974.

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 toward the goals and priorities established in the Consolidated Plan by completing a Consolidated Annual Performance and Evaluation Report, or CAPER. The current Consolidated Plan, completed in 2015, is for program years 2015 through 2019. Beginning fall of 2016, work will begin on the Assessment of Fair Housing Report required by and due to HUD August 2019.

INVENTORY OF SERVICES

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

LABOR	\$152,217
M&O	748,108
Revenue Offset	(891,425)
NET COST	\$8,900
TOTAL FTEs	1.20

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

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

2016 ACCOMPLISHMENTS

- ◆ Met HUD standards for timeliness in expending grant funds
- ◆ Provided funding for low-income public service programs providing emergency housing, domestic violence counseling, family counseling, dental care, transportation, child care, homeless services, elderly services, services for developmentally disabled, and clothing and services for children
- ◆ Supported Project Homeless Connect for the eighth consecutive year
- ◆ Provided funding and technical support for the North Everett Boys & Girls Club improvements, Housing Hope Kennedy Court repairs, and other minor home repairs
- ◆ Processed Consolidated Plan Amendment to reallocate funds for scattered site tenant-based rental assistance to support the Community Streets Initiative goals of providing housing for people experiencing homelessness in the community

2017 GOALS

Goal #1 ■ Provide services and projects that help improve the condition of low-income and homeless people living in the City of Everett

Goal #2 ■ Align Grant awards with community priorities

Goal #3 ■ Begin work with community partners to gather and prepare data for the Assessment of Fair Housing Report due August 2019

FUTURE TRENDS

- Increased pressure on local governments to fund housing and community development programs as less federal funding is available to communities
- New regulations and approach to those regulations will add significant cost and time to CDBG, HOME and state-funded projects

PERFORMANCE MEASURES	2015	2016 Est.	2017 Est.
CDBG Programs & Projects Completed	25	26	25
Housing programs	10	9	10
Social Service programs	15	14	15
Capital projects	5	3	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	7	5	5

POSITION SUMMARY	FTE	POSITION SUMMARY	FTE
Planner	1	Program Manager, Housing & Community Development	0.20

THREE-YEAR PERSONNEL COMPARISON

Class	Title	2015	2016	2017
1670	Planner	1.0	1.0	1.0
6151	Community Development Specialist	0.5	0.0	0.0
6510	Program Manager, Housing and Community Development	0.0	0.35	0.20
TOTAL FTE		1.5	1.35	1.20

BUDGET CHANGES

This schedule includes only staffing and new program changes from the 2016 Adopted Budget to the 2017 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
-0.15	Transfer 0.15 FTE Housing & Community Development Program Manager to Planning Fund 021	(18,238)		(18,238)
	Total	(18,238)	-	(18,238)

BUDGETED EXPENDITURES

Fund 198: Community Dev. Block Grant	2015	2016	2016	2016	2017
	Actual	Adopted Budget	As Amended 7/27/2016	2016 Estimate	Proposed Budget
Revenue					
Beginning Cash & Loans Receivable	723,000	-	-	723,429	582,221
Grant Revenue	593,786	966,430	966,430	504,200	891,425
Misc Revenue	429	-	-	-	-
Total Available	1,317,215	966,430	966,430	1,227,629	1,473,646
Expenditures					
Salaries & Benefits	175,908	175,149	175,149	194,779	152,217
M & O	-	1,000	1,000	4,500	4,500
Operating Grants	401,604	779,020	779,020	434,868	732,709
Interfund Services & Charges	16,274	11,261	11,261	11,261	10,899
Total Expenditures	593,786	966,430	966,430	645,408	900,325
Ending Cash & Loans Receivable	723,429	0	0	582,221	573,321
2017 Budget Appropriation					1,473,646

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