



2021 CITY OF MUKILTEO PRELIMINARY ANNUAL BUDGET



MAYOR JENNIFER GREGERSON

CITY ADMINISTRATOR STEVE POWERS

with appreciation to **FINANCE DIRECTOR MICHELLE MEYER**



PRINCIPAL CITY OFFICIALS

ELECTED OFFICIALS 2020



Jennifer Gregerson
Mayor



Richard Emery
Council President



Sarah Kneller
Council Vice President



Bob Champion
Councilmember



Louis Harris
Councilmember



Riaz Khan
Councilmember



Elisabeth Crawford
Councilmember



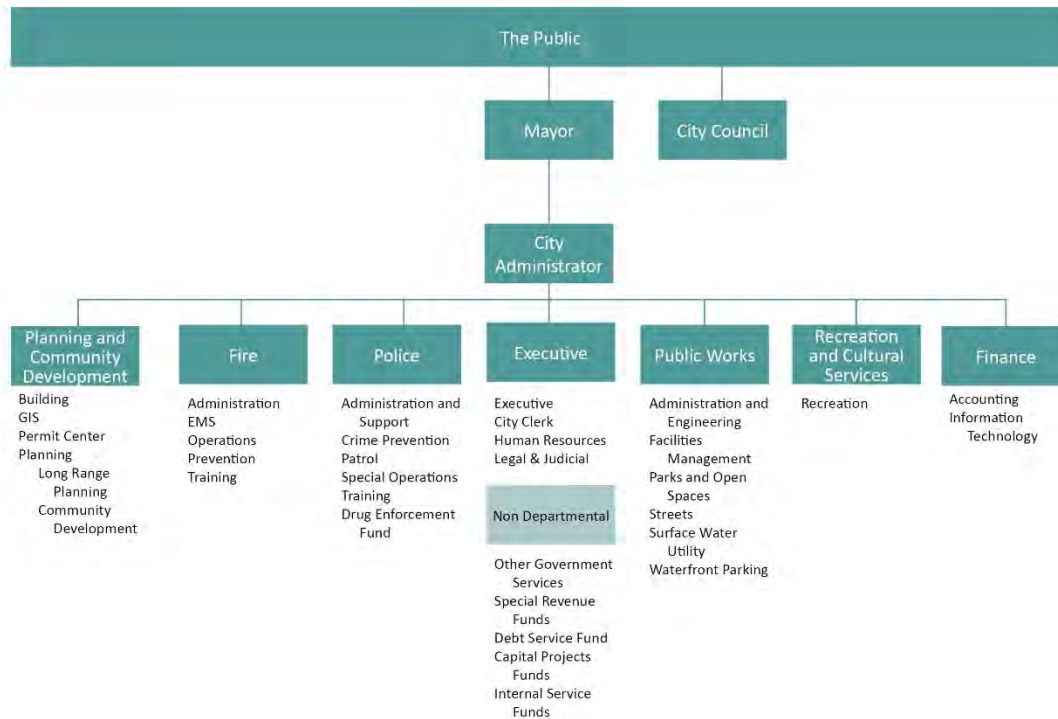
Joe Marine
Councilmember

EXECUTIVE STAFF

Fire Chief
Police Chief
Public Works Director
Finance Director
Community Development Director
Recreation & Cultural Services Director

Chris Alexander
Cheol Kang
Andrea Swisstack
Michelle Meyer
Dave Osaki
Jeff Price

ORGANIZATION STRUCTURE FOR CITY BUDGET



City Staffing		
Department	2020	2021
City Council	7.0	7.0
Executive	5.0	5.0
Finance & IT	8.0	8.0
Police	36.0	36.0
Fire	30.0	30.0
Public Works (includes seasonals)	29.8	29.8
Planning	11.0	11.0
Recreation (Full Time Equivalents)	8.3	8.3
Total	135.1	135.1

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MAYOR'S 2021 BUDGET MESSAGE

MAYOR'S MESSAGE



October 1, 2020

Dear Council President Emery, Members of the City Council, and the Public:

I am honored to have the opportunity to present this seventh budget to you for your review and consideration. It reflects my commitment to work with you and our residents to make important decisions collaboratively.

I want to begin with sharing my thanks to the team that helped create this budget. Beginning with Finance Director Michelle Meyer, our team developed this budget in partnership and with mutual understanding. I appreciate each of our department directors, their deputies, and our City Administrator for his insight and guidance.

I have shared in previous messages that I believe our budget is more than simply a book of numbers, it is an expression of our values as a community. As I have worked with our staff to prepare this Preliminary Budget, I have been guided by our vision for our city operations. This budget presents a realistic funding of the costs to provide the services that our community expects, within the budget constraints that we are facing. It represents a city that delivers the core fundamentals of our operation: public safety, infrastructure, development services and parks and recreation.

Our City is guided by our vision: A sustainable, well-run city with safe, strong neighborhoods. In addition, our city staff has established their own values in serving our community and each other: we are professional, trusted and respectful. To accomplish both that vision for our community and to support our city organization in doing so, I have focused on a number of priorities to help guide the difficult decisions necessary to draft this budget.

MUKILTEO VISION

A SUSTAINABLE,
WELL-RUN CITY

with

SAFE, STRONG
NEIGHBORHOODS

Budget efficiently and effectively to align
with our priorities

Support a **diverse & inclusive** community

Plan well and look forward to the future
in decision making

Ensure residents are **safe** in our homes
and neighborhoods

Empower city employees to collaborate,
support and serve

Provide high quality two-way
communications with residents and
encourage full **participation** in City
government

Manage **appropriate growth** that
minimizes environmental impact and
uses land efficiently

Improve **accessibility and mobility** to
destinations throughout our community

Ensure **access to quality recreation
& cultural** facilities and services for
residents of all ages

Support local businesses to ensure a
healthy economy



CORE CITY SERVICES

The 2021 Preliminary Budget is balanced, although it has required use of some reserves. Our ending fund balance remains at 23%, well above the adopted policy of 16.7% (two months of reserves).

We accomplished this by refocusing on our core services. This has led to reductions that you will find throughout. Some were logical and relatively easy, but most were difficult and represent the elimination of services and programs that we have appreciated being able to bring to our community in the past. I have noted these in the budget highlights for each division, to draw attention to them and to allow us to remember to do our best to bring them back when times are better.

With our focus on core services, this budget is responsible. You will find appropriate replacement of equipment, maintenance and repair of our facilities, preservation of our infrastructure, and sustainable revenues in this budget.

It is clear from our financial picture that we need to turn to user fees to fund the services that our community deserves. This budget includes some of fee increases, such as ambulance transport, water and wastewater franchise fees, parking ticket and parking fine increases.

SAFE, STRONG NEIGHBORHOODS

In 2021, we continue our substantial investment in public safety services. Our crime victims coordinator position and School Resource Officer are fully funded in 2021. We also hope to continue our partnership with the Health District for a social worker to assist our officers in case management and follow-up with those in our community who are unsheltered.

We are also targeting our Marijuana Excise Tax Revenues of \$30,000, to fund our Crime Victim's Coordinator (\$30,000), and if revenues increase in future years, they can supplement our Mukilteo Youth Advisory Committee and our Crime Prevention Public Outreach (\$8,000 total). It is important to reinvest these revenues both in prevention and support for our community.

This budget also represents a strict management of the Fire Department budget. We have made reductions where it made sense, and have a game plan to manage to the salaries, benefits and overtime expenditures. In a future year, I hope we can revisit our public outreach and prevention programs. 2021 is not the year to include these expenses, however. We must

INVESTMENT IN OUR FUTURE



EQUIPMENT AND FACILITIES FUNDS SUMMARY

Beginning Balances
\$2,031,645

Projected Total Re-Investment
\$487,950

Projected Total Expenditures
\$456,000

Estimated End of Year
Equipment & Facilities
Funds Available
\$2,063,595

Includes Equipment Replacement, Facility Renewal, and Tech Replacement Funds

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demonstrate to the Council that we can live within our means, first.

We are also investing in improved security at our police station, and purchasing a new medic unit, fire and police command vehicles. Our team conducts a cross-functional review to ensure we purchase new vehicles at the right time, and that we get as much life as possible out of our equipment. Now is the time for these investments.

FISCAL HEALTH

Our city staff and I have worked to bring the Council and community a budget that funds our rainy day emergency reserve and an ending fund balance that more than meets our policy goal. Our ending fund balance of \$3,508,166 equals a 22% reserve, above the adopted policy limit of 16.7% and a higher percentage than last year's preliminary budget proposal. The City also has our \$1m emergency reserve, untapped during this pandemic. We have ensured financial policy compliance. Based on our General Fund outlook, we will need to take a serious look at revenues and expenditures in the next year or two. Additions to this budget should keep these potential impacts in mind. I expect to direct our new Finance Director to focus on this conversation in 2021.



This budget is sustainable, it represents our values, and I am proud to bring it to you for your consideration. The hard work that is ahead of you is important, and our City staff will be by your side to get us all to our goal of passage and approval by November 16, 2020.

Sincerely,

Mayor Jennifer Gregerson

BUDGET in BRIEF



GENERAL FUND SUMMARY

General Fund Beginning
Balance
\$3,764,996

Projected Total Revenue
\$ 15,380,694

Projected Total Expenditure
\$15,637,524

Estimated End of Year Fund
Balance
\$3,508,166



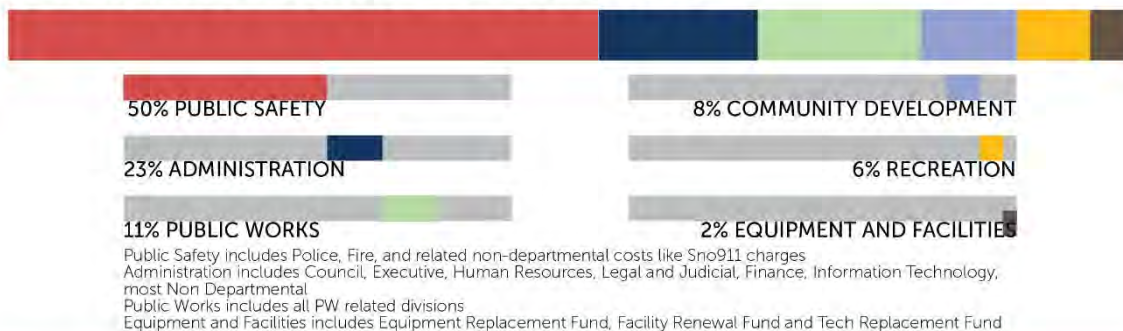
WHERE DOES YOUR PROPERTY TAX DOLLAR GO?



WHERE THE CITY'S MONEY COMES FROM



HOW THE CITY SPENDS YOUR MONEY



BUDGET BUILDING PROCESS

This section is intended to briefly discuss the process behind the creation of the 2021 Final Budget.

Creating a budget, as we all know, requires that revenues and expenditures be projected as accurately as possible. Finance staff, working with the other Departments, project revenues for the General Fund and all other Funds. On the expenditure side, each Department prepares expenditure estimates for operations and Public Works, primarily, develops the proposed capital improvement portion of the Preliminary Budget.

The Preliminary Budget identifies the Mayor's operating and capital priorities for the upcoming year. As the City's Chief Executive Officer, the Mayor is responsible for presenting an annual budget to the City Council by October 31st for the subsequent year beginning January 1st.

The City uses a Baseline Budget approach to begin the process of developing the expenditure side of the Budget. A Baseline Budget is each Department's minimum dollar amount needed to perform their respective functions without reducing services.

In addition to the Baseline Budget process, the City also utilizes New Budget Items (NBIs). NBIs are prepared to identify the nature and cost of requested additions to the Baseline Budget that have a significant cost. These additional expenditure requests typically result from identified needs to maintain basic operations as well as improvements to or enhancements of operations.

An NBI identifies the specific operating request, which Fund will incur the cost, the purpose of and justification for the expenditure, whether the request will be ongoing or one time, alternatives, and related revenue, if any. The completed NBI form is included in the Preliminary Budget.

In addition to NBIs for operating expenditures, the budget process also utilizes NBIs for capital purposes such as capital projects or the purchase of equipment. In addition to the information provided for NBIs related to operating expenditures noted above, capital NBIs identify the impact on operating expenditures, whether previous approval has been received from the City Council, the amount previously approved, dollar amount requested for 2021, and estimates of the cost of future related requests. For example, a new capital project may require a multi-year process to complete. The initial amount needed will be budgeted in 2021 and additional amounts needed to complete the project will be budgeted in future fiscal years. The NBI identifies the total estimated cost of a project together with alternatives and additional related revenue, if any.

In regard to capital projects approved by the City Council in prior fiscal years, the 2021 Preliminary Budget no longer includes NBIs requesting the City Council to reapprove the

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unspent balances for these capital projects. Unspent budgets for specific capital projects will be “carried forward” to subsequent fiscal years until the projects are completed. At that time, the remaining budget for any completed projects will be cancelled. This simplifies the budget process for capital projects.

The City implemented an updated Internal Cost Allocation Plan (CAP) in the 2017 budget to identify the costs of indirect services provided by the City’s central service departments. The CAP was updated for the 2021 budget based on actual expenditures for 2019. A CAP establishes a fair and equitable methodology for identifying and allocating indirect costs to benefiting activities. It can be a valuable tool in establishing fees designed to recover total costs of a program; recovering indirect costs associated with local, state, and federal grants; reimbursing costs associated with providing support services to restricted funds such as enterprise and other special revenue funds; and many other financial analyses. This plan will be updated annually.

The budget for the General Fund is presented first, followed by various Reserve Funds, Special Revenue Funds, Capital Projects Funds, the one Debt Service Fund, the one Enterprise Fund, and the City’s four Internal Service Funds. Each of the City’s twenty-one budgeted Funds is a separate fiscal entity with its respective revenues and expenditures. NBIs for the various General Fund Departments and other Funds are presented following the respective budgets for each Department and Fund.

BUDGET AND FINANCIAL POLICIES

The summary of budget policies listed below creates a general framework of budgetary goals and objectives. They provide standards against which current budgetary performance can be measured and proposals for future programs are evaluated. The policies included are approved and updated, as needed, by the City Council.

BALANCED BUDGET

A balanced budget is one where operating revenues and sources equal or exceed operating expenditures and uses. In compliance with state law, the City's 2021 budget is a balanced budget.

BUDGET RESOURCES

Expenditures from special revenue funds supported by intergovernmental revenues and special purpose taxes are limited strictly to the mandates of the funding source. Addition of personnel will only be requested to meet program initiatives and policy directives after service needs have been thoroughly examined.

REVENUE ESTIMATION

During the budget process, revenues are projected for the year. Budgeted revenues are reviewed by the City Council on a quarterly basis and are adjusted as deemed necessary.

LEGAL COMPLIANCE AND FINANCIAL MANAGEMENT – FUND ACCOUNTING

To ensure legal compliance and financial management for the various restricted revenues and program expenditures, the City's accounting and budget structure is segregated into various funds. This approach is unique to the government sector. A fund is a group of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. For example, Special Revenue Funds are used to account for expenditures of restricted revenues, while Enterprise Funds are used to account for self-sustaining "business" related activities for which a fee is charged to cover all costs associated with that business.

BUDGET POLICY

These general Budget Policies are the basis on which staff develops budget recommendations and establishes funding priorities within the limited revenues the City has available to provide municipal services.

Operating Budgets¹ – Overall

- The budget should be a performance, financing and spending plan agreed to by the City Council and Mayor. It should contain information and data regarding expected revenues, expected expenditures and expected performance.
- The Finance Director shall prepare and present the annual budget preparation calendar to Council, Mayor and staff by the end of March each year.
- Annually, the Mayor will prepare and refine written policies and goals to guide the preparation of performance, financing and spending plans for the City budget. Adopted budgets will comply with the adopted budget policies and City Council priorities.
- As a comprehensive business plan, the budget should provide the following critical elements recommended by the Government Finance Officers Association: public policies, and Long-Range Financial Plan.
- The City's annual budget presentation should display the City's service/delivery performance plan in a Council Constituent-friendly format. Therefore, the City will use a program budgeting format to convey the policies for and purposes of the City operations. The City will also prepare the line item format materials for those who wish to review that information.
- Decision making for capital improvements will be coordinated with the operating budget to make effective use of the City's limited resources for operating and maintaining facilities.
- Mayor has primary responsibility for: a) formulating budget proposals in line with City Council priority directions; and b) implementing those proposals once they are approved.

Fiscal Integrity

- Ongoing operating expenditure budgets will not exceed the amount of ongoing revenue budgets to finance these costs. New program request costs will have to identify either a new ongoing source of revenue or identify offsetting/ongoing expenditures to be eliminated.
- In years when City Council approves operating budgets with ongoing costs exceeding ongoing revenues, the City's "Gap Closing" Policy must be invoked.
- Any available carryover balance will only be used to offset one-time or non-recurring costs. Cash balances in excess of the amount required to maintain strategic reserves will be used to fund one-time or non-recurring costs.²
- The City will maintain the fiscal integrity of its operating and capital improvement budgets which provide services and maintain certain public facilities, streets and utilities. It is the City's intent to maximize the level of public goods and services while minimizing the level of debt.
- Mitigation fees shall be used only for the project or purpose for which they are intended.
- The City will maintain a balanced budget which is defined as planned funds available equal planned expenditures and ending fund balance.

¹Operating Budgets Include: General Fund, Street Fund, Recreation and Cultural Services Fund, Emergency Medical Services Fund &

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Facilities Maintenance Fund.

²Carryover balances can only be calculated in years when revenues exceed expenditures & actual revenues exceed budgeted revenues

Revenues

- Generally, revenues estimates shall not assume growth rates in excess of inflation and scheduled rate increases. Actual revenues that are over the estimates will be recognized through budgetary adjustments only after it takes place. This minimizes the likelihood of either a reduction in force or service level in the event revenues would be less than anticipated.
- Investment income earned shall be budgeted on the allocation methodology, i.e., the projected average monthly balance of each participating fund.

Internal Services Charges

- Depreciation of equipment, furnishings and computer software will be included in the service charges paid by departments to the Equipment Replacement Fund. This will permit the accumulation of cash to cost effectively replace these assets and smooth out budgetary impacts.

Reporting

- A revenue/expenditure report will be produced monthly so that it can be directly compared to the actual results of the fiscal year to date.
- Each quarter, staff will produce a "Quarterly Financial Report" comparing current year to past year actual revenue and expenditure and present the data to City Council.
- Semi-annually, staff will provide revenue and expenditure projections for the next five years (General Fund Projection Model.) Projections will include estimated operating costs for future capital improvements that are included in the capital budget. This data will be presented to the City Council in a form to facilitate annual budget decisions, based on a multi-year strategic planning perspective.

Citizen Involvement

- Citizen involvement during the budget process shall be encouraged through public hearings, work sessions, website and surveys.
- Involvement shall also be facilitated through Council appointed boards, commissions and committees that serve in an advisory capacity to the Council and staff.

Fees

- Fees shall be to cover 100% of the costs of service delivery, unless such amount prevents an individual from obtaining essential services. Fees or service charges should not be established to generate money in excess of the cost of providing service.
- Fees may be less than 100% if other factors, e.g., market forces, competitive position, etc., need to be recognized.

Capital Budget – Fiscal Policies

- Capital project proposals should include as complete, reliable and attainable cost estimates as possible. Project cost estimates for the Capital Budget should be based upon a thorough analysis of the project and are expected to be as reliable as the level of detail known about the project. (Project cost estimates included in the City's Capital Facilities Six Year Plan should be as reliable as possible, recognizing that Year 1 or Year 2 project cost estimates will be more reliable than cost estimates in the later years.)

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- Proposals should include a comprehensive resource plan. This plan should include the amount and type of resources required, a timeline and financing strategies to be employed. The plan should indicate resources necessary to complete any given phase of the project, e.g., design, rights-of-way acquisition, construction, project management, sales taxes, contingency, etc.
- Capital project proposals should include a discussion on level of service (LOS). At a minimum, the discussion should include current LOS level associated with the proposal and level of LOS after completion of proposal. Proposals with low level LOS will receive higher priority than those with higher levels of LOS. Capital project proposals that either have a current LOS level of 100% or higher or will have a LOS level of 100% or higher after completion of the proposal must include a discussion on impacts to other services that have a LOS level below 100%.
- All proposals for capital projects will be presented to the City Council within the framework of a Capital Budget. Consideration will be given to the commitment of capital funds outside the presentation of the annual capital budget review process for emergency capital projects, time sensitive projects, projects funded through grants or other non-city funding sources and for projects that present and answer the following questions for Council consideration:
 - Impacts to other projects
 - Funding sources
- Capital project proposals shall include all reasonably attainable cost estimates for operating and maintenance costs necessary for the life cycle of the asset.
- Major changes in project cost must be presented to the City Council for review and approval. Major changes are defined per City's Procurement Policies & Procedures as amounts greater than \$30,000 for single craft or trade and greater than \$50,000 for two or more crafts or trades.
- At the time of project award, each project shall have reasonable contingencies also budgeted:
 - The amount set aside for contingencies shall correspond with industry standards and shall not exceed ten percent (10%), or a percentage of contract as otherwise determined by the City Council.
 - Project contingencies may, unless otherwise determined by the City Council, be used only to compensate for unforeseen circumstances requiring additional funds to complete the project within the original project scope and identified needs.
 - For budgeting purposes, project contingencies are a reasonable estimating tool. At the time of contract award, the project cost will be replaced with an appropriation that includes the contingency as developed above.
- Staff shall seek ways of ensuring administrative costs of implementing the Capital Budget are kept at appropriate levels.
- The Capital Budget shall contain only those projects that can be reasonably expected to be accomplished during the budget period. The detail sheet for each project shall contain a project schedule with milestones indicated.
- Capital projects that are not expensed during the budget period will be re-budgeted or carried over to the next fiscal period except as reported to the City Council for its approval. Multi-year projects with unexpended funds will be carried over to the next fiscal period.
- If a proposed capital project will have a direct negative effect on other publicly owned facilities and/or property or reduce property taxes revenues (for property purchases within

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the City), mitigation of the negative impact will become part of the proposed capital project costs.

- A capital project will not be budgeted unless there is a reasonable expectation that funding is available.

Debt Policies

- Debt will not be used for operating costs.
- Whenever possible, the City shall identify alternative sources of funding and availability to minimize the use of debt financing.
- Whenever possible, the City shall use special assessment, revenue or other self-supporting debt instead of general obligation debt.
- Tax Anticipation Notes will be issued only when the City's ability to implement approved programs and projects is seriously hampered by temporary cash flow shortages.
- Long-term general obligation debt will be issued when necessary to acquire land and/or fixed assets, based upon the City's ability to pay. Long-term general obligation debt will be limited to those capital projects that cannot be financed from existing revenues and only when there is an existing or near-term need for the acquisition or project. The acquisition or project should also be integrated with the City's Long-range Financial Plan and the Capital Facilities Plan.
- The maturity date for any debt issued for acquisition or project will not exceed the estimated useful life of the financed acquisition or project.
- Current revenues or ending fund balance shall be set aside to pay for the subsequent two year's debt service payments. This is intended to immunize the City's bondholders from any short-term volatility in revenues.
- The City shall establish affordability guidelines in order to preserve credit quality. One such guideline, which may be suspended for emergency purposes or unusual circumstances, is as follows: Debt service as a percent of the City's operating budget should not exceed ten percent (10%).

GAP CLOSING POLICY

"Gap" refers to any one year when anticipated expenditures exceed anticipated revenues in any of the next three years.

A. Purpose

The Gap Closing Policy is established to ensure that the City can sustain on-going operations. It will trigger measures to ensure that gaps in the General Fund are dealt with in a timely, prudent and cost-effective manner. The Gap Closing Policy sets forth guidelines for City Council, Mayor and staff to use to identify and close spending gaps.

The intent of the Gap Closing Policy is to:

- Inform Mayor, City Council and Citizens of impending financial threats to City's ability to sustain on-going operations;
- Establish trigger points implementing Gap Closing Plan;
- Promote consistency and continuity in the decision-making process;
- Demonstrate a commitment to long-range financial planning objectives, and
- Ensure that budgetary decisions are incorporated into long-range financial planning.

B. Implementation

The City's Finance Director shall inform Council during the Quarterly Financial Update whether the General Fund is expected to experience a "Gap." If a Gap is expected, the Finance Director must inform Council which level of severity is anticipated. There are three levels of severity:

- Watch – Gap exceeds 1%, but less than 3% of General Fund Expenditures
- Moderate – Gap exceeds 3%, but less than 5% of General Fund Expenditures
- Severe – Gap exceeds 5% of General Fund Expenditures

C. Gap Reporting

If a Gap has been reported, Mayor and City Council must receive a quarterly report on the status of the Gap. The report must identify the severity of the Gap and whether the Gap is growing, stable or declining.

D. Gap Closing Strategy

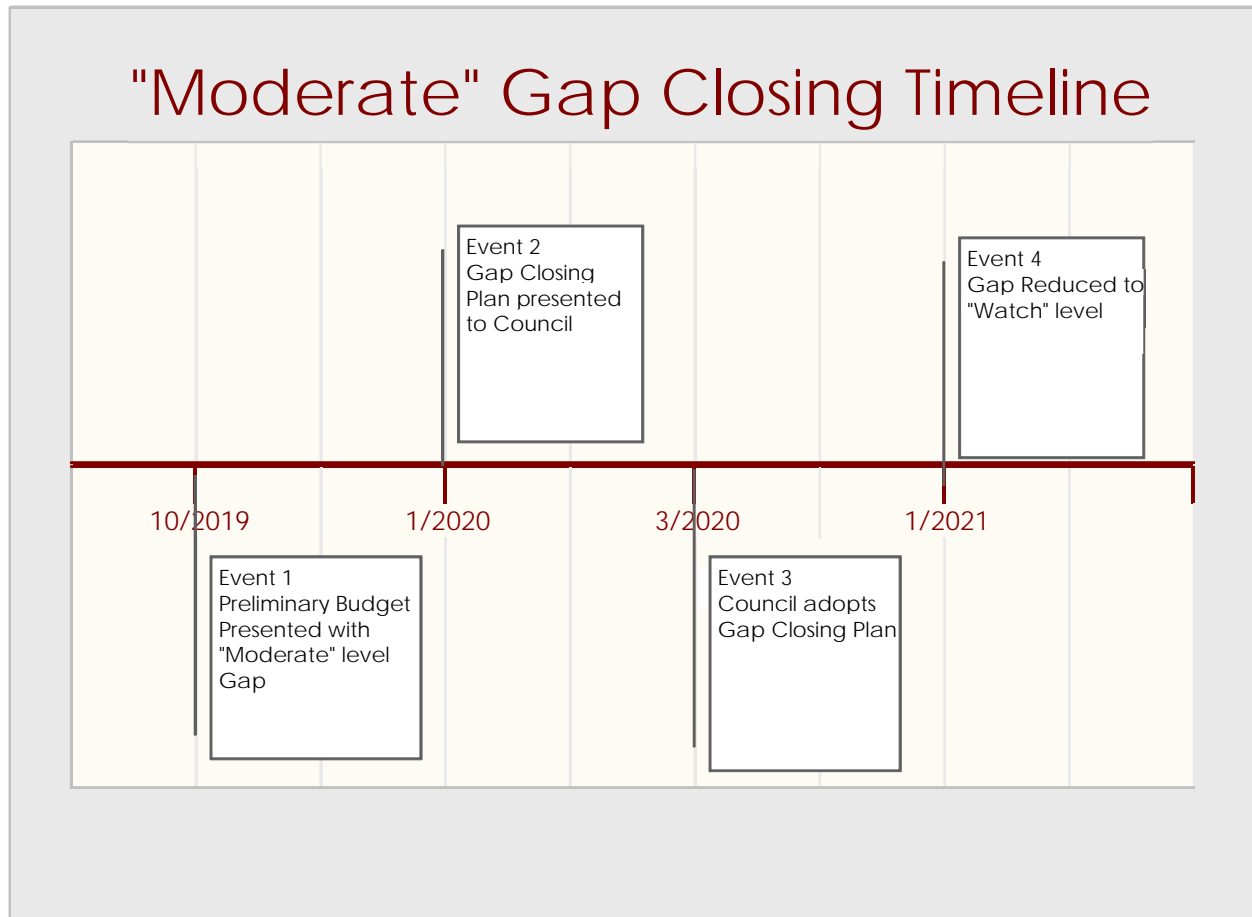
The severity of the Gap will dictate how to address the Gap.

- Watch –If the Gap stays less than 3%, nothing more than an acknowledgement that a Gap exists has to be included in the Quarterly Financial Update.

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- Moderate – The Mayor or Mayor’s designee has to present a Gap Closing Plan to Council within three months of Finance Director’s initial Gap report indicating that a “Moderate” Gap is anticipated within one of the next three years. The plan must include details explaining how the City will move the Gap from a “Moderate” level into a “Watch” level within the next twelve months. Council must adopt a Gap Closing Plan within two months after receipt of the Plan.

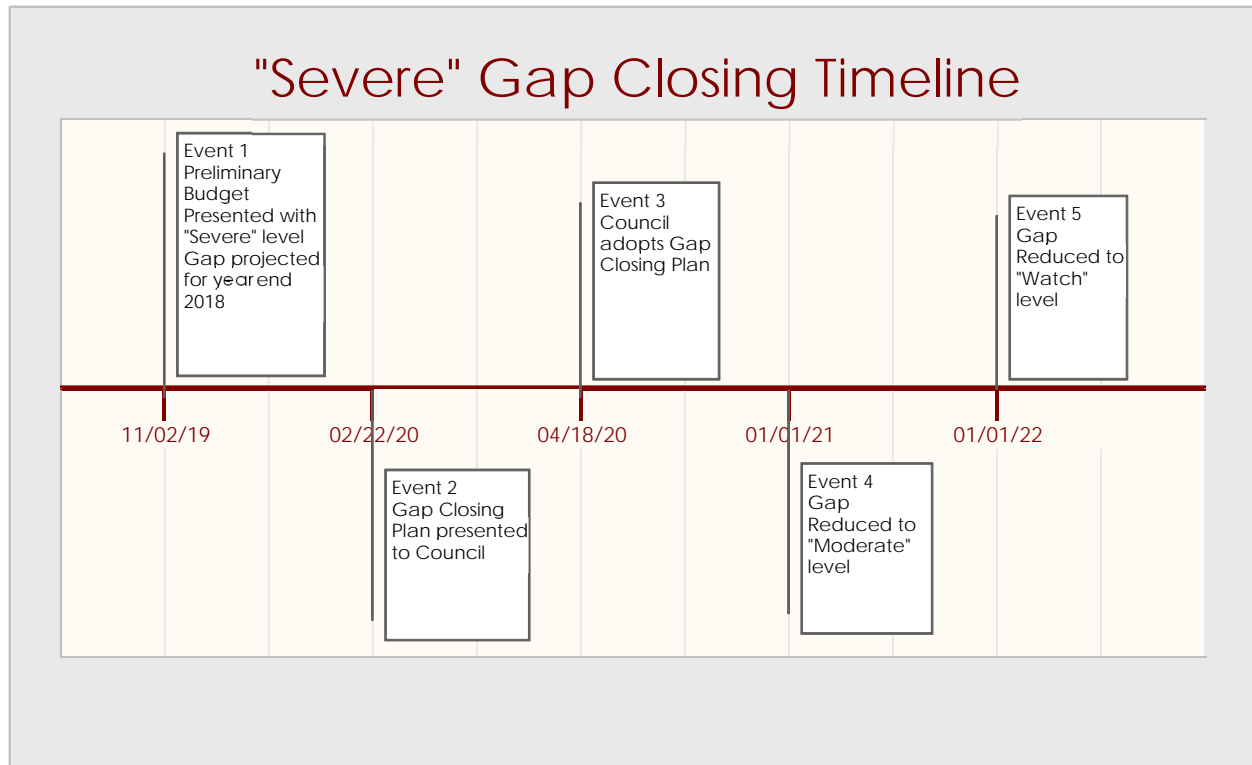
The timeline for closing the “Moderate” level gap could look like the following chart:



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- Severe – The Mayor or Mayor’s designee has to present a Gap Closing Plan to Council within three months of Finance Director’s initial Gap report indicating a “Severe” Gap is anticipated within one of the next three years. The plan must include details explaining how the City will move the Gap from a “Severe” level into a “Moderate” level within the next twenty-four months. Council must adopt a Gap Closing Plan within two months after receipt of the Plan.

The timeline for closing the “Severe” level gap could look like the following chart:



E. Mayor’s Recommended Gap Closing Plan

Gap Closing Plan must include:

- Gap level being addressed, and year(s) Gap is anticipated to occur
- Timeline the Plan covers
- Primary causes for Gap
- Assumptions used for revenues, expenditures and operating reserve balances
- Mayor’s recommendation identifying all potential new sources of revenue and discuss the related impact of each on citizens and/or users
- A list of expenditure reductions by type with discussion on impacts to the related Level of Service and how the reduction affects the Council’s Budget Priorities
- How the use of reserves can help close the Gap and if reserves are a part of the solution, the Plan must provide a repayment schedule to restore all reserves used.

FUND BALANCE RESERVE POLICY

Fund balance is the uncommitted resources of a fund. It is the policy of the City to construct the various fund budgets in such a way that there will be sufficient uncommitted resources to cover cash flow needs at all times, regardless of seasonal fluctuations in expenditures or revenues, to provide adequate reserves for emergency needs, and to provide on-going investment earnings.

Adequate fund balance and reserve levels are a necessary component of the City's overall financial management strategy and a key factor in external agencies' measurement of the City's financial strength. Maintenance of fund balance for each accounting fund assures adequate resources for cash flow and to mitigate short-term effects of revenue shortages. Reserve funds are necessary to enable the City to deal with unforeseen emergencies or changes in condition.

The City maintains reserves required by law, ordinance and/or bond covenants. All expenditures drawn from reserve accounts require prior Council approval unless previously authorized by the City Council for expenditure within the City's annual budget. If reserves and/or fund balances fall below the required levels as set by the policy, the City shall include within its annual budget a plan to restore reserves and/or fund balance to the required levels.

The Fund Balance Reserve Policy specifies individual fund requirements as follows:

- **Contingency Fund Reserves:** The City maintains a Contingency Fund reserve equal to \$1,000,000 to provide a financial cushion to cover revenue shortfalls resulting from unexpected economic changes or recessionary periods or to provide funds in the event of major unplanned expenditures the City could face as a result of landslides, earthquake or other natural disaster.
- **General Fund Operating Reserves:** The City maintains a General Fund Operating Reserve to provide for adequate cash flow, budget contingencies, and insurance reserves. The cash flow reserve within the General Fund is an amount equal to two months of budgeted operating expenditures.
- **Hotel/Motel Lodging Tax Reserves:** The City maintains a Hotel/Motel Lodging Tax Reserve in an amount equal to six months' revenues in ending fund balance. (For example, the 2020 budgeted expenditures cannot exceed half of the 2018 actual revenues receipted into the fund.)
- **Technology Replacement Reserves:** The City maintains a Technology Replacement Reserve for replacement of entity-wide computer hardware, software, or telephone equipment identified in the City's Technology Replacement listing. The required level of reserve will equal each year's scheduled replacement costs. For example, if the 2020

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equipment replacement costs are budgeted at \$100,000, the fund reserve balance must equal or exceed \$100,000.

- **Equipment and Vehicle Replacement Reserves:** The City maintains fully funded reserve for the replacement of vehicles and equipment identified on the City's equipment replacement listing. The required level of reserve equals each year's scheduled replacement costs. For example, if the 2020 equipment replacement costs are budgeted at \$100,000, the fund reserve balance must equal or exceed \$100,000. Contributions are made through assessments to the using funds and are maintained on a per asset basis.
- **Surface Water Utility Fund Reserves:** The City maintains an operating reserve within the Surface Water Utility Fund of an amount equal to no less than 20% of budgeted operating revenues.

EXPLANATION OF BUDGET EXHIBITS

The following pages present a variety of budgetary information for the 2021 Budget that is intended to assist the reader in understanding the eleven exhibits that follow:

- **BUDGET SUMMARY BY FUND** (Exhibit 1) - Provides a recap for each of the City's twenty-one budgeted Funds of estimated beginning fund balance, revenues and transfers in which constitute total sources, expenditures and transfers out which constitute total uses, and projected ending fund balance as of the end of 2021.
- **REVENUE AND EXPENDITURE SUMMARY ALL FUNDS** (Exhibit 2) – Provides the following revenue and expenditure information for each Fund: 2019 actual amounts, 2020 Adopted Budget, 2020 estimates, the 2021 Budget, and two columns reflecting the dollar and percentage changes comparing the 2020 Adopted Budget to the 2021 Budget. Transfers in and out are excluded as they do not constitute revenues or expenditures.
- **TOTAL REVENUES AND EXPENDITURES FOR ALL FUNDS** (Exhibit 3) – Provides 2021 revenue and expenditure information for all Funds by categories of revenues and expenditures together with actual amounts for 2019, Adopted Budget for 2020 and 2020 estimates, and two columns reflecting the dollar and percentage changes comparing the 2020 Adopted Budget to the 2021 Budget.
- **GENERAL FUND REVENUES AND EXPENDITURES** (Exhibit 4) – Provides similar information as Exhibit 3 for the General Fund only.
- **GENERAL FUND EXPENDITURES** (Exhibit 5) – Provides additional 2021 General Fund expenditure information by Division and Department.
- **OPERATING EXPENDITURES FOR ALL FUNDS** (Exhibit 6) – Provides a breakdown of operating expenditures for the General Fund, EMS Fund, Street Fund, Surface Water Management Fund, Facilities Maintenance Fund, Waterfront Parking Fund, and the Recreation & Cultural Services Fund.
- **GENERAL FUND REVENUE SUMMARY** (Exhibit 7) – Provides a further breakdown of the General Fund's various revenue categories.
- **2021 TOP 10 GENERAL FUND REVENUES** (Exhibit 8) – Provides information on the most significant General Fund revenue sources
- **TRANSFERS BETWEEN FUNDS** (Exhibit 9) – Provides detailed information on transfers between Funds. Transfers in and out are not considered revenues and expenditures for budget and accounting purposes.
- **2021 NEW BUDGET ITEMS** (Exhibit 10) – Provides a list of NBIs included in budget.
- **CAPITAL PROJECT CARRY FORWARDS** (Exhibit 11) – Provides a list of capital projects budgeted in previous years, estimated expenditures in 2020, and estimated amounts to be carried forward to 2021.

2021 Preliminary Budget

EXHIBIT 1 - BUDGET SUMMARY BY FUND

	BEGINNING FUND BALANCE	REVENUE	INCOMING TRANSFERS	TOTAL FUND SOURCES	EXPENDITURES	OUTGOING TRANSFERS	TOTAL FUND USES	ENDING FUND BALANCE
GENERAL & SPECIAL REVENUE FUNDS								
General	\$ 3,764,996	\$ 15,226,694	\$ 154,000	\$ 15,380,694	\$ 14,026,838	\$ 1,610,686	\$ 15,637,524	\$ 3,508,166
City Reserve	1,000,000	-	-	-	-	-	-	1,000,000
LEOFF I Reserve	19,957	-	-	-	11,200	-	11,200	8,757
Transportation Benefit District	411,826	317,650	-	317,650	-	729,476	729,476	-
Streets	17,959	548,250	306,541	854,791	872,750	-	872,750	-
Waterfront Parking	16,626	769,700	-	769,700	729,550	-	729,550	56,776
Hotel/Motel Lodging Tax	144,031	245,000	-	245,000	250,600	-	250,600	138,431
Emergency Medical Services	36,911	2,981,644	1,179,145	4,160,789	4,134,700	63,000	4,197,700	0
Drug Enforcement	4,279	20,000	-	20,000	20,000	-	20,000	4,279
DEBT SERVICE FUND	10,132	-	870,000	870,000	879,140	-	879,140	992
CAPITAL PROJECT FUNDS								
Capital Projects	-	9,192,025	2,477,375	11,669,400	11,669,400	-	11,669,400	-
Park Acquisition & Development	250,449	20,000	-	20,000	-	-	-	270,449
Transportation Impact Fee	120,589	50,000	-	50,000	-	92,400	92,400	78,189
Real Estate Excise Tax I	2,047,661	700,000	-	700,000	-	895,000	895,000	1,852,661
Real Estate Excise Tax II	1,045,999	700,000	-	700,000	-	1,745,999	1,745,999	-
PROPRIETARY FUNDS								
Surface Water Management	5,076,643	4,228,640	-	4,228,640	5,161,921	48,950	5,210,871	4,094,412
Surface Water Reserve	300,000	-	-	-	-	-	-	300,000
INTERNAL SERVICE FUNDS								
Technology Replacement Reserve	128,837	18,500	103,000	121,500	125,000	-	125,000	125,337
Equipment Replacement Reserve	1,582,146	256,000	-	256,000	231,000	-	231,000	1,607,146
Facilities Maintenance	-	801,750	-	801,750	801,750	-	801,750	-
Facility Renewal	320,662	15,000	95,450	110,450	100,000	-	100,000	331,112
	\$ 16,299,703	\$ 36,090,853	\$ 5,185,511	\$ 41,276,364	\$ 39,013,849	\$ 5,185,511	\$ 44,199,360	\$ 13,376,707

2021 Preliminary Budget

EXHIBIT 2 – REVENUE SUMMARY ALL FUNDS (excludes Transfers-in)

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Change in Budget (\$)	Change in Budget (%)
General	\$ 14,890,235	\$ 15,504,118	\$ 15,304,018	\$ 15,380,694	\$ (123,424)	-0.8%
City Reserve	-	-	-	-	-	-
LEOFF I Reserve	10,000	-	-	-	-	-
Transportation Benefit District	956,502	317,650	292,006	317,650	-	0.0%
Streets	803,524	788,575	692,275	854,791	66,216	8.4%
Waterfront Parking	688,642	719,200	575,200	769,700	50,500	7.0%
Recreation & Cultural Services	898,505	-	-	-	-	-
Hotel/Motel Lodging Tax	247,170	245,000	145,000	245,000	-	0.0%
Emergency Medical Services	2,861,590	2,894,924	2,894,924	4,160,789	1,265,865	43.7%
Drug Enforcement	4,279	20,000	20,000	20,000	-	0.0%
Debt Service	880,345	880,345	880,345	870,000	(10,345)	-1.2%
Capital Projects	-	20,567,102	11,387,927	11,669,400	(8,897,702)	-43.3%
Park Acquisition & Development	149,571	262,749	262,749	20,000	(242,749)	-92.4%
Transportation Impact Fee	114,461	50,000	50,000	50,000	-	0.0%
Real Estate Excise Tax I	696,053	713,500	706,750	700,000	(13,500)	-1.9%
Real Estate Excise Tax II	1,862,166	700,000	700,000	700,000	-	0.0%
Surface Water Management	3,669,996	5,586,606	5,669,842	4,228,640	(1,357,966)	-24.3%
Surface Water Reserve	-	-	-	-	-	-
Technology Replacement Reserve	149,897	78,500	78,500	121,500	43,000	54.8%
Equipment Replacement Reserve	503,307	471,200	471,200	256,000	(215,200)	-45.7%
Facilities Maintenance	817,721	784,200	833,884	801,750	17,550	2.2%
Facility Renewal	62,176	290,450	290,450	110,450	(180,000)	-62.0%
	\$ 30,266,140	\$ 50,874,119	\$ 41,255,070	\$ 41,276,364	\$ (9,597,755)	(18.9%)

2021 Preliminary Budget

EXHIBIT 2 – EXPENDITURE SUMMARY ALL FUNDS (excludes Transfers-out)

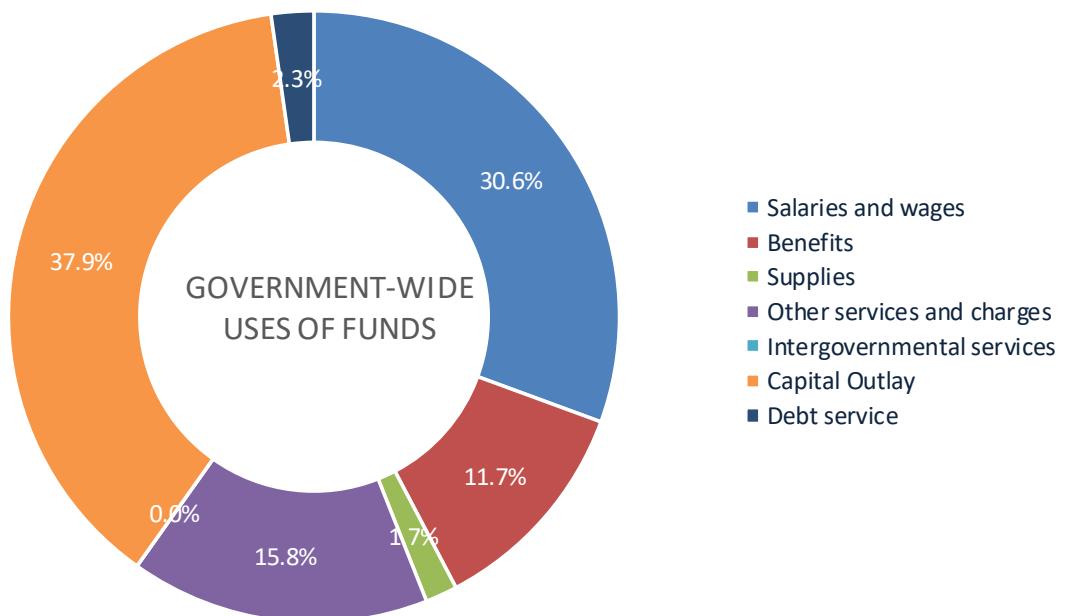
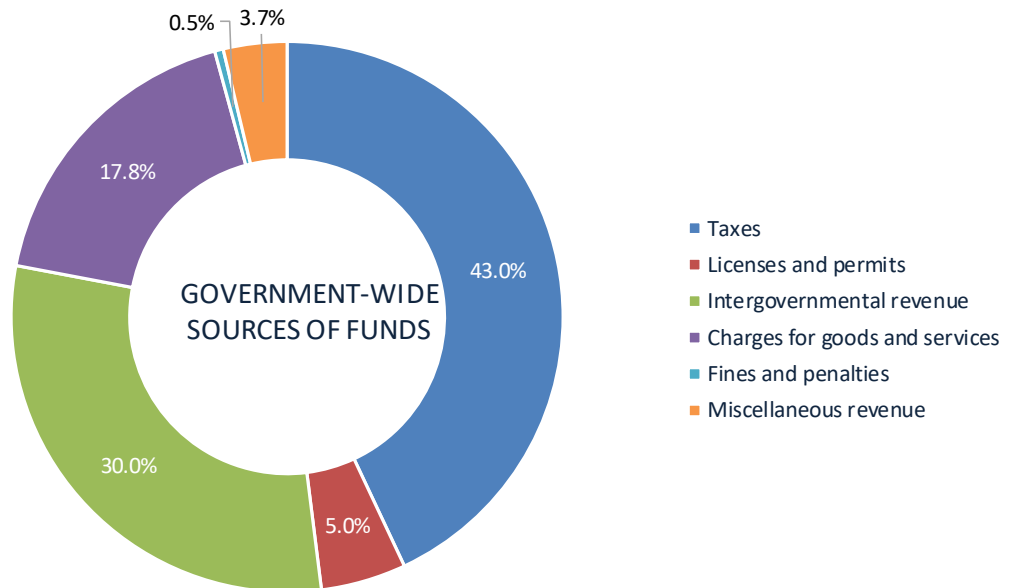
	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Change in Budget (\$)	Change in Budget (%)
General	\$ 14,469,986	\$ 15,377,568	\$ 15,346,947	\$ 15,637,524	\$ 259,956	1.7%
City Reserve	-	-	-	-	-	-
LEOFF I Reserve	11,938	11,200	11,200	11,200	-	0.0%
Transportation Benefit District	804,813	924,536	465,000	729,476	(195,060)	-21.1%
Streets	773,415	863,650	779,500	872,750	9,100	1.1%
Waterfront Parking	631,883	719,200	615,400	729,550	10,350	1.4%
Recreation & Cultural Services	859,996	-	-	-	-	-
Hotel/Motel Lodging Tax	229,426	262,200	188,200	250,600	(11,600)	-4.4%
Emergency Medical Services	2,844,428	2,880,250	2,988,375	4,197,700	1,317,450	45.7%
Drug Enforcement	-	20,000	20,000	20,000	-	0.0%
Debt Service	876,981	877,000	877,000	879,140	2,140	0.2%
Capital Projects	-	20,567,102	11,387,927	11,669,400	(8,897,702)	-43.3%
Park Acquisition & Development	146,224	242,749	242,749	-	(242,749)	-100.0%
Transportation Impact Fee	87,200	90,700	90,700	92,400	1,700	1.9%
Real Estate Excise Tax I	930,845	905,345	880,345	895,000	(10,345)	-1.1%
Real Estate Excise Tax II	2,149,137	2,020,566	986,658	1,745,999	(274,567)	-13.6%
Surface Water Management	2,950,067	6,384,763	4,449,470	5,210,871	(1,173,892)	-18.4%
Surface Water Reserve	-	-	-	-	-	-
Technology Replacement Reserve	124,854	125,000	125,000	125,000	-	0.0%
Equipment Replacement Reserve	484,615	95,000	215,000	231,000	136,000	143.2%
Facilities Maintenance	758,806	784,200	832,450	801,750	17,550	2.2%
Facility Renewal	126,618	375,000	375,000	100,000	(275,000)	-73.3%
	\$ 29,261,232	\$ 53,526,029	\$ 40,876,921	\$ 44,199,360	\$ (9,326,669)	(17.4%)

2021 Preliminary Budget

EXHIBIT 3 – TOTAL REVENUES AND EXPENDITURES FOR ALL FUNDS

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Change in Budget (\$)	Change in Budget (%)
REVENUE SOURCE:						
Taxes	\$ 15,752,438	\$ 15,591,762	\$ 14,894,618	\$ 15,525,628	\$ (66,134)	-0.4%
Licenses and permits	1,529,088	1,716,900	1,607,200	1,801,250	84,350	4.9%
Intergovernmental revenue	2,877,438	20,678,555	14,001,345	10,818,125	(9,860,430)	-47.7%
Charges for goods and services	6,152,327	6,554,630	6,541,629	6,420,350	(134,280)	-2.0%
Fines and penalties	136,524	210,350	139,350	180,550	(29,800)	-14.2%
Miscellaneous revenue	1,567,498	1,434,150	901,600	1,344,950	(89,200)	-6.2%
TOTAL REVENUES	\$ 28,015,313	\$ 46,186,347	\$ 38,085,742	\$ 36,090,853	\$ (10,095,494)	(21.9%)
EXPENDITURE TYPE:						
Salaries and wages	\$ 10,779,498	\$ 11,419,600	\$ 11,192,800	\$ 11,931,400	\$ 511,800	4.5%
Benefits	4,068,351	4,378,340	4,350,690	4,573,940	195,600	4.5%
Supplies	759,635	685,200	659,150	660,950	(24,250)	-3.5%
Other services and charges	7,134,235	6,407,383	6,425,692	6,177,943	(229,440)	-3.6%
Intergovernmental services	-	-	-	-	-	-
Capital Outlay	3,391,705	25,070,734	14,202,261	14,790,476	(10,280,258)	-41.0%
Debt service	876,981	877,000	877,000	879,140	2,140	0.2%
TOTAL EXPENDITURES	\$ 27,010,405	\$ 48,838,257	\$ 37,707,593	\$ 39,013,849	\$ (9,824,408)	(20.1%)

2021 Preliminary Budget

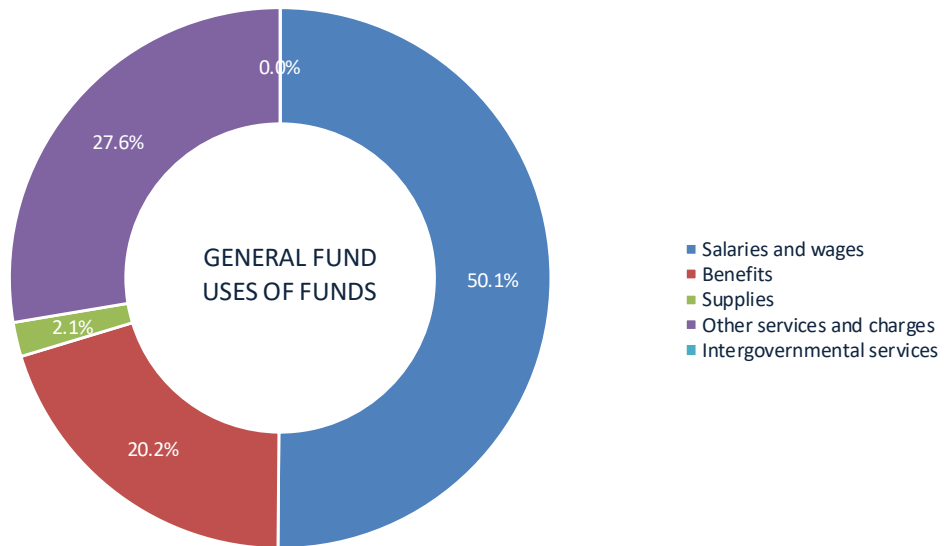
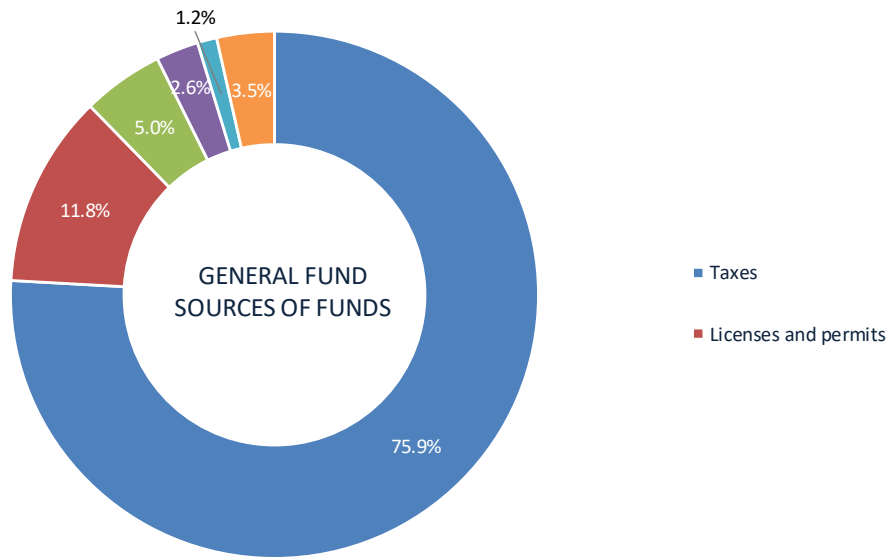


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EXHIBIT 4 – GENERAL FUND REVENUES AND EXPENDITURES

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Change in Budget (\$)	Change in Budget (%)
REVENUE SOURCE:						
Taxes	\$ 11,827,920	\$ 11,635,068	\$ 11,073,568	\$ 11,551,594	\$ (83,474)	-0.7%
Licenses and permits	1,528,288	1,716,900	1,607,200	1,801,250	84,350	4.9%
Intergovernmental revenue	645,718	681,400	1,712,950	758,900	77,500	11.4%
Charges for goods and services	379,562	462,550	354,900	397,650	(64,900)	-14.0%
Fines and penalties	136,524	210,350	139,350	180,550	(29,800)	-14.2%
Miscellaneous revenue	224,423	646,750	264,950	536,750	(110,000)	-17.0%
TOTAL REVENUES	\$ 14,742,435	\$ 15,353,018	\$ 15,152,918	\$ 15,226,694	\$ (126,324)	(0.8%)
EXPENDITURE TYPE:						
Salaries and wages	\$ 6,732,341	\$ 7,594,150	\$ 7,415,550	\$ 7,031,800	\$ (562,350)	-7.4%
Benefits	2,585,761	2,953,840	2,929,790	2,831,190	(122,650)	-4.2%
Supplies	374,119	334,900	277,050	288,150	(46,750)	-14.0%
Other services and charges	3,907,083	4,006,303	4,236,182	3,875,698	(130,605)	-3.3%
Intergovernmental services	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 13,599,304	\$ 14,889,193	\$ 14,858,572	\$ 14,026,838	\$ (862,355)	(5.8%)

2021 Preliminary Budget

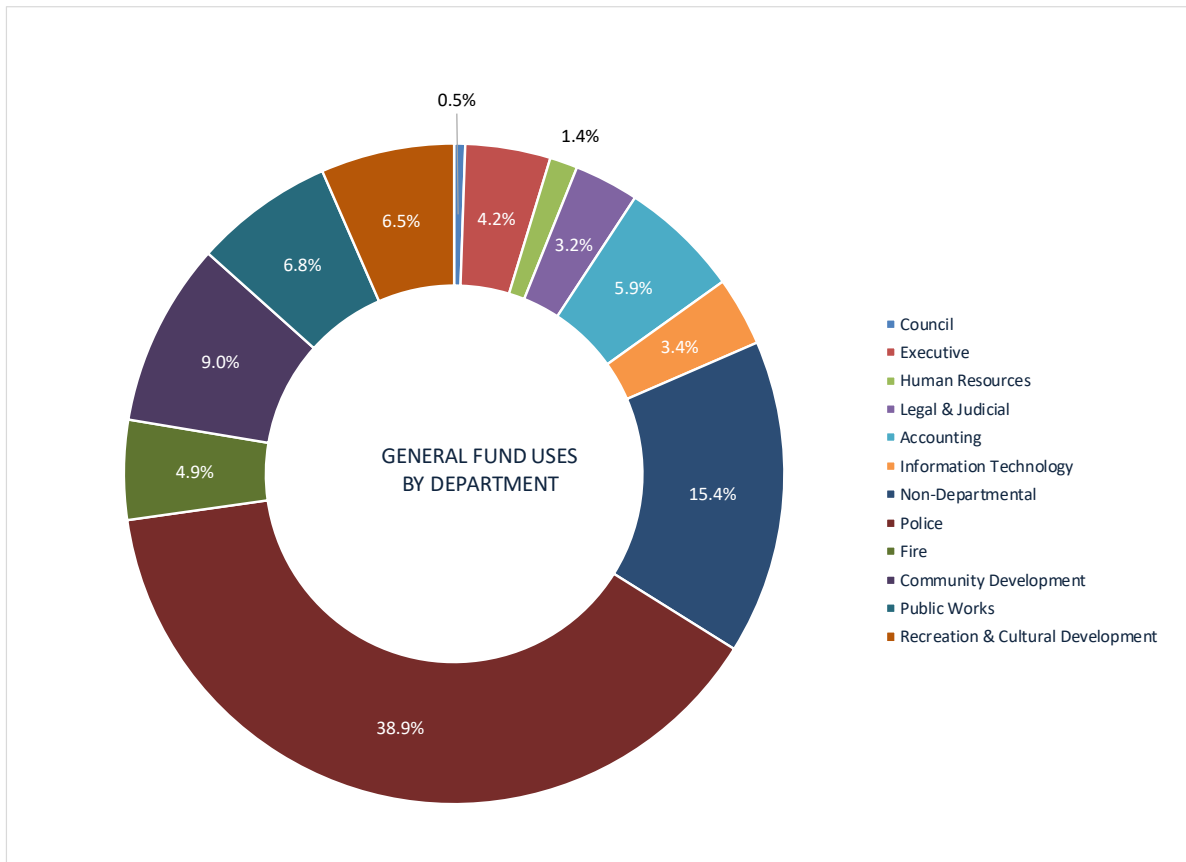


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EXHIBIT 5 – GENERAL FUND EXPENDITURES

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Change in Budget (\$)	Change in Budget (%)
Council	\$ 77,197	\$ 71,340	\$ 73,890	\$ 75,740	\$ 4,400	6.2%
Executive	336,888	449,325	505,870	584,175	134,850	30.0%
Human Resources	165,586	190,900	176,550	191,300	400	0.2%
Legal & Judicial	477,704	433,000	435,350	443,000	10,000	2.3%
Accounting	788,190	820,650	811,300	825,750	5,100	0.6%
Information Technology	379,230	451,950	455,550	474,600	22,650	5.0%
Non-Departmental	2,332,096	2,322,128	2,656,462	2,160,377	(161,751)	-7.0%
Police	5,136,685	5,251,600	5,253,600	5,450,700	199,100	3.8%
Fire	2,087,739	1,826,750	1,767,800	683,570	(1,143,180)	-62.6%
Community Development	992,784	1,178,700	1,045,650	1,262,200	83,500	7.1%
Public Works	825,205	959,050	876,850	958,850	(200)	0.0%
Recreation & Cultural Development	-	933,800	799,700	916,576	(17,224)	-1.8445%
	\$ 13,599,304	\$ 14,889,193	\$ 14,858,572	\$ 14,026,838	\$ (862,355)	(5.8%)

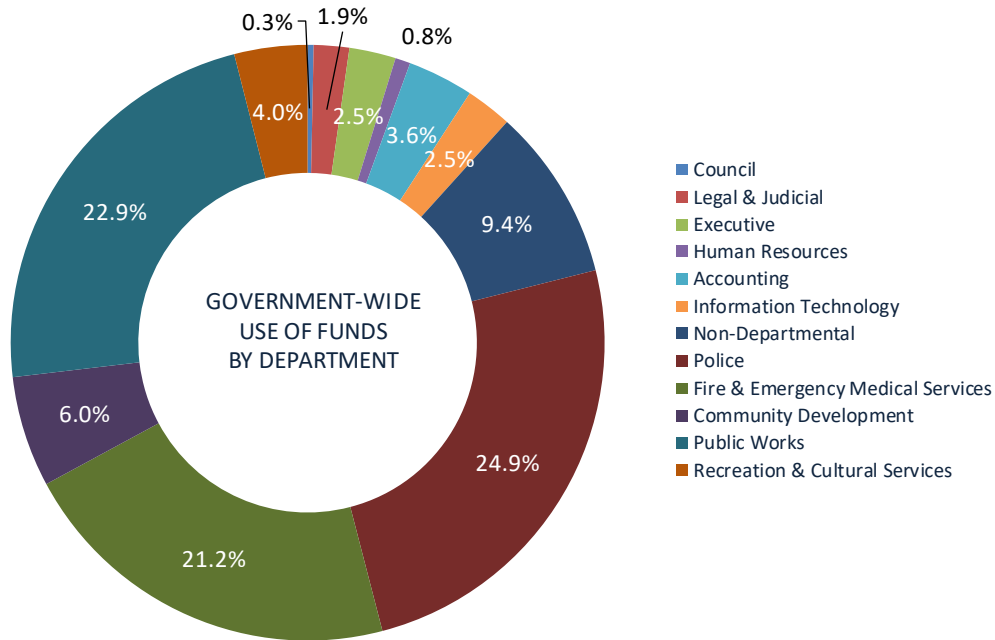
Excludes Transfers. See page 15 for transfer detail.



2021 Preliminary Budget

EXHIBIT 6 – OPERATING EXPENDITURES FOR ALL FUNDS (Excludes Transfers-out)

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Change in Budget (\$)	Change in Budget (%)
Council	\$ 77,197	\$ 71,340	\$ 73,890	\$ 75,740	\$ 4,400	6.2%
Legal & Judicial	477,704	433,000	435,350	443,000	10,000	2.3%
Executive	336,888	449,325	505,870	584,175	134,850	30.0%
Human Resources	165,586	190,900	176,550	191,300	400	0.2%
Accounting	788,190	820,650	811,300	825,750	5,100	0.6%
Information Technology	488,951	576,950	560,550	579,600	2,650	0.5%
Non-Departmental	2,332,096	2,322,128	2,656,462	2,160,377	(161,751)	-7.0%
Police	5,338,273	5,547,150	5,477,250	5,728,300	181,150	3.3%
Fire & Emergency Medical Services	4,932,167	4,707,000	4,756,175	4,881,270	174,270	3.7%
Community Development	1,088,527	1,302,300	1,148,200	1,388,950	86,650	6.7%
Public Works	4,665,788	5,122,580	4,877,635	5,270,395	147,815	2.9%
Recreation & Cultural Services	859,996	933,800	799,700	916,576	(17,224)	-1.8%
	\$ 21,551,363	\$ 22,477,123	\$ 22,278,932	\$ 23,045,433	\$ 568,310	2.5%



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EXHIBIT 7 – GENERAL FUND REVENUE SUMMARY

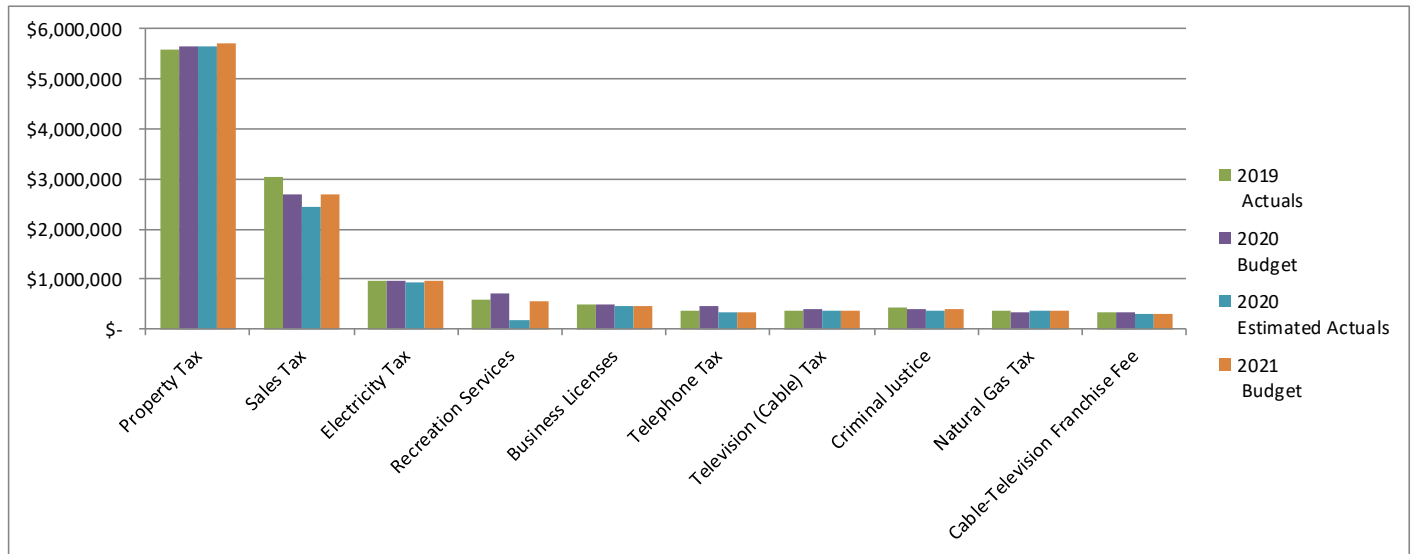
	2019	2020	2020	2021	Change in	Change in
	Actuals	Budget	Estimated Actuals	Budget	Budget (\$)	Budget (%)
TAXES						
Property Taxes	\$ 5,577,574	\$ 5,652,568	\$ 5,652,568	\$ 5,709,094	\$ 56,526	1.0%
Sales Tax	3,039,474	2,700,000	2,430,000	2,700,000	-	-
Utility Taxes	2,558,831	2,690,000	2,490,000	2,550,000	(140,000)	-5.2%
Other Taxes	652,041	592,500	501,000	592,500	-	-
TOTAL TAXES	11,827,920	11,635,068	11,073,568	11,551,594	(83,474)	(0.7%)
LICENSES & PERMITS						
Business Licenses	508,533	511,500	470,000	475,500	(36,000)	-7.0%
Franchise Fees	803,073	965,000	925,000	1,101,850	136,850	14.2%
Building & Other Permits	216,682	240,400	212,200	223,900	(16,500)	-6.9%
TOTAL LICENSES & PERMITS	1,528,288	1,716,900	1,607,200	1,801,250	84,350	4.9%
INTERGOVERNMENTAL REVENUES						
Liquor Board Profits	173,795	171,200	171,200	168,750	(2,450)	-1.4%
Liquor Excise Tax	118,531	117,200	122,500	120,900	3,700	3.2%
PUD Privilege Tax	119,961	115,000	120,000	125,000	10,000	8.7%
Other Intergovernmental Revenue	233,431	278,000	1,299,250	344,250	66,250	23.8%
TOTAL INTERGOVERNMENTAL	645,718	681,400	1,712,950	758,900	77,500	11.4%
CHARGES FOR SERVICE						
Development Revenues	173,814	155,000	152,000	150,500	(4,500)	-2.9%
Overhead Cost Recovery	180,500	174,350	174,350	142,400	(31,950)	-18.3%
Recreation	-	109,700	18,800	90,000	(19,700)	100.0%
Miscellaneous Services	25,248	23,500	9,750	14,750	-	-
TOTAL CHARGES FOR SERVICE	379,562	462,550	354,900	397,650	(56,150)	(12.1%)
FINES & FORFEITURES						
Traffic Violations	51,464	54,000	52,000	54,000	-	-
Parking Fines	66,396	128,000	65,500	102,700	(25,300)	-19.8%
Other Fines	18,664	28,350	21,850	23,850	(4,500)	-15.9%
TOTAL FINES & FORFEITURES	136,524	210,350	139,350	180,550	(29,800)	(14.17%)
MISCELLANEOUS REVENUES						
Rental Income	21,268	22,500	22,500	23,500	1,000	4.44%
Interest Income	144,555	40,000	105,000	93,000	53,000	132.5%
Recreation	-	548,000	81,950	388,500	(159,500)	100.0%
Other Miscellaneous Revenue	58,600	36,250	55,500	31,750	(4,500)	-12.4%
TOTAL MISCELLANEOUS REVENUE	224,423	646,750	264,950	536,750	(110,000)	(17.0%)
TOTAL GENERAL FUND REVENUE	\$ 14,742,435	\$ 15,353,018	\$ 15,152,918	\$ 15,226,694	\$ (117,574)	-0.8%

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EXHIBIT 8 –TOP 10 GENERAL FUND REVENUES

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Change in Budget (\$)	Change in Budget (%)
Property Tax	\$ 5,577,574	\$ 5,652,568	\$ 5,652,568	\$ 5,709,094	\$ 56,526	1.0%
Sales Tax	3,039,474	2,700,000	2,430,000	2,700,000	-	-
Electricity Tax	963,208	960,000	920,000	960,000	-	-
Recreation Services	584,356	722,800	165,150	543,600	(179,200)	-24.8%
Business Licenses	508,533	510,000	470,000	475,000	(35,000)	-6.9%
Telephone Tax	377,962	450,000	325,000	325,000	(125,000)	-27.8%
Television (Cable) Tax	364,304	400,000	365,000	365,000	(35,000)	-8.8%
Criminal Justice	417,675	400,000	376,000	400,000	-	-
Natural Gas Tax	356,464	350,000	355,000	360,000	10,000	2.9%
Cable-Television Franchise Fee	329,013	340,000	310,000	300,000	(40,000)	-11.8%
	\$ 12,518,563	\$ 12,485,368	\$ 11,368,718	\$ 12,137,694	\$ (347,674)	6.8%
	84.9%	81.3%	75.0%	79.7%		
Remaining General Fund Revenue	2,223,872	2,867,650	3,784,200	3,089,000		
Total General Fund Revenue	\$ 14,742,435	\$ 15,353,018	\$ 15,152,918	\$ 15,226,694		

All totals and calculations exclude transfers in



2021 Preliminary Budget

EXHIBIT 9 – TRANSFERS BETWEEN FUNDS

	Transferring Fund							TOTAL INCOMING TRANSFERS
	General	Transportation Benefit District	Emergency Medical Services	Transportation Impact Fee	Real Estate Excise Tax I	Real Estate Excise Tax II	Surface Water Management	
General				\$ 92,400		\$ 23,100	\$ 38,500	\$ 154,000
Streets	306,541							306,541
Emergency Medical Services	1,179,145							1,179,145
Debt Service					870,000			870,000
Capital Projects		729,476			25,000	1,722,899		2,477,375
Technology Replacement	103,000							103,000
Facility Renewal	22,000		63,000				10,450	95,450
TOTAL OUTGOING TRANSFERS	\$ 1,610,686	\$ 729,476	\$ 63,000	\$ 92,400	\$ 895,000	\$ 1,745,999	\$ 48,950	\$ 5,185,511

Recipient Fund

2021 Budget

EXHIBIT 10 – 2021 NEW BUDGET ITEMS

OPERATING REQUESTS

FACILITY RENEWAL FUND

PAGE	FACILITY	PROJECT	2021 AMOUNT	IN 2021 PRELIMINARY	IN 2021 ADOPTED
153	FIRE STATION 24	HVAC Replacement	\$ 70,000	X	
153	LIGHT STATION	Interior Paint (Lodging Tax Grant Funded)	\$ 15,000	X	
153	VARIOUS	Unanticipated Capital Repairs	\$ 15,000	X	
TOTAL			\$ 100,000	\$ 100,000	

EQUIPMENT REPLACEMENT RESERVE FUND

PAGE	DEPARTMENT	VEHICLE TO BE REPLACED	2021 AMOUNT	IN 2021 PRELIMINARY	IN 2021 ADOPTED
144	POLICE	Police Patrol Vehicle Car 54	\$ 73,000	X	
145	POLICE	Police Patrol Vehicle Car 55	\$ 73,000	X	
146	POLICE	Police Special Operations Vehicle	\$ 70,000	X	
147	PUBLIC WORKS	Public Works Electric Gator	\$ 15,000	X	
TOTAL			\$ 231,000	\$ 231,000	

SURFACE WATER VEHICLE REPLACEMENT

PAGE	DEPARTMENT	VEHICLE TO BE REPLACED	2021 AMOUNT	IN 2021 PRELIMINARY	IN 2021 ADOPTED
131	SURFACE WATER	Surface Water 10 Yard Dump Truck & Trailer Replacement	\$ 325,000	X	

NEW CAPITAL PROJECTS

PRIORITY ORDER	PAGE	FUNDING SOURCE	PROJECT	2021 AMOUNT	IN 2021 PRELIMINARY	IN 2021 ADOPTED
T-2	111		ANNUAL PAVEMENT PRESERVATION PROGRAM		X	
	111	TRANSP. BENEFIT DISTRICT	Sales Tax Revenues for Pavement Preservation	\$ 317,650	X	
	111	REET II	REET II Revenues for Pavement Preservation	\$ 445,000	X	
			ANNUAL PROGRAMS			
T-3	112	REET II	Annual ADA Upgrades Program	\$ 25,000	X	
T-5	113	REET II	Annual Bike Transit Walk (By the Way) Program	\$ 120,000	X	
T-6	114	REET II	Annual Traffic Calming Program	\$ 25,000	X	
T-7	115	REET II	Annual Pedestrian Crosswalk Enhancement Program	\$ 35,000	X	
T-4	116	REET II	Annual Sidewalk Repair Program	\$ 25,000	X	
			OTHER NEW PROJECTS			
T-1	117	REET II	City Match for 76th Street SW & SR 525 Pedestrian Improvements	\$ 184,275	X	
TOTAL REET				\$ 1,176,925		
S-1	132	SURFACE WATER	Source Control Program Development	\$ 85,000	X	
S-1	133	SURFACE WATER	Stormwater Pipe Inspection and Assessment Implementation	\$ 601,520	X	
S-1	134	SURFACE WATER	60th Avenue West Drainage Repairs	\$ 360,000	X	
TOTAL SURFACE WATER				\$ 1,046,520		
	TBD		Sales Tax Revenues dedicated to Pavement Preservation	\$ 317,650	X	
TOTAL TRANSPORTATION BENEFIT DISTRICT				\$ 317,650	\$ 317,650	

2021 Budget

EXHIBIT 11 – CAPITAL PROJECT CARRY FORWARDS

		2020 Budgeted Amount*	2020 Estimated Actuals	2021 Carry Forward**
Capital Projects Carried Forw Description				
Transportation Benefit District	Pavement Preservation	611,826	200,000	411,826
Total Transportation Benefit District		611,826	200,000	411,826
REET I	Pavement Preservation	25,000	-	25,000
REET II	Pavement Preservation	422,725	22,275	400,450
REET II	ADA Upgrades	125,138	55,000	70,138
REET II	Bike Transit Walk & SR 525 Sidewalk	516,155	387,661	128,494
REET II	Harbour Reach Corridor Project	16,163,444	9,663,444	6,500,000
REET II	Annual Sidewalk Repair	145,000	574	144,426
REET II	SRTS 76th & SR 525	165,000	145,000	20,000
REET II	Traffic Calming Program	62,603	12,060	50,543
REET II	Pedestrian Crosswalk Enhancement Program	66,873	-	66,873
Total Capital Projects		17,691,938	10,286,014	7,405,924
Surface Water Management	61st Place Culvert	277,282	21,000	256,282
Surface Water Management	61st Place Retaining Wall Repairs	1,044,450	65,176	979,274
Surface Water Management	Stormwater Pipe Inspections and Risk Assessment	75,000	45,000	30,000
Surface Water Management	LID Retrofit	137,580	92,580	45,000
Surface Water Management	Pond M, Clearview and 6 control structures	248,000	-	248,000
Total Surface Water Management		1,782,312	223,756	1,558,556
Total Capital Projects Carried Forward		\$ 20,086,076	\$ 10,709,770	\$ 9,376,306

*2020 Budgeted Amount reflects adopted 2020 budget amount OR the amount the budget should have been if the actual carry-forward from 2019 was different than the budgeted estimate

**2021 Carry Forward Amount reflects estimated actuals for 2020; actual carry forward amounts may vary if 2020 actuals differ from estimates

2021 Budget

GENERAL FUND

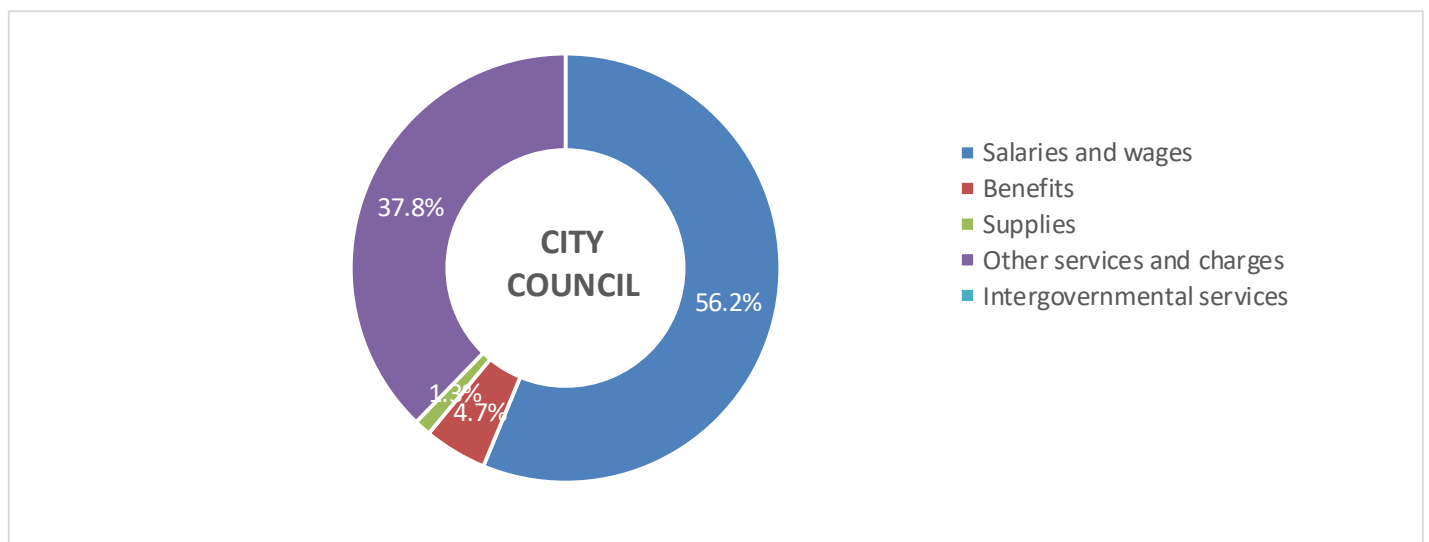
	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
Beginning fund balance	\$ 3,387,676	\$ 3,026,456	\$ 3,807,925	\$ 3,764,996	\$ -
Revenue and transfers-in					
Taxes	11,827,920	11,635,068	11,073,568	11,551,594	(83,474)
Licenses and permits	1,528,288	1,715,500	1,606,500	1,799,850	84,350
Intergovernmental revenue	645,718	617,700	1,649,250	695,200	77,500
Charges for goods and services	379,562	352,850	336,100	307,650	(45,200)
Fines and penalties	136,524	210,350	139,350	180,550	(29,800)
Miscellaneous revenue	224,423	98,750	183,000	148,250	49,500
Recreation and cultural services	-	722,800	165,150	543,600	(179,200)
Transfers-in	147,800	151,100	151,100	154,000	2,900
Total revenue and transfers-in	<u>\$ 14,890,235</u>	<u>\$ 15,504,118</u>	<u>\$ 15,304,018</u>	<u>\$ 15,380,694</u>	<u>\$ (123,424)</u>
Total resources	<u>\$ 18,277,911</u>	<u>\$ 18,530,574</u>	<u>\$ 19,111,943</u>	<u>\$ 19,145,690</u>	<u>\$ (123,424)</u>
Expenditures and transfers-out					
Council	\$ 77,197	\$ 71,340	\$ 73,890	\$ 75,740	4,400
Executive					
Legal and Judicial	477,704	433,000	435,350	443,000	10,000
Executive	336,888	449,325	505,870	584,175	134,850
Human Resources	165,586	190,900	176,550	191,300	400
Finance					
Accounting	788,190	820,650	811,300	825,750	5,100
Information Technology	379,230	451,950	455,550	474,600	22,650
Community Development					
Permit Center	247,845	272,900	248,450	284,100	11,200
Planning	544,680	678,000	612,300	748,400	70,400
Building	138,876	146,800	145,150	149,100	2,300
GIS	61,383	81,000	39,750	80,600	(400)
Police					
Administration	1,283,141	1,307,300	1,313,450	1,363,400	56,100
Patrol	2,776,026	2,886,000	2,883,200	2,981,550	95,550
Special Operations	805,332	792,200	805,900	825,950	33,750
Crime Prevention	153,507	157,100	158,550	159,800	2,700
Rangers	-	-	-	-	-
Training	118,679	109,000	92,500	120,000	11,000
Fire					
Administration	261,278	271,550	191,950	156,670	(114,880)
Operations	1,727,229	1,493,900	1,508,950	489,300	(1,004,600)
Prevention	13,893	15,250	40,650	7,350	(7,900)
Training	85,339	46,050	26,250	30,250	(15,800)
Public Works					
Administration	408,064	458,350	422,850	484,850	26,500
Parks	417,141	500,700	454,000	474,000	(26,700)
Recreation and Cultural Services	-	933,800	799,700	916,576	(17,224)
Other governmental	2,332,096	2,322,128	2,656,462	2,160,377	(161,751)
Transfers-out	870,682	488,375	488,375	1,610,686	1,122,311
Total expenditures and transfers-out	<u>\$ 14,469,986</u>	<u>\$ 15,377,568</u>	<u>\$ 15,346,947</u>	<u>\$ 15,637,524</u>	<u>\$ 259,956</u>
Ending fund balance	<u>\$ 3,807,925</u>	<u>\$ 3,153,006</u>	<u>\$ 3,764,996</u>	<u>\$ 3,508,166</u>	<u>\$ (383,380)</u>

CITY COUNCIL

Purpose

The City Council is responsible for establishing policy direction for the City through the adoption of laws, policies, procedures, and programs. The City Council is authorized to: adopt local laws, which are called ordinances; adopt resolutions, which are formal statements of the Council's policy direction; approve agreements for services, supplies, or programs; approve and adopt an annual budget which appropriates funds for City programs; and approve payment of City monies.

The City Council meets several times each month at regularly scheduled meetings to discuss matters. City Councilmembers are elected by position number to four year overlapping terms, so that three to four Councilmembers are up for election every two years. Annually, the City Council selects a President and Vice President from among its membership, assigns Councilmembers as representatives to outside agencies, approves organizational work plans and priorities, and meets with County, Regional, State, and Federal representatives to secure legislation beneficial to Mukilteo.



Budget Highlights

- No new budget items are included in the requested expenditure.

2021 Budget

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
PART TIME EMPLOYEES	42,600	42,600	42,600	42,600	-
Salaries and wages	\$ 42,600	\$ 42,600	\$ 42,600	\$ 42,600	\$ -
Benefits	3,515	3,590	3,590	3,590	-
OFFICE SUPPLIES	570	500	400	500	-
ANCILLARY MEETING COSTS	140	250	350	250	-
COUNCIL RETREAT	68	200	2,000	200	-
SMALL ITEMS OF EQUIPMENT	5,469	-	500	-	-
Supplies	6,247	950	3,250	950	-
CONCIL ATTY. OTHER SVCS	10,268	-	-	-	-
LEGAL PUBLICATIONS	985	2,000	800	2,000	-
PUBLICATION OF AGENDAS	238	3,000	500	3,000	-
CELL PHONES	2,480	2,150	3,500	2,150	-
TRAVEL & SUBSISTENCE	3,777	7,600	5,000	9,600	2,000
MEALS	1,054	-	1,000	-	-
LICENSES & SUBSCRIPTIONS	21	3,450	3,450	3,450	-
PRINTING AND BINDING	-	-	200	-	-
TRAINING & REGISTRATION	5,313	3,000	3,000	5,400	2,400
CITY CODE REVISION	699	3,000	7,000	3,000	-
Other services and charges	24,835	24,200	24,450	28,600	4,400
Intergovernmental services	-	-	-	-	-
Total Council expenditures	\$ 77,197	\$ 71,340	\$ 73,890	\$ 75,740	\$ 4,400.00

EXECUTIVE



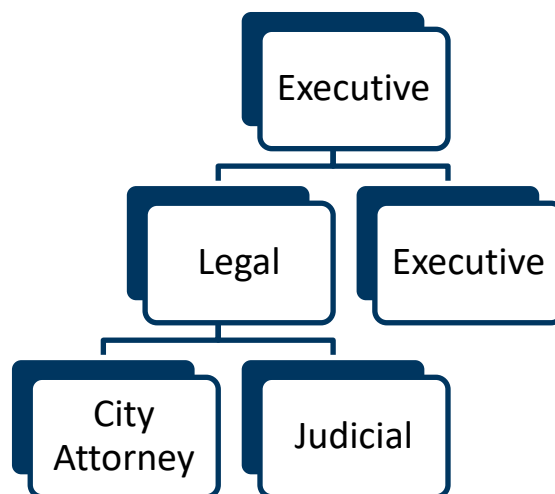
Purpose

The Executive Department provides overall management direction to the City organization. The Department is responsible for implementing policy direction, overseeing, managing, coordinating and evaluating City operations and programs.

The Department prepares and recommends an annual budget, executes all City contracts, maintains the City's official public records, provides Risk Management services, and prepares analyses and reports as necessary to help optimize City operations and clarify policy direction. It also provides all Human Resource Management services which include attracting and retaining a skilled professional staff, administering employee benefits, updating the City's classification and compensation program, employee wellness program and directing labor relations as it relates to formal grievances, arbitration actions and contract negotiation efforts. Additionally, the Executive Department administers the City's legal functions, which are provided by contract.

The Executive Department consists of the Executive and Legal Divisions, which are described within this section.

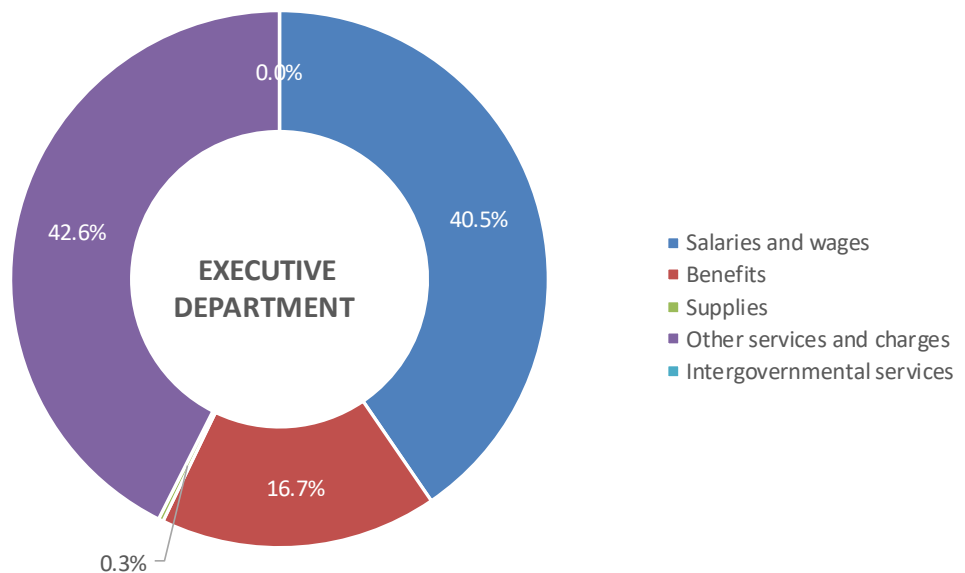
Organization Chart:



2021 Budget

Expenditure Summary:

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
Legal & Judicial	\$ 477,704	\$ 433,000	\$ 435,350	\$ 443,000	10,000
Executive	336,888	449,325	505,870	584,175	134,850
Human Resources	165,586	190,900	176,550	191,300	400
Total Executive expenditures	<u>\$ 980,178</u>	<u>\$ 1,073,225</u>	<u>\$ 1,117,770</u>	<u>\$ 1,218,475</u>	<u>\$ 145,250</u>



	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
Salaries and wages	\$ 324,733	\$ 424,000	\$ 438,450	\$ 492,900	\$ 68,900
Benefits	106,567	138,700	168,000	203,200	64,500
Supplies	1,261	4,000	2,350	3,600	(400)
Other services and charges	547,617	506,525	508,970	518,775	12,250
Intergovernmental services	-	-	-	-	-
Total Executive expenditures	<u>\$ 980,178</u>	<u>\$ 1,073,225</u>	<u>\$ 1,117,770</u>	<u>\$ 1,218,475</u>	<u>\$ 145,250</u>

EXECUTIVE

Purpose

The Mayor serves as Chief Executive Officer and manages and directs the operations of the City. Mayor Jennifer Gregerson was elected to a four-year term beginning January 1, 2014 and re-elected for a second term beginning January 1, 2018. The Mayor oversees the long-term vision of the City directly and manages day-to-day operations with the support of the City Administrator.

The Executive Department is responsible for policy analysis and coordination among the City's departments, public outreach and community involvement, and provides direct staff support to the Mayor and City Council. The Department also maintains the City's official public records, coordinates and processes liability claims and lawsuits involving the City, and provides human resources services to all City departments.

2020 Accomplishments

- Continue to update and streamline HR policies/practices and payroll processing.
- With participation throughout the city organization, developed new vision and values for the City: Professional, Trusted and Respectful.
- Negotiated with Police Guild for Law Enforcement Officers and Law Enforcement Support Collective Bargaining Agreements.

2021 Goals & Objectives

- Continue supporting the City Council in setting policy direction for the City.
- Continue to empower city employees to be professional, trusted and respectful.
- Continue transparency by providing open access to public records.
- Continue recruiting and hiring qualified candidates and looking for innovative ways to retain them.
- Update the City's Personnel Handbook.
- Implement a new employee Accident Prevention Program.

Budget Highlights

- Various small items and supplies have been reduced to accommodate budget constraints, for a total reduction of \$900.
- Association Dues and Memberships has been increased by \$750 to accommodate our contractual obligation for ICMA membership for the City Administrator.
- Travel and subsistence line item has returned to the same level as the 2020 Preliminary Budget request, an increase of \$2,000.

2021 Budget

EXECUTIVE DEPARTMENT – EXECUTIVE DIVISION

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	224,042	317,500	349,700	378,600	61,100
SPECIAL ASSIGNMENT PAY	683	-	-	-	-
Salaries and wages	\$ 224,725	\$ 317,500	\$ 349,700	\$ 378,600	\$ 61,100
Benefits	75,848	105,600	144,000	177,500	71,900
OFFICE SUPPLIES	511	1,500	1,000	1,500	-
OPERATING SUPPLIES	68	1,000	250	800	(200)
ANCILLARY MEETING COSTS	-	500	100	500	-
SMALL ITEMS OF EQUIPMENT	226	1,000	1,000	800	(200)
Supplies	805	4,000	2,350	3,600	(400)
CONSULTING SERVICES	76	3,000	3,000	3,000	-
OTHER PROFESSIONAL SVCS.	28,543	10,000	1,000	10,000	-
TELEPHONE	1,167	1,150	1,150	1,150	-
POSTAGE	115	300	300	300	-
CELL PHONE	434	425	425	425	-
TRAVEL & SUBSISTENCE	1,595	1,000	1,725	3,000	2,000
MEALS	173	1,020	720	520	(500)
ASSOC. DUES & MEMBERSHIPS	310	1,250	500	2,000	750
PRINTING AND BINDING	127	-	-	-	-
TRAINING & REGISTRATION	2,970	4,080	1,000	4,080	-
Other services and charges	35,510	22,225	9,820	24,475	2,250
Intergovernmental services	-	-	-	-	-
Total Executive expenditures	\$ 336,888	\$ 449,325	\$ 505,870	\$ 584,175	\$ 134,850

2021 Budget

EXECUTIVE DEPARTMENT - HUMAN RESOURCES DIVISION

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	100,008	106,500	88,750	114,300	7,800
Salaries and wages	\$ 100,008	\$ 106,500	\$ 88,750	\$ 114,300	\$ 7,800
Benefits	30,719	33,100	24,000	25,700	(7,400)
SMALL ITEMS OF EQUIPMENT	456	-	-	-	-
Supplies	456	-	-	-	-
ADMIN FEE FSA	1,560	1,250	1,250	1,250	-
ADMIN FEE - OLD AGE SURVIVOR INC	28	-	-	-	-
OTHER PROFESSIONAL SVCS.	18,605	30,000	50,500	28,500	(1,500)
CLASSIFIED ADVERTISING	3,661	5,500	2,000	5,500	-
TELEPHONE	117	100	100	100	-
POSTAGE	66	100	100	100	-
CELL PHONES	449	400	400	400	-
TRAVEL & SUBSISTENCE	282	800	800	800	-
MEALS	-	-	-	-	-
ASSOC. DUES & MEMBERSHIPS	209	500	500	500	-
LICENSES & SUBSCRIPTIONS	758	-	1,500	1,500	1,500
PRINTING AND BINDING	-	-	-	-	-
TUITION REIMBURSEMENT	8,071	12,000	6,000	12,000	-
TRAINING & REGISTRATION	597	650	650	650	-
Other services and charges	34,403	51,300	63,800	51,300	-
Intergovernmental services	-	-	-	-	-
Total Human Resources expendit	\$ 165,586	\$ 190,900	\$ 176,550	\$ 191,300	\$ 400

LEGAL & JUDICIAL

Purpose

The Legal Division provides legal services to the City, in the form of the City Attorney and Judicial Divisions.

City Attorney services include providing legal advice to the Mayor, City Council, City Commissions and Boards, and City Departments. The City Attorney defends the City against claims not covered by the City's liability insurance program, represents the City in grievance and interest arbitration with its employee unions, and represents the City in general litigation matters. City Attorney services include prosecution of civil or criminal matters related to violations of the Mukilteo Municipal Code. City Attorney services are provided by contract with several private law firms.

The Judicial Division provides court services to the community which includes the cost of hearing criminal and civil traffic infraction cases filed by the City. The Division provides these services through an Inter-local agreement with the Snohomish County District Court. In addition to district court functions, the Division includes costs to provide constitutionally required public defender services for indigent defendants.

2020 Accomplishments

- City Attorney provided sound legal advice on a variety of topics that significantly reduced the City's exposure to claims or arbitration.

2021 Goals & Objectives

- Provide sound legal advice to inform City operations and decision making.
- Ensure that City ordinances and regulations are properly enforced.
- Continue to ensure that indigent defendants receive adequate counsel.

Budget Highlights

- Indigent Defense Attorney costs have risen as police officers issue additional infractions. An increase of \$10,000 is included to cover this increase from the Public Defender.

2021 Budget

EXECUTIVE DEPARTMENT – LEGAL & JUDICIAL DIVISION

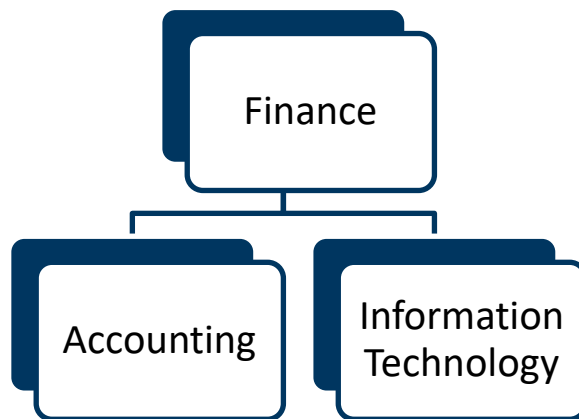
	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
Salaries and wages	\$ -	\$ -	\$ -	\$ -	-
Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
CITY ATTORNEY - CONSULTATIONS	136,218	120,000	90,000	120,000	-
OUTSIDE ATTORNEY - CONSULTATION	14,571	18,000	18,000	18,000	-
CITY PROSECUTING ATTORNEY - CO	101,846	100,000	100,000	100,000	-
INDIGENT DEFENSE ATTORNEY	113,970	105,000	117,350	115,000	10,000
CITY ATTORNEY LABOR NEGOTIATION	47,982	30,000	30,000	30,000	-
EVERETT DISTRICT COURT	63,117	60,000	80,000	60,000	-
INTERLOCAL EXTRADITION	-	-	-	-	-
Other services and charges	477,704	433,000	435,350	443,000	10,000
Intergovernmental services	-	-	-	-	-
Total Legal & Judicial expenditures	\$ 477,704	\$ 433,000	\$ 435,350	\$ 443,000	\$ 10,000

FINANCE



The Finance Department consists of the Accounting and Information Technology Divisions. Narratives for these two Divisions follow on subsequent pages.

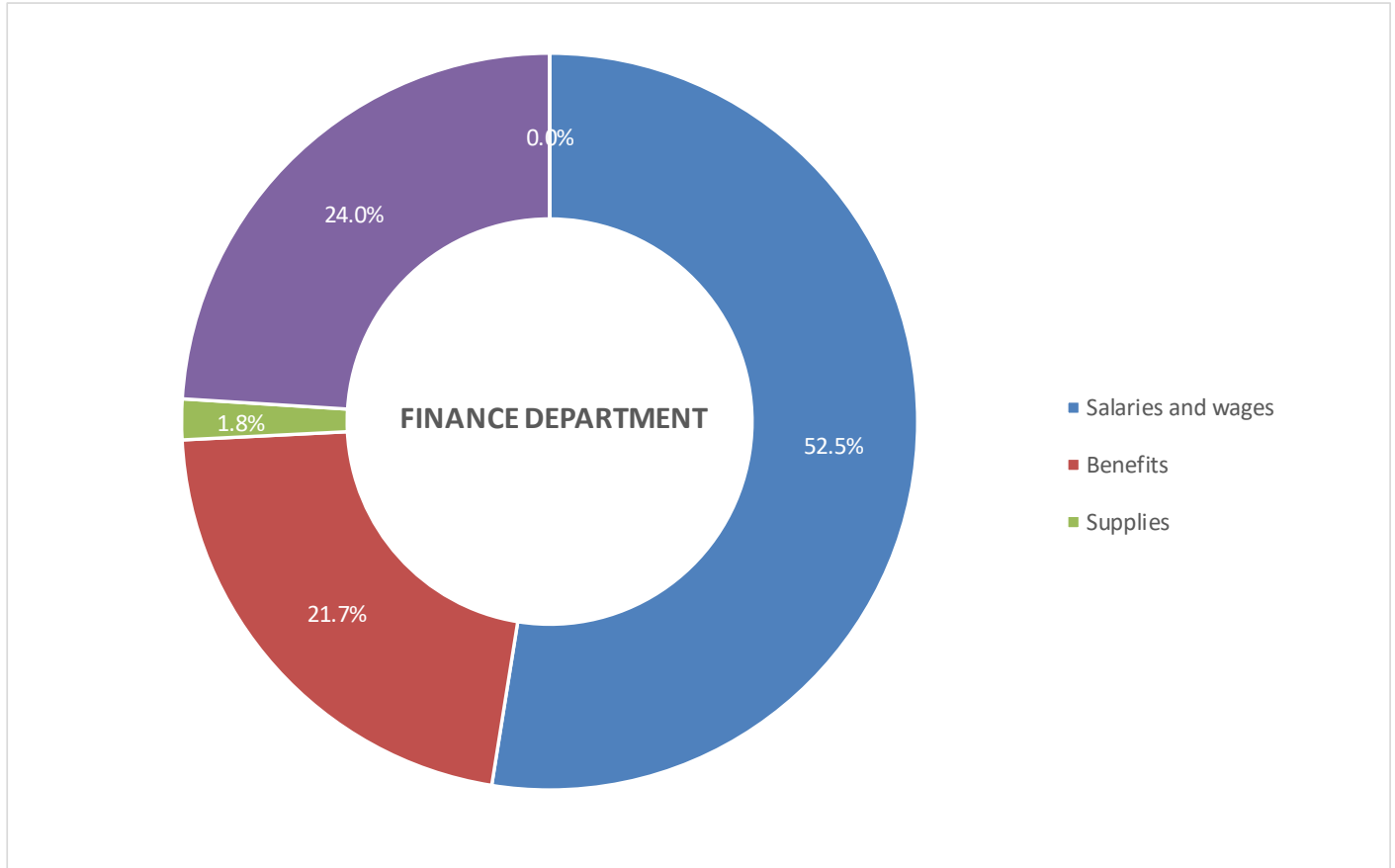
Organization Chart:



Expenditure Summary:

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
Accounting	\$ 788,190	\$ 820,650	\$ 811,300	\$ 825,750	5,100
Information Technology	379,230	451,950	455,550	474,600	22,650
Total Finance expenditures	<u>\$ 1,167,420</u>	<u>\$ 1,272,600</u>	<u>\$ 1,266,850</u>	<u>\$ 1,300,350</u>	<u>\$ 27,750</u>

2021 Budget



	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
Salaries and wages	\$ 605,196	\$ 658,700	\$ 652,500	\$ 682,900	\$ 24,200
Benefits	261,309	282,650	283,650	282,100	(550)
Supplies	46,766	18,100	28,050	23,100	5,000
Other services and charges	254,149	313,150	302,650	312,250	(900)
Intergovernmental services	-	-	-	-	-
Total Finance expenditures	<u>\$ 1,167,420</u>	<u>\$ 1,272,600</u>	<u>\$ 1,266,850</u>	<u>\$ 1,300,350</u>	<u>\$ 27,750</u>

Budget Highlights

- There are no new budget items for Finance included in the 2021 budget.

ACCOUNTING DIVISION

Purpose:

The Accounting Division fulfills all accounting and treasury functions, which include general accounting, accounts payable, accounts receivable, payroll, cash management, purchasing, auditing, investing, budgeting, and financial reporting. The Division also manages business licensing and issues some specialty licenses.

2020 Accomplishments

- Prepared the 2019 Annual Financial Statements and submitted them to the State Auditor's Office on time
- Completed 2019 Washington State Financial and Accountability Audits
- Fulfilled continuing disclosure requirements
- Created job costing codes to track COVID-19 related expenditures
- Managed CARES grant and FEMA grant for COVID-19 public health emergency
- Implemented retroactive pay changes for four bargaining units whose collective bargaining agreements were approved after the year began.

2021 Goals & Objectives

- Prepare and submit the 2020 Annual Financial Statements on time
- Continue to look for ways to utilize existing resources to streamline processes to save time and reduce paper usage
- Evaluate and update financial policies
- Develop Long Range Financial Plan

Budget Highlights

- The 2021 budget for the Accounting Division reflects no change in staffing levels
- No new budget items are included in the requested expenditure
- Because the Federal CARES and FEMA grants totaled over \$750,000, a federal Single Audit is required, and \$16,000 was added for the audit line.
- Travel and training funding were reduced by over 60% to reflect needed expenditure constraints.
- Banking fees were reduced by \$10,000 because these costs were moved to the appropriate lines in Waterfront Parking, Permitting, Police, and EMS.
- \$2,000 of payflow processing fees related to SmartGov, the online permitting software, was moved to the Permit Division.

2021 Budget

FINANCE DEPARTMENT - ACCOUNTING DIVISION

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	463,667	491,700	490,500	500,300	8,600
SPECIAL ASSIGNMENT PAY	2,066	500	2,000	500	-
ACTING SUPERVISOR PAY	236	-	-	-	-
OVERTIME	3,172	2,500	2,500	2,500	-
Salaries and wages	\$ 469,141	\$ 494,700	\$ 495,000	\$ 503,300	\$ 8,600
Benefits	204,522	213,050	221,450	211,650	(1,400)
OFFICE SUPPLIES	2,375	2,000	1,850	2,000	-
PURCHASE OF FORMS	230	350	500	350	-
REFERENCE MATERIAL	13	100	100	100	-
MOTOR FUEL	132	150	100	150	-
SMALL ITEMS OF EQUIPMENT	3,012	-	-	-	-
Supplies	5,762	2,600	2,550	2,600	-
OTHER PROFESSIONAL SVCS.	23,178	22,000	22,000	22,000	-
STATE AUDITOR AUDIT	67,145	60,600	60,600	76,600	16,000
TELEPHONE	933	950	950	950	-
POSTAGE	1,665	2,500	1,500	1,500	(1,000)
PAYFLOW PROCESSING FEES	3,237	2,000	-	-	(2,000)
CELL PHONES	537	500	750	500	-
TRAVEL & SUBSISTENCE	198	3,000	200	200	(2,800)
MEALS	104	-	-	200	200
ASSOC. DUES & MEMBERSHIPS	757	750	800	750	-
PRINTING AND BINDING	63	-	-	-	-
TRAINING & REGISTRATION	2,053	3,000	500	500	(2,500)
BANKING FEES	8,895	15,000	5,000	5,000	(10,000)
Other services and charges	108,765	110,300	92,300	108,200	(2,100)
Intergovernmental services	-	-	-	-	-
Total Accounting expenditures	\$ 788,190	\$ 820,650	\$ 811,300	\$ 825,750	\$ 5,100

INFORMATION TECHNOLOGY DIVISION

Purpose

The Information Technology (IT) Division manages all aspects of the City's technology infrastructure. Core components of this infrastructure include: firewalls, switches, routers, security/network appliances, servers, a VOIP telephone system, mobile technology devices, workstations and peripheral devices.

The IT Division ensures a reliable and secure infrastructure that is responsible for ensuring data integrity, and provides archival, backup, business continuity, and disaster recovery of City data. IT provides all internal technology support including server infrastructure, networking operations, help desk support, as well as device and software management.

The IT Division coordinates with the City's Emergency 911 dispatch service provider to maintain a secure and reliable connection for the transmission of data from both fixed and mobile units for the City's first responders.

The IT Division maintains awareness of current and upcoming technology trends and performs analysis of those trends to make recommendations to the City. Through this analysis, the IT division is able to assist other Departments in using technology to their greatest advantage. One of the ways in which this is achieved is through end-user education and by identifying subject-matter experts who can assist in the process of developing new workflows.

The IT Division continues to focus upon business continuity and disaster recovery as a primary goal for the City and its infrastructure. Over the course of 2020, the City has continued to explore options area of business continuity and the continuation of services in the face of a catastrophic event. The City has successfully deployed and maintained a disaster recovery site in Eastern Washington, and has continued to take steps to harden the internal infrastructure and its ability to stay viable during a catastrophic event.

2020 Accomplishments:

- Continued upgrades to virtualized platforms with the replacement of server and storage infrastructure at City Hall, the Police Department and our backup location in Eastern Washington
- Shifted most office workers to teleworking in a relatively short period of time with the onset of the COVID-19 public health emergency
- Continued the deployment of Windows 10 operating system across the city devices and SharePoint, deployment of Office 365, and upgrades to servers, workstations, and communication systems
- Filled the vacant Network Engineer position at the end of March

2021 Budget

- Completed the upgrade to a virtual phone system after the on-site system failed at the same time that the public health emergency began
- Completed an Information Technology Assessment

2021 Goals & Objectives

- Work to outline how to fully implement recommendations from the IT Assessment done in 2020.
- Continue efforts to improve business continuity, disaster preparedness and improvements to the EOC and radio room infrastructure. Council Chamber sound, video and workstation upgrades.
- Continue focus on network security, data integrity and training of staff and end users.
- Evaluate departmental and City-wide future IT needs and develop replacement schedule using updated information once devices are returned from temporary teleworkers.

Budget Highlights

- No new budget items are included in the requested expenditure
- \$15,000 was requested by the department to fund replacement of additional workstation devices; \$5,000 of this amount was approved for inclusion in the budget.
- An additional \$8,000 in consulting was added to implement the IT Assessment recommendations.
- As in other department, money was moved to Licenses and Subscriptions to accurately reflect the expense. In IT, \$55,000 was moved from Software Maintenance to Licenses and Subscriptions. Online charges were also moved, at the amount of \$4,000 from that line.
- Travel and training funding were reduced by 40% to reflect needed expenditure constraints
- Communications equipment R&M was reduced by \$4,000, as those funds moved to Computer System Maintenance. Computer System Maintenance also increased by another \$4,000 to reflect costs of SmartGov, Eden, and network system needs
- Offsite data storage was decreased by \$3,000, as staff works to archive data, destroy records, and reduce the service needed

2021 Budget

FINANCE DEPARTMENT - INFORMATION TECHNOLOGY DIVISION

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	136,055	163,500	157,000	179,100	15,600
OVERTIME	-	500	500	500	-
Salaries and wages	\$ 136,055	\$ 164,000	\$ 157,500	\$ 179,600	\$ 15,600
Benefits	56,787	69,600	62,200	70,450	850
COMPUTER SUPPLIES	1,146	4,000	4,000	4,000	-
REFERENCE MATERIAL	201	-	-	-	-
OPERATING SUPPLIES	361	500	500	500	-
SMALL ITEMS OF EQUIPMENT	39,296	11,000	21,000	16,000	5,000
Supplies	41,004	15,500	25,500	20,500	5,000
CONSULTING SERVICES	8,283	7,000	25,000	15,000	8,000
OTHER PROFESSIONAL SVCS.	-	-	-	-	-
TELEPHONE	1,297	1,050	1,050	1,050	-
POSTAGE	-	100	100	100	-
ON-LINE CHARGES	2,004	12,500	6,000	8,500	(4,000)
CELL PHONE	996	1,200	1,200	1,200	-
TRAVEL & SUBSISTENCE	2,294	2,500	-	500	(2,000)
MEALS	298	500	-	200	(300)
FIBER LEASE	14,231	15,000	15,000	15,000	-
COMMUNICATIONS EQUIP R & M	88	14,000	10,000	10,000	(4,000)
COMPUTER SYSTEM MAINT	19,188	42,000	50,000	50,000	8,000
SOFTWARE MAINTENANCE	34,801	95,000	40,000	40,000	(55,000)
ASSOC. DUES & MEMBERSHIPS	387	500	500	500	-
LICENSES AND SUBSCRIPTIONS	54,695	-	55,000	55,000	55,000
TRAINING & REGISTRATION	1,585	6,500	1,500	5,000	(1,500)
OFFSITE DATA STORAGE	5,237	5,000	5,000	2,000	(3,000)
Other services and charges	145,384	202,850	210,350	204,050	1,200
Intergovernmental services	-	-	-	-	-
Total Information Technology expenditure	\$ 379,230	\$ 451,950	\$ 455,550	\$ 474,600	\$ 22,650

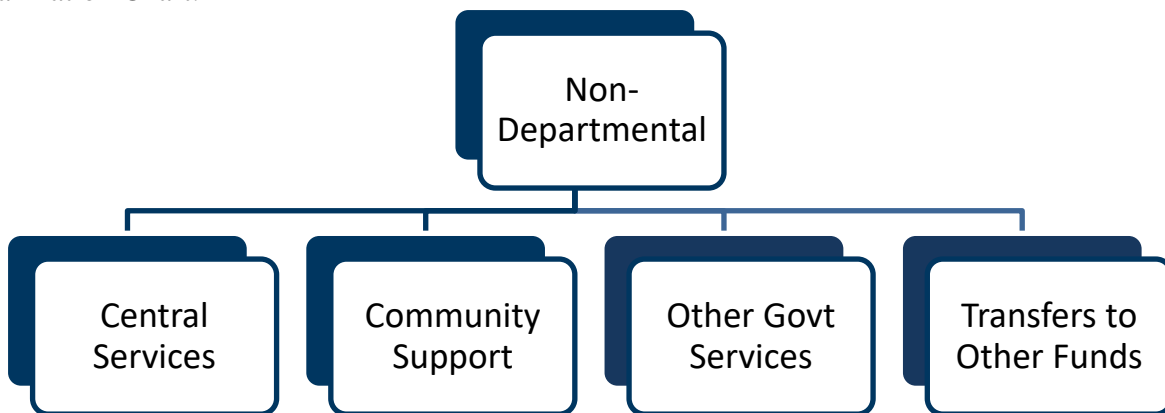
NON-DEPARTMENTAL

Purpose:

Non-departmental services represent a mix of services that support internal and external partnerships to support the City and its operations, and include the following elements: Central Services, Other Governmental Services and Community Support. Central Services includes City-wide services that support all departments and are consolidated for efficiency and transparency. Other Governmental Services Division includes services which support City operations through interdepartmental cooperation within the City and regional partnerships with outside agencies. Community Support Division includes efforts to engage residents in City operations through public outreach and the City newsletter. Also included are large item pickup and community support grants, which improve the quality of life for residents and visitors.

The Non-Departmental budget also includes a variety of transfers from the General Fund to other City Funds.

Organization Chart:



Budget Highlights

- No new budget items are included in the requested expenditure
- The AWC Wellness Program was cut by a small amount, \$500, to accommodate budget constraints. This line item covers events and programming for city staff, and helps the city stay in compliance with the city insurance wellness benefits.
- Parks Special Projects has a \$10,000 reduction, with the elimination of the EarthCorps Park Stewardship program. The City would like to reinstitute this in the future when funding allows.

2021 Budget

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
Salaries and wages	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	60,459	49,000	49,350	49,000	-
PAPER STOCK	2,114	3,000	2,000	2,000	(1,000)
OPERATING SUPPLIES	6,245	5,000	5,000	5,000	-
Supplies	8,359	8,000	7,000	7,000	(1,000)
PUGET SOUND REGION COUNCIL	-	8,850	8,850	8,850	-
ALLIANCE FOR HOUSING AFFORDABILITY	2,179	2,150	2,150	2,150	-
ASSOC. DUES & MEMBERSHIP	8,659	8,650	8,700	8,650	-
PUBLIC AFFAIRS & COMMUNITY OUTREACH	11,792	10,000	10,000	10,000	-
YOUTH ADVISORY COUNCIL	2,075	1,000	1,000	1,000	-
PUGET SOUND CLEAN AIR AGENCY	18,970	19,000	18,700	18,800	(200)
ELECTION SERVICES	12,031	20,000	20,000	20,000	-
VOTER REGISTRATION	29,812	30,000	30,000	30,000	-
AWC WELLNESS PROGRAM	4,006	4,200	4,200	3,700	(500)
WATER COOLER RENTAL	540	-	500	500	500
FACILITIES MAINTENANCE CHARGES FOR SVCS.	742,446	707,600	757,284	720,385	12,785
OTHER PROFESSIONAL SERVICES	-	-	-	-	-
RECORDS SERVICES	-	1,500	500	1,500	-
POSTAGE	1,746	300	300	300	-
WEBSITE HOSTING - ARCHIVE	1,775	1,500	1,500	1,500	-
EQUIPMENT REPLACEMENT CHARGES	258,644	430,000	430,000	231,000	(199,000)
EMERGENCY SERVICES	27,921	30,750	30,600	28,450	(2,300)
OFFICE EQUIPMENT RENTAL	13,052	12,000	14,000	14,000	2,000
INSURANCE	281,768	282,000	276,700	304,000	22,000
OFFICE EQUIPMENT R&M	24,650	12,000	6,000	6,000	(6,000)
VEHICLE R&M	161,422	100,000	100,000	100,000	-
ASSOC WASH CITIES	15,953	15,800	15,800	15,800	-
LICENSES & SUBSCRIPTIONS	618	-	500	500	500
PRINTING AND BINDING	10,344	5,500	5,500	5,500	-
TRAINING & REGISTRATION	-	2,000	-	2,000	-
EMERGENCY MGMNT MISC	8,201	7,000	9,000	7,000	-
COBRA DENTAL/VISION CLAIMS	-	-	-	-	-
SNO911 - DISPATCH SERVICES	464,070	503,100	503,100	522,564	19,464
SERS OPERATING ASSESSMENT	71,585	-	-	-	-
LARGE ITEM PICKUP	40,324	-	-	-	-
COMMUNITY ORGANIZATIONAL SUPPORT	9,757	10,000	310,000	10,000	-
PARKS SPECIAL PROJECTS	9,756	10,000	5,000	-	(10,000)
PUBLIC HEALTH SERVICES	21,469	21,478	21,478	21,478	-
STATE ALCOHOL PROGRAM FEES PASS THROUGH	5,847	6,000	6,000	6,000	-
LEASEHOLD EXCISE TAX FOR CHAMBER OF COMM	1,866	2,750	2,750	2,750	-
Other services and charges	2,263,278	2,265,128	2,600,112	2,104,377	(160,751)
Intergovernmental services	-	-	-	-	-
TRANSFER TO TECH REP FUND	130,000	60,000	60,000	103,000	43,000
TRANS TO EMS FUND	120,483	-	-	1,179,145	1,179,145
TRANSFER TO STREET FUND	256,050	238,375	238,375	306,541	68,166
TRANSFER TO REET II FUND	-	-	-	-	-
TRANSFER TO CITY RES FUND	-	-	-	-	-
TRANSFER TO COMMUNITY CENTER FUND	314,149	-	-	-	-
TRANSFER TO FACILITY RENEWAL FUND	40,000	190,000	190,000	22,000	(168,000)
TRANSFER TO LEOFF I RESERVE FUND	10,000	-	-	-	-
TRANSFER TO TRANSP BENEFIT DISTRICT	-	-	-	-	-
Transfers-out	870,682	488,375	488,375	1,610,686	1,122,311
Total Other Government Services expenditures	\$ 3,202,778	\$ 2,810,503	\$ 3,144,837	\$ 3,771,063	\$ (161,751)

TRANSFERS TO OTHER FUNDS

Purpose:

Transfers from the General Fund to other City funds are not considered expenditures for budgeting and financial reporting purposes. The General Fund has budgeted transfers to three City funds: Street Fund, Technology Replacement Fund, and Facility Renewal.

Transfer to the Street Fund is intended to subsidize the operations of the fund with the goal of a zero-dollar fund balance at the end of the year. This ensures the financial viability of the fund while minimizing the General Fund's financial commitment.

The transfer to the Technology Replacement Fund is intended to set aside resources in that Fund for future expenditures contained in the six-year IT Asset Management Plan.

The transfer to the Facility Renewal Fund is based on the six-year Capital Replacement and Funding Analysis.

	Transferring Fund	
	General	
Recipient Fund	General	\$ -
	Streets	306,541
	Emergency Medical Services	1,179,145
	Technology Replacement	103,000
	Facility Renewal	22,000
	TOTAL OUTGOING TRANSFERS	\$ 1,610,686

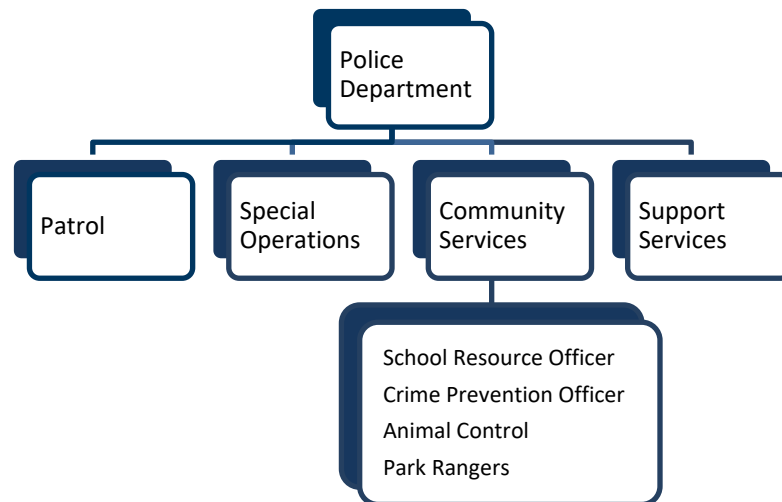
POLICE



The Police Department provides services for the protection of persons and property. These activities include general law and traffic enforcement, criminal investigations, animal control, and emergency service coordination and support.

The Police Department is organizationally comprised of four functional divisions: Patrol, Special Operations, Community Services, and Support Services. For budget and tracking purposes, the department's budget is broken down in six divisions: Administration & Support, Crime Prevention, Drug Enforcement, Patrol, Special Operations, and Training. The Park Ranger program is managed by the Police Department, but the division's budget is separated into the Waterfront Parking Fund budget for tracking purposes.

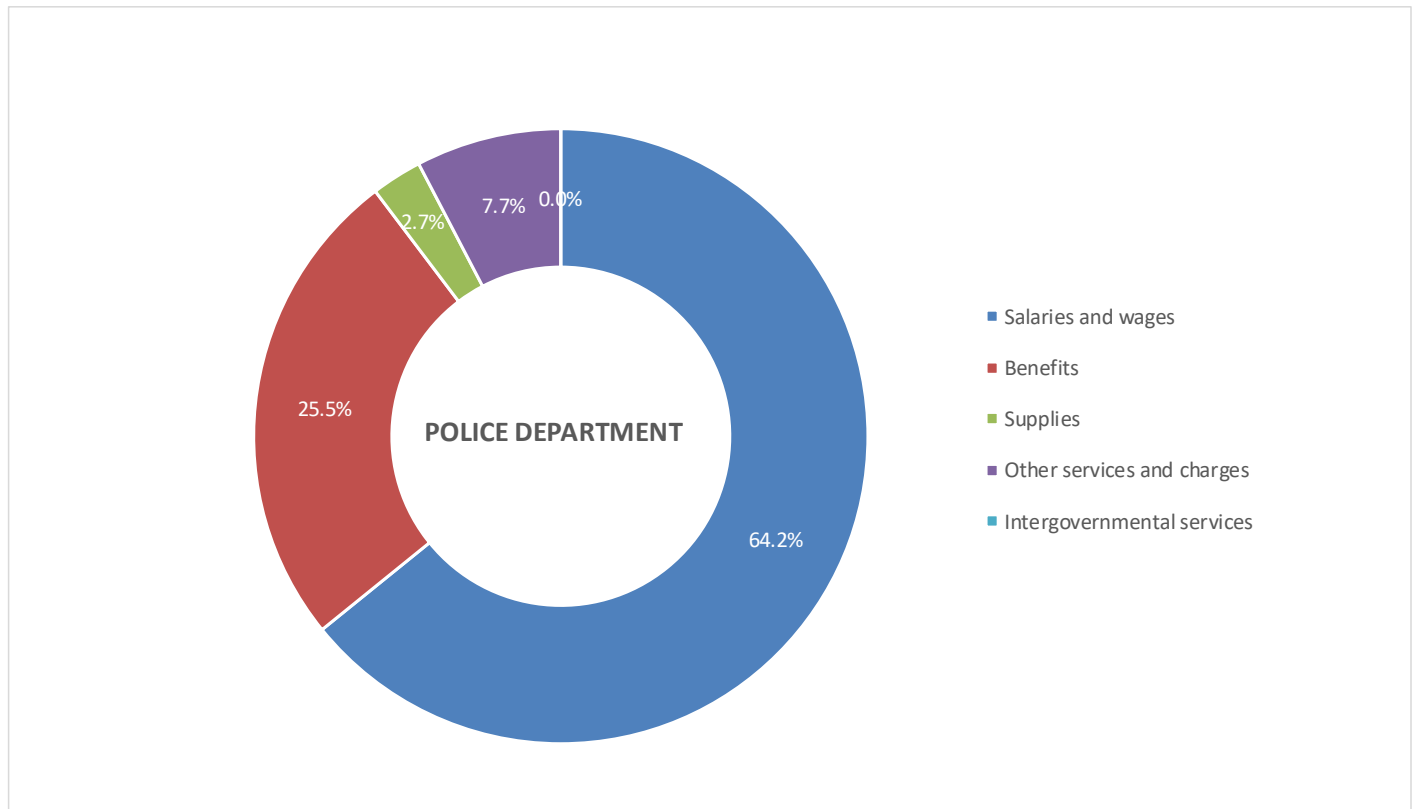
Organization Chart:



Expenditure Summary:

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
Administration	\$ 1,283,141	\$ 1,307,300	\$ 1,313,450	\$ 1,363,400	56,100
Patrol	2,776,026	2,886,000	2,883,200	2,981,550	95,550
Special Operations	805,332	792,200	805,900	825,950	33,750
Crime Prevention	153,507	157,100	158,550	159,800	2,700
Rangers	201,588	275,550	203,650	257,600	(17,950)
Training	118,679	109,000	92,500	120,000	11,000
Total Police expenditures	\$ 5,338,273	\$ 5,527,150	\$ 5,457,250	\$ 5,708,300	\$ 181,150

2021 Budget



	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
Salaries and wages	\$ 3,399,009	\$ 3,540,350	\$ 3,498,050	\$ 3,663,000	\$ 122,650
Benefits	1,339,644	1,388,350	1,398,150	1,455,850	67,500
Supplies	164,828	157,350	157,700	152,250	(5,100)
Other services and charges	434,792	441,100	403,350	437,200	(3,900)
Intergovernmental services	-	-	-	-	-
Total Police expenditures	<u>\$ 5,338,273</u>	<u>\$ 5,527,150</u>	<u>\$ 5,457,250</u>	<u>\$ 5,708,300</u>	<u>\$ 181,150</u>

Budget Highlights

- The 2021 budget for the Police Department maintains the existing staffing levels

ADMINISTRATION AND SUPPORT SERVICES DIVISION

Purpose

The Administration and Support Services Division provides overall management of the Police Department and coordinates department activities with other City departments and outside law enforcement agencies.

Included in the Division are costs for inter local services agreements for jail fees, animal control, Narcotics Task Force and SWAT.

The Division manages and performs clerical and record keeping duties; updates computerized criminal justice databases; issues concealed weapon and other licenses; provides fingerprinting services; maintains evidence and property room security; provides information and assistance to the public regarding law enforcement matters; and provides services for victims of Domestic Violence crimes.

2020 Accomplishments

- Continued to build upon a wellness and resiliency program for all police staff
- Recruited and trained four new police officers
- Conducted internal audits of the evidence and records division
- Continued purging records that are beyond retention requirements
- Completed inventory and processing of all sexual assault kits as mandated by recent state law to be sent to the Washington State Patrol crime lab
- Process all background checks for semi-automatic rifles per new state law

2021 Goals & Objectives

- Enhance and build on the departmental wellness and resiliency program for police staff
- Conduct internal audits of the evidence and records division
- Continue purging records that are beyond retention requirements
- Increase staff training on records and case management

Budget Highlights

- The Narcotics Task Force line item has \$5,750, moved from the Drug Enforcement Fund. The Drug Enforcement Fund revenues depend on seizures, which cannot be predicted.
- To accommodate budget constraints, office supplies were cut by \$2,000 and motor fuel was cut by \$1,750.
- Based on the last two year's expenses, telephone was cut by \$2,000 and cellphones were increased by \$1,200, to match actual costs.
- The Domestic Violence Coordinator contract rate has increased by \$10,000. There was a slight increase in 2020, and this increase brings the contract up to a market rate.
- Banking fees of \$2,000 were moved from a Finance line item.
- The Concealed Pistol License line was eliminated because the costs will be run only through the balance sheet. Budget authority is not needed.

2021 Budget

POLICE DEPARTMENT – ADMINISTRATION & SUPPORT DIVISION

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	665,755	690,800	691,600	720,700	29,900
SPECIAL ASSIGNMENT PAY	4,871	5,000	5,000	5,000	-
EDUCATION PREMIUM PAY	4,066	4,150	4,150	4,150	-
ACTING SUPERVISOR PAY	-	100	100	100	-
MERIT/LONGEVITY PAY	3,050	6,200	4,300	4,300	(1,900)
PD 457	1,044	1,050	1,050	1,050	-
OVERTIME	4,835	10,000	10,000	10,000	-
OVERTIME - SHIFT COVER	8,130	-	-	-	-
OT - STAFF MEETINGS	226	-	-	-	-
OVERTIME - COURT APPEARANCE	251	-	-	-	-
OT - INVESTIGATION/REVIEW/INSPECTION	669	-	-	-	-
OT - SHIFT EXTENSION	513	-	-	-	-
OVERTIME - SPECIAL EVENTS	1,421	-	-	-	-
Salaries and wages	\$ 694,831	\$ 717,300	\$ 716,200	\$ 745,300	\$ 28,000
Benefits	291,105	292,100	302,950	315,650	23,550
OFFICE SUPPLIES	9,023	12,000	12,000	10,000	(2,000)
REFERENCE MATERIAL	114	-	500	-	-
CLOTHING/BOOTS	1,118	1,750	1,750	1,750	-
MOTOR FUEL	2,782	4,750	3,700	3,000	(1,750)
SMALL ITEMS OF EQUIPMENT	3,824	6,000	6,000	6,000	-
Supplies	16,861	24,500	23,950	20,750	(3,750)
OTHER PROFESSIONAL SVCS.	22,786	17,200	17,200	17,200	-
WELLNESS PROGRAM	575	-	-	-	-
TELEPHONE	22,952	25,000	23,000	23,000	(2,000)
POSTAGE	2,683	2,000	2,000	2,000	-
NEW WORLD PROJECT CONNECTIVITY	8,103	8,000	8,000	8,000	-
CELL PHONES	13,161	12,000	13,200	13,200	1,200
TRAVEL & SUBSISTENCE	787	1,000	1,000	500	(500)
MEALS	906	500	500	500	-
JAIL CONTRACT	160,033	150,000	150,000	150,000	-
ANIMAL SHELTER FEES	12,504	14,000	12,000	14,000	-
NARCOTICS TASK FORCE	5,726	-	5,750	5,750	5,750
OFFICE EQUIPMENT RENTAL	633	900	900	750	(150)
EQUIPMENT R&M	993	2,000	1,000	2,000	-
COMPUTER SYSTEM MAINTENANCE	767	800	800	800	-
ASSOC. DUES & MEMBERSHIPS	1,810	2,000	2,000	2,000	-
LICENSES & SUBSCRIPTIONS	8,351	9,000	9,000	9,000	-
PRINTING AND BINDING	777	2,000	2,000	1,000	(1,000)
TRAINING & REGISTRATION	87	-	-	-	-
DOMESTIC VIOLENCE SERVICES	16,710	20,000	20,000	30,000	10,000
BANKING FEES	-	-	2,000	2,000	2,000
CONCEALED PISTOL LICENSE	-	7,000	-	-	(7,000)
Other services and charges	280,344	273,400	270,350	281,700	8,300
Intergovernmental services	-	-	-	-	-
Total Administration expenditures	\$ 1,283,141	\$ 1,307,300	\$ 1,313,450	\$ 1,363,400	\$ 56,100

CRIME PREVENTION DIVISION

Purpose:

The Crime Prevention Division facilitates Police – Community partnerships through community education and outreach programs.

Activities include media releases, conducting Citizen Police Academies, coordinating the City's National Night Out against Crime Event. The Crime Prevention Officer also makes presentations to schools, civic clubs and homeowner associations.

This Officer conducts the False Alarm Reduction Program and performs Crime Trend Analysis. The Crime Prevention officer works with Block Watch groups and supervises the Volunteer Program.

2020 Accomplishments

- Due to COVID-19, of the in-person events and programs were postponed. However, the department has invested in a greater presence on social media and leveraged online platforms to reach more people virtually.
- Held our first ever virtual "Coffee w/a Cop" through Zoom.
- Crime Prevention Workshops: held two workshops for on resident safety
- Conducted multiple residential security surveys.
- Youth and schools outreach:
 - Continued partnerships with local schools and parent teacher organizations.
 - Provided numerous tours of the police station to local Cub, Boy and Girl Scout groups.

2021 Goals & Objectives

- Continue building a strong Police Volunteer Program and promote an active role from volunteers through assigned responsibilities. Increase the volunteers to 30 active volunteers and five police chaplains.
- Hold National Night-Out Against Crime Event, at least one Citizens' Police Academy, community outreach events involving Gun Safety, Drug Awareness, Teen Issues, Identity Theft, and other community concerns, and conduct a third Mukilteo Youth Police Academy, host at least two "Coffee with a Cop" outreach events, and conduct two elementary school level youth specific events.
- Expand the Block Watch program throughout the city; continue to meet with and support the Block Watch groups to address crime trends and neighborhood safety.

Budget Highlights

- To accommodate budget constraints, and to reflect previous years' actual costs, office supplies were cut by \$1,000.
- To accommodate budget constraints and an assumption that some community outreach will be online in the first quarter, public affairs and community outreach was cut by \$2,000. National Night Out this year will be focused solely on neighborhood visits and we will not be hosting a central site.

2021 Budget

POLICE DEPARTMENT – CRIME PREVENTION DIVISION

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	86,080	88,050	88,650	90,850	2,800
SPECIAL ASSIGNMENT PAY	4,304	4,400	4,400	4,400	-
EDUCATION PREMIUM PAY	3,443	3,500	3,500	3,500	-
MERIT/LONGEVITY PAY	-	-	1,800	1,800	1,800
PD 457	1,044	1,050	1,050	1,050	-
OVERTIME	4,174	6,500	6,500	6,500	-
OVERTIME - SHIFT COVER	137	-	-	-	-
OT - INVESTIGATION/REVIEW/INSPECTION	1,642	-	-	-	-
OT - CRIME PREVENTION VOLUNTEER TRAINING	3,068	-	-	-	-
Salaries and wages	\$ 103,892	\$ 103,500	\$ 105,900	\$ 108,100	\$ 4,600
Benefits	32,049	33,100	33,650	34,200	1,100
OFFICE SUPPLIES	1,549	5,000	3,500	4,000	(1,000)
CLOTHING/BOOTS	1,012	1,500	1,500	1,500	-
MOTOR FUEL	2,514	2,500	2,500	2,500	-
Supplies	5,075	9,000	7,500	8,000	(1,000)
PUBLIC AFFAIRS & COMMUNITY OUTREACH	11,126	9,000	9,000	7,000	(2,000)
TRAVEL & SUBSISTENCE	-	1,000	1,000	1,000	-
MEALS	642	500	500	500	-
PRINTING AND BINDING	723	1,000	1,000	1,000	-
Other services and charges	12,491	11,500	11,500	9,500	(2,000)
Intergovernmental services	-	-	-	-	-
Total Crime Prevention expenditures	\$ 153,507	\$ 157,100	\$ 158,550	\$ 159,800	\$ 2,700

PATROL DIVISION

Purpose:

The Patrol Division provides 24-hour per day active police patrol service to the community.

Activities include uniformed police patrol; arrest of suspected criminals; traffic enforcement; responding to calls for service; crime prevention, detection, and investigation; traffic collision investigation; and citizen assistance.

The Division works with neighborhoods, citizens, businesses, and community groups to identify and resolve community problems.

2020 Accomplishments

- An officer was promoted to become a patrol sergeant.
- By the end of the year, the division will have field trained 4 new police officers.
- One Officer contributed over 200 hours with the U.S. Marshal's Violent Offender Task Force (VOTF).
- Two members of the division filled specialized roles on the North Sound Metro SWAT Team. One continued his role as a tactical team member and earned an assignment as Squad Leader. The other officer was selected to be a member of the Hostage Negotiation Team. Our agency also has a command officer serving as the Team Commander. Together, they provided enhanced services to the City and supported partner agencies by responding to SWAT callouts.
- The Patrol Division along with the traffic officer, actively patrolled the city and provided additional patrol and traffic emphasis for over 30 separate locations in addition to responding to emergency calls for service.

2021 Goals & Objectives

- Enhance existing skill sets by conducting squad and division level active shooter response training.
- Expand critical incident management skill sets by conducting tabletop exercises and Incident Command training for patrol supervisors.
- Conduct multiple training sessions on de-escalation, control and less-lethal techniques and tactics.
- Enhance operational effectiveness by training Corporals on crime trend analysis.
- Conduct targeted patrols to prevent burglaries, vehicle prowls, package thefts and address other community problems.

Budget Highlights

- There are no significant changes in the 2021 budget.

2021 Budget

POLICE DEPARTMENT – PATROL DIVISION

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	1,624,584	1,714,150	1,689,500	1,766,350	52,200
SPECIAL ASSIGNMENT PAY	31,748	22,500	27,000	27,000	4,500
EDUCATION INCENTIVE	40,733	40,000	44,000	44,000	4,000
MERIT/LONGEVITY PAY	28,398	55,200	45,000	45,000	(10,200)
PD 457	20,011	20,000	20,000	20,900	900
BILINGUAL PAY (LANGUAGE PREMIUM 1% FOR 3)			1,500	3,000	3,000
OVERTIME	171,440	165,000	165,000	165,000	-
Salaries and wages	\$ 1,916,914	\$ 2,016,850	\$ 1,992,000	\$ 2,071,250	\$ 54,400
Benefits	762,672	790,650	803,700	833,800	43,150
OPERATING SUPPLIES	2,369	5,000	9,000	5,000	-
REFERENCE MATERIAL	-	-	-	-	-
CLOTHING/BOOTS	29,720	3,000	3,000	3,000	-
MOTOR FUEL	37,903	35,000	30,000	35,000	-
SMALL ITEMS OF EQUIPMENT	17,023	20,000	30,000	20,000	-
Supplies	87,015	63,000	72,000	63,000	-
OTHER PROFESSIONAL SVCS.	644	-	-	-	-
PATROL COMMUNITY SUPPORT	350	-	-	-	-
TRAVEL & SUBSISTENCE	-	750	750	750	-
MEALS	1,722	750	750	750	-
EQUIPMENT R&M	4,460	12,000	12,000	10,000	(2,000)
ASSOC. DUES & MEMBERSHIPS	30	-	-	-	-
LICENSES & SUBSCRIPTIONS	193	-	-	-	-
LAUNDRY SERVICES	2,026	2,000	2,000	2,000	-
Other services and charges	9,425	15,500	15,500	13,500	(2,000)
Intergovernmental services	-	-	-	-	-
Total Patrol expenditures	\$ 2,776,026	\$ 2,886,000	\$ 2,883,200	\$ 2,981,550	\$ 95,550

SPECIAL OPERATIONS DIVISION

Purpose:

The Special Operations Division provides follow up investigation of all major crimes and supplemental law enforcement services.

Follow-up investigations of numerous felony and certain misdemeanor crimes, incorporates many of the following: crime scene investigation; identifying, developing, and pursuing leads; preparing and serving search warrants; conducting surveillance or undercover activities; interviewing suspects and victims; preparing suspect composite drawings; gathering and processing evidence; recovering stolen property; conducting forensic examination of digital evidence; arresting and/or transporting suspects; and preparing cases for presentation in court.

The Division monitors registered sex offenders, conducts threat assessments, facilitates the extradition of suspects back to Snohomish County and conducts background checks on prospective department members.

2020 Accomplishments

- Continued participation in Regional Police Intelligence (RIG) Group
- Two detectives continue to participate on the Snohomish Multi Agency Response Team and the Interagency Child Abduction Response Team
- In partnership with the School Resource Officer we have conducted several threat assessments on students who have made threats of school violence.
- Conducted two proactive operations targeting human trafficking and property crimes.
- Increased training and awareness on Complex Coordinated Terrorist Attacks, De-escalation, Active Shooter Response, Child Investigations, Homicide Investigations and Crime Scene Analysis.
- Presented training to the patrol division in the form of Search and Seizure, Search Warrant Training, Vehicle Assaults, Undercover Operations and Latent Prints.
- While working with the DEA for narcotics operations, personnel arrested 19 suspects, seized over 22 pounds of illegal narcotics, and four firearms.
- Detectives responded to approximately 30 call-outs and 60 phone calls for investigative assistance to the patrol division.

2021 Goals & Objectives

- Continue participation in RIG, SMART, US Marshals and ICART Teams.
- Continue to develop patrol with specialized training.
- Increased participation with Snohomish County Property Crimes Task Force.
- Conduct in-house monthly training for investigators.
- Enhance intelligence gathering and threat assessment capabilities.
- Increase participation with GIS.

Budget Highlights

- The new collective bargaining agreement includes a clothing allowance as part of employee benefits, so \$350 was cut from Clothing and Boots.
- To accommodate budget constraints, and to reflect previous years' actual costs, Investigation line item was cut by \$3,000.

2021 Budget

POLICE DEPARTMENT – SPECIAL OPERATIONS DIVISION

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	450,513	454,000	454,000	470,800	16,800
SPECIAL ASSIGNMENT PAY	22,720	22,600	22,600	22,600	-
EDUCATION INCENTIVE	14,396	14,400	14,400	14,400	-
MERIT/LONGEVITY PAY	9,624	18,300	20,000	20,000	1,700
PD 457	5,220	5,250	5,250	5,250	-
OVERTIME	64,899	42,500	42,500	42,500	-
STANDBY/ON-CALL PAY	-	-	7,300	7,300	7,300
Salaries and wages	\$ 567,372	\$ 557,050	\$ 566,050	\$ 582,850	\$ 25,800
Benefits	214,210	213,800	218,500	225,100	11,300
OPERATING SUPPLIES	2,604	-	-	-	-
CLOTHING/BOOTS	698	350	350	-	(350)
MOTOR FUEL	7,012	5,000	5,000	5,000	-
SMALL ITEMS OF EQUIPMENT	473	-	-	-	-
Supplies	10,787	5,350	5,350	5,000	(350)
TRAVEL & SUBSISTENCE	3,449	1,500	1,500	1,500	-
MEALS	1,403	500	500	500	-
LICENSES & SUBSCRIPTIONS	4,142	4,000	4,000	4,000	-
INVESTIGATION COSTS	3,969	10,000	10,000	7,000	(3,000)
Other services and charges	12,963	16,000	16,000	13,000	(3,000)
Intergovernmental services	-	-	-	-	-
Total Special Operations expenditures	\$ 805,332	\$ 792,200	\$ 805,900	\$ 825,950	\$ 33,750

TRAINING DIVISION

Purpose:

The Training Division, under the supervision of the Assistant Police Chief, ensures that all employees of the Police Department receive both mandated as well as supplemental training.

The Training Division also maintains officers' training records and certifications, participates in the hiring process, and facilitates the Field Training Program for newly hired officers.

The Training Officer implemented a new Unmanned Aircraft System (UAS) program for the police department. He is currently our sole FAA licensed pilot authorized to fly the UAS.

2020 Accomplishments

- Successfully met all RCW training hour requirements for commissioned staff per Criminal Justice Training Commission standards
- Conducted dynamic Defense Tactics training for all commissioned personnel to include policy mandated impact weapon and Taser CEW refresher and one firearms qualification/training sessions
- Facilitated policy review on critical policies.
- Coordinated scenario-based training using simunitions.
- Reviewed the training plan for each officer for individual career progression and development and assisted with the onboarding and training of four new police officers
- Helped implement the Supervisor Field Training program
- Created a new UAS program

2021 Goals & Objectives

- Assure all training required by law and policy is achieved
- Continue to provide training on crisis intervention and other de-escalation concepts so officers are better prepared to deal with increasing number of mental health contacts
- Develop a series of tabletop exercises to enhance critical incident management skills for supervisors
- Develop the Defensive Tactics instructor cadre through a formalized training program
- Train an additional Taser instructor, an additional EVOC instructor, two additional Range Safety Officers and one additional firearms instructor

Budget Highlights

- To allow for scenario-based training that better simulates real life events, \$10,000 was added in overtime for this effort.
- \$1,500 from Other Professional Services was moved to Licenses and Subscriptions to more accurately reflect the expense.
- Meals line item added \$1,000 to reflect expense for meals at the Basic Law Enforcement Academy.

2021 Budget

POLICE DEPARTMENT – TRAINING DIVISION

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
OVERTIME	29,327	30,600	24,500	40,600	10,000
Salaries and wages	\$ 29,327	\$ 30,600	\$ 24,500	\$ 40,600	\$ 10,000
Benefits	-	-	-	-	-
AMMUNITION	32,017	30,400	25,000	30,400	-
SMALL ITEMS OF EQUIPMENT	4,627	2,000	2,000	2,000	-
Supplies	36,644	32,400	27,000	32,400	-
OTHER PROFESSIONAL SVCS.	21,286	22,000	20,500	20,500	(1,500)
TRAVEL & SUBSISTENCE	9,902	3,500	3,500	3,500	-
MEALS	4,476	1,000	1,000	2,000	1,000
LICENSES & SUBSCRIPTIONS	1,217	-	1,500	1,500	1,500
TRAINING & REGISTRATION	15,827	19,500	14,500	19,500	-
Other services and charges	52,708	46,000	41,000	47,000	1,000
Intergovernmental services	-	-	-	-	-
Total Training expenditures	\$ 118,679	\$ 109,000	\$ 92,500	\$ 120,000	\$ 11,000

FIRE

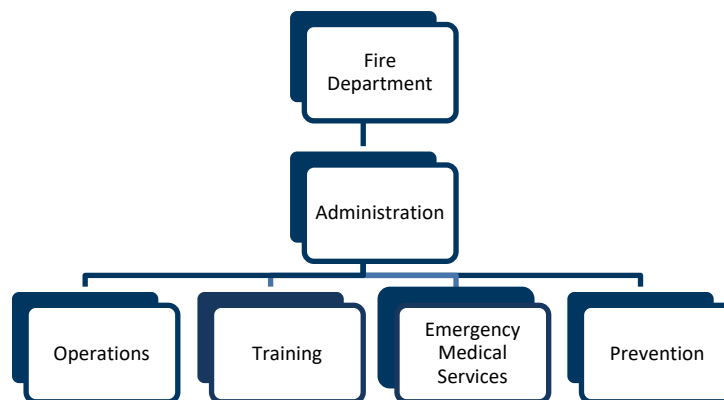


The Mukilteo Fire Department works under the guiding vision “Excellence in Public Service.” Duties and responsibilities of the department include prevention services, fire suppression services, fire cause and origin investigation, emergency medical services, disaster preparedness and response, and other special operations.

The Fire Chief is the administrative head of the department. The department has an authorized strength of thirty. The department operates two stations with three personnel on duty around the clock. Station 25 also houses the Battalion Chief. In addition to the Fire Chief, 2020 administrative staff positions include a Fire Marshal and a Senior Administrative Assistant.

The department receives funds from the General Fund, Emergency Medical Services levy and billing for ambulance.

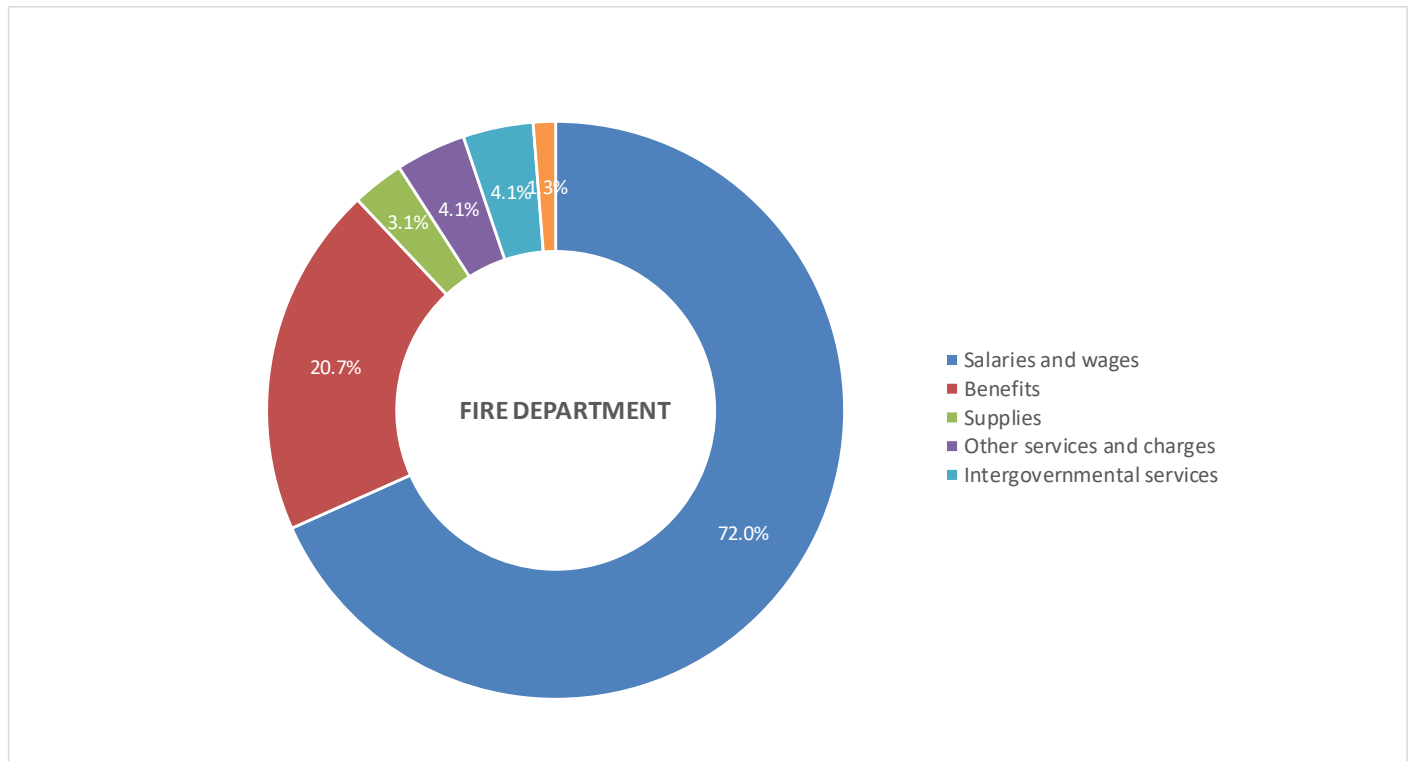
Organization Chart:



Expenditure Summary:

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
Administration	\$ 261,278	\$ 271,550	\$ 191,950	\$ 156,670	(114,880)
Operations	1,727,229	1,493,900	1,508,950	489,300	(1,004,600)
Prevention	13,893	15,250	40,650	7,350	(7,900)
Training	85,339	46,050	26,250	30,250	(15,800)
EMS	2,844,428	2,880,250	2,988,375	4,197,700	1,317,450
Total Fire and EMS expenditures	<u>\$ 4,932,167</u>	<u>\$ 4,707,000</u>	<u>\$ 4,756,175</u>	<u>\$ 4,881,270</u>	<u>\$ 174,270</u>

2021 Budget



	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
Salaries and wages	\$ 3,250,607	\$ 3,247,200	\$ 3,358,050	\$ 3,471,050	\$ 223,850
Benefits	979,069	998,450	986,950	999,700	1,250
Supplies	174,085	177,850	145,100	147,600	(30,250)
Other services and charges	528,406	223,500	206,075	199,920	(23,580)
Intergovernmental services	-	-	-	199,920	(23,580)
Transfers Out	-	60,000	60,000	63,000	3,000
Total Fire and EMS expenditures	<u>\$ 4,932,167</u>	<u>\$ 4,707,000</u>	<u>\$ 4,756,175</u>	<u>\$ 4,881,270</u>	<u>\$ 174,270</u>

Budget Highlights

- No new budget items are included in the requested expenditure.

ADMINISTRATION

Purpose

Fire Administration provides administrative direction and leadership for the Fire Department. Under the direction of the Fire Chief, the responsibilities assigned to Administration are budget development and management, strategic planning, personnel management, operational performance reporting, and coordination with outside entities. The Fire Chief is also the City's designated Emergency Management Coordinator and directs disaster planning and response.

2020 Accomplishments

- Worked with City staff, county fire departments, Snohomish County DEM, and Snohomish Health District to respond to the COVID-19 Public Health Emergency.
- Honored the department's history while making changes in the physical environment, ourselves and operations to prepare the department for the future.
 - New HVAC units intalled at Station 25 through the facility renewal program.
 - Addressed station and vehicle repair issues.
 - Continued to support opportunities for regional and national education and training opportunities for all personnel.
- Worked with City Council on strategic matters for the department.
- Continued WAC 296-305 Safety Standards for Firefighters compliance efforts by finalizing the adoption of updated policies and procedures.
- Continued to improve the city's ability to respond to a large-scale incident or disaster in partnership with Snohomish County Department of Emergency Management.
- Monitored inter-local agreements (ILAs) to ensure service to city.

2021 Goals & Objectives

- Work on recovery from the COVID-19 Public Health Emergency.
- Honor the department's history while making changes in the physical environment, ourselves and operations to prepare the department for the future.
 - Address station and vehicle repair issues.
- Work with City Council on strategic matters for the department.
 - Long-range financial forecast for the department.
- Continue WAC 296-305 Safety Standards for Firefighters compliance efforts by finalizing the adoption of updated policies and procedures.
- Continue to improve the city's ability to respond to a large-scale incident or disaster in partnership with Snohomish County Department of Emergency Management.
- Monitor inter-local agreements (ILAs) to ensure service to the city.

Budget Highlights

- To accommodate budget constraints, other professional services was reduced by \$6,600 and laundry expenses were zeroed out.
- The Fire Marshal FTE is included at the higher cost of internal staffing, though a contract at a lower rate is also possible.

2021 Budget

FIRE DEPARTMENT – ADMINISTRATION DIVISION

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	171,821	173,300	123,000	103,400	(69,900)
OVERTIME	206	2,000	100	500	(1,500)
Salaries and wages	\$ 172,027	\$ 175,300	\$ 123,100	\$ 103,900	\$ (71,400)
Benefits	58,837	60,200	41,250	23,850	(36,350)
OFFICE SUPPLIES	619	1,400	1,400	2,650	1,250
PURCHASE OF FORMS	356	150	150	550	400
SUPPLIES - ADMINISTRATION	146	1,000	1,000	1,000	-
CLOTHING/BOOTS	47	1,250	500	500	(750)
MOTOR FUEL	3,100	3,000	2,000	2,000	(1,000)
SMALL ITEMS OF EQUIPMENT	413	500	500	500	-
Supplies	4,681	7,300	5,550	7,200	(100)
OTHER PROFESSIONAL SVCS.	12,184	18,000	12,000	11,400	(6,600)
TELEPHONE	1,422	1,400	1,400	1,440	40
POSTAGE	177	200	200	200	-
CELL PHONE	1,499	1,450	1,450	1,680	230
ASSOC. DUES & MEMBERSHIPS	6,887	2,000	2,000	2,000	-
LICENSES AND SUBSCRIPTIONS	3,129	5,000	5,000	5,000	-
LAUNDRY SERVICES	27	700	-	-	(700)
PRINTING & BINDING	408	-	-	-	-
Other services and charges	25,733	28,750	22,050	21,720	(7,030)
Intergovernmental services	-	-	-	-	-
Total Administration expenditures	\$ 261,278	\$ 271,550	\$ 191,950	\$ 156,670	\$ (114,880)

OPERATIONS

Purpose:

Fire Operations is responsible for the emergency and non-emergency response services provided to the community. Under the direction of a shift Battalion Chief, the division provides fire suppression and emergency medical services as well as initial hazardous materials and technical rescue response to the City.

2020 Accomplishments

- Worked with City staff, county fire departments, Snohomish County DEM, and Snohomish Health District to respond to the COVID-19 Public Health Emergency.
- Implemented Battalion Chief management of Operations, Emergency Medical Services, and Training functions.
- Supported opportunities to work with regional teams.
 - Facilitate operational and response opportunities for personnel participating in regional technical rescue and incident management teams.
- Reduced preventable injury rates.
 - Provide cancer-prevention education to personnel.

2021 Goals & Objectives

- Improve the department's ability to respond to fire and medical emergencies safely and effectively.
 - Analyze response time measurement methodologies, determine process hindrances in turn-out time, and implement recommendations to reduce response times.
 - Analyze response maps for needed improvements, work with GIS to incorporate improvements, and verify each address within the city to improve response capability.
- Work on mental health and post-traumatic stress resources for all personnel.
- Support opportunities to work with regional teams.
 - Facilitate operational and response opportunities for personnel participating in regional technical rescue and incident management teams.

Budget Highlights

- \$600 in office supplies expenses was moved to an administration line
- Small items of equipment was reduced by \$25,250. Major expenses from this line include mobile data computers at a cost of \$18,000 and replacement of bunker gear for \$4,400
- Professional services line was increased by \$8700. This line pays for annual testing of hoses, ladders, and nozzle equipment (\$5,200), annual testing of pumps (\$1,400), annual hearing exams (\$900), and annual bunker gear inspection and testing (\$6,500).
- Cell phone line item was reduced to match actual expenses of \$150/month. This expense covers the cell phones assigned to fire apparatus and personnel.
- Licenses and subscriptions increased by \$2,800. This line pays for vehicle and equipment tracking software, Active911 and fire records management software.

2021 Budget

FIRE DEPARTMENT – OPERATIONS DIVISION

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	826,590	880,750	863,150	256,300	(624,450)
SPECIAL ASSIGNMENT PAY	945	-	-	-	-
EDUCATION INCENTIVE	19,588	19,000	20,000	5,500	(13,500)
ACTING SUPERVISOR PAY	3,617	2,500	3,650	2,500	-
PARAMEDIC INCENTIVE	32,008	29,750	29,400	8,700	(21,050)
MERIT/LONGEVITY PAY	15,277	16,850	16,350	4,500	(12,350)
FIRE - HOLIDAY BUY BACK	21,310	27,150	22,000	7,550	(19,600)
OVERTIME	169,684	88,950	160,000	35,000	(53,950)
OT - DISASTER SUPPORT/SEVERE WEATHER	3,574	-	-	-	-
Salaries and wages	\$ 1,092,593	\$ 1,064,950	\$ 1,114,550	\$ 320,050	\$ (744,900)
Benefits	328,898	338,850	330,300	94,300	(244,550)
OFFICE SUPPLIES	500	600	600	-	(600)
SUPPLIES - FIRE SUPPRESSION	27,941	11,000	11,500	11,000	-
CLOTHING/BOOTS	14,640	1,000	1,000	1,350	350
MOTOR FUEL	5,522	5,500	4,000	5,500	-
SMALL ITEMS OF EQUIPMENT	48,211	50,000	25,000	25,000	(25,000)
Supplies	96,814	68,100	42,100	42,850	(25,250)
PROFESSIONAL SERVICES	15,790	5,300	5,300	14,000	8,700
TELEPHONE	3,633	2,400	2,400	2,400	-
NEW WORLD PROJECT CONNECTIVITY	2,440	2,000	2,000	2,400	400
CELL PHONES & PAGERS	8,867	3,600	3,600	1,800	(1,800)
MEALS	6	-	-	-	-
FIRE DISTRICT 1 ILA FOR LADDER TRUCK SVC	162,032	-	-	-	-
HAZARDOUS WASTE DISPOSAL	38	-	-	-	-
EQUIPMENT R&M	8,877	6,500	6,500	6,500	-
LICENSES AND SUBSCRIPTIONS	7,241	2,200	2,200	5,000	2,800
Other services and charges	208,924	22,000	22,000	32,100	10,100
Intergovernmental services	-	-	-	-	-
Total Operations expenditures	\$ 1,727,229	\$ 1,493,900	\$ 1,508,950	\$ 489,300	\$ (1,004,600)

TRAINING

Purpose:

Training is responsible for local and regional training to maintain skills and enhance the response to emergencies in conjunction with regional partners. Under the direction of a shift Battalion Chief, the department utilizes classroom and computer-based training, evolutions, and multi-company operation drills to maintain and enhance skills. The Battalion Chief also serves as the department's Health and Safety Officer with responsibilities for emergency scene safety as well as personnel health and safety and risk management.

2020 Accomplishments

- Adapted training to the restrictions imposed by the public health emergency, emphasizing online and internal department training.
- Worked on integration of Washington Survey and Ratings Bureau and Washington Administrative Code training requirements with Target Solutions.

2021 Goals & Objectives

- Update internal training programs.
 - Develop an elevator rescue training program for personnel to improve firefighter safety.
 - Development of the battalion chief and acting battalion chief program, including initial education and qualification requirements as well as the continuing education program.
- Provide external training opportunities.
 - Continue participation in regional training to enhance training opportunities.
 - Continue participation in the regional training consortium to facilitate operational and training standardization with neighboring jurisdictions.

Budget Highlights

- \$350 of office supplies was moved to Administration
- \$350 of clothing/boots was moved to Operations
- Other professional services was reduced by \$1650 to reflect prior years' expenses and to accommodate budget constraints
- Cellphone was reduced by \$600 because there is no training captain (that role is filled by one of the battalion chiefs)
- Travel and subsistence, meals and training were realigned to match actual expenses and reduced due to budget constraints. Total reduction from all three lines is \$15,350
- Association dues and memberships was increased by \$2450 due to a biennial need for blue card fire certification.

2021 Budget

FIRE DEPARTMENT – TRAINING DIVISION

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	18,909	-	-	-	-
EDUCATION PREMIUM PAY	378	-	-	-	-
MERIT/LONGEVITY PAY	756	-	-	-	-
FIRE-HOLIDAY BUY BACK	1,077	-	-	-	-
OVERTIME	8,589	-	-	-	-
Salaries and wages	\$ 29,709	\$ -	\$ -	\$ -	\$ -
Benefits	7,557	-	-	-	-
OFFICE SUPPLIES	277	350	150	-	(350)
REFERENCE MATERIAL	174	1,500	1,500	1,500	-
SUPPLIES - TRAINING	649	1,300	1,300	1,300	-
CLOTHING/BOOTS	157	350	-	-	(350)
SMALL ITEMS OF EQUIPMENT	-	1,000	1,000	1,000	-
Supplies	1,257	4,500	3,950	3,800	(700)
OTHER PROFESSIONAL SVCS.	718	3,300	1,000	1,650	(1,650)
TELEPHONE	316	300	300	350	50
CELL PHONE	335	600	-	-	(600)
TRAVEL & SUBSISTENCE	8,631	8,000	5,500	4,000	(4,000)
MEALS	4,021	3,600	2,000	2,200	(1,400)
ASSOC. DUES & MEMBERSHIPS	2,750	300	300	2,750	2,450
LICENSES AND SUBSCRIPTIONS	3,167	3,200	3,200	3,200	-
TRAINING & REGISTRATION	26,878	22,250	10,000	12,300	(9,950)
Other services and charges	46,816	41,550	22,300	26,450	(15,100)
Intergovernmental services	-	-	-	-	-
Total Training expenditures	\$ 85,339	\$ 46,050	\$ 26,250	\$ 30,250	\$ (15,800)

PREVENTION

Purpose:

Fire Prevention is the community-focused division responsible for prevention and community education efforts in the department. Under the direction of the Fire Marshal, the division oversees fire safety inspections, public education programs, and special events planning. The Fire Marshal is also responsible for the application of the fire code to new and existing structures.

2020 Accomplishments

- Adapted prevention to the restrictions imposed by the public health emergency, emphasizing permit approval inspections and complaint investigation only.

2021 Goals & Objectives

- Reduce the risk of fire in commercial structures.
 - Continue Pre-Plan development of high-risk structures and occupancies.
 - Implement new inspection software to track violations, code compliance, and fire risk analysis.
 - Complete ICC Fire Plans Examiner certification.
- Raise the department's visibility to the community through a robust public education program including fire safety, injury prevention, and disaster resilience.
 - Provide fire safety education and rig tours to all 2nd Grade Elementary School classes in Mukilteo.
 - Continue outreach efforts with daycares and other community groups.
 - Continue participation in Touch-a-Truck, National Night Out, and Boo Bash.

Budget Highlights

- Community Education was reduced by \$3,500 and printing and binding was reduced by \$2,000 to accommodate budget constraints. This eliminates the second-grade elementary education outreach materials. The education program can still continue with on duty staff and the Fire Marshal.

2021 Budget

FIRE DEPARTMENT – PREVENTION DIVISION

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
Salaries and wages	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
OFFICE SUPPLIES	-	700	400	-	(700)
REFERENCE MATERIAL	-	400	200	400	-
SUPPLIES - FIRE PREVENTION	4,926	4,000	500	500	(3,500)
CLOTHING/BOOTS	-	600	-	600	-
MOTOR FUEL	674	750	200	750	-
SMALL ITEMS OF EQUIPMENT	-	400	100	400	-
Supplies	5,600	6,850	1,400	2,650	(4,200)
OTHER PROFESSIONAL SVCS.	6,620	2,800	35,800	2,800	-
TELEPHONE	316	350	350	350	-
CELL PHONE	718	700	700	700	-
ASSOC. DUES & MEMBERSHIPS	115	150	-	150	-
LICENSES AND SUBSCRIPTIONS	462	2,200	2,200	500	(1,700)
PRINTING & BINDING	62	2,200	200	200	(2,000)
Other services and charges	8,293	8,400	39,250	4,700	(3,700)
Intergovernmental services	-	-	-	-	-
Total Prevention expenditures	\$ 13,893	\$ 15,250	\$ 40,650	\$ 7,350	\$ (7,900)

PUBLIC WORKS

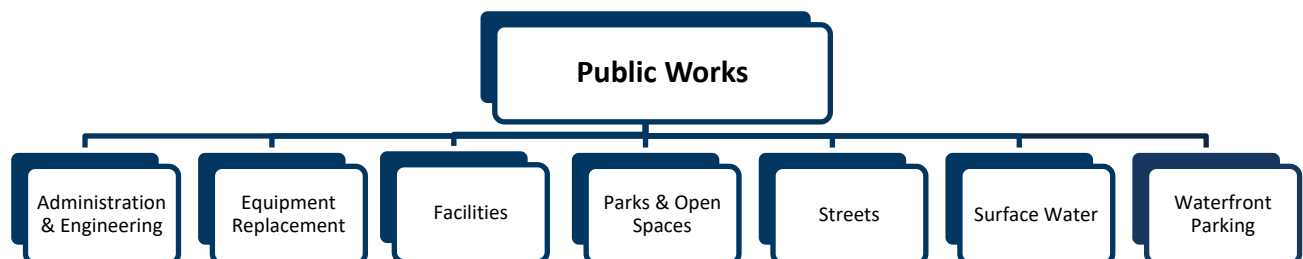


The Public Works Department is responsible for the planning, design, construction and maintenance of City-owned infrastructure facilities and buildings as well as approval of all engineering aspects of development – public and private within the City of Mukilteo.

This work takes place on or involves:

- 67 centerline miles of City streets and State highways, 45 miles of sidewalks, 6.8 miles of bike lanes
- Two traffic signals and 27 school zone flashers and 28 rectangular rapid flashing beacons (RRFB's), and 12 radar speed signs, and 3 temporary radar speed signs.
- 75 miles of storm drains, 6.5 miles of ditches, 4842 catch basins and 167 public detention and water quality facilities
- 620 acres of parklands and landscaped areas, including tidelands
- 75 vehicles and pieces of equipment – excluding police and fire
- 23 municipal buildings
- 1,486 Street lights (City owned: 310; PUD owned: 1,176). The City monitors the operation of all street lights, regardless of ownership (PUD or City)

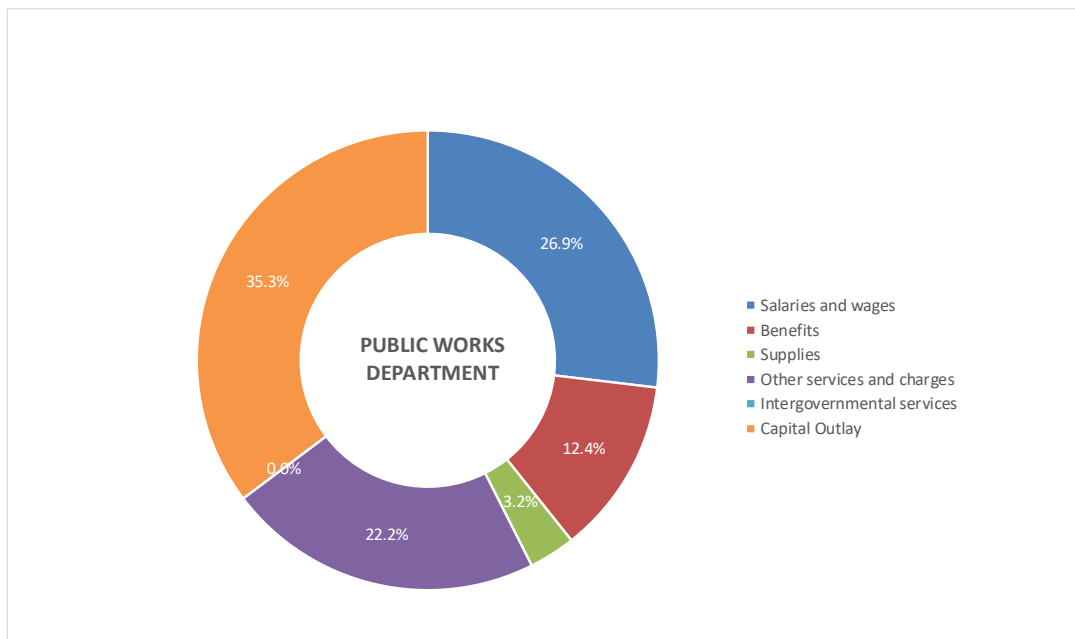
Organization Chart:



Expenditure Summary:

2021 Budget

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
Administration and Engineering - General	\$ 408,064	\$ 458,350	\$ 422,850	\$ 484,850	26,500
Parks	417,141	500,700	454,000	474,000	(26,700)
Streets	773,415	863,650	779,500	872,750	9,100
Waterfront Parking	430,295	443,650	411,750	471,950	28,300
Surface Water	2,854,324	6,261,163	4,346,920	5,084,121	(1,177,042)
Facilities Maintenance	758,806	784,200	832,450	801,750	17,550
Total Public Works expenditures	<u>\$ 5,642,045</u>	<u>\$ 9,311,713</u>	<u>\$ 7,247,470</u>	<u>\$ 8,189,421</u>	<u>\$ (1,122,292)</u>



	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
Salaries and wages	\$ 1,937,045	\$ 2,130,150	\$ 1,991,100	\$ 2,190,100	\$ 72,300
Benefits	812,965	956,450	948,550	1,011,350	54,900
Supplies	312,175	254,300	269,800	264,300	10,000
Other services and charges	1,603,603	1,781,680	1,668,185	1,804,645	22,965
Intergovernmental services	-	-	-	-	-
Capital Outlay	934,657	3,990,883	2,171,585	2,870,076	(1,120,807)
Total Public Works expenditures	<u>\$ 5,600,445</u>	<u>\$ 9,113,463</u>	<u>\$ 7,049,220</u>	<u>\$ 8,140,471</u>	<u>\$ (960,642)</u>

2021 Budget

Budget Highlights

Transportation Projects	
76th Street SW Sidewalks & SR 525 Crosswalk Improvements	Complete the construction of this Safe Routes to Schools grant funded project. Design was started in 2020.
Annual ADA Upgrades Program	Upgrade public right-of-way infrastructure as prioritized in the City's ADA Transition Plan to be in compliance with the Americans with Disabilities Act standards.
Annual Pavement Preservation Program	This sets aside annual funding for the City's Pavement Preservation Program to address streets that have been identified for a variety of resurfacing options. The 2021 program will resurface Harbour Reach Drive and Chennault Beach Road utilizing funding from a federal grant.
Annual Pedestrian Crosswalk Enhancement Program	Continued program to evaluate, design and install pedestrian crosswalk improvements.
Annual Sidewalk Repair Program	Dedicated funding program to repair sections of existing sidewalk to fix broken, offset and/or damaged areas.
Bike Transit Walk (By the Way) Program	This will continue implementation of the adopted Bike Transit Walk (BTW) Plan. It is an annually accruing program which includes the design and construction of new bike path and sidewalk amenities for the improvement of the City's non-motorized system.
Traffic Calming Program	Continued program to respond to resident requests regarding neighborhood traffic issues related to speeding and cut-through traffic via the City's Traffic Calming program adopted by Council Resolution 2015-07.
Facility Renewal	
2020 Facility Renewal	Completion of the priority projects identified in the Facility Renewal Plan.
Vehicles & Equipment Replacement	
Vehicle and Equipment Replacement	Purchase of the Vehicles & Equipment identified for replacement in 2020 from the Equipment Replacement Reserve Fund.
Surface Water Equipment Replacement	Purchase of the Vehicles & Equipment identified for replacement in 2020 from the Surface Water Vehicular Replacement Fund.
Surface Water Projects	
60 th Avenue West Drainage Repairs	Construct repairs to failed stormwater infrastructure located along 60 th Avenue West.
Stormwater Pipe Inspection and Assessment Implementation	Implement the stormwater pipe inspection and assessment program that was developed in 2020, including software to support the program.
Source Control Program Development	The development of a new Source Control Program for Existing Development as required under the 2019 NPDES Permit.

ADMINISTRATION AND ENGINEERING DIVISION

Purpose:

The Administration and Engineering Division of Public Works performs the following core functions:

- Manages current operations and plans future operations for four of five of the Department's operating divisions (Engineering, Streets, Parks, and Facilities). Surface Water administration and engineering is under the Surface Water Utility
- Manages public works projects that maintain the City's capital assets or build new capital facilities and programs funding for Capital Projects using City funds, and State and Federal grants
- Performs development review relative to city infrastructure and engineering standards
- Establishes standards for development of infrastructure and applies those standards and policies to regulate the use of the City's Right-of-Ways
- Provides engineering support to the Public Works O&M Divisions, Community Development Department, the Police and Fire Departments
- Oversees Public Works' role as a first responder in the event of an emergency that requires traffic control devices, storm debris removal, or snow and ice removal
- Manages the City's Traffic Calming Program
- Manages the City's streetlight network through agreements for service with Snohomish County PUD and Snohomish County Public Works, and manages the City's traffic signals and school zone flashers
- Responsible for the City's transportation plan and assists with the development and implementation of the City's Capital Improvement Program
- Manages the "Fix It Public Works!" Service Request Program

2020 Accomplishments

- Project Completions
 - Completed the 100% design of SR 525 Sidewalks project
 - Completed the construction of the Harbour Pointe Blvd SW Widening project
 - Completed the design and construction of the 2020 Pavement Preservation project
 - Reaffirmed the Mount Baker Crossing Quiet Zone crossing with BNSF
 - Completed an update to the Pavement Condition Index rating on all City streets
- Planning for the Future
 - Adapted to telecommuting and implementation of electronic plan review and contract routing
 - Updated the 6-year Transportation Improvement Plan
 - Cross functional team consisting of members from several City departments to plan and develop the City's ADA Transition Plan met monthly to advance the plan
 - Participated in negotiations with Snohomish County on the Annexation ILA
 - Negotiated and executed a small cell wireless franchise agreement
- Support of Outside Development
 - Reviewed 95 private development proposals for compliance with clearing & grading, right-of-way as of August 31, 2020
- Project Development

2021 Budget

- Started construction of the Harbour Reach Corridor Project with an anticipated completion of June 2021
 - Began the design of the 76th Street SW and SR 525 Pedestrian Improvements Project.
 - Negotiated the funding agreement for the 5th Street Pedestrian & Bicycle Project and began the design consultant selection process
- Grant Applications and Awards
 - Applied for a \$750,000 federal grant from the Puget Sound Regional Council for the resurfacing of 47th Place West
 - Applied for a \$365,030 federal grant from the Puget Sound Regional Council for the design and right-of-way phases of the Chennault Beach Road Widening Project
 - Received a Transportation Improvement Board grant for a new sidewalk on the east side of SR 525 from 2nd Street to 3rd Street
 - Received Sound Transit System Access Fund grants for the design of the 5th Street Bicycle & Pedestrian project
 - Participated in the Sound Transit Mukilteo Station Interagency Committee meetings to provide feedback to Sound Transit in project selection for Mukilteo's share of \$40M in ST 3 funds

2021 Goals & Objectives

- Provide support to WSDOT in completing construction of SR 525 Pedestrian Improvements and WSF Multimodal Terminal Project
- Staff and support the City's Pavement Preservation and Bike Transit Walk Programs
- Continue with the self-evaluation of the public right of way and development of the City-wide ADA Transition plan
- Complete the construction of Harbour Reach Corridor Project, Harbour Reach Drive/Chennault Beach Road Pavement Preservation Project, SR525 Sidewalks Project, and 76th Street SW & SR525 Pedestrian Improvements Project
- Develop an evaluation and prioritization process for crosswalk enhancement requests
- Complete the design of the 5th Street Pedestrian & Bicycle Project

Budget Highlights

- Engineering and Architectural Services is increased by \$5,000 to allow for on-call geotech monitoring for areas that are recommended for periodic monitoring.
- Cellphone line is increased by \$650 to reflect actual expenses
- Computer system maintenance is reduced by \$3,000 due to reduced licensing costs for the CAMS software program which the department uses to log and track service requests

2021 Budget

PUBLIC WORKS DEPARTMENT – ADMINISTRATION AND ENGINEERING DIVISION

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	273,835	285,000	268,150	307,200	22,200
PART TIME EMPLOYEES	1,365	-	-	-	-
OVERTIME	535	1,000	1,000	1,000	-
Salaries and wages	\$ 275,735	\$ 286,000	\$ 269,150	308,200	22,200
Benefits	110,120	122,600	111,300	124,250	1,650
OFFICE SUPPLIES	233	650	650	650	-
REFERENCE MATERIAL	1,136	550	550	550	-
OPERATING SUPPLIES	380	500	500	500	-
CLOTHING/BOOTS	300	300	300	300	-
MOTOR FUEL	720	650	650	650	-
SMALL ITEMS OF EQUIPMENT	-	2,300	1,000	2,300	-
Supplies	2,769	4,950	3,650	4,950	-
ENGINEERING & ARCHITECT SVCS	9,637	20,000	20,000	25,000	5,000
OTHER PROFESSIONAL SVCS.	358	5,000	6,000	5,000	-
LEGAL PUBLICATIONS	94	400	400	400	-
TELEPHONE	933	900	900	900	-
POSTAGE	819	600	600	600	-
CELL PHONE	2,689	2,350	3,000	3,000	650
TRAVEL & SUBSISTENCE	115	1,000	200	1,000	-
MEALS	-	500	100	500	-
COMPUTER SYSTEM MAINT	3,284	7,000	3,500	4,000	(3,000)
ASSOC. DUES & MEMBERSHIPS	693	1,950	1,950	1,950	-
FILE, RECORDING FEES	-	400	400	400	-
PRINTING AND BINDING	206	500	500	500	-
TRAINING & REGISTRATION COSTS	612	4,200	1,200	4,200	-
Other services and charges	19,440	44,800	38,750	47,450	2,650
Intergovernmental services	-	-	-	-	-
Total Administration and Engineeri	\$ 408,064	\$ 458,350	\$ 422,850	\$ 484,850	\$ 26,500

PARKS AND OPEN SPACE DIVISION

Purpose:

The Parks and Open Space Division maintains all City-owned parklands, landscaped areas and building grounds. Maintenance and improvement activities take place on 620 acres of parks and open space, including seven municipal facilities with grounds (Police Station, Fire Stations 24 & 25, City Hall, the Chamber of Commerce building, Rosehill Community Center and the Public Works Shop).

Year-round maintenance activities include: mowing, fertilizing, pruning, weeding, planting, spraying of herbicides and insecticides, daily cleaning of park and landscaped areas (at Lighthouse Park and 92nd St. Park) and maintaining of park structures including restrooms, play structures, picnic shelters, barbecue grills, fire pits, benches and tables.

Improvement work is generally in the form of minor additions to a park, replanting, or clearing of an area and repairs to park equipment and features.

2020 Accomplishments

- Performed a major landscape cleanup at Edgewater Beach Park
- Assisted with the COVID-19 closures and staged reopening of the parks
- Inspected and repaired all playground equipment to comply with safety code
- Refinished teak benches at various park locations

2021 Goals & Objectives

- Maintain a fully staffed division to restore the level of service to all areas currently maintained by Parks Staff
- Preserve existing park assets with an emphasis on Lighthouse Park, Rosehill Community Center, and 92nd St Park
- Incorporate the addition of Byers Family Peace Park and the Waterfront Promenade into regular maintenance schedules.
- Complete the SR525 Landscaping & Beautification project
- Reduce chemical use by implementing green alternatives

Budget Highlights

- Operating supplies were decreased by \$12,000 because that waterfront-related expense was moved to the Waterfront Parking fund
- To better reflect actual expenses, Signs line item is reduced by \$500
- The Flower Basket Program is included in the 2021 budget, but was canceled in 2020 due to budget constraints
- \$500 was moved from Travel and Subsistence to Meals
- \$5,000 from Work Equipment and Machine Rental was moved to Waterfront Parking, as it funds the portable bathrooms at Edgewater Beach Park and the

2021 Budget

fencing around the boat docks when they are in the parking lot during the winter season

- To better reflect actual expenses, Electricity line item is reduced by \$500, Sewer Service was reduced by \$2,000, Water Service was reduced by \$1,500, and Storm Drainage Charges were reduced by \$11,500
- Similarly reflecting actual expenses, Equipment R&M was reduced by \$5,000, Other R&M was reduced by \$500 and Dog Park Maintenance was reduced by \$500

2021 Budget

PUBLIC WORKS DEPARTMENT – PARKS DIVISION

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	171,851	206,500	197,000	212,700	6,200
ACTING SUPERVISOR PAY	856	2,500	2,500	2,500	-
OVERTIME	13,753	7,500	20,000	7,500	-
STANDBY PAY	4,911	7,000	7,000	7,000	-
OT - DISASTER SUPPORT/SEVERE W	4,450	500	500	500	-
Salaries and wages	\$ 195,821	\$ 224,000	\$ 227,000	\$ 230,200	\$ 6,200
Benefits	91,157	107,150	107,150	113,250	6,100
OFFICE SUPPLIES	84	250	250	250	-
REFERENCE MATERIAL	92	-	-	-	-
OPERATING SUPPLIES	14,261	27,250	15,250	15,250	(12,000)
CLOTHING/BOOTS	4,358	1,000	1,000	1,000	-
BUILDING MAINTENANCE SUPPLIES	287	1,000	500	1,000	-
SIGNS	188	1,000	250	500	(500)
LANDSCAPE MATERIALS	1,000	2,000	2,500	2,000	-
FLOWER BASKET PROGRAM	1,791	1,750	-	1,750	-
MOTOR FUEL	6,418	7,500	5,500	7,500	-
SMALL ITEMS OF EQUIPMENT	5,091	5,000	5,000	5,000	-
PARK BENCH	995	-	500	-	-
Supplies	34,565	46,750	30,750	34,250	(12,500)
OTHER PROFESSIONAL SVCS.	40,896	40,000	40,000	40,000	-
TELEPHONE	933	900	900	900	-
CELL PHONE	2,140	3,000	3,000	3,000	-
TRAVEL & SUBSISTENCE	2,604	1,300	800	800	(500)
MEALS	1,051	-	500	500	500
LAND RENTAL	-	500	500	500	-
WORK EQUIP & MACHINE RENTAL	8,689	9,500	4,500	4,500	(5,000)
ELECTRICITY	3,101	4,000	3,500	3,500	(500)
SEWER SERVICE	4,392	7,000	5,000	5,000	(2,000)
GARBAGE SERVICES	-	-	-	-	-
WATER SERVICE	8,088	10,000	8,000	8,500	(1,500)
STORM DRAINAGE CHGS.	3,640	16,000	4,000	4,500	(11,500)
BRUSH DISPOSAL	-	-	-	-	-
IRRIGATION SYSTEM MAINTENANCE	355	2,000	2,000	2,000	-
EQUIPMENT R&M	3,873	10,000	3,000	5,000	(5,000)
OTHER R&M	282	2,000	500	1,500	(500)
PLAYGROUND EQUIPMENT R&M	1,879	5,000	2,000	5,000	-
DOG PARK MAINTENANCE	5,385	1,000	250	500	(500)
HP MAINTENANCE ASSOCIATION DUE	3,800	3,800	3,800	3,800	-
LAUNDRY SERVICES	-	1,800	1,800	1,800	-
PRINTING AND BINDING	-	-	50	-	-
TRAINING & REGISTRATION COSTS	4,490	5,000	5,000	5,000	-
Other services and charges	95,598	122,800	89,100	96,300	(26,500)
Intergovernmental services	-	-	-	-	-
Total Parks expenditures	\$ 417,141	\$ 500,700	\$ 454,000	\$ 474,000	\$ (26,700)

PLANNING & COMMUNITY DEVELOPMENT



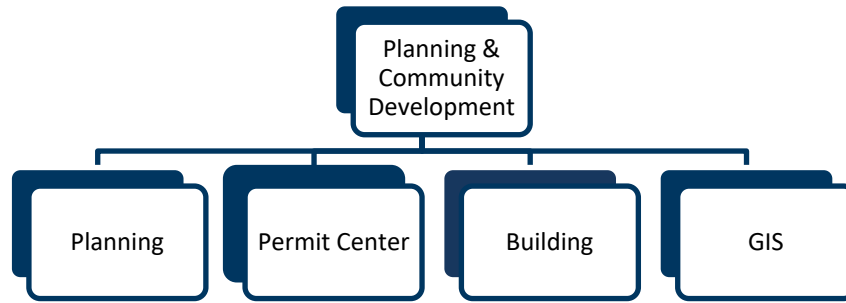
The Community Development Department (“Department”) consists of four divisions that provide leadership in managing the natural and built environment. The Department does this by preparing and implementing the City’s adopted Comprehensive Plan, codes and regulations, coordinating with external agencies, communicating GIS information to the public, reviewing permit applications for compliance with City regulations and providing information to the public. In doing this work, the Community Development Department places a high premium on customer service. The Community Development Department’s work is highly interdepartmental, frequently supporting the Police, Fire, Public Works, Executive and Recreation and Cultural Services departments.

The Department’s four divisions are:

- **Planning Division** - Processes and reviews permits (current planning) and works on policies, codes and special projects (long range planning). Responds to public inquiries on development requirements and conducts public outreach. The Planning Division is also actively engaged in enforcing code related complaints.
- **Permit Services Division** - Delivers front counter reception services, providing information about City services in general. The Division also processes permits, ensures the public understands the permitting process and administers the City’s parking permit program.
- **Building Division** - Reviews building permits and inspects development projects for compliance with adopted building codes. Ensuring compliance with construction related life safety considerations is an essential Building Division function.
- **Geographic Information Systems (GIS) Division** - Provides mapping and GIS support for all City departments, especially related to Public Works stormwater management, and also produces mapping services available to the public on the City website that can be accessed 24/7.

2021 Budget

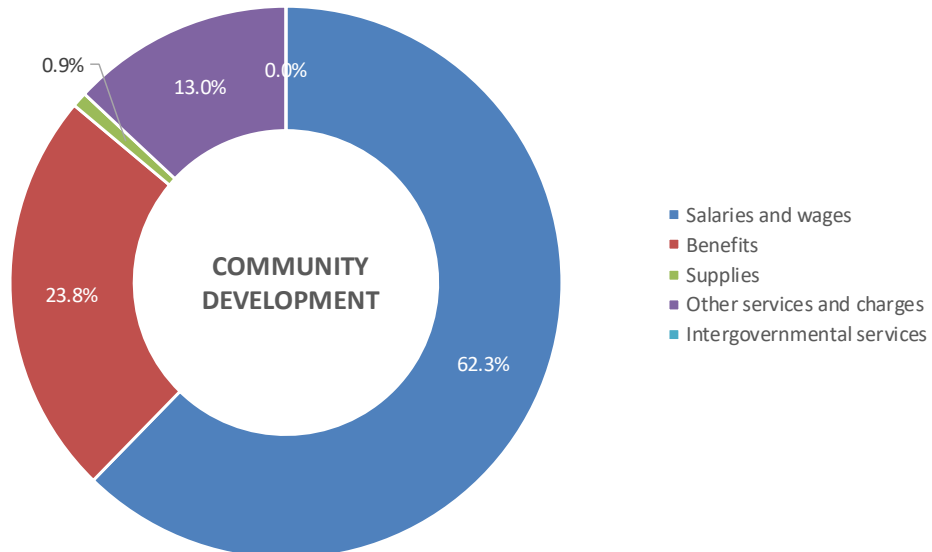
Organization Chart:



Expenditure

Summary:

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
Permit Center	\$ 247,845	\$ 272,900	\$ 248,450	\$ 284,100	11,200
Planning	544,680	678,000	612,300	748,400	70,400
Building	138,876	146,800	145,150	149,100	2,300
GIS - General Fund	61,383	81,000	39,750	80,600	(400)
GIS - Surface Water Fund	95,743	123,600	102,550	126,750	3,150
Total Community Development expenses	<u>\$ 1,088,527</u>	<u>\$ 1,302,300</u>	<u>\$ 1,148,200</u>	<u>\$ 1,388,950</u>	<u>\$ 86,650</u>



2021 Budget

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
Salaries and wages	\$ 750,221	\$ 855,850	\$ 720,550	\$ 865,350	\$ 9,500
Benefits	282,269	325,150	281,350	330,300	5,150
Supplies	9,518	12,250	10,400	12,250	-
Other services and charges	46,519	109,050	135,900	181,050	72,000
Intergovernmental services	-	-	-	-	-
Total Community Development exper	<u>\$ 1,088,527</u>	<u>\$ 1,302,300</u>	<u>\$ 1,148,200</u>	<u>\$ 1,388,950</u>	<u>\$ 86,650</u>

Budget Highlights

- Major Projects for 2021 Include:
 - Continue implementing and refining COVID-19 customer service delivery, as needed
 - Sign Code adoption
 - Housing Action Plan adoption
 - Snohomish County Master Annexation ILA negotiations
 - Waterfront Redevelopment
 - GIS Stormwater Utility Support

PLANNING DIVISION

Purpose

The Planning Division is actively engaged in policy/code development (long range planning), and in permit processing (current planning) and special projects.

The Long-Range Planning function maintains the City's Comprehensive Plan and several specialized functional plans. Processing code amendments to implement these plans is also a long-range planning function. Support is provided to the Planning Commission and City Council, including general and specialized land use research, drafting ordinances, policies and programs, and facilitating large-scale and multi-agency projects. Staff is also engaged in economic development and waterfront redevelopment efforts.

The Current Planning function processes permits in accordance with federal, state, and local laws. It also provides staff support to the Hearing Examiner. Planning staff manages land use permits to assess a project's impact on the environment and compliance with the Mukilteo Municipal Code. Staff also review tree cutting requests and respond to various code compliance issues.

2020 Accomplishments

- Responded to the COVID-19 pandemic by delivering permitting, code enforcement, inspection and commission support remotely.
- On-going primary staff support for Planning Commission, including transitioning to remote meetings.
- Processed 2019 Comprehensive Plan amendment/rezone docket applications through the Planning Commission.
- Initiated the 2020 annual docket process.
- Processed interim floodplain and permanent floodplain regulations for adoption.
- Continued work on City's sign code update to address US Supreme Court ruling requiring codes to be "content neutral".
- Initiated the Housing Action Plan process.
- Processed HB 1406 ordinance related to sales tax credit for housing.
- Worked with Economic Alliance on State small business grant assistance program and other economic development efforts.
- Participated in Sound Transit's on-going Parking and Access Study program.
- Provided on-going project coordination with the Washington State Ferries Multimodal project, the NOAA redevelopment project and continue to meet with the Mukilteo Tank Farm coordination team.
- Continued work on several inter-local agreements and development agreements, including an Annexation Interlocal Agreement with Snohomish County.
- Provide support on matters related to Hawthorne Hall property's future use.

2021 Budget

2021 Goals & Objectives

- Complete Sign Code update.
- Complete the Housing Action Plan (HAP).
- Complete 2018 and 2019 final docket items including the industrial zone design standards code amendment; make substantial progress on 2020 docket. Initiate the 2021 docket process.
- Coordination of waterfront development projects, including but not limited to actions related to the Washington State Ferries terminal opening and construction.
- Work with Port of Everett on ferry terminal property and Lighthouse Park property transfer.
- Manage State and other funding on the Japanese Gulch Creek daylighting project and on the waterfront promenade. Continue to pursue funding for these projects.
- Continue the evaluation of the City's permit processing process to improve customer service and timeliness.
- Continue work on Snohomish County master annexation inter-local agreement.
- Continue staff support for Planning Commission, Hearing Examiner & Council Committees. Provide support for re-established Historic Preservation Commission and any other newly formed Board/Commission as assigned.

Budget Highlights

- To accommodate budget constraints, the currently vacant Assistant Planner position will be held open for 3 months to allow for additional salary savings.

2021 Budget

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT – PLANNING DIVISION

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	373,916	435,500	370,200	439,000	3,500
OVERTIME	6,155	10,000	8,000	10,000	-
Salaries and wages	\$ 380,071	\$ 445,500	\$ 378,200	\$ 449,000	3,500
Benefits	127,427	149,450	127,350	151,350	1,900
OFFICE SUPPLIES	1,723	1,000	1,000	1,000	-
REFERENCE MATERIAL	535	50	50	50	-
CLOTHING/BOOTS	504	400	400	400	-
MOTOR FUEL	210	400	200	400	-
SMALL ITEMS OF EQUIPMENT	-	-	150	-	-
Supplies	2,972	1,850	1,800	1,850	-
OTHER PROFESSIONAL SVCS.	7,328	50,750	79,500	115,750	65,000
REIMBURSABLE COPIES	404	-	-	-	-
LEGAL PUBLICATIONS	3,870	3,000	3,000	3,000	-
TELEPHONE	1,050	1,050	1,050	1,050	-
POSTAGE	3,613	6,000	4,000	6,000	-
CELL PHONES	-	400	400	400	-
TRAVEL & SUBSISTENCE EXPENSE	1,575	3,500	1,500	3,500	-
MEALS	451	500	500	500	-
ASSOC. DUES & MEMBERSHIPS	1,705	2,500	2,500	2,500	-
FILE, RECORDING FEES	4	200	200	200	-
PRINTING AND BINDING	933	300	300	300	-
TRAINING & REGISTRATION COSTS	1,657	3,000	2,000	3,000	-
HEARING EXAMINER	11,620	10,000	10,000	10,000	-
Other services and charges	34,210	81,200	104,950	146,200	65,000
Intergovernmental services	-	-	-	-	-
Total Planning expenditures	\$ 544,680	\$ 678,000	\$ 612,300	\$ 748,400	\$ 70,400

PERMIT CENTER DIVISION

Purpose:

The Permit Services Division oversees the City Hall front counter and reception area (including public contact over the counter, telephone and online). Permit Services Division staff is often the first contact the public has when conducting business at City Hall.

Permit Services has oversight over the City's permit process. This includes permit intake and issuance, use of the permit tracking software, system cashing and assisting customers in understanding the permit process. In addition, Permit Services administers the City's residential, business, commuter and boat launch parking permit programs, coordinates responses to Community Development Department public records requests and maintains property files.

Permit Services staff serve the secretary role to the Planning Commission, the Parks and Arts Commission, and Hearing Examiner and also notice, produce, distribute and publish monthly meeting packets.

As a highly customer facing Division, COVID-19 heavily impacted Permit Services processes. This necessitated numerous service delivery changes in an abbreviated time frame to the Division's traditional way of providing services.

2020 Accomplishments

- Responded to the COVID-19 pandemic by implementing Governor's construction guidance requirements and creating new processes to remotely deliver a range of services.
- Issued approximately 500 permit and responded to approximately 6,000 phone calls.
- Continued to manage parking pass programs, including implementing the bi-annual Citywide mail out of resident parking passes.
- Participated in the working group to improve the City's permit process.
- Continue to provide administrative support to Boards and Commissions, including adjusting to remote meetings.

2021 Goals & Objectives

- Continue to respond to COVID-19 with new processes and procedures, as necessary.
- Update and revise adopted City Resolution establishing Citywide parking programs.
- Continue to manage all parking pass programs.
- Provide administrative support to existing assigned boards and commissions, including newly formed boards and commissions as applicable.
- Assist in tracking, evaluating, and improving permit processing times that have been affected by COVID-19.

Budget Highlights

- Payflow processing fees increased by \$4,000 and banking fees increased by \$3,000 because permitting fees were moved from Finance line items.

2021 Budget

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT – PERMIT CENTER DIVISION

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	161,664	175,000	156,500	177,000	2,000
ACTING SUPERVISOR PAY	1,429	-	-	-	-
OVERTIME	7,206	10,000	6,000	10,000	-
Salaries and wages	\$ 170,299	\$ 185,000	\$ 162,500	\$ 187,000	2,000
Benefits	71,556	81,150	73,200	83,350	2,200
OFFICE SUPPLIES	2,089	4,000	3,000	4,000	-
REFERENCE MATERIAL	160	-	-	-	-
SMALL ITEMS OF EQUIPMENT	1,075	-	-	-	-
Supplies	3,324	4,000	3,000	4,000	-
TELEPHONE	700	800	800	800	-
PAYFLOW PROCESSING FEES	-	-	4,000	4,000	4,000
TRAVEL & SUBSISTENCE	429	450	450	450	-
MEALS	145	150	150	150	-
EQUIPMENT R&M	450	-	-	-	-
ASSOC. DUES & MEMBERSHIPS	70	150	150	150	-
PRINTING AND BINDING	52	-	-	-	-
TRAINING & REGISTRATION	820	1,200	1,200	1,200	-
BANKING FEES	-	-	3,000	3,000	3,000
Other services and charges	2,666	2,750	9,750	9,750	7,000
Intergovernmental services	-	-	-	-	-
Total Permit Center expenditures	\$ 247,845	\$ 272,900	\$ 248,450	\$ 284,100	\$ 11,200

BUILDING DIVISION

Purpose:

The Building Division reviews building permits and inspects construction to ensure development complies with the relevant building codes and approved plans. Led by the Building Official, the Division assists the public by answering questions regarding building code requirements and construction best practices. The Building Official works in close coordination with the City Fire Marshal and Community Development staff.

The Division is also responsible for the City's street addressing program and investigates complaints regarding illegal, unsafe and non-code-compliant structures.

2020 Accomplishments

- Responded to the COVID-19 pandemic by implementing Governor's construction guidance requirements, implementing safe inspection practices and remotely providing services.
- Reviewed approximately 200 permit applications.
- Conducted approximately 500 building inspections.

2021 Goals & Objectives

- Maintain efficient permit review turn-around times and inspections given changes in practices in response to COVID-19.
- Maintain pro-active oversight of development in general, but especially on sites that present unique development challenges (e.g. steep slopes).
- Assist in the mandated adoption of State International Building Code (IBC) code amendments.

Budget Highlights

- There are no significant changes in the 2021 budget.

2021 Budget

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT – BUILDING DIVISION

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	75,063	76,750	76,750	78,300	1,550
SPECIAL ASSIGNMENT PAY	11,259	11,500	11,500	11,750	250
Salaries and wages	\$ 86,322	\$ 88,250	\$ 88,250	\$ 90,050	\$ 1,800
Benefits	43,199	45,050	44,300	45,550	500
REFERENCE MATERIAL	1,522	1,700	1,700	1,700	-
OPERATING SUPPLIES	443	500	500	500	-
CLOTHING/BOOTS	384	400	400	400	-
MOTOR FUEL	591	600	600	600	-
SMALL ITEMS OF EQUIPMENT	-	200	200	200	-
Supplies	2,940	3,400	3,400	3,400	-
CONTRACT SERVICES	4,230	7,000	7,000	7,000	-
TELEPHONE	350	500	500	500	-
POSTAGE	196	200	200	200	-
CELLULAR PHONES	456	400	400	400	-
TRAVEL & SUBSISTENCE	-	500	-	500	-
MEALS	176	-	-	-	-
ASSOC. DUES & MEMBERSHIPS	455	600	600	600	-
PRINTING AND BINDING	52	-	-	-	-
TRAINING & REGISTRATION COSTS	500	900	500	900	-
Other services and charges	6,415	10,100	9,200	10,100	-
Intergovernmental services	-	-	-	-	-
Total Building expenditures	\$ 138,876	\$ 146,800	\$ 145,150	\$ 149,100	\$ 2,300

GEOGRAPHIC INFORMATION SYSTEM (GIS) DIVISION

Purpose:

GIS is a software-driven tool which allows the City to publish maps, manage assets, and analyze infrastructure needs and gaps. GIS is utilized extensively by internal City users and externally by the public.

The GIS Division is responsible for:

- Supporting the stormwater utility (to meet National Pollutant Discharge Elimination System (NPDES) permit requirements);
- Supporting the Public Works Department in performing georeferenced City asset inventories and to manage those assets and to meet federal Americans with Disabilities Act (ADA), street signage, and other requirements;
- Providing GIS mapping in a user-friendly form available to all City staff, without the need to provide additional GIS software and training; and,
- Producing and maintaining public GIS maps through the City's website available to the public 24/7.

2020 Accomplishments

In 2020, the two FTE GIS Division was staffed at one FTE due to a vacancy. By necessity, the focus of the 2020 work was on basic services including:

- Maintaining the City GIS public web page with both interactive maps and pdf copies.
- Providing widespread mapping support for public safety, recreation, planning and engineering projects, including waterfront redevelopment and comprehensive plan/zoning amendments.
- Supporting Public Works field crews by providing and maintaining mobile GIS apps for inspection and inventory efforts.
- Systematic mapping of private stormwater facilities.

2021 Goals & Objectives

- Restore Division's level of service which has experienced a reduction due to an extended vacancy.
- Maintain and expand the map offerings on the City's MukMaps page and add functionality to existing maps.
- Maintain and expand offerings on an internal "Power User" map which staff can use to access an expanded set of GIS data and create their own maps.
- Assist in implementation and provide support for new Close Circuit Television (CCTV) GIS inspection application and third-party software.
- Create a stormwater hotspot inspection application and a ditch inspection application.
- Develop tracking/QA/QC system with the Public Works Engineering Division for mapping private facilities and document mapping standards in support of stormwater utility.

Budget Highlights

- There are no significant changes in the 2021 budget.

2021 Budget

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT – GIS DIVISION

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	44,570	57,000	25,800	56,600	(400)
SPECIAL ASSIGNMENT PAY	144	-	500	-	-
OVERTIME	185	800	800	800	-
Salaries and wages	\$ 44,899	\$ 57,800	\$ 27,100	\$ 57,400	\$ (400)
Benefits	15,124	20,300	10,950	20,300	-
OPERATING SUPPLIES	165	500	500	500	-
MOTOR FUEL	17	-	-	-	-
Supplies	182	500	500	500	-
TRAVEL & SUBSISTENCE	797	1,500	500	1,500	-
MEALS	321	-	-	-	-
ASSOC. DUES & MEMBERSHIPS	-	300	300	300	-
LICENSES & SUBSCRIPTIONS	33	-	100	-	-
TRAINING & REGISTRATION	27	600	300	600	-
Other services and charges	1,178	2,400	1,200	2,400	-
Intergovernmental services	-	-	-	-	-
Total GIS - General Fund expendi	\$ 61,383	\$ 81,000	\$ 39,750	\$ 80,600	\$ (400)

RECREATION



The Recreation and Cultural Services Department provides a wide assortment of recreational and facility rental opportunities to the Mukilteo community. From preschool to seniors, we have something for everyone!

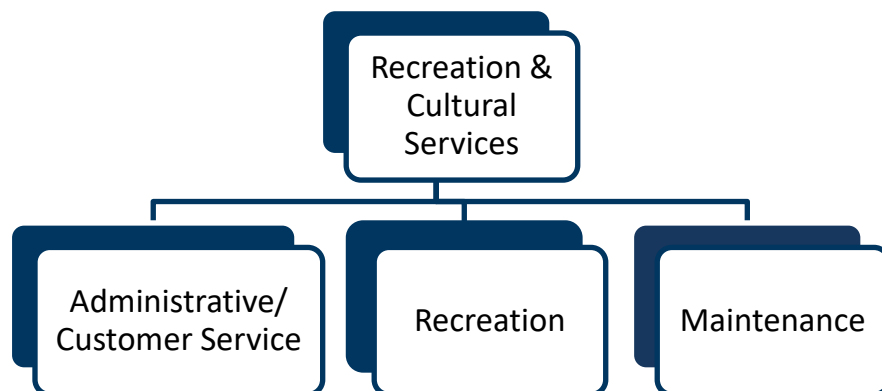
The department offers a variety of special events each year, too, which include traditional favorites such as “Boo Bash” and “Touch a Truck”. Another great way to get involved would be to volunteer for the department.

The Rosehill Community Center fills many roles in the community: it is a community gathering place, provides community enrichment opportunities, is a place to hold events, celebrations, public meetings and workshops, is an information center, and spurs economic development in Mukilteo.

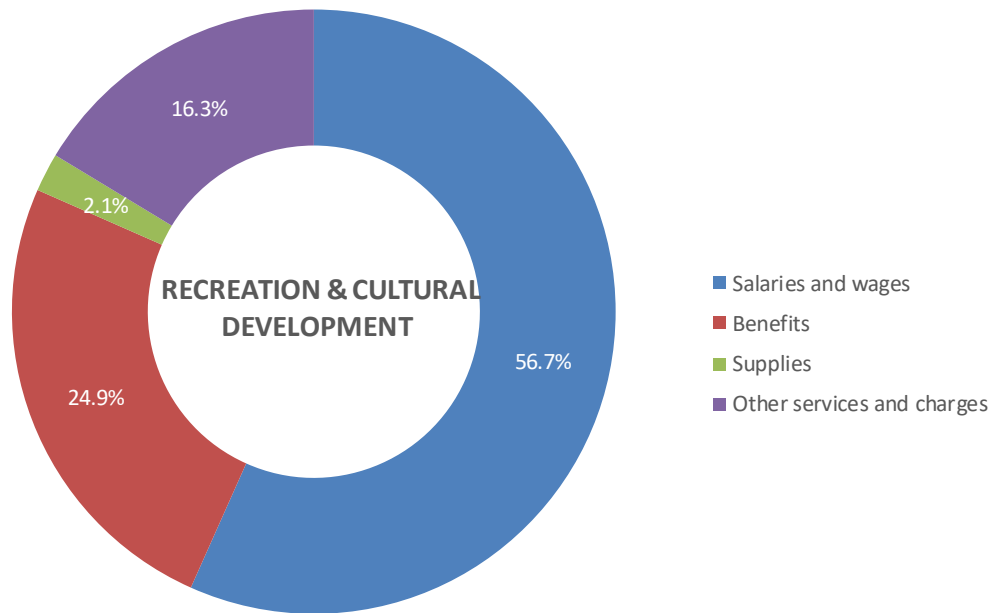
The Department also inspires community involvement in the arts through a variety of mediums including dance, drama/theater, music, visual arts, and performing arts.

The mission of the Recreation and Cultural Services Department is to provide premium services and facilitate safe, quality leisure services, programs, and facilities while preserving and enhancing natural resources and stimulating the economic vitality of the community. The Center will be a leader in promoting community health and well-being through fun, progressive and memorable parks, arts, and recreation experiences and activities for everyone.

Organization Chart:



2021 Budget



	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
Salaries and wages	\$ 470,087	\$ 516,750	\$ 487,500	\$ 519,500	\$ 2,750
Benefits	210,616	225,500	220,600	228,350	2,850
Supplies	14,589	21,400	4,500	18,900	(2,500)
Other services and charges	164,704	170,150	87,100	149,826	(20,324)
Total Recreation & Cultural Development expenditures	<u>\$ 859,996</u>	<u>\$ 933,800</u>	<u>\$ 799,700</u>	<u>\$ 916,576</u>	<u>\$ (17,224)</u>

2020 Accomplishments

- With RHCC being closed much of the year due to COVID-19, the department provided a variety of on-line recreational programs to the community (i.e. e-5K and e-10K).
- Continued to implement the department's business plan
- Developed and implemented weekly Zoom calls for Mukilteo seniors
- Developed and implemented a webpage dedicated to connecting with residents who feel alone or disengaged in the community.
- Continued to coordinate efforts to development the Byers Family Park.
- Successfully distributed 14,000 masks to the community.
- Coordinated the Mukilteo CARES for Business Grants program.
- Tracked overnight stays at Mukilteo hotels generated from rentals at the Rosehill Community Center.

2021 Budget

- Partnered with the Mukilteo Senior Association and Snohomish County on a grant to offer expanded senior program offerings to the Mukilteo senior community.

2021 Goals & Objectives

- Continue to implement the Department's business plan
- Explore a program partnership with a local agency for recreation services.
- Continue examining and implementing recreation program offerings, in consultation with the Rosehill Board, as well as other community and non-profit organizations.
- Continue to develop and expand overnight hotel stays via Rosehill-related rental.

Budget Highlights

- The 2021 budget for the Recreation Department reflects a focus on providing a wide assortment of recreation and facility rental opportunities
- The budget includes a continuing grant request for Hotel/Motel Lodging Tax funding to provide for additional staff time to continue to support and build the rental market for Rosehill Community Center
- To accommodate budget constraints, a currently vacant Customer Service Clerk position will be held vacant until April 1. Four Customer Service Clerks currently in lay off status are budgeted to continue in that status until April 1. One Customer Service Clerk working at 10 hours a week is budgeted to continue at that level
- To accommodate budget constraints, Operating Supplies are reduced by \$1,000 and Small Items of Equipment is reduced by \$1,500
- Estimates for program fee revenue were reduced slightly. Matched to that, Instructor Professional Services is also reduced by \$2,000
- To accommodate budget constraints, WSU Beachwatchers Program was eliminated with a savings of \$7,500
- To accommodate budget constraints, Recreation Guide is planned to be fully online in 2021, with a savings of \$10,000
- To better reflect actual expenses, Comcast line item was reduced by \$300 and Printing and Binding was reduced by \$250
- To accommodate budget constraints, Travel and Subsistence was reduced by \$750, Training was reduced by \$2,000 and Office Equipment R&M was reduced by \$2,000.
- Recreation revenues assume a partial closure from January 1 through March 30, with a partial reopening and revenues at 25%.

2021 Preliminary Budget

RECREATION & CULTURAL SERVICES DEPARTMENT

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
Revenue and transfers-in					
SPECIAL EVENT PERMITS	800	1,400	700	1,400	-
Licenses and permits	800	1,400	700	1,400	-
INTERLOCAL AGREEMENT - SNOHOMISH CO	15,000	15,000	15,000	15,000	-
HOTEL/MOTEL LODGING TAX GRANT	39,446	48,700	48,700	48,700	-
Intergovernmental revenue	54,446	63,700	63,700	63,700	-
FARMERS MKT BOOTH FEES	-	-	-	-	-
RECREATION PROGRAM FEES	80,408	90,000	9,500	72,500	(17,500)
ALCOHOL USE FEE	4,880	18,000	8,000	16,000	(2,000)
THEATER TECHNICIAN FEES	1,303	1,200	800	1,000	(200)
ARTWORK ADMINISTRATIVE FEE	565	500	500	500	-
Charges for goods and services	87,156	109,700	18,800	90,000	(19,700)
COMMUNITY CENTER RENTAL FEES	393,440	485,000	46,000	330,000	(155,000)
UPPER LAWN & OUTDOOR PLAZA RENTAL	6,500	8,500	3,700	7,000	(1,500)
WEIGHT ROOM FEES	11,025	15,000	7,000	12,000	(3,000)
COMMUTER PARKING FEES	12,353	14,500	12,750	14,500	-
PICNIC SHELTER RENTAL FEES	12,788	16,000	7,000	16,000	-
LIGHT STATION WEDDING RENTAL FEES	825	1,500	500	1,500	-
SCHOLARSHIP CONTRIBUTIONS		-	-		-
CONTRIBUTIONS PRIVATE SOURCE	1,756	2,500	2,500	2,500	-
SPONSORSHIPS	3,250	5,000	2,500	5,000	-
OTHER MISCELLANEOUS REVENUE	17	-	-	-	-
Miscellaneous revenue	441,954	548,000	81,950	388,500	(159,500)
Transfers-in	314,149	-	-	-	-
Total Recreation revenue	\$ 898,505	\$ 722,800	\$ 165,150	\$ 543,600	\$ (179,200)

2021 Preliminary Budget

RECREATION & CULTURAL SERVICES DEPARTMENT CONTINUED

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
Expenditures and transfers-out					
Salaries and wages	\$ 470,087	\$ 516,750	\$ 487,500	\$ 519,500	\$ 2,750
Benefits	210,616	225,500	220,600	228,350	2,850
OFFICE SUPPLIES	2,790	4,000	950	4,000	-
OPERATING SUPPLIES	4,051	11,000	150	10,000	(1,000)
CLOTHING/BOOTS	-	300	-	300	-
MOTOR FUEL	37	600	250	600	-
SMALL ITEMS OF EQUIPMENT	6,186	5,500	2,150	4,000	(1,500)
PARK BENCH	1,525	-	1,000	-	-
Supplies	14,589	21,400	4,500	18,900	(2,500)
SENIOR CENTER SUBRECIPIENT GRANTS	2,300	1,000	300	1,000	-
OTHER PROFESSIONAL SVCS.	6,046	6,750	750	6,750	-
INSTRUCTORS PROFESSIONAL SERVICES	42,023	43,000	6,200	41,000	(2,000)
WSU BEACH WATCHERS - OTHER PROF SERVICES	7,726	7,500	6,000	-	(7,500)
ADVERTISING	14,129	13,000	5,250	13,000	-
COMMUNITY ADVERTISING - RECREATION GUIDE	17,405	22,000	8,100	12,000	(10,000)
TELEPHONE	4,134	4,000	4,200	4,000	-
POSTAGE	1,832	500	50	500	-
CELL PHONE	753	500	750	750	250
COMCAST	8,025	8,300	8,000	8,000	(300)
TRAVEL & SUBSISTENCE	389	1,500	250	750	(750)
MEALS	295	400	150	400	-
WORK EQUIP & MACHINE RENTAL	-	550	550	550	-
SHORT-TERM FACILITY/FIELD RENTAL	3,870	2,300	-	2,300	-
OFFICE EQUIPMENT R&M	563	7,000	200	5,000	(2,000)
OTHER R&M	9,787	2,000	550	2,000	-
VEHICLE R&M	-	300	-	300	-
ASSOC. DUES & MEMBERSHIPS	1,682	700	650	700	-
LICENSES & SUBSCRIPTIONS	662	-	250	500	500
PRINTING AND BINDING	566	1,000	-	750	(250)
CONTRACTUAL SERVICES	40,356	40,000	44,350	38,000	(2,000)
TRAINING & REGISTRATION	2,161	2,500	250	500	(2,000)
BANKING FEES	-	-	300	400	400
PUBLIC ART FUNDING (PER CAPITA)	-	5,350	-	10,676	5,326
Other services and charges	164,704	170,150	87,100	149,826	(20,324)
Total Recreation expenditures	\$ 859,996	\$ 933,800	\$ 799,700	\$ 916,576	\$ (17,224)

RESERVE FUNDS

- CITY RESERVE
- LEOFF I RESERVE



Photos include our park facilities (1, 2); WSF Elevator artwork (3); Recreation Department's Virtual Marathon (4); A bench near Rosehill as photographed by resident Terry Preshaw (8); and Public Works crews preserving and maintaining our infrastructure (5, 7, 9).

CITY RESERVE FUND

Purpose:

Adequate fund balances and reserve levels are necessary for the City's overall financial management strategy and a key factor in external agencies' measurement of the City's financial strength.

Maintenance of fund balance in each Fund assures adequate resources for cash flow purposes and serves to mitigate short-term effects of revenue shortfalls or timing differences between the receipt of revenue and expenditures. Reserve funds are also necessary to enable the City to respond to unforeseen emergencies or downturns in the economy that reduce revenues.

The purpose of the City Reserve Fund is to maintain compliance with the City's Fund Balance Reserve Policy. This policy requires maintenance of a \$1 million balance in the City Reserve Fund. This Fund provides a financial cushion to cover revenue shortfalls resulting from economic changes or recessionary periods and also provides resources in the event of major unplanned expenditures the City could face such as a landslide, earthquake, or other disaster.

Budget Highlights

- This budget continues to fully fund the City Reserve Fund at \$1 million in accordance with policy.

2021 Preliminary Budget

City Reserve Fund (012)

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
Beginning fund balance	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ -
Revenue and transfers-in					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-
Charges for goods and services	-	-	-	-	-
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	-	-	-	-	-
Transfers-in	-	-	-	-	-
Total revenue and transfers-in	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total resources	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>	<u>\$ -</u>
Expenditures and transfers-out					
Salaries and wages	\$ -	\$ -	\$ -	\$ -	-
Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Other services and charges	-	-	-	-	-
Intergovernmental services	-	-	-	-	-
Transfers-out	-	-	-	-	-
Total expenditures and transfers-out	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Ending fund balance	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>	<u>\$ -</u>

LAW ENFORCEMENT OFFICERS' AND FIREFIGHTERS' RETIREMENT SYSTEM (LEOFF 1) RESERVE FUND

Purpose:

The purpose of the LEOFF 1 Reserve Fund is to set aside funds to be used for the payment of health care premiums and expenses for LEOFF 1 retirees pursuant to State law. At this time, the City has one retiree who is eligible and participating. No other retirees or current City employees are eligible for this benefit as it only applies to public safety employees hired prior to October 1, 1977.

Budget Highlights

- The 2021 Budget is based on 2020 estimated actuals.

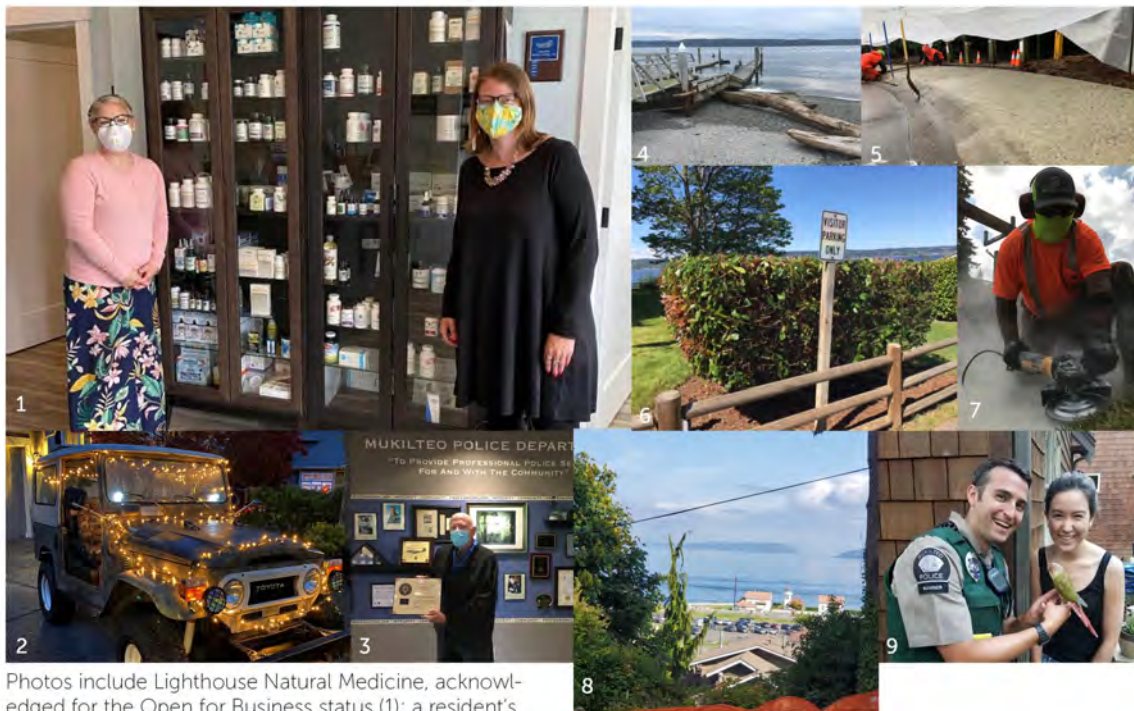
2021 Preliminary Budget

Law Enforcement Officers' and Firefighters' Retirement System (LEOFF 1) Reserve Fund (009)

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
Beginning fund balance	\$ 33,095	\$ 33,723	\$ 31,157	\$ 19,957	\$ -
Revenue and transfers-in					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-
Charges for goods and services	-	-	-	-	-
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	-	-	-	-	-
Transfers-in	10,000	-	-	-	-
Total revenue and transfers-in	\$ 10,000	\$ -	\$ -	\$ -	\$ -
Total resources	\$ 43,095	\$ 33,723	\$ 31,157	\$ 19,957	\$ -
Expenditures and transfers-out					
Salaries and wages	\$ -	\$ -	\$ -	\$ -	-
Benefits	11,938	10,500	10,500	10,500	-
Supplies	-	-	-	-	-
Other services and charges	-	700	700	700	-
Intergovernmental services	-	-	-	-	-
Transfers-out	-	-	-	-	-
Total expenditures and transfers-out	\$ 11,938	\$ 11,200	\$ 11,200	\$ 11,200	\$ -
Ending fund balance	\$ 31,157	\$ 22,523	\$ 19,957	\$ 8,757	\$ -

SPECIAL REVENUE FUNDS

- **TRANSPORTATION BENEFIT DISTRICT**
- **WATERFRONT PARKING**
- **STREETS**
- **HOTEL/MOTEL LODGING TAX**
- **EMERGENCY MEDICAL SERVICES**
- **DRUG ENFORCEMENT**



Photos include Lighthouse Natural Medicine, acknowledged for the Open for Business status (1); a resident's vehicle decorated for the Lights On Day of Mukilteo Spirit Week (2); Chaplain Burrows acknowledged as he retired from service (3); large wood removal at the boat launch (4); Public Works streets and parks crews repairing sidewalks, maintaining vegetation and caring for parks and streets (4, 5, 6, 7); tree trimming at Byers Family Park; and Ranger Fox returning a lost bird to a happy resident (9).

TRANSPORTATION BENEFIT DISTRICT

Purpose:

A Transportation Benefit District (TBD) is a Quasi-municipal corporation and independent taxing district created for the sole purpose of funding transportation improvements within the district. On April 3, 2017, after conducting a public hearing, the Mukilteo City Council approved Ordinance #1399 that formed the Mukilteo Transportation Benefit District. The ordinance specifies that the boundaries of the TBD include the entire City of Mukilteo as the boundaries currently exist or as they may exist following future annexations.

The City of Mukilteo has formed the Mukilteo Transportation Benefit District for the purpose of constructing transportation improvements to preserve city streets and improve pedestrian and bicyclist safety. State law requires that any sales tax revenues approved by voters for a Transportation Benefit District may only be spent for transportation improvements as identified by the Governing Board of the Mukilteo Transportation Benefit District. The Governing Board has identified two projects from the City of Mukilteo Transportation Improvement Program for funding: the annual pavement preservation program and Bike Transit Walk program for construction of sidewalks, walkways, bike lanes or shared-use paths.

The City Council absorbed the duties of the Transportation Benefit District on December 11, 2017.

2020 Accomplishments

- Continued collecting 0.1% Sales Tax.
- Continued progress on the City's Pavement Preservation Program.

2021 Goals & Objectives

- Continue to fund the City's Pavement Preservation Program.

Budget Highlights

- The 2021 Budget includes a transfer to the Capital Projects Fund for Pavement Preservation.

2021 Budget

Transportation Benefit District Fund (101)

	<u>2019 Actuals</u>	<u>2020 Budget</u>	<u>2020 Estimated Actuals</u>	<u>2021 Budget</u>	<u>Increase/ (Decrease)</u>
Beginning fund balance	\$ 433,131	\$ 643,756	\$ 584,820	\$ 411,826	\$ -
Revenue and transfers-in					
Taxes	349,786	317,650	292,006	317,650	-
Licenses and permits	-	-	-	-	-
Intergovernmental Revenue	292,216	-	-	-	-
Charges for goods and services	-	-	-	-	-
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	-	-	-	-	-
Transfers-in	314,500	-	-	-	-
Total revenue and transfers-in	<u>\$ 956,502</u>	<u>\$ 317,650</u>	<u>\$ 292,006</u>	<u>\$ 317,650</u>	<u>\$ -</u>
Total resources	<u>\$ 1,389,633</u>	<u>\$ 961,406</u>	<u>\$ 876,826</u>	<u>\$ 729,476</u>	<u>\$ -</u>
Expenditures and transfers-out					
Salaries and wages	\$ -	\$ -	\$ -	\$ -	-
Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Other services and charges	804,813	-	-	-	-
Intergovernmental services	-	-	-	-	-
Transfer out to Capital Projects: HPBW	-	265,000	265,000	-	(265,000)
Transfer out to Capital Projects: Pavement	-	659,536	200,000	729,476	69,940
Transfers-out	-	924,536	465,000	729,476	(195,060)
Total expenditures and transfers-out	<u>\$ 804,813</u>	<u>\$ 924,536</u>	<u>\$ 465,000</u>	<u>\$ 729,476</u>	<u>\$ (195,060)</u>
Ending fund balance	<u>\$ 584,820</u>	<u>\$ 36,870</u>	<u>\$ 411,826</u>	<u>\$ -</u>	<u>\$ 195,060</u>

WATERFRONT PARKING

Purpose:

The Mukilteo Lighthouse Park was constructed in the 1950s on a filled tideland and has provided continuous public beach access up to the present. The former Washington State Park was deeded to the City in 2003. In 2004, the City adopted a Lighthouse Park Master Plan to make physical improvements to the approximately 14.4-acre site. Phases I & II of the Plan are completed.

The City has instituted a paid parking program to encourage parking space turnover and to pay for the services needed to maintain the park and waterfront. Net revenues from the program are planned to be used to fund pedestrian improvements, park maintenance, park enhancement, implementation of the Waterfront Master Plan, and potentially long-term parking solutions, such as a parking garage. The 2018 budget was the first budget year these revenues and expenditures were shown in a separate fund; they were previously included in the General Fund.

The fund includes salary and benefits for Community Service Officer-Rangers who enforce parking regulations and Public Works-Parks employees who maintain the grounds and buildings within the park. These employees provide assistance and service to visitors of the park as needed.

2020 Accomplishments

- Installed new parking meters in the downtown waterfront district and inside Lighthouse Park.
- Hired and trained a new Park Ranger.

2021 Goals & Objectives

- Continue to provide a high level of service to visitors of Lighthouse Park.

Budget Highlights

- This budget maintains the high level of service provided by our Park Rangers and Public Works-Parks employees in addition to maintaining the grounds and facilities of Lighthouse Park.
- Hourly paid parking rate is budgeted to increase by \$0.25 per hour to a total of \$2.50 per hour.
- Operating supplies shows an increase of \$12,000. It is a shift of parks operating supplies to this fund, as they are directly related to Lighthouse Park.
- Signs increased by \$1,000 to better reflect actual expenses for meter signage.
- Motor fuel was decreased in 2020, but actual expenses better align with a total budget of \$3,000.
- Other professional services increased by \$1,200 in Parks but decreased by \$5,000 in Rangers.

2021 Budget

- Land rental holds steady at \$2,500. This is a Lighthouse Park lease from BNSF.
- \$5,000 in fence rental was moved from Parks to the Work Equipment and Machine Rental line.
- Sewer, water and storm drainage charges were all moved from Parks line items.
- Postage was decreased because the new resident permits were mailed out in 2020. Next mailing is 2022.
- Parking meter related charges make up the online charges line, which is increased by \$15,000 for monthly processing fees.
- Licenses and subscriptions decreased by \$11,200 because the meter warranty is cheaper with the new vendor, Ventek.

2021 Budget

Waterfront Parking Fund (105)

	<u>2019 Actuals</u>	<u>2020 Budget</u>	<u>2020 Estimated Actuals</u>	<u>2021 Budget</u>	<u>Increase/ (Decrease)</u>
Beginning fund balance	\$ 67	\$ 17	\$ 56,826	\$ 16,626	\$ -
Revenue and transfers-in					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
Intergovernmental revenue	-	-	-	-	-
Charges for goods and services	-	-	-	-	-
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	688,642	719,200	575,200	769,700	50,500
Transfers-in	-	-	-	-	-
Total revenue and transfers-in	<u>\$ 688,642</u>	<u>\$ 719,200</u>	<u>\$ 575,200</u>	<u>\$ 769,700</u>	<u>\$ 50,500</u>
Total resources	<u>\$ 688,709</u>	<u>\$ 719,217</u>	<u>\$ 632,026</u>	<u>\$ 786,326</u>	<u>\$ 50,500</u>
Expenditures and transfers-out					
Salaries and wages	\$ 241,995	\$ 303,650	\$ 246,250	\$ 316,750	\$ -
Benefits	93,767	120,350	95,600	111,650	-
Supplies	32,540	31,600	50,300	45,600	-
Other services and charges	263,581	263,600	223,250	255,550	-
Intergovernmental services	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-out	-	-	-	-	-
Total expenditures and transfers-out	<u>\$ 631,883</u>	<u>\$ 719,200</u>	<u>\$ 615,400</u>	<u>\$ 729,550</u>	<u>\$ -</u>
Ending fund balance	<u>\$ 56,826</u>	<u>\$ 17</u>	<u>\$ 16,626</u>	<u>\$ 56,776</u>	<u>\$ 50,500</u>

2021 Budget

WATERFRONT PARKING FUND – PUBLIC WORKS DEPARTMENT – PARKS DIVISION

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	87,131	101,750	85,500	105,950	4,200
PART TIME EMPLOYEES	55,170	76,850	57,350	85,900	9,050
ACTING SUPERVISOR PAY	445	500	500	500	-
OVERTIME	7,740	5,000	5,000	5,000	-
STANDBY PAY	2,594	4,000	4,000	4,000	-
OT - DISASTER SUPPORT/SEVERE WEATHER	2,242	500	500	500	-
Salaries and wages	\$ 155,322	\$ 188,600	\$ 152,850	\$ 201,850	\$ 13,250
Benefits	54,159	61,650	56,250	64,550	2,900
OPERATING SUPPLIES	-	-	4,000	12,000	12,000
CLOTHING/BOOTS	2,308	1,000	1,000	1,000	-
BUILDING MAINTENANCE SUPPLIES	16,679	4,000	16,000	4,000	-
SIGNS	1,473	500	2,500	1,500	1,000
LANDSCAPE MATERIALS	53	500	2,000	500	-
MOTOR FUEL	3,170	1,500	2,500	3,000	1,500
SMALL ITEMS OF EQUIPMENT	411	1,000	400	500	(500)
Supplies	24,094	8,500	28,400	22,500	14,000
OTHER PROFESSIONAL SVCS.	5,713	800	2,000	2,000	1,200
ON-LINE CHARGES	-	-	200	-	-
FACILITIES MAINTENANCE CHARGES FOR SVCS	51,350	51,350	43,450	43,450	(7,900)
TRAVEL & SUBSISTENCE	941	-	-	-	-
MEALS	171	-	250	250	250
LAND RENTAL	2,492	2,550	2,550	2,550	-
WORK EQUIP & MACHINE RENTAL	3,840	-	6,000	6,000	6,000
ELECTRICITY	2,210	2,400	2,000	2,400	-
SEWER SERVICE	7,200	6,600	6,600	7,200	600
WATER SERVICE	3,238	4,000	4,000	4,000	-
STORM DRAINAGE CHGS.	34,806	31,500	35,000	35,500	4,000
EQUIPMENT R&M	3,196	10,000	2,000	4,000	(6,000)
OTHER R&M	7,520	2,500	12,000	2,500	-
PLAYGROUND EQUIPMENT R&M	1,570	-	-	-	-
TRAINING & REGISTRATION	1,641	-	-	-	-
BANKING FEES	70,832	73,200	58,200	73,200	-
Other services and charges	196,720	184,900	174,250	183,050	(1,850)
Intergovernmental services	-	-	-	-	-
Total Parks expenditures	\$ 430,295	\$ 443,650	\$ 411,750	\$ 471,950	\$ 28,300

2021 Budget

WATERFRONT PARKING FUND – POLICE DEPARTMENT – RANGERS DIVISION

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	83,965	108,550	91,900	113,400	4,850
SPECIAL ASSIGNMENT PAY	974	5,000	-	-	(5,000)
OVERTIME	1,734	1,500	1,500	1,500	-
Salaries and wages	\$ 86,673	\$ 115,050	\$ 93,400	\$ 114,900	\$ (150)
Benefits	39,608	58,700	39,350	47,100	(11,600)
OFFICE SUPPLIES	-	1,000	1,000	1,000	-
OPERATING SUPPLIES	6,344	14,550	14,550	14,550	-
CLOTHING/BOOTS	1,235	350	350	350	-
MOTOR FUEL	867	3,200	2,000	3,200	-
SMALL ITEMS OF EQUIPMENT	-	4,000	4,000	4,000	-
Supplies	8,446	23,100	21,900	23,100	-
OTHER PROFESSIONAL SERVICES	16,980	25,000	10,000	20,000	(5,000)
LEGAL PUBLICATIONS	109	-	-	-	-
POSTAGE	-	3,000	500	-	(3,000)
ON-LINE CHARGES	-	-	10,000	13,000	13,000
EQUIPMENT REPLACEMENT CHARGES	25,000	25,000	25,000	25,000	-
CELL PHONE	1,732	1,500	1,500	1,500	-
TRAVEL & SUBSISTENCE	-	1,000	1,000	1,000	-
LICENSES & SUBSCRIPTIONS	22,760	22,200	-	11,000	(11,200)
PRINTING AND BINDING	66	-	-	-	-
TRAINING & REGISTRATION	214	1,000	1,000	1,000	-
Other services and charges	66,861	78,700	49,000	72,500	(6,200)
Intergovernmental services	-	-	-	-	-
Total Rangers expenditures	\$ 201,588	\$ 275,550	\$ 203,650	\$ 257,600	\$ (17,950)

STREET FUND

Purpose:

The Streets Maintenance Division maintains the City's street system, (except for the pavement on SR 525 and 526, which are maintained by WSDOT), sidewalks, curbs, gutters, crosswalk and school zone flashers, signs, vegetation in the right-of-way and removes and disposes of illegally dumped waste in City right-of-way.

This work includes: fixing potholes; painting pavement markings; repair, replacement, and installation of all City owned signs; mowing of shoulders and snow and ice removal.

There are 13 traffic signals within the City of Mukilteo, 2 are owned by the City. Washington State Department of Transportation owns the remaining 11 traffic signals, as well as the traffic signage on SR 525 and SR 526.

2020 Accomplishments

- Continued to implement the City's retro-reflectivity monitoring program and continue street sign replacement and repair program
- Manage contracts/agreements for street striping, vegetation control
- Repaired concrete sidewalks and driveways in several locations throughout the City
- Installed eight temporary speed humps throughout Old Town and on 53rd Avenue West

2021 Goals & Objectives

- Achieve full staffing to restore existing level of service
- Expand Streets crew knowledge and expertise on ADA ramp installation and sidewalk repairs
- Implement vegetation sight distance inspection program

Budget Highlights

- Currently vacant Maintenance Worker II position will be held vacant through June 30, to allow for additional salary savings of approximately \$35,000
- To accommodate budget constraints, operating supplies were cut by \$1,000
- Snow and Ice removal has not had a dedicated line. In the past it was often able to be accommodated with existing supply lines. However, it is clear in recent years that a dedicated line is necessary. \$10,000 is budgeted for 2021 in a new line
- Contract services was increased by \$22,000 to allow for completion of the beautification program originally authorized by Council in late 2019. Public outreach was delayed through 2020 and the project was extended into 2021. This project will still require construction funds in a future year
- Cellphone line item is increased by \$350 to reflect actual expenses
- With the expectation that our partnership with Island County can continue, Lane Striping and Marking was reduced by \$5,000 to reflect recent actual expenses

2021 Budget

Street Fund (111)

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
Beginning fund balance	\$ 75,075	\$ 75,075	\$ 105,184	\$ 17,959	\$ -
Revenue and transfers-in					
Taxes	58,806	60,000	50,000	58,000	(2,000)
Licenses and permits	-	-	-	-	-
Intergovernmental revenue	480,878	482,700	396,000	482,300	(400)
Charges for goods and services	7,662	7,500	7,900	7,950	450
Fines and penalties	-	-	-	-	-
Miscellaneous Revenue	128	-	-	-	-
Transfers-in	256,050	238,375	238,375	306,541	68,166
Total revenue and transfers-in	\$ 803,524	\$ 788,575	\$ 692,275	\$ 854,791	\$ 66,216
Total resources	\$ 878,599	\$ 863,650	\$ 797,459	\$ 872,750	\$ 66,216
Expenditures and transfers-out					
Salaries and wages	\$ 296,727	\$ 333,000	\$ 287,400	\$ 320,650	\$ -
Benefits	136,278	152,700	165,550	169,800	-
Supplies	125,166	104,000	104,000	113,000	-
Other services and charges	215,244	273,950	222,550	269,300	-
Intergovernmental services	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-out	-	-	-	-	-
Total expenditures and transfers-out	\$ 773,415	\$ 863,650	\$ 779,500	\$ 872,750	\$ -
Ending fund balance	\$ 105,184	\$ -	\$ 17,959	\$ -	\$ 66,216

2021 Budget

STREET FUND – PUBLIC WORKS DEPARTMENT – STREETS DIVISION

	2019	2020	2020	2021	Increase/
	Actuals	Budget	Estimated Actuals	Budget	(Decrease)
FULL TIME EMPLOYEES	214,723	273,000	226,000	255,250	(17,750)
ACTING SUPERVISOR PAY	1,991	1,500	1,600	1,500	-
OVERTIME	11,712	6,000	17,000	12,000	6,000
STANDBY PAY	4,751	5,000	6,000	5,000	-
OT - DISASTER SUPPORT/SEVERE WEATHER	9,771	-	3,250	-	-
Salaries and wages	\$ 242,948	\$ 285,500	\$ 253,850	\$ 273,750	\$ (11,750)
Benefits	118,846	133,950	149,100	151,350	17,400
TRAFFIC CONTROL DEVICE SUPPLY	36,930	30,000	30,000	30,000	-
OPERATING SUPPLIES	52,627	25,000	25,000	24,000	(1,000)
VEHICLE REPAIR TOOLS & EQ	-	-	2,000	-	-
CLOTHING/BOOTS	4,045	6,000	6,000	6,000	-
SNOW & ICE REMOVAL MATERIALS	-	-	10,000	10,000	10,000
AGGREGATE	5,992	10,000	6,000	10,000	-
SIGNS	1,121	-	-	-	-
MOTOR FUEL	11,698	12,000	8,000	12,000	-
SMALL ITEMS OF EQUIPMENT	12,753	18,000	14,000	18,000	-
STREET LIGHTING EQUIPMENT	-	3,000	3,000	3,000	-
Supplies	125,166	104,000	104,000	113,000	9,000
CONTRACT SERVICES	26,275	52,550	27,000	52,550	-
TELEPHONE	933	900	900	900	-
CELL PHONE	2,855	2,250	2,600	2,600	350
TRAVEL & SUBSISTENCE	1,774	2,250	1,500	2,250	-
MEALS	1,106	750	750	750	-
WORK EQUIP & MACHINE RENTAL	374	2,000	2,000	2,000	-
ELECTRICITY STREET LIGHTS	116,619	117,500	112,500	117,500	-
CONSTRUCTION DEBRIS DISPOSAL	4,090	3,500	3,500	3,500	-
EQUIPMENT R&M	4,253	20,000	15,000	20,000	-
VEHICLE R&M	2,601	12,000	8,000	12,000	-
STREET LIGHT MAINTENANCE	31,919	22,000	22,000	22,000	-
ROW VEG MAINTENANCE	-	1,000	1,000	1,000	-
ROW MAINTENANCE & REPAIR	-	1,000	1,000	1,000	-
LAUNDRY SERVICES	-	1,750	1,750	1,750	-
PRINTING AND BINDING	-	-	50	-	-
TRAINING & REGISTRATION	3,208	4,500	1,000	4,500	-
LANE STRIPING & MARKING	19,237	30,000	22,000	25,000	(5,000)
Other services and charges	215,244	273,950	222,550	269,300	(4,650)
Total Street expenditures	\$ 702,204	\$ 797,400	\$ 729,500	\$ 807,400	\$ 10,000

2021 Budget

STREET FUND – PUBLIC WORKS DEPARTMENT – ADMINISTRATION AND ENGINEERING DIVISION

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	53,779	47,500	33,550	46,900	(600)
SPECIAL ASSIGNMENT PAY	-	-	-	-	-
OVERTIME	-	-	-	-	-
Salaries and wages	\$ 53,779	\$ 47,500	\$ 33,550	\$ 46,900	\$ (600)
Benefits	17,432	18,750	16,450	18,450	(300)
Supplies	-	-	-	-	-
Other services and charges	-	-	-	-	-
Intergovernmental services	-	-	-	-	-
Total expenditures and transfers-out	\$ 71,211	\$ 66,250	\$ 50,000	\$ 65,350	\$ (900)

HOTEL/MOTEL LODGING TAX FUND

Purpose:

This Fund receives the 2% hotel/motel tax assessed on room stays at hotels/motels within the City. State law restricts the use of this tax revenue to fund promotion of tourism, related operations, and maintenance of tourism facilities in the City. The City has established a Lodging Tax Advisory Committee to advise the City Council on the effective use of the Funds' assets.

Each year, the Committee solicits grant applications to fund promotional opportunities within the City for tourism. The Committee reviews the applications and then presents recommendations to the City Council.

Budget Highlights

- Hotel/Motel tax revenue is projected to be \$245,000 in 2021, the same as 2020.
- All expenditures from this fund are dependent on recommendations from the Lodging Tax Committee.
- On September 21, 2020, the City approved the follow grant applications totaling \$250,600 for 2021:
 - Five Ongoing Grant Awards: \$175,000
 - Major Event Support for the Mukilteo Lighthouse Festival Association: \$55,000
 - City of Mukilteo City Staff Support for Lighthouse Festival: \$29,000
 - Chamber of Commerce Tourism Center Staffing: \$52,500
 - Rosehill Community Center Staffing: \$38,500
 - Fund Annual Tourism Grants: \$75,600
 - Total 2021 Lodging Tax Grant Recommendations: \$250,600

2021 Budget

Hotel/Motel Lodging Tax Fund (116)

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
Beginning fund balance	\$ 169,487	\$ 154,786	\$ 187,231	\$ 144,031	(10,755)
Revenue and transfers-in					
Taxes	247,170	245,000	145,000	245,000	-
Total revenue and transfers-in	<u>\$ 247,170</u>	<u>\$ 245,000</u>	<u>\$ 145,000</u>	<u>\$ 245,000</u>	<u>\$ -</u>
Total resources	<u>\$ 416,657</u>	<u>\$ 399,786</u>	<u>\$ 332,231</u>	<u>\$ 389,031</u>	<u>\$ (10,755)</u>
Expenditures and transfers-out					
INSURANCE	-	-	-	-	-
TOURISM GRANTS	96,554	109,500	109,500	105,600	(3,900)
COMMUNITY ORGANIZATIONAL SUPPORT	-	-	-	-	-
MAJOR EVENT SUPPORT	55,000	55,000	10,000	55,000	-
CITY LODGING TAX GRANTS	77,872	97,700	68,700	90,000	(7,700)
Other services and charges	229,426	262,200	188,200	250,600	(11,600)
Total Hotel/Motel Tax Fund expenditure	<u>\$ 229,426</u>	<u>\$ 262,200</u>	<u>\$ 188,200</u>	<u>\$ 250,600</u>	<u>\$ (11,600)</u>
Ending fund balance	<u>\$ 187,231</u>	<u>\$ 137,586</u>	<u>\$ 144,031</u>	<u>\$ 138,431</u>	<u>\$ 845</u>

EMERGENCY MEDICAL SERVICES

Purpose:

The Emergency Medical Services (EMS) Fund accounts for property tax revenue generated from the EMS levy and charges for ambulance service. To the extent these revenue sources are not sufficient to pay for all expenditures of the Fund, a transfer is made from the General Fund.

The EMS Division, led by a shift battalion chief, provides Basic and Advanced Life Support services to the community. The division is also responsible for quality of care feedback, continuing medical education and recertification, and compliance with Washington Department of Health regulations.

2020 Accomplishments

- Worked with City staff, county fire departments, Snohomish County DEM, and Snohomish Health District to respond to the COVID-19 Public Health Emergency.
- Formalized the department's quality improvement program through chart review, medical director run reviews, and online training

2021 Goals & Objectives

- Work on recovery from the COVID-19 Public Health Emergency.
- Continue improvements to the quality improvement program

Budget Highlights

- Billing services were reduced by \$4,000. This line pays for accounting for the GEMT reimbursement at a cost of \$20,000 and a monthly billing cost of \$2,500.
- Other professional services were reduced by \$9,500 to accommodate budget constraints.
- Hazardous waste disposal was increased by \$250 to reflect expected actual expenses
- Vehicle R&M was increased by \$5,000 due to need to maintain the 2010 ambulance
- Licenses and subscriptions were increased by \$2,400. This funds a variety of EMS records management and other software applications.
- Banking fees were reduced by \$2,000 because these costs were shifted to postage as they relate to the mailing lockbox fees for billing.

2021 Budget

Emergency Medical Services Fund (126)

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
Beginning fund balance	\$ 113,200	\$ -	\$ 130,362	\$ 36,911	\$ -
Revenue and transfers-in					
Taxes	1,904,400	1,934,044	1,934,044	1,953,384	19,340
Licenses and permits	-	-	-	-	-
Intergovernmental revenue	1,266	-	1,260	1,260	1,260
Charges for goods and services	834,081	960,880	959,620	1,027,000	66,120
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	1,360	-	-	-	-
Transfers-in	120,483	-	-	1,179,145	1,179,145
Total revenue and transfers-in	\$ 2,861,590	\$ 2,894,924	\$ 2,894,924	\$ 4,160,789	\$ 1,265,865
Total resources	\$ 2,974,790	\$ 2,894,924	\$ 3,025,286	\$ 4,197,700	\$ 1,265,865
Expenditures and transfers-out					
FULL TIME EMPLOYEES	125,139	135,000	135,200	194,250	59,250
FULL TIME EMPLOYEES	1,348,659	1,573,000	1,534,650	2,307,000	734,000
SPECIAL ASSIGNMENT PAY	1,543	-	-	-	-
EDUCATION PREMIUM PAY	31,958	34,000	35,500	49,250	15,250
ACTING SUPERVISOR PAY	5,902	5,800	6,550	8,000	2,200
PARAMEDIC INCENTIVE	52,226	52,500	52,300	78,000	25,500
MERIT/LONGEVITY PAY	24,923	27,000	29,000	41,000	14,000
FIRE - HOLIDAY BUY BACK	34,768	35,000	37,200	54,600	19,600
OVERTIME	276,854	144,650	290,000	315,000	170,350
SPECIAL ASSIGNMENT PAY	5,832	-	-	-	-
FULL TIME EMPLOYEES	30,852	-	-	-	-
EDUCATION PREMIUM PAY	617	-	-	-	-
MERIT/LONGEVITY PAY	1,234	-	-	-	-
FIRE - HOLIDAY BUY BACK	1,757	-	-	-	-
OVERTIME	14,014	-	-	-	-
Salaries and wages	\$ 1,956,278	\$ 2,006,950	\$ 2,120,400	\$ 3,047,100	\$ 1,040,150
Benefits	583,777	599,400	615,400	881,550	282,150
OFFICE SUPPLIES	17	450	450	450	-
REFERENCE MATERIAL	-	600	600	600	-
SUPPLIES - TRAINING	-	750	750	750	-
SUPPLIES - EMG MEDICAL SVC	46,944	47,500	62,500	47,500	-
CLOTHING/BOOTS	(808)	800	800	800	-
MOTOR FUEL	11,098	11,000	9,000	11,000	-
SMALL ITEMS OF EQUIPMENT	8,482	30,000	18,000	30,000	-
Supplies	65,733	91,100	92,100	91,100	-
BILLING SERVICES	40,273	60,000	40,000	56,000	(4,000)
PROFESSIONAL SERVICES	32,579	33,000	25,000	23,500	(9,500)
LYNNWOOD EMS CONTRACT	68,667	-	-	-	-
TELEPHONE	-	1,250	1,250	1,250	-
POSTAGE	1,609	1,000	500	1,000	-
NEW WORLD PROJECT CONNECTIVITY	442	400	400	400	-
EQUIPMENT REPLACEMENT CHARGES	75,620	-	-	-	-
CELL PHONE	1,007	4,700	4,700	4,700	-
MEALS	9	-	100	-	-
HAZARDOUS WASTE DISPOSAL	416	250	325	500	250
EQUIPMENT R&M	1,146	1,000	1,000	1,000	-
VEHICLE R&M	16,478	15,000	23,000	20,000	5,000
LICENSES AND SUBSCRIPTIONS	17	4,200	4,200	6,600	2,400
BANKING FEES	377	2,000	-	-	(2,000)
Other services and charges	238,640	122,800	100,475	114,950	(7,850)
Intergovernmental services	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TRANSFER TO FACILITY RENEWAL FUND	-	60,000	60,000	63,000	3,000
Transfers-out	-	60,000	60,000	63,000	3,000
Total expenditures and transfers-out	\$ 2,844,428	\$ 2,880,250	\$ 2,988,375	\$ 4,197,700	\$ 1,317,450
Ending fund balance	\$ 130,362	\$ 14,674	\$ 36,911	\$ 0	\$ (51,585)

DRUG ENFORCEMENT

Purpose:

The Drug Enforcement Fund is specifically regulated under Washington State law RCW 69.50 which relates to seizures and forfeitures of illegal drug case proceeds. The Fund may only be used for drug enforcement equipment, investigations, education or similar purposes as defined by state law. A portion of all monies forfeited is submitted to the State of Washington or applicable federal agency.

2020 Accomplishments

- MPD personnel participated in one narcotics operation with the DEA, resulting in the seizure of over 22 pounds of illegal narcotics, four firearms, and 19 arrests.
- Mukilteo Special Operations and Patrol staff conducted two operations dealing with human trafficking and property crimes.

2021 Goals & Objectives

- Continue to investigate drug cases with an emphasis on nuisance properties that act as a launch pad for criminal activity.
- Continue participating in Drug Marketing Interdiction events and special operations working in conjunction with the Snohomish County Regional Narcotics Task Force
- Continue to comply with RCW 69.50 as the law relates to seizures and forfeitures
- Conduct a community outreach program that meets the RCW requirements, to support the prevention of youth substance abuse.

Budget Highlights

- There are no significant changes in the 2021 budget.

2021 Budget

Drug Enforcement Fund (104)

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
Beginning fund balance	\$ -	\$ 1,239	\$ 4,279	\$ 4,279	\$ -
Revenue and transfers-in					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
Intergovernmental revenue	-	-	-	-	-
Charges for goods and services	-	-	-	-	-
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	4,279	20,000	20,000	20,000	-
Transfers-in	-	-	-	-	-
Total revenue and transfers-in	<u>\$ 4,279</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ -</u>
Total resources	<u>\$ 4,279</u>	<u>\$ 21,239</u>	<u>\$ 24,279</u>	<u>\$ 24,279</u>	<u>\$ -</u>
Expenditures and transfers-out					
OVERTIME - DRUG ENFORCEMENT	-	4,000	4,000	4,000	-
Salaries and wages	\$ -	\$ 4,000	\$ 4,000	4,000	-
Benefits	-	-	-	-	-
OPERATING SUPPLIES	-	6,000	6,000	6,000	-
SMALL ITEMS OF EQUIPMENT	-	-	-	-	-
Supplies	-	6,000	6,000	6,000	-
PUBLIC AFFAIRS & COMMUNITY OUTREACH	-	-	-	-	-
NARCOTICS TASK FORCE	-	-	-	-	-
SPECIAL OPERATIONS	-	4,000	4,000	4,000	-
SEIZED PROPERTY	-	6,000	6,000	6,000	-
TRAINING & REGISTRATION	-	-	-	-	-
Other services and charges	-	10,000	10,000	10,000	-
Intergovernmental services	-	-	-	-	-
Transfers-out	-	-	-	-	-
Total expenditures and transfers-out	<u>\$ -</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ -</u>
Ending fund balance	<u>\$ 4,279</u>	<u>\$ 1,239</u>	<u>\$ 4,279</u>	<u>\$ 4,279</u>	<u>\$ -</u>

DEBT SERVICE FUND

• LIMITED TAX GENERAL OBLIGATION BOND



Photos include Rosehill (1); sidewalk maintenance by Public Works crews (2, 3, 4, 7); Senior Department Assistant Lila Robinson receiving her Employee of the Quarter certificate (5); Officer Fabia taking a selfie after playing some basketball with Mukilteo kids (6); Harbour Reach Corridor Project sidewalk construction (8); clean up after a private vehicle accident.

LIMITED TAX GENERAL OBLIGATION BOND FUND

Purpose:

The purpose of this Fund is to account for the annual principal and interest (debt service) payments. The City issued \$12,585,000 in General Obligation bonds in 2009 to fund the construction of the Rosehill Community Center. Limited tax general obligations of the City are payable from taxes levied upon all the taxable property in the City and may be imposed by the City Council without a vote of the people. These bonds were refunded in 2017, which resulted in a net present value savings to the City of \$316,941.

Bonds mature in 2029 and interest payments are made semi-annually in June and December and principal payments are made annually in December. The funding source to make debt service payments has historically come from the Real Estate Excise Tax I and II Funds (REET), although funding is not required to be limited to this sole source.

Budget Highlights

- In 2015 City Council resolved to spend REET I funds only on this debt service obligation, and to fund capital projects with REET II funds.

2021 Budget

Limited Tax General Obligation Bond Fund (275)

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
Beginning fund balance	\$ 3,423	\$ -	\$ 6,787	\$ 10,132	\$ -
Revenue and transfers-in					
Miscellaneous revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers-in	880,345	880,345	880,345	870,000	(10,345)
Total revenue and transfers-in	\$ 880,345	\$ 880,345	\$ 880,345	\$ 870,000	\$ (10,345)
Total resources	\$ 883,768	\$ 880,345	\$ 887,132	\$ 880,132	\$ (10,345)
Expenditures and transfers-out					
Salaries and wages	\$ -	\$ -	\$ -	\$ -	-
Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Other services and charges	-	-	-	-	-
Intergovernmental services	-	-	-	-	-
BOND PRINCIPAL	670,000	670,000	670,000	710,000	40,000
BOND INTEREST	206,681	206,700	206,700	168,840	(37,860)
ADMINISTRATION FEE	300	300	300	300	-
Debt service	876,981	877,000	877,000	879,140	2,140
Transfers-out	-	-	-	-	-
Total expenditures and transfers-out	\$ 876,981	\$ 877,000	\$ 877,000	\$ 879,140	\$ 2,140
Ending fund balance	\$ 6,787	\$ 3,345	\$ 10,132	\$ 992	\$ (12,485)

CAPITAL PROJECTS FUNDS

- PARK ACQUISITION AND DEVELOPMENT
- TRANSPORTATION IMPACT FEE
- REAL ESTATE EXCISE TAX I
- REAL ESTATE EXCISE TAX II
- CAPITAL PROJECTS



CAPITAL PROJECTS FUND

Purpose:

In prior budget years, the City has used the REET II fund as the working capital projects fund. The Capital Projects Fund, established with the 2020 Budget, provides greater transparency of the use of restricted funds.

The 2021 budget includes transfers-in from other funds (primarily REET II) for projects, including some carry forward amounts from 2020 multi-year projects.

Budget Highlights

- The ongoing Harbour Reach Corridor and Harbour Pointe Boulevard Widening projects are also budgeted through this new fund, even though no new funding is requested.
- Surface Water capital projects will continue to be budgeted through the Surface Water Fund.
- There are ten projects budgeted for 2021 with individual New Budget Item requests.
 - Annual Pavement Preservation Program (T-2)
 - Annual Programs
 - Annual ADA Upgrades Program (T-3)
 - Annual Bike Transit Walk (By the Way) Program (T-5)
 - Annual Traffic Calming Program (T-6)
 - Annual Pedestrian Crosswalk Enhancement Program (T-7)
 - Annual Sidewalk Repair Program (T-4)
 - Other New Projects
 - 76th Street SW & SR 525 Pedestrian Improvements (T-1)
- Projects were ranked by City staff in response to a request from the Council. They are denoted as Transportation-# reflecting their priority (T-1, T-2, etc). All are funded in this 2021 Preliminary Budget.
 - T1- 76th Street SW Sidewalks & SR525 Crosswalk - Grant funded, continuation of work started in 2020.
 - T2- Annual Pavement Preservation (incl. HRD/CBR Grant) – Grant funded, deferring would result in loss of grant funds.
 - T3- Annual ADA Upgrades/Transition Plan – Continuing to fund this program shows commitment to meeting federal requirements
 - T4- Annual Sidewalk Repair Program – Investing in maintaining what we currently have.
 - T5- Annual BTW (set-aside for BTW) – Investing in the vision of Mukilteo's future.

2021 Budget

- T6- Annual Traffic Calming Program – This is not a required program and the City has some carry forward amounts that can be used in 2021.
- T7- Pedestrian Crosswalk Enhancement Program – This is not a required program and the City has some carry forward amounts that can be used in 2021



2021 Draft Budget

Annual Pavement Preservation Program

Date Discussed by Council: This is an ongoing, sustaining program, begun in 2016

Preservation of the street network utilizing various pavement preservation technologies. As planned, this annual program also funds project management and overhead costs.

Fund Name
Capital Projects

Amount Requested

\$1,462,650

Nature of the expenditure?

Ongoing

Any Additional Revenue? If Yes, Identify Below

YES

Project eligible for REET II Funding

Yes

Expenditure Purpose and Justification

Based on the 2016 Wise Investments in Transportation Taskforce recommendations and City Council policy, the Pavement Preservation Program proposes funding of the preservation need at \$900,000 annually. The 2021 Budget includes funding from Transportation Benefit District funds, REET II funds and a \$700,000 federal grant for the resurfacing of Harbour Reach Drive (HRD) and Chennault Beach Road (CBR). In future years, the City will continue to face a challenge of identifying a sustainable funding source in-between grant cycles.

The primary focus of the 2021 program will be to design and construct the Harbour Reach Drive and Chennault Beach Road Pavement Preservation Project. This project is funded in part by a federal Surface Transportation Program Preservation grant and will resurface Harbour Reach Drive & Chennault Beach Road from Harbour Pointe Blvd SW to Harbour Pointe Blvd. The grant was received in late 2018 and design and construction is scheduled for 2020. The City match amount required to complete the project is \$420,000. Construction costs exceeding the grant amount will need to be borne by the City.

Future years will fund other streets, based on the Pavement Preservation Program, along with project management and outreach support from contracting consultants.

Funding Summary	Grant	City Funds	Total
2020 Estimated Carry Forward		\$ 837,276	\$ 837,276
2021 Budget - HRD & CBR Project	\$ 700,000	\$ 420,000	\$ 1,120,000
2021 Budget - Other Projects		\$ 342,650	\$ 342,650
Total	\$ 700,000	\$ 1,599,926	\$ 2,299,926

Alternatives and Potential Costs

If not funded at recommended levels, the deferred cost of pavement surface maintenance will increase over time. This will reduce the level of service to the community. The Council could choose to decrease funding for this program.

Identify Additional Related Revenue and Expenses and Whether One-Time or On-Going

This is an ongoing program. Total proposed expenses are summarized in the table above.

Department:	Public Works
Division:	Engineering
Prepared by:	Andrea Swisstack, Public Works Director

Expenditure Account # & Title	Amount
Capital Projects: Pavement Preservation	\$ 1,462,650
	\$ -
	\$ -
	\$ -

Revenue Account # & Title	Amount
Federal Surface Transportation Grant	\$ 700,000
REET II (based on current estimates)	\$ 445,000
% Sales Tax (based on current estimates)	\$ 317,650
	\$ -



2021 Draft Budget

Annual ADA Upgrades Program

Date Discussed by Council: This is an ongoing, sustaining program, begun in 2014

Upgrade public right-of-way infrastructure as prioritized in the City's ADA Transition Plan to be in compliance with the Americans with Disabilities Act standards.

Fund Name
Capital Projects

Amount Requested
\$25,000

Nature of the expenditure? **Ongoing**
Project eligible for REET II Funding **Yes**

Any Additional Revenue? If Yes, Identify Below **NO**

Expenditure Purpose and Justification

Under the Americans with Disabilities Act, the City is required to have Transition Plan that identifies infrastructure (such as curb ramps, sidewalks, crossings, etc.) that does not meet the 2010 ADA standards and prioritizes the non-compliant infrastructure for replacement. The City began work on the Transition Plan in 2015, and is still in process of developing the Plan for implementation.

This Program will fund projects that will bring non-compliant infrastructure into compliance and improve accessibility throughout the City for individuals of all abilities. This Program will be an ongoing effort until all public right-of-way infrastructure is ADA compliant.

Funding Summary		Total
2020 Estimated Carry Forward	\$	70,138
2021 Budget	\$	25,000
Total	\$	95,138

Alternatives and Potential Costs

Developing and implementing a Transition Plan is a federal requirement. The Council could choose to increase or decrease funding for this program.

Identify Additional Related Revenue and Expenses and Whether One-Time or On-Going

This is an ongoing program. Total proposed expenses are summarized in the table above.

Department:	Public Works
Division:	Engineering
Prepared by:	Andrea Swisstack, Public Works Director

Expenditure Account # & Title	Amount
Capital Projects Fund: ADA Upgrades	\$ 25,000

Revenue Account # & Title	Amount
Transfer in from REET II	\$ 25,000



2021 Draft Budget

Annual Bike Transit Walk (By the Way) Program

Date Discussed by Council: This is an ongoing, sustaining program begun in 2014 as separate bike and pedestrian programs, and consolidated into this program in 2018

This will continue implementation of the adopted Bike Transit Walk Plan. It is an annually accruing program which includes the design and construction of new bike path and sidewalk amenities for the improvement of the City's non-motorized system.

Fund Name

Capital Projects

Amount Requested

\$120,000

Nature of the expenditure?

Ongoing

Any Additional Revenue? If Yes, Identify Below

NO

Project eligible for REET II Funding

Yes

Expenditure Purpose and Justification

The BTW Plan was adopted by the Council on March 6, 2017 by Resolution 2017-01 with a recommended funding level of \$435,000 annually. In 2020, the program was not funded due to other competing priorities. The City continues to face a challenge of identifying a sustainable funding source annually for this program which is resulting in the delayed implementation of the Plan.

Bike paths and sidewalks provide connectivity throughout the City and allow cyclists and pedestrians to safely travel between locations. The purpose of annually allocating REET II funds for bike path and sidewalk construction is to build a reserve to construct bike paths and sidewalk projects that have been identified in the City's award-winning Bike Transit Walk (BTW) Plan.

Funding Summary	Total
2020 Estimated Carry Forward	\$ 353,329
2020 SR525 Sidewalks Project (approved 1/6/2020)	\$ (40,560)
2021 Budget	\$ 120,000
2021 Transfer to 76th St SW & SR 525 Improvements	\$ (184,275)
Total	\$ 248,494

Alternatives and Potential Costs

The Council could choose to increase or decrease funding for this program. The funding level will determine the timeline for the Plan implementation.

Identify Additional Related Revenue and Expenses and Whether One-Time or On-Going

This is an ongoing program. Total proposed expenses are summarized in the table above.

Department:	Public Works
Division:	Engineering
Prepared by:	Andrea Swisstack, Public Works Director

Expenditure Account # & Title	Amount
Capital Projects: BTW	\$ 120,000

Revenue Account # & Title	Amount
Transfer in from REET II	\$ 120,000



2021 Draft Budget

Annual Traffic Calming Program

Date Discussed by Council: This is an ongoing, sustaining program, begun in 2015

Continued program to respond to resident requests regarding neighborhood traffic issues related to speeding and cut-through traffic via the adopted Traffic Calming Program.

Fund Name
Capital Projects

Amount Requested

\$25,000

Nature of the expenditure?

Ongoing

Any Additional Revenue? If Yes, Identify Below

NO

Project eligible for REET II Funding

Yes

Expenditure Purpose and Justification

In 2015 Council adopted a Traffic Calming Program via Resolution 2015-07. This program assists residents and City staff in responding to neighborhood traffic issues related to speeding and cut-through traffic. The program provides a consistent mechanism for responding to residential traffic concerns. Budget from this program is used to purchase and install traffic calming devices such as additional signage, pavement markings, radar signs and speed humps. The funding amount does not cover the staff time to administer this program.

Funding Summary	Total
2020 Estimated Carry Forward	\$ 50,543
2021 Budget	\$ 25,000
Total	\$ 75,543

Alternatives and Potential Costs

The Council could choose to increase or decrease funding for this program.

Identify Additional Related Revenue and Expenses and Whether One-Time or On-Going

This is an ongoing program. Total proposed expenses are summarized in the table above.

Department:	Public Works
Division:	Engineering
Prepared by:	Andrea Swisstack, Public Works Director

Expenditure Account # & Title	Amount
Capital Projects Fund: Traffic Calming	\$ 25,000

Revenue Account # & Title	Amount
Transfer in from REET II	\$ 25,000



2021 Draft Budget

Annual Pedestrian Crosswalk Enhancement Program

Date Discussed by Council: This is an ongoing, sustaining program, begun in 2016

Continued program to evaluate, design and install pedestrian crosswalk improvements.

Fund Name
Capital Projects

Amount Requested

\$35,000

Nature of the expenditure?

Ongoing

Any Additional Revenue? If Yes, Identify Below

NO

Project eligible for REET II Funding

Yes

Expenditure Purpose and Justification

This annual program focuses on improving pedestrian safety at crosswalks. The City periodically receives requests for new or improved crosswalks from residents throughout the City. Staff has lacked a defined process for evaluating and prioritizing these requests. The focus of the 2021 program will be to develop a prioritization process to ensure the City is installing the appropriate safety measures and spending program dollars where they are most needed. In addition, several requests will be addressed using the new prioritization process.

Funding Summary		Total
2020 Estimated Carry Forward	\$	66,873
2021 Budget	\$	35,000
Total	\$	101,873

Alternatives and Potential Costs

The Council could choose to increase or decrease funding for this program.

Identify Additional Related Revenue and Expenses and Whether One-Time or On-Going

This is an ongoing program. Total proposed expenses are summarized in the table above.

Department:	Public Works
Division:	Engineering
Prepared by:	Andrea Swisstack, Public Works Director

Expenditure Account # & Title	Amount
Capital Projects: Crosswalk Enhancement	\$ 35,000

Revenue Account # & Title	Amount
Transfer in from REET II	\$ 35,000



2021 Draft Budget

Annual Sidewalk Repair Program

Date Discussed by Council: This is an ongoing, sustaining program, begun in 2019

Repairs to the existing sidewalk network to fix broken, offset and/or damaged areas.

Fund Name
Capital Projects

Amount Requested

\$25,000

Nature of the expenditure?

Ongoing

Any Additional Revenue? If Yes, Identify Below

NO

Project eligible for REET II Funding

Yes

Expenditure Purpose and Justification

In 2019, the City funded the Annual Sidewalk Repair Program with the vision to invest annually in preserving the City's existing sidewalk infrastructure. Many sidewalks and paths within the City are in need of repairs due to tree root intrusion, cracking, spalling or old age. If left unrepaired, these locations can become tripping hazards to the users.

This program only includes repairs to existing sidewalks and does not fund the construction of new sidewalks. New sidewalks are funded via the adopted Bike Transit Walk program.

Funding Summary	Total
2020 Estimated Carry Forward	\$ 144,426
2021 Budget	\$ 25,000
Total	\$ 169,426

Alternatives and Potential Costs

The Council could choose to increase or decrease funding for this program.

Identify Additional Related Revenue and Expenses and Whether One-Time or On-Going

This is an ongoing program. Total proposed expenses are summarized in the table above.

Department:	Public Works
Division:	Engineering
Prepared by:	Andrea Swisstack, Public Works Director

Expenditure Account # & Title	Amount
Capital Projects: Sidewalk Repairs	\$ 25,000

Revenue Account # & Title	Amount
Transfer in from REET II	\$ 25,000



2021 Draft Budget

76th Street SW & SR 525 Pedestrian Improvements

Date Discussed by
Council:
11/4/19 and 6/1/20

Construction of the 2020-2021 Safe Routes To School grant project
located along 76th Street SW from SR525 to 44th Avenue West.

Fund Name
Capital Projects

Amount Requested

\$184,275

Nature of the expenditure?

One-Time

Any Additional
Revenue? If Yes,
Identify Below

YES

Project eligible for REET II Funding

Yes

Expenditure Purpose and Justification

The City Council accepted a WSDOT Safe Routes to School grant on November 4, 2019 to construct missing segments of sidewalk on 76th Street SW between Olympic View Middle School & 44th Ave West. The project will include ADA-compliant curb ramps, new and repaired curb, gutter and sidewalk, a new pedestrian signal at SR 525, an RRFB pedestrian crossing on 76th, marked crosswalks, retaining walls, and a pedestrian handrail. City match required is 13.5%.

The Preliminary Engineering and Right-of-Way phases of the project began in 2020. Construction is scheduled for 2021.

Funding Summary	Grant	City Match	Total
2020 Budget - Carry Forward	\$ 17,300	\$ 2,700	\$ 20,000
2021 Budget - Construction	\$ 1,180,725	\$ 184,275	\$ 1,365,000
Total	\$ 1,198,025	\$ 186,975	\$ 1,385,000

Alternatives and Potential Costs

N/A

Identify Additional Related Revenue and Expenses and Whether One-Time or On-Going

This is a one-time project. Total project expenses from 2020 and proposed 2021 expenses are summarized in the table above.

Department:	Public Works
Division:	Engineering
Prepared by:	Andrea Swisstack, Public Works Director

Expenditure Account # & Title	Amount
Capital Projects Fund	\$ 1,365,000
	\$ -
	\$ -
	\$ -

Revenue Account # & Title	Amount
WSDOT Safe Routes to School Grant	\$ 1,180,725
REET II-BTW (City Match)	\$ 184,275
	\$ -
	\$ -

2021 Budget

Capital Projects Fund (301)

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
Beginning fund balance	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue and transfers-in					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
DOT FHWA GRANT	-	-	-	700,000	700,000
WA STATE DEPT OF TRANS GRANT	-	16,512,875	9,663,444	6,500,000	(10,012,875)
GRANT FOR 5TH STREET BICYCLE & PED	-	764,000	20,000	744,000	(20,000)
SRTS GRANT 76TH & 525	-	142,725	125,425	1,198,025	1,055,300
WA STATE TIB GRANT	-	50,000	-	50,000	-
Intergovernmental revenue	-	17,469,600	9,808,869	9,192,025	(8,277,575)
Charges for goods and services	-	-	-	-	-
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	-	-	-	-	-
OPERATING TRANSFERS IN - TBD PAVE PRES	-	659,536	200,000	729,476	69,940
OPERATING TRANSFERS IN - TBD HPBW	-	265,000	265,000	-	(265,000)
OPERATING TRANSFERS IN - REET I PAVE PRES	-	25,000	-	25,000	-
OPERATING TRANSFERS IN - REET II PAVE PRES	-	422,725	-	845,450	422,725
OPERATING TRANSFERS IN - REET II: HPBW	-	778,225	759,325	-	(778,225)
OPERATING TRANSFERS IN - REET II TRAFFIC CALM	-	62,603	12,060	75,543	12,940
OPERATING TRANSFERS IN - REET II ADA	-	125,138	125,138	95,138	(30,000)
OPERATING TRANSFERS IN - REET II 76TH & SR 525	-	22,275	19,575	186,975	164,700
OPERATING TRANSFERS IN - REET II BTW	-	372,000	47,386	248,494	(123,506)
OPERATING TRANSFERS IN - REET II SIDEWALK	-	145,000	574	169,426	24,426
OPERATING TRANSFERS IN - REET II PED XWALK	-	70,000	-	101,873	31,873
OPERATING TRANSFERS IN - SW HPBW	-	150,000	150,000	-	(150,000)
Transfers-in	-	3,097,502	1,579,058	2,477,375	(620,127)
Total revenue and transfers-in	\$ -	\$ 20,567,102	\$ 11,387,927	\$ 11,669,400	\$ (8,897,702)
Total resources	\$ -	\$ 20,567,102	\$ 11,387,927	\$ 11,669,400	\$ (8,897,702)
Expenditures and transfers-out					
Salaries and wages	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Other services and charges	-	-	-	-	-
Intergovernmental services	-	-	-	-	-
TRAFFIC CALMING PROJECT	-	62,603	12,060	75,543	12,940
ADA UPGRADES PROJECT	-	125,138	125,138	95,138	(30,000)
SRTS 76TH & SR 525 PROJECT	-	165,000	145,000	1,385,000	1,220,000
BTW PROJECT INCLUDING 525 SIDEWALK	-	372,000	47,386	298,494	(73,506)
SIDEWALK REPAIR PROJECT	-	145,000	574	169,426	24,426
PEDESTRIAN CROSSWALK ENHANCEMENTS	-	70,000	-	101,873	31,873
5TH STREET BICYCLE & PED IMPROVEMENTS	-	764,000	20,000	744,000	(20,000)
STREET PRESERVATION PROJECT	-	1,107,261	200,000	2,299,926	1,192,665
HARBOUR REACH CORRIDOR PROJECT	-	16,512,875	9,663,444	6,500,000	(10,012,875)
HARBOUR POINTE WIDENING PROJECT	-	1,243,225	1,174,325	-	(1,243,225)
Capital Outlay	-	20,567,102	11,387,927	11,669,400	(8,897,702)
Transfers-out	-	-	-	-	-
Total expenditures and transfers-out	\$ -	\$ 20,567,102	\$ 11,387,927	\$ 11,669,400	\$ (8,897,702)
Ending fund balance	\$ -	\$ -	\$ -	\$ -	\$ -

PARK ACQUISITION & DEVELOPMENT FUND

Purpose:

The purpose of this Fund is to account for the receipt of Park Mitigation Fees on new development within the City.

The demand for park and recreation facilities generated by residential growth is greater than what can be supported by the City's General Fund. Park and recreation facilities need to be developed to serve this need and, as a result, new residential developments pay an impact fee to provide a portion of increased park and recreation needs due to growth.

A park impact mitigation fee is charged by the City on new single family and multifamily residential projects to pay for the costs of providing additional public facilities or improving existing facilities needed as a result of a new development. Projects such as remodels or renovation permits which do not result in additional dwelling units are excluded from paying the impact fee.

The estimated revenue from Park Mitigation Fees for 2021 is budgeted at \$20,000.

Budget Highlights

- There are no budgeted expenditures from this fund in 2021.

2021 Budget

Park Acquisition & Development Fund (322)

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
Beginning fund balance	\$ 227,102	\$ 274,326	\$ 230,449	\$ 250,449	\$ -
Revenue and transfers-in					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
Intergovernmental revenue	136,042	242,749	242,749	-	(242,749)
Charges for goods and services	12,974	20,000	20,000	20,000	-
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	555	-	-	-	-
Transfers-in	-	-	-	-	-
Total revenue and transfers-in	\$ 149,571	\$ 262,749	\$ 262,749	\$ 20,000	\$ (242,749)
Total resources	\$ 376,673	\$ 537,075	\$ 493,198	\$ 270,449	\$ (242,749)
Expenditures and transfers-out					
Salaries and wages	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Other services and charges	860	-	-	-	-
Intergovernmental services	-	-	-	-	-
JAPANESE GULCH LAND PURCHASE	47,134	-	-	-	-
CONSULTING SERVICES - PEACE PARK	98,230	242,749	242,749	-	(242,749)
Capital Outlay	145,364	242,749	242,749	-	(242,749)
Transfers-out	-	-	-	-	-
Total expenditures and transfers-out	\$ 146,224	\$ 242,749	\$ 242,749	\$ -	\$ (242,749)
Ending fund balance	\$ 230,449	\$ 294,326	\$ 250,449	\$ 270,449	\$ -

TRANSPORTATION IMPACT FEE FUND

Purpose:

The purpose of this Fund is to account for street mitigation fees collected by the City as authorized by the State Environmental Policy Act and the Growth Management Act to help offset the cost of roads and other transportation infrastructure resulting from new growth and development.

Budget Highlights

- The primary revenue for this fund is street mitigation fees which are projected to be \$50,000.
- The 2021 budget includes a transfer out to the General Fund for a portion of the Capital Project Engineer's salary and benefits, as the 2017, 2018, 2019 and 2020 budgets did.

2021 Budget

Transportation Impact Fee Fund (323)

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
Beginning fund balance	\$ 134,028	\$ 122,829	\$ 161,289	\$ 120,589	\$ -
Revenue and transfers-in					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
Intergovernmental revenue	-	-	-	-	-
Charges for goods and services	114,461	50,000	50,000	50,000	-
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	-	-	-	-	-
Transfers-in	-	-	-	-	-
Total revenue and transfers-in	\$ 114,461	\$ 50,000	\$ 50,000	\$ 50,000	\$ -
Total resources	\$ 248,489	\$ 172,829	\$ 211,289	\$ 170,589	\$ -
Expenditures and transfers-out					
Salaries and wages	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Other services and charges	-	-	-	-	-
Intergovernmental services	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-out	87,200	90,700	90,700	92,400	1,700
Total expenditures and transfers-out	\$ 87,200	\$ 90,700	\$ 90,700	\$ 92,400	\$ 1,700
Ending fund balance	\$ 161,289	\$ 82,129	\$ 120,589	\$ 78,189	\$ (1,700)

REAL ESTATE EXCISE (REET) I & II FUNDS

Purpose:

The purpose of these two Funds is to account for the proceeds of the Real Estate Excise Tax. The Tax is levied on the sale of real property within the City at a total rate of 0.5% of the selling price. Use of the tax proceeds is limited to capital projects. Tax proceeds are allocated equally to the two Funds – REET I and II.

Budget Highlights for Both Funds

- REET I & II revenue for 2021 is estimated to total \$1.4M and is allocated equally between both Funds.
- The REET I Fund will transfer the amount needed to fund the annual debt service payments for the bond issues used to construct the Rosehill Community Center to the LTGO Debt Service Fund (\$870,000).
- REET II includes \$1,722,899 in transfer to the Capital Projects fund and \$23,100 to the General Fund.

2021 Budget

Real Estate Excise (REET) I Fund (331)

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
Beginning fund balance	\$ 2,456,048	\$ 2,157,470	\$ 2,221,256	\$ 2,047,661	\$ -
Revenue and transfers-in					
Taxes	682,178	700,000	700,000	700,000	-
Licenses and permits	-	-	-	-	-
Intergovernmental revenue	-	-	-	-	-
Charges for goods and services	-	-	-	-	-
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	13,875	13,500	6,750	-	(13,500)
Transfers-in	-	-	-	-	-
Total revenue and transfers-in	\$ 696,053	\$ 713,500	\$ 706,750	\$ 700,000	\$ (13,500)
Total resources	\$ 3,152,101	\$ 2,870,970	\$ 2,928,006	\$ 2,747,661	\$ (13,500)
Expenditures and transfers-out					
Salaries and wages	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Other services and charges	-	-	-	-	-
Intergovernmental services	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TRANSFER TO LTGO BOND FUND	880,345	880,345	880,345	870,000	(10,345)
TRANSFER TO REET II	25,500	-	-	-	-
TRANSFER TO TRANSP BENEFIT DISTRICT	25,000	-	-	-	-
TRANSFER TO CAPITAL PROJECTS FUND	-	25,000	-	25,000	-
Transfers-out	930,845	905,345	880,345	895,000	(10,345)
Total expenditures and transfers-out	\$ 930,845	\$ 905,345	\$ 880,345	\$ 895,000	\$ (10,345)
Ending fund balance	\$ 2,221,256	\$ 1,965,625	\$ 2,047,661	\$ 1,852,661	\$ (3,155)

2021 Budget

Real Estate Excise (REET) II Fund (332)

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
Beginning fund balance	\$ 1,619,628	\$ 1,320,566	\$ 1,332,657	\$ 1,045,999	\$ -
Revenue and transfers-in					
Taxes	682,178	700,000	700,000	700,000	-
Intergovernmental revenue	1,154,113	-	-	-	-
Miscellaneous revenue	375	-	-	-	-
Transfers-in	25,500	-	-	-	-
Total revenue and transfers-in	<u>\$ 1,862,166</u>	<u>\$ 700,000</u>	<u>\$ 700,000</u>	<u>\$ 700,000</u>	<u>\$ -</u>
Total resources	<u>\$ 3,481,794</u>	<u>\$ 2,020,566</u>	<u>\$ 2,032,657</u>	<u>\$ 1,745,999</u>	<u>\$ -</u>
Expenditures and transfers-out					
Salaries and wages	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Supplies	(236)	-	-	-	-
Other services and charges	36,274	-	-	-	-
Intergovernmental services	-	-	-	-	-
Capital Outlay	1,792,599	-	-	-	-
TRANS TO TRANSPORTATION BENEFIT DIST.	289,500	-	-	-	-
TRANS TO GENERAL FUND	31,000	22,600	22,600	23,100	500
TRANS TO CAP PROJ: PAVEMENT PRES.	-	422,725	-	845,450	422,725
TRANS TO CAP PROJ: HPBW	-	778,225	759,325	-	(778,225)
TRANS TO CAP PROJ: TRAFFIC CALMING	-	62,603	12,060	75,543	12,940
TRANS TO CAP PROJ: ADA UPGRADES	-	125,138	125,138	95,138	(30,000)
TRANS TO CAP PROJ: SRTS 76TH & 525	-	22,275	19,575	186,975	164,700
TRANS TO CAP PROJ: SR 525 SIDEWALK	-	-	40,560	-	-
TRANS TO CAP PROJ: BTW	-	372,000	6,826	248,494	(123,506)
TRANS TO CAP PROJ: SIDEWALK REPAIR	-	145,000	574	169,426	24,426
TRANS TO CAP PROJ: PED ACTIVATED XWALK	-	70,000	-	101,873	31,873
Transfers-out	320,500	2,020,566	986,658	1,745,999	(274,567)
Total expenditures and transfers-out	<u>\$ 2,149,137</u>	<u>\$ 2,020,566</u>	<u>\$ 986,658</u>	<u>\$ 1,745,999</u>	<u>\$ (274,567)</u>
Ending fund balance	<u>\$ 1,332,657</u>	<u>\$ -</u>	<u>\$ 1,045,999</u>	<u>\$ -</u>	<u>\$ 274,567</u>

2021 Budget

Real Estate Excise Tax Reporting Requirements

REET I

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	2022 Projected
Beginning fund balance	\$ 2,456,048	\$ 2,157,470	\$ 2,221,256	\$ 2,047,661	\$ 1,852,661
Revenue and transfers-in					
Real Estate Excise Tax	\$ 682,178	\$ 700,000	\$ 700,000	\$ 700,000	\$ 650,000
Grants	-	-	-	-	-
Investment Interest	13,875	13,500	6,750	-	-
Transfers-in	-	-	-	-	-
Total revenue and transfers-in	\$ 696,053	\$ 713,500	\$ 706,750	\$ 700,000	\$ 650,000
Total resources	\$ 3,152,101	\$ 2,870,970	\$ 2,928,006	\$ 2,747,661	\$ 2,502,661
Expenditures and transfers-out					
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers-Out	930,845	905,345	880,345	895,000	905,345
Total Expenditures	\$ 930,845	\$ 905,345	\$ 880,345	\$ 895,000	\$ 905,345
Ending Fund Balance	\$ 2,221,256	\$ 1,965,625	\$ 2,047,661	\$ 1,852,661	\$ 1,597,316

Percent of available funds used for maintenance

0.00%

0.00%

Percent of capital projects attributed to REET I

3.47%

3.17%

Check figure w/331 REET tab

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REET II

	2018 Actuals	2019 Budget	2019 Estimated Actuals	2020 Budget	2021 Projected
Beginning fund balance	\$ 1,619,628	\$ 1,320,566	\$ 1,332,657	\$ 1,045,999	\$ (0)
Revenue and transfers-in					
Real Estate Excise Tax	\$ 682,178	\$ 700,000	\$ 700,000	\$ 700,000	\$ 650,000
RCO Grant	50,000	-	-	-	-
DOT Grant	464,150	-	-	-	-
TIB Grant	562,463	-	-	-	-
Snohomish County	77,500	-	-	-	-
Miscellaneous Revenues	375	-	-	-	-
Transfers In	25,500	-	-	-	-
Total revenue and transfers-in	\$ 1,862,166	\$ 700,000	\$ 700,000	\$ 700,000	\$ 650,000
Total resources	\$ 3,481,794	\$ 2,020,566	\$ 2,032,657	\$ 1,745,999	\$ 650,000

Continued on next page..

2021 Budget

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	2022 Projected
Expenditures and transfers-out					
Small Items of Equipment	\$ (236)	\$ -	\$ -	\$ -	\$ -
Traffic Control Improvements	36,274	-	-	-	-
Mukilteo B&G Club Ballfields	(500,000)	-	-	-	-
Mukilteo B&G Club Construction	500,000	-	-	-	-
Right of Ways	319,988	-	-	-	-
Harbour Point Blvd Widening	1,248,813	-	-	-	-
Harbour Reach Drive Extension	205,342	-	-	-	-
Bike Transit Walk	11,845	-	-	-	-
Pedestrian Activated Crosswalk Lighting Program	3,127	-	-	-	-
Transfer Out to TBD	289,500	-	-	-	-
Transfer Out to General	31,000	22,600	22,600	23,100	24,295
Transfer Out to Capital Projects	-	-	-	*SEE PROJECTS	*SEE PROJECTS
Total Expenditures	\$ 2,145,653	\$ 22,600	\$ 22,600	\$ 23,100	\$ 24,295
Ending Fund Balance	\$ 1,336,141	\$ 1,997,966	\$ 2,010,057	\$ 1,722,899	\$ 625,705
PERCENT OF REET II USED FOR MAINTENANCE	0%	0%	0%	4%	4%

*Beginning in 2020, all expenditures for capital projects will be shown as transfers to the Capital Projects Fund: Specific amounts are listed by project title for clarity

ENTERPRISE FUNDS

- SURFACE WATER MANAGEMENT
- SURFACE WATER RESERVE



SURFACE WATER UTILITY

Purpose:

The Surface Water Utility operates under Public Works, with Engineering/Administration functions and Operations functions. The Surface Water Utility's goals are outlined in the 2015 Comprehensive Surface Water Management Plan adopted by Council in 2015, as Key Performance Indicators (KPI) and Implementation Measures (IM). These performance measures address maintaining the City's stormwater system, meeting NPDES permit requirements, providing engineering services for development projects, providing technical assistance to City residents, and implementing stormwater related outreach programs. The Utility maintains 75 miles of storm drains, 6.5 miles of ditches, 4842 catch basins and 167 public detention and water quality facilities. The Key Performance Indicators and Implementation Measures set forth in the Comprehensive Surface Water Management Plan were met in 2020 and are more specifically described below.

2020 Accomplishments

Engineering & Administration

- Coordinated NPDES Phase II requirements across City departments
- Completed the final design of the Decant Facility Project and advertised for bid
- Received Ecology's approval for 30% design on stormwater LID retrofit project
- Completed the design and started the construction of the 61st Place Retaining Wall project
- Received the Corps permit and began property acquisition for the 61st Street Culvert project
- Awarded a \$368,640 grant from Department of Ecology for the Stormwater Pipe Inspection program
- Began the development of a Stormwater Pipe Inspection and Assessment Program
- Completed a gap analysis of NPDES permit requirements and past basin study work performed by the City
- Reviewed 13 private development proposals for compliance with stormwater requirements as of August 31, 2020
- Negotiated three-way stormwater agreement between WSF, Sound Transit, and the City to outline ownership and maintenance responsibilities along the waterfront.
- Responded to approximately 10 spill reports as of August 2020

Operations

- Inspected all municipally owned stormwater facilities
- Performed "Hot Spot" inspections after every storm

2021 Goals & Objectives

Engineering & Administration

- Continue coordination and implementation of the NPDES Phase II permit requirements
- Complete the construction of the Decant Facility, 61st Place W Retaining Wall Repairs, 61st Place Culvert, rehabilitate two stormwater ponds (Pond M & Clearview), and rehabilitate six stormwater control structures
- Continue to clarify and delineate responsibility for public and private stormwater systems through mapping of easements and continued field verification of stormwater network

2021 Budget

- Continue to adopt regional outreach messaging into stormwater programs
- Begin the development of a Source Control Program as required by the 2019 NPDES Permit
- Begin the implementation of the Stormwater Pipe Inspection and Assessment Program
- Begin development of a Behavior Change Program, as required by the 2019 NPDES Permit

Operations

- Document all Operations practices that protect water quality
- Develop Stormwater Standard Operating Procedures as required under the NPDES Permit
- Continue inspection and maintenance programs required under the NPDES Permit

Budget Highlights

- The budget includes New Budget Items for the 60th Avenue West Drainage Repairs, Stormwater Pipe Inspection and Assessment Implementation (including associated software) and Source Control Program Development
- To better reflect actual expenses over previous years, Hazardous Materials Testing was reduced by \$750
- Facilities Maintenance Charges increased by \$12,665 based on cost allocation plan
- Hazardous Waste Disposal line item is increased by \$19,500 based on previous years' actual costs
- To better reflect actual expenses over previous years, Equipment R&M was reduced by \$10,000
- To better reflect actual expenses and to accommodate budget constraints, Vehicle R&M was reduced by \$5,000
- To better reflect actual expenses over previous years, Office Supplies was reduced by \$500

2021 Budget



2021 Draft Budget

Surface Water 10 Yard Dump Truck & Trailer Replacement

Date Discussed by
Council: 6/8/20

Authorize purchase of the 2001 International Dump Truck and Trailer identified through the Equipment Replacement Plan for replacement in 2021 from the Surface Water Fund

Fund Name
Surface Water

Amount Requested
\$325,000

Nature of the expenditure? **One-time**

Any Additional Revenue? If Yes, Identify Below **No**

Expenditure Purpose and Justification

2001 International 10 yard Dump Truck with salt/sand spreader has exceeded its 15-year life span and has significant ongoing maintenance issues totaling over \$19,000 in repairs since May 2019, which resulted in 46 days of the truck being out of service. The average repair time is 11 days out of service. This is the City's only full size dump truck and is essential for daily work. Replacement estimate cost includes purchase of a trailer.

This vehicle is used primarily for:

- Hauling of larger loads of material, including all decanted material removed from the City's storm system
- Keeping sand/salt supplies stocked & restocking during winter events.
- Snow and ice removal for priority routes, arterials and collectors where the smaller 5-yard trucks have difficulty

This 20-year old dump truck has shown an increase in maintenance in recent years and the reliability is decreasing. It is a piece of equipment the City cannot afford to let go down as there is no way provide back up and it's a crucial piece of equipment for responding to storm emergencies. The City relies on this 10yard truck for NPDES permit compliance and it is the workhorse during snow/ice and emergency events. If it breaks down there isn't backup or other equipment that can cover its functions while it is out of service for repair. The only other dump trucks in the City's fleet are two 5-yard trucks.

The biggest concern for the City is if it is not replaced, and we have a snow event (or other major emergency) where the existing 10-yard truck breaks down, Public Works will not be equipped to clear the roads and respond adequately. An 11 day out of service repair cycle would be a significant impact to the community, particularly on our steeply sloped roads and to provide salt and sand for all roads.

Alternatives and Potential Costs

Delay replacement of any or all items, resulting in increased repair and maintenance costs. Would require budgeting of additional vehicle maintenance repair funds.

Identify Additional Related Revenue and Expenses and Whether One-Time or On-Going

Surface Water assets are purchased and held by the Surface Water Fund rather than the Equipment Replacement Fund. Trade in value of approximately \$20,000-\$30,000.

Department:	Multiple
Division:	N/A
Prepared by:	Michelle Meyer

Expenditure Account # & Title	Amount
Surface Water Vehicular Equipment	\$ 325,000
	\$ -

Revenue Account # & Title	Amount
	\$ -
	\$ -

Maintenance History Detail Since May 2019

Items repaired	Days Out of Service	Cost
Rear brakes and seals	10	\$9,314
Transmission output shaft seal		
Front hub bearings		
Steering box leak		
New radiator		
Leaking plow hydraulics	13	\$4,138
Leaking sander hydraulics		
Marker lights corroded		
Leaking transmission cooler lines		
Air leak		
Exhaust leak		
Differential leak		
Bad batteries	7	\$2,585
General service		
Bad injector	16	\$3,411
46 Days out of service		\$19,448

10-Yard Dump Truck

Miles - 48,955
Service Hours - 3,793



2021 Draft Budget

Source Control Program Development

Date Discussed by Council:

The 2019 NPDES Permit has a new requirement for Source Control Program for Existing Development. This NBI would fund development of the program.

Fund Name

Surface Water

Amount Requested

\$85,000

Nature of the expenditure?

One-Time

Any Additional

NO

Revenue? If Yes,

Project eligible for REET II Funding

No

Identify Below

Expenditure Purpose and Justification

The City's NPDES Permit (the Permit), Section S5.C.8, requires implementation of a "Source Control Program for Existing Development." The City does not currently have such a program. This funding would pay for a consultant to develop the program and identify long term budget needs to implement the ongoing program. Tasks include: development and adoption of the mandatory ordinance for the program, establishing the required business inventory, developing necessary program tools (such as a tracking mechanism for reporting purposes), and identifying staffing or other budget needs to maintain the ongoing program in the future. The Permit sets a deadline of August 1, 2022 to adopt a new ordinance and establish a business inventory. Program implementation is required by January 1, 2023.

Alternatives and Potential Costs

N/A

Identify Additional Related Revenue and Expenses and Whether One-Time or On-Going

The expenses identified above are a one-time cost for program development. There will be additional on-going costs to implement and maintain the program in future years. Part of this project will be to identify what those ongoing costs will be.

Department:	Public Works
Division:	Engineering
Prepared by:	Andrea Swisstack, Public Works Director

Expenditure Account # & Title	Amount
Surface Water Contractual Services	\$ 85,000

Revenue Account # & Title	Amount



2021 Draft Budget

Stormwater Pipe Inspection and Assessment Implementation

Date Discussed by
Council:

Implement the stormwater pipe inspection and assessment program
that was developed in 2020.

Fund Name
Surface Water

Amount Requested

\$601,520

Nature of the expenditure? **One-Time**

Any Additional
Revenue? If Yes,
Identify Below

YES

Project eligible for REET II Funding

No

Expenditure Purpose and Justification

The City's Comprehensive Surface Water Management Plan (Chapter 7.3.1 "Condition Assessments") identifies the Stormwater Utility's goal to implement a stormwater pipe inspection and asset management plan. This project was anticipated in the funding model of the Comprehensive Plan, spread over the years 2017-2025. In 2020, the City began development of the program's protocols. The City has been awarded a Department of Ecology Stormwater Financial Assistance Program grant to assist with a portion of the program costs. Additional work important to the Condition Assessment, but not covered by the grant funding is also part of this request including \$20,000 to purchase the software program necessary to implement this Program. This software will allow the City to automate evaluation of pipe inspection data and risk assessments. This software allows defect coding of stormwater pipes using a national standardized methodology, and is compatible with the existing City-owned hardware. The grant term is anticipated to be three years (2021-2023). Within this timeframe, the Utility will clean and inspect approximately 1/3 of the City's owned and operated stormwater pipes.

Funding Summary	Grant	City Funds	Total
2020 Estimated Carry Forward		\$ 30,000	\$ 30,000
2021 Budget	\$ 368,640	\$ 232,880	\$ 601,520
Total	\$ 368,640	\$ 262,880	\$ 631,520

Alternatives and Potential Costs

N/A

Identify Additional Related Revenue and Expenses and Whether One-Time or On-Going

This program will begin in 2021, and continue through 2023. Necessary funds will be carried forward at the end of each year. There is a continuing \$350 annual fee for software support which can be funded through existing budget authority. Total proposed expenses are summarized in the table above.

Department:	Public Works
Division:	Engineering
Prepared by:	Andrea Swisstack, Public Works Director

Expenditure Account # & Title	Amount
Surface Water - Insp. and Assessment	\$ 581,520
Surface Water - Inspection Software	\$ 20,000

Revenue Account # & Title	Amount
Ecology Stormwater Activity Grant	\$ 368,640
Surface Water	\$ 232,880



2021 Draft Budget

60th Avenue West Drainage Repairs

Date Discussed by
Council: Infrastructure
and Finance
Committees have
discussed this project

Construct repairs to failed stormwater infrastructure located along 60th Avenue West.

Fund Name
Surface Water

Amount Requested

\$360,000

Nature of the expenditure?

One-Time

Any Additional
Revenue? If Yes,
Identify Below

NO

Project eligible for REET II Funding

No

Expenditure Purpose and Justification

In February 2020, an existing stormwater pipe failed that conveys stormwater from 60th Avenue West down to Macarthur Lane. Alternatives for repairing the infrastructure were evaluated in 2020 and the design of the preferred alternative is underway. It is anticipated the project will be ready for construction in early-2021.

The design element of this project (\$66,000) is scheduled for Council approval later this year. The City expects to expend \$26,000 through the end of 2020, so this budget approval includes the \$320,000 for construction as well as \$40,000 in funds being carried forward into 2021.

Alternatives and Potential Costs

N/A

Identify Additional Related Revenue and Expenses and Whether One-Time or On-Going

One-time

Department:	Public Works
Division:	Engineering
Prepared by:	Andrea Swisstack, Public Works Director

Expenditure Account # & Title	Amount
Surface Water Fund	\$ 360,000

Revenue Account # & Title	Amount
Surface Water Fund	\$ 360,000

2021 Budget

Surface Water Management Fund (440)

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
Beginning fund balance	\$ 3,136,342	\$ 4,286,412	\$ 3,856,271	\$ 5,076,643	\$ -
Revenue and transfers-in					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
FEMA GRANT - 61ST PL W SOLDIER PILE WALL	29,883	645,526	682,937	-	(645,526)
WA MIL DPT - 61ST PL W SOLDIER PILE WALL	4,981	-	-	-	-
DEPARTMENT OF ECOLOGY STATE GRANT	37,121	1,126,580	1,126,580	368,640	(757,940)
DOE BIENNIAL STORMWATER CAPACITY GRAN	505	-	-	-	-
MWWD INTERLOCAL AGREEMENT	15,000	-	-	-	-
Intergovernmental revenue	87,490	1,772,106	1,809,517	368,640	(1,403,466)
STORM DRAINAGE FEES & CHARGES	3,530,574	3,804,500	3,850,000	3,850,000	45,500
ENGINEERING SERVICES - INSPECTION	2,855	-	325	-	-
ENGINEERING SERVICES - PLAN REVIEW	8,180	10,000	10,000	10,000	-
STORM DRAINAGE FEES & CHARGES REFUND	(1,388)	-	-	-	-
Charges for goods and services	3,540,221	3,814,500	3,860,325	3,860,000	45,500
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	42,285	-	-	-	-
Transfers-in	-	-	-	-	-
Total revenue and transfers-in	\$ 3,669,996	\$ 5,586,606	\$ 5,669,842	\$ 4,228,640	\$ (1,357,966)
Total resources	\$ 6,806,338	\$ 9,873,018	\$ 9,526,113	\$ 9,305,283	\$ (1,357,966)
Expenditures and transfers-out					
Salaries and wages	\$ 887,302	\$ 972,450	\$ 920,000	\$ 994,900	\$ 22,450
Benefits	340,532	435,400	418,000	446,700	11,300
Supplies	84,094	62,650	54,850	62,150	(500)
Other services and charges	661,882	725,130	686,785	788,095	62,965
Intergovernmental services	-	-	-	-	-
INSPECTION	-	-	-	611,520	611,520
COMPUTER SOFTWARE	-	-	-	20,000	20,000
VEHICULAR EQUIPMENT	836,915	500,000	-	350,000	(150,000)
60TH AVE WEST DRAINAGE REPAIRS	-	-	-	360,000	360,000
61ST ST CULVERT REPLACEMENT	12,573	280,855	47,000	256,282	(24,573)
POND M, CLEARVIEW, 6 CONTROL	-	248,000	-	248,000	-
DECANT FACILITY DESIGN	10,270	36,922	41,652	-	(36,922)
DECANT FACILITY CONSTRUCTION	3,823	2,142,000	1,925,177	-	(2,142,000)
RIGHT-OF-WAYS	39,919	-	-	-	-
61ST PLACE RETAINING WALL REPAIRS	31,157	645,526	65,176	979,274	333,748
LID RETROFIT	-	137,580	92,580	45,000	(92,580)
Capital Outlay	934,657	3,990,883	2,171,585	2,870,076	(1,120,807)
TRANSFER TO GENERAL FUND	29,600	37,800	37,800	38,500	700
TRANSFER TO FACILITY RENEWAL FUND	12,000	10,450	10,450	10,450	-
TRANSFER TO CAP PROJ: HPBW	-	150,000	150,000	-	(150,000)
Transfers-out	41,600	198,250	198,250	48,950	(149,300)
Total expenditures and transfers-out	\$ 2,950,067	\$ 6,384,763	\$ 4,449,470	\$ 5,210,871	\$ (1,173,892)
Ending fund balance	\$ 3,856,271	\$ 3,488,255	\$ 5,076,643	\$ 4,094,412	\$ (184,074)

2021 Budget

**SURFACE WATER FUND – PUBLIC WORKS DEPARTMENT – SURFACE WATER
MAINTENANCE DIVISION**

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	372,395	463,150	456,000	479,600	16,450
PART TIME EMPLOYEES	48,055	46,000	46,000	46,400	400
ACTING SUPERVISOR PAY	1,953	500	500	500	-
OVERTIME	9,776	6,000	20,000	6,000	-
STANDBY PAY	6,225	6,000	6,000	6,000	-
OT - DISASTER SUPPORT/SEVERE WEATHER	9,079	2,000	4,000	2,000	-
Salaries and wages	\$ 447,483	\$ 523,650	\$ 532,500	\$ 540,500	\$ 16,850
Benefits	156,685	235,400	230,950	248,050	12,650
OFFICE SUPPLIES	133	750	750	750	-
REFERENCE MATERIAL	-	150	150	150	-
OPERATING SUPPLIES	31,750	15,000	15,000	15,000	-
VEHICLE R&M TOOLS/EQ	90	1,250	1,250	1,250	-
CLOTHING/BOOTS	13,916	1,500	1,500	1,500	-
AGGREGATE	4,679	6,000	6,000	6,000	-
MOTOR FUEL	20,009	18,000	15,000	18,000	-
SMALL ITEMS OF EQUIPMENT	13,313	15,000	12,000	15,000	-
Supplies	83,890	57,650	51,650	57,650	-
SERVICES AND PASS-THROUGH PAYMENTS	(6)	-	-	-	-
OVERHEAD COSTS	180,500	174,350	174,350	142,400	(31,950)
OTHER PROFESSIONAL SVCS.	416	-	-	-	-
CITY ATTY. OTHER SVCS.	8,485	-	-	-	-
HAZARDOUS MATERIALS TESTING	54	1,000	100	250	(750)
CONTRACT SERVICES	5,098	10,000	10,000	10,000	-
WRIA ILA	7,467	-	-	-	-
TELEPHONE	933	1,000	1,000	1,000	-
FACILITIES MAINTENANCE CHARGES FOR SVCS	23,150	25,250	25,250	37,915	12,665
CELL PHONES	4,950	4,200	4,200	4,200	-
TRAVEL & SUBSISTENCE	481	1,500	-	1,500	-
MEALS	603	500	300	500	-
TAXES AND ASSESSMENTS	52,959	51,000	51,000	51,000	-
WORK EQUIP & MACHINE RENTAL	133,801	10,000	10,000	10,000	-
HAZARDOUS WASTE DISPOSAL	33,215	20,500	40,000	40,000	19,500
MUKILTEO WATER DISTRICT	75,589	-	-	-	-
BRUSH DISPOSAL	25,257	7,500	7,500	7,500	-
EQUIPMENT R&M	3,649	21,250	7,500	11,250	(10,000)
VEHICLE R&M	14,047	32,000	25,000	27,000	(5,000)
DEPT OF ECOLOGY	26,091	-	-	-	-
LAUNDRY SERVICES	-	2,000	2,000	2,000	-
PRINTING AND BINDING	-	-	55	-	-
TRAINING & REGISTRATION	4,932	5,000	5,000	5,000	-
PERMIT/NPDES OUTREACH	10,950	-	-	-	-
VACTOR SERVICE	-	5,000	5,000	5,000	-
Other services and charges	612,621	372,050	368,255	356,515	(15,535)
Intergovernmental services	-	-	-	-	-
Total Stormwater expenses	<u>\$ 1,300,679</u>	<u>\$ 1,188,750</u>	<u>\$ 1,183,355</u>	<u>\$ 1,202,715</u>	<u>\$ 13,965</u>

2021 Budget

SURFACE WATER FUND – PUBLIC WORKS DEPARTMENT – ADMINISTRATION AND ENGINEERING DIVISION

	2019	2020	2020	2021	Increase/ (Decrease)
	Actuals	Budget	Estimated Actuals	Budget	
FULL TIME EMPLOYEES	369,842	368,000	321,500	371,000	3,000
OVERTIME	1,347	1,500	1,500	1,500	-
Salaries and wages	\$ 371,189	\$ 369,500	\$ 323,000	\$ 372,500	\$ 3,000
Benefits	158,884	170,800	161,500	168,900	(1,900)
OFFICE SUPPLIES	82	500	500	500	-
REFERENCE MATERIAL	-	400	400	400	-
OPERATING SUPPLIES	22	1,000	200	500	(500)
CLOTHING/BOOTS	-	600	400	600	-
Supplies	104	2,500	1,500	2,000	(500)
CONSULTING SERVICES	-	-	-	85,000	85,000
OTHER PROFESSIONAL SVCS.	5,176	50,000	50,000	50,000	-
OUTSIDE ATTORNEY	-	15,000	10,000	15,000	-
ENGINEERING SERVICES	39,225	-	-	-	-
CONTRACT SERVICES	-	133,500	85,000	90,000	(43,500)
WRIA ILA	-	7,650	7,650	7,650	-
LEGAL PUBLICATIONS	-	300	300	300	-
POSTAGE	67	350	350	350	-
TRAVEL & SUBSISTENCE	715	2,800	800	2,800	-
MEALS	151	-	150	-	-
STORM BILLING SERVICE MWWD ILA	-	80,500	112,500	112,500	32,000
COMPUTER SYSTEM MAINT	-	2,500	200	2,500	-
NPDES PERMIT FEES	-	-	29,000	29,000	29,000
ASSOC. DUES & MEMBERSHIPS	58	30,180	1,180	1,180	(29,000)
PRINTING AND BINDING	52	-	-	-	-
TRAINING & REGISTRATION	1,767	2,700	600	2,700	-
PERMIT/NPDES OUTREACH	-	15,000	10,000	20,000	5,000
Other services and charges	47,211	340,480	307,730	418,980	78,500
Intergovernmental services	-	-	-	-	-
Total Administration & Engineering expenses	<u>\$ 577,388</u>	<u>\$ 883,280</u>	<u>\$ 793,730</u>	<u>\$ 962,380</u>	<u>\$ 79,100</u>

2021 Budget

SURFACE WATER FUND – PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT – GIS DIVISION

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	67,769	78,800	63,000	81,400	2,600
SPECIAL ASSIGNMENT PAY	574	-	1,000	-	-
OVERTIME	287	500	500	500	-
Salaries and wages	\$ 68,630	\$ 79,300	\$ 64,500	\$ 81,900	\$ 2,600
Benefits	24,963	29,200	25,550	29,750	550
REFERENCE MATERIAL	35	500	500	500	-
OPERATING SUPPLIES	53	1,000	1,000	1,000	-
MOTOR FUEL	12	-	-	-	-
SMALL ITEMS OF EQUIPMENT	-	1,000	200	1,000	-
Supplies	100	2,500	1,700	2,500	-
CONSULTING SERVICES	-	2,500	2,500	2,500	-
POSTAGE	-	100	100	100	-
CELL PHONE	898	800	800	800	-
TRAVEL & SUBSISTENCE	831	1,500	-	1,500	-
MEALS	321	-	-	-	-
GIS SYSTEM MAINT & LICENSES	-	5,800	5,800	5,800	-
ASSOC. DUES & MEMBERSHIPS	-	300	300	300	-
PRINTING & BINDING	-	1,000	1,000	1,000	-
TRAINING & REGISTRATION	-	600	300	600	-
Other services and charges	2,050	12,600	10,800	12,600	-
Intergovernmental services	-	-	-	-	-
Total GIS expenses	<u>\$ 95,743</u>	<u>\$ 123,600</u>	<u>\$ 102,550</u>	<u>\$ 126,750</u>	<u>\$ 3,150</u>

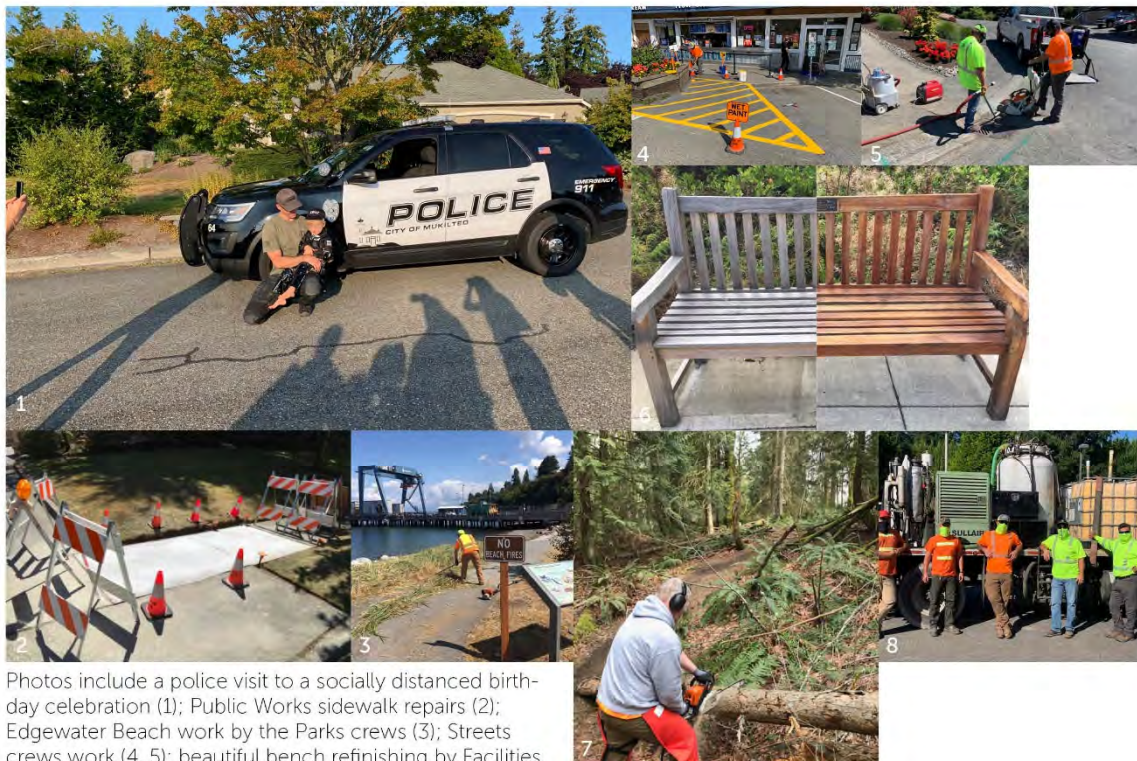
2021 Budget

Surface Water Reserve Fund (445)

	<u>2019 Actuals</u>	<u>2020 Budget</u>	<u>2020 Estimated Actuals</u>	<u>2021 Budget</u>	<u>Increase/ (Decrease)</u>
Beginning fund balance	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ -
Revenue and transfers-in					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
Intergovernmental revenue	-	-	-	-	-
Charges for goods and services	-	-	-	-	-
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	-	-	-	-	-
Transfers-in	-	-	-	-	-
Total revenue and transfers-in	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total resources	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ -</u>
Expenditures and transfers-out					
Salaries and wages	-	-	-	-	-
Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Other services and charges	-	-	-	-	-
Intergovernmental services	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-out	-	-	-	-	-
Total expenditures and transfers-out	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Ending fund balance	<u><u>\$ 300,000</u></u>	<u><u>\$ 300,000</u></u>	<u><u>\$ 300,000</u></u>	<u><u>\$ 300,000</u></u>	<u><u>\$ -</u></u>

INTERNAL SERVICE FUNDS

- TECHNOLOGY REPLACEMENT
- EQUIPMENT REPLACEMENT RESERVE
- FACILITIES MAINTENANCE
- FACILITY RENEWAL



Photos include a police visit to a socially distanced birthday celebration (1); Public Works sidewalk repairs (2); Edgewater Beach work by the Parks crews (3); Streets crews work (4, 5); beautiful bench refinishing by Facilities crew (6); trail work by Public Works crews (7); Public Works crews (8).

TECHNOLOGY REPLACEMENT FUND

Purpose:

The purpose of the Technology Replacement Fund is to set aside funds for the acquisition and replacement of a variety of computer hardware, software, mobile technology, and related items.

Budget Highlights

- This Fund's financing is derived from two sources: 5% of General Fund revenues derived from building permits, zoning & subdivision fees, plan checking fees, and similar revenues is annually allocated to this Fund; and an additional operating transfer from the General Fund is made each year.
- The Six-Year Technology Plan identifies needs but has not yet been linked to expenses. In 2021, the IT Division plans to tie the plan to an expenditure plan and better align this fund with that planning document.

2021 Budget

Technology Replacement Fund (120)

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
Beginning fund balance	\$ 150,294	\$ 173,794	\$ 175,337	\$ 128,837	\$ -
Revenue and transfers-in					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
Intergovernmental revenue	-	-	-	-	-
Charges for goods and services	-	-	-	-	-
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	19,897	18,500	18,500	18,500	-
Transfers-in	130,000	60,000	60,000	103,000	43,000
Total revenue and transfers-in	\$ 149,897	\$ 78,500	\$ 78,500	\$ 121,500	\$ 43,000
Total resources	\$ 300,191	\$ 252,294	\$ 253,837	\$ 250,337	\$ 43,000
Expenditures and transfers-out					
Salaries and wages	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
SMALL ITEMS OF EQUIPMENT	22,043	25,000	25,000	25,000	-
Supplies	22,043	25,000	25,000	25,000	-
LICENSES & SUBSCRIPTIONS	87,678	50,000	80,000	80,000	30,000
Other services and charges	87,678	50,000	80,000	80,000	30,000
Intergovernmental services	-	-	-	-	-
COMPUTER HARDWARE	15,133	50,000	20,000	20,000	(30,000)
Capital Outlay	15,133	50,000	20,000	20,000	(30,000)
Transfers-out	-	-	-	-	-
Total expenses and transfers-out	\$ 124,854	\$ 125,000	\$ 125,000	\$ 125,000	\$ -
Ending fund balance	\$ 175,337	\$ 127,294	\$ 128,837	\$ 125,337	\$ 43,000

EQUIPMENT REPLACEMENT RESERVE FUND

Purpose:

The Equipment Replacement Division of Public Works is responsible for the maintenance of Public Works vehicles and equipment and City Hall vehicles. The Police Department uses a private maintenance shop to service its vehicles while the Fire Department uses Paine Field's maintenance shop. Replacement of all vehicles is managed by this division.

Since Public Works does not have a mechanic on staff, vehicles are maintained through warranties, service via an agreement with a local repair shop and, the City maintenance workers do some minor repairs.

Monies expended in this Division are derived from equipment maintenance charges, funded depreciation replacement charges, transfers or set asides that are made over the useful life of the related vehicle/heavy equipment.

2020 Accomplishments

- Updated 6-year equipment and fleet replacement plan
- Ordered and received the following vehicles:
 - Police – Administration Sedan and Public Works – Janitorial Van

2021 Goals & Objectives

- Update the 6-year equipment and fleet replacement plan
- Continue to research cost efficient ways of maintaining the City's vehicles and equipment through the use of regional partnerships
- Maintain all city owned equipment and vehicles such that reliability and life cycles are maximized
- Develop equipment and fleet maintenance tracking system

Budget Highlights

The following vehicles are recommended for replacement in 2021:

- Police Department:
 - Toyota SUV – Special Ops
 - Ford SUV – Patrol
 - Ford SUV – Patrol
- Public Works
 - John Deere Gator – Parks
 - International Dump Truck – Stormwater

Equipment Replacement Charges are budgeted to accommodate 2021 expense level.



2021 Draft Budget

Police Patrol Vehicle Car 54

Date Discussed by
Council: 6/8/20

Authorize purchase of a replacement Ford SUV with a Hybrid for Police Patrol, including all necessary equipment as identified through the Equipment Replacement Plan for replacement in 2021 from the Equipment Reserve Fund

Fund Name
Equipment Rep.

Amount Requested

\$73,000

Nature of the expenditure? **One-time**

Any Additional Revenue? If Yes, Identify Below **No**

Expenditure Purpose and Justification

Police Vehicles are normally replaced every 3-4 years. The mileage may not necessarily be high like state patrol or sheriff's office cars, but the engine hours are very high. The idling and slow driving causes considerable wear on the engine and components.

Patrol Car 54, Ford SUV: Acquired in 2014. Was requested to be replaced in last year's budget but it was not funded. If replaced in 2021, it will have been in service for 7 years.

Maintenance costs since 2018: \$7,443 (multiple transmission repairs)

Maintenance costs lifetime (2014-present): \$12,521

Mileage: 76,442

Engine Hours: 11,568

Alternatives and Potential Costs

Delay replacement resulting in increased repair and maintenance costs

Identify Additional Related Revenue and Expenses and Whether One-Time or On-Going

Fuel costs are expected to decrease with the purchase of a Hybrid replacement vehicle

Department:	Police
Division:	Patrol
Prepared by:	Michelle Meyer

Expenditure Account # & Title	Amount
Equipment Replacement Reserve	\$ 73,000
	\$ -
	\$ -
	\$ -

Revenue Account # & Title	Amount
	\$ -
	\$ -
	\$ -
	\$ -



2021 Draft Budget

Police Patrol Vehicle Car 55

Date Discussed by
Council: 6/8/20

Authorize purchase of a replacement Ford SUV with a Hybrid for Police Patrol, with all necessary equipment, as identified through the Equipment Replacement Plan for replacement in 2021 from the Equipment Reserve Fund

Fund Name
Equipment Rep.

Amount Requested

\$73,000

Nature of the expenditure?

One-time

**Any Additional
Revenue? If Yes,
Identify Below**

No

Expenditure Purpose and Justification

Police Vehicles are normally replaced every 3-4 years. The mileage may not necessarily be high like state patrol or sheriff's office cars, but the engine hours are very high. The idling and slow driving causes considerable wear on the engine and components.

Patrol Car 55, Ford SUV: Acquired in 2014. Was requested to be replaced in last year's budget but it was not funded. If replaced in 2021, it will have been in service for 7 years.

Maintenance costs since 2018: \$6,937 (rear differential wear and tear)

Maintenance costs lifetime (2014-present): \$10,481

Mileage: 70,480

Engine Hours: 9,085

Alternatives and Potential Costs

Delay replacement resulting in increased repair and maintenance costs

Identify Additional Related Revenue and Expenses and Whether One-Time or On-Going

Fuel costs are expected to decrease with the purchase of a Hybrid replacement vehicle

Department:	Police
Division:	Patrol
Prepared by:	Michelle Meyer

Expenditure Account # & Title Amount

Equipment Replacement Reserve	\$ 73,000
	\$ -
	\$ -
	\$ -

Revenue Account # & Title Amount

	\$ -
	\$ -
	\$ -
	\$ -



2021 Draft Budget

Police Special Operations Vehicle

Date Discussed by
Council: 6/8/20

Authorize purchase of all-electric replacement for Toyota SUV for Police Special Operations, with all necessary equipment, as identified through the Equipment Replacement Plan for replacement in 2021 from the Equipment Reserve Fund

Fund Name
Equipment Rep.

Amount Requested

\$70,000

Nature of the expenditure? One-time

Any Additional
Revenue? If Yes,
Identify Below

No

Expenditure Purpose and Justification

Special Ops Car 66, Toyota SUV: This is a 15-year-old vehicle. We will most likely be pushing an offline patrol vehicle to replace another Special Ops vehicle next year to maintain operations for a part of a year. We do not want all special operations cars to be surplus police cruisers as it will be challenging to conduct any surveillance or other operations with a vehicle that has a law enforcement profile.

Maintenance costs since 2018: \$17,966 (timing belt, radiator, oil gasket leak, fuel lines)

Mileage: 218,840

Out of Service time: Approximately two weeks unavailable for use while awaiting and during major repairs.

Alternatives and Potential Costs

Delay replacement resulting in increased repair and maintenance costs

Identify Additional Related Revenue and Expenses and Whether One-Time or On-Going

Fuel costs are expected to decrease with the purchase of an all-electric replacement vehicle

Department:	Police
Division:	Special Operations
Prepared by:	Michelle Meyer

Expenditure Account # & Title	Amount
Equipment Replacement Reserve	\$ 70,000
	\$ -
	\$ -
	\$ -

Revenue Account # & Title	Amount
	\$ -
	\$ -
	\$ -
	\$ -



2021 Draft Budget

Public Works Parks Electric Gator

Date Discussed by
Council: 6/8/20

Authorize purchase of all-electric replacement for John Deere Gator for
Public Works Parks Division as identified through the Equipment
Replacement Plan for replacement in 2021 from the Equipment Reserve
Fund

Fund Name
Equipment Rep.

Amount Requested

\$15,000

Nature of the expenditure? **One-time**

Any Additional
Revenue? If Yes,
Identify Below

No

Expenditure Purpose and Justification

2005 John Deere Gator Diesel Utility Vehicle has exceeded 10-year life span. It can be traded in with good market value (\$3,000-\$5,000) now rather than waiting until the unit fails and has no trade-in value. It will be replaced with a more efficient electric unit.

The City has spent over \$3,000 in repairs over the last five years.

Alternatives and Potential Costs

Delay replacement resulting in increased repair and maintenance costs

Identify Additional Related Revenue and Expenses and Whether One-Time or On-Going

Fuel costs are expected to decrease with the purchase of an all-electric replacement vehicle

Department:	Public Works
Division:	Parks
Prepared by:	Michelle Meyer

Expenditure Account # & Title	Amount
Equipment Replacement Reserve	\$ 15,000
	\$ -
	\$ -
	\$ -

Revenue Account # & Title	Amount
	\$ -
	\$ -
	\$ -
	\$ -

2021 Budget

Equipment Replacement Reserve Fund (510)

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
Beginning fund balance	\$ 1,307,254	\$ 1,124,968	\$ 1,325,946	\$ 1,582,146	\$ 457,178
Revenue and transfers-in					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
Intergovernmental revenue	15,093	-	-	-	-
EQUIPMENT REPLACEMENT CHARGE	359,264	-	-	-	-
EQUIPMENT REPLACEMENT CHARGE - GENERAL FUND	-	430,000	430,000	231,000	(199,000)
EQUIPMENT REPLACEMENT CHARGE - WATERFRONT	-	25,000	25,000	25,000	-
Charges for goods and services	359,264	455,000	455,000	256,000	(199,000)
Fines and penalties	-	-	-	-	-
INVESTMENT INTEREST	16,200	16,200	16,200	-	(16,200)
GAIN/LOSS ON SALE OF SURPLUS PROPERTY	70,820	-	-	-	-
COMPENSATION FOR LOSS OF CAPITAL ASSET	41,930	-	-	-	-
Miscellaneous revenue	128,950	16,200	16,200	-	(16,200)
Transfers-in	-	-	-	-	-
Total revenue and transfers-in	\$ 503,307	\$ 471,200	\$ 471,200	\$ 256,000	\$ (215,200)
Total resources	\$ 1,810,561	\$ 1,596,168	\$ 1,797,146	\$ 1,838,146	\$ 241,978
Expenditures and transfers-out					
Salaries and wages	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Other services and charges	-	-	-	-	-
Intergovernmental services	-	-	-	-	-
OTHER MACHINERY & EQUIPMENT (License Plate Reader)	50,095	-	-	-	-
POLICE VEHICLE REPLACEMENT	171,736	60,000	120,000	216,000	156,000
FIRE OTHER MACHINERY & EQUIPMENT (Cardiac Defib)	95,170	-	-	-	-
FIRE VEHICLE REPLACEMENT	18,027	-	60,000	-	-
PW VEHICLE REPLACEMENT	149,587	35,000	35,000	15,000	(20,000)
Capital Outlay	484,615	95,000	215,000	231,000	136,000
Transfers-out	-	-	-	-	-
Total expenses and transfers-out	\$ 484,615	\$ 95,000	\$ 215,000	\$ 231,000	\$ 136,000
Ending fund balance	\$ 1,325,946	\$ 1,501,168	\$ 1,582,146	\$ 1,607,146	\$ 105,978

FACILITY MAINTENANCE FUND

Purpose:

The Facility Maintenance Division is staffed by 3.5 employees of the Public Works Department who maintain the City's 21 buildings. Expenditures for this division are financed entirely by an annual transfer from the General Fund.

General facility maintenance and operation activities include: utility expenses, janitorial, inspection and coordination of custodial service, HVAC service, security systems, and elevators; inspection and coordination of contracts for small capital improvements to buildings; minor building repairs (electrical, plumbing, painting, locks, etc.); minor interior remodeling; ordering all building cleaning and operating supplies.

The 21 City buildings include:

- City Hall
- Fire Stations 24 & 25
- Police Station
- Three Public Works Department buildings (new and old shops and equipment building)
- Rosehill Community Center
- Four Lighthouse buildings
- Six buildings and structures at Lighthouse Park
- One building at the 92nd St. Park
- Mukilteo Visitor Center/Chamber of Commerce building
- Hawthorne Hall

2020 Accomplishments

- Completed construction of the Light Station Roof Replacement
- Replaced the Lighthouse Park and downtown waterfront parking meters
- Increased cleaning and disinfecting of City buildings in response to COVID-19
- Cleaned the carpets in various City facilities
- Sealed Light Station windows from water intrusion
- Replaced Fire Station 25 HVAC

2021 Goals & Objectives

- Replace HVAC at Fire Station 24
- Paint the interior of the Light Station
- Continue to respond to "Fix It Public Works!" Service Requests

Budget Highlights

- Storm Drainage Charges of \$1,200 in 2019 are eliminated. Those are related to the City's property on Beverly Park Road which is under construction as the terminus of the Harbor Reach Corridor Project

2021 Budget

Facilities Maintenance Fund (518)

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
Beginning fund balance	\$ (60,349)	\$ 34,207	\$ (1,434)	\$ -	\$ -
Revenue and transfers-in					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-
BUILDING & MAINTENANCE CHARGES	816,946	-	-	-	-
BUILDING & MAINTENANCE CHARGES - GF	-	707,600	757,284	720,385	12,785
BUILDING & MAINTENANCE CHARGES - WATERFRONT	-	51,350	51,350	43,450	(7,900)
BUILDING & MAINTENANCE CHARGES - SW	-	25,250	25,250	37,915	12,665
Charges for goods and services	816,946	784,200	833,884	801,750	17,550
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	775	-	-	-	-
Transfers-in	-	-	-	-	-
Total revenue and transfers-in	\$ 817,721	\$ 784,200	\$ 833,884	\$ 801,750	\$ 17,550
Total resources	\$ 757,372	\$ 818,407	\$ 832,450	\$ 801,750	\$ 17,550
Expenditures and transfers-out					
FULL TIME EMPLOYEES	157,929	176,000	176,200	184,000	8,000
PART TIME EMPLOYEES	23,626	23,400	12,000	26,200	2,800
ACTING SUPERVISOR PAY	109	500	500	500	-
OVERTIME	5,363	3,000	8,000	3,000	-
STANDBY PAY	1,770	2,500	2,500	2,500	-
OT - DISASTER SUPPORT/SEVERE WEATHER	5,971	-	-	-	-
Salaries and wages	\$ 194,768	\$ 205,400	\$ 199,200	\$ 216,200	10,800
Benefits	105,682	106,150	115,850	122,550	16,400
OFFICE SUPPLIES	264	350	350	350	-
OPERATING SUPPLIES	1,856	1,000	15,000	1,000	-
CLOTHING/BOOTS	3,783	2,400	2,400	2,400	-
MOTOR FUEL	3,242	2,800	2,500	2,800	-
SMALL ITEMS OF EQUIPMENT	2,923	2,500	2,500	2,500	-
Supplies	41,587	29,950	49,850	29,950	-
OTHER PROFESSIONAL SVCS.	59	-	-	-	-
CELL PHONE	1,657	1,400	1,400	1,400	-
TRAVEL & SUBSISTENCE	583	650	-	650	-
MEALS	439	350	100	350	-
STORM DRAINAGE CHGS.	291	1,200	300	-	(1,200)
VEHICLE R&M	39	2,000	500	2,000	-
TRAINING & REGISTRATION	1,500	1,500	100	1,500	-
Other services and charges	416,769	442,700	467,550	433,050	(9,650)
Intergovernmental services	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-out	-	-	-	-	-
Total expenses and transfers-out	\$ 758,806	\$ 784,200	\$ 832,450	\$ 801,750	\$ 17,550
Ending fund balance	\$ (1,434)	\$ 34,207	\$ -	\$ -	\$ -

2021 Budget

FACILITIES MAINTENANCE FUND - EXPENSES DIRECTLY RELATED TO BUILDING

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
City Hall expenditures	\$ 62,556	\$ 62,550	\$ 67,850	\$ 62,550	\$ -
Police Station expenditures	99,725	121,400	110,850	110,250	(11,150)
Fire Stations expenditures	80,207	84,350	91,550	83,350	(1,000)
Public Works Shop expenditures	68,300	40,900	50,500	44,800	3,900
Rosehill Community Center expenditures	116,448	95,850	95,150	95,450	(400)
Hawthorne Hall Building expenditures	2,057	-	41,300	7,100	7,100
Lighthouse expenditures	12,019	51,350	29,950	43,450	(7,900)
Chamber of Commerce expenditures	408	100	5,100	1,100	1,000
Total expenses related directly to buildings	\$ 441,720	\$ 456,500	\$ 492,250	\$ 448,050	\$ (8,450)

FACILITY RENEWAL FUND

Purpose:

The Facility Renewal Fund provides for the capital maintenance of the City's 23 buildings including City Hall, two Fire Stations, the Police Station, Rosehill Community Center, three Public Works buildings, and other facilities.

2020 Accomplishments

- Replaced HVAC at Fire Station 25
- Replaced Rosehill Christensen Room Flooring
- Replaced Light Station Roof
- Replaced Light House Park Parking meters
- Upgraded security cameras at the Police station

2021 Goals & Objectives

- Replace HVAC at Fire Station 24
- Repaint the interior of the Light Station using a Lodging Tax grant
- Create a new line item for unanticipated capital repairs, when a capital asset over \$5,000 needs to be replaced or repaired

Budget Highlights

- The budget includes a Facility Renewal New Budget Item to reflect the 2021 Goals and Objectives listed above



2021 Draft Budget

Facility Renewal

Date Discussed by
Council:

Continues progress on the priority projects identified in the Facility
Renewal Plan.

Fund Name

Facility Renewal

Amount Requested

\$100,000

Nature of the expenditure? **One-time**

**Any Additional
Revenue? If Yes,
Identify Below**

Yes

Expenditure Purpose and Justification

Facility	Project	Detailed Description	Estimated Cost
Fire Station 24	HVAC Replacement	Replace original 1992 standard efficiency furnaces and outdoor condensing units to reduce energy and maintenance costs. Will eliminate R-22 refrigerant.	\$ 70,000
Light Station	Interior Paint (GRANT FUNDED)	Repaint the interior of the Light Station utilizing funding from a Lodging Tax grant. \$15,000 grant from Lodging Tax will cover the entire cost.	\$ 15,000
Various	Unanticipated Capital Repairs	Each year, unanticipated costs are incurred when a capital asset over \$5,000 needs to be replaced rather than repaired (for example, a water heater).	\$ 15,000
TOTAL			\$ 100,000

Alternatives and Potential Costs

Delay repair/replacement of any or all items which could increase maintenance costs and increase future replacement costs.

Identify Additional Related Revenue and Expenses and Whether One-Time or On-Going

The Facility Renewal Fund is anticipated to have a balance of approximately \$137,500 at the beginning of 2021, assuming no transfer in from the General Fund is made in 2020.

Department:	Public Works
Division:	Facility Renewal
Prepared by:	Michelle Meyer

Expenditure Account # & Title	Amount
Facility Renewal Bldg & Fixture Impr.	\$ 100,000
	\$ -
	\$ -
	\$ -

Revenue Account # & Title	Amount
Lodging Tax Grant	\$ 15,000
	\$ -
	\$ -
	\$ -

2021 Budget

Facility Renewal Fund (520)

	2019 Actuals	2020 Budget	2020 Estimated Actuals	2021 Budget	Increase/ (Decrease)
Beginning fund balance	\$ 469,654	\$ 394,654	\$ 405,212	\$ 320,662	\$ -
Revenue and transfers-in					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
HOTEL/MOTEL LODGING TAX GRANT	9,926	20,000	20,000	15,000	(5,000)
FEMA DISASTER ASSISTANCE GRANT	250	-	-	-	-
LIGHTHOUSE GRANT	-	10,000	10,000	-	(10,000)
Intergovernmental revenue	10,176	30,000	30,000	15,000	(15,000)
Charges for goods and services	-	-	-	-	-
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	-	-	-	-	-
OPERATING TRANSFERS IN	52,000	-	-	-	-
OPERATING TRANSFERS IN - GF	-	190,000	190,000	22,000	(168,000)
OPERATING TRANSFERS IN - EMS	-	60,000	60,000	63,000	3,000
OPERATING TRANSFERS IN - SW	-	10,450	10,450	10,450	-
Transfers-in	52,000	260,450	260,450	95,450	(165,000)
Total revenue and transfers-in	\$ 62,176	\$ 290,450	\$ 290,450	\$ 110,450	\$ (180,000)
Total resources	\$ 531,830	\$ 685,104	\$ 695,662	\$ 431,112	\$ (180,000)
Expenditures and transfers-out					
Salaries and wages	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
BLDG & FIXTURE R&M - CITY HALL	14,144	-	-	-	-
BLDG & FIXTURE R&M - POLICE DEPT	25,688	100,000	100,000	-	(100,000)
BLDG & FIXTURE R&M - FIRE DEPT	29,628	120,000	80,000	70,000	(50,000)
BLDG & FIXTURE R&M - PW SHOPS	9,705	-	-	15,000	15,000
BLDG & FIXTURE R&M - ROSEHILL	9,579	-	-	-	-
BLDG & FIXTURE R&M - LIGHTHOUSE	8,611	30,000	30,000	15,000	(15,000)
BLDG & FIXTURE R&M - CHAMBER OF COMMERCE	9,926	-	-	-	-
Other services and charges	107,281	250,000	210,000	100,000	(150,000)
Intergovernmental services	-	-	-	-	-
BUILDING IMPROVEMENTS - PD	-	-	25,000	-	-
BUILDING IMPROVEMENTS - ROSEHILL	-	20,000	15,000	-	(20,000)
BUILDING IMPROVEMENTS - LIGHTHOUSE	19,337	-	-	-	-
OTHER MACHINERY & EQUIPMENT	-	105,000	125,000	-	(105,000)
Capital Outlay	19,337	125,000	165,000	-	(125,000)
Transfers-out	-	-	-	-	-
Total expenses and transfers-out	\$ 126,618	\$ 375,000	\$ 375,000	\$ 100,000	\$ (275,000)
Ending fund balance	\$ 405,212	\$ 310,104	\$ 320,662	\$ 331,112	\$ 95,000