

SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM NO: PH 1

DATE: November 12, 2009

SUBJECT: Public Hearing on the 2010 Budget

CONTACT PERSON: Laura Koenig, City Clerk/Deputy Finance Director
Deborah Knight, City Administrator

ISSUE:

The issue before the City Council is to review the Mayor's 2010 Preliminary Budget and hold the budget hearing as required by state statute (35.33 RCW).

STAFF RECOMMENDATION:

Hold the Public Hearing on the Mayor's proposed 2010 Preliminary Budget.

SUMMARY:

The Council held a Budget Workshop on October 7th and October 8th to discuss the Mayor's preliminary budget for 2010. A public hearing on the Mayor's proposed 2010 Budget was held on October 22nd, 2009. Detail reports were presented for consideration and are attached for the Public Hearing.

Attachments:

PH 1 A	Mayor's Budget Message
PH 1 A1	General Fund Overview
PH 1 A2	Legislative/Executive Overview
PH 1 A3	Clerk/Finance Overview
PH 1 A4	Grants and Economic Development
PH 1 A5	IT Fund and General Governmental Services
PH 1 A6	Law Enforcement
PH 1 A7	Community Development
PH 1 B	Enterprise Fund Budgets
PH 1 C	2010 Capital Budget
PH 1 D	Miscellaneous Fund detail
PH 1 E	Debt Service Funds



CITY OF SULTAN

Mayor's Recommended Budget

This letter transmits the Mayor's 2010 Recommended Budget.

This budget continues the efforts of the city to get its fiscal house in order.

Despite the most severe economic downturn in 29 years, the City of Sultan was able to balance the 2010 budget without cuts to city programs.

The 2010 budget anticipates only very modest changes in revenues. Expenses are held at last year's levels.

This Budget is sound and builds upon our efforts of the past 5 years:

- It is balanced,
- Lives within our on-going revenue streams
- Addresses public safety and land use planning
- Sticks to our plan to repay our debt and set aside money in the rainy-day (contingency) fund
- Supports economic development
- Maintains our roads, parks, and buildings
- Provides award winning water, sewer garbage services

The focus in 2010 is planning for Sultan's future. We will begin the effort to update our 20-year plan, Water System Plan, General Sewer Plan and Park and Recreation Plan. I encourage everyone to join the city and set our course for the future.

For the past 2 years, we have lived within our means and we must continue to do so. In the years to come, we need to continue to be fiscally conservative to ensure we can deliver essential services and keep taxes as low as possible. We need to constantly evaluate our services, programs, and projects to determine if we can deliver services more effectively and efficiently. We must build trust with voters by listening and acting in the best interest of the community.

The entire basis of local government funding has changed, and there is no such thing as "business as usual."

Already, our main revenue source is limited to growth of not more than 1% each year. The wave of development revenues that our city depended on came to an end. The City of Sultan has learned from experience not to expand services and programs based on grant funding or one-time revenues.

Every year it seems that we face ballot initiatives that can drastically change the rules by which we operate or the amount of funding we will have. This year is no different. Initiative 1033 will not have an immediate effect on the city. However, the long-term cap



CITY OF SULTAN

Mayor's Recommended Budget

on the General Fund could impact Sultan's ability to continue the improvements already underway.

This environment makes it increasingly difficult to fund improvements and attract economic development. However, our community expects clean streets and parks, police services, water and sewer, garbage collection, and cemetery maintenance.

Overall, the City of Sultan is fortunate. The economic downturn which began in late 2008 seriously affected cities and counties across Washington State dependent on collecting increasing sales tax revenues. Because the city's sales tax revenues are low (\$56.42 compared to a statewide average of \$103.41), Sultan has been able to weather the current economic storm without having to cut levels of service.

In fact, over the last 18 months, Sultan residents have been seeing increasing levels of services and a new commitment by the city to deliver services to neighborhoods. Much of the credit goes to the city council for making difficult decisions regarding contract services and user fees for water, sewer and garbage.

The other key factor has been a renewed commitment on the part of Sultan's citizens to give back to the community. The widely popular Adopt-a-Street and Graffiti Removal programs are just two examples of how citizens in Sultan are making a difference.

The proposed 2010 budget continues to improve the city's long-term financial health and improve levels of service while addressing state mandates to update the 2004 comprehensive plan as required under the Growth Management Act.

I'm proud of this Budget and I'm proud that our taxpayers have trusted us with more of their money to provide some very important services. I'm proud that this organization and community have weathered some very difficult financial circumstances over the past 5 years.

Instead of enjoying one of the strongest economic booms in our history, we've spent the past 5 years avoiding near bankruptcy, adjusting to significant new rule changes in the way local government is funded in our State. The 2010 budget prepares us to weather future storms by rebuilding the city's rainy day fund.

As an organization, we have done a great job of adjusting to some very difficult circumstances.

I'm confident that as a group we can continue to meet these challenges and to make the City a first-class city government and Sultan a first-class community.

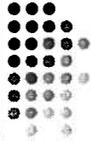
Respectfully Submitted,
Mayor Carolyn Eslick

City of Sultan Mayor's 2010 Recommended Budget

Budget Hearing
November 12, 2009

Budget Themes

- Economic development
- Community vision
- Financial Health
- Succession planning
- Strategic partnerships



Recommended Action

- Review the 2010 Mayor's Recommended Budget
- Hold a budget hearing on the 2010 Budget as required by state statute (RCW 35.33.057)
- Have first reading of Ordinances 1062-1067 to adopt tax levies and create new funds
- Direct staff to areas of concern prior to considering the 2010 Final Budget for second reading on December 10, 2009



Investments in Sultan

- Streamline and simplify the permit process
- Implement Springbrook module for tracking permits
- Update 2004 Comprehensive plan. Do technical analysis to support goals and policies
- Update the Water System Plan, General Sewer Plan and Parks and Open Space Plan
- Complete the Garbage Rate Study
- Construct roadway and water system improvements at 2nd Street. Extend Sultan Basin Rd south
- Complete the waste water treatment plant design
- Acquire park and open space property
- Begin annual repairs to Boys and Girls Club, Food Bank, Post Office and City Hall
- Fund .5 FTE animal control officer
- Continue to improve public safety (e.g. block watch and security cameras)
- Continue to maintain parks and streets
- Continue stormwater utility program and clean catch basins
- Meet state requirements for water efficiency and water quality
- Provide Garbage collection services for commercial and residential customers
- Burial and perpetual care services at the Sultan Cemetery



What's Changed

Revenues

- Reduced Building Maintenance Fund by \$350,000. Grant for the Boys and Girls Club building improvements will be managed through the Snohomish County Boys and Girls Club organization

Expenses

- Removed the part-time administrative assistant position from the budget.
 - Reduces general fund budget by \$4,500 (Increases ending fund balance)
 - Reduces park and street capital improvement funds
 - Reduces water capital improvement fund

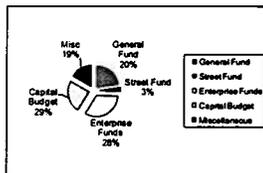
Parts of a City Budget

Fund	Revenues	Expenditures
General Fund	Property taxes, sales tax, permit fees	Overhead, public safety, planning, building, parks
Street Fund	Property taxes, utility tax on electricity	Street repair, street lights, signs, sweeping
Enterprise Funds Water, sewer, garbage, storm, cemetery	Fees for services	Operations & Maint. Debt service
Capital Budget	Real Estate Excise Tax, Impact Fees, Connection Fees, Grants, Contributions	Sultan Basin Rd, 2nd Street, lighted cross walks, water and sewer lines, facility imprmnts

2010 Budget

Budget Expenditures

General Fund	\$ 1,956,318
Street Fund	\$ 264,767
Enterprise Funds	\$ 2,080,146
Capital Budget	\$ 2,782,500
Miscellaneous	\$ 1,852,411
Total	\$ 9,845,142



Executive Department Goals

- Coordinate Town Meetings and Council retreats
- Improve public outreach
- Support effort to update GMA compliant comprehensive plan
- Support effort to craft funding strategy for the waste water treatment plant
- Conduct competitive hiring process for vacant positions
- Negotiate union contracts

Expense	2009	2010
Salaries and Wages	\$25,001	\$20,588
Benefits	\$7,370	\$5,710
Operating Supplies	\$200	\$100
Other Services/Charges	\$6,900	\$6,300
Capital Outlay	\$0	\$0
Total	\$39,471	\$33,248

Finance/City Clerk Dept. Goals

- Continue to update the Sultan Municipal Code. Focus on Utilities (Title 19)
- Archive records
- Develop investment and budget policies
- Cross-train employees to handle payroll, cash receipting special assessments and utility payments
- Independent review of financial reports
- Improve customer service
- Convert and transfer to electronic water meter system in the utility billing

Expense	2009	2010
Salaries and Wages	\$21,774	\$24,881
Benefits	\$7,824	\$8,751
Operating Supplies	\$750	\$750
Other Services/Charges	\$14,000	\$13,000
Capital Outlay	\$5,489	\$0
Total	\$49,837	\$47,382

Grants/Economic Development Department Goals

- Work with new businesses coming to Sultan
- Hold quarterly Small Business Workshops
- Coordinate Community Center 10-year Anniversary Celebration
- Coordinate annual grant/loan application process
 - Waste Water Treatment Plant - state funding
 - Sultan Basin Road/US 2 - Phase III
 - Park Property Acquisition
- Support and coordinate the volunteer program
 - Block Watch
 - Yellow Bag Little Pick-Up
 - Project Main Street

Expense	2009	2010
Salaries and Wages	\$17,537	\$17,263
Benefits	\$5,006	\$4,778
Operating Supplies	\$3,800	\$3,050
Other Services/Charges	\$3,800	\$3,358
Capital Outlay	\$500	\$0
Total	\$30,643	\$28,451

PH 1A.6

Public Safety Goals

- Install security cameras
- Process concealed weapons permits in Sultan
- Update Sultan PD website
- Seek opportunities to lower jail costs by using other jail facilities and monitoring
- Hold Safety Fair in May 2010
- Continue 2nd year of service contract with Sheriff's Office

Expense	2009	2010
Salaries and Wages Includes \$36,000 o.l.	\$52,150	\$3,743
Benefits	\$33,975	\$22,423
Operating Supplies	\$119,468*	\$101,460
Other Services/Charges	\$841,734	\$864,643
Intergovernmental	\$91,300	\$94,655
Law enforcement agency fees	\$184,400	\$143,400
Code Enforcement/Animal Control	\$26,973	\$29,586
Civil Service	\$3,600	\$0
Total	\$1,353,600	\$1,258,910

*Operating Supplies include \$116,813 for COPS grant in 2009 and \$101,300 in 2010

Planning and Building Dept.

- Lead effort to update GMA comprehensive plan for 2011
- Complete permit application check lists
- Update development regulations of Title 16 and Title 21
- Implement Springbrook Building and Land Use Permit System
- Coordinate review and inspection of new development projects
- Review and issue building permits in a timely manner

Expense	Planning	Building*
Salaries and Wages	\$82,983	\$20,504
Benefits	\$26,881	\$9,067
Operating Supplies	\$19,100*	\$2,500
Other Services/Charges	\$105,000	\$29,450
Capital Outlay	\$0	\$0
Total	\$238,964	61,521

*Operating supplies includes \$17,100 in planning grants.

Public Works Department Goals

- Update Water System Plan, General Sewer Plan and Park and Recreation Open Space Plan
- Finalize garbage rate study
- Chip seal 8th Street from Main to High
- Complete design for WWTP upgrade
- Repair and maintain Boys and Girls Club, Food Bank, Post Office and City Hall
- Continue to install electronic water meters
- Develop and implement fire hydrant operation and maintenance program

Public Works Department Expense

Expense	Parks	Streets	Water	Sewer	Garbage	Cemetery
Salaries and Wages	30,550	86,725	274,945	255,939	154,420	15,005
Benefits	10,857	29,072	99,407	87,028	65,789	6,469
Operating Supplies	5,351	13,900	82,166	38,500	20,300	4,866
Other Svc/Chrgs	39,100	49,700	173,480	285,770	50,346	4,750
Capital Outlay	200	5,000	6,500	45,000	11,000	0
Bond Payment			64,000	345,258		
Miscellaneous	\$5,350 Equipment replacement	38,000 Traffic and Ped Service	20,845 Equipment replacement	94,000 Intergovern.	323,200 Intergovern.	0
Total	\$91,408	235,766	757,343	1,150,949	679,400	31,090

2010 Capital Improvements

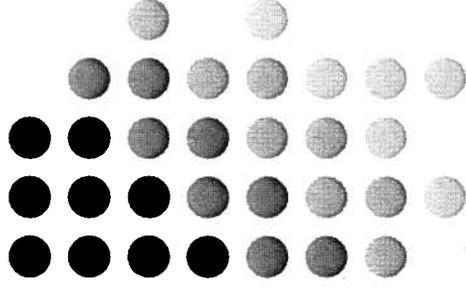
Project	Phase	2010 Expenditure	Project Completed
2nd Street Reconstruction between Birch and Dale	Engineering, design and construction	\$250,000	2011
East Main Street Reconstruction from US 211th	In-house engineering	\$5,000	2013
Sultan Basin Road - Phase III	Consultant engineering, property acquisition, design and construction	\$1,392,500	2014
Altar Street Reconstruction from 8th to 4th Street	In-house engineering and TRB grant app	\$5,000	2014
Pavement Chip Seal 8th Street from Main to High	Construction	\$20,000	2010
Light Guard Crossing	Construction	\$10,000	2010
State Park Phase I	Install entry way, bench and drinking fountain	\$15,000	2010
Respective Flood Loss	Property acquisition	\$190,000	2010
2nd Street water line replacement Birch to Dale	Engineering, design and construction	\$95,000	2011
8th Street water line replacement from Altar to Dale for fire flow	In-house engineering, design and construction	\$110,000	2010
Estabrook Reservoir - Engineering Plan	Consultant engineering support Coordinated with WSP Update	\$75,000	2014
Waste Water Treatment Plant Energy Efficiency Improvements	Insulation	\$75,000	2010
Inflow and infiltration study	Collect data and finalize report	\$30,000	2010
Current Replacement Wilmet Creek	Repar failed culvert and gravel street failure	\$50,000	2010
LE-37 Mitigation	Engineering, design and construction	\$30,000	2011
Repair and safety improvements to city facilities including Boys and Girls Club using CDBG grant	Design and construction to implement planning	\$30,000	2011
Total	In-house engineering and construction	\$420,000	2011
		\$2,782,500	

Miscellaneous

- General Fund Contingency - \$13,085
- Drug Enforcement - \$1,090
- Street Impact Fee - \$30,000
- Park Impact Fee - \$45,000
- Building Maintenance - \$50,000
- REET 1 and REET 2 - \$63,500 x 2
- Information Technology Fund - \$30,400

General Fund

Revenues and Expense
Legislative
Executive
Finance
Grants and Economic Development
Community Development and Building
Law Enforcement and Legal Services



SULTAN CITY COUNCIL BUDGET RETREAT COVER SHEET

ITEM NUMBER: PH-1 A
DATE: November 12, 2009
SUBJECT: General Fund Overview
CONTACT PERSON: Deborah Knight, City Administrator

ISSUE:

This staff report presents the 2010 General Fund Budget. The city council is required to hold public hearings on the budget prior to adoption. The first public hearing was held on October 22, 2009.

STAFF RECOMMENDATION:

Hold a second public hearing on the proposed 2010 General Fund revenues and expenditures as detailed in Attachment A.

SUMMARY:

Introduction

Attached is the overview of the General Fund Budget. The General Fund collects taxes, permit and use fees. Revenues are used to fund general governmental services including:

- Legislative (council and mayor)
- Executive (city administrator)
- Finance
- Grants and Economic Development
- Code enforcement, community development, and building
- Law enforcement and legal services

The street and park funds, capital budget, debt service and enterprise fund budgets for water, sewer, garbage, cemetery and stormwater are provided under separate cover.

Attachments to this report include:

A – General Fund revenues and expenses

B – Staffing, salaries, benefits and department allocation assumptions

Background

Overall, the City of Sultan is fortunate. The economic downturn which began in late 2008 seriously affected cities and counties across Washington State dependent on collecting increasing sales tax revenues. Because the city's sales tax revenues are low (\$56.42 compared to a statewide average of \$103.41), Sultan has been able to weather the current economic storm without having to cut levels of service.

In fact, over the last 18 months, Sultan residents have been seeing increasing levels of services and a new commitment by the city to deliver services to neighborhoods. Much of the credit goes to the city council for making difficult decisions regarding contract services and user fees for water, sewer and garbage.

The other key factor has been a renewed commitment on the part of Sultan's citizens to give back to the community. The widely popular Adopt-a-Street and Graffiti Removal programs are just two examples of how citizens in Sultan are making a difference.

The proposed 2010 budget continues to improve the city's long-term financial health and improve levels of service while addressing state mandates to update the 2004 comprehensive plan as required under the Growth Management Act.

The primary focus for 2010 will be to complete the majority of the technical work for the 2011 comprehensive plan update. This should leave the city well positioned to adopt the comprehensive plan before the December 1, 2011 deadline.

General Fund Revenues

Following is a brief overview of the key revenues proposed in the General Fund budget. Attachment A details the sources of revenues and sources of expenses.

1. General Fund Revenues. The budget is balanced with a very marginal ending fund balance of \$4,840.64 (Attachment A-4).

The City will need to carefully monitor revenues and reduce expenditures if necessary. As in past years, our financial position on July 1, will be an important indicator. The staff recommendation is to limit expenditures in the first four months of the year until property tax receipts are received.

General fund revenues are broken into six categories:

	<u>2009 Amended Budget</u>	<u>Proposed 2010</u>	<u>% Change</u>
Taxes	\$1,417,760	\$1,461,361	
License and Permits	\$29,450	\$35,075	
Intergovernmental	\$307,584	\$322,204	
Charges for Services	\$30,100	\$29,100	
Fines and Penalties	\$67,150	\$28,200	

2. Small Increases in Tax Revenue Assumptions. Staff evaluated tax revenue (property tax, sales tax, utility tax, etc.) assumptions for the last two years. Based on the two year average, utility tax revenues will increase for gas, cable and sewer.

3. License and Permits/Charges for Services

Business licenses are up in Sultan for 2009. The budget assumes this trend will continue as a result of the city's participation in the state business license program. This is the small \$5,000 increase in license and permit revenues.

The 2009 was built on the assumption the city would receive 6 single-family residential building permits. Permit revenue for 2009 was anticipated to be \$10,000 the city has collected more than \$25,000 year-to-date. More than half the permits received were part of the Greens Planned Unit Development.

Because the speed of the economic recovery in 2010 is still in question, the 2010 budget is built on the same assumption of 6 single family residential building permits. The budget assumes no commercial development.

4. Investment Interest.

Code cities may now apportion some investment earnings from funds commingled for investment purposes to the general fund rather than the participating funds unless restricted by law (RCW 35.39.034). Utility funds, bond covenants or other provisions may require that the interest be allocated to the utility fund. In 2007 the City Council adopted a policy of allocating investment interest.

Investment interest is anticipated to be non-existent in 2010. The federal government is intentionally keeping interest rates low to stimulate the economy.

Investment interest (Attachment A-3) has dropped from \$83,919 in 2007 to \$22,000 in 2009 a 74% decrease.

5. Grants

The city will complete spending the COPS grant for the cameras in 2010. There is a \$95,920 carry forward from 2009 into 2010.

There is \$17,500 comprehensive planning grant from the Department of Commerce and a \$5,440 WSTC mini-grant.

Grants don't add to the "bottom-line" Grant revenue is off-set by department level expenses.

General Fund Expense

Expenditures are based on direction provided by the city council at the budget retreat in June.

1. Cost of Living Adjustment

The City's bargaining agreement with the public works and clerical staff was ratified on October 9, 2008.

For the first time in recent history, the cost of living adjustment for the CPI-W June to June for the Seattle-Tacoma-Bremerton area will be -.7% which is a relief to the city after last year's 6.2% increase.

Those city employees at the top of the pay scale will experience a pay decrease in 2010. For the remaining staff, the approved step increase will be lower.

Overall, salary and benefit expenses are approximately \$1,469,571 an increase of \$80,000 compared to 2009.

2. Medical, Dental and Vision Coverage

Regence & Asuris	10% increase
Group Health	6% increase
WDS Dental	5.5% increase
Willamette Dental	9.6% increase
VSP Vision	0%
Life	0%
Long term disability	0%
Employee assistant program	0%

Operating Expenditures

1. Legislative. The legislative budget has increased \$1,000 over the 2009 amended budget. At the budget retreat in June the city council discussed increasing travel funds in 2010 to cover expenses for the Association of Washington Cities conferences in January and June. There are funds to send a city council member to Washington D.C. in 2010 to seek

funding for capital projects. The city council also discussed setting aside funds to reimburse the mayor for travel and training expenses and citizen/staff recognition.

2. Executive. The city administrator's budget for 2010 is \$7,724 lower than 2009 as a result of wage and benefit re-allocations to the street and park funds.
3. Finance. The finance department budget has decreased by \$2,500. There is \$4,500 for professional review of the annual financial report which is \$3,000 less than in 2009 since the city is now qualified to skip the full audit in 2010. There will be a single federal audit for Sultan Basin Road Phase III since the city accepted federal grants for the project.
4. Grants and Economic Development. Overall the budget is \$1,800 less than in 2009. Travel and training will increase from \$850 to \$1,856. The Grants Coordinator has started attending the AWC Legislative Conference in January. \$2,500 is earmarked for Economic Development. The city's successful Volunteer Program will receive \$700 to support the appreciation dinner and other volunteer activities.
5. Other Governmental Services. The "OGS" account has increase by \$500. Other governmental services (OGS) budget includes those expenses that cannot be specifically allocated to a particular department. In 2009, staff noted that general office and operating supplies such as copy paper, toner, color printer cartridges, envelopes, etc. were being charged to grants, community development and the legislative budgets. These funds have been reallocated back to the OGS fund so they can be more easily tracked.
6. Law Enforcement. The law enforcement budget has decreased from \$1,138,627 in 2009 to \$1,077,204 in 2010. Part of the decrease is the \$116,000 in COPS grant and \$49,000 in wages paid to Sultan officers in 2009 as part of the contract
7. Law Enforcement Agency Fees. Sno-Pac will increase from \$78,000 to \$80,000. Jails fees are anticipated to decrease from \$120,000 in 2009 to \$80,000. In 2010, the total law enforcement budget will be 63% of the General Fund budget.
8. Code Enforcement. Retains half-time community services officer.
9. Planning and Development. Hearing examiner fees (\$7,500) based on 6 land use permits. Professional Services will increase slightly from \$73,000 to \$80,000 to cover the cost of the comprehensive plan technical support.
10. Building and Community Development. Building inspection and plan review services are provided under contract by Snohomish County in 2009. This is an extremely successful program. The professional services budget to pay for building inspection and plan review is reduced in 2010 from \$56,000 to \$25,000 base on the first year of billings from Snohomish County.

The city has not received any complaints about the inspection program since it started in late 2008. There have been concerns raised by permit customers about the 2 to 4 week

turnaround time for plan review services. The city continues to work with the county to expedite plan review when needed. The city will need to watch turnaround times closely in 2010 if permit activity increases county-wide.

11. Library. There is funding for building insurance, repair and maintenance and utilities. Sno-Isle library does not pay to lease space in the community center. The city bills the library for utilities (approximately \$8,200). City staff have discussed separating the utility meter in 2010 so the library could be billed directly for utilities.
12. Parks and Recreation. Salaries were increased from \$15,000 in 2008 to \$29,345 in 2009 to include temporary summer help for mowing and maintenance. No increases are planned for 2010. A portion of the City's regular full-time public works crew members are also allocated to parks. There is an operating transfer out to the Equipment Replacement Fund to fund half a mower. The other half will be allocated from the Street Fund and Cemetery Fund.
13. Interfund Loan. The interfund loan payment and interest (\$45,000) is shown as a separate expenditure on Attachment D-40. The City has been making the payment monthly and will continue monthly payments in 2010. There is approximately \$122,000 including back interest owing on the loan.

RECOMMENDATION:

Council hold a public hearing on the proposed 2010 General Fund budget revenues and expenditures as outlined in Attachment A.

ATTACHMENTS:

A – General Fund Revenues and Expenses

(Street and Park funds are provided under separate cover)

General Ledger Budget Analysis Report

User: laura
Printed: 11/04/09 - 02:13PM
Fiscal Year: 2010



2007	2008	2009	2009	2009	2010	2010	2010	2010	2010	
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
22,215.82	41,166.39	0.00	0.00	001	GENERAL FUND					
22,215.82	41,166.39	0.00	0.00	R01	Beginning Fund Balance	0.00	0.00	0.00	0.00	0.00
				308-10-000	Beginning Fund Balance					
					Beginning Fund Balance Totals:	0.00	0.00	0.00	0.00	0.00
555,301.25	562,159.37	578,263.00	307,198.71	R10	Taxes	0.00	584,046.00	584,046.00	0.00	0.00
316,323.61	310,001.79	276,000.00	184,216.71	311-10-000	Real and Personal Property Tax	0.00	276,000.00	276,000.00	0.00	0.00
72,822.51	69,027.96	67,535.00	39,224.56	313-10-000	Local and Retail Sales and Use	0.00	58,837.00	58,837.00	0.00	0.00
123,397.60	126,020.44	130,820.00	87,622.13	313-70-010	Sales Tax - Criminal Justice F	0.00	127,000.00	127,000.00	0.00	0.00
75,069.69	66,138.34	70,000.00	60,197.77	316-41-000	B & O Electric	0.00	83,000.00	83,000.00	0.00	0.00
39,089.17	42,071.64	35,793.00	31,714.16	316-43-000	B & O Gas	0.00	47,570.00	47,570.00	0.00	0.00
65,459.76	57,960.74	43,470.00	38,900.32	316-46-000	Cable Franchise Fees	0.00	58,350.00	58,350.00	0.00	0.00
88,669.76	100,114.16	89,760.00	79,195.80	316-46-001	B & O Cable	0.00	90,658.00	90,658.00	0.00	0.00
39,905.21	44,674.56	41,522.00	28,233.31	316-47-000	B & O Telephone	0.00	42,350.00	42,350.00	0.00	0.00
52,846.56	60,646.40	51,106.00	41,644.79	316-72-000	Water Utility Tax	0.00	62,500.00	62,500.00	0.00	0.00
24,243.39	25,546.87	30,834.00	19,445.99	316-74-000	Sewer Utility Tax	0.00	29,200.00	29,200.00	0.00	0.00
1,096.78	2,278.94	1,650.00	3,208.14	316-75-000	Garbage Utility Tax	0.00	1,650.00	1,650.00	0.00	0.00
772.59	542.94	1,007.00	131.55	317-50-000	Gambling Tax	0.00	200.00	200.00	0.00	0.00
				319-16-000	Property Tax Interest					
1,454,997.88	1,467,184.15	1,417,760.00	920,933.94		Taxes Totals:	0.00	1,461,361.00	1,461,361.00	0.00	0.00
15,865.30	15,587.49	13,500.00	11,787.49	R20	Licenses and Permits	0.00	18,500.00	18,500.00	0.00	0.00
55,361.00	39,999.86	10,000.00	24,630.38	321-90-000	Business License	0.00	10,500.00	10,500.00	0.00	0.00
13,343.91	8,967.00	5,000.00	3,829.64	322-10-000	Buildings, Structures, Equipme	0.00	5,125.00	5,125.00	0.00	0.00
1,315.00	767.00	500.00	313.00	322-10-010	Permits - Other	0.00	500.00	500.00	0.00	0.00
0.00	0.00	450.00	0.00	322-30-000	Animal Licenses	0.00	0.00	0.00	0.00	0.00
451.00	293.25	0.00	0.00	322-80-000	Penalties/Land Use Violations	0.00	450.00	450.00	0.00	0.00
0.00	0.00	0.00	0.00	322-90-000	Non-Business Permits	0.00	0.00	0.00	0.00	0.00
				322-90-010	Alarm System Fees					
86,336.21	65,614.60	29,450.00	40,560.51		Licenses and Permits Totals:	0.00	35,075.00	35,075.00	0.00	0.00

AI.8

2007	2008	2009	2010	2010	2010	2010	2010	2010	2010	2010	2010	2010
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted	Adopted	Adopted
0.00	0.00	116,913.00	0.00	R30	Intergovernmental Revenues	0.00	95,920.00	95,920.00	0.00	0.00	0.00	0.00
0.00	5,084.80	1,100.00	1,271.20	331-16-000	Police Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19,000.00	0.00	0.00	0.00	334-00-300	Records Management Grant	0.00	17,500.00	17,500.00	0.00	0.00	0.00	0.00
0.00	1,082.63	0.00	3,652.43	334-01-030	CTED - Planning Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2,430.00	0.00	3,500.00	0.00	334-03-030	Flood Management Plan Grant	0.00	5,440.00	5,440.00	0.00	0.00	0.00	0.00
24,666.00	26,706.00	30,321.00	17,512.00	334-03-510	WSTC Mini Grants	0.00	30,300.00	30,300.00	0.00	0.00	0.00	0.00
105,552.50	69,605.85	95,000.00	753.42	335-03-910	PUD Privilege Tax	0.00	109,600.00	109,600.00	0.00	0.00	0.00	0.00
1,000.00	1,000.00	1,000.00	0.00	336-04-220	Local Government Assistance	0.00	1,093.00	1,093.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	336-06-210	Criminal Justice Funding	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2,280.86	2,402.36	2,475.00	1,858.34	336-06-220	DCD Police Protection Grant	0.00	2,190.00	2,190.00	0.00	0.00	0.00	0.00
1,023.51	818.51	900.00	620.50	336-06-260	CJ Special Programs	0.00	900.00	900.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	336-06-510	DUI Cities	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	336-06-850	Equalization Sales Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	336-06-870	City Hardship Assistance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20,228.16	21,803.99	22,932.00	16,462.96	336-06-940	Liquor Excise Tax	0.00	21,773.00	21,773.00	0.00	0.00	0.00	0.00
32,479.80	30,616.98	33,443.00	15,482.70	336-06-950	Liquor Board Profits	0.00	37,488.00	37,488.00	0.00	0.00	0.00	0.00
208,660.83	159,121.12	307,584.00	57,613.55		Intergovernmental Revenues Totals	0.00	322,204.00	322,204.00	0.00	0.00	0.00	0.00
37.35	0.00	100.00	0.00	R40	Charges for Services	0.00	100.00	100.00	0.00	0.00	0.00	0.00
1,012.10	1,022.10	1,100.00	98.00	341-50-000	Sale of Maps/Publications	0.00	500.00	500.00	0.00	0.00	0.00	0.00
2,759.00	1,336.50	500.00	50.00	341-60-000	Certifications/Photocopies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	341-60-010	Law Enforcement Copies/Reports	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	341-91-000	Candidate Filing Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	341-96-000	Civil Service Testing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
34,523.90	18,067.00	13,400.00	8,915.00	341-99-000	Passport Fees	0.00	13,500.00	13,500.00	0.00	0.00	0.00	0.00
479.25	1,467.81	500.00	0.00	342-10-000	Law Enforcement - Service/Serv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1,750.00	1,000.00	2,000.00	0.00	343-19-000	Other Environment Protection F	0.00	2,000.00	2,000.00	0.00	0.00	0.00	0.00
0.00	0.00	2,500.00	0.00	343-20-020	Prof. - Hearing Examiner	0.00	2,500.00	2,500.00	0.00	0.00	0.00	0.00
2,000.00	34,591.31	0.00	1,938.60	343-20-030	Consultant Review Deposit	0.00	0.00	0.00	0.00	0.00	0.00	0.00
525.00	371.00	0.00	5.00	343-93-000	Animal Control Fees	0.00	500.00	500.00	0.00	0.00	0.00	0.00
74,704.80	10,190.00	5,000.00	5,380.00	345-81-000	Zoning and Subdivision Fees	0.00	5,000.00	5,000.00	0.00	0.00	0.00	0.00
41,055.75	18,470.95	5,000.00	13,098.80	345-83-000	Plan Check Fees	0.00	5,000.00	5,000.00	0.00	0.00	0.00	0.00
158,847.15	86,516.67	30,100.00	29,485.40		Charges for Services Totals:	0.00	29,100.00	29,100.00	0.00	0.00	0.00	0.00
62,570.49	53,054.16	62,000.00	18,229.93	R50	Fines and Penalties	0.00	25,000.00	25,000.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	353-10-010	District Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5,903.21	3,545.35	5,000.00	1,297.27	353-10-020	Local Infraction Refund	0.00	3,000.00	3,000.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	353-10-030	Violations Bureau	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				354-10-000	Parking Infractions	0.00	0.00	0.00	0.00	0.00	0.00	0.00

A1.9

2007	2008	2009	2009	2010	2010	2010	2010	2010	2010	
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
305.00	475.00	150.00	30.00	359-90-000	Animal Control Fines	0.00	200.00	200.00	0.00	0.00
68,778.70	57,074.51	67,150.00	19,557.20		Fines and Penalties Totals:	0.00	28,200.00	28,200.00	0.00	0.00
83,919.09	44,487.93	42,500.00	11,258.79	R60	Miscellaneous Revenues	0.00	22,000.00	22,000.00	0.00	0.00
1,543.18	1,217.42	2,000.00	680.18	361-11-000	Investment Interest	0.00	1,025.00	1,025.00	0.00	0.00
46,781.50	45,285.86	52,644.00	34,114.00	362-40-000	Rents and Royalties	0.00	52,644.00	52,644.00	0.00	0.00
52,353.72	0.00	2,100.00	0.00	367-11-010	Contributions/Donations	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	367-11-020	WASPC Grants	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	369-20-000	Unclaimed Property	0.00	0.00	0.00	0.00	0.00
0.00	93.16	0.00	0.00	369-30-000	Confiscated and Forfeited Prop	0.00	0.00	0.00	0.00	0.00
1,288.71	5,844.00	0.00	4,695.51	369-40-000	Judgements and Settlements	0.00	0.00	0.00	0.00	0.00
(2.67)	35.00	0.00	(25.00)	369-81-000	Cash Overages and Shortages	0.00	0.00	0.00	0.00	0.00
1,475.00	1,550.00	750.00	939.09	369-90-000	NSF Check Fee	0.00	1,500.00	1,500.00	0.00	0.00
4,164.45	2,644.03	20,880.00	5,676.84	369-90-010	Miscellaneous Income	0.00	7,000.00	7,000.00	0.00	0.00
3,270.00	1,575.00	2,500.00	945.00	369-90-500	Administration Fees	0.00	1,050.00	1,050.00	0.00	0.00
194,792.98	102,732.40	123,374.00	58,284.41		Miscellaneous Revenues Totals:	0.00	85,219.00	85,219.00	0.00	0.00
0.00	0.00	0.00	0.00	R80	Nonrevenues	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	381-20-000	Interfund Loan Payment Receive	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00		Nonrevenues Totals:	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	1,489.88	R90	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
80,000.00	0.00	13,300.00	0.00	395-10-000	Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	397-10-000	Operating Transfer In	0.00	0.00	0.00	0.00	0.00
80,000.00	0.00	13,300.00	1,489.88		Other Financing Sources Totals:	0.00	0.00	0.00	0.00	0.00
2,274,629.57	1,979,409.84	1,988,718.00	1,127,924.89		REVENUES TOTALS:	0.00	1,961,159.00	1,961,159.00	0.00	0.00

A1.10

2007	2008		2009		2009	Estimated Account	Description	FTE	2010		
	Actual	Adopted	Adopted	Adopted					Requested	Proposed	Approved
2,274,629.57	1,979,409.84	1,988,718.00	1,127,924.89			FUND REVENUES	0.00	1,961,159.00	1,961,159.00	0.00	0.00
2,233,463.18	1,884,683.66	2,013,985.00	1,160,257.94			FUND EXPENSES	0.00	1,960,634.36	1,956,318.36	0.00	0.00
41,166.39	94,726.18	(25,267.00)	(32,333.05)			Ending Fund Balance Totals:	0.00	524.64	4,840.64	0.00	0.00

A 1.11

2007	2008	2009		2009	Estimated	Account	Description	FTE	2010		
		Actual	Adopted						Adopted	Proposed	Approved
2,274,629.57	1,979,409.84	1,988,718.00	1,127,924.89			REPORT REVENUES	0.00	1,961,159.00	1,961,159.00	0.00	0.00
2,233,463.18	1,884,683.66	2,013,985.00	1,160,257.94			REPORT EXPENSES	0.00	1,960,634.36	1,956,318.36	0.00	0.00
41,166.39	94,726.18	(25,267.00)	(32,333.05)			REPORT TOTALS:	0.00	524.64	4,840.64	0.00	0.00

A1.12

LEGISLATIVE AND EXECUTIVE DEPARTMENT - BUDGET SUMMARY

The City of Sultan operates under the Mayor-Council form of government with a strong mayor. The Mayor-Council form of government consists of two separate and coequal power centers, each directly elected by the people: the Mayor as Chief Executive, and the Council as the municipal legislature.

The Mayor-Council form of government makes a virtue of the idea divided and shared power. Neither Mayor nor Council has the absolute last word in all instances. Under this form the independently-elected mayor has powers of appointment and removal of subordinates, administrative control over departments, and the power to veto council legislation. The resulting government structure limits the council's role to policy making and oversight, and reserves administrative power and responsibility for the mayor.

The system requires constant consultation between the Mayor and the Council; sometimes cooperating, sometimes competing and conflicting; always acting as a check and balance on the other.

ROLES AND RESPONSIBILITIES

- Determine the general direction for the operations of the city of sultan
- Enacting ordinances (laws)
- Establishing budgetary (taxing and spending) policies
- Adopting the Comprehensive Plan and other guiding documents
- Adopting the annual budget
- Awarding contracts
- Fiscal oversight of expenditures
- Appointing members to the Planning Board

2010 Goals

Economic Development

Enhancing economic development is one of the primary goals of the Mayor and City Council. Sultan continues to struggle with attracting and retaining retail business. Retail business and a healthy sales tax revenue are needed for long-term financial stability.

- Look for grants to fund an economic development strategic plan to identify economic development goals, policies and strategies, and prioritize efforts.
- Identify capital investments to kick-start economic development.
- Reduce red tape and forge a new partnership with the business community. Streamline and simplify the permitting requirements for most businesses, homeowners and developers.

LEGISLATIVE AND EXECUTIVE DEPARTMENT - BUDGET SUMMARY

- Evaluate permit process. Identify areas of improvement. Implement changes such as central filing and software system for managing permit process.

Community Vision

- Update to the City's 2004 Comprehensive Plan. Do technical analysis to support goals and policies.
- Continue to revise land use regulations and the development code.
- Complete the waste water treatment plant design
- Seek opportunities to acquire open space using park impact fees. The City should consider a strategic plan for acquiring and financing additional open space before development pressures make acquisition financially unfeasible.

Financial Health

- Complete garbage rate study in 2010 to ensure that the utility is paying for itself and has long-term financial stability.
- Begin an annual program to repair and provide long-term maintenance of the City's existing facilities

Strategic Partnerships

- Support Snohomish County's efforts to establish a river front park on the south side of the Skykomish River
- Support Department of Natural Resources and Snohomish County establish a gun range facility.

Council Travel and Training Request - 2010

Month	Conference	Conference Cost	Accommodation Costs	Total Cost:
January	AWC Legislative Conference	\$120 x 2 = \$240	Hotel for 3 days \$102/per day x 2 = \$612	\$852
April	Washington DC	\$0	Travel \$500 x2 Hotel \$250 x 2day x 2 people =	\$2,000
June	AWC Conference	Conference Cost: \$250 x 1= 250	Hotel for 3 days: \$120/per day = \$360	\$610
October	Infrastructure Asst. Coordinating Conf (IACC)	Conference Cost: \$160 x 1	Hotel for 3 days: \$120/per day = \$360	\$520
Total				\$3,982

2007	2008	2009	2009	2010	2010	2010	2010	2010	2010	2010	2010	2010
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted		
3,635.00	3,514.00	3,720.00	1,762.00	005 E10 511-60-100	Legislative Salaries and Wages Salaries and Wages	0.00	3,720.00	3,720.00	0.00	0.00		
3,635.00	3,514.00	3,720.00	1,762.00		Salaries and Wages Totals:	0.00	3,720.00	3,720.00	0.00	0.00		
266.33	484.14	285.00	134.79	E20 511-60-200	Employee Benefits Benefits	0.00	300.00	300.00	0.00	0.00		
266.33	484.14	285.00	134.79		Employee Benefits Totals:	0.00	300.00	300.00	0.00	0.00		
1,108.77	1,136.24	550.00	1,466.53	E30 511-60-310	Operating and Office Supply Operating Supplies	0.00	1,100.00	1,100.00	0.00	0.00		
0.00	0.00	0.00	0.00	511-60-311	Office/Operating - Mayor	0.00	500.00	500.00	0.00	0.00		
1,108.77	1,136.24	550.00	1,466.53		Operating and Office Supply Totals:	0.00	1,600.00	1,600.00	0.00	0.00		
1,000.00	0.00	800.00	0.00	E40 511-60-410	Other Services and Charges Professional Services	0.00	500.00	500.00	0.00	0.00		
649.79	192.17	600.00	0.00	511-60-420	Communication	0.00	1,200.00	1,200.00	0.00	0.00		
1,926.45	2,706.62	4,800.00	3,717.86	511-60-430	Travel and Seminars	0.00	4,000.00	4,000.00	0.00	0.00		
0.00	34.00	100.00	0.00	511-60-490	Miscellaneous	0.00	350.00	350.00	0.00	0.00		
3,800.00	1,224.90	1,200.00	1,426.49	511-80-490	Voter Registration	0.00	1,450.00	1,450.00	0.00	0.00		
7,376.24	4,157.69	7,500.00	5,144.35		Other Services and Charges Totals:	0.00	7,500.00	7,500.00	0.00	0.00		
0.00	81.35	0.00	0.00	E60 511-60-640	Capital Outlays Capital Outlay - Equipment	0.00	0.00	0.00	0.00	0.00		
0.00	81.35	0.00	0.00		Capital Outlays Totals:	0.00	0.00	0.00	0.00	0.00		
12,386.34	9,373.42	12,055.00	8,507.67		EXPENDITURES TOTALS:	0.00	13,120.00	13,120.00	0.00	0.00		
0.00	0.00	0.00	0.00		DEPT REVENUES	0.00	0.00	0.00	0.00	0.00		
12,386.34	9,373.42	12,055.00	8,507.67		DEPT EXPENSES	0.00	13,120.00	13,120.00	0.00	0.00		
(12,386.34)	(9,373.42)	(12,055.00)	(8,507.67)		Legislative Totals:	0.00	(13,120.00)	(13,120.00)	0.00	0.00		

A2.3

2007	2008	2009	2009	2009	2010	2010	2010	2010	2010	2010	
Actual	Actual	Adopted	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
					010	Executive/Administrative					
					E10	Salaries and Wages					
18,620.69	49,194.37	25,001.00	25,001.00	20,902.00	513-10-100	Salaries and Wages	0.00	20,587.60	20,587.60	0.00	0.00
18,620.69	49,194.37	25,001.00	25,001.00	20,902.00		Salaries and Wages Totals:	0.00	20,587.60	20,587.60	0.00	0.00
5,627.45	14,751.87	7,370.00	7,370.00	5,548.15	E20	Employee Benefits					
					513-10-200	Benefits	0.00	5,710.07	5,710.07	0.00	0.00
5,627.45	14,751.87	7,370.00	7,370.00	5,548.15		Employee Benefits Totals:	0.00	5,710.07	5,710.07	0.00	0.00
17.62	97.76	200.00	200.00	0.00	E30	Operating and Office Supply					
					513-10-320	Office Supplies	0.00	100.00	100.00	0.00	0.00
17.62	97.76	200.00	200.00	0.00		Operating and Office Supply Totals:	0.00	100.00	100.00	0.00	0.00
34.80	0.00	600.00	600.00	0.00	E40	Other Services and Charges					
					513-10-420	Communication	0.00	0.00	0.00	0.00	0.00
3,121.48	5,071.55	6,300.00	6,300.00	2,238.60	513-10-430	Travel and Seminars	0.00	6,300.00	6,300.00	0.00	0.00
549.71	66.12	1,500.00	1,500.00	129.00	513-10-490	Miscellaneous	0.00	550.00	550.00	0.00	0.00
3,705.99	5,137.67	8,400.00	8,400.00	2,367.60		Other Services and Charges Totals:	0.00	6,850.00	6,850.00	0.00	0.00
0.00	1,723.22	0.00	0.00	0.00	E60	Capital Outlays					
					513-10-640	Capital Outlay - Equipment	0.00	0.00	0.00	0.00	0.00
0.00	1,723.22	0.00	0.00	0.00		Capital Outlays Totals:	0.00	0.00	0.00	0.00	0.00
27,971.75	70,904.89	40,971.00	40,971.00	28,817.75		EXPENDITURES TOTALS:	0.00	33,247.67	33,247.67	0.00	0.00
0.00	0.00	0.00	0.00	0.00		DEPT REVENUES	0.00	0.00	0.00	0.00	0.00
27,971.75	70,904.89	40,971.00	40,971.00	28,817.75		DEPT EXPENSES	0.00	33,247.67	33,247.67	0.00	0.00
(27,971.75)	(70,904.89)	(40,971.00)	(40,971.00)	(28,817.75)		Executive/Administrative Totals:	0.00	(33,247.67)	(33,247.67)	0.00	0.00

A2.4

SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET

ITEM NO. PH 1 - Finance
Date: October 22, 2009
SUBJECT: Clerk/Finance Department
CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

Summary:

The services provided by the Finance and City Clerk's Office include financial management, clerical assistance to the Council, records management, risk management and legal assistance. The following is an overview of those services:

Financial Services:

Budget Preparation/management
Financial Reports
Grants Management
Accounts Payable/Receivable
Payroll Services
Utility Billing
Debt Management
Investment portfolio management

Clerk/Legal/Records:

Minutes for City Council
Business Licenses
Records Management
Ordinances/Resolutions
Notary Services
Passport Acceptance Agency
Easements and Right of Ways

Risk Management:

Process and review of claims
Development of policies/procedures
Monitoring of worker's comp claims

2009 ACCOMPLISHMENTS:

- Updated the Sultan Municipal Code – Code Scrubs to Title 2 and 3
- Continued the training process for the Financial Systems
- Trained additional staff to handle the increase in passport services
- Continue work on the Records Management program to make the minutes, ordinances and resolutions available on the City's web site.
- Completed the set of the Stormwater Utility in the utility billing system

2010 Goals

- Seek additional grant funding to continue the Records Management program. This will include achieving old records to preserve them and to develop a centralized filing system.
- Finalize the development of the Budget policies for Council adoption.
- Continue to cross training employees to handle payroll, cash receipting, special assessments, utility payments and the building permit module.
- Meet the State Auditor's goal that the City has independent review of the financial reports. The budget includes funding to continue the contract services for financial review and assistance.
- Continue to work on improved customer service.
- Continue the conversion and transfer to electronic water meter system in the utility billing module.

The budget includes \$4,500 for professional services to contract with Fire District 7 staff for an independent review of the financial records and annual report. Staff will attend the annual Springbrook Conference and Washington Finance Officers Conference for training in 2010.

SULTAN CITY COUNCIL BUDGET RETREAT COVER SHEET

ITEM NUMBER: PH 1 Grants
DATE: October 22, 2009
SUBJECT: 2010 Grants and Economic Development
CONTACT PERSON: Donna Murphy, Grants and Economic Development

Department Summary

Write and coordinate Federal, State, and County grant applications for the City of Sultan. Work with engineers and administrative staff to produce quality grant applications. Give presentations to government committees for grant projects. Monitor the progress of grant funded projects and quarterly/annual reporting. Orchestrate ground breakings, ribbon cuttings, and dedications of successful grant funded projects. Nominate and complete applications of successful grant funded projects for statewide achievement awards and recognition. Sit on grant review teams for Snohomish County Regional and Countywide Transportation grant applications, and the Snohomish County Community Development Block Grant Technical Advisory Committee.

Network with the business community for the purpose of Economic Development; assessing their needs and providing assistance through the City and Snohomish County resources. Develop marketing tools and make available to developers through a variety of media resources.

Roles and Responsibilities

Planning and coordinating the annual grant/loan application process for all new grants and loans; organize and conduct interdepartmental and agency meetings to identify and prioritize project funding needs.

Monitor present business activity, developing ways to retain current businesses and assist in their development and growth and attracting new businesses to the City.

The primary focus for seeking grant funds in 2010 will be for projects:

1. Waste Water Treatment Plant Environmental and Design	\$ 1,300,000
2. Sultan Basin Road/US 2 Phase III	\$ 2,000,000
3. Alder Street Reconstruction	\$ 100,000
4. Coordinated Prevention Grant (Cleanup Day)	\$ 6,000
5. Economic Stimulus Grants as available	TBD
6. Hazard Mitigation and Repetitive Flood Loss Buy-outs	\$150,000

With a Compliant Comprehensive Plan the City is eligible for Department of Commerce Planning Grants

- Upcoming Comp Plan Update \$17,500
- GMA Transportation Planning \$75,000 (maximum)

With a Compliant Comprehensive Plan the \$500,000 Legislative Proviso for the Waste Water Treatment Plant will be appropriated in 2009.

The annual grant programs offered every year are:

1. Recreation & Conservation Office – Local Parks Grants
2. Department of Commerce Planning Grants
3. Transportation Improvement Board Construction, Pedestrian and Overlay Grants
4. Community Development Block Grants

Research and write grant applications as needed for the City of Sultan – All of which includes working with City Administration, Staff and Consultants, depending on the nature of the project.

Attend workshops and conferences throughout the year that educate and provide valuable networking opportunities with outside agencies

Grant Administration Process

Project follow through to completion of funded projects.
Provide required Quarterly, Annual and Final Reports to the funding agency.

Project Recognition/Celebration Process

Press Releases
Ground Breaking/Ribbon Cuttings, etc.

Economic Development 2009 Goals and Objectives

Business Development/Retention

- Work with business owners to retain and attract business with specific needs.
- Weekly meetings with the Mayor for Business Retention
- Work with Mayor Eslick developing a Business Incubator
- Assist Mayor Eslick in providing Quarterly Workshops for local businesses
- Work in concert with the Community Development Director to:
 - Develop an Economic Development Strategic Plan (Grant Dependent)
- Retention of existing business is always a priority for Sultan, and we will continue to network and assist the businesses we already have in our community.
- Work with the City's Webmaster, Snohomish County Economic Development, the Economic Development Council of Snohomish County and Snohomish County Tourism utilizing web presence and technical expertise to highlight tourist activities in Sultan.
- Hold 4 (Quarterly) Sultan Economic Development Roundtable meetings with Sultan Business Owners.
- Take Mayor, Council and Planning Board on economic development tours of Sultan businesses
- Continued partnering with Snohomish County Parks & Recreation locating a park and shooting range near Sultan.
- Development, implement, and participate in special business community events to promote business development and vitality. Conduct meetings/workshops with the business community and other stakeholders.
- Facilitate or participate in Grand Openings/Open Houses/Ribbon Cuttings

Routinely review the Pending and New Business License listing, contact and welcome new businesses to Sultan. Provide "Welcome to Sultan" packets to new businesses with information about Sultan.

Lobbying Efforts

Assist the Mayor, City Council, City Administrator and lobbyist to secure additional funds for the Waste Water Treatment Plant expansion. Attend Legislative meetings and workshops and attend the 2010 Legislative Session in Olympia.

Volunteer Program

Continue building a strong and healthy Volunteer Program. Support, encourage and appreciate the volunteers in their commitment to making Sultan a better place for everyone to live. Organize volunteer meetings and volunteer participation in events. Publicly thank the volunteers through Appreciation Ceremonies and Programs.

Work with the Sultan Webmaster to develop a Volunteer page on the City's website.

Attend Outside Agency Committee Meetings

Snohomish County Infrastructure Assistance Coordinating Committee
Snohomish County Economic Development Council
Snohomish County Office of Economic Development
Community Development Block Grant Technical Advisory Committee
Snohomish County Parks and Recreation
Snohomish County Tourism
Sky Valley Chamber of Commerce

2010 Special Events

4 each	Business Workshops and Business Roundtables
May	Sultan Family Safety Rodeo
July	Sultan Shin Dig
August	Sultan Community Center 10 year Anniversary Celebration
October	Return of the Pinks

2009 Accomplishments

Grants

\$876,100	US 2/ Sultan Basin Road – Phase III/Stage 1	RECEIVED
\$150,000	Demolition of 2 nd Street property & Create Park/Open Space	RECEIVED
\$ 4,735	Recycling Component of Cleanup Day – CPG Grant	RECEIVED
<u>\$ 10,000</u>	Safety Rodeo and Bike Patrol Justice Grant	RECEIVED
\$1,040,835	TOTAL Grants Received in 2009	

Economic Development 2009 Accomplishments Business Development/Retention

- Developed video for the web site for marketing and Economic Development of Sultan
- Economic Development Page on the City Web Site
- Tourist Activity Page on the City Web Site
- CGI Videos added to website showcasing Sultan and the City's volunteer program
- Volunteer Program – In 2009 volunteers donated an average of _____ hours per month to the City. Projects ranged from the Yellow Bag Litter Pickup Program, Project Main Street with more than xxx volunteers made Sultan's Downtown Sparkle in one day, National Giving Day with church members from all denominations working all over the City Cleanup Projects. Graffiti removal volunteers worked diligently to remove or paint over graffiti on private and public property. Volunteers came to City Hall and help with filing, copying, phone calling, and even painted the Mayor's office. This is a strong program that will continue and bring great benefit to the City in 2010. Development, implement, and participate in special business community events to promote business development and vitality. Conduct meetings/workshops with the business community and other stakeholders.
- Block Watch Program –The Block Watch Program continues to grow. Educational meetings are facilitated monthly by the Mayor and Police Chief. These meetings provide the information and tools that community members need to keep themselves and their neighbors informed and safe.

Successful Volunteer Projects in 2009:

1. Block Watch
 2. Office Assistance
 3. Yellow Bag Litter Pick-Up
 4. Adopt a Street Litter Cleanup
 5. "Project Main Street"
-
- Coordinated new Return of the Pinks Festival and partnership with Tulalip Tribes
 - Coordinated appointment of Student Representative on the City Council
 - Continued partnering with Snohomish County Parks & Recreation locating a park and shooting range near Sultan
 - Continued work with business owners to retain and attract business with specific needs.
 - Retention of existing business is always a priority for Sultan, and we will continue to network and assist the businesses we already have in our community. Weekly meetings with the Mayor and new/existing businesses.

Grants and General Budget Overview - 2010

Professional Services Request	Working with consultants on infrastructure grant projects. i.e. Sultan Basin Road/Wastewater Treatment Plant/Stormwater Grants	Total Request: \$500
Miscellaneous Request	Unforeseen miscellaneous costs throughout the year	Total Request: \$850
Volunteer Program Request	Volunteer Appreciation Dinner, Community Awards Night City sponsored awards. Create a Volunteer Page on the web site.	Total Request: \$700
Communication Request	Advertising Programs such as Project Main Street, Volunteer Appreciation Night, and other City sponsored events.	Total Request: \$200

Economic Development Request - 2010

January, March, June, September 2010	Mayor's Quarterly Small Business Workshops	Supplies: Books, templates, hospitality	Total Cost: \$200
March, 2010	Mayor's Quarterly Small Business Workshop	Speaker: Glen Heimstra	Total Cost: \$500
	Mayor's Quarterly Small Business Workshops	SCORE Speakers Travel Expenses Only	Total Cost: \$200
	Mayor's Quarterly Small Business Workshops	Advertising	Total Cost: \$200
February, April, July, October, 2010	Business Roundtables	Supplies, flip charts	Total Cost: \$100
July, 2010	Sultan Summer Shindig	Partner with Chamber to purchase banners	Total Cost: \$250
	Business Roundtable	Mayor of Leavenworth Travel Expenses Only	Total Cost: \$100
August 14, 2010	Community Center 10 Year Anniversary -	Advertising, flyers, hospitality, Community Family Portrait	Total Cost: \$500
October, 2010	Return of the Pinks Festival	3 Banners @ \$150 each	Total Cost: \$450
		TOTAL REQUEST	\$2,500

A4.7

Travel and Training Request - 2010

January 2010	AWC Legislative Conference	Conference Cost: \$120	Accommodations for 3 days \$102/per day	Total Cost: \$426
June 2010	AWC Conference	Conference Cost: \$250	Accommodations for 3 days: \$120/per day	Total Cost: \$610
October 2010	Infrastructure Assistance Coordinating Conference (IACC)	Conference Cost: \$160	Accommodations for 3 days: \$120/per day	Total Cost: \$520
January – December 2010	Snohomish County Tourism Quarterly Meetings	\$30/per meeting 4 Per year	N/A	Total Cost: \$120
	Snohomish County EDC Networking Meetings	\$30/per meeting 2 Per year	N/A	Total Cost: \$60
	Sky Valley Chamber of Commerce	\$10/per meeting 12 Per year	N/A	Total Cost: \$120
2010 Grand Total Request				\$1,856

Attendance and participation at these events provides superb networking and educational opportunities for the City of Sultan. Up to date information about future grant and other funding opportunities for the City's infrastructure and public works projects is readily available as well as Economic Development opportunities.

Workshops provide necessary education for on the job implementation within the City of Sultan.

A 4.8

2007	2008	2009	2009	2010	2010	2010	2010	2010	2010	
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
				020	Grants					
				E10	Salaries and Wages					
5,402.76	5,414.51	17,537.00	12,100.03	514-60-100	Salaries and Wages	0.00	17,267.62	17,267.62	0.00	0.00
5,402.76	5,414.51	17,537.00	12,100.03		Salaries and Wages Totals:	0.00	17,267.62	17,267.62	0.00	0.00
1,817.78	1,451.46	5,006.00	3,429.13	E20	Employee Benefits					
				514-60-200	Benefits	0.00	4,777.83	4,777.83	0.00	0.00
1,817.78	1,451.46	5,006.00	3,429.13		Employee Benefits Totals:	0.00	4,777.83	4,777.83	0.00	0.00
				E30	Operating and Office Supply					
				514-60-310	Operating Supplies	0.00	0.00	0.00	0.00	0.00
28.37	40.77	0.00	0.00	514-60-311	Economic Development	0.00	2,500.00	2,500.00	0.00	0.00
67.65	0.00	2,500.00	1,095.27	514-60-320	Office Supplies	0.00	500.00	500.00	0.00	0.00
620.28	1,494.61	1,000.00	1,015.40	514-60-350	Small Tools/Minor Equipment	0.00	50.00	50.00	0.00	0.00
0.00	0.00	300.00	0.00		Operating and Office Supply Totals:	0.00	3,050.00	3,050.00	0.00	0.00
716.30	1,535.38	3,800.00	2,110.67							
				E40	Other Services and Charges					
				514-60-410	Professional Services	0.00	500.00	500.00	0.00	0.00
0.00	0.00	750.00	308.00	514-60-420	Communication	0.00	200.00	200.00	0.00	0.00
396.95	0.00	200.00	0.00	514-60-430	Travel and Seminars	0.00	1,856.00	1,856.00	0.00	0.00
897.13	633.07	850.00	837.34	514-60-490	Miscellaneous	0.00	100.00	100.00	0.00	0.00
0.00	204.57	1,300.00	39.29	514-60-491	Volunteer Program	0.00	700.00	700.00	0.00	0.00
0.00	0.00	700.00	333.48		Other Services and Charges Totals:	0.00	3,356.00	3,356.00	0.00	0.00
1,294.08	837.64	3,800.00	1,518.11							
				E60	Capital Outlays					
				514-60-640	Capital Outlay - Equipment	0.00	0.00	0.00	0.00	0.00
46.97	0.00	500.00	0.00		Capital Outlays Totals:	0.00	0.00	0.00	0.00	0.00
46.97	0.00	500.00	0.00							
9,277.89	9,238.99	30,643.00	19,157.94		EXPENDITURES TOTALS:	0.00	28,451.45	28,451.45	0.00	0.00
0.00	0.00	0.00	0.00		DEPT REVENUES	0.00	0.00	0.00	0.00	0.00
9,277.89	9,238.99	30,643.00	19,157.94		DEPT EXPENSES	0.00	28,451.45	28,451.45	0.00	0.00
(9,277.89)	(9,238.99)	(30,643.00)	(19,157.94)		Grants Totals:	0.00	(28,451.45)	(28,451.45)	0.00	0.00

A4.9

2007	2008	2009	2009	2010	2010	2010	2010	2010	2010	2010	2010	2010
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted		
				025	Legal Services							
				E10	Salaries and Wages							
7,391.23	3,434.20	3,448.00	2,553.24	515-20-100	Salaries and Wages	0.00	3,619.26	3,619.26	0.00	0.00		0.00
7,391.23	3,434.20	3,448.00	2,553.24		Salaries and Wages Totals:	0.00	3,619.26	3,619.26	0.00	0.00		0.00
				E20	Employee Benefits							
2,114.70	1,107.93	1,215.00	847.04	515-20-200	Benefits	0.00	1,204.89	1,204.89	0.00	0.00		0.00
2,114.70	1,107.93	1,215.00	847.04		Employee Benefits Totals:	0.00	1,204.89	1,204.89	0.00	0.00		0.00
				E40	Other Services and Charges							
41,979.26	51,530.94	45,000.00	38,738.27	515-20-410	Professional Services	0.00	50,000.00	50,000.00	0.00	0.00		0.00
0.00	0.00	0.00	0.00	515-20-420	Communication	0.00	0.00	0.00	0.00	0.00		0.00
0.00	0.00	0.00	0.00	515-20-430	Travel and Seminars	0.00	0.00	0.00	0.00	0.00		0.00
0.00	0.00	0.00	0.00	515-20-490	Miscellaneous	0.00	0.00	0.00	0.00	0.00		0.00
41,979.26	51,530.94	45,000.00	38,738.27		Other Services and Charges Totals:	0.00	50,000.00	50,000.00	0.00	0.00		0.00
				E50	Intergovernmental Services							
789.65	1,407.56	1,200.00	394.88	515-70-510	Crime Victim Services	0.00	1,500.00	1,500.00	0.00	0.00		0.00
789.65	1,407.56	1,200.00	394.88		Intergovernmental Services Totals:	0.00	1,500.00	1,500.00	0.00	0.00		0.00
52,274.84	57,480.63	50,863.00	42,533.43		EXPENDITURES TOTALS:	0.00	56,324.15	56,324.15	0.00	0.00		0.00
0.00	0.00	0.00	0.00		DEPT REVENUES	0.00	0.00	0.00	0.00	0.00		0.00
52,274.84	57,480.63	50,863.00	42,533.43		DEPT EXPENSES	0.00	56,324.15	56,324.15	0.00	0.00		0.00
(52,274.84)	(57,480.63)	(50,863.00)	(42,533.43)		Legal Services Totals:	0.00	(56,324.15)	(56,324.15)	0.00	0.00		0.00

A 4.10

SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET

Agenda Item #: PH 1 – IT and General Government
Date: October 22, 2009
SUBJECT: IT Fund and Other Govt. Services
CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

Summary:

General Governmental Services:

The General governmental service budget provides for office, janitorial costs, utility costs, communication, legal notices, insurance and membership dues for General Fund Departments and the Community Center.

These are general operating costs that would be difficult to allocate to any one fund or department.

Total Budget: \$54,700

IT Fund:

In 2009, the City began the process of standardizing the computers and servers in all city departments. The Building permit module will be updated and use will be implemented in 2010. The City contracts with Irongoat Inc. to provide internet and web page service.

The challenge staff has faced is being able to determine the cost of IT services when they are allocated into several budgets. The recommendation is to create an IT fund and provide for interfund transfers from the operating funds to cover expenses. The following is the proposed budget:

IT FUND BUDGET

Description		Amount
Professional Service	785 per month	9420
Training	10 hrs @ \$70	700
Operating Supply	RAM	1500
	VPM software	200
Maintenance Contract	Springbrook	9580
Capital Outlay	Printer replacement	2500
	Water Plant wireless	1500
Reserve funds	Future replacement	5000
		<hr/> 30400

A 5.1

Fund Distribution	Springbrook	Operating	Capital	Reserve	Total
General	4032	5000	1300	2250	12582
Street	750	820	300	500	2370
Water	1295	2000	1800	750	5845
Sewer	2208	2000	300	750	5258
Garbage	1295	2000	300	750	4345
	9580	11820	4000	5000	30400

A 5.2

2007	2008	2009	2009	2009	2010	2010	2010	2010	2010	2010	
Actual	Actual	Adopted	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
69.75	2,584.97	0.00	0.00	0.00	030 E30 516-10-310	Civil Service Operating and Office Supply Office Supplies	0.00	0.00	0.00	0.00	0.00
69.75	2,584.97	0.00	0.00	0.00		Operating and Office Supply Total	0.00	0.00	0.00	0.00	0.00
20,822.68	18,243.57	4,863.00	4,863.00	4,682.61	E40 516-10-410	Other Services and Charges Professional Services	0.00	0.00	0.00	0.00	0.00
0.00	600.91	0.00	0.00	0.00	516-10-430	Travel and Seminars	0.00	0.00	0.00	0.00	0.00
72.20	343.00	0.00	0.00	0.00	516-10-440	Advertising and Legal Notices	0.00	0.00	0.00	0.00	0.00
20,894.88	19,187.48	4,863.00	4,863.00	4,682.61		Other Services and Charges Totals:	0.00	0.00	0.00	0.00	0.00
20,964.63	21,772.45	4,863.00	4,863.00	4,682.61		EXPENDITURES TOTALS:	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00		DEPT REVENUES	0.00	0.00	0.00	0.00	0.00
20,964.63	21,772.45	4,863.00	4,863.00	4,682.61		DEPT EXPENSES	0.00	0.00	0.00	0.00	0.00
(20,964.63)	(21,772.45)	(4,863.00)	(4,863.00)	(4,682.61)		Civil Service Totals:	0.00	0.00	0.00	0.00	0.00

A.5.3

**SNOHOMISH COUNTY
SHERIFF'S OFFICE**

MEMORANUM

DATE: October 6, 2009

TO: Mayor Carolyn Eslick, City Council Members and
City Administrator Deborah Knight

FROM: Chief Jeff Brand #1196

RE: 2010 Sultan Police Budget Summary

The majority of our police budget is made up of contract services that are already negotiated and in place so this process has been fairly straight forward for all of us.

I will summarize our accomplishments for 2009 and our goals for 2010, but first want to review our 2010 budget estimates.

- A) **Grants Program:** This is the COPS Technology Grant for our city wide camera program and will be used to complete that project. **\$101,360**
- B) **Professional Services – Sno. County:** This is our law enforcement services contract with the Sheriff's Office and is an ongoing contract until 2013. **\$862,143**
- C) **Intergovernmental - SNOPAC:** This is our ongoing police dispatch contract for services and is based on a billing formula used county wide. The budget figures are base on SNOPAC's 2010 assessment. **\$ 80,643**
- D) **Intergovernmental - 800 MGHZ:** This is our annually renewed contract for the Snohomish Regional SERS and covers fiscal year 2010. The budget amount is based on the SRNTF estimate of our costs next year. **\$ 14,000**

Other Criminal Justice System Costs

Other portions of our criminal justice costs include court cost, court filing fees, prosecution and jail services fees. In 2009 Sultan appropriated \$120,000 for jail services but we have reduced that line item to \$80,000 in 2010 for the following reasons.

- Currently our jail services costs for 2009 are far below the estimated \$120,000.
- Our current Jail Services Contract expires at the end of 2009 and the new estimated costs are lower then in previous years.
- The new proposed Jail Service Contract offers the opportunity for Electronic Home Monitoring, Work Release and Community Corrections Work Programs which are all substantially less expensive than in house custody.

Our police services contract with the Snohomish County Sheriff's Office covers most costs related to police service and equipment within Sultan so we have only asked for \$1,500 in miscellaneous costs for items that may be needed and used by deputies working in Sultan.

During 2009 we have been working to establish our precinct and develop our operations plan in Sultan and begun some community outreach programs like bike patrol, Sultan Safety Fairs and deputies at Safe Stop, by using on duty staff and grants.

Discretionary Funds Request

In 2010 we plan to continue working with our partners in the community to develop these programs and expand them. We have asked for \$5,440 in discretionary funds to purchase police equipment which will help us be more responsive to the community. Because of the tight budget and the items we want to purchase fit within many grant programs, we expect to apply for grants to make these purchases.

Additional Staffing Request to Snohomish County

I have been working with my Snohomish County Command Staff to help increase staffing support in the East Precinct/Sultan Police Department. I have asked for at least one light duty deputy to work with Detective John Schwartz on his caseload and help him process more cases in a timely manner. Because of the additional population and call load in the Skykomish Valley, I have also asked for at least one more "support staff" which could come in the form of one more sergeant or deputy and will help us keep up on our administrative tasks. Neither of these upgrades will cost Sultan additional money.

Concealed Pistol Licenses

Our Police services contract calls for us to process Concealed Pistol Licenses (CPL) for Sultan residents, at our station. This requires an update of our Police Department website and some procedures. The procedures have been worked out but I have not had the opportunity to update the information for our website and get it to Iron Goat. I will make that a priority to have the update and process in place before the end of 2009.

This will provide a better service to our citizens and will be added revenue to our 2010 budget.

2007	2008	2009	2009	2009	2010	2010	2010	2010	2010	2010
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
625,584.79	408,514.36	52,150.00	52,149.44	040 E10 521-20-100	Law Enforcement Salaries and Wages Salaries and Wages	0.00	3,743.00	0.00	0.00	0.00
625,584.79	408,514.36	52,150.00	52,149.44		Salaries and Wages Totals:	0.00	3,743.00	0.00	0.00	0.00
218,690.32	137,836.35	12,125.00	12,125.34	E20 521-20-200	Employee Benefits	0.00	573.00	0.00	0.00	0.00
15,691.87	17,488.80	21,850.00	13,768.20	521-20-210	Benefits - Disability Insurance	0.00	21,850.00	21,850.00	0.00	0.00
5,848.16	1,402.28	0.00	0.00	521-20-220	Uniforms	0.00	0.00	0.00	0.00	0.00
1,159.00	462.50	0.00	0.00	521-20-230	Pre Employment Testing	0.00	0.00	0.00	0.00	0.00
241,389.35	157,189.93	33,975.00	25,893.54		Employee Benefits Totals:	0.00	22,423.00	21,850.00	0.00	0.00
3,341.96	4,610.85	0.00	2,288.71	E30	Operating and Office Supply	0.00	0.00	0.00	0.00	0.00
1,269.09	2,074.26	251.00	119.08	521-20-310	Operating Supplies	0.00	100.00	100.00	0.00	0.00
1,251.34	291.35	0.00	0.00	521-20-320	Office Supplies	0.00	0.00	0.00	0.00	0.00
25,000.99	25,809.49	1,033.00	1,033.43	521-20-350	Small Tools/Minor Equipment	0.00	0.00	0.00	0.00	0.00
10,998.33	9,511.53	1,271.00	1,271.05	521-20-360	Vehicle Operation/Maintenance	0.00	0.00	0.00	0.00	0.00
0.00	0.00	116,913.00	20,497.00	521-20-370	Vehicle Repair	0.00	0.00	0.00	0.00	0.00
41,861.71	42,297.48	119,468.00	25,209.27	521-20-380	Grant Programs	0.00	101,360.00	101,360.00	0.00	0.00
					Operating and Office Supply Totals:	0.00	101,460.00	101,460.00	0.00	0.00
125,851.39	59,120.91	0.00	44,923.63	E40	Other Services and Charges	0.00	0.00	0.00	0.00	0.00
0.00	102,460.65	831,829.00	415,914.49	521-20-410	Professional Services	0.00	862,143.00	862,143.00	0.00	0.00
12,798.97	13,577.16	2,036.00	1,739.33	521-20-411	Professional Service - SnoCty	0.00	0.00	0.00	0.00	0.00
6,765.57	2,162.05	0.00	0.00	521-20-420	Communication	0.00	0.00	0.00	0.00	0.00
3,731.53	3,161.68	3,600.00	2,545.98	521-20-430	Travel and Seminars	0.00	0.00	0.00	0.00	0.00
13,929.00	16,237.00	1,000.00	0.00	521-20-450	Rentals	0.00	0.00	0.00	0.00	0.00
6,194.63	5,232.74	2,269.00	2,268.65	521-20-460	Insurance	0.00	1,000.00	1,000.00	0.00	0.00
2,367.54	3,809.75	1,000.00	0.00	521-20-470	Utilities	0.00	0.00	0.00	0.00	0.00
2,117.14	1,049.48	0.00	118.74	521-20-480	Repair and Maintenance	0.00	0.00	0.00	0.00	0.00
0.00	250.00	0.00	305.31	521-20-490	Miscellaneous	0.00	1,500.00	1,500.00	0.00	0.00
173,755.77	207,061.42	841,734.00	467,816.13	521-78-461	Payment of Judgements and Sett	0.00	0.00	0.00	0.00	0.00
					Other Services and Charges Totals:	0.00	864,643.00	864,643.00	0.00	0.00
59,248.20	71,135.52	91,300.00	73,105.35	E50	Intergovernmental Services	0.00	80,655.00	80,655.00	0.00	0.00
0.00	0.00	0.00	0.00	521-20-500	Intergovernmental - SNO PAC	0.00	14,000.00	14,000.00	0.00	0.00
0.00	0.00	0.00	0.00	521-20-510	Intergovernmental - Drug Task	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	521-20-520	Vehicle Payment - Interfund Lo	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	521-20-530	Water Service Interfund	0.00	0.00	0.00	0.00	0.00

A6.3

2007	2008	2009	2009	2009	2010	2010	2010	2010	2010	2010
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
59,248.20	71,135.52	91,300.00	73,105.35		Intergovernmental Services Totals:	0.00	94,655.00	94,655.00	0.00	0.00
10,633.60	1,734.43	0.00	456.16	E60 521-20-640	Capital Outlays Capital Outlay - Equipment	0.00	0.00	0.00	0.00	0.00
10,633.60	1,734.43	0.00	456.16		Capital Outlays Totals:	0.00	0.00	0.00	0.00	0.00
1,152,473.42	887,933.14	1,138,627.00	644,629.89		EXPENDITURES TOTALS:	0.00	1,086,924.00	1,082,608.00	0.00	0.00
0.00	0.00	0.00	0.00		DEPT REVENUES	0.00	0.00	0.00	0.00	0.00
1,152,473.42	887,933.14	1,138,627.00	644,629.89		DEPT EXPENSES	0.00	1,086,924.00	1,082,608.00	0.00	0.00
(1,152,473.42)	(887,933.14)	(1,138,627.00)	(644,629.89)		Law Enforcement Totals:	0.00	(1,086,924.00)	(1,082,608.00)	0.00	0.00

A 6.4

2007	2008	2009	2009	2009	2010	2010	2010	2010	2010	2010
Actual	Actual	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
0.00	0.00	0.00	0.00	050 E30 525-50-310	Emergency Services Operating and Office Supply Operating Supplies	0.00	1,000.00	1,000.00	0.00	0.00
0.00	0.00	0.00	0.00		Operating and Office Supply Total	0.00	1,000.00	1,000.00	0.00	0.00
0.00	0.00	0.00	0.00	E40 525-50-420 525-50-430 525-50-480	Other Services and Charges Communication Travel and Seminars Repair and Maintenance	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00
127.95	0.00	0.00	0.00		Other Services and Charges Totals:	0.00	0.00	0.00	0.00	0.00
1,076.70	0.00	3,000.00	596.00	E50 525-10-500	Intergovernmental Services Department of Emergency Mgmt	0.00	4,825.00	4,825.00	0.00	0.00
1,076.70	0.00	3,000.00	596.00		Intergovernmental Services Totals:	0.00	4,825.00	4,825.00	0.00	0.00
1,204.65	0.00	3,000.00	596.00		EXPENDITURES TOTALS:	0.00	5,825.00	5,825.00	0.00	0.00
0.00	0.00	0.00	0.00		DEPT REVENUES	0.00	0.00	0.00	0.00	0.00
1,204.65	0.00	3,000.00	596.00		DEPT EXPENSES	0.00	5,825.00	5,825.00	0.00	0.00
(1,204.65)	0.00	(3,000.00)	(596.00)		Emergency Services Totals:	0.00	(5,825.00)	(5,825.00)	0.00	0.00

A6.6

2007	2008	2009	2009	2009	2010	2010	2010	2010	2010	2010	
Actual	Actual	Adopted	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
0.00	0.00	0.00	0.00	0.00	055	Miscellaneous Services					
					E50	Intergovernmental Services	0.00	0.00	0.00	0.00	0.00
					531-70-500	Air Pollution					
0.00	0.00	0.00	0.00	0.00		Intergovernmental Services Totals:	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00		EXPENDITURES TOTALS:	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00		DEPT REVENUES	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00		DEPT EXPENSES	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00		Miscellaneous Services Totals:	0.00	0.00	0.00	0.00	0.00

A6.7

2007 Actual	2008 Actual	2009 Adopted	2009 Estimated	Account	Description	FTE	2010 Requested	2010 Proposed	2010 Approved	2010 Adopted
				060	Code Enforcement					
				E10	Salaries and Wages					
8,164.72	7,882.63	15,993.00	4,053.37	539-30-100	Salaries and Wages	0.00	16,400.00	16,400.00	0.00	0.00
8,164.72	7,882.63	15,993.00	4,053.37		Salaries and Wages Totals:	0.00	16,400.00	16,400.00	0.00	0.00
687.15	685.74	6,880.00	655.82	E20	Employee Benefits					
				539-30-200	Benefits	0.00	3,286.00	3,286.00	0.00	0.00
687.15	685.74	6,880.00	655.82		Employee Benefits Totals:	0.00	3,286.00	3,286.00	0.00	0.00
				E30	Operating and Office Supply					
3,926.62	1,081.22	1,000.00	1,105.29	539-30-310	Office/Operating Supplies	0.00	2,800.00	2,800.00	0.00	0.00
0.00	0.00	1,500.00	526.19	539-30-360	Vehicle Operation/Maintenance	0.00	1,500.00	1,500.00	0.00	0.00
0.00	0.00	600.00	33.52	539-30-370	Vehicle Repair	0.00	600.00	600.00	0.00	0.00
3,926.62	1,081.22	3,100.00	1,665.00		Operating and Office Supply Totals:	0.00	4,900.00	4,900.00	0.00	0.00
				E40	Other Services and Charges					
1,568.82	5,452.00	0.00	123.00	539-30-410	Professional Services	0.00	3,000.00	3,000.00	0.00	0.00
0.00	858.06	1,000.00	0.00	539-30-430	Travel and Seminars	0.00	1,500.00	1,500.00	0.00	0.00
0.00	0.00	0.00	0.00	539-30-460	Insurance	0.00	500.00	500.00	0.00	0.00
1,568.82	6,310.06	1,000.00	123.00		Other Services and Charges Totals:	0.00	5,000.00	5,000.00	0.00	0.00
				E60	Capital Outlays					
0.00	0.00	0.00	0.00	539-30-640	Capital Outlay - Equipment	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00		Capital Outlays Totals:	0.00	0.00	0.00	0.00	0.00
14,347.31	15,959.65	26,973.00	6,497.19		EXPENDITURES TOTALS:	0.00	29,586.00	29,586.00	0.00	0.00
0.00	0.00	0.00	0.00		DEPT REVENUES	0.00	0.00	0.00	0.00	0.00
14,347.31	15,959.65	26,973.00	6,497.19		DEPT EXPENSES	0.00	29,586.00	29,586.00	0.00	0.00
(14,347.31)	(15,959.65)	(26,973.00)	(6,497.19)		Code Enforcement Totals:	0.00	(29,586.00)	(29,586.00)	0.00	0.00

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**SULTAN CITY COUNCIL
BUDGET RETREAT COVER SHEET**

ITEM NO: PH 1 – Community Development
DATE: October 22, 2009
SUBJECT: 2010 Budget Proposal, Community Development/Building
CONTACT PERSON: Robert Martin, Community Development Director

SUMMARY:

THE COMMUNITY DEVELOPMENT DEPARTMENT COORDINATES ALL PLANNING AND LAND USE ACTIVITIES, ENVIRONMENTAL, AND BUILDING PERMIT AND INSPECTION ACTIVITIES WITHIN THE CITY.

THE MISSION OF THE DEPARTMENT IS TO:

- ENHANCE THE QUALITY OF LIFE OF SULTAN'S RESIDENTS AND VISITORS BY PROMOTING AND MANAGING QUALITY LAND USE DEVELOPMENTS AND CONSTRUCTION PROJECTS;
- ACTIVELY SEEK OUT OPPORTUNITIES TO ASSIST EXISTING BUSINESSES TO GROW, PROSPER, AND PROVIDE EVER BETTER SERVICES AND PRODUCTS TO THEIR CUSTOMERS;
- ACTIVELY PROMOTE SULTAN AS A LOCATION FOR QUALITY NEW BUSINESSES TO LOCATE, BECOME PROFITABLE, AND PROVIDE SERVICES TO THE COMMUNITY.

PLANNING DIVISION:

The Planning Division develops, manages, and implements land use systems of the City. The Comprehensive Plan contains the policies that the community has developed to guide its future growth and development. In 2008, the Plan underwent significant revisions to comply with Growth Management Hearing Board requirements.

In 2010, the community will be involved in a large-scale effort to update the Comprehensive Plan as required by state statute. Adoption of the updated Plan as required in 2011 will require a significant community involvement program in the first half of 2010, and a significant consultant contract effort in the second half of 2010.

The Plan also directs writing of the Zoning Code and several other codes that are used daily by developers and the public as they do development in the community. The 2010 work program provide for continuation of the extensive updating of these codes that was started in 2009 so that they better implement the Comprehensive Plan. This work is being handled by in-house staff as time allows.

In close coordination with the Grants and Economic Development Department, the Planning Division has a high priority program of active promotion of quality residential, commercial, and industrial development opportunities and developer assistance.

2010 Planning and Development Division Goals

1. **Goal:** Undertake Update of the Comprehensive Plan for the 2011 Update Cycle. 2010

- Tasks include:
- a. Implement Community Involvement Program \$ 4,500
 - b. Construct updated draft goals and policies
 - c. Recruit and contract with consultants to provide technical analysis \$80,000
 - d. Assemble Draft of updated plan

2. **Goal:** Continue revision of codes on priority list that have not been completed during 2009 including significant work on:

- a. Title 16, Unified Development Code;
 - i. Planned Unit Development
 - ii. Subdivision and Short Plat (create separate code)
 - iii. Zone Descriptions (Table-driven code)
 - iv. Level I, II, III, IV, V Procedure Format
 - v. Nonconforming Use
- b. Title 21, Other Land Uses.

This is being completed by in-house staff without separate budget allocation.

3. **Goal:** Complete implementation of Springbrook Permit Tracking Module for computerized issuance and tracking of permit processes.

4. **Goal:** Implement streamlined permit processing including front counter permit intake review and immediate verification of complete application submittal.

5. **Goal:** Partner with Grants and Economic Development Department to advance commercial development and new visioning for downtown.

6. **Goal:** Create a line item in Planning & Development to account for legal fees specific to the Department . \$ 6,500

7. **Goal:** Due to the "Compliance" status of the city's Comprehensive Plan, the City is eligible for 2010 State GMA Planning Grant. This fund will be expended in pursuit of development of the 2011 Updated Comprehensive Plan. \$17,500

PLANNING AND DEVELOPMENT GENERAL BUDGET OVERVIEW

001-065-558-60-xxx

GMA Planning Grant. Revenue and Expenditure	State Dept. of Commerce Grant to Cities based on population. Eligibility based on compliant Comprehensive Plan. To be used for Comprehensive Plan Update Process.	\$17,500
Professional Services Line Item	Funding for consultants in second half of 2010 to analyze community input and assemble utility and transportation data for Comprehensive Plan Update.	\$80,000
Legal Fees Line Item	New line item in Department Budget, not new expenditure to General Fund. To provide proper accounting.	\$ 6,500
Communication Line Item	Approximately 3/4 of this allocation will be used to provide notices and information to public during Plan Update process.	\$ 4,500

BUILDING DIVISION:

In mid-2008, the in-house building official/structural inspector position was vacated. Recognizing the reduction in permit applications, and the resulting loss of building permit revenue, economical alternatives to a full-time city employee were explored. The selected alternative was to contract with Snohomish County for structural plan review and inspection services. This program has been in place since July, 2008 and is working well.

The 2010 budget provides for continuation of this relationship. The County is able to provide specialists in residential, commercial, industrial, and fire code processes at a standard cost that the City could not financially support in any other way.

A significant increase in permit activity may again warrant a full-time building official, but current economics, and the good service received from the County, indicate that this is a desirable system for the current circumstances.

In preparation for a hoped-for upswing in permit activity, this budget provides for a consultant to assist with streamlining and automation of the building permit application system so that we can better serve customers, increase consistency, and manage work load.

Building Division operations also include the flood management functions that are particularly critical to public health and safety in the community. This budget provides for a Snohomish County flood management and building code specialist to be available on an as-needed basis to consult with residents on their flood-related questions.

2010 Building Division Goals :

1. **Goal:** Fully integrate Springbrook financial/permit software module into permit operations to consolidate permit tracking and financial accounting/management into a single process.
2. **Goal:** Complete revision of permit process and application and permit formats. Permit process is based in the new address file system. All activities will be coordinated through permit coordinator and will be scheduled with the new computerized permit tracking system.
3. **Goal:** Using upgraded application packets and computerized procedure manuals, provide front counter review and immediate checklist response on complete/incomplete applications, and assist applicants to complete their applications.
4. **Goal:** Continue plan review, inspection, and fire marshal services contract with Snohomish County. **\$25,000**

BUILDING AND COMMUNITY DEVELOPMENT GENERAL BUDGET OVERVIEW
010-070-559-60-xxx

Professional Services Line Item	Continuation of Interlocal Agreement contract with Snohomish County for building plan review and inspection and Fire Marshal services	\$25,000
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CODE COMPLIANCE SERVICES DIVISION:

Animal Control:

In the 2009 budget, the Council provided for a ½ FTE position to provide animal control and code compliance/enforcement services. This position has been filled through appointment of a Community Services Officer. The incumbent is a well qualified and experienced animal control officer who works in a highly integrated fashion with the police department and the public to solve animal-related problems.

Many animal problems have been resolved at low levels of conflict so that a minimum number of animals have been taken to the city's holding kennel. The 2010 budget provides for continuation of this program at the ½ FTE level. It also provides for professional services of a veterinarian, and supplies to feed and care for animals in the holding kennel.

Code Enforcement:

In addition to animal control, the Community Services Officer is responsible for enforcement of various zoning, property maintenance, and right-of-way obstruction standards. Like the animal control portion of the job, these issues are addressed as complaints are received from the public or from law enforcement personnel.

Code standards in the SMC for private property upkeep/maintenance only apply to situations that have degenerated to the level that the city is prepared to declare them to be a public nuisance. This limits the range of complaints that can be addressed, but the position is beginning to make a difference in the appearance of the community as awareness of the property maintenance issue grows.

The City also does not have any codes regulating the general condition or habitability of structures until they present a danger to the public. Complaints about the appearance or interior conditions of a structure are not covered by City Codes. The existence of a Community Services Officer position is raising expectations that these issues should be addressed by the City if a complaint is filed.

2010 Code Compliance Services Goals :

Animal Control:

1. **Goal:** Provide proper necessary professional care for animals in City custody as a result of enforcement of animal control codes. \$ 3,000
2. **Goal:** Provide necessary care and feeding of animals in City custody in the holding kennel as a result of enforcement of animal control codes. \$ 2,800
3. **Goal:** Advise administration on code standards and operating policies to upgrade animal control program for the health and safety of the community and the animals needing city care.
4. **Goal:** Respond to animal-related complaints as allowed by code.

Code Enforcement:

1. **Goal:** Conduct public education program on the topic of property maintenance/upkeep.

2. **Goal:** Advise administration on code standards and operating policies to upgrade safety and general appearance of the community.

3. **Goal:** Respond to property condition complaints as allowed by code.

CODE ENFORCEMENT GENERAL BUDGET OVERVIEW
010-060-539-30-xxx

Professional Services Line Item	To provide for necessary medical services for animals in City custody as per animal control codes	\$ 3,000
Operating Supplies Line Item	To provide food and expendable supplies for animals in City custody as per animal control codes	\$ 2,800

TRAVEL FOR COMMUNITY DEVELOPMENT DEPARTMENT

APA State Conference	Professional Involvement	
AICP Certification Maintenance	32 hrs. required to maintain cert.	
Sno-Pac Participation	Support Relationship City/County	
CPDA Annual Conference	Director Membership Participation	
Sno.Co. Planning Director Mtgs.	Regional Planning Relationship	
Misc. Mileage	Travel to various regional meetings	
Misc. Meals & Lodging	Travel to various regional meetings	
AWC Participation	Support City position at State level	
Permit Technician Cont. Edu.	Professional continuing education	
Notary Refresher Course	Maintain notary certification	
Code Enforcement Training	Professional certification	
Animal Control Training	Professional certification	
		\$ 4,900
001-065-558-60-430		\$ 3,250
010-070-559-60-430		\$ 1,500
010-060-539-30-430		

2007	2008	2009	2009	2009	2010	2010	2010	2010	2010	2010	
Actual	Actual	Adopted	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
43,375.06	65,747.79	79,512.00	79,512.00	60,662.90	065 E10 558-60-100	Planning and Development Salaries and Wages Salaries and Wages	0.00	82,983.42	82,983.42	0.00	0.00
43,375.06	65,747.79	79,512.00	79,512.00	60,662.90		Salaries and Wages Totals:	0.00	82,983.42	82,983.42	0.00	0.00
12,814.17	20,800.72	27,273.00	27,273.00	19,244.37	E20 558-60-200	Employee Benefits Benefits	0.00	26,880.77	26,880.77	0.00	0.00
12,814.17	20,800.72	27,273.00	27,273.00	19,244.37		Employee Benefits Totals:	0.00	26,880.77	26,880.77	0.00	0.00
2,438.10	3,512.47	2,000.00	2,000.00	1,875.85	E30	Operating and Office Supply	0.00	1,000.00	1,000.00	0.00	0.00
0.00	43.40	200.00	200.00	200.00	558-60-310	Office/Operating Supplies	0.00	200.00	200.00	0.00	0.00
0.00	166.85	100.00	100.00	190.30	558-60-340	Books and Periodicals	0.00	200.00	200.00	0.00	0.00
0.00	0.00	200.00	200.00	0.00	558-60-341	PB Books and Periodicals	0.00	200.00	200.00	0.00	0.00
9,000.00	0.00	0.00	0.00	0.00	558-60-350	Small Tools/Minor Equipment	0.00	200.00	200.00	0.00	0.00
	0.00	0.00	0.00	0.00	558-60-380	GMA Planning Grants	0.00	17,500.00	17,500.00	0.00	0.00
11,438.10	3,722.72	2,500.00	2,500.00	2,266.15		Operating and Office Supply Totals:	0.00	19,100.00	19,100.00	0.00	0.00
8,924.00	2,150.50	7,500.00	7,500.00	27.50	E40	Other Services and Charges	0.00	5,500.00	5,500.00	0.00	0.00
184,157.94	217,030.88	73,000.00	73,000.00	70,005.25	558-60-411	Hearing Examiner Service	0.00	86,500.00	86,500.00	0.00	0.00
3,496.01	5,974.48	6,500.00	6,500.00	2,758.11	558-60-412	Professional Services	0.00	4,500.00	4,500.00	0.00	0.00
575.00	841.63	4,900.00	4,900.00	2,225.30	558-60-420	Communication	0.00	4,900.00	4,900.00	0.00	0.00
0.00	0.00	600.00	600.00	0.00	558-60-430	Travel and Seminars	0.00	600.00	600.00	0.00	0.00
5,232.66	3,841.46	3,000.00	3,000.00	972.12	558-60-431	PB Travel and Seminars	0.00	1,500.00	1,500.00	0.00	0.00
2,837.71	444.17	1,530.00	1,530.00	175.00	558-60-440	Advertising and Legal Notices	0.00	1,500.00	1,500.00	0.00	0.00
					558-60-490	Miscellaneous	0.00	1,500.00	1,500.00	0.00	0.00
205,223.32	230,283.12	97,030.00	97,030.00	76,163.28		Other Services and Charges Totals:	0.00	105,000.00	105,000.00	0.00	0.00
0.00	1,971.00	0.00	0.00	0.00	E50	Intergovernmental Services	0.00	5,000.00	5,000.00	0.00	0.00
0.00	1,971.00	0.00	0.00	0.00	558-60-500	SnoCty Plan/Building Service	0.00	5,000.00	5,000.00	0.00	0.00
						Intergovernmental Services Totals:	0.00	5,000.00	5,000.00	0.00	0.00
339.37	1,952.66	2,100.00	2,100.00	0.00	E60	Capital Outlays	0.00	0.00	0.00	0.00	0.00
339.37	1,952.66	2,100.00	2,100.00	0.00	558-60-640	Capital Outlay - Equipment	0.00	0.00	0.00	0.00	0.00
273,190.02	324,478.01	208,415.00	208,415.00	158,336.70		Capital Outlays Totals:	0.00	238,964.19	238,964.19	0.00	0.00
						EXPENDITURES TOTALS:	0.00	238,964.19	238,964.19	0.00	0.00

A.7.6

2007	2008	2009	2009	2009	Description	FTE	2010	2010	2010	2010	2010
Actual	Actual	Adopted	Adopted	Estimated	Account		Requested	Proposed	Approved	Adopted	
126,998.46	64,002.68	96,200.00	96,200.00	36,769.40	EXPENDITURES TOTALS:	0.00	61,520.62	61,520.62	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	DEPT REVENUES	0.00	0.00	0.00	0.00	0.00	
126,998.46	64,002.68	96,200.00	96,200.00	36,769.40	DEPT EXPENSES	0.00	61,520.62	61,520.62	0.00	0.00	
(126,998.46)	(64,002.68)	(96,200.00)	(96,200.00)	(36,769.40)	Building and Community Dev. To	0.00	(61,520.62)	(61,520.62)	0.00	0.00	

A 7.9

2007	2008	2009	2009	2009	2010	2010	2010	2010	2010	2010	
Actual	Actual	Adopted	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted
790.92	1,031.59	1,000.00	793.68	793.68	075 E50 562-50-500	Public Health Intergovernmental Services Intergovernmental	0.00	1,500.00	1,500.00	0.00	0.00
790.92	1,031.59	1,000.00	793.68	793.68		Intergovernmental Services Totals:	0.00	1,500.00	1,500.00	0.00	0.00
790.92	1,031.59	1,000.00	793.68	793.68		EXPENDITURES TOTALS:	0.00	1,500.00	1,500.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00		DEPT REVENUES	0.00	0.00	0.00	0.00	0.00
790.92	1,031.59	1,000.00	793.68	793.68		DEPT EXPENSES	0.00	1,500.00	1,500.00	0.00	0.00
(790.92)	(1,031.59)	(1,000.00)	(793.68)	(793.68)		Public Health Totals:	0.00	(1,500.00)	(1,500.00)	0.00	0.00

A.7.11

2007	2008	2009	2009	2009	2010	2010	2010	2010	2010	2010	2010	2010
Actual	Actual	Adopted	Adopted	Estimated	Account	Description	FTE	Requested	Proposed	Approved	Adopted	Adopted
					080	Library						
					E10	Salaries and Wages						
11,598.81	0.00	0.00	0.00	0.00	572-20-100	Salaries and Wages	0.00	0.00	0.00	0.00	0.00	0.00
11,598.81	0.00	0.00	0.00	0.00		Salaries and Wages Totals:	0.00	0.00	0.00	0.00	0.00	0.00
4,788.29	0.00	0.00	0.00	0.00	E20	Employee Benefits						
4,788.29	0.00	0.00	0.00	0.00	572-20-200	Benefits	0.00	0.00	0.00	0.00	0.00	0.00
						Employee Benefits Totals:	0.00	0.00	0.00	0.00	0.00	0.00
707.23	258.95	0.00	0.00	108.90	E30	Operating and Office Supply						
707.23	258.95	0.00	0.00	108.90	572-20-310	Office/Operating Supplies	0.00	0.00	0.00	0.00	0.00	0.00
						Operating and Office Supply Totals:	0.00	0.00	0.00	0.00	0.00	0.00
3,911.00	0.00	2,000.00	0.00	0.00	E40	Other Services and Charges						
2,789.28	2,924.69	4,000.00	5,379.10	572-20-460	Insurance		0.00	2,000.00	2,000.00	0.00	0.00	0.00
638.78	1,382.57	500.00	175.40	572-20-470	Utilities		0.00	6,000.00	6,000.00	0.00	0.00	0.00
					572-20-480	Repair and Maintenance	0.00	200.00	200.00	0.00	0.00	0.00
7,339.06	4,307.26	6,500.00	5,554.50			Other Services and Charges Totals:	0.00	8,200.00	8,200.00	0.00	0.00	0.00
63,318.00	70,675.00	0.00	0.00	0.00	E50	Intergovernmental Services						
0.00	0.00	0.00	360.00	572-20-500	Intergovernmental - SNOISLE		0.00	0.00	0.00	0.00	0.00	0.00
63,318.00	70,675.00	360.00	0.00	572-20-530	Water Service Interfund		0.00	0.00	0.00	0.00	0.00	0.00
						Intergovernmental Services Totals:	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	E60	Capital Outlays						
0.00	0.00	0.00	0.00	0.00	572-20-620	Capital Outlay - Buildings	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	572-20-640	Capital Outlay - Equipment	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00		Capital Outlays Totals:	0.00	0.00	0.00	0.00	0.00	0.00
87,751.39	75,241.21	6,860.00	5,663.40			EXPENDITURES TOTALS:	0.00	8,200.00	8,200.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00		DEPT REVENUES	0.00	0.00	0.00	0.00	0.00	0.00
87,751.39	75,241.21	6,860.00	5,663.40			DEPT EXPENSES	0.00	8,200.00	8,200.00	0.00	0.00	0.00
(87,751.39)	(75,241.21)	(6,860.00)	(5,663.40)			Library Totals:	0.00	(8,200.00)	(8,200.00)	0.00	0.00	0.00

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