



Finance & Personnel Committee
Meeting Agenda
October 28, 2021

This meeting will be conducted by telephone and online.
Connection information will be posted on the City Website –
<https://www.stanwoodwa.org>

Agenda

1. Accident Prevention Plan
2. Utility Customer Repayment Plan
3. Third Quarter 2021 Finance Report
4. Financial Management Policy Update

ZOOM MEETING INVITATION

Topic: **Finance & Personnel Committee Meeting**

Time: October 28, 2020 06:00 PM

Join the Zoom meeting with the link below

<https://us02web.zoom.us/j/81310945592?pwd=SUtKdUdYWTNtM29PNUhGUUVNbjRtUT09>

Webinar ID: 813 1094 5592

Passcode: 064214



**CITY OF STANWOOD
FINANCE & PERSONNEL COMMITTEE
STAFF REPORT**

DATE: September 23, 2021

SUBJECT: Revised Employee Accident Prevention Program (APP)

CONTACT PERSON: Pat Adams, Human Resources Manager

ATTACHMENTS: A – Draft Resolution 2021-06
B – Proposed Accident Prevention Program

PURPOSE

The purpose of this agenda item is for Finance & Personnel Committee discussion pertaining to the proposed adoption of the revised City of Stanwood Employee Accident Prevention Program (APP).

BACKGROUND

In February 2021, the City invited Labor and Industries (L&I) to conduct an on-site voluntary consultation to evaluate the safety and health of our workplace. This was a full-service consultation which consisted of a walk-around inspection by L&I personnel and a review of the City's existing written safety program.

In accordance with Chapter 296-800 WAC, every employer in Washington State is required to create a written Accident Prevention Program (APP) to address the safety and health hazards found in their workplace. L&I's evaluation of the City's safety and health program concluded the current plan did not adequately address all the potential hazards Stanwood employees encounter and several elements of the plan failed to meet the mandated provisions as outlined in WAC 296-800-14005.

The City's prior Safety Plan was adopted by Resolution 2019-03 in March 2019. The attached revised Plan has been updated and now meets all currently mandated regulatory program requirements, such as Personal Protective Equipment (PPE), Hazard Communication, Emergency Procedures and Fire Protection, Respiratory Protection, Fall Protection, Confined Space, Bloodborne Pathogens, Silica and Asbestos Awareness, Lock-out Tag-Out, etc., including related training and record keeping.

The amended safety program follows state laws and provides the foundation and structure to promote a safe and healthy working environment for Stanwood employees.

RECOMMENDATION

Staff Recommendation: That the Finance & Personnel Committee discuss the proposed Employee Accident Prevention Program (APP).

CITY OF STANWOOD
Stanwood, Washington

RESOLUTION 2021-__

**A RESOLUTION OF THE CITY OF STANWOOD, WASHINGTON,
AMENDING AND ADOPTING THE EMPLOYEE ACCIDENT
PREVENTION PROGRAM AND REPEALING RESOLUTION 2019-
03**

WHEREAS, the Stanwood City Council recognizes that it is the obligation of employers to provide a safe and healthy working environment for their employees; and

WHEREAS, the City Council further recognizes that a formal safety program assists the organization's leadership in developing and maintaining a culture of safety by providing the systems and policies needed to consistently focus both management and staff to the importance of safety and their obligations associated with it; and

WHEREAS, the City Council approved implementation of a Safety Plan for City employees in March 2019; and

WHEREAS, the benefits to an organization committed to workplace safety typically include decreased workplace injury rates, more efficient employees, less employee turnover, increased morale, and lower insurance premiums; and

WHEREAS, the improved safety of City employees leads to benefits for both the City's workforce and its citizens;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STANWOOD, WASHINGTON that the City Council hereby expresses their support of Stanwood's safety program and adopts the attached Accident Prevention Program as the guiding document for the City's safety programs and operations.

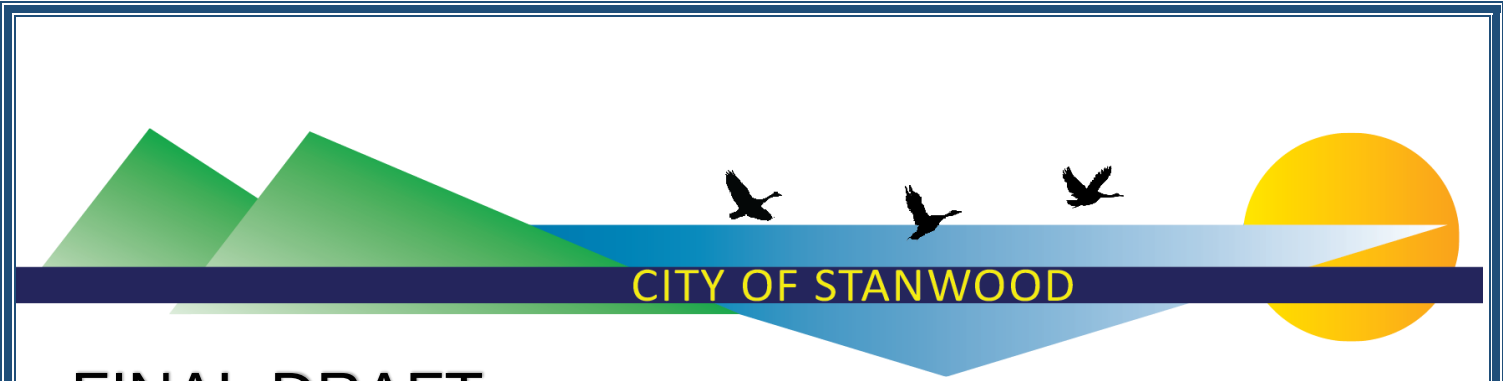
PASSED AND APPROVED by the City Council of the City of Stanwood this _____ day of _____ 2021.

CITY OF STANWOOD

By: _____
Elizabeth Callaghan, Mayor

ATTEST:

By _____
Sara Robinson, City Clerk



CITY OF STANWOOD

FINAL DRAFT

EMPLOYEE ACCIDENT PREVENTION PROGRAM



Effective Date: *September 2021*

CITY OF STANWOOD

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Commitment to Safety

The personal safety and health of each employee within the City of Stanwood is of primary importance. We are committed to protecting our employees and property from accidental loss by developing an Accident and Illness Prevention Program (APP). The City of Stanwood leadership and management will ensure the implementation of this program by dedicating time and resources to comply with all current and future safety & health codes and regulations. We want every employee to have a safe and productive work environment and return home each day free from injury.

In fulfilling this commitment, the City will provide and maintain a safe and healthy work environment. We will strive to eliminate any foreseeable hazards, which may result in personal injuries/illnesses, fires, security losses, and damage to property.

All activities will be conducted (at a minimum) in accordance with the Department of Occupational Safety and Health/Washington Industrial Safety and Health Administration (DOSH/WISHA) requirements. The City will provide adequate training, proper equipment, and develop safe work procedures and practices to assure all activities will be performed safely and efficiently.

The responsibility for implementing this policy is management's. However, the City of Stanwood expects its staff and supervisory personnel to share and champion these goals. Supervisors are responsible for the safety of their employees and as a part of their daily duties must check the workplace for unsafe conditions, observe employees for unsafe acts, and promptly respond to eliminate any hazards identified. Supervisors are trained and expected to be leaders, setting a proper example by showing dedication and support for all policies, laws, and regulations. In addition, all employees are responsible for performing their jobs in accordance with their department's safety rules and procedures.

We encourage all employees to be continually committed to our goals, to show leadership by setting good examples, and to actively participate in identifying ways to make the City of Stanwood a safer place to work.

Safety and Health Responsibilities

Management Responsibilities

All leaders should continually build and support a culture and environment that clearly demonstrates to employees that safety is a vital part of their personal and professional activities. Leaders are responsible for implementing systems and programs that uphold the City of Stanwood's safety culture and values.

City of Stanwood leadership and management assume the responsibility for the safety and health program and ensure the program remains relevant and effective in practice. Department leadership reports – or designates reporting responsibility for – all fatalities and hospitalizations within 8 hours and all amputations and enucleations (eye removal) within 24 hours to the Department of Labor and Industries (1-800-4BE SAFE).

City of Stanwood management will:

- Make certain that a citywide Safety Committee is formed and is carrying out its responsibilities as described in this program.
- Ensure that sufficient employee time, supervisor support, and funds are allocated for safety programs and priorities, safety equipment, and training.
- Evaluate supervisors each year to make sure they are sufficiently trained, accountable for their reports' safety performance, and are carrying out their responsibilities as described in this program.
- Fully investigate incidents and ensure corrective action is taken to prevent the hazardous conditions or behaviors from happening again.
- Ensure corrective action and discipline are administered consistently and fairly.
- Maintain or assign maintenance for the record of injuries and illnesses and posts the record per program guidelines.
- Set a good example by following established safety rules and attending required training.
- Work with subcontractors to ensure both their workforce, and your staff, are following the agreed-upon safety program for any worksite.
- Ensure safety performance is included in each manager's, supervisor's and worker's annual review or appraisal.
- Acknowledge and reward safe work practices and behaviors.

Supervisor Responsibilities

City of Stanwood supervisors will:

- Ensure that each of their direct reports has received an initial orientation of the City's safety program before beginning work.
- Make certain that each direct report is competent or receives training on safe operation of equipment or tasks before starting work on that equipment or project.
- Ensure that each employee receives required personal protective equipment (PPE) before starting work on a project requiring PPE.
- Do a daily walk-around safety check of the work area and promptly correct any hazards identified.
- Spend dedicated time observing employees working. Promptly provide reminders, refresher training, and/or corrective action as necessary.
- Document employee evaluations.
- Set a good example for employees by following safety rules and attending required training.
- Investigate all incidents in assigned area and report findings to management in accordance with safety program expectations.

- Engage management to update work practices or equipment that will improve employee safety.
- Enforce all safety rules.
- Acknowledge and reward safe work practices and behaviors.

Employee Responsibilities

The health and safety of each employee is a major responsibility; all employees share this obligation for themselves and those working with them. Employees must treat safety as one of their most important job responsibilities, watching for potential hazards and constantly being aware of the people and equipment around them.

To ensure a safe workplace, every employee will:

- Observe and comply with all safety signs, rules, and policies as described in this program.
- Report all on-the-job injuries promptly, following the City's reporting policy.
- Correct or report any identified unsafe conditions or equipment.
- Report all near-miss incidents to your supervisor promptly in accordance with the reporting policy.
- Incorporate safe practices into all activities.
- Attend and participate in safety meetings.
- Always use personal protective equipment (PPE) where it is required. Ensure it is in good condition and fits properly before starting job tasks.
- Not remove or attempt to defeat any safety device or safeguard provided for employee protection.
- Operate equipment safely. This includes not operating equipment where training has not been provided or where required certification has lapsed.
- Report all equipment damage or failure to your supervisor immediately and mark/tag the equipment to identify it as damaged until repairs have taken place.
- Engage management and supervisors about problems that affect your safety or working conditions.
- Make suggestions to your supervisor, safety committee representative or management about changes you believe will improve employee safety.

New Employee Orientation

The supervisor must orient new employees to on-the-job health and safety requirements, including those who are new to a location, as they relate to the job being performed. This must take place before the employee is allowed to do the work.

Components of orientation

- Total description of the City's Accident and Illness Prevention Program.
- Hazard-specific safety programs, policies and rules applicable to the job.
- Recognizing hazards of the workplace.
- Procedures on how to report hazards, near misses, and accidents.
- Proper lifting techniques and how to use available lift aids.

- Ergonomics in the office and operations.
- Use of tools, equipment, and procedures necessary to carryout work assignments safely and efficiently.
- Housekeeping procedures.
- Fire protection and emergency evacuation, including who is on the fire evacuation team and actions to take in the event of a fire alarm.
- Locations, types, and use of fire extinguishers.
- Emergency numbers.
- First Aid kit locations and training.
- Driver training.
- Purpose and techniques for use of any personal protective equipment (PPE) required on the job.

Reporting Accidents, Near Misses, and Safety Hazards

Employees are required to report any injury or work-related illness to their immediate supervisor regardless of seriousness. The employee must use an *Employee's Report of Accident* form to report injuries (see appendix).

Accident/Injury Reporting Procedures

Employees will:

- Immediately notify your supervisor of the injury or accident.
- Seek first aid or medical attention as needed.
- Complete any necessary paperwork.

Supervisors will:

- Investigate a serious injury or illness using procedures in the *Accident Investigation* section of the APP.
- Complete an *Accident Investigation Report* form within 24 hours.
- Give the *Employee's Report of Accident* and the *Accident Investigation* to the Human Resources Manager.

The Human Resources Manager will:

- Determine from the *Employee's Report of Accident* form and *Accident Investigation* report, and any L&I claim documents whether it must be recorded on the OSHA Injury and Illness Log and Summary (OSHA 300 and 300A forms).
- Enter a recordable incident onto OSHA logs within six days of the City becoming aware of it.
- If the injury is not recordable, add incident to the Minor Injury Log, which is used to record non-OSHA recordable injuries and near misses.
- Each month before the scheduled safety committee meeting, make any new injury reports and investigations available to the Safety Committee for review and discussion.

The Human Resources Manager will post a signed copy of the OSHA log summary for the previous year on the safety bulletin board each February 1 through April 30. The log will be kept on file for at least 5 years. Any employee can view an OSHA log upon request at any time during the year.

Return to Work/Time Loss Certification. The injured employee must take this form to his/her physician. (See Appendix). The form must be completed by the physician and returned to the employee's supervisor within two business days of receiving it from the physician.

In addition, if your doctor says you are unable to report for work the following day under regular status, the following form must also be completed:

Modified Work Form. The injured employee must provide the City with a copy of their Modified Work Form. The form must be completed by the physician and returned to the employees' supervisor.

Reporting Hazards

- Take immediate action to correct any unsafe condition, piece of equipment, or work practice.
- If you, or a co-worker, cannot correct the unsafe condition, report it to your supervisor.

Report to Your Supervisor

- Unsafe work practices.
- Unsafe working conditions.
- Accidents of all kinds including vehicle accidents.
- Near misses. (See Appendix for Accident and Hazard Report forms)

Accident Investigation Procedures

All accidents and near misses should be investigated. The seriousness of the accident will determine the extent of the investigation. The purpose of the investigation is to produce factual information that leads to corrective action in order to prevent further accidents from occurring.

Who Conducts the Investigation?

- Immediate supervisor
- Safety Committee
- Management

Investigation Procedures

The investigation should take place as soon as possible after the incident. Following are a list of procedures that encompass a thorough investigation report:

- Report the accident
- Arrival at the scene
- Gather information
- Preserve evidence
- Interview witnesses
- Take photos
- Draw sketches
- Find root causes
- Determine corrective actions
- Provide recommendations
- Write a report

All accident investigations should result in some kind of change or control.

Recommendations for change/control should include:

- Engineering control/changes-encompassing those actions that include physical changes to the work environment.
- Administrative control/changes-include procedural, operating or training procedures.

The Safety Committee will review accident investigation reports to ensure corrections have been made.

Accident investigations Involving Labor and Industries

Some serious accidents will require reporting to the Department of Labor and Industries. If any worker is killed or admitted for inpatient hospitalization, the City must report the accident to L&I within 8 hours. If any worker suffers an amputation or loss of an eye, the accident must be reported within 24 hours. If the City, for any reason, is not notified of the accident until after the deadline, the accident should be reported immediately.

To report accidents to L&I, call 800.423.7233; a message may be left if no one answers the phone call.

If a serious accident occurs and L&I is expected to investigate, the first priorities after caring for and protecting workers are to control and maintain the accident scene. In scenarios where hazardous equipment or environments are involved, stabilize and secure the equipment so they do not pose a danger, then secure the scene. If no hazards are posed by equipment or environment, then securing the scene is the priority.

Once an L&I compliance officer presents themselves to the location, they should always be accompanied by an authorized staff member who can monitor their progress and scope of investigation, help answer any questions, and explain the accident as understood by the City. This staff liaison will duplicate in notes and photographs the

work of the compliance officer, so the City is aware of the information gathered by the compliance officer.

Selected management member(s) will, after notifying L&I, select an employee to serve in this liaison position, and will brief them on duties of that position ahead of L&I officials' arrival. Individuals selected for this duty must be in a management or supervisory position and have adequate knowledge of the working duties and environment and the governing safety policies and expectations.

Accident Investigation Training

Staff who will undertake accident investigations must receive training on the purpose, expected work product, and recommended methods of accident investigations. Staff who conduct investigations will receive training select frequency of training. Selected staff will ensure training is completed for those eligible to conduct investigations and will remove staff who do not receive training from the list of eligible investigators.

Safety Committee

The purpose of the City of Stanwood's Safety Committee is to assist and supplement management's efforts to provide a safe and healthy workplace for its employees. The safety committee provides the structure and space for employees to become involved and participate in providing a safe workplace and affect the environment where they work.

Duties and Responsibilities

The safety committee will have core duties that assist the City of Stanwood in creating a safe work environment. The safety committee will have opportunities to provide services outside these main duties (e.g. education campaigns) with the approval of management.

The Committee will:

- Evaluate accident investigations conducted since the last meeting to determine if the cause of the unsafe act or unsafe condition involved was properly identified and corrected.
- Conduct self-inspections of the facility: Members of the safety committee inspect work areas to discover unsafe practices or conditions.
- Review safety and health inspection reports to assist in correction of identified unsafe condition or practices.
- Evaluate the accident and illness prevention program with a discussion of recommendations for improvement.
- Provide to management recommendations on safety needs and considerations.

In no instance shall the Safety Committee be asked to manage the City of Stanwood's safety program or provide oversight of it. The Safety Committee will not be tasked with the enforcement of safety rules; management and enforcement will solely be the job of management.

Safety Committee Organization

Committee members serve one-year terms. There are no limits to the number of consecutive terms a member can serve on the committee.

The number of management personnel on the committee will not exceed the number of employees selected by their workgroups.

The City of Stanwood will appoint a management liaison. The purpose of this position is to allow direct communication with the executive officer of the City. The employee in this position should be management level and sit on the committee.

Committee members represent each work area or facility of the City. All department or facilities will provide at least one member of staff for the safety committee and ensure that employee makes themselves available for safety committee meetings and duties.

Committee Meetings

The safety committee will meet on a monthly basis. An agenda will be created and made available for committee members five days ahead of the committee meeting to allow for review and preparation. Meeting minutes will be taken and then made available to member before the next meeting for review and amendment if necessary.

Meetings may last beyond the one-hour limit only by majority vote of the committee.

Committee positions

Chair – elected annually by the committee and shall:

- Start and end meetings on time
- Summarize discussion and call for votes
- Make certain that minutes are kept
- Ensure that agendas are provided to the committee five days prior to the meeting

Vice Chair – elected annually by the committee and shall in the Chair's absence:

- Start and end meetings on time
- Summarize discussion and call for votes
- Make certain that minutes are kept
- Ensure that agendas are provided to the committee five days prior to the meeting

Secretary – elected annually by the committee and shall:

- Prepare agendas and distribute to committee members at least five days prior to the meeting
- Prepare minutes of the meeting and distribute to committee members
- Assist the chair as requested

Terms

The term of all employee members shall be one year. Committee position selections will occur each December, with the Chair and Vice Chair elected annually during the first meeting in January. Should a vacancy occur, a new member shall be elected prior to the next scheduled meeting and shall hold that seat until December.

Committee Member Responsibilities

Each member has the responsibility to:

- Attend committee meetings
- Participate and engages with topics
- Report for fellow employees on various hazards or unsafe work practices
- Report to employees the safety efforts of the City of Stanwood
- Assist with educational campaigns around safety
- Review recent incidents and accidents, and provide recommendations for improvements
- Report on special assignments
- Report on inspections undertaken at committee's request

It is understood that a thriving safety committee cannot function only within the hour of the committee meeting. To allow for optimal committee efficiency, the City will allow committee members to work on committee duties during their regular work hours.

For larger projects that will take considerable time, committee members must coordinate with their supervisors or managers to determine how this work can be scheduled with minimal interference to core job duties.

First Aid

The City of Stanwood has determined that first aid services are consistently available from the North County Regional Fire Authority, 28407 Pioneer Hwy, Stanwood, WA 98292. Based on this availability, the City of Stanwood does not obligate any employees to provide first-aid services to co-workers as part of their job duties. Employees who are certified may still choose to provide first aid on a voluntary basis until medical services arrive and is done on a "Good Samaritan" basis. Volunteers will not undertake work that exceeds their level of skill or certification.

The City of Stanwood will provide first-aid training for those who are interested. This will allow staff to render such services if they are comfortable. All supervisors at fixed facility sites shall be required to hold first-aid and CPR certification; this requirement does not obligate providing services.

First Aid Procedures Following Accidents

As first aid services will be provided by an outside source, the priority must be contacting emergency services to call for help. If you or a co-worker is involved in an accident, you must:

- Ensure no further damage to yourself and/or the injured person

- Get first aid or medical assistance (dial 9-1-1)
- Transport the injured individual to the nearest medical services center (only if necessary)
- Report the incident immediately to your supervisor

If involved in a situation involving blood:

- Avoid skin contact with blood/OPIM (other potential infectious materials) by letting the victim help as much as possible. Use gloves provided in first aid kits.
- Remove clothing with blood on it after rendering help. Secure the clothing per instructions in bloodborne pathogen control plan.
- Wash thoroughly with soap and water to remove blood.
- Report such first aid incident exposures to blood/OPIM to supervisor.

First Aid Kits

The City will ensure that first aid kits will be readily available for all employees. These kits will be easily accessible and clearly marked, with identifying signs indicating positions within facilities. First aid kits will be housed in containers that protect supplies from damage, deterioration, and contamination. First aid kits will be portable to enable moving them to the location of injured individuals; if kits are mounted, they shall be affixed in a way where they are easily disconnected and moved.

First aid kits will be unique to the facilities and exposures of work duties. Each department manager will be accountable for ensuring first aid kits provide adequate supplies for any unique hazard particular to the facilities or duties of their employees. It is also the duty of department managers to ensure that first aid kits continue to reflect the hazards of the facility and are updated as necessary based on changes in work duties, environments, or equipment.

First Aid Kit Stocking

To ensure expected supplies are in first aid kits when the need arises, kits should be regularly inventoried and re-stocked. All first aid kits within the City will be inventoried and re-stocked annually, or as needed. This work will be done by Alpine Fire & Safety (vendor).

All expired or out-of-date equipment or medicine should be removed from kits and disposed of properly and in a way that ensures others will not attempt to use the expired supplies.

First Aid Kit Locations

First aid kits are available at the following locations:

- City Hall, 10220 270th Street NW
- City Shop, 26729 98th Avenue NW
- WWTP Operations Building, 26729 98th Avenue NW
- Police Department, 8727 271st Street NW

It is the department manager's responsibility to update this list when first aid kits are moved or retired from service so that the inventory remains accurate.

Emergency Washing Facilities

Certain hazardous chemicals or other exposures may require the availability of emergency washing facilities, including showers and eye wash stations. The City of Stanwood's departments have reviewed the Safety Data Sheets (SDS) for all inventoried chemicals and considered all other hazards requiring washing facilities; based on this review, the following facilities are required to house these stations.

Emergency shower locations:

- City Shop, 26729 98th Avenue NW
- WWTP Operations Building, 26729 98th Avenue NW

Emergency eye wash stations:

- WWTP Operations Building (Lab), 26729 98th Avenue NW

Emergency Preparedness

In case of fire

An evacuation map for the building is posted at all City offices near the primary entrance. It shows the location of exits and where to assemble outside. A fire evacuation drill will be conducted once a year during the first week of April. All fire extinguishers will be serviced on a yearly basis. This includes examining for pitting, cracks and corrosion.

If you discover a fire

Call 911 and inform a supervisor.

If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher

If the fire grows or there is thick smoke, do not continue to fight the fire.

Tell other employees in the area to evacuate.

Go to the designated assembly point outside the building.

If you are a Supervisor notified of a fire in your area

Tell your employees to evacuate to the designated assembly location. Check that all employees have been evacuated from your area.

Verify that 911 has been called.

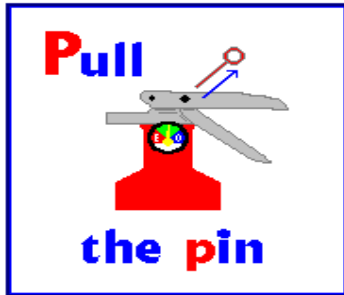
Determine if the fire has been extinguished. If the fire has grown or there is thick smoke, evacuate any employees trying to fight the fire.

Tell supervisors in other areas to evacuate the building.

Go to the designated assembly point and check that all your employees are accounted for. If an employee is missing, do not re-enter the building! Notify the responding fire personnel that an employee is missing and may be in the building.

Training and Education: Annually, the City is required to provide fire extinguishers training and education. It will be provided for the familiarization and general use principals of extinguisher operation and their capabilities.

It's easy to remember how to use a fire extinguisher if you can remember the acronym **PASS**, which stands for Pull, Aim, Squeeze, and Sweep.



Pull the pin.

This will allow you to discharge the extinguisher.



Aim at the base of the fire.

If you aim at the flames (which is frequently the temptation), the extinguishing agent will fly right through and do no good. You want to hit the fuel.



Squeeze the top handle or lever.

This depresses a button that releases the pressurized extinguishing agent in the extinguisher.



Sweep from side to side until the fire is completely out.

Start using the extinguisher from a safe distance away, then move forward. Once the fire is out, keep an eye on the area in case it re-ignites.

In case of earthquake

The west coast of the United States is subject to earthquakes. There will be no advance warning. The shock will be your only warning. An earthquake drill will be conducted each year during the first week of September. In the event of an earthquake:

If you are inside a building:

- Drop under a desk or table, cover your head and hold on. Stay away from windows, heavy cabinets, bookcases or glass dividers.
- When the shaking stops, the Building Official or their designee(s) are to check for damage and available evacuation routes then begin an evacuation of their area to the designated assembly location.
- Evacuation should proceed as quickly as possible since there may be aftershocks.
- Offer assistance to people who need help (elderly, mobility impaired, etc.)
- Supervisors must account for each employee in their work group as quickly as possible.
- First Aid certified employees should check for injuries and help evacuate injured employees. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
- If a gas odor is in the building, tell a supervisor to turn off the gas at the main. Open windows.
- Supervisors and First Aid employees must not re-enter the building once evacuation is complete.
- Do not approach or touch downed power lines or objects touched by downed power lines.
- Do not use the phone except for emergency use.
- Turn on a radio and listen for public safety instructions.

If you are outside:

Stand away from buildings, trees, telephone and electric lines.

If you are on the road:

Drive away from underpasses/overpasses. Stop in a safe area. Stay in the vehicle.

Safety Bulletin Board

In all City facilities where employees congregate, a safety bulletin board will be provided to assist in transmitting important and statutorily required safety information to staff. The bulletin board and its presentation of current and appropriate materials is the responsibility of each department manager. Department managers may choose to assign duties related to the board to staff, but they may not delegate responsibility.

Bulletin board contents

Safety bulletin boards should provide the following information:

- All safety-related information required by local, state and federal agencies
- OSHA 300A form (summary of injury and illness log) [February 1 – April 30]
- Safety committee meeting minutes
- Instructions on reporting accidents and near-misses or observed hazards
- L&I workers' compensation information poster
- Equal Employee Opportunity Rights- ADA Americans with Disability Act

Personal Protective Equipment

Hazard Assessment

Personal Protective Equipment (PPE) is an item or items used to protect the eyes, face, head, body, arms, hands, legs, and feet such as goggles, helmets, head covers, gloves, rubber slickers, disposable coveralls, safety shoes, protective shields, and barriers.

In order to comply with all occupational safety and health standards, rules, and regulations required by the Department of Occupational Safety and Health Act (DOSH) and Washington Industrial Safety and Health Act (WISHA), a Hazard Assessment was conducted of all job tasks according to WAC 296-800-16005.

PPE alone should not be relied on to provide protection for our employees. PPE should be used after all other reasonable means of reducing hazards have been carried out.

The City of Stanwood has identified hazards in the workplace and we have taken the following steps to minimize/eliminate those hazards:

- Considered other ways to get hazardous jobs done.
- Reduced hazardous materials or processes.
- Applied engineering controls to reduce or eliminate hazards.

The purpose of conducting a Hazard Assessment was to identify the sources of hazards or potential hazards that are present or associated with each particular work group in the City's work environment.

The **Hazard Assessment** was conducted in the following manner:

1. A walk-through survey of all work group areas was conducted at the City of Stanwood. Sources of hazards to workers and co-workers were identified and documented according to Core Rules 296-800-16005.
2. Data was organized and reviewed by management and the Safety Committee following the job hazard assessments in order to analyze hazards in the environment and enable proper selection of protective equipment.
3. After gathering and organizing the data, an estimate of the potential for injuries was made. Each basic hazard was reviewed and a determination made as to the type, level of risk, and seriousness of potential injury from each hazard found.

Personal Protective Equipment General Guidance

Personal Protective Equipment (PPE) protects employees and helps in controlling

exposure to the risks of injury against workplace hazards. When the eyes, face, hands, extremities, or other parts of the body are exposed to workplace hazards that cannot be controlled by other means, then PPE must be worn. PPE is the last line of defense and is not a substitute for engineering or administrative controls, or good work practices, but should be used in conjunction with those controls. Remember, using PPE does not eliminate the hazard, and if the PPE fails or is used improperly, exposure to the hazard may occur.

Responsibilities

Supervisor/ Lead Worker:

- Ensure that the required personal protective equipment is made available to, maintained properly and worn by the employee.

Employees:

- Responsible for wearing and/or using all safety equipment provided for its intended purpose.
- Following all safety policies and instructions.

Equipment and Usage

Hard Hats and/or Head Protection

- Shall be worn performing construction, repair or inspection work.
- Construction sites where cranes, backhoes, scaffolding are present and whenever overhead hazards exist.
- Trenches and hazardous confined spaces.
- Wherever the Supervisor, Lead Worker, Safety Representative or their designee determines that a hazard exists.
- Hair netting and/or other such protection shall be worn by an employee who has hair long enough to present a hazard while working around machinery.

Reflective Clothing

Approved reflective and protective clothing will be required when:

- Employees are working within Public right-of-way or are exposed to vehicular traffic.
- Employees conducting maintenance or other operations during evening and night hours.
- Whenever the Supervisor, Lead Worker, Safety Representative or their designee determines that visibility danger is present.

Note: All flaggers shall have a flagging card issued by the proper authority. All flaggers will wear a hard hat, reflectorized outer garment and carry an approved sounding device such as a whistle or air horn. During emergency situations, Police personnel are exempt when involved for traffic control. (It is recommended a reflectorized vest or coat should be used.)

Eye and Face Protection

Eye and face protectors shall be provided and worn where machines or operations present the hazards of:

- Flying Objects
- Glare
- Liquids
- Injurious Radiation
- Or a combination of these hazards.

Respiratory Protection

Respirators shall be provided when such equipment is necessary to protect the health of the employee. The employee shall use the provided respiratory protection in accordance with the instructions and training received as outlined in the City's Respiratory Protection Program for Voluntary Use of Respirators.

Full Body Harness and Lifelines

- Where workers are employed above the floor, water surface, or the ground and it is impractical to provide temporary floors, staging, ladders, or scaffolds, safety belts, lifelines or life nets shall be provided and used by employees.
- No employee shall enter a sewer, sewer flue, storm sewer duct, waterline, tunnel or other similar places without first notifying his supervisor. He shall wear a full body harness with a lifeline attached, when conditions require it.
- The line shall be held by a fellow worker stationed at the opening which he enters. In such cases, signals shall be agreed upon and responded to immediately.
- Employees working over or on water, where a danger of drowning exists, shall wear a U.S. Coast Guard approved lifesaving device.

Shirts or Protective Clothing

- Shirts or approved clothing shall be worn by all employees. No employee at any time shall work without some type of protective clothing above the waist.
- Safety Chaps: Shall be worn by operator anytime a chain saw is in use.

Safety Shoes and Boots

When provided by the City, safety shoes or boots shall be worn.

Hearing Protection

Shall be worn when the noise level reaches: 85 dBA

Responsibility

It shall be the responsibility of the Supervisor, Lead Worker and Safety Representative or their designee to ensure that the required personal protective equipment is made available to, maintained properly by the employee and that all safety precautions are in use on all job sites according to the procedures set forth in this policy. Employees shall also be responsible for wearing and/or using all safety equipment provided for its intended purpose, and for following all safety policies and instructions.

Disciplinary Action

The City of Stanwood is concerned about the safety of each employee and their fellow crew members on the job site. Therefore, each employee shall be made aware of this policy and supplied with the necessary protective equipment by their department supervisor.

Any Supervisor, Lead Worker, Safety Representative or their designee that does not enforce, or any employee not following the conditions of this policy could face disciplinary action up to and including termination.

Personal Protective Equipment Hazard Assessment

Written Certification

The Hazard Assessment was conducted for the City of Stanwood by department staff and reviewed by supervisors.

Personal Protective Equipment Required

Department: Public Works

1. Using Air Lance for Crack Sealing

Safety Glasses	Goggles	Gloves	Face Shield	Ear Plugs	Foot Protection	Hard Hat	Protective Clothing	Respiratory
X	X	X		X	X		*X	

*Reflective clothing

2. Sidewalk Grinder/Concrete

Safety Glasses	Goggles	Gloves	Face Shield	Ear Plugs	Foot Protection	Hard Hat	Protective Clothing	Respiratory
X		X		X	X	X		*X

*Dust mask. See Respiratory Protection Program.

3. Propane Torch

Safety Glasses	Goggles	Gloves	Face Shield	Ear Plugs	Foot Protection	Hard Hat	Protective Clothing	Respiratory
X		X		X	X			

4. Gas-powered Blower

Safety Glasses	Goggles	Gloves	Face Shield	Ear Plugs	Foot Protection	Hard Hat	Protective Clothing	Respiratory
X		*X		X	X			**X

*Gloves optional

**Dust mask optional. See Respiratory Protection Program.

5. Weed Eater

Safety Glasses	Goggles	Gloves	Face Shield	Ear Plugs	Foot Protection	Hard Hat	Protective Clothing	Respiratory
X		*X	*X	X	X	*X	X	

*Optional

6. Cut off Saw

Safety Glasses	Goggles	Gloves	Face Shield	Ear Plugs	Foot Protection	Hard Hat	Protective Clothing	Respiratory
X		*X		X	X	*X		*X

*Optional

7. Jack Hammer

Safety Glasses	Goggles	Gloves	Face Shield	Ear Plugs	Foot Protection	Hard Hat	Protective Clothing	Respiratory
X				X	X			

8. Flagging

Safety Glasses	Goggles	Gloves	Face Shield	Ear Plugs	Foot Protection	Hard Hat	Protective Clothing	Respiratory
					X	X	X	

9. Vector Truck Operations

Safety Glasses	Goggles	Gloves	Face Shield	Ear Plugs	Foot Protection	Hard Hat	Protective Clothing	Respiratory
X		X		X	X	X	X	

* Rubber gloves / Work Gloves

10. Confined Space

Safety Glasses	Goggles	Gloves	Gas Monitor	Ear Plugs	Foot Protection	Hard Hat	Protective Clothing	Respiratory
X		*X	X	X	X	X	X	**X
X	X	X	X		X			
Tri-Pod	Winch	Safety Harness	Blower	Fall Protection				

* Rubber gloves

** See Respiratory Protection Program.

11. Lift Station Repairs

Safety Glasses	Goggles	Gloves	Face Shield	Ear Plugs	Foot Protection	Hard Hat	Protective Clothing	Respiratory
X		*X			X		X	

* Rubber gloves / Work Gloves

12. Trench Work

Safety Glasses	Goggles	Gloves	Face Shield	Ear Plugs	Foot Protection	Hard Hat	Protective Clothing	Trench Box
X		*X			X	X	X	**X

* Rubber gloves / Work Gloves

** If trench is over 4 feet deep

13. Mowing (walk behind/riding)

Safety Glasses	Goggles	Gloves	Face Shield	Ear Plugs	Foot Protection	Hard Hat	Protective Clothing	Respiratory
X				X	X			

14. Washing Headworks

Safety Glasses	Goggles	Gloves	Face Shield	Ear Plugs	Foot Protection	Hard Hat	Protective Clothing	Respiratory

X		X			X			*X
---	--	---	--	--	---	--	--	----

*Optional. See Respiratory Protection Program.

15. Working with Concentrated Acids in the Lab

Safety Glasses	Goggles	Gloves	Face Shield	Ear Plugs	Foot Protection	Hard Hat	Protective Clothing	Respiratory
X		*X	X		X		**X	***X

* Chemical gloves

**Protect any exposed skin (bare arms); chemical apron

***See Respiratory Protection Program

16. Cleaning the Decant Chamber

Safety Glasses	Goggles	Gloves	Face Shield	Ear Plugs	Foot Protection	Hard Hat	Protective Clothing	Respiratory
X		X			X			*X

*Optional. See Respiratory Protection Program.

17. Cleaning Aerators

Safety Glasses	Goggles	Gloves	Face Shield	Ear Plugs	Foot Protection	Hard Hat	Protective Clothing	Respiratory
X		*X					**X	

*Shoulder length gloves

*See Watercraft Policy

18. Sample Collection

Safety Glasses	Goggles	Gloves	Face Shield	Ear Plugs	Foot Protection	Hard Hat	Protective Clothing	Respiratory
X		*X			X			

* Rubber gloves

19. Sludge Depths

Safety Glasses	Goggles	Gloves	Face Shield	Ear Plugs	Foot Protection	Hard Hat	Protective Clothing	Other
X		*X			X		Rain gear	**X

*Shoulder length gloves

**See Boater Safety Regulations

20. Polymer Tank Filling

Safety Glasses	Goggles	Gloves	Face Shield	Ear Plugs	Foot Protection	Hard Hat	Protective Clothing	Respiratory
	X	X						

21. Lab Work – Reagents

Safety Glasses	Goggles	Gloves	Face Shield	Ear Plugs	Foot Protection	Hard Hat	Protective Clothing	Respiratory
X		X						*X

*Optional. See Respiratory Protection Program.

22. Fire Hydrant Replacement

Safety Glasses	Goggles	Gloves	Face Shield	Ear Plugs	Foot Protection	Hard Hat	Protective Clothing	Respiratory
X					X	X	X	

23. Water Main Break Repair

Safety Glasses	Goggles	Gloves	Face Shield	Ear Plugs	Foot Protection	Hard Hat	Protective Clothing	Other
X				X	X	X	X	*X

*Trench Box

24. Water Meter Replacement

Safety Glasses	Goggles	Gloves	Face Shield	Ear Plugs	Foot Protection	Hard Hat	Protective Clothing	Respiratory
					X			

25. Fire Hydrant / Water Main Flushing

Safety Glasses	Goggles	Gloves	Face Shield	Ear Plugs	Foot Protection	Hard Hat	Protective Clothing	Respiratory
X					X	X	X	

26. Mowing (walk behind/riding)

Safety Glasses	Goggles	Gloves	Face Shield	Ear Plugs	Foot Protection	Hard Hat	Protective Clothing	Respiratory
X				X	X			

27. Brush Mowing

Safety Glasses	Goggles	Gloves	Face Shield	Ear Plugs	Foot Protection	Hard Hat	Protective Clothing	Respiratory
X					X	X	X	

28. Spraying Chemicals (Pesticides/Herbicides)

Safety Glasses	Goggles	Gloves	Face Shield	Ear Plugs	Foot Protection	Hard Hat	Protective Clothing	Respiratory
	X	X			X			½ Mask

29. Cleaning Bathrooms/Parks

Safety Glasses	Goggles	Gloves	Face Shield	Ear Plugs	Foot Protection	Hard Hat	Protective Clothing	Respiratory
X		X						

30. Pressure Washing

Safety Glasses	Goggles	Gloves	Face Shield	Ear Plugs	Foot Protection	Hard Hat	Protective Clothing	Respiratory
X				X	X			

31. Electrical Work

Safety Glasses	Goggles	Gloves	Face Shield	Ear Plugs	Foot Protection	Hard Hat	Protective Clothing	Respiratory
X								

32. Open Cab Driving (Tractors)

Safety Glasses	Goggles	Gloves	Face Shield	Ear Plugs	Foot Protection	Hard Hat	Protective Clothing	Respiratory
X		*X		X	X			

*Optional

33. Removing hypodermic needles in Parks

Safety Glasses	Goggles	Gloves	Face Shield	Ear Plugs	Foot Protection	Hard Hat	Protective Clothing	Respiratory
		*X			X			

*Needle Resistant Rubber Gloves

*See Personal Protective Equipment – General Guidance for appropriate PPE use guidance.

Hazardous Chemical Communication Program

Each City employee will be informed about the chemicals which they may be exposed to, the hazards associated with those chemicals, and the precautions that are necessary to avoid and control the hazards while in the performance of their job duties. The City of Stanwood is committed to the prevention of exposures that result in injury and/or illness and to compliance with all applicable state health and safety rules. To make sure that all affected employees know the dangers of all hazardous chemicals they may encounter or be exposed to in the fulfillment of their duties, the following hazardous chemical communication program has been established.

All City employees will participate in the Hazard Communication Program. This written program is available electronically on the City's Shared Drive for review by any interested employee.

Container labeling

The Department Manager or designee is responsible for container labeling procedures, including the review and updating of procedures and labels as needed. The responsible party must verify that all containers received for use will have the following required label elements, in accordance with WAC 296-901-14012(1):

- A. Product identifier;
- B. Signal word;
- C. Hazard statement(s);
- D. Pictogram(s);
- E. Precautionary statement(s); and
- F. Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party.

With the inclusion of the Globally Harmonized System (GHS) standard in updated safety rules, label elements have become more standardized. Labels from vendors and manufacturers will be similar in both content and appearance. Any labels produced for use by the City of Stanwood will follow the requirements set forth in WAC 296-901-14012.

In instances where chemicals are moved from the properly labeled container they were shipped in and not used immediately, labels shall be affixed to the new container. These labels must contain at a minimum, the elements identified as (a) through (d) in the list above.

As allowed by WAC 296-901-14012(8), portable containers filled with hazardous chemicals that are used immediately by the employee performing the transfer, do not need to be labeled. However, if the chemical is left in the container after use or if the original employee cedes possession of the container, it must be labeled according to the City policy outlined above.

It is imperative that employees exposed to hazardous chemicals understand the warnings that GHS labeling provide them. To assist in this understanding, an interpretation of required labeling elements is here provided:

Product identifier: the name or number used on a label. It provides a unique means by which the user can identify the chemical. The product identifier used must permit cross-references to be made among the list of hazardous chemicals required in the written hazard communication program, the label and the SDS.

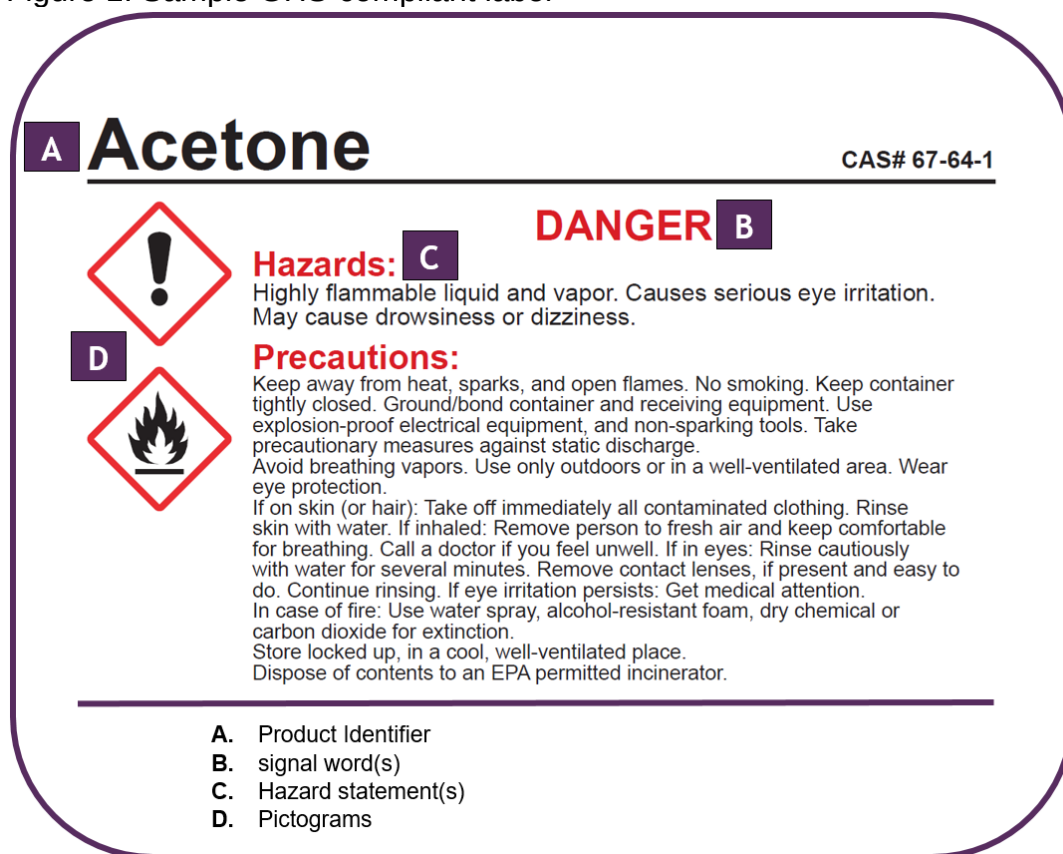
Signal word: a word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used in this section are “danger” and “warning.” “Danger” is used for the more severe hazards, while “warning” is used for the less severe.

Hazard statement: a statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical including, where appropriate, the degree of hazard.

Pictogram: a composition that may include a symbol plus other graphic elements, such as a border, background pattern, or color, that is intended to convey specific information about the hazards of a chemical. Eight pictograms are designated under this standard for application to a hazard category.

Precautionary statement: a phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling.

Figure 1. Sample GHS-compliant label



Safety Data Sheets

The Public Works Supervisor(s) or their designee are responsible to establish and monitor the City's SDS program. This person will make sure procedures are developed to obtain the necessary SDSs and will review incoming SDSs for new or significant health and safety information. If this new information necessitates additional training for exposed employees, they will notify the Human Resources Manager so necessary training may be provided. This person will see that any new information is passed on to affected employees.

SDS binders are available at all locations within the City where employees work with hazardous chemicals. SDS books are located at the following locations:

- City Hall, 10220 270th Street NW
- City Shop, 26729 98th Avenue NW
- WWTP Operations Building, 26729 98th Avenue NW
- Police Department, 8727 271st Street NW

SDSs will be available to all employees during each work shift. If an SDS is not available, or a new chemical in use does not have an SDS, immediately contact the Public Works Supervisor. The Public Works Supervisor is also responsible for ensuring all SDS books contain the correct SDSs for the assigned facility. At least once a year,

each SDS book should be reviewed against inventory records to ensure the needed SDSs are included in the book; old and retired SDSs and MSDSs may be removed from the books at facilities but should be kept by the City for 30 years in accordance with retention rules (WAC 296-800-18005).

Employee Information and Training

The Public Works Supervisor is responsible for the hazard communication training program. Both current and new employees of the City will attend all necessary and required training courses and will receive information on the following through this training:

- An overview of the requirements contained in the GHS and Hazard Communication Standard.
- Hazardous chemicals present at the employee's work area.
- Physical and health risks of the hazardous chemicals they are exposed to.
- The symptoms of overexposure.
- How to determine the presence or release of hazardous chemicals in the employee's work area.
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and personal protective equipment.
- Steps the City has taken to reduce or prevent exposure to hazardous chemicals.
- Procedures to follow if employees are overexposed to hazardous chemicals.
- How to read labels and SDSs in order to obtain hazard information.
- Location of the SDS books and written Hazard Communication Program.

The Human Resources Manager will be responsible for keeping training records, including who attended what training and the subject of the trainings.

Before introducing a new chemical hazard in any department, each employee in that department or work area will be given information and training as outlined above on the new chemical. Refresher training will be provided to both individuals and groups as needed at the discretion of the employer.

Much of the training material needed to cover the topics identified above may be obtained in the SDSs kept by the City, as illustrated in Figures 2 and 3. Information on exposure controls and signs of over-exposure are given within the SDS for each chemical. Trainers shall review SDSs of chemicals being trained on to collect appropriate information for training sessions.

Figure 2. SDS for Acetone, Section 8. Information on how to prevent or reduce exposure.

SECTION 8: Exposure controls/personal protection

8.2. Exposure controls

Appropriate engineering controls	: Emergency eye wash fountains and safety showers should be available in the immediate vicinity of any potential exposure.
Materials for protective clothing	: GIVE EXCELLENT RESISTANCE: No data available. GIVE GOOD RESISTANCE: butyl rubber, tetrafluoroethylene. GIVE LESS RESISTANCE: chlorosulfonated polyethylene, natural rubber, neoprene, polyurethane, PVA, styrene-butadiene rubber. GIVE POOR RESISTANCE: nitrile rubber, polyethylene, PVC, viton, nitrile rubber/PVC.
Hand protection	: Gloves.
Eye protection	: Protective goggles.
Skin and body protection	: Head/neck protection. Protective clothing.
Respiratory protection	: Wear gas mask with filter type A if conc. in air > exposure limit.
Other information	: Do not eat, drink or smoke during use.

Figure 3. SDS for Acetone, Section 11. Symptoms of overexposure.

SECTION 11: Toxicological information

11.1. Information on toxicological effects

Symptoms/injuries after inhalation	: EXPOSURE TO HIGH CONCENTRATIONS: Feeling of weakness. Irritation of the respiratory tract. Nausea. Vomiting. Headache. Central nervous system depression. Dizziness. Narcosis. Excited/restless. Drunkenness. Disturbed motor response. Respiratory difficulties. Disturbances of consciousness.
Symptoms/injuries after skin contact	: ON CONTINUOUS EXPOSURE/CONTACT: Dry skin. Cracking of the skin.
Symptoms/injuries after eye contact	: Irritation of the eye tissue.
Symptoms/injuries after ingestion	: Dry/sore throat. Risk of aspiration pneumonia. Symptoms similar to those listed under inhalation. AFTER ABSORPTION OF HIGH QUANTITIES: Irritation of the gastric/intestinal mucosa. Change in the haemogramme/blood composition. Change in urine output. Affection of the renal tissue. Enlargement/affection of the liver.

Hazardous Non-Routine Tasks

Periodically, employees are required to perform hazardous non-routine tasks. (Some examples of non-routine tasks are confined space entry and tank cleaning. Prior to starting work on such projects, each affected employee will be given information by the supervisor/lead about the hazardous chemicals they may encounter during these activities.

It is also the responsibility of the Public Works Supervisor to identify and obtain SDSs for the chemicals the contractor is bringing into the workplace. If there are any chemicals that your employees are not familiar with and have been trained on, the City shall provide necessary training for its affected employees on the new chemical exposures.

Inventory of Hazardous Chemicals

The following is a list of all known hazardous chemicals used by our employees. Further information on each chemical may be obtained by reviewing the SDSs located at:

- City Hall, 10220 270th Street NW
- City Shop, 26729 98th Avenue NW
- WWTP Operations Building, 26729 98th Avenue NW
- Police Department, 8727 271st Street NW

A list of all known Hazardous Chemicals used by the City of Stanwood employees on any particular job is available in the front of the Safety Data Sheets Books.

The master inventory list for the City is kept and maintained by the Public Works Supervisors. The City's inventory list shall be reviewed no less than one time per year. During this review, the Public Works Supervisors will ensure that inventory records match the SDSs on file in the facility SDS books. If chemicals have been retired or SDSs are missing, the Public Works Supervisors shall correct the records, ensuring they reflect the actual inventory held by the City. This review shall also verify that the product name and additional information kept in inventory records matches the information on the SDSs.

Respirable Crystalline Silica Awareness Program

This Respirable Crystalline Silica Program was developed to prevent employee exposure to hazardous levels of respirable crystalline silica that could result through construction activities or nearby construction activities occurring on worksites. Respirable crystalline silica exposure at hazardous levels can lead to lung cancer, silicosis, chronic obstructive pulmonary disease, and kidney disease.

Scope

All work involving chipping, cutting, drilling, grinding, or similar activities on materials containing crystalline silica can lead to the release of respirable-sized particles of crystalline silica (i.e. respirable crystalline silica). Crystalline silica is a basic component of soil, sand, granite and many other minerals. Quartz is the most common form of crystalline silica. Many materials found on construction sites include crystalline silica; including but not limited to – cement, concrete, asphalt, pre-formed structures (inlets, pipe, etc.) and others. Consequently, the City has developed this program to address and control these potential exposures to prevent our employees from experiencing the effects of occupational illnesses related to respirable crystalline silica exposure.

This program applies to all employees who have the potential to be exposed to respirable crystalline silica when covered by the WISHA Standard. The standard applies to all occupational exposures to respirable crystalline silica in construction work, except where employee exposure will remain below 25 micrograms of silica per cubic meter of air ($25 \mu\text{g}/\text{m}^3$) as an 8-hour time-weighted average (TWA) under any foreseeable conditions.

Exposure control methods

The majority of exposures Stanwood employees will have are covered in "Table 1" of the respirable crystalline silica rules. This resource identifies the equipment and tasks that create the majority of silica dust exposures that need controlling. When the work being undertaken by employees of the City are indistinguishable from the task identified in Table 1, the City must fully and properly implement the engineering controls, work practices, and respiratory protection specified for the task in the table.

The task(s) being performed by Stanwood staff are:

Construction task or equipment operation		Engineering and work practice control methods	Required respiratory protection	
			≤ 4 hours/shift	>4 hours/shift
1	Stationary masonry saws	• Use saw equipped with integrated water delivery system that continuously feeds water to the blade. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
2a	Handheld power saws (any blade diameter) when used outdoors	• Use saw equipped with integrated water delivery system that continuously feeds water to the blade. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	N95 (or greater efficiency) filtering facepiece or half mask
2b	Handheld power saws (any blade diameter) when used indoors or in an enclosed area	• Use saw equipped with integrated water delivery system that continuously feeds water to the blade. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	N95 (or greater efficiency) filtering facepiece or half mask	N95 (or greater efficiency) filtering facepiece or half mask
3	Handheld power saws for cutting fiber-cement board (with blade diameter of 8 inches or less) for tasks performed outdoors only	• Use saw equipped with commercially available dust collection system. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. • Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency.	None	None
4a	Walk-behind saws when used outdoors	• Use saw equipped with integrated water delivery	None	None

Construction task or equipment operation		Engineering and work practice control methods	Required respiratory protection	
			≤ 4 hours/shift	>4 hours/shift
		system that continuously feeds water to the blade. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.		
4b	Walk-behind saws when used indoors or in an enclosed area	• Use saw equipped with integrated water delivery system that continuously feeds water to the blade. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	N95 (or greater efficiency) filtering facepiece or half mask	N95 (or greater efficiency) filtering facepiece or half mask
5	Drivable saws for tasks performed outdoors only	• Use saw equipped with integrated water delivery system that continuously feeds water to the blade. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
6	Rig-mounted core saws or drills	• Use tool equipped with integrated water delivery system that supplies water to cutting surface. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
7	Handheld and stand-mounted drills (including impact and rotary hammer drills)	• Use drill equipped with commercially available shroud or cowl with dust collection system. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. • Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter	None	None

Construction task or equipment operation		Engineering and work practice control methods	Required respiratory protection	
			≤ 4 hours/shift	>4 hours/shift
		with 99% or greater efficiency and a filter-cleaning mechanism. • Use a HEPA-filtered vacuum when cleaning holes.		
8	Dowel drilling rigs for concrete for tasks performed outdoors only	• Use shroud around drill bit with a dust collection system. • Dust collector must have a filter with 99% or greater efficiency and a filter cleaning mechanism. • Use a HEPA-filtered vacuum when cleaning holes.	N95 (or greater efficiency) filtering facepiece or half mask	N95 (or greater efficiency) filtering facepiece or half mask
9a	Vehicle-mounted drilling rigs for rock and concrete	• Use dust collection system with close capture hood or shroud around drill bit with a low-flow water spray to wet the dust at the discharge point from the dust collector.	None	None
9b	Vehicle-mounted drilling rigs for rock and concrete	• Operate from within an enclosed cab and use water for dust suppression on drill bit.	None	None
10a	Jackhammers and handheld powered chipping tools when used outdoors	• Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact.	None	N95 (or greater efficiency) filtering facepiece or half mask
10b	Jackhammers and handheld powered chipping tools when used indoors or in an enclosed area	• Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact.	N95 (or greater efficiency) filtering facepiece or half mask	N95 (or greater efficiency) filtering facepiece or half mask
10c	Jackhammers and handheld powered chipping tools	• Use tool equipped with commercially available shroud and dust collection system.	None	N95 (or greater efficiency) filtering

Construction task or equipment operation		Engineering and work practice control methods	Required respiratory protection	
			≤ 4 hours/shift	>4 hours/shift
	when used outdoors	- Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. - Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism.		facepiece or half mask
10d	Jackhammers and handheld powered chipping tools when used indoors or in an enclosed area	- Use tool equipped with commercially available shroud and dust collection system. - Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. - Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism.	N95 (or greater efficiency) filtering facepiece or half mask	N95 (or greater efficiency) filtering facepiece or half mask
11	Handheld grinders for mortar removal (i.e., tuckpointing)	- Use grinder equipped with commercially available shroud and dust collection system. - Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. - Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.	N95 (or greater efficiency) filtering facepiece or half mask	Powered air-purifying respirator (PAPR) with P100 filters

Construction task or equipment operation		Engineering and work practice control methods	Required respiratory protection	
			≤ 4 hours/shift	>4 hours/shift
12a	Handheld grinders for uses other than mortar removal for tasks performed outdoors only	• Use grinder equipped with integrated water delivery system that continuously feeds water to the grinding surface. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
12b	Handheld grinders for uses other than mortar removal when used outdoors	• Use grinder equipped with commercially available shroud and dust collection system. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. • Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.	None	None
12c	Handheld grinders for uses other than mortar removal when used indoors or in an enclosed area	• Use grinder equipped with commercially available shroud and dust collection system. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. • Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.	None	N95 (or greater efficiency) filtering facepiece or half mask

Construction task or equipment operation		Engineering and work practice control methods	Required respiratory protection	
			≤ 4 hours/shift	>4 hours/shift
13a	Walk-behind milling machines and floor grinders	• Use machine equipped with integrated water delivery system that continuously feeds water to the cutting surface. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
13b	Walk-behind milling machines and floor grinders	• Use machine equipped with dust collection system recommended by the manufacturer. • Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. • Dust collector must provide the air flow recommended by the manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. • When used indoors or in an enclosed area, use a HEPA-filtered vacuum to remove loose dust in between passes.	None	None
14	Small drivable milling machines (less than half-lane)	• Use a machine equipped with supplemental water sprays designed to suppress dust. • Water must be combined with a surfactant. • Operate and maintain machine to minimize dust emissions.	None	None
15a	Large drivable milling machines (half-lane and larger) for cuts	• Use machine equipped with exhaust ventilation on drum enclosure and supplemental	None	None

Construction task or equipment operation		Engineering and work practice control methods	Required respiratory protection	
			≤ 4 hours/shift	>4 hours/shift
	of any depth on asphalt only	water sprays designed to suppress dust. • Operate and maintain machine to minimize dust emissions.		
15b	Large drivable milling machines (half-lane and larger) for cuts of four inches in depth or less on any substrate	• Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust. • Operate and maintain machine to minimize dust emissions.	None	None
15c	Large drivable milling machines (half-lane and larger) for cuts of four inches in depth or less on any substrate	• Use a machine equipped with supplemental water spray designed to suppress dust. • Water must be combined with a surfactant. • Operate and maintain machine to minimize dust emissions.	None	None
16	Crushing machines	• Use equipment designed to deliver water spray or mist for dust suppression at crusher and other points where dust is generated (e.g., hoppers, conveyers, sieves/sizing or vibrating components, and discharge points). • Operate and maintain machine in accordance with manufacturer's instructions to minimize dust emissions. • Use a ventilated booth that provides fresh, climate-controlled air to the operator, or a remote control station.	None	None
17a	Heavy equipment and	• Operate equipment from within an enclosed cab.	None	None

Construction task or equipment operation		Engineering and work practice control methods	Required respiratory protection	
			≤ 4 hours/shift	>4 hours/shift
	utility vehicles used to abrade or fracture silica-containing materials (e.g., hoe-ramming, rock ripping) or used during demolition activities involving silica-containing materials			
17b	Heavy equipment and utility vehicles used to abrade or fracture silica-containing materials (e.g., hoe-ramming, rock ripping) or used during demolition activities involving silica-containing materials	When employees outside of the cab are engaged in the task, apply water and/or dust suppressants as necessary to minimize dust emissions.	None	None
18a	Heavy equipment and utility vehicles for tasks such as grading and excavating but not including demolishing, abrading, or fracturing silica-containing materials	Apply water and/or dust suppressants as necessary to minimize dust emissions.	None	None
18b	Heavy equipment and	When the equipment operator is the only	None	None

Construction task or equipment operation		Engineering and work practice control methods	Required respiratory protection	
			≤ 4 hours/shift	>4 hours/shift
	utility vehicles for tasks such as grading and excavating but not including demolishing, abrading, or fracturing silica-containing materials	employee engaged in the task, operate equipment from within an enclosed cab.		

For tasks performed indoors or in enclosed areas, provide a means of exhaust as needed to minimize the accumulation of visible airborne dust;

For tasks performed using wet methods, apply water at flow rates sufficient to minimize release of visible dust;

For measures implemented that include an enclosed cab or booth, ensure that the enclosed cab or booth:

- Is maintained as free as practicable from settled dust;
- Has door seals and closing mechanisms that work properly;
- Has gaskets and seals that are in good condition and working properly;
- Is under positive pressure maintained through continuous delivery of fresh air;
- Has intake air that is filtered through a filter that is 95% efficient in the 0.3-10.0 µm range (e.g., MERV-16 or better); and
- Has heating and cooling capabilities.

Where an employee performs more than one task included on OSHA's Construction Standard Table 1 during the course of a shift, and the total duration of all tasks combined is more than four hours, the required respiratory protection for each task is the respiratory protection specified for more than four hours per shift. If the total duration of all tasks on Table 1 combined is less than four hours, the required respiratory protection for each task is the respiratory protection specified for less than four hours per shift.

Respiratory protection

Where respiratory protection is required by this program, the City of Stanwood will provide each employee an appropriate respirator that complies with the requirements of the City's respiratory protection program and the DOSH Respiratory Protection Standard (WAC 296-842).

Respiratory protection is required where specified by Table 1, for tasks not listed in Table 1, or where the company has not fully and properly implemented the engineering controls, work practices, and respiratory protection described in Table 1. Situations requiring respiratory protection include:

- Where exposures exceed the PEL during periods necessary to install or implement feasible engineering and work practice controls;
- Where exposures exceed the PEL during tasks, such as certain maintenance and repair tasks, for which engineering and work practice controls are not feasible; and
- During tasks for which an employer has implemented all feasible engineering and work practice controls and such controls are not sufficient to reduce exposures to or below the PEL.

Housekeeping

The City of Stanwood does not allow dry sweeping or dry brushing where such activity could contribute to employee exposure to respirable crystalline silica unless wet sweeping, HEPA-filtered vacuuming, or other methods that minimize the likelihood of exposure are not feasible.

The City of Stanwood does not allow compressed air to be used to clean clothing or surfaces where such activity could contribute to employee exposure to Respirable Crystalline Silica unless:

- The compressed air is used in conjunction with a ventilation system that effectively captures the dust cloud created by the compressed air; or
- No alternative method is feasible.

Medical surveillance

Medical surveillance will be made available for each employee who will be required to use a respirator for 30 or more days per year due to their respirable crystalline silica exposure. Medical surveillance (i.e. medical examinations and procedures) will be performed by a PLHCP and provided at no cost to the employee at a reasonable time and place.

The City of Stanwood will make available an initial (baseline) medical examination within 30 days after initial assignment, unless the employee has received a medical examination that meets the requirements of the respirable crystalline silica standard within the last three years. The examination shall consist of:

- A medical and work history, with emphasis on past, present, and anticipated exposure to respirable crystalline silica, dust, and other agents affecting the respiratory system in addition to any history of respiratory system dysfunction, including signs and symptoms of respiratory disease (e.g., shortness of breath, cough, wheezing), history of tuberculosis, and smoking status and history;
- A physical examination with special emphasis on the respiratory system;
- A chest X-ray (a single postero-anterior radiographic projection or radiograph of the chest at full inspiration recorded on either film [no less than 14 x 17 inches and no more than 16 x 17 inches] or digital radiography systems;

- A pulmonary function test to include forced vital capacity (FVC) and forced expiratory volume in one second (FEV1) and FEV1/FVC ratio, administered by a spirometry technician with a current certificate from a NIOSH-approved spirometry course;
- Testing for latent tuberculosis infection; and
- Any other tests deemed appropriate by the PLHCP.

The City of Stanwood will make available medical examinations that include the aforementioned procedures (except testing for latent tuberculosis infection) at least every three years. If recommended by the PLHCP, periodic examinations can be more frequently than every three years.

The City of Stanwood will ensure that the examining PLHCP has a copy of the respirable crystalline silica standard, this program, and the following information:

- A description of the employee's former, current, and anticipated duties as they relate to the employee's occupational exposure to respirable crystalline silica;
- The employee's former, current, and anticipated levels of occupational exposure to respirable crystalline silica; and
- A description of any personal protective equipment (PPE) used or to be used by the employee, including when and for how long the employee has used or will use that equipment.

The City of Stanwood will ensure that the PLHCP explains to the employee the results of the medical examination and provides each employee with a written medical report within 30 days of each medical examination performed. The written report shall contain:

- A statement indicating the results of the medical examination, including any medical condition(s) that would place the employee at increased risk of material impairment to health from exposure to respirable crystalline silica and any medical conditions that require further evaluation or treatment;
- Any recommended limitations on the employee's use of respirators;
- Any recommended limitations on the employee's exposure to respirable crystalline silica; and;
- A statement that the employee should be examined by a Specialist if the chest X-ray is classified as 1/0 or higher by the B Reader, or if referral to a Specialist is otherwise deemed appropriate by the PLHCP.

The City of Stanwood will also obtain a written medical opinion from the PLHCP within 30 days of the medical examination. The written opinion shall contain only the following in order to protect the employee's privacy:

- The date of the examination;
- A statement that the examination has met the requirements of the respirable crystalline silica standard; and
- Any recommended limitations on the employee's use of respirators.

If the employee provides written authorization, the written opinion shall also contain either or both of the following:

- Any recommended limitations on the employee's exposure to respirable crystalline silica; and/or
- A statement that the employee should be examined by a Specialist if the chest X-ray is classified as 1/0 or higher by the B Reader, or if referral to a specialist is otherwise deemed appropriate by the PLHCP.

If the PLHCP's written medical opinion indicates that an employee should be examined by a Specialist, the City of Stanwood will make available a medical examination by a specialist within 30 days after receiving the PLHCP's written opinion. The City of Stanwood will ensure that the examining Specialist is provided with all of the information that the employer is obligated to provide to the PLHCP.

The City of Stanwood will ensure that the Specialist explains to the employee the results of the medical examination and provides each employee with a written medical report within 30 days of the examination. The written report will contain:

- A statement indicating the results of the medical examination, including any medical condition(s) that would place the employee at increased risk of material impairment to health from exposure to respirable crystalline silica and any medical conditions that require further evaluation or treatment;
- Any recommended limitations on the employee's use of respirators; and
- Any recommended limitations on the employee's exposure to respirable crystalline silica.

In addition, the City of Stanwood will obtain a written opinion from the Specialist within 30 days of the medical examination. The written opinion shall contain the following:

- The date of the examination;
- Any recommended limitations on the employee's use of respirators; and

If the employee provides written authorization, the written opinion shall also contain any recommended limitations on the employee's exposure to respirable crystalline silica.

Program evaluation

This program will be reviewed and evaluated on an annual basis by the Public Works Supervisors unless changes to operations, the respirable crystalline silica standard (WAC 296-840), or another applicable DOSH standard require an immediate re-validation of this program.

Lock-Out / Tag-Out Program

Hazardous Energy Control

The control of hazardous energy (Lockout/Tagout, LOTO) helps protect and safeguard employees while they perform servicing and maintenance on machines and equipment in which the unexpected energization or startup of the machine or equipment, or the release of stored energy, could occur and cause injury or death.

Scope

Lockout/tagout procedures apply when:

- employees are performing servicing and maintenance, and there is a potential for injury from unexpected start-up or release of stored energy, or
- service and maintenance take place during normal production, if employees:
 - must remove or bypass a guard or safety device; or
 - must place any part of their body into the danger zone

Exceptions:

When working on electric equipment receiving power only through a cord and plug, if unplugging the equipment eliminates the possibility of unexpected energization, start up, or release of stored energy and the plug is kept under the exclusive control of the employee doing the service or maintenance, then LOTO procedures do not apply.

Service and maintenance during normal production operations do not need to apply LOTO if the employee servicing the equipment is not required to remove or bypass a guard or other safety device or place any body part into the point of operation or other hazardous area of the machine.

Minor tool changes, adjustments, and other minor service during normal production do not need to apply LOTO if they are routine, repetitive, and integral to the use of the equipment for production and the work is done using measures which provide effective protection from hazards.

Hazard identification

Hazardous energy presents itself in many forms, including electrical, mechanical, hydraulic, pneumatic, gravity, chemical, and thermal. It is the responsibility of all supervisors and leads to determine what hazardous energy exposures they have that fall under the scope of LOTO rules identified in the above section.

Each department should do a thorough review of equipment and system maintenance/work to determine what hazards they have exposure to which they should be using LOTO to control. The list of identified hazards should be reviewed annually, at minimum, to ensure the department is controlling against all known hazards.

The inventory should identify the type of hazard, what machine or system it is located within, and how the staff should control the hazardous energy.

Lockout/Tagout determinations

For each machine/system and maintenance/work interaction that falls within the scope of LOTO, departments must determine what level of protection is sufficient and required. It is always the City's position that lockout methods are preferred to tagout alone, as the former uses positive methods that prohibit accidental re-energization of systems that the latter does not include.

All work where the machine will take a lock-out device must use one. For those machines and systems that cannot accept a lockout device, department management must approve use of a tagout-only system. A tagout system can only be used if all the following conditions are met:

1. The tagout device is attached where you would have put the lockout device
2. The tagout system provides the same level of employee protection as a lockout system.
3. You can demonstrate that the tagout system:
 - a. Meets all tagout requirements of this chapter.
 - b. Includes additional safety measures to provide the same level of safety as a lockout system.

Employee determinations

For all work done which falls under LOTO, the department must determine all employees that fall into two categories: authorized worker and affected workers. Authorized workers are those who locks or tags out machines in order to work on them. Affected employees are those who are required to use or operate those machines or may be in the areas where machines may be locked or tagged out.

De-energization procedures and locking out devices

While machine specific shutdown procedures will vary due to types of energies, isolating devices, and reception of lock-out devices, the same general steps shall be taken on all equipment de-energizing under the LOTO program.

The accepted procedures for de-energization is as follows:

1. Prepare for shutdown
2. Shut down equipment
3. Isolate all energy sources
4. Apply locks and/or tags
5. Release stored energy
6. Verify equipment isolation

When preparing for shutdown, staff will ensure all equipment and tools are removed from the area of the machine. Equipment-specific procedures will be reviewed to ensure the authorized employee is aware of all hazardous energy types and the energy-isolating devices being used on the equipment. Authorized employees at this time will also notify affected employees of the impending work and provide details regarding scope and duration of work.

When shutting down equipment, staff will follow the manufacturer's recommended steps and shut the equipment down in normal process. All switches and buttons moved to the off position.

Using energy-isolating devices, isolate the machine or equipment from the energy source(s) that power it. Follow machine-specific procedures to ensure all energy sources are accounted for and isolated.

Once the machine is isolated from its energy source, use a positive locking method to ensure the machine or equipment cannot be inadvertently started or re-energized. The machine-specific procedures will dictate what type of locking device to use in conjunction with the energy-isolating device. Along with locks, place tags along with the lock at the energy-isolating device location. These tags should be specific to the type of lock and energy-isolation used and should clearly note a LOTO situation and what workers should not do.

Release the blocked or stored energy. Different energy types will require different work here. Staff may need to vent gases, block or disconnect lines, block elevated parts, or drain fluids. Ensure all energy sources identified in the machine-specific procedures are addressed here.

Verification of equipment isolation is done by attempting normal startup. There should be no re-energization or startup of the machine. If there is, go back to energy-isolation and release steps, verifying that all energy types and sources have been identified and addressed. Once attempted startup yields no response, return the control to the off/neutral position. The machine is ready for maintenance work.

Re-energization procedures

To re-energize machines after maintenance work is complete, follow these general steps:

1. Inspect work areas for items and equipment pieces; remove those not belonging to area
2. Employees safely positioned or removed
3. Affected employees notified of impending re-energization
4. Remove lock-out devices
5. Re-energize equipment
6. Inform affected employees of process completion.

Energy control procedures

The City must have machine-specific instructions for each machine or piece of equipment that falls under the LOTO scope. These procedures identify for each type of hazardous energy and the appropriate steps necessary to disconnect the machine from its energy source(s) and lock out the energy-isolating device in use.

Each department/facility shall maintain their list of machine-specific procedures. The City will hold an inventory of the location of those list locations. It will be the duty of the Public Works Supervisors to review all procedures and ensure they comply with requirements and provide enough information on the energy type/source and lock-out devices for the procedure to be done safely.

Energy control procedures will be reviewed annually to ensure they are still correct and provide the best instructions for staff. Department management will be responsible to

complete this work or may delegate the assignment with the requirement to review all updates prior to final approval.

Group locks

Some maintenance requires more than one individual working on a machine at a time. In cases where multiple individuals are working on the same machine or area, procedures must be undertaken to ensure all authorized workers are safe for re-energization; the group process must afford the same level of protection as an individual lock.

Where multiple people are working on a single machine there will be a primary authorized employee designated. This employee has overall responsibility for the service or maintenance being done. This person is the first to place their lock on, and the last to remove it, when the work is completed. Each additional authorized employee shall put their lock on via a group lockout device, lockbox, or a comparable mechanism. Individual workers must only remove their locks when their work is completed.

Coordination with outside employers

When outside employers bring staff into the City of Stanwood facilities to perform work, it is the duty of the Public Works Supervisors to ensure that roles and expectations for LOTO have been discussed and agreed upon. Before work begins, department personnel should communicate the City's LOTO program, make sure internal staff understand the outside employer's LOTO procedures, and any variance from the City's program is clearly agreed upon. In such instances, affected employees should be advised of the variance from the normal LOTO procedures before work begins.

Training for authorized and affected employees

Training is required for both affected and authorized employees under the LOTO program.

Affected employees must be trained on:

- The purpose and function of the energy control program, and
- Skills necessary to carry out their responsibilities
- Purpose and use of energy control procedures
- Procedures in use in their area
- The prohibition against attempting to re-energize or re-start a device that has been locked-out or tagged out.

Authorized employees must be trained on:

- The type and magnitude of energy present in their workplaces
- Recognizing the sources of hazardous energy as present in their facilities
- The designated means of isolating devices from energy sources and then locking out that isolation device
- Procedures in use in their area
- The prohibition against attempting to re-energize or re-start a device that has been locked-out or tagged out

If tagout is used without lockout devices, additional training is required. If any tagout device meets the criteria for use, the department director is responsible to ensure all training meets the standards in WAC 296-803-60010.

Employees shall be retrained when periodic audit, process review, or passive monitoring shows a deviation from expected procedures. Re-training may also be needed when changing job assignments or new equipment or energy sources are brought into facilities.

Procedures audits

A primary way the City of Stanwood monitors the effectiveness of safety programs is through audits. With the LOTO program, procedure audits review the staff's ability to perform LOTO procedures according to policy and machine-specific procedures.

These audits will take place in each division where LOTO occurs at least annually. There should be an audit done for each machine-specific procedure in the department's program. Note: It is not required that all audits be done in immediate succession but can be spread out through the year. All audits should be documented. For each audit the following should be recorded:

- What energy control procedures are being audited
- Date of the review
- Employees included in the review
- Person doing the review

Audits should also review the staff's ability to properly use lockout and tagout devices. These can be undertaken at the same time as procedure audits, or separately. All staff should be reviewed to ensure they know how to appropriately use all locks in their area and how tags should be applied. The Public Works Supervisors are responsible for audits in their departments along with documentation of all such audits.

Audit results and reports should directly impact the training provided to staff on LOTO subject matter. Departments will review audits to determine if particular subject matter needs refresher training or if specific individuals need to have additional training on any particular subjects.

Confined Space Entry Program

The confined space entry program is developed to establish protective measures and to ensure your employees' safety and health when they enter, work in, and exit from confined spaces. The aim of this program is to make entry into, and work in, confined spaces safe and routine; this will be accomplished by ensuring all preliminary work and training is completed by staff and they are following safety protocols during the entirety of the work assignment.

Scope of confined space work

This program addresses work done in areas that present exceptionally hazardous environments to employees. For an area to be considered a confined space, it must meet three criteria elements:

- 1) Large enough and arranged so an employee could fully enter the space and work,
- 2) Has a limited or restricted means of entry or exit, and
- 3) Not primarily designed for continuous human occupancy

The City's confined space entry program is especially focused on permit-required confined spaces (PRCS) as these spaces pose by far the greatest risk to employees. A permit-required confined space meets all points of the general definition above, and includes at least one of the following hazards:

- Engulfment hazard,
- Configuration hazard,
- Atmospheric hazard, or
- Other recognized hazard

These hazards could impair the ability to self-rescue and/or result in situations that present an immediate danger to life or health (IDLH).

Identification and inventory of confined spaces

Identification of confined spaces will be overseen by the Public Works Supervisors. Each department will be responsible for reviewing their facilities for permit-required confined spaces. For public areas (any area outside facilities) departments will be responsible for areas where work is performed. Department management does not need to perform all identification work but must provide a final sign-off on all identifications of permit-required confined spaces. For spaces where multiple departments work, department managers will meet and determine how identification work will be assigned.

Identifying permit-required confined spaces is a two-step process. First, all confined spaces within the City must be identified. Again, this includes spaces in public areas where staff do work. Second, these spaces identified in step 1 must be examined for actual and potential hazards of the type defined in the section above. Those spaces that meet both requirements are deemed to be capable of causing death or serious harm and are classified as permit-required confined spaces.

Employees who take part in this identification process should record their work on the provided identification forms. Each identified PRCS should provide details on location, what department accesses it, and what actual or potential hazards exist.

The database that is the result of the identification work noted above is now a key tool for controlling access to PRCS and training employees who must access those spaces. For this tool to be useful it must be accurate; this database must be reviewed by each department annually to determine if any information is out of date. It is the responsibility of the Public Works Supervisors to ensure this work is done for their work areas. The

confined space program administrator will be sent department confirmations that this work has been done for each department and will follow up with any department not fulfilling this responsibility.

Employee awareness and access

It is required that the City of Stanwood make affected employees aware of the locations of PRCS that impact them, and to advise these employees of specific dangers posed by any PRCS that affects them. To help employees be fully aware of the dangers they work around, the City of Stanwood will post signs on or around entries to PRCS identifying them as such. These signs will be consistent in nature and be specific regarding the space being a PRCS.

The City will also protect employees and the public by limiting access to PRCS. The same methods used to prevent unauthorized employees from entering PRCS should also generally work for the public. The City will keep unauthorized employees and the public out of PRCS by methods such as using padlocks, bolted covers, use of special tools to remove covers, along with employee training, and permanently closing the space, such as welding it closed.

Program administrator

To ensure that the confined space entry program is consistent in application and effective in practice, the City of Stanwood will appoint an employee to the position of program administrator. This individual will have overall responsibility for the program. This person must have sufficient training and experience with PRCS entry to competently oversee the program development, implementation, and evaluation of effectiveness.

The City has appointed the Public Works Supervisor (Utilities) as program administrator for the confined space entry program. The program administrator will have last-word authority on all elements of the confined space entry program. All updates to the program must be signed-off on by the program administrator.

The administrator should review all incidents where unexpected hazards were experienced in PRCS, rescue was necessary, where unauthorized entry occurred, or where entry procedures were deviated from. The program administrator should also do spot reviews of entry permits, looking for any areas of emphasis or concern they may have identified.

The program administrator will ensure that all personnel who are designated as part of entry teams have had sufficient training and certified themselves as capable of performing the tasked work. If additional training is necessary for any employee, it is the obligation of the program administrator to ensure it is received.

Designated employee roles

Entry teams are comprised of more than just the entrant. It is essential that all personnel that play a role in PRCS entry be sufficiently trained and competent in their job duties.

To further ensure all personnel receive sufficient training and oversight, the City has identified all staff who have active roles in PRCS entry. All personnel that serve in the following capacities must be identified by role:

- Attendants
- Competent persons
- Entrants
- Entry supervisors
- Program administrators
- Atmospheric testers (if not otherwise already listed)

It is possible that under different circumstances or at different PRCS locations a single individual may hold more than one of these positions. When this is the case, they must be trained and competent in all areas.

Each department/facility is responsible for identifying all personnel with active PRCS roles. For each individual, it should identify the exhaustive list of roles they play. Each department will provide up-to-date lists to the program administrator of personnel with active roles. It is the department's responsibility to ensure updates to the administrator when personnel changes occur.

Identifying personnel by the active roles played will help the program administrator and department management ensure the employees receive the proper level of training and certification.

Confined space entry process

When entering a PRCS, consistent processes should be used whenever possible. The following are the established preparatory and work steps for PRCS entry.

- 1) Review of entry procedures
- 2) Fill out entry permit
- 3) Lockout/tagout and any other preliminary tasks to secure the confined space
- 4) Evaluation and control of hazards (including atmospheric testing)
- 5) Ventilation of space and inerting process
- 6) Equipment check (tripod, harness, communication, etc.)
- 7) Confirmation of availability of rescue services (Fire District)
- 8) Entry and work completed
- 9) Removal of personnel and equipment from space
- 10) Closure and securing of space
- 11) PRCS permit closed and retained

Permit entry procedures

Consistent application of proven safety procedures helps ensure employee safety in confined spaces. To help make entry into PRCS a consistent effort, the City has created a set of permit entry procedures. A copy of entry procedures should always be present when PRCS entry occurs, and either the attendant or another party on the entry team should be reviewing the process against the procedures to ensure the entry work is in compliance with the written and established procedures.

- (1) Staff must identify and evaluate before employees enter, potential hazards from:
 - (a) The permit-required confined space; and
 - (b) The work to be performed.
- (2) Staff must complete an entry permit before entry is authorized, documenting that they have completed the means, procedures and practices necessary for safe entry and work.
- (3) Staff must make sure that entrants have an opportunity to observe any monitoring or testing, or any actions to eliminate or control hazards, performed to complete the permit.
- (4) Staff must identify the entry supervisor and make sure the entry supervisor signs the entry permit, authorizing entry, before the space is entered.
- (5) Staff must make the completed permit available to entrants or their authorized representatives at the time of entry, so they can confirm the implementation of the pre-entry preparations. Do this by either posting the completed permit at the entry location, or by any other equally effective means.
- (6) Staff must make sure the duration of the permit does not exceed the time required to complete the assigned task or job identified on the permit.
- (7) You must note any problems encountered during an entry operation on the permit. Use the information to make appropriate revisions to your program, entry operations, means, systems, procedures and practices.

Coordinating with outside employers

Circumstances may occasionally require personnel from outside employers to enter City of Stanwood-controlled confined spaces. When workers from outside the City must enter a PRCS, certain requirements must first be met. It is the responsibility of the Public Works Supervisor to ensure these requirements are met. The Public Works Supervisor should also advise the program administrator of outside entry teams operating in PRCS.

- Provide a copy of their confined space program and PRCS entry procedures
- Discuss assistance from organization employees in active roles
- Determine methods to be used where programs differ
- Determine who has authority over the PRCS entry and work being done

The contracting department will obtain a copy of the entry permit to keep for program records. Even if no City employees entered the space or had any exposure, such records are valuable tools for program review.

Rescue procedures

A critical role on the entry team is that of rescuer. For the City, rescue services will be provided by North County Regional Fire Authority/Arlington Fire, 28407 Pioneer Hwy, Stanwood, WA 98292. It is the responsibility of the entry supervisor to confirm the availability of rescue resources ahead of a PRCS entry. Rescue service providers should be made aware of all PRCS they may be asked to provide rescue services in. It is the Public Works Supervisor's responsibility to provide the rescue services provider information on the PRCS needing rescue services coverage.

It is a City priority to attempt to schedule practical rescue training sessions with the rescue service provider. The program administrator will lead coordinating efforts for training.

It is the duty of the entry supervisors to ensure that rescue services are available at the time entry begins. If rescue services become unavailable, the supervisor must immediately cancel the permit and entrants must exit the PRCS. If entry again becomes viable, a new permit should be issued.

Permits

Written permits are required for all PRCS entry in spaces controlled by the City. The permit acts as a checklist to ensure that all necessary precautions have been taken and safety procedures are followed as intended. The permit also acts as documented evidence regarding actual exposures that entrants to spaces experience.

All departments are to use the confined space entry permit. It is the duty of program administrator to ensure that the permit used by the City meets all requirements and provides all necessary information.

Retention schedules for permits are based on what exposure the workers experience. For entries where permits show actual exposure to hazardous atmospheres, the permit must be kept and maintained as employee exposure records per WAC 296-802 and treated as other exposure/medical records. Permits that do not show exposure may be maintained under the normal retention schedule.

Alternate methods of entry

Under certain circumstances, staff can enter a PRCS without the use of a permit system. The self-assessment question that determines eligibility is this:

- can physical hazards be eliminated, and
- can atmospheric hazards be eliminated or controlled?

If a review of the space shows that both parts of the question be answered affirmatively, then that space is eligible for entry using alternative methods. For this option to be viable, you must also show through monitoring data that the use of continuous forced air ventilation will maintain the permit-required confined space for safe entry and that in the event the ventilation system stops working, entrants can exit the space safely.

If alternative entry methods are decided upon, the entry supervisor must provide written documentation to entrants before entry that includes the following information:

- Location of the space
- Date of entry
- Duration of the entry
- The identified hazards of the space and any additional hazards created in space by the work being done
- The specific measures used to eliminate the hazards
- The ventilation system used to control atmospheric hazards, the instruments used to test the atmosphere, and the results of atmospheric testing showing a non-hazardous atmosphere.
- All conditions that will trigger an evacuation of the space
- The name, title, and signature of the entry supervisor ensuring safe entry procedures.

If an entrant, for any reason, must enter the space prior to the completion of hazard elimination, it must be done in accordance with the permit entry process.

If at any time an unexpected or previously unidentified hazards presents itself during an alternative methods entry, the entrants should exit the confined space immediately and a further determination should be made by the entry supervisor if that hazard can be eliminated, or if a permit entry is required at that point.

Entry records used under alternative methods of entry should be maintained as part of confined space recordkeeping.

Training

All employees who hold designated roles within the confined space entry program must receive training that is commensurate with their levels of duties and exposure. Training for employees should be done by someone who is qualified and trained. The trainer selected by the City will have successfully demonstrated the ability to solve problems relating to the subject matter, work, or project, either by:

- Possession of recognized degree, certificate, or professional standing; or
- Extensive knowledge, training and experience.

All designated employees will receive training before they are presented with exposures related to PRCS entry. This training will cover all elements of their assigned duties. Additional training will be provided any time a change in duties occurs or new hazards are discovered that the employee has not been previously trained on. Retraining will also occur when the program administrator, entry supervisor, or anyone else notes deviation from procedures in PRCS entry or the employee show inadequate knowledge of entry procedures and their assigned tasks.

The training focus for the City is on outcomes; the City expects all trained employees to show practical proficiency in their confined space duties. This is demonstrated through practical training exercises and period review of work process thereafter. The City also

may elect to have confined space designated employees take comprehensive written exams to show proficient knowledge of the subject.

Training topics

Confined space entry training will generally focus on the following subjects, but will not be limited to them:

- Roles and responsibilities;
- Hazards of the permit space;
- Procedures from your program created to protect employees, such as methods used to isolate and control hazards, equipment use, equipment maintenance and evacuation;
- For individuals not authorized to perform rescue, the dangers of attempting unauthorized rescue.

When employees complete training, the trainer must certify their competency and proficiency in their selected duties. The City will ensure that the certification meets the following standards:

- It contains each employee's name, the trainer's written or electronic signature or initials, and the dates of training.
- It is available for inspection by employees and their authorized representatives.

Respiratory Protection Program

The City of Stanwood recognizes there are some environmental hazards that cannot be completely controlled or segregated from employees in some areas or facilities. Additionally, there are some work duties undertaken which create the respiratory hazards staff then need protection from. It is both these exposures: naturally occurring and work-induced, that the City's respiratory protection program covers.

Exposure determinations

In an effort to fully understand what respirable hazards exist for staff, the City is committed to undertaking required environmental sampling. This is a two-step process for the City and respective departments.

Step one is to determine what potential exposures it might be worthwhile to monitor through environmental sampling. This step is approached in a variety of ways. First, departmental leadership meets with teams that work in environments that are potentially hazardous or who work with hazardous chemicals or substances which have the potential to create hazardous environments. Leadership collects information from these groups regarding what they know and presume causes hazardous environments they need protection from. Additionally, departmental leadership should review chemical and other documentation to determine if the chemicals or reactive process they are used in can or may create respiratory hazards.

Once the list of potential exposures is compiled, department leadership will determine what hazards will be sampled for. In this determination, management will be liberal in its

coverage for monitoring and testing. The City will contract with an industrial hygienist to conduct environmental monitoring for work practices and environments.

The results of these monitoring services will drive what exposures need to be addressed through further mitigation techniques, and then finally respirator use.

Employee notifications

All personnel that work with or may contact the harmful substances or environments must be notified of:

- The existence of the substance or environment and appropriate counter measures.
- Possible harmful effects.
- Protective equipment to be used; its limitations, proper fitting (techniques), and other pertinent information to its use.
- Any other information pertinent to protecting them from possible harm.

Hazard elimination

Hazard elimination by engineering methods such as improved ventilation, or administrative controls like, elimination of source, or removal of people is considered the first priority. Where such controls are unsuccessful or not feasible, respiratory protection equipment will be used.

Additionally, where hazardous environments are caused at least in part by use of hazardous chemicals, the department will review purchasing options to determine if a less- or non-hazardous substitution exists that is budgetarily feasible and sufficiently effective. If such alternatives exist, the department will substitute the old chemical for the less- or non-hazardous one.

Respirator selection

Careful respirator selection, fit-testing, proper care of your respirator, employee training, medical assessment of employee health and recordkeeping are covered in this section.

Types and brands of respirators vary widely, ranging from simple dust masks to supplied air respirators like those firefighters wear. The following is a description of the main types of respirators the City makes available to staff.

When determining what type of respirator is appropriate for the task or environment, affected employees should consider the following selection criteria:

- Expected or estimated chemical concentration
- PEL (permissible exposure limit) of chemical in question
- Form of contaminant (gas, vapor, dust, or fume)
- Does the contaminant create an IDLH (immediate danger to life and health) atmosphere
- Will the contaminant, at estimated exposure, irritate the eyes
- Is skin absorption a concern

Based on the responses to these questions, the appropriate level of respiratory protection should be obvious to employees.

Filtering facepiece respirators (dust masks)

These simple, two-strap disposable dust masks are designed only for dusts. They are not as protective as other respirators, but do an adequate job in many cases, unless the dust is toxic or copious. All dust masks bought by the City will be (minimally) NIOSH 95 rated.

Cartridge respirators

Cartridge respirators come in half-and full-face options. Full-face respirators provide a higher protection factor, so these masks should be worn with more severe exposures. These respirators have removable cartridges that filter out either dust, chemicals or both. Selecting the correct cartridges is essential since they are designed for particular types of chemicals or dust.

Cartridges are available for solvents, ammonia, chlorine, acids and other chemicals. The cartridges must be changed out or replaced periodically, especially for chemicals, since they can absorb only so much contaminant before breakthrough occurs. A few cartridges are equipped with end-of-service indicators that show when a cartridge should be replaced.

Full-face masks should be worn in instances where exposures pose risks to skin absorption or irritation or eye protection is necessary.

Supplied air respirators (Airline and SCBA)

The respirators that provide the greatest level of protection are supplied air respirators. These come in two forms, SCBA (self-contained breathing apparatus) and airline respirators (where a compressor pushes air through a hose to a respirator).

Some work duties that require supplied air are firefighting, sandblasting, confined space work, and chemical leak/spill response.

Supplied air is needed in particular circumstances:

- Oxygen deficiency (<19.5%)
- IDLH (immediately dangerous to life and health) atmospheres

Emergency escape respirators

Emergency escape respirators, as the name implies, can only be used for one thing – to escape or exit from a room or building in an emergency, usually a large chemical release, leak or spill, or when a supplied air respirator fails or runs out of air. An escape respirator is typically a small bottle or tank of air connected to a face piece that supplies 5-10 minutes of air. Some supplied air respirators will have an auxiliary bottle of air for escape that connects to the existing face piece.

Medical evaluations

Prior to use of respirators and fit testing, the City must seek a medical opinion from a licensed health care provider regarding any employee's ability to wear a respirator. The purpose of this evaluation is to determine if the wearing of a respirator would cause any negative or adverse health effects, such as skin irritation or difficulty breathing.

The Human Resources Manager will be responsible for gathering and maintaining medical records relating to respiratory use.

The City will send a medical evaluation to employee's medical providers. This questionnaire asks them to identify any known issues that may be exacerbated by respirator use, or any reason why the employee cannot wear a respirator.

If the employee chooses, or the medical provider feels the need, they can meet to discuss the medical evaluation, and the City will cover the cost of that appointment.

Once the evaluations are returned to the City, management will determine if any potential respirator user is not able to use respirators or if a special type of respirator is needed. In these circumstances, department management will determine if it is needed to change job duties for the worker or purchase specialized equipment to enable the worker to have respiratory protection.

Additional medical evaluations will be conducted in the following situations:

- Our medical provider recommends it.
- Our respirator program administrator decides it is needed.
- An employee shows signs of breathing difficulty.
- Changes in work conditions that increase employee physical stress (such as high temperatures or greater physical exertion).

Fit testing

All employees who wear tight-fitting respirators will be fit-tested before using their respirator, or prior to changing models. Fit testing will be repeated annually. Fit testing will also be done when a different respirator face piece is chosen, when there is a physical change in an employee's face that would affect fit, or when our employees, or medical provider notify us that the fit is unacceptable. No beards are allowed on wearers of tight-fitting respirators. Respirators are chosen for fit testing following procedures in the WISHA Respirator Rule. Fit testing is not required for loose-fitting, positive pressure (supplied air helmet or hood style) respirators.

Training

Minimum training shall include the following:

- Instruction in the nature of the hazard, whether acute, chronic, or both, and an appraisal of what may happen if the respirator is not used or fails.
- Explanation of why more positive control is not immediately feasible. This shall include recognition that every reasonable effort is being made to reduce or eliminate the need for respirators.

- A discussion of why this is the proper type of respirator for a particular purpose.
- A discussion of the respirator's capabilities and limitations.
- Instruction and training in actual use of the respirator (especially a respirator for emergency use) with close and frequent supervision to assure that it continues to be properly used.
- Classroom and field training to recognize and cope with emergency situations.
- Other special training as needed for special use.

Training shall provide the employee an opportunity to handle the respirator, have it fitted properly, test face piece to face seal, wear it in normal air for a familiarity period and wear it in a test atmosphere where applicable.

Maintenance and care of respirators

Inspection

All respirators shall be inspected routinely before and after use. A respirator that is not routinely used but is kept ready for emergency use, shall be inspected after each use and at least monthly to ensure that it is in satisfactory working condition. Public Works Supervisors will oversee inspections and ensure inspections are occurring as scheduled and are documented. It is important that care be taken with respirators to eliminate all physical abuse and a designated location shall be provided for the respirators after their use for cleaning and inspection.

Self-contained breathing apparatus shall be inspected monthly. Cylinders shall be fully charged according to the manufacturer's instructions. It shall be determined that the regulator and warning devices function properly.

A record shall be kept of inspection dates and findings for respirators maintained for emergency use.

Cleaning and disinfecting

Routinely used respirators shall be collected, cleaned, and disinfected as frequently as necessary to ensure that proper protection is provided for the wearer.

Each worker should be briefed on the cleaning procedure and be assured that they will always receive a clean and disinfected respirator. Such assurances are of greatest significance when respirators are not individually assigned to workers.

Respirators maintained for emergency use shall be cleaned and disinfected after each use.

The following procedure is to be followed in cleaning and disinfecting respirators:

- Remove any filter, cartridges, or canisters.
- Wash face piece and breathing tube in cleaner-disinfectant or detergent solution. Use a hand brush to facilitate removal of dirt.
- Rinse completely in clean, warm water.

- Air-dry in a clean area.
- Clean other respirator parts as recommended by manufacturer.
- Inspect valves, head straps, and other parts; replace with new parts if defective.
- Insert new filters, cartridges, or canisters; make sure seal is tight.
- Place in plastic bag or container for storage.

Disposable respirators shall be discarded after each day's use. If to be used intermittently during the day, they must be placed in a sealed plastic bag and labeled with the user's name.

Voluntary Respirator Use

This voluntary use program is to be implemented in conjunction with the City of Stanwood's broader respiratory protection program. That program contains information on considered exposures, exposure determinations, and methods of hazard elimination implemented by the City.

The City recognizes and accepts that there are situations, tasks, and environments where employees desire to use respirators for protection, but where hazards do not present an exposure significant enough to mandate such use. In such situations the City has approved voluntary use of respirators.

Before first use under this program, an employee must meet with their supervisor to discuss this policy and ensure intended use is appropriate and not a mandatory use circumstance, receive basic training and overview of respirator use, and sign the voluntary respirator use agreement form (See Appendix).

Voluntary use program administrator

The program administrator for the voluntary use program is the Public Works Utilities Manager. The program administrator will ensure that those eligible for voluntary use, but not already in the respiratory protection program will receive necessary training to understand the program, have access to approved respirators, and have signed the voluntary use agreement form.

Respirators approved for voluntary use

The only respirators that are approved for voluntary use are filtering facepiece respirators, commonly referred to as disposable respirators or dust masks. Filtering facepiece respirators are negative pressure air purifying particulate respirators that differ from other respirators because the filtering media itself is the mask.

To be a certified filtering facepiece respirator, the mask must be NIOSH approved, double strapped and clearly labeled with both a letter designation (N, R, P) indicating resistance to oil degradation and a filtering efficiency (95, 99, 100). Single strap varieties of "nuisance particle" masks are not certified by NIOSH and should not be considered an approved respirator. Masks that do not meet NIOSH standards are not approved for the voluntary use program for the City.

Respirator use and disposal

Filtering facepiece respirators are intended to be single use. When the task with associated exposures is completed, the respirator should be discarded, and not saved for re-use. It does not matter if it visually appears to be intact and in good shape. It is appropriate if short breaks in use are taken to remove the mask and then return to using it **within a single shift**. In such instances, the mask should be stored in a location and way that prevents the mask interior surfaces from exposure to hazardous particulates. Respirators are never to be shared or used by multiple individuals sequentially.

If voluntary use of a respirator leads to skin irritation or other physical symptoms, use should be ceased immediately. If any condition requires first aid or medical treatment an injury report shall be made within 24 hours to the supervisor/manager.

Voluntary use of respirators is not allowed when it interferes with employees' ability to work safely by restricting vision, communication, or other vital functionality.

Training

Employees who are eligible for voluntary use of respirators and not already covered under the full respiratory protection measures (medical evaluations and fit testing) should be trained on proper use and disposal of provided PPE. Eligible employees will be provided the information from Table 2 in WAC 296-842-11005 (see appendix for text). Initial training should be done prior to first use of PPE under the voluntary use program. Retraining will be provided at an interval of at least every two years. Training records will be kept by the City, identifying who presented the training, the training material, and who attended the training.

Fall Protection Program

When City of Stanwood employees are exposed to a hazard of falling while working and performing duties on elevated surfaces and ladders from a location 10 feet or more in height, the City shall ensure that fall restraint systems, fall arrest systems, or positioning device systems are provided. Employees will not perform any duties which require the employee to get within 6 feet of an unprotected edge, platform, walkway, or utilize elevated equipment unless the employee is properly secured from falling.

Additionally, this program shall apply to all employees in order to minimize slips, trips and falls on the same elevation. All employees shall control fall hazards in their work area by maintaining good housekeeping and shall report conditions that may lead to slips, trips and falls to the appropriate maintenance unit.

Subcontractors/Contractors working on City projects are required to comply with all applicable WISHA workplace safety regulations and shall provide their own fall protection program and plan.

Responsibilities

Department managers and supervisors are responsible for:

- ensuring that all requirements listed in the written program for fall protection are met
- ensuring new and existing employees receive fall protection training as applicable to their job duties
- for identifying elevated work areas

City of Stanwood supervisors are responsible for:

- conducting periodic visits to elevated work locations to inspect equipment and to observe employees' procedures while working at elevated levels
- arranging for required training of employees in fall protection and in the safe use of elevating personal platforms
- evaluating other elevated work locations identified by managers and supervisors for fall protection requirements
- general oversight of the program

Employees whose duties involve work activities at elevated locations are required to comply with the rules established in this program and accepted safety practices outlined herein.

Fall protection coverage

The following work situations are covered by the City's fall protection program:

- **Ladders** – fixed, free standing, temporary, or roll away type
- **Elevating personal platforms** – scaffolds, aerial platforms, scissors lifts, forklift-mounted platforms, cherry pickers, etc.
- **Elevated surfaces** – roofs (closer than 6 feet to the edge), catwalks, skylights, boilers, chillers, etc.
- **Vertical opening** – ground level entry into excavations, trenches, holes, pits, vessels, and other confined spaces.

Fall protection is required whenever work is performed in an area 10 feet or above its surroundings and can generally be provided through the use of fall protection systems including:

- **Guardrails** – Standard guardrails consist of a top rail, located 42 inches above the floor, and a mid-rail. Screens and mesh may be used to replace the mid-rail, so long as they extend from the top rail to the floor.
- **Personal fall arresting systems** – Components of a personal fall arresting system include a body harness, lanyard, lifeline, connector, and an anchorage point capable of supporting at least 5000 pounds.
- **Positioning device systems** – Positioning device systems consist of a body belt or harness rigged to allow work on a vertical surface, such as a wall, with both hands free.
- **Warning line systems** – Warning line systems are made up of lines or ropes installed around a work area on a roof. These act as a barrier to prevent those working on the roof from approaching its edges.

- **Covers** – Covers are fastened over holes in the working surface to prevent falls. Where it can be clearly demonstrated that the use of these systems is infeasible or creates a greater hazard, alternative fall protection measures may be implemented.

Guidelines for employees using specific equipment

This section should be used extensively when determining the scope of training for exposed employees. Training should provide employees who work at heights with information regarding the protection systems available to them and preferred for any job they are assigned.

Ladders

Employees who work on ladders with a working height of 10 feet or more shall be knowledgeable of the following:

- How to inspect ladders for visible defects
- How to use ladders properly

Fall arrest systems

Employees who use personal fall arresting systems to control fall hazards in their work area shall be knowledgeable of the following:

- The application limits of the equipment.
- The proper hook-up, anchoring and tie-off techniques including determination of elongation and deceleration distance.
- Methods of use, inspection, and storage of equipment.

Personal fall arrest components including harnesses and lanyards shall be inspected prior to each use for mildew, wear, damage and other deterioration. Defective components shall be removed from service.

Fall arrest systems including harnesses shall be inspected at least twice each year or according to manufacturer's recommendations. The date of the most current semi-annual inspection shall be recorded on an inspection tag which shall be attached to the harness. In addition, records shall be kept and maintained showing date of purchase, dates when attachments were renewed, and dates when the entire harness assembly was inspected and by whom. Public Works Supervisors are to ensure inspections occur and are documented as required.

Aerial lifts

Employees who use aerial lifts shall be knowledgeable of the following:

- The manufacturer's operating instructions.
- Pre-start inspection of the lift Inspection of the work area for dangerous conditions such as uneven surfaces, overhead obstructions such as power lines, or other hazards.
- Load capacities of the equipment.
- How to safely move the equipment.
- How to prevent falls and use appropriate fall protection personal protective equipment.

- Minimum safe approach distances to energized power lines.

Scaffolds

Employees who work on scaffolds shall be knowledgeable of the following:

- The nature of any electrical hazards, fall hazards, and falling object hazards in the work area.
- The correct procedures for dealing with electrical hazards and for erecting, maintaining, and disassembling the fall protection systems and falling object protection systems being used.
- The proper use of the scaffold, and the proper handling of materials on the scaffold.
- The maximum intended load and the load carrying capacities of the scaffolds.

Walking and working surfaces

All employees should be aware of the following guidelines to minimize slips, trips and falls on the same elevation of walking/working surfaces:

- To prevent slipping, tripping and falling, all work environments including passageways, storerooms, and service areas must be kept clean, orderly and in a sanitary condition.
- The floor of every work area will be maintained in a clean and, so far as possible, dry condition.
- Where wet processes are used, drainage will be maintained and false floors, platforms, mats, or other dry standing places are provided.

Reporting requirements

Constant awareness of and respect for fall protection procedures and compliance with all applicable safety rules is mandatory.

Supervisors may issue warnings and implement disciplinary actions, up to and including termination for failure to follow the guidelines of this program.

Employees shall report any safety concerns to their supervisor or manager immediately.

Training

Under no circumstances will any employee work in areas of high fall hazards, perform work requiring fall protection devices, or use fall protection devices until they have attended training in fall protection. This includes all new employees regardless of previous experience.

The training program provided by the City includes classroom instruction and operational training on specific fall hazards on-site.

Employees will require retraining under any of the following conditions:

- Changes in the workplace.
- Changes in the types of fall protection systems or equipment to be used.

- Inadequacies in an employee's knowledge of use of fall protection systems or equipment or observed behavior indicate that the employee has not retained the required training.

Fall protection work plan

Whenever City employees must work at heights 10 feet or higher, they are required to work under a Fall Protection Work Plan. This document identifies all hazards associated with the particular work being done at height and prescribes the appropriate controls to protect the employee.

Supervisors are required to ensure that all work done by their employees is done under a fall protection work plan. It is the department manager's responsibility to review work plans and determine if they are being completed and followed appropriately.

All fall protection work plans will be kept in accordance with records retentions rules and then disposed of appropriately.

Blood-borne Pathogens Exposure Control Program

The City is committed to providing a safe and healthful work environment for our entire staff. This is our plan to eliminate or minimize occupational exposure to blood-borne pathogens.

Employees who have occupational exposure to blood or other potentially infectious material (OPIM) must follow the procedures and work practices in this plan.

Employees can review this plan at any time during their work shifts. The City will provide a copy to an employee within 15 days of a request.

Program management

The City will oversee the exposure control plan generally, specifically focused on medical records and vaccination verifications, exposure reports, trainings records. The City expects individual department supervisors to ensure compliance of employees with the standards in this program.

The exposure control officer for the blood-borne pathogen exposure control plan is the Human Resources Manager. The HR Manager will work with all department managers with bloodborne pathogen exposures to ensure workers receive necessary training, vaccination opportunities, medical treatment, and safety equipment necessary to do their jobs while being protected from BBPs.

Exposure determinations

The City is required to make coverage determinations regarding who will be included in the exposure control plan. This determination will be made by reviewing job duties for all potentially exposed employees and determining whose job duties place them in reasonable anticipation of exposure to BBPs.

Public works

In the public works department, the following job classifications or positions are deemed to have reasonably anticipated exposure to BBPs and will be covered under this program:

Parks and Wastewater Public Works Technician
Wastewater Treatment Plant Operator

Hepatitis B vaccination

HBV vaccinations shall be offered to all employees identified as high risk free of charge by the City. The City will allow the use of City time and pay all fees associated with that service. The vaccination will be provided after the employee has received the training outlined in these policies, but within 10 (ten) days of assignment to duties. This policy shall exempt employees who have previously received the complete vaccination series, whose antibody testing indicates they are immune, or those employees for whom the vaccine is contraindicated. Employee vaccinations shall be documented and maintained in the employee's medical record files in the Human Resources Department and shall be for the duration of employment plus thirty (30) years in accordance with records retention rules.

Routine booster dose(s) of the HBV vaccine shall be provided in accordance with US Public Health Service recommendations at no cost to the employees.

If an employee refuses to obtain the required HBV vaccination, the employee will be required to document that refusal on the HBV Declination Form (See Appendix) which will be maintained in the employee's medical record for the duration of employment plus thirty (30) years. If, however, an employee subsequently decides to have an HBV vaccination, it will be made available under the same terms and conditions as stated above, upon employer's receipt of a written request to the Human Resources Manager.

Medical evaluations and follow-up after exposure incidents

All employees are required to report all exposure incidents to their immediate supervisor. All exposure incidents shall be recorded on the OSHA300 form and investigated. All needlestick injuries will be recorded on the Sharps Injury Log to protect personally identifiable information. All exposures must document the route(s) of exposure and the circumstances under which the exposure occurred.

Exposure incidents include percutaneous needle sticks or cuts, mucous membrane exposure to blood or body fluids meeting OPIM criteria, or contact with blood or body fluids via chapped, abraded, or otherwise non-intact skin surfaces.

If an exposure incident occurs, take the following steps:

- The source individual shall be notified of the exposure incident and be requested to consent to and obtain testing for HIV/HBV. A refusal of the source individual to consent for testing shall be documented

- The results of the source individual's test shall be made known to the exposed employee
- The exposed employee shall also be reminded of the laws and regulations concerning the disclosure of the identity and infectious status of the source individual
- If the source individual refuses to consent to HIV/HBV testing, or if the source individual tests positive, the exposed employee shall have a clinical evaluation which will include HIV and HBV antibody testing as soon as possible
- If the exposed employee refuses to submit to clinical evaluation and HIV and HBV testing, such refusal will be documented and maintained in the employee's medical record
- If the employee consents to baseline blood collection, but does not consent to testing, the employee's blood sample shall be preserved for ninety (90) days. If within ninety (90) days of exposure, the employee elects to have the baseline sample tested such testing will be conducted as soon as possible
- Exposed employees shall have access to post-exposure prophylaxis as recommended by the US Public Health Service when medically indicated, as well as counseling
- Exposed employees shall also be advised to report and seek medical evaluation of any acute febrile illness within twelve (12) weeks following exposure
- All tests shall be conducted by an accredited laboratory at no cost to the employee

The following information will be provided to the physician performing the post-exposure evaluation:

- A copy of the blood borne pathogens rule section addressing post-exposure requirements (WAC 296-823-160)
- A description of the employee's duties
- Documentation of the route(s) of exposure and circumstances under which the exposure occurred
- Results of the source individual's blood testing, if available
- All relevant medical records of the employee, including vaccination status

The Human Resources Department will obtain a written report and opinion from the physician performing the post-exposure evaluation within 15 days of the evaluation's completion. The report shall be limited to:

- That the employee has been informed of the results of the evaluation
- That the employee has been told about any medical conditions resulting from exposure to blood or other infectious materials which warrant further evaluation or treatment

The City will ensure that all other findings or diagnoses remain confidential and are NOT included in the written report.

If the health care professional provides the written opinion directly to the employee, the City does not need to do so. If the employee's personal health care professional completes the evaluation, the City is not required to obtain the health care professional's written opinion.

Sharps containment and disposals

Handling of sharps, specifically used syringes, pose the greatest threat of BBP exposure for City staff. This being the case, the City has implemented handling and disposal procedures with the intention of minimizing the potential for exposure coming from these interactions.

Subsequent to recovery or use, potentially contaminated sharp instruments and/or disposable sharps shall be disposed of in the following manner:

- All such sharp items shall be placed in a leak proof, rigid, puncture-resistant, break-resistant container which is conspicuously labeled and which is located in all public works maintenance vehicles and first aid stations.
- The person recovering/receiving a sharps instrument or item shall be responsible for its proper disposal as soon as feasible. In no instance will any employee leave any such sharp instrument at any work station, or in any vehicle beyond the end of the employee's shift without notifying their supervisor.
- Needles shall not be recapped, purposely bent or broken, or removed from disposable syringes.
- Scalpel blades shall be removed from the handle using clamped forceps and placed in the appropriate sharps container by the person using that item.
- Knives and other sharps necessary for evidence will, at all times, remain in an approved, properly labeled sharps container.
- Appropriate protective gloves will be worn at all times when handling any sharps or knives possibly contaminated by blood or OPIM.
- At no time will any employee reach into a sharps container to retrieve any item. All such removal will be accomplished with tongs, pliers, or other mechanical tool. Such actions require prior approval by management before attempted retrieval.

Contaminated sharps shall be discarded immediately after they are located or used, or as soon as feasible, in appropriate containers. This presumes that there is no compelling need to retain the item for evidentiary purposes.

Sharps containers should be emptied or replaced whenever two-thirds full, except evidence containers.

When moving containers containing contaminated sharps, care should be taken to assure the container is closed to prevent spillage or protrusion of contents.

In the event of leakage or protrusion, the container is to be placed in a secondary container which must also be closable, puncture resistant, and leak-proof.

Handling contaminated clothing and laundry

Employees whose clothing or equipment becomes contaminated during the course of duties should remove the clothing or equipment at the earliest possible convenience.

Contaminated linen shall be handled as little as possible with a minimum of agitation. When handling contaminated laundry, PPE shall be used. Contaminated linen shall be bagged at the location where it is recovered/received and shall not be sorted or rinsed on location.

Contaminated linen shall be placed in a red, leak proof bag which shall be marked "Bio-Hazard" to indicate the potential infectious status of its contents. Should outside contamination of the bag occur, double bagging shall be required.

All bagged items will be secured in a location where accidental exposure is unlikely. Each department shall designate an area where bagged laundry can be secured while waiting pickup for specialized cleaning.

Public Works: Bags/receptacles located in the WWTP Operations Building, 26729 98th Avenue NW

Durable equipment

Some equipment that will come into contact with blood and OPIM will be durable and should not be disposed, but rather cleaned.

For all departments, when personal durable equipment is found to be exposed to blood or OPIM, it is the responsibility of the owner to appropriately clean the equipment and ensure it is safe for continued use.

If there is not time or resources to appropriately clean equipment ahead of next anticipated use, the equipment should be removed from service until it can be cleaned and verified to be safe

Cleaning instructions

Use a 10% diluted bleach spray or other as-effective cleaning agent to disinfect the durable equipment. Let the spray stand for at least 5 minutes before cleaning the equipment. If any rags used in cleaning have blood or OPIM on them at the conclusion of cleaning, they must be disposed of properly.

Cleaning supplies for the sterilization of equipment can be found in the following locations across departments:

- WWTP Operations Building, 26729 98th Avenue NW

Personal protective equipment

The City will provide and maintain, in a sanitary and reliable condition, necessary personal protective equipment (PPE) which is relevant to the procedures and job functions of the various employees. Employees are required to use appropriate PPE for the task they are performing, except in those extraordinary circumstances when such use would, in the employee's professional judgment, prevent the service from being

provided. In such cases the incident shall be investigated and documented in order to determine if changes can be instituted to prevent such occurrences.

The use of gloves is indicated and must be worn:

- For all emergency response care which involves potential exposure to blood or body fluids, particularly if the employee has cuts, abraded skin, chapped hands, dermatitis, or other non-intact skin.
- During all decontamination procedures involving clean-up of blood or body fluids.
- When scrubbing equipment contaminated with blood or body fluids prior to sterilization.
- Gloves shall be of appropriate quality and material and shall comply with the standards of safety for the procedure performed. A sufficient quantity and appropriate size for each employee will be supplied by the City.
- Hypo-allergenic gloves, glove liners, powder less gloves or similar alternatives will be made available to those employees who are allergic to the gloves normally provided.
- Gloves shall be single-use and shall be disposed of immediately following each contaminant contact or procedure.

Masks and Eye Protectors are to be available and are required to be used:

- When contamination of mucosal membranes (eye, nose, or mouth) with body fluids is likely to occur.
- Resuscitation equipment is provided to minimize the need for mouth-to-mouth resuscitation and shall be easily accessible in the event resuscitation is necessary. Mouth suctioning of blood or other potentially infectious material is prohibited.

New or cleaned personal protective equipment will be installed to replace contaminated or used equipment. This will be the responsibility of the employee who used the equipment. Failure to replace/restock used materials will expose the employee(s) to disciplinary action.

Housekeeping and clean-up

All equipment and work surfaces shall be cleaned as soon as practical after any contamination by blood or other potentially infectious material. In no circumstances will this be left for other employees to do. It is the responsibility of the employee who contaminated the area.

Protective coverings used to cover equipment are to be removed, cleaned or replaced as soon as feasible after being contaminated.

All bins, cans, or other receptacles which will be reused and which may be contaminated are to be emptied, cleaned and decontaminated at the end of each work shift.

Broken glass which may be contaminated is not to be picked up by hand but cleaned up or picked up by using a broom and dust pan, tongs, or forceps.

Reusable sharps are, after use, to be placed in the appropriate labeled container. Employees shall not reach into such containers with their hands, but must place and retrieve used, and presumably contaminated, sharps with tongs or forceps.

Regulated waste handling and disposal

Regulated waste related to BBP exposures may include:

- Liquid or semi-liquid blood or other infectious materials.
- Contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed.
- Items caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling.
- Contaminated sharps.
- Pathological and microbiological wastes containing blood or other potentially infectious materials.

Such regulated waste must be placed in the appropriate, labeled containers. Containers must meet the following specifications:

- Closable
- Able to prevent leakage during handling, storage, or transport
- Appropriately labeled

Containers must be closed prior to removal to prevent leaks. If outside contamination of a container occurs, the container is to be placed in a secondary container which is also closable, able to prevent leakage, and appropriately labeled.

Disposal of regulated waste

At the end of each day, remove waste from vehicles and other work areas and placed in an appropriate waste receptacle lined with a red, leak-proof plastic bag, and stored in the appropriate location for pick-up and disposal by an outside contractor. Such independent contractors will be responsible for the training of their employees regarding the identification, segregation, and disposal of infectious waste.

It is management's duty to contract regulated waste disposal and pickups, and ensure they are occurring as expected.

Procedures in the event of personal exposure

All employees are required to use the following procedures in the event of exposure to possibly infectious blood or body fluids:

Needle Stick/Cut: Milk the exposure to express blood and clean the wound vigorously with soap and water for at least 10-15 seconds using friction.

Mucosal Splash: For a mucosal splash to eyes, nose, or mouth, flush or rinse with saline or water. For a mucosal splash to the skin or contamination of open wound, wash with soap and water. Shower and change clothes if necessary.

Blood Splash/Contact: For blood splash to mucosal tissues follow mucosal splash guideline above. For blood splash or contact to chapped, abraded, cut or broken skin, wash with soap and water and again remove contaminated clothing as soon as possible.

For any other contact with blood or body fluids to skin surfaces, wash with soap and water immediately or antiseptic wipes when wash facilities are not available. Remove contaminated clothing, shower and if continued contamination is anticipated, put on appropriate personal protective equipment.

Reporting: Report all needle sticks, mucosal splashes, and contamination of open wounds with blood and/or body fluids to your immediate senior supervisor.

Employee training

All employees whose job functions involve the risk of exposure to blood or body fluids shall receive appropriate education and training prior to the commencement of their duties and annually thereafter. Such education and training shall, at a minimum, include:

- A copy of the regulation and an explanation of its contents.
- A general explanation of the epidemiology and symptoms of blood-borne diseases.
- An explanation of the modes of transmission of blood borne pathogens.
- An explanation of each department's exposure control plan and means by which the employee can obtain a copy of the written plan.
- An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood or other potentially infectious materials.
- An explanation of the use and limitations of methods that will prevent or reduce exposure, including work practices and personal protective equipment.
- Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment.
- An explanation of the basis for selecting personal protective equipment.
- Information on the Hepatitis B vaccine including information on its efficacy, safety, method of administration, benefits of being vaccinated, and that the vaccine will be offered free of charge.
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
- An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
- Information on the post-exposure evaluation and follow-up that the employer is required to provide.
- An explanation of the signs and labels and/or color-coding used by the employer.
- An opportunity for interactive questions and answers with the persons conducting the training sessions.

Additional training will be provided when new tasks or procedures involving potential exposure are instituted.

Medical records

A medical record for each employee whose duties include potential occupational exposure will be maintained by the City. These records will include:

- The name and social security number of the employee.
- A copy of the employee's HBV vaccination status including the dates of vaccination and any medical records regarding the employee's ability to receive the vaccination.
- A copy of all opinions, examinations, testing, and follow-up involving post-exposure incidents.
- A copy of any information provided to any other healthcare professional regarding possible exposure.

Such records will be kept confidential and will not be disclosed to any person, except as required by law, without the express written consent of the employee. Such records will be maintained for thirty (30) years beyond the duration of the employment.

Ergonomics Program

What is Ergonomics?

Ergonomics is the scientific study of human work. It considers the physical, behavioral and mental capabilities and the limitations of the worker as they interact with tools, equipment, work methods, tasks, and work environment.

Purpose

- Reduce the physical stress associated with a given job.
- Increase the comfort, health, and safety of the work environment.
- Increase productivity.
- Reduce human errors associated with a task.
- Improve quality of work life.

Goal

- Ergonomics is a way to work smarter—not harder
- Fits the job to the worker – Not the worker to the job!

Musculoskeletal Disorders caused by Cumulative Trauma

- Carpal Tunnel Syndrome
- Tendonitis-forearm to hand
- Epicondylitis-elbow
- Rotator Cuff Syndrome-shoulder

In order to prevent Cumulative Trauma Disorders (CTDs) to the musculoskeletal system, we must first understand their causal factors. Identifying the causes of CTDs is

challenging because no one single causative factor will lead to a CTD by itself. It is the interaction of several risk factors over time that may lead to a CTD. These risk factors include:

1. **Awkward Posture:** postures that are not our normal standing and sitting posture. Examples include: bending, twisting, turning, long-arm reaching, cradling the neck with the telephone.
2. **Force:** gripping, grasping, and pinching activities such as picking up large file folders or stapling.
3. **High Repetition:** movements over and over again with hand, arm, or shoulder. Frequency and duration are risk factors.
4. **Contact/Mechanical Stress:** direct pressure on nerves – soft tissues of our body coming in contact with something that is hard, sharp or rough. Example, no padding with the keyboard and mouse.
5. **Static Load:** keeping muscles in one place for long periods of time. Examples: sitting or using the mouse for long periods of time without moving.
6. **Vibration:** using tools such as jackhammers.
7. **Temperature Extremes:** heat and cold

Symptoms to look for and report to your supervisor:

- Pain, numbness and tingling in the thumb and first 3 fingers or last 2 fingers.
- Shaking your hand to get the feeling back
- Weakness in the hand
- Pain and discomfort in wrist
- Pain going up to elbow or shoulder
- Clumsy feeling in affected hand

Workstation Design

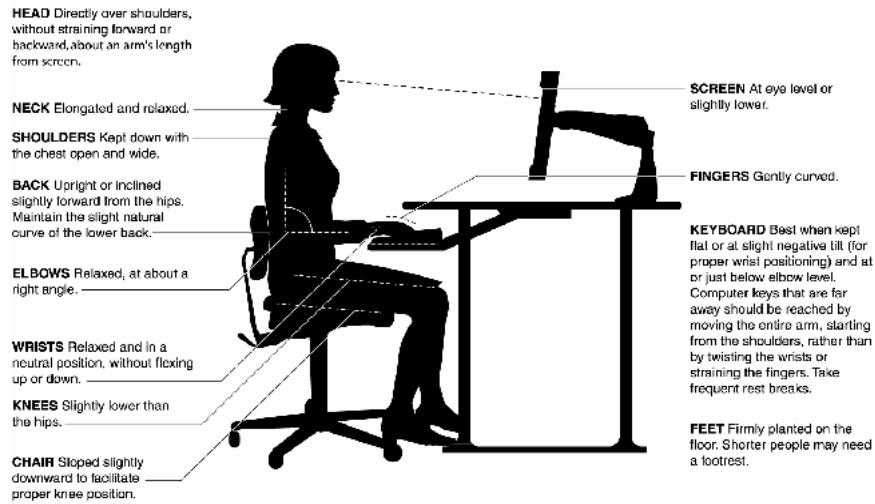
Use the following guidelines to assist in setting up your workstation to reduce CTD risk factors:

Keyboard

- Shoulders should be relaxed with arms hanging comfortably by sides.
- Bend at the elbows so that the arm is in a 90-degree angle and elbows are at waist.
- Forearms come straight out with palms hovering over thighs. Wrists are flat. Position keyboard and or tray under palms.
- Use padded articulating tray large enough to accommodate both keyboard and mouse.

Figure 1

Optimum Neutral Posture for Seated Computer Operators



Mouse

- Should be located next to and at the same level as the keyboard.
- Use padded foam wrist supports for mouse and keyboard to elevate wrists to neutral and eliminate contact with hard surfaces.

Chair

- Sit all the way back in the chair to allow weight distribution on buttocks, not thighs.
- Hips and knees should be level and positioned in a 90-degree angle.
- Feet flat on the floor or footrest.
- Backrest is upright with lumbar support at small of back, head aligned over shoulders.

Monitor

- Monitor should sit "straight on" to employee – not at an angle.
- Top of monitor screen should be at eye level or just below (except if wearing bifocals, the monitor can be lower).
- Optimum viewing distance is 20 to 30 inches.
- Minimize glare by placing screen at right angles to light source, use anti-glare screen, or adjusting the screen angle.

Telephone

- Use a headset if telephone usage is two or more hours per day.
- Telephone 'neck holder' devices that encourage awkward neck and shoulder posture while on the phone should be removed and eliminated.
- Place telephone within easy reach to eliminate long arm reaching.

Document Holders

- Recommended for copy intensive work.
- The holder should be placed at the same level as the monitor screen.

Shelves

- Frequently used items located in shelving above shoulder height should be moved down below shoulder height.
- Use a “two-handed” lift when lifting large 3-ring binders.

Stretch Breaks and Micro-Pauses

- Incorporate preventative stretch and exercise breaks from constant keying every hour.
- Change from static positions every 30 minutes to help reduce neck and lower back strain.

Heat Stress – Outdoor Heat Exposure

The purpose of this chapter is to ensure compliance with the Outdoor Heat Exposure rule, WAC 296-62-095, for employees who are exposed to temperatures at or above Table 1 (see below) of the regulation. This rule is intended to protect you and your co-workers from heat stress while working outside.

Table 1: Outdoor Temperature Action Levels

All other clothing	89°
Double-layer woven clothes including coveralls, jackets and sweatshirts	77°
Non-breathing clothes including vapor barrier clothing or PPE such as chemical resistant suits	52°

What are Heat-related illnesses?

Heat-related illness means a medical condition resulting from the body’s inability to cope with a particular heat load, and includes, but is not limited to, heat cramps, heat rash, heat exhaustion, fainting, and heat stroke. When the body is unable to cool itself by sweating, several heat-induced illnesses such as heat stress or heat exhaustion and the more severe heat stroke can occur and can result in death!

What are my responsibilities as an employee under the Heat Exposure Standard?

City of Stanwood employees are responsible for monitoring their own personal factors for heat-related illness including the consumption of water to ensure hydration.

Training:

Employees shall have training regarding:

- The environmental factors that contribute to the risk of heat-related illness;
- A general awareness of personal factors that may increase susceptibility to heat-related illness including, but not limited to, an individual's age, degree of acclimatization, medical conditions, drinking water consumption, alcohol use, caffeine use, nicotine use, and use of medications that affect the body's responses to heat;
- The importance of removing heat-retaining personal protective equipment such as non-breathable chemical resistant clothing during all breaks;
- The importance of frequent consumption of small quantities of drinking water or other acceptable beverages;
- The importance of acclimatization;
- The different types of heat-related illness, the common signs and symptoms of heat-related illness (see Table 2); and
- The importance of immediately reporting signs or symptoms of heat-related illness in either themselves or in co-workers to the person in charge and the procedures the employee must follow including appropriate emergency response procedures.

What are my responsibilities as a Supervisor under the Heat Exposure Standard?

Prior to supervising City employees working in outdoor environments with heat exposure at or above the temperature levels listed in Table 1, shall be trained on the following topics:

- The information required for employees (see above);
- The procedures they must follow to implement the applicable sections in WAC 296-62-095 through WAC 296-62-09510;
- The effects of environmental factors such as relative humidity, radiant heat from the sun and other sources such as hot asphalt, conductive heat sources such as the ground and metal surfaces, air movement, workload (i.e., heavy, medium, or low) and duration, and personal protective equipment worn by employees;
- The procedures the supervisor must follow if an employee exhibits signs or symptoms consistent with possible heat-related illness, including appropriate emergency response procedures; and
- Procedures for moving or transporting an employee(s) to a place where the employee(s) can be reached by an emergency medical service provider, if necessary.

What are Management's responsibilities under the Outdoor Heat Exposure Standard?

Departments that have employees that fall under WAC 296-62-095 Outdoor Heat Exposure shall ensure the following:

- **Training** - Each year prior to the month of May, all employees working outdoors and are exposed to temperatures at or above Table 1 will be provided training on signs and symptoms of outdoor heat exposure and on City policy to prevent heat-related illness. When new employees are hired during the summer months, training will be provided prior to the new employee working in the outdoor environment.
- **Drinking Water** - On days when the temperature is at or above those listed in Table 1, employees shall provide sufficient quantity of drinking water which shall be readily accessible at the work location. The water quantity will be sufficient to allow each employee to drink at least a quart or more of water each hour. **It is the responsibility of the Department to ensure that the supply of available drinking water does not run out.**
- **Breaks** - Provide for regular breaks in a shaded area.

What are the procedures that should be followed if an employee exhibits signs or symptoms consistent with possible heat-related illness?

Time is critical when people are experiencing heat stress/heat stroke. The quicker any employee experiencing symptoms can be removed from the heat and cooled down, the better the chances are for a full recovery. The following actions should be immediately performed:

- Call 911 at once;
- Remove the employee from the sun and heat to a cool shaded area;
- Do not leave the person alone;
- Loosen or remove heavy clothing;
- Provide cool drinking water if conscious;
- Fan and mist the person with water.

Always remember, when working outside or in warm indoor environments:

- Drink plenty of water, even when not thirsty. Sip small amounts often.
- Try to do the heaviest work during the cooler parts of the day.
- Adjusting to the heat takes time; start slower and work up to your normal pace.
- Wear light, loose-fitting, light-colored breathable clothing such as cotton, and a hat.
- Take regular breaks in the shade.
- Avoid alcohol or drinks with caffeine before or during work.
- Watch co-workers for signs of heat exhaustion or heat stroke.

- If you start feeling symptoms (lightheaded, headache, nausea, dizziness, etc.), stop what you are doing immediately and take steps to cool down. Tell a supervisor.
- If you think someone is suffering heat stroke, get medical help immediately by calling 911. Some of the signs of heat stroke include no sweating; red or flushed, hot dry skin; rapid pulse; headache; blurred vision; dizziness or fainting; difficulty breathing; pinpoint pupils; unusual behavior; convulsions; and collapse.

Table 2: Common Signs and Symptoms of Heat-Related Illness

The chart below shows **symptoms** and **first aid measures** to take if a worker shows signs of a heat-related illness.

Illness	Symptoms	First Aid*
Heat stroke	▪ Confusion ▪ Fainting ▪ Seizures ▪ Excessive sweating or red, hot, dry skin ▪ Very high body temperature	▪ Call 911 While waiting for help: ▪ Place worker in shady, cool area ▪ Loosen clothing, remove outer clothing ▪ Fan air on worker; cold packs in armpits ▪ Wet worker with cool water; apply ice packs, cool compresses, or ice if available ▪ Provide small amount of fluids (preferably water) as soon as possible ▪ Stay with worker until help arrives
Heat exhaustion	▪ Cool, moist skin ▪ Heavy sweating ▪ Headache ▪ Nausea or vomiting ▪ Dizziness ▪ Light headedness ▪ Weakness ▪ Thirst ▪ Irritability ▪ Rapid heart beat	▪ Have worker sit or lie down in a cool, shady area ▪ Give worker plenty of water or other cool beverages to drink ▪ Cool worker with cold compresses/ice packs ▪ Take to clinic or emergency room for medical evaluation or treatment if signs or

Illness	Symptoms	First Aid*
		symptoms worsen or do not improve within 60 minutes. ▪ Do not return to work that day
Heat cramps	▪ Muscle spasms ▪ Pain ▪ Usually in abdomen, arms, or legs	▪ Have worker rest in shady, cool area ▪ Worker should drink water or other cool beverages ▪ Wait a few hours before allowing worker to return to strenuous work ▪ Have worker seek medical attention if cramps don't go away
Heat rash	▪ Clusters of red bumps on skin ▪ Often appears on neck, upper chest, folds of skin	▪ Try to work in a cooler, less humid environment when possible ▪ Keep the affected area dry
* Remember, use this information only as a guide to help workers in need.		

Material Handling and Lifting

Material handling is defined as using any part of the body to lift, move, push, pull, retrieve, carry, or climb with any materials such as people, inventory, merchandise, tools, raw materials, or supplies found in the work environment. Overexertion can cause sprains/strains injuries to our musculoskeletal system causing pain and discomfort.

Other factors to consider that can contribute in causing these injuries are:

- Poor physical fitness
- Lack of flexibility
- Participation in certain recreational activities
- Emotional stress
- Lack of rest
- Poor back support when sleeping
- Poor posture when sitting and standing for long periods

The City of Stanwood will focus on factors that can be controlled in the workplace and implement engineering, administrative or training controls to eliminate or reduce hazards on the job that can contribute to musculoskeletal injuries.

Priorities for Risk Control

1. Eliminate need for manual materials handling by using mechanical aids such as:
 - Lift tables
 - Lift trucks
 - Hoists and cranes
 - Drum and barrel dumpers
 - Conveyors
2. Change work area layout by:
 - Changing height of work level
 - Changing worker level
 - Providing all material at work level
 - Minimizing horizontal distance between operator and load
 - Decreasing vertical distance load travels
 - Limiting stacking heights to shoulder height
 - Keeping heavy objects at knuckle height
3. Decrease job demands by decreasing object weight by:
 - Assigning the job to 2 or more persons
 - Distributing the load into 2 or more containers
 - Reducing container weight
 - Reducing hand force.
4. Change type of manual materials handling activity by:

- Changing from lifting to lowering
 - Changing from carrying to pulling
 - Changing from pulling to pushing
5. Maximize time to perform job by:
- Reducing frequency of activities
 - Incorporating work/rest schedules
 - Utilizing job rotation

Rules of Thumb

- Weights greater than 30 pounds for men and women are usually excessive.
- Pushing is preferable to pulling.
- Do not set something on the floor, which has to be picked up again later. Keep objects at work level.
- Mid-range height (area between knuckles and shoulders) is the best height for manual handling.

Lifting

Lifting is one of the most dangerous activities for the spine. The neutral position **MUST** be used to reduce the risk of injury. Lifting in a neutral position allows the larger and more powerful leg muscles to do the lifting.

1. Avoid manual lifting whenever possible. Manual lifting is one of the most common causes of workplace injury. If you are doing manual lifting, you are at risk for injury. Use mechanical means when possible.
2. The closer the object, the easier it is to lift.
3. Avoid twisting as you lift to help keep your back strong and free from injury.
4. Use lifting handles whenever possible.
5. Good firm footing is a must.

How to lift properly

1. Squat down close to the object; maintain a natural curve of back.
2. Test the weight of the object by lifting or tilting a corner.
3. If the object is too heavy:
 - Divide into smaller loads.
 - Get someone to help.
 - Use a mechanical device.
 - Grasp object firmly.
 - Keeping the object close in, lift it while straightening the legs and tightening the stomach and buttock muscles.
 - Never twist or jerk the body.
 - Avoid lifting to the side.
 - Avoid overextending and reaching too far.

How to carry an object

1. Select a clear route of travel and maintain an awareness of surface conditions.
2. Keep a firm grip on the object and carry it close to the body.
3. Do not allow the load to obstruct your view.
4. Do not twist the body; change direction by moving the feet.

How to set an object down:

1. Face the spot where the object is to be placed.
2. Squat down, maintain a natural curve of back.
3. Lower object, first on to one corner or onto a support to avoid finger injuries.
4. Lower the object into final position keeping fingers out of the way.

Housekeeping

Close attention to good housekeeping and office safety encourages teamwork, prevents accidents and creates a wholesome and productive work environment.

Good housekeeping is one of the most important factors in maintaining a safe job. Numerous workers in the industry are injured each year because they trip, stumble or step on objects that are in their way. These accidents are often blamed on the worker's carelessness in not looking where they are going. Actually, these accidents are the direct result of poor housekeeping. When you see something lying around, stop and take the time to put it in its proper place. Don't wait for someone else to do it, even though they may be the one who left it there.

- Report all injuries, regardless of severity to your supervisor.
- Walk cautiously up and down stairs; Use the handrail whenever possible.
- Use caution when opening a door onto a stairwell and walking past doors in stairwells.
- Keep floors, landings, and stairs free of debris.
- Close drawers of desks and file cabinets when not in use.
- Boxes, chairs, etc., shall not be used in place of ladders.
- Keep the floor free of tripping hazards such as telephone cords, electric extension cords, and paper cartons.
- Store material on shelves in a manner to prevent falling; heavy objects should be placed on lower shelves.
- Report unsafe electrical cords, faulty electrical or other equipment, or any other hazardous condition promptly to your supervisor.

Slips, Trips and Falls

Slips, trips and falls are a leading cause of accidents in the workplace. Injuries can occur anywhere at any time. Surfaces such as asphalt, sidewalks, wooden, tiled, or carpet-covered floors, special surfaces on stairs and conveyances (moving sidewalks, escalators, and elevators) can present serious tripping, slipping, or falling hazards.

Walking surfaces can change substantially when people track in mud, snow, dirt and moisture. Outside weather conditions can often produce wet and slick surfaces. Holes in asphalt or unexpected obstructions in sidewalks can be a potential cause for injury. Torn or curled-up carpet or floor coverings are other areas of concern. Liquid spills in bathrooms, lunch rooms etc. can be unseen or undetected.

Guidelines

- Be aware of floor surfaces. Look at path of travel for obstacles.
- Clean up spills-even if you didn't do it.
- Wear appropriate shoes in adverse weather conditions. (no heels on ice or slick surfaces).
- Report any hazards.

Poor housekeeping is another cause for slips, trips and falls. Open drawers, boxes in aisles, extension/computer cords, debris or objects, or cramped and crowded space are some examples of this.

- Keep drawers closed when not in use. Open one at a time.
- Pick up after yourself. Everything should be put away after it is used.
- Do not use extension cords.
- Report hazards.

Inadequate illumination can contribute to slips, trips and falls. Light values at floor level should be uniform with no glare or shadows. There should be no violent contrasts in light levels between floor areas. Report areas where lighting has gone out and bulbs need replacing to your supervisor or maintenance.

Other factors causing slips, trips and falls include:

- Illness
- Emotional disturbances
- Fatigue
- Lack of familiarity with environment
 - Poor vision

Electrical Hazards

The easiest way to reduce the possibility of electrocution is to:

- Use Ground Fault Circuit Interrupter (GFCI)
- Make sure extension cords are not frayed.
- Make sure equipment is grounded.
- Receptacles are mounted and secured.
- Panel boxes are covered.
- Do not use extension cords to suspend lighting.
- Do not use extension cords as permanent wiring.

What is a GFCI?

GFCI is a fast-acting circuit breaker which senses small imbalances in the circuit caused by current leakage to ground and, in a fraction of a second, shuts off the electricity.

The GFCI continually matches the amount of current going to an electrical device against the amount of current returning from the device along the electrical path.

Whenever the amount going differs from the amount returning by approximately 5 milliamps, the GFCI interrupts the electrical power within as little as 1/40 of a second.

Why does the GFCI cut the flow at 5 milliamps? It only takes 100 milliamps to kill a person.

Ladders

Supervisors are responsible to ensure that all ladders used in their assigned area are regularly inspected and that defective ladders are replaced or repaired.

Purchasing department shall ensure that all ladders purchased meet the specifications of the ANSI codes for metal or fiberglass ladders.

Placement

1. All ladders must be fully secured before being climbed. Portable ladders shall be equipped with safety feet or with sharp spurs. When necessary, ladders will be securely lashed at the top and or bottom. When appropriate, safety hooks will be utilized to secure ladders at top.
2. Only ladders of proper length shall be used. Any alteration to a ladder is strictly prohibited.
3. Step ladders shall be fully opened and locked in place during use.
4. Ladder placement shall be so positioned that for every 4 feet of height, the base will be located 1 foot away from the vertical plain. This ratio is 4 to 1 or 25% of the total height.
5. Ladders shall not be placed in front of doors opening toward the ladder unless the door is blocked open, locked, or guarded.
6. When a ladder is being used in an open traffic area or where there is a danger of it being knocked over, a workman shall be stationed at the foot of the ladder.
7. Ladders shall not be used in a horizontal position as a platform, runway, scaffold, or any other purpose except that for which they were designed.
8. Rubber safety feet are recommended for hard surfaces such as wood or concrete. Safety spurs will be used on soft surfaces.
9. No ladder shall be used to gain access to a roof unless the top of the ladder extends at least 3 feet above the point of support.
10. Fixed ladders erected in areas in which a stairway cannot be constructed must be of steel. When fixed ladders exceed 20 feet in height, a cage or basket guard (beginning not more than 8 feet above grade) shall be provided. The ladder must have a minimum front clearance of 6 1/2-inches, and a minimum side clearance of 15-inches measured from the centerline. Side rails on permanent ladders should extend 3 ft. 6in. above landings.

Climbing Ladders

1. Examine ladders before each use. If broken, cracked, or defective in any way, the ladder shall be tagged for immediate repair or destruction and removed from work area.
2. Face ladder when climbing up or down.
3. Use rungs for climbing and descending, not side rails.
4. Keep body centered between side rails; move the ladder as needed. Don't reach.
5. Do not slide down, jump off, or run on a ladder.
6. Keep hands free while climbing ladders. Carry small objects in pockets or on belts; use hand lines for larger items.
7. Before climbing a ladder, make sure it is clean, free of grease, oil, mud, snow, or other slippery material. Keep your shoes clean.
8. When working from a stepladder over five feet high, workers shall not stand on a step higher than the third step from the top of the stepladder.
9. Do not climb higher than the third rung from the top on straight or extension ladders or the second tread from the top of stepladders.
10. Do not climb a ladder already occupied by another person.
11. Hook safety chains onto elevated platforms that have more than one access. Chains may be unhooked on unoccupied platforms having only one access.
12. No type of work shall be performed on a ladder over 25 feet from the ground that requires the use of both hands to perform the work, unless a safety harness is worn and the safety lanyard is secured to the ladder.
13. Any work that requires eye protection, respirators, or handling of pressure equipment, shall not be performed from a ladder more than twenty-five feet above the surrounding surface.

These are NOT ladders!



Hand Tools – Care and Use

Common types of Hand Tools; Use the right tool for the right job:

- Wrenches: open, pipe, socket
- Impact: drift pins, chisels, wedges
- Hammers
- Screw drivers
- Cutting: knives, axes, saws machetes
- Shovels
- Rakes
- Hoes

Inspection and Use Guidelines:

- Maintain in serviceable condition.
- Check handles for cracks, splinters, and taped repairs.
- Wear proper PPE.
- Do not carry sharp-edged tools in pockets.
- Keep sharp-edge tools sharp.
- Cut away from body.

Wrenches:

Must not be used if sprung or worn to the point that slippage occurs.

Impact:

Keep free of mushroomed heads.

Axes:

- Must be sharp.
- Check head for burrs or deep grooves.
- Head securely fastened to handle; when in doubt insert a wedge.
- Check handles for cracks, splinters, and taped repairs.

Saws:

- Make sure saw body is straight.
- Inspect for sharpness and missing teeth.
- Check handles for cracks and that the blade is securely attached.

Knives:

- Must be sharp.
- No burrs or nicks.
- Cut away from body.
- Never cut on items held between the knees or legs.

Power Tools

General

All rotating shafts, spindle, belts, fittings and other projections must be guarded. Machinery intended for stationary use must be secured from tipping over.

Common Types of Power Tools

Electric power operated tools, drills, saws, grinders

- Must be double insulated or grounded.
- Do not hoist or lower using the electric cords.
- Inspect cords and connections; if damaged, have them replaced.
- All power saws shall have guarding to protect the operator from contact with moving saw teeth.
- Use retractable guards when possible.

Pneumatic Power Tools

- Secure tool hose by whip check.
- Connections to be clipped.
- Do not exceed the manufacturer's safe operating pressure.
- All hoses exceeding ½" I.D. shall have a safety device at the source of supply or branch line to reduce pressure in case of hose failure.
- On nailers and staplers operating at over 100 psi, a safety device is required to prevent firing unless muzzle is in contact with work surface.
- When cleaning with compressed air, 30 psi is maximum pressure and then only with PPE and chip guarding.
- Inspect all hoses and fittings; if damaged, have them replaced.

Abrasive Wheels

- Guards must be in place.
- Ring test prior to use.
- Use safety glasses and face shield.
- Must have safety guards that expose only the proper amount of wheel surface.

Bench Grinders

- Tool rest with 1/8" of grinding wheel
- Tongue guard with ¼" of grinding wheel

Motor Vehicle Driving

Driving is the primary mode of travel for 90% of all licensed persons 16 years and older. It is an activity that most people enjoy and one that must be correctly learned and properly practiced if injury is to be prevented.

Each year, nearly one driver in eight is involved in a reportable crash. Only 10 percent of drivers recognize this statistic. Thirty percent believe their chances of a collision are

one in a thousand. As a result, most drivers let their guard down when they're behind the wheel and aren't aware of conditions that can lead to crashes.

As a City employee commuting to work, carpooling, driving a City owned vehicle or other work-related driving task, we want you to arrive to work and home safely. Lack of awareness is a major factor in traffic crashes and many drivers do not relate "risk" to driving. Managing risk when you drive involves controlling visibility, time, and space, and being aware of the amount of traction available.

The following are guidelines that can help you assess conditions more accurately, predict the actions of other roadway users, and make decisions with a more realistic concept of the consequences.

1. Inspect the Vehicle:

- Walk around and inspect outside before entering.
- Check tires for proper inflation.
- Check oil/gas levels.
- Check mirrors for proper alignment.
- Make sure lights, signals, windshield wipers and instruments are working properly.

2. Develop Visual Habits:

- Concentrate on path of travel.
- Look well ahead.
- Scan the scene constantly.
- Look through rear window and turn head while backing up.
- Be aware of signs, signals and roadway markings.
- Look for pedestrians, bicycles, obstructions.

3. Time and Space Considerations:

- Maintain 2-3 second following distance behind other vehicles.
- Allow 2 seconds distance to the rear.
- Allow at least one car width of space to one side.
- Adjust speed for road, traffic, sight or weather conditions.

4. Communication with Other Drivers:

- Use proper turn/hazard/brake signals.
- Position car to be seen.
- Turn lights on for safety.
- Use the horn to warn.
- Use appropriate body actions and gestures (eye-to-eye contact).

5. Adverse Driving Conditions and Emergencies:
 - Clear windshield, rear windows.
 - Slow for adverse weather conditions.
 - Pull off roadway and wait for rain or snow to ease if needed.
 - Use low beams and slow down for foggy conditions.
 - Adjust speed for glare and reduced visibility for night driving.
 - Pump brakes, shift to low gear or use emergency brake if brakes fail.
 - Avoid driving around bedtime or for long periods of time.
 - Firmly hold the steering wheel and steer straight if a blowout occurs.
6. Obey Laws/Safety Precautions:
 - Wear seatbelts (all passengers over 5 years old).
 - Use child restraint laws.
 - Lock doors.
 - Don't drink or abuse drugs and drive.
 - Don't drive while fatigued. Stop and rest.
 - Don't drive while emotionally, or mentally upset.
 - Pull over for emergency vehicles.
 - Obey construction site rules/signs.
 - Adhere to speed limits.
 - Do not use cell phones while driving.

Vehicle Accident Reporting Procedures

Stop immediately to investigate.

1. Protect the scene of the accident to prevent further injury or damage.
2. Call 911
3. Render assistance to injured parties within your training level.
4. Report the accident to your supervisor immediately.
5. Fill out the Accident Report Form (See Appendix) at the scene.
6. Return completed forms to your immediate supervisor within one business day following the accident.

Violence in the Workplace

Violence in the workplace causes a significant number of workplace fatalities and injuries throughout the United States. Every week, about 20 workers are murdered in the United States. Workplace fatality data shows that assaults and other violent acts are among the leading causes of work-related deaths in a number of states. For women, violence is the leading cause of workplace fatalities in the United States.

The following types of violence illustrate different characteristics of workplace violence and ways violence may present itself. Each involves different risk factors and means of preventing or responding to the potential violent incident.

1. Violence by strangers
2. Violence by customers or clients
3. Violence by co-workers
4. Violence by personal relations

The City of Stanwood is concerned and committed to our employees' safety and health. We refuse to tolerate violence in the workplace and will make every effort to prevent violent incidents from occurring by implementing a Workplace Violence Prevention Policy (WVPP), which is contained in the City's Personnel Policy Manual.

All managers, supervisors and employees are responsible for implementing and maintaining our WVPP. We require prompt and accurate reporting of all violent incidents whether or not physical injury has occurred.

Our program will ensure all employees adhere to work practices that are designed to make the workplace more secure, and do not engage in verbal threats or physical actions which create a security hazard for others in the workplace. It includes:

- Informing all employees about the WVPP.
- Evaluating workplace security measures.
- Recognition of workplace security hazards and risk factors associated with the four types of violence.
- Providing training and/or counseling to employees who need to improve work practices to ensure workplace security.
- Disciplining employees for failure to comply with established practices.
- Providing training designed to address specific aspects of workplace security unique to our establishment.
- Posting or distributing workplace security information.
- Providing a system for employees to inform management about hazards or threats of violence.
- Establishing procedures for protecting employees who report threats from retaliation.
- Complying with all Federal and State record keeping requirements.
- Conducting periodic inspections to identify and evaluate workplace security hazards and threats of workplace violence assessing all four types of violence listed above.
- Annual reviewing and evaluating program safety and security measures.

Safety Training

Safety training will be provided for all employees as an essential part of implementing the Accident Prevention Program. This training is conducted for new employees before they begin working at our establishment and on-going for staff as needed and appropriate.

These courses include:

- New Employee Orientation
- Safety and Health Responsibilities
- Reporting Accidents & Safety Hazards
- Accident Investigation
- Safety Committee
- First Aid/CPR
- Emergency Preparedness
- Safety Bulletin Board

- Personal Protective Equipment
- Hazardous Chemical Communication Program
- Silica/Silicosis Awareness Program
- Lock-Out/Tag-Out Program
- Confined Space Program
- Respiratory Protection Program
- Voluntary Respirator Use Program
- Fall Protection Program
- Blood-Borne Pathogens-Exposure Control Plan
- Ergonomics Program
- Outdoor Heat Exposure

- Material Handling
- Lifting
- Housekeeping
- Slips, Trips and Falls
- Electrical Hazards
- Ladder Safety
- Hand Tools
- Portable Power Tools
- Motor Vehicle Driving
- Vehicle Accident Reporting

APPENDIX A



RELEASE FOR WORK AUTHORIZATION

Employee Name					Claim Number				
Diagnosis					Date of injury				
Return to Work Status									
May return to regular work (date)					May not return to work until (estimated date)				
May return to transitional work (date)					Estimated duration of transitional work				
Physical Limitations: I certify the employee can perform duties within the capabilities defined as follows: ☐ Without any restrictions									
<i>Note: In terms of an 8-hour workday, "occasionally" equals 1-33%, "frequently" equals 34-66%, "continuously" equals 67-100%</i>									
Capabilities	Never	Occas.	Freq.	Cont.	Lifting/Carrying	Never	Occas.	Freq.	Cont.
Bend					0-5 lbs				
Squat					6-10 lbs				
Crawl					11-20 lbs				
Reach above shoulders					21-25 lbs				
Kneel					26-50 lbs				
Stoop					51-100 lbs				
Climb stairs/steps/step-stool					Repeated push/pull				
Climb ladders					Repeated simple grasp				
Walk on uneven ground					Repeated fine manipulation				
Other (specify)					Other (specify)				

Restriction of Activities	None	Mild	Moderate	Total	Comments																
Unprotected heights																					
Be around moving machinery																					
Exposure to changes in temperature and humidity																					
Driving automotive equipment																					
Exposure to dust, fumes & gases																					
In an 8-hour workday, worker can (check full capacity for each activity)																					
<i>Total at one time (hours)</i>											<i>Total during entire 8-hour day (hours)</i>										
Hours	0	½	1	2	3	4	5	6	7	8	Hours	0	½	1	2	3	4	5	6	7	8
Sit											Sit										
Stand											Stand										
Walk											Walk										
I have received a written list of job tasks ☐ Yes																					
I have not received a written list of job tasks, but I agree that duties may be assigned and/or changed, so long as they match the limits defined by me above. ☐ Yes ☐ No																					
Prognosis																					
Permanent restrictions likely? ☐ Yes ☐ No ☐ Unknown at this time																					
Medically stable? ☐ Yes ☐ No ☐ Date:																					
Physician Name (print)											Phone										
Signature											Date										

APPENDIX B



HAZARD REPORT AND NEAR MISS FORM

Description hazard or near miss:

Exact location of hazard or near miss: _____

Date on which hazard was noted or near miss occurred: _____

Time of Occurrence: _____

Reported by: _____

Date: _____

The following must be completed for all reports

Supervisor's Comments

(Include proposals or action taken to remedy the situation and prevent recurrence)

Supervisors Name: _____

Signature: _____

Date: _____

Safety Committee Comments

APPENDIX C

**CITY OF STANWOOD
EMPLOYEE REPORT OF ACCIDENT**

<u>Distribution:</u> (Initial for acknowledgement)	
Immediate Supervisor	_____
Department Head	_____
City Administrator	_____
Mayor	_____
Date Reviewed by	_____
Safety Committee	_____
Personnel File	_____

What type of accident (*check as many as apply*)

- ☐ Personal injury
- ☐ City vehicle
- ☐ Equipment or property damage (City or not)

Name of employee(s) involved: _____

Location of the Accident: _____

Date of Accident: _____ Time of Accident: _____

Reported to: _____

Witnesses: _____

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Describe the injury and/or accident (*use reverse side of form, if necessary*):

Did this accident involve anyone not employed by the City? ☐ Yes ☐ No

If yes, give name and address: _____

If they were injured, describe: _____

If personal injury accident: Was employee taken for medical treatment? ☐ Yes ☐ No

If yes, where? _____ Name of Doctor: _____

Do you anticipate loss of time from work? ☐ Yes ☐ No If yes, how long? _____ (hours)

Will a claim for industrial insurance be made? ☐ Yes ☐ No

How could this accident have been prevented? Include recommendation for changes in working conditions, equipment, or City policy (*attach additional information if necessary*):

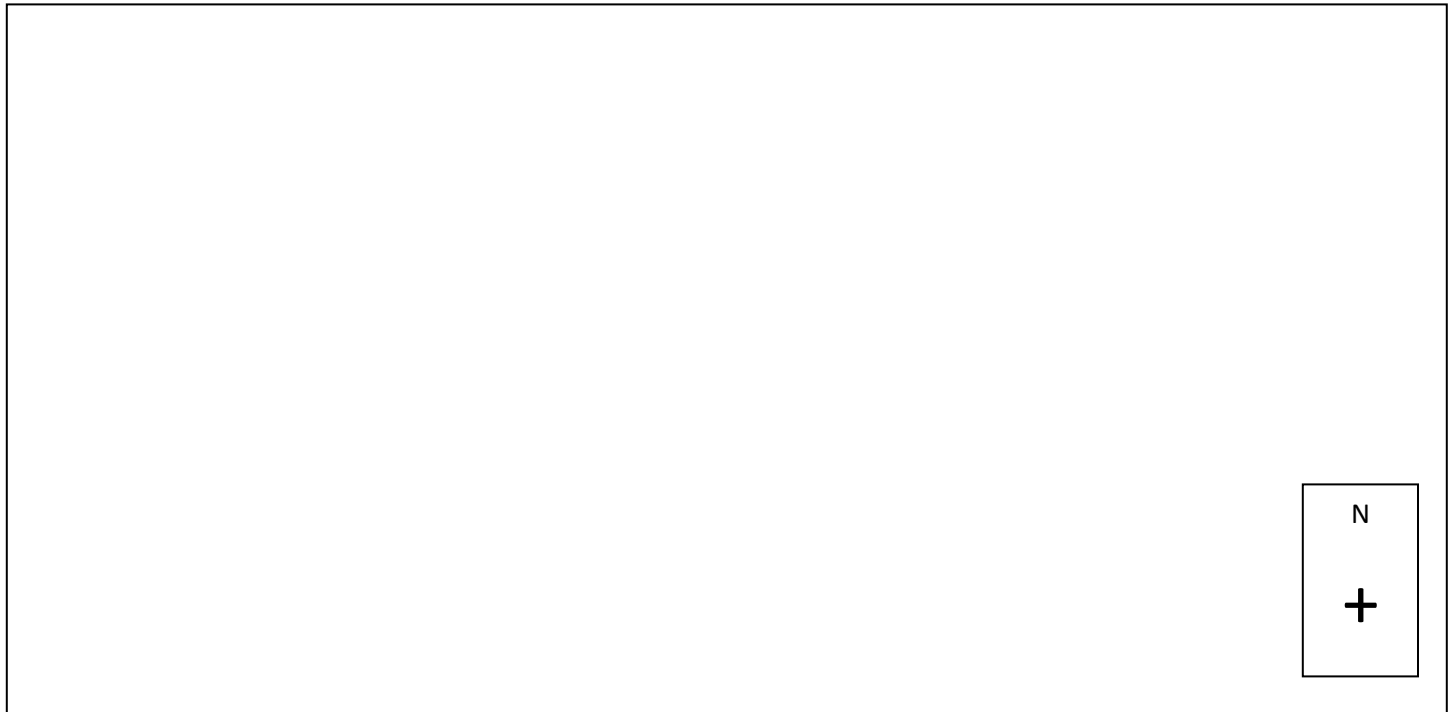
Note: All accidents, however minor, must be reported. The employee, when possible, will assist in the completion of this report, and will sign it when completed.

Signature of Employee

Today's Date

Give this form and all attachments
to your immediate supervisor

Description of accident if vehicles involved. Use grid below to show location of streets, position of vehicles, direction of travel, and any other significant features (*attach picture if available and any additional comments, if necessary*)



**CITY OF STANWOOD
EMPLOYEE ACCIDENT WITNESS STATEMENT**

Date of Accident: _____
Name of employee(s) involved: _____
Name of Witness: _____
Location of the Accident: _____
Date of Accident: _____ Time of Accident: _____

Describe fully how accident occurred: (including events that occurred immediately before the accident):

Describe bodily injured sustained (be specific about body part(s) affected):

Signature of Witness

Today's Date

CITY OF STANWOOD
SUPERVISOR'S ACCIDENT INVESTIGATION
(To be completed by the employee's supervisor or department head)

Location of the Accident: _____
Date of Accident: _____ Time of Accident: _____
Describe injury: _____
Describe damage to property/equipment: _____

What was the employee doing when injury/damage occurred? What machine or tool was being used? What type of operation?

How did injury/damage occur? List all objects and substances involved.

PLEASE INDICATE ALL OF THE FOLLOWING WHICH CONTRIBUTED TO THE INJURY OR DAMAGE

☐ Failure to lockout	☐ Improper maintenance	☐ Poor housekeeping
☐ Failure to secure	☐ Improper protective equipment	☐ Poor ventilation
☐ Horseplay	☐ Inoperative safety device	☐ Unsafe arrangement or process
☐ Improper dress	☐ Lack of training or skill	☐ Unsafe equipment
☐ Improper guarding	☐ Operating without authority	☐ Unsafe position
☐ Improper instruction	☐ Physical or mental impairment	☐ Other _____

Supervisor's corrective action to ensure this type of accident does not recur:

Was employee trained in the appropriate use of PPE/proper safety procedures?..... Yes ☐ No ☐
Was employee cautioned for failure to use PPE/proper safety procedures? Yes ☐ No ☐
Did employee promptly report the injury/damage? Yes ☐ No ☐
If applicable, is modified duty available Yes ☐ No ☐

Supervisor's name Supervisor's signature Date

APPENDIX D

EMPLOYEE SAFETY ORIENTATION

To be used for all new hires, or whenever a change in job assignment, location, or responsibility indicates that new hazards need to be addressed.

Employee name _____ Date Hired _____

Department _____ Job Assignment _____

I have provided this employee with the following information and scheduled any necessary training:

_____ Name of supervisor/manager	_____ Signature	_____ Date
-------------------------------------	--------------------	---------------

- ☐ How and when to report injuries.
- ☐ The location of first aid kits and facilities, and who in the workgroup has received training in first aid and CPR.
- ☐ How to report unsafe conditions and practices.
- ☐ The use and care of required personal protective equipment (PPE).
- ☐ The proper actions to take in event of emergencies, including how to evacuate the work area, where fire extinguishers are located, and the employee's role in an emergency.
- ☐ How to identify any hazardous gases, chemicals, or materials stored at the worksite, how to use these materials safely, and the emergency actions to take following an accidental exposure.
- ☐ How the City's total safety program works.
- ☐ An on-the-job review of safe work practices and potential hazards on the job.
- ☐ Appropriate work-specific safety training scheduled below.

	Training Scheduled	Training Received
☐ Hazard Communication	_____	_____
☐ Safe Lifting	_____	_____
☐ CPR/First Aid	_____	_____
☐ Blood borne Pathogens	_____	_____
☐ Flagger Certification	_____	_____
☐ Other: (i.e., Asbestos, Lockout, Machine Guarding, Confined Space, Trenching and Shoring, Fall Protection)	_____	_____

_____	_____	_____
_____	_____	_____

I have received the above information and will attend the above training.

_____ Signature	_____ Date
--------------------	---------------

Note: Please return completed form to HR Department



</



Advisory Information for Persons Who Voluntarily Use Respirators

Respirators protect against airborne hazards when properly selected and used. Respirator usage that is required by WA DOSH or the City is not voluntary use. WISHA recommends voluntary use of respirators when exposure to substances is below WISHA permissible exposure limits (PELs) because respirators offer an additional level of comfort and protection.

If you choose to voluntarily use a respirator (whether it is provided by you or the City), be aware that **respirators can create hazards for you**, the user. You can avoid these hazards if you know how to use your respirator properly **and** how to keep it clean. Take these steps:

- Read and follow all instructions provided by the manufacturer about use, maintenance (cleaning and care), and warnings regarding the respirator's limitations.
- Choose respirators that have been certified for use to protect against the substance of concern. The National Institute for Occupational Safety and Health (NIOSH) certifies respirators. If a respirator is not certified by NIOSH, you have no guarantee that it meets minimum design and performance standards for workplace use.
 - A NIOSH approval label will appear on or in the respirator packaging. It will tell you what protection the respirator provides.
- Keep track of your respirator so you do not mistakenly use someone else's.
- Do not wear your respirator into:
 - Atmospheres containing hazards that your respirator is not designed to protect against.
For example, a respirator designed to filter dust particles will not protect you against solvent vapor, smoke, or oxygen deficiency.
 - Situations where respirator use is required.
- Contact the Public Works Supervisor if you have any questions about respirator use.

I, hereby, as an employee of the City of Stanwood acknowledge the risks and benefits of voluntarily using a filtering facepiece respirator. Under no circumstances, am I being forced or coerced into the use of a respirator. A respirator is not required for any part of my job or task.

I am using a: _____ paper disposable type _____ ½ Face _____ Full Face _____ Other

Name: _____ **Date:** _____

Signature: _____

APPENDIX G



FALL PROTECTION WORK PLAN

WAC 296-155-246110-2 mandates the City develop and implement a written fall protection work plan including each area of the work place where employees are assigned and where fall hazards of 10 feet or more exist and that the plan be available on the job site.

Name: City of Stanwood	Date:
Site Address:	

(If additional space is needed, use the back of the form)

Identify all fall hazards 10 feet or more above the ground level or lower level. Check all that apply:

- | | |
|--|--|
| ☐ Open-sided floors | ☐ Window openings |
| ☐ Decks/Balconies | ☐ Door openings |
| ☐ Floor openings | ☐ Roof openings |
| ☐ Skylight openings | ☐ Leading Edge Work |
| ☐ Wall Openings | ☐ Mobile lift work |

Methods of fall protection to be used: (LSO = Low Slopes Only. Low slopes = 4 x12 or less)

- | | |
|--|--|
| ☐ Guardrail system (LSO) | ☐ Personal fall restraint system |
| ☐ Warning line system (LSO) | ☐ Positioning device system |
| ☐ Catch platform | ☐ Horizontal life lines |
| ☐ Safety Net | ☐ Vertical life lines and rope grab |
| ☐ Covers | ☐ Safety watch system (LSO) |
| ☐ Personal fall arrest system | ☐ Warning line w/safety monitor (LSO) |

Name of safety watch or monitor if used: _____

Overhead Hazard Protection Methods

- | | |
|--|--|
| ☐ Hard Hats | ☐ Toe boards on guardrails |
| ☐ Overhead hazard signs | ☐ Screens on guardrails |
| ☐ Debris nets | ☐ Barricade to control access to area |
| ☐ Other: _____ | ☐ Other: _____ |

Describe procedures for assembly, maintenance, inspection, disassembly of fall protection system to be used.

Describe procedures for handling, storage and securing tools, equipment and materials.

Describe methods of overhead protection for workers who may be in, or pass through work area.

Describe methods to be implemented for prompt, safe removal of injured worker(s).

Employees who received fall protection training on the above site specific fall protection work plan.

Name(s):	Date:

The competent person's signature verifies that the Fall Protection Work Plan has been completed, the employees informed of the plan, and employees have received training in the fall protection systems in use:

Name	Title	Date



VACCINATION DECLINATION FORM

Date: _____

Employee Name: _____

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

I have already received the Hepatitis B vaccination series.

Employee Signature

Date

City Representative Signature

Date



**CITY OF STANWOOD
FINANCE & PERSONNEL COMMITTEE
STAFF REPORT**

DATE: October 28, 2021

SUBJECT: Proposed Utility Customer Repayment Plan Authorization

CONTACT PERSON: David A. Hammond, Finance Director

ATTACHMENTS: A – Proposed Resolution 2021-08

PURPOSE

The purpose of this agenda item is for Council consideration whether to adopt proposed resolution 2021-08 to authorize the Finance Director to approve utility customer repayment plans.

BACKGROUND

Governor Inslee's Proclamation 2023, which extended the moratorium preventing assessment of delinquency fees, interest and shut-offs through September 30th, has expired, so utility bills will begin reflecting late fees and potentially shut-off of water service beginning in November and December. This request for authority to enter payment arrangement will provide one more resource for customers to assist them in bringing their accounts current.

The city's current practice is to authorize one repayment plan per customer during a given twelve-month period and the repayment period is limited to one billing cycle, i.e., to avoid shut-off, customers must pay their entire past due balance prior to the next billing cycle. Fees and shut-off may be avoided by utility customers who enter into and remain current with a payment arrangement.

ANALYSIS

As a result of the Covid-19 pandemic, the amount owed by utility customers who are greater than ninety days past due has increased from approximately \$11,000.00 to \$71,000.00. This amount currently represents approximately sixty-five customers. Additionally, approximately 125 customers are sixty days past due, representing \$45,000. Finance Department staff continue to direct customers in need of financial assistance to resources available and have provided this information on the city website.

Fiscal Impact			
N/A; The proposed Resolution will not have a direct financial impact. Indirectly, the authorization of repayment plans will potentially enable the city to realize more efficient and less costly collection efforts while also reducing potential customer account shut-offs.			
Fund(s):	N/A		
Amount:	\$	Project Estimate:	\$ -
Budget Authorized	☐ Yes ☐ No	Amendment Required	☐ Yes ☐ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation:

Staff recommends adoption of resolution 2021-08.

Committee/Board Recommendation:

RECOMMENDED MOTIONS

**I MOVE TO RECOMMEND TO COUNCIL TO ADOPT RESOLUTION 2021-08
AUTHORIZING A UTILITY CUSTOMER REPAYMENT PLAN**

**RESOLUTION NO. 2021-08
CITY OF STANWOOD, WASHINGTON**

**A RESOLUTION AUTHORIZING A TEMPORARY PAYMENT
PLAN FOR UTILITY CUSTOMERS ECONOMICALLY IMPACTED
DURING THE COVID-19 OUTBREAK.**

WHEREAS, businesses and individuals throughout the State of Washington have been negatively impacted by the COVID-19 outbreak, and are experiencing unprecedented economic hardship, and

WHEREAS, the City Council desires to provide a form of relief to help utility customers in the City of Stanwood by granting utility payment plans for utility customers economically impacted during the COVID-19 outbreak, unless rescinded sooner or extended by the City Council,

This resolution shall be effective immediately upon passage and signatures hereto.
PASSED by the City Council at its regular meeting held on ----

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STANWOOD, WASHINGTON

Section 1. The City Council authorizes the Finance Director to establish a payment plan for utility customers economically impacted during the COVID-19 outbreak, unless rescinded sooner or extended by the City Council.

.

APPROVED AND ADOPTED this ___th day of October, 2021.

Mayor Elizabeth Callaghan

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney Brett C. Vinson



CITY OF STANWOOD AGENDA STAFF REPORT

ITEM NUMBER:**DATE:** October 28, 2021**SUBJECT:** 3rd Quarter 2021 Financial Report**CONTACT PERSON:** David Hammond, Finance Director**ATTACHMENTS:** A – Budget vs. Actual Reports for period ending September 30, 2021

PURPOSE

The third quarter 2021 financial report is hereby submitted to City Council.

DISCUSSION

Attachment A is a year-to-date budget versus actual revenue and expenditures report (2021 Budget Position) with ending fund balance for all funds as of September 30, 2021. Key Messages regarding the city's January thru September 2021 financial performance:

- Fund balances for the General Fund, Street Operating, and Utility Operating funds remain positive, as expected, thru nine months of the year.
- Operating expenditures in the General Fund, Streets Operating, and Utility Operating are all under 75% through nine months of the year. Operating funds include salary & benefit line expenditures which are mainly fixed costs and the largest portion of spending for delivering services.
- The COVID19 Pandemic continues into 2021 yet our expected financial outlook remains stable. Staff constantly monitors revenue and after three quarters collections remain strong.
- The City received \$1,018,070 in ARP (American Rescue Plan) funds in June, and \$35,000 additional distribution in August. The City will receive the second half of ARP funds in approximately June 2022.
- Economic conditions continue to improve as the housing prices and new and existing home sales remain strong, unemployment rates decline, consumer confidence and retail spending remain strong; however, inflation has taken a sharp turn upward and economists differ on predictions whether this is a long-term or "transitory" change.

Investment Performance:

The interest rate environment continues to change as interest rates ticked up across all maturities. The first table below provides monthly and quarterly investment portfolio performance compared to the required benchmark within Financial Policy, which is the two-year average of the two-year US Treasury Bond.

INVESTMENT PERFORMANCE - Q3 2021				
	July	August	Sept	Quarter Average
Amount Invested	\$ 23,070,335	\$ 23,073,814	\$ 23,562,124	\$ 23,235,424
Return (average percentage yield)	0.82%	0.80%	0.71%	0.78%
Benchmark*	0.57%	0.51%	0.46%	0.51%
*Per Finance Policy, Two Year Average of Two-Year Treasury Note				

The table below provides a detailed listing of holdings in the city's investment portfolio as of September 30, 2021.

Detailed Investment Holdings					
Investments	Maturity Date	Return (APY)	Balance	% of total balance	Weighted rate
WA Federal Public Funds	N/A	0.150%	\$ 9,613,966	0.41	0.06%
WA LGIP	N/A	0.087%	\$ 2,201,332	0.09	0.01%
Snoh. County Inv. Pool	N/A	1.126%	\$ 4,678,989	0.20	0.22%
Farmer Mac	1/3/2022	1.594%	\$ 1,029,890	0.04	0.07%
FHLB (8/30/19)	3/11/2022	1.501%	\$ 1,018,527	0.04	0.06%
FHLB (10/11/2019)	9/9/2022	1.535%	\$ 1,013,190	0.04	0.07%
Fed Farm Credit Bank	6/1/2022	1.500%	\$ 1,001,290	0.04	0.06%
Fed National Mortgage Assn	1/19/2023	1.629%	\$ 1,022,940	0.04	0.07%
FHLB (3/12/21)	5/24/2024	1.000%	\$ 996,000	0.04	0.04%
FHLB (3/12/21)	3/10/2026	0.990%	\$ 986,000	0.04	0.04%
Subtotal U.S. Agency Securities			\$ 7,067,837		
Investment Total			\$ 23,562,124	1.00	0.71%
Cash (Treasurer's Checking)			\$ 1,824,281		
Total Cash and Investments			\$ 25,386,405		

General Fund

General Fund Revenue

At the end of the third quarter, general fund revenues (excluding ARPA funds) were at 80% of budget. The majority of property taxes are received during the second and fourth quarters, which affects the timing of General Fund Revenue. Overall, taxes collected in the General fund through September are 77.5% of budget, while License and Permits revenue is 86.6% of the budget.

Sales Tax

Sales tax received year-to-date is 92% of budgeted revenues for 2021. Sales Tax is recorded in four categories: General Sales Tax, Affordable Housing, Criminal Justice, and Transportation Benefit District. In the 3rd quarter the City received \$812,705 in these four categories. Comparing last year's sales tax receipts through the third quarter, 2021 tax receipts of \$2,309,620 are a 3% increase from 2020's three quarter total of \$2,238,221.

	2021 YTD 9/30/21	2020 YTD 9/30/20	YTD Comparison
Convenience & Grocers	76,286	71,792	6.26%
Auto/RV Dealer	151,551	113,422	33.62%
Department Store	86,993	83,249	4.50%
Specialty Retail	442,296	347,464	27.29%
Restaurants	192,050	164,975	16.41%
Building & Construction	461,723	656,105	-29.63%
TBD	414,835	407,442	1.81%
Criminal Justice	117,174	98,242	19.27%
Affordable Housing	14,276	7	0.00%
All Other Sales & Use Tax	352,437	295,523	19.26%
TOTAL	2,309,620	2,238,221	3.19%

General Fund Expenditures

General fund expenditures through September 30, 2021 are \$4,100,823 or 68.9% of budget. This is below the nine month target of 75% of costs expected. Departmental expenditure summary performance is included in Attachment A.

General Fund – Fund Balance

Fund balance is the difference between total assets and total liabilities in each fund and measures the net financial resources available for spending. The City of Stanwood operates and reports on a cash basis, so revenue and expenditures are reported when received. While fund balance is not required to be “budgeted” it is an important indicator of the city’s financial position and its ability to withstand adverse events.

The 2021 General Fund beginning cash balance was \$4.4 million or 75% of the 2021 total operating expenditures budget. This balance is well over the financial policy general fund reserve target of 25%.

Street Operating Fund

Beginning in 2021, in lieu of receiving 8% of the property tax directly, the Street operating fund was budgeted to receive transfers from the General Fund and the Transportation Benefit Fund to support operations. The other major revenue the street fund relies on is unrestricted motor vehicle excise tax (MVFT), or “fuel tax”. The city has received \$106,098 thru September 30th in fuel taxes, which is 73% of budget. MVFT has gradually declined the past few years; the decline is attributed to the greater use of low gas mileage, hybrid and electric vehicles. Expenditures for street operations and maintenance are within budget at 73%. See Attachment A for fund performance.

Special Revenue Funds

Special Revenue Funds are separate from the General Fund and are utilized for collection of revenues that may only be used for a specific purpose such as impact fees, REET or other sources. Expenditures in these funds are primarily transfers-out to other funds for capital projects. Please see Attachment A for summary of each of these funds.

Capital Project Funds

Capital Project Funds are utilized to track project sources and uses. While most capital projects are multi-year projects and often do not align with a biennial budget cycle, the amounts budgeted may change as projects move through design, permitting and construction phases. Capital project funds are meant to be spent to build and invest in city infrastructure. Sources of revenue are transfers from other special revenue funds or the general fund but the primary source for some capital projects is grants and reliant on

our ability to seek out opportunities and ultimately be awarded the funding. Capital budgets are included in Attachment A.

Utility Funds

Utility Funds are proprietary funds or “business-like funds”. The City has separated these funds into several funds for utility operations, capital, debt and reserves. Utility funds detail thru September 30, 2021 are shown in Attachment A.

Sewer Fund

Year-to date 2021 sewer operating revenues are \$1,920,700 which is 82% of budget. Sewer rates were increased 7.5% effective January 1, 2021. Operating expenditures are at 70% of the budget. Our Water and Sewer Revenue and Refunding bonds were completed in October and \$4,503,999 was deposited into our bank account. The refunding bonds achieved total net savings of \$281,972 over the remaining 10 years. Capital expenditures in the Sewer Construction fund are at 47.9% of project budgets. The Main Lift Station and the Lower Pioneer Highway projects are currently underway and are funded with the new bond proceeds. There are many “buckets” of fund balance for the utility, some are restricted to specific uses such as capital improvements and debt reserve.

Drainage Fund

Drainage charges for services through September 30 are \$895,600 or 85.3% of expected revenues for 2021. Drainage rates were significantly increased by 22.5% effective January 1, 2021. Drainage fund operating expenditures through September 30 are \$672,000 or 70.3% of budget. The 2021 capital budget includes finishing the SR 532 Flood Berm and the Irvine Slough Stormwater project which has a \$2.3 million budget. The financial health of the utility continues to be assessed to ensure adequate levels of reserves for operations and longer-term investments in the drainage system.

Water Fund

Water operating revenue from the beginning of the year is \$1,664,460 or 81.5% of budget targets. Water rates were increased 3% effective January 1, 2021. Operating expenditures for the Water Fund are \$1,776,500 or 76.8% of budget. Management will monitor this fund closely over the fourth quarter. There are many “buckets” of fund balance for the utility, some are restricted to specific uses such as capital improvements and debt reserve.

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001 General Fund

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 31 00 01	Restricted Beg Cash & Invest	5,911.87	0.00	5,911.87	0.00	100.0%
308 91 00 01	Unassigned Beg Cash & Invest	4,422,197.99	0.00	4,422,197.99	0.00	100.0%
308 91 00 02	Unassigned Beg Cash & Invest	590.00	0.00	590.00	0.00	100.0%
308 Beginning Balances		4,428,699.86	0.00	4,428,699.86	0.00	100.0%

310 Taxes

311 10 00 00	Property Tax	1,800,108.00	7,175.56	1,023,469.69	776,638.31	56.9%
311 10 10 00	EMS. Levy	0.00	0.00	1,595.04	(1,595.04)	0.0%
313 11 00 00	Sales Tax	1,900,000.00	212,890.98	1,763,335.56	136,664.44	92.8%
313 27 00 00	Affordable/Supportiv Housing Sales Tax	15,000.00	1,830.41	14,275.90	724.10	95.2%
313 31 00 00	Hotel/Motel Lodging Tax	0.00	(23.39)	0.00	0.00	0.0%
313 61 00 00	Natural Gas Tax	2,500.00	0.00	0.00	2,500.00	0.0%
313 71 00 00	Sales Tax Criminal Justice	120,000.00	13,960.59	117,174.34	2,825.66	97.6%
316 43 00 00	Gas Utility Tax	95,000.00	3,872.32	95,992.37	(992.37)	101.0%
316 45 00 00	Garbage Utility Tax	85,000.00	10,174.93	90,208.99	(5,208.99)	106.1%
316 46 00 00	Cable Tv Utility Tax	36,000.00	0.00	25,287.85	10,712.15	70.2%
316 47 00 00	Telephone Utility Tax	125,000.00	4,792.14	50,854.64	74,145.36	40.7%
316 48 00 00	Electric Utility Tax	325,000.00	28,906.15	254,734.98	70,265.02	78.4%
316 49 10 00	Water/Sewer/Drainage Utility Tax	410,000.00	45,488.95	369,470.46	40,529.54	90.1%
316 81 00 00	Gambling Tax	3,000.00	0.00	1,841.70	1,158.30	61.4%
337 00 00 00	Local Grants, Entitlements, And Other Payments	1,000.00	0.07	2,036.04	(1,036.04)	203.6%
310 Taxes		4,917,608.00	329,068.71	3,810,277.56	1,107,330.44	77.5%

320 Licenses & Permits

321 60 00 00	Professional & Occupational Lic & Permit	0.00	0.00	0.00	0.00	0.0%
321 91 00 00	Cable Tv Franchise Fee	60,000.00	0.00	54,415.76	5,584.24	90.7%
321 99 00 00	Business Lic & Permits	60,000.00	5,087.50	46,474.94	13,525.06	77.5%
322 10 00 00	Building Permits	220,000.00	31,950.45	196,672.90	23,327.10	89.4%
322 10 00 01	Mechanical Permits	25,000.00	3,465.00	20,107.36	4,892.64	80.4%
322 10 00 02	Plumbing Permits	25,000.00	4,075.00	27,029.15	(2,029.15)	108.1%
322 10 00 03	Grading Permit	2,000.00	0.00	750.00	1,250.00	37.5%
322 10 00 04	Demolition Permit	1,500.00	0.00	1,378.20	121.80	91.9%
322 10 00 05	Roofing Permits	3,000.00	64.65	2,913.80	86.20	97.1%
322 10 00 06	Sign Permit	3,000.00	300.00	2,090.00	910.00	69.7%
322 10 00 07	5% Permit Technology Fee	30,000.00	(6,915.55)	18,117.69	11,882.31	60.4%
322 30 00 00	Animal Licenses	500.00	50.00	670.00	(170.00)	134.0%
322 40 00 00	Parking Permits	50.00	0.00	20.00	30.00	40.0%
322 90 00 00	Gun Permits	7,500.00	582.00	6,864.00	636.00	91.5%
322 90 00 01	Right Of Way And Utility Admin	6,000.00	645.00	8,268.15	(2,268.15)	137.8%
322 90 00 02	Other Licenses & Permits	2,000.00	0.00	290.00	1,710.00	14.5%
320 Licenses & Permits		445,550.00	39,304.05	386,061.95	59,488.05	86.6%

330 Intergovernmental Revenues

331 10 10 00	USDA - Farmers' Market	0.00	0.00	0.00	0.00	0.0%
332 92 10 00	COVID 19 ARPA	0.00	0.00	1,018,070.00	(1,018,070.00)	0.0%
333 11 00 00	COVID Indirect Fed DOC	0.00	0.00	35,000.00	(35,000.00)	0.0%

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Revenues		Amt Budgeted	September	YTD	Remaining	
330 Intergovernmental Revenues						
333 16 80 00	Dept Of Justice State Passth	0.00	0.00	0.00	0.00	0.0%
333 20 60 00	Dept. Of Transportation - NHTSA	0.00	0.00	0.00	0.00	0.0%
333 97 00 00	F E M A	0.00	0.00	0.00	0.00	0.0%
334 00 30 01	Other State Grants	0.00	0.00	0.00	0.00	0.0%
334 00 30 10	Unanticipated Grants	0.00	0.00	0.00	0.00	0.0%
334 01 80 01	State Grant Military Dept	0.00	0.00	0.00	0.00	0.0%
334 03 10 00	Department Of Ecology	0.00	0.00	0.00	0.00	0.0%
334 03 50 00	Traffic Safety Commission	0.00	0.00	0.00	0.00	0.0%
334 03 60 10	WSDOT	0.00	0.00	24,998.75	(24,998.75)	0.0%
334 04 20 00	State Of WA Dept Of Commerce	0.00	0.00	0.00	0.00	0.0%
335 00 91 00	Pud Privilege Tax	37,000.00	0.00	0.00	37,000.00	0.0%
335 04 01 00	Biennium One-Time Allocation2022-23	0.00	0.00	29,323.00	(29,323.00)	0.0%
336 06 20 00	Criminal Justice-high Crime	0.00	0.00	0.00	0.00	0.0%
336 06 21 00	Criminal Justice-population	2,200.00	0.00	1,738.43	461.57	79.0%
336 06 25 00	Contracted Police Services	14,000.00	0.00	10,666.18	3,333.82	76.2%
336 06 26 00	Criminal Justice Special Pro	8,000.00	0.00	6,194.41	1,805.59	77.4%
336 06 42 00	Marijuana Excise Tax Distribution	20,000.00	1,502.62	2,774.06	17,225.94	13.9%
336 06 51 00	Crim Justice--dui Cities	1,300.00	0.00	862.76	437.24	66.4%
336 06 94 00	Liquor Excise Tax	35,100.00	0.00	36,353.80	(1,253.80)	103.6%
336 06 95 00	Liquor Board Profits	55,700.00	14,071.66	42,226.03	13,473.97	75.8%
342 10 00 00	School Resource Officer Reim	110,000.00	0.00	110,537.00	(537.00)	100.5%
330 Intergovernmental Revenues		283,300.00	15,574.28	1,318,744.42	(1,035,444.42)	465.5%
340 Charges For Services						
341 43 00 00	School Impact Admin. Fee	0.00	0.00	0.00	0.00	0.0%
341 43 00 01	Credit Card Proc Fee	28,000.00	255.77	1,607.93	26,392.07	5.7%
341 43 00 02	Credit Card Proc Fee-CD	0.00	0.00	0.00	0.00	0.0%
	DONOTUSE					
341 43 00 03	Credit Card Proc Fee-Clerk	0.00	0.00	0.00	0.00	0.0%
	DONOTUSE					
341 43 00 04	Credit Card Proc Fee-Law Enf	0.00	0.00	0.00	0.00	0.0%
	DONOTUSE					
341 43 00 05	Credit Card Proc Fee-PW	0.00	0.00	0.00	0.00	0.0%
	DONOTUSE					
341 81 00 00	Services	500.00	0.00	0.00	500.00	0.0%
341 81 00 01	Services-PD	0.00	0.00	0.00	0.00	0.0%
341 99 00 00	Passport / Naturalization Fe	30,000.00	0.00	0.00	30,000.00	0.0%
342 10 90 00	Law Enforcement - Other Fees	2,500.00	0.00	85.00	2,415.00	3.4%
344 10 51 00	TBD Management Fee	0.00	0.00	0.00	0.00	0.0%
345 23 00 00	Animal Control And Shelter Services	0.00	0.00	0.00	0.00	0.0%
345 60 00 00	Tourism Services - POS Discover Stanwood Camano	0.00	0.00	0.00	0.00	0.0%
345 60 00 01	Tourism Services - Snohomish County Economic Development	0.00	0.00	0.00	0.00	0.0%
345 60 00 02	Tourism Services-Port Of Seattle	0.00	0.00	0.00	0.00	0.0%
345 81 00 00	Zoning/inspection Fees	140,000.00	14,549.50	168,212.97	(28,212.97)	120.2%
345 81 00 01	Engineering Fees	10,000.00	0.00	0.00	10,000.00	0.0%
345 83 00 00	Plan Checking Fees	170,000.00	14,449.46	124,934.12	45,065.88	73.5%
345 89 00 00	Environmental Fees	2,000.00	0.00	1,000.00	1,000.00	50.0%

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Revenues		Amt Budgeted	September	YTD	Remaining	
340 Charges For Services						
345 89 00 01	Other Planning & Development Fees	35,000.00	1,716.00	20,640.78	14,359.22	59.0%
347 30 00 00	Park Fees	12,000.00	2,330.00	5,957.50	6,042.50	49.6%
347 30 00 01	Park Fees- Tourn/Comm Use	0.00	0.00	0.00	0.00	0.0%
347 30 00 02	Park Fees- Energy	0.00	0.00	0.00	0.00	0.0%
347 30 00 03	Park Fees- Staff	0.00	0.00	0.00	0.00	0.0%
347 30 00 04	Park Fees- Picnic Area/Meeting Rooms	0.00	65.00	435.00	(435.00)	0.0%
347 30 00 05	Park Fees - Sales Tax	0.00	0.00	0.00	0.00	0.0%
369 91 00 01	Interfund/interdepart Charge	0.00	0.00	0.00	0.00	0.0%
340 Charges For Services		430,000.00	33,365.73	322,873.30	107,126.70	75.1%

350 Fines & Forfeitures

353 10 00 00	Court Fines	10,000.00	1,100.27	11,218.82	(1,218.82)	112.2%
354 00 00 00	Parking Fines	500.00	0.00	10.00	490.00	2.0%
355 20 00 00	Dui Recoveries	500.00	0.00	0.00	500.00	0.0%
356 90 00 00	Other Criminal Non-Traffic Fines	0.00	0.00	100.00	(100.00)	0.0%
357 30 00 00	Witness Fees/crt Reimb	0.00	0.00	0.00	0.00	0.0%
359 00 00 00	Traffic Fines & Penalties	1,500.00	75.41	2,755.13	(1,255.13)	183.7%
359 90 00 00	Misc Fines & Penalties	0.00	0.00	0.00	0.00	0.0%
350 Fines & Forfeitures		12,500.00	1,175.68	14,083.95	(1,583.95)	112.7%

360 Misc Revenues

361 11 00 01	State Pool/cd Interest	60,000.00	6,749.92	39,388.35	20,611.65	65.6%
361 40 00 01	Sales Tax Interest	2,000.00	99.04	1,469.65	530.35	73.5%
361 40 20 01	Property Tax Interest	0.00	0.00	0.00	0.00	0.0%
362 00 00 01	Rents And Leases	0.00	100.00	1,300.00	(1,300.00)	0.0%
367 00 10 10	Donations	500.00	0.00	0.00	500.00	0.0%
367 00 10 11	Touch A Truck Donations	0.00	0.00	0.00	0.00	0.0%
369 81 00 00	Cashier's Overage/shortage	0.00	0.00	0.00	0.00	0.0%
369 91 00 00	Misc.	3,000.00	660.00	3,865.06	(865.06)	128.8%
369 91 10 00	Auction Proceeds	0.00	0.00	0.00	0.00	0.0%
398 10 00 00	Insurance Recoveries	0.00	0.00	6,134.92	(6,134.92)	0.0%
360 Misc Revenues		65,500.00	7,608.96	52,157.98	13,342.02	79.6%

380 Non Revenues

382 10 00 01	Deposits Refundable	0.00	350.00	1,850.00	(1,850.00)	0.0%
382 30 00 01	Court Funds	0.00	1,438.77	15,377.55	(15,377.55)	0.0%
388 50 00 01	Prior Period Adj Acctging Change	0.00	0.00	0.00	0.00	0.0%
389 90 00 01	Payroll Deductions Clearing	0.00	0.00	0.00	0.00	0.0%
380 Non Revenues		0.00	1,788.77	17,227.55	(17,227.55)	0.0%

390 Other Revenues

395 10 00 01	Sales Of Fixed Assets	0.00	0.00	0.00	0.00	0.0%
390 Other Revenues		0.00	0.00	0.00	0.00	0.0%

397 Interfund Transfers

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Revenues	Amt Budgeted	September	YTD	Remaining	
397 Interfund Transfers					
397 10 00 20 Trfr In From Fire Station Constr	0.00	0.00	0.00	0.00	0.0%
397 10 00 30 Trfr In From Phys Fit Fund	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%

Fund Revenues:	10,583,157.86	427,886.18	10,350,126.57	233,031.29	97.8%
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Expenditures	Amt Budgeted	September	YTD	Remaining	
511 Clerk & City Council					
511 60 10 00 Salaries & Wages	100,948.00	10,490.00	91,624.48	9,323.52	90.8%
511 60 11 00 Overtime	510.00	0.00	0.00	510.00	0.0%
511 60 20 00 Social Security	7,723.00	789.09	6,907.22	815.78	89.4%
511 60 21 00 Retirement	8,160.00	770.29	8,002.14	157.86	98.1%
511 60 22 00 Medical Benefits	20,125.00	1,637.69	13,130.83	6,994.17	65.2%
511 60 23 00 L & I	436.00	0.00	200.58	235.42	46.0%
511 60 24 00 Unemployment & PFMLA	128.00	0.00	114.20	13.80	89.2%
511 60 31 00 Supplies	1,000.00	0.00	414.30	585.70	41.4%
511 60 32 00 Fuel	0.00	0.00	0.00	0.00	0.0%
511 60 35 00 Small Equipment	1,500.00	0.00	0.00	1,500.00	0.0%
511 60 41 00 Professional Services	39,800.00	5,264.36	19,327.39	20,472.61	48.6%
511 60 42 00 Communications	500.00	0.00	198.14	301.86	39.6%
511 60 44 00 Advertising	3,000.00	342.39	1,344.54	1,655.46	44.8%
511 60 45 00 Operating Rentals	0.00	0.00	0.00	0.00	0.0%
511 60 48 00 Repair/maintenance	0.00	0.00	0.00	0.00	0.0%
511 60 49 00 Miscellaneous	500.00	0.00	0.00	500.00	0.0%
511 60 49 01 Meetings, Training & Travel	3,500.00	0.00	468.00	3,032.00	13.4%
511 60 49 05 Credit Card Bank Fees-Clerk	0.00	0.00	0.00	0.00	0.0%
511 60 49 06 Dues	500.00	0.00	250.00	250.00	50.0%
511 60 49 10 Wellness Program	0.00	0.00	0.00	0.00	0.0%
514 40 41 05 Election Service	3,500.00	0.00	0.00	3,500.00	0.0%
514 40 41 06 Voter Registration Service	10,000.00	0.00	8,259.38	1,740.62	82.6%
511 Clerk & City Council	201,830.00	19,293.82	150,241.20	51,588.80	74.4%

512 Judicial

512 50 49 01 Cascade Court Costs	17,000.00	1,779.27	9,590.19	7,409.81	56.4%
512 Judicial	17,000.00	1,779.27	9,590.19	7,409.81	56.4%

513 Executive Activities

513 10 10 00 Salaries & Wages	78,587.00	57,706.06	111,556.31	(32,969.31)	142.0%
513 10 20 00 Social Security	5,676.00	1,507.39	5,606.55	69.45	98.8%
513 10 21 00 Retirement	7,571.00	527.19	5,672.11	1,898.89	74.9%
513 10 22 00 Medical Benefits	12,253.00	911.97	9,255.29	2,997.71	75.5%
513 10 23 00 L & I	160.00	0.00	75.84	84.16	47.4%
513 10 24 00 Unemployment & PFMLA	120.00	0.00	62.66	57.34	52.2%
513 10 31 00 Supplies	500.00	66.35	79.74	420.26	15.9%
513 10 35 00 Small Equipment	0.00	0.00	0.00	0.00	0.0%
513 10 41 00 Professional Services	38,300.00	476.59	8,495.26	29,804.74	22.2%
513 10 42 00 Communications	700.00	40.49	326.08	373.92	46.6%
513 10 42 01 Mayor's Newsletter DO NOT USE	0.00	0.00	0.00	0.00	0.0%

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001 General Fund

Expenditures	Amt Budgeted	September	YTD	Remaining	
513 Executive Activities					
513 10 49 00 Miscellaneous	500.00	0.00	0.00	500.00	0.0%
513 10 49 01 Meetings, Training & Travel	2,500.00	2,830.50	3,203.50	(703.50)	128.1%
513 10 49 02 Volunteer Appreciation	3,000.00	0.00	0.00	3,000.00	0.0%
513 Executive Activities	149,867.00	64,066.54	144,333.34	5,533.66	96.3%

514 Administration

514 23 10 00 Salaries & Wages	428,175.00	23,286.62	261,534.97	166,640.03	61.1%
514 23 10 99 Salaries Indirect Cost Allocation	(266,452.00)	(55,195.00)	(165,584.00)	(100,868.00)	62.1%
514 23 11 00 Overtime	1,080.00	0.00	90.16	989.84	8.3%
514 23 20 00 Social Security	32,639.00	1,781.42	19,959.96	12,679.04	61.2%
514 23 21 00 Retirement	54,856.00	2,171.62	32,736.99	22,119.01	59.7%
514 23 22 00 Medical Benefits	111,239.00	4,809.02	63,870.44	47,368.56	57.4%
514 23 22 99 Benefits Indirect Cost Allocation	(129,978.00)	(25,124.00)	(75,371.00)	(54,607.00)	58.0%
514 23 23 00 L & I	1,596.00	0.00	675.78	920.22	42.3%
514 23 23 01 Awc Retro Program	1,720.00	0.00	0.00	1,720.00	0.0%
514 23 24 00 Unemployment & PFMLA	856.00	0.00	541.15	314.85	63.2%
514 23 31 00 Supplies	3,000.00	519.93	1,796.17	1,203.83	59.9%
514 23 31 99 Supplies Indirect Cost Allocation	(8,795.00)	(2,198.00)	(6,596.00)	(2,199.00)	75.0%
514 23 32 00 Fuel	0.00	0.00	0.00	0.00	0.0%
514 23 35 00 Small Equipment	1,000.00	0.00	168.38	831.62	16.8%
514 23 41 00 Professional Services	39,450.00	4,402.76	31,489.33	7,960.67	79.8%
514 23 41 01 Payroll Leave Contingency	0.00	0.00	0.00	0.00	0.0%
514 23 41 02 Budget Adjustment Placeholde	0.00	0.00	0.00	0.00	0.0%
514 23 41 03 Unanticipated Grants	0.00	0.00	0.00	0.00	0.0%
514 23 41 04 CPG Grant - Clean Up Day	5,100.00	0.00	1,368.80	3,731.20	26.8%
514 23 41 07 State Audit	35,000.00	0.00	6,890.90	28,109.10	19.7%
514 23 41 99 Services Indirect Cost Allocation	(94,497.00)	(42,414.00)	(127,242.00)	32,745.00	134.7%
514 23 42 00 Communications	2,500.00	40.49	470.08	2,029.92	18.8%
514 23 44 00 Advertising	500.00	0.00	0.00	500.00	0.0%
514 23 45 00 Operating Rentals	16,500.00	1,015.91	7,309.58	9,190.42	44.3%
514 23 48 00 Repair/maintenance	4,000.00	0.00	0.00	4,000.00	0.0%
514 23 49 00 Miscellaneous	200.00	0.00	115.00	85.00	57.5%
514 23 49 01 Meetings, Training & Travel	5,500.00	141.90	1,536.30	3,963.70	27.9%
514 23 49 04 Credit Card Fees-Utilities	0.00	0.00	0.00	0.00	0.0%
514 23 49 05 Credit Card Bank Fees	55,000.00	285.34	3,210.17	51,789.83	5.8%
514 23 49 06 Dues	1,100.00	0.00	974.00	126.00	88.5%
514 Administration	301,289.00	(86,475.99)	59,945.16	241,343.84	19.9%

515 Legal Services

515 41 41 21 External Legal Services-Advice	90,000.00	5,964.00	60,879.00	29,121.00	67.6%
515 45 41 22 External Legal Serv-Claims & Litigation	12,500.00	0.00	12,049.00	451.00	96.4%
515 93 41 23 Adult Misdemeanor Public Def	34,000.00	6,624.00	24,457.71	9,542.29	71.9%
515 Legal Services	136,500.00	12,588.00	97,385.71	39,114.29	71.3%

518 Centralized Services

518 10 10 00 Salaries & Wages	26,420.00	2,371.50	21,275.25	5,144.75	80.5%
518 10 11 00 Overtime	0.00	0.00	0.00	0.00	0.0%
518 10 20 00 Social Security	1,992.00	179.42	1,609.56	382.44	80.8%

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001 General Fund

Expenditures		Amt Budgeted	September	YTD	Remaining	
518 Centralized Services						
518 10 21 00	Retirement	3,429.00	243.08	2,630.38	798.62	76.7%
518 10 22 00	Medical Benefits	7,242.00	516.20	4,645.36	2,596.64	64.1%
518 10 23 00	L & I	58.00	0.00	39.25	18.75	67.7%
518 10 24 00	Unemployment & PFMLA	53.00	0.00	40.88	12.12	77.1%
518 10 31 00	Supplies	1,000.00	0.00	560.60	439.40	56.1%
518 10 35 00	Small Equipment	0.00	0.00	0.00	0.00	0.0%
518 10 41 00	Professional Services	31,420.00	243.50	6,515.50	24,904.50	20.7%
518 10 42 00	Communications	0.00	0.00	0.00	0.00	0.0%
518 10 44 00	Advertising	10,000.00	849.20	8,946.65	1,053.35	89.5%
518 10 48 00	Repair & Maintenance	1,000.00	0.00	0.00	1,000.00	0.0%
518 10 49 01	Meetings, Training & Travel	2,000.00	0.00	60.00	1,940.00	3.0%
518 10 49 02	Training-All EE Annual	5,000.00	0.00	0.00	5,000.00	0.0%
518 10 49 06	Dues	500.00	0.00	0.00	500.00	0.0%
518 10 49 10	Wellness Program	2,000.00	266.96	992.99	1,007.01	49.6%
010 Personnel Services		92,114.00	4,669.86	47,316.42	44,797.58	51.4%
518 30 10 00	Salaries & Wages	87,187.00	4,924.35	59,387.68	27,799.32	68.1%
518 30 11 00	Overtime	550.00	108.00	630.49	(80.49)	114.6%
518 30 20 00	Social Security	6,682.00	384.07	4,580.52	2,101.48	68.6%
518 30 21 00	Retirement	11,255.00	584.64	7,625.21	3,629.79	67.7%
518 30 22 00	Medical Benefits	22,074.00	1,135.96	13,782.45	8,291.55	62.4%
518 30 23 00	L & I	806.00	0.00	483.24	322.76	60.0%
518 30 24 00	Unemployment & PFMLA	175.00	0.00	113.91	61.09	65.1%
518 30 31 00	Supplies	5,750.00	773.79	2,535.09	3,214.91	44.1%
518 30 31 05	Uniforms	1,400.00	0.00	268.15	1,131.85	19.2%
518 30 32 00	Fuel	2,400.00	194.75	1,558.83	841.17	65.0%
518 30 35 00	Small Tools	450.00	0.00	360.68	89.32	80.2%
518 30 41 00	Professional Services	45,500.00	5,193.16	23,466.81	22,033.19	51.6%
518 30 42 00	Communications	600.00	25.28	420.16	179.84	70.0%
518 30 44 00	Advertising	0.00	0.00	0.00	0.00	0.0%
518 30 46 00	Insurance	52,000.00	0.00	47,600.25	4,399.75	91.5%
518 30 47 00	Utilities	17,200.00	806.09	9,677.24	7,522.76	56.3%
518 30 47 02	Rental Expense	300.00	0.00	111.76	188.24	37.3%
518 30 48 00	Repairs/maintenance	10,000.00	0.00	3,987.65	6,012.35	39.9%
518 30 49 01	Meetings, Training & Travel	500.00	0.00	37.10	462.90	7.4%
030 Buildings & Grounds		264,829.00	14,130.09	176,627.22	88,201.78	66.7%
518 63 41 01	COVID19	0.00	0.00	0.00	0.00	0.0%
060 Covid19		0.00	0.00	0.00	0.00	0.0%
518 90 31 90	General Gov't Supplies & Matl's	6,000.00	130.20	2,600.76	3,399.24	43.3%
518 90 35 90	Other General Governmental Services (SA) - Small Tools And Minor Equipment	1,000.00	0.00	0.00	1,000.00	0.0%
518 90 42 00	General Gov't Communications	35,000.00	33.35	2,056.91	32,943.09	5.9%
518 90 42 02	Passport Postage	2,000.00	0.00	31.95	1,968.05	1.6%
518 90 49 01	B & O Tax	500.00	12.96	16.38	483.62	3.3%
518 90 49 02	AWC Membership	5,800.00	0.00	6,445.74	(645.74)	111.1%
518 90 49 03	Puget Sound Regnl Council	2,500.00	0.00	0.00	2,500.00	0.0%
518 90 49 04	SnoCo Tomorrow	1,500.00	0.00	1,394.00	106.00	92.9%
518 90 49 05	Puget Sound Clean Air	5,000.00	0.00	4,820.00	180.00	96.4%
518 90 49 06	OMWBE	200.00	0.00	0.00	200.00	0.0%

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001 General Fund

Expenditures	Amt Budgeted	September	YTD	Remaining	
518 Centralized Services					
518 90 49 07 Snohomish Health Dist.	0.00	0.00	0.00	0.00	0.0%
518 90 49 08 Senior Center Life EAP	0.00	0.00	0.00	0.00	0.0%
090 General Gov't Services	59,500.00	176.51	17,365.74	42,134.26	29.2%
518 Centralized Services	416,443.00	18,976.46	241,309.38	175,133.62	57.9%

521 Law Enforcement

521 10 10 00 Salaries & Wages	142,969.00	9,717.71	88,291.01	54,677.99	61.8%
521 10 11 00 Overtime	0.00	171.15	4,637.82	(4,637.82)	0.0%
521 10 20 00 Social Security	10,937.00	752.73	7,075.22	3,861.78	64.7%
521 10 21 00 Retirement	18,217.00	1,204.66	12,841.84	5,375.16	70.5%
521 10 22 00 Medical Benefits	52,013.00	4,118.85	38,041.23	13,971.77	73.1%
521 10 23 00 L & I	756.00	0.00	281.77	474.23	37.3%
521 10 24 00 Unemployment & PFMLA	286.00	0.00	176.44	109.56	61.7%
521 10 31 00 Supplies	2,300.00	59.72	1,078.35	1,221.65	46.9%
521 10 31 01 Supplies - Nat'l Night Out	3,500.00	446.19	1,039.66	2,460.34	29.7%
521 10 31 02 Training Supplies	275.00	0.00	0.00	275.00	0.0%
521 10 32 00 Fuel	175.00	0.00	0.00	175.00	0.0%
521 10 33 50 Small Equipment	0.00	0.00	0.00	0.00	0.0%
521 10 35 01 Uniforms	450.00	0.00	0.00	450.00	0.0%
521 10 41 00 Professional Services	400.00	0.00	111.95	288.05	28.0%
521 10 44 00 Advertising	500.00	0.00	0.00	500.00	0.0%
521 10 45 00 Rentals And Leases	500.00	0.00	0.00	500.00	0.0%
521 10 47 00 Utilities	10,000.00	331.40	5,358.23	4,641.77	53.6%
521 10 48 03 Repair\maintenance	1,000.00	0.00	257.08	742.92	25.7%
521 10 49 00 Miscellaneous	1,000.00	0.00	544.10	455.90	54.4%
521 10 49 02 Dues	700.00	0.00	0.00	700.00	0.0%
521 10 49 03 Meeting, Training & Travel	2,000.00	65.00	910.98	1,089.02	45.5%
521 10 49 05 Credit Card Bank Fees-Law Enf	0.00	0.00	0.00	0.00	0.0%
521 10 49 06 Narcotics Task Force	1,360.00	0.00	1,357.00	3.00	99.8%
521 10 49 07 Intergovernmental Agreements	1,886,551.00	313,447.50	1,410,513.75	476,037.25	74.8%
521 10 49 08 Sno911&SERS (was Dispatch)	137,912.00	8,202.99	73,826.91	64,085.09	53.5%
521 10 49 09 SERS Maint&OpDONOTUSE	0.00	0.00	0.00	0.00	0.0%
521 10 49 10 Animal Control	3,300.00	440.00	1,760.00	1,540.00	53.3%
521 Law Enforcement	2,277,101.00	338,957.90	1,648,103.34	628,997.66	72.4%

522 Fire Control

522 22 10 00 Salaries & Wages	0.00	0.00	0.00	0.00	0.0%
522 22 11 00 Overtime	0.00	0.00	0.00	0.00	0.0%
522 22 20 00 Social Security	0.00	0.00	0.00	0.00	0.0%
522 22 21 00 Retirement	0.00	0.00	0.00	0.00	0.0%
522 22 22 00 Medical Benefits	0.00	0.00	0.00	0.00	0.0%
522 22 23 00 L & I	0.00	0.00	0.00	0.00	0.0%
522 22 24 00 Unemployment & PFMLA	0.00	0.00	0.00	0.00	0.0%
522 22 31 00 Supplies	0.00	0.00	0.00	0.00	0.0%
522 22 32 00 Fuel	0.00	0.00	0.00	0.00	0.0%
522 22 35 00 Small Equipment	0.00	0.00	0.00	0.00	0.0%
522 22 35 01 Uniforms	0.00	0.00	0.00	0.00	0.0%
522 22 41 00 Professional Services	0.00	0.00	0.00	0.00	0.0%
522 22 42 00 Communications	0.00	0.00	0.00	0.00	0.0%

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Expenditures	Amt Budgeted	September	YTD	Remaining	
522 Fire Control					
522 22 44 00 Advertising	0.00	0.00	0.00	0.00	0.0%
522 22 45 00 Rentals	0.00	0.00	0.00	0.00	0.0%
522 22 47 00 Utilities	0.00	0.00	0.00	0.00	0.0%
522 22 48 00 Repair/maintenance	0.00	0.00	0.00	0.00	0.0%
522 22 48 07 Vehicle Repair/maintenance	0.00	0.00	0.00	0.00	0.0%
522 22 49 01 Meetings, Training & Travel	0.00	0.00	0.00	0.00	0.0%
522 22 49 02 Dues	0.00	0.00	0.00	0.00	0.0%
522 22 49 03 Administrative Service Contract	45,025.00	0.00	0.00	45,025.00	0.0%
522 Fire Control	45,025.00	0.00	0.00	45,025.00	0.0%

523 Jail Costs

523 50 49 03 County Jail	55,000.00	5,655.78	34,399.20	20,600.80	62.5%
523 Jail Costs	55,000.00	5,655.78	34,399.20	20,600.80	62.5%

525 Emergency Services

525 10 49 00 2010 Flood Emergency	0.00	0.00	0.00	0.00	0.0%
525 10 49 01 Emergency Services - Prof Svcs	0.00	0.00	0.00	0.00	0.0%
525 10 49 03 Emergency Services-SnoCo DEM	10,110.00	2,284.25	6,852.75	3,257.25	67.8%
525 Emergency Services	10,110.00	2,284.25	6,852.75	3,257.25	67.8%

551 Public Housing Services

551 10 49 09 Resource Cntr-Housing	15,000.00	0.00	0.00	15,000.00	0.0%
551 10 49 10 Alliance For Housing Authority	1,740.00	0.00	1,738.00	2.00	99.9%
551 Public Housing Services	16,740.00	0.00	1,738.00	15,002.00	10.4%

558 Community Planning & Economic Development

558 60 10 00 Salaries & Wages	485,614.00	32,967.37	336,345.76	149,268.24	69.3%
558 60 11 00 Overtime	570.00	0.00	52.17	517.83	9.2%
558 60 20 00 Social Security	36,914.00	2,521.31	25,677.17	11,236.83	69.6%
558 60 21 00 Retirement	63,033.00	3,491.31	40,652.48	22,380.52	64.5%
558 60 22 00 Medical Benefits	102,716.00	4,885.55	55,775.46	46,940.54	54.3%
558 60 23 00 L & I	1,199.00	0.00	886.83	312.17	74.0%
558 60 24 00 Unemployment & PFMLA	971.00	0.00	665.90	305.10	68.6%
558 60 31 00 Supplies	4,000.00	113.19	2,208.30	1,791.70	55.2%
558 60 32 00 Fuel	700.00	136.85	708.51	(8.51)	101.2%
558 60 35 00 Small Equipment	3,500.00	0.00	(3,484.34)	6,984.34	99.6%
558 60 41 00 Professional Services	110,500.00	40,868.40	169,996.81	(59,496.81)	153.8%
558 60 41 01 Economic Development-DSC DO NOT USE	0.00	0.00	0.00	0.00	0.0%
558 60 41 03 Tourism Promotion & Marketing-DO NOT USE	0.00	0.00	0.00	0.00	0.0%
558 60 41 09 Prof Serv-Reimbursable	40,000.00	6,604.01	43,460.43	(3,460.43)	108.7%
558 60 42 00 Communications	2,000.00	209.74	2,580.17	(580.17)	129.0%
558 60 44 00 Advertising	3,000.00	498.24	2,463.49	536.51	82.1%
558 60 45 00 Rentals	3,600.00	300.77	2,349.70	1,250.30	65.3%
558 60 48 00 Repairs & Maintenance	400.00	61.96	61.96	338.04	15.5%
558 60 49 00 Meetings, Training & Travel	8,000.00	425.00	433.40	7,566.60	5.4%

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Expenditures		Amt Budgeted	September	YTD	Remaining	
558 Community Planning & Economic Development						
558 60 49 01	Meetings, Training & Travel-DON'T USE	0.00	0.00	0.00	0.00	0.0%
558 60 49 02	Dues	13,500.00	0.00	10,490.40	3,009.60	77.7%
558 60 49 03	Printing	0.00	0.00	0.00	0.00	0.0%
558 60 49 05	Credit Card Bank Fees-CD	0.00	0.00	0.00	0.00	0.0%
060 Community Development		880,217.00	93,083.70	691,324.60	188,892.40	78.5%
558 70 10 00	Salaries & Wages	87,756.00	6,892.00	27,568.00	60,188.00	31.4%
558 70 11 00	Overtime	0.00	0.00	0.00	0.00	0.0%
558 70 20 00	Social Security	6,596.00	527.23	2,108.92	4,487.08	32.0%
558 70 21 00	Retirement	11,391.00	706.43	3,200.64	8,190.36	28.1%
558 70 22 00	Medical Benefits	29,066.00	1,474.68	9,937.40	19,128.60	34.2%
558 70 23 00	L & I	231.00	0.00	18.41	212.59	8.0%
558 70 24 00	Unemployment & PFMLA	176.00	0.00	13.78	162.22	7.8%
558 70 31 00	Supplies	4,000.00	0.00	333.20	3,666.80	8.3%
558 70 35 00	Small Equipment	2,500.00	0.00	168.38	2,331.62	6.7%
558 70 41 00	Professional Services	85,000.00	383.36	1,861.85	83,138.15	2.2%
558 70 42 00	Communications	1,500.00	40.49	683.34	816.66	45.6%
558 70 44 00	Advertising	1,000.00	0.00	0.00	1,000.00	0.0%
558 70 48 00	Repair & Maintenance	500.00	0.00	0.00	500.00	0.0%
558 70 49 00	Meetings, Training & Travel	2,500.00	196.80	661.67	1,838.33	26.5%
558 70 49 02	Dues	4,000.00	0.00	1,400.00	2,600.00	35.0%
558 70 49 03	Printing	1,000.00	0.00	0.00	1,000.00	0.0%
070 Economic Development		237,216.00	10,220.99	47,955.59	189,260.41	20.2%
558 Community Planning & Economic		1,117,433.00	103,304.69	739,280.19	378,152.81	66.2%
562 Public Health Services						
562 10 49 07	Snohomish Health District	7,000.00	0.00	14,000.00	(7,000.00)	200.0%
562 Public Health Services		7,000.00	0.00	14,000.00	(7,000.00)	200.0%
566 Substance Abuse						
566 00 49 05	Liquor Board Excise Tax	1,602.00	518.12	1,571.90	30.10	98.1%
566 Substance Abuse		1,602.00	518.12	1,571.90	30.10	98.1%
569 Aging And Disability Services						
569 10 49 08	Sr Center LEAP	10,000.00	0.00	10,000.00	0.00	100.0%
569 Aging And Disability Services		10,000.00	0.00	10,000.00	0.00	100.0%
572 Libraries						
572 10 47 00	Utilities	12,360.00	813.79	6,958.11	5,401.89	56.3%
572 10 48 00	Repair/maintenance	2,500.00	0.00	368.14	2,131.86	14.7%
572 Libraries		14,860.00	813.79	7,326.25	7,533.75	49.3%
576 Park Facilities						
576 80 10 00	Salaries & Wages	253,875.00	17,899.70	166,914.65	86,960.35	65.7%

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Expenditures		Amt Budgeted	September	YTD	Remaining	
576 Park Facilities						
576 80 11 00	Overtime	2,051.00	416.88	2,501.09	(450.09)	121.9%
576 80 20 00	Social Security	19,523.00	1,396.06	12,911.09	6,611.91	66.1%
576 80 21 00	Retirement	28,000.00	1,844.54	20,516.61	7,483.39	73.3%
576 80 22 00	Medical Benefits	62,329.00	3,514.57	38,007.63	24,321.37	61.0%
576 80 23 00	L & I	2,899.00	0.00	1,453.77	1,445.23	50.1%
576 80 24 00	Unemployment & PFMLA	512.00	0.00	306.47	205.53	59.9%
576 80 31 00	Supplies	10,500.00	3,514.62	10,093.63	406.37	96.1%
576 80 32 00	Fuel	6,500.00	468.53	3,720.03	2,779.97	57.2%
576 80 35 00	Small Equipment	2,000.00	0.00	963.72	1,036.28	48.2%
576 80 35 01	Uniforms	2,000.00	0.00	811.43	1,188.57	40.6%
576 80 41 00	Professional Services	17,540.00	495.54	10,115.02	7,424.98	57.7%
576 80 41 01	Summer Concert Series-DO NOT USE	0.00	0.00	0.00	0.00	0.0%
576 80 41 02	Movies In The Park-DO NOT USE	0.00	0.00	0.00	0.00	0.0%
576 80 41 03	Light Up Your Holidays-DO NOT USE	0.00	0.00	0.00	0.00	0.0%
576 80 41 04	CPG Grant - Clean Up Day	0.00	0.00	0.00	0.00	0.0%
576 80 41 05	Touch A Truck-DO NOT USE	0.00	0.00	0.00	0.00	0.0%
576 80 41 06	Snow Goose/Glass Quest-DO NOT USE	0.00	0.00	0.00	0.00	0.0%
576 80 41 07	Haunted Halloween At Ovenell-DO NOT USE	0.00	0.00	0.00	0.00	0.0%
576 80 41 10	Park Events-DO NOT USE	0.00	0.00	0.00	0.00	0.0%
576 80 42 00	Communications	1,000.00	66.68	1,119.82	(119.82)	112.0%
576 80 45 06	Rent	2,500.00	0.00	0.00	2,500.00	0.0%
576 80 47 00	Utilities	15,000.00	6,088.19	14,279.65	720.35	95.2%
576 80 48 00	Repair/maintenance	12,000.00	1,087.56	5,915.32	6,084.68	49.3%
576 80 48 01	Field Maint - User Fees	0.00	12.40	12.40	(12.40)	0.0%
576 80 49 01	Meetings, Training & Travel	1,400.00	0.00	59.85	1,340.15	4.3%
576 80 49 05	Credit Card Bank Fees-PW	0.00	0.00	0.00	0.00	0.0%
576 Park Facilities		439,629.00	36,805.27	289,702.18	149,926.82	65.9%
580 Non Expenditures						
582 10 00 01	Refund Of Deposits	0.00	0.00	800.00	(800.00)	0.0%
582 30 00 01	Court Collections	0.00	1,291.78	13,633.15	(13,633.15)	0.0%
589 00 00 10	Change Fund	0.00	0.00	0.00	0.00	0.0%
589 00 09 98	ASP Clearing	0.00	0.00	0.00	0.00	0.0%
589 90 00 01	Payroll EE Deductions Clearing	0.00	(1,718.61)	2,827.48	(2,827.48)	0.0%
589 90 00 02	Payroll Draw Clearing	0.00	(3,200.00)	1,000.00	(1,000.00)	0.0%
580 Non Expenditures		0.00	(3,626.83)	18,260.63	(18,260.63)	0.0%
594 Capital Expenditures						
594 18 64 01	Machinery & Equipment	0.00	0.00	0.00	0.00	0.0%
594 21 64 01	Equipment - Grant Funded	0.00	0.00	0.00	0.00	0.0%
594 25 60 00	Emergency Services - Machinery & Equipment	0.00	0.00	0.00	0.00	0.0%
594 58 64 00	Equipment - Software	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures		0.00	0.00	0.00	0.00	0.0%

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597 Interfund Transfers						
597 00 00 01	Transfer To Streets (101)	300,000.00	0.00	300,000.00	0.00	100.0%
597 00 01 07	Transfer To Equip Replacemen	110,710.00	27,678.00	83,034.00	27,676.00	75.0%
597 00 01 15	Transfer Out To Tourism & Promotion DSC	25,000.00	6,250.00	18,750.00	6,250.00	75.0%
597 01 01 09	Trfr Out-contingency Fund (1	50,000.00	12,500.00	37,500.00	12,500.00	75.0%
597 01 01 10	Transfer To Build Impr Fund	0.00	0.00	0.00	0.00	0.0%
597 01 02 05	Transfer To Debt Serv(Parks)	0.00	0.00	0.00	0.00	0.0%
597 01 03 00	Transfer Out To Streets 103	150,000.00	37,500.00	112,500.00	37,500.00	75.0%
597 01 04 21	Trsfr Out To Water Operating	100,000.00	25,000.00	75,000.00	25,000.00	75.0%
597 05 01 04	Transfer Out To Parks Improvement	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		735,710.00	108,928.00	626,784.00	108,926.00	85.2%
999 Ending Balance						
508 31 00 01	Restricted End Cash & Invest	0.00	0.00	0.00	0.00	0.0%
508 91 00 01	Unassigned End Cash & Invest	4,629,337.00	0.00	0.00	4,629,337.00	0.0%
508 91 00 02	Unassigned End Cash & Invest	590.00	0.00	0.00	590.00	0.0%
999 Ending Balance		4,629,927.00	0.00	0.00	4,629,927.00	0.0%
Fund Expenditures:		10,583,066.00	623,869.07	4,100,823.42	6,482,242.58	38.7%
Fund Excess/(Deficit):		91.86	(195,982.89)	6,249,303.15		

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101 Street Fund

Revenues	Amt Budgeted	September	YTD	Remaining	
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308 Beginning Balances

308 51 01 01	Assigned Beg Cash & Invest	84,059.78	0.00	84,059.78	0.00	100.0%
308 Beginning Balances		84,059.78	0.00	84,059.78	0.00	100.0%

310 Taxes

311 10 01 01	Property Taxes - Street 8%	0.00	0.00	0.00	0.00	0.0%
310 Taxes		0.00	0.00	0.00	0.00	0.0%

320 Licenses & Permits

321 91 00 10	WM - Street Maintenance Fee	18,500.00	0.00	13,801.10	4,698.90	74.6%
322 90 00 03	Right Of Way And Utility Permits	1,000.00	0.00	0.00	1,000.00	0.0%
320 Licenses & Permits		19,500.00	0.00	13,801.10	5,698.90	70.8%

330 Intergovernmental Revenues

336 00 71 00	Multimodal Transportation	9,400.00	2,389.72	7,171.04	2,228.96	76.3%
336 00 87 00	Mvft Unrestricted Fuel Tax	135,000.00	13,558.33	98,927.07	36,072.93	73.3%
330 Intergovernmental Revenues		144,400.00	15,948.05	106,098.11	38,301.89	73.5%

340 Charges For Services

344 10 00 00	Adopt A Street Fees	0.00	0.00	0.00	0.00	0.0%
344 10 00 01	Misc. Charges For Services	0.00	0.00	0.00	0.00	0.0%
344 10 51 01	TBD Management Fee	0.00	0.00	0.00	0.00	0.0%
349 00 00 01	Interfund Charge - TBD	0.00	0.00	0.00	0.00	0.0%
340 Charges For Services		0.00	0.00	0.00	0.00	0.0%

360 Misc Revenues

361 11 01 01	State Pool/cd Interest	2,000.00	217.84	613.50	1,386.50	30.7%
369 91 01 01	Miscellaneous	0.00	0.00	0.00	0.00	0.0%
398 10 01 01	Insurance Recoveries	0.00	0.00	16,672.28	(16,672.28)	0.0%
360 Misc Revenues		2,000.00	217.84	17,285.78	(15,285.78)	864.3%

380 Non Revenues

382 20 01 01	Retainage	0.00	0.00	0.00	0.00	0.0%
380 Non Revenues		0.00	0.00	0.00	0.00	0.0%

397 Interfund Transfers

397 00 00 00	Transfer In From GF	300,000.00	0.00	300,000.00	0.00	100.0%
397 00 01 03	Trfr From Street Const (103)	0.00	0.00	0.00	0.00	0.0%
397 00 02 03	Transfer In From Lid Guarantee	0.00	0.00	0.00	0.00	0.0%
397 01 01 20	Transfer In From Reet (120)	0.00	0.00	0.00	0.00	0.0%
397 02 01 21	Transfer In From Reet (121)	0.00	0.00	0.00	0.00	0.0%
397 07 06 77	Transfer In From TBD	200,000.00	50,000.00	150,000.00	50,000.00	75.0%
397 Interfund Transfers		500,000.00	50,000.00	450,000.00	50,000.00	90.0%

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101 Street Fund

Revenues	Amt Budgeted	September	YTD	Remaining	
Fund Revenues:	749,959.78	66,165.89	671,244.77	78,715.01	89.5%

Expenditures	Amt Budgeted	September	YTD	Remaining	
542 Streets - Maintenance					
542 30 10 00 Salaries & Wages	272,005.00	50,221.98	213,790.76	58,214.24	78.6%
542 30 11 00 Overtime	2,062.00	426.24	2,556.94	(494.94)	124.0%
542 30 20 00 Social Security	20,694.00	2,128.18	14,771.62	5,922.38	71.4%
542 30 21 00 Retirement	30,124.00	2,020.54	22,459.88	7,664.12	74.6%
542 30 22 00 Medical Benefits	67,827.00	3,954.33	40,491.25	27,335.75	59.7%
542 30 23 00 L & I	2,954.00	0.00	1,401.41	1,552.59	47.4%
542 30 24 00 Unemployment & PFMLA	548.00	0.00	324.16	223.84	59.2%
542 30 31 00 Supplies	22,500.00	1,921.61	17,752.82	4,747.18	78.9%
542 30 31 03 Uniforms	1,400.00	0.00	815.93	584.07	58.3%
542 30 32 00 Fuel	4,700.00	499.95	3,969.52	730.48	84.5%
542 30 35 00 Small Tools & Equipment	1,850.00	0.00	1,388.99	461.01	75.1%
542 30 35 01 Adopt A Street Signs	0.00	0.00	0.00	0.00	0.0%
542 30 41 00 Professional Services	16,500.00	920.12	10,873.68	5,626.32	65.9%
542 30 42 00 Communications	1,200.00	71.31	1,194.53	5.47	99.5%
542 30 44 00 Advertising	0.00	0.00	0.00	0.00	0.0%
542 30 45 00 Rentals	1,800.00	0.00	0.00	1,800.00	0.0%
542 30 46 00 Insurance	13,742.00	0.00	28,560.15	(14,818.15)	207.8%
542 30 46 10 Payments To Claimants	0.00	0.00	0.00	0.00	0.0%
542 30 47 00 Utilities	65,000.00	4,953.45	45,411.54	19,588.46	69.9%
542 30 47 01 Street Lighting DO NOT USE	0.00	0.00	0.00	0.00	0.0%
542 30 48 00 Repair/maintenance	40,000.00	12.40	17,730.40	22,269.60	44.3%
542 30 48 01 SnoCo PW Striping	16,000.00	0.00	0.00	16,000.00	0.0%
542 30 49 00 Miscellaneous	0.00	0.00	0.00	0.00	0.0%
542 30 49 01 Meetings, Training & Travel	1,500.00	0.00	5.25	1,494.75	0.4%
542 30 49 03 Dues	100.00	0.00	60.00	40.00	60.0%
542 Streets - Maintenance	582,506.00	67,130.11	423,558.83	158,947.17	72.7%

580 Non Expenditures

582 20 01 01 Refund Retainage	0.00	0.00	0.00	0.00	0.0%
580 Non Expenditures	0.00	0.00	0.00	0.00	0.0%

594 Capital Expenditures

595 30 63 00 Misc Capital Projects - TBD	0.00	0.00	0.00	0.00	0.0%
595 30 63 10 Right Of Way Const. & Repair	0.00	0.00	0.00	0.00	0.0%
595 30 64 01 Machinery & Equipment	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures	0.00	0.00	0.00	0.00	0.0%

597 Interfund Transfers

597 01 01 07 Transfer Out To Equip Resrv	81,280.00	20,320.00	60,960.00	20,320.00	75.0%
597 Interfund Transfers	81,280.00	20,320.00	60,960.00	20,320.00	75.0%

999 Ending Balance

508 51 01 01 Assigned End Cash & Invest	86,174.00	0.00	0.00	86,174.00	0.0%
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101 Street Fund

Expenditures	Amt Budgeted	September	YTD	Remaining	
999 Ending Balance					
999 Ending Balance	86,174.00	0.00	0.00	86,174.00	0.0%
Fund Expenditures:	749,960.00	87,450.11	484,518.83	265,441.17	64.6%
Fund Excess/(Deficit):	(0.22)	(21,284.22)	186,725.94		

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102 Street Impact Fee Fund

Revenues	Amt Budgeted	September	YTD	Remaining	
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308 Beginning Balances

308 31 01 02	Restricted Beg Cash & Invest	690,312.66	0.00	690,312.66	0.00	100.0%
308 Beginning Balances		690,312.66	0.00	690,312.66	0.00	100.0%

330 Intergovernmental Revenues

333 20 20 00	Fhwa And Wsdot Grant	0.00	0.00	0.00	0.00	0.0%
333 97 01 02	Wsdot Arra Grant	0.00	0.00	0.00	0.00	0.0%
334 00 20 00	Puget Sound Reg Council Gran	0.00	0.00	0.00	0.00	0.0%
334 03 80 00	Tib - 267th St Nw	0.00	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues		0.00	0.00	0.00	0.00	0.0%

340 Charges For Services

345 85 01 02	Street Impact Fees	209,665.00	6,759.00	249,000.74	(39,335.74)	118.8%
340 Charges For Services		209,665.00	6,759.00	249,000.74	(39,335.74)	118.8%

360 Misc Revenues

361 11 01 02	State Pool/cd Interest	7,000.00	980.55	4,727.33	2,272.67	67.5%
369 91 01 02	Miscellaneous	0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues		7,000.00	980.55	4,727.33	2,272.67	67.5%

397 Interfund Transfers

397 00 01 21	Transfer In From Reet (121)	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%

Fund Revenues:	906,977.66	7,739.55	944,040.73	(37,063.07)	104.1%
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Expenditures	Amt Budgeted	September	YTD	Remaining	
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594 Capital Expenditures

595 10 41 00	Prof Serv 267th & Pioneer	0.00	0.00	0.00	0.00	0.0%
595 10 41 01	Engineering Pioneer Hwy Slid	0.00	0.00	0.00	0.00	0.0%
595 10 41 02	Prof Serv 270th Reconstructi	0.00	0.00	0.00	0.00	0.0%
595 10 41 03	St-1 68th Wetland Mitig	0.00	0.00	0.00	0.00	0.0%
595 10 41 04	St-5 72nd Ave (272nd To 268th)	0.00	0.00	0.00	0.00	0.0%
595 10 41 05	Engineering 272nd	0.00	0.00	0.00	0.00	0.0%
595 10 63 01	Engineering 68th St Sidewalk Construction	0.00	0.00	0.00	0.00	0.0%
595 20 61 00	267th St Nw - Land & Land Im	0.00	0.00	0.00	0.00	0.0%
595 30 44 00	Advertising	0.00	0.00	0.00	0.00	0.0%
595 30 63 15	St-1 68th Ave Nw 270th St	0.00	0.00	0.00	0.00	0.0%
595 30 63 30	St-2 267th St Nw Reconstruct	0.00	0.00	0.00	0.00	0.0%
595 30 63 40	St-4 270th Recon 97th-94th	0.00	0.00	0.00	0.00	0.0%
595 30 63 50	St-3 SR532 & 98th-104th	0.00	0.00	0.00	0.00	0.0%
595 30 63 60	Pioneer Hwy Slide Fhwa Const	0.00	0.00	0.00	0.00	0.0%
595 30 63 70	St-5 72nd Ave (272nd To 268th)	0.00	0.00	0.00	0.00	0.0%
595 30 63 80	St-17 68th Sidewalk Construction	0.00	0.00	0.00	0.00	0.0%
595 61 63 01	80th Ave Reconst Sidewalks/Paths	0.00	0.00	0.00	0.00	0.0%
595 90 00 10	Salaries And Benefits	0.00	0.00	0.00	0.00	0.0%

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102 Street Impact Fee Fund

Expenditures	Amt Budgeted	September	YTD	Remaining	
594 Capital Expenditures					
594 Capital Expenditures	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers					
597 01 01 03 Transfer Out To St Const (103)	0.00	75,000.00	75,000.00	(75,000.00)	0.0%
597 Interfund Transfers	0.00	75,000.00	75,000.00	(75,000.00)	0.0%
999 Ending Balance					
508 31 01 02 Restricted End Cash & Invest	906,978.00	0.00	0.00	906,978.00	0.0%
999 Ending Balance	906,978.00	0.00	0.00	906,978.00	0.0%
Fund Expenditures:	906,978.00	75,000.00	75,000.00	831,978.00	8.3%
Fund Excess/(Deficit):	(0.34)	(67,260.45)	869,040.73		

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103 Street Construction Fund

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 31 01 03	Restricted Beg Cash & Invest	128,720.21	0.00	128,720.21	0.00	100.0%
308 51 01 03	Assigned Beg Cash & Invest	757,009.56	0.00	757,009.56	0.00	100.0%
308 Beginning Balances		885,729.77	0.00	885,729.77	0.00	100.0%

330 Intergovernmental Revenues

333 04 20 00	US Dept Of Commerce - Safe Routes	0.00	0.00	0.00	0.00	0.0%
333 20 00 00	FHWA/WSDOT Grant	0.00	0.00	0.00	0.00	0.0%
333 20 00 03	WSDOT / FHA 90th Ave NW	0.00	0.00	0.00	0.00	0.0%
333 20 00 04	RTCC - Viking Way	173,000.00	0.00	0.00	173,000.00	0.0%
333 20 00 05	Viking Way Grant Construction	0.00	0.00	0.00	0.00	0.0%
333 97 01 03	WSDOT ARRA Grant	0.00	0.00	0.00	0.00	0.0%
334 03 60 00	State Grants-WSDOT	0.00	0.00	0.00	0.00	0.0%
334 03 60 01	WSDOT SR 532 Beautification Grant	0.00	0.00	0.00	0.00	0.0%
334 03 60 02	WSDOT Safe Routes	660,000.00	0.00	0.00	660,000.00	0.0%
334 03 80 01	TIB - 68th Sidewalk Construction	0.00	0.00	0.00	0.00	0.0%
334 03 80 02	TIB - 276th Sidewalk Construction	0.00	0.00	0.00	0.00	0.0%
334 03 80 03	TIB - CHAP	0.00	0.00	0.00	0.00	0.0%
334 03 80 04	TIB 88th Overlay	0.00	0.00	0.00	0.00	0.0%
334 03 80 05	TIB 271st St 94th-SR532	0.00	0.00	0.00	0.00	0.0%
334 03 80 06	TIB Pioneer Hwy/72nd-City Limits	0.00	0.00	0.00	0.00	0.0%
334 03 80 07	Transportation Improvement Board (TIB)	535,050.00	0.00	223,021.00	312,029.00	41.7%
334 04 20 01	Dept Of Commerce - SRTS	0.00	0.00	0.00	0.00	0.0%
334 04 20 02	Future Dept Of Commerce Grant - Viking Way Construction	0.00	0.00	0.00	0.00	0.0%
337 00 00 05	WCIA Sidewalk Grant	0.00	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues		1,368,050.00	0.00	223,021.00	1,145,029.00	16.3%

360 Misc Revenues

361 11 01 03	State Pool/cd Interest	11,900.00	733.75	4,283.85	7,616.15	36.0%
369 40 00 00	Judgments And Settlements	0.00	0.00	0.00	0.00	0.0%
369 91 01 03	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues		11,900.00	733.75	4,283.85	7,616.15	36.0%

380 Non Revenues

382 20 01 03	Retainage	0.00	0.00	10,632.31	(10,632.31)	0.0%
380 Non Revenues		0.00	0.00	10,632.31	(10,632.31)	0.0%

397 Interfund Transfers

397 01 01 02	Transfer In From St Impact (102)	0.00	75,000.00	75,000.00	(75,000.00)	0.0%
397 01 01 03	Transfer From TBD	100,000.00	39,863.00	119,589.00	(19,589.00)	119.6%
397 01 03 01	Transfer In From Gen Fund	150,000.00	37,500.00	112,500.00	37,500.00	75.0%
397 01 04 12	Transfer In From Drainage PIF (412)	27,000.00	6,750.00	20,250.00	6,750.00	75.0%
397 03 04 22	Transfer In From Water Const (422)	0.00	0.00	0.00	0.00	0.0%

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103 Street Construction Fund

Revenues	Amt Budgeted	September	YTD	Remaining
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397 Interfund Transfers

397 04 14 03	Transfer In From Sewer Constr	0.00	0.00	0.00	0.00	0.0%
397 04 24 22	Transfer In From Water Constr	0.00	0.00	0.00	0.00	0.0%

397 Interfund Transfers	277,000.00	159,113.00	327,339.00	(50,339.00)	118.2%
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Fund Revenues:	2,542,679.77	159,846.75	1,451,005.93	1,091,673.84	57.1%
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Expenditures	Amt Budgeted	September	YTD	Remaining
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580 Non Expenditures

582 20 01 03	Refund Retainage	0.00	0.00	0.00	0.00	0.0%
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580 Non Expenditures	0.00	0.00	0.00	0.00	0.0%
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594 Capital Expenditures

595 10 41 06	St-1 68th Wetland Mitigation	0.00	0.00	0.00	0.00	0.0%
595 10 61 06	Sidewalk Installation	250,000.00	0.00	0.00	250,000.00	0.0%
595 10 61 07	Sidewalk Repair	0.00	0.00	0.00	0.00	0.0%
595 10 63 02	Eng 68th St Sidewalk	0.00	0.00	0.00	0.00	0.0%
595 10 63 03	Downtown Street & Sidewalk Imp.	0.00	0.00	0.00	0.00	0.0%
595 10 63 04	Wayfinding Signs	0.00	0.00	0.00	0.00	0.0%
595 10 63 07	276th Sidewalk	0.00	0.00	0.00	0.00	0.0%
595 10 63 08	Viking Way Eng	200,000.00	3,304.84	4,189.99	195,810.01	2.1%
595 10 63 09	Viking Way ROW	0.00	0.00	20,568.13	(20,568.13)	0.0%
595 30 63 05	Misc Capital Projects	0.00	0.00	0.00	0.00	0.0%
595 30 63 06	Right Of Way Const & Repair	0.00	0.00	0.00	0.00	0.0%
595 30 63 07	Pioneer Hwy Slide	0.00	0.00	0.00	0.00	0.0%
595 30 63 08	SR 532 Beautification	0.00	0.00	0.00	0.00	0.0%
595 30 63 09	270th (94th - 96th)	0.00	0.00	0.00	0.00	0.0%
595 30 63 11	Saratoga Right Of Way	0.00	0.00	0.00	0.00	0.0%
595 30 63 12	Pioneer Overlay	0.00	0.00	0.00	0.00	0.0%
595 30 63 13	Viking Way Construction	54,600.00	0.00	246,659.11	(192,059.11)	451.8%
595 30 63 14	Pioneer Hwy Overlay-CHAP	0.00	0.00	0.00	0.00	0.0%
595 30 63 16	271st St 94th-SR532 TIB	0.00	0.00	0.00	0.00	0.0%
595 30 63 17	88th/SR532-Florence (84th Ave) TIB	0.00	0.00	0.00	0.00	0.0%
595 30 63 18	Pioneer Hwy Overlay/72nd-City Limits TIB	0.00	0.00	0.00	0.00	0.0%
595 30 63 19	Cedarhome Dr. Overlay	0.00	0.00	0.00	0.00	0.0%
595 30 63 22	92nd Ave Overlay	0.00	0.00	0.00	0.00	0.0%
595 30 63 23	102nd Ave Overlay	0.00	0.00	0.00	0.00	0.0%
595 30 63 24	SR 532/Ovenell Access	0.00	0.00	0.00	0.00	0.0%
595 30 63 25	Downtown Conn Study	0.00	0.00	0.00	0.00	0.0%
595 30 63 26	SR 532/Corridor Study	0.00	0.00	0.00	0.00	0.0%
595 30 63 27	102nd Ave Sidewalk	0.00	0.00	0.00	0.00	0.0%
595 30 63 28	92nd Ave Sidewalk	0.00	0.00	0.00	0.00	0.0%
595 30 63 29	72nd Ave Sidewalk ROW	0.00	0.00	0.00	0.00	0.0%
595 30 63 31	72nd Overlay (SR 532 To Pioneer Hwy)	0.00	0.00	0.00	0.00	0.0%
595 30 63 32	276th St Overlay (73rd To City Limit)	344,500.00	0.00	247,812.19	96,687.81	71.9%
595 30 63 33	276th St Overlay (80th To 73rd)	0.00	0.00	0.00	0.00	0.0%
595 30 63 34	276th St (Lover's Lane) ChipSeal	0.00	0.00	0.00	0.00	0.0%

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103 Street Construction Fund

Expenditures		Amt Budgeted	September	YTD	Remaining	
594 Capital Expenditures						
595 30 63 35	68th Ave Overlay	0.00	0.00	0.00	0.00	0.0%
595 30 63 36	271st St 94th To Viaduct(seal Coat)	0.00	0.00	0.00	0.00	0.0%
595 30 63 37	72nd Ave SR532 To Pioneer Hwy Overlay	0.00	0.00	0.00	0.00	0.0%
595 30 63 38	272nd Pl 99th To 102nd Overlay	0.00	0.00	0.00	0.00	0.0%
595 30 63 39	Pavement Inventory	0.00	0.00	0.00	0.00	0.0%
595 30 63 41	72nd Ave Sidewalk Construction	0.00	0.00	0.00	0.00	0.0%
595 30 63 42	273rd Pl Sidewalk	0.00	0.00	0.00	0.00	0.0%
595 30 63 43	SR 532 Flood Berm/Bike Path	0.00	0.00	0.00	0.00	0.0%
595 30 63 44	90th Ave 271st To 272nd	0.00	0.00	0.00	0.00	0.0%
595 30 63 45	102nd Ave Sidewalk	0.00	0.00	0.00	0.00	0.0%
595 30 63 46	SR532 Corridor Access Study	0.00	0.00	0.00	0.00	0.0%
595 30 63 47	101st Reconstruct Design & Eng	660,000.00	0.00	70,594.57	589,405.43	10.7%
595 30 63 48	101st Reconstruct Construction	0.00	0.00	0.00	0.00	0.0%
595 30 63 49	City Beautification	150,000.00	3,027.50	7,043.71	142,956.29	4.7%
595 30 63 51	106th Bypass Design & Eng	0.00	0.00	0.00	0.00	0.0%
595 30 63 54	SR532 Intersection Improvs Dsgn & Eng	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures		1,659,100.00	6,332.34	596,867.70	1,062,232.30	36.0%
597 Interfund Transfers						
597 01 01 01	Trfr Out To Streets (101)	0.00	0.00	0.00	0.00	0.0%
597 01 03 05	Trfr Out To Fund 305	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%
999 Ending Balance						
508 31 01 03	Restricted End Cash & Invest	0.00	0.00	0.00	0.00	0.0%
508 51 01 03	Assigned End Cash & Invest	883,580.00	0.00	0.00	883,580.00	0.0%
999 Ending Balance		883,580.00	0.00	0.00	883,580.00	0.0%
Fund Expenditures:		2,542,680.00	6,332.34	596,867.70	1,945,812.30	23.5%
Fund Excess/(Deficit):		(0.23)	153,514.41	854,138.23		

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104 Park And Trail Improvement Fund

Revenues	Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances					
308 31 01 04 Restricted Beg Cash & Invest	12,293.75	0.00	12,293.75	0.00	100.0%
308 51 01 04 Assigned Beg Cash & Invest	1,452,173.72	0.00	1,452,173.72	0.00	100.0%
308 Beginning Balances	1,464,467.47	0.00	1,464,467.47	0.00	100.0%

330 Intergovernmental Revenues

334 02 40 00 ALEA Grant	500,000.00	0.00	0.00	500,000.00	0.0%
334 02 70 00 RCO-WWRP Grant	0.00	0.00	0.00	0.00	0.0%
334 02 70 71 RCO-YAF	332,000.00	0.00	297,002.10	34,997.90	89.5%
334 02 70 72 RCO	241,000.00	0.00	0.00	241,000.00	0.0%
334 03 10 10 DOE-Floodplains By Design	0.00	0.00	0.00	0.00	0.0%
334 03 10 12 Dept Of Ecology	0.00	0.00	109,937.96	(109,937.96)	0.0%
334 04 20 04 DOC	250,000.00	0.00	194,000.00	56,000.00	77.6%
337 00 00 01 Hamilton Conservation Futures	0.00	0.00	0.00	0.00	0.0%
337 00 00 02 Ovenell Conservation Futures	0.00	0.00	0.00	0.00	0.0%
337 00 00 03 Johnson Conservation Futures	0.00	0.00	0.00	0.00	0.0%
337 00 00 04 Grant Sno-Co (Church Creek)	0.00	0.00	0.00	0.00	0.0%
337 00 00 06 SnoCo Heritage Park Grant	0.00	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues	1,323,000.00	0.00	600,940.06	722,059.94	45.4%

340 Charges For Services

345 85 01 04 Park Impact Fees	0.00	0.00	0.00	0.00	0.0%
340 Charges For Services	0.00	0.00	0.00	0.00	0.0%

360 Misc Revenues

361 11 01 04 State Pool/cd Interest	25,900.00	771.19	4,458.45	21,441.55	17.2%
362 00 01 04 Rents And Leases	0.00	1,800.00	10,400.00	(10,400.00)	0.0%
367 00 00 01 Contributions & Donations	0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues	25,900.00	2,571.19	14,858.45	11,041.55	57.4%

380 Non Revenues

382 10 01 04 Deposits Refundable	0.00	0.00	0.00	0.00	0.0%
382 20 01 04 Retainage	0.00	0.00	67,202.00	(67,202.00)	0.0%
388 50 01 04 Prior Period Adj Acctging Change	0.00	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	67,202.00	(67,202.00)	0.0%

390 Other Revenues

391 80 00 02 Intergovtl Loan Sno-Co	73,000.00	0.00	0.00	73,000.00	0.0%
390 Other Revenues	73,000.00	0.00	0.00	73,000.00	0.0%

397 Interfund Transfers

397 00 10 06 Transfer In From Park Impact Fees	0.00	0.00	0.00	0.00	0.0%
397 00 10 20 Transfer In From REET (120)	724,000.00	181,000.00	543,000.00	181,000.00	75.0%
397 00 10 21 Transfer In From REET (121)	0.00	0.00	0.00	0.00	0.0%
397 05 00 01 Transfer In From Gen Fund	0.00	0.00	0.00	0.00	0.0%

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104 Park And Trail Improvement Fund

Revenues	Amt Budgeted	September	YTD	Remaining
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397 Interfund Transfers

397 Interfund Transfers	724,000.00	181,000.00	543,000.00	181,000.00	75.0%
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Fund Revenues:	3,610,367.47	183,571.19	2,690,467.98	919,899.49	74.5%
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Expenditures	Amt Budgeted	September	YTD	Remaining
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580 Non Expenditures

582 10 01 04 Refund Of Deposits	0.00	0.00	0.00	0.00	0.0%
582 20 01 04 Refund Retainage	0.00	0.00	0.00	0.00	0.0%
580 Non Expenditures	0.00	0.00	0.00	0.00	0.0%

594 Capital Expenditures

594 76 61 01 Hamilton	1,000,000.00	991.88	23,622.26	976,377.74	2.4%
594 76 61 02 Ovenell	0.00	0.00	0.00	0.00	0.0%
594 76 61 03 Johnson Easement Purch	0.00	0.00	0.00	0.00	0.0%
594 76 61 21 Hamilton Improvements	0.00	0.00	0.00	0.00	0.0%
594 76 63 01 River Access/Launch	0.00	0.00	0.00	0.00	0.0%
594 76 63 02 City Hall Park	0.00	0.00	0.00	0.00	0.0%
594 76 63 03 Downtown Park	0.00	0.00	0.00	0.00	0.0%
594 76 63 04 Neighborhood Park	0.00	0.00	0.00	0.00	0.0%
594 76 63 05 Johnson Farm Improvements	0.00	0.00	0.00	0.00	0.0%
594 76 63 15 Park Improvements	0.00	0.00	0.00	0.00	0.0%
594 76 63 16 Skate Park	0.00	0.00	0.00	0.00	0.0%
594 76 63 17 Church Creek Restrooms	0.00	0.00	0.00	0.00	0.0%
594 76 63 18 Heritage Park Improvemments	1,700,000.00	0.00	1,534,991.80	165,008.20	90.3%
594 76 63 19 Stanwood Port Susan Trail	515,000.00	1,147.00	153,755.59	361,244.41	29.9%
594 76 63 20 Downtown Park	200,000.00	1,062.50	61,344.22	138,655.78	30.7%
594 76 63 21 Acquisition Heritage Park	0.00	0.00	0.00	0.00	0.0%
594 76 63 22 Church Creek	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures	3,415,000.00	3,201.38	1,773,713.87	1,641,286.13	51.9%

597 Interfund Transfers

597 05 02 05 Transfer To Debt Service	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%

999 Ending Balance

508 31 01 04 Restricted End Cash & Invest	0.00	0.00	0.00	0.00	0.0%
508 51 01 04 Assigned End Cash & Invest	195,367.00	0.00	0.00	195,367.00	0.0%
999 Ending Balance	195,367.00	0.00	0.00	195,367.00	0.0%

Fund Expenditures:	3,610,367.00	3,201.38	1,773,713.87	1,836,653.13	49.1%
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Fund Excess/(Deficit):	0.47	180,369.81	916,754.11
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105 Fire Impact Fees

Revenues	Amt Budgeted	September	YTD	Remaining
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308 Beginning Balances

308 31 01 05	Restricted Beg Cash & Invest	41,914.92	0.00	41,914.92	0.00	100.0%
308 Beginning Balances		41,914.92	0.00	41,914.92	0.00	100.0%

340 Charges For Services

345 85 01 05	Fire Impact Fees	0.00	0.00	0.00	0.00	0.0%
340 Charges For Services		0.00	0.00	0.00	0.00	0.0%

360 Misc Revenues

361 11 01 05	State Pool/cd Interest	0.00	44.12	265.43	(265.43)	0.0%
360 Misc Revenues		0.00	44.12	265.43	(265.43)	0.0%

Fund Revenues:	41,914.92	44.12	42,180.35	(265.43)	100.6%
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Expenditures	Amt Budgeted	September	YTD	Remaining
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594 Capital Expenditures

594 85 64 01	Machinery & Equipment	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures		0.00	0.00	0.00	0.00	0.0%

597 Interfund Transfers

597 04 02 05	Trsf Out To Debt Svc Fire S	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%

999 Ending Balance

508 31 01 05	Restricted End Cash & Invest	41,915.00	0.00	0.00	41,915.00	0.0%
999 Ending Balance		41,915.00	0.00	0.00	41,915.00	0.0%

Fund Expenditures:	41,915.00	0.00	0.00	41,915.00	0.0%
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Fund Excess/(Deficit):	(0.08)	44.12	42,180.35
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106 Park Impact Fees

Revenues	Amt Budgeted	September	YTD	Remaining
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308 Beginning Balances

308 31 01 06	Restricted Beg Cash & Invest	269,096.76	0.00	269,096.76	0.00	100.0%
308 Beginning Balances		269,096.76	0.00	269,096.76	0.00	100.0%

340 Charges For Services

345 85 01 06	Park Impact Fees	81,135.00	15,096.00	174,978.00	(93,843.00)	215.7%
340 Charges For Services		81,135.00	15,096.00	174,978.00	(93,843.00)	215.7%

360 Misc Revenues

361 11 01 06	State Pool/cd Interest	3,000.00	450.85	1,982.38	1,017.62	66.1%
360 Misc Revenues		3,000.00	450.85	1,982.38	1,017.62	66.1%

Fund Revenues:	353,231.76	15,546.85	446,057.14	(92,825.38)	126.3%
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Expenditures	Amt Budgeted	September	YTD	Remaining
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597 Interfund Transfers

597 00 00 04	Transfer To Park Improvement	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%

999 Ending Balance

508 31 01 06	Restricted End Cash & Invest	353,232.00	0.00	0.00	353,232.00	0.0%
999 Ending Balance		353,232.00	0.00	0.00	353,232.00	0.0%

Fund Expenditures:	353,232.00	0.00	0.00	353,232.00	0.0%
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Fund Excess/(Deficit):	(0.24)	15,546.85	446,057.14
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107 Equipment Reserve Fund

Revenues	Amt Budgeted	September	YTD	Remaining	
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308 Beginning Balances

308 51 01 07	Assigned Beg Cash & Invest	554,977.21	0.00	554,977.21	0.00	100.0%
	308 Beginning Balances	554,977.21	0.00	554,977.21	0.00	100.0%

330 Intergovernmental Revenues

334 00 30 00	State Equipment Grant	0.00	0.00	0.00	0.00	0.0%
	330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.0%

360 Misc Revenues

361 11 01 07	State Pool/cd Interest	4,900.00	630.90	3,450.56	1,449.44	70.4%
	360 Misc Revenues	4,900.00	630.90	3,450.56	1,449.44	70.4%

390 Other Revenues

395 10 01 07	Proceeds From Sales Of Asset	0.00	0.00	0.00	0.00	0.0%
	390 Other Revenues	0.00	0.00	0.00	0.00	0.0%

397 Interfund Transfers

397 01 00 01	Transfer In From GF	110,710.00	27,678.00	83,034.00	27,676.00	75.0%
397 01 01 01	Transfer In From Streets	81,280.00	20,320.00	60,960.00	20,320.00	75.0%
397 01 01 09	Transfer In Contingency (109)	0.00	0.00	0.00	0.00	0.0%
397 04 04 01	Transfer In From Drainage	0.00	0.00	0.00	0.00	0.0%
	397 Interfund Transfers	191,990.00	47,998.00	143,994.00	47,996.00	75.0%

Fund Revenues:	751,867.21	48,628.90	702,421.77	49,445.44	93.4%
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Expenditures	Amt Budgeted	September	YTD	Remaining	
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594 Capital Expenditures

594 00 64 02	Machinery & Equipment-police	0.00	0.00	0.00	0.00	0.0%
594 00 64 03	Machinery & Equipment-fire	0.00	0.00	0.00	0.00	0.0%
594 18 64 07	Machinery & Equipment - Admin	0.00	0.00	0.00	0.00	0.0%
594 18 64 08	Machinery & Equipment - Parks	104,950.00	25,545.61	51,227.89	53,722.11	48.8%
594 18 64 09	Machinery & Equipment - Street	105,350.00	25,545.61	51,227.89	54,122.11	48.6%
594 18 64 10	Machinery & Equipment - B&G	66,750.00	25,545.62	25,545.62	41,204.38	38.3%
594 18 64 20	Machinery &	0.00	0.00	0.00	0.00	0.0%
	594 Capital Expenditures	277,050.00	76,636.84	128,001.40	149,048.60	46.2%

999 Ending Balance

508 51 01 07	Assigned End Cash & Invest	474,817.00	0.00	0.00	474,817.00	0.0%
	999 Ending Balance	474,817.00	0.00	0.00	474,817.00	0.0%

Fund Expenditures:	751,867.00	76,636.84	128,001.40	623,865.60	17.0%
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107 Equipment Reserve Fund

Fund Excess/(Deficit):	0.21	(28,007.94)	574,420.37
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108 Transportation Sales Tax Fund

Revenues	Amt Budgeted	September	YTD	Remaining	
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308 Beginning Balances

308 31 01 08	Restricted Beg Cash & Invest	640,982.85	0.00	640,982.85	0.00	100.0%
308 Beginning Balances		640,982.85	0.00	640,982.85	0.00	100.0%

310 Taxes

313 21 01 08	Public Transportation Systems Sales Tax	468,000.00	50,091.49	414,834.61	53,165.39	88.6%
310 Taxes		468,000.00	50,091.49	414,834.61	53,165.39	88.6%

330 Intergovernmental Revenues

334 03 80 08	TIB Grant	0.00	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues		0.00	0.00	0.00	0.00	0.0%

360 Misc Revenues

361 10 01 08	Interest Income	0.00	0.00	0.00	0.00	0.0%
361 11 01 08	State Pool/cd Interest	7,500.00	877.22	12,503.05	(5,003.05)	166.7%
360 Misc Revenues		7,500.00	877.22	12,503.05	(5,003.05)	166.7%

Fund Revenues:	1,116,482.85	50,968.71	1,068,320.51	48,162.34	95.7%
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Expenditures	Amt Budgeted	September	YTD	Remaining	
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543 Streets Admin & Overhead

543 30 10 08	Salaries & Wages	0.00	0.00	0.00	0.00	0.0%
543 30 11 08	Overtime	0.00	0.00	0.00	0.00	0.0%
543 30 20 08	Social Security	0.00	0.00	0.00	0.00	0.0%
543 30 21 08	Retirement	0.00	0.00	0.00	0.00	0.0%
543 30 22 08	Medical Benefits	0.00	0.00	0.00	0.00	0.0%
543 30 23 08	L & I	0.00	0.00	0.00	0.00	0.0%
543 30 24 08	Unemployment & PFMLA	0.00	0.00	0.00	0.00	0.0%
543 30 41 08	Professional Services	0.00	0.00	0.00	0.00	0.0%
543 30 44 08	Advertising	0.00	0.00	0.00	0.00	0.0%
543 30 49 08	Miscellaneous	0.00	0.00	0.00	0.00	0.0%
543 Streets Admin & Overhead		0.00	0.00	0.00	0.00	0.0%

594 Capital Expenditures

595 30 63 20	272nd (72nd - 86th) Overlay	0.00	0.00	0.00	0.00	0.0%
595 30 63 21	Safe Routes To Schools	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures		0.00	0.00	0.00	0.00	0.0%

597 Interfund Transfers

597 07 01 01	Transfer To Street Operating	200,000.00	50,000.00	150,000.00	50,000.00	75.0%
597 07 03 05	Transfer To Fund 305	0.00	0.00	0.00	0.00	0.0%
597 07 03 07	Transfer To Street Construction	159,450.00	39,863.00	119,589.00	39,861.00	75.0%
597 Interfund Transfers		359,450.00	89,863.00	269,589.00	89,861.00	75.0%

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108 Transportation Sales Tax Fund

Expenditures	Amt Budgeted	September	YTD	Remaining	
999 Ending Balance					
508 31 01 08 Restricted End Cash & Invest	757,033.00	0.00	0.00	757,033.00	0.0%
999 Ending Balance	757,033.00	0.00	0.00	757,033.00	0.0%
Fund Expenditures:	1,116,483.00	89,863.00	269,589.00	846,894.00	24.1%
Fund Excess/(Deficit):	(0.15)	(38,894.29)	798,731.51		

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109 Contingency Fund

Revenues	Amt Budgeted	September	YTD	Remaining
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308 Beginning Balances

308 51 01 09	Assigned Beg Cash & Invest	388,824.05	0.00	388,824.05	0.00	100.0%
308 Beginning Balances		388,824.05	0.00	388,824.05	0.00	100.0%

360 Misc Revenues

361 11 01 09	State Pool/cd Interest	5,400.00	435.38	2,345.80	3,054.20	43.4%
360 Misc Revenues		5,400.00	435.38	2,345.80	3,054.20	43.4%

397 Interfund Transfers

397 02 00 01	Transfer In From General Fun	50,000.00	12,500.00	37,500.00	12,500.00	75.0%
397 Interfund Transfers		50,000.00	12,500.00	37,500.00	12,500.00	75.0%

Fund Revenues:	444,224.05	12,935.38	428,669.85	15,554.20	96.5%
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Expenditures	Amt Budgeted	September	YTD	Remaining
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597 Interfund Transfers

597 00 01 21	Transfer Out To REET1 (121)	0.00	0.00	0.00	0.00	0.0%
597 01 00 01	Contingency Transfer Out	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%

999 Ending Balance

508 51 01 09	Assigned End Cash & Invest	444,224.00	0.00	0.00	444,224.00	0.0%
999 Ending Balance		444,224.00	0.00	0.00	444,224.00	0.0%

Fund Expenditures:	444,224.00	0.00	0.00	444,224.00	0.0%
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Fund Excess/(Deficit):	0.05	12,935.38	428,669.85
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110 Building Improvement Fund

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 31 01 10	Restricted Beg Cash & Invest	2,745.99	0.00	2,745.99	0.00	100.0%
308 51 01 10	Assigned Beg Cash & Invest	1,489,572.61	0.00	1,489,572.61	0.00	100.0%
308 Beginning Balances		1,492,318.60	0.00	1,492,318.60	0.00	100.0%

310 Taxes

313 11 01 10	Sales Tax Construction	0.00	0.00	0.00	0.00	0.0%
310 Taxes		0.00	0.00	0.00	0.00	0.0%

330 Intergovernmental Revenues

333 01 80 00	Hazard Mitigation Program Grant	0.00	0.00	0.00	0.00	0.0%
333 01 80 01	DOC - New CH Design	0.00	0.00	0.00	0.00	0.0%
334 01 80 02	DEM - State	0.00	0.00	0.00	0.00	0.0%
334 04 20 05	DOC City Hall	0.00	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues		0.00	0.00	0.00	0.00	0.0%

360 Misc Revenues

361 11 01 10	State Pool/cd Interest	16,800.00	1,462.45	8,490.14	8,309.86	50.5%
367 00 01 10	Contributions & Donations	0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues		16,800.00	1,462.45	8,490.14	8,309.86	50.5%

380 Non Revenues

382 20 01 10	Retainage	0.00	0.00	0.00	0.00	0.0%
388 50 01 10	Prior Period Adj Acctging Change	0.00	0.00	0.00	0.00	0.0%
380 Non Revenues		0.00	0.00	0.00	0.00	0.0%

397 Interfund Transfers

397 02 01 20	Transfer In REET 1 (120)	0.00	0.00	0.00	0.00	0.0%
397 04 00 01	Transfer In From General Fund	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%

Fund Revenues:	1,509,118.60	1,462.45	1,500,808.74	8,309.86	99.4%
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Expenditures		Amt Budgeted	September	YTD	Remaining	
580 Non Expenditures						
582 20 01 10	Refund Retainage	0.00	0.00	0.00	0.00	0.0%
580 Non Expenditures		0.00	0.00	0.00	0.00	0.0%

594 Capital Expenditures

594 18 62 10	Building Improvements	0.00	0.00	0.00	0.00	0.0%
594 18 62 11	Police/City Hall Design	100,000.00	25,911.65	128,804.20	(28,804.20)	128.8%
594 18 62 12	City Hall HVAC	0.00	0.00	0.00	0.00	0.0%
594 18 62 13	Police/City Hall Construction	0.00	0.00	0.00	0.00	0.0%
594 18 62 14	Library Improvements	0.00	0.00	0.00	0.00	0.0%

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110 Building Improvement Fund

Expenditures		Amt Budgeted	September	YTD	Remaining	
594 Capital Expenditures						
594 18 62 15	Fire Station Improvements	0.00	0.00	0.00	0.00	0.0%
594 18 62 16	Police Station Improvements	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures		100,000.00	25,911.65	128,804.20	(28,804.20)	128.8%
597 Interfund Transfers						
597 00 01 20	Transfer Out To Reet (120)	0.00	0.00	0.00	0.00	0.0%
597 05 01 21	Transfer Out To REET (121)	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%
999 Ending Balance						
508 31 01 10	Restricted End Cash & Invest	0.00	0.00	0.00	0.00	0.0%
508 51 01 10	Assigned End Cash & Invest	1,409,119.00	0.00	0.00	1,409,119.00	0.0%
999 Ending Balance		1,409,119.00	0.00	0.00	1,409,119.00	0.0%
Fund Expenditures:		1,509,119.00	25,911.65	128,804.20	1,380,314.80	8.5%
Fund Excess/(Deficit):		(0.40)	(24,449.20)	1,372,004.54		

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115 Tourism And Promotion DSC

Revenues	Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances					
308 31 01 15 Restricted Beg Cash & Invest	0.00	0.00	0.00	0.00	0.0%
308 51 01 15 Assigned Beg Cash & Invest	2,407.91	0.00	2,407.91	0.00	100.0%
308 Beginning Balances	2,407.91	0.00	2,407.91	0.00	100.0%

310 Taxes

313 31 00 50 Lodging Tax	1,000.00	36.87	128.17	871.83	12.8%
310 Taxes	1,000.00	36.87	128.17	871.83	12.8%

330 Intergovernmental Revenues

333 11 01 15 COVID Indirect Fed DOC	0.00	0.00	0.00	0.00	0.0%
337 00 00 50 Grant Sno-Co DSC	8,000.00	0.00	8,000.00	0.00	100.0%
337 00 00 51 Grant Summer Arts Jam	0.00	0.00	0.00	0.00	0.0%
337 00 00 52 Grant PortofSeattle	0.00	0.00	10,000.00	(10,000.00)	0.0%
330 Intergovernmental Revenues	8,000.00	0.00	18,000.00	(10,000.00)	225.0%

340 Charges For Services

345 60 00 50 Advertising	15,000.00	0.00	0.00	15,000.00	0.0%
340 Charges For Services	15,000.00	0.00	0.00	15,000.00	0.0%

360 Misc Revenues

367 00 00 50 Donations	5,000.00	0.00	0.00	5,000.00	0.0%
367 00 00 51 Sponsorships	25,000.00	0.00	0.00	25,000.00	0.0%
360 Misc Revenues	30,000.00	0.00	0.00	30,000.00	0.0%

397 Interfund Transfers

397 00 01 01 Transfer In From General Fund	25,000.00	6,250.00	18,750.00	6,250.00	75.0%
397 Interfund Transfers	25,000.00	6,250.00	18,750.00	6,250.00	75.0%

Fund Revenues:	81,407.91	6,286.87	39,286.08	42,121.83	48.3%
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Expenditures	Amt Budgeted	September	YTD	Remaining	
557 Community Services					
557 30 31 00 Supplies	34,000.00	222.82	389.24	33,610.76	1.1%
557 30 41 00 Professional Services	40,000.00	0.00	32,052.36	7,947.64	80.1%
557 30 41 03 Tourism Grants	0.00	0.00	2,000.00	(2,000.00)	0.0%
557 30 44 00 Advertising	0.00	2,765.94	3,872.62	(3,872.62)	0.0%
557 30 49 01 Meetings, Training & Travel	0.00	0.00	0.00	0.00	0.0%
557 30 49 02 Dues	0.00	0.00	0.00	0.00	0.0%
557 30 49 03 Printing	0.00	0.00	0.00	0.00	0.0%
557 Community Services	74,000.00	2,988.76	38,314.22	35,685.78	51.8%

999 Ending Balance

508 31 01 15 Restricted End Cash & Invest	0.00	0.00	0.00	0.00	0.0%
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115 Tourism And Promotion DSC

Expenditures	Amt Budgeted	September	YTD	Remaining	
999 Ending Balance					
508 51 01 15 Assigned End Cash & Invest	7,408.00	0.00	0.00	7,408.00	0.0%
999 Ending Balance	7,408.00	0.00	0.00	7,408.00	0.0%
Fund Expenditures:	81,408.00	2,988.76	38,314.22	43,093.78	47.1%
Fund Excess/(Deficit):	(0.09)	3,298.11	971.86		

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120 REET - Capital Improvements

Revenues	Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances					
308 31 01 20 Restricted Beg Cash & Invest	861,914.79	0.00	861,914.79	0.00	100.0%
308 Beginning Balances	861,914.79	0.00	861,914.79	0.00	100.0%

310 Taxes

318 34 00 00 REET 1 - 1st Quarter Percent	301,000.00	35,615.72	405,249.69	(104,249.69)	134.6%
310 Taxes	301,000.00	35,615.72	405,249.69	(104,249.69)	134.6%

360 Misc Revenues

361 11 01 20 State Pool/cd Interest	9,300.00	926.71	16,277.57	(6,977.57)	175.0%
360 Misc Revenues	9,300.00	926.71	16,277.57	(6,977.57)	175.0%

397 Interfund Transfers

397 01 01 10 Transfer In From Bldg Impr 1	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%

Fund Revenues:	1,172,214.79	36,542.43	1,283,442.05	(111,227.26)	109.5%
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Expenditures	Amt Budgeted	September	YTD	Remaining	
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594 Capital Expenditures

594 76 61 20 Sebranke Property Purchase	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures	0.00	0.00	0.00	0.00	0.0%

597 Interfund Transfers

597 00 01 04 Transfer Out To Park Imp (104)	724,000.00	181,000.00	543,000.00	181,000.00	75.0%
597 00 01 10 Transfer Out To Bldg (110)	0.00	0.00	0.00	0.00	0.0%
597 02 02 05 Trfr Out-1995 G.o. Bonds (20	0.00	0.00	0.00	0.00	0.0%
597 03 01 01 Transfer Out To Street (101)	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers	724,000.00	181,000.00	543,000.00	181,000.00	75.0%

999 Ending Balance

508 31 01 20 Restricted End Cash & Invest	448,215.00	0.00	0.00	448,215.00	0.0%
999 Ending Balance	448,215.00	0.00	0.00	448,215.00	0.0%

Fund Expenditures:	1,172,215.00	181,000.00	543,000.00	629,215.00	46.3%
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Fund Excess/(Deficit):	(0.21)	(144,457.57)	740,442.05		
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121 REET - Growth Management

Revenues	Amt Budgeted	September	YTD	Remaining	
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308 Beginning Balances

308 31 01 21	Restricted Beg Cash & Invest	1,031,341.72	0.00	1,031,341.72	0.00	100.0%
	308 Beginning Balances	1,031,341.72	0.00	1,031,341.72	0.00	100.0%

310 Taxes

318 35 00 00	REET 2 - 2nd Quarter Percent	301,000.00	35,615.71	405,249.62	(104,249.62)	134.6%
	310 Taxes	301,000.00	35,615.71	405,249.62	(104,249.62)	134.6%

360 Misc Revenues

361 11 01 21	State Pool/cd Interest	14,500.00	1,483.82	17,360.07	(2,860.07)	119.7%
	360 Misc Revenues	14,500.00	1,483.82	17,360.07	(2,860.07)	119.7%

397 Interfund Transfers

397 00 01 10	Transfer In From Bldg Imp (110)	0.00	0.00	0.00	0.00	0.0%
397 02 01 09	Transfer In From Cont (109)	0.00	0.00	0.00	0.00	0.0%
	397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%

Fund Revenues:	1,346,841.72	37,099.53	1,453,951.41	(107,109.69)	108.0%
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Expenditures	Amt Budgeted	September	YTD	Remaining	
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591 Debt Service

591 28 78 00	Principal - 800 Megahertz	0.00	0.00	0.00	0.00	0.0%
592 28 83 00	Interest - 800 Megahertz	0.00	0.00	0.00	0.00	0.0%
	591 Debt Service	0.00	0.00	0.00	0.00	0.0%

597 Interfund Transfers

597 00 00 05	Transfers-Out Park Imprv (104)	0.00	0.00	0.00	0.00	0.0%
597 00 01 02	Transfer Out To Street Const	0.00	0.00	0.00	0.00	0.0%
597 02 01 01	Transfer Out To Street (101)	0.00	0.00	0.00	0.00	0.0%
597 03 02 05	Trfr Out-1995 G.o. Bonds (20	0.00	0.00	0.00	0.00	0.0%
	597 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%

999 Ending Balance

508 31 01 21	Restricted End Cash & Invest	1,346,843.00	0.00	0.00	1,346,843.00	0.0%
	999 Ending Balance	1,346,843.00	0.00	0.00	1,346,843.00	0.0%

Fund Expenditures:	1,346,843.00	0.00	0.00	1,346,843.00	0.0%
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Fund Excess/(Deficit):	(1.28)	37,099.53	1,453,951.41		
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205 Debt Service Fund

Revenues	Amt Budgeted	September	YTD	Remaining	
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308 Beginning Balances

308 51 02 05	Assigned Beg Cash & Invest	19,654.73	0.00	19,654.73	0.00	100.0%
308 Beginning Balances		19,654.73	0.00	19,654.73	0.00	100.0%

310 Taxes

311 10 22 00	G.o. Bond 2000 - Fire Statio	0.00	0.00	0.00	0.00	0.0%
311 10 22 10	G.o. Bond 2007 Ref 1994/2000	0.00	0.38	1,404.86	(1,404.86)	0.0%
310 Taxes		0.00	0.38	1,404.86	(1,404.86)	0.0%

360 Misc Revenues

361 11 02 05	State Pool/cd Interest	500.00	22.07	172.04	327.96	34.4%
360 Misc Revenues		500.00	22.07	172.04	327.96	34.4%

397 Interfund Transfers

397 00 01 04	Transfer In From Fund 104	0.00	0.00	0.00	0.00	0.0%
397 00 01 05	Trsf From Fund 105	0.00	0.00	0.00	0.00	0.0%
397 00 01 20	Transfer In From Fund (120)	0.00	0.00	0.00	0.00	0.0%
397 01 01 21	Transfer In From Fund 121	0.00	0.00	0.00	0.00	0.0%
397 01 02 03	Transfer In From Fund 203	0.00	0.00	0.00	0.00	0.0%
397 03 00 01	Transfer In From Gen Fund	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%

Fund Revenues:	20,154.73	22.45	21,231.63	(1,076.90)	105.3%
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Expenditures	Amt Budgeted	September	YTD	Remaining	
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591 Debt Service

591 22 71 00	Go Bond Principal-fire Stati	0.00	0.00	0.00	0.00	0.0%
591 22 71 01	1993-1995 Go Bond Princ-2007	0.00	0.00	0.00	0.00	0.0%
592 22 83 10	G.o.bond Interest-fire Stati	0.00	0.00	0.00	0.00	0.0%
592 22 83 20	1993-1995 Go Bond Int-2007 R	0.00	0.00	0.00	0.00	0.0%
592 22 89 00	Professional Services	0.00	0.00	126.58	(126.58)	0.0%
591 Debt Service		0.00	0.00	126.58	(126.58)	0.0%

999 Ending Balance

508 51 02 05	Assigned End Cash & Invest	20,155.00	0.00	0.00	20,155.00	0.0%
999 Ending Balance		20,155.00	0.00	0.00	20,155.00	0.0%

Fund Expenditures:	20,155.00	0.00	126.58	20,028.42	0.6%
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Fund Excess/(Deficit):	(0.27)	22.45	21,105.05		
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401 Sewer Fund

Revenues	Amt Budgeted	September	YTD	Remaining	
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308 Beginning Balances

308 51 04 01	Assigned Beg Cash & Invest	1,546,702.33	0.00	1,546,702.33	0.00	100.0%
308 Beginning Balances		1,546,702.33	0.00	1,546,702.33	0.00	100.0%

340 Charges For Services

343 50 04 01	Sewer Service Charges	2,312,000.00	182,818.47	1,910,944.89	401,055.11	82.7%
343 50 50 01	Sewer - Other Fees	1,100.00	28.00	224.00	876.00	20.4%
340 Charges For Services		2,313,100.00	182,846.47	1,911,168.89	401,931.11	82.6%

360 Misc Revenues

359 90 51 01	Late Penalties	0.00	0.00	15.80	(15.80)	0.0%
361 11 04 01	State Pool/cd Interest	27,300.00	1,956.10	9,484.15	17,815.85	34.7%
369 91 04 01	Miscellaneous	500.00	0.00	0.00	500.00	0.0%
388 10 00 01	Prior Period Adjustment	0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues		27,800.00	1,956.10	9,499.95	18,300.05	34.2%

380 Non Revenues

382 20 04 01	Retainage	0.00	0.00	0.00	0.00	0.0%
388 50 04 01	Prior Period Adj Acctging Change	0.00	0.00	0.00	0.00	0.0%
389 35 00 00	PUT Tax	0.00	0.00	0.00	0.00	0.0%
380 Non Revenues		0.00	0.00	0.00	0.00	0.0%

397 Interfund Transfers

397 00 04 05	Trfr From Plant Invest Fee (405)	0.00	0.00	0.00	0.00	0.0%
397 00 55 01	Transfer In From WWTP	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%

Fund Revenues:	3,887,602.33	184,802.57	3,467,371.17	420,231.16	89.2%
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Expenditures	Amt Budgeted	September	YTD	Remaining	
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535 Sewer

535 80 10 00	Salaries & Wages	570,764.00	82,650.67	357,018.78	213,745.22	62.6%
535 80 11 00	Overtime	5,480.00	845.31	2,819.21	2,660.79	51.4%
535 80 20 00	Social Security	43,709.00	4,053.36	25,108.65	18,600.35	57.4%
535 80 21 00	Retirement	73,424.00	4,929.58	41,178.54	32,245.46	56.1%
535 80 22 00	Medical Benefits	147,319.00	11,586.24	83,816.37	63,502.63	56.9%
535 80 23 00	L & I	7,342.00	0.00	3,397.27	3,944.73	46.3%
535 80 24 00	Unemployment & PFMLA	1,152.00	0.00	582.05	569.95	50.5%
535 80 31 00	Supplies	35,000.00	1,327.60	21,392.77	13,607.23	61.1%
535 80 31 03	Uniforms	5,250.00	95.76	2,760.00	2,490.00	52.6%
535 80 32 00	Fuel	10,000.00	891.42	5,792.99	4,207.01	57.9%
535 80 35 00	Small Equipment	5,000.00	0.00	1,225.89	3,774.11	24.5%
535 80 41 00	Professional Services	47,760.00	19,040.57	56,172.79	(8,412.79)	117.6%
535 80 41 01	Bio-solid Removal	0.00	0.00	0.00	0.00	0.0%
535 80 42 00	Communications	22,500.00	2,006.06	16,324.27	6,175.73	72.6%
535 80 43 00	Permits	9,750.00	0.00	4,995.65	4,754.35	51.2%
535 80 44 00	Advertising	500.00	0.00	261.53	238.47	52.3%

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401 Sewer Fund

Expenditures	Amt Budgeted	September	YTD	Remaining	
535 Sewer					
535 80 45 00 Rentals	3,800.00	189.04	1,528.30	2,271.70	40.2%
535 80 46 00 Insurance	61,662.00	0.00	38,080.20	23,581.80	61.8%
535 80 47 00 Utilities	153,750.00	9,077.35	77,884.51	75,865.49	50.7%
535 80 48 00 Repair/maintenance	90,000.00	7,080.91	40,489.08	49,510.92	45.0%
535 80 49 00 Miscellaneous	0.00	0.00	3,804.00	(3,804.00)	0.0%
535 80 49 01 B & O Tax	45,000.00	5,897.52	38,185.99	6,814.01	84.9%
535 80 49 03 Meetings, Training & Travel	9,500.00	0.00	625.40	8,874.60	6.6%
535 80 49 05 Credit Card Bank Fees	6,000.00	1,310.25	9,545.27	(3,545.27)	159.1%
535 80 49 06 Dues	650.00	0.00	122.40	527.60	18.8%
535 80 49 80 Interfund Payment For Servic	205,667.00	51,417.00	154,251.00	51,416.00	75.0%
535 Sewer	1,560,979.00	202,398.64	987,362.91	573,616.09	63.3%

580 Non Expenditures

582 20 04 01 Refund Retainage	0.00	0.00	0.00	0.00	0.0%
589 35 00 00 PUT Tax	0.00	0.00	0.00	0.00	0.0%
580 Non Expenditures	0.00	0.00	0.00	0.00	0.0%

591 Debt Service

591 35 78 00 Pwtf Principal - Sewer Imprv	0.00	0.00	0.00	0.00	0.0%
591 35 78 01 Pwtf Principal-wwtp Design	0.00	0.00	0.00	0.00	0.0%
591 35 78 02 Srf Principal-treatment Plan	465,029.00	0.00	465,029.34	(0.34)	100.0%
591 35 78 03 Pwtf Principal-271st Trunkli	106,921.00	0.00	106,921.05	(0.05)	100.0%
591 35 78 04 2021 Revenue Bond Principal	75,000.00	0.00	0.00	75,000.00	0.0%
592 35 83 00 Pwtf Interest - Sewer Imprvt	0.00	0.00	0.00	0.00	0.0%
592 35 83 01 Pwtf Interest-wwtp Design	0.00	0.00	0.00	0.00	0.0%
592 35 83 03 Pwtf Interest-271st Trunk Co	3,208.00	0.00	3,207.63	0.37	100.0%
592 35 83 04 2021 Revenue Bond Interest	5,000.00	0.00	0.00	5,000.00	0.0%
591 Debt Service	655,158.00	0.00	575,158.02	79,999.98	87.8%

594 Capital Expenditures

594 35 64 03 Machinery & Equipment	25,000.00	0.00	0.00	25,000.00	0.0%
594 Capital Expenditures	25,000.00	0.00	0.00	25,000.00	0.0%

597 Interfund Transfers

597 00 04 51 Transfer To Bond Reserve (45	0.00	0.00	0.00	0.00	0.0%
597 00 04 57 Transfer To Equip Replacemen	109,261.00	27,315.00	81,945.00	27,316.00	75.0%
597 01 04 03 Transfer Out To Sewer Const (403)	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers	109,261.00	27,315.00	81,945.00	27,316.00	75.0%

999 Ending Balance

508 51 04 01 Assigned End Cash & Invest	1,537,205.00	0.00	0.00	1,537,205.00	0.0%
999 Ending Balance	1,537,205.00	0.00	0.00	1,537,205.00	0.0%

Fund Expenditures:	3,887,603.00	229,713.64	1,644,465.93	2,243,137.07	42.3%
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401 Sewer Fund

Fund Excess/(Deficit):	(0.67)	(44,911.07)	1,822,905.24
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403 Sewer Construction Fund

Revenues	Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances					
308 31 04 03 Restricted Beg Cash & Invest	0.00	0.00	0.00	0.00	0.0%
308 51 04 03 Assigned Beg Cash & Invest	2,267,119.83	0.00	2,267,119.83	0.00	100.0%
308 Beginning Balances	2,267,119.83	0.00	2,267,119.83	0.00	100.0%

340 Charges For Services

343 50 00 00 Sewer Connection Fees	30,000.00	5,500.00	60,000.00	(30,000.00)	200.0%
340 Charges For Services	30,000.00	5,500.00	60,000.00	(30,000.00)	200.0%

360 Misc Revenues

361 11 04 03 State Pool/cd Interest	27,800.00	827.83	10,071.51	17,728.49	36.2%
361 40 00 02 Interest From Interfund Loan	1,500.00	0.00	0.00	1,500.00	0.0%
360 Misc Revenues	29,300.00	827.83	10,071.51	19,228.49	34.4%

380 Non Revenues

381 12 03 05 Interfund Loan Repayment	0.00	0.00	0.00	0.00	0.0%
381 12 04 11 Interfund Loan Repayment	0.00	0.00	0.00	0.00	0.0%
382 20 04 03 Retainage	0.00	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.00	0.0%

390 Other Revenues

391 20 04 03 Revenue Bond Proceeds	4,477,000.00	0.00	0.00	4,477,000.00	0.0%
390 Other Revenues	4,477,000.00	0.00	0.00	4,477,000.00	0.0%

397 Interfund Transfers

397 01 04 05 Trfr In From Sewer Plant Inv	300,000.00	0.00	300,000.00	0.00	100.0%
397 02 04 01 Transfer In From Sewer (401)	0.00	0.00	0.00	0.00	0.0%
397 61 55 10 Trfr In From 271st St NW Trunkline	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers	300,000.00	0.00	300,000.00	0.00	100.0%

Fund Revenues:	7,103,419.83	6,327.83	2,637,191.34	4,466,228.49	37.1%
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Expenditures	Amt Budgeted	September	YTD	Remaining	
580 Non Expenditures					
581 10 03 05 Interfund Loan Issued	0.00	0.00	0.00	0.00	0.0%
581 10 04 11 Interfund Loan Issued	0.00	0.00	0.00	0.00	0.0%
582 20 04 03 Refund Retainage	0.00	0.00	0.00	0.00	0.0%
580 Non Expenditures	0.00	0.00	0.00	0.00	0.0%

594 Capital Expenditures

594 35 41 00 Professional Services	0.00	0.00	0.00	0.00	0.0%
594 35 41 06 Bio-solids Removal	0.00	0.00	0.00	0.00	0.0%
594 35 41 20 Wastewater Rate Study	0.00	0.00	0.00	0.00	0.0%
594 35 41 25 Ex9 Modificatn Headworks Stu	0.00	0.00	0.00	0.00	0.0%

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999 Ending Balance

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403 Sewer Construction Fund

Expenditures		Amt Budgeted	September	YTD	Remaining	
999 Ending Balance						
508 31 04 03	Restricted End Cash & Invest	0.00	0.00	0.00	0.00	0.0%
508 51 04 03	Assigned End Cash & Invest	2,942,920.00	0.00	0.00	2,942,920.00	0.0%
999 Ending Balance		2,942,920.00	0.00	0.00	2,942,920.00	0.0%
Fund Expenditures:		7,103,420.00	150,695.20	1,991,087.44	5,112,332.56	28.0%
Fund Excess/(Deficit):		(0.17)	(144,367.37)	646,103.90		

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405 Sewer Plant Investment Fund

Revenues	Amt Budgeted	September	YTD	Remaining
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308 Beginning Balances

308 51 04 05	Assigned Beg Cash & Invest	284,510.44	0.00	284,510.44	0.00	100.0%
308 Beginning Balances		284,510.44	0.00	284,510.44	0.00	100.0%

360 Misc Revenues

361 11 04 05	State Pool/cd Interest	5,000.00	279.31	2,031.26	2,968.74	40.6%
368 10 04 05	Plant Investment Fees	150,000.00	33,793.23	314,240.79	(164,240.79)	209.5%
360 Misc Revenues		155,000.00	34,072.54	316,272.05	(161,272.05)	204.0%

Fund Revenues:	439,510.44	34,072.54	600,782.49	(161,272.05)	136.7%
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Expenditures	Amt Budgeted	September	YTD	Remaining
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597 Interfund Transfers

597 00 04 01	Trfr Out To Pwtfl (401)	0.00	0.00	0.00	0.00	0.0%
597 00 04 03	Transfer To Sewer Constructi	300,000.00	0.00	300,000.00	0.00	100.0%
597 Interfund Transfers		300,000.00	0.00	300,000.00	0.00	100.0%

999 Ending Balance

508 51 04 05	Assigned End Cash & Invest	139,510.00	0.00	0.00	139,510.00	0.0%
999 Ending Balance		139,510.00	0.00	0.00	139,510.00	0.0%

Fund Expenditures:	439,510.00	0.00	300,000.00	139,510.00	68.3%
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Fund Excess/(Deficit):	0.44	34,072.54	300,782.49
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410 Drainage Fund

Revenues	Amt Budgeted	September	YTD	Remaining	
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308 Beginning Balances

308 51 04 10	Assigned Beg Cash & Invest	291,814.94	0.00	291,814.94	0.00	100.0%
308 Beginning Balances		291,814.94	0.00	291,814.94	0.00	100.0%

340 Charges For Services

343 10 00 00	Drainage Service Charges	1,050,000.00	105,978.33	895,631.72	154,368.28	85.3%
343 10 00 10	Drainage - Other Fees	200.00	0.00	0.53	199.47	0.3%
343 10 10 00	Drainage Service Surcharge	0.00	0.00	0.00	0.00	0.0%
340 Charges For Services		1,050,200.00	105,978.33	895,632.25	154,567.75	85.3%

360 Misc Revenues

359 90 51 02	Late Penalties	0.00	0.00	8.14	(8.14)	0.0%
361 11 04 10	State Pool/cd Interest	5,100.00	583.19	8,464.14	(3,364.14)	166.0%
369 91 41 00	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.0%
388 10 00 02	Prior Period Adjustment	0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues		5,100.00	583.19	8,472.28	(3,372.28)	166.1%

380 Non Revenues

389 36 00 00	B & O Tax	0.00	0.00	0.00	0.00	0.0%
380 Non Revenues		0.00	0.00	0.00	0.00	0.0%

Fund Revenues:	1,347,114.94	106,561.52	1,195,919.47	151,195.47	88.8%
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Expenditures	Amt Budgeted	September	YTD	Remaining	
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531 Natural Resources

531 50 10 00	Salaries & Wages	283,331.00	52,133.21	222,815.16	60,515.84	78.6%
531 50 11 00	Overtime	2,019.00	416.88	2,501.08	(482.08)	123.9%
531 50 20 00	Social Security	21,557.00	2,273.62	15,457.74	6,099.26	71.7%
531 50 21 00	Retirement	29,954.00	2,005.24	22,266.39	7,687.61	74.3%
531 50 22 00	Medical Benefits	67,222.00	3,921.77	40,150.06	27,071.94	59.7%
531 50 23 00	L & I	3,432.00	0.00	1,532.77	1,899.23	44.7%
531 50 24 00	Unemployment & PFMLA	571.00	0.00	332.91	238.09	58.3%
531 50 31 00	Supplies	6,500.00	945.83	3,199.64	3,300.36	49.2%
531 50 31 03	Uniforms	1,050.00	0.00	749.14	300.86	71.3%
531 50 32 00	Fuel	5,500.00	499.95	3,963.45	1,536.55	72.1%
531 50 35 00	Small Equipment	2,500.00	0.00	1,117.71	1,382.29	44.7%
531 50 41 00	Professional Services	29,140.00	1,115.97	16,123.39	13,016.61	55.3%
531 50 42 00	Communications	1,500.00	71.31	1,187.25	312.75	79.2%
531 50 43 00	Permits	600.00	0.00	0.00	600.00	0.0%
531 50 45 00	Rentals	10,500.00	42.98	3,411.69	7,088.31	32.5%
531 50 46 00	Insurance	9,754.00	0.00	28,560.15	(18,806.15)	292.8%
531 50 47 00	Utilities	10,000.00	300.18	5,335.78	4,664.22	53.4%
531 50 48 00	Repairs And Maintenance	30,000.00	12.40	3,222.93	26,777.07	10.7%
531 50 48 01	Drainage System Maintenance	0.00	0.00	0.00	0.00	0.0%
531 50 49 00	Miscellaneous	0.00	0.00	0.00	0.00	0.0%
531 50 49 01	B & O Tax	12,000.00	1,777.51	13,452.15	(1,452.15)	112.1%
531 50 49 03	Meetings, Training & Travel	1,000.00	0.00	61.25	938.75	6.1%
531 50 49 05	Credit Card Bank Fees	3,600.00	543.25	3,734.11	(134.11)	103.7%

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410 Drainage Fund

Expenditures	Amt Budgeted	September	YTD	Remaining	
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531 Natural Resources

531 50 49 50	Interfund Payment For Servic	82,346.00	20,587.00	61,761.00	20,585.00	75.0%
531 Natural Resources		614,076.00	86,647.10	450,935.75	163,140.25	73.4%

580 Non Expenditures

589 36 00 00	B & O Tax	0.00	0.00	0.00	0.00	0.0%
580 Non Expenditures		0.00	0.00	0.00	0.00	0.0%

591 Debt Service

591 31 78 01	SnoCo PW Assist Fund Princ	125,000.00	0.00	51,258.95	73,741.05	41.0%
592 31 83 01	SnoCo PW Assist Fund Interest	5,000.00	0.00	11,210.23	(6,210.23)	224.2%
591 Debt Service		130,000.00	0.00	62,469.18	67,530.82	48.1%

594 Capital Expenditures

594 38 64 01	Machinery & Equipment	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures		0.00	0.00	0.00	0.00	0.0%

597 Interfund Transfers

597 00 42 20	Transfer To WCF (422)	0.00	0.00	0.00	0.00	0.0%
597 01 04 11	Transfer To DCF (411)	150,000.00	37,500.00	112,500.00	37,500.00	75.0%
597 01 04 57	Transfer To Equip Replacemen	0.00	0.00	0.00	0.00	0.0%
597 03 04 58	Trsfr To 458 Equip Repl	61,464.00	15,366.00	46,098.00	15,366.00	75.0%
597 04 01 07	Transfer To Equip Res (107)	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		211,464.00	52,866.00	158,598.00	52,866.00	75.0%

999 Ending Balance

508 51 04 10	Assigned End Cash & Invest	391,575.00	0.00	0.00	391,575.00	0.0%
999 Ending Balance		391,575.00	0.00	0.00	391,575.00	0.0%

Fund Expenditures:	1,347,115.00	139,513.10	672,002.93	675,112.07	49.9%
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Fund Excess/(Deficit):	(0.06)	(32,951.58)	523,916.54
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411 Drainage Construction Fund

Revenues	Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances					
308 31 04 11 Restricted Beg Cash & Invest	68,180.48	0.00	68,180.48	0.00	100.0%
308 51 04 11 Assigned Beg Cash & Invest	621,741.98	0.00	621,741.98	0.00	100.0%
308 Beginning Balances	689,922.46	0.00	689,922.46	0.00	100.0%

330 Intergovernmental Revenues

333 97 03 60 FEMA	0.00	0.00	0.00	0.00	0.0%
334 01 80 00 State Fema	0.00	0.00	0.00	0.00	0.0%
334 03 10 01 Department Of Ecology	537,600.00	0.00	492,805.46	44,794.54	91.7%
334 04 20 11 DOC - Stormwater Separation Grant	0.00	0.00	0.00	0.00	0.0%
334 04 20 12 DOC	1,650,000.00	0.00	0.00	1,650,000.00	0.0%
334 04 20 13 DOC-Sheet Pile Walls	0.00	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues	2,187,600.00	0.00	492,805.46	1,694,794.54	22.5%

340 Charges For Services

343 10 04 11 Drainage Connection Fees	12,000.00	2,200.00	13,000.00	(1,000.00)	108.3%
343 10 04 12 Drainage Development Fee	0.00	0.00	0.00	0.00	0.0%
345 14 00 00 Drainage Services - Stilly Tribe	0.00	0.00	0.00	0.00	0.0%
340 Charges For Services	12,000.00	2,200.00	13,000.00	(1,000.00)	108.3%

360 Misc Revenues

361 11 04 11 State Pool/cd Interest	3,000.00	668.24	3,493.09	(493.09)	116.4%
369 40 00 11 Judgments And Settlements	0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues	3,000.00	668.24	3,493.09	(493.09)	116.4%

380 Non Revenues

381 10 00 02 Interfund Loans Received	0.00	0.00	0.00	0.00	0.0%
382 20 04 11 Retainage	0.00	188.58	34,508.34	(34,508.34)	0.0%
380 Non Revenues	0.00	188.58	34,508.34	(34,508.34)	0.0%

390 Other Revenues

391 20 04 11 Revenue Bond Proceeds	0.00	0.00	0.00	0.00	0.0%
391 80 00 01 Intergovtl Loan Sno-Co	169,560.00	0.00	243,480.00	(73,920.00)	143.6%
390 Other Revenues	169,560.00	0.00	243,480.00	(73,920.00)	143.6%

397 Interfund Transfers

397 01 04 10 Transfer From Drainage (410)	0.00	37,500.00	112,500.00	(112,500.00)	0.0%
397 02 04 12 Transfer In From Drainage PIF	150,000.00	112,500.00	112,500.00	37,500.00	75.0%
397 Interfund Transfers	150,000.00	150,000.00	225,000.00	(75,000.00)	150.0%

Fund Revenues:	3,212,082.46	153,056.82	1,702,209.35	1,509,873.11	53.0%
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Expenditures	Amt Budgeted	September	YTD	Remaining	
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580 Non Expenditures

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411 Drainage Construction Fund

Expenditures	Amt Budgeted	September	YTD	Remaining	
580 Non Expenditures					
581 20 00 02 Interfund Loan Principal Payback	0.00	0.00	0.00	0.00	0.0%
582 20 04 11 Refund Retainage	0.00	0.00	0.00	0.00	0.0%
592 38 82 02 Interfund Loan Interest	0.00	0.00	0.00	0.00	0.0%
580 Non Expenditures	0.00	0.00	0.00	0.00	0.0%

594 Capital Expenditures

594 31 63 01 Irvine Slough Stormwtr Sep & Pump Station	2,300,000.00	22,032.19	649,275.15	1,650,724.85	28.2%
594 31 63 02 SR 532 Flood Berm	238,600.00	0.00	266,252.21	(27,652.21)	111.6%
594 31 63 17 101st,102nd,103rd Replacement	0.00	0.00	17,582.00	(17,582.00)	0.0%
594 34 41 24 Drainage Rate Study	0.00	0.00	0.00	0.00	0.0%
594 38 63 00 Improvements	0.00	0.00	0.00	0.00	0.0%
594 38 63 03 Florence Rd Drainage	0.00	0.00	0.00	0.00	0.0%
594 38 63 04 Sd-6 Seven Tube Tide Gate Re	0.00	0.00	0.00	0.00	0.0%
594 38 63 05 Retention Pond Improvements	0.00	0.00	0.00	0.00	0.0%
594 38 63 06 Enclose Ditch Lovers' Lane	0.00	0.00	0.00	0.00	0.0%
594 38 63 07 Flood By-Pass WWTP Lagoon	0.00	0.00	0.00	0.00	0.0%
594 38 63 08 Irvine Slough Erosion Control	0.00	0.00	0.00	0.00	0.0%
594 38 63 09 270th Drainage	0.00	0.00	0.00	0.00	0.0%
594 38 63 10 85th Drainage (Pioneer Hwy To 276th)	0.00	0.00	0.00	0.00	0.0%
594 38 63 11 Stormwater Separation	0.00	0.00	0.00	0.00	0.0%
594 38 63 12 270th (Florence To 88th)	0.00	0.00	0.00	0.00	0.0%
594 38 63 13 Sheetpile Walls (50/50 W Sewer)	0.00	0.00	0.00	0.00	0.0%
594 38 63 15 270th Street (Florence To 88th)	0.00	0.00	0.00	0.00	0.0%
594 38 63 16 Fort Freeberg - FEMA	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures	2,538,600.00	22,032.19	933,109.36	1,605,490.64	36.8%

597 Interfund Transfers

597 00 04 05 Trsfer To 305	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%

999 Ending Balance

508 31 04 11 Restricted End Cash & Invest	0.00	0.00	0.00	0.00	0.0%
508 51 04 11 Assigned End Cash & Invest	673,482.00	0.00	0.00	673,482.00	0.0%
999 Ending Balance	673,482.00	0.00	0.00	673,482.00	0.0%

Fund Expenditures:	3,212,082.00	22,032.19	933,109.36	2,278,972.64	29.0%
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Fund Excess/(Deficit):	0.46	131,024.63	769,099.99		
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412 Drainage Plant Investment Fund

Revenues	Amt Budgeted	September	YTD	Remaining
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308 Beginning Balances

308 51 04 12	Assigned Beg Cash & Invest	59,446.39	0.00	59,446.39	0.00	100.0%
	308 Beginning Balances	59,446.39	0.00	59,446.39	0.00	100.0%

360 Misc Revenues

361 11 04 12	State Pool/cd Interest	700.00	195.44	556.94	143.06	79.6%
368 10 04 12	Plant Investment Fees	80,000.00	10,046.00	150,350.00	(70,350.00)	187.9%
	360 Misc Revenues	80,700.00	10,241.44	150,906.94	(70,206.94)	187.0%

Fund Revenues:	140,146.39	10,241.44	210,353.33	(70,206.94)	150.1%
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Expenditures	Amt Budgeted	September	YTD	Remaining
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597 Interfund Transfers

597 02 01 03	Transfer Out To Streets Const (103)	27,000.00	6,750.00	20,250.00	6,750.00	75.0%
597 02 04 11	Transfer Out Drainage Const	0.00	112,500.00	112,500.00	(112,500.00)	0.0%
	597 Interfund Transfers	27,000.00	119,250.00	132,750.00	(105,750.00)	491.7%

999 Ending Balance

508 51 04 12	Assigned End Cash & Invest	113,146.00	0.00	0.00	113,146.00	0.0%
	999 Ending Balance	113,146.00	0.00	0.00	113,146.00	0.0%

Fund Expenditures:	140,146.00	119,250.00	132,750.00	7,396.00	94.7%
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Fund Excess/(Deficit):	0.39	(109,008.56)	77,603.33
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421 Water Fund

Revenues	Amt Budgeted	September	YTD	Remaining	
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308 Beginning Balances

308 51 04 21	Assigned Beg Cash & Invest	976,709.57	0.00	976,709.57	0.00	100.0%
308 Beginning Balances		976,709.57	0.00	976,709.57	0.00	100.0%

340 Charges For Services

343 40 00 21	Water - Other Fees	7,000.00	127.72	10,412.57	(3,412.57)	148.8%
343 40 04 21	Water Service Charges	2,035,000.00	225,263.43	1,654,047.08	380,952.92	81.3%
340 Charges For Services		2,042,000.00	225,391.15	1,664,459.65	377,540.35	81.5%

360 Misc Revenues

359 90 51 00	Late Penalties	40,000.00	0.00	16.05	39,983.95	0.0%
361 11 04 21	State Pool/cd Interest	22,000.00	1,103.70	14,530.91	7,469.09	66.0%
369 91 04 21	Miscellaneous	200.00	0.00	1,188.05	(988.05)	594.0%
398 10 04 21	Insurance Recoveries	0.00	0.00	4,739.78	(4,739.78)	0.0%
360 Misc Revenues		62,200.00	1,103.70	20,474.79	41,725.21	32.9%

380 Non Revenues

389 34 00 00	PUT Tax	0.00	0.00	0.00	0.00	0.0%
380 Non Revenues		0.00	0.00	0.00	0.00	0.0%

397 Interfund Transfers

397 00 00 01	Transfer In From GF (hydrants)	100,000.00	25,000.00	75,000.00	25,000.00	75.0%
397 00 04 23	Transfer In From Cedarhome PIF(423)	10,000.00	2,500.00	7,500.00	2,500.00	75.0%
397 00 04 24	Trfr From Water Plant Inv 42	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers		110,000.00	27,500.00	82,500.00	27,500.00	75.0%

Fund Revenues:	3,190,909.57	253,994.85	2,744,144.01	446,765.56	86.0%
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Expenditures	Amt Budgeted	September	YTD	Remaining	
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534 Water Utilities

534 80 10 00	Salaries & Wages	534,471.00	89,780.11	406,396.55	128,074.45	76.0%
534 80 11 00	Overtime	7,640.00	533.69	4,700.08	2,939.92	61.5%
534 80 20 00	Social Security	41,024.00	3,996.82	28,491.78	12,532.22	69.5%
534 80 21 00	Retirement	69,059.00	4,414.23	46,156.65	22,902.35	66.8%
534 80 22 00	Medical Benefits	137,911.00	8,747.65	84,000.41	53,910.59	60.9%
534 80 23 00	L & I	6,072.00	0.00	3,823.79	2,248.21	63.0%
534 80 24 00	Unemployment & PFMLA	1,084.00	0.00	709.83	374.17	65.5%
534 80 31 00	Supplies	40,000.00	733.93	21,003.25	18,996.75	52.5%
534 80 31 05	Uniforms	4,200.00	143.64	2,520.77	1,679.23	60.0%
534 80 31 08	Chemicals	7,500.00	1,603.62	7,872.28	(372.28)	105.0%
534 80 32 00	Fuel	12,000.00	982.76	5,972.52	6,027.48	49.8%
534 80 35 00	Small Equipment	8,000.00	0.00	4,566.85	3,433.15	57.1%
534 80 35 01	Meters/installs	20,000.00	26,703.77	34,658.11	(14,658.11)	173.3%
534 80 41 00	Professional Services	63,300.00	3,350.90	48,445.24	14,854.76	76.5%
534 80 42 00	Communications	7,500.00	739.01	4,233.51	3,266.49	56.4%
534 80 43 00	Permits	5,500.00	0.00	4,575.20	924.80	83.2%

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421 Water Fund

Expenditures	Amt Budgeted	September	YTD	Remaining	
534 Water Utilities					
534 80 44 00 Advertising	500.00	0.00	0.00	500.00	0.0%
534 80 45 00 Rentals	2,500.00	99.24	747.93	1,752.07	29.9%
534 80 46 00 Insurance	32,641.00	0.00	47,600.25	(14,959.25)	145.8%
534 80 47 00 Utilities	86,000.00	7,516.03	61,537.70	24,462.30	71.6%
534 80 48 00 Repair/maintenance	55,000.00	1,322.47	17,303.52	37,696.48	31.5%
534 80 49 01 B & O Tax	95,000.00	10,345.97	77,379.81	17,620.19	81.5%
534 80 49 05 Credit Card Bank Fees	11,000.00	1,342.20	9,462.02	1,537.98	86.0%
534 80 49 06 Dues	1,100.00	0.00	132.00	968.00	12.0%
534 80 49 09 Meetings, Training & Travel	7,000.00	0.00	60.75	6,939.25	0.9%
534 80 49 80 Interfund Payments For Servi	211,709.00	52,927.00	158,781.00	52,928.00	75.0%
534 Water Utilities	1,467,711.00	215,283.04	1,081,131.80	386,579.20	73.7%

580 Non Expenditures

582 34 72 00 2011 Revenue Bond Principal	0.00	0.00	0.00	0.00	0.0%
588 10 00 01 Prior Period Adjustment	0.00	0.00	0.00	0.00	0.0%
589 34 00 00 PUT Tax	0.00	0.00	0.00	0.00	0.0%
580 Non Expenditures	0.00	0.00	0.00	0.00	0.0%

591 Debt Service

591 34 78 01 Pwtf Principal - Water Imprv	0.00	0.00	0.00	0.00	0.0%
591 34 78 02 Pwtf Principal-emerg'cy Repa	0.00	0.00	0.00	0.00	0.0%
591 34 78 03 Pwtf Principal-cedarhome Rsr	139,519.00	0.00	139,519.09	(0.09)	100.0%
591 34 78 04 Pwtf Princ Water Trtmnt Plan	172,385.00	0.00	172,384.52	0.48	100.0%
591 34 78 05 Pwtf Princ - Water Comp Plan	0.00	0.00	0.00	0.00	0.0%
591 34 78 06 2019 Revenue Bond Principal	0.00	0.00	0.00	0.00	0.0%
592 34 83 03 Pwtf Interest - Water Imprvt	0.00	0.00	0.00	0.00	0.0%
592 34 83 04 Pwtf Interest-emergency Repair	0.00	0.00	0.00	0.00	0.0%
592 34 83 05 Pwtf Interest-cedarhome Rsrv	3,488.00	0.00	3,487.98	0.02	100.0%
592 34 83 06 Pwtf Int Water Trtmnt Plant	5,172.00	0.00	5,171.54	0.46	100.0%
592 34 83 07 2011 Revenue Bond Interest	0.00	0.00	0.00	0.00	0.0%
592 34 83 09 2019 Revenue Bond Interest	0.00	0.00	0.00	0.00	0.0%
591 Debt Service	320,564.00	0.00	320,563.13	0.87	100.0%

594 Capital Expenditures

594 34 64 02 Machinery & Equipment	25,000.00	0.00	0.00	25,000.00	0.0%
594 Capital Expenditures	25,000.00	0.00	0.00	25,000.00	0.0%

597 Interfund Transfers

597 00 04 22 Trfr For System Rplcmnt-(422	0.00	0.00	0.00	0.00	0.0%
597 00 04 59 Transfer To Water Equip REs	80,560.00	20,140.00	60,420.00	20,140.00	75.0%
597 02 04 57 Transfer To Equip Replacemen	0.00	0.00	0.00	0.00	0.0%
597 10 04 51 Transfer To WS Bond Res (451)	419,138.00	104,785.00	314,355.00	104,783.00	75.0%
597 Interfund Transfers	499,698.00	124,925.00	374,775.00	124,923.00	75.0%

999 Ending Balance

508 51 04 21 Assigned End Cash & Invest	877,937.00	0.00	0.00	877,937.00	0.0%
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421 Water Fund

Expenditures	Amt Budgeted	September	YTD	Remaining	
999 Ending Balance					
999 Ending Balance	877,937.00	0.00	0.00	877,937.00	0.0%
Fund Expenditures:	3,190,910.00	340,208.04	1,776,469.93	1,414,440.07	55.7%
Fund Excess/(Deficit):	(0.43)	(86,213.19)	967,674.08		

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422 Water Construction Fund

Revenues		Amt Budgeted	September	YTD	Remaining	
308 Beginning Balances						
308 31 04 22	Restricted Beg Cash & Invest	114,622.18	0.00	114,622.18	0.00	100.0%
308 51 04 22	Assigned Beg Cash & Invest	1,810,836.99	0.00	1,810,836.99	0.00	100.0%
308 Beginning Balances		1,925,459.17	0.00	1,925,459.17	0.00	100.0%

340 Charges For Services

343 40 00 00	Water Connection Fees	36,000.00	6,600.00	50,300.00	(14,300.00)	139.7%
340 Charges For Services		36,000.00	6,600.00	50,300.00	(14,300.00)	139.7%

360 Misc Revenues

361 11 04 22	State Pool/cd Interest	8,800.00	1,944.70	10,873.74	(2,073.74)	123.6%
369 91 04 22	Miscellaneous	0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues		8,800.00	1,944.70	10,873.74	(2,073.74)	123.6%

380 Non Revenues

382 20 04 22	Retainage	0.00	0.00	0.00	0.00	0.0%
380 Non Revenues		0.00	0.00	0.00	0.00	0.0%

390 Other Revenues

391 20 04 22	Revenue Bond Proceeds	0.00	0.00	0.00	0.00	0.0%
390 Other Revenues		0.00	0.00	0.00	0.00	0.0%

397 Interfund Transfers

397 01 04 21	Transfer In From Water Fund	0.00	0.00	0.00	0.00	0.0%
397 01 04 24	Trfr In From Water Plant Inv	0.00	0.00	0.00	0.00	0.0%
397 01 41 00	Transfer In From Drainage	0.00	0.00	0.00	0.00	0.0%
397 01 41 20	Transfer In From DCF (412)	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%

Fund Revenues:		1,970,259.17	8,544.70	1,986,632.91	(16,373.74)	100.8%
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Expenditures		Amt Budgeted	September	YTD	Remaining	
580 Non Expenditures						
582 20 04 22	Refund Retainage	0.00	0.00	114,622.18	(114,622.18)	0.0%
580 Non Expenditures		0.00	0.00	114,622.18	(114,622.18)	0.0%

594 Capital Expenditures

594 34 41 00	Professional Services	0.00	0.00	0.00	0.00	0.0%
594 34 41 19	Water Rate Study	0.00	0.00	0.00	0.00	0.0%
594 34 41 20	F4 Ch Well Water Right Trsfr	0.00	0.00	0.00	0.00	0.0%
594 34 41 21	M1 Devel System Wide Flushin	0.00	0.00	0.00	0.00	0.0%
594 34 41 22	M2 Dist System Corrosion Stu	0.00	0.00	0.00	0.00	0.0%
594 34 41 23	Water Use Efficiency Program	0.00	0.00	0.00	0.00	0.0%
594 34 41 25	Cross Connection Control Program	0.00	0.00	0.00	0.00	0.0%

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422 Water Construction Fund

Expenditures		Amt Budgeted	September	YTD	Remaining	
594 Capital Expenditures						
594 34 63 00	Improvements	0.00	0.00	689.24	(689.24)	0.0%
594 34 63 06	Pz-1 297 Zone To 400 Zone	0.00	0.00	0.00	0.00	0.0%
594 34 63 13	Wm13 16" 84th Dr To Tc Foods	0.00	0.00	0.00	0.00	0.0%
594 34 63 16	Bryant Well #3 (2011 Bond)	0.00	0.00	0.00	0.00	0.0%
594 34 63 17	F9 Hatt Slough Collection Bo	0.00	0.00	0.00	0.00	0.0%
594 34 63 18	Waterline Replacement	0.00	0.00	0.00	0.00	0.0%
594 34 63 19	City Valve Repair	0.00	0.00	0.00	0.00	0.0%
594 34 63 20	Wsdot Utility Relocation	0.00	0.00	0.00	0.00	0.0%
594 34 63 21	Water Main Upgrd 267th Pione	0.00	0.00	0.00	0.00	0.0%
594 34 63 22	Bryant Well Treatment Facili	0.00	0.00	0.00	0.00	0.0%
594 34 63 23	Bailey Reservoir Altitude Va	0.00	0.00	0.00	0.00	0.0%
594 34 63 24	Cross Connection Control Prg	0.00	0.00	0.00	0.00	0.0%
594 34 63 25	Pioneer Hwy (64th-72nd) Water Main	0.00	0.00	0.00	0.00	0.0%
594 34 63 26	Cedar Home Well (Pipe/Bldg)	0.00	0.00	0.00	0.00	0.0%
594 34 63 27	Knittle Res. Sensors	0.00	0.00	0.00	0.00	0.0%
594 34 63 28	PZI - 125 & 242 To 245	0.00	0.00	0.00	0.00	0.0%
594 34 63 29	Bailey Res To Hatt Slough Telemetry	0.00	0.00	0.00	0.00	0.0%
594 34 63 30	Wellhead Protection Program	0.00	0.00	0.00	0.00	0.0%
594 34 63 31	Bryant Well #2 Replacement	0.00	0.00	0.00	0.00	0.0%
594 34 63 32	PZ-2	0.00	0.00	0.00	0.00	0.0%
594 34 63 33	F11 Hatt Slough Replacement	0.00	0.00	0.00	0.00	0.0%
594 34 63 34	WMR 52 98th Ave	0.00	0.00	0.00	0.00	0.0%
594 34 63 35	SR 532 @ 64th Ext Water	0.00	0.00	0.00	0.00	0.0%
594 34 63 36	Pressure Relief Valve - Zone 245	0.00	0.00	0.00	0.00	0.0%
594 34 63 37	Knittle Res #2 Recoating	0.00	0.00	0.00	0.00	0.0%
594 34 63 39	92nd Ave Water Main	0.00	0.00	0.00	0.00	0.0%
594 34 63 40	270th Street (Florence To 88th)	0.00	0.00	0.00	0.00	0.0%
594 34 63 41	Cedarhome Well Pump	0.00	0.00	0.00	0.00	0.0%
594 34 63 42	Viking Way Water Main	0.00	0.00	0.00	0.00	0.0%
594 34 63 43	Long Term Water Supply Study	0.00	0.00	0.00	0.00	0.0%
594 34 63 44	Decommission Fure Well	0.00	0.00	0.00	0.00	0.0%
594 34 63 45	Bryant Well Monitor	0.00	0.00	0.00	0.00	0.0%
594 34 63 46	297 Zone Reservoir Construction	0.00	0.00	0.00	0.00	0.0%
594 34 63 47	Telemetry Upgrades	200,000.00	0.00	4,312.00	195,688.00	2.2%
594 34 64 01	Water Meter Replacement Program	0.00	0.00	1,542.86	(1,542.86)	0.0%
594 34 64 04	Cedarhome Generator	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures		200,000.00	0.00	6,544.10	193,455.90	3.3%
597 Interfund Transfers						
597 00 03 05	Trsfr To 305	0.00	0.00	0.00	0.00	0.0%
597 03 01 03	Transfer Out To Streets Const (103)	0.00	0.00	0.00	0.00	0.0%
597 04 21 03	Transfer To Street Constr	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%
999 Ending Balance						
508 31 04 22	Restricted End Cash & Invest	0.00	0.00	0.00	0.00	0.0%

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422 Water Construction Fund

Expenditures	Amt Budgeted	September	YTD	Remaining	
999 Ending Balance					
508 51 04 22 Assigned End Cash & Invest	1,770,259.00	0.00	0.00	1,770,259.00	0.0%
999 Ending Balance	1,770,259.00	0.00	0.00	1,770,259.00	0.0%
Fund Expenditures:	1,970,259.00	0.00	121,166.28	1,849,092.72	6.1%
Fund Excess/(Deficit):	0.17	8,544.70	1,865,466.63		

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423 Cedar Home Plant Investment

Revenues	Amt Budgeted	September	YTD	Remaining
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308 Beginning Balances

308 51 04 23	Assigned Beg Cash & Invest	132,465.48	0.00	132,465.48	0.00	100.0%
308 Beginning Balances		132,465.48	0.00	132,465.48	0.00	100.0%

360 Misc Revenues

361 11 04 23	State Pool/cd Interest	2,100.00	266.33	1,184.10	915.90	56.4%
368 10 04 23	Plant Investment Fees	10,000.00	23,134.72	149,064.72	(139,064.72)	*****0%
360 Misc Revenues		12,100.00	23,401.05	150,248.82	(138,148.82)	*****0%

380 Non Revenues

382 80 04 23	Pwtf Loan Proceeds	0.00	0.00	0.00	0.00	0.0%
380 Non Revenues		0.00	0.00	0.00	0.00	0.0%

Fund Revenues:	144,565.48	23,401.05	282,714.30	(138,148.82)	195.6%
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Expenditures	Amt Budgeted	September	YTD	Remaining
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594 Capital Expenditures

594 34 63 01	Cedarhome Reservoir Constr.	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures		0.00	0.00	0.00	0.00	0.0%

597 Interfund Transfers

597 02 04 21	Transfer Out Water Oper (421	10,000.00	2,500.00	7,500.00	2,500.00	75.0%
597 Interfund Transfers		10,000.00	2,500.00	7,500.00	2,500.00	75.0%

999 Ending Balance

508 51 04 23	Assigned End Cash & Invest	134,565.00	0.00	0.00	134,565.00	0.0%
999 Ending Balance		134,565.00	0.00	0.00	134,565.00	0.0%

Fund Expenditures:	144,565.00	2,500.00	7,500.00	137,065.00	5.2%
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Fund Excess/(Deficit):	0.48	20,901.05	275,214.30
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424 Water Plant Investment Fund

Revenues	Amt Budgeted	September	YTD	Remaining
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308 Beginning Balances

308 51 04 24	Assigned Beg Cash & Invest	478,800.91	0.00	478,800.91	0.00	100.0%
308 Beginning Balances		478,800.91	0.00	478,800.91	0.00	100.0%

360 Misc Revenues

361 11 04 24	State Pool/cd Interest	5,000.00	719.00	3,595.07	1,404.93	71.9%
368 10 04 24	Plant Investment Fees	200,000.00	13,824.00	218,708.00	(18,708.00)	109.4%
360 Misc Revenues		205,000.00	14,543.00	222,303.07	(17,303.07)	108.4%

Fund Revenues:	683,800.91	14,543.00	701,103.98	(17,303.07)	102.5%
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Expenditures	Amt Budgeted	September	YTD	Remaining
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597 Interfund Transfers

597 00 04 21	Trfr Out Water Oper (421)	0.00	0.00	0.00	0.00	0.0%
597 01 04 22	Transfer To Water Const. (42)	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers		0.00	0.00	0.00	0.00	0.0%

999 Ending Balance

508 51 04 24	Assigned End Cash & Invest	683,801.00	0.00	0.00	683,801.00	0.0%
999 Ending Balance		683,801.00	0.00	0.00	683,801.00	0.0%

Fund Expenditures:	683,801.00	0.00	0.00	683,801.00	0.0%
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Fund Excess/(Deficit):	(0.09)	14,543.00	701,103.98
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451 Water Bond Reserve

Revenues	Amt Budgeted	September	YTD	Remaining
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308 Beginning Balances

308 31 04 51	Restricted Beg Cash & Invest	412,302.50	0.00	412,302.50	0.00	100.0%
308 Beginning Balances		412,302.50	0.00	412,302.50	0.00	100.0%

360 Misc Revenues

361 11 04 51	State Pool/cd Interest	4,900.00	572.43	2,862.87	2,037.13	58.4%
360 Misc Revenues		4,900.00	572.43	2,862.87	2,037.13	58.4%

390 Other Revenues

391 20 04 51	Revenue Bond Proceeds	0.00	0.00	0.00	0.00	0.0%
390 Other Revenues		0.00	0.00	0.00	0.00	0.0%

397 Interfund Transfers

397 00 04 01	Transfer In From Sewer (401)	0.00	0.00	0.00	0.00	0.0%
397 10 04 21	Transfer From Water (421)	419,138.00	104,785.00	314,355.00	104,783.00	75.0%
397 Interfund Transfers		419,138.00	104,785.00	314,355.00	104,783.00	75.0%

Fund Revenues:	836,340.50	105,357.43	729,520.37	106,820.13	87.2%
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Expenditures	Amt Budgeted	September	YTD	Remaining
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591 Debt Service

591 34 72 01	2011 Revenue Bond Principal	135,000.00	0.00	0.00	135,000.00	0.0%
591 34 72 02	2019 Revenue Bond Principal	129,000.00	0.00	0.00	129,000.00	0.0%
592 34 83 08	2011 Rev Bond Interest & Debt Cost	74,200.00	0.00	37,100.00	37,100.00	50.0%
592 34 83 10	2019 Rev Bond Interest & Debt Cost	80,938.00	0.00	40,468.75	40,469.25	50.0%
591 Debt Service		419,138.00	0.00	77,568.75	341,569.25	18.5%

999 Ending Balance

508 31 04 51	Restricted End Cash & Invest	417,203.00	0.00	0.00	417,203.00	0.0%
999 Ending Balance		417,203.00	0.00	0.00	417,203.00	0.0%

Fund Expenditures:	836,341.00	0.00	77,568.75	758,772.25	9.3%
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Fund Excess/(Deficit):	(0.50)	105,357.43	651,951.62
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452 Sewer Bond Reserve

Revenues	Amt Budgeted	September	YTD	Remaining
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308 Beginning Balances

308 31 04 52	Restricted Beg Cash & Invest	500,035.40	0.00	500,035.40	0.00	100.0%
	308 Beginning Balances	500,035.40	0.00	500,035.40	0.00	100.0%

360 Misc Revenues

361 11 04 52	State Pool/cd Interest	8,900.00	526.20	2,929.27	5,970.73	32.9%
	360 Misc Revenues	8,900.00	526.20	2,929.27	5,970.73	32.9%

Fund Revenues:	508,935.40	526.20	502,964.67	5,970.73	98.8%
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Expenditures	Amt Budgeted	September	YTD	Remaining
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999 Ending Balance

508 31 04 52	Restricted End Cash & Invest	508,935.00	0.00	0.00	508,935.00	0.0%
	999 Ending Balance	508,935.00	0.00	0.00	508,935.00	0.0%

Fund Expenditures:	508,935.00	0.00	0.00	508,935.00	0.0%
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Fund Excess/(Deficit):	0.40	526.20	502,964.67
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457 Sewer Equipment Reserve

Revenues	Amt Budgeted	September	YTD	Remaining
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308 Beginning Balances

308 51 04 57	Assigned Beg Cash & Invest	573,465.98	0.00	573,465.98	0.00	100.0%
308 Beginning Balances		573,465.98	0.00	573,465.98	0.00	100.0%

360 Misc Revenues

361 11 04 57	State Pool/cd Interest	7,200.00	633.86	3,477.58	3,722.42	48.3%
369 91 04 57	Miscellaneous	0.00	0.00	0.00	0.00	0.0%
360 Misc Revenues		7,200.00	633.86	3,477.58	3,722.42	48.3%

390 Other Revenues

395 10 04 57	Proceeds From Sale Of Assets	0.00	0.00	0.00	0.00	0.0%
390 Other Revenues		0.00	0.00	0.00	0.00	0.0%

397 Interfund Transfers

397 00 04 10	Transfer In From Drainage	0.00	0.00	0.00	0.00	0.0%
397 00 04 21	Transfer In From Water	0.00	0.00	0.00	0.00	0.0%
397 01 04 01	Transfer In From Sewer	109,261.00	27,315.00	81,945.00	27,316.00	75.0%
397 Interfund Transfers		109,261.00	27,315.00	81,945.00	27,316.00	75.0%

Fund Revenues:	689,926.98	27,948.86	658,888.56	31,038.42	95.5%
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Expenditures	Amt Budgeted	September	YTD	Remaining
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594 Capital Expenditures

594 35 64 02	Machinery & Equipment	125,000.00	0.00	25,682.28	99,317.72	20.5%
594 Capital Expenditures		125,000.00	0.00	25,682.28	99,317.72	20.5%

999 Ending Balance

508 51 04 57	Assigned End Cash & Invest	564,927.00	0.00	0.00	564,927.00	0.0%
999 Ending Balance		564,927.00	0.00	0.00	564,927.00	0.0%

Fund Expenditures:	689,927.00	0.00	25,682.28	664,244.72	3.7%
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Fund Excess/(Deficit):	(0.02)	27,948.86	633,206.28
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458 Drainage Equipment Reserve

Revenues	Amt Budgeted	September	YTD	Remaining
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308 Beginning Balances

308 51 04 58	Assigned Beg Cash & Invest	327,864.96	0.00	327,864.96	0.00	100.0%
	308 Beginning Balances	327,864.96	0.00	327,864.96	0.00	100.0%

360 Misc Revenues

361 11 04 58	State Pool/cd Interest	3,600.00	278.64	1,643.00	1,957.00	45.6%
	360 Misc Revenues	3,600.00	278.64	1,643.00	1,957.00	45.6%

390 Other Revenues

395 10 04 58	Proceeds From Sale Of Assets	0.00	0.00	0.00	0.00	0.0%
	390 Other Revenues	0.00	0.00	0.00	0.00	0.0%

397 Interfund Transfers

397 03 04 10	Trfr In From Drainage	61,464.00	15,366.00	46,098.00	15,366.00	75.0%
	397 Interfund Transfers	61,464.00	15,366.00	46,098.00	15,366.00	75.0%

Fund Revenues:	392,928.96	15,644.64	375,605.96	17,323.00	95.6%
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Expenditures	Amt Budgeted	September	YTD	Remaining
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594 Capital Expenditures

594 31 64 02	Machinery & Equipment	104,950.00	0.00	93,895.20	11,054.80	89.5%
	594 Capital Expenditures	104,950.00	0.00	93,895.20	11,054.80	89.5%

999 Ending Balance

508 51 04 58	Assigned End Cash & Invest	287,979.00	0.00	0.00	287,979.00	0.0%
	999 Ending Balance	287,979.00	0.00	0.00	287,979.00	0.0%

Fund Expenditures:	392,929.00	0.00	93,895.20	299,033.80	23.9%
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Fund Excess/(Deficit):	(0.04)	15,644.64	281,710.76
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459 Water Equipment Reserve

Revenues	Amt Budgeted	September	YTD	Remaining
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308 Beginning Balances

308 51 04 59	Assigned Beg Cash & Invest	347,913.63	0.00	347,913.63	0.00	100.0%
	308 Beginning Balances	347,913.63	0.00	347,913.63	0.00	100.0%

360 Misc Revenues

361 11 04 59	State Pool/cd Interest	2,600.00	408.40	2,147.94	452.06	82.6%
	360 Misc Revenues	2,600.00	408.40	2,147.94	452.06	82.6%

390 Other Revenues

395 10 04 59	Proceeds From Sale Of Assets	0.00	0.00	0.00	0.00	0.0%
	390 Other Revenues	0.00	0.00	0.00	0.00	0.0%

397 Interfund Transfers

397 02 04 21	Transfer In From Water (421)	80,560.00	20,140.00	60,420.00	20,140.00	75.0%
	397 Interfund Transfers	80,560.00	20,140.00	60,420.00	20,140.00	75.0%

Fund Revenues:	431,073.63	20,548.40	410,481.57	20,592.06	95.2%
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Expenditures	Amt Budgeted	September	YTD	Remaining
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594 Capital Expenditures

594 34 64 03	Machinery & Equipment	8,000.00	0.00	0.00	8,000.00	0.0%
	594 Capital Expenditures	8,000.00	0.00	0.00	8,000.00	0.0%

999 Ending Balance

508 51 04 59	Assigned End Cash & Invest	423,074.00	0.00	0.00	423,074.00	0.0%
	999 Ending Balance	423,074.00	0.00	0.00	423,074.00	0.0%

Fund Expenditures:	431,074.00	0.00	0.00	431,074.00	0.0%
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Fund Excess/(Deficit):	(0.37)	20,548.40	410,481.57
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630 Agency Fund

Revenues	Amt Budgeted	September	YTD	Remaining
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308 Beginning Balances

308 31 06 30	Restricted Beg Cash & Invest	1,763.26	0.00	1,763.26	0.00	100.0%
308 Beginning Balances		1,763.26	0.00	1,763.26	0.00	100.0%

380 Non Revenues

389 10 00 00	Customer Deposits DONOTUSE	0.00	0.00	0.00	0.00	0.0%
389 20 00 00	Retainage DONOTUSE	0.00	0.00	0.00	0.00	0.0%
389 30 00 02	Gun Permits	0.00	649.75	8,317.25	(8,317.25)	0.0%
389 30 00 03	Building Fee St. Surcharge	0.00	216.00	1,263.96	(1,263.96)	0.0%
389 30 00 04	Park Sales Tax And Other Sales Tax	0.00	214.36	548.09	(548.09)	0.0%
389 30 00 05	Leasehold Excise Tax	0.00	243.96	1,502.28	(1,502.28)	0.0%
380 Non Revenues		0.00	1,324.07	11,631.58	(11,631.58)	0.0%

Fund Revenues:	1,763.26	1,324.07	13,394.84	(11,631.58)	759.7%
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Expenditures	Amt Budgeted	September	YTD	Remaining
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580 Non Expenditures

588 50 06 30	Prior Period Adj Acctging Change	0.00	0.00	0.00	0.00	0.0%
589 10 00 00	Customer Deposits	0.00	0.00	0.00	0.00	0.0%
589 20 00 00	Retainage	0.00	0.00	0.00	0.00	0.0%
589 30 00 02	Gun Permits	0.00	411.00	8,703.50	(8,703.50)	0.0%
589 30 00 03	Building Fee St. Surcharge	0.00	272.50	887.92	(887.92)	0.0%
589 30 00 04	Park Sales Tax And Other Sales Tax	0.00	253.23	319.94	(319.94)	0.0%
589 30 00 05	Leasehold Excise Tax	0.00	0.00	1,760.24	(1,760.24)	0.0%
580 Non Expenditures		0.00	936.73	11,671.60	(11,671.60)	0.0%

999 Ending Balance

508 31 06 30	Restricted End Cash & Invest	1,855.11	0.00	0.00	1,855.11	0.0%
999 Ending Balance		1,855.11	0.00	0.00	1,855.11	0.0%

Fund Expenditures:	1,855.11	936.73	11,671.60	(9,816.49)	629.2%
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Fund Excess/(Deficit):	(91.85)	387.34	1,723.24
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Fund	Revenue	September	Received		Expenditures	September	Spent	
001 General Fund	10,583,157.86	427,886.18	10,350,126.57	97.8%	10,583,066.00	623,869.07	4,100,823.42	38.7%
101 Street Fund	749,959.78	66,165.89	671,244.77	89.5%	749,960.00	87,450.11	484,518.83	64.6%
102 Street Impact Fee Fund	906,977.66	7,739.55	944,040.73	104.1%	906,978.00	75,000.00	75,000.00	8.3%
103 Street Construction Fund	2,542,679.77	159,846.75	1,451,005.93	57.1%	2,542,680.00	6,332.34	596,867.70	23.5%
104 Park And Trail Improvement Fund	3,610,367.47	183,571.19	2,690,467.98	74.5%	3,610,367.00	3,201.38	1,773,713.87	49.1%
105 Fire Impact Fees	41,914.92	44.12	42,180.35	100.6%	41,915.00	0.00	0.00	0.0%
106 Park Impact Fees	353,231.76	15,546.85	446,057.14	126.3%	353,232.00	0.00	0.00	0.0%
107 Equipment Reserve Fund	751,867.21	48,628.90	702,421.77	93.4%	751,867.00	76,636.84	128,001.40	17.0%
108 Transportation Sales Tax Fund	1,116,482.85	50,968.71	1,068,320.51	95.7%	1,116,483.00	89,863.00	269,589.00	24.1%
109 Contingency Fund	444,224.05	12,935.38	428,669.85	96.5%	444,224.00	0.00	0.00	0.0%
110 Building Improvement Fund	1,509,118.60	1,462.45	1,500,808.74	99.4%	1,509,119.00	25,911.65	128,804.20	8.5%
115 Tourism And Promotion DSC	81,407.91	6,286.87	39,286.08	48.3%	81,408.00	2,988.76	38,314.22	47.1%
120 REET - Capital Improvements	1,172,214.79	36,542.43	1,283,442.05	109.5%	1,172,215.00	181,000.00	543,000.00	46.3%
121 REET - Growth Management	1,346,841.72	37,099.53	1,453,951.41	108.0%	1,346,843.00	0.00	0.00	0.0%
205 Debt Service Fund	20,154.73	22.45	21,231.63	105.3%	20,155.00	0.00	126.58	0.6%
401 Sewer Fund	3,887,602.33	184,802.57	3,467,371.17	89.2%	3,887,603.00	229,713.64	1,644,465.93	42.3%
403 Sewer Construction Fund	7,103,419.83	6,327.83	2,637,191.34	37.1%	7,103,420.00	150,695.20	1,991,087.44	28.0%
405 Sewer Plant Investment Fund	439,510.44	34,072.54	600,782.49	136.7%	439,510.00	0.00	300,000.00	68.3%
410 Drainage Fund	1,347,114.94	106,561.52	1,195,919.47	88.8%	1,347,115.00	139,513.10	672,002.93	49.9%
411 Drainage Construction Fund	3,212,082.46	153,056.82	1,702,209.35	53.0%	3,212,082.00	22,032.19	933,109.36	29.0%
412 Drainage Plant Investment Fund	140,146.39	10,241.44	210,353.33	150.1%	140,146.00	119,250.00	132,750.00	94.7%
421 Water Fund	3,190,909.57	253,994.85	2,744,144.01	86.0%	3,190,910.00	340,208.04	1,776,469.93	55.7%
422 Water Construction Fund	1,970,259.17	8,544.70	1,986,632.91	100.8%	1,970,259.00	0.00	121,166.28	6.1%
423 Cedar Home Plant Investment	144,565.48	23,401.05	282,714.30	195.6%	144,565.00	2,500.00	7,500.00	5.2%
424 Water Plant Investment Fund	683,800.91	14,543.00	701,103.98	102.5%	683,801.00	0.00	0.00	0.0%
451 Water Bond Reserve	836,340.50	105,357.43	729,520.37	87.2%	836,341.00	0.00	77,568.75	9.3%
452 Sewer Bond Reserve	508,935.40	526.20	502,964.67	98.8%	508,935.00	0.00	0.00	0.0%
457 Sewer Equipment Reserve	689,926.98	27,948.86	658,888.56	95.5%	689,927.00	0.00	25,682.28	3.7%
458 Drainage Equipment Reserve	392,928.96	15,644.64	375,605.96	95.6%	392,929.00	0.00	93,895.20	23.9%
459 Water Equipment Reserve	431,073.63	20,548.40	410,481.57	95.2%	431,074.00	0.00	0.00	0.0%
630 Agency Fund	1,763.26	1,324.07	13,394.84	759.7%	1,855.11	936.73	11,671.60	629.2%
	50,210,981.33	2,021,643.17	41,312,533.83	82.3%	50,210,984.11	2,177,102.05	15,926,128.92	31.7%