

City of Mukilteo, Washington
2012 Preliminary Budget



11930 Cyrus Way, Mukilteo, WA 98275

Mayor
Joe Marine

Prepared by the Finance Department
Scott James, Finance Director



PRINCIPAL CITY OFFICIALS

Elected Officials

Mayor	Joe Marine
Council President	Richard Emery
Council Vice President	Jennifer Gregerson
Councilmember	Linda Grafer
Councilmember	Randy Lord
Councilmember	Kevin Stoltz
Councilmember	Howard T. Tinsley
Councilmember	Emily Vanderwielen

Executive Staff

City Administrator	Joe Hannan
Finance Director	Scott James, CPA
Planning & Community Development Director	Heather McCartney, FAICP
Police Chief	Rex Caldwell
Fire Chief	Mike Springer
Public Works Director	Larry Waters, P.E.
Recreation & Cultural Services Manager	Jennifer Berner



City of Mukilteo Organizational Structure

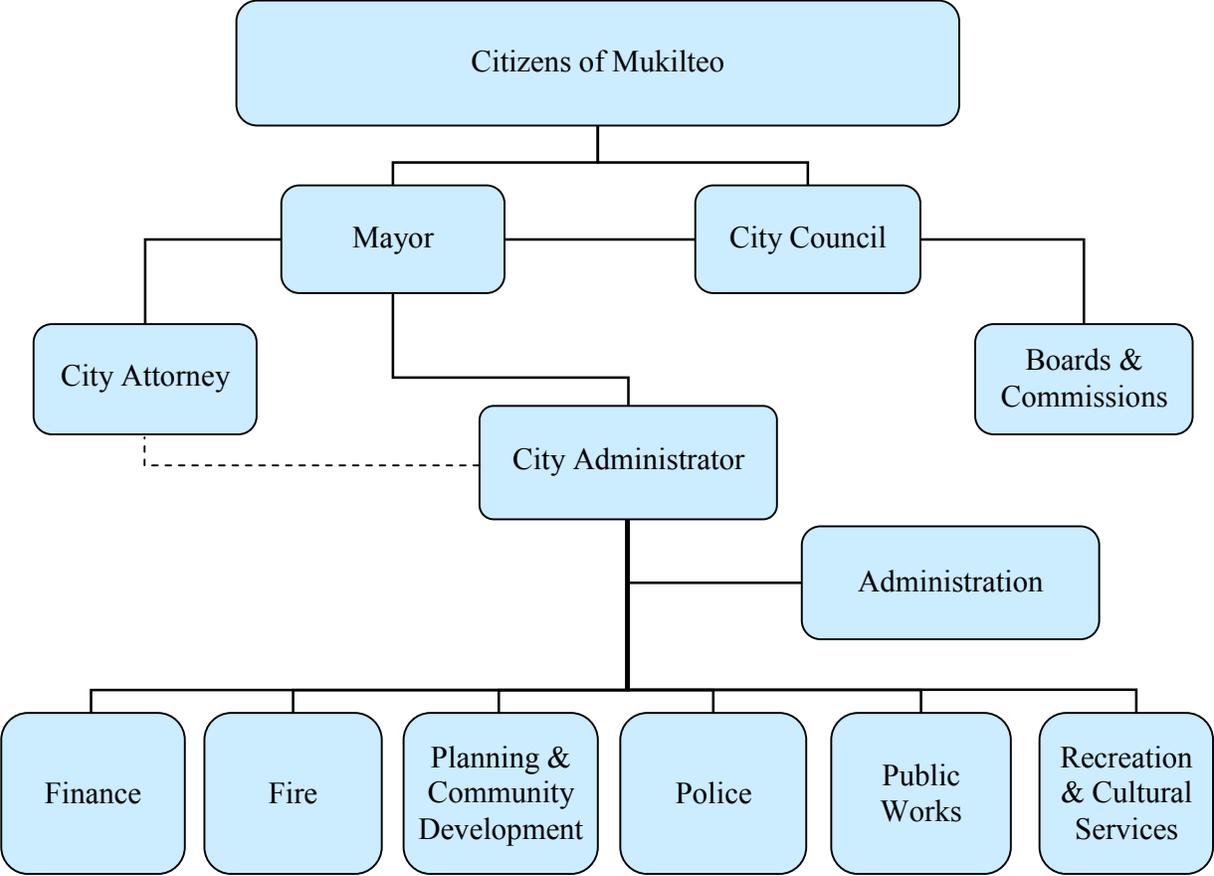




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MAYOR'S 2012 BUDGET MESSAGE

November 2, 2011

Mukilteo City Council
Citizens of Mukilteo
Mukilteo Business Community

Transmittal of 2012 Preliminary Budget

Dear Council and Mukilteo Community:

I respectfully submit for your review and action the 2012 budget.

In each of the last three years, I have said that “this budget is the most difficult one to prepare and present”. This is surely true of the 2012 budget. This budget is lean and mean and yet through the continuing hard work and dedication of our city employees and a commitment to public safety this budget will finance quality services to residents.

In September of this year Money Magazine named Mukilteo the 9th Best Place to Live in America. Like you I am very proud of our special recognition. We were the highest ranked city west of the Rockies and we were recognized for the natural beauty of our surroundings (they used our lighthouse as their website picture), our good schools, our beautiful new Rosehill Community Center and in part for the efforts of our city government. Despite the tough economic times, we have protected our environment, maintained our streets and public spaces, beautified our community and used our funds wisely to keep Mukilteo safe and sound. Today, I present a balanced budget that carefully and thoughtfully dedicates our scarce funds to protect our homes and citizens, maintain the valuable infrastructure we have invested in; protect our unique and special waterfront, gulches and open spaces and create an environment that will encourage and facilitate family wage paying businesses.

Long Range Financial Plan

The past five years' economy has been difficult for all of us. We made major improvements in our police and fire services just as the economy began its slide. Fortunately we had a significant reserve that gave us time to prioritize our services and work to improve our Mukilteo economy. We spent more than we brought in and we used part of our reserves.

Three years ago, the City Council, staff, volunteers and I developed a long range financial plan and a transparent process of forecasting needs and resources for the next 3 to 5 years. We created a process where your City Council receives, considers and acts upon the finances of the City on a monthly basis. A conscious effort has been made to share financial information monthly through Council meetings, press coverage, Council meeting streaming and new this year will be an interactive website allowing detailed searches of city projects by neighborhood. Our financial planning has resulted in policies and practices to control spending and to consider financial implications of every project we undertake as a city. We have a specific, written plan and we are steadily moving to close the gap between revenue and expenditures. We have been rewarded for our efforts by Standard and Poor's awarding the City the AAA bond rating which translated into dramatically lower interest costs when we built Rosehill. The AAA rating contributed to our recognition as the 9th Best Place in America to Live which resulted in positive national



attention about Mukilteo as a desirable place to live and bring your business which translates into new business, new jobs and better demand for our homes.

Changing the way we do Business

We also aggressively directed your city staff to actively seek partnerships and outside grant opportunities to encourage others to invest in Mukilteo. We build and operate quality projects and those efforts are recognized and rewarded by others. We have received over \$ 6 million in outside grant funding over the past six years and those funds allow us to improve roads (\$1 million grant to fix Harbour Pointe) and offer amenities otherwise unavailable in this economy. We are being smarter with the resources and the employees' efforts.

Like other employers, we have had to ask our employees to do more with less. We require quality services and ask them to bring new money in to the City while also having to reduce 2 staff in 2011 and an additional position in 2012 and we have had to ask them to forgo cost of living increases for the past two years and again in 2012.

We have not been paralyzed by the economy and in fact took advantage of lower construction costs to build a much needed, energy efficient City Hall and a beautiful Rosehill Community Center that provides a modern activity center for recreation and an envious meeting place that serves as a business magnet that is contributing to increased sales tax revenues and modest small business growth in a time when other areas are losing business.

2012 Budget

Specifically this is what the budget includes:

Public Safety First:

\$220,000 is dedicated to Mukilteo's participation in a new countywide Police and Fire Communications System that will break through political and jurisdictional barriers to reduce costs, share resources, improve communication, and better serve all of us. Mukilteo will join with two 911 Centers and 52 public safety agencies in one coordinated effort.

\$630,000 (financed by an Interfund loan payable over 5 years) for a new fire pumper which will join a new, state of the art \$177,000 medical aid car that will join our emergency response team.

\$25,000 (first of three payments) to provide all of our professional paramedics and firefighters with personal protective clothing designed to protect them from serious injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical or other hazards.

\$80,000 to complete design of the commuter and recreational bike path on SR 526 linking to Boeing. A completed design will make the City be more competitive when applying for construction grants.

Maintaining Our Public investment

\$150,000 to finance our efforts to Keep Paine Field dedicated and available for aeronautics and to keep commercial air service out.



\$350,000 for street pavement preservation. This is the sixth of a ten year plan to chip seal all of Mukilteo's 60 miles of streets. This year the Goat Trail area will be chip sealed to rejuvenate and protect our investment in safe streets.

\$130,000 (contingent on receipt of a \$65,000 grant) to install a sidewalk on 76th Street creating a safe walking path from home to school for our children.

Rosehill Bond Payments.

The third bond payment of \$905,000 paid with Real Estate Excise Tax funds, leaving \$3.7 million available to pay for future bond payments. The current budget, long range financial plan and my personal commitment remain steadfast: paying off Rosehill's bond will only use REET revenues and no General Fund (property tax) dollars.

Protecting Our Environment

\$522,000 (partially funded with an awarded grant funds) to complete improvements to the Big Gulch Trail resulting in a 2 mile looped trail through Big Gulch to 92nd St Park.

\$125,000 to finance 1-3 rain gardens or gravel galleries within the Smuggler's Gulch watershed (44th to the Speedway) to manage the stormwater and protect property and enhance the Gulch ecology.

\$250,000 to repair, replace and reinforce failing sidewalk, culverts and roads on 61st and 92nd Streets.

Dedicating City staff equipment and supplies to help volunteers finish and open the Mukilteo Dog Park in Japanese Gulch

Beyond the projects listed above, the budget provides funds for staff, equipment and supplies to provide the day to day quality services you expect. I have organized and guided City staff to use existing resources to encourage new and existing business expansion.

Specifically,

- Staff will continue to reach out and meet existing and potential businesses and facilitate their development permitting and help them resolve unintended roadblocks to their business success.
- We will continue to reach out specifically to aeronautics companies to help them expand in Mukilteo and to seek other companies that should be in Mukilteo.
- We will work in partnership with the Economic Alliance of Snohomish County to encourage and help business and this budget provides \$20,000 as a partner in aeronautics development;
- We will continue to fund the Mukilteo Chamber of Commerce efforts to help recruit and retain retail businesses in Mukilteo.
- I and the City Council will travel as much as need to Olympia to fight for legislation and programs that will help bring aeronautics jobs to Mukilteo and Paine Field area;
- This budget provides funds for Federal advocacy for Mukilteo projects that will facilitate the transfer of the tank farm and the development of an expanded modern NOAA facility with family wage jobs, education opportunities for our students and serves as a magnet for tourists.
- Staff will implement (a Council approved) parking management plan for Lighthouse Park and the Waterfront



- Staff will work to encourage use of available Rosehill meeting rooms to bring business gatherings to fill our hotels and bed and breakfast lodgings while also providing new customers for our restaurants which in turn will generate sales taxes to pay for basic public safety services.

Taxes and Fees

My 2012 budget recognizes that the economy's recovery is expected to continue improving slowly. We are experiencing growth in restaurant and retail sales and significant increase in lodging tax revenues. Property values have declined by 9.4% (less than surrounding communities) which contributes to lower emergency medical levy revenues. The budget includes a request for a 2% utility tax on water and sewer services.

My budget includes the statutory 1% increase in general property taxes (\$ 45,000).

Budget Gap

In 2010, the City Council approved a formal Gap Closing Policy to ensure the City can sustain on-going operations. A "Gap" occurs when in any one year anticipated expenditures exceed anticipated revenues in any of the next three years. The 2011 budget had a 8.2 % gap which is bridged through use of reserves. (Under Washington State law a city must operate with a balanced budget where operating revenues and sources equal or exceed operating expenditures.)

The 2012 budget includes a 3.35 % gap (defined as moderate) which requires a plan to reach a watch gap within 12 months.

Reduction of Reserves

In accordance with the City's Fund Balance Reserve Policy, the 2012 (and preliminary plans for 2013 and 2014) budget reserves are being drawn down slowly to eventually arrive at a 16.67% reserve by 2015. The gradual draw down permits a measured response to declining revenues against minimum operational needs. At the end of 2012, the projected General Fund reserve will equal 31 % of expenditures. The General Fund Reserve continues to provide the City with a "safety net" to weather the continued economic downturn.

The 2012 Budget

In 2011, total estimated revenues were \$20.3 million total estimated expenditures were \$25.2 million.

(\$6.8 million was spent on Rosehill in 2010 and \$3.3 million is estimated to complete Rosehill in 2011).

In 2012, total budgeted revenues are \$12.9 million and total budgeted expenditures are estimated at \$13.3 million.

Keeping with the City's fiscally conservative approach, the budget includes a protected City Reserve of \$1,000,000 and an estimated ending General Fund balance of \$4,100,000.

*Closing Comments*

Thank you Councilmembers for committing so much of your time exploring and articulating the community's priorities during our Budget Work sessions and also throughout the year developing a Long Range Financial Plan.

This Budget like the past six budgets is a team effort to assemble a financial and operational plan to protect Mukilteo as a wonderful place to live and work. My top priority continues to be to keep our community safe, attractive to business and residents and make living in our community one of the best investments in the region. Thank you to staff for their hard work and dedication and especially for their financial sacrifices. Thank you citizens and businesses for your trust in the Council, Mayor and employees. Together, we will keep Mukilteo as a Top Ten City in the country.

My staff and I look forward to working with the Council over the next several weeks, and responding to any budget related questions that may arise from you or interested citizens.

Thank You,

A handwritten signature in cursive script that reads "Joe Marine".

Joe Marine
Mayor



THE PRELIMINARY BUDGET BUILDING PROCESS

This section is intended to briefly share the mechanics behind the creation of the proposed 2012 budget.

First, staff used a Baseline Budget approach to begin the process. Essentially, a Baseline Budget is each Department's minimum budget needed to operate their respective businesses, without cutting back on any services. Additional discussion related to Baseline Budgets follows below.

Second, if Departments find a need to change how they operate or see the need to expand services that requires additional expense, they have been instructed to complete a Decision Package. The intention of the Decision Package request form is to assist you in understanding:

- What staff is asking for,
- Why staff is requesting the item,
- Brief explanation of alternatives if there are any,
- Identification of the source of funding for the requested item, i.e., ending cash, grants/contributions, General Fund subsidy, or other,
- Each Decision Package:
 - Identifies whether the requested item is a "one-time" expense or if the item has ongoing costs in subsequent years,
 - Identifies if the item is a new expense or is an increase to their current budget, and
 - Notes Baseline Budget if applicable.

BASELINE BUDGETS Baseline Budget is the minimum budget needed for Departments to offer their services to citizens. The baseline was established by utilizing Department's original 2011 adopted budgets less all one-time expenditures as identified during the 2011 budget. The baseline budgets include mandated increases. Mandated increases are costs that are out of Department control. Examples are: salaries, benefits, and utilities.



Exhibits 1 through 7 have been included to assist with an overview/analysis of the preliminary 2012 budget.

Exhibit 1 lists projected 2012 beginning fund balances, revenues, expenditures and ending fund balances for each fund.

Exhibit 1: Budget Summary by Fund

Fund Number	Fund Description	Beginning Fund Balance	Revenues	Expenditures	Ending Fund Balance
009	LEOFF I Reserve	\$ 133,460	\$ 30,300	\$ 37,200	\$ 126,560
011	General	4,554,100	12,916,450	13,348,770	4,121,780
012	City Reserve	1,000,000	0	0	1,000,000
013	Health Insurance Administration	51,000	15,300	0	66,300
014	Unemployment Compensation	40,490	0	0	40,490
015	Paine Field Emergency Reserve Fund	156,240	0	156,240	0
104	Drug Enforcement Fund	34,400	0	0	34,400
111	Street	19,350	780,100	748,730	50,720
112	Arterial Street	155,812	136,650	165,000	127,462
114	Recreation & Cultural Services	146,330	554,150	590,100	110,380
116	Hotel/Motel Lodging Tax Fund	194,930	175,400	148,900	221,430
120	Technology Replacement	146,570	80,200	85,700	141,070
126	Emergency Medical Services	381,360	2,006,700	2,089,340	298,720
275	LTGO Bond Fund 2009	7,120	905,310	905,650	6,780
322	Park Acquisition & Development	186,880	245,100	270,000	161,980
323	Transportation Impact Fee	131,870	98,700	100,000	130,570
331	Real Estate Excise Tax I	4,642,760	417,000	1,311,745	3,748,015
332	Real Estate Excise Tax II	213,750	415,500	424,800	204,450
341	Municipal Facilities	170	0	0	170
375	Community Center Project Fund	543,362	0	95,260	448,102
440	Surface Water Management	1,664,340	1,253,600	1,687,350	1,230,590
510	Equipment Replacement Reserve	1,458,140	641,990	175,100	1,925,030
518	Facilities Maintenance	123,180	400,000	453,340	69,840
TOTALS		\$ 15,985,614	\$ 21,072,450	\$ 22,793,225	\$ 14,264,839



Exhibit 2: Fund Summaries

REVENUE SUMMARY ALL FUNDS

Fund No.	Fund Description	2010 Actual	2011 Budget	2011 YE Estimate	2012 Budget	Budget \$ Change 2012 - 2011	Budget % Change 2012 - 2011
009	LEOFF I Reserve	\$ 25,452	\$ 30,450	\$ 30,230	\$ 30,300	\$ (150)	-0.49%
011	General	12,624,395	11,639,051	12,260,420	12,916,450	1,277,399	10.98%
012	City Reserve	0	0	0	0	0	0.00%
013	Health Insurance Administration	4,870	1,000	1,000	15,300	14,300	1430.00%
014	Unemployment Compensation	0	0	0	0	0	0.00%
015	Paine Field Emergency Reserve	501	150,000	150,000	0	(150,000)	-100.00%
104	Drug Enforcement	0	56,000	58,410	0	(56,000)	-100.00%
111	Street	647,074	656,300	716,340	780,100	123,800	18.86%
112	Arterial Street	180,234	399,900	394,150	136,650	(263,250)	-65.83%
114	Recreation & Cultural Services	345,363	551,100	566,570	554,150	3,050	0.55%
116	Hotel/Motel Lodging Tax	145,846	130,450	175,450	175,400	44,950	34.46%
120	Technology Replacement	82,087	77,400	80,100	80,200	2,800	3.62%
126	Emergency Medical Services	1,692,493	2,025,000	2,009,490	2,006,700	(18,300)	-0.90%
275	LTGO Bond Fund	908,003	1,081,780	909,370	905,310	(176,470)	-16.31%
322	Park Acquisition & Development	1,610,812	298,250	448,810	245,100	(53,150)	-17.82%
323	Transportation Impact Fee	63,912	25,340	39,820	98,700	73,360	289.50%
331	Real Estate Excise Tax I	396,257	392,600	483,880	417,000	24,400	6.21%
332	Real Estate Excise Tax II	431,407	307,050	350,600	415,500	108,450	35.32%
341	Municipal Facilities	103	0	0	0	0	0.00%
375	Community Center Project Fund	21,794	500	2,130	0	(500)	0.00%
440	Surface Water Management	1,252,248	1,298,000	1,380,970	1,253,600	(44,400)	-3.42%
510	Equipment Replacement Reserve	21,426	940,630	826,030	641,990	(298,640)	-31.75%
518	Facilities Maintenance	390,059	422,000	422,000	400,000	(22,000)	-5.21%
	Totals	\$ 20,844,336	\$ 20,482,801	\$ 21,305,770	\$ 21,072,450	\$ 589,649	2.88%

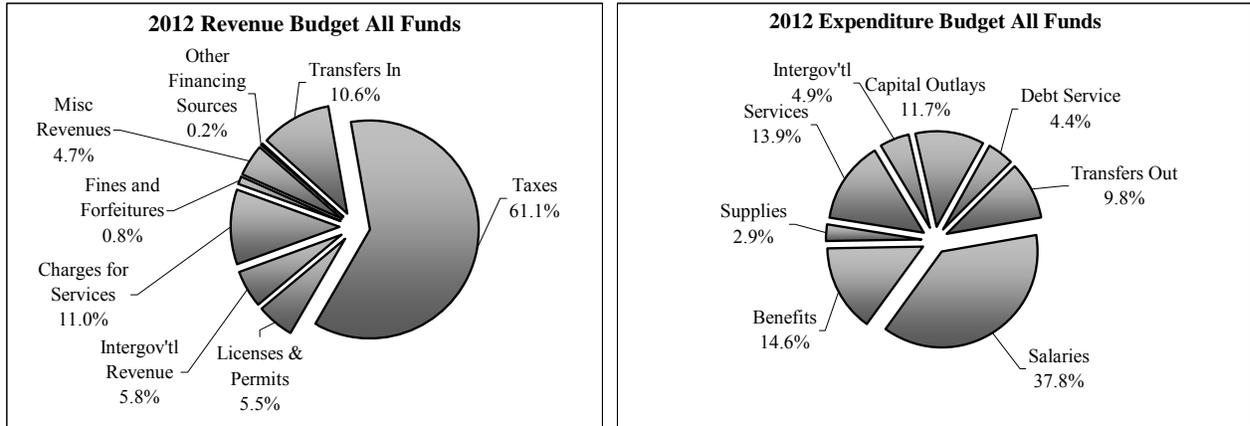
EXPENDITURE SUMMARY ALL FUNDS

Fund No.	Fund Description	2010 Actual	2011 Budget	2011 YE Estimate	2012 Budget	Budget \$ Change 2012 - 2011	Budget % Change 2012 - 2011
009	LEOFF I Reserve	\$ 29,577	\$ 34,900	\$ 34,200	\$ 37,200	\$ 2,300	6.59%
011	General	12,760,924	12,879,183	12,712,200	13,348,770	469,587	3.65%
012	City Reserve	0	0	0	0	0	0.00%
013	Health Insurance Administration	0	0	0	0	0	0.00%
014	Unemployment Compensation	0	0	0	0	0	0.00%
015	Paine Field Emergency Reserve	22,687	176,240	20,000	156,240	(20,000)	-11.35%
104	Drug Enforcement	0	24,000	24,000	0	(24,000)	-100.00%
111	Street	691,503	800,000	801,970	748,730	(51,270)	-6.41%
112	Arterial Street	111,731	545,000	393,860	165,000	(380,000)	-69.72%
114	Recreation & Cultural Services	354,258	597,980	532,550	590,100	(7,880)	-1.32%
116	Hotel/Motel Lodging Tax	91,951	135,080	147,980	148,900	13,820	10.23%
120	Technology Replacement	67,985	85,100	76,600	85,700	600	0.71%
126	Emergency Medical Services	1,594,079	1,962,650	1,988,290	2,089,340	126,690	6.46%
142	Parks & Open Space	126,958	0	0	0	0	0.00%
275	LTGO Bond Fund	907,960	909,750	909,650	905,650	(4,100)	-0.45%
322	Park Acquisition & Development	1,657,602	431,300	373,560	270,000	(161,300)	-37.40%
323	Transportation Impact Fee	0	0	0	100,000	100,000	100.00%
331	Real Estate Excise Tax I	1,069,716	990,500	935,110	1,311,745	321,245	32.43%
332	Real Estate Excise Tax II	1,364,517	588,050	503,420	424,800	(163,250)	-27.76%
341	Municipal Facilities	50,000	0	0	0	0	0.00%
375	Community Center Project Fund	7,571,855	3,354,710	2,080,348	95,260	(3,259,450)	-97.16%
440	Surface Water Management	1,375,324	1,599,952	1,272,480	1,687,350	87,398	5.46%
510	Equipment Replacement Reserve	0	525,000	525,000	175,100	(349,900)	-66.65%
518	Facilities Maintenance	382,976	425,900	366,360	453,340	27,440	6.44%
	Totals	\$ 30,231,603	\$ 26,065,295	\$ 23,697,578	\$ 22,793,225	\$ (3,272,070)	-12.55%



Exhibit 3 lists revenues, expenditures and fund balances for all funds. Total estimated revenues and operating transfers for 2012 are \$2,140,600 a decrease of \$217,580 over the 2011 adopted budget.

Exhibit 3: Total Budgeted Revenues, Expenditures and Fund Balances – All Funds



Item	2010 Actual	2011 Budget	2011 Estimate	2012 Budget	Budget \$ Change 2012 - 2011	Budget % Change 2012 - 2011
Beginning Fund Balance	\$18,382,400	\$18,422,220	\$18,382,432	\$17,331,984	\$ (1,090,236)	-5.92%
Revenues:						
Taxes	11,275,781	11,846,800	12,157,900	12,333,750	486,950	4.11%
Licenses and Permits	1,004,018	1,004,600	1,091,450	1,111,900	107,300	10.68%
Intergovernmental Revenue	3,096,852	1,500,476	1,932,100	1,167,350	(333,126)	-22.20%
Charges for Service	2,194,294	2,121,200	2,152,970	2,259,200	138,000	6.51%
Fines and Forfeitures	183,240	172,600	210,300	212,000	39,400	22.83%
Miscellaneous Revenues	387,497	1,433,945	1,452,140	1,044,650	(389,295)	-27.15%
Other Financing Sources	-	45,000	48,160	803,000	758,000	0.00%
Transfers In	2,702,654	2,358,180	2,260,750	2,140,600	(217,580)	-9.23%
Total Revenues	\$20,844,336	\$20,482,801	\$21,305,770	\$21,072,450	\$ 589,649	2.88%
Expenditures:						
Salaries	8,129,875	8,177,875	8,180,910	8,255,150	77,275	0.94%
Benefits	2,794,057	3,054,425	2,963,670	3,180,300	125,875	4.12%
Supplies	539,088	649,406	597,880	634,600	(14,806)	-2.28%
Services	2,724,915	3,534,277	3,245,655	3,159,760	(374,517)	-10.60%
Intergovernmental	1,039,346	1,039,700	1,071,120	1,127,110	87,410	8.41%
Capital Outlays	11,392,076	6,293,182	4,419,758	3,213,555	(3,079,627)	-48.94%
Debt Service	909,592	958,250	957,835	1,082,150	123,900	12.93%
Transfers Out	2,702,654	2,358,180	2,260,750	2,140,600	(217,580)	-9.23%
Total Expenditures	\$30,231,603	\$26,065,295	\$23,697,578	\$22,793,225	\$ (3,272,070)	-12.55%
Ending Fund Balance	\$ 8,995,133	\$12,839,726	\$15,990,624	\$15,611,209	\$ 2,771,483	21.59%

Expenditures:

The annual budget for the City is divided into five major components, which include all appropriations (all Governmental and Enterprise funds) for the City.

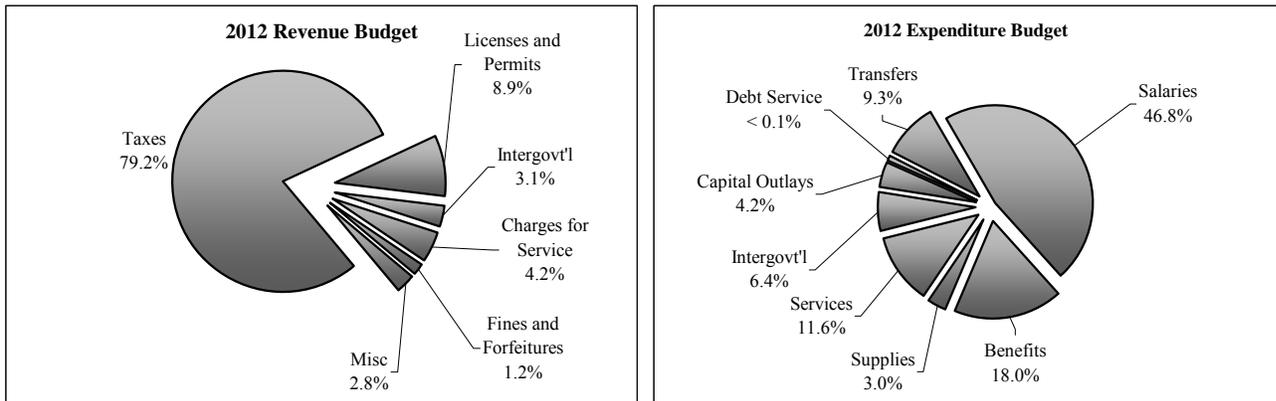
- The **personnel services budget** consists of the salaries and fringe benefits for all the City’s employees. The amount budgeted for personnel services is \$11,435,450.



- The **operating budget** finances the day-to-day provisions of the City, consisting of supplies, services and intergovernmental, and totals \$4,921,470.
- The **capital outlay budget** funds the construction or improvement of City facilities and infrastructure and the purchase of various types of machinery and equipment. Capital outlays are budgeted within the various City accounts, and total \$3,213,555.
- The **debt service budget** is used to repay money borrowed by the City, primarily for capital improvements, and amounts to \$1,082,150.
- The **transfers in/out budget** of \$2,140,600 represents the amount of funds transferred from one fund to another.

The 2012 expenditure budget for all funds totals \$22,793,225.

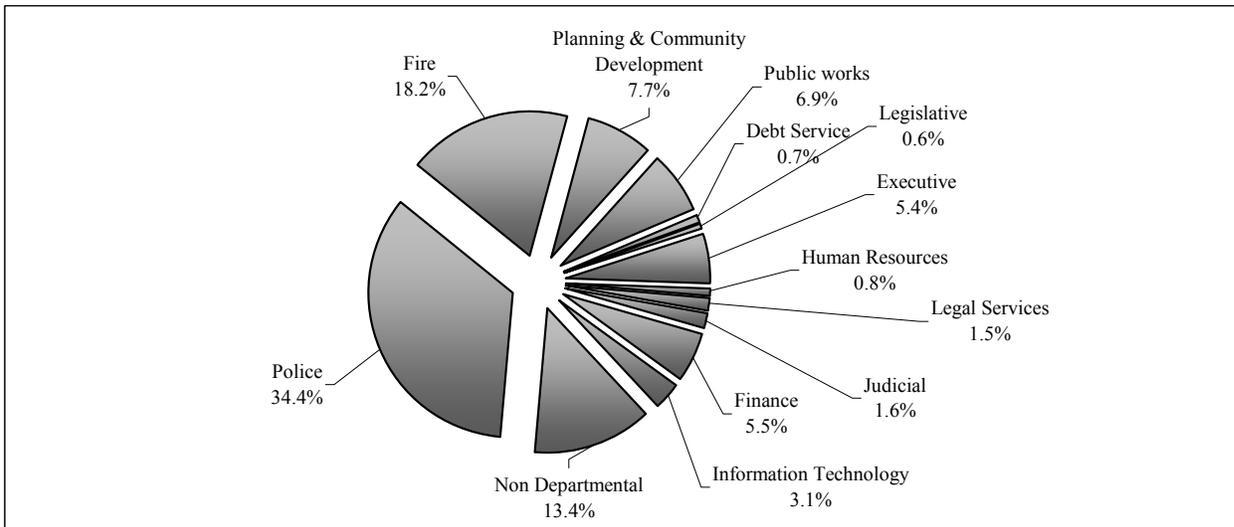
Exhibit 4: General Fund Revenues and Expenditures



Item	2010 Actual	2011 Budget	2011 YE Estimate	2012 Budget	Budget \$ Change 2012 - 2011	Budget % Change 2012 - 2011
Beginning Fund Balance	\$ 5,337,820	\$ 4,725,080	\$ 5,005,880	\$ 4,554,100	\$ (170,980)	-3.62%
Revenues:						
Taxes	9,597,721	9,283,800	9,519,900	9,851,750	567,950	6.12%
Licenses and Permits	1,004,018	1,004,200	1,091,200	1,111,600	107,400	10.70%
Intergovernmental Revenue	891,178	456,126	708,850	391,450	(64,676)	-14.18%
Charges for Service	549,827	478,200	474,160	523,650	45,450	9.50%
Fines and Forfeitures	183,240	172,600	210,300	212,000	39,400	22.83%
Miscellaneous Revenues	266,453	244,125	256,010	353,500	109,375	44.80%
Transfers In	131,958	-	-	472,500	472,500	0.00%
Total Revenues	\$ 12,624,395	\$ 11,639,051	\$ 12,260,420	\$ 12,916,450	\$ 1,277,399	10.98%
Expenditures:						
Salaries	6,334,377	6,148,700	6,167,610	6,244,650	95,950	1.56%
Benefits	2,170,897	2,280,800	2,236,840	2,404,100	123,300	5.41%
Supplies	325,938	379,506	348,300	400,200	20,694	5.45%
Services	1,386,270	1,655,577	1,525,950	1,548,750	(106,827)	-6.45%
Intergovernmental	735,237	742,300	792,100	857,720	115,420	15.55%
Capital Outlays	145,477	390,500	290,000	562,050	171,550	43.93%
Debt Service	0	0	0	96,000	96,000	100.00%
Transfers Out	1,662,728	1,281,800	1,351,400	1,235,300	(46,500)	-3.63%
Total Expenditures	\$ 12,760,924	\$ 12,879,183	\$ 12,712,200	\$ 13,348,770	\$ 469,587	3.65%
Ending Fund Balance	\$ 5,201,291	\$ 3,484,948	\$ 4,554,100	\$ 4,121,780	\$ 636,832	18.27%



Exhibit 5: General Fund Expenditures by Department



	2010 Actual	2011 Budget	2011 YE Estimate	2012 Budget	Budget \$ Change 2012 - 2011	Budget % Change 2012 - 2011
Legislative	\$ 61,899	\$ 72,750	\$ 68,610	\$ 72,750	\$ -	0.00%
Executive	715,025	685,200	681,180	694,200	9,000	1.31%
Human Resources	46,604	110,100	80,820	108,600	(1,500)	-1.36%
Legal Services	224,543	197,000	195,000	197,000	0	0.00%
Judicial	135,545	127,000	192,000	203,000	76,000	59.84%
Finance	673,127	690,400	682,660	708,390	17,990	2.61%
Information Technology	342,427	339,100	332,120	398,190	59,090	17.43%
Non Departmental	2,036,246	1,733,907	1,740,210	1,720,300	(13,607)	-0.78%
Police	4,131,829	4,392,376	4,375,680	4,408,500	16,124	0.37%
Fire	2,141,844	2,511,950	2,475,730	2,327,310	(184,640)	-7.35%
Planning & Community Development	1,131,527	1,029,150	963,880	983,050	(46,100)	-4.48%
Public works	1,078,530	975,250	914,310	884,430	(90,820)	-9.31%
Debt Service	0	0	0	96,000	96,000	100.00%
Capital	41,778	15,000	10,000	547,050	532,050	3547.00%
Totals	\$ 12,760,924	\$ 12,879,183	\$ 12,712,200	\$ 13,348,770	\$ 469,587	3.65%

**Exhibit 6: General Fund Revenue Summary**

GENERAL FUND	2010 Actual	2011 Budget	2011 YE Estimate	2012 Budget	Budget \$ Change 2012 - 2011	Budget % Change 2012 - 2011
<u>Taxes</u>						
Property Taxes	\$ 4,608,471	\$ 4,540,000	\$ 4,540,000	\$ 4,602,000	\$ 62,000	1.37%
Sales Tax	1,784,027	1,590,000	1,812,000	1,855,000	265,000	16.67%
Utility Taxes	2,845,429	2,861,100	2,825,500	3,050,250	189,150	6.61%
Other Taxes	359,794	292,700	342,400	344,500	51,800	17.70%
Total Taxes	9,597,721	9,283,800	9,519,900	9,851,750	567,950	6.12%
<u>Licenses & Permits</u>						
Business Licenses	352,979	346,500	365,000	352,000	5,500	1.59%
Building & Other Permits	651,039	657,700	726,200	759,600	101,900	15.49%
Total Licenses & Permits	1,004,018	1,004,200	1,091,200	1,111,600	107,400	10.70%
<u>Intergovernmental Revenues</u>						
Liquor Board Profits	160,861	142,000	138,000	135,930	(6,070)	-4.27%
Liquor Excise Tax	99,648	105,200	99,000	95,000	(10,200)	-9.70%
State Entitlements & Impact Payments	25,154	25,300	25,170	25,520	220	0.87%
Other Intergovernmental Revenue	605,515	183,626	446,680	135,000	(48,626)	-26.48%
Total Intergovernmental Revenues	891,178	456,126	708,850	391,450	(64,676)	-14.18%
<u>Fees For Service</u>						
General Government	3,633	7,500	3,070	32,000	24,500	326.67%
Public Safety	204,171	178,700	186,340	220,500	41,800	23.39%
Utilities and Environment	5,751	10,000	6,750	11,000	1,000	10.00%
Economic Environment	140,772	86,500	82,500	164,650	78,150	90.35%
Overhead Charge to Other Funds	195,500	195,500	195,500	195,500	0	0.00%
Total Fees For Service	549,827	478,200	474,160	623,650	145,450	30.42%
<u>Fines & Forfeitures</u>						
Fines & Forfeitures	183,240	172,600	210,300	212,000	39,400	22.83%
Total Fines & Forfeitures	183,240	172,600	210,300	212,000	39,400	22.83%
<u>Miscellaneous Revenues</u>						
Interest Earnings	22,259	16,500	16,300	15,700	(800)	-4.85%
Interfund Loan	0	0	0	472,500	472,500	100.00%
Other Miscellaneous Revenue	376,152	227,625	239,710	237,800	10,175	4.47%
Total Miscellaneous Revenues	398,411	244,125	256,010	726,000	481,875	197.39%
Total General Fund	\$ 12,624,395	\$ 11,639,051	\$ 12,260,420	\$ 12,916,450	\$ 1,277,399	10.98%



Exhibit 7: Decision Package Master List. Individual Decision Package details can be found following each Department’s budget summaries.

Division	Description	Ranking	2012 Baseline	2012 Increase	One Time and Ongoing		
					2012 Total	2013 Total	2014 Total
General Fund							
Legislative	Invest in Waterfront Study		-	-	-	-	-
Legislative	Interjurisdictional Housing Committee		-	-	-	-	-
Legislative	Increase Community Support		-	-	-	-	-
Legislative	Rental Fees		-	-	-	-	-
Legislative	Increase Paine Field Emergency Reserve		-	-	-	-	-
Legislative	Bond Payment		-	-	-	-	-
Legislative	Flower Baskets		-	-	-	-	-
Legislative	Street Trees		-	-	-	-	-
Legislative	Rain Gardens		-	-	-	-	-
Judicial	Everett District Court	Mandatory	90,000	60,000	150,000	150,000	150,000
Judicial	Indigent Defense Attorney	Mandatory	36,000	16,000	52,000	52,000	52,000
Finance	State Auditor Fee Increase	1	40,000	2,600	42,600	42,600	42,600
Information Technology	SERS Contract for Black Rock Fiber	Mandatory	-	55,090	55,090	840	840
Information Technology	Technology Replacement Schedule	Mandatory	-	85,700	85,700	110,000	100,000
Other Governmental Services	Insurance	Mandatory	132,000	2,000	134,000	134,000	134,000
Other Governmental Services	Emergency Services	1	54,700	1,000	55,700	55,700	55,700
Other Governmental Services	Northwest Washington Incident Management		-	1,000	1,000	1,000	1,000
Other Governmental Services	Interim Tank Farm Lease		10,000	124,000	134,000	86,500	
Police Admin & Support	Dawson Place Child Interview Specialist	Mandatory	-	1,500	1,500	1,500	1,500
Police Admin & Support	New World Systems Connectivity	Mandatory	600	4,500	5,100	9,000	9,000
Police Admin & Support	Other Professional Services	2	600	700	1,300	1,300	1,300
Police Admin & Support	Miscellaneous increases under \$500		6,900	600	7,500	7,500	7,500
Special Operations	Investigation Costs	Mandatory	4,300	2,000	6,300	6,300	6,300
Special Operations	Miscellaneous increases under \$500		9,500	900	10,400	10,400	10,400
Police Training	New World Systems Training	Mandatory	-	25,300	25,300		
Police Training	Training Division Costs	1	18,900	10,000	28,900	28,900	28,900
Patrol	Miscellaneous increases under \$500		12,000	1,750	13,750	13,750	13,750
Crime Prevention	Miscellaneous increases under \$500		11,000	1,800	12,800	12,800	12,800
Fire Suppression	New World Systems Connectivity		-	3,100	3,100	6,120	6,120
Fire Training	New World Systems Training	Mandatory	-	16,500	16,500		
Fire Suppression	Pumper Truck		-	472,500	472,500		
Fire Suppression	Interfund Loan Payment		-	96,000	96,000	96,000	96,000
Permit Center	Permit Tracking & CFP Software Maintenance	1	17,500	2,500	20,000	20,000	20,000
Parks and Open Space	Motor Fuel	1	6,600	600	7,200	7,200	7,200
Parks and Open Space	Natural Gas	2	2,000	300	2,300	2,300	2,300
Parks and Open Space	Small Items of Equipment	3	800	1,400	2,200	2,200	2,200
Parks and Open Space	Reforestation and Revegetation Plantings	4	-	5,000	5,000	5,000	5,000
Capital	Pedestrian Safety Project - Radar Signs		-	15,000	15,000	-	-
Capital	Fiber Optic Cable		-	19,550	19,550	300	300
	Ongoing Total		453,400	511,540	964,940	863,210	766,710
	One Time Total		-	517,350	517,350	-	-
Street Fund							
Streets	Electricity - Street Lights	3	110,000	4,100	114,100	114,100	114,100
Streets	Insurance	Mandatory	26,000	(13,000)	13,000	13,000	13,000
	Ongoing Total		136,000	(8,900)	127,100	127,100	127,100
	One Time Total		-	-	-	-	-
Arterial Street Fund							
Capital	88th Street Left Turn Lane		-	15,000	15,000		
Capital	Pavement Improvements - Goat Trail		-	150,000	150,000		
	Ongoing Total		-	-	-	-	-
	One Time Total		-	165,000	165,000	-	-



Division	Description	Ranking	2012 Baseline	2012 Increase	One Time and Ongoing		
					2012 Total	2013 Total	2014 Total
Recreation and Cultural Services Fund							
Recreation and Cultural Svcs	Insurance	Mandatory	10,000	5,400	15,400	15,400	15,400
Ongoing Total			10,000	5,400	15,400	15,400	15,400
One Time Total			-	-	-	-	-
Hotel/Motel Lodging Tax Fund							
Hotel/Motel Lodging Tax	Insurance	Mandatory	200	200	400	400	400
Ongoing Total			200	200	400	400	400
One Time Total			-	-	-	-	-
Technology Replacement Fund							
Technology Replacement	Technology Replacement Schedule	1	-	85,700	85,700		
Ongoing Total			-	-	-	-	-
One Time Total			-	85,700	85,700	-	-
Emergency Medical Services Fund							
Emergency Medical Services	Insurance	Mandatory	12,800	2,800	15,600	15,600	15,600
Emergency Medical Services	New World Systems Connectivity	Mandatory	-	1,000	1,000	6,120	6,120
Emergency Medical Services	New World Systems Training	Mandatory	-	13,500	13,500		
Emergency Medical Services	Pumper Truck			157,500	157,500		
Emergency Medical Services	Interfund Loan Payment			32,000	32,000	32,000	32,000
Ongoing Total			12,800	35,800	48,600	53,720	53,720
One Time Total			-	171,000	171,000	-	-
Park Acquisition & Development fund							
Capital	Park Street Bulkhead Phase I Engineering			10,000	10,000	25,000	50,000
Capital	Japanese Gulch Trail Construction - Donation			10,000	10,000		
Capital	Big Gulch Trail Gap Area			250,000	250,000		
Ongoing Total			-	-	-	-	-
One Time Total			-	270,000	270,000	25,000	50,000
Transportation Impact Fee Fund							
Capital	Binding Site Plan for Harbour Reach Drive Extension			100,000	100,000		
Ongoing Total			-	-	-	-	-
One Time Total			-	100,000	100,000	-	-
Community Center Project Fund							
Capital	Fiber Optic Cable			95,260	95,260	-	-
Ongoing Total			-	-	-	-	-
One Time Total			-	95,260	95,260	-	-
Real Estate Excise Tax I Fund							
Capital	Big Gulch Trail Gap Area			185,000	185,000		
Capital	SR 526 Bike/Ped Path to Boeing			80,000	80,000		
Capital	Special Event Entrance Signs			2,245	2,245	2,025	
Capital	New Park - Property Clean Up			50,500	50,500	7,800	39,000
Capital	Interpretive Signs			1,500	1,500		
Capital	61st Place Retaining Wall Repair			150,000	150,000		
Capital	Downtown Business Directional Signs			12,730	12,730	7,500	
Ongoing Total			-	-	-	7,800	39,000
One Time Total			-	481,975	481,975	9,525	-
Real Estate Excise Tax II Fund							
Capital	Pavement Improvements - Goat Trail			200,000	200,000		
Capital	92nd Street Sidewalk Repair			25,000	25,000		
Capital	76th Street Sidewalk			130,000	130,000	100	100
Ongoing Total			-	-	-	100	100
One Time Total			-	355,000	355,000	-	-



Division	Description	Ranking	2012 Baseline	2012 Increase	One Time and Ongoing			
					2012 Total	2013 Total	2014 Total	
Surface Water Management Fund								
Surface Water	GIS system, system evaluations, LID test case	Carryforward		66,000	66,000	-	-	
Surface Water	Insurance	Mandatory	26,400	(2,500)	23,900	23,900	23,900	23,900
Surface Water	Motor Fuel	1	7,000	3,000	10,000	10,000	10,000	10,000
Surface Water	Vehicle Repairs and Maintenance	2	4,000	4,000	8,000	8,000	8,000	8,000
Surface Water	Vactor Service	3	3,000	19,000	22,000	22,000	22,000	22,000
Surface Water	Hazardous Waste Disposal	4	8,000	5,400	13,400	13,400	13,400	13,400
Capital	Smuggler's Gulch LID Retrofit Test Case			125,000	1,300			
Capital	2nd Street Culvert/Stream Alignment Correction			43,000	500			
Capital	61st Street Culvert Replacement			210,000				
Capital	63rd Street Slide Repair			25,000	300	300		
Capital	Decant Station Roof			35,000				
Capital	Japanese Gulch Phase III			170,000				
Capital	GPS Field Equipment			6,300				
Capital	GIS System, System Evaluations			76,000				
Capital	Storm Drain Pipe Extension			25,000				
Ongoing Total			48,400	28,900	77,300	77,300	77,300	77,300
One Time Total			-	781,300	68,100	300	-	-
Equipment Replacement Fund								
Equipment Replacement	Patrol Vehicles	1	-	60,000	60,000			
Equipment Replacement	Parks Truck	2	-	35,000	35,000			
Equipment Replacement	Parks 72" Mower	3	-	29,000	29,000			
Equipment Replacement	Animal Control Vehicle	4	-	38,100	38,100			
Equipment Replacement	Parks Gator	5	-	11,000	11,000			
Ongoing Total			-	-	-	-	-	-
One Time Total			-	173,100	173,100	-	-	-
Facilities Maintenance Fund								
Facilities Maintenance	Insurance	Mandatory	500	100	600	600	600	600
Facilities Maintenance	Fire Alarm Panel	1		15,000	15,000			
Facilities Maintenance	Replace Security System PD	2		18,000	18,000			
Facilities Maintenance	Electrical Cost Increase	3	82,000	3,000	85,000	85,000	85,000	85,000
Facilities Maintenance	Police Department Carpet	4		2,500	2,500			
Facilities Maintenance	Janitorial Services	5	26,800	700	27,500	27,500	27,500	27,500
Ongoing Total			109,300	3,800	113,100	113,100	113,100	113,100
One Time Total			-	35,500	35,500	-	-	-
GRAND TOTAL		Ongoing	770,100	576,740	1,346,840	1,258,130	1,192,830	
		One Time	-	3,231,185	2,517,985	34,825	50,000	

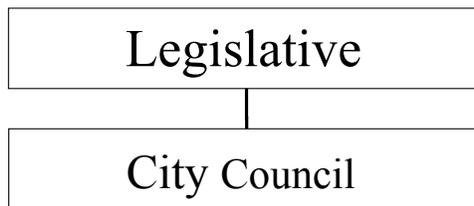


LEGISLATIVE DEPARTMENT

The Legislative Department includes the City Council. The City Council is responsible for establishing policy direction for the City through the adoption of laws, policies, procedures, and programs.

The City Council approves the City Budget, all ordinances, resolutions, contracts, fees, and programs. The City Council meets four times each month at regularly scheduled meetings and meets, as needed, to discuss special interest matters.

The City Council consists of seven members who serve four-year terms. Terms are staggered so that no more than four Councilmember positions are up for election at any one time.



POSITION SUMMARY

<u>Position Title</u>	<u>2011</u>	<u>2012</u>
Councilmember	7	7
Total	7	7

LEGISLATIVE DEPARTMENT EXPENDITURE SUMMARY	2010 Actuals	2011 Budget	2012 Baseline	2012 Dept. Requests	2012 Proposed	\$ Increase/ (Decrease)
City Council	61,900	72,750	72,750	0	72,750	0
TOTAL	61,900	72,750	72,750	0	72,750	0



City Council

PURPOSE

The City Council establishes policy direction for the City organization by adopting ordinances, resolutions, programs, priorities, and procedures.

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.

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.

PERFORMANCE INDICATORS

	2010	2011	2012
	Actual	Est.	Est.
Council Meetings	44	41	42
Formal Actions Taken	282	225	255
Ordinances Adopted	28	25	27
Resolutions Approved	38	20	29

2012 GOALS & OBJECTIVES

- To establish clear policy direction and priorities for City operations.
- To establish annual work plans for City commissions and boards.
- To protect the community against Paine Field Airport expansion.
- To pursue State and Federal legislation beneficial to Mukilteo.
- To pursue responsible development for the Mukilteo Landing Waterfront Development.
- To efficiently and effectively communicate with the public through Council Meetings, Chime-In Meetings, and public information programs.



CITY COUNCIL

	2010	2011	2012	2012	Total 2012	\$ Increase/ (Decrease)
	Actuals	Amended Budget	Baseline	Department Requests	Requests	
SALARIES & WAGES						
Part Time Employees	42,600	42,600	42,600	0	42,600	0
	42,600	42,600	42,600	0	42,600	0
PERSONNEL BENEFITS						
FICA	3,259	3,300	3,300	0	3,300	0
L&I	183	200	200	0	200	0
	3,442	3,500	3,500	0	3,500	0
SUPPLIES						
Office Supplies	167	250	250	0	250	0
Operating Supplies	0	200	200	0	200	0
Ancillary Meeting Costs	0	500	500	0	500	0
Small Items of Equipment	0	200	200	0	200	0
	167	1,150	1,150	0	1,150	0
OTHER SERVICES & CHARGES						
Other Professional Services	51	1,000	1,000	0	1,000	0
Travel & Subsistence Expense	4,710	9,800	9,800	0	9,800	0
Legal Publications	1,799	1,000	1,000	0	1,000	0
Publication of Agendas	1,852	3,300	3,300	0	3,300	0
Printing and Binding	0	400	400	0	400	0
Training & Registration	2,883	7,000	7,000	0	7,000	0
City Code Revision	4,396	3,000	3,000	0	3,000	0
	15,691	25,500	25,500	0	25,500	0
TOTAL	61,900	72,750	72,750	0	72,750	0



DECISION PACKAGE	
Department:	Planning and Community Development
Division:	Planning and Community Development
Decision Package Title:	Invest in Waterfront Study
Preparer:	Councilmember Gregerson
Account Number:	011.58.558.600
Ranking:	
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	<input type="checkbox"/> New Cost: <input type="checkbox"/>
One-Time Cost:	<input checked="" type="checkbox"/> Increased Baseline: <input type="checkbox"/>
Item Description: Use \$20,000 to invest in a study of redevelopment options with either of the WSF terminal options Point Elliot 1 or 2. Create visuals demonstrating what it would look like. Consider working with the University of Washington graduate program in the Built Environment to leverage the expense and get more value.	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals:	
What Alternatives Are Available, if Any?	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	20,000	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	4821	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	6403	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$20,000	\$0	\$0	\$0	\$0

Sources of Payment	2012	2013	2014	2015	2016
Ending Cash	20,000	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$20,000	\$0	\$0	\$0	\$0



DECISION PACKAGE	
Department:	Planning & Community Development
Division:	Planning & Community Development
Decision Package Title:	Interjurisdictional Housing Committee
Preparer:	Councilmember Gregerson
Account Number:	011.58.558.600
Ranking:	
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	<input type="checkbox"/> New Cost: <input type="checkbox"/>
One-Time Cost:	<input checked="" type="checkbox"/> Increased Baseline: <input type="checkbox"/>
Item Description: Set aside any funds needed to continue participating in the committee. (Staff comments: City staff are currently part of the interjurisdictional effort. It is likely that the group will propose that cities jointly hire the equivalent of one full time staff. No estimate or possible cost sharing methodology have been researched.	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals:	
What Alternatives Are Available, if Any?	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	4821	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	6403	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment		2012	2013	2014	2015	2016
Ending Cash		0	0	0	0	0
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$0	\$0	\$0	\$0	\$0



DECISION PACKAGE	
Department:	Non-Departmental
Division:	Community Support
Decision Package Title:	Increase Community Support
Preparer:	Councilmember Gregerson
Account Number:	116.19.557.200.4408
Ranking:	
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	<input type="checkbox"/> New Cost: <input type="checkbox"/>
One-Time Cost:	<input checked="" type="checkbox"/> Increased Baseline: <input type="checkbox"/>
Item Description: Increase investment in community organization support by settling on \$100,000 reserve balance in the Hotel/Motel Tax Fund. Staff: Current Council policy would require a reserve of \$140,000. In 2011, \$104,700 was made available for grants. The Mayor's budget includes \$100,000 for funding.	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals:	
What Alternatives Are Available, if Any?	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	4821	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	6403	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment			2012	2013	2014	2015	2016
Ending Cash			0	0	0	0	0
Grants/Contributions			0	0	0	0	0
General Fund Subsidy			0	0	0	0	0
New Source of Revenue			0	0	0	0	0
Other			0	0	0	0	0
Total Sources			\$0	\$0	\$0	\$0	\$0



DECISION PACKAGE	
Department:	Recreation and Cultural Services
Division:	Recreation and Cultural Services
Decision Package Title:	Rental Fees
Preparer:	Councilmember Gregerson
Account Number:	
Ranking:	
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	<input checked="" type="checkbox"/> New Cost: <input checked="" type="checkbox"/>
One-Time Cost:	<input type="checkbox"/> Increased Baseline: <input checked="" type="checkbox"/>
Item Description: Continue to re-examine fees, to increase non-resident fees, in order to allow a balanced decrease to resident-fees. Staff: Based on Council action of 9/6/11, Point Elliot Room rentals were increased for both residents and non-residents , but at a greater percentage increase in non-resident fees.	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals:	
What Alternatives Are Available, if Any?	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	4821	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	6403	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment		2012	2013	2014	2015	2016
Ending Cash		0	0	0	0	0
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$0	\$0	\$0	\$0	\$0



DECISION PACKAGE	
Department:	Non-Departmental
Division:	Paine Field Emergency Reserve Fund
Decision Package Title:	Increase Paine Field Emergency Reserve
Preparer:	Councilmember Gregerson
Account Number:	015.19.557.210.5116
Ranking:	
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	<input type="checkbox"/> New Cost: <input type="checkbox"/>
One-Time Cost:	<input checked="" type="checkbox"/> Increased Baseline: <input type="checkbox"/>
Item Description: Invest \$100,000 into Paine Field Emergency Reserve, from General Fund Balance. Set aside \$25,000 of that for the Washington Aerospace Partnership's efforts to keep the 737-MAX site in Washington, preferably at Paine Field. Staff: The Mayor's proposed budget includes \$150,000 in the Paine Field Fund and recommends a new allocation to the Economic Alliance of Snohomish County of \$20,000 to finance their efforts to encourage aeronautic jobs in Snohomish County and specifically to promote Paine Field as Boeing best site for the 737-MAX.	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals:	
What Alternatives Are Available, if Any?	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	4821	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	20,000	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	6403	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$20,000	\$0	\$0	\$0	\$0

Sources of Payment	2012	2013	2014	2015	2016
Ending Cash	20,000	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$20,000	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department: Council
Division: Non-Departmental
Decision Package Title: Bond payment
Preparer: Councilmember Emery
Account Number: 011.19.597.200.5531
Ranking:

Please put an " X " in either the box next to Ongoing Cost or One-Time Cost

Ongoing Cost:	<input type="checkbox"/>	New Cost:	<input type="checkbox"/>
One-Time Cost:	<input checked="" type="checkbox"/>	Increased Baseline:	<input type="checkbox"/>

Item Description: Transfer money from General Fund to REET I to ensure adequate carry forward of REET I fund balance to cover bond payment throughout the duration of the bond.

Staff: Mayor's Budget reflects the philosophy that payment of the Rosehill bond is the highest priority of REET Fund use. The City's long range financial plan (and complimentary Budget Calculator) forecasts based on conservative, historical and aggressive revenues how bond requirements will be met. The Mayor agrees with the proposed Council policy of depositing revenue from any surplus property sales in the REET 1 Fund Reserve and to specifically protect those funds from use until the Rosehill bond is retired.

Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: While the current conservative REET projections show adequate funds to make the bond payments, the fund may be very close in about 12-14 years. In addition, the current projections do not show any funds for any capital projects. Transferring some amount now would provide a slightly higher comfort level and may provide cash for authorizing capital projects, especially if revenue increase.

What Alternatives Are Available, if Any? Rely on current projections and the expectation that REET income will recover more robustly than projected.

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	4821	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Interfund Transfer	55	0	250,000	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	6403	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$250,000	\$0	\$0	\$0	\$0

Sources of Payment	2012	2013	2014	2015	2016
Ending Cash	250,000	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$250,000	\$0	\$0	\$0	\$0



DECISION PACKAGE	
Department:	Council
Division:	Parks
Decision Package Title:	Flower Baskets
Preparer:	Councilmember Emery
Account Number:	011.38.576.810.3156
Ranking:	
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	<input checked="" type="checkbox"/> New Cost: <input type="checkbox"/>
One-Time Cost:	<input type="checkbox"/> Increased Baseline: <input type="checkbox"/>
Item Description: Install flower baskets in retail business areas in City, as done in the past. Staff: \$'10,000 for flower baskets is included in the Mayor's proposed budget.	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: This is a simple way to keep Mukilteo attractive, to make us all feel good about living here, to keep spirits in spite of the general economy.	
What Alternatives Are Available, if Any? Not install baskets. Install partial number, saving on costs. Solicit volunteer/donated baskets and routine care.	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
<i>Supplies</i>	3156	0	10,000	0	0	0	0
<i>Motor Fuel</i>	32	0	0	0	0	0	0
<i>Small Equipment</i>	35	0	0	0	0	0	0
<i>Professional Services</i>	41	0	0	0	0	0	0
<i>Communication</i>	42	0	0	0	0	0	0
<i>Travel & Subsistence</i>	43	0	0	0	0	0	0
<i>Rental/Lease</i>	45	0	0	0	0	0	0
<i>Software Maintenance</i>	4821	0	0	0	0	0	0
<i>Miscellaneous</i>	49	0	0	0	0	0	0
<i>Intergovernmental</i>	51	0	0	0	0	0	0
<i>Buildings</i>	62	0	0	0	0	0	0
<i>Improvements</i>	63	0	0	0	0	0	0
<i>Software</i>	6403	0	0	0	0	0	0
<i>Construction Projects</i>	65	0	0	0	0	0	0
Total Expenses		\$0	\$10,000	\$0	\$0	\$0	\$0

Sources of Payment		2012	2013	2014	2015	2016
<i>Ending Cash</i>		10,000	0	0	0	0
<i>Grants/Contributions</i>		0	0	0	0	0
<i>General Fund Subsidy</i>		0	0	0	0	0
<i>New Source of Revenue</i>		0	0	0	0	0
<i>Other</i>		0	0	0	0	0
Total Sources		\$10,000	\$0	\$0	\$0	\$0



DECISION PACKAGE	
Department:	Council
Division:	Community Development & Public Works
Decision Package Title:	Street trees
Preparer:	Councilmember Emery
Account Number:	011.58.558.600
Ranking:	
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	X
One-Time Cost:	x
New Cost:	X
Increased Baseline:	X
Survey effective areas to plant appropriate street trees along roads, parks, City ROW, in residential and commercial areas in the City. Plant them.	
Staff: A street pavement shading study conducted by the City of Modesto costs approximately \$10,000. There are no cost estimates for subsequent tree plantings.	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: 1. provide shade for pavement, prolonging its' useful life. 2. Improve air quality/sequester carbon. 3. Reduce ambient noise. 4. Improve appearance of City. 5. Impact stormwater runoff.	
What Alternatives Are Available, if Any? Leave streets/trees as they are.	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	4821	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	6403	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment		2012	2013	2014	2015	2016
Ending Cash		0	0	0	0	0
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$0	\$0	\$0	\$0	\$0



DECISION PACKAGE	
Department:	Council
Division:	Public Works
Decision Package Title:	Rain Gardens
Preparer:	Councilmember Emery
Account Number:	440
Ranking:	
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	<input checked="" type="checkbox"/>
One-Time Cost:	<input type="checkbox"/>
New Cost:	<input checked="" type="checkbox"/>
Increased Baseline:	<input checked="" type="checkbox"/>
Item Description: Promote, plan, and plant rain gardens throughout City.	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: Rain gardens are an effective way to manage surface water runoff. Many small gardens can be a substitute for larger, costlier surface water facilities. Cities around the nation are promoting these as one component in managing surface water. Staff: The Mayor's proposed budget includes \$125,000 in Surface Water Management Capital to finance a pilot project of 1-3 rain gardens or gravel galleries in the Upper Smuggler's Gulch Watershed (between 44th and SR 525)	
What Alternatives Are Available, if Any? Plan and build larger surface water facilities	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	4821	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	6403	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment	2012	2013	2014	2015	2016
Ending Cash	0	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0



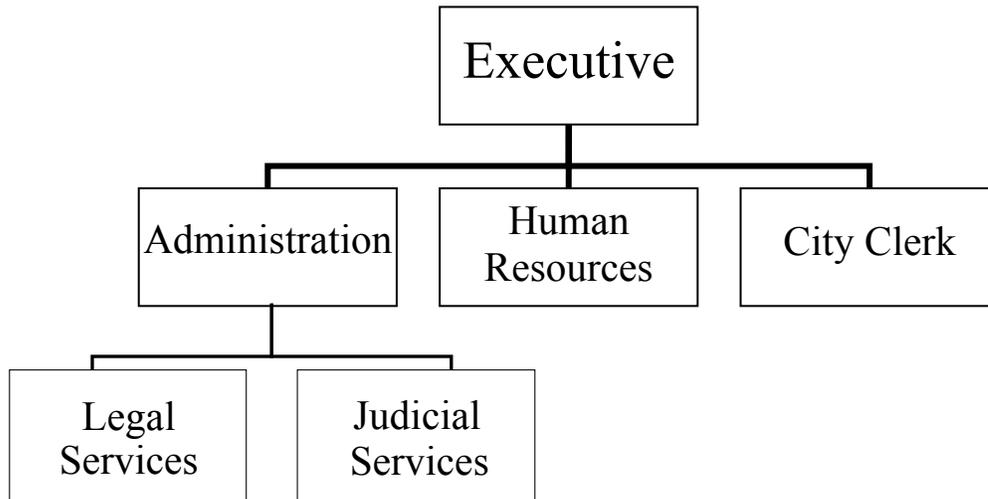


EXECUTIVE DEPARTMENT

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

The Executive Department consists of the Administration, Human Resources and City Clerk Divisions, which are described within this section.



POSITION SUMMARY

Position Title	2011	2012
Mayor	1	1
City Administrator	1	1
City Clerk	1	1
Executive/HR Assistant	1	1
Assistant to City Admin	1	1
Department Assistant	0.5	0.5
Total	5.5	5.5



EXECUTIVE DEPARTMENT EXPENDITURE SUMMARY	2010 Actuals	2011 Budget	2012 Baseline	2012 Dept. Requests	2012 Proposed	\$ Increase/ (Decrease)
Administration	714,814	685,200	694,200	0	694,200	9,000
Human Resources	46,605	110,100	108,600	0	108,600	(1,500)
Legal Services	224,543	197,000	197,000	0	197,000	0
Judicial Services	135,545	127,000	127,000	76,000	203,000	76,000
Paine Field Emergency Fund	22,687	176,240	156,240	0	156,240	(20,000)
TOTAL	1,144,194	1,295,540	1,283,040	76,000	1,359,040	63,500

EXECUTIVE DEPARTMENT DECISION PACKAGE SUMMARY

Ranking	Division	Title	Amount
Mandatory	Judicial	Everett District Court	60,000
Mandatory	Judicial	Indigent Defense Attorney	16,000
Total			76,000



Administration

PURPOSE

The Administration Division manages and directs the operations of the City. The Mayor serves as the Chief Executive Officer and is elected to a four-year term. The Mayor appoints the City Administrator, with confirmation by the City Council.

The City Administrator oversees all City operations, implements policy direction established by the Mayor and City Council, manages the daily operations of the City, and establishes work plans for departments. Through department heads, the City Administrator coordinates operations, develops programs, evaluates performance, and manages activities to assure City services are effectively and efficiently provided.

The Administration Division is responsible for conducting economic development efforts including retention, recruitment, reinvestment and expansion of businesses.

The Division is accountable for advertising and maintaining all Boards, Commissions and Committees within the City.

This Division also maintains the City’s official public records, coordinates and processes liability claims and lawsuits involving the City and monitors public information requests, maintains the City website and provides direct staff support to the Mayor and City Council.

This Division facilitates communications and public information activities to promote the City and inform City residents, including the *City Views* newsletter, press contact and press releases, customer service initiatives, web streaming and other activities.

PERFORMANCE INDICATORS

	2010	2011	2012
	Actual	Est.	Est.
Agenda Bills Presented	123	110	115
Public Records Requests	280	224	250
Claims Opened	9	12	10
Claims Closed	11	11	10
Incidents Reported	28	18	23

2012 GOALS & OBJECTIVES

- To continue activities to protect the community from commercial air service at Paine Field Airport.
- To continue expanding and diversifying communications and public information activities and initiatives to promote the City, including but not limited to the City newsletter, press contact, website, customer service initiatives and web-streaming and/or broadcasting.
- To continue to develop and implement long-range financial and operational planning and stability.
- To facilitate the transfer of the Tank Farm and waterfront development, including the NOAA facility.
- To continue to promote and pursue Economic Development within the City.
- Japanese Gulch parks and open space master planning and development.

**ADMINISTRATION**

	2010 Actuals	2011 Amended Budget	2012 Baseline	2012 Department Requests	Total 2012 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES						
Full Time Employees	412,507	409,100	409,100	0	409,100	0
Part Time Employees	22,622	23,000	24,100	0	24,100	1,100
Special Assignment Pay	7,203	7,200	7,200	0	7,200	0
Acting Supervisor Pay	504	0	0	0	0	0
Overtime	600	1,000	1,000	0	1,000	0
	<u>443,436</u>	<u>440,300</u>	<u>441,400</u>	<u>0</u>	<u>441,400</u>	<u>1,100</u>
PERSONNEL BENEFITS						
FICA	33,667	33,500	33,200	0	33,200	(300)
PERS	23,370	30,700	31,600	0	31,600	900
L&I	1,294	1,600	1,800	0	1,800	200
Medical Benefits	61,465	67,600	70,800	0	70,800	3,200
Administrator Vehicle Allowance	6,000	6,000	6,000	0	6,000	0
Dental Benefits	8,227	5,500	10,000	0	10,000	4,500
Vision Benefits	1,787	1,700	1,100	0	1,100	(600)
Life Insurance	1,210	1,500	1,500	0	1,500	0
Long Term Disability Insurance	2,681	3,300	3,300	0	3,300	0
	<u>139,701</u>	<u>151,400</u>	<u>159,300</u>	<u>0</u>	<u>159,300</u>	<u>7,900</u>
SUPPLIES						
Office Supplies	2,900	3,000	3,000	0	3,000	0
Reference Material	318	300	300	0	300	0
Ancillary Meeting Costs	208	500	500	0	500	0
Small Items of Equipment	1,271	1,000	1,000	0	1,000	0
	<u>4,697</u>	<u>4,800</u>	<u>4,800</u>	<u>0</u>	<u>4,800</u>	<u>0</u>
OTHER SERVICES & CHARGES						
Consulting Services	5,632	5,000	5,000	0	5,000	0
Other Professional Services	4,000	4,000	4,000	0	4,000	0
Lobbyist Services	91,171	60,000	60,000	0	60,000	0
Records Services	9,939	1,000	1,000	0	1,000	0
Telephone	1,796	1,900	1,900	0	1,900	0
Postage	371	1,000	1,000	0	1,000	0
Cell Phone	2,247	2,100	2,100	0	2,100	0
Travel & Subsistence Expense	7,860	9,000	9,000	0	9,000	0
Association Dues & Memberships	690	1,000	1,000	0	1,000	0
Printing and Binding	0	200	200	0	200	0
Training & Registration Costs	3,274	3,500	3,500	0	3,500	0
	<u>126,980</u>	<u>88,700</u>	<u>88,700</u>	<u>0</u>	<u>88,700</u>	<u>0</u>
TOTAL	<u>714,814</u>	<u>685,200</u>	<u>694,200</u>	<u>0</u>	<u>694,200</u>	<u>9,000</u>



Human Resources

PURPOSE

The primary objective of the Human Resources division is to attract and retain qualified, skilled professional staff, to provide superior service to the citizens of Mukilteo.

The City Administrator manages the division and the Executive Assistant to Administration is tasked with the overall responsibilities of the division.

Human Resources involves recruiting and selecting new employees; administering employee benefits, and updating the City's classification and compensation program; developing and implementing policies and procedures; and directing labor relations and negotiation efforts.

Additional areas of responsibilities are the Mukilteo LEOFF1 (Law Enforcement and Fire Fighters) Disability Board, Chief Examiner/Secretary for the Civil Service Commission; and staff support for the Salary Advisory Committee for the compensation of elected officials.

The Division handles informal and formal grievances, arbitration actions, represents the City in negotiations or actions with employee unions, and participates in negotiations of all labor contracts with the City's five union-represented employee groups.

The Division oversees a wellness program that focuses on the health of city employees.

Activities and resources are accessible through our healthcare administrator for people at all stages of wellness. The knowledge shared by a good Wellness Program is increase employee productivity with less sick days taken.

PERFORMANCE INDICATORS

	2010 <u>Actual</u>	2011 <u>Est.</u>	2012 <u>Est.</u>
Position Recruitments	9	11	10
Applications Screened	507	500	500
Applicants Interviewed	25	30	20
Labor Contracts Negotiated	3	5	0
Labor Contracts Settled	3	5	0

2012 GOALS & OBJECTIVES

- To recruit and hire qualified candidates for position vacancies.
- Ongoing review and/or updates to the City's Personnel Manual.
- To develop and update administrative guidelines and evaluations for personnel.
- To conduct ongoing review of employee benefit packages.
- To comply with state and federal employee regulations, providing updated material and programs for employees.
- Annual update of a year-round wellness program.
- To complete negotiations for labor agreements.



HUMAN RESOURCES

	2010 Actuals	2011 Amended Budget	2012 Baseline	2012 Department Requests	Total 2012 Requests	\$ Increase/ (Decrease)
PERSONNEL BENEFITS						
Unemployment Compensation*	0	29,200	29,700	0	29,700	500
Tuition & Education	16,681	13,000	13,000	0	13,000	0
	<u>16,681</u>	<u>42,200</u>	<u>42,700</u>	<u>0</u>	<u>42,700</u>	<u>500</u>
SUPPLIES						
Office Supplies	1,121	1,000	1,000	0	1,000	0
Reference Material	197	500	500	0	500	0
	<u>1,318</u>	<u>1,500</u>	<u>1,500</u>	<u>0</u>	<u>1,500</u>	<u>0</u>
OTHER SERVICES & CHARGES						
Other Professional Services	23,991	35,000	33,000	0	33,000	(2,000)
AWC Wellness Program	0	2,000	2,000	0	2,000	0
Telephone	165	200	200	0	200	0
Postage	178	300	300	0	300	0
Travel & Subsistence	179	1,000	1,000	0	1,000	0
Classified Advertising	2,987	2,000	2,000	0	2,000	0
Association Dues & Memberships	560	400	400	0	400	0
Printing and Binding	546	500	500	0	500	0
Reserve for Accrued Leave	0	25,000	25,000	0	25,000	0
	<u>28,606</u>	<u>66,400</u>	<u>64,400</u>	<u>0</u>	<u>64,400</u>	<u>(2,000)</u>
TOTAL	<u>46,605</u>	<u>110,100</u>	<u>108,600</u>	<u>0</u>	<u>108,600</u>	<u>(1,500)</u>

*All General Fund unemployment compensation expense is budgeted in Human Resources for 2012. Actual expenses will be paid from the applicable department budgets as needed, and the appropriate budget will be transferred from Human Resources.



Legal Services

PURPOSE

The Legal Services Division provides two main types of legal services to the City: City Attorney services and City Prosecutor services.

City Attorney services include providing legal advice to the Mayor, City Council, City Commissions and Boards, and City Departments. The City Attorney prepares and/or reviews City ordinances, resolutions, and agreements; reviews and advises the City regarding new Federal and State legislation; and provides general and specific legal advice on all City matters. 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 are provided through contract with the law firm of Ogden Murphy and Wallace of Seattle.

City Prosecutor services include prosecution of civil or criminal matters related to violations of the Mukilteo Municipal Code. City Prosecutor services are provided through contract with a private attorney.

PERFORMANCE INDICATORS

	2010 Actual	2011 Est.	2012 Est.
Hours of Service			
City Attorney	1050	900	1000
City Prosecutor	500	300	400
Litigation Cases	6	5	5

2012 GOALS & OBJECTIVES

- Provide on-going legal advice covering City operations.
- Provide on-going prosecution services.

LEGAL SERVICES

	2010 Actuals	2011 Amended Budget	2012 Baseline	2012 Department Requests	2012 Total 2012 Requests	\$ Increase/ (Decrease)
OTHER SERVICES AND CHARGES						
City Attorney	104,570	110,000	110,000	0	110,000	0
City Attorney Other Services	73,287	44,000	44,000	0	44,000	0
City Prosecuting Attorney	46,686	43,000	43,000	0	43,000	0
TOTAL	224,543	197,000	197,000	0	197,000	0



Judicial Services

PURPOSE

The Judicial Division provides district 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 interlocal agreement with Snohomish County district court system.

In addition to district court functions, the Division includes costs to provide State-required defense of indigent defendants and payment of witness fees.

PERFORMANCE INDICATORS

	<u>2010</u> <u>Actual</u>	<u>2011</u> <u>Est.</u>	<u>2012</u> <u>Est.</u>
Cases	270	230	240
Indigents Defended	156	120	130
Hours of Service	160	130	140

2012 GOALS & OBJECTIVES

- To continue to provide district court services.

JUDICIAL SERVICES

	2010 Actuals	2011 Amended Budget	2012 Baseline	2012 Department Requests	2012 Total 2012 Requests	\$ Increase/ (Decrease)
OTHER SERVICES & CHARGES						
Indigent Defense Attorney	38,470	36,000	36,000	16,000	52,000	16,000
	<u>38,470</u>	<u>36,000</u>	<u>36,000</u>	<u>16,000</u>	<u>52,000</u>	<u>16,000</u>
INTERGOVERNMENTAL SERVICES						
Interlocal Extradition	0	1,000	1,000	0	1,000	0
Everett District Court	97,075	90,000	90,000	60,000	150,000	60,000
	<u>97,075</u>	<u>91,000</u>	<u>91,000</u>	<u>60,000</u>	<u>151,000</u>	<u>60,000</u>
TOTAL	<u>135,545</u>	<u>127,000</u>	<u>127,000</u>	<u>76,000</u>	<u>203,000</u>	<u>76,000</u>



Paine Field Emergency Reserve Fund

PURPOSE

The purpose of the Paine Field Emergency Reserve Fund is to set aside funds for the payment of legal or other costs deemed necessary by council as appropriate to oppose commercial expansion of Paine Field.

PAINE FIELD EMERGENCY FUND

	2010 Actuals	2011 Amended Budget	2012 Baseline	2012 Department Requests	Total 2012 Requests	\$ Increase/ (Decrease)
OTHER SERVICES AND CHARGES						
City Attorney Other Services	22,687	176,240	156,240	0	156,240	(20,000)
	<u>22,687</u>	<u>176,240</u>	<u>156,240</u>	<u>0</u>	<u>156,240</u>	<u>(20,000)</u>

PAINE FIELD EMERGENCY FUND

	2010 Actual	2011 Budget	2011 Y.E. Estimate	2012 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$48,423	\$26,240	\$26,240	\$156,240	\$130,000
<u>Revenues</u>					
Miscellaneous	501	0	0	0	0
Transfers In	0	150,000	150,000	0	(150,000)
Total Revenues	<u>501</u>	<u>150,000</u>	<u>150,000</u>	<u>0</u>	<u>(150,000)</u>
<u>Total Resources</u>	<u>48,924</u>	<u>176,240</u>	<u>176,240</u>	<u>156,240</u>	<u>(20,000)</u>
<u>Expenditures</u>					
Other Services & Charges	22,687	176,240	20,000	136,240	(40,000)
Intergovernmental	0	0	0	20,000	20,000
<u>Total Expenditures</u>	<u>22,687</u>	<u>176,240</u>	<u>20,000</u>	<u>156,240</u>	<u>(20,000)</u>
<u>Ending Fund Balance</u>	<u>\$26,237</u>	<u>\$0</u>	<u>\$156,240</u>	<u>\$0</u>	<u>\$0</u>



City Reserve Fund

PURPOSE

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 purpose of the City Reserve Fund is to maintain compliance with the City's Fund Balance Reserve Policy, which requires maintenance of a Contingency Fund with a 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 a landslide, earthquake or other natural disaster.

CITY RESERVE FUND

	2010 Actual	2011 Budget	2011 Y.E. Estimate	2012 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$0
<u>Revenues</u>					
	0	0	0	0	0
Total Revenues	0	0	0	0	0
Total Resources	1,000,000	1,000,000	1,000,000	1,000,000	0
<u>Expenditures</u>					
	0	0	0	0	0
Total Expenditures	0	0	0	0	0
<u>Ending Fund Balance</u>	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$0



DECISION PACKAGE	
Department:	Judicial
Division:	Judicial
Decision Package Title:	Everett District Court
Preparer:	Charles Macklin
Account Number:	011.12.512.500.5125
Ranking:	MANDATORY
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	<input checked="" type="checkbox"/>
One-Time Cost:	<input type="checkbox"/>
New Cost:	<input checked="" type="checkbox"/>
Increased Baseline:	<input checked="" type="checkbox"/>
Item Description: Interlocal contract fees from the Snohomish County District Court, Everett Division to handle our misdemeanor and contested infraction cases.	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: We have had a significant increase in criminal arrests made, parking tickets issued, and traffic infractions issued over the last year. For the 2011 calendar year we anticipate a 59% increase in the number of criminal citations filed with the Everett District Court (EDC,) a 67% increase in traffic infractions filed at EDC and a 30% increase in parking tickets filed at EDC. This increase reflects anticipated costs to process/handle that increased level of activity.	
What Alternatives Are Available, if Any? Form our own Municipal Court.	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	5125	90,000	60,000	60,000	60,000	60,000	60,000
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	64	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$90,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000

Sources of Payment		2012	2013	2014	2015	2016
Ending Cash		60,000	60,000	60,000	60,000	60,000
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$60,000	\$60,000	\$60,000	\$60,000	\$60,000



DECISION PACKAGE	
Department:	Executive
Division:	Judicial Services
Decision Package Title:	Indigent Defense Attorney
Preparer:	Macklin
Account Number:	011.12.512.810.4104
Ranking:	MANDATORY
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	<input checked="" type="checkbox"/>
One-Time Cost:	<input type="checkbox"/>
New Cost:	<input type="checkbox"/>
Increased Baseline:	<input checked="" type="checkbox"/>
Item Description: Indigency Defense Fund	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: Indigent Defense Attorney Fund expenses vary a great deal depending upon the level of police enforcement and criminal activity. The current estimate is that the 2012 budget should be increased \$16,000 to pay for both screening (indigency review,) as well as for the indigent defense (Public Defender) costs associated with criminal cases.	
What Alternatives Are Available, if Any? None	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	5125	36,000	16,000	16,000	16,000	16,000	16,000
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	64	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$36,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000

Sources of Payment		2012	2013	2014	2015	2016
Ending Cash		16,000	16,000	16,000	16,000	16,000
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$16,000	\$16,000	\$16,000	\$16,000	\$16,000

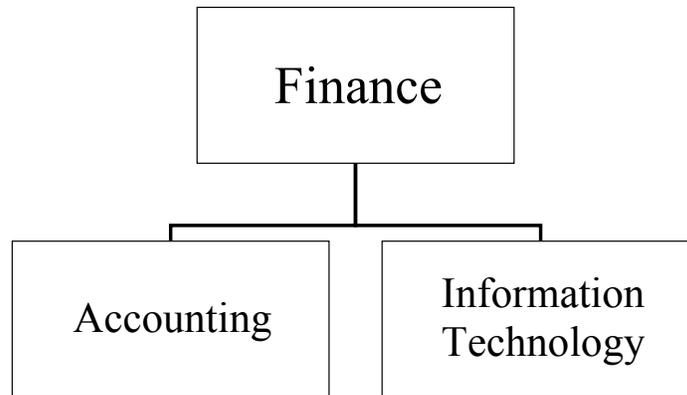


FINANCE DEPARTMENT

The Finance Department consists of the accounting and information technology services divisions.

The accounting division includes payroll, business licensing, accounts receivable, accounts payable, cash management, prepares and monitors the City's budget and financial reports.

The information technology division manages and maintains the City's computer hardware, software, networks, applications and systems; ensures the backup, integrity and security of the computer data assets; and maintains equipment including telephone systems, copiers, and fax devices.



POSITION SUMMARY

<u>Position Title</u>	<u>2011</u>	<u>2012</u>
Finance Director	1	1
Accounting Services Manager	1	1
Staff Accountant	1	1
Accounting Technician	3	3
Information Technology Manager	1	1
Network Engineer	1	1
Total	8	8

FINANCE DEPARTMENT EXPENDITURE SUMMARY	2010 Actuals	2011 Budget	2012 Baseline	2012 Dept. Requests	2012 Proposed	\$ Increase/ (Decrease)
Accounting	673,127	690,400	706,300	3,100	709,400	19,000
Information Technology	342,428	339,100	342,800	55,090	397,890	58,790
Technology Replacement	67,985	85,100	0	85,700	85,700	600
TOTAL	1,083,540	1,114,600	1,049,100	143,890	1,192,990	78,390



FINANCE DEPARTMENT DECISION PACKAGE SUMMARY

Ranking	Division	Title	Amount
1	Accounting	State Auditor Fee Increase	2,600
Mandatory	Information Technology	Technology Replacement Schedule	85,700
1	Information Technology	Fiber Optic Lease	55,090
Total			143,390



Accounting

PURPOSE

The Accounting Division fulfills all accounting/treasury functions, which include accounts payable, accounts receivable, payroll, cash management, auditing, job costing, investing, budgeting, and financial reporting. The department also issues all business and some specialty licensing, and provides purchasing services.

2011 ACCOMPLISHMENTS

- Completed the 2010 Comprehensive Annual Financial Report (CAFR) and submitted an application for the CAFR Award to the Government Finance Officers Association (GFOA).
- Received the 2011 Distinguished Budget Presentation Award from the Government Finance Officers Association.
- Implemented Governmental Accounting Standards Board Statement # 54: Fund Balance Reporting and Governmental Fund Type Definitions.

2012 GOALS & OBJECTIVES

- Implement new business licensing software.
- Submit the 2012 budget document for the Government Finance Officers Association Distinguished Budget Presentation Award.
- Submit the 2011 Comprehensive Annual Financial Report (CAFR) for the Government Finance Officers Association CAFR award.
- Complete Long-range Financial Plan.

ACCOUNTING

	2010	2011	2012	2012	Total 2012	\$ Increase/ (Decrease)
	Actuals	Amended Budget	Baseline	Department Requests	Requests	
SALARIES & WAGES						
Full Time Employees	400,107	407,000	407,000	0	407,000	0
Overtime	932	3,000	3,000	0	3,000	0
	<u>401,039</u>	<u>410,000</u>	<u>410,000</u>	<u>0</u>	<u>410,000</u>	<u>0</u>
PERSONNEL BENEFITS						
FICA	30,422	31,700	31,400	0	31,400	(300)
PERS	21,295	28,500	29,500	0	29,500	1,000
L&I	1,397	1,700	1,800	0	1,800	100
Medical Benefits	85,134	93,600	99,800	0	99,800	6,200
Unemployment Compensation	1,948	0	0	0	0	0
Vehicle Allowance	2,400	2,400	2,400	0	2,400	0
Dental Benefits	9,241	7,800	14,900	0	14,900	7,100
Vision Benefits	1,101	2,400	2,000	0	2,000	(400)
Life Insurance	1,156	1,400	1,400	0	1,400	0
Long Term Disability Insurance	2,559	3,100	3,000	0	3,000	(100)
Medical Opt-Out Incentive	0	0	3,200	0	3,200	3,200
	<u>156,653</u>	<u>172,600</u>	<u>189,400</u>	<u>0</u>	<u>189,400</u>	<u>16,800</u>
SUPPLIES						
Office Supplies	2,744	3,000	3,000	0	3,000	0
Purchase of Forms	342	1,500	1,500	0	1,500	0
Reference Material	113	400	400	0	400	0
Motor Fuel	210	100	100	200	300	200
Small Items of Equipment	712	300	300	0	300	0
	<u>4,121</u>	<u>5,300</u>	<u>5,300</u>	<u>200</u>	<u>5,500</u>	<u>200</u>
OTHER SERVICES & CHARGES						
Other Professional Services	12,646	4,000	4,000	0	4,000	0
Telephone	1,437	1,400	1,500	0	1,500	100
Postage	3,014	3,300	3,300	300	3,600	300
Payflow Processing Fees	0	1,100	1,100	0	1,100	0
Software Subscription Fees	0	0	600	0	600	600
Cell Phone	319	400	400	0	400	0
Travel & Subsistence	1,317	800	800	0	800	0
Legal Publications	0	0	0	0	0	0
Motor Pool Charges	0	4,400	3,400	0	3,400	(1,000)
Office Equipment M&R	219	0	0	0	0	0
Vehicle R&M	0	500	500	0	500	0
Accounting System Maintenance	30,544	32,900	32,900	0	32,900	0
Assoc. Dues & Memberships	208	500	500	0	500	0
Subscriptions	205	0	0	0	0	0
Printing and Binding	95	800	800	0	800	0
Training & Registration Costs	2,050	1,500	1,500	0	1,500	0
Miscellaneous	760	1,400	800	0	800	(600)
Banking Fees	20,613	9,500	9,500	0	9,500	0
	<u>73,427</u>	<u>62,500</u>	<u>61,600</u>	<u>300</u>	<u>61,900</u>	<u>(600)</u>
INTERGOVERNMENTAL SERVICES						
State Auditor Audit	37,887	40,000	40,000	2,600	42,600	2,600
	<u>37,887</u>	<u>40,000</u>	<u>40,000</u>	<u>2,600</u>	<u>42,600</u>	<u>2,600</u>
TOTAL	<u>673,127</u>	<u>690,400</u>	<u>706,300</u>	<u>3,100</u>	<u>709,400</u>	<u>19,000</u>



Information Technology

PURPOSE

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

IT strives to provide an infrastructure that is reliable and secure. IT is responsible for the replication, integrity and backup of the city's data.

IT provides all internal technology support including server infrastructure, networking operations, helpdesk support, as well as the configuration, installation and maintenance for each device and application.

IT coordinates with emergency 911 services to maintain accurate dispatch/records.

IT is responsible for centralized technology review and purchasing to assist in achieving city goals.

IT maintains awareness of current and upcoming technologies and performs analysis of new technologies to make recommendations to the city. IT is currently in the process of determining how to be a greener department. IT is developing an all-encompassing virtualization strategy that would provide the City increased data security, decreased electricity usage and costs and decreased expenditures for servers and desktop hardware.

2011 ACCOMPLISHMENTS

- Introduced an application level firewall device for increased perimeter security.
- Introduced Virtualization to the server infrastructure by creating virtual machines for several support based servers.
- Introduced a core gig backbone for Servers at City Hall.
- Performed technology work at the new Rosehill Community to not only get the new facility operating on time but also introduced new technologies such as public wireless and digital media projection.
- Developed a 5 year IT Strategic Plan

2012 GOALS AND OBJECTIVES

- Going "Green"
- City Wide Fiber
- High Speed Internet
- Server Virtualization
- Virtual Desktop Infrastructure Pilot
- New World Public Safety Software
- Shared Help Desk Support
- Exchange Server 2010
- Office 2010



INFORMATION TECHNOLOGY

	2010	2011	2012	2012	Total 2012	\$ Increase/ (Decrease)
	Actuals	Amended Budget	Baseline	Department Requests	Requests	
SALARIES & WAGES						
Full Time Employees	124,354	150,900	153,900	0	153,900	3,000
Overtime	2,128	3,000	3,000	0	3,000	0
	126,482	153,900	156,900	0	156,900	3,000
PERSONNEL BENEFITS						
FICA	9,616	11,800	12,000	0	12,000	200
PERS	6,520	10,600	11,300	0	11,300	700
L&I	420	600	600	0	600	0
Medical Benefits	29,596	39,600	40,000	0	40,000	400
Dental Benefits	2,052	3,700	3,200	0	3,200	(500)
Vision Benefits	293	1,100	900	0	900	(200)
Life Insurance	347	500	500	0	500	0
Long Term Disability Insurance	769	1,100	1,200	0	1,200	100
	49,613	69,000	69,700	0	69,700	700
SUPPLIES						
Computer Supplies	3,140	5,000	5,000	0	5,000	0
Reference Material	33	500	500	0	500	0
Operating Supplies	363	1,000	1,000	0	1,000	0
Small Items of Equipment	50,820	13,000	13,000	0	13,000	0
	54,356	19,500	19,500	0	19,500	0
OTHER SERVICES & CHARGES						
Consulting Services	38,178	19,500	19,500	0	19,500	0
Telephone	2,212	1,400	1,400	0	1,400	0
Postage	63	100	100	0	100	0
On-Line Charges	16,060	20,200	20,200	0	20,200	0
Cell Phone	1,518	1,400	1,400	0	1,400	0
Travel & Subsistence	0	0	0	500	500	500
Fiber Lease	0	0	0	54,250	54,250	54,250
Classified Advertising	459	0	0	0	0	0
Office Equipment M&R	0	500	500	(500)	0	(500)
Communication Equipment M&R	8,309	18,500	18,500	(4,160)	14,340	(4,160)
Computer System M&R	19,435	13,500	13,500	5,000	18,500	5,000
Software Maintenance	10,011	17,500	17,500	0	17,500	0
Printing And Binding	0	100	100	0	100	0
Training & Registration	516	4,000	4,000	0	4,000	0
	96,761	96,700	96,700	55,090	151,790	55,090
CAPITAL OUTLAY						
Computer Hardware	7,932	0	0	0	0	0
Other Machinery & Equipment	7,284	0	0	0	0	0
	15,216	0	0	0	0	0
TOTAL	342,428	339,100	342,800	55,090	397,890	58,790



TECHNOLOGY REPLACEMENT FUND

	2010 Actual	2011 Budget	2011 Y.E. Estimate	2012 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$128,965	\$118,770	\$143,070	\$146,570	\$27,800
Revenues					
Investment Interest	428	400	300	200	(200)
2% Admin Fee	5,824	2,000	4,800	5,000	3,000
Miscellaneous	835	0	0	0	0
Operating Transfers In	75,000	75,000	75,000	75,000	0
Total Revenues	82,087	77,400	80,100	80,200	2,800
Total Resources	211,052	196,170	223,170	226,770	30,600
Expenditures					
Capital Outlay	67,985	85,100	76,600	85,700	600
Total Expenditures	67,985	85,100	76,600	85,700	600
Ending Fund Balance	\$143,067	\$111,070	\$146,570	\$141,070	\$30,000

TECHNOLOGY REPLACEMENT

	2010 Actuals	2011 Amended Budget	2012 Baseline	2012 Department Requests	Total 2012 Requests	\$ Increase/ (Decrease)
CAPITAL OUTLAYS						
Computer Hardware	67,985	85,100	0	85,700	85,700	600
	67,985	85,100	0	85,700	85,700	600



DECISION PACKAGE	
Department:	Finance
Division:	Accounting
Decision Package Title:	Audit Fees
Preparer:	Gini Schacker
Account Number:	011.14.594.230.5140
Ranking:	Mandatory
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	<input checked="" type="checkbox"/> New Cost: <input type="checkbox"/>
One-Time Cost:	<input type="checkbox"/> Increased Baseline: <input checked="" type="checkbox"/>
Item Description: Increased State Auditor fees	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: The State Auditor's Office has announced a 6.5% increase in audit fees for 2012. Annual audits are mandatory.	
What Alternatives Are Available, if Any? None.	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	4821	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	40,000	2,600	2,600	2,600	2,600	2,600
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	6403	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$40,000	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600

Sources of Payment		2012	2013	2014	2015	2016
Ending Cash		2,600	2,600	2,600	2,600	2,600
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$2,600	\$2,600	\$2,600	\$2,600	\$2,600



DECISION PACKAGE	
Department:	Finance
Division:	Information Technology
Decision Package Title:	SERS Contract for Black Rock Fiber
Preparer:	Scott James
Account Number:	011.18.518.400.4807 & 011.18.518.400.4500
Ranking:	Mandatory
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	<input checked="" type="checkbox"/> New Cost: <input type="checkbox"/>
One-Time Cost:	<input checked="" type="checkbox"/> Increased Baseline: <input type="checkbox"/>
Item Description: On June 10, 2010, Council approved a SERS thirty year lease contract with Black Rock for a fiber connection. The fiber provides public safety's communications link to SNOCOM, SNOFAC and other cities in Snohomish County to transmit New World software data.	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: The Mukilteo Police Station and both Mukilteo Fire Stations currently communicate individually with SNOCOM via a limited communication delivery method that does not provide sufficient bandwidth that New World requires.	
What Alternatives Are Available, if Any? The contract allows three payment options: 1) Pay \$50,750 for Mukilteo's share of \$304,500 by July 1, 2011 2) Pay \$54,250 for Mukilteo's share of \$325,000 by July 1, 2012 (Staff's recommendation) 3) Pay \$57,750 for Mukilteo's share of \$346,500 by July 1, 2013 All options require annual maintenance fee of approximately \$840.	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	54,250	0	0	0	0
Fiber Maintenance	48	0	840	840	840	840	840
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	6403	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$55,090	\$840	\$840	\$840	\$840

Sources of Payment	2012	2013	2014	2015	2016
Ending Cash	55,090	840	840	840	840
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$55,090	\$840	\$840	\$840	\$840



DECISION PACKAGE

Department: Finance
Division: Information Technology
Decision Package Title: Technology Replacement Schedule
Preparer: Dave Varga
Account Number: 120.18.594.800.6402
Ranking: Mandatory

Please put an " X " in either the box next to Ongoing Cost or One-Time Cost

Ongoing Cost: **New Cost:**
One-Time Cost: X **Increased Baseline:**

Item Description: This is to replace IT infrastructure hardware based on the technology replacement schedule

Brief Explanation Why Your Department Needs This Item: To maintain a stable and updated technology platform for the City and its employees. The costs are as follows: \$15,500 Network Routers/Switches, \$8,400 User Workstations, \$30,000 Office 2010, \$1,800 Printers and \$30,000 Network Servers.

What Alternatives Are Available, if Any? None

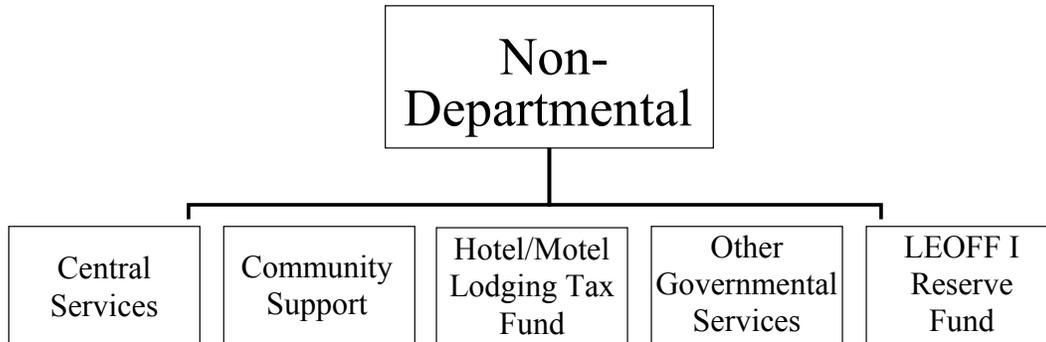
Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries (increase 5% each yr)	11	0	0	0	0	0	0
Overtime (increase 5% each yr)	12	0	0	0	0	0	0
Benefits (increase 5% each yr)	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Alarm System	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	64	0	0	0	0	0	0
Capital Outlay		0	85,700	110,000	100,000	105,250	90,000
Total Expenses		\$0	\$85,700	\$110,000	\$100,000	\$105,250	\$90,000

Sources of Payment	Baseline	2012	2013	2014	2015	2016
Ending Cash	0	0	0	0	0	0
Grants/Contributions	0	0	0	0	0	0
General Fund Subsidy	0	85,700	110,000	100,000	105,250	90,000
New Source of Revenue	0	0	0	0	0	0
Other	0	0	0	0	0	0
Total Sources	\$0	\$85,700	\$110,000	\$100,000	\$105,250	\$90,000



NON DEPARTMENTAL

The Non-Departmental division is used to segregate all costs not directly identifiable to department/division and that are either required by law and/or a service which is beneficial to all citizens.



NON DEPARTMENTAL EXPENDITURE SUMMARY	2010 Actuals	2011 Budget	2012 Baseline	2012 Dept. Requests	2012 Proposed	\$ Increase/ (Decrease)
Central Services	16,721	21,600	21,600	0	21,600	0
Community Support (General Fund only)	46,350	69,440	50,700	0	50,700	(18,740)
Hotel/Motel Lodging Tax Fund	91,950	135,080	148,700	200	148,900	13,820
Other Governmental Services	1,968,174	1,642,867	1,561,900	126,350	1,688,250	45,383
LEOFF I Reserve Fund	29,577	34,900	37,200	0	37,200	2,300
TOTAL	2,136,051	1,882,287	1,798,500	126,550	1,925,050	42,763

NON-DEPARTMENTAL DECISION PACKAGE SUMMARY

Ranking	Division	Title	Amount
	Other Governmental Services	Emergency Services	1,000
	Other Governmental Services	Insurance	2,000
	Other Governmental Services	Northwest Washington Incident Management	1,000
	Other Governmental Services	Interim Tank Farm Lease	124,000
	Hotel/Motel Lodging Tax	Insurance	200
Total			128,200



Central Services

PURPOSE

The Central Services division includes costs that are not allocated to individual departments, such as copy paper and maintenance of shared office equipment.

CENTRAL SERVICES

	2011		2012		\$ Increase/ (Decrease)	
	2010 Actuals	Amended Budget	2012 Baseline	2012 Department Requests		Total 2012 Requests
SUPPLIES						
Paper Stock	3,735	6,000	6,000	0	6,000	0
Operating Supplies	350	1,700	1,700	0	1,700	0
	4,085	7,700	7,700	0	7,700	0
OTHER SERVICES & CHARGES						
Postage	(61)	400	400	0	400	0
Website Hosting	1,800	1,800	1,800	0	1,800	0
Office Equipment Rental	2,308	2,000	2,000	0	2,000	0
Office Equipment M&R	6,710	8,500	8,500	0	8,500	0
Software System Maintenance	200	200	200	0	200	0
City Letterhead and Envelopes	1,679	1,000	1,000	0	1,000	0
	12,636	13,900	13,900	0	13,900	0
TOTAL	16,721	21,600	21,600	0	21,600	0



Other Governmental Services

PURPOSE

The Other Governmental Services division contains costs that are not particular to any one department or activity. The division includes costs for general city memberships in professional organizations or associations and may include other uses that are not technically expenditures but are uses of budgetary funds.

These other uses of funds include such things as inter-fund loan repayments or transfers and contributions to other funds.



OTHER GOVERNMENTAL SERVICES

	2010 Actuals	2011 Amended Budget	2012 Baseline	2012		\$ Increase/ (Decrease)
				Department Requests	Total 2012 Requests	
PERSONNEL BENEFITS						
General Employee Benefits	4,927	4,500	4,500	0	4,500	0
	4,927	4,500	4,500	0	4,500	0
OTHER SERVICES & CHARGES						
Public Affairs & Community Outreach	27,773	32,000	30,400	0	30,400	(1,600)
Youth Advisory Council	437	1,000	1,000	0	1,000	0
Travel and Subsistence	0	0	1,000	0	1,000	1,000
Insurance	127,455	132,000	132,000	2,000	134,000	2,000
eCITYGOV Alliance Contract	2,000	2,000	2,000	0	2,000	0
Training and Registration	0	0	600	0	600	600
Emergency Management Miscellaneous	3,212	2,500	2,500	1,000	3,500	1,000
COBRA Dental/Vision Claims	1,306	7,000	2,000	0	2,000	(5,000)
Appraisals	0	8,000	0	0	0	(8,000)
Survey Services	0	5,000	0	0	0	(5,000)
Land Rental	0	16,667	0	70,000	70,000	53,333
Miscellaneous - Permitting and Tax	0	0	0	14,000	14,000	14,000
	162,183	206,167	171,500	87,000	258,500	52,333
INTERGOVERNMENTAL SERVICES						
Alcohol Program	5,024	6,000	6,000	0	6,000	0
Election Services	9,561	15,000	15,000	0	15,000	0
Emergency Services	51,978	54,700	54,700	1,000	55,700	1,000
Commute Trip Reduction	0	1,000	1,000	0	1,000	0
Association of Washington Cities	13,563	13,600	13,600	200	13,800	200
Puget Sound Air Pollution	12,513	12,900	12,900	(250)	12,650	(250)
Puget Sound Region Council	16,608	8,500	8,500	0	8,500	0
Snohomish County Tomorrow	3,348	5,300	5,300	(1,600)	3,700	(1,600)
Voter Registration	30,741	31,000	31,000	0	31,000	0
WA State Purchasing Coop	0	1,000	1,000	0	1,000	0
National League of Cities	0	1,500	1,500	0	1,500	0
Snohomish County Cities	0	100	100	0	100	0
	143,336	150,600	150,600	(650)	149,950	(650)
TRANSFERS						
Transfer to Technology Replacement Fund	75,000	75,000	75,000	0	75,000	0
Transfer to Emergency Medical Svcs Fund	560,000	0	0	0	0	0
Transfer to Street Fund	350,000	356,100	485,000	0	485,000	128,900
Transfer to Recreation & Cultural Svcs Fund	242,860	242,300	225,000	0	225,000	(17,300)
Transfer to Facilities Maintenance Fund	390,000	422,000	400,000	0	400,000	(22,000)
Transfer to LEOFF I Reserve Fund	25,000	30,000	30,000	0	30,000	0
Transfer to Hotel/Motel Fund	0	5,000	5,000	0	5,000	0
Transfer to Paine Field Emergency Fund	0	150,000	0	0	0	(150,000)
Transfer to Self Insurance Fund	4,870	1,000	15,300	0	15,300	14,300
Transfer to Surface Water Fund	9,998	0	0	0	0	0
Transfer to Reserves	0	(33,300)	0	0	0	33,300
	1,657,728	1,248,100	1,235,300	0	1,235,300	(12,800)
CAPITAL OUTLAY						
Land Improvements	0	33,500	0	40,000	40,000	6,500
	0	33,500	0	40,000	40,000	6,500
TOTAL	1,968,174	1,642,867	1,561,900	126,350	1,688,250	45,383



Community Support

PURPOSE

The Community Support division includes costs associated with conducting programs, services, events or activities that promote the City, community or outreach services to the residents and businesses of Mukilteo. The division also provides support for community groups, including Community Support Funding to promote tourism and economic development and for events such as the City co-sponsored Mukilteo Lighthouse Festival.

COMMUNITY SUPPORT

	2010	2011	2012	2012	Total 2012	\$ Increase/ (Decrease)
	Actuals	Amended Budget	Baseline	Department Requests	Requests	
Landscape Materials	0	8,740	0	0	0	(8,740)
Telephone	684	1,200	1,200	0	1,200	0
City Newsletter	16,725	17,500	17,500	0	17,500	0
Sustainability Project	0	10,000	0	0	0	(10,000)
Community Organizational Support	7,297	10,000	10,000	0	10,000	0
Large Item Pickup	21,644	22,000	22,000	0	22,000	0
TOTAL	46,350	69,440	50,700	0	50,700	(18,740)



LEOFF I Reserve Fund

PURPOSE

The purpose of the LEOFF I Reserve Fund is to set aside funds to be used for the payment of medical premiums and medical expenses for LEOFF I retirees.

LEOFF I RESERVE FUND

	2010 Actuals	2011 Amended Budget	2012 Baseline	2012 Department Requests	Total 2012 Requests	\$ Increase/ (Decrease)
LEOFF I Medical Payments	1,642	3,700	4,000	0	4,000	300
LEOFF I Insurance Premiums	26,535	29,800	31,800	0	31,800	2,000
OFM Assessment Fee	1,400	1,400	1,400	0	1,400	0
	<u>29,577</u>	<u>34,900</u>	<u>37,200</u>	<u>0</u>	<u>37,200</u>	<u>2,300</u>

LEOFF I RESERVE FUND

	2010 Actual	2011 Budget	2011 Y.E. Estimate	2012 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$141,501	\$135,720	\$137,430	\$133,460	(\$2,260)
<u>Revenues</u>					
Investment Interest	452	450	230	300	(150)
Operating Transfers In	25,000	30,000	30,000	30,000	0
Total Revenues	<u>25,452</u>	<u>30,450</u>	<u>30,230</u>	<u>30,300</u>	<u>(150)</u>
Total Resources	<u>166,953</u>	<u>166,170</u>	<u>167,660</u>	<u>163,760</u>	<u>(2,410)</u>
<u>Expenditures</u>					
Personnel Benefits	28,177	33,500	32,800	35,800	2,300
Other Services & Charges	1,400	1,400	1,400	1,400	0
Total Expenditures	<u>29,577</u>	<u>34,900</u>	<u>34,200</u>	<u>37,200</u>	<u>2,300</u>
Ending Fund Balance	<u>\$137,375</u>	<u>\$131,270</u>	<u>\$133,460</u>	<u>\$126,560</u>	<u>(\$4,710)</u>



Health Insurance Administration Reserve Fund

PURPOSE

The City of Mukilteo self-insures dental and vision benefits for City staff. Per State of Washington Office of Financial Management guidelines, the City is required to maintain a reserve balance equal to or exceeding 16 weeks of budgeted self-insured expenses. The minimum reserve requirement for 2012 is \$66,215. The current reserve amount maintained is \$66,300.

HEALTH INSURANCE ADMINISTRATION RESERVE FUND

	<u>2010 Actual</u>	<u>2011 Budget</u>	<u>2011 Y.E. Estimate</u>	<u>2012 Budget</u>	<u>\$ Increase/ (Decrease)</u>
Beginning Fund Balance	\$45,126	\$50,000	\$50,000	\$51,000	\$1,000
<u>Revenues</u>					
Interfund Transfers In	4,870	1,000	1,000	15,300	14,300
Total Revenues	4,870	1,000	1,000	15,300	14,300
<u>Total Resources</u>	<u>49,996</u>	<u>51,000</u>	<u>51,000</u>	<u>66,300</u>	<u>15,300</u>
<u>Expenditures</u>					
	0	0	0	0	0
<u>Total Expenditures</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Ending Fund Balance</u>	<u>\$49,996</u>	<u>\$51,000</u>	<u>\$51,000</u>	<u>\$66,300</u>	<u>\$15,300</u>



Unemployment Compensation Reserve Fund

PURPOSE

The Unemployment Compensation Reserve Fund maintains a reserve balance to help offset unexpected expenditures from unemployment claims processed against the City.

UNEMPLOYMENT COMPENSATION RESERVE FUND

	<u>2010 Actual</u>	<u>2011 Budget</u>	<u>2011 Y.E. Estimate</u>	<u>2012 Budget</u>	<u>\$ Increase/ (Decrease)</u>
Beginning Fund Balance	\$40,490	\$40,490	\$40,490	\$40,490	\$0
<u>Revenues</u>					
	0	0	0	0	0
Total Revenues	0	0	0	0	0
<u>Total Resources</u>	<u>40,490</u>	<u>40,490</u>	<u>40,490</u>	<u>40,490</u>	<u>0</u>
<u>Expenditures</u>					0
	0	0	0	0	
<u>Total Expenditures</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Ending Fund Balance</u>	<u>\$40,490</u>	<u>\$40,490</u>	<u>\$40,490</u>	<u>\$40,490</u>	<u>\$0</u>



Hotel/Motel Lodging Tax Fund

PURPOSE

This fund receives the 2% hotel/motel tax assessed on hotels/motels within the City. State of Washington RCW’s restrict the use of the tax to fund tourism promotion and operations and/or maintenance of tourism facilities in the City.

The City has established a Lodging Tax Advisory Committee to advise Council on effective use of the fund’s assets.

Each year, the Committee solicits grant application to fund tourism promotional opportunities within the City. The applications are reviewed by the Lodging Tax Advisory Committee, who then present their recommendations to Council.

HOTEL/MOTEL LODGING TAX RESERVES

The City will maintain a Hotel/Motel Lodging Tax Reserve of allocating grants to fund tourism promotional opportunities within the City. The 2012 Budget will maintain a cash flow reserve within the Hotel/Motel Lodging Tax Fund in an amount equal to one prior complete year’s revenues in ending fund balance.

HOTEL/MOTEL LODGING TAX

	2010	2011	2012	2012		\$ Increase/ (Decrease)
	Actuals	Amended Budget	Baseline	Department Requests	Total 2012 Requests	
Community Organizational Support	90,140	91,800	100,000	0	100,000	8,200
Insurance	181	180	200	200	400	220
Interfund Loan Principal	0	40,000	45,000	0	45,000	5,000
Interfund Loan Interest	1,629	3,100	3,500	0	3,500	400
TOTAL	91,950	135,080	148,700	200	148,900	13,820



HOTEL/MOTEL LODGING TAX FUND

	2010 Actual	2011 Budget	2011 Y.E. Estimate	2012 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	(\$125,314)	\$135,440	\$172,460	\$194,930	\$59,490
Revenues					
Hotel/Motel Transient Tax	140,154	130,000	170,000	170,000	40,000
Investment Interest	692	450	450	400	-50
Transfers In	5,000	0	5,000	5,000	5,000
Total Revenues	145,846	130,450	175,450	175,400	44,950
Total Resources	20,532	265,890	347,910	370,330	104,440
Expenditures					
Community Organizational Support	90,140	91,800	104,700	100,000	8,200
Insurance	181	180	180	400	220
Interfund Loan Payments	1,629	43,100	43,100	48,500	5,400
Total Expenditures	91,950	135,080	147,980	148,900	13,820
Ending Fund Balance	(\$71,417)	\$130,810	\$199,930	\$221,430	\$90,620



DECISION PACKAGE	
Department:	Non-Departmental
Division:	Finance
Decision Package Title:	Insurance
Preparer:	Scott James
Account Number:	General, Street, Recreation, EMS, Surface Water & Facilities Funds
Ranking:	Mandatory
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	<input checked="" type="checkbox"/> New Cost: <input type="checkbox"/>
One-Time Cost:	<input type="checkbox"/> Increased Baseline: <input checked="" type="checkbox"/>
Item Description: Annual insurance allocation estimates. City's insurer's preliminary estimate for our Liability coverage decreases by \$18,000 from 2011. Staff is estimating insurance for the new Community Center will require \$5,400 additional budget for 2012 to cover the additional costs.	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals:	
What Alternatives Are Available, if Any?	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
General Fund	4601	132,000	2,000	0	0	0	0
Street Fund	4601	26,000	(1,300)	0	0	0	0
Recreation	4601	10,000	5,400	0	0	0	0
Hote/Motel Fund	4601	200	200	0	0	0	0
EMS Fund	4601	12,800	2,800	0	0	0	0
Surface Water Fund	4601	26,400	(2,500)	0	0	0	0
Facilities Maint. Fund	4601	500	100	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	6403	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$207,900	\$6,700	\$0	\$0	\$0	\$0

Sources of Payment		2012	2013	2014	2015	2016
Ending Cash		6,700	0	0	0	0
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$6,700	\$0	\$0	\$0	\$0



DECISION PACKAGE	
Department:	Other Governmental Services
Division:	Intergovernmental Services
Decision Package Title:	Emergency Services
Preparer:	Fire Chief Springer
Account Number:	011.19.519.900.5116
Ranking:	1
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	<input checked="" type="checkbox"/> New Cost: <input checked="" type="checkbox"/>
One-Time Cost:	<input type="checkbox"/> Increased Baseline: <input checked="" type="checkbox"/>
Item Description: Emergency Services Coordinating Agency Annual Assessment (ESCA).	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: City of Mukilteo is a participating member of ESCA. This annual assessment was increased almost \$1,000 due to methodology used determining agency funding. ESCA YR 2012 operating budget did not increase from YR 2011.	
What Alternatives Are Available, if Any? Withdraw from ESCA agreement.	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	54,700	1,000	1,000	1,000	1,000	1,000
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	4821	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	6403	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$54,700	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000

Sources of Payment		2012	2013	2014	2015	2016
Ending Cash		1,000	1,000	1,000	1,000	1,000
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$1,000	\$1,000	\$1,000	\$1,000	\$1,000



DECISION PACKAGE	
Department:	Other Governmental Services
Division:	Intergovernmental Services
Decision Package Title:	Northwest Washington Incident Management
Preparer:	Fire Chief Springer
Account Number:	011.19.519.900.5116
Ranking:	1
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	<input checked="" type="checkbox"/> New Cost: <input checked="" type="checkbox"/>
One-Time Cost:	<input type="checkbox"/> Increased Baseline: <input checked="" type="checkbox"/>
Item Description: Northwest Washington Incident Management Team Annual Assessment.	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: City of Mukilteo joined the Northwest Washington Incident Management Team September 2011. NWIMT will provide a coordinated multidiscipline interagency Type Three Incident Management Team during city disasters. Assessments are calculated at a rate of \$0.50 per capita, using the current population figures as established by WA State Office of Fiscal Management, Forecasting Division.	
What Alternatives Are Available, if Any? Withdraw from NWIMT agreement.	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	1,000	1,000	1,000	1,000	1,000
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	4821	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	6403	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000

Sources of Payment		2012	2013	2014	2015	2016
Ending Cash		1,000	1,000	1,000	1,000	1,000
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$1,000	\$1,000	\$1,000	\$1,000	\$1,000



DECISION PACKAGE	
Department:	Planning & Public Works
Division:	Planning & Public Works
Decision Package Title:	Tank Farm Lease
Preparer:	Heather McCartney
Account Number:	011.19.542.650.4501 & 011.90.594.650.6100
Ranking:	
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	X
One-Time Cost:	
New Cost:	
Increased Baseline:	
Item Description: The City is negotiating an interim lease with the USAF via GSA for use of pad 1 and/or pad 2 on the Tank Farm. The lease requires an appraisal, survey, legal description, design and permits to accompany the lease & for construction. The lease is likely to be signed at the end of 2011 & payments will start in 2012. Other expenses will be incurred to prepare the site for construction lay-down with a total estimated to cost of \$10,000 in 2011 and \$54,000 to complete the drive way access in 2012. The lease payment is likely to be \$70,000, with off-setting in-kind revenues of \$33,000 paid to the City by USAF each year. Additionally, the City is expecting to lease space to Sound Transit for their construction lay down in 2012 for \$70,000. Amounts in 2013 represents optional costs if the City were to sign a multi-year lease agreement with USAF and convert the pad to parking.	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals:	
What Alternatives Are Available, if Any?	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	70,000	70,000	0	0	0
Software Maintenance	4821	0	0	0	0	0	0
Miscellaneous - Permitting & Tax	49	0	14,000	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	6403	0	0	0	0	0	0
Land Improvements	61	10,000	40,000	16,500	0	0	0
Total Expenses		\$10,000	\$124,000	\$86,500	\$0	\$0	\$0

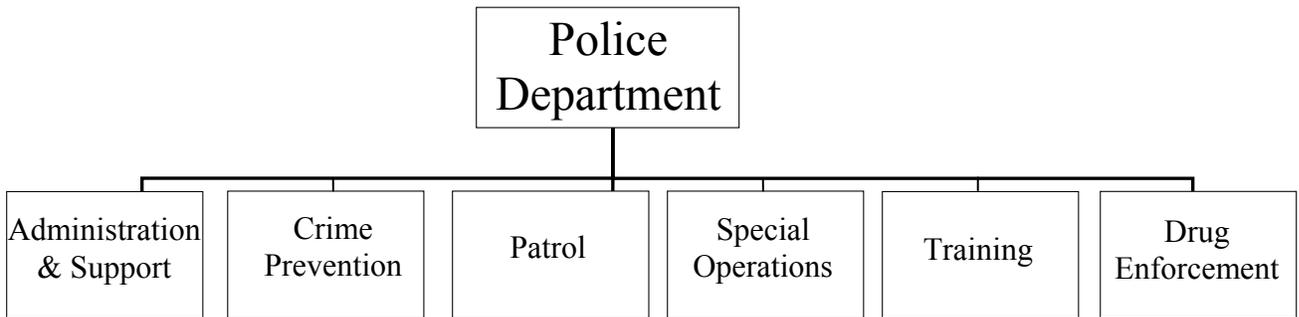
Sources of Payment	Obj	2012	2013	2014	2015	2016
Ending Cash		21,000	53,500	0	0	0
Grants/Contributions		0	0	0	0	0
In-kind Services (Patrols)		33,000	33,000	0	0	0
Lease Revenue (Lay Down)		70,000	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$124,000	\$86,500	\$0	\$0	\$0



POLICE DEPARTMENT

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 consists of six divisions: Administration and Support Services, Crime Prevention, Patrol, Training, Special Operations, and Drug Enforcement, as shown below.



POSITION SUMMARY

<u>Position Title</u>	<u>2011</u>	<u>2012</u>
Police Chief	1	1
Commander	1	1
Sergeant (1=Detective Sgt.)	5	5
Detective	2	2
Crime Prevention Officer	1	1
Police Officer	17	17
Office Supervisor	1	1
Community Support Officer	1	1
Support Services Technician	2	2
Total	31	31

<u>POLICE DEPARTMENT EXPENDITURE SUMMARY</u>	<u>2010 Actuals</u>	<u>2011 Budget</u>	<u>2012 Baseline</u>	<u>2012 Dept. Requests</u>	<u>2012 Proposed</u>	<u>\$ Increase/ (Decrease)</u>
Administration & Support Services	1,156,478	1,234,416	1,218,700	7,300	1,226,000	(8,416)
Special Operations	367,599	427,300	390,000	2,900	392,900	(34,400)
Patrol	2,377,063	2,574,600	2,583,950	1,750	2,585,700	11,100
Crime Prevention	123,841	127,600	136,000	1,800	137,800	10,200
Training	28,631	28,460	26,800	35,300	62,100	33,640
Drug Enforcement	0	24,000	0	0	0	(24,000)
TOTAL	4,053,612	4,416,376	4,355,450	49,050	4,404,500	(11,876)


POLICE DEPARTMENT DECISION PACKAGE SUMMARY

Ranking	Division	Title	Amount
Mandatory	Admin & Support	Dawson Place Child Interview Specialist	1,500
Mandatory	Admin & Support	New World Systems Connectivity for 11 vehicles	4,500
1	Admin & Support	Other Professional Services	700
2	Admin & Support	Miscellaneous increases under \$500 each	600
Mandatory	Special Operations	Investigation Costs	2,000
1	Special Operations	Miscellaneous increases under \$500 each	900
Mandatory	Training	New World Systems Training	25,300
1	Training	Training Division Costs	10,000
1	Patrol	Miscellaneous increases under \$500 each	1,750
1	Crime Prevention	Miscellaneous increases under \$500 each	1,800
Total			49,050



Administration and Support Services

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 interlocal services agreements for: radio and emergency dispatch; jail fees; and animal control.

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 manages the Electronic Home Monitoring Detention Program.

PERFORMANCE INDICATORS

	2010 Actual	2011 Est.	2012 Est.
Jail Detention			
No. Bookings	145	144	145
Housing Days	1,224	1,026	1,125
Electronic Home Detention			
No. Participants	5	9	7
Detention Days	49	84	67
Internal	1	2	2
Animal Complaints	442	487	506
Case Reports	2,122	2,361	2,597
Fingerprint Services	223	250	308
Infraction/Citations	3,965	3,154	3,785
Animal Licenses	250	275	300
Pistol Permits	191	170	190

2011 ACCOMPLISHMENTS

- Hired new Police Chief.
- Conducted comprehensive department review and evidence management process study with outside agency assistance.
- Received grants totaling over \$20,000 for traffic safety and equipment procurement.
- Implemented infraction fee cost recovery
- Contracted collections company to recover outstanding fines and fees.

2012 GOALS & OBJECTIVES

- Carry out a complete evidence & property room inventory.
- Complete a comprehensive property & evidence room manual.
- Transition to New World CAD/RMS software.
- Complete policy manual rewrite and training for all staff.
- Prepare and publish strategic plan.



POLICE - ADMINISTRATION & SUPPORT SERVICES

	2011		2012		\$ Increase/ (Decrease)	
	2010 Actual	Amended Budget	2012 Baseline	2012 Department Requests		Total 2012 Requests
SALARIES & WAGES						
Full Time Employees	483,550	489,000	490,000	0	490,000	1,000
Special Assignment Pay	6,563	2,700	3,600	0	3,600	900
Merit Pay	2,866	2,900	2,900	0	2,900	0
Overtime	2,083	5,000	5,000	0	5,000	0
Off Duty Overtime	0	1,000	1,000	0	1,000	0
	<u>495,062</u>	<u>500,600</u>	<u>502,500</u>	<u>0</u>	<u>502,500</u>	<u>1,900</u>
PERSONNEL BENEFITS						
FICA	37,258	38,100	38,300	0	38,300	200
Law Enforcement Retirement System	15,248	15,000	15,000	0	15,000	0
PERS	10,836	15,000	15,700	0	15,700	700
L&I	4,358	5,600	5,800	0	5,800	200
Medical Benefits	90,479	102,600	106,400	0	106,400	3,800
Teamsters Pension	1,044	1,100	1,100	0	1,100	0
Dental Benefits	9,385	7,800	13,400	0	13,400	5,600
Vision Benefits	2,495	2,400	1,500	0	1,500	(900)
Life Insurance	1,323	1,700	1,700	0	1,700	0
Long Term Disability Insurance	2,497	3,100	3,100	0	3,100	0
	<u>174,923</u>	<u>192,400</u>	<u>202,000</u>	<u>0</u>	<u>202,000</u>	<u>9,600</u>
SUPPLIES						
Office Supplies	12,228	13,800	13,800	0	13,800	0
Reference Material	493	400	400	0	400	0
Clothing/Boots	819	3,800	1,300	0	1,300	(2,500)
Motor Fuel	3,815	4,700	4,700	0	4,700	0
Small Items of Equipment	6,990	7,316	2,900	0	2,900	(4,416)
	<u>24,345</u>	<u>30,016</u>	<u>23,100</u>	<u>0</u>	<u>23,100</u>	<u>(6,916)</u>
OTHER SERVICES & CHARGES						
Other Professional Services	1,403	600	600	700	1,300	700
Telephone	18,702	15,900	15,900	0	15,900	0
Postage	2,038	3,000	3,000	0	3,000	0
Cell Phones	9,876	10,600	10,600	0	10,600	0
MDT Connectivity	0	600	600	4,500	5,100	4,500
Travel & Subsistence	105	500	500	0	500	0
Office Equipment Rental	906	900	900	0	900	0
Motor Pool Charges	0	11,600	7,400	0	7,400	(4,200)
Equipment R&M	2,507	3,400	3,400	0	3,400	0
Vehicle R&M	463	2,000	2,000	450	2,450	450
Software Maintenance	0	800	800	0	800	0
Association Dues & Memberships	740	1,100	1,100	0	1,100	0
Printing and Binding	1,485	2,000	2,000	0	2,000	0
Concealed Pistol License	3,729	5,000	5,000	0	5,000	0
	<u>41,954</u>	<u>58,000</u>	<u>53,800</u>	<u>5,650</u>	<u>59,450</u>	<u>1,450</u>

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POLICE - ADMINISTRATION & SUPPORT SERVICES

	2010 Actual	2011 Amended Budget	2012 Baseline	2012 Department Requests	Total 2012 Requests	\$ Increase/ (Decrease)
INTERGOVERNMENTAL SERVICES						0
Home Detention	987	2,000	2,000	0	2,000	0
Jail Contract	60,289	95,000	95,000	0	95,000	0
PAWS Animal Shelter	11,154	15,000	15,000	0	15,000	0
Narcotics Task Force	4,819	4,900	4,900	150	5,050	150
Dispatch Services	312,359	313,000	294,700	0	294,700	(18,300)
Dawsons Place Child Advocacy Center	0	0	0	1,500	1,500	1,500
SERS Operating Assessment	24,011	23,500	25,700	0	25,700	2,200
	<u>413,619</u>	<u>453,400</u>	<u>437,300</u>	<u>1,650</u>	<u>438,950</u>	<u>(14,450)</u>
CAPITAL OUTLAY						
Traffic Control Equipment	6,575	0	0	0	0	0
	<u>6,575</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>1,156,478</u>	<u>1,234,416</u>	<u>1,218,700</u>	<u>7,300</u>	<u>1,226,000</u>	<u>(8,416)</u>





Crime Prevention

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. In 2009, there were 9 Block Watch Groups and grew to 13 groups in 2010.

PERFORMANCE INDICATORS

Title	2010	2011	2012
	Actual	Est.	Est.
Volunteer Hours	0	100	200
Security Surveys	10	14	15
Presentations	25	30	35
Special Projects	5	10	10

2011 ACCOMPLISHMENTS

- Selected and trained ten volunteers including a volunteer Chaplain Program
- Provided training to School District employees on gang and drug awareness
- Built Block Watch to a total of 20 groups
- Officer Kang received the American Society for Industrial Security (ASIS) award for Law Enforcement Excellence in Community Relations

2012 GOALS & OBJECTIVES

- Continue building a strong Police Volunteer Program
- Hold National Night-Out Against Crime Event
- Conduct at least one Citizens’ Police Academy
- Help establish new Block Watch groups
- Participate in 2012 Chief for a Day
- Work with Mukilteo School District on safety issues

**CRIME PREVENTION**

	2010 Actuals	2011 Amended Budget	2012 Baseline	2012 Department Requests	Total 2012 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES						
Full Time Employees	71,656	71,700	71,700	0	71,700	0
Special Assignment Pay	3,583	0	3,600	0	3,600	3,600
Education Premium Pay	2,866	2,900	2,900	0	2,900	0
Overtime	3,757	3,900	3,900	0	3,900	0
	<u>81,862</u>	<u>78,500</u>	<u>82,100</u>	<u>0</u>	<u>82,100</u>	<u>3,600</u>
PERSONNEL BENEFITS						
FICA	5,930	6,000	6,300	0	6,300	300
Law Enforcement Retirement System	4,290	4,100	4,300	0	4,300	200
L&I	1,117	1,500	1,500	0	1,500	0
Medical Benefits	15,861	16,800	20,300	0	20,300	3,500
Teamsters Pension	1,091	1,100	1,100	0	1,100	0
Dental Benefits	1,779	1,400	2,700	0	2,700	1,300
Vision Benefits	440	400	700	0	700	300
Life Insurance	209	300	300	0	300	0
	<u>30,717</u>	<u>31,600</u>	<u>37,200</u>	<u>0</u>	<u>37,200</u>	<u>5,600</u>
SUPPLIES						
Office Supplies	2,018	5,000	5,000	450	5,450	450
Clothing/Boots	2,766	2,900	2,900	450	3,350	450
Motor Fuel	2,366	2,000	2,000	0	2,000	0
Small Items of Equipment	430	0	0	0	0	0
	<u>7,580</u>	<u>9,900</u>	<u>9,900</u>	<u>900</u>	<u>10,800</u>	<u>900</u>
OTHER SERVICES & CHARGES						
Travel & Subsistence	1,844	2,400	2,400	450	2,850	450
Motor Pool Charges	0	3,500	2,700	0	2,700	(800)
Vehicle R&M	1,605	1,000	1,000	0	1,000	0
Printing and Binding	233	700	700	450	1,150	450
	<u>3,682</u>	<u>7,600</u>	<u>6,800</u>	<u>900</u>	<u>7,700</u>	<u>100</u>
TOTAL	<u>123,841</u>	<u>127,600</u>	<u>136,000</u>	<u>1,800</u>	<u>137,800</u>	<u>10,200</u>



Patrol

PURPOSE

The Patrol Division provides 24-hour per day active police patrol service to the community, and maintains at least three Commissioned Officers on duty at all times.

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.

The number of officers assigned to the Patrol Division is reduced to reflect a position that was transferred to the Special Operations Division.

PERFORMANCE INDICATORS

	2010	2011	2012
	Actual	Est.	Est.
Dispatched Events	12,755	12,999	13,260
Citations/Infractions	3,965	3,154	3,785
Case Reports	2,122	2,361	2,597
Average Response Time (Min)			
Emergency/Priority			
Calls	2.25	2.75	2.75
Non-Priority Calls	5.97	5.96	5.96

2011 ACCOMPLISHMENTS

- Increased traffic enforcement to address safety issues
- Participated in regional Target Zero Team DUI emphasis task force efforts
- Conducted training with Mukilteo School District for DUI and Pedestrian safety
- Train additional officer in advanced traffic procedures

2012 GOALS & OBJECTIVES

- Maintain minimum deployment of three patrol officers per shift
- Train additional officer in advanced traffic procedures
- Continue training and transition to SECTOR for collision and infraction reporting
- Train New World Systems records management when instituted

**PATROL**

	2010	2011	2012	2012		
	Actuals	Amended Budget	Baseline	Department Requests	Total 2012 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES						
Full Time Employees	1,529,409	1,526,800	1,545,700	0	1,545,700	18,900
Special Assignment Pay	18,119	7,000	16,250	0	16,250	9,250
Education Incentive	34,609	35,300	35,700	0	35,700	400
Acting Supervisor Pay	203	600	600	0	600	0
Merit Pay	5,651	5,500	6,300	0	6,300	800
Overtime	753	18,700	1,000	0	1,000	(17,700)
Off Duty Overtime	1,258	2,900	900	0	900	(2,000)
Overtime Holiday	56,640	34,800	36,500	0	36,500	1,700
Overtime - Conferences/Training/Education	494	900	900	0	900	0
Overtime - Shift Cover	8,083	17,000	17,000	0	17,000	0
Overtime - Call Back	1,035	4,800	4,800	0	4,800	0
Overtime - Staff Meetings	0	4,500	4,500	0	4,500	0
Overtime - Court Appearance	1,437	3,500	3,500	0	3,500	0
Overtime - Investigation/Review/Inspection	507	700	700	0	700	0
Overtime - Public Education Activities	0	300	300	0	300	0
Overtime - Shift Extension	16,347	18,400	18,400	0	18,400	0
Overtime - Special Events	7,424	3,600	3,600	400	4,000	400
	<u>1,681,969</u>	<u>1,685,300</u>	<u>1,696,650</u>	<u>400</u>	<u>1,697,050</u>	<u>11,750</u>
PERSONNEL BENEFITS						
FICA	126,722	127,300	129,700	0	129,700	2,400
Law Enforcement Retirement System	88,100	87,200	88,800	0	88,800	1,600
L&I	27,126	30,800	32,000	0	32,000	1,200
Medical Benefits	264,412	290,300	322,100	0	322,100	31,800
Teamsters Pension	22,573	21,900	21,900	0	21,900	0
Unemployment Compensation	11,485	0	0	0	0	0
Dental Benefits	28,284	24,300	25,000	0	25,000	700
Vision Benefits	4,002	7,500	5,400	0	5,400	(2,100)
Life Insurance	4,174	5,600	5,700	0	5,700	100
	<u>576,878</u>	<u>594,900</u>	<u>630,600</u>	<u>0</u>	<u>630,600</u>	<u>35,700</u>
SUPPLIES						
Operating Supplies	1,638	1,900	1,900	450	2,350	450
Clothing/Boots	16,905	32,400	32,400	0	32,400	0
Motor Fuel	47,393	60,600	60,600	0	60,600	0
Small Items of Equipment	6,555	6,000	6,000	450	6,450	450
	<u>72,491</u>	<u>100,900</u>	<u>100,900</u>	<u>900</u>	<u>101,800</u>	<u>900</u>
OTHER SERVICES & CHARGES						
Travel & Subsistence	569	500	500	450	950	450
Work Equip & Machine Rental	0	6,500	6,500	0	6,500	0
Motor Pool Charges	0	111,400	73,700	0	73,700	(37,700)
Equipment R&M	6,480	27,100	27,100	0	27,100	0
Vehicle R&M	37,267	45,000	45,000	0	45,000	0
Laundry Services	1,409	3,000	3,000	0	3,000	0
	<u>45,725</u>	<u>193,500</u>	<u>155,800</u>	<u>450</u>	<u>156,250</u>	<u>(37,250)</u>
TOTAL	<u><u>2,377,063</u></u>	<u><u>2,574,600</u></u>	<u><u>2,583,950</u></u>	<u><u>1,750</u></u>	<u><u>2,585,700</u></u>	<u><u>11,100</u></u>



Special Operations

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; arresting and/or transporting suspects; and preparing cases for presentation in court.

The Division monitors registered sex offenders, and conducts background checks on prospective department members and City employees.

The number of detectives is increased to reflect the transfer of one position from the Patrol Division to the Special Operations Division.

PERFORMANCE INDICATORS

Crime	2010	2011	2012
	Actual	Est.	Est
Homicide	0	0	0
Rape	5	4	3
Robbery	6	5	5
Aggravated Assault	17	12	14
Burglary	133	133	133
Theft	371	430	450
Vehicle Theft	32	55	65
Total	564	639	670

2011 ACCOMPLISHMENTS

- Continued participation in Regional Police Intelligence (RIG) Group
- Coordinated with the Crime Prevention Division on Crime Trend Analysis using Burglary Mapping to investigate crimes
- Participated in three Snohomish Multiple Agency Response Team callouts and 24 hours of SMART training

2012 GOALS & OBJECTIVES

- Conduct a testing and selection process to add one detective
- Continue participation in Regional Police Intelligence (RIG) Group
- Coordinate with the Crime Prevention Division on Crime Trend Analysis

SPECIAL OPERATIONS

	2010 Actuals	2011 Amended Budget	2012 Baseline	2012 Department Requests	Total 2012 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES						
Full Time Employees	229,489	228,000	228,000	0	228,000	0
Special Assignment Pay	11,426	9,000	11,400	0	11,400	2,400
Education Incentive	4,559	4,600	4,600	0	4,600	0
Merit Pay	2,150	2,200	2,200	0	2,200	0
Overtime - Shift Cover	4,600	4,000	4,000	0	4,000	0
Overtime - Staff Meetings	0	100	100	0	100	0
Overtime - Court Appearance	624	300	300	0	300	0
Overtime - Investigation/Review/Inspection	7,516	3,000	3,000	0	3,000	0
Overtime - Special Events	1,646	1,000	1,000	0	1,000	0
	262,010	252,200	254,600	0	254,600	2,400
PERSONNEL BENEFITS						
FICA	19,753	19,300	19,500	0	19,500	200
Law Enforcement Retirement System	13,693	13,200	13,400	0	13,400	200
L&I	3,980	4,400	4,600	0	4,600	200
Medical Benefits	43,170	45,600	46,600	0	46,600	1,000
Teamsters Pension	3,268	3,200	3,200	0	3,200	0
Dental Benefits	7,717	4,200	8,400	0	8,400	4,200
Vision Benefits	867	1,300	900	0	900	(400)
Life Insurance	636	900	900	0	900	0
	93,084	92,100	97,500	0	97,500	5,400
SUPPLIES						
Photo Supplies	0	100	100	0	100	0
Operating Supplies	0	1,000	1,000	0	1,000	0
Clothing/Boots	737	400	400	0	400	0
Motor Fuel	6,174	7,700	7,700	450	8,150	450
Small Items of Equipment	66	300	300	0	300	0
	6,977	9,500	9,500	450	9,950	450
OTHER SERVICES & CHARGES						
Travel & Subsistence	241	800	800	0	800	0
Motor Pool Charges	0	65,100	20,000	0	20,000	(45,100)
Equipment M&R	0	500	500	0	500	0
Vehicle R&M	1,484	2,500	2,500	450	2,950	450
Laundry Services	0	200	200	0	200	0
Film Processing	0	100	100	0	100	0
Investigation Costs	3,803	4,300	4,300	2,000	6,300	2,000
	5,528	73,500	28,400	2,450	30,850	(42,650)
TOTAL	367,599	427,300	390,000	2,900	392,900	(34,400)



Training

PURPOSE

The Training Division, under the supervision of the Police Commander, 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.

PERFORMANCE INDICATORS

	2010	2011	2012
	Actual	Est.	Est.
Training hours	2,223	2,500	3,000
Safety training hours	772	500	800
% of officers meeting min training hours	96	100	100

2011 ACCOMPLISHMENTS

- Increased overall training for staff
- Performed two range qualifications for commissioned staff increasing firearm safety
- Successfully met all RCW training hour requirements for commissioned staff

2012 GOALS & OBJECTIVES

- Assure minimum required training hours are met
- Meet standards for safety training requirement

**POLICE TRAINING**

	2010 Actuals	2011 Amended Budget	2012 Baseline	2012 Department Requests	Total 2012 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES						
Overtime	12,169	6,000	6,000	3,000	9,000	3,000
New World Overtime	0	0	0	22,000	22,000	22,000
FICA	585	500	500	1,800	2,300	1,800
Law Enforcement Retirement System	406	400	400	1,500	1,900	1,500
	<u>13,160</u>	<u>6,900</u>	<u>6,900</u>	<u>28,300</u>	<u>35,200</u>	<u>28,300</u>
SUPPLIES						
Ammunition	9,512	9,400	9,400	2,500	11,900	2,500
Small Items of Equipment	161	300	300	0	300	0
	<u>9,673</u>	<u>9,700</u>	<u>9,700</u>	<u>2,500</u>	<u>12,200</u>	<u>2,500</u>
OTHER SERVICES & CHARGES						
Other Professional Services	711	2,500	2,500	2,000	4,500	2,000
Travel & Subsistence	949	2,660	1,000	2,500	3,500	840
Training & Registration	4,138	6,700	6,700	0	6,700	0
	<u>5,798</u>	<u>11,860</u>	<u>10,200</u>	<u>4,500</u>	<u>14,700</u>	<u>2,840</u>
TOTAL	<u>28,631</u>	<u>28,460</u>	<u>26,800</u>	<u>35,300</u>	<u>62,100</u>	<u>33,640</u>



Drug Enforcement

PURPOSE

This fund was created in 2011, and 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 federal agency as applicable.

2011 ACCOMPLISHMENTS

- Successfully created this fund.
- MPD held four forfeiture hearings in 2011 resulting in 100% findings for the City.
- Removed monies held in evidence for deposit to fund.
- MPD had three cases resulting in seizures for 2011.
- Fund money was used to purchase equipment for the PD to include 22 Tasers and associated material.
- Fund money was used to pay a portion of a physical safety barrier in the PD lobby and for a comprehensive study of PD functions.

2012 GOALS & OBJECTIVES

- Continue to investigate drug cases.
- Continue to comply with RCW 69.50 as the law relates to seizures and forfeitures.

DRUG ENFORCEMENT FUND

	<u>2010 Actual</u>	<u>2011 Budget</u>	<u>2011 Y.E. Estimate</u>	<u>2012 Budget</u>	<u>\$ Increase/ (Decrease)</u>
Beginning Fund Balance	\$0	\$0	\$0	\$34,400	\$34,400
<u>Revenues</u>					
Miscellaneous	0	0	10	0	0
Proceeds from forfeited property	0	56,000	58,400	0	(56,000)
Total Revenues	0	56,000	58,410	0	(56,000)
Total Resources	0	56,000	58,410	34,400	(21,600)
<u>Expenditures</u>					
Supplies	0	22,000	22,000	0	(22,000)
Services and Charges	0	2,000	2,000	0	(2,000)
Total Expenditures	0	24,000	24,000	0	(24,000)
Ending Fund Balance	\$0	\$32,000	\$34,410	\$34,400	\$2,400



DECISION PACKAGE	
Department:	Police
Division:	Administration & Support
Decision Package Title:	Dawson Place Child Interview Specialist
Preparer:	Macklin
Account Number:	011.21.521.101.5124
Ranking:	MANDATORY

Please put an " X " in either the box next to Ongoing Cost or One-Time Cost

Ongoing Cost:	X	New Cost:	X
One-Time Cost:		Increased Baseline:	

Item Description: Dawson Place Child Advocacy Center Child Interview Specialist.

Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: Dawson Place Child Advocacy Center is a comprehensive multidisciplinary team serving child victims of sexual or physical abuse in Snohomish County, Washington. Law enforcement, child protective services, medical, victim advocacy, prosecution, and mental health agencies all work together to provide the best possible services to children and their families victimized by sexual or physical abuse. Washington State Law requires law enforcement to utilize "Child Interview Specialists" when interviewing certain victims of sexual or physical abuse. The cost to train, certify, and maintain certification is cost prohibitive. This \$1,500 allows us to enter into an Interlocal contract with Dawson Place Child Advocacy Center in Everett to provide the region with a Child Interview Specialist. There is an additional (per use) fee that would be billed during the year. Those costs are reflected in the Special Operations budget.

What Alternatives Are Available, if Any? Select, train, certify & maintain certification of a Child Interview Specialist on staff.

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	5124	0	1,500	1,500	1,500	1,500	1,500
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	64	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500

Sources of Payment		2012	2013	2014	2015	2016
Ending Cash		1,500	1,500	1,500	1,500	1,500
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$1,500	\$1,500	\$1,500	\$1,500	\$1,500



DECISION PACKAGE			
Department:	Police		
Division:	Administration & Support		
Decision Package Title:	New World Systems Connectivity for Eleven Vehicles		
Preparer:	Caldwell		
Account Number:	011.21.521.101.4210		
Ranking:	MANDATORY		
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost			
Ongoing Cost:	X	New Cost:	X
One-Time Cost:		Increased Baseline:	X
Item Description: Mobile Data Terminals for patrol vehicles.			
The department is transitioning to use New World Systems software for Computer Aided Dispatch, Records Management Systems, Mobile Report Writing and other duty related in house and field related work. This integrated software system requires a robust computer system be installed in all patrol vehicles for use as mobile data terminals. These systems will require data transfer packages for transmitting information via wireless communications. These transfer packages have monthly fees. This cost below reflects data plan connectivity for 11 vehicles for a 6 month period.			
What Alternatives Are Available, if Any? None. The current computers used as MDT will not support this advanced system.			

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Mobile Connectivity	4210	600	4,500	9,000	9,000	9,000	9,000
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	48	0	0	0	0	0	0
MDT Computers	TBD	0	0	0	0	0	0
MDT installation	TBD	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	64	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$600	\$4,500	\$9,000	\$9,000	\$9,000	\$9,000

Sources of Payment		2012	2013	2014	2015	2016
Ending Cash		4,500	9,000	9,000	9,000	9,000
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$4,500	\$9,000	\$9,000	\$9,000	\$9,000



DECISION PACKAGE			
Department:	Police		
Division:	Administration & Support		
Decision Package Title:	Other Professional Services		
Preparer:	Macklin		
Account Number:	011.21.521.101.4106		
Ranking:	1		
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost			
Ongoing Cost:	X	New Cost:	X
One-Time Cost:		Increased Baseline:	X
Item Description: Other Professional Services			
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: This decision packet increases our "Other Professional Services," line item to more accurately reflect actual costs associated with this line item. We expect our 2011 year end expenses to be \$2,888. In 2010 our actual expense was \$1,403. This increase will bring us to \$1,600 in this line item. Expenses attributed to this line item include Court testimony by our Radar Technician, marijuana testing for court, hearing testing for employees, and hepatitis shots for employees.			
What Alternatives Are Available, if Any? Continue to underfund this line item.			

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	4106	600	700	700	700	700	700
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	6403	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$600	\$700	\$700	\$700	\$700	\$700

Sources of Payment		2012	2013	2014	2015	2016
Ending Cash		700	700	700	700	700
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$700	\$700	\$700	\$700	\$700



DECISION PACKAGE	
Department:	Police
Division:	Administration & Support
Decision Package Title:	Miscellaneous increases under \$500
Preparer:	Macklin
Account Number:	Various
Ranking:	2
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	<input checked="" type="checkbox"/> New Cost: <input type="checkbox"/>
One-Time Cost:	<input type="checkbox"/> Increased Baseline: <input checked="" type="checkbox"/>
Item description: Various line item increases.	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: Vehicle repair & maintenance costs are greater than budgeted. The Narcotics Task Force increase is due to the Interlocal contract.	
What Alternatives Are Available, if Any? Underfund these line items.	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Office Equipment Rental	45	0	0	0	0	0	0
Vehicle Repairs & Maint.	4820	2,000	450	450	450	450	450
Assoc. Dues & Memberships	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Narcotics Task Force	5123	4,900	150	150	150	150	150
Improvements	63	0	0	0	0	0	0
Software	64	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$6,900	\$600	\$600	\$600	\$600	\$600

Sources of Payment		2012	2013	2014	2015	2016
Ending Cash		600	600	600	600	600
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$600	\$600	\$600	\$600	\$600



DECISION PACKAGE

Department:	Police
Division:	Special Operations
Decision Package Title:	Investigation Costs
Preparer:	Macklin
Account Number:	011.21.521.230.4917
Ranking:	MANDATORY

Please put an " X " in either the box next to Ongoing Cost or One-Time Cost

Ongoing Cost:	X	New Cost:	X
One-Time Cost:		Increased Baseline:	X

Item Description: Investigation Costs

Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: Washington State Law requires us to utilize Child Interview Specialists to interview certain child victims of physical and sexual abuse. In the past these services were provided by Dawson Place Child Advocacy Center without charge. Because of their budget difficulties they are now charging a base fee (see DP #1) as well as a per interview fee. Although difficult to estimate how many interviews we will use, not budgeting for any would be unwise.

What Alternatives Are Available, if Any? Select, train, certify & maintain certification of a Child Interview Specialist on staff.

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	48	0	0	0	0	0	0
Investigation Costs	4917	4,300	2,000	2,000	2,000	2,000	2,000
Intergovernmental	51	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	64	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$4,300	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000

Sources of Payment	2012	2013	2014	2015	2016
Ending Cash	2,000	2,000	2,000	2,000	2,000
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000



DECISION PACKAGE	
Department:	Police
Division:	Special Operations
Decision Package Title:	Miscellaneous increases under \$500
Preparer:	Rex Caldwell
Account Number:	Various
Ranking:	1
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	<input checked="" type="checkbox"/>
One-Time Cost:	<input type="checkbox"/>
New Cost:	<input type="checkbox"/>
Increased Baseline:	<input checked="" type="checkbox"/>
Item Description: Fuel and vehicle repair costs.	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: Fuel and vehicle repairs have cost more than budgeted.	
What Alternatives Are Available, if Any? Stop driving detective's vehicles.	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Clothing/Boots	31	0	0	0	0	0	0
Motor Fuel	3206	7,000	450	450	450	450	450
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Office Equipment Rental	45	0	0	0	0	0	0
Vehicle Repairs & Maint.	4820	2,500	450	450	450	450	450
Laundry Services	49	0	0	0	0	0	0
PAWS Animal Shelter	51	0	0	0	0	0	0
Narcotics Task Force	51	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	64	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$9,500	\$900	\$900	\$900	\$900	\$900

Sources of Payment		2012	2013	2014	2015	2016
Ending Cash		900	900	900	900	900
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$900	\$900	\$900	\$900	\$900



DECISION PACKAGE

Department:	Police
Division:	Training
Decision Package Title:	New World Systems Training
Preparer:	Charles Macklin
Account Number:	011.21.521.400.1209
Ranking:	MANDATORY

Please put an " X " in either the box next to Ongoing Cost or One-Time Cost

Ongoing Cost:	<input type="checkbox"/>	New Cost:	<input checked="" type="checkbox"/>
One-Time Cost:	<input checked="" type="checkbox"/>	Increased Baseline:	<input type="checkbox"/>

Item Description: Training all employees in the use of the new County-wide Computer Aided Dispatch (CAD) and Records Management System (RMS) being instituted in 2012-2013.

Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: The New World Systems (NWS) CAD/RMS program go-live date is August 2012. This new program will significantly change the way the Police Department, and all other agencies in Snohomish County, does business. Hardware, software, paperwork, routing, investigating, reporting, and follow-up will all change. These changes will require training all of the personnel in the Police Department. We currently estimate 24 hours of training for each patrol officer, 40 hours for records personnel, and additional training for supervisors and detectives. Most patrol officer training will require overtime due to the intensive time commitment and the variable 24/7 nature of the schedule.

What Alternatives Are Available, if Any? None.

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	22,000	0	0	0	0
Benefits	21	0	3,300	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	64	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$25,300	\$0	\$0	\$0	\$0

Sources of Payment	2012	2013	2014	2015	2016
Ending Cash	25,300	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$25,300	\$0	\$0	\$0	\$0



DECISION PACKAGE	
Department:	Police
Division:	Training
Decision Package Title:	Training Division Costs
Preparer:	Macklin
Account Number:	011.21.521.400.****
Ranking:	2
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	X
One-Time Cost:	<input type="checkbox"/>
New Cost:	X
Increased Baseline:	X
Item Description: Costs associated to training the Police Department.	
This DP covers several areas as an overall view of police department training. The increases in overtime (\$3,000), ammunition (\$2,500), and professional services (\$2,000) are directly related to increasing our range qualification/training. The current MPD budget allows one range qualification per year with no department wide range training. These increases will permit range qualifications twice per year to meet current industry standards. The \$2,500 increase in travel and subsistence more accurately reflects costs to send employees to training.	
What Alternatives Are Available, if Any? Fall further behind currently accepted industry standards regarding training.	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
<i>Salaries</i>	11	0	0	0	0	0	0
<i>Overtime</i>	1201	6,000	3,000	3,000	3,000	3,000	3,000
<i>Benefits</i>	21	0	0	0	0	0	0
<i>Uniforms</i>	24	0	0	0	0	0	0
<i>Ammunition</i>	3110	9,400	2,500	2,500	2,500	2,500	2,500
<i>Motor Fuel</i>	32	0	0	0	0	0	0
<i>Small Equipment</i>	35	0	0	0	0	0	0
<i>Professional Services</i>	4106	2,500	2,000	2,000	2,000	2,000	2,000
<i>Communication</i>	42	0	0	0	0	0	0
<i>Travel & Subsistence</i>	4301	1,000	2,500	2,500	2,500	2,500	2,500
<i>Rental/Lease</i>	45	0	0	0	0	0	0
<i>Software Maintenance</i>	48	0	0	0	0	0	0
<i>Training & Registration</i>	4912	0	0	0	0	0	0
<i>Intergovernmental</i>	51	0	0	0	0	0	0
<i>Buildings</i>	62	0	0	0	0	0	0
<i>Improvements</i>	63	0	0	0	0	0	0
<i>Software</i>	64	0	0	0	0	0	0
<i>Construction Projects</i>	65	0	0	0	0	0	0
Total Expenses		\$18,900	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000

Sources of Payment	2012	2013	2014	2015	2016
<i>Ending Cash</i>	10,000	10,000	10,000	10,000	10,000
<i>Grants/Contributions</i>	0	0	0	0	0
<i>General Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other</i>	0	0	0	0	0
Total Sources	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000



DECISION PACKAGE

Department:	Police
Division:	Patrol
Decision Package Title:	Miscellaneous increases under \$500
Preparer:	Macklin
Account Number:	Various
Ranking:	1

Please put an " X " in either the box next to Ongoing Cost or One-Time Cost

Ongoing Cost:	X	New Cost:	
One-Time Cost:		Increased Baseline:	X

Item Description: Various line item increases

Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: The special events overtime (\$400) increase reflects amount actually spent on the Farmers Market. The other 3 line item increases each reflect underfunded items and inflation.

What Alternatives Are Available, if Any? Underfund line items.

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
<i>Salaries</i>	11	0	0	0	0	0	0
<i>Special Events Overtime</i>	1265	3,600	400	400	400	400	400
<i>Benefits</i>	21	0	0	0	0	0	0
<i>Uniforms</i>	24	0	0	0	0	0	0
<i>Operating Supplies</i>	3112	1,900	450	450	450	450	450
<i>Motor Fuel</i>	32	0	0	0	0	0	0
<i>Small Equipment</i>	3501	6,000	450	450	450	450	450
<i>Professional Services</i>	41	0	0	0	0	0	0
<i>Communication</i>	42	0	0	0	0	0	0
<i>Travel & Subsistence</i>	4301	500	450	450	450	450	450
<i>Rental/Lease</i>	45	0	0	0	0	0	0
<i>Software Maintenance</i>	48	0	0	0	0	0	0
<i>Miscellaneous</i>	49	0	0	0	0	0	0
<i>Intergovernmental</i>	51	0	0	0	0	0	0
<i>Buildings</i>	62	0	0	0	0	0	0
<i>Improvements</i>	63	0	0	0	0	0	0
<i>Software</i>	64	0	0	0	0	0	0
<i>Construction Projects</i>	65	0	0	0	0	0	0
Total Expenses		\$12,000	\$1,750	\$1,750	\$1,750	\$1,750	\$1,750

Sources of Payment	2012	2013	2014	2015	2016
<i>Ending Cash</i>	1,750	1,750	1,750	1,750	1,750
<i>Grants/Contributions</i>	0	0	0	0	0
<i>General Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other</i>	0	0	0	0	0
Total Sources	\$1,750	\$1,750	\$1,750	\$1,750	\$1,750



DECISION PACKAGE

Department:	Police
Division:	Crime Prevention
Decision Package Title:	Miscellaneous increases under \$500
Preparer:	Rex Caldwell
Account Number:	Various
Ranking:	1
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	<input checked="" type="checkbox"/>
One-Time Cost:	<input type="checkbox"/>
New Cost:	<input type="checkbox"/>
Increased Baseline:	<input checked="" type="checkbox"/>
Item Description: Various line item increases	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: Office supply increased to accommodate increased volunteer program. Clothing/uniform increase covers uniform for Chief for a Day. Travel & subsistence increase accommodates total cost increases for National Night Out, training, public relations functions, etc. Printing & binding is increased to provide for new crime prevention education and outreach materials	
What Alternatives Are Available, if Any? Reduce scope of the crime prevention program.	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Office Supplies	3101	5,000	450	450	450	450	450
Clothing/Boots	3124	2,900	450	450	450	450	450
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	4301	2,400	450	450	450	450	450
Office Equipment Rental	45	0	0	0	0	0	0
Vehicle Repairs & Maint.	48	0	0	0	0	0	0
Printing & Binding	4909	700	450	450	450	450	450
PAWS Animal Shelter	51	0	0	0	0	0	0
Narcotics Task Force	51	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	64	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$11,000	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800

Sources of Payment	2012	2013	2014	2015	2016
Ending Cash	1,800	1,800	1,800	1,800	1,800
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800



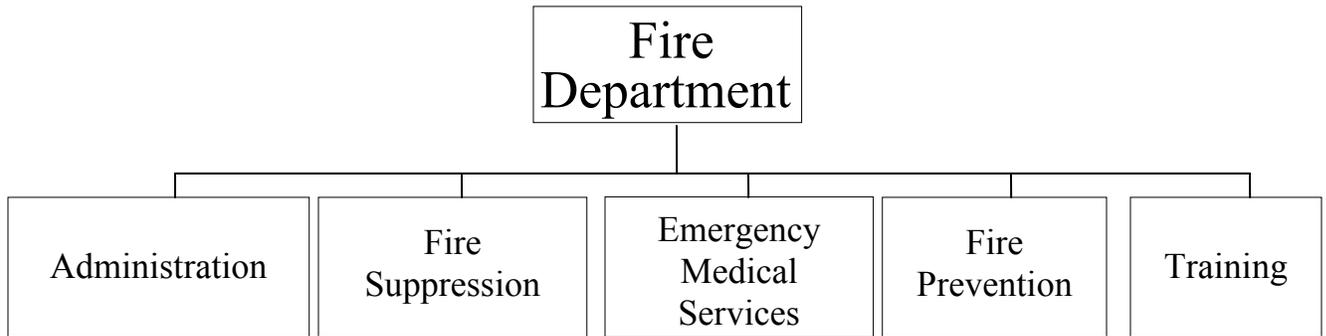


FIRE DEPARTMENT

The Fire Department protects lives and property by providing Fire Prevention, Fire Suppression, Technical Rescue, Hazardous Material responses and Emergency Medical Services to the community. The Department is staffed by 29.5 full-time and part-time personnel.

The Fire Department serves the City from two Fire Stations staffed by career personnel 24-hours per day, 365 days per year: Fire Station 24 (#1), located in the northern part of the City, and Fire Station 25 (#3), located in the central part of the City.

The Department is organized into five divisions:



POSITION SUMMARY

Position Title	2011	2012
Fire Chief	1	1
Assistant Fire Chief	1	1
Fire Marshall	1	1
Training Captain	1	1
Fire Captain	6	6
Firefighter	9	9
Firefighter/Paramedic	9	9
Senior Department Assistant	1	1
Department Assistant	0.5	0.5
Total	29.5	29.5



FIRE DEPARTMENT EXPENDITURE SUMMARY	2010 Actuals	2011 Budget	2012 Baseline	2012 Dept. Requests	2012 Proposed	\$ Increase/ (Decrease)
Administration and Support	303,931	302,700	313,300	0	313,300	10,600
Training	128,652	146,900	147,900	16,500	164,400	17,500
Fire Prevention	121,494	126,100	127,300	0	127,300	1,200
Fire Suppression	1,587,775	1,936,250	1,659,850	596,600	2,256,450	320,200
Emergency Medical Services	1,594,079	1,962,650	1,882,540	206,800	2,089,340	126,690
TOTAL	3,735,931	4,474,600	4,130,890	819,900	4,950,790	476,190

FIRE DEPARTMENT DECISION PACKAGE SUMMARY

Ranking	Division	Title	Amount
Mandatory	Fire Suppression	Personal Protective Ensembles (clothing)	25,000
Mandatory	Emergency Medical Services	Insurance	2,800
Mandatory	Emergency Medical Services	New World Systems Connectivity for EMS Vehicles	1,000
Mandatory	Fire Suppression	New World Systems Connectivity for Fire Vehicles	3,100
Mandatory	Fire Training - EMS Fund	New World Systems Training	13,500
Mandatory	Fire Training - General Fund	New World Systems Training	16,500
	Fire Suppression	New Fire Pumper Truck	568,500
	Emergency Medical Services	New Fire Pumper Truck	189,500
Total			819,900



Fire Administration

PURPOSE

The Fire Administration division oversees activities of a general nature as approved through council action and in addition provides oversight management of the Fire Department's five divisions and all personnel. This division provides direction to Department personnel in accordance with goals and objectives. This division manages the operating budget, develops strategic planning and directs disaster planning along with implementing programs. All divisions' documentation, processing and archiving is completed in this division.

2011 ACCOMPLISHMENTS

- Personnel records were updated, archived and historical records, if legally approved, recycled.
- Vehicle replacement schedule followed with one vehicle being a benevolent donation to another fire department.
- Maintained fiscal solvency with a balanced year-end operating budget.
- Awarded grant from Federal Emergency Management Agency (FEMA) and the Department of Homeland Security (DHS) "Assistance to Firefighters for \$190,260.
- Awarded grant from Department of Health for EMS services for \$1,738.
- Awarded Hazardous Materials response reimbursement \$ 910.24.

2012 GOALS & OBJECTIVES

- Personnel records, Emergency Response Reports, Training Records, Fire Inspection Records, Public Education records and other correspondences will be processed, filed and archived within Washington State Record Keeping and Archiving criteria.
- Fire Department five divisions and their operating budgets will maintain a positive financial balance and expenditures will be accurately paid out.
- Facilities, vehicles and equipment will be maintained in a ready-use condition.
- Establish department Goals and Objectives.
- Oversee Emergency Medical Services Transportation program revenue.
- Oversee Vehicle Fleet program of: repairs, maintenance and replacement.



FIRE ADMINISTRATION & SUPPORT

	2010 Actuals	2011 Amended Budget	2012 Baseline	2012 Department Requests	Total 2012 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES						
Full Time Employees	201,429	197,100	197,100	0	197,100	0
Part Time Employees	18,002	0	0	0	0	0
Overtime	818	300	300	0	300	0
	<u>220,249</u>	<u>197,400</u>	<u>197,400</u>	<u>0</u>	<u>197,400</u>	<u>0</u>
PERSONNEL BENEFITS						
FICA	6,853	5,400	5,400	0	5,400	0
Law Enforcement Retirement System	8,191	8,200	8,200	0	8,200	0
PERS	3,176	2,900	3,000	0	3,000	100
L&I	2,570	2,800	3,100	0	3,100	300
Medical Benefits	34,630	38,100	40,400	0	40,400	2,300
Dental Benefits	6,483	2,800	9,000	0	9,000	6,200
Vision Benefits	449	800	700	0	700	(100)
Life Insurance	602	700	700	0	700	0
Long Term Disability Insurance	1,334	1,500	1,500	0	1,500	0
	<u>64,288</u>	<u>63,200</u>	<u>72,000</u>	<u>0</u>	<u>72,000</u>	<u>8,800</u>
SUPPLIES						
Office Supplies	1,723	2,000	2,000	0	2,000	0
Purchase of Forms	456	500	500	0	500	0
Supplies	341	300	300	0	300	0
Clothing/Boots	649	2,600	2,600	0	2,600	0
Motor Fuel	5,376	6,500	6,500	0	6,500	0
Small Items of Equipment	559	500	500	0	500	0
	<u>9,104</u>	<u>12,400</u>	<u>12,400</u>	<u>0</u>	<u>12,400</u>	<u>0</u>
OTHER SERVICES & CHARGES						
Other Professional Services	50	500	500	0	500	0
Telephone	2,504	2,400	2,400	0	2,400	0
Postage	309	200	200	0	200	0
Cell Phone	1,639	1,400	1,400	0	1,400	0
Motor Pool Charges	0	14,200	16,000	0	16,000	1,800
Work Equipment M&R	1,139	1,000	1,000	0	1,000	0
Vehicle R&M	1,881	7,500	7,500	0	7,500	0
Association Dues & Memberships	1,929	1,500	1,500	0	1,500	0
Laundry Services	839	1,000	1,000	0	1,000	0
	<u>10,290</u>	<u>29,700</u>	<u>31,500</u>	<u>0</u>	<u>31,500</u>	<u>1,800</u>
TOTAL	<u>303,931</u>	<u>302,700</u>	<u>313,300</u>	<u>0</u>	<u>313,300</u>	<u>10,600</u>



Training

PURPOSE

The Training division is responsible for all aspects of training, education and safety to include classes in tactics and strategy, fire suppression, emergency medical services, rescue and extrication, hazardous materials, disaster response, and leadership along with personnel management.

The Training Captain also serves as the department Safety Officer which encompasses emergency scene safety responsibilities, personnel health and safety in addition to non-emergency risk assessment and management.

2011 ACCOMPLISHMENTS

- Maintained training for all department members commensurate with duties.
- Activated Joint Apprentice program with line duty members.
- Maintained joint training programs with neighboring fire departments.
- Hosted over twenty-two (22) regional classes/drills/programs.

2012 GOALS & OBJECTIVES

- Provide on-going training to meet State/Federal requirements and maintain job skills for all personnel.
- Maintain regional training activity with neighboring fire department jurisdictions and other Snohomish County Public Safety Agencies.
- Increase personnel knowledge and abilities to perform emergency services through contracted instructors and professional trainers.
- Quarterly reporting of training statistics and accomplishments.
- Implementation (phase III) of professional development plan for department members.
- Implement Joint Apprentice and Training Committee with all personnel.
- Implement New World Training to meet County Standards.

PERFORMANCE INDICATORS

	2010	2011	2012
	<u>Actual</u>	<u>Est.</u>	<u>Est.</u>
Training/Service Hours			
EMS (Advanced Life Support)	500	520	550
EMS (Basic Life Support)	1,638	1,080	1,100
Fire	1,512	1,872	2,000
Specialty (Haz-Mat)	364	172	175
Specialty (Technical Rescue)	272	200	250
Career and Rank Advancement	1,750	1,120	1,500
Physical Fitness/Wellness	-	1,095	1,100



FIRE TRAINING

	2010 Actuals	2011 Amended Budget	2012 Baseline	2012 Department Requests	Total 2012 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES						
Full Time Employees	49,474	49,500	49,500	0	49,500	0
Education Premium Pay	990	1,000	1,000	0	1,000	0
Overtime	28,577	38,100	38,100	16,500	54,600	16,500
	<u>79,041</u>	<u>88,600</u>	<u>88,600</u>	<u>16,500</u>	<u>105,100</u>	<u>16,500</u>
PERSONNEL BENEFITS						
FICA	833	1,300	1,300	0	1,300	0
Law Enforcement Retirement System	3,027	4,700	4,700	0	4,700	0
L&I	878	1,300	1,500	0	1,500	200
Medical Benefits	3,720	4,100	4,500	0	4,500	400
Medical Savings Account	540	600	600	0	600	0
Deferred Compensation	2,197	2,300	2,300	0	2,300	0
Dental Benefits	648	300	700	0	700	400
Vision Benefits	192	100	100	0	100	0
Life Insurance	139	200	200	0	200	0
	<u>12,174</u>	<u>14,900</u>	<u>15,900</u>	<u>0</u>	<u>15,900</u>	<u>1,000</u>
SUPPLIES						
Office Supplies	500	500	500	0	500	0
Purchase of Forms	29	100	100	0	100	0
Reference Material	2,055	3,800	3,800	0	3,800	0
Operating Supplies	310	1,000	1,000	0	1,000	0
Clothing/Boots	619	500	500	0	500	0
Small Items of Equipment	1,220	1,000	1,000	0	1,000	0
	<u>4,733</u>	<u>6,900</u>	<u>6,900</u>	<u>0</u>	<u>6,900</u>	<u>0</u>
OTHER SERVICES & CHARGES						
Other Professional Services	8,945	8,500	12,000	0	12,000	3,500
Telephone	557	600	600	0	600	0
Cell Phone	397	700	700	0	700	0
Travel & Subsistence	10,357	10,500	7,000	0	7,000	(3,500)
Work Equipment M&R	0	500	500	0	500	0
Assoc. Dues & Memberships	25	100	100	0	100	0
Laundry Services	242	300	300	0	300	0
Training & Registration	12,181	15,300	15,300	0	15,300	0
Miscellaneous	0	0	0	0	0	0
	<u>32,704</u>	<u>36,500</u>	<u>36,500</u>	<u>0</u>	<u>36,500</u>	<u>0</u>
TOTAL	<u>128,652</u>	<u>146,900</u>	<u>147,900</u>	<u>16,500</u>	<u>164,400</u>	<u>17,500</u>



Fire Prevention

PURPOSE

The Fire Prevention division provides fire safety inspections, fire prevention education and other community services. This division oversees Public Education programs, station tours, safety education classes and CPR programs. In addition, this division provides oversight to the “Fire Corps” program.

The Fire Marshal performs technical inspections of buildings and facilities to determine conformity with the city fire and building codes. This division also conducts education services for fire prevention methods and other prevention programs. This division determines cause and origin of fires and prepares case material for prosecution.

2011 ACCOMPLISHMENTS

- Performed an annual business fire and life safety inspection to all licensed Mukilteo businesses.
- Investigated arson fires and determined cause & origin.
- Updated the local Fire Code to the most contemporary edition.
- Activated the “Fire Corps” program and implemented the Bicycle Helmet Safety program along with the Child Car Seat program.
- Participated in the annual Smoke Detector replacement program and installed detectors in low-income housing units.

PERFORMANCE INDICATORS

	<u>2010</u>	<u>2011</u>	<u>2012</u>
	<u>Actual</u>	<u>Est.</u>	<u>Est.</u>
Fire Safety Inspections & business data entry	600	610	500
Fire Safety/Prevention Education	600	600	400
Development Standards	0	200	300
Code compliance: Plan Checks & Field Inspections	600	500	500
Fire Permitting	150	200	200

2012 GOALS & OBJECTIVES

- Increase quality of business fire and life safety inspections.
- Increase quality of new and existing building code plan reviews.
- Increase participation in public education programs (CPR, Basic First Aid, emergency preparedness at home and business).
- Improve fire permitting and field inspection processes.
- Develop and implement Fire Code and City of Mukilteo Fire development standards.
- Enter and compile business and building complex data for business fire/safety pre-fire planning.
- Provide improved introduction and code compliance for new businesses.



FIRE PREVENTION

	2010	2011	2012	2012	Total 2012	\$ Increase/
	Actuals	Amended Budget	Baseline	Department Requests	Requests	(Decrease)
SALARIES & WAGES						
Full Time Employees	87,488	83,700	83,700	0	83,700	0
Overtime	2,632	2,500	2,500	0	2,500	0
	<u>90,120</u>	<u>86,200</u>	<u>86,200</u>	<u>0</u>	<u>86,200</u>	<u>0</u>
PERSONNEL BENEFITS						
FICA	1,269	1,200	1,300	0	1,300	100
Law Enforcement Retirement System	4,382	4,400	4,400	0	4,400	0
L&I	1,472	1,700	2,000	0	2,000	300
Medical Benefits	12,425	13,700	13,800	0	13,800	100
Dental Benefits	1,043	900	800	0	800	(100)
Vision Benefits	557	300	300	0	300	0
Life Insurance	234	300	300	0	300	0
	<u>21,382</u>	<u>22,500</u>	<u>22,900</u>	<u>0</u>	<u>22,900</u>	<u>400</u>
SUPPLIES						
Office Supplies	484	500	500	0	500	0
Reference Material	1,621	1,000	1,000	0	1,000	0
Operating Supplies	1,410	200	200	0	200	0
Clothing/Boots	242	700	700	0	700	0
Motor Fuel	1,416	2,000	2,000	0	2,000	0
Small Items of Equipment	262	500	500	0	500	0
	<u>5,435</u>	<u>4,900</u>	<u>4,900</u>	<u>0</u>	<u>4,900</u>	<u>0</u>
OTHER SERVICES & CHARGES						
Other Professional Services	1,463	400	400	0	400	0
Telephone	557	600	600	0	600	0
Cell Phone	681	700	700	0	700	0
Motor Pool Charges	0	8,400	9,200	0	9,200	800
Work Equipment M&R	0	100	100	0	100	0
Vehicle R&M	884	1,500	1,500	0	1,500	0
Association Dues & Memberships	295	300	300	0	300	0
Laundry Services	677	500	500	0	500	0
	<u>4,557</u>	<u>12,500</u>	<u>13,300</u>	<u>0</u>	<u>13,300</u>	<u>800</u>
TOTAL	<u>121,494</u>	<u>126,100</u>	<u>127,300</u>	<u>0</u>	<u>127,300</u>	<u>1,200</u>



Fire Suppression

PURPOSE

The Fire Suppression Division renders Fire Suppression, Hazardous Material and Technical Rescue services to the community and local region from two staffed fire stations. The Division regularly trains and performs drills on a local and regional basis to maintain skills and improve services. The Fire Suppression Division three Fire Engines.

PERFORMANCE INDICATORS

	2010 Actual	2011 Est.	2012 Est.
Fire Calls	498	390	400
Service Calls	53	80	80
Total Calls	551	470	480

Fire Unit on scene less than 5 minutes of dispatch 90% of the time	4.60 min	4.5 min	4.5 min
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2011 ACCOMPLISHMENTS

- Continued to respond with personnel and specialized equipment to emergency incidents.
- Continued to respond with mutual aid and automatic aid to neighboring fire departments.

2012 GOALS & OBJECTIVES

In 2008, the Fire Department established an emergency response time deployment standard, as required by a new state law.

The Department deployment standards are:

- Beginning the emergency response within 1 minute of being notified of a significant emergency structure fires. Achieve this response 90% of the time.
- First Engine Company arrives at the scene of a reported structure fire within 4 minutes of leaving the station. Achieve this response 90% of the time.
- Arrival of full first alarm assignment crews at the scene of a reported structure fire within 8 minutes of leaving the station. Achieve this response 90% of the time.
- Other deployment standards have been adopted for hazardous materials, aircraft emergencies, marine emergencies, and wildfires. However, these incidents do not occur frequently enough to accurately determine deployment and speed of response trends at this time.



FIRE SUPPRESSION

	2010 Actuals	2011 Amended Budget	2012 Baseline	2012 Department Requests	Total 2012 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES						
Full Time Employees	976,907	988,600	1,009,600	0	1,009,600	21,000
Education Incentive	6,444	6,400	6,400	0	6,400	0
Acting Supervisor Pay	3,735	3,400	3,400	0	3,400	0
Paramedic Incentive	16,133	16,200	16,200	0	16,200	0
Holiday Buy Back	13,458	28,200	28,200	0	28,200	0
Overtime	55,652	35,000	35,000	0	35,000	0
	<u>1,072,329</u>	<u>1,077,800</u>	<u>1,098,800</u>	<u>0</u>	<u>1,098,800</u>	<u>21,000</u>
PERSONNEL BENEFITS						
FICA	16,151	15,700	16,000	0	16,000	300
Law Enforcement Retirement System	59,620	56,500	57,600	0	57,600	1,100
L&I	26,472	29,000	32,400	0	32,400	3,400
Medical Benefits	160,555	182,300	200,500	0	200,500	18,200
Medical Savings Acct	12,150	12,200	12,200	0	12,200	0
Deferred Compensation	39,644	46,300	47,300	0	47,300	1,000
Dental Benefits	21,412	16,800	23,200	0	23,200	6,400
Vision Benefits	2,002	5,100	2,000	0	2,000	(3,100)
Life Insurance	2,733	3,500	3,600	0	3,600	100
	<u>340,739</u>	<u>367,400</u>	<u>394,800</u>	<u>0</u>	<u>394,800</u>	<u>27,400</u>
SUPPLIES						
Office Supplies	998	1,000	1,000	0	1,000	0
Operating Supplies	6,637	6,500	6,500	0	6,500	0
Clothing/Boots	22,867	24,800	24,800	0	24,800	0
Motor Fuel	6,907	8,500	8,500	0	8,500	0
Small Items of Equipment	17,939	31,000	31,000	25,000	56,000	25,000
	<u>55,348</u>	<u>71,800</u>	<u>71,800</u>	<u>25,000</u>	<u>96,800</u>	<u>25,000</u>
OTHER SERVICES & CHARGES						
Professional Services	4,404	600	600	0	600	0
Telephone	8,888	8,900	8,900	0	8,900	0
Postage	190	100	100	0	100	0
New World Project Connectivity	0	450	450	3,100	3,550	3,100
Cell Phones & Pagers	3,239	4,200	4,200	0	4,200	0
Equipment R&M	4,306	3,000	3,000	0	3,000	0
Vehicle R&M	49,588	25,000	25,000	0	25,000	0
Software Maintenance	0	600	600	0	600	0
Laundry Services	5,525	5,500	5,500	0	5,500	0
	<u>76,140</u>	<u>48,350</u>	<u>48,350</u>	<u>3,100</u>	<u>51,450</u>	<u>3,100</u>
INTERGOVERNMENTAL SERVICES						
SNOCOM Dispatch Services	35,501	33,400	22,800	0	22,800	(10,600)
SERS Operating Assessment	7,718	7,500	8,300	0	8,300	800
	<u>43,219</u>	<u>40,900</u>	<u>31,100</u>	<u>0</u>	<u>31,100</u>	<u>(9,800)</u>
CAPITAL OUTLAYS						
Other Machinery & Equipment	0	330,000	15,000	472,500	487,500	157,500
	<u>0</u>	<u>330,000</u>	<u>15,000</u>	<u>472,500</u>	<u>487,500</u>	<u>157,500</u>
DEBT SERVICE						
Interfund Loan Payment	0	0	0	96,000	96,000	96,000
	<u>0</u>	<u>0</u>	<u>0</u>	<u>96,000</u>	<u>96,000</u>	<u>96,000</u>
TOTAL	<u>1,587,775</u>	<u>1,936,250</u>	<u>1,659,850</u>	<u>596,600</u>	<u>2,256,450</u>	<u>320,200</u>



Emergency Medical Services

PURPOSE

The Emergency Medical Services (EMS) Division provides Advanced Life Support (ALS) and Basic Life Support (BLS) services to the community with trained Paramedics and Emergency Medical Technicians (EMT's). Both fire stations are cross-staffed with ambulance services.

The division provides paramedic ALS services through a contract with the City of Lynnwood. One ALS unit is staffed with two paramedic/firefighters 24/7 and responds from the City's main Fire Station, located on Harbour Pointe Blvd N at 47th Pl W.

PERFORMANCE INDICATORS

	2010	2011	2012
	<u>Actual</u>	<u>Est.</u>	<u>Est.</u>
ALS Calls*	593	600	620
BLS Calls**	753	750	780
Total Calls	<u>1346</u>	<u>1350</u>	<u>1400</u>
Fire Unit on scene less than 5 minutes of dispatch 90% of the time	4.60 min	4.5 min	4.5 min

*ALS = Advanced Life Support

**BLS = Basic Life Support

2011 ACCOMPLISHMENTS

- Continued to respond to Basic Life Support and Advanced Life Support emergency medical calls.
- Continued to respond to mutual aid and automatic aid emergency medical calls with neighboring fire departments.

2012 GOALS & OBJECTIVES

In 2008, the Fire Department established an emergency response time deployment standard, as required by a new state law.

The Department deployment standards are:

- Beginning the emergency response within 1 minute of being notified of a significant emergency (critical advanced life support medical emergencies). Achieve this response 90% of the time.
- First medical vehicle arrives at the scene of a reported critical advanced life support medical emergencies within 4 minutes of leaving the station. Achieve this response 90% of the time.
- Arrival of full first alarm assignment composed of basic life support and paramedic unit at the scene of a critical advanced life support medical emergency within 8 minutes of leaving the station. Achieve this response 90% of the time.
- Establish Quality Assurance (QA) program to the EMS Division through Medical Service Officer (MSO) oversight.



EMERGENCY MEDICAL SERVICES FUND

	2010 Actual	2011 Budget	2011 Y.E. Estimate	2012 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$212,062	\$213,500	\$360,250	\$381,360	\$167,860
<u>Revenues</u>					
EMS Levy	894,068	1,833,000	1,768,000	1,612,000	(221,000)
Charges for Services	235,976	191,000	233,000	234,800	43,800
Investment Interest	743	1,000	400	400	(600)
Sale of Surplus Property	0	0	6,000	0	0
Miscellaneous Revenue	1,706	0	2,000	2,000	2,000
Operating Transfers/Interfund Loans	560,000	0	0	157,500	157,500
Total Revenues	1,692,493	2,025,000	2,009,400	2,006,700	(18,300)
<u>Total Resources</u>					
	1,904,555	2,238,500	2,369,650	2,388,060	149,560
Salaries & Wages	963,397	985,500	1,009,270	1,016,500	31,000
Personnel Benefits	279,147	302,200	304,700	327,800	25,600
Supplies	67,711	70,500	71,790	70,500	0
Other Services & Charges	67,461	384,150	383,835	286,250	(97,900)
Intergovernmental Svcs.	187,033	182,900	181,295	161,390	(21,510)
Capital Outlay	29,329	37,400	37,400	194,900	157,500
Interfund Loan Payment	0	0	0	32,000	32,000
Total Expenditures	1,594,079	1,962,650	1,988,290	2,089,340	94,690
<u>Ending Fund Balance</u>	\$310,476	\$275,850	\$381,360	\$298,720	\$54,870



EMERGENCY MEDICAL SERVICES

	2010 Actuals	2011 Amended Budget	2012 Baseline	2012 Department Requests	Total 2012 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES						
Full Time Employees	841,517	846,900	864,300	0	864,300	17,400
Part Time Employees	6,001	24,200	24,200	0	24,200	0
Education Premium Pay	6,934	7,000	7,100	0	7,100	100
Acting Supervisor Pay	1,245	3,700	3,700	0	3,700	0
Paramedic Incentive	48,397	48,400	48,400	0	48,400	0
Holiday Buy Back	8,208	21,900	21,900	0	21,900	0
Overtime	51,096	33,400	33,400	13,500	46,900	13,500
	963,398	985,500	1,003,000	13,500	1,016,500	31,000
PERSONNEL BENEFITS						
FICA	15,673	16,700	17,000	0	17,000	300
Law Enforcement Retirement System	51,188	49,800	50,700	0	50,700	900
PERS	1,059	2,700	2,700	0	2,700	0
L&I	22,069	24,500	27,400	0	27,400	2,900
Medical Benefits	124,415	137,900	151,600	0	151,600	13,700
FF Medical Savings Acct	9,810	9,900	9,900	0	9,900	0
Unemployment Comp.	0	1,400	1,400	0	1,400	0
Deferred Comp	35,019	39,400	39,100	0	39,100	(300)
Dental Benefits	15,920	12,200	21,400	0	21,400	9,200
Vision Benefits	1,183	3,800	2,700	0	2,700	(1,100)
Life Insurance	2,366	3,300	3,200	0	3,200	(100)
Long Term Disability Insurance	445	600	700	0	700	100
	279,147	302,200	327,800	0	327,800	25,600
SUPPLIES						
Office Supplies	880	1,000	1,000	0	1,000	0
Purchase of Forms	71	600	600	0	600	0
Reference Material	270	1,000	1,000	0	1,000	0
Supplies	33,535	37,500	37,500	0	37,500	0
Clothing/Boots	6,645	5,000	5,000	0	5,000	0
Motor Fuel	10,536	13,800	13,800	0	13,800	0
Small Items of Equipment	15,774	11,600	11,600	0	11,600	0
	67,711	70,500	70,500	0	70,500	0
OTHER SERVICES & CHARGES						
Insurance	12,785	12,800	12,800	2,800	15,600	2,800
Billing Services	18,474	15,000	15,000	0	15,000	0
Professional Services	6,840	5,600	5,600	0	5,600	0
Telephone	2,226	2,100	2,100	0	2,100	0
New World Project Connectivity	0	150	150	1,000	1,150	1,000
Cell Phone	2,684	6,400	6,400	0	6,400	0
Motor Pool Charges	0	322,400	220,700	0	220,700	(101,700)
Hazardous Waste Disposal	107	500	500	0	500	0
Work Equipment M&R	394	1,000	1,000	0	1,000	0
Vehicle R&M	21,697	15,000	15,000	0	15,000	0
Software Maintenance	0	200	200	0	200	0
Laundry Services	2,253	3,000	3,000	0	3,000	0
	67,460	384,150	282,450	3,800	286,250	(97,900)

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EMERGENCY MEDICAL SERVICES

	2010 Actuals	2011 Amended Budget	2012 Baseline	2012 Department Requests	Total 2012 Requests	\$ Increase/ (Decrease)
INTERGOVERNMENTAL SERVICES						
SNOCOM Dispatch Services	97,626	100,100	68,400	0	68,400	(31,700)
SNOCOM New World Assessment	0	0	9,890		9,890	9,890
Lynnwood EMS Contract	86,834	80,300	80,300	0	80,300	0
SERS Operating Assessment	2,573	2,500	2,800	0	2,800	300
	<u>187,033</u>	<u>182,900</u>	<u>161,390</u>	<u>0</u>	<u>161,390</u>	<u>(21,510)</u>
CAPITAL OUTLAYS						
Other Machinery & Equipment	29,329	37,400	37,400	157,500	194,900	157,500
	<u>29,329</u>	<u>37,400</u>	<u>37,400</u>	<u>157,500</u>	<u>194,900</u>	<u>157,500</u>
DEBT SERVICE						
Interfund Loan Payment	0	0	0	32,000	32,000	32,000
	<u>0</u>	<u>0</u>	<u>0</u>	<u>32,000</u>	<u>32,000</u>	<u>32,000</u>
TOTAL	<u>1,594,078</u>	<u>1,962,650</u>	<u>1,882,540</u>	<u>206,800</u>	<u>2,089,340</u>	<u>126,690</u>



DECISION PACKAGE	
Department:	FIRE
Division:	Administration & Support
Decision Package Title:	New World Systems Connectivity for Fire Vehicles
Preparer:	Fire Chief Springer
Account Number:	011.22.522.200.4203, 126.22.526.200.4203
Ranking:	
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	<input checked="" type="checkbox"/>
One-Time Cost:	<input type="checkbox"/>
New Cost:	<input checked="" type="checkbox"/>
Increased Baseline:	<input checked="" type="checkbox"/>
Item Description: Mobile Data Terminals for ten Fire Department vehicles. Fire Suppression (4), Fire Prevention (1), Emergency Medical (3) and Fire Administration (2).	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: The department is transitioning to use New World Systems software for Computer Aided Dispatch, Records Management Systems, Mobile Report Writing and other duty related in house and field related work. This integrated software system requires a robust computer system be installed in all fire vehicles for use as mobile data terminals. These systems will require data transfer packages for transmitting information via wireless communications. These transfer packages have monthly fees. This cost below reflects data plan connectivity for 10 vehicles.	
What Alternatives Are Available, if Any? None. The current computers used as MDT will not support this advanced system.	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Mobile Connectivity (G Fund)	4210	0	3,100	6,200	6,200	6,200	6,200
Mobile Connectivity (EMS)	4210	0	1,000	2,000	2,000	2,000	2,000
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	48	0	0	0	0	0	0
MDT Computers	TBD	0	0	0	0	0	0
MDT installation	TBD	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	64	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$4,100	\$8,200	\$8,200	\$8,200	\$8,200

Sources of Payment	2012	2013	2014	2015	2016
Ending Cash	4,100	8,200	8,200	8,200	8,200
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$4,100	\$8,200	\$8,200	\$8,200	\$8,200



DECISION PACKAGE	
Department:	FIRE
Division:	Fire Training
Decision Package Title:	New World Systems Training
Preparer:	Fire Chief Springer
Account Number:	011.22.522.400.1201, 126.22.526.200.1201
Ranking:	
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	<input type="checkbox"/> New Cost: <input checked="" type="checkbox"/>
One-Time Cost:	<input checked="" type="checkbox"/> Increased Baseline: <input type="checkbox"/>
Item Description: Training all employees in the use of the new County-wide Computer Aided Dispatch (CAD) and Records Management System (RMS) being instituted in 2012-2013.	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: The New World Systems (NWS) CAD/RMS program go-live date is August 2012. This new program will significantly change the way the Fire Department, and all other agencies in Snohomish County, does business. Hardware, software, paperwork, routing, reporting, and follow-up will all change. These changes will require training of all personnel in the Fire Department, the current estimation is 600 hours . Most department training will require overtime due to the intensive time commitment, location of training site and the variable 24/7 nature of work schedules.	
What Alternatives Are Available, if Any? None.	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime (011)	12	0	16,500	0	0	0	0
Overtime (126)	21	0	13,500	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	64	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$30,000	\$0	\$0	\$0	\$0

Sources of Payment		2012	2013	2014	2015	2016
Ending Cash		30,000	0	0	0	0
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$30,000	\$0	\$0	\$0	\$0



DECISION PACKAGE	
Department:	FIRE
Division:	Fire Suppression
Decision Package Title:	Personal Protective Ensembles (clothing)
Preparer:	Fire Chief Springer
Account Number:	011.22.522.200.3501
Ranking:	
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	<input type="checkbox"/> New Cost: <input checked="" type="checkbox"/>
One-Time Cost:	<input checked="" type="checkbox"/> Increased Baseline: <input type="checkbox"/>
Item Description: Twenty eight (28) complete sets of Personal Protective Ensembles (helmets, coats, pants, gloves, boots, protective hoods and rescue bags). 1/3 will be replaced in 2012, 1/3 in 2013, and 1/3 in 2013.	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: NFPA 1971 "Standard on Protective Ensembles for Structural Fire Fighting", YR 2007 amended edition being applied July 2012, addresses compliant protective ensembles. Current Mukilteo Fire Department firefighter issued protective ensembles need replacement to meet applicability of regulatory limitations and usage. NFPA 1971 standards require upgrades every five (5) years.	
What Alternatives Are Available, if Any? Continue using Personal Protective Ensembles and remain out-of-compliant with NFPA 1971 standards.	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
<i>Salaries</i>	11	0	0	0	0	0	0
<i>Overtime</i>	12	0	0	0	0	0	0
<i>Benefits</i>	21	0	0	0	0	0	0
<i>Uniforms</i>	24	0	0	0	0	0	0
<i>Supplies</i>	31	0	0	0	0	0	0
<i>Motor Fuel</i>	32	0	0	0	0	0	0
<i>Small Equipment</i>	35	0	25,000	25,000	25,000	0	0
<i>Professional Services</i>	41	0	0	0	0	0	0
<i>Communication</i>	42	0	0	0	0	0	0
<i>Travel & Subsistence</i>	43	0	0	0	0	0	0
<i>Rental/Lease</i>	45	0	0	0	0	0	0
<i>Software Maintenance</i>	4821	0	0	0	0	0	0
<i>Miscellaneous</i>	49	0	0	0	0	0	0
<i>Intergovernmental</i>	51	0	0	0	0	0	0
<i>Buildings</i>	62	0	0	0	0	0	0
<i>Improvements</i>	63	0	0	0	0	0	0
<i>Software</i>	6403	0	0	0	0	0	0
<i>Construction Projects</i>	65	0	0	0	0	0	0
Total Expenses		\$0	\$25,000	\$25,000	\$25,000	\$0	\$0

Sources of Payment	2012	2013	2014	2015	2016
<i>Ending Cash</i>	25,000	25,000	25,000	0	0
<i>Grants/Contributions</i>	0	0	0	0	0
<i>General Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other</i>	0	0	0	0	0
Total Sources	\$25,000	\$25,000	\$25,000	\$0	\$0



DECISION PACKAGE	
Department:	Fire Department
Division:	Suppression & EMS
Decision Package Title:	New Fire Pumper Truck
Preparer:	Fire Chief Springer
Account Number:	General Fund 75% & EMS Fund 25%
Ranking:	
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	<input checked="" type="checkbox"/> New Cost: <input type="checkbox"/>
One-Time Cost:	<input checked="" type="checkbox"/> Increased Baseline: <input type="checkbox"/>
Item Description: 1992 Fire Pumper Truck Replacement	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: The Fire Pumper Truck has served the City for twenty years is becoming a less mechanically reliable emergency response vehicle and needs to be replaced in 2012. The expected cost of replacement is \$630,000 Funding for the purchase is as follows: A five year \$630,000 Interfund Loan from the Equipment Replacement Fund will be used to purchase the Pumper Truck. The General Fund will pay 75% of the loan costs and the EMS Fund will pay the remaining 25%.	
What Alternatives Are Available, if Any?	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	4821	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Interfund Loan (General Fund)	81	0	96,000	96,000	96,000	96,000	96,000
Interfund Loan (EMS Fund)	81	0	32,000	32,000	32,000	32,000	32,000
Pumper Truck (General Fund)	6408	0	472,500	0	0	0	0
Pumper Truck (EMS Fund)	6408	0	157,500	0	0	0	0
Total Expenses		\$0	\$758,000	\$128,000	\$128,000	\$128,000	\$128,000

Sources of Payment	2012	2013	2014	2015	2016
Ending Cash	758,000	128,000	128,000	128,000	128,000
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$758,000	\$128,000	\$128,000	\$128,000	\$128,000



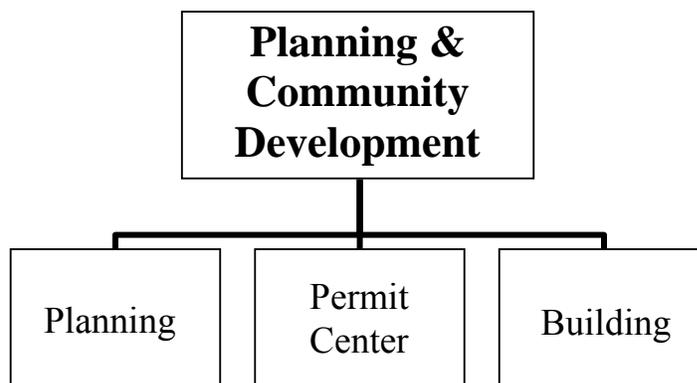
PLANNING & COMMUNITY DEVELOPMENT

The Planning and Community Development Department is responsible for developing long-range plans to help guide the City’s physical development as well as regulating land uses and administering the development process. In addition, the department provides assistance to the public regarding development regulations and information. The Building Division is responsible for building plan review and inspections. The Permit Center Division supports planning, development and building activities, as well as two commissions. It also supports Public Works engineering projects & their development review processes.

Community Development is responsible for enforcing the City’s land use and zoning regulations, reviewing all development proposals and investigating citizen complaints regarding violations of local land use regulations. The staff is also responsible for supporting the Hearing Examiner. During 2007-2011 CD staff provided project management services and prepared permit applications and SEPA documentation for city park, trail and fish passage projects. In 2012 staff will continue to guide restoration and fish passage projects. In addition, the 3.5 staff in CD can now only handle development review, code enforcement and limited capital project management. To this end, staff will be involved in the Big Gulch Gap Trail project construction and a grant application to RCO for land acquisition in Japanese Gulch.

The long-range Planning staff is responsible for drafting code amendments to revise existing code and to create new codes and leading the City’s planning efforts required by the State’s Growth Management Act. They also help guide economic development, including business retention. In addition, the staff works to safe guard neighborhoods and oversee waterfront redevelopment. The major efforts in 2012 include multiple code amendments, pre-zoning code development for State Route 525 and Highway 99, creating a unified Development Code and updating the Park Plan.

The Department provides extensive support to the City Council, Council Sustainability Subcommittee, and Planning Commission. In addition support is provided to the Hearing Examiner, Council Sustainability Subcommittee and for waterfront redevelopment planning and projects. The Department is organized into three divisions as shown below.





POSITION SUMMARY

Position Title	2011	2012
Planning Director	1	1
Assistant Director	1	1
Permit Services Supervisor	1	1
Permit Services Assistant	2	2
Senior Planner	1	1
Associate Planner	1	1
Assistant Planner	2	1
Building Official	1	1
Total	10	9

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT EXPENDITURE SUMMARY	2010 Actuals	2011 Budget	2012 Baseline	2012 Dept. Requests	2012 Proposed	\$ Increase/ (Decrease)
Planning	669,499	630,200	575,800	(5,000)	570,800	(59,400)
Permit Center	337,771	269,450	272,350	2,050	274,400	4,950
Building	124,260	129,500	133,900	(600)	133,300	3,800
TOTAL	1,131,530	1,029,150	982,050	(3,550)	978,500	(50,650)

PLANNING DEPARTMENT DECISION PACKAGE SUMMARY

Ranking	Division	Title	Amount
1	Permit Center	Permit Tracking & CFP Software	2,500
Total			\$2,500



Planning

PURPOSE

The Planning Division provides comprehensive long range planning and the Community Development division provides current planning land use services to the City and its citizens while ensuring compliance with Federal, State, and local laws. It also reviews all land use applications acting as lead Project Manager to determine: impact on the environment, appropriate mitigation, and development alternatives to proposed uses or developments based on the City’s Municipal Code. The CD division also provides land use code compliance.

The Department staff provides general assistance and staff support to City Council, Sustainability Council Subcommittee, Planning Commission, and Hearing Examiner. The Planning division support includes conducting general or specialized land use research; developing ordinances, policies and/or programs; facilitating large-scale or multi-agency development proposals.

The Department serves as the City’s lead agency for the development of the Comprehensive Plan, Functional Plans and preparing the new Unified Development Code including the zoning code.

PERFORMANCE INDICATORS

	2010	2011	2012
	Actual	Est.	Est.
Plats & Short Plats	0	0	1
Project Permits Submitted	3	4	4
SFR	27	18	15
Signs	27	15	15
Shoreline Permits	2	1	1
City Projects	4	5	4
Plans/Projects or Codes	10	15	9
Code Compliance	55	55	55
Grants	7	4	1

2012 GOALS & OBJECTIVES

- Maintain/improve processing time for development applications and report to the State on 120 day compliance or non-compliance as mandated for cities over 20,000 population using the on-line permit tracking system.
- Improve public information & incorporate changes into online permit process.
- Re-visit sign code – address changes for signs in the public rights-of-way and community events.
- Continue code compliance efforts primarily on complaint basis.
- Provide oversight & coordination of waterfront projects.
- Lead Big Gulch Trail Gap and support Japanese Gulch volunteer projects.
- Re-initiate effort to develop a Unified Development Code, as staffing allows.
- Manage Code and Comprehensive Plan amendments.



PLANNING

	2010 Actuals	2011 Amended Budget	2012 Baseline	2012 Department Requests	Total 2012 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES*						
Full Time Employees	461,173	405,100	389,200	0	389,200	(15,900)
Overtime	4,762	3,500	3,500	0	3,500	0
	<u>465,935</u>	<u>408,600</u>	<u>392,700</u>	<u>0</u>	<u>392,700</u>	<u>(15,900)</u>
PERSONNEL BENEFITS*						
FICA	35,840	31,200	29,800	0	29,800	(1,400)
PERS	24,735	28,200	28,100	0	28,100	(100)
L&I	1,432	1,400	1,400	0	1,400	0
Medical Benefits	71,062	72,800	55,800	0	55,800	(17,000)
Unemployment Compensation	1,948	0	0	0	0	0
Vehicle Allowance	2,400	2,400	2,400	0	2,400	0
Dental Benefits	6,779	6,600	9,500	0	9,500	2,900
Vision Benefits	2,082	2,000	1,500	0	1,500	(500)
Life Insurance	1,291	1,400	1,300	0	1,300	(100)
Long Term Disability Insurance	2,858	3,000	2,900	0	2,900	(100)
Medical Opt-Out Incentive	0	0	4,200	0	4,200	4,200
	<u>150,427</u>	<u>149,000</u>	<u>136,900</u>	<u>0</u>	<u>136,900</u>	<u>(12,100)</u>
SUPPLIES						
Office Supplies	242	500	500	0	500	0
Reference Material	0	100	100	(50)	50	(50)
Operating Supplies	0	0	0	50	50	50
Clothing/Boots	296	1,500	1,500	(1,000)	500	(1,000)
Motor Fuel	318	300	300	100	400	100
Small Items of Equipment	338	300	300	0	300	0
	<u>1,194</u>	<u>2,700</u>	<u>2,700</u>	<u>(900)</u>	<u>1,800</u>	<u>(900)</u>
OTHER SERVICES & CHARGES						
Reimbursable Consulting	0	6,500	6,500	0	6,500	0
Annexation Services	4,089	0	0	0	0	0
Telephone	1,616	1,700	1,700	0	1,700	0
Postage	6,309	7,000	7,000	(2,000)	5,000	(2,000)
Cell Phones	836	2,100	2,100	(1,400)	700	(1,400)
Travel & Subsistence	515	500	500	500	1,000	500
Legal Publications	2,960	3,000	3,000	(2,000)	1,000	(2,000)
Motor Pool Charges	0	3,900	3,500	0	3,500	(400)
Vehicle R&M	632	300	300	0	300	0
Software Maintance	4,703	4,700	4,700	500	5,200	500
Association Dues & Memberships	1,905	2,200	2,200	0	2,200	0
File, Recording Fees	0	100	100	0	100	0
Printing and Binding	524	400	400	0	400	0
Training & Registration Costs	1,499	3,500	3,500	0	3,500	0
Hearing Examiner	6,178	8,000	8,000	0	8,000	0
Miscellaneous	108	0	0	0	0	0
Comprehensive Plan	15,569	26,000	0	300	300	(25,700)
	<u>47,443</u>	<u>69,900</u>	<u>43,500</u>	<u>(4,100)</u>	<u>39,400</u>	<u>(30,500)</u>
CAPITAL OUTLAY						
Computer Software	4,500	0	0	0	0	0
	<u>4,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>669,499</u>	<u>630,200</u>	<u>575,800</u>	<u>(5,000)</u>	<u>570,800</u>	<u>(59,400)</u>

*A portion of 2011 and 2012 salaries and benefits is budgeted in the Surface Water fund.



Permit Center

PURPOSE

The Permit Center Division in the Planning and Community Development Department manages and operates the City Hall Information Desk and Permit Center; and provides clerical and support services to the Public Works, and Planning and Community Development Departments.

The Permit Center staff assist citizens and applicants with general zoning information; technical and general permit assistance; tracks all requests/applications; issues permits; serves as the City’s central cashiering location; and provides initial contact over the counter and on the phone for City Hall.

Support services to administer and provide data input to the computerized on-line permit tracking system, and maintenance of data bases and reporting of development status; staff also prepares and distributes commission packets; public noticing; records management; information brochures; and assistance with department web page for meetings, notices and development project information.

PERFORMANCE INDICATORS

	<u>2010</u>	<u>2011</u>	<u>2012</u>
	<u>Actual</u>	<u>Est.</u>	<u>Est.</u>
Packets Distributed	17	19	19
Land Use Permits	5	4	4
Building Permits Submitted	347	350	350
Engineering/ROW Permits	92	60	60
Fire Permits	43	40	40
Files Opened	544	550	550

2012 GOALS & OBJECTIVES

- Improve and maintain our strong customer services commitment.
- Expand and provide administrative function of electronic applications and project tracking and Capital Facilities software.
- Track/evaluate/improve processing time for permit issuance.
- Provide public information brochures, handouts and application packets.
- Maintain department webpage for notices, meeting dates and development projects.
- Continue records purging (file reduction) of obsolete records according to City & State retention schedules, as staffing allows.



PERMIT CENTER

	2010 Actuals	2011 Amended Budget	2012 Baseline	2012 Department Requests	Total 2012 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES						
Full Time Employees	220,094	169,400	168,400	0	168,400	(1,000)
Acting Supervisor Pay	0	1,000	1,000	0	1,000	0
Overtime	494	2,000	2,000	0	2,000	0
	<u>220,588</u>	<u>172,400</u>	<u>171,400</u>	<u>0</u>	<u>171,400</u>	<u>(1,000)</u>
PERSONNEL BENEFITS						
FICA	16,529	13,100	13,100	0	13,100	0
PERS	11,713	12,000	12,400	0	12,400	400
L&I	962	800	900	0	900	100
Medical Benefits	56,220	42,000	42,500	0	42,500	500
Dental Benefits	5,449	2,700	5,200	0	5,200	2,500
Vision Benefits	937	800	1,200	0	1,200	400
Life Insurance	616	600	600	0	600	0
Long Term Disability Insurance	1,364	1,300	1,300	0	1,300	0
	<u>93,790</u>	<u>73,300</u>	<u>77,200</u>	<u>0</u>	<u>77,200</u>	<u>3,900</u>
SUPPLIES						
Office Supplies	4,527	4,000	4,000	0	4,000	0
Clothing/Boots	0	200	200	(200)	0	(200)
	<u>4,527</u>	<u>4,200</u>	<u>4,200</u>	<u>(200)</u>	<u>4,000</u>	<u>(200)</u>
OTHER SERVICES & CHARGES						
Telephone	1,077	1,100	1,100	0	1,100	0
Postage	9	0	0	0	0	0
Travel & Subsistence	312	250	250	0	250	0
Equipment M&R	17,000	17,500	17,500	2,500	20,000	2,500
Association Dues & Memberships	60	100	100	(50)	50	(50)
Printing and Binding	56	100	100	0	100	0
Training & Registration	352	500	500	(200)	300	(200)
	<u>18,866</u>	<u>19,550</u>	<u>19,550</u>	<u>2,250</u>	<u>21,800</u>	<u>2,250</u>
TOTAL	<u>337,771</u>	<u>269,450</u>	<u>272,350</u>	<u>2,050</u>	<u>274,400</u>	<u>4,950</u>



Building

PURPOSE

The Building division is organized as part of the Planning and Community Development Department.

The division protects the public health and safety by ensuring that all structures are built in accordance with adopted building codes. This activity is closely coordinated with the Fire Code and Fire Marshall. It also assigns all street addresses.

The division provides information to the public on building code requirements, reviews and approves building plans, and performs a complete range of building services including plan check review and inspection services for all required codes, including building, plumbing, mechanical, energy, barrier free, air quality, and building heights. The State of Washington conducts electrical system plan checks and inspections. The Fire Department Fire Marshall reviews all development projects for International Fire code compliance with the assistance of contracted staff.

The division also investigates complaints regarding illegal or unsafe structures and when necessary, initiates code enforcement orders against violators.

Division activities are partially funded through fees paid by private developers and residents.

During 2011, the division anticipates that it will issue permits for \$6-8,000,000 Assessed Value of new development, which will include commercial and industrial projects and 10-15 new single family homes.

PERFORMANCE INDICATORS

	<u>2010</u>	<u>2011</u>	<u>2012</u>
	<u>Actual</u>	<u>Est.</u>	<u>Est.</u>
Permits Issued	334	340	340
Site Inspections	415	450	450
Const. Value (million \$)	\$ 15	\$ 21	\$ 18
Revenue (thousand \$)	\$ 297	\$ 211	\$ 211

2012 GOALS & OBJECTIVES

- Utilize on-line electronic application submittals, permit issuance and inspections.
- Maintain permit flow / turn-around times.
- To maintain pro-active stance and oversight during the development of critical / difficult sites.
- To assist in the evaluation of building fees and to make adjustments based on actual/estimated cost of service.



BUILDING

	2010	2011	2012	2012	Total 2012	\$ Increase/ (Decrease)
	Actuals	Amended Budget	Baseline	Department Requests	Requests	
SALARIES & WAGES						
Full Time Employees	65,669	65,500	65,500	0	65,500	0
Special Assignment Pay	9,850	10,000	10,000	0	10,000	0
	<u>75,519</u>	<u>75,500</u>	<u>75,500</u>	<u>0</u>	<u>75,500</u>	<u>0</u>
PERSONNEL BENEFITS						
FICA	5,490	5,800	5,800	0	5,800	0
PERS	4,010	5,300	5,500	0	5,500	200
L&I	1,346	1,700	1,800	0	1,800	100
Medical Benefits	15,565	17,100	20,200	0	20,200	3,100
Dental Benefits	4,148	1,400	2,500	0	2,500	1,100
Vision Benefits	514	400	700	0	700	300
Life Insurance	184	300	300	0	300	0
Long Term Disability Insurance	407	600	600	0	600	0
	<u>31,664</u>	<u>32,600</u>	<u>37,400</u>	<u>0</u>	<u>37,400</u>	<u>4,800</u>
SUPPLIES						
Reference Material	757	500	500	0	500	0
Operating Supplies	337	700	700	0	700	0
Clothing/Boots	198	400	400	0	400	0
Motor Fuel	1,285	1,200	1,200	0	1,200	0
Small Items of Equipment	41	200	200	0	200	0
	<u>2,618</u>	<u>3,000</u>	<u>3,000</u>	<u>0</u>	<u>3,000</u>	<u>0</u>
OTHER SERVICES & CHARGES						
Contract Services	11,505	10,000	10,000	0	10,000	0
Telephone	539	1,000	1,000	(400)	600	(400)
Postage	164	300	300	0	300	0
Cellular Phones	494	500	500	0	500	0
Travel & Subsistence	0	400	400	0	400	0
Motor Pool Charges	0	4,000	3,600	0	3,600	(400)
Vehicle R&M	1,116	600	600	(200)	400	(200)
Association Dues & Memberships	390	400	400	0	400	0
File, Recording Fees	81	200	200	0	200	0
Training & Registration Costs	170	1,000	1,000	0	1,000	0
	<u>14,459</u>	<u>18,400</u>	<u>18,000</u>	<u>(600)</u>	<u>17,400</u>	<u>(1,000)</u>
TOTAL	<u>124,260</u>	<u>129,500</u>	<u>133,900</u>	<u>(600)</u>	<u>133,300</u>	<u>3,800</u>



DECISION PACKAGE	
Department:	Planning
Division:	Permit Center
Decision Package Title:	Permit Tracking & CFP Software Maintenance
Preparer:	Patricia Love
Account Number:	011.30.559.601.4815
Ranking:	1
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	<input checked="" type="checkbox"/>
One-Time Cost:	<input type="checkbox"/>
New Cost:	<input type="checkbox"/>
Increased Baseline:	<input checked="" type="checkbox"/>
Item Description: Permit Tracking and CFP Licensing Software	
Brief Explanation Why Your Department Needs: In 2011 the City entered into an agreement with Paladin Data System to beta test Paladin's new capital facilities software. Paladin gave the City full use and future upgrades of the software for free with the only expense to the City being the cloud hosting costs of \$2,500 per year. This DP shows the cost for our yearly maintenance for the permit tracking software (\$17,500) and the new capital facilities software cloud hosting costs (\$2,500).	
What Alternatives Are Available, if Any? Cancel the contract that the City entered into with Paladin in 2011.	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	4815	17,500	2,500	2,500	2,500	2,500	2,500
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	6403	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$17,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500

Sources of Payment		2012	2013	2014	2015	2016
Ending Cash		2,500	2,500	2,500	2,500	2,500
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$2,500	\$2,500	\$2,500	\$2,500	\$2,500



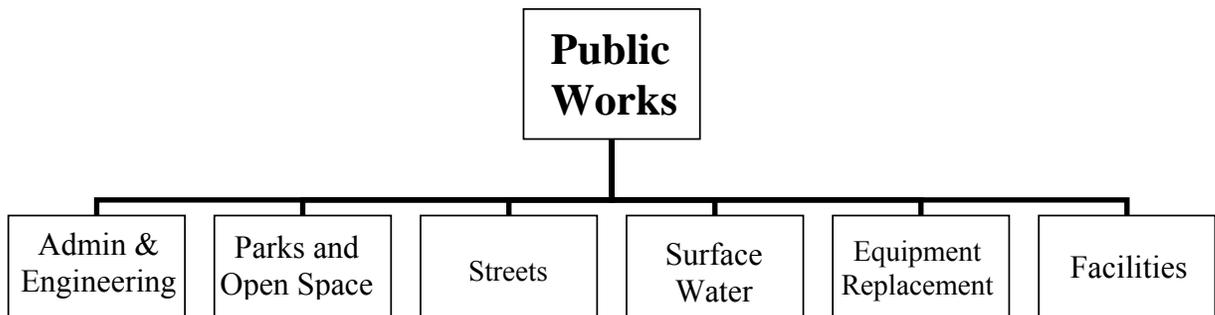


PUBLIC WORKS DEPARTMENT

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. This work takes place on or involves:

- 67 miles of streets
- Two traffic signals and school zone flashers
- 35 miles of storm drains
- 499 acres of parklands and landscaped areas, including tidelands
- 75 vehicles and pieces of equipment – excluding police and fire (Equipment Rental)
- 23 municipal buildings – including two Fire Stations, a Police Station, three Public Works buildings, City Hall, the Light House buildings (4), Lighthouse Park (6), 92nd Street Park (1), the new Community Center, the Boys and Girls Club building in Old Town, two houses on property owned by the City, and one commercial building on recently purchased property (the Chamber of Commerce property). This is an increase of 7 structures in the last two years (with no additional staff).
- 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).

The Department is organized into six operating divisions as shown below:



POSITION SUMMARY

<u>Position Title</u>	<u>2011</u>	<u>2012</u>
Public Works Director	1	1
Assistant City Engineer	1	1
Engineering Technician	1	1
Lead Serviceworker	4	4
Park/Utility Service Worker	8	8
Park Attendant	1.5	1.5
Superintendent	1	1
Department Assistant	0.5	0.5
Total	18	18



PUBLIC WORKS DEPARTMENT EXPENDITURE SUMMARY	2010 Actuals	2011 Budget	2012 Baseline	2012 Dept. Requests	2012 Proposed	\$ Increase/ (Decrease)
Administration & Engineering	438,228	231,350	230,050	(9,500)	220,550	(10,800)
Parks and Open Space	640,304	743,900	692,000	(21,450)	670,550	(73,350)
Streets	691,503	800,000	756,960	(8,230)	748,730	(51,270)
Surface Water	1,370,328	1,599,952	972,650	714,700	1,687,350	87,398
Equipment Replacement	0	525,000	2,000	173,100	175,100	(349,900)
Facilities Maintenance	382,980	425,900	431,700	21,640	453,340	27,440
TOTAL	3,523,343	4,326,102	3,085,360	870,260	3,955,620	(370,482)

PUBLIC WORKS DEPARTMENT DECISION PACKAGE SUMMARY

Ranking	Division	Title	Amount
1	Parks and Open Space	Motor Fuel	600
2	Parks and Open Space	Natural Gas	300
3	Parks and Open Space	Small Items of Equipment	1,400
4	Parks and Open Space	Reforestation & Revegetation Plantings	5,000
	Parks and Open Space Total		7,300
1	Streets	Electricity - Street Lights	4,100
	Streets Total		4,100
1	Surface Water	Motor Fuel	3,000
2	Surface Water	Vehicle Repairs and Maintenance	4,000
3	Surface Water	Vactor Service	19,000
4	Surface Water	Hazardous Waste Disposal	5,400
Capital	Surface Water	Capital Outlays	715,300
	Surface Water Total		746,700
1	Equipment Replacement	Patrol Vehicles	60,000
2	Equipment Replacement	Parks Truck	35,000
3	Equipment Replacement	Parks 72" Mower	29,000
4	Equipment Replacement	Animal Control Vehicle	38,100
5	Equipment Replacement	Parks Gator	11,000
	Equipment Replacement Total		173,100
1	Facilities Maintenance	Fire Alarm Panel Replacement	15,000
2	Facilities Maintenance	Replace Security System at PD	18,000
3	Facilities Maintenance	Electricity	3,000
4	Facilities Maintenance	Replace Carpet in PD Records Area	2,500
5	Facilities Maintenance	Janitorial Services	700
	Facilities Maintenance Total		6,200
	Grand Total Public Works		937,400



Administration and Engineering

PURPOSE

The Administration and Engineering Division of Public Works:

- Manages public works projects that maintain the City’s capital assets or build new ones.
- 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.
- Oversees the operations and maintenance (O&M) divisions of public works (storm water, streets, parks, facilities, equipment maintenance).
- Provides support to the Public Works O&M divisions, Community Development Department, the Police and Fire Departments and oversees the Public Works role as a first responder in the event of an emergency.
- Manage the City’s right-of-way permit program.
- Manage the City’s street light program through agreements for service with Snohomish County PUD and Snohomish County Public Works (for lights wholly owned by the City).
- Manages the City’s traffic signals and school zone flashers through a contract with the Snohomish County Public Works.
- Is responsible for the City’s transportation plan and assists with the development of the City’s Capital Improvement Program.

2011 ACCOMPLISHMENTS

- Completed another 3 miles of street preservation (chip seals).
- Recoated several cul-de-sacs in the Chennault Beach area.
- Completed the new Community Center.
- Completed Phase II and IIB of the Light House Park project.
- Completed 88th St. left hand turn lane project.
- Got the second set of docks for Light House Park built.
- Installed a new fence on a stormwater detention pond.
- Completed supplemental planting of berms at Light House Park (joint proj. with Community Development).
- Installed the radar speed indicator signs on 5th and SR 525.

2012 GOALS & OBJECTIVES

- Finish code updates/reviews: Storm water, grading and geological sensitive area regulations (carry over, again).
- Complete and initiate 2011 carry-over capital projects.
- Adopt sidewalk management code (carry over project from 09,10, and 11).
- Continue updating the GIS system to include all City assets (streets, storm water, parks, and buildings).
- Continue implementation of the NPDES Phase II permit requirements.
- Continue with implementation the pavement management system program.
- Meet development review timeline goals.

PERFORMANCE INDICATORS

	2010	2011	2012
	Actual	Est.	Est.
Plat Reviews	4	0	1
Land Use Permits	10	4	4
ROW Permits	63	75	75
Engineering Permits	55	25	25
Capital Projects Managed	4	14	12
Capital Projects Constructed	4	9	9
Sign Permits	22	12	15
Traffic Studies (speed/count)	6	4	4
Engineering Studies/Design	3	0	0



PUBLIC WORKS ADMINISTRATION & ENGINEERING

	2010	2011	2012	2012	Total 2012	\$ Increase/ (Decrease)
	Actuals	Amended Budget	Baseline	Department Requests	Requests	
SALARIES & WAGES						
Full Time Employees	202,028	117,300	120,900	0	120,900	3,600
Part Time Employees	16,817	17,700	18,600	0	18,600	900
Overtime	25	1,000	1,000	0	1,000	0
	<u>218,870</u>	<u>136,000</u>	<u>140,500</u>	<u>0</u>	<u>140,500</u>	<u>4,500</u>
PERSONNEL BENEFITS						
FICA	16,528	10,300	10,700	0	10,700	400
PERS	11,517	9,400	10,100	0	10,100	700
L&I	724	500	700	0	700	200
Medical Benefits	29,508	24,000	19,200	0	19,200	(4,800)
Dental Benefits	2,365	1,600	1,900	0	1,900	300
Vision Benefits	222	500	200	0	200	(300)
Life Insurance	588	500	500	0	500	0
Long Term Disability Insurance	1,301	1,000	1,000	0	1,000	0
Medical Opt-Out Incentive	0	0	1,000	0	1,000	1,000
	<u>62,753</u>	<u>47,800</u>	<u>45,300</u>	<u>0</u>	<u>45,300</u>	<u>(2,500)</u>
SUPPLIES						
Office Supplies	92	400	400	(150)	250	(150)
Reference Material	337	300	300	0	300	0
Operating Supplies	9	200	200	0	200	0
Clothing/Boots	153	100	100	150	250	150
Motor Fuel	1,086	700	700	0	700	0
Small Items of Equipment	331	300	300	0	300	0
	<u>2,008</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>0</u>
OTHER SERVICES & CHARGES						
Engineering & Architect Services	18,586	15,000	15,000	(8,000)	7,000	(8,000)
Other Professional Services	12,634	5,000	5,000	(2,000)	3,000	(2,000)
Telephone	1,437	1,500	1,500	0	1,500	0
Postage	151	350	350	0	350	0
Cell Phone	2,567	1,900	1,900	100	2,000	100
Travel & Subsistence	902	900	900	0	900	0
Legal Publications	187	400	400	0	400	0
Motor Pool Charges	0	15,100	11,800	0	11,800	(3,300)
Vehicle R&M	301	600	600	400	1,000	400
Software Maintenance & Subscriptions	998	1,000	1,000	0	1,000	0
Association Dues & Memberships	706	700	700	0	700	0
File, Recording Fees	68	400	400	0	400	0
Printing And Binding	45	200	200	0	200	0
Training & Registration Costs	1,366	2,400	2,400	0	2,400	0
Railroad Quiet Zone Contract	114,549	0	0	0	0	0
	<u>154,497</u>	<u>45,450</u>	<u>42,150</u>	<u>(9,500)</u>	<u>32,650</u>	<u>(12,800)</u>
INTERGOVERNMENTAL SERVICES						
MRSC Small Works Roster Fee	100	100	100	0	100	0
	<u>100</u>	<u>100</u>	<u>100</u>	<u>0</u>	<u>100</u>	<u>0</u>
TOTAL	<u>438,228</u>	<u>231,350</u>	<u>230,050</u>	<u>(9,500)</u>	<u>220,550</u>	<u>(10,800)</u>



Parks and Open Space

PURPOSE

The Parks and Open Space Division maintains all of the City-owned parklands and landscaped areas. Maintenance and improvement activities take place on 499 acres of parks and open space, including seven municipal facility building sites (police station, two fire stations, City Hall, a building used by the Chamber of Commerce, the Community Center and the public works shop).

Maintenance activities include: mowing, fertilizing, pruning, weeding, planting of new plants, 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 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.

PERFORMANCE INDICATORS

	2010	2011	2012
	<u>Actual</u>	<u>Est.</u>	<u>Est.</u>
<u>Acreage</u>			
Parks	58	74	74
Open Space	357	357	357
Tidelands	84	84	84
Total Acreage	499	515	515
<u>Parks</u>			
Number of Parks	33	33	33
Recreation Trails	4	7	7
<u>Lighthouse Park</u>			
Hours Open to Public	5,100	5,100	5,100
Hours Supervised	2,500	2,500	2,500
<u>Landscape Maintenance</u>			
Sites Maintained	23	24	24
Acres Maintained	124.0	125.3	125.3
Acres Mowed	20	21	21
Trees Planted	10	10	10
Shrubs/Flowers	250	250	250

2011 ACCOMPLISHMENTS

Since additional work was added to the parks crew without additional staff (the Big Gulch trail, new community center, Light House Park phase II and IIB, and the Peterson property on Beverly Park Road), service levels dropped on minor parks, to some extent on 92nd Street Park and some facilities grounds care.

2012 GOALS & OBJECTIVES

Preserve existing park assets with an emphasis on Light House Park and 92nd Street Park and lay out a plan for how to bring back up the level of service at all facilities.



PARKS AND OPEN SPACE

	2010	2011	2012	2012	Total 2012	\$ Increase/ (Decrease)
	Actuals	Amended Budget	Baseline	Department Requests	Requests	
SALARIES & WAGES						
Full Time Employees	279,414	272,900	280,800	0	280,800	7,900
Part Time Employees	52,277	47,100	47,100	0	47,100	0
Standby Pay	6,804	4,000	4,000	0	4,000	0
Overtime	6,607	12,800	4,000	0	4,000	(8,800)
	345,102	336,800	335,900	0	335,900	(900)
PERSONNEL BENEFITS						
FICA	25,928	25,100	25,700	0	25,700	600
PERS	15,549	22,800	21,000	0	21,000	(1,800)
L&I	7,861	8,400	9,100	0	9,100	700
Medical Benefits	80,844	90,000	87,300	0	87,300	(2,700)
Teamsters Pension	8,105	7,800	7,800	0	7,800	0
Unemployment Compensation*	8,071	500	0	0	0	(500)
Dental Benefits	9,909	7,500	13,700	0	13,700	6,200
Vision Benefits	3,258	2,300	3,700	0	3,700	1,400
Life Insurance	783	1,100	1,100	0	1,100	0
Long Term Disability Insurance	1,734	2,500	2,500	0	2,500	0
Medical Opt-Out Incentive	0	0	200	0	200	200
	162,042	168,000	172,100	0	172,100	4,100
SUPPLIES						
Operating Supplies	23,958	28,600	28,600	0	28,600	0
Clothing/Boots	3,395	3,400	3,400	500	3,900	500
Building Maintenance Supplies	1,426	2,500	2,500	0	2,500	0
Signs	1,208	1,000	1,000	0	1,000	0
Landscape Materials	5,641	10,000	10,000	0	10,000	0
Flower Basket Program	2,592	10,000	10,000	0	10,000	0
Motor Fuel	6,709	6,600	6,600	0	6,600	0
Small Items of Equipment	6,235	800	800	0	800	0
	51,164	62,900	62,900	500	63,400	500

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PARKS AND OPEN SPACE

	2010 Actuals	2011 Amended Budget	2012 Baseline	2012 Department Requests	Total 2012 Requests	\$ Increase/ (Decrease)
OTHER SERVICES & CHARGES						0
Other Professional Services	5,845	12,000	12,000	0	12,000	0
Telephone	2,343	2,400	2,400	0	2,400	0
Cell Phone	2,387	3,000	3,000	0	3,000	0
Travel & Subsistence	0	300	300	0	300	0
Legal Publications	0	0	0	250	250	250
Land Rental	1,910	2,000	2,000	0	2,000	0
Work Equipment & Machine Rental	1,545	2,500	2,500	0	2,500	0
Motor Pool Charges	0	71,800	28,700	0	28,700	(43,100)
Natural Gas	1,259	2,000	2,000	300	2,300	300
Electricity	5,495	6,000	6,000	(1,500)	4,500	(1,500)
Sewer Service	8,371	5,000	5,000	0	5,000	0
Garbage Services	9,153	15,000	15,000	(15,000)	0	(15,000)
Water Service	16,258	12,000	12,000	(6,000)	6,000	(6,000)
Storm Drainage Charges	13,710	12,000	12,000	0	12,000	0
Equipment R&M	4,562	5,000	5,000	0	5,000	0
Other Maintenance & Repair	763	600	600	0	600	0
Vehicle R&M	4,698	5,500	5,500	0	5,500	0
Laundry Services	841	800	800	0	800	0
Training & Registration Costs	424	1,300	1,300	0	1,300	0
HP Maintenance Association Dues	2,432	5,000	5,000	0	5,000	0
	<u>81,996</u>	<u>164,200</u>	<u>121,100</u>	<u>(21,950)</u>	<u>99,150</u>	<u>(65,050)</u>
CAPITAL OUTLAY						
Other Machinery & Equipment	0	12,000	0	0	0	(12,000)
	<u>0</u>	<u>12,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(12,000)</u>
TOTAL	<u>640,304</u>	<u>743,900</u>	<u>692,000</u>	<u>(21,450)</u>	<u>670,550</u>	<u>(73,350)</u>

*Unemployment compensation is now budgeted in Human Resources





Streets

PURPOSE

The Streets Maintenance Division maintains the City’s street system, (except for the pavement on SR 525 and 526), sidewalks, curbs, gutters, crosswalk and school zone flashers, signs, some vegetation in the right-of-ways and picks up and disposes of illegally dumped waste in the City.

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

Of the 13 signals in the City only two are owned and operated by the City, Washington State Department of Transportation owns the remainder, as well as the signage on SR 525/526.

2011 ACCOMPLISHMENTS

- Completed preparing pavement areas for the 2011 chip seal program.
- Got sidewalks/curbs sprayed for weeds/grasses.
- Began the installation of a gravel shoulder on Cyrus Way south of Harbour Pointe Blvd to provide pedestrian walking space out of the traffic lane.
- Installed radar speed detector signs.
- Secured the street and retaining wall failures on 61st Place West.
- Replaced root damaged asphalt walkway sections on Harbour Pointe Blvd. between Kamiak High School and the middle school.

PERFORMANCE INDICATORS

	2010	2011	2012
	Actual	Est.	Est.
Miles of Street	67	67	67
Traffic Signals	2	2	2
Street Lights*	80	80	80
Potholes Repaired	75	100	100
Tons of Asphalt Used	42	200	50
Lane Lines Painted (miles)	70	70	70
Streets Swept (miles)	600	500	600
Snow/Ice Removed (hours)	40	300	500
Painted Markings (sf)	10,000	10,000	10,000
Sidewalk Repaired (sf)	600	300	600
Signs Installed/Replaced	400	200	200
Sign Posts Installed/Repl.	125	100	125
Miles of ROW mowed.	40	40	40

* work orders for repair processed.

2012 GOALS & OBJECTIVES

- Continue street sign replacement and repair program
- Prepare 3-5 miles of streets for chip seals.
- Manage contracts/agreements for street striping, vegetation control.
- Mow ROW shoulder vegetation a minimum of two times between late March and end of October.



STREET FUND

	2010 Actual	2011 Budget	2011 Y.E. Estimate	2012 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$128,387	\$149,900	\$104,980	\$19,350	(\$130,550)
<u>Revenues</u>					
Street Fuel Tax	296,803	300,000	290,000	295,000	(5,000)
Miscellaneous	272	200	240	100	(100)
Operating Transfers In	350,000	356,100	426,100	485,000	128,900
Total Revenues	647,074	656,300	716,340	780,100	123,800
<u>Total Resources</u>	775,462	806,200	821,320	799,450	(6,750)
<u>Expenditures</u>					
Salaries & Wages	266,659	269,100	264,990	266,400	(2,700)
Personnel Benefits	98,046	107,400	105,670	108,600	1,200
Supplies	77,565	81,600	75,880	70,700	(10,900)
Other Services & Charges	220,448	299,900	314,820	256,030	(43,870)
Intergovernmental Svcs.	25,583	42,000	40,610	42,000	0
Capital Outlay	3,202	0	0	5,000	5,000
<u>Total Expenditures</u>	691,503	800,000	801,970	748,730	(51,270)
<u>Ending Fund Balance</u>	\$83,959	\$6,200	\$19,350	\$50,720	\$44,520



STREETS

	2010	2011	2012	2012	Total 2012	\$ Increase/ (Decrease)
	Actuals	Amended Budget	Baseline	Department Requests	Requests	
SALARIES & WAGES						
Full Time Employees	261,967	260,800	258,100	0	258,100	(2,700)
Acting Supervisor Pay	327	300	300	0	300	0
Standby Pay	2,940	4,000	4,000	0	4,000	0
Overtime	1,425	4,000	4,000	0	4,000	0
	266,659	269,100	266,400	0	266,400	(2,700)
PERSONNEL BENEFITS						
FICA	20,236	20,600	20,500	0	20,500	(100)
PERS	14,129	18,700	19,300	0	19,300	600
L&I	4,787	5,600	6,000	0	6,000	400
Medical Benefits	46,777	49,100	45,200	0	45,200	(3,900)
Teamsters Pension	4,825	4,700	4,700	0	4,700	0
Unemployment Compensation	0	600	600	0	600	0
Dental Benefits	4,319	4,000	6,400	0	6,400	2,400
Vision Benefits	627	1,200	800	0	800	(400)
Life Insurance	730	900	900	0	900	0
Long Term Disability Insurance	1,617	2,000	2,000	0	2,000	0
Medical Opt-Out Incentive	0	0	2,200	0	2,200	2,200
	98,046	107,400	108,600	0	108,600	1,200
SUPPLIES						
Operating Supplies	17,543	23,000	23,000	(5,000)	18,000	(5,000)
Clothing/Boots	3,250	3,200	3,200	0	3,200	0
Aggregate	16,665	14,000	14,000	0	14,000	0
Traffic Control Device Supply	19,237	15,000	15,000	0	15,000	0
Motor Fuel	19,421	17,000	17,000	0	17,000	0
Small Items of Equipment	1,450	9,400	4,400	(900)	3,500	(5,900)
	77,565	81,600	76,600	(5,900)	70,700	(10,900)
OTHER SERVICES & CHARGES						
Hazardous Materials Testing	253	1,000	1,000	(1,000)	0	(1,000)
Contract Services	33,091	30,000	30,000	0	30,000	0
Telephone	2,343	2,400	2,400	0	2,400	0
Cell Phone	1,574	2,100	2,100	0	2,100	0
Travel & Subsistence	69	100	100	0	100	0
Work Equip & Machine Rental	7,084	6,000	6,000	0	6,000	0
Motor Pool Charges	0	85,500	49,960	0	49,960	(35,540)
Insurance	26,526	26,600	26,600	0	26,600	0
Hazardous Waste Disposal	13,130	6,000	6,000	(5,400)	600	(5,400)
Public Utility Solid Waste	177	500	500	0	500	0
Electricity Street Lights	107,549	110,000	110,000	4,070	114,070	4,070
Brush Disposal	4,269	4,000	4,000	0	4,000	0
Construction Debris Disposal	2,111	3,000	3,000	0	3,000	0
Equipment R&M	11,041	4,000	4,000	0	4,000	0
Vehicle R&M	9,767	17,000	11,000	0	11,000	(6,000)
Laundry Services	1,140	1,200	1,200	0	1,200	0
Training & Registration	324	500	500	0	500	0
	220,448	299,900	258,360	(2,330)	256,030	(43,870)

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STREETS

	2010 Actuals	2011 Amended Budget	2012 Baseline	2012 Department Requests	Total 2012 Requests	\$ Increase/ (Decrease)
INTERGOVERNMENTAL SERVICES						0
Lane Striping & Marking	12,163	25,000	25,000	0	25,000	0
Street Light Maintenance	9,028	14,000	14,000	0	14,000	0
Repairs In ROW	4,392	1,000	1,000	0	1,000	0
ROW Vegetation Maintenance	0	2,000	2,000	0	2,000	0
	<u>25,583</u>	<u>42,000</u>	<u>42,000</u>	<u>0</u>	<u>42,000</u>	<u>0</u>
CAPITAL OUTLAYS						
Lighting Systems	3,202	0	5,000	0	5,000	5,000
	<u>3,202</u>	<u>0</u>	<u>5,000</u>	<u>0</u>	<u>5,000</u>	<u>5,000</u>
TOTAL	<u>691,503</u>	<u>800,000</u>	<u>756,960</u>	<u>(8,230)</u>	<u>748,730</u>	<u>(51,270)</u>



Surface Water Management

PURPOSE

The Surface Water Management Division of Public Works provides surface/storm water control for the community through the maintenance of the City’s drainage system (pipes, ditches, culverts, catch basins, detention facilities). Stream corridors are observed for problems and where appropriate, and with the necessary State approvals, may do limited maintenance to prevent damage from flooding. However, for legal reasons, for the most part, the ravines must remain a “hands off”, “leave in the natural state” type of situation.

The Division develops solutions to small scale localized problems and constructs those improvements.

Street sweeping is paid for from this fund since the primary purpose of street cleaning is to reduce the amount of contamination (street contaminated sand, dirt, organic matter, and litter such as cigarette butts), getting into the City’s streams and ponds. It also reduces the cost of keeping the stormwater catch basins clean since less material gets into them.

The Division and other related overhead costs are primarily funded by user charges. Billing services are provided through a contract with the Mukilteo Water and Sewer District. System customers are billed every two months.

PERFORMANCE INDICATORS

	2010 Actual	2011 Est.	2012 Est.
Drainage Basins	13	13	13
Miles of Pipe	35	35	35
Miles of Ditches	10	10	10
Catch Basins	2,614	2,614	2,616
Catch Basins Cleaned	1,000	500	1,000
Detention Ponds	96	96	96
Ponds Cleaned	4	11	4

2011 ACCOMPLISHMENTS

- Corrected ground water problem on Mukilteo Lane in front of the new Japanese Gulch trail.
- Cleaned out several large detention ponds that had not been maintained in years.
- Fixed several small drainage issues by installing new pipe.
- Assisted with the Japanese Gulch fish passage work.
- Kept our streets reasonably well swept.

2012 GOALS & OBJECTIVES

- As part of the City’s effort to implement Congress’ mandated National Pollutant Discharge Elimination System (NPDES) Stormwater Program, three staff members are being partially shifted from the General Fund (50% of Associate Planner, 28% of Assistant City Engineer & 25% of Assistant Planning & Community Development Director.)
- Perform regular preventive maintenance of drainage system and detention ponds.
- Minor improvements to the City surface water collection, treatment and convenience system.



SURFACE WATER MANAGEMENT FUND

	<u>2010 Actual</u>	<u>2011 Budget</u>	<u>2011 Y.E. Estimate</u>	<u>2012 Budget</u>	<u>\$ Increase/ (Decrease)</u>
Beginning Fund Balance	\$1,640,671	\$1,286,990	\$1,555,850	\$1,664,340	\$377,350
<u>Revenues</u>					
Grants	0	23,000	127,650	0	(23,000)
Storm Drainage Fees & Charges	1,237,147	1,250,000	1,250,000	1,250,000	0
Investment Interest	5,103	25,000	3,320	3,600	(21,400)
Interfund Transfers	9,998	0	0	0	0
Total Revenues	1,252,248	1,298,000	1,380,970	1,253,600	(44,400)
<u>Total Resources</u>	<u>2,892,919</u>	<u>2,584,990</u>	<u>2,936,820</u>	<u>2,917,940</u>	<u>332,950</u>
<u>Expenditures</u>					
Salaries & Wages	355,532	430,300	413,890	382,700	(47,600)
Personnel Benefits	137,862	179,900	167,970	169,900	(10,000)
Supplies	34,075	40,600	32,870	38,600	(2,000)
Other Services & Charges	335,496	241,250	283,840	119,350	(121,900)
Intergovernmental Svcs.	55,660	81,900	62,600	66,000	(15,900)
Capital Outlay	256,203	430,502	115,810	715,300	284,798
Payments For Svcs.	195,500	195,500	195,500	195,500	0
<u>Total Expenditures</u>	<u>1,370,328</u>	<u>1,599,952</u>	<u>1,272,480</u>	<u>1,687,350</u>	<u>87,398</u>
<u>Ending Fund Balance</u>	<u>\$1,522,590</u>	<u>\$985,038</u>	<u>\$1,664,340</u>	<u>\$1,230,590</u>	<u>\$245,552</u>



SURFACE WATER MANAGEMENT

	2010	2011	2012	2012	Total 2012	\$ Increase/
	Actuals	Amended Budget	Baseline	Department Requests	Requests	(Decrease)
SALARIES & WAGES						
Full Time Employees	336,879	416,600	368,800	0	368,800	(47,800)
Part Time Employees	6,692	5,300	5,500	0	5,500	200
Acting Supervisor Pay	1,315	400	400	0	400	0
Standby Pay	7,056	4,000	4,000	0	4,000	0
Overtime	3,590	4,000	4,000	0	4,000	0
	355,532	430,300	382,700	0	382,700	(47,600)
PERSONNEL BENEFITS						
FICA	26,466	32,900	29,300	0	29,300	(3,600)
PERS	18,108	30,000	28,000	0	28,000	(2,000)
L&I	5,657	7,300	7,600	0	7,600	300
Medical Benefits	67,928	86,500	82,000	0	82,000	(4,500)
Teamsters Pension	5,680	5,500	5,500	0	5,500	0
Unemployment Compensation	0	500	500	0	500	0
Dental Benefits	9,087	7,400	8,400	0	8,400	1,000
Vision Benefits	1,999	2,200	1,700	0	1,700	(500)
Life Insurance	914	1,400	1,300	0	1,300	(100)
Long Term Disability Insurance	2,023	3,100	2,800	0	2,800	(300)
Medical Opt-Out Incentive	0	0	2,800	0	2,800	2,800
	137,862	176,800	169,900	0	169,900	(6,900)
SUPPLIES						
Office Supplies	6	200	200	0	200	0
Operating Supplies	12,885	18,000	18,000	(5,000)	13,000	(5,000)
Vehicle R&M Tools/Equipment	0	250	250	0	250	0
Clothing/Boots	2,649	2,650	2,650	0	2,650	0
Radio Parts and Supplies	0	500	500	0	500	0
Aggregate	7,417	7,000	7,000	0	7,000	0
Motor Fuel	7,483	7,000	7,000	3,000	10,000	3,000
Small Items of Equipment	3,635	5,000	5,000	0	5,000	0
	34,075	40,600	40,600	(2,000)	38,600	(2,000)
OTHER SERVICES & CHARGES						
Other Professional Services	228,603	125,000	5,000	(5,000)	0	(125,000)
Wetland Mitigation Services	0	24,000	0	5,000	5,000	(19,000)
Hazardous Materials Testing	1,920	1,800	1,800	1,000	2,800	1,000
Contract Services	0	10,000	10,000	(6,500)	3,500	(6,500)
Telephone	2,343	2,700	2,700	0	2,700	0
Cell Phones	1,207	500	500	0	500	0
Travel & Subsistence	14	200	200	0	200	0
Work Equip & Machine Rental	1,744	4,000	4,000	0	4,000	0
Motor Pool Charges	15,860	49,500	24,800	0	24,800	(24,700)
Insurance	40,078	0	26,400	(2,500)	23,900	23,900
Hazardous Waste Disposal	5,674	8,000	8,000	5,400	13,400	5,400
Brush Disposal	0	2,000	2,000	0	2,000	0

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SURFACE WATER MANAGEMENT

	2010	2011	2012	2012	Total 2012	\$ Increase/ (Decrease)
	Actuals	Amended Budget	Baseline	Department Requests	Requests	
Equipment R&M	1,018	500	500	0	500	0
Vehicle R&M	9,513	4,000	4,000	4,000	8,000	4,000
Laundry Services	1,057	1,050	1,050	0	1,050	0
Training & Registration	1,335	1,500	1,500	0	1,500	0
Permit Fees	9,608	0	0	0	0	0
Taxes And Assessments	0	3,500	3,500	0	3,500	0
Vactor Service	15,522	3,000	3,000	19,000	22,000	19,000
	<u>335,496</u>	<u>241,250</u>	<u>98,950</u>	<u>20,400</u>	<u>119,350</u>	<u>(121,900)</u>
INTERGOVERNMENTAL SVCS						
Mukilteo Water District	24,892	30,000	30,000	0	30,000	0
Snohomish County - ILA	0	21,000	21,000	(19,000)	2,000	(19,000)
WRIA ILA	6,873	9,000	9,000	0	9,000	0
Dept of Ecology	0	10,000	10,000	0	10,000	0
Taxes and Assessments	23,895	15,000	15,000	0	15,000	0
	<u>55,660</u>	<u>85,000</u>	<u>85,000</u>	<u>(19,000)</u>	<u>66,000</u>	<u>(19,000)</u>
CAPITAL OUTLAYS						
LH Park Phase II Construction	99,848	0	0	0	0	0
Smuggler's Gulch Stormwater	0	23,000	0	125,000	125,000	102,000
61st Street Culvert Replacement	5,919	259,000	0	210,000	210,000	(49,000)
Fence Replacement	14,919	15,000	0	0	0	(15,000)
Big Gulch Trail Gap Area	4,944	0	0	0	0	0
Japanese Gulch Fish Ladder	130,573	133,502	0	170,000	170,000	36,498
GPS Field Equipment	0	0	0	6,300	6,300	6,300
GIS System	0	0	0	76,000	76,000	76,000
2nd Street Storm System Realignment	0	0	0	43,000	43,000	43,000
Naketa Beach Area Storm Pipe Extension	0	0	0	25,000	25,000	25,000
63rd Street Slide Repair	0	0	0	25,000	25,000	25,000
Decant Station Cover	0	0	0	35,000	35,000	35,000
	<u>256,203</u>	<u>430,502</u>	<u>0</u>	<u>715,300</u>	<u>715,300</u>	<u>284,798</u>
PAYMENT FOR SERVICES						
Overhead Costs	195,500	195,500	195,500	0	195,500	0
	<u>195,500</u>	<u>195,500</u>	<u>195,500</u>	<u>0</u>	<u>195,500</u>	<u>0</u>
TOTAL	<u>1,370,328</u>	<u>1,599,952</u>	<u>972,650</u>	<u>714,700</u>	<u>1,687,350</u>	<u>87,398</u>



Equipment Replacement

DESCRIPTION

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 the Paine Field Fire Department (which doubles as a fire vehicle maintenance shop).

Since public works has no mechanic, vehicles are maintained through warranties, service via an agreement with Mukilteo School District mechanics and on minor things, the City maintenance workers do some mechanics work.

Replacement of all vehicles goes through this public works division.

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.

2011 ACCOMPLISHMENTS

- Purchased and received all equipment slated for replacement in 2011.

2012 GOALS & OBJECTIVES

1. Maintain all equipment and vehicles such that (except police and fire):
 - a. Reliability is maximized
 - b. Life cycles are maximized
 - c. Costs are minimized.
2. Maintain and implement the equipment/vehicle replacement schedule.
3. Evaluate the need (again) for our own mechanic, including an enhanced shop and the equipment.



EQUIPMENT REPLACEMENT RESERVE FUND

	2010 Actual	2011 Budget	2011 Y.E. Estimate	2012 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$1,034,976	\$1,052,780	\$1,157,110	\$1,458,140	\$405,360
Revenues					
Miscellaneous	5,566	6,730	6,730	7,670	940
Equipment Replacement Charge	15,860	885,400	770,800	457,820	(427,580)
Total Revenues	21,426	892,130	777,530	465,490	(426,640)
Interfund Loan Repayments	0	48,500	48,500	176,500	128,000
Total Resources	1,056,402	1,993,410	1,983,140	2,100,130	106,720
Expenditures					
Vehicle Equip Removal	0	2,000	2,000	2,000	0
Capital Outlay	0	523,000	523,000	173,100	(349,900)
Total Expenditures	0	525,000	525,000	175,100	(349,900)
Interfund Loans	333,280	0	0	0	0
Ending Fund Balance	\$723,122	\$1,468,410	\$1,458,140	\$1,925,030	\$456,620

EQUIPMENT REPLACEMENT

	2010 Actuals	2011 Amended Budget	2012 Baseline	2012 Department Requests	2012 Total 2012 Requests	\$ Increase/ (Decrease)
OTHER SERVICES & CHARGES						
Vehicle Equipment Removal	0	2,000	2,000	0	2,000	0
	0	2,000	2,000	0	2,000	0
CAPITAL OUTLAYS						
Vehicular Equipment	0	523,000	0	173,100	173,100	(349,900)
	0	523,000	0	173,100	173,100	(349,900)
TOTAL	0	525,000	2,000	173,100	175,100	(349,900)



Facilities Maintenance

DESCRIPTION

The Facilities Maintenance Division maintains 23 City buildings, including:

- City Hall
- Two Fire Department buildings
- The Police Department building
- Three Public Works Department buildings (new and old shops and equipment building)
- Community Center
- Four Lighthouse buildings
- Six buildings and structures at Lighthouse Park
- One building at the 92nd St. Park
- Mukilteo Visitor Center
- Vacant home on Beverly Park Rd property.
- Home dedicated to the City in Old Town.
- The Boys and Girls Club bldg.

Of note is that this is an increase of 7 buildings in the last two years with no increase in facilities maintenance staff. The overall public works crews have been providing the extra man-hours needed. Of course this decreases the amount of work accomplished in the other public works areas (streets and surface water).

Maintenance and operation activities include:

- Management of contracts for custodial service, HVAC service and security.
- Management of contracts for small capital improvements to buildings.
- Minor building repairs (electrical, plumbing, painting, locks, etc.)
- Minor interior remodeling.
- Recommending a Capital Facility Plan for these buildings.

PERFORMANCE INDICATORS

	2010	2011	2012
	<u>Actual</u>	<u>Est.</u>	<u>Est.</u>
Plumbing Repairs	15	20	10
Electrical Repairs	25	15	25
Painting (interior)	0	1	1
Painting (exterior)	1	0	1
Roof repairs	2	0	2
Security systems	3	1	3
Furniture Repairs	0	1	0
Interior remodels	1	0	0
Damage repair	50	100	50

2012 GOALS & OBJECTIVES

- Within one work day, respond to employee requests for building problems. Effect repairs in the shortest time possible, but based on priorities.
- Begin the process of developing a long range repair and replacement fund for high cost facilities items (roof replacements, HVAC replacements, carpet, etc.). (This is a carry over).
- Implement long and short range building maintenance practices that assure the highest practical level of asset protection and longevity for the City. (Another carry over).
- Establish new maintenance service levels at the new Community Center. (A carry over).



FACILITIES MAINTENANCE FUND

	2010 Actual	2011 Budget	2011 Y.E. Estimate	2012 Budget	\$ Increase/ (Decrease)
Beginning Balance	50,642	9,660	67,450	123,180	113,520
Revenues					
Miscellaneous	59	0	90	0	0
Operating Transfers In	390,000	422,000	422,000	400,000	(22,000)
Total Revenues	390,059	422,000	422,090	400,000	(22,000)
<u>Total Resources</u>	440,700	431,660	489,540	523,180	91,520
Expenditures					
Salaries & Wages	69,901	81,100	71,140	81,700	600
Personnel Benefits	23,347	28,500	29,160	34,700	6,200
Supplies	28,295	39,500	35,040	39,500	0
Other Services & Charges	253,173	275,800	231,020	279,940	4,140
Capital Outlay	8,264	1,000	0	17,500	16,500
<u>Total Expenditures</u>	382,980	425,900	366,360	453,340	27,440
<u>Ending Fund Balance</u>	57,721	5,760	123,180	69,840	64,080



FACILITIES MAINTENANCE

	2010	2011	2012	2012	Total 2012	\$ Increase/ (Decrease)
	Actuals	Amended Budget	Baseline	Department Requests	Requests	
SALARIES & WAGES						
Full Time Employees	31,489	78,800	79,400	0	79,400	600
Part Time Employees	38,151	0	0	0	0	0
Overtime	261	2,300	2,300	0	2,300	0
	<u>69,901</u>	<u>81,100</u>	<u>81,700</u>	<u>0</u>	<u>81,700</u>	<u>600</u>
PERSONNEL BENEFITS						
FICA	5,238	6,200	6,300	0	6,300	100
PERS	3,712	5,700	5,900	0	5,900	200
L&I	934	1,100	2,600	0	2,600	1,500
Medical Benefits	9,160	11,200	14,500	0	14,500	3,300
Teamsters Pension	2,046	2,300	2,300	0	2,300	0
Unemployment Compensation	0	200	200	0	200	0
Dental Benefits	1,381	700	1,800	0	1,800	1,100
Vision Benefits	259	200	200	0	200	0
Life Insurance	192	300	300	0	300	0
Long Term Disability Insurance	425	600	600	0	600	0
	<u>23,347</u>	<u>28,500</u>	<u>34,700</u>	<u>0</u>	<u>34,700</u>	<u>6,200</u>
SUPPLIES						
Office Supplies	735	1,000	1,000	0	1,000	0
Operating Supplies	21,930	30,000	30,000	0	30,000	0
Clothing/Boots	505	500	500	0	500	0
Motor Fuel	4,764	7,000	7,000	0	7,000	0
Small Items of Equipment	361	1,000	1,000	0	1,000	0
	<u>28,295</u>	<u>39,500</u>	<u>39,500</u>	<u>0</u>	<u>39,500</u>	<u>0</u>
OTHER SERVICES & CHARGES						
Contract Services	0	3,000	3,000	0	3,000	0
Cell Phone	397	500	500	0	500	0
Insurance	450	500	500	200	700	200
Natural Gas	18,569	28,100	28,100	0	28,100	0
Electricity	86,100	82,000	82,000	3,040	85,040	3,040
Sewer Service	40,904	53,500	53,500	0	53,500	0
Garbage Services	5,791	0	0	0	0	0
Water Service	9,459	8,000	8,000	0	8,000	0
Storm Drainage Charges	9,187	9,900	9,900	0	9,900	0
Alarm System	18,799	15,000	15,000	0	15,000	0
Bldg & Fixture M&R	37,440	45,000	45,000	0	45,000	0
Vehicle R&M	1,425	600	600	200	800	200
Janitorial Services	23,886	26,800	26,800	700	27,500	700
Taxes And Assessments	766	2,900	2,900	0	2,900	0
	<u>253,173</u>	<u>275,800</u>	<u>275,800</u>	<u>4,140</u>	<u>279,940</u>	<u>4,140</u>
CAPITAL OUTLAYS						
Building Improvements	8,264	1,000	0	17,500	17,500	16,500
	<u>8,264</u>	<u>1,000</u>	<u>0</u>	<u>17,500</u>	<u>17,500</u>	<u>16,500</u>
TOTAL	<u>382,980</u>	<u>425,900</u>	<u>431,700</u>	<u>21,640</u>	<u>453,340</u>	<u>27,440</u>



DECISION PACKAGE	
Department:	Public Works
Division:	Parks
Decision Package Title:	Motor Fuel
Preparer:	Larry Waters
Account Number:	011.38.576.810.3206
Ranking:	1
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	<input checked="" type="checkbox"/> New Cost: <input type="checkbox"/>
One-Time Cost:	<input type="checkbox"/> Increased Baseline: <input checked="" type="checkbox"/>
Item Description: Motor Fuel	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: Due to the rising cost of fuel, an increase in budgeted amount for fuel is necessary.	
What Alternatives Are Available, if Any?	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	6,600	600	600	600	600	600
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	4821	0	0	0	0	0	0
Equipment Replacement	6408	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	6403	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$6,600	\$600	\$600	\$600	\$600	\$600

Sources of Payment		2012	2013	2014	2015	2016
Ending Cash		600	600	600	600	600
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$600	\$600	\$600	\$600	\$600



DECISION PACKAGE	
Department:	Public Works
Division:	Parks
Decision Package Title:	Natural Gas
Preparer:	Marc Larson
Account Number:	011.38.576.810.4701
Ranking:	2
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	<input checked="" type="checkbox"/> New Cost: <input type="checkbox"/>
One-Time Cost:	<input type="checkbox"/> Increased Baseline: <input checked="" type="checkbox"/>
Item Description: Natural Gas	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: Gas to heat hot water in restrooms	
What Alternatives Are Available, if Any?	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Natural Gas	4701	2,000	300	300	300	300	300
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	6403	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$2,000	\$300	\$300	\$300	\$300	\$300

Sources of Payment	2012	2013	2014	2015	2016
Ending Cash	300	300	300	300	300
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$300	\$300	\$300	\$300	\$300



DECISION PACKAGE	
Department:	Public Works
Division:	Parks
Decision Package Title:	Small items of Equipment
Preparer:	Marc Larson
Account Number:	011.38.576.810.3501
Ranking:	3
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	New Cost: <input type="checkbox"/>
One-Time Cost:	Increased Baseline: <input checked="" type="checkbox"/>
Item Description: Tow behind aerator, tow behind spreader, mower dolly kit, line trimmer, backpack sprayers, hedge trimmer.	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: Items are needed to gain efficiency, and improve turf conditions for grounds maintenance.	
What Alternatives Are Available, if Any?	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	800	1,400	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	4821	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	6403	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$800	\$1,400	\$0	\$0	\$0	\$0

Sources of Payment		2012	2013	2014	2015	2016
Ending Cash		1,400	0	0	0	0
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$1,400	\$0	\$0	\$0	\$0



DECISION PACKAGE			
Department:	Public Works		
Division:	Parks		
Decision Package Title:	Reforestation & Revegetation Plantings		
Preparer:	Larry Waters		
Account Number:	011.38.576.810.3155		
Ranking:	4		
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost			
Ongoing Cost:	<input checked="" type="checkbox"/>	New Cost:	<input checked="" type="checkbox"/>
One-Time Cost:	<input type="checkbox"/>	Increased Baseline:	<input type="checkbox"/>
Item Description: Reforestation and Revegetation Plantings			
<p>Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: Annual planting and maintenance of City owned forestland such as Big Gulch and Japanese Gulch. Plantings could occur in any of the natural ravines as determined by City staff using the priorities listed in the Forest Management Plan. Under a Department of Natural Resources Grant in 2011 staff using a consultant prepared a "Forest Management Plan". It has not gone through the City Council process of review and approval, but it indicates that there are a number of our open space sites (e.g. Big Gulch and Japanese Gulch) where reforestation and revegetation would improve land cover. This will assist with creating stronger forests where alder are reaching the lifespan and will replace invasives with native vegetation. It is foreseen that PW staff will assist volunteers in planting trees, scrubs and ground cover each year to make these improvements over time. The efforts will also assist in off-setting carbon emissions. Staff is recommending that the Public Work's Crews do the plantings. Volunteers groups, such as the Japanese Gulch Group, are also a good source.</p>			
<p>What Alternatives Are Available, if Any? Reduce the yearly amount or delay one year. Delaying the project will result in case by case projects instead of looking at the gulch holistically to determine the best methods to keep the gulches healthy for future generations.</p>			

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	5,000	5,000	5,000	5,000	5,000
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	4821	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	6403	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000

Sources of Payment		2012	2013	2014	2015	2016
Ending Cash		5,000	5,000	5,000	5,000	5,000
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000



DECISION PACKAGE	
Department:	Public Works
Division:	Streets
Decision Package Title:	Electricity street lights
Preparer:	Marc Larson
Account Number:	111.38.543.300.4713
Ranking:	1
Ongoing Cost:	<input checked="" type="checkbox"/>
One-Time Cost:	<input type="checkbox"/>
New Cost:	<input type="checkbox"/>
Increased Baseline:	<input checked="" type="checkbox"/>
Item Description: electricity for street lights	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: There will be a 3.7% increase in electricity rates by PUD next year.	
What Alternatives Are Available, if Any?	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Electricity	4713	110,000	4,100	4,100	4,100	4,100	4,100
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	4821	0	0	0	0	0	0
Equipment Replacement	6408	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	6403	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$110,000	\$4,100	\$4,100	\$4,100	\$4,100	\$4,100

Sources of Payment		2012	2013	2014	2015	2016
Ending Cash		4,100	4,100	4,100	4,100	4,100
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$4,100	\$4,100	\$4,100	\$4,100	\$4,100



DECISION PACKAGE	
Department:	Public Works
Division:	Surface Water
Decision Package Title:	Motor Fuel
Preparer:	Marc Larson
Account Number:	440.38.538.380.3206
Ranking:	1
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	<input checked="" type="checkbox"/> New Cost: <input type="checkbox"/>
One-Time Cost:	<input type="checkbox"/> Increased Baseline: <input checked="" type="checkbox"/>
Item Description: Motor Fuel	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: Due to the rising cost of fuel, an increase in budgeted amount for fuel is necessary.	
What Alternatives Are Available, if Any?	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	7,000	3,000	3,000	3,000	3,000	3,000
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	4821	0	0	0	0	0	0
Equipment Replacement	6408	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	6403	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$7,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000

Sources of Payment	Baseline	2012	2013	2014	2015	2016
Ending Cash	0	3,000	3,000	3,000	3,000	3,000
Grants/Contributions	0	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0	0
New Source of Revenue	0	0	0	0	0	0
Other	0	0	0	0	0	0
Total Sources	\$0	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000



DECISION PACKAGE	
Department:	Public Works
Division:	Surface Water
Decision Package Title:	Surface Water Vehicle R&M
Preparer:	Marc Larson
Account Number:	440.38.538.380.4820
Ranking:	2
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	<input checked="" type="checkbox"/> New Cost: <input type="checkbox"/>
One-Time Cost:	<input type="checkbox"/> Increased Baseline: <input checked="" type="checkbox"/>
Item Description: Vehicle R&M	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: Increased maintenance costs necessitate an increase in the baseline	
What Alternatives Are Available, if Any?	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	4821	0	0	0	0	0	0
Vehicle R&M	4820	4,000	4,000	4,000	4,000	4,000	4,000
Intergovernmental	51	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	6403	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000

Sources of Payment		2012	2013	2014	2015	2016
Ending Cash		4,000	4,000	4,000	4,000	4,000
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$4,000	\$4,000	\$4,000	\$4,000	\$4,000



DECISION PACKAGE	
Department:	Public Works
Division:	Surface Water
Decision Package Title:	Vactor service
Preparer:	Marc Larson
Account Number:	440.38.538.380.4940
Ranking:	3
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	<input checked="" type="checkbox"/> New Cost: <input type="checkbox"/>
One-Time Cost:	<input type="checkbox"/> Increased Baseline: <input type="checkbox"/>
Item Description: Vactor Service	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: Vactor service is necessary to insure that the city's catch basins are clear and free flowing for removal of storm water. In 2011 money was budgeted in intergovernmental services with the thought that the work would be outsourced to Snohomish County, instead, the work was completed in-house utilizing a rental vactor truck.	
What Alternatives Are Available, if Any?	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	4821	0	0	0	0	0	0
vactor service	4940	3,000	19,000	19,000	19,000	19,000	19,000
Intergovernmental	51	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	6403	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$3,000	\$19,000	\$19,000	\$19,000	\$19,000	\$19,000

Sources of Payment		2012	2013	2014	2015	2016
Ending Cash		19,000	19,000	19,000	19,000	19,000
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$19,000	\$19,000	\$19,000	\$19,000	\$19,000



DECISION PACKAGE	
Department:	Public Works
Division:	Surface Water Management
Decision Package Title:	Hazardous Waste Disposal
Preparer:	Marc Larson
Account Number:	440.38.538.380.4705
Ranking:	4
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	<input checked="" type="checkbox"/> New Cost: <input type="checkbox"/>
One-Time Cost:	<input type="checkbox"/> Increased Baseline: <input checked="" type="checkbox"/>
Item Description: Hazardous Waste Disposal	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: Reductions in the quantity of debris obtained during vactoring allow a decrease in this line.	
What Alternatives Are Available, if Any?	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	8,000	5,400	5,400	5,400	5,400	5,400
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	4821	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	6403	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$8,000	\$5,400	\$5,400	\$5,400	\$5,400	\$5,400

Sources of Payment		2012	2013	2014	2015	2016
Ending Cash		5,400	5,400	5,400	5,400	5,400
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$5,400	\$5,400	\$5,400	\$5,400	\$5,400



DECISION PACKAGE	
Department:	Public Works
Division:	Equipment replacement
Decision Package Title:	Patrol vehicles
Preparer:	Marc Larson
Account Number:	510.38.594.480.6408
Ranking:	1
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	<input type="checkbox"/> New Cost: <input type="checkbox"/>
One-Time Cost:	<input checked="" type="checkbox"/> Increased Baseline: <input type="checkbox"/>
Item Description: Replace (2) 2003 Crown Victoria police patrol vehicles	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: These vehicles have reached the end of their lifespan. This total is \$6,400 higher than anticipated and reflected in the Equipment Replacement Schedule.	
What Alternatives Are Available, if Any?	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	4821	0	0	0	0	0	0
Equipment replacement	6408	0	60,000	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	6403	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$60,000	\$0	\$0	\$0	\$0

Sources of Payment	2012	2013	2014	2015	2016
Ending Cash	60,000	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$60,000	\$0	\$0	\$0	\$0



DECISION PACKAGE	
Department:	Public Works
Division:	Equipment Replacement
Decision Package Title:	Parks Truck
Preparer:	Marc Larson
Account Number:	510.38.594.480.6408
Ranking:	2
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	New Cost: <input type="text"/>
One-Time Cost:	Increased Baseline: <input type="text"/>
Item Description: Replace 2002 F-250	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: Vehicle has reached its normal lifespan.	
What Alternatives Are Available, if Any?	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	4821	0	0	0	0	0	0
equipment replacement	6408	0	35,000	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	6403	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$35,000	\$0	\$0	\$0	\$0

Sources of Payment		2012	2013	2014	2015	2016
Ending Cash		35,000	0	0	0	0
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$35,000	\$0	\$0	\$0	\$0



DECISION PACKAGE	
Department:	Public Works
Division:	Equipment Replacement
Decision Package Title:	Parks 72" Mower
Preparer:	Marc Larson
Account Number:	510.38.594.480.6408
Ranking:	3
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	<input type="checkbox"/> New Cost: <input type="checkbox"/>
One-Time Cost:	<input checked="" type="checkbox"/> Increased Baseline: <input type="checkbox"/>
Item Description: 72" Deck Mower	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: The existing 72" mower has reached the end of its normal lifespan. The mower is becoming less reliable with greater maintenance costs and downtime. This total is \$6,300 higher than anticipated and reflected in the Equipment Replacement Schedule.	
What Alternatives Are Available, if Any? Put off replacement for 1 year, which will result in high maintenance costs and loss of productivity.	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	4821	0	0	0	0	0	0
vehicles	6408	0	29,000	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	6403	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$29,000	\$0	\$0	\$0	\$0

Sources of Payment		2012	2013	2014	2015	2016
Ending Cash		29,000	0	0	0	0
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$29,000	\$0	\$0	\$0	\$0



DECISION PACKAGE	
Department:	Public Works
Division:	Equipment replacement
Decision Package Title:	Animal control vehicle
Preparer:	Marc Larson
Account Number:	510.38.594.480.6408
Ranking:	4
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	<input type="checkbox"/> New Cost: <input type="checkbox"/>
One-Time Cost:	<input checked="" type="checkbox"/> Increased Baseline: <input type="checkbox"/>
Item Description: Replace 2002 Ford Ranger animal control truck.	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: This vehicle has reached the end of its lifespan. This total is \$16,500 higher than anticipated and reflected in the Equipment Replacement Schedule.	
What Alternatives Are Available, if Any?	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	4821	0	0	0	0	0	0
Equipment replacement	6408	0	38,100	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	6403	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$38,100	\$0	\$0	\$0	\$0

Sources of Payment	2012	2013	2014	2015	2016
Ending Cash	38,100	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$38,100	\$0	\$0	\$0	\$0



DECISION PACKAGE			
Department:	Public Works		
Division:	Equipment Replacement		
Decision Package Title:	Parks Gator		
Preparer:	Marc Larson		
Account Number:	510.38.594.480.6408		
Ranking:	5		
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost			
Ongoing Cost:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 40px; height: 20px;"></td> <td style="width: 40px; height: 20px; text-align: center;">X</td> </tr> </table>		X
	X		
One-Time Cost:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 40px; height: 20px; text-align: center;">X</td> <td style="width: 40px; height: 20px;"></td> </tr> </table>	X	
X			
New Cost:			
Increased Baseline:			
Item Description: Replace existing gator utility vehicle.			
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: The parks gator is necessary to maintain Lighthouse Park, the public beach, and the City's trails system. The existing gator has reached the point where it has become unreliable.			
What Alternatives Are Available, if Any?			

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	4821	0	0	0	0	0	0
Equipment replacement	6408	0	11,000	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	6403	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$11,000	\$0	\$0	\$0	\$0

Sources of Payment		2012	2013	2014	2015	2016
Ending Cash		11,000	0	0	0	0
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$11,000	\$0	\$0	\$0	\$0



DECISION PACKAGE	
Department:	Public Works
Division:	Facilities maintenance
Decision Package Title:	Fire Alarm Panel Replacement
Preparer:	Marc Larson
Account Number:	518.38.594.500.6210
Ranking:	1
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	New Cost: <input type="checkbox"/>
One-Time Cost:	Increased Baseline: <input checked="" type="checkbox"/>
Item Description: Replace fire alarm panels at fire station 24 and 25	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: These panels have deteriorated and have become costly to maintain, additionally they have been causing nuisance alarms and dispatches approximately twice monthly per unit.	
What Alternatives Are Available, if Any?	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	4821	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Buildings	62	0	15,000	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	6403	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$15,000	\$0	\$0	\$0	\$0

Sources of Payment	2012	2013	2014	2015	2016
Ending Cash	15,000	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$15,000	\$0	\$0	\$0	\$0



DECISION PACKAGE	
Department:	Public Works
Division:	Facilities Maintenance
Decision Package Title:	Replace Security System PD
Preparer:	Marc Larson
Account Number:	518.38.594.500.6210
Ranking:	2
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	New Cost: X
One-Time Cost:	Increased Baseline: X
Item Description: Replace existing security system at Police Department	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: The existing system at the Police department has become unreliable costing several thousand dollars to repair annually. The system hardware and software are non-supported by the manufacturer due to their age.	
What Alternatives Are Available, if Any?	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	4821	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Buildings	62	0	18,000	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	6403	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$18,000	\$0	\$0	\$0	\$0

Sources of Payment	2012	2013	2014	2015	2016
Ending Cash	18,000	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$18,000	\$0	\$0	\$0	\$0



DECISION PACKAGE	
Department:	Public Works
Division:	Facilities
Decision Package Title:	Electricity
Preparer:	Marc Larson
Account Number:	518.38.539.500.4702
Ranking:	3
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	<input checked="" type="checkbox"/> New Cost: <input type="checkbox"/>
One-Time Cost:	<input type="checkbox"/> Increased Baseline: <input checked="" type="checkbox"/>
Item Description: Electricity	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: Electricity purchased for city owned building operations. This cost is scheduled To increase by 3.7% next year.	
What Alternatives Are Available, if Any?	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	4821	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Electricity	4702	82,000	3,000	3,000	3,000	3,000	3,000
Improvements	63	0	0	0	0	0	0
Software	6403	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$82,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000

Sources of Payment		2012	2013	2014	2015	2016
Ending Cash		3,000	3,000	3,000	3,000	3,000
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$3,000	\$3,000	\$3,000	\$3,000	\$3,000



DECISION PACKAGE	
Department:	Public works
Division:	Facilities Maintenance
Decision Package Title:	Replace Police Department Carpet in Records Area
Preparer:	Marc Larson
Account Number:	518.38.594.500.6210
Ranking:	4
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	New Cost: <input style="background-color: red; color: white;" type="checkbox"/> X
One-Time Cost:	Increased Baseline: <input style="background-color: red; color: white;" type="checkbox"/> X
Item Description: Replace existing carpet in records area of police department	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: The carpet in this area needs to be replaced due to fraying and failure of the carpet seams which have created potential trip hazards.	
What Alternatives Are Available, if Any?	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	4821	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Buildings	62	0	2,500	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	6403	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$2,500	\$0	\$0	\$0	\$0

Sources of Payment		2012	2013	2014	2015	2016
Ending Cash		2,500	0	0	0	0
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$2,500	\$0	\$0	\$0	\$0



DECISION PACKAGE	
Department:	Public Works
Division:	Operations
Decision Package Title:	Facilities Janitorial Services
Preparer:	Larry Waters
Account Number:	518.38.539.500.4924
Ranking:	5 (but required)
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	<input checked="" type="checkbox"/> New Cost: <input type="checkbox"/>
One-Time Cost:	<input type="checkbox"/> Increased Baseline: <input checked="" type="checkbox"/>
Item Description: Inflation component for our janitorial contract.	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: The contractor has the right to ask for inflationary increases.	
What Alternatives Are Available, if Any? Negotiate a 0 increase with the contractor.	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Insurance	46	0	0	0	0	0	0
Software Maintenance	4821	0	0	0	0	0	0
Janitorial	49	26,800	700	700	700	700	700
Intergovernmental	51	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	6403	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$26,800	\$700	\$700	\$700	\$700	\$700

Sources of Payment		2012	2013	2014	2015	2016
Ending Cash		700	700	700	700	700
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$700	\$700	\$700	\$700	\$700



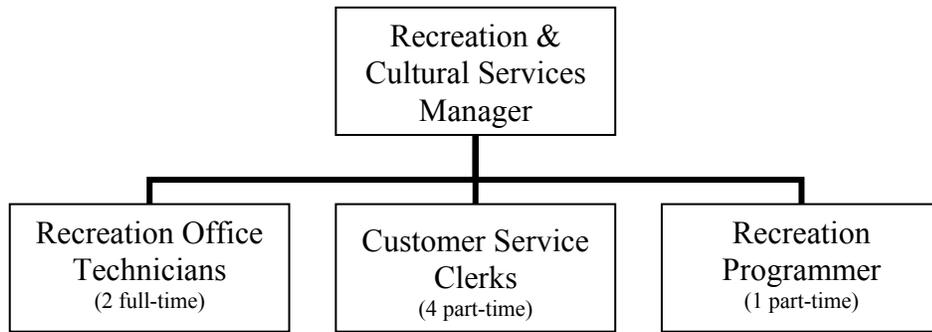
RECREATION AND CULTURAL SERVICES DEPARTMENT

The Recreation and Cultural Services Department provides community recreation, enrichment and wellness opportunities. The philosophy of the Recreation Department is to plan and coordinate quality programs as a direct facilitator or in partnership with other groups and organizations that will aid in the pursuit of a full, balanced and meaningful program. The Department strives to provide our youth and teens with safe, rewarding activities and social experiences that will lead to positive lifestyle choices. For adults and senior adults, recreation activities are targeted at bringing people together through fitness and enrichment classes to help keep them physically and mentally active.

On February 5, 2011 the City held the grand opening celebration for the Rosehill Community Center. The new center provides opportunities for drop-in and programmed enrichment recreation activities for all ages. The active spaces within the community center such as the dance room, game room and fitness center promote healthy lifestyles. The variety of rooms available for rentals provides citizens with a location to hold events, meetings, and celebrations.

Year-round city sponsored and co-sponsored recreation and enrichment classes and special events are offered at the Rosehill Community Center and other community locations. A wide variety of activities are offered for families, seniors, adults, youth, and preschoolers.

The mission of the Recreation and Cultural Services Department is to provide and facilitate safe, quality leisure services, programs, and facilities while preserving and enhancing natural resources and stimulating the economic vitality of the community.



POSITION SUMMARY

Position Title	2011	2012
Recreation Manager	1.00	1.00
Office Technician	2.00	2.00
Customer Service Clerk - (4 PT 50%)	2.00	2.00
Recreation Programmer (PT 50%)	0.50	0.50
Total	5.50	5.50



RECREATION AND CULTURAL SERVICES DEPARTMENT EXPENDITURE SUMMARY	2010 Actuals	2011 Budget	2012 Baseline	2012 Dept. Requests	2012 Proposed	\$ Increase/ (Decrease)
Recreation and Cultural Services	354,468	597,980	584,700	5,400	590,100	(7,880)
TOTAL	354,468	597,980	584,700	5,400	590,100	(7,880)

RECREATION & CULTURAL SERVICES DEPARTMENT DECISION PACKAGE SUMMARY

Ranking	Division	Title	Amount
1	Recreation & Cultural Services	Insurance	5,400
Total			5,400



Recreation & Cultural Services Department

PURPOSE

The Recreation and Cultural Services Department plays a major role in developing a sense of community and enhancing citizens' quality of life by providing recreational and social programs and special events.

PERFORMANCE INDICATORS

	2010	2011	2012
	Actual	Est.	Est.
Recreation Program Offerings	238	240	250
Registration Transactions	1,695	3,760	4,000
City Co-Sponsored Events	8	6	8
<small>(Farmers Market, Open Mic Nights, Art Walks, Bluegrass Festival, Lighthouse Festival, Tree Lighting, Emergency Preparedness Event, Holiday Art Mart, Waterfront Art Festival.)</small>			
Community Center Rentals	N/A	263	278
Wedding Circle Rentals	4	10	10
Picnic Shelter Rentals	158	160	160
Lightstation Grounds Rentals	7	20	20

2011 ACCOMPLISHMENTS

- Hired and trained full-time and part-time staff for the RHCC.
- Furnished the RHCC
- Planned and implemented the Grand Opening event for the RHCC
- Prepared three Recreation Guides in combination with the City Views
- Developed processes and procedures for the front desk operations at the RHCC
- Trained staff on all the equipment/technical operations of the RHCC
- Planned and coordinated city special events, and assisted with co-sponsored events

2012 GOALS & OBJECTIVES

- Continue to coordinate the Special Event permit process for the City, networking with City Departments and outside organizations for safe and successful events.
- Continue to offer and research other programs and activities to add to the city recreation programming and events in a variety of mediums to a variety of age ranges.
- Continue to coordinate the picnic shelter and wedding circle rentals. Add the reservations and coordination of the Light Station wedding rentals.
- Develop and implement a marketing plan for the Recreation Department to bring customers to the community center to participate in activities, events and rentals.
- Coordinate with other organizations and agencies to utilize internal resources in creative ways to create additional recreation programs and community events through partnerships.
- Act as city liaison and work with community groups such as the Arts Guild, Farmers Market, Chamber and Lighthouse Festival to integrate event programming into the city recreation programming with co-sponsorships.
- Analyze fiscal constraints, needs and opportunities for providing financial support to the Recreation Department and the Rosehill Community Center.
- Remain alert to trends in the area of facility management and program development in order to provide the most efficient and effective methods for operating the Rosehill Community Center and recreation programming.



RECREATION & CULTURAL SERVICES FUND

	2010 Actual	2011 Budget	2011 Y.E. Estimate	2012 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$72,656	\$48,310	\$112,310	\$146,330	\$98,020
Revenues					
Rec Program Fees	68,300	130,000	95,000	100,000	(30,000)
Farmers Market Booth Fees	700	0	690	650	650
Off Hour Staffing Fees	1,280	12,000	14,500	14,500	2,500
Set Up/Clean Up Fees	0	0	11,000	11,000	11,000
Theater Technician Fees	0	0	1,000	1,000	1,000
Special Event Permits	0	400	250	300	(100)
Investment Interest	265	0	300	200	200
Community Center Room Rental	8,175	134,700	175,000	175,000	40,300
Weight Room Fees	0	7,600	4,000	4,000	(3,600)
Community Center Tenant Rent	23,714	0	0	0	0
Parking Rental - Long Term	0	11,700	6,500	6,500	(5,200)
Picnic Shelter Rental	0	11,000	11,500	11,500	500
Light Station Wedding Rentals	70	1,400	4,530	4,500	3,100
Operating Transfers In	242,860	242,300	242,300	225,000	(17,300)
Total Revenues	345,363	551,100	566,570	554,150	3,050
Total Resources	418,019	599,410	678,880	700,480	101,070
Expenditures					
Salaries & Wages	140,010	261,375	254,010	263,200	1,825
Personnel Benefits	56,581	114,525	86,530	99,400	(15,125)
Supplies	5,505	15,100	12,000	15,100	0
Other Services & Charges	152,373	206,980	180,010	212,400	5,420
Total Expenditures	354,468	597,980	532,550	590,100	(7,880)
Ending Fund Balance	\$63,550	\$1,430	\$146,330	\$110,380	\$108,950



RECREATION & CULTURAL SERVICES

	2010	2011	2012	2012	Total 2012	\$ Increase/ (Decrease)
	Actuals	Amended Budget	Baseline	Department Requests	Requests	
SALARIES & WAGES						
Full Time Employees	139,662	194,900	194,900	0	194,900	0
Part Time Employees	0	67,775	67,800	0	67,800	25
Overtime	348	500	500	0	500	0
	140,010	263,175	263,200	0	263,200	25
PERSONNEL BENEFITS						
FICA	10,843	20,280	20,100	0	20,100	(180)
PERS	7,435	18,305	18,900	0	18,900	595
L&I	511	1,540	1,500	0	1,500	(40)
Medical Benefits	28,209	55,500	41,400	0	41,400	(14,100)
Unemployment Compensation	2,926	5,800	5,800	0	5,800	0
Vehicle Allowance	2,400	2,400	2,400	0	2,400	0
Dental Benefits	3,048	4,800	3,100	0	3,100	(1,700)
Vision Benefits	(48)	1,500	800	0	800	(700)
Life Insurance	391	700	700	0	700	0
Long Term Disability Insurance	866	1,900	1,600	0	1,600	(300)
Medical Opt-Out Incentive	0	0	3,100	0	3,100	3,100
	56,581	112,725	99,400	0	99,400	(13,325)
SUPPLIES						
Office Supplies	3,049	8,100	8,100	0	8,100	0
Operating Supplies	2,456	4,000	4,000	0	4,000	0
Clothing/Boots	0	500	500	0	500	0
Motor Fuel	0	200	200	0	200	0
Small Items of Equipment	0	2,300	2,300	0	2,300	0
	5,505	15,100	15,100	0	15,100	0
OTHER SERVICES & CHARGES						
Other Professional Services	14,529	2,500	2,500	0	2,500	0
Instructors Professional Services	42,516	70,000	70,000	0	70,000	0
WSU Beach Watchers	6,750	6,800	6,800	0	6,800	0
Telephone	6,859	6,400	6,400	0	6,400	0
Postage	941	2,000	2,000	0	2,000	0
Cell Phone	440	500	500	0	500	0
Comcast	0	4,800	4,800	0	4,800	0
Travel & Subsistence	215	1,100	1,100	0	1,100	0
Advertising	2,238	3,900	3,900	0	3,900	0
Community Advertising - Recreation Guide	21,132	34,500	34,500	0	34,500	0
Work Equipment & Machine Rental	274	1,500	1,500	0	1,500	0
Insurance	9,940	9,980	10,000	5,400	15,400	5,420

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RECREATION & CULTURAL SERVICES

	2010	2011		2012		\$ Increase/ (Decrease)
	Actuals	Amended Budget	2012 Baseline	Department Requests	Total 2012 Requests	
Natural Gas	17,163	22,000	22,000	0	22,000	0
Electricity	11,625	8,000	8,000	0	8,000	0
Sewer Service	3,770	8,000	8,000	0	8,000	0
Garbage Services	2,921	0	0	0	0	0
Water Service	1,114	2,500	2,500	0	2,500	0
Storm Drainage Charges	3,864	7,800	7,800	0	7,800	0
Office Equipment M&R	1,126	8,500	8,500	0	8,500	0
Other Maintenance & Repair	129	900	900	0	900	0
Vehicle R&M	59	100	100	0	100	0
Association Dues & Memberships	461	700	700	0	700	0
Printing and Binding	103	500	500	0	500	0
Contractual Services	4,124	3,000	3,000	0	3,000	0
Training & Registration	0	400	400	0	400	0
Miscellaneous	80	600	600	0	600	0
	<u>152,373</u>	<u>206,980</u>	<u>207,000</u>	<u>5,400</u>	<u>212,400</u>	<u>5,420</u>
TOTAL	<u>354,468</u>	<u>597,980</u>	<u>584,700</u>	<u>5,400</u>	<u>590,100</u>	<u>(7,880)</u>



CAPITAL IMPROVEMENTS

The Capital Improvements portion of the budget includes costs to construct repairs or improvements to the City's long-term capital infrastructure systems or facilities. Capital Improvements include the construction of new, or the significant repair of: streets, parks, municipal buildings, or other facilities that are not classified as on-going operating expenditures. Capital Improvements do not include minor repairs, physical replacement or improvements. Capital Improvement expenditures are typically one-time in nature, with replacement not required for 25 - 75 years, depending upon the type of improvements.

On the following page is a table summarizing the 2012 Capital Improvement budget. On subsequent pages are descriptions of the proposed capital improvement projects for 2012. Estimated Project Costs include engineering design and construction costs. Not included in these figures are costs of in-house labor involved with coordinating, designing, managing, and/or inspecting the construction of the improvements.



CAPITAL DECISION PACKAGE SUMMARY

Fund	Title	Amount
General Fund	Pedestrian Safety Project - Radar Signs	15,000
Arterial Streets	88th Street Left Turn Lane	15,000
Arterial Streets	Pavement Improvements - Goat Trail	150,000
REET II	Pavement Improvements - Goat Trail	200,000
Park Acquisition & Development	Park Street Bulkhead Phase I Engineering	10,000
Park Acquisition & Development	Japanese Gulch Trail Construction - Donation	10,000
Park Acquisition & Development	Big Gulch Trail Gap Area	250,000
REET I	Big Gulch Trail Gap Area	185,000
Transportation Impact Fee	Binding Site Plan for Harbour Reach Drive Extension	100,000
General Fund	Fiber Optic Cable	19,550
Community Center Project Fund	Fiber Optic Cable	103,500
REET I	SR 526 Bike/Ped Path to Boeing	80,000
REET I	Special Event Entrance Signs	2,245
REET I	New Park - Property Clean Up	50,500
REET I	Interpretive Signs	1,500
REET I	61st Place Retaining Wall Repair	150,000
REET I	Downtown Business Directional Signs	7,000
REET II	92nd Street Sidewalk Repair	25,000
REET II	76th Street Sidewalk	130,000
Surface Water	Smuggler's Gulch LID Retrofit Test Case	125,000
Surface Water	2nd Street Culvert/Stream Alignment Correction	43,000
Surface Water	61st Street Culvert Replacement	210,000
Surface Water	63rd Street Slide Repair	25,000
Surface Water	Decant Station Roof	35,000
Surface Water	Japanese Gulch Phase III	170,000
Surface Water	GPS Field Equipment	6,300
Surface Water	GIS System, System Evaluations	76,000
Surface Water	Storm Drain Pipe Extension	25,000
		2,219,595



ARTERIAL STREET FUND

	2010 Actual	2011 Budget	2011 Y.E. Estimate	2012 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$87,598	\$160,470	\$155,522	\$155,812	(\$4,658)
Revenues					
Arterial Street Fuel Tax	138,914	140,800	135,000	136,400	(4,400)
Grant Revenue	41,042	258,900	258,900	0	(258,900)
Investment Interest	278	200	250	250	50
Total Revenues	180,234	399,900	394,150	136,650	(263,250)
Total Resources	267,833	560,370	549,672	292,462	(267,908)
Expenditures					
Capital Outlay	111,731	545,000	393,860	165,000	(380,000)
Total Expenditures	111,731	545,000	393,860	165,000	(380,000)
Ending Fund Balance	\$156,102	\$15,370	\$155,812	\$127,462	\$112,092

PARK ACQUISITION & DEVELOPMENT

	2010 Actual	2011 Budget	2011 Y.E. Estimate	2012 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$91,890	\$134,900	\$111,630	\$186,880	\$51,980
Revenues					
Grant Revenues	1,564,170	262,150	414,700	220,000	(42,150)
Park Mitigation Fees	36,570	35,000	34,000	25,000	(10,000)
Investment Interest	73	1,100	110	100	(1,000)
Contributions - Private Source	10,000	0	0	0	0
Total Revenues	1,610,812	298,250	448,810	245,100	(53,150)
Total Resources	1,702,703	433,150	560,440	431,980	(1,170)
Expenditures					
Capital Outlay	1,657,602	431,300	373,560	270,000	(161,300)
Total Expenditures	1,657,602	431,300	373,560	270,000	(161,300)
Ending Fund Balance	\$45,101	\$1,850	\$186,880	\$161,980	\$160,130



TRANSPORTATION IMPACT FEE FUND

	2010 Actual	2011 Budget	2011 Y.E. Estimate	2012 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$28,736	\$48,860	\$92,050	\$131,870	\$83,010
<u>Revenues</u>					
Street Mitigation Fees	63,731	25,000	39,620	98,600	73,600
Investment Interest	180	340	200	100	(240)
Total Revenues	63,912	25,340	39,820	98,700	73,360
Total Resources	92,648	74,200	131,870	230,570	156,370
<u>Expenditures</u>					
Capital Outlay	0	0	0	100,000	100,000
Total Expenditures	0	0	0	100,000	100,000
Ending Fund Balance	\$92,648	\$74,200	\$131,870	\$130,570	\$56,370

REAL ESTATE EXCISE TAX I FUND

	2010 Actual	2011 Budget	2011 Y.E. Estimate	2012 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$5,879,083	\$5,314,830	\$5,093,990	\$4,642,760	(\$672,070)
<u>Revenues</u>					
Local Real Estate Excise Tax	321,919	300,000	350,000	350,000	50,000
Intergovernmental	56,746	59,500	0	59,500	0
Interest on Interfund Loans	0	0	125,680	0	0
Investment Interest	17,592	33,100	8,200	7,500	(25,600)
Total Revenues	396,257	392,600	483,880	417,000	24,400
Total Resources	6,275,340	5,707,430	5,577,870	5,059,760	(647,670)
<u>Expenditures</u>					
Supplies	0	600	0	0	(600)
Services and Charges	35,833	1,500	0	1,500	0
Transfer to LTGO Bond Fund	838,040	839,300	839,300	834,000	(5,300)
Capital Outlay	195,843	149,100	95,810	476,245	327,145
Total Expenditures	1,069,716	990,500	935,110	1,311,745	321,245
Ending Fund Balance	\$5,205,624	\$4,716,930	\$4,642,760	\$3,748,015	(\$968,915)



REAL ESTATE EXCISE TAX II FUND

	2010 Actual	2011 Budget	2011 Y.E. Estimate	2012 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$1,392,745	\$408,640	\$366,570	\$213,750	(\$194,890)
<u>Revenues</u>					
Local Real Estate Excise Tax	321,919	300,000	350,000	350,000	50,000
Grants	108,000	0	0	65,000	65,000
Investment Interest	1,488	7,050	600	500	(6,550)
Total Revenues	431,407	307,050	350,600	415,500	108,450
<u>Total Resources</u>	1,824,153	715,690	717,170	629,250	(86,440)
<u>Expenditures</u>					
Capital Outlay	1,294,587	518,000	433,370	355,000	(163,000)
Transfer to LTGO Bond Fund	69,930	70,050	70,050	69,800	(250)
<u>Total Expenditures</u>	1,364,517	588,050	503,420	424,800	(163,250)
<u>Ending Fund Balance</u>	\$459,636	\$127,640	\$213,750	\$204,450	\$76,810

MUNICIPAL FACILITIES FUND

	2010 Actual	2011 Budget	2011 Y.E. Estimate	2012 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$50,066	\$60	\$170	\$170	\$110
<u>Revenues</u>					
Investment Interest	103	0	0	0	0
Operating Transfers In	0	0	0	0	0
Total Revenues	103	0	0	0	0
<u>Total Resources</u>	50,170	60	170	170	110
<u>Expenditures</u>					
Capital Outlay	50,000	0	0	0	0
<u>Total Expenditures</u>	50,000	0	0	0	0
<u>Ending Fund Balance</u>	\$170	\$60	\$170	\$170	\$110



COMMUNITY CENTER PROJECT FUND

	<u>2010 Actual</u>	<u>2011 Budget</u>	<u>2011 Y.E. Estimate</u>	<u>2012 Budget</u>	<u>\$ Increase/ (Decrease)</u>
Beginning Fund Balance	\$10,161,244	\$3,354,210	\$2,621,580	\$543,362	(\$2,810,848)
<u>Revenues</u>					
Interest Earnings	21,793	500	2,130	0	(500)
Total Revenues	21,793	500	2,130	0	(500)
<u>Total Resources</u>	<u>10,183,037</u>	<u>3,354,710</u>	<u>2,623,710</u>	<u>543,362</u>	<u>(2,811,348)</u>
<u>Expenditures</u>					
Capital Outlay	7,571,855	3,182,280	2,080,348	95,260	(3,087,020)
Transfers Out	0	172,430	0	0	(172,430)
<u>Total Expenditures</u>	<u>7,571,855</u>	<u>3,354,710</u>	<u>2,080,348</u>	<u>95,260</u>	<u>(3,259,450)</u>
<u>Ending Fund Balance</u>	<u>\$2,611,182</u>	<u>\$0</u>	<u>\$543,362</u>	<u>\$448,102</u>	<u>\$448,102</u>

LIMITED TAX GENERAL OBLIGATION BOND FUND

	<u>2010 Actual</u>	<u>2011 Budget</u>	<u>2011 Y.E. Estimate</u>	<u>2012 Budget</u>	<u>\$ Increase/ (Decrease)</u>
Beginning Fund Balance	\$7,357	\$7,370	\$7,400	\$7,120	(\$250)
<u>Revenues</u>					
Investment Interest	33	0	20	10	10
Transfers In	907,970	1,081,780	909,350	905,300	(176,480)
Total Revenues	908,003	1,081,780	909,370	905,310	(176,470)
<u>Total Resources</u>	<u>915,360</u>	<u>1,089,150</u>	<u>916,770</u>	<u>912,430</u>	<u>(176,720)</u>
<u>Expenditures</u>					
Administration Fee	0	400	300	400	0
Bond Principal	455,000	470,000	470,000	480,000	10,000
Bond Interest	452,960	439,350	439,350	425,250	(14,100)
<u>Total Expenditures</u>	<u>907,960</u>	<u>909,750</u>	<u>909,650</u>	<u>905,650</u>	<u>(4,100)</u>
<u>Ending Fund Balance</u>	<u>\$7,400</u>	<u>\$179,400</u>	<u>\$7,120</u>	<u>\$6,780</u>	<u>(\$172,620)</u>



Capital Project Decision Package

Project: Pedestrian Safety Project - Radar signs

Project Description:

Install one or two (depending on funding), radar signs on SR 525 near Olympic View middle school.

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

This project was added by the Council last year at the final budget hearing. It is consistent with City policy to improve driver compliance with driving laws through the use of automated information

Show how capital project would help achieve applicable service-level standards.

Should reduce speeding on SR 525, especially during active school zone times.

What is the impact on service-level objectives of deferring the capital project?

None. More drivers will continue to speed.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

Yes. Increased enforcement has been taking place. Red light cameras were considered by sidelined by

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

No. If WSDOT approval is obtained to install the radar signs, staff will move ahead with getting the work done.

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

Olympic View Middle School on SR 525.

Is the capital project in compliance with land use laws?

NA.

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts.

NA

How are on-going operating & maintenance costs going to be paid for?

Street operations funds (gas tax, REET and general fund). Operations cost will include about \$400/year of staff time to adjust equipment, update software and download data. Electricity will also be a cost.

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

Reduces the amount of money for pavement preservation or sidewalk repairs.



Capital Decision Package for Council to Consider	
Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.	
Project Title:	Pedestrian Safety Improvement at OV Middle Sch.
Department:	Public Works
Preparer:	Larry Waters
Fund Name(s)	Public Works - Admin & Engineering
Fund Account Number(s):	011.90.594.300.6305 - Carryover

Item Description	2011	2012	2013	2014	2015
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	0	0	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Professional Services</i>	0	0	0	0	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Construction</i>	15,000	15,000	0	0	0
<i>Alternate Construction</i>	0	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$15,000	\$15,000	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
<i>Ending Cash</i>	\$0	\$15,000	\$0	\$0	\$0
<i>Grants/Contributions</i>	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$0	\$15,000	\$0	\$0	\$0



Ongoing O & M Expenses Related to Capital Decision Package	
Project Title:	Pedestrian Safety - OV, Radar sign installation
The information below represents all reasonably attainable cost estimates for operation and maintenance costs for the life cycle of the new capital item requested	
Fund Name:	Admin and Engineering.
Fund Account Number	011.90.594.300.6305

Item Description	Obj	2011	2012	2013	2014 to 2018	2018 to 2023	2024 to 2028	Remaining Life
Salaries	11	0	400		0	0	0	0
Overtime	12	0	0	0	0	0	0	0
Benefits	23	0	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0	0
Insurance	46	0	0	0	0	0	0	0
Natural Gas	4701	0	0	0	0	0	0	0
Electricity	4702	0	0	0	0	0	0	0
Sewer	4703	0	0	0	0	0	0	0
Garbage	4704	0	0	0	0	0	0	0
Water	4709	0	0	0	0	0	0	0
Large Item Pickup	4723	0	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0	0
Intergovtl	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$400	\$0	\$0	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014 to 2018	2018 to 2023	2024 to 2028	Remaining Life
Ending Cash	0	0	0	0	0	0	0
Grants/Contributions	0	0	0	0	0	0	0
Fund Subsidy	0	0	0	0	0	0	0
New Source of Revenue	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0



Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:		Pedestrian safety - Radar signs		
Resource Type 1 (List only one source)	Grant Funds		Amount	
			Amount	
Does Resource Type 2 Require a City Match?				
	Yes		No	x
If Yes, Match Dollar Amount:				
Does Resource Type 1 Allow In Kind Match?				
	Yes		No	
If Yes, In Kind Match Estimate				
Resource Type 2	Grant Funds		Amount	
	Other		Amount	
Does Resource Type 2 Require a City Match?				
	Yes		No	
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match?				
	Yes		No	
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$0		
Real Estate Excise Tax 2 Fund		\$0		
Park Acquisition & Development Fund		\$0		
General Fund, ending cash		\$15,000		
Subtotal City Funds Match		\$15,000		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$0		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$0		
Does Project Require The Issuance of Debt?				
	Yes		No	x
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilitized & Amount				



Capital Project Decision Package

Project: Installation of Fiber Optic line from Community Center to City Hall & Speedway to Police Station

Project Description: The City will contract with Washington State Department of Transportation to 1) install a fiber optic line from the Community Center to City Hall & 2) install a fiber optic line from the Speedway to the Police Department.

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed? The installation of the fiber optic line is outside the scope of the Comprehensive Plan. However, the service level objective is to provide higher capacity and high speed access to data to both the Community Center/Old Town Fire Station complex to City Hall.

Show how capital project would help achieve applicable service-level standards. Currently, two "bonded T1's provide both the Community Center and Old Town Fire Station access to the internet, phones and data housed at City Hall or the Harbour Pointe Fire Station. The two T1's have a maximum capacity of 3 megabits of data at any given point in time.

Demand for information above this amount is a common occurrence, which results to delayed access to data. With the eventual advent of New World, data accessed by the Old Town Fire Station will far surpass the capacity of the two T1's.

What is the impact on service-level objectives of deferring the capital project? Both customer service at Rosehill and public safety provided by the Fire Department are affected by the small data access lines now. These impacts will increase significantly with New World going live. The two T1's cost \$750 per month or \$9,000 per year and the City will be required to increase capacity to handle New World data demands.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies? Yes. Staff has looked at quotes from other providers and they are very costly and also will require on-going payments, whereas, this proposal has a one-time cost feature.

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction? N/A

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner? Yes

Is the capital project in compliance with land use laws? N/A

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts. N/A

How are on-going operating & maintenance costs going to be paid for? WSDOT will provide necessary maintenance, which are estimated by WSDOT to be under \$300 annually.

If the project is not part of the Comprehensive plan, what are the impacts on other projects? There are no impacts to other projects. This project relies on using unspent Community Center Project Funds to pay for \$95,260 and \$19,550 of General Fund money.



Capital Decision Package for Council to Consider	
Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.	
Project Title:	Community Center to City Hall Fiber Installation
Department:	Information Technology
Preparer:	Scott James
Fund Name(s)	Community Center Project Fund
Fund Account Number(s):	375 (\$95,260) & 011 (\$19,550)

Item Description	2012	2013	2014	2015	2016
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	0	0	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Professional Services</i>	0	0	0	0	0
<i>Equipment</i>	9,140	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Construction</i>	87,700	0	0	0	0
<i>Alternate Construction</i>	0	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	8,770	0	0	0	0
<i>Sales Tax</i>	9,200	0	0	0	0
Total Expenses	\$114,810	\$0	\$0	\$0	\$0

Sources of Payment	2012	2013	2014	2015	2016
<i>Ending Cash</i>	\$114,810	\$0	\$0	\$0	\$0
<i>Grants/Contributions</i>	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$114,810	\$0	\$0	\$0	\$0



Ongoing O & M Expenses Related to Capital Decision Package	
Project Title:	Community Center to City Hall Fiber Installation
The information below represents all reasonably attainable cost estimates for operation and maintenance costs for the life cycle of the new capital item requested	
Fund Name:	Community Center Project Fund
Fund Account Number:	011.18.518.810.4106

Item Description	Obj	2012	2013	2014	2015 to 2019	2020 to 2024	2025 to 2029	Remaining Life
Salaries	11	0	0		0	0	0	0
Overtime	12	0	0	0	0	0	0	0
Benefits	23	0	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0	0
Professional Services	41	300	300	300	1,500	1,500	1,500	1,500
Communication	42	0	0	0	0	0	0	0
Insurance	46	0	0	0	0	0	0	0
Natural Gas	4701	0	0	0	0	0	0	0
Electricity	4702	0	0	0	0	0	0	0
Sewer	4703	0	0	0	0	0	0	0
Garbage	4704	0	0	0	0	0	0	0
Water	4709	0	0	0	0	0	0	0
Large Item Pickup	4723	0	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0	0
Intergovtl	51	0	0	0	0	0	0	0
Total Expenses		\$300	\$300	\$300	\$1,500	\$1,500	\$1,500	\$1,500

Sources of Payment	2012	2013	2014	2014 to 2018	2018 to 2023	2024 to 2028	Remaining Life
Ending Cash	0	0	300	0	0	0	0
Grants/Contributions	0	0	0	0	0	0	0
Fund Subsidy	0	0	0	0	0	0	0
New Source of Revenue	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$300	\$0	\$0	\$0	\$0



Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:		Community Center to City Hall Fiber Installation		
Resource Type 1 (List only one source)	Grant Funds		Amount	
	City Funds	x	Amount	\$95,260
<i>Community Center Project Fund: Pay for fiber optic line installation from 1) The Community Center to the interesection of 5th and SR 525 2) bond to existing WSDOT fiber intalled along SR 525 & 3) From SR 525 & Harbour Pointe Blvd to City Hall.</i>				
Does Resource Type 2 Require a City Match?		Yes		No
If Yes, Match Dollar Amount:				
Does Resource Type 1 Allow In Kind Match?		Yes		No
If Yes, In Kind Match Estimate				
Resource Type 2	Grant Funds		Amount	
	City Funds		Amount	\$19,550
<i>The General Fund: Pay for fiber optic line installation from the Speedway to the Police Station.</i>				
Does Resource Type 2 Require a City Match?		Yes		No
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match?		Yes		No
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$0		
Real Estate Excise Tax 2 Fund		\$0		
Park Acquisition & Development Fund		\$0		
Stormwater				
Subtotal City Funds Match		\$0		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$0		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$0		
Does Project Require The Issuance of Debt?		Yes		No x
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilitized & Amount				



DECISION PACKAGE	
Department:	Public Works
Division:	Capital
Decision Package Title:	88th Street Left Turn Lane
Preparer:	Jim Niggemyer
Account Number:	112.90.595.608.6512
Ranking:	Carryover
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	New Cost: <input type="text"/>
One-Time Cost:	Increased Baseline: <input type="text"/>
Item Description: Striping	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: We will have to change the striping on this project due to new WSDOT standards. This will be more effective in the Spring.	
What Alternatives Are Available, if Any?	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	4821	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	15,000	0	0	0	0
Software	6403	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$15,000	\$0	\$0	\$0	\$0

Sources of Payment		2012	2013	2014	2015	2016
Ending Cash		15,000	0	0	0	0
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$15,000	\$0	\$0	\$0	\$0



Capital Project Decision Package

Project: Pavement Improvements

Project Description: Pavement Improvements - Goat Trail

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed? Pavement preservation is consistent with the City's Comprehensive plans and is designed to maintain the pavement rating at or above 71 (at the bottom of the Very Good rating). This is an annual, ongoing program.

Show how capital project would help achieve applicable service-level standards. The minimum pavement service level has been established by the Council at a pavement rating of 71.

What is the impact on service-level objectives of deferring the capital project? Increased future costs.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies? Yes, grinding and repaving (an asphalt overlay was considered) but would not be consistent with the City goals of using a program with the least environmental impact, that is the most sustainable.

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction? Yes, a six year plan has been developed.

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner? Yes, the locations are identified in the six year plan.

Is the capital project in compliance with land use laws? Yes

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts. Arterial gas tax, REET funds and possible grants.

How are on-going operating & maintenance costs going to be paid for? Those costs are paid for out of the arterial street funds.

If the project is not part of the Comprehensive plan, what are the impacts on other projects? NA



Capital Decision Package for Council to Consider	
Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.	
Project Title:	Pavement Preservation - Goat Trail
Department:	Public Works
Preparer:	Larry Waters
Fund Name(s)	Street Improvements
Fund Account Number(s):	332.90.594.345.6523 - \$200,000 112.90.595.345.6523 - \$150,000

Item Description	2011	2012	2013	2014	2015
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	0	0	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Professional Services</i>	0	0	0	0	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Construction</i>	0	300,000	0	0	0
<i>Alternate Construction</i>	0	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	50,000	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$0	\$350,000	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
<i>Ending Cash</i>	\$0	\$0	\$0	\$0	\$0
<i>Grants/Contributions</i>	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0



Ongoing O & M Expenses Related to Capital Decision Package	
Project Title:	2012 Pavement Preservation - Goat Trail
The information below represents all reasonably attainable cost estimates for operation and maintenance costs for the life cycle of the new capital item requested	
Fund Name:	Streets; Arterial Streets
Fund Account Number:	332.90.594.345.6523 \$200,000; 112.90.595.345.6523 \$150,000

Item Description	Obj	2011	2012	2013	2014 to 2018	2018 to 2023	2024 to 2028	Remaining Life
Salaries	11	0	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0	0
Benefits	23	0	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0	0
Insurance	46	0	0	0	0	0	0	0
Natural Gas	4701	0	0	0	0	0	0	0
Electricity	4702	0	0	0	0	0	0	0
Sewer	4703	0	0	0	0	0	0	0
Garbage	4704	0	0	0	0	0	0	0
Water	4709	0	0	0	0	0	0	0
Large Item Pickup	4723	0	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0	0
Intergovtl	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014 to 2018	2018 to 2023	2024 to 2028	Remaining Life
Ending Cash	0	0	0	0	0	0	0
Grants/Contributions	0	0	0	0	0	0	0
Fund Subsidy	0	0	0	0	0	0	0
New Source of Revenue	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0



Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	2012 Pavement Preservation - Goat Trail			
Resource Type 1 (List only one source)	Grant Funds		Amount	
	Other	x	Amount	
Does Resource Type 2 Require a City Match?				
	Yes		No	x
If Yes, Match Dollar Amount:				
Does Resource Type 1 Allow In Kind Match?				
	Yes		No	
If Yes, In Kind Match Estimate				
Resource Type 2	Grant Funds		Amount	
	Other		Amount	
Does Resource Type 2 Require a City Match?				
	Yes		No	
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match?				
	Yes		No	
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$350,000		
Real Estate Excise Tax 2 Fund		\$0		
Park Acquisition & Development Fund		\$0		
(Write in Fund Name)		\$0		
Subtotal City Funds Match		\$350,000		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$0		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$0		
Does Project Require The Issuance of Debt?				
	Yes		No	x
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilitized & Amount				



Capital Project Decision Package

Project: Park Street Bulkhead

Project Description:

Phase 1: Engineering evaluation of the bulkhead at the north end of Park Street to determine the cost to design a replacement and the potential cost of replacement. The bulkhead is showing signs of deterioration so we need to get a solid estimate of it's remaining life and the cost to design/replace the bulkhead.

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

This is a maintenance item that is large enough to be considered capital.

Show how capital project would help achieve applicable service-level standards.

If the bulkhead fails Park street will be damaged. Replacement before it fails protects Park Street.

What is the impact on service-level objectives of deferring the capital project?

Damage to Park Street

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

No alternative is available

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction? Yes, as a Phase 1 component, the engineering evaluation will develop an estimate on remaining service life, the cost to design a replacement and the estimated cost to replace the bulkhead.

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

Yes, the north end of Park Street as it connects with Puget Sound.

Is the capital project in compliance with land use laws?

Yes.

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts.

Future funding sources: possible grants, but most likely this will have to come out of the gas tax revenues and REET funds - so it will reduce the amount of funds available for street preservation (mainly chip seals).

How are on-going operating & maintenance costs going to be paid for?

Same revenue sources (gas tax and REET).

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

NA



Capital Decision Package for Council to Consider

Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.

Project Title:	Park Street Bulkhead Phase 1 Engineering
Department:	Public Works
Preparer:	Larry Waters
Fund Name(s)	Parks Capital -
Fund Account Number(s):	322.90.595.100.6100

Item Description	2011	2012	2013	2014	2015
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	0	0	0	0	0
<i>Supplies</i>	0	0	25,000	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Professional Services</i>	0	10,000	0	0	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Construction</i>	0	0	0	50,000	0
<i>Alternate Construction</i>	0	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$0	\$10,000	\$25,000	\$50,000	\$0

Sources of Payment	2011	2012	2013	2014	2015
<i>Ending Cash</i>	\$0	\$10,000	\$25,000	\$50,000	\$0
<i>Grants/Contributions</i>	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$0	\$10,000	\$25,000	\$50,000	\$0



Ongoing O & M Expenses Related to Capital Decision Package	
Project Title:	Park Street Bulkhead
The information below represents all reasonably attainable cost estimates for operation and maintenance costs for the life cycle of the new capital item requested	
Fund Name:	Streets
Fund Account Number:	

Item Description	Obj	2011	2012	2013	2014 to 2018	2018 to 2023	2024 to 2028	Remaining Life
Salaries	11	0	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0	0
Benefits	23	0	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0	0
Insurance	46	0	0	0	0	0	0	0
Natural Gas	4701	0	0	0	0	0	0	0
Electricity	4702	0	0	0	0	0	0	0
Sewer	4703	0	0	0	0	0	0	0
Garbage	4704	0	0	0	0	0	0	0
Water	4709	0	0	0	0	0	0	0
Large Item Pickup	4723	0	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0	0
Intergovtl	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014 to 2018	2018 to 2023	2024 to 2028	Remaining Life
Ending Cash	0	0	0	0	0	0	0
Grants/Contributions	0	0	0	0	0	0	0
Fund Subsidy	0	0	0	0	0	0	0
New Source of Revenue	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0

No O&M expenses are expected for the foreseeable future or for years after the bulkhead is replaced.



Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	Park Street Bulkhead			
Resource Type 1 (List only one source)	Grant Funds		Amount	
	Street fund	x	Amount	\$10,000
Does Resource Type 2 Require a City Match? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, Match Dollar Amount: _____				
Does Resource Type 1 Allow In Kind Match? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, In Kind Match Estimate _____				
Resource Type 2	Grant Funds		Amount	
	Other		Amount	
Does Resource Type 2 Require a City Match? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, Match Dollar Amount: _____				
Does Resource Type 2 Allow In Kind Match? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, In Kind Match Estimate _____				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$0	\$10,000	
Real Estate Excise Tax 2 Fund		\$0		
Park Acquisition & Development Fund		\$0		
(Write in Fund Name)		\$0		
Subtotal City Funds Match		\$10,000		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$0		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$0		
Does Project Require The Issuance of Debt? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilitized & Amount				



DECISION PACKAGE

Department: Executive
Division: Capital
Decision Package Title: Japanese Gulch Trail Construction - Donation
Preparer: Joe Hannan
Account Number: 322.90.594.800.6560
Ranking: Carryforward

Please put an " X " in either the box next to Ongoing Cost or One-Time Cost

Ongoing Cost: **New Cost:**
One-Time Cost: **Increased Baseline:**

Item Description:
 A \$10,000 donation was presented to the City from Washington Federal for the future Trail Development for Japanese Gulch, with the intent of being used for trail and/or structure development.

Brief Explanation Why Your Department Needs This Item:
 This donation was received with the intent to be used for building a structure or trail within the Washington Federal piece of Japanese Gulch.

What Alternatives Are Available, if Any?
 N/A

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries (increase 5% each yr)	11	0	0	0	0	0	0
Overtime (increase 5% each yr)	12	0	0	0	0	0	0
Benefits (increase 5% each yr)	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Capital	62	0	10,000	0	0	0	0
Total Expenses		\$0	\$10,000	\$0	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	10,000	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue: Park Impact Fees	0	0	0	0	0
Other: REET	0	0	0	0	0
Total Sources	\$10,000	\$0	\$0	\$0	\$0



Capital Decision Package for Council to Consider	
Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.	
Project Title:	Big Gulch Trail - Gap Area
Department:	Planning
Preparer:	Patricia Love
Fund Name(s)	RCO Grant, Park Impact Fees, & REET 1
	322.90.595.620.6100 (\$250,000)
Fund Account Number(s):	331.90.595.620.6100 (\$185,000)

Item Description	2011	2012	2013	2014	2015
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	0	0	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Professional Services</i>	0	0	0	0	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Construction</i>	0	435,000	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$0	\$435,000	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
<i>Ending Cash</i>	\$0	\$0	\$0	\$0	\$0
<i>Grants/Contributions</i>	0	220,000	0	0	0
<i>Park Impact Fee Fund</i>	0	140,000	0	0	0
<i>REET 1</i>	0	75,000	0	0	0
<i>Other - 2008/2009 Expended Funds</i>	0	87,000	0	0	0
Total Sources	\$0	\$522,000	\$0	\$0	\$0



Ongoing O & M Expenses Related to Capital Decision Package	
Project Title:	Big Gulch Trail - Gap Area
The information below represents all reasonably attainable cost estimates for operation and maintenance costs for the life cycle of the new capital item requested	
Fund Name:	
Fund Account Number	

Item Description	Obj	2011	2012	2013	2014 to 2018	2018 to 2023	2024 to 2028	Remaining Life
Salaries	11	0	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0	0
Benefits	23	0	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0	0
Insurance	46	0	0	0	0	0	0	0
Natural Gas	4701	0	0	0	0	0	0	0
Electricity	4702	0	0	0	0	0	0	0
Sewer	4703	0	0	0	0	0	0	0
Garbage	4704	0	0	0	0	0	0	0
Water	4709	0	0	0	0	0	0	0
Large Item Pickup	4723	0	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0	0
Intergovtl	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014 to 2018	2018 to 2023	2024 to 2028	Remaining Life
Ending Cash	0	0	0	0	0	0	0
Grants/Contributions	0	0	0	0	0	0	0
Fund Subsidy	0	0	0	0	0	0	0
New Source of Revenue	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0



Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	Big Gulch Trail - Gap Area			
Resource Type 1 (List only one source)	Grant Funds	X	Amount	\$220,000
	Other		Amount	
<i>RCO Grant</i>				
Does Resource Type 1 Require a City Match?		Yes	X	No
If Yes, Match Dollar Amount:				
Does Resource Type 1 Allow In Kind Match?		Yes	X	No
If Yes, In Kind Match Estimate				
Resource Type 2	Grant Funds		Amount	
	Other	X	Amount	\$302,000
<i>Park Impact Fee and REET 1</i>				
Does Resource Type 2 Require a City Match?		Yes		No X
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match?		Yes		No X
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$140,000		
Real Estate Excise Tax 2 Fund		\$0		
Park Acquisition & Development Fund		\$75,000		
2008/09 Expended Funds		\$87,000		
Subtotal City Funds Match		\$302,000		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$0		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$0		
Does Project Require The Issuance of Debt?		Yes		No X
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilitized & Amount				



DECISION PACKAGE							
Department:	Public Works						
Division:	Capital						
Decision Package Title:	Binding Site Plan for Harbour Reach Drive Extension						
Preparer:	Larry Waters						
Account Number:	323.90.595.345.6520						
Ranking:							
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost							
Ongoing Cost:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; text-align: center;">New Cost:</td> <td style="width: 50px; height: 20px; background-color: red; color: white; text-align: center;">X</td> </tr> <tr> <td style="background-color: red; color: white; text-align: center;">X</td> <td style="text-align: center;">Increased Baseline:</td> <td style="width: 50px; height: 20px;"></td> </tr> </table>		New Cost:	X	X	Increased Baseline:	
	New Cost:	X					
X	Increased Baseline:						
One-Time Cost:							
Item Description:							
Prepare a binding site plan for the property on Beverly Park Road so that the ROW for Harbour Reach Drive extension can be segmented out and the rest of the property be made available for sale.							
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals:							
This work is needed to complete the ROW formation for Harbour Reach Drive and sell the excess property to recoup property purchase funds. To segregate the ROW out of the property and sell the property the property needs to be rezoned. It can not be rezoned until a binding site plan has been completed. The rezone must be part of next years comp plan update or the changes to the property will not happen until the comp plan is amended at some future year. The binding site plan will provide the design for the street, sewer, water, storm, lighting, sidewalks, grading, and archeology.							
What Alternatives Are Available, if Any?							
Not do the BSP and not do the rezone and not be able to sell the property until late 2013 or possibly 2014.							

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	100,000	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	4821	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	6403	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$100,000	\$0	\$0	\$0	\$0

Sources of Payment		2012	2013	2014	2015	2016
Ending Cash		100,000	0	0	0	0
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$100,000	\$0	\$0	\$0	\$0



Capital Project Decision Package

Project: SR 526 Bike/Ped Path to Boeing

Project Description:

Design a combination bike and pedestrian path along the north side of SR 526 from 84th out to the Boeing exit ring road. Design would include a gate that would restrict access to the Boeing site to Boeing employees. Until an underpass (of SR 526) is built the path would be posted Boeing Employee's Only (past 40th).

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

The project is part of the City's comp plan and six year TIP.

Show how capital project would help achieve applicable service-level standards.

LOS is to remove accessibility barriers within the City. Presently there is no pedestrian or bicycle access past the 84th on SR 526 so no access to the Airport, Boeing or the Everett from this portion of Mukilteo (84th and SR 526).

What is the impact on service-level objectives of deferring the capital project?

Bicycle and pedestrian access will continue to be limited.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

Yes. The only alternative is to do nothing.

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

Design in 2011 and 2012. Seek construction funding for phase one in 2012. Design of phase two in

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

As noted above.

Is the capital project in compliance with land use laws?

Yes.

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts.

A multiphase project. Federal and State funding being sought.

How are on-going operating & maintenance costs going to be paid for?

Gas tax, general fund and REET.

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

NA.



Capital Decision Package for Council to Consider	
Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.	
Project Title:	SR 526 Bike/Ped Path to Boeing
Department:	Public Works - Capital
Preparer:	Larry Waters
Fund Name(s)	REET
Fund Account Number(s):	331.90.595.650.6312

Item Description	2011 Approved Budget	2012 CarryOver	2013	2014	2015
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	85,000	80,000	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Professional Services</i>	0	0	0	0	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Construction</i>	0	0	0	0	0
<i>Alternate Construction</i>	0	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$85,000	\$80,000	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
<i>Ending Cash</i>	\$85,000	\$80,000	\$0	\$0	\$0
<i>Grants/Contributions</i>	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$85,000	\$80,000	\$0	\$0	\$0



Ongoing O & M Expenses Related to Capital Decision Package	
Project Title:	SR 526 Bike/Ped Path to Boeing
The information below represents all reasonably attainable cost estimates for operation and maintenance costs for the life cycle of the new capital item requested	
Fund Name:	
Fund Account Number:	

Item Description	Obj	2011	2012	2013	2014 to 2018	2018 to 2023	2024 to 2028	Remaining Life
<i>Salaries</i>	11	0	0	0	0	0	0	0
<i>Overtime</i>	12	0	0	0	0	0	0	0
<i>Benefits</i>	23	0	0	0	0	0	0	0
<i>Uniforms</i>	24	0	0	0	0	0	0	0
<i>Supplies</i>	31	0	0	0	0	0	0	0
<i>Small Equipment</i>	35	0	0	0	0	0	0	0
<i>Professional Services</i>	41	0	0	0	0	0	0	0
<i>Communication</i>	42	0	0	0	0	0	0	0
<i>Insurance</i>	46	0	0	0	0	0	0	0
<i>Natural Gas</i>	4701	0	0	0	0	0	0	0
<i>Electricity</i>	4702	0	0	0	0	0	0	0
<i>Sewer</i>	4703	0	0	0	0	0	0	0
<i>Garbage</i>	4704	0	0	0	0	0	0	0
<i>Water</i>	4709	0	0	0	0	0	0	0
<i>Large Item Pickup</i>	4723	0	0	0	0	0	0	0
<i>Miscellaneous</i>	49	0	0	0	0	0	0	0
<i>Intergovtl</i>	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014 to 2018	2018 to 2023	2024 to 2028	Remaining Life
<i>Ending Cash</i>	0	0	0	0	0	0	0
<i>Grants/Contributions</i>	0	0	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0	0	0
<i>Other</i>	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0



Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	SR 526 Bike/Ped Path to Boeing			
Resource Type 1 (List only one source)	Grant Funds	X	Amount	\$59,000
	Other		Amount	
Does Resource Type 2 Require a City Match?				
	Yes	x	No	
If Yes, Match Dollar Amount:	\$26,000			
Does Resource Type 1 Allow In Kind Match?				
	Yes		No	x
If Yes, In Kind Match Estimate				
Resource Type 2				
	Grant Funds		Amount	
	Other		Amount	
Does Resource Type 2 Require a City Match?				
	Yes		No	
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match?				
	Yes		No	
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$26,000		
Real Estate Excise Tax 2 Fund		\$0		
Park Acquisition & Development Fund		\$0		
(Write in Fund Name)		\$0		
Subtotal City Funds Match		\$26,000		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$0		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$0		
Does Project Require The Issuance of Debt?				
	Yes		No	x
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilitized & Amount				



2012 CAPITAL DECISION PACKAGE

Department: Planning & CD Department
Division: Capital
Decision Package Title: Special Event Entrance Signs
Preparer: Heather McCartney & PW
Account Number: 331.90.594.207.6336

Ranking:

Please put an " X " in either the box next to Ongoing Cost or One-Time Cost

Ongoing Cost: **New Cost:**
One-Time Cost: **Increased Baseline:**

Item Description:
 The City co-sponsoring approximately 8 special events during the summer months at Lighthouse Park. There are other events such as the holiday tree lighting that also take place. These events use large scale banners in the City ROW under a permit. It would improve the aesthetics of the community and assist event organizers if permanent banner structures are installed. Two were built & installed by PW in 2011. They have been received well and are providing event notification. Three more sites have been identified for greater coverage in 2012: 84th & SR 526; the Westside of SR 525 & 5th Street; and the eastside of Harbour Pointe Blvd N. & SR 525.

Brief Explanation Why Your Department Needs This Item:
 Creating permanent special event banner locations ensures that all events can be treated equally and will reduce staff time in administering banners for these events.

What Alternatives Are Available, if Any?
 Delay until 2013 or only add one per year

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries - FT / PT (Bold)	11	0	0	900	0	0	0
Premium / Special Pay	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Alarm System	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Equipment	64	0	0	0	0	0	0
Construction Projects	65	0	2,245	1,125	0	0	0
Total Expenses		\$0	\$2,245	\$2,025	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015	2016
Ending Cash	0	2,245	2,025	0	0	0
Grants/Contributions	0	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0	0
New Source of Revenue	0	0	0	0	0	0
Other	0	0	0	0	0	0
Total Sources	\$0	\$2,245	\$2,025	\$0	\$0	\$0



Capital Project Decision Package

Project: New Park - Property Clean Up

Project Description:

Conduct a hazardous materials survey (asbestos and lead), remediate hazmat, demolish buildings, clear debris and fixtures from site.

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

Council has accepted this property as an expansion of our parks.

Show how capital project would help achieve applicable service-level standards

This will expand our park system

What is the impact on service-level objectives of deferring the capital project?

The facility will have to be protected from vandalism and vagrancy.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

No alternatives could be identified

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

The Council is involved.

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

Yes.

Is the capital project is in compliance with land use laws?

Yes

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts.

REET I Fund

How are on-going operating & maintenance costs going to be paid for?

REET I Fund

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

Decreases funds for other projects, work.



Capital Decision Package for Council to Consider	
Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.	
Project Title:	New Park
Department:	Public Works
Preparer:	Jim Niggemyer
Fund Name(s)	REET I
Fund Account Number(s):	331.90.594.206.6203

Item Description	2011	2012	2013	2014	2015
<i>City Staff Personnel Costs</i>	\$0	\$2,500	\$0	\$0	\$0
<i>Project Design</i>	0	0	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Professional Services</i>	0	1,500	0	0	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Demolition and Site Prep</i>	0	40,000	0	0	0
<i>Permits</i>	0	1,500	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Construction</i>	0	0	0	0	0
<i>Alternate Construction</i>	0	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	5,000	0	0	0
Total Expenses	\$0	\$50,500	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
<i>Ending Cash</i>	\$0	\$50,500	\$0	\$0	\$0
<i>Grants/Contributions</i>	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$0	\$50,500	\$0	\$0	\$0



Ongoing O & M Expenses Related to Capital Decision Package	
Project Title:	New Park - Property Clean Up
The information below represents all reasonably attainable cost estimates for operation and maintenance costs for the life cycle of the new capital item requested	
Fund Name:	Parks
Fund Account Number:	322

Item Description	Obj	2011	2012	2013	2014 to 2018	2018 to 2023	2024 to 2028	Remaining Life
<i>Salaries</i>	11	0	7,800	7,800	39,000	39,000	39,000	39,000
<i>Overtime</i>	12	0	0	0	0	0	0	0
<i>Benefits</i>	23	0	0	0	0	0	0	0
<i>Uniforms</i>	24	0	0	0	0	0	0	0
<i>Supplies</i>	31	0	0	0	0	0	0	0
<i>Small Equipment</i>	35	0	0	0	0	0	0	0
<i>Professional Services</i>	41	0	0	0	0	0	0	0
<i>Communication</i>	42	0	0	0	0	0	0	0
<i>Insurance</i>	46	0	0	0	0	0	0	0
<i>Natural Gas</i>	4701	0	0	0	0	0	0	0
<i>Electricity</i>	4702	0	0	0	0	0	0	0
<i>Sewer</i>	4703	0	0	0	0	0	0	0
<i>Garbage</i>	4704	0	0	0	0	0	0	0
<i>Water</i>	4709	0	0	0	0	0	0	0
<i>Large Item Pickup</i>	4723	0	0	0	0	0	0	0
<i>Miscellaneous</i>	49	0	0	0	0	0	0	0
<i>Intergovtl</i>	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$7,800	\$7,800	\$39,000	\$39,000	\$39,000	\$39,000

Sources of Payment	2011	2012	2013	2014 to 2018	2018 to 2023	2024 to 2028	Remaining Life
<i>Ending Cash</i>	0	7,800	7,800	39,000	39,000	39,000	39,000
<i>Grants/Contributions</i>	0	0	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0	0	0
<i>Other</i>	0	0	0	0	0	0	0
Total Sources	\$0	\$7,800	\$7,800	\$39,000	\$39,000	\$39,000	\$39,000



Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	New Park			
Resource Type 1 (List only one source)	Grant Funds		Amount	
	REET I		Amount	\$50,500
Does Resource Type 2 Require a City Match? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, Match Dollar Amount: <input type="text"/>				
Does Resource Type 1 Allow In Kind Match? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, In Kind Match Estimate <input type="text"/>				
Resource Type 2	Grant Funds		Amount	
	Other		Amount	
Does Resource Type 2 Require a City Match? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, Match Dollar Amount: <input type="text"/>				
Does Resource Type 2 Allow In Kind Match? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, In Kind Match Estimate <input type="text"/>				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$50,500		
Real Estate Excise Tax 2 Fund		\$0		
Park Acquisition & Development Fund		\$0		
(Write in Fund Name)		\$0		
Subtotal City Funds Match		\$50,500		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$0		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$0		
Does Project Require The Issuance of Debt? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilitized & Amount	<input type="text"/>			



DECISION PACKAGE

Department:	Planning
Division:	Capital
Decision Package Title:	Interpretive Signs
Preparer:	Heather McCartney
Account Number:	331.90.594.207.4106
Ranking:	Carry Forward
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	<input type="checkbox"/> New Cost: <input type="checkbox"/>
One-Time Cost:	<input checked="" type="checkbox"/> Increased Baseline: <input type="checkbox"/>

Item Description:
Interpretive signs to implement the 2008 Interpretative Signage Plan.

Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals:
In 2008 the City adopted an Interpretive Signage Plan to help promote the history of Mukilteo. Over the last two years several signs have been completed and installed at Lighthouse Park and Japanese Gulch. However, some of the proposed signs have been delayed due to schedule conflicts with NOAA and the Tulalip Tribes, so there are still several signs that need to be finished. This expense is part of our monetary match for layout and in-kind expenditures for sign installation (NOAA Grant). This leaves a remaining \$5,000 expenditures during next year-2011. The original project was funded at \$8,000.

What Alternatives Are Available, if Any?
Delay or do not produce a signs for Lighthouse Park or Park Avenue.

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	1,500	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	4821	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	6403	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$1,500	\$0	\$0	\$0	\$0

Sources of Payment	2012	2013	2014	2015	2016
Ending Cash	1,500	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$1,500	\$0	\$0	\$0	\$0



Capital Project Decision Package

Project: Repair failing retaining wall on 61st Place W.

Project Description: A retaining wall, installed about 12 years ago is failing - the ground under the wall is moving and taking the pilings with it. Design is underway to propose a fix so that we don't lose the existing wall and then the road.

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed? This is a maintenance project.

Show how capital project would help achieve applicable service-level standards. The service level being maintained is public road, two lane access to residential properties.

What is the impact on service-level objectives of deferring the capital project? Possible failure of the wall, and then a portion or all of the road could fail.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies? Yes, the only possible alternative is to close half of the road and hope the wall doesn't continue to fail.

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction? No timeline has been established. Once the design is complete a discussion with Council will be needed to decide on a timeline, based on staff input.

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner? 61st Place.

Is the capital project in compliance with land use laws? NA

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts. NA

How are on-going operating & maintenance costs going to be paid for? Street fund.

If the project is not part of the Comprehensive plan, what are the impacts on other projects? NA



Capital Decision Package for Council to Consider

Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.

Project Title:	61st Place Retaining Wall Failure - repair
Department:	Public Works
Preparer:	Larry Waters
Fund Name(s)	61st Place Retaining Wall Failure - repair
Fund Account Number(s):	331.90.595.605.6510

Item Description	2011	2012	2013	2014	2015
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	0	0	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Professional Services</i>	0	0	0	0	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Construction</i>	0	150,000	0	0	0
<i>Alternate Construction</i>	0	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$0	\$150,000	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
<i>Ending Cash</i>	\$0	\$0	\$0	\$0	\$0
<i>Grants/Contributions</i>	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0



Ongoing O & M Expenses Related to Capital Decision Package	
Project Title:	61st Place retaining wall failure repair
The information below represents all reasonably attainable cost estimates for operation and maintenance costs for the life cycle of the new capital item requested	
Fund Name:	Streets
Fund Account Number:	

Item Description	Obj	2011	2012	2013	2014 to 2018	2018 to 2023	2024 to 2028	Remaining Life
Salaries	11	0	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0	0
Benefits	23	0	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0	0
Insurance	46	0	0	0	0	0	0	0
Natural Gas	4701	0	0	0	0	0	0	0
Electricity	4702	0	0	0	0	0	0	0
Sewer	4703	0	0	0	0	0	0	0
Garbage	4704	0	0	0	0	0	0	0
Water	4709	0	0	0	0	0	0	0
Large Item Pickup	4723	0	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0	0
Intergovtl	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014 to 2018	2018 to 2023	2024 to 2028	Remaining Life
Ending Cash	0	0	0	0	0	0	0
Grants/Contributions	0	0	0	0	0	0	0
Fund Subsidy	0	0	0	0	0	0	0
New Source of Revenue	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0



Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	61st Place retaining wall repair			
Resource Type 1 (List only one source)	Grant Funds		Amount	
	REET	x	Amount	\$150,000
Does Resource Type1 Require a City Match? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
If Yes, Match Dollar Amount: _____				
Does Resource Type 1 Allow In Kind Match? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, In Kind Match Estimate _____				
Resource Type 2	Grant Funds		Amount	
	Other		Amount	
Does Resource Type 2 Require a City Match? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, Match Dollar Amount: _____				
Does Resource Type 2 Allow In Kind Match? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, In Kind Match Estimate _____				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$150,000		
Real Estate Excise Tax 2 Fund		\$0		
Park Acquisition & Development Fund		\$0		
(Write in Fund Name)		\$0		
Subtotal City Funds Match		\$150,000		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$0		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$0		
Does Project Require The Issuance of Debt? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilitized & Amount				



2012 DECISION PACKAGE	
Department:	Planning & Community Development
Division:	Planning
Decision Package Title:	Downtown Business Directional Signs
Preparer:	Heather McCartney
Account Number:	331.90.594.207.6336
Ranking:	Carry Over
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	New Cost: <input type="text"/>
One-Time Cost:	Increased Baseline: <input type="text"/>
Item Description:	
The first directional signs in the ROW was built for 5th Street in the Downtown Business District to assist visitors to the Community Center and businesses. In 2012 the second directional sign is needed at 3rd St and SR 525 (Totem Park). In 2013 the third directional sign will be needed at 2ND St and SR 525 SE/NE corner (North-end of Totem Park or just before bridge) at a cost of \$6,000/sign. In addition, a pathfinder sign is needed at 5th & Lincoln Street at a cost of \$3,500 in 2012 as it could not be completed in 2011. Cost of installation and permitting are also included in cost estimate.	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals:	
The Downtown businesses suffer from being off-set to the east of SR 525 and having ferry traffic lined-up along SR 525 creating a visual barrier when visitors are trying to find Mukilteo's downtown. Having directional and pathfinder signs at major intersections will assist in finding the new Rosehill Community Center and local businesses. This was identified as a need in the 2009 Downtown Subarea Plan and by businesses during a forum in 2010.	
What Alternatives Are Available, if Any?	
Delay funding of the directional signs till future years.	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	1,500	1,500	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	4821	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	6403	0	0	0	0	0	0
Construction Projects	65	0	11,230	6,000	0	0	0
Total Expenses		\$0	\$12,730	\$7,500	\$0	\$0	\$0

Sources of Payment		2012	2013	2014	2015	2016
Ending Cash		12,730	7,500			
Grants/Contributions		0		0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$12,730	\$7,500	\$0	\$0	\$0



Capital Project Decision Package

Project: 92nd St Sidewalk Repair.

Project Description:

Repair the sidewalk in the 5700 block of 92nd St. where it is slowly sinking down the bank into the gulch. The plan is to install short sheet piles (no more that 8 feet deep) immediately behind the back of sidewalk. Then slab jacking (pressure grouting) will be used raise the side back to proper grade, both horizontally and vertically. A geotech opinion recommended removing the sidewalk and failing street portion, rebuilding the foundation, placing some sort of retaining wall (soldier piles, sheet piles or large rock) and repouring the sidewalk and then repaving. This option, while almost 100% guaranteed to eliminate future failures unless we had a really big earthquake, is very expensive. So the option I am recommending is more practical, given our funding.

How does the project fit with the City’s Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

It is City policy to maintain infrastructure.

Show how capital project would help achieve applicable service-level standards.

Returns the sidewalk to a safe condition and reduces the potential for it going to a complete failure by sliding down into the ravine, along with a few feet of road.

What is the impact on service-level objectives of deferring the capital project?

Loss of sidewalk, potentially more slipping/fall events during the winter when the sidewalk is frosted, icy or snow covered.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

Yes. From do nothing to the soldier pile wall option.

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission’s input, action from Mayor & Council, permitting, design & construction?

Design and repair next year.

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

As noted.

Is the capital project in compliance with land use laws?

Yes.

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts. NA

How are on-going operating & maintenance costs going to be paid for?

None anticipated.

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

NA



Capital Decision Package for Council to Consider	
Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.	
Project Title:	92nd St Sidewalk repair
Department:	Public Works
Preparer:	Larry Waters
Fund Name(s)	REET II
Fund Account Number(s):	332.90.595.610.6100

Item Description	2011	2012	2013	2014	2015
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	0	0	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Professional Services</i>	0	5,000	0	0	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Construction</i>	0	20,000	0	0	0
<i>Alternate Construction</i>	0	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$0	\$25,000	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
<i>Ending Cash</i>	\$0	\$25,000	\$0	\$0	\$0
<i>Grants/Contributions</i>	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$0	\$25,000	\$0	\$0	\$0



Ongoing O & M Expenses Related to Capital Decision Package	
Project Title:	92nd Street Sidewalk Repairs
The information below represents all reasonably attainable cost estimates for operation and maintenance costs for the life cycle of the new capital item requested	
Fund Name:	REET II
Fund Account Number:	332

Item Description		2011	2012	2013	2014 to 2018	2018 to 2023	2024 to 2028	Remaining Life
Salaries	11	0	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0	0
Benefits	23	0	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0	0
Insurance	46	0	0	0	0	0	0	0
Natural Gas	4701	0	0	0	0	0	0	0
Electricity	4702	0	0	0	0	0	0	0
Sewer	4703	0	0	0	0	0	0	0
Garbage	4704	0	0	0	0	0	0	0
Water	4709	0	0	0	0	0	0	0
Large Item Pickup	4723	0	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0	0
Intergovtl	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment		2011	2012	2013	2014 to 2018	2018 to 2023	2024 to 2028	Remaining Life
Ending Cash		0	0	0	0	0	0	0
Grants/Contributions		0	0	0	0	0	0	0
Fund Subsidy		0	0	0	0	0	0	0
New Source of Revenue		0	0	0	0	0	0	0
Other		0	0	0	0	0	0	0
Total Sources		\$0	\$0	\$0	\$0	\$0	\$0	\$0



Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	92nd Street Sidewalk Repair			
Resource Type 1 (List only one source)	Grant Funds		Amount	
	REET II	x	Amount	\$25,000
Does Resource Type 2 Require a City Match?				
Yes			No	
Yes			x	
If Yes, Match Dollar Amount:				
Does Resource Type 1 Allow In Kind Match?				
Yes			No	
Yes				
If Yes, In Kind Match Estimate				
Resource Type 2	Grant Funds		Amount	
	Other		Amount	
Does Resource Type 2 Require a City Match?				
Yes			No	
Yes				
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match?				
Yes			No	
Yes				
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund	\$0			
Real Estate Excise Tax 2 Fund	\$0			
Park Acquisition & Development Fund	\$0			
Street capital	\$25,000			
Subtotal City Funds Match	\$25,000			
Sources of City In Kind Contribution for Match:				
Personnel Expense	\$0			
Supplies Expense	\$0			
Services Expense	\$0			
Other	\$0			
Subtotal City In Kind Match	\$0			
Does Project Require The Issuance of Debt?				
Yes			No	
Yes			x	
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilitized & Amount				



Capital Project Decision Package

Project: 76th Street Sidewalk

Project Description

Construct a sidewalk with curb, gutter and drainage, on 76th Street from 44th Ave to 46th Ave.

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

This is part of comprehensive planning to develop complete sidewalk routes.

Show how capital project would help achieve applicable service-level standards

This project is proposed to enhance safety and is a school route for children.

What is the impact on service-level objectives of deferring the capital project?

Safety enhancements will be deferred.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

There is the no-build alternative that would preclude safety enhancement. No other alternative meets the goals of enhancing safety.

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

Yes, the Parks and Arts Commission included this in a list of desired projects. If grants are obtained, the work could be designed and done in 2012 or 2013.

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

Yes. 76th and 44th.

Is the capital project in compliance with land use laws?

Yes

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts

Sidewalks are ongoing and multi-phase.

How are on-going operating & maintenance costs going to be paid for?

O&M costs should be minimal (minor repairs, if any, and occasional cleaning or spraying for weeds) and thus have little impact on Public Works.

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

The intent is to apply for "safe route to school" funds for this project. If they are not available it is recommended to defer the project until they can be obtained.



Capital Decision Package for Council to Consider	
Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.	
Project Title:	76th Street Sidewalk
Department:	Public Works
Preparer:	Jim Niggemyer
Fund Name(s)	Street
Fund Account Number(s):	332.90.595.610.6200

Item Description	2011	2012	2013	2014	2015
<i>City Staff Personnel Costs</i>	\$0	\$3,750	\$0	\$0	\$0
<i>Project Design</i>	0	10,000	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Professional Services</i>	0	0	0	0	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	1,250	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	100,000	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Construction of Two Totems</i>	0	0	0	0	0
<i>Construction of Art Panels</i>	0	0	0	0	0
<i>Construction of Four Beam Covers</i>	0	0	0	0	0
<i>Alternate Construction</i>	0	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	15,000	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$0	\$130,000	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
<i>Ending Cash - 600,000 Street Imps</i>	\$0	\$33,250	\$0	\$0	\$0
<i>Grants/Contributions</i>	0	96,750	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$0	\$130,000	\$0	\$0	\$0



Ongoing O & M Expenses Related to Capital Decision Package	
Project Title:	76th Street Sidewalk
The information below represents all reasonably attainable cost estimates for operation and maintenance costs for the life cycle of the new capital item requested	
Fund Name:	332 - REET 2
Fund Account Number:	

Item Description	Obj	2011	2012	2013	2014 to 2018	2018 to 2023	2024 to 2028	Remaining Life
Salaries	11	0	0	100	100	100	100	100
Overtime	12	0	0	0	0	0	0	0
Benefits	23	0	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0	0
Insurance	46	0	0	0	0	0	0	0
Natural Gas	4701	0	0	0	0	0	0	0
Electricity	4702	0	0	0	0	0	0	0
Sewer	4703	0	0	0	0	0	0	0
Garbage	4704	0	0	0	0	0	0	0
Water	4709	0	0	0	0	0	0	0
Large Item Pickup	4723	0	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0	0
Intergovtl	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$100	\$100	\$100	\$100	\$100

Sources of Payment	2011	2012	2013	2014 to 2018	2018 to 2023	2024 to 2028	Remaining Life
Ending Cash	0	0	100	100	100	100	100
Grants/Contributions	0	0	0	0	0	0	0
Fund Subsidy	0	0	0	0	0	0	0
New Source of Revenue	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$100	\$100	\$100	\$100	\$100



Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	76th Street Sidewalk			
Resource Type 1 (List only one source)	Grant Funds	X	Amount	\$97,000
	Other		Amount	
Does Resource Type 2 Require a City Match?				
Yes	X	No		
If Yes, Match Dollar Amount:	\$33,000			
Does Resource Type 1 Allow In Kind Match?				
Yes		No	X	
If Yes, In Kind Match Estimate				
Resource Type 2				
	Grant Funds		Amount	
	Other		Amount	
Does Resource Type 2 Require a City Match?				
Yes		No		
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match?				
Yes		No		
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$0		
Real Estate Excise Tax 2 Fund		\$0		
Park Acquisition & Development Fund		\$0		
Arterial Street Fund		\$33,000		
Subtotal City Funds Match		\$33,000		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$0		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$0		
Does Project Require The Issuance of Debt?				
Yes		No	X	
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilitized & Amount				



Capital Project Decision Package

Project: Smuggler's Gulch LID retrofit test case.

Project Description:

Design and install a Low Impact Development surface water management system test case in upper Smuggler's Gulch. We budgeted \$23K for design for this year but because of the lawsuit that didn't get spent. At the same time, we spent about \$65,000 on the initial report laying out the options. About \$62,000 of that was paid for by a grant.

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

Complies with NPDES II requirements and starts the process of mitigating downstream flooding.

Show how capital project would help achieve applicable service-level standards.

Regulatory requirements.

What is the impact on service-level objectives of deferring the capital project?

May result in non-compliance orders from WS DOE.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

None exist.

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

Upper Smuggler's Gulch drainage basin. The particular re has not been selected.

Is the capital project in compliance with land use laws?

Yes.

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts.

The surface water utility account and possible grants.

How are on-going operating & maintenance costs going to be paid for?

Surface Water Management Fund.

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

NA



Capital Decision Package for Council to Consider	
Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.	
Project Title:	Smuggler's Gulch LID test case, partial carry-over.
Department:	Public Works
Preparer:	Larry Waters
Fund Name(s)	Surface Water
Fund Account Number(s):	440.90.594.305.6203

Item Description	2011	2012	2013	2014	2015
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	0	0	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Professional Services</i>	22,500	2,500	0	0	0
<i>This \$22,500 is carry over.</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Construction</i>	0	100,000	0	0	0
<i>Alternate Construction</i>	0	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$22,500	\$125,000	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
<i>Ending Cash</i>	\$0	\$125,000	\$0	\$0	\$0
<i>Grants/Contributions</i>	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$0	\$125,000	\$0	\$0	\$0



Ongoing O & M Expenses Related to Capital Decision Package	
Project Title:	Smuggler's Gulch LID retrofit test case
The information below represents all reasonably attainable cost estimates for operation and maintenance costs for the life cycle of the new capital item requested	
Fund Name:	Surface Water
Fund Account Number	440

Item Description	Obj	2011	2012	2013	2014 to 2018	2018 to 2023	2024 to 2028	Remaining Life
Salaries	11	0	0	1,000	0	0	0	0
Overtime	12	0	0	0	0	0	0	0
Benefits	23	0	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0	0
Supplies	31	0	0	200	0	0	0	0
Small Equipment	35	0	0	100	0	0	0	0
Professional Services	41	0	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0	0
Insurance	46	0	0	0	0	0	0	0
Natural Gas	4701	0	0	0	0	0	0	0
Electricity	4702	0	0	0	0	0	0	0
Sewer	4703	0	0	0	0	0	0	0
Garbage	4704	0	0	0	0	0	0	0
Water	4709	0	0	0	0	0	0	0
Large Item Pickup	4723	0	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0	0
Intergovtl	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$1,300	\$0	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014 to 2018	2018 to 2023	2024 to 2028	Remaining Life
Ending Cash	0	0	1,300	0	0	0	0
Grants/Contributions	0	0	0	0	0	0	0
Fund Subsidy	0	0	0	0	0	0	0
New Source of Revenue	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$1,300	\$0	\$0	\$0	\$0



Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	Smuggler's Gulch LID retrofit test case			
Resource Type 1 (List only one source)	Grant Funds		Amount	
	Other	X	Amount	
Does Resource Type 2 Require a City Match?				
	Yes		No	
If Yes, Match Dollar Amount:				
Does Resource Type 1 Allow In Kind Match?				
	Yes		No	
If Yes, In Kind Match Estimate				
Resource Type 2				
	Grant Funds		Amount	
	Other		Amount	
Does Resource Type 2 Require a City Match?				
	Yes		No	
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match?				
	Yes		No	
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$0		
Real Estate Excise Tax 2 Fund		\$0		
Park Acquisition & Development Fund		\$0		
Surface Water		\$125,000	W/ \$22.5K of it being carry over.	
Subtotal City Funds Match		\$125,000		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$0		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$0		
Does Project Require The Issuance of Debt?				
	Yes		No	X
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilitized & Amount				



Capital Project Decision Package

Project: 2nd Street Culvert/Stream Alignment Correction.

Project Description:

The culvert will be extended and a 45 degree bend installed. To stop the erosion of the adjacent property. Originally the crew was going to do this work, but we realized that it is a larger and more difficult project than we had originally anticipated.

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

The problem is causing erosion of private property adjacent to the stream and culvert. It is the City's policy to maintain its infrastructure and eliminate problems with same.

Show how capital project would help achieve applicable service-level standards.

Removes erosion problem and thus protects adjacent property. The City should be doing this work because it impacts the street ROW and the culvert that goes under the street.

What is the impact on service-level objectives of deferring the capital project?

The driveway on the adjacent property could fail and the road might also suffer damage.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

Yes, and are still being considered, including rerouting the stream under a different section of 2nd street.

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

Design and work were to be done in 2011 but staff was unable to get to the work. Both would be completed in 2012.

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

2nd Street just east of Park St.

Is the capital project is in compliance with land use laws?

Yes.

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts.

NA

How are on-going operating & maintenance costs going to be paid for?

Surface water fund.

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

None.



Capital Decision Package for Council to Consider	
Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.	
Project Title:	2nd Street storm system realignment
Department:	Public Works
Preparer:	Larry Waters
Fund Name(s)	Surface Water
Fund Account Number(s):	440.90.594.392.6310

Item Description	2011	2012	2013	2014	2015
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	0	0	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Professional Services</i>	0	8,000	0	0	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Construction</i>	0	35,000	0	0	0
<i>Alternate Construction</i>	0	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$0	\$43,000	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
<i>Ending Cash</i>	\$0	\$43,000	\$0	\$0	\$0
<i>Grants/Contributions</i>	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$0	\$43,000	\$0	\$0	\$0



Ongoing O & M Expenses Related to Capital Decision Package	
Project Title:	2nd Street storm system realignment
The information below represents all reasonably attainable cost estimates for operation and maintenance costs for the life cycle of the new capital item requested	
Fund Name:	Surface Water
Fund Account Number:	440

Item Description	Obj	2011	2012	2013	2014 to 2018	2018 to 2023	2024 to 2028	Remaining Life
Salaries	11	0	0	500	0	0	0	0
Overtime	12	0	0	0	0	0	0	0
Benefits	23	0	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0	0
Insurance	46	0	0	0	0	0	0	0
Natural Gas	4701	0	0	0	0	0	0	0
Electricity	4702	0	0	0	0	0	0	0
Sewer	4703	0	0	0	0	0	0	0
Garbage	4704	0	0	0	0	0	0	0
Water	4709	0	0	0	0	0	0	0
Large Item Pickup	4723	0	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0	0
Intergovtl	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$500	\$0	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014 to 2018	2018 to 2023	2024 to 2028	Remaining Life
Ending Cash	0	0	500	0	0	0	0
Grants/Contributions	0	0	0	0	0	0	0
Fund Subsidy	0	0	0	0	0	0	0
New Source of Revenue	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$500	\$0	\$0	\$0	\$0



Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	2nd Street storm system realignment			
Resource Type 1 (List only one source)	Grant Funds		Amount	
	Surface Water	x	Amount	\$43,000
Does Resource Type 2 Require a City Match?				
	Yes		No	x
If Yes, Match Dollar Amount:				
Does Resource Type 1 Allow In Kind Match?				
	Yes		No	
If Yes, In Kind Match Estimate				
Resource Type 2				
	Grant Funds		Amount	
	Other		Amount	
Does Resource Type 2 Require a City Match?				
	Yes		No	
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match?				
	Yes		No	
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$0		
Real Estate Excise Tax 2 Fund		\$0		
Park Acquisition & Development Fund		\$0		
Stormwater		\$43,000		
Subtotal City Funds Match		\$43,000		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$0		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$0		
Does Project Require The Issuance of Debt?				
	Yes		No	x
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilitized & Amount				



DECISION PACKAGE

Department: Public Works

Division: Capital - Storm/Surface Water

Decision Package Title: 61st Street culvert replacement

Preparer: Larry Waters

Account Number: 440.90.594.306.6203

Ranking: Carry forward

Please put an " X " in either the box next to Ongoing Cost or One-Time Cost

Ongoing Cost: **New Cost:**

One-Time Cost: **Decreased Baseline:**

Item Description:
 Approve the carry forward of the remaining 2011 approved budget for repair replacement of the culvert at the bottom of Smuggler's Gulch, 61st Place.

Brief Explanation Why Your Department Needs This Item:
 We have met with the property owners to resolve concerns with the project. Due to the appeal of the project SEPA decision and the discussion of their concerns, the project has missed this years fish window (again). If we resolve the issues with the area residents the project will proceed next summer. The original consultant cost was just under \$30,000. One supplement, for \$15,000, has been signed to cover the additional costs of working through a conflict with a sewer line and the fish issues has been spent on design thus far. We expect that the consultant will expend \$45,000, with potential a need for \$5,000 more due to the continued delay of the project. No funds will be spent this year on construction so we will carry over \$214,000. We believe that is still sufficient to cover the cost of the new culvert but won't really know until we get bids back.

What Alternatives Are Available, if Any?
 Not build it and continue dealing with blockages and road closures and a potential road failure (due to water flowing over the road when the culvert blocks).

Item Description	Obj	2011 Budgeted	2012	2013	2014	2015	2016
Salaries - FT / PT (circle one)	11			0	0	0	0
Premium / Special Pay	11			0	0	0	0
Overtime	12			0	0	0	0
Benefits	21			0	0	0	0
Supplies	31			0	0	0	0
Motor Fuel	32			0	0	0	0
Small Equipment	35			0	0	0	0
Professional Services	41	45,000	5,000	0	0	0	0
Communication	42			0	0	0	0
Travel & Subsistence	43			0	0	0	0
Advertising	44			0	0	0	0
Rental/Lease	45			0	0	0	0
Repairs/Maintenance	48			0	0	0	0
Miscellaneous	49			0	0	0	0
Intergovernmental	51			0	0	0	0
Construction Projects (includes design)	62	214,000	205,000	0	0	0	0
Total Expenses		\$259,000	\$210,000	\$0	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015	2016
Ending Cash	259,000	210,000	0	0	0	0
Grants/Contributions	0	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0	0
New Source of Revenue	0	0	0	0	0	0
Other	0	0	0	0	0	0
Total Sources	\$259,000	\$210,000	\$0	\$0	\$0	\$0



Capital Project Decision Package

Project: 63rd Street slide repair

Project Description:

A slide occurred off the end of 63rd above the Mukilteo Water and Wastewater Districts sewer plant. The slide took out the sewer plants power line and put at risk the District's sewer line and the City's storm drain line. We have agreed to share in the cost of securing the utilities in the slide area.

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

It is City policy to maintain it's infrastructure and lower the potential for increased future liabilities.

Show how capital project would help achieve applicable service-level standards.

The repair will lower the risk that a future slide will damage our storm drain line.

What is the impact on service-level objectives of deferring the capital project?

A potential failure of the storm drain line.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

Yes, the City worked with the District and it's consultant to review all possible options for effecting the repair.

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

The work will be completed in 2012.

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

End of 63rd Street.

Is the capital project in compliance with land use laws?

Yes.

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts.

NA

How are on-going operating & maintenance costs going to be paid for?

Surface Water utility system revenue.

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

NA



Capital Decision Package for Council to Consider	
Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.	
Project Title:	Slide repair, 63rd Street
Department:	Public Works
Preparer:	Larry Waters
Fund Name(s)	Surface Water
Fund Account Number(s):	440.90.594.392.6310

Item Description	2011	2012	2013	2014	2015
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	0	0	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Professional Services</i>	0	0	0	0	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Construction</i>	0	25,000	0	0	0
<i>Alternate Construction</i>	0	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$0	\$25,000	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
<i>Ending Cash</i>	\$0	\$25,000	\$0	\$0	\$0
<i>Grants/Contributions</i>	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$0	\$25,000	\$0	\$0	\$0



Ongoing O & M Expenses Related to Capital Decision Package	
Project Title:	Slide Repair, 63rd Street
The information below represents all reasonably attainable cost estimates for operation and maintenance costs for the life cycle of the new capital item requested	
Fund Name:	Surface Water
Fund Account Number	440.90.594.392.6310

Item Description	Obj	2011	2012	2013	2014 to 2018	2018 to 2023	2024 to 2028	Remaining Life
Salaries	11	0	300	300	300	0	0	0
Overtime	12	0	0	0	0	0	0	0
Benefits	23	0	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0	0
Insurance	46	0	0	0	0	0	0	0
Natural Gas	4701	0	0	0	0	0	0	0
Electricity	4702	0	0	0	0	0	0	0
Sewer	4703	0	0	0	0	0	0	0
Garbage	4704	0	0	0	0	0	0	0
Water	4709	0	0	0	0	0	0	0
Large Item Pickup	4723	0	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0	0
Intergovtl	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$300	\$300	\$300	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014 to 2018	2018 to 2023	2024 to 2028	Remaining Life
Ending Cash	0	300	300	0	0	0	0
Grants/Contributions	0	0	0	0	0	0	0
Fund Subsidy	0	0	0	0	0	0	0
New Source of Revenue	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
Total Sources	\$0	\$300	\$300	\$0	\$0	\$0	\$0



Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	63rd Street slide repair			
Resource Type 1 (List only one source)	Grant Funds		Amount	
	Surface Water	x	Amount	\$25,000
Does Resource Type 2 Require a City Match?				
		Yes		No x
If Yes, Match Dollar Amount:				
Does Resource Type 1 Allow In Kind Match?				
		Yes		No
If Yes, In Kind Match Estimate				
Resource Type 2	Grant Funds		Amount	
	Other		Amount	
Does Resource Type 2 Require a City Match?				
		Yes		No
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match?				
		Yes		No
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$0		
Real Estate Excise Tax 2 Fund		\$0		
Park Acquisition & Development Fund		\$0		
Surface Water		\$25,000		
Subtotal City Funds Match		\$25,000		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$0		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$0		
Does Project Require The Issuance of Debt?				
		Yes		No x
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilitized & Amount				



Capital Project Decision Package

Project: Decant Station Roof

Project Description:

Presently the decant station is uncovered. Thus precipitation enters the decant station. Because of this we have not been able to run the polluted decant water from our sweeper to the sewer. Instead it has been going to our surface water ponds at the shop. DOE and the NPDES II regulations don't allow that type of decanting. This project will cover the station with a simple three sided and roofed structure. We may also have to improve the sediment removal system before we will be allowed to begin discharging to the sewer system.

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

Compliance with regulations and environmental practices is City policy.

Show how capital project would help achieve applicable service-level standards.

This will bring us back into compliance with codes. So far DOE has not written us up on the practice (they may not be aware that is what we are doing).

What is the impact on service-level objectives of deferring the capital project?

Continued non-compliance and the potential for contaminated water to enter the surface water system.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies? Yes, no alternatives exist.

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

Not really a project that the public would be involved with. The timeline is to design and construct in 2012. We will look at having a pole building company design and build for us, like we did with the shop storage structure last year.

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

The shop, where the decant station resides.

Is the capital project in compliance with land use laws?

Yes.

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts.

NA

How are on-going operating & maintenance costs going to be paid for?

Surface Water utility (street sweeping is a surface water function).

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

NA.



Capital Decision Package for Council to Consider	
Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.	
Project Title:	Decant Station Roof
Department:	Public Works
Preparer:	Larry Waters
Fund Name(s)	Surface Water
Fund Account Number(s):	440.90.594.392.6310

Item Description	2011	2012	2013	2014	2015
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	0	0	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Professional Services</i>	0	5,000	0	0	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Construction</i>	0	30,000	0	0	0
<i>Alternate Construction</i>	0	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$0	\$35,000	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
<i>Ending Cash</i>	\$0	\$35,000	\$0	\$0	\$0
<i>Grants/Contributions</i>	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$0	\$35,000	\$0	\$0	\$0



Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:		Decant Station Roof		
Resource Type 1 (List only one source)	Grant Funds		Amount	
	Surface Water	x	Amount	\$35,000
Does Resource Type 2 Require a City Match?				
		Yes		No x
If Yes, Match Dollar Amount:				
Does Resource Type 1 Allow In Kind Match?				
		Yes		No
If Yes, In Kind Match Estimate				
Resource Type 2	Grant Funds		Amount	
	Other		Amount	
Does Resource Type 2 Require a City Match?				
		Yes		No
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match?				
		Yes		No
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund			\$0	
Real Estate Excise Tax 2 Fund			\$0	
Park Acquisition & Development Fund			\$0	
Stormwater			\$35,000	
Subtotal City Funds Match			\$35,000	
Sources of City In Kind Contribution for Match:				
Personnel Expense			\$0	
Supplies Expense			\$0	
Services Expense			\$0	
Other			\$0	
Subtotal City In Kind Match			\$0	
Does Project Require The Issuance of Debt?				
		Yes		No x
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilitized & Amount				



Ongoing O & M Expenses Related to Capital Decision Package	
Project Title:	Decant Station Roof
The information below represents all reasonably attainable cost estimates for operation and maintenance costs for the life cycle of the new capital item requested	
Fund Name:	Surface Water
Fund Account Number:	440.90.305.6203

Item Description	Obj	2011	2012	2013	2014 to 2018	2018 to 2023	2024 to 2028	Remaining Life
Salaries	11	0	0		0	0	0	0
Overtime	12	0	0	0	0	0	0	0
Benefits	23	0	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0	0
Insurance	46	0	0	0	0	0	0	0
Natural Gas	4701	0	0	0	0	0	0	0
Electricity	4702	0	0	0	0	0	0	0
Sewer	4703	0	0	0	0	0	0	0
Garbage	4704	0	0	0	0	0	0	0
Water	4709	0	0	0	0	0	0	0
Large Item Pickup	4723	0	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0	0
Intergovtl	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014 to 2018	2018 to 2023	2024 to 2028	Remaining Life
Ending Cash	0	0	0	0	0	0	0
Grants/Contributions	0	0	0	0	0	0	0
Fund Subsidy	0	0	0	0	0	0	0
New Source of Revenue	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0



2012 DECISION PACKAGE	
Department:	Planning & Community Development
Division:	Planning
Decision Package Title:	Japanese Gulch Phase 3
Preparer:	Patricia Love
Account Number:	440.90.594.805.6545
Ranking:	Carry Over
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	<input type="checkbox"/> New Cost: <input type="checkbox"/>
One-Time Cost:	<input checked="" type="checkbox"/> Increased Baseline: <input type="checkbox"/>
Item Description:	
Japanese Gulch Fish Passage Project - Phase 3 Stream Relocation	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals:	
This last phase of the Japanese Gulch Fish Passage project was delayed due to archaeology findings. Permitting and recovery efforts will take place this winter. Because of this, the project is delayed till the summer of 2012.	
What Alternatives Are Available, if Any?	
Delay funding of the directional signs till future years. Not complete the stream relocation portion of the project.	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	4821	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	6403	0	0	0	0	0	0
Construction Projects	65	0	170,000	0	0	0	0
Total Expenses		\$0	\$170,000	\$0	\$0	\$0	\$0

Sources of Payment	Baseline	2012	2013	2014	2015	2016
Ending Cash	0	170,000	7,500	0	0	0
Grants/Contributions	0	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0	0
New Source of Revenue	0	0	0	0	0	0
Other	0	0	0	0	0	0
Total Sources	\$0	\$170,000	\$7,500	\$0	\$0	\$0



DECISION PACKAGE	
Department:	Public Works
Division:	Surface Water Management - Capital
Decision Package Title:	GPS Field Equipment
Preparer:	Jim Niggemyer
Account Number:	440.90.594.380.6402
Ranking:	
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost	
Ongoing Cost:	New Cost: X
One-Time Cost:	Increased Baseline: X
Item Description: Trimble Yuma Tablet with software and accessories	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: This is a combination GPS/Tablet Computer. It will allow staff to field collect location and system data for input into our Stormwater system GIS. Mapping of these components is mandatory under our NPDES Phase II Permit. We have a base map and this will allow updating and direct download into the map without duplicate data entry.	
What Alternatives Are Available, if Any? Not purchase and use consultants.	

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	6,300	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Software Maintenance	4821	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	6403	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$6,300	\$0	\$0	\$0	\$0

Sources of Payment		2012	2013	2014	2015	2016
Ending Cash		6,300	0	0	0	0
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$6,300	\$0	\$0	\$0	\$0



DECISION PACKAGE			
Department:	Public Works		
Division:	Surface Water		
Decision Package Title:	GIS system, system evaluations.		
Preparer:	Larry Waters		
Account Number:	440.90.594.380.6402		
Ranking:	Carry Forward		
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost			
Ongoing Cost:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table>		
One-Time Cost:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 20px; background-color: red; color: white; text-align: center;">X</td> <td style="width: 50px; height: 20px;"></td> </tr> </table>	X	
X			
Item Description:			
<p>This is both a carry over and expansion of last year's DP. Last year we budgeted \$125K for more work on our GIS system with a focus on stormwater and also retrofitting upper Smuggler's Gulch drainage basin with improved stormwater management techniques (Low Impact Development stormwater options). This year we have spent about \$50K on the GIS stormwater project - putting the huge volume of stormwater information into the GIS format/system. For next year we propose for the GIS system (\$66K) to: 1. Complete entry of WSDOT Paine Field Blvd. stormwater system data into system; 2. Complete Smuggler's Gulch surveys; 3. Develop a maintenance data base; 4. Create a mobile entry data platform for field crews; 5. Provide for presentation, training and on-call assistance with the project. \$10K is included here to cover any un-planned system evaluations that might pop up. Carry forward is expected to be about \$70K.</p>			
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals:			
<p>Cities are required to manage all assets. Presently most government entities manage assets from a GIS platform. This work is a continuation of our efforts to create a GIS asset management system. Much of the GIS work is done, but some components remain to be completed. Many of the GIS system components will help us comply with NPDES Phase II requirements (National Pollution Discharge Elimination System).</p>			
What Alternatives Are Available, if Any?			
Not complete the GIS system work.			

Item Description	Obj	Baseline Budget	2012	2013	2014	2015	2016
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	64	0	0	0	0	0	0
Software Projects	6402	0	76,000	0	0	0	0
Total Expenses		\$0	\$76,000	\$0	\$0	\$0	\$0

Sources of Payment	Baseline	2012	2013	2014	2015	2016
Ending Cash (carry over)	0	42,000	0	0	0	0
Ending Cash (new costs)	0	0	0	0	0	0
Grants	0	34,000	0	0	0	0
General Fund Subsidy	0	0	0	0	0	0
New Source of Revenue	0	0	0	0	0	0
Other	0	0	0	0	0	0
Total Sources	\$0	\$76,000	\$0	\$0	\$0	\$0



Capital Project Decision Package

Project: Storm drain pipe extension

Project Description:

Extend a storm drain pipe that currently discharges part way down a small ravine on the bluff causing erosion and possibly leading to increased instability of the adjacent bluff area. The pipe will be extended down to the culvert that runs under the BNSF RR.

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

Fixing a problem before it turns into a larger problem (a major bluff slide).

Show how capital project would help achieve applicable service-level standards.

Prevents future problems.

What is the impact on service-level objectives of deferring the capital project?

Could lead to a bluff slide that would be very costly to deal with.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

None exist.

for public input, Commission's input, action from Mayor & Council, permitting, design & construction? Design and repair done in 2012.

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner? NA. Location is fixed.

Is the capital project in compliance with land use laws? Yes.

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts.

NA

How are on-going operating & maintenance costs going to be paid for?

None anticipated.

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

NA



Capital Decision Package for Council to Consider	
Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.	
Project Title:	Naketa Beach area storm pipe extension
Department:	Public Works
Preparer:	Larry Waters
Fund Name(s)	Surface Water
Fund Account Number(s):	440.90.594.392.6310

Item Description	2011	2012	2013	2014	2015
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	0	5,000	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Professional Services</i>	0	0	0	0	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Construction</i>	0	20,000	0	0	0
<i>Alternate Construction</i>	0	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$0	\$25,000	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
<i>Ending Cash</i>	\$0	\$25,000	\$0	\$0	\$0
<i>Grants/Contributions</i>	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$0	\$25,000	\$0	\$0	\$0



Ongoing O & M Expenses Related to Capital Decision Package	
Project Title:	Naketa Beach Area Storm Pipe extension
The information below represents all reasonably attainable cost estimates for operation and maintenance costs for the life cycle of the new capital item requested	
Fund Name:	Surface Water
Fund Account Number	440.90.694.***.6***

Item Description	Obj	2011	2012	2013	2014 to 2018	2018 to 2023	2024 to 2028	Remaining Life
Salaries	11	0	0		0	0	0	0
Overtime	12	0	0	0	0	0	0	0
Benefits	23	0	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0	0
Insurance	46	0	0	0	0	0	0	0
Natural Gas	4701	0	0	0	0	0	0	0
Electricity	4702	0	0	0	0	0	0	0
Sewer	4703	0	0	0	0	0	0	0
Garbage	4704	0	0	0	0	0	0	0
Water	4709	0	0	0	0	0	0	0
Large Item Pickup	4723	0	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0	0
Intergovtl	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014 to 2018	2018 to 2023	2024 to 2028	Remaining Life
Ending Cash	0	0	0	0	0	0	0
Grants/Contributions	0	0	0	0	0	0	0
Fund Subsidy	0	0	0	0	0	0	0
New Source of Revenue	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0



Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	Naketa Beach Area Storm Pipe extension			
Resource Type 1 (List only one source)	Grant Funds		Amount	
	Surface Water	x	Amount	\$25,000
Does Resource Type 2 Require a City Match?				
		Yes		No x
If Yes, Match Dollar Amount:				
Does Resource Type 1 Allow In Kind Match?				
		Yes		No
If Yes, In Kind Match Estimate				
Resource Type 2	Grant Funds		Amount	
	Other		Amount	
Does Resource Type 2 Require a City Match?				
		Yes		No
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match?				
		Yes		No
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$0		
Real Estate Excise Tax 2 Fund		\$0		
Park Acquisition & Development Fund		\$0		
Stormwater		\$25,000		
Subtotal City Funds Match		\$25,000		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$0		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$0		
Does Project Require The Issuance of Debt?				
		Yes		No x
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilitized & Amount				