



City of Mukilteo, Washington

PRINCIPAL CITY OFFICIALS

Elected Officials

Mayor	Joe Marine
Council President	Richard Emery
Council Vice President	Jennifer Gregerson
Councilmember	Linda Grafer
Councilmember	Randy Lord
Councilmember	Steve Schmalz
Councilmember	Kevin Stoltz
Councilmember	Emily Vanderwielen

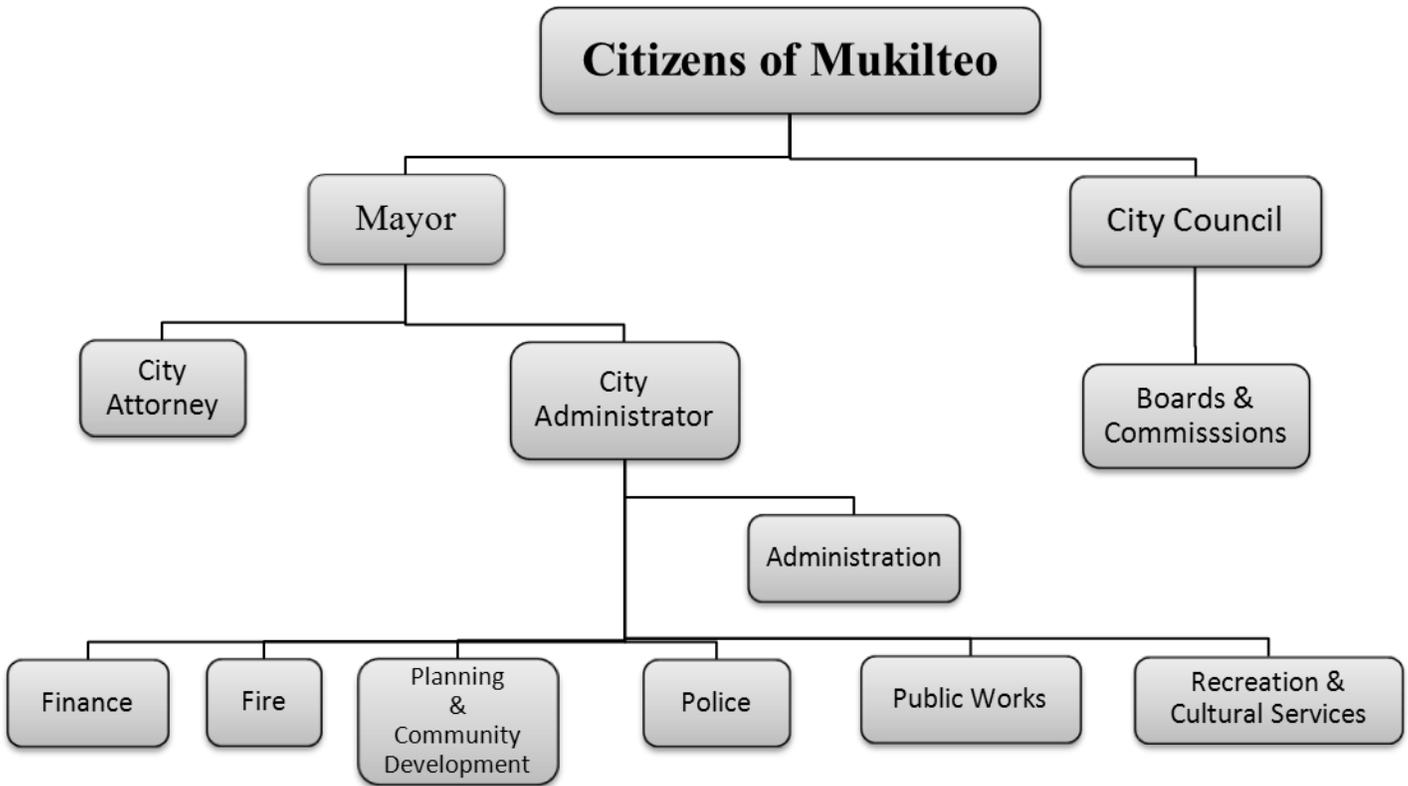
Executive Staff

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, Washington

City of Mukilteo Organizational Structure





City of Mukilteo, Washington



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City of Mukilteo, Washington

MAYOR'S 2013 BUDGET MESSAGE

October 29, 2012

Mukilteo City Council
 Citizens of Mukilteo
 Mukilteo Business Community

Transmittal of 2013 Preliminary Budget

Dear Council and Mukilteo Community:

I respectfully submit for your review and action the 2013 budget. I am pleased to present a balanced budget that is cautiously optimistic about our local economy. A budget that thoughtfully and carefully allocates each dollar.

2013 Budget

Public Safety – Our First and Foremost Priority:

Police:

\$275,477 for four new replacement police cars and addition of half time Police Records Clerk;

Fire:

\$1,320,000 for two replacement fire trucks;
 \$ 150,000 replacing 3 Jaws of Life rescue tools
 \$ 92,300 replacing fire radios
 \$ 90,000 replacing a worn out air compressor for firefighter air tanks;

Police and Fire:

\$ 178,120 for modular computer terminals in vehicles, training and software for Mukilteo's participation in an area wide New World dispatch and records system. They deserve no less and it is a wise investment.

Investing and maintaining our infrastructure

\$117,000 to finance our efforts to prevent commercial air service from negatively affecting aerospace manufacturing at Paine Field. The City is dedicated to working to preserve this national treasure and regional economic engine for aerospace manufacturing. The City Council and I are undivided in our appreciation of the importance of doing everything in our power to



City of Mukilteo, Washington

insure the infrastructure necessary to support the manufacture of the world's finest aircraft at Paine Field for this year and the next fifty years.

\$445,000 for street pavement preservation. This will be our seventh year of a ten year plan to chip seal all of Mukilteo's 60 miles of streets. This year the Old Town area will be chip sealed to rejuvenate and protect our investment in safe streets.

\$115,000 (contingent on a partial grant) to install a sidewalk on 76th Street creating a safe walking path from home to school for our children.

\$225,500 City received two design grants for designing a pedestrian/bicycle path to Boeing and to link Mukilteo with commuting and recreational bicycling networks throughout the Puget Sound. Final design will make us competitive for construction grants.

Rosehill.

The fourth bond payment of \$906,000 will be paid with Real Estate Excise Tax funds. The proposed budget also recommends dedicating the receipts from the sale of a vacant city lot to a future Rosehill mortgage payment. My personal commitment remains firm that the City will pay off Rosehill's bond with only REET revenues and no General Fund (property tax) dollars.

With the continuing success of recreation programs and room rentals, revenues are projected to increase and accordingly the amount of funds transferred from the General Fund is reduced to \$ 150,000.

Protecting Our Environment

\$928,000 from grants to finance 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.

\$230,000 to repair the shoreline bulkhead at the end of Park Avenue.

\$ 235,000 to replace and reinforce failing sidewalk, culverts and roads on 61st and 92nd Streets.

Year of the Waterfront

We have worked tirelessly and cooperatively on the transfer of the Federal tank farm. 2013 will be the "Year of the Mukilteo Waterfront" when the tank farm is finally transferred (after 12 years) and we will begin to enjoy the economic, recreation and cultural benefits of an invigorated waterfront. We will see new construction jobs, receive construction sales taxes and commuters will benefit from a new Sounder Station. We will see the protection of existing family wage jobs and continued environmental protection services of NOAA when they become land owners. We



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will work tirelessly advocating for NOAA and have reason to be optimistic about their continued presence and expansion.

We are equally optimistic about realizing a pedestrian bridge access to the waterfront that will provide all residents a safe path to the Sounder Station, waterfront shops, Lighthouse Park, Ferry terminal (new and old) and waterfront promenade. I look forward to a continuing partnership with Sound Transit for a parking structure. We will work hard to grow other partnerships that can solve access and parking challenges of the waterfront.

I am excited about our potential tribal partnerships (particularly with the Tulalip Nation) that will honor Mukilteo's historical and cultural place while also capitalizing on recreational and tourism possibilities from a reclaimed and accessible waterfront.

City staff

My optimism would not be possible without the sacrifices, commitment and creativity of city staff as well as the dedication, sacrifices and initiative of residents. Our city staff is generally leaner (per capita) than other surrounding communities. I expect and we expect more with less and city staff has stepped up to the challenges. They have performed consistently in routine and emergency situations with professionalism and personal commitment. Thank you. This budget includes a modest pay increase that for most employees is their first in 4 years.

City Volunteers Stepping Up to Make the Difference

Thank you also to residents from many parts of the community who have stepped up particularly for the past three years. Tremendous individual efforts like Sally Osborne's to conceive, organize and guide construction of a needed dog park are remarkable. Of course, she didn't do it alone as attested by the groups recognized at the Park opening. Individuals and local groups' passions and persistence make things happen in Mukilteo. There are many other examples of people stepping up including the Historical Society and Garden Club's protection of the Fowler Pear Tree or the Community Garden Group who keep producing and helping neighbors where our city government just can't. Emergency preparedness volunteers in partnership with our emergency responders have been priceless. Park and Arts Commissioners starting up the public art gallery as well as bringing theater back to Mukilteo deserve shout outs. Boy Scouts improving park trails and building entrance structures and Japanese Gulch trail volunteers building new trails have exceeded all expectations. They all have made Mukilteo a more beautiful and livable place over the past several years. Volunteers help because they can and because they (we) love this place.

Taxes and Fees

My 2013 budget is cautiously optimistic that the economy's recovery will continue. We are experiencing growth in restaurant and retail sales and significant increase in lodging tax revenues. Property values have declined by 2.8% (less than surrounding communities) which contributes to lower emergency medical levy revenues.



My budget includes the statutory 1% increase in general property taxes (\$ 47,100).

Liquor revenues

Our efforts to finance our basic local services and participate in regional economic improvement have been hampered by the slow recovery, but also by state cutbacks including the loss of liquor sale revenues, which historically helped to fund vital public safety services. We adjusted and we will survive.

Budget Gap

I am pleased to present a budget that lowers the gap between revenues and expenditures to 2.74 % from 3.1 in last year's presented budget. We still have to incorporate the work of the Long Range Planning Committee into our month to month financial discipline, but we are making steady progress. With a continually improving economy and continuing financial discipline, we will soon eliminate our gap.

Reduction of Reserves

In accordance with the City's Fund Balance Reserve Policy, the 2013 reserves are being drawn down slowly to eventually arrive at a 16.67%. The gradual draw down permits a measured response to declining revenues against minimum operational needs. At the end of 2013, the projected General Fund reserve will equal 29 % of expenditures. The General Fund Reserve continues to provide the City with a "safety net" to weather the slow economic recovery.

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 \$3,700,000.

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 throughout, the year embracing the discipline of a Long Range Financial Plan.

This Budget mirrors my past seven budgets as a team effort to present a financial and operational plan to protect Mukilteo as a wonderful place to live and work. I do not apologize and I never tire of bragging about Mukilteo as the 9th Best small City in the United States. We have a great place to live we respect our stewardship and I have tried to present a budget that furthers our efforts.



City of Mukilteo, Washington

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,

Joe Marine
Mayor



THE PRELIMINARY BUDGET BUILDING PROCESS

This section is intended to briefly share the mechanics behind the creation of the proposed 2013 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 2012 adopted budgets less all one-time expenditures as identified during the 2012 budget. The baseline budgets include mandated increases. Mandated increases are costs that are out of Department control. Examples are: salaries, benefits, and utilities.



City of Mukilteo, Washington

Exhibits 1 through 7 have been included to assist with an overview/analysis of the preliminary 2013 budget.

Exhibit 1 lists projected 2013 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	\$ 126,220	\$ 25,200	\$ 39,700	\$ 111,720
011	General	3,839,317	12,525,110	12,868,362	3,496,065
012	City Reserve	1,000,000	0	0	1,000,000
013	Health Insurance Administration	66,296	0	0	66,296
014	Unemployment Compensation	40,490	0	0	40,490
015	Paine Field Emergency Reserve Fund	117,217	0	117,000	217
104	Drug Enforcement Fund	22,614	20	0	22,634
111	Street	95,605	765,200	782,140	78,665
112	Arterial Street	123,958	131,670	150,000	105,628
114	Recreation & Cultural Services	245,807	628,410	684,200	190,017
116	Hotel/Motel Lodging Tax Fund	182,326	180,200	185,500	177,026
120	Technology Replacement	99,480	176,200	205,650	70,030
126	Emergency Medical Services	362,512	1,816,420	1,882,904	296,028
275	LTGO Bond Fund 2009	6,960	1,088,860	906,220	189,600
322	Park Acquisition & Development	131,051	30,200	66,000	95,251
323	Transportation Impact Fee	226,803	120,170	250,000	96,973
331	Real Estate Excise Tax I	4,341,836	858,805	1,240,050	3,960,591
332	Real Estate Excise Tax II	314,520	419,405	714,800	19,125
341	Municipal Facilities	183,690	276	183,000	966
375	Community Center Project Fund	0	0	0	0
440	Surface Water Management	1,414,460	1,980,070	2,647,030	747,500
510	Equipment Replacement Reserve	2,639,615	581,510	1,892,300	1,328,825
518	Facilities Maintenance	121,160	450,000	497,760	73,400
TOTALS		\$ 15,701,937	\$ 21,777,726	\$ 25,312,616	\$ 12,167,047



Exhibit 2: Fund Summaries

REVENUE SUMMARY ALL FUNDS

Fund No.	Fund Description	2011 Actual	2012 Budget	2012 YE Estimate	2013 Budget	Budget \$ Change 2013 - 2012	Budget % Change 2013 - 2012
009	LEOFF I Reserve	\$ 30,260	\$ 30,300	\$ 30,200	\$ 25,200	\$ (5,100)	-16.83%
011	General	12,354,287	12,517,656	12,730,750	12,525,110	7,454	0.06%
012	City Reserve	0	0	0	0	0	0.00%
013	Health Insurance Administration	1,000	15,300	15,300	0	(15,300)	-100.00%
014	Unemployment Compensation	0	0	0	0	0	0.00%
015	Paine Field Emergency Reserve	150,000	0	0	0	0	0.00%
104	Drug Enforcement	58,426	0	20	20	20	100.00%
111	Street	715,598	780,100	788,420	765,200	(14,900)	-1.91%
112	Arterial Street	389,510	136,650	137,542	131,670	(4,980)	-3.64%
114	Recreation & Cultural Services	624,147	568,360	677,085	628,410	60,050	10.57%
116	Hotel/Motel Lodging Tax	185,874	175,400	185,390	180,200	4,800	2.74%
120	Technology Replacement	80,565	80,200	82,500	176,200	96,000	119.70%
126	Emergency Medical Services	2,011,385	1,849,200	1,844,020	1,816,420	(32,780)	-1.77%
275	LTGO Bond Fund	909,376	1,299,978	905,310	1,088,860	(211,118)	-16.24%
322	Park Acquisition & Development	286,852	245,100	481,137	30,200	(214,900)	-87.68%
323	Transportation Impact Fee	39,837	98,700	214,920	120,170	21,470	21.75%
331	Real Estate Excise Tax I	420,088	2,437,000	864,852	858,805	(1,578,195)	-64.76%
332	Real Estate Excise Tax II	418,335	415,500	306,160	419,405	3,905	0.94%
341	Municipal Facilities	0	0	165,120	276	276	0.00%
375	Community Center Project Fund	2,169	0	0	0	0	0.00%
440	Surface Water Management	1,382,522	1,378,600	1,253,600	1,980,070	601,470	43.63%
510	Equipment Replacement Reserve	773,570	577,990	1,474,895	581,510	3,520	0.61%
518	Facilities Maintenance	422,086	442,930	438,797	450,000	7,070	1.60%
	Totals	\$ 21,255,887	\$ 23,048,964	\$ 22,596,018	\$ 21,777,726	\$ (1,271,238)	-5.52%

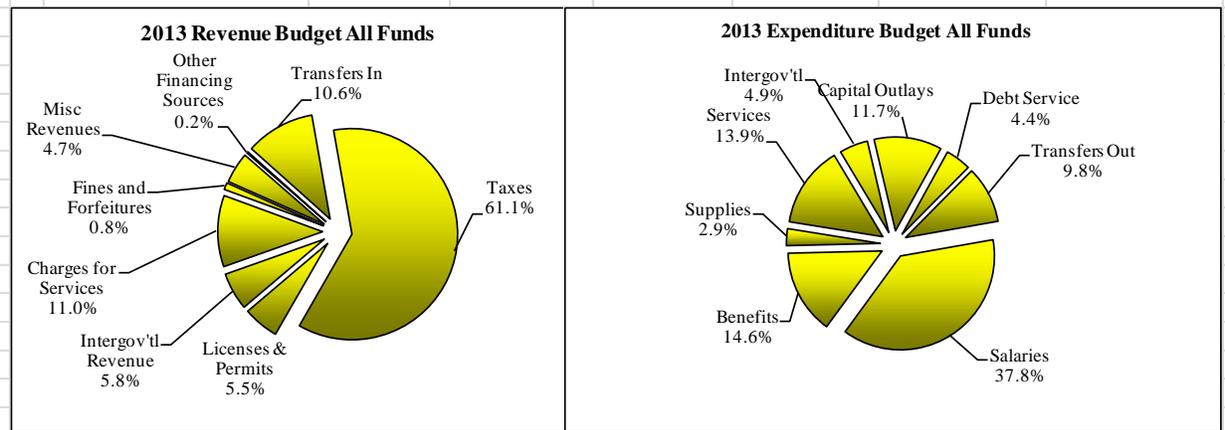
EXPENDITURE SUMMARY ALL FUNDS

Fund No.	Fund Description	2011 Actual	2012 Budget	2012 YE Estimate	2013 Budget	Budget \$ Change 2013 - 2012	Budget % Change 2013 - 2012
009	LEOFF I Reserve	\$ 33,470	\$ 37,200	\$ 38,200	\$ 39,700	\$ 2,500	6.72%
011	General	12,770,418	12,792,035	13,359,436	12,868,362	76,327	0.60%
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	19,020	156,240	40,000	117,000	(39,240)	-25.12%
104	Drug Enforcement	27,832	2,500	8,000	0	(2,500)	-100.00%
111	Street	790,253	748,730	737,210	782,140	33,410	4.46%
112	Arterial Street	391,113	165,000	167,504	150,000	(15,000)	-9.09%
114	Recreation & Cultural Services	560,002	624,310	640,710	684,200	59,890	9.59%
116	Hotel/Motel Lodging Tax	105,553	212,900	196,700	185,500	(27,400)	-12.87%
120	Technology Replacement	82,515	124,512	124,140	205,650	81,138	65.16%
126	Emergency Medical Services	1,941,923	1,904,528	1,872,700	1,882,904	(21,624)	-1.14%
275	LTGO Bond Fund	909,613	905,650	912,474	906,220	570	0.06%
322	Park Acquisition & Development	375,258	270,000	356,914	66,000	(204,000)	-75.56%
323	Transportation Impact Fee	0	100,000	120,000	250,000	150,000	100.00%
331	Real Estate Excise Tax I	936,187	3,281,245	1,105,786	1,240,050	(2,041,195)	-62.21%
332	Real Estate Excise Tax II	478,103	449,300	319,284	714,800	265,500	59.09%
341	Municipal Facilities	0	0	0	183,000	183,000	0.00%
375	Community Center Project Fund	2,097,040	493,708	496,265	0	(493,708)	-100.00%
440	Surface Water Management	1,174,052	2,018,950	1,573,690	2,647,030	628,080	31.11%
510	Equipment Replacement Reserve	366,422	181,100	294,210	1,892,300	1,711,200	944.89%
518	Facilities Maintenance	376,321	496,270	417,780	497,760	1,490	0.30%
	Totals	\$ 23,435,095	\$ 24,964,178	\$ 22,781,003	\$ 25,312,616	\$ 348,438	1.40%



Exhibit 3 lists revenues, expenditures and fund balances for all funds. Total estimated revenues and operating transfers for 2013 are \$21,777,726 a decrease of \$1,271,238 over the 2012 budget.

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



Item	2011 Actual	2012 Budget	2012 YE Estimate	2013 Budget	Budget \$ Change 2013 - 2012	Budget % Change 2013 - 2012
Beginning Fund Balance	\$ 18,422,555	\$ 16,190,540	\$ 15,768,615	\$ 15,701,937	\$ (488,603)	-3.02%
Revenues:						
Taxes	12,402,418	12,335,566	12,258,680	12,469,570	134,004	1.09%
Licenses and Permits	1,163,311	1,111,900	1,208,500	1,261,300	149,400	13.44%
Intergovernmental Revenue	1,616,420	3,381,990	1,572,861	1,895,730	(1,486,260)	-43.95%
Charges for Service	2,191,561	2,387,800	2,578,620	2,259,850	(127,950)	-5.36%
Fines and Forfeitures	214,927	212,000	173,700	189,100	(22,900)	-10.80%
Miscellaneous Revenues	1,406,100	1,090,540	1,290,062	1,137,526	46,986	4.31%
Transfers In	2,261,150	2,529,168	3,513,595	2,564,650	35,482	1.40%
Total Revenues	\$ 21,255,887	\$ 23,048,964	\$ 22,596,018	\$ 21,777,726	\$ (1,271,238)	-5.52%
Expenditures:						
Salaries	8,235,331	8,286,550	8,185,090	8,354,545	67,995	0.82%
Benefits	2,970,187	3,200,720	3,038,269	3,221,622	20,902	0.65%
Supplies	637,417	673,110	564,080	712,570	39,460	5.86%
Services	3,176,328	3,394,285	3,181,804	3,586,950	192,665	5.68%
Intergovernmental	1,074,304	1,130,310	1,105,943	1,138,229	7,919	0.70%
Capital Outlays	4,170,208	4,731,885	2,102,834	4,757,830	25,945	0.55%
Debt Service	910,170	1,018,150	1,089,388	976,220	(41,930)	-4.12%
Transfers Out	2,261,150	2,529,168	3,513,595	2,564,650	35,482	1.40%
Total Expenditures	\$ 23,435,095	\$ 24,964,178	\$ 22,781,003	\$ 25,312,616	\$ 348,438	1.40%
Ending Fund Balance	\$ 16,243,347	\$ 14,275,326	\$ 15,583,630	\$ 12,167,047	\$ (2,108,279)	-14.77%

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 \$11,576,167.
- The **operating budget** finances the day-to-day provisions of the City, consisting of supplies, services and intergovernmental, and totals \$5,437,749.

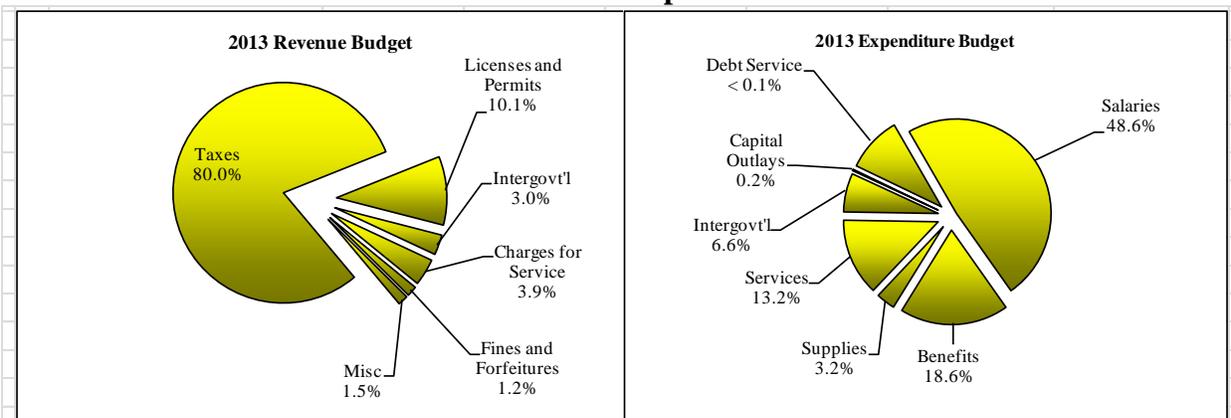


City of Mukilteo, Washington

- 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 \$4,757,830.
- The **debt service budget** is used to repay money borrowed by the City, primarily for capital improvements, and amounts to \$976,220.
- The **transfers in/out budget** of \$2,564,650 represents the amount of funds transferred from one fund to another.

The 2013 expenditure budget for all funds totals \$25,312,616.

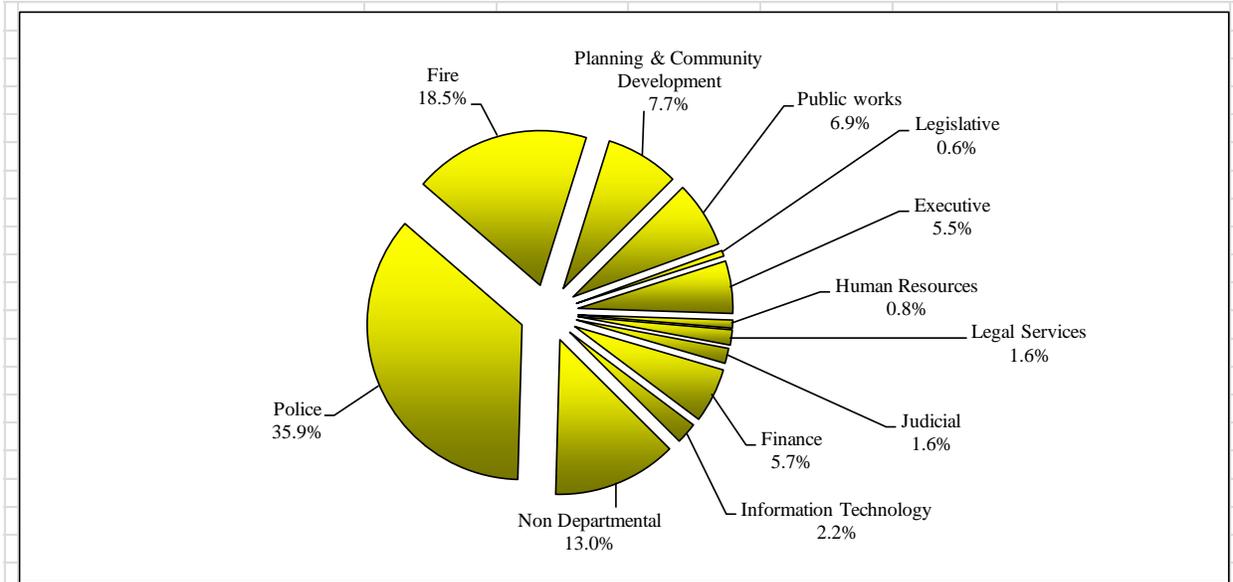
Exhibit 4: General Fund Revenues and Expenditures



Item	2011 Actual	2012 Budget	2012 YE Estimate	2013 Budget	Budget \$ Change 2013 - 2012	Budget % Change 2013 - 2012
Beginning Fund Balance	\$ 5,005,878	\$ 4,468,000	\$ 4,468,003	\$ 3,839,317	\$ (628,683)	-14.07%
Revenues:						
Taxes	9,653,151	9,838,066	9,803,800	10,026,300	188,234	1.91%
Licenses and Permits	1,163,036	1,111,600	1,207,900	1,260,800	149,200	13.42%
Intergovernmental Revenue	549,490	418,160	643,600	370,660	(47,500)	-11.36%
Charges for Service	482,355	652,250	678,800	492,900	(159,350)	-24.43%
Fines and Forfeitures	214,927	212,000	173,700	189,100	(22,900)	-10.80%
Miscellaneous Revenues	291,328	285,580	222,950	185,350	(100,230)	-35.10%
Total Revenues	\$ 12,354,287	\$ 12,517,656	\$ 12,730,750	\$ 12,525,110	\$ 7,454	0.06%
Expenditures:						
Salaries	6,237,403	6,255,250	6,125,296	6,249,285	(5,965)	-0.10%
Benefits	2,246,167	2,417,100	2,257,626	2,391,062	(26,038)	-1.08%
Supplies	362,599	430,030	323,932	417,380	(12,650)	-2.94%
Services	1,519,162	1,546,265	1,534,639	1,699,910	153,645	9.94%
Intergovernmental	790,622	860,920	811,903	852,925	(7,995)	-0.93%
Capital Outlays	262,665	82,670	118,665	32,000	(50,670)	-61.29%
Transfers Out	1,351,800	1,199,800	2,187,375	1,225,800	26,000	2.17%
Total Expenditures	\$ 12,770,418	\$ 12,792,035	\$ 13,359,436	\$ 12,868,362	\$ 76,327	0.60%
Ending Fund Balance	\$ 4,589,747	\$ 4,193,621	\$ 3,839,317	\$ 3,496,065	\$ (697,556)	-16.63%



Exhibit 5: General Fund Expenditures by Department



	2011 Actual	2012 Budget	2012 YE Estimate	2013 Budget	Budget \$ Change 2013 - 2012	Budget % Change 2013 - 2012
Legislative	\$ 64,870	\$ 87,750	\$ 73,710	\$ 77,750	\$ (10,000)	-11.40%
Executive	678,539	702,200	689,190	704,190	1,990	0.28%
Human Resources	88,263	110,680	73,840	108,360	(2,320)	-2.10%
Legal Services	192,616	197,000	197,620	204,000	7,000	3.55%
Judicial	200,453	203,000	177,000	203,000	0	0.00%
Finance	679,945	719,390	712,210	733,320	13,930	1.94%
Information Technology	336,570	457,060	457,050	286,160	(170,900)	-37.39%
Non Departmental	1,739,637	1,613,800	2,552,820	1,666,370	52,570	3.26%
Police	4,421,134	4,435,210	4,339,598	4,617,025	181,815	4.10%
Fire	2,478,721	2,327,310	2,212,838	2,373,397	46,087	1.98%
Planning & Community Development	965,843	983,050	946,345	987,580	4,530	0.46%
Public Works	923,774	887,915	834,550	892,210	4,295	0.48%
Capital	53	67,670	92,665	15,000	(52,670)	-77.83%
Totals	\$ 12,770,418	\$ 12,792,035	\$ 13,359,436	\$ 12,868,362	\$ 76,327	0.60%



Exhibit 6: General Fund Revenue Summary

GENERAL FUND	2011 Actual	2012 Budget	2012 YE Estimate	2013 Budget	Budget \$ Change 2013 - 2012	Budget % Change 2013 - 2012
<u>Taxes</u>						
Property Taxes	\$ 4,541,800	\$ 4,693,116	\$ 4,714,700	\$ 4,771,600	\$ 78,484	1.67%
Sales Tax	1,917,395	1,855,000	1,924,000	2,021,000	166,000	8.95%
Utility Taxes	2,850,357	2,954,450	2,814,100	2,818,000	(136,450)	-4.62%
Other Taxes	343,599	335,500	351,000	415,700	80,200	23.90%
Total Taxes	9,653,151	9,838,066	9,803,800	10,026,300	188,234	1.91%
<u>Licenses & Permits</u>						
Business Licenses	423,963	352,000	417,500	416,500	64,500	18.32%
Building & Other Permits	739,073	759,600	790,400	844,300	84,700	11.15%
Total Licenses & Permits	1,163,036	1,111,600	1,207,900	1,260,800	149,200	13.42%
<u>Intergovernmental Revenues</u>						
Liquor Board Profits	141,173	135,930	203,200	182,600	46,670	34.33%
Liquor Excise Tax	99,235	95,000	74,500	30,780	(64,220)	-67.60%
Other Intergovernmental Revenue	309,082	187,230	365,900	157,280	(29,950)	-16.00%
Total Intergovernmental Revenues	549,490	418,160	643,600	370,660	(47,500)	-11.36%
<u>Fees For Service</u>						
General Government	2,328	2,000	3,300	2,000	0	0.00%
Public Safety	216,607	187,500	200,800	213,600	26,100	13.92%
Utilities and Environment	6,737	11,000	15,900	6,700	(4,300)	-39.09%
Economic Environment	90,383	94,650	144,000	77,000	(17,650)	-18.65%
Overhead Charge to Other Funds	166,300	357,100	314,800	193,600	(163,500)	-45.79%
Total Fees For Service	482,355	652,250	678,800	492,900	(159,350)	-24.43%
<u>Fines & Forfeitures</u>						
Fines & Forfeitures	214,927	212,000	173,700	189,100	(22,900)	-10.80%
Total Fines & Forfeitures	214,927	212,000	173,700	189,100	(22,900)	-10.80%
<u>Miscellaneous Revenues</u>						
Interest Earnings	17,673	15,700	15,800	11,800	(3,900)	-24.84%
Other Miscellaneous Revenue	273,655	269,880	207,150	173,550	(96,330)	-35.69%
Total Miscellaneous Revenues	291,328	285,580	222,950	185,350	(100,230)	-35.10%
Total General Fund	\$ 12,354,287	\$ 12,517,656	\$ 12,730,750	\$ 12,525,110	\$ 7,454	0.06%



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

Division	Description	2013 Baseline	2013 DP's	One Time and Ongoing Expenditures			
				2014	2015	2016	2017
General Fund							
Legal Services	City Prosecuting Attorney	-	7,000	-	-	-	-
Finance	Business License Software	-	17,000	-	-	-	-
Other Governmental	Interjurisdictional Housing	-	1,250	1,250	1,250	1,250	1,250
Other Governmental	Election Services	-	15,000	-	-	-	-
Technology Replacement	Mobile Data computer for Public Safety - Pol & Fire	-	16,400	-	-	-	-
Police Administration	Scanner	-	1,000	-	-	-	-
Police Administration	New World Systems connectivity for 14 Vehicles	5,100	3,300	3,399	3,501	3,606	3,714
Police Administration	Concealed Pistol License	5,000	1,250	1,250	1,250	1,250	1,250
Police Administration	Support Services Clerk	-	37,477	1,874	1,967	2,066	2,169
Police Training	New World Systems Training	-	24,840	-	-	-	-
Police Training	Travel & Subsistence	3,500	4,400	4,400	4,400	4,400	4,400
Police Training	Norpoint Gun Range	4,500	800	-	-	-	-
Fire Prevention	Emergency Preparedness Fair	-	4,000	4,150	4,308	4,473	4,647
Parks	Parks Lead Position	410,800	11,700	12,285	12,899	13,544	14,221
Capital	Ped Bike Bridge	5,000	15,000	10,100	10,100	10,100	10,100
General Fund Totals		433,900	160,417	38,708	39,675	40,689	41,751
Street Fund							
Streets	Equipment Repair	4,000	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)
Streets	Motor Fuel	17,000	5,000	5,000	5,000	5,000	5,000
Streets	Operating Supplies	18,000	(6,000)	(6,000)	(6,000)	(6,000)	(6,000)
Streets	Small Items of Equipment	2,200	(600)	(600)	(600)	(600)	(600)
Streets	Lane Striping and Marking	25,000	7,000	7,000	7,000	7,000	7,000
Streets	Vehicle R&M	11,000	4,000	4,000	4,000	4,000	4,000
Streets	Street Light Maintenance	14,000	5,000	5,000	5,000	5,000	5,000
Streets	Cell Phones	2,100	(800)	(800)	(800)	(800)	(800)
Street Fund Totals		89,300	13,600	13,600	13,600	13,600	13,600
Arterial Street Fund							
Capital	2013 Chip Seal Project	-	150,000	-	-	-	-
Fund Totals		-	150,000	-	-	-	-
Recreation and Cultural Services Fund							
Recreation and Cultural Services	Recreation Programmer to full-time	30,070	26,185	25,875	25,875	25,875	25,875
Recreation and Cultural Services	Instructors Professional Services	70,000	10,000	10,000	10,000	10,000	10,000
Recreation and Cultural Services	Security Alarm Monitoring Fee	-	2,200	2,200	2,200	2,200	2,200
Recreation and Cultural Services	Recreation & Registration Software Fees	3,000	12,000	12,000	12,000	12,000	12,000
Fund Totals		103,070	50,385	50,075	50,075	50,075	50,075
Technology Replacement Fund							
Technology Replacement	Mobile Data computer for Public Safety - Tech Fund	-	134,850	-	-	-	-
Technology Replacement	2013 Small Equipment Replacement	-	54,100	-	-	-	-
Technology Replacement	Dell KACE System Management Appliance	-	16,700	-	-	-	-
Fund Totals		-	205,650	-	-	-	-
Emergency Medical Services Fund							
EMS	Basic Life Support Licenses	-	8,000	8,000	8,000	8,000	8,000
Technology Replacement	Mobile Data Computer for Public Safety	-	26,870	-	-	-	-
Fund Totals		-	34,870	8,000	8,000	8,000	8,000
Park Acquisition & Development fund							
Capital	Replacement fence at Pioneer Cemetery	-	16,000	-	-	-	-
Capital	Byers Family Marine View Park	-	25,000	-	-	-	-
Capital	92nd Street Park Retrofit	-	10,000	-	-	-	-
Capital	Japanese Gulch	-	15,000	-	-	-	-
Fund Totals		-	66,000	-	-	-	-

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Division	Description	2013 Baseline	2013 DP's	One Time and Ongoing Expenditures			
				2014	2015	2016	2017
Real Estate Excise Tax I Fund							
Capital	Interpretive Signage	-	1,500	-	-	-	-
Capital	Park St. Bulkhead Phase I - Construction & Design	-	30,000	-	-	-	-
Capital	Council Chamber Renovations	-	7,500	-	-	-	-
Capital	61st Place Retaining Wall Failure	-	82,500	832,600	100	100	100
Capital	47th Place W and Harbour Pointe Blvd Crosswalk Flashers	-	12,000	-	-	-	-
Capital	Lighting Retrofit	-	15,000	100	100	100	100
Capital	School Zone Flashers	-	15,000	100	100	100	100
Capital	Street Light Replacement at 3rd and Lincoln	-	15,000	-	-	-	-
Capital	Shared-Use Path to Everett	-	225,500	-	-	-	-
Fund Totals		-	404,000	832,800	300	300	300
Real Estate Excise Tax II Fund							
Capital	Park St. Bulkhead Phase I - Construction & Design	-	200,000	-	-	-	-
Capital	Annual Chip Seal	1	295,000	-	-	-	-
Capital	92nd Street Park Retrofit	2	10,000	-	-	-	-
Capital	92nd Street Sidewalk Repair	3	25,000	-	-	-	-
Capital	76th Sidewalk Construction	4	115,000	-	-	-	-
Fund Totals		10	645,000	-	-	-	-
Surface Water Management Fund							
Surface Water	Small Items of Equipment	5,000	1,000	1,000	1,000	1,000	1,000
Surface Water	Hazardous Waste Disposal	13,400	16,600	16,600	16,600	16,600	16,600
Surface Water	Motor Fuel	10,000	2,000	2,000	2,000	2,000	2,000
Surface Water	Vehicle R&M	8,000	5,000	5,000	5,000	5,000	5,000
Surface Water	DOE Fees	-	500	500	500	500	500
Surface Water	Equipment R&M	500	1,250	1,250	1,250	1,250	1,250
Surface Water	Aggregate	7,000	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)
Surface Water	Engineering Technician	-	67,540	70,242	72,971	75,730	78,519
Surface Water	Comprehensive Plan Update and Rate Study	100,000	100,000	-	-	-	-
Community Development	Stream Monitoring	-	3,000	3,000	3,000	3,000	3,000
Community Development	Forest Management Plan Implementation	-	1,000	1,000	1,000	1,000	1,000
Capital	Smuggler's Gulch Stormwater Project	-	928,000	406,983	1,650	1,650	1,650
Capital	61st St Culvert Replacement	-	210,000	-	-	-	-
Capital	92nd Street Park Retrofit	-	30,000	-	-	-	-
Capital	Decant Station Roof	-	35,000	-	-	-	-
Capital	2nd Street Storm System Realignment	-	30,000	-	-	-	-
Capital	Naketa Beach Area Storm Extension	-	25,000	-	-	-	-
Capital	Decant Vault	-	83,000	-	-	-	-
Fund Totals		143,900	1,536,890	505,575	102,971	105,730	108,519
Equipment Replacement Fund							
Equipment Replacement	Replacement Patrol Vehicles PD	-	238,000	-	-	-	-
Equipment Replacement	Portable Radios - Fire Dept	-	92,300	-	-	-	-
Equipment Replacement	Breathing Air Compressor	-	90,000	-	-	-	-
Equipment Replacement	Jaws of Life Ensemble	-	150,000	-	-	-	-
Equipment Replacement	Fire Engines	-	1,320,000	-	-	-	-
Fund Totals		-	1,890,300	-	-	-	-
Facilities Maintenance Fund							
Facilities	Alarm System	15,000	5,000	5,000	5,000	5,000	5,000
Facilities	Building and Fixture R&M	45,000	10,000	10,000	10,000	10,000	10,000
Facilities	Janitorial Services	27,500	500	500	500	500	500
Facilities	Contract Services	3,000	6,000	6,000	6,000	6,000	6,000
Facilities	Work Equipment Rental	-	500	500	500	500	500
Fund Totals		90,500	22,000	22,000	22,000	22,000	22,000
GRAND TOTAL		860,680	5,179,112	1,470,758	236,621	240,394	244,245



City of Mukilteo, Washington

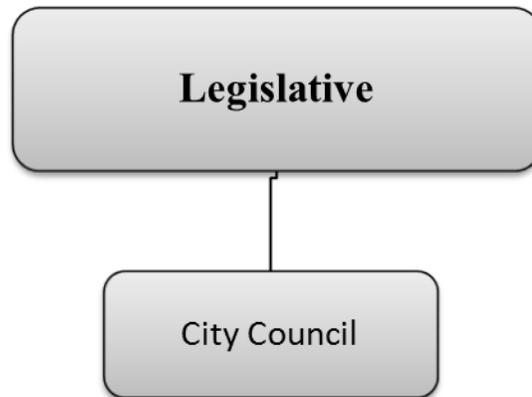


LEGISLATIVE DEPARTMENT

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

Position Title	2012	2013
Councilmember	7.0	7.0
Total	7.0	7.0

Legislative Department Expenditure Summary

	2011 Actuals	2012 Budget	2013 Baseline	2013 Dept. Requests	2013 Budget	\$ Increase/ (Decrease)
City Council	64,871	87,750	77,750	0	77,750	(10,000)
TOTAL	64,871	87,750	77,750	0	77,750	(10,000)



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.

2013 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.

PERFORMANCE INDICATORS

	2011	2012	2013
	Actual	Est.	Est.
Council Meetings	43	44	43
Actions Taken	240	248	244
Ordinances Adopted	20	25	23
Resolutions Approved	19	18	18



City of Mukilteo, Washington

CITY COUNCIL

	2011 Actuals	2012 Amended Budget	2013 Baseline	2013 Department Requests	Total 2013 Requests	\$ Increase/ (Decrease)
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	192	200	200	0	200	0
	3,451	3,500	3,500	0	3,500	0
SUPPLIES						
Office Supplies	389	250	250	0	250	0
Operating Supplies	0	200	200	0	200	0
Ancillary Meeting Costs	0	500	500	0	500	0
Council Retreat	0	5,000	5,000	0	5,000	0
Small Items of Equipment	0	200	200	0	200	0
	389	6,150	6,150	0	6,150	0
OTHER SERVICES & CHARGES						
Other Professional Services	0	1,000	1,000	0	1,000	0
Travel & Subsistence Expense	8,258	9,800	9,800	0	9,800	0
Legal Publications	1,567	1,000	1,000	0	1,000	0
Publication of Agendas	2,243	3,300	3,300	0	3,300	0
Printing and Binding	0	400	400	0	400	0
Training & Registration	3,584	7,000	7,000	0	7,000	0
City Code Revision	2,779	13,000	3,000	0	3,000	(10,000)
	18,431	35,500	25,500	0	25,500	(10,000)
TOTAL	64,870	87,750	77,750	0	77,750	(10,000)

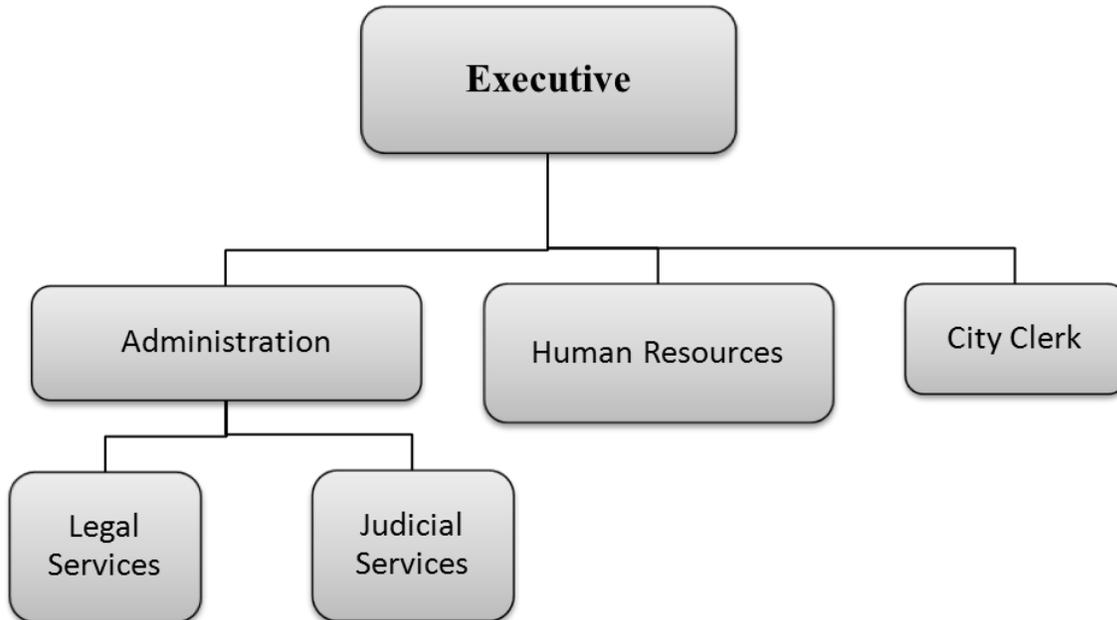


EXECUTIVE DEPARTMENT

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	2012	2013
Mayor	1.0	1.0
City Administrator	1.0	1.0
City Clerk	1.0	1.0
Executive/HR Assistant	1.0	1.0
Assistant to City Admin	1.0	1.0
Department Assistant	0.5	0.5
Total	5.5	5.5

Executive Department Expenditure Summary

	2011 Actuals	2012 Budget	2013 Baseline	2013 Dept. Requests	2013 Budget	\$ Increase/ (Decrease)
Administration	678,538	702,200	704,190	0	704,190	1,990
Human Resources	88,264	110,680	108,360	0	108,360	(2,320)
Legal Services	192,616	197,000	197,000	7,000	204,000	7,000
Judicial Services	200,454	203,000	203,000	0	203,000	0
Paine Field Emergency Fund	19,020	156,240	117,000	0	117,000	(39,240)
TOTAL	1,178,892	1,369,120	1,329,550	7,000	1,336,550	(32,570)

Executive Department Decision Package Summary

Ranking	Division	Title	Amount
1	Legal Services	City Prosecuting Attorney	7,000
		Total	7,000



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.

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.

PERFORMANCE INDICATORS

	<u>2011</u>	<u>2012</u>	<u>2013</u>
	<u>Actual</u>	<u>Est.</u>	<u>Est.</u>
Agenda Bills Presented	109	117	113
Public Records Requests	214	260	237
Claims Opened	19	15	17
Claims Closed	12	14	13
Incidents Reported	27	32	30



City of Mukilteo, Washington

ADMINISTRATION

	2011 Actuals	2012 Amended Budget	2013 Baseline	2013 Department Requests	Total 2013 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES						
Full Time Employees	412,512	409,100	412,410	0	412,410	3,310
Part Time Employees	23,013	24,100	24,460	0	24,460	360
Special Assignment Pay	7,203	7,200	7,310	0	7,310	110
Overtime	788	1,000	1,000	0	1,000	0
	<u>443,516</u>	<u>441,400</u>	<u>445,180</u>	<u>0</u>	<u>445,180</u>	<u>3,780</u>
PERSONNEL BENEFITS						
FICA	33,177	33,200	33,420	0	33,420	220
PERS	27,519	31,600	31,670	0	31,670	70
L&I	1,412	1,800	1,650	0	1,650	(150)
Medical Benefits	64,482	70,800	70,700	0	70,700	(100)
Administrator Vehicle Allowance	6,000	6,000	6,000	0	6,000	0
Dental Benefits	11,711	10,000	12,000	0	12,000	2,000
Vision Benefits	2,144	1,100	1,600	0	1,600	500
Life Insurance	1,211	1,500	1,550	0	1,550	50
Long Term Disability Insurance	2,682	3,300	3,420	0	3,420	120
	<u>150,337</u>	<u>159,300</u>	<u>162,010</u>	<u>0</u>	<u>162,010</u>	<u>2,710</u>
SUPPLIES						
Office Supplies	2,068	3,000	3,000	0	3,000	0
Reference Material	24	300	300	0	300	0
Ancillary Meeting Costs	255	500	500	0	500	0
Small Items of Equipment	1,173	1,000	1,000	0	1,000	0
	<u>3,520</u>	<u>4,800</u>	<u>4,800</u>	<u>0</u>	<u>4,800</u>	<u>0</u>
OTHER SERVICES & CHARGES						
Consulting Services	150	9,000	5,000	0	5,000	(4,000)
Other Professional Services	1,278	4,000	4,000	0	4,000	0
Lobbyist Services	61,419	60,000	60,000	0	60,000	0
Records Services	284	1,000	1,000	0	1,000	0
Telephone	1,813	1,900	1,400	0	1,400	(500)
Postage	797	1,000	1,000	0	1,000	0
Cell Phone	2,732	2,100	2,100	0	2,100	0
Travel & Subsistence Expense	8,322	11,000	11,000	0	11,000	0
Association Dues & Memberships	748	1,000	1,000	0	1,000	0
Printing and Binding	0	200	200	0	200	0
Training & Registration Costs	3,623	5,500	5,500	0	5,500	0
	<u>81,165</u>	<u>96,700</u>	<u>92,200</u>	<u>0</u>	<u>92,200</u>	<u>(4,500)</u>
TOTAL	<u>678,539</u>	<u>702,200</u>	<u>704,190</u>	<u>0</u>	<u>704,190</u>	<u>1,990</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.

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.



PERFORMANCE INDICATORS

	2011 Actual	2012 Est.	2013 Est.
Position Recruitments	3	13	10
Applications Screened	500	472	500
Applicants Interviewed	250	35	40
Labor Contracts Negotiated	5	4	5
Labor Contracts Settled	3	13	10

HUMAN RESOURCES

	2011 Actuals	2012 Amended Budget	2013 Baseline	2013 Department Requests	Total 2013 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES						
Accrued Leave Cash Out	16,605	23,000	23,000	0	23,000	0
	16,605	23,000	23,000	0	23,000	0
PERSONNEL BENEFITS						
Accrued Leave Cash Out - FICA	1,270	2,000	1,760	0	1,760	(240)
Unemployment Compensation	0	29,700	29,700	0	29,700	
Tuition & Education Benefits	0	13,000	0	0	0	
	1,270	44,700	31,460	0	31,460	(240)
SUPPLIES						
Office Supplies	1,548	1,000	1,000	0	1,000	0
Reference Material	31	500	500	0	500	0
	1,579	1,500	1,500	0	1,500	0
OTHER SERVICES & CHARGES						
Other Professional Services	51,584	33,000	33,000	0	33,000	0
AWC Wellness Program	1,976	4,080	2,000	0	2,000	(2,080)
Telephone	181	200	200	0	200	0
Postage	51	300	300	0	300	0
Travel & Subsistence	11	1,000	1,000	0	1,000	0
Classified Advertising	34	2,000	2,000	0	2,000	0
Association Dues & Memberships	380	400	400	0	400	0
Printing and Binding	0	500	500	0	500	0
Training & Registration	14,550	0	13,000	0	13,000	13,000
Miscellaneous	42	0	0	0	0	0
	68,810	41,480	52,400	0	52,400	10,920
TOTAL	88,263	110,680	108,360	0	108,360	10,680

*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.

2012 GOALS & OBJECTIVES

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

PERFORMANCE INDICATORS

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

LEGAL SERVICES

		2012		2013		
	2011 Actuals	Amended Budget	2013 Baseline	Department Requests	Total 2013 Requests	\$ Increase/ (Decrease)
OTHER SERVICES AND CHARGES						
City Attorney	95,217	110,000	110,000	0	110,000	0
City Attorney Other Services	44,948	44,000	44,000	0	44,000	0
City Prosecuting Attorney	52,451	43,000	43,000	7,000	50,000	7,000
TOTAL	192,616	197,000	197,000	7,000	204,000	7,000



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.

2013 GOALS & OBJECTIVES

- To continue to provide district court services.

PERFORMANCE INDICATORS

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

JUDICIAL SERVICES

	2011 Actuals	2012 Amended Budget	2013 Baseline	2013 Department Requests	Total 2013 Requests	\$ Increase/ (Decrease)
OTHER SERVICES & CHARGES						
Indigent Defense Attorney	52,204	52,000	52,000	0	52,000	0
	52,204	52,000	52,000	0	52,000	0
INTERGOVERNMENTAL SERVICES						
Interlocal Extradition	0	1,000	1,000	0	1,000	0
Everett District Court	148,250	150,000	150,000		150,000	0
	148,250	151,000	151,000	0	151,000	0
TOTAL	200,453	203,000	203,000	0	203,000	0



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

	2011 Actuals	2012 Amended Budget	2013 Baseline	2013 Department Requests	Total 2013 Requests	\$ Increase/ (Decrease)
<u>OTHER SERVICES AND CHARGES</u>						
City Attorney Other Services	19,020	156,240	0	117,000	117,000	(39,240)
	<u>19,020</u>	<u>156,240</u>	<u>0</u>	<u>117,000</u>	<u>117,000</u>	<u>(39,240)</u>

PAINE FIELD EMERGENCY FUND

	2011 Actual	2012 Budget	2012 Y.E. Estimate	2013 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$26,237	\$157,220	\$157,217	\$117,217	(\$40,003)
<u>Revenues</u>					
Miscellaneous	0	0	0	0	0
Transfers In	0	0	0	0	0
Total Revenues	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Total Resources</u>	<u>26,237</u>	<u>157,220</u>	<u>157,217</u>	<u>117,217</u>	<u>(40,003)</u>
<u>Expenditures</u>					
Other Services & Charges	19,020	156,240	40,000	117,000	(39,240)
<u>Total Expenditures</u>	<u>19,020</u>	<u>156,240</u>	<u>40,000</u>	<u>117,000</u>	<u>(39,240)</u>
<u>Ending Fund Balance</u>	<u>\$7,217</u>	<u>\$980</u>	<u>\$117,217</u>	<u>\$217</u>	<u>(\$763)</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

	2011 Actual	2012 Budget	2012 Y.E. Estimate	2013 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



City of Mukilteo, Washington

DECISION PACKAGE		
Department:	<u>Administration</u>	Ranking:
Division:	<u>Legal Services</u>	
Decision Package Title:	<u>City Prosecuting Attorney</u>	1
Preparer:	<u>Scott James</u>	
Account Number:	<u>011.15.515.200.4115</u>	
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: City Prosecutor cost increases are contractually driven. This decision package increases budget to reflect on-going costs.		
Brief Explanation Why Your Department Needs This Item and How This Item Will Help Your Dept. Achieve its Goals: Budget increase is in line with anticipated Prosecutor costs.		
What Alternatives Are Available, if Any? Costs are contractually driven.		

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
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	43,000	7,000	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	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		\$43,000	\$7,000	\$0	\$0	\$0	\$0

Sources of Payment		2013	2014	2015	2016	2017
Ending Cash		7,000	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		\$0	\$7,000	\$0	\$0	\$0

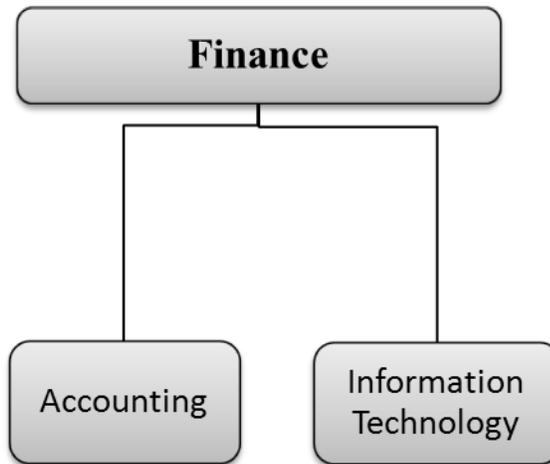


FINANCE DEPARTMENT

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

Position Title	2012	2013
Finance Director	1.0	1.0
Accounting Manager	1.0	1.0
Staff Accountant	1.0	1.0
Accounting Technician	3.0	3.0
Information Technology Manager	1.0	0.0
Network Engineer	1.0	0.0
Desktop Support Specialist	0.0	1.0
Total	8.0	7.0



Finance Department Expenditure Summary

	2011 Actuals	2012 Budget	2013 Baseline	2013 Dept. Requests	2013 Budget	\$ Increase/ (Decrease)
Accounting	679,944	719,390	716,320	17,000	733,320	13,930
Information Technology	336,571	457,060	286,160	0	286,160	(170,900)
Technology Replacement	82,515	124,512	0	222,050	222,050	97,538
TOTAL	1,099,030	1,300,962	1,002,480	239,050	1,241,530	(59,432)

Finance Department Decision Package Summary

Ranking	Division	Title	Amount
1	Finance	Business License Software	17,000
1	Technology Replacement	Mobile Data computer for Public Safety - Tech Fund	134,850
2	Technology Replacement	2013 Small Equipment Replacement	54,100
3	Technology Replacement	Dell KACE System Management Appliance	16,700
		Total	222,650



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.

2012 ACCOMPLISHMENTS

- Completed the 2011 Comprehensive Annual Financial Report (CAFR) and submitted an application for the CAFR Award to the Government Finance Officers Association (GFOA).
- Received the 2012 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.

2013 GOALS & OBJECTIVES

- Implement new business licensing software.
- Submit the 2013 budget document for the Government Finance Officers Association Distinguished Budget Presentation Award.
- Submit the 2012 Comprehensive Annual Financial Report (CAFR) for the Government Finance Officers Association CAFR award.
- Continue Long-range Financial Plan.

**ACCOUNTING**

	2012		2013 Baseline	2013 Dept Requests	Total 2013 Requests	\$ Increase/ (Decrease)
	2011 Actuals	Amended Budget				
SALARIES & WAGES						
Full Time Employees	406,957	407,000	409,130	0	409,130	2,130
Overtime	701	3,000	3,000	0	3,000	0
	<u>407,658</u>	<u>410,000</u>	<u>412,130</u>	<u>0</u>	<u>412,130</u>	<u>2,130</u>
PERSONNEL BENEFITS						
FICA	31,271	31,400	31,530	0	31,530	130
PERS	25,478	29,500	29,430	0	29,430	(70)
L&I	1,511	1,800	1,800	0	1,800	0
Medical Benefits	86,738	99,800	102,600	0	102,600	2,800
Vehicle Allowance	2,400	2,400	2,400	0	2,400	0
Dental Benefits	12,820	14,900	10,000	0	10,000	(4,900)
Vision Benefits	899	2,000	1,500	0	1,500	(500)
Life Insurance	1,284	1,400	1,400	0	1,400	0
Long Term Disability Insurance	2,844	3,000	3,050	0	3,050	50
Medical Opt-Out Incentive	2,982	3,200	0	0	0	(3,200)
	<u>168,227</u>	<u>189,400</u>	<u>183,710</u>	<u>0</u>	<u>183,710</u>	<u>(5,690)</u>
SUPPLIES						
Office Supplies	3,015	3,000	3,000	0	3,000	0
Purchase of Forms	953	1,500	1,500	0	1,500	0
Reference Material	244	400	400	0	400	0
Motor Fuel	292	300	300	0	300	0
Small Items of Equipment	428	300	300	0	300	0
	<u>4,931</u>	<u>5,500</u>	<u>5,500</u>	<u>0</u>	<u>5,500</u>	<u>0</u>
OTHER SERVICES & CHARGES						
Other Professional Services	3,934	15,000	15,000	0	15,000	0
Telephone	1,450	1,500	1,100	0	1,100	(400)
Postage	3,377	3,600	3,600	0	3,600	0
Payflow Processing Fees	336	1,100	1,100	0	1,100	0
Software Subscription Fee	0	600	0	0	0	(600)
Cell Phone	270	400	400	0	400	0
Travel & Subsistence	1,252	800	1,300	0	1,300	500
Legal Publications	98	0	0	0	0	0
Motor Pool Charges	4,400	2,390	2,380	0	2,380	(10)

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City of Mukilteo, Washington

ACCOUNTING...continued

	2011 Actuals	2012 Amended Budget	2013 Baseline	2013 Dept Requests	Total 2013 Requests	\$ Increase/ (Decrease)
OTHER SERVICES & CHARGES...continued						
Office Equipment M&R	1,960	0	0	0	0	0
Vehicle R&M	0	500	500	0	500	0
Accounting System Maintenance	31,568	32,900	33,400	0	33,400	500
Assoc. Dues & Memberships	430	500	500	0	500	0
Printing and Binding	0	800	800	0	800	0
Training & Registration Costs	2,340	1,500	2,000	0	2,000	500
Miscellaneous	790	800	800	0	800	0
Banking Fees	6,887	9,500	9,500	0	9,500	0
	<u>59,090</u>	<u>71,890</u>	<u>72,380</u>	<u>0</u>	<u>72,380</u>	<u>490</u>
INTERGOVERNMENTAL SERVICES						
State Auditor Audit	40,038	42,600	42,600	0	42,600	0
	<u>40,038</u>	<u>42,600</u>	<u>42,600</u>	<u>0</u>	<u>42,600</u>	<u>0</u>
CAPITAL OUTLAY						
Computer Software	0	0	0	17,000	17,000	17,000
	<u>0</u>	<u>0</u>	<u>0</u>	<u>17,000</u>	<u>17,000</u>	<u>17,000</u>
TOTAL	<u>\$679,945</u>	<u>\$719,390</u>	<u>\$716,320</u>	<u>\$17,000</u>	<u>\$733,320</u>	<u>\$13,931</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.

2012 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

2013 GOALS AND OBJECTIVES

- Complete installation of City Wide Fiber
- High Speed Internet
- Server Virtualization
- Virtual Desktop Infrastructure Pilot
- New World Public Safety Software
- Shared Help Desk Support
- Exchange Server 2010 Upgrade
- Implement Business Continuity and Disaster Recovery plan

**INFORMATION TECHNOLOGY**

	2012		2013		\$ Increase/ (Decrease)	
	2011 Actuals	Amended Budget	2013 Baseline	Department Requests		Total 2013 Requests
SALARIES & WAGES						
Full Time Employees	151,004	153,900	50,580	0	50,580	(103,320)
Overtime	2,660	3,000	3,000	0	3,000	0
	<u>153,664</u>	<u>156,900</u>	<u>53,580</u>	<u>0</u>	<u>53,580</u>	<u>(103,320)</u>
PERSONNEL BENEFITS						
FICA	11,529	12,000	4,100	0	4,100	(7,900)
PERS	9,620	11,300	3,760	0	3,760	(7,540)
L&I	497	600	300	0	300	(300)
Medical Benefits	38,281	40,000	7,710	0	7,710	(32,290)
Dental Benefits	2,906	3,200	820	0	820	(2,380)
Vision Benefits	481	900	210	0	210	(690)
Life Insurance	421	500	170	0	170	(330)
Long Term Disability Insurance	933	1,200	380	0	380	(820)
	<u>64,669</u>	<u>69,700</u>	<u>17,450</u>	<u>0</u>	<u>17,450</u>	<u>(52,250)</u>
SUPPLIES						
Computer Supplies	3,734	5,000	5,000	0	5,000	0
Reference Material	451	500	500	0	500	0
Operating Supplies	505	1,000	1,000	0	1,000	0
Small Items of Equipment	18,914	22,720	15,500	0	15,500	(7,220)
	<u>23,604</u>	<u>29,220</u>	<u>22,000</u>	<u>0</u>	<u>22,000</u>	<u>(7,220)</u>
OTHER SERVICES & CHARGES						
Consulting Services	22,094	24,100	93,000	0	93,000	68,900
Other Professional Services	0	300	11,100	0	11,100	10,800
Data Recovery	0	42,000	0	0	0	(42,000)
Telephone	1,329	1,400	1,200	0	1,200	(200)
Postage	0	100	100	0	100	0
On-Line Charges	21,191	20,200	14,300	0	14,300	(5,900)
Cell Phone	1,675	1,400	1,200	0	1,200	(200)
Travel & Subsistence	507	500	1,000	0	1,000	500
Classified Advertising	0	0	0	0	0	0
Fiber Lease	0	54,250	8,340	0	8,340	(45,910)
Communication Equipment M&R	9,759	14,340	10,000	0	10,000	(4,340)
Computer System M&R	14,773	18,500	28,740	0	28,740	10,240
Accounting System Maintenance	17,101	20,050	20,050	0	20,050	0
Printing And Binding	0	100	100	0	100	0
Training & Registration	6,206	4,000	4,000	0	4,000	0
	<u>94,634</u>	<u>201,240</u>	<u>193,130</u>	<u>0</u>	<u>193,130</u>	<u>(8,110)</u>
CAPITAL OUTLAY						
Computer Hardware	0	0	0	0	0	0
Other Machinery & Equipment	0	0	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>336,570</u>	<u>457,060</u>	<u>286,160</u>	<u>0</u>	<u>286,160</u>	<u>(170,900)</u>



TECHNOLOGY REPLACEMENT FUND

	2011 Actual	2012 Budget	2012 Y.E. Estimate	2013 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$143,067	\$118,770	\$141,120	\$99,480	(\$19,290)
Revenues					
Investment Interest	289	400	0	0	(400)
2% Admin Fee	5,276	2,000	7,500	6,200	4,200
Operating Transfers In	75,000	75,000	75,000	170,000	95,000
Total Revenues	80,565	77,400	82,500	176,200	98,800
<u>Total Resources</u>	223,632	196,170	223,620	275,680	79,510
Expenditures					
Capital Outlay	82,515	124,512	124,140	205,650	81,138
<u>Total Expenditures</u>	82,515	124,512	124,140	205,650	81,138
<u>Ending Fund Balance</u>	\$141,117	\$71,658	\$99,480	\$70,030	(\$1,628)

TECHNOLOGY REPLACEMENT

	2011 Actuals	2012 Amended Budget	2013 Baseline	2013 Department Requests	Total 2013 Requests	\$ Increase/ (Decrease)
CAPITAL OUTLAYS						
Computer Hardware	82,515	124,512	0	205,650	205,650	81,138
	82,515	124,512	0	205,650	205,650	81,138



City of Mukilteo, Washington

DECISION PACKAGE		
Department:	Finance	Ranking:
Division:	Accounting	
Decision Package Title:	Business License Software	1
Preparer:	Scott James	
Account Number:	011.14.514.230.6403	
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost		
Ongoing Cost:	<input type="checkbox"/>	New Cost:
One-Time Cost:	<input checked="" type="checkbox"/>	Increased Baseline:
Item Description: Purchase new business license module from Paladin to track, issue and bill business license customers.		
Brief Explanation Why Your Department Needs This Item and How This Item Will Help Your Dept. Achieve its Goals: Current business license Access database was programmed in-house and is need of replacement. The new software, will provide online access to customers, provide enhanced reporting, and streamline billing.		
What Alternatives Are Available, if Any? Continue using current system.		

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
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	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	17,000	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$17,000	\$0	\$0	\$0	\$0

Sources of Payment		2013	2014	2015	2016	2017
Ending Cash		17,000	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		\$0	\$17,000	\$0	\$0	\$0



City of Mukilteo, Washington

DECISION PACKAGE	
Department:	Finance
Division:	Technology Replacement
Decision Package Title:	Mobile Data Computer for Public Safety
Preparer:	Scott James
Account Number:	General Fund \$16,400 Technology Replacment Fund \$134,850 EMS Fund \$26,870
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:	
20 mobile computers, 20 modems, 19 mounting brakets & 19 installations for Police Department vehicles (11) and the Fire Department (8) with installation, with (1) computer & modem "spare-in-the-air".	
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals:	
New World software platform for the public safety group requires upgrades of all mobile computers to accommodate the demands of the new software. Annual replacement of mobile computers has been delayed the past two years in anticipation of the rollout of the New World software. Current mobile Toughbooks computers are beyond their recommended life and are unable to provide a viable platform to efficiently run the New World software. Additionally, the Data911 computers are made with modular components, which means the keyboard, display & computer (CPU) are separate components and are easily/cheaper to service/replace than the current Toughbooks computers.	
What Alternatives Are Available, if Any?	
City can purchase 20 new Panasonic Toughbooks that can accomodate the New World Software for \$28,700 less in initial costs, however, the Data911 units have a five year useful life vs. only three years for the Toughbooks. Please Note: A comparison of the average the annual costs of the Data911 computers to the Toughbooks, shows that the City would save an estimated \$8,100 annually by purchasing the Data 911 uits.	

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
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	36,075	0	0	0	0
Prof. Service	41	0	9,500	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
Computer	64	0	132,545	0	0	0	0
Equipment	64	0	0	0	0	0	0
Total Expenses		\$0	\$178,120	\$0	\$0	\$0	\$0

Sources of Payment		2013	2014	2015	2016	2017
Ending Cash (Tech Fund Computers & Modems)		134,850	0	0	0	0
Ending Cash (EMS Fund Computers & Modems)		26,870	0	0	0	0
Ending Cash (General Fund Installation & Mounts)		16,400	0	0	0	0
		0	0	0	0	0
		0	0	0	0	0
Total Sources		\$0	\$178,120	\$0	\$0	\$0



City of Mukilteo, Washington

DECISION PACKAGE			
Department:	Finance	Ranking: 2	
Division:	Technology Replacement		
Decision Package Title:	2013 Small Equipment Replacement		
Preparer:	Scott James		
Account Number:	120.18.518.810.3501		
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:			
Purchase replacement, including: 11 laptops, \$14,600 (9 for Emergency Operations Center & 2 that were scheduled for replacement), Routers & Switches, \$5,000, 2 Printers, \$7,500, & "Spare-in-the-Air" Hard Drives, \$5,000. 20 PC's for, \$22,000			
Brief Explanation Why Your Department Needs This Item and How This Item Will Help Your Dept. Achieve its Goals:			
To maintain an operational and stable IT dept. The the replacement of aged laptops, workstations, switches and routers we are able to maintain a stable environment with uniformity of software and hardware.			
What Alternatives Are Available, if Any?			
Continue using current system.			

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
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	54,100	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	\$54,100	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016	2017
Ending Cash	54,100	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	\$0	\$54,100	\$0	\$0	\$0



City of Mukilteo, Washington

DECISION PACKAGE			
Department:	Finance	Ranking: 3	
Division:	Technology Replacement		
Decision Package Title:	Dell KACE System Management Appliance		
Preparer:	Scott James		
Account Number:	120.18.518.810.3501		
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: The Dell KACE system provides system management including inventory of all devices, asset management, software distribution, patch management, a service desk/help desk feature, IT security and audit enforcement, power management, configuration and policy management, IT reporting, remote replication, administration and site management, organizational management, and automated IT administration tasks, while also providing secure PC remote support.			
Brief Explanation Why Your Department Needs This Item and How This Item Will Help Your Dept. Achieve its Goals: Based on having a single IT department employee, the Desktop Support Specialist, and a managed services vendor, it is imperative to have a system management tool that allows the Desktop Support Technician to be able to perform all of the functions of several disciplines from one interface. This will help by giving the Desktop Support Technician the ability to service many of the City's IT needs from a single application.			
What Alternatives Are Available, if Any? Continue using current system.			

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
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	16,700	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	\$16,700	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016	2017
Ending Cash	16,700	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	\$0	\$16,700	\$0	\$0	\$0



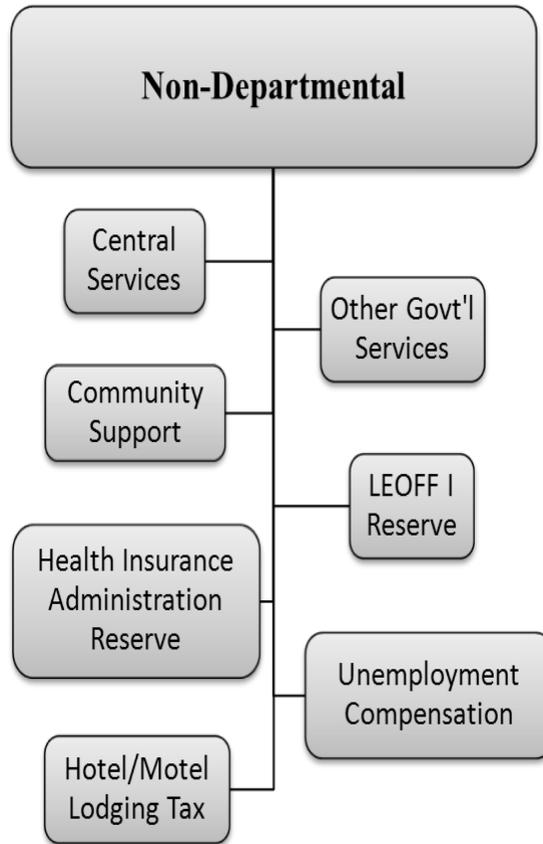
City of Mukilteo, Washington



City of Mukilteo, Washington

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.





City of Mukilteo, Washington

Non Departmental Expenditure Summary

	2011 Actuals	2012 Budget	2013 Baseline	2013 Dept. Requests	2013 Budget	\$ Increase/ (Decrease)
Central Services	13,671	21,600	21,600	0	21,600	0
Community Support (General Fund only)	42,302	63,700	60,700	(1,200)	59,500	(4,200)
Hotel/Motel Lodging Tax Fund	150,545	212,900	185,500	0	185,500	(27,400)
Other Governmental Services	1,673,764	1,528,500	1,580,720	16,250	1,596,970	68,470
LEOFF I Reserve Fund	33,470	37,200	39,700	0	39,700	2,500
TOTAL	1,900,081	1,842,300	1,866,620	15,050	1,881,670	39,370

Non-Departmental Decision Package Summary

Ranking	Division	Title	Amount
1	Other Governmental	Interjurisdictional Housing	1,250
2	Other Governmental	Election Services	15,000
		Total	16,250



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

	2012		2013		\$ Increase/ (Decrease)	
	2011 Actuals	Amended Budget	2013 Baseline	Department Requests		Total 2013 Requests
SUPPLIES						
Paper Stock	2,791	6,000	6,000	0	6,000	0
Operating Supplies	1,147	1,700	1,700	0	1,700	0
	<u>3,938</u>	<u>7,700</u>	<u>7,700</u>	<u>0</u>	<u>7,700</u>	<u>0</u>
OTHER SERVICES & CHARGES						
Postage	190	400	400	0	400	0
Website Hosting	1,800	1,800	1,800	0	1,800	0
Office Equipment Rental	1,395	2,000	2,000	0	2,000	0
Office Equipment M&R	6,029	8,500	8,500	0	8,500	0
Software System Maintenance	0	200	200	0	200	0
City Letterhead and Envelopes	319	1,000	1,000	0	1,000	0
	<u>9,733</u>	<u>13,900</u>	<u>13,900</u>	<u>0</u>	<u>13,900</u>	<u>0</u>
TOTAL	<u>13,671</u>	<u>21,600</u>	<u>21,600</u>	<u>0</u>	<u>21,600</u>	<u>0</u>



City of Mukilteo, Washington

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

	2011 Actuals	2012 Amended Budget	2013 Baseline	2013 Department Requests	Total 2013 Requests	\$ Increase/ (Decrease)
PERSONNEL BENEFITS						
General Employee Benefits	5,219	4,500	4,500	0	4,500	0
	5,219	4,500	4,500	0	4,500	0
OTHER SERVICES & CHARGES						
Public Affairs & Community Outreach	30,191	28,800	28,800	0	28,800	0
Youth Advisory Council	1,211	1,000	1,000	0	1,000	0
Travel and Subsistence	0	1,000	1,000	0	1,000	0
Insurance	144,893	134,000	148,220	0	148,220	14,220
eCITYGOV Alliance Contract	2,000	2,000	2,200	0	2,200	200
Training and Registration	0	600	600	0	600	0
Emergency Management Misc.	2,573	3,500	3,500	0	3,500	0
COBRA Dental/Vision Claims	1,212	2,000	2,000	0	2,000	0
	182,081	172,900	187,320	0	187,320	14,420
INTERGOVERNMENTAL SERVICES						
Alcohol Program	4,917	6,000	6,000	0	6,000	0
Election Services	4,272	15,000	15,000	15,000	30,000	15,000
Emergency Services	52,811	55,700	55,700	0	55,700	0
Commute Trip Reduction	0	1,000	1,000	0	1,000	0
Association of Washington Cities	13,632	13,800	13,800	0	13,800	0
Puget Sound Air Pollution	12,885	12,400	12,500	0	12,500	100
Puget Sound Region Council	8,259	8,500	8,500	0	8,500	0
Snohomish County Tomorrow	3,322	5,300	5,300	0	5,300	0
Voter Registration	32,826	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	1,489	1,500	1,500	0	1,500	0
Minority & Woman's Business	150	0	0	0	0	0
Snohomish County Cities	100	100	100	0	100	0
Interjurisdictional Housing	0	0	0	1,250	1,250	1,250
	134,664	151,300	151,400	16,250	167,650	16,350
TRANSFERS						
Transfer to Tech. Replacement Fund	75,000	75,000	170,000	0	170,000	95,000
Transfer to Street Fund	426,100	469,500	442,500	0	442,500	(27,000)
Transfer to Rec. & Cultural Svcs Fund	242,300	205,000	150,000	0	150,000	(55,000)
Transfer to Facilities Maintenance Fund	422,000	400,000	450,000	0	450,000	50,000
Transfer to LEOFF I Reserve Fund	30,000	30,000	25,000	0	25,000	(5,000)
Transfer to Hotel/Motel Fund	5,400	5,000	0	0	0	(5,000)
Transfer to Paine Field Emergency Fund	150,000	0	0	0	0	0
Transfer to Self Insurance Fund	1,000	15,300	0	0	0	(15,300)
	1,351,800	1,199,800	1,237,500	0	1,237,500	37,700
CAPITAL OUTLAY						
Land Improvements	0	0	0	0	0	0
	0	0	0	0	0	0
TOTAL	1,673,764	1,528,500	1,580,720	16,250	1,596,970	68,470



City of Mukilteo, Washington

DECISION PACKAGE

Department:	Planning & CD	Ranking: 1
Division:	Other Governmental	
Decision Package Title:	Interjurisdictional Housing Program	
Preparer:	Glen Pickus	
Account Number:	011.19.519.900.5180	

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:		Increased Baseline:	<input checked="" type="checkbox"/>

Item Description:
The City would sign an ILA with other jurisdictions in Snohomish County, including Snohomish County, to create the Interjurisdictional Housing Program.

Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals:
Participation in the Interjurisdictional Housing Program will provide the department with technical expertise to develop and implement local housing policies, programs and regulations and will allow the City to support local and regional efforts to create and retain affordable housing, through a variety of methods including working cooperatively to advocate for additional public resources to create and retain affordable housing.

What Alternatives Are Available, if Any? To not participate in the Interjurisdictional Housing Program.

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
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	51	0	1,250	1,250	2,900	2,900	2,900
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	\$1,250	\$1,250	\$2,900	\$2,900	\$2,900

Sources of Payment	2013	2014	2015	2016	2017
Ending Cash	1,250	1,250	2,900	2,900	2,900
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	\$1,250	\$1,250	\$2,900	\$2,900	\$2,900



City of Mukilteo, Washington

DECISION PACKAGE			
Department:	Non-Departmental	Ranking: 1	
Division:	Election Services		
Decision Package Title:	Regional Fire Authority Special Election		
Preparer:	Scott James		
Account Number:	011.19.519.900.516		
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: The City of Mukilteo is considering joining a Regional Fire Authority (RFA.) A RFA would potentially combine fire and emergency medical services of several Snohomish County cities and two fire districts into one agency.			
Brief Explanation Why Your Department Needs This Item and How This Item Will Help Your Dept. Achieve its Goals: Polling Mukilteo citizens via a ballot initiative to grant the City permission to join the new agency is required.			
What Alternatives Are Available, if Any?			

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
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	51	15,000	15,000	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		\$15,000	\$15,000	\$0	\$0	\$0	\$0

Sources of Payment		2013	2014	2015	2016	2017
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		\$0	\$15,000	\$0	\$0	\$0



City of Mukilteo, Washington



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

	2012		2013		Total 2013 Requests	\$ Increase/ (Decrease)
	2011 Actuals	Amended Budget	2013 Baseline	Department Requests		
Telephone	0	1,200	1,200	(1,200)	0	(1,200)
City Newsletter	19,493	17,500	17,500	0	17,500	0
Sustainability Project	0	10,000	10,000	0	10,000	0
Community Organizational Support	0	13,000	10,000	0	10,000	(3,000)
Large Item Pickup	22,809	22,000	22,000	0	22,000	0
TOTAL	42,302	63,700	60,700	(1,200)	59,500	(4,200)



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

	2011 Actuals	2012	2013 Baseline	2013		\$ Increase/ (Decrease)
		Amended Budget		Department Requests	Total 2013 Requests	
LEOFF I Medical Payments	3,625	4,000	4,200	0	4,200	200
LEOFF I Insurance Premiums	29,145	31,800	34,000	0	34,000	2,200
OFM Assessment Fee	700	1,400	1,500	0	1,500	100
	<u>33,470</u>	<u>37,200</u>	<u>39,700</u>	<u>0</u>	<u>39,700</u>	<u>2,500</u>

LEOFF I RESERVE FUND

	<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2012 Y.E. Estimate</u>	<u>2013 Budget</u>	<u>\$ Increase/ (Decrease)</u>
Beginning Fund Balance	\$137,430	\$134,220	\$134,220	\$126,220	(\$8,000)
<u>Revenues</u>					
Investment Interest	260	300	200	200	(100)
Operating Transfers In	30,000	30,000	30,000	25,000	(5,000)
Total Revenues	<u>30,260</u>	<u>30,300</u>	<u>30,200</u>	<u>25,200</u>	<u>(5,100)</u>
<u>Total Resources</u>	<u>167,690</u>	<u>164,520</u>	<u>164,420</u>	<u>151,420</u>	<u>(13,100)</u>
<u>Expenditures</u>					
Personnel Benefits	33,470	37,200	38,200	39,700	2,500
<u>Total Expenditures</u>	<u>33,470</u>	<u>37,200</u>	<u>38,200</u>	<u>39,700</u>	<u>2,500</u>
<u>Ending Fund Balance</u>	<u>\$134,220</u>	<u>\$127,320</u>	<u>\$126,220</u>	<u>\$111,720</u>	<u>(\$15,600)</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>2011 Actual</u>	<u>2012 Budget</u>	<u>2012 Y.E. Estimate</u>	<u>2013 Budget</u>	<u>\$ Increase/ (Decrease)</u>
Beginning Fund Balance	\$49,996	\$51,000	\$50,996	\$66,296	\$15,296
<u>Revenues</u>					
Interfund Transfers In	1,000	15,300	15,300	0	(15,300)
Total Revenues	1,000	15,300	15,300	0	(15,300)
<u>Total Resources</u>	<u>50,996</u>	<u>66,300</u>	<u>66,296</u>	<u>66,296</u>	<u>(4)</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>\$50,996</u>	<u>\$66,300</u>	<u>\$66,296</u>	<u>\$66,296</u>	<u>(\$4)</u>



City of Mukilteo, Washington

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>2011 Actual</u>	<u>2012 Budget</u>	<u>2012 Y.E. Estimate</u>	<u>2013 Budget</u>	<u>\$ Increase/ (Decrease)</u>
Beginning Fund Balance	\$40,488	\$40,490	\$40,488	\$40,490	\$0
<u>Revenues</u>					
	0	0	0	0	0
Total Revenues	0	0	0	0	0
<u>Total Resources</u>	40,488	40,490	40,488	40,490	0
<u>Expenditures</u>					0
	0	0	0	0	
<u>Total Expenditures</u>	0	0	0	0	0
<u>Ending Fund Balance</u>	\$40,488	\$40,490	\$40,488	\$40,490	\$0



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 2013 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

	2011 Actuals	2012 Amended Budget	2013 Baseline	2013 Department Requests	2013 Total 2013 Requests	\$ Increase/ (Decrease)
Community Organizational Support	104,991	100,000	115,000	0	115,000	15,000
Insurance	178	400	500	0	500	100
Interfund Loan Principal	45,000	109,000	70,000	0	70,000	(39,000)
Interfund Loan Interest	376	3,500	0	0	0	(3,500)
TOTAL	150,545	212,900	185,500	0	185,500	(27,400)



HOTEL/MOTEL LODGING TAX FUND

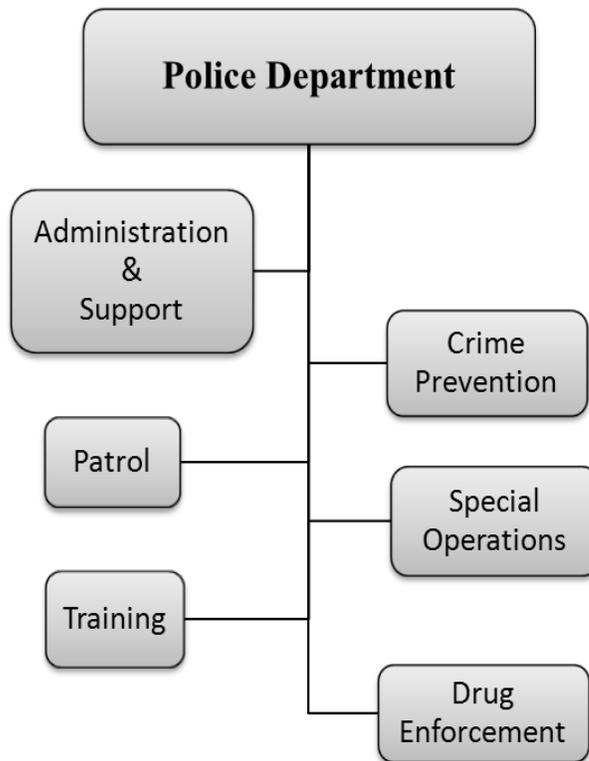
	2011 Actual	2012 Budget	2012 Y.E. Estimate	2013 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$172,461	\$192,440	\$186,536	\$182,326	(\$10,114)
<u>Revenues</u>					
Hotel/Motel Transient Tax	180,039	170,000	180,000	180,000	10,000
Investment Interest	436	400	390	200	(200)
Transfers In	5,400	5,000	5,000	0	(5,000)
Total Revenues	<u>185,875</u>	<u>175,400</u>	<u>185,390</u>	<u>180,200</u>	<u>4,800</u>
<u>Total Resources</u>	<u>358,336</u>	<u>367,840</u>	<u>371,926</u>	<u>362,526</u>	<u>-5,314</u>
<u>Expenditures</u>					
Community Organizational Support	104,991	100,000	96,700	115,000	15,000
Insurance	178	400	600	500	100
Interfund Loan Payments	45,376	109,000	70,000	70,000	(39,000)
Transfers Out	0	3,500	29,400	0	(3,500)
<u>Total Expenditures</u>	<u>150,544</u>	<u>212,900</u>	<u>196,700</u>	<u>185,500</u>	<u>(27,400)</u>
<u>Ending Fund Balance</u>	<u>\$207,792</u>	<u>\$154,940</u>	<u>\$175,226</u>	<u>\$177,026</u>	<u>\$22,086</u>



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

Position Title	2012	2013
Police Chief	1.0	1.0
Commander	1.0	1.0
Sergeant (1=Detective Sgt.)	5.0	5.0
Detective	3.0	3.0
Crime Prevention Officer	1.0	1.0
Police Officer	17.0	17.0
Office Supervisor	1.0	1.0
Community Support Officer	1.0	1.0
Support Services Technician	2.0	2.5
Total	32.0	32.5

Police Department Expenditure Summary

	2011 Actuals	2012 Budget	2013 Baseline	2013 Dept. Requests	2013 Budget	\$ Increase/ (Decrease)
Administration & Support Services	1,198,152	1,280,490	1,246,563	54,302	1,300,865	20,375
Special Operations	447,447	390,250	395,830	0	395,830	5,580
Patrol	2,614,372	2,565,400	2,713,620	0	2,713,620	148,220
Crime Prevention	135,175	136,970	139,610	0	139,610	2,640
Training	26,168	62,100	37,060	30,040	67,100	5,000
Drug Enforcement	27,565	2,500	0	0	0	(2,500)
TOTAL	4,448,879	4,437,710	4,532,683	84,342	4,617,025	179,315

Police Department Decision Package Summary

Ranking	Division	Title	Amount
Mandatory	Police Administration	Scanner	1,000
Mandatory	Police Administration	New World Systems connectivity for 14 Vehicles	3,300
Mandatory	Police Administration	Concealed Pistol License	1,250
1	Police Administration	Support Services Clerk	37,477
Mandatory	Police Training	New World Systems Training	24,840
Mandatory	Police Training	Travel & Subsistence	4,400
Mandatory	Police Training	Norpoint Gun Range	800
Total			73,067



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.

2012 ACCOMPLISHMENTS

- Completed integration and training of SECTOR electronic citation management
- 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 Collection Company to recover outstanding fines and fees.

- Developed and implemented records files retention, disposal and storage program.
- Completed comprehensive surplus disposal project using college intern program assistance.

2013 GOALS & OBJECTIVES

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

**PERFORMANCE INDICATORS**

	2011 Actual	2012 Est.	2013 Est.
Jail Detention			
No. Bookings	214	145	145
Housing Days	1,164	1,000	1,000
Internal	1	1	1
Animal Complaints	424	475	475
Case Reports	2,376	2,000	2,000
Fingerprint Services	271	308	308
Infraction/Citations	4,483	3,800	4,000
Animal Licenses	311	300	300
Pistol Permits	178	230	230

POLICE ADMINISTRATION

	2011 Actuals	2012 Amended Budget	2013 Baseline	2013 Department Requests	Total 2013 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES						
Full Time Employees	485,176	490,000	491,100	23,250	514,350	24,350
Special Assignment Pay	4,263	3,600	3,600	0	3,600	0
Acting Supervisor Pay	172	0	0	0	0	0
Merit Pay	2,150	2,900	1,500	0	1,500	(1,400)
Overtime	6,230	6,000	5,000	625	5,625	(375)
	497,991	502,500	501,200	23,875	525,075	22,575
BENEFITS						
FICA	37,309	38,300	38,200	2,554	40,754	2,454
Law Enf. Retirement System	15,071	15,000	15,000	995	15,995	995
PERS	13,211	15,700	15,500	1,049	16,549	849
L&I	5,204	5,800	5,800	389	6,189	389
Medical Benefits	96,882	106,400	105,400	7,106	112,506	6,106
Teamsters Pension	1,060	1,100	1,050	70	1,120	20
Dental Benefits	14,651	13,400	11,550	717	12,267	(1,133)
Vision Benefits	1,095	1,500	1,750	100	1,850	350
Life Insurance	1,357	1,700	1,650	112	1,762	62
Long Term Disability Insurance	2,543	3,100	3,100	210	3,310	210
	188,383	202,000	199,000	13,302	212,302	10,302
SUPPLIES						
Office Supplies	13,157	13,800	13,800	0	13,800	0
Reference Material	87	400	400	0	400	0
Operating Supplies	234	0	0	0	0	0
Clothing/Boots	4,695	1,300	1,300	300	1,600	300
Motor Fuel	5,024	4,700	4,700	0	4,700	0
Small Items Of Equipment	2,507	19,010	2,900	6,775	9,675	(9,335)
	25,704	39,210	23,100	7,075	30,175	(9,035)

Continued on next page

**POLICE ADMINISTRATION...continued**

	2011 Actuals	2012 Amended Budget	2013 Baseline	2013 Department Requests	Total 2013 Requests	\$ Increase/ (Decrease)
OTHER SERVICES & CHARGES						
Other Professional Svcs.	3,686	1,300	1,300	5,500	6,800	5,500
Telephone	18,552	15,900	15,900	0	15,900	0
Postage	2,970	3,000	3,000	0	3,000	0
Cell Phones	9,677	10,600	10,600	0	10,600	0
MDT Connectivity	0	5,100	5,100	3,300	8,400	3,300
Travel & Subsistence	1,333	500	500	0	500	0
Office Equipment Rental	715	900	900	0	900	0
Motor Pool Charges	11,600	3,210	7,690	0	7,690	4,480
Equipment R&M	1,336	3,400	3,400	0	3,400	0
Vehicle R&M	2,974	2,450	2,450	0	2,450	0
Software Maintenance And Support	220	800	800	0	800	0
Assoc. Dues & Memberships	1,110	1,100	1,100	0	1,100	0
Printing And Binding	3,991	2,000	2,000	0	2,000	0
Concealed Pistol License	4,309	5,000	5,000	1,250	6,250	1,250
	62,473	55,260	59,740	10,050	69,790	14,530
INTERGOVERNMENTAL SVCS.						
Home Detention	931	2,000	2,000	0	2,000	0
Jail Contract	66,701	95,000	85,000	0	85,000	(10,000)
Animal Shelter Fees	12,847	15,000	15,000	0	15,000	0
Narcotics Task Force	4,926	5,050	5,050	0	5,050	0
Dawson Place Child Interview Specialist	0	1,500	1,500	0	1,500	0
Dispatch Services	312,520	294,700	290,533	0	290,533	(4,167)
SNOCOM New World Assessment	0	42,570	27,086	0	27,086	(15,484)
SERS Operating Assessment	25,677	25,700	37,354	0	37,354	11,654
	423,601	481,520	463,523	0	463,523	(17,997)
TOTAL POLICE ADMINISTRATION	1,198,152	1,280,490	1,246,563	54,302	1,300,865	20,375



City of Mukilteo, Washington



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 2011, there were 20 Block Watch Groups and grew to 28 groups in 2012.

2012 ACCOMPLISHMENTS

- Continued training and building volunteer program members
- Held two Citizen's Academy presentations
- Provided training to School District employees on active incident management
- Built Block Watch to a total of 28 groups
- Trained volunteer program member to assist with False Alarm Program management
- Participated in 2012 Chief for a Day

2013 GOALS & OBJECTIVES

- Continue building a strong Police Volunteer Program adding at least 5 new members
- Hold National Night-Out Against Crime Event
- Conduct at least one Citizens' Police Academy
- Help establish new Block Watch groups
- Work with Mukilteo School District on safety issues.

PERFORMANCE INDICATORS

	<u>2011</u>	<u>2012</u>	<u>2013</u>
	<u>Actual</u>	<u>Est.</u>	<u>Est.</u>
Volunteer Hours	435	450	500
Security Surveys	14	6	15
Presentations	16	14	20
Special Projects	10	10	10
False Alarms	617	561	540

**CRIME PREVENTION**

	2011 Actuals	2012 Amended Budget	2013 Baseline	2013 Department Requests	Total 2013 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES						
Full Time Employees	71,656	71,700	72,750	0	72,750	1,050
Special Assignment Pay	3,583	3,600	3,650	0	3,650	50
Education Premium Pay	2,866	2,900	2,900	0	2,900	0
Overtime	5,147	3,900	3,900	0	3,900	0
	<u>83,252</u>	<u>82,100</u>	<u>83,200</u>	<u>0</u>	<u>83,200</u>	<u>1,100</u>
BENEFITS						
FICA	5,770	6,300	6,400	0	6,400	100
Law Enf. Retirement System	4,234	4,300	4,400	0	4,400	100
L&I	1,142	1,500	1,500	0	1,500	0
Medical Benefits	19,793	20,300	20,950	0	20,950	650
Teamsters Pension	1,042	1,100	1,050	0	1,050	(50)
Dental Benefits	2,535	2,700	2,500	0	2,500	(200)
Vision Benefits	441	700	450	0	450	(250)
Life Insurance	203	300	300	0	300	0
	<u>35,160</u>	<u>37,200</u>	<u>37,550</u>	<u>0</u>	<u>37,550</u>	<u>350</u>
SUPPLIES						
Office Supplies	6,225	5,450	5,450	0	5,450	0
Clothing/Boots	2,377	3,350	3,350	0	3,350	0
Motor Fuel	1,348	2,000	2,000	0	2,000	0
Small Items Of Equipment	219	0	0	0	0	0
	<u>10,169</u>	<u>10,800</u>	<u>10,800</u>	<u>0</u>	<u>10,800</u>	<u>0</u>
OTHER SERVICES & CHARGES						
Travel & Subsistence	1,956	2,850	2,850	0	2,850	0
Short-Term Facility Rental	504	0	0	0	0	0
Motor Pool Charges	3,500	1,870	3,060	0	3,060	1,190
Vehicle R&M	634	1,000	1,000	0	1,000	0
Printing And Binding	0	1,150	1,150	0	1,150	0
	<u>6,594</u>	<u>6,870</u>	<u>8,060</u>	<u>0</u>	<u>8,060</u>	<u>1,190</u>
TOTAL CRIME PREVENTION	<u>135,175</u>	<u>136,970</u>	<u>139,610</u>	<u>0</u>	<u>139,610</u>	<u>2,640</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.

2012 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
- Completed training for several new instructor positions

2013 GOALS & OBJECTIVES

- Maintain minimum deployment of three patrol officers per shift
- Train additional officers in advanced traffic procedures
- Train New World Systems records management when instituted
- Complete updated training manual and train staff

PERFORMANCE INDICATORS

	2011	2012	2013
	Actual	Est.	Est.
Citations/Infractions	4,483	3,800	3,800
Case Reports	2,376	2,000	2,000

**PATROL**

	2011 Actuals	2012 Amended Budget	2013 Baseline	2013 Department Requests	Total 2013 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES						
Full Time Employees	1,545,487	1,545,700	1,580,500	0	1,580,500	34,800
Special Assignment Pay	16,907	16,250	18,200	0	18,200	1,950
Education Incentive	35,385	35,700	39,650	0	39,650	3,950
Acting Supervisor Pay	35	600	600	0	600	0
Merit Pay	6,641	6,300	10,000	0	10,000	3,700
Overtime	117,168	103,100	92,100	0	92,100	(11,000)
	<u>1,721,623</u>	<u>1,707,650</u>	<u>1,741,050</u>	<u>0</u>	<u>1,741,050</u>	<u>33,400</u>
BENEFITS						
FICA	130,601	129,700	133,200	0	133,200	3,500
Law Enf. Retirement System	90,862	88,800	91,250	0	91,250	2,450
L&I	28,583	32,000	32,000	0	32,000	0
Medical Benefits	310,380	322,100	350,900	0	350,900	28,800
Teamsters Pension	20,138	21,900	21,850	0	21,850	(50)
Dental Benefits	26,768	25,000	30,400	0	30,400	5,400
Vision Benefits	5,045	5,400	6,400	0	6,400	1,000
Life Insurance	4,276	5,700	5,850	0	5,850	150
	<u>616,653</u>	<u>630,600</u>	<u>671,850</u>	<u>0</u>	<u>671,850</u>	<u>41,250</u>
SUPPLIES						
Operating Supplies	1,756	2,350	2,350	0	2,350	0
Clothing/Boots	27,606	32,400	32,400	0	32,400	0
Motor Fuel	62,529	60,600	60,600	0	60,600	0
Small Items Of Equipment	14,739	6,450	6,450	0	6,450	0
	<u>106,630</u>	<u>101,800</u>	<u>101,800</u>	<u>0</u>	<u>101,800</u>	<u>0</u>
OTHER SERVICES & CHARGES						
Other Professional Svcs.	66	0	0	0	0	0
Travel & Subsistence	1,116	950	950	0	950	0
Work Equip & Machine Rental	208	6,500	6,500	0	6,500	0
Motor Pool Charges	111,400	42,800	116,370	0	116,370	73,570
Equipment R&M	12,996	27,100	27,100	0	27,100	0
Vehicle R&M	41,898	45,000	45,000	0	45,000	0
Laundry Services	1,782	3,000	3,000	0	3,000	0
	<u>169,466</u>	<u>125,350</u>	<u>198,920</u>	<u>0</u>	<u>198,920</u>	<u>73,570</u>
TOTAL PATROL	<u>2,614,372</u>	<u>2,565,400</u>	<u>2,713,620</u>	<u>0</u>	<u>2,713,620</u>	<u>148,220</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.

2012 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

- Tested and selected new Detective

2013 GOALS & OBJECTIVES

- Fully staff Special Operations positions
- Continue participation in Regional Police Intelligence (RIG) Group
- Provide additional support and training to Patrol.

PERFORMANCE INDICATORS

	2011	2012	2013
	Actual	Est.	Est.
Homicide	-	-	-
Rape	2	2	2
Robbery	5	5	5
Aggravated Assault	5	10	10
Burglary	123	125	125
Theft	345	300	300
Vehicle Theft	33	35	35
Total	513	477	477

**SPECIAL OPERATIONS**

	2011 Actuals	2012 Amended Budget	2013 Baseline	2013 Department Requests	Total 2013 Requests	\$ Increase/ (Decrease)
Full Time Employees	230,266	228,000	231,450	0	231,450	3,450
Special Assignment Pay	11,426	11,400	11,600	0	11,600	200
Education Incentive	4,559	4,600	4,650	0	4,650	50
Merit Pay	2,209	2,200	2,200	0	2,200	0
Overtime	20,069	8,400	8,400	0	8,400	0
	268,529	254,600	258,300	0	258,300	3,700

BENEFITS

FICA	20,275	19,500	19,750	0	19,750	250
Law Enf. Retirement System	14,007	13,400	13,550	0	13,550	150
L&I	4,229	4,600	4,600	0	4,600	0
Medical Benefits	45,690	46,600	49,600	0	49,600	3,000
Teamsters Pension	2,848	3,200	3,100	0	3,100	(100)
Dental Benefits	7,669	8,400	6,800	0	6,800	(1,600)
Vision Benefits	516	900	1,000	0	1,000	100
Life Insurance	638	900	900	0	900	0
	95,872	97,500	99,300	0	99,300	1,800

SUPPLIES

Photo Supplies	0	100	100	0	100	0
Operating Supplies	817	1,000	1,000	0	1,000	0
Clothing/Boots	263	400	400	0	400	0
Motor Fuel	7,644	8,150	8,150	0	8,150	0
Small Items Of Equipment	174	300	300	0	300	0
	8,898	9,950	9,950	0	9,950	0

OTHER SERVICES & CHARGES

Travel & Subsistence	139	800	800	0	800	0
Motor Pool Charges	65,100	17,350	17,430	0	17,430	80
Equipment M&R	200	500	500	0	500	0
Vehicle R&M	3,469	2,950	2,950	0	2,950	0
Laundry Services	0	200	200	0	200	0
Film Processing	0	100	100	0	100	0
Investigation Costs	5,240	6,300	6,300	0	6,300	0
	74,148	28,200	28,280	0	28,280	80

TOTAL SPECIAL OPERATIONS

	447,447	390,250	395,830	0	395,830	5,580
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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.

2012 ACCOMPLISHMENTS

- Increased overall training for non-commissioned staff
- Performed two range qualifications for commissioned staff increasing firearm safety
- Completed Firearms Simulator decision making training for all commissioned staff
- Integrated Defensive Tactics and Firearms into Scenario Based Training

- Successfully met all RCW training hour requirements for commissioned staff (with exception of those on prolonged leave)

2013 GOALS & OBJECTIVES

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

PERFORMANCE INDICATORS

	2011	2012	2013
	Actual	Est.	Est.
Training hours	2,967	2,400	2,600
Safety training hours	654	600	600
% of officers meeting min. training hours	100	93	100

**POLICE TRAINING**

	2011 Actuals	2012 Amended Budget	2013 Baseline	2013 Department Requests	Total 2013 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES						
Overtime	6,432	9,000	9,000	0	9,000	0
OT-New World Systems Training	0	22,000	0	22,000	22,000	0
	6,432	31,000	9,000	22,000	31,000	0
BENEFITS						
FICA	0	2,300	690	1,680	2,370	70
Law Enf. Retirement System	0	1,900	470	1,160	1,630	(270)
	0	4,200	1,160	2,840	4,000	(200)
SUPPLIES						
Ammunition	9,122	11,900	11,900	0	11,900	0
Small Items Of Equipment	85	300	300	0	300	0
	9,207	12,200	12,200	0	12,200	0
OTHER SERVICES & CHARGES						
Other Professional Svcs.	0	4,500	4,500	800	5,300	800
Travel & Subsistence	3,499	3,500	3,500	4,400	7,900	4,400
Training & Registration	7,030	6,700	6,700	0	6,700	0
	10,529	14,700	14,700	5,200	19,900	5,200
TOTAL POLICE TRAINING	26,168	62,100	37,060	30,040	67,100	5,000



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

	2011 Actual	2012 Budget	2012 Y.E. Estimate	2013 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$0	\$30,590	\$30,594	\$22,614	(\$7,976)
<u>Revenues</u>					
Miscellaneous	24	0	20	20	20
Proceeds from forfeited property	58,402	0	0	0	0
Total Revenues	58,426	0	20	20	20
Total Resources	58,426	30,590	30,614	22,634	(7,956)
<u>Expenditures</u>					
Supplies	21,866	2,500	8,000	0	(2,500)
Services and Charges	2,961	0	0	0	0
Capital Outlay	2,738	0	0	0	
Total Expenditures	27,565	2,500	8,000	0	(2,500)
Ending Fund Balance	\$30,861	\$28,090	\$22,614	\$22,634	(\$5,456)



DECISION PACKAGE			
Department:	Police		Ranking: M
Division:	Administration and Support Services		
Decision Package Title:	Scanner		
Preparer:	Chief Caldwell		
Account Number:	011.21.521.101.3501		
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 checked="" type="checkbox"/>
Item Description: Electronic form scanner			
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: With the addition of New World Systems records management software, all handwritten statements, forms and documents must be scanned before routing to electronic case files. The scanner must provide a pdf format since that is recognized by the State Archivist as a secure method of recording and storing the new original electronic document. The scanner must be programmable and interface with New World Systems software.			
What Alternatives Are Available, if Any? None			

Item Description	Obj	2012 Baseline Budget	2013	2014	2015	2016	2017
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	3501	0	1,000	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	\$1,000	\$0	\$0	\$0	\$0

Sources of Payment		2013	2014	2015	2016	2017
Ending Cash		1,000	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		\$1,000	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

DECISION PACKAGE			
Department:	Police		Ranking:
Division:	Administration and Support		
Decision Package Title:	New World Systems Connectivity for 14 Vehicles		M
Preparer:	Chief Caldwell		
Account Number:	011.21.521.101.4210		
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 Terminal connectivity for patrol vehicles.			
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 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. The cost below reflects data plan connectivity for 14 vehicles. Estimated monthly fee is \$50/vehicle. Baseline from FY12 changed to reflect corrected number of vehicles.			
What Alternatives Are Available, if Any? None. The current computers used as MDT will not support this advanced system.			

Item Description	Obj	2012 Baseline Budget	2013	2014	2015	2016	2017
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	5,100	3,300	3,399	3,501	3,606	3,714
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		\$5,100	\$3,300	\$3,399	\$3,501	\$3,606	\$3,714

Sources of Payment		2013	2014	2015	2016	2017
Ending Cash		3,300	3,399	3,501	3,606	3,714
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		\$3,300	\$3,399	\$3,501	\$3,606	\$3,714



City of Mukilteo, Washington

DECISION PACKAGE			
Department:	Police	Ranking: M	
Division:	Administration and Support Services		
Decision Package Title:	Concealed Pistol License		
Preparer:	Chief Caldwell		
Account Number:	011.21.521.101.4937		
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: Increase in baseline for CPL background costs to offset fee increase by outside agency			
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: Washington State Patrol increased fees for background checks on Concealed Pistol Permits. This increase is to offset the increased cost to Mukilteo Police Department for this service.			
What Alternatives Are Available, if Any? Continue using Access database.			

Item Description	Obj	2012 Baseline Budget	2013	2014	2015	2016	2017
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	4917	5,000	1,250	1,250	1,250	1,250	1,250
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		\$5,000	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250

Sources of Payment		2013	2014	2015	2016	2017
Ending Cash		0	0	0	0	0
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
Gun Permit Revenue		1,250	1,250	1,250	1,250	1,250
Other		0	0	0	0	0
Total Sources		\$1,250	\$1,250	\$1,250	\$1,250	\$1,250



Decision Package		
Department:	Police	Ranking: 1
Division:	Administration and Support	
Decision Package Title:	Support Services Clerk	
Preparer:	Chief Caldwell	
Account Number:	Multiple	
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: Add one Support Services clerk to existing staff		
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: The department has 2 Support Services clerks whose functions include lobby contacts, phone services, Traffic Violations Bureau, evidence technician, data entry, records retention and management and other critical support functions within the organization. The department has not added staff in this function since 1995, however has experienced significant workload increases in this area. In 2011 alone, there has been an increase in citations and case work of nearly 40%. 2012 saw additional workload increases, although at a slower rate. Failure to staff this function will lead to the work groups falling further behind in records maintenance. Two independent audits by outside Law Enforcement experts concluded this function was understaffed. In 2012 the PD altered lobby hours and decreased service levels to meet the rising workload.		
What Alternatives Are Available, if Any? Use Community Services Officer to cover time allowing them to catch up.		

Item Description	Obj	2012 Baseline Budget	2013	2014	2015	2016	2017
Salaries	11	0	23,250	1,163	1,221	1,282	1,346
Overtime	12	0	625	31	33	34	36
Benefits	21	0	13,302	665	698	733	770
Uniforms	24	0	300	15	16	17	17
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	\$37,477	\$1,874	\$1,967	\$2,066	\$2,169

Sources of Payment		2013	2014	2015	2016	2017
Ending Cash		37,477	1,874	1,967	2,066	2,169
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		\$37,477	\$1,874	\$1,967	\$2,066	\$2,169



DECISION PACKAGE			
Department:	Police	Ranking: M	
Division:	Training		
Decision Package Title:	New World Systems Training		
Preparer:	Chief Caldwell		
Account Number:	011.21.521.400.1209		
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: Training all employees in the use of the new County-wide Computer Aided Dispatch (CAD) and Records Management System (RMS) being instituted in 2013.			
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: This was originally budgeted in 2012, but delays in the implementation of the program necessitates carrying the monies over into 2012. The current estimate of required training is 24 hours for each patrol officer, 40 hours for records personnel, with additional training required for supervisors and detectives.			
What Alternatives Are Available, if Any? None			

Item Description	Obj	2012 Baseline Budget	2013	2014	2015	2016	2017
Salaries	11	0	0	0	0	0	0
Overtime	12	0	22,000	0	0	0	0
Benefits	21	0	2,840	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	\$24,840	\$0	\$0	\$0	\$0

Sources of Payment		2013	2014	2015	2016	2017
Ending Cash		24,840	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		\$24,840	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

DECISION PACKAGE		
Department:	Police	Ranking:
Division:	Training	
Decision Package Title:	Travel & Subsistence	M
Preparer:	Macklin	
Account Number:	011.21.521.400.4301	
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: New Labor Agreement increases meal reimbursement costs.		
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: Section 13.2 of the newly signed Union Contract states "Meal Reimbursement – Whenever an employee attends an employer approved seminar, conference or training meeting away from the employer’s facility, the employee shall be reimbursed for the cost of a meal at the current federal per diem rates." This will increase the costs of training police officers approximately \$4,400 per year.		
What Alternatives Are Available, if Any? None. Contractually guaranteed.		

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
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	4301	3,500	4,400	4,400	4,400	4,400	4,400
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		\$3,500	\$4,400	\$4,400	\$4,400	\$4,400	\$4,400

Sources of Payment		2013	2014	2015	2016	2017
Ending Cash		4,400	4,400	4,400	4,400	4,400
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		\$4,400	\$4,400	\$4,400	\$4,400	\$4,400



City of Mukilteo, Washington

DECISION PACKAGE			
Department:	Police		Ranking: M
Division:	Training		
Decision Package Title:	Norpoint Gun Range		
Preparer:	Chief Caldwell		
Account Number:	011.21.521.400.4106		
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:			
Item 1: Group membership for 28 officers for Norpoint Gun Range at \$100/officer. Budget \$3000 to cover membership and tax. Item 2: A minimum of six days reserved range days to cover training and qualifications. Budget \$2300 to cover the range rental fee at \$350/day plus tax.			
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals:			
The police department is in need of a rifle/pistol range for practice and qualification. For qualification purposes the department will need the range a minimum of six time per year for the next three years. The qualification of staff with the tools of thier trade is vital for risk reduction and officer safety.			
What Alternatives Are Available, if Any?			
Due to the close proximity and need for a tactical range for practice and qualification, no other reasonable alternatives exist.			

Item Description	Obj	2012 Baseline Budget	2013	2014	2015	2016	2017
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	4,500	800	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		\$4,500	\$800	\$0	\$0	\$0	\$0

Sources of Payment		2013	2014	2015	2016	2017
Ending Cash		800	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		\$800	\$0	\$0	\$0	\$0



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:





City of Mukilteo, Washington

POSITION SUMMARY

Position Title	2012	2013
Fire Chief	1.0	1.0
Assistant Fire Chief	1.0	1.0
Fire Marshall	1.0	1.0
Training Captain	1.0	1.0
Fire Captain	6.0	6.0
Firefighter	9.0	9.0
Firefighter/Paramedic	9.0	9.0
Senior Department Assistant	1.0	1.0
Department Assistant	0.5	0.5
Total	29.5	29.5

Fire Department Expenditure Summary

	2011	Actuals	2012	2013	2013	2013	\$ Increase/
			Budget	Baseline	Dept.	Budget	(Decrease)
					Requests		
Administration and Support		302,794	343,600	299,480	5,125	304,605	(38,995)
Training		129,360	164,400	147,440	0	147,440	(16,960)
Fire Prevention		127,293	128,060	124,480	4,000	128,480	420
Fire Suppression		1,667,745	1,676,250	1,792,872	0	1,792,872	116,622
Capital Outlay		251,536	15,000	0	0	0	(15,000)
Emergency Medical Services		1,941,923	1,904,528	1,848,034	34,870	1,882,904	(21,624)
TOTAL		4,420,651	4,231,838	4,212,306	43,995	4,256,301	24,463

CAPITAL

CAPITAL OUTLAY

Other Machinery & Equipment	251,536	15,000	0	0	0	(15,000)
	<u>251,536</u>	<u>15,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(15,000)</u>
	<u>251,536</u>	<u>15,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(15,000)</u>

Fire Department Decision Package Summary

Ranking	Division	Title	Amount
1	Fire Prevention	Emergency Preparedness Fair	4,000
1	EMS	Basic Life Support Licenses	8,000
1	Technology Replacement	Mobile Data Computer for Public Safety	26,870
		Total	38,870



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.

2012 ACCOMPLISHMENTS

- Personnel records were updated, archived and historical records, if legally approved, recycled.
- Vehicle replacement schedule followed with one vehicle donation to another fire department.
- Maintained fiscal solvency with a balanced year-end operating budget.
- Completed all requirements of an 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.
- 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.
- Continue to develop and implement department Goals and Objectives.
- Oversee Emergency Medical Services Transportation program revenue.
- Oversee Vehicle Fleet program of: repairs, maintenance and replacement.

2013 GOALS & OBJECTIVES

- Personnel records, Emergency Response Reports, Training Records, Fire Inspection Records, Public Education

**FIRE ADMINISTRATION**

	2011 Actuals	2012		2013		\$ Increase/ (Decrease)
		Amended Budget	2013 Baseline	Department Requests	Total 2013 Requests	
SALARIES & WAGES						
Full Time Employees	200,864	197,100	200,000	0	200,000	2,900
Part Time Employees	(782)	0	0	0	0	0
Overtime	250	300	300	0	300	0
	<u>200,332</u>	<u>197,400</u>	<u>200,300</u>	<u>0</u>	<u>200,300</u>	<u>2,900</u>
BENEFITS						
FICA	5,328	5,400	5,490	0	5,490	90
Law Enf. Retirement System	8,191	8,200	8,310	0	8,310	110
PERS	2,520	3,000	3,010	0	3,010	10
L&I	2,682	3,100	3,110	0	3,110	10
Medical Benefits	36,232	40,400	39,750	0	39,750	(650)
Dental Benefits	7,166	9,000	4,710	0	4,710	(4,290)
Vision Benefits	480	700	800	0	800	100
Life Insurance	550	700	670	0	670	(30)
Long Term Disability Insurance	1,217	1,500	1,490	0	1,490	(10)
	<u>64,366</u>	<u>72,000</u>	<u>67,340</u>	<u>0</u>	<u>67,340</u>	<u>(4,660)</u>
SUPPLIES						
Office Supplies	1,788	2,000	2,000	0	2,000	0
Purchase of Forms	610	500	500	0	500	0
Supplies - Administration	487	300	300	0	300	0
Clothing/Boots	584	2,600	2,600	0	2,600	0
Motor Fuel	7,512	6,500	6,500	0	6,500	0
Small Items Of Equipment	233	500	500	2,625	3,125	2,625
	<u>11,214</u>	<u>12,400</u>	<u>12,400</u>	<u>2,625</u>	<u>15,025</u>	<u>2,625</u>
OTHER SERVICES & CHARGES						
Other Professional Svcs.	500	500	500	2,500	3,000	2,500
Telephone	2,520	2,400	2,400	0	2,400	0
Postage	515	200	200	0	200	0
Cell Phone	1,821	1,400	1,400	0	1,400	0
Travel & Subsistence	49	0	0	0	0	0
Motor Pool Charges	14,200	46,300	3,940	0	3,940	(42,360)
Work Equipment M&R	1,271	1,000	1,000	0	1,000	0
Vehicle R&M	2,529	7,500	7,500	0	7,500	0
Assoc. Dues & Memberships	1,854	1,500	1,500	0	1,500	0
Laundry Services	1,229	1,000	1,000	0	1,000	0
Training & Registration	395	0	0	0	0	0
	<u>26,882</u>	<u>61,800</u>	<u>19,440</u>	<u>2,500</u>	<u>21,940</u>	<u>(39,860)</u>
	<u>302,794</u>	<u>343,600</u>	<u>299,480</u>	<u>5,125</u>	<u>304,605</u>	<u>(38,995)</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.

2012 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 Thirty (30) Snohomish County Regional classes/drills.

2013 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.
- Continue to develop a professional training plan for department members.
- Continue with Joint Apprentice and Training Committee with all personnel.
- Continue to implement New World
- Training to meet County Standards.

**FIRE TRAINING**

	2011 Actuals	2012		2013		\$ Increase/ (Decrease)
		Amended Budget	2013 Baseline	Department Requests	Total 2013 Requests	
SALARIES & WAGES						
Full Time Employees	49,474	49,500	50,220	0	50,220	720
Education Premium Pay	990	1,000	1,000	0	1,000	0
Overtime	0	54,600	38,100	0	38,100	(16,500)
OT - Conferences/Training/Education	11,717	0	0	0	0	0
OT - Cover Sick Leave	5,095	0	0	0	0	0
OT - Drill	9,731	0	0	0	0	0
OT - Investigation/Review/Inspection	0	0	0	0	0	0
	<u>77,007</u>	<u>105,100</u>	<u>89,320</u>	<u>0</u>	<u>89,320</u>	<u>(15,780)</u>
BENEFITS						
FICA	792	1,300	1,300	0	1,300	0
Law Enf. Retirement System	2,932	4,700	4,680	0	4,680	(20)
L&I	934	1,500	1,450	0	1,450	(50)
Medical Benefits	4,161	4,500	4,650	0	4,650	150
Medical Savings Account	540	600	550	0	550	(50)
Deferred Comp	2,197	2,300	2,270	0	2,270	(30)
Dental Benefits	535	700	620	0	620	(80)
Vision Benefits	60	100	100	0	100	0
Life Insurance	139	200	200	0	200	0
	<u>12,290</u>	<u>15,900</u>	<u>15,820</u>	<u>0</u>	<u>15,820</u>	<u>(80)</u>
SUPPLIES						
Office Supplies	436	500	500	0	500	0
Purchase of Forms	0	100	0	0	0	(100)
Reference Material	4,094	2,800	2,800	0	2,800	0
Supplies - Training	113	1,000	1,000	0	1,000	0
Clothing/Boots	668	500	500	0	500	0
Small Items of Equipment	197	1,000	1,000	0	1,000	0
	<u>5,508</u>	<u>5,900</u>	<u>5,800</u>	<u>0</u>	<u>5,800</u>	<u>(100)</u>
OTHER SERVICES & CHARGES						
Other Professional Svcs.	8,020	10,000	12,000	0	12,000	2,000
Telephone	560	600	600	0	600	0
Cell Phone	368	700	700	0	700	0
Travel & Subsistence	10,592	12,000	7,000	5,000	12,000	0
Work Equipment M&R	0	500	500	0	500	0
Assoc. Dues & Memberships	75	100	100	0	100	0
Laundry Services	267	300	300	0	300	0
Training & Registration	14,669	13,300	15,300	(5,000)	10,300	(3,000)
Miscellaneous	4	0	0	0	0	0
	<u>34,555</u>	<u>37,500</u>	<u>36,500</u>	<u>0</u>	<u>36,500</u>	<u>(1,000)</u>
	<u>129,360</u>	<u>164,400</u>	<u>147,440</u>	<u>0</u>	<u>147,440</u>	<u>(16,960)</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.

2012 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.
- Maintained 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.
- 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 updates to 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.

2013 GOALS & OBJECTIVES

- Increase quality of business fire and life safety inspections.

**FIRE PREVENTION**

	2012		2013		\$ Increase/ (Decrease)	
	2011 Actuals	Amended Budget	2013 Baseline	Department Requests		Total 2013 Requests
SALARIES & WAGES						
Salaries & Wages						
Full Time Employees	85,984	83,700	84,880	0	84,880	1,180
Overtime	0	2,500	2,500	0	2,500	0
OT - Public Education Activities	2,783	0	0	3,000	3,000	3,000
	<u>88,767</u>	<u>86,200</u>	<u>87,380</u>	<u>3,000</u>	<u>90,380</u>	<u>4,180</u>
BENEFITS						
FICA	1,234	1,300	1,310	0	1,310	10
Law Enf. Retirement System	4,382	4,400	4,740	0	4,740	340
L&I	1,563	2,000	1,930	0	1,930	(70)
Medical Benefits	12,799	13,800	14,310	0	14,310	510
Dental Benefits	826	800	1,240	0	1,240	440
Vision Benefits	41	300	150	0	150	(150)
Life Insurance	234	300	290	0	290	(10)
	<u>21,079</u>	<u>22,900</u>	<u>23,970</u>	<u>0</u>	<u>23,970</u>	<u>1,070</u>
SUPPLIES						
Office Supplies	287	500	500	0	500	0
Reference Material	833	1,000	1,000	0	1,000	0
Supplies - Fire Prevention	1,286	200	200	1,000	1,200	1,000
Clothing/Boots	333	700	700	0	700	0
Motor Fuel	2,091	2,000	2,000	0	2,000	0
Small Items of Equipment	0	500	500	0	500	0
	<u>4,830</u>	<u>4,900</u>	<u>4,900</u>	<u>1,000</u>	<u>5,900</u>	<u>1,000</u>
OTHER SERVICES & CHARGES						
Other Professional Svcs.	504	400	400	0	400	0
Telephone	560	600	600	0	600	0
Cell Phone	728	700	700	0	700	0
Motor Pool Charges	8,400	9,960	4,130	0	4,130	(5,830)
Work Equipment M&R	754	100	100	0	100	0
Vehicle R&M	891	1,500	1,500	0	1,500	0
Assoc. Dues & Memberships	75	300	300	0	300	0
Laundry Services	705	500	500	0	500	0
	<u>12,617</u>	<u>14,060</u>	<u>8,230</u>	<u>0</u>	<u>8,230</u>	<u>(5,830)</u>
	<u>127,293</u>	<u>128,060</u>	<u>124,480</u>	<u>4,000</u>	<u>128,480</u>	<u>420</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.

2012 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.

2013 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.

**SUPPRESSION**

	2011 Actuals	2012		2013		\$ Increase/ (Decrease)
		Amended Budget	2013 Baseline	Department Requests	Total 2013 Requests	
SALARIES & WAGES						
Full Time Employees	988,632	1,009,600	1,024,670	0	1,024,670	15,070
Education Incentive	6,387	6,400	6,460	0	6,460	60
Acting Supervisor Pay	3,720	3,400	3,450	0	3,450	50
Paramedic Incentive	16,133	16,200	16,370	0	16,370	170
Fire - Holiday Buy Back	15,258	28,200	28,550	0	28,550	350
Overtime	73,891	35,000	35,000	0	35,000	0
	<u>1,104,021</u>	<u>1,098,800</u>	<u>1,114,500</u>	<u>0</u>	<u>1,114,500</u>	<u>15,700</u>
BENEFITS						
FICA	16,406	16,000	16,160	0	16,160	160
Law Enf. Retirement System	59,482	57,600	58,400	0	58,400	800
L&I	28,951	32,400	32,360	0	32,360	(40)
Medical Benefits	181,179	200,500	210,420	0	210,420	9,920
FF Med Savings Acct	12,150	12,200	12,150	0	12,150	(50)
Deferred Comp	39,290	47,300	47,930	0	47,930	630
Dental Benefits	21,458	23,200	19,700	0	19,700	(3,500)
Vision Benefits	2,316	2,000	3,150	0	3,150	1,150
Life Insurance	2,781	3,600	3,630	0	3,630	30
	<u>364,013</u>	<u>394,800</u>	<u>403,900</u>	<u>0</u>	<u>403,900</u>	<u>9,100</u>
SUPPLIES						
Office Supplies	1,006	1,000	1,000	0	1,000	0
Supplies - Fire Suppression	7,418	6,500	6,500	0	6,500	0
Clothing/Boots	15,866	24,800	24,800	0	24,800	0
Motor Fuel	8,601	8,500	8,500	0	8,500	0
Small Items of Equipment	54,774	56,000	56,000	0	56,000	0
	<u>87,665</u>	<u>96,800</u>	<u>96,800</u>	<u>0</u>	<u>96,800</u>	<u>0</u>
OTHER SERVICES & CHARGES						
Professional Services	553	600	600	0	600	0
Telephone	7,391	8,900	8,900	0	8,900	0
Postage	0	100	100	0	100	0
New World Project Connectivity	81	3,550	1,500	0	1,500	(2,050)
Cell Phones & Pagers	2,487	4,200	4,200	0	4,200	0
Equipment Replacement Charges	0	0	100,220	0	100,220	100,220
Equipment R&M	10,159	3,000	3,000	0	3,000	0
Vehicle R&M	43,314	25,000	25,000	0	25,000	0
Software Maintenance	0	600	600	0	600	0
Laundry Services	4,091	5,500	5,500	0	5,500	0
	<u>68,076</u>	<u>51,450</u>	<u>149,620</u>	<u>0</u>	<u>149,620</u>	<u>98,170</u>
INTERGOVERNMENTAL SVCS.						
Dispatch Services	35,717	22,800	22,967	0	22,967	167
SNOCOM New World Assessment	0	3,300	2,136	0	2,136	(1,164)
SERS Operating Assessment	8,253	8,300	2,949	0	2,949	(5,351)
	<u>43,970</u>	<u>34,400</u>	<u>28,052</u>	<u>0</u>	<u>28,052</u>	<u>(6,348)</u>
	<u>1,667,745</u>	<u>1,676,250</u>	<u>1,792,872</u>	<u>0</u>	<u>1,792,872</u>	<u>116,622</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.

2012 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.

- 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

2013 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.



City of Mukilteo, Washington

EMERGENCY MEDICAL SERVICES FUND

	2011 Actual	2012 Budget	2012 Y.E. Estimate	2013 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$360,250	\$390,260	\$391,192	\$362,512	(\$27,748)
<u>Revenues</u>					
EMS Levy	1,748,610	1,612,000	1,621,380	1,579,220	(32,780)
Charges for Services	254,392	234,800	222,400	234,800	0
Investment Interest	383	400	0	400	0
Sale of Surplus Property	6,000	0	0	0	0
Miscellaneous Revenue	2,000	2,000	240	2,000	0
Total Revenues	<u>2,011,385</u>	<u>1,849,200</u>	<u>1,844,020</u>	<u>1,816,420</u>	<u>(32,780)</u>
<u>Total Resources</u>	<u>2,371,635</u>	<u>2,239,460</u>	<u>2,235,212</u>	<u>2,178,932</u>	<u>(60,528)</u>
Salaries & Wages	974,375	1,016,500	1,015,560	1,017,240	740
Personnel Benefits	299,064	327,800	326,440	327,490	(310)
Supplies	79,757	70,500	59,500	75,390	4,890
Other Services & Charges	399,077	286,250	291,510	236,000	(50,250)
Intergovernmental Svcs.	179,664	161,390	161,690	164,804	3,414
Capital Outlay	10,011	42,088	18,000	61,980	19,892
<u>Total Expenditures</u>	<u>1,941,948</u>	<u>1,904,528</u>	<u>1,872,700</u>	<u>1,882,904</u>	<u>(21,624)</u>
<u>Ending Fund Balance</u>	<u>\$429,687</u>	<u>\$334,932</u>	<u>\$362,512</u>	<u>\$296,028</u>	<u>(\$38,904)</u>

**FIRE - EMS**

	2012		2013		\$ Increase/ (Decrease)
	2011 Actuals	Amended Budget	2013 Baseline	2013 Department Requests	
SALARIES & WAGES					
Full Time Employees	67,398	65,700	66,680	0	980
Part Time Employees	24,446	24,200	24,460	0	260
Overtime	83	13,500	0	0	(13,500)
Full Time Employees	754,097	765,600	777,020	0	11,420
Education Premium Pay	6,398	6,400	6,420	0	20
Acting Supervisor Pay	1,396	3,700	3,760	0	60
Paramedic Incentive	48,397	48,400	49,120	0	720
Fire - Holiday Buy Back	9,407	21,900	22,230	0	330
Overtime	62,753	33,400	33,400	0	0
Full Time Employees	0	33,000	33,480	0	480
Education Premium Pay	0	700	670	0	(30)
	974,375	1,016,500	1,017,240	0	740
BENEFITS					
FICA	3,700	3,700	3,690	0	(10)
Law Enf. Retirement System	2,730	2,700	2,770	0	70
PERS	2,407	2,700	2,760	0	60
L&I	1,030	1,200	1,190	0	(10)
Medical Benefits	12,077	13,500	13,250	0	(250)
Dental Benefits	2,768	3,000	1,570	0	(1,430)
Vision Benefits	222	400	270	0	(130)
Life Insurance	254	300	310	0	10
Long Term Disability Insurance	562	700	680	0	(20)
FICA	12,991	12,800	12,940	0	140
Law Enf. Retirement System	46,992	46,100	46,740	0	640
L&I	22,730	25,200	25,170	0	(30)
Medical Benefits	123,744	135,100	141,000	0	5,900
FF Med Savings Acct	9,450	9,500	9,450	0	(50)
Unemployment Comp.	0	1,300	0	0	(1,300)
Deferred Comp	33,840	37,600	38,120	0	520
Dental Benefits	12,132	17,300	13,400	0	(3,900)
Vision Benefits	1,130	2,200	1,800	0	(400)
Life Insurance	2,115	2,800	2,890	0	90
FICA	528	500	500	0	0
Law Enf. Retirement System	1,954	1,900	1,790	0	(110)
L&I	623	1,000	950	0	(50)
Medical Benefits	2,774	3,000	3,100	0	100
Medical Savings Account	360	400	360	0	(40)
Unemployment Comp.	0	100	0	0	(100)
Deferred Comp	1,464	1,500	1,520	0	20
Dental Benefits	356	1,100	1,050	0	(50)
Vision Benefits	40	100	100	0	0
Life Insurance	92	100	120	0	20
	299,066	327,800	327,490	0	(310)

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FIRE - EMS...continued

	2011 Actuals	2012 Amended Budget	2013 Baseline	2013 Department Requests	Total 2013 Requests	\$ Increase/ (Decrease)
SUPPLIES						
Office Supplies	1,198	1,000	1,000	0	1,000	0
Purchase of Forms	151	600	0	0	0	(600)
Reference Material	964	1,000	1,000	0	1,000	0
Supplies - EMG Medical Svc	26,006	37,500	37,500	(10,000)	27,500	(10,000)
Clothing/Boots	8,601	5,000	5,000	0	5,000	0
Motor Fuel	14,857	13,800	13,800	0	13,800	0
Small Items Of Equipment	27,980	11,600	11,600	15,490	27,090	15,490
	<u>79,756</u>	<u>70,500</u>	<u>69,900</u>	<u>5,490</u>	<u>75,390</u>	<u>4,890</u>
OTHER SERVICES & CHARGES						
Insurance	16,589	15,600	17,100	0	17,100	1,500
Billing Services	17,940	15,000	15,000	0	15,000	0
Professional Services	13,751	5,600	5,600	9,500	15,100	9,500
Telephone	2,240	2,100	2,100	0	2,100	0
New World Project Connectivity	0	1,150	4,500	0	4,500	3,350
Cell Phone	3,368	6,400	6,400	0	6,400	0
Motor Pool Charges	322,400	220,700	156,100	0	156,100	(64,600)
Hazardous Waste Disposal	0	500	500	0	500	0
Work Equipment M&R	697	1,000	1,000	0	1,000	0
Vehicle R&M	19,686	15,000	15,000	0	15,000	0
Software Maintenance	0	200	200	0	200	0
Laundry Services	2,406	3,000	3,000	0	3,000	0
	<u>399,077</u>	<u>286,250</u>	<u>226,500</u>	<u>9,500</u>	<u>236,000</u>	<u>(50,250)</u>
INTERGOVERNMENTAL SVCS.						
Dispatch Services	98,221	68,400	69,280	0	69,280	880
SNOCOM New World Assessment	78,667	9,890	6,370	0	6,370	(3,520)
Lynnwood Ems Contract	0	80,300	80,300	0	80,300	0
SERS Operating Assessment	2,751	2,800	8,850	0	8,850	6,050
	<u>179,638</u>	<u>161,390</u>	<u>164,800</u>	<u>0</u>	<u>164,800</u>	<u>3,410</u>
DEBT SERVICE						
Interfund Loan Interest Expense	25	0	0	0	0	0
	<u>25</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
CAPITAL OUTLAY						
Computer Hardware	0	4,688	4,700	19,880	24,580	19,892
Other Machinery & Equipment	9,986	37,400	37,400	0	37,400	0
	<u>9,986</u>	<u>42,088</u>	<u>42,100</u>	<u>19,880</u>	<u>61,980</u>	<u>19,892</u>
	<u>1,941,924</u>	<u>1,904,528</u>	<u>1,848,030</u>	<u>34,870</u>	<u>1,882,900</u>	<u>(21,628)</u>



City of Mukilteo, Washington

DECISION PACKAGE			
Department:	Fire Department	Ranking: 1	
Division:	Fire Prevention		
Decision Package Title:	Emergency Preparedness Fair		
Preparer:	Michael A. Springer, Fire Chief		
Account Number:	011.22.522.300.1255 & 011.22.522.300.3115		
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: 73 hours of overtime and \$2,800 for supplies			
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: The fire department has taken over sponsorship and is hosting the annual Emergency Preparedness Fair after the Boy Scouts of America declined to continue this event. This public education event outreaches to hundreds of Mukilteo citizens each year and provides them with education and tools to be better prepared during disasters and emergency situations.			
What Alternatives Are Available, if Any?			

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
Salaries	11	0	0	0	0	0	0
Overtime	12	0	3,000	3,150	3,308	3,473	3,647
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	1,000	1,000	1,000	1,000	1,000
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	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
Capital	64	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$4,000	\$4,150	\$4,308	\$4,473	\$4,647

Sources of Payment			2013	2014	2015	2016	2017
Ending Cash			4,000	4,150	4,308	4,473	4,647
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	\$4,150	\$4,308	\$4,473	\$4,647



City of Mukilteo, Washington

DECISION PACKAGE			
Department:	Fire Department	Ranking: 1	
Division:	Emergency Medical Services		
Decision Package Title:	Basic Life Support licenses		
Preparer:	Michael A. Springer, Fire Chief		
Account Number:	126.22.526.200.4106		
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: 17 EMT licenses			
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: The fire department funds their portion of the County Medical Program Director and Snohomish County EMS operating costs through the number of Paramedic and EMT licenses. Mukilteo funds their paramdic licenses through the Lynnwood Medical Agreement and funds their EMT licenses through our department BLS license via direct payment. Mukilteo has nine (9) paramdic licenses and seventeen (17) EMT licenses.			
What Alternatives Are Available, if Any?			

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
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	8,000	8,000	8,000	8,000	8,000
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	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	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000

Sources of Payment		2013	2014	2015	2016	2017
Ending Cash		8,000	8,000	8,000	8,000	8,000
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		\$8,000	\$8,000	\$8,000	\$8,000	\$8,000



City of Mukilteo, Washington

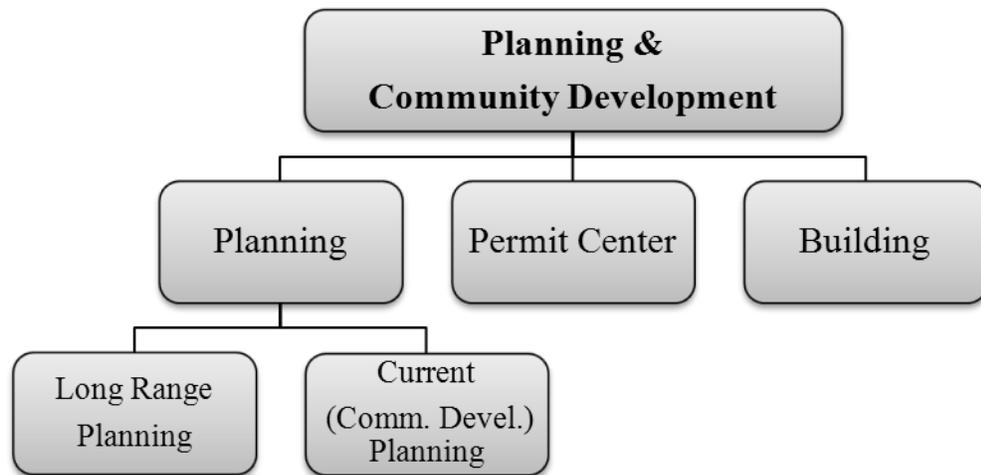
PLANNING & COMMUNITY DEVELOPMENT

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, project management/co-management on capital projects, grant application & administration, and providing the public with development regulations and information assistance. Building is responsible for building plan review and inspections. The Permit Center supports planning, development and building activities, in addition to also supporting Public Works engineering development review processes and capital project bid processes.

The Community Development Division is responsible for enforcing the City’s land use and zoning regulations, reviewing all development proposals, investigating citizen complaints regarding violations of local land use regulations. The staff is also responsible for the Hearing Examiner. During 2007-2012 CD staff provided project management services and prepared permit applications and SEPA documentation for city park, trail and fish passage projects. In 2013 staff will continue to apply for grants and guide permit for the waterfront projects, such as, interim parking and pedestrian-bike bridge projects. In addition, the Assistant Director has added stormwater NPDES II, forestry management tasks and the wetland mitigation program. Development review has increased and the 20% decline we continue to experience allows for code enforcement.

The Planning (long-range) Division staff is responsible for drafting new or revising codes, and leading the City’s planning efforts required by the State’s Growth Management Act as well as guiding economic development, including business retention, as well as safe guarding neighborhoods and overseeing waterfront redevelopment. The major efforts in 2013 include updating the Waterfront Vision, Inter-jurisdictional housing, land availability, population and employment projections, and waterfront project coordination.

The Department provides extensive support to the City Council, 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.





City of Mukilteo, Washington

POSITION SUMMARY

Position Title	2012	2013
Planning Director	1.0	1.0
Assistant Director	1.0	1.0
Permit Services Supervisor	1.0	1.0
Permit Services Assistant	2.0	2.0
Senior Planner	1.0	1.0
Associate Planner	2.0	2.0
Building Official	1.0	1.0
Total	9.0	9.0

Planning & Community Development Department Expenditure Summary

	2011 Actuals	2012 Budget	2013 Baseline	2013 Dept. Requests	2013 Budget	\$ Increase/ (Decrease)
Planning	578,064	570,440	582,020	0	582,020	11,580
Permit Center	262,989	274,400	278,130	0	278,130	3,730
Building	124,791	138,210	127,430	0	127,430	(10,780)
TOTAL	965,844	983,050	987,580	0	987,580	4,530



City of Mukilteo, Washington

Planning

PURPOSE

The Planning division provides comprehensive long range planning and the Community Development (CD) 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, 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, seven (7) Functional Plans and preparing the new Unified Development Code including the zoning code.

2013 GOALS & OBJECTIVES

- Maintain processing times 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.
- Continue code compliance efforts primarily on complaint basis.
- Provide oversight & coordination of waterfront projects.
- Lead Ped-Bike Bridge Project.
- Lead Interim Parking lease.
- Lead Beyer Property Park Master Plan.
- Continue Inter-jurisdictional coordination on land use and housing.
- Amend or develop new codes.
- Continue staff support for Planning Commission, Hearing Examiner & Sustainability subcommittee.



City of Mukilteo, Washington

PERFORMANCE INDICATORS

	2011	2012	2013
	Actual	Est.	Est.
Plats & Short Plats	1	0	0
Project Permits Submitted	10	8	8
Single Family Review	15	42	40
Sign Application	18	20	18
Shoreline Permits	1	1	0
City Projects	5	6	5
Plans/Projects or Codes	5	6	5
Code Compliance	53	40	40
Grants	1	4	2



City of Mukilteo, Washington

PLANNING DEPARTMENT

	2011 Actuals	2012 Amended Budget	2013 Baseline	2013 Department Requests	Total 2013 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES						
Full Time Employees	401,926	389,200	395,100	0	395,100	5,900
Overtime	4,831	3,500	3,500	0	3,500	0
	<u>406,757</u>	<u>392,700</u>	<u>398,600</u>		<u>398,600</u>	<u>5,900</u>
BENEFITS						
FICA	30,831	29,800	30,500	0	30,500	700
PERS	25,005	28,100	28,740	0	28,740	640
L&I	1,244	1,400	1,420	0	1,420	20
Medical Benefits	56,296	55,800	60,750	0	60,750	4,950
Vehicle Allowance	2,400	2,400	2,400	0	2,400	0
Dental Benefits	7,887	9,500	8,110	0	8,110	(1,390)
Vision Benefits	1,478	1,500	1,650	0	1,650	150
Life Insurance	1,104	1,300	1,330	0	1,330	30
Long Term Disability Ins.	2,445	2,900	2,940	0	2,940	40
Medical Opt-Out Incentive	4,443	4,200	4,200	0	4,200	0
	<u>133,133</u>	<u>136,900</u>	<u>142,040</u>	<u>0</u>	<u>142,040</u>	<u>5,140</u>
SUPPLIES						
Office Supplies	464	500	500	0	500	0
Reference Material	54	50	50	0	50	0
Operating Supplies	109	50	50	0	50	0
Clothing/Boots	801	500	200	0	200	(300)
Motor Fuel	387	400	400	0	400	0
Small Items Of Equipment	0	300	100	0	100	(200)
	<u>1,815</u>	<u>1,800</u>	<u>1,300</u>	<u>0</u>	<u>1,300</u>	<u>(500)</u>
OTHER SERVICES & CHARGES						
Other Professional Svcs.	2,689	0	0	0	0	0
Reimbursable Consulting	2,351	6,500	6,500	0	6,500	0
Reimbursable Copies	0	0	500	0	500	500
Telephone	1,631	1,700	1,400	0	1,400	(300)
Postage	5,410	5,000	4,000	0	4,000	(1,000)
Cell Phones	927	700	400	0	400	(300)
Travel & Subsistence Expense	2,583	1,000	2,700	0	2,700	1,700
Legal Publications	1,793	1,000	3,000	0	3,000	2,000
Motor Pool Charges	3,900	3,140	3,780	0	3,780	640
Vehicle R&M	1,055	300	300	0	300	0
Software Maintenance	5,147	5,200	5,200	0	5,200	0
Assoc. Dues & Memberships	2,102	2,200	2,000	0	2,000	(200)
File, Recording Fees	0	100	100	0	100	0
Printing And Binding	109	400	400	0	400	0
Training & Registration Costs	2,725	3,500	3,500	0	3,500	0
Hearing Examiner	3,743	8,000	6,000	0	6,000	(2,000)
Comprehensive Plan	194	300	300	0	300	0
	<u>36,359</u>	<u>39,040</u>	<u>40,080</u>	<u>0</u>	<u>40,080</u>	<u>1,040</u>
TOTAL PLANNING	<u>578,064</u>	<u>570,440</u>	<u>582,020</u>	<u>0</u>	<u>582,020</u>	<u>11,580</u>

Note - A portion of salaries and benefits are budgeted in the Surface Water fund.k.



City of Mukilteo, Washington



City of Mukilteo, Washington

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 assists 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 staff administers and provides data input to the computerized on-line permit tracking system, and maintenance of data bases and reporting of development status; public noticing; records management; information brochures; and assistance with department web page for meetings, notices and development project information. They serve as minutes takers and draft minutes, distribute packets for Planning Commission and Parks and Arts Commission Meetings. In addition, staff also administers six (6) parking programs.

2013 GOALS & OBJECTIVES

- Improve and maintain our strong customer services commitment.
- Provide administrative function of electronic applications, 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. Also scan documents/maps if new larger format equipment is purchased.



City of Mukilteo, Washington

PERFORMANCE INDICATORS

	2011 Actual	2012 Est.	2013 Est.
Land Use Permits	10	8	8
Packets Distributed	19	23	24
Fire Permits	10	9	9
Building Permits	336	350	330
Right-of-Way/Engineering	74	90	80
Files Opened	599	650	625

PERMIT CENTER DIVISION

	2011 Actuals	2012 Amended Budget	2013 Baseline	2013 Department Requests	Total 2013 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES						
Full Time Employees	168,401	168,400	170,930	0	170,930	2,530
Acting Supervisor Pay	0	1,000	1,020	0	1,020	20
Overtime	158	2,000	2,000	0	2,000	0
	168,559	171,400	173,950		173,950	2,550
BENEFITS						
FICA	12,729	13,100	13,300	0	13,300	200
PERS	10,534	12,400	12,540	0	12,540	140
L&I	767	900	900	0	900	0
Medical Benefits	42,168	42,500	44,100	0	44,100	1,600
Dental Benefits	3,490	5,200	4,330	0	4,330	(870)
Vision Benefits	1,537	1,200	1,250	0	1,250	50
Life Insurance	470	600	600	0	600	0
Long Term Disability Ins.	1,041	1,300	1,300	0	1,300	0
	72,736	77,200	78,320	0	78,320	1,120
SUPPLIES						
Supplies						
Office Supplies	3,697	4,000	4,000	0	4,000	0
	3,697	4,000	4,000	0	4,000	0
OTHER SERVICES & CHARGES						
Telephone	1,088	1,100	1,100	0	1,100	0
Travel & Subsistence	0	250	250	0	250	0
Equipment M&R	16,699	20,000	20,000	0	20,000	0
Assoc. Dues & Memberships	105	50	110	0	110	60
Printing And Binding	105	100	100	0	100	0
Training & Registration	0	300	300	0	300	0
	17,997	21,800	21,860	0	21,860	60
TOTAL PERMIT CENTER	262,989	274,400	278,130	0	278,130	3,730



City of Mukilteo, Washington

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 including sprinkler systems. They both use assistance from 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 2013, the Division anticipates that it will issue permits for \$18,000,000 in Assessed Value (AV) of new development, which will includes commercial, industrial, and mixed-use projects, and new single family homes.

2013 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.
- Issue Right-of-way permits in conjunction with PW Engineering, as it was shifted over in 2011.
- To assist in the evaluation of building fees and to make adjustments based on actual/estimated cost of service.

PERFORMANCE INDICATORS

	<u>2011</u>	<u>2012</u>	<u>2013</u>
	<u>Actual</u>	<u>Est.</u>	<u>Est.</u>
Permits Issued	336	350	350
Site Inspections	988	1,050	1,050
Const. Value (million \$)	\$ 17	\$ 22	\$ 22
Revenue (thousand \$)	\$ 285	\$ 300	\$ 300



City of Mukilteo, Washington

BUILDING DIVISION

	2011 Actuals	2012 Amended Budget	2013 Baseline	2013 Department Requests	Total 2013 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES						
Full Time Employees	65,669	65,500	76,650	0	76,650	11,150
Special Assignment Pay	9,850	10,000	0	0	0	(10,000)
	<u>75,519</u>	<u>75,500</u>	<u>76,650</u>		<u>76,650</u>	<u>1,150</u>
BENEFITS						
FICA	5,554	5,800	5,870	0	5,870	70
PERS	4,720	5,500	5,530	0	5,530	30
L&I	1,411	1,800	1,800	0	1,800	0
Medical Benefits	20,440	20,200	18,120	0	18,120	(2,080)
Dental Benefits	1,795	2,500	2,500	0	2,500	0
Vision Benefits	1,216	700	620	0	620	(80)
Life Insurance	184	300	300	0	300	0
Long Term Disability Ins.	407	600	600	0	600	0
	<u>35,727</u>	<u>37,400</u>	<u>35,340</u>	<u>0</u>	<u>35,340</u>	<u>(2,060)</u>
SUPPLIES						
Reference Material	0	500	1,500	0	1,500	1,000
Operating Supplies	410	700	400	0	400	(300)
Clothing/Boots	386	400	400	0	400	0
Motor Fuel	1,147	1,200	800	0	800	(400)
Small Items Of Equipment	90	200	200	0	200	0
	<u>2,033</u>	<u>3,000</u>	<u>3,300</u>	<u>0</u>	<u>3,300</u>	<u>300</u>
OTHER SERVICES & CHARGES						
Contract Services	5,490	10,000	5,000	0	5,000	(5,000)
Telephone	544	600	600	0	600	0
Postage	397	300	300	0	300	0
Cellular Phones	490	500	500	0	500	0
Travel & Subsistence	0	400	400	0	400	0
Motor Pool Charges	4,000	8,510	3,420	0	3,420	(5,090)
Vehicle R&M	55	400	200	0	200	(200)
Assoc. Dues & Memberships	385	400	520	0	520	120
File, Recording Fees	0	200	200	0	200	0
Printing And Binding	16	0	0	0	0	0
Training & Registration Costs	135	1,000	1,000	0	1,000	0
	<u>11,512</u>	<u>22,310</u>	<u>12,140</u>	<u>0</u>	<u>12,140</u>	<u>(10,170)</u>
TOTAL BUILDING	<u>124,791</u>	<u>138,210</u>	<u>127,430</u>	<u>0</u>	<u>127,430</u>	<u>(10,780)</u>



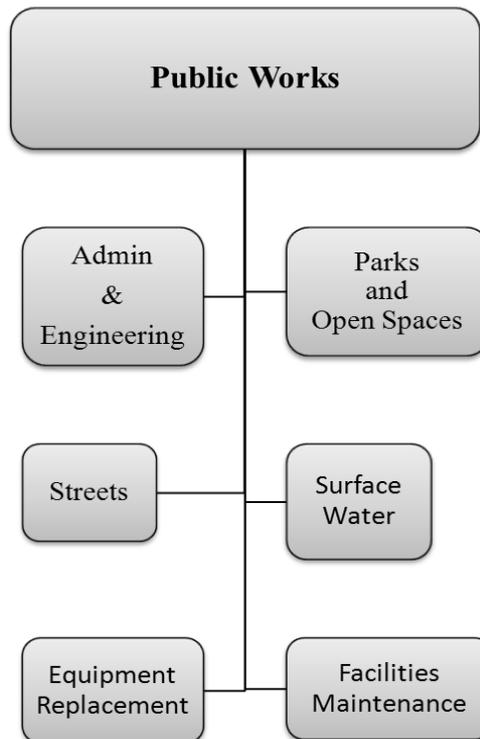
City of Mukilteo, Washington

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:





City of Mukilteo, Washington

POSITION SUMMARY

Position Title	2012	2013
Public Works Director	1.0	1.0
Assistant City Engineer	1.0	1.0
Senior Engineering Technician	1.0	1.0
Engineering Technician	0.0	1.0
Lead Serviceworker	5.0	6.0
Park/Utility Service Worker	9.0	8.0
Park Attendant	1.5	1.5
Superintendent	1.0	1.0
Department Assistant	0.5	0.5
Total	20.0	21.0

Public Works Department Expenditure Summary

	2011 Actuals	2012 Budget	2013 Baseline	2013 Dept. Requests	2013 Budget	\$ Increase/ (Decrease)
Administration & Engineering	226,553	223,270	222,600	0	222,600	(670)
Parks and Open Space	697,223	664,645	657,910	11,700	669,610	4,965
Streets	790,256	748,730	769,540	12,600	782,140	33,410
Surface Water	1,302,432	2,018,950	1,113,540	1,533,490	2,647,030	628,080
Equipment Replacement	362,180	181,100	2,000	1,890,300	1,892,300	1,711,200
Facilities Maintenance	377,876	496,270	478,940	22,800	501,740	5,470
TOTAL	3,756,520	4,332,965	3,244,530	3,470,890	6,715,420	2,382,455



City of Mukilteo, Washington

Public Works Department Decision Package Summary

Ranking	Division	Title	Amount
1	Parks	Parks Lead Position	11,700
Parks Total			11,700
1	Streets	Equipment Repair	(1,000)
2	Streets	Motor Fuel	5,000
3	Streets	Operating Supplies	(6,000)
4	Streets	Small Items of Equipment	(600)
5	Streets	Lane Striping and Marking	7,000
6	Streets	Vehicle R&M	4,000
7	Streets	Street Light Maintenance	5,000
8	Streets	Cell Phones	(800)
Streets Total			12,600
Mandatory	Surface Water	Small Items of Equipment	1,000
Mandatory	Surface Water	Hazardous Waste Disposal	16,600
Mandatory	Surface Water	Motor Fuel	2,000
Mandatory	Surface Water	Vehicle R&M	5,000
Mandatory	Surface Water	DOE Fees	500
Mandatory	Surface Water	Equipment R&M	1,250
Mandatory	Surface Water	Aggregate	(2,000)
1	Surface Water	Engineering Technician	67,540
2	Surface Water	Comprehensive Plan Update and Rate Study	100,000
1	Community Development	Stream Monitoring	3,000
2	Community Development	Forest Management Plan Implementation	1,000
Surface Water Total			195,890
1	Equipment Replacement	Replacement Patrol Vehicles PD	238,000
2	Equipment Replacement	Portable Radios - Fire Dept	92,300
3	Equipment Replacement	Breathing Air Compressor	90,000
4	Equipment Replacement	Jaws of Life Ensemble	150,000
5	Equipment Replacement	Fire Engines	1,320,000
Equipment Replacement Total			1,890,300
1	Facilities	Alarm System	5,000
2	Facilities	Building and Fixture R&M	10,000
3	Facilities	Janitorial Services	500
4	Facilities	Contract Services	6,000
5	Facilities	Work Equipment Rental	500
Facilities Maintenance Total			22,000
Grand Total Public Works			2,132,490



City of Mukilteo, Washington



City of Mukilteo, Washington

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.

2012 ACCOMPLISHMENTS

- Completed 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 project with Community Development).
- Installed the radar speed indicator signs on 5th and SR 525.

2013 GOALS & OBJECTIVES

- Finish code updates/reviews: Storm water, grading and geological sensitive area regulations (carry over, again).
- Complete and initiate 2012 carry-over capital projects.



City of Mukilteo, Washington

- 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

	2011	2012	2013
	Actual	Est.	Est.
Plat Reviews	1	0	0
Land Use Permits	10	8	8
ROW Permits	57	75	75
Engineering Permits	11	35	35
Capital Projects Managed	9	10	12
Capital Projects Constructed	9	9	10
Sign Permits	18	20	18
Traffic Studies (speed/count)	4	4	4
Engineering Studies/Design	10	11	10



City of Mukilteo, Washington

PW - ADMIN & ENGINEERING

	2011 Actuals	2012 Amended Budget	2013 Baseline	2013 Department Requests	Total 2013 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES						
Full Time Employees	122,474	120,900	125,010	0	125,010	4,110
Part Time Employees	17,612	18,600	18,840	0	18,840	240
Overtime	406	1,000	1,000	0	1,000	0
	<u>140,492</u>	<u>140,500</u>	<u>144,850</u>	<u>0</u>	<u>144,850</u>	<u>4,350</u>
BENEFITS						
FICA	10,662	10,700	11,080	0	11,080	380
PERS	8,808	10,100	10,450	0	10,450	350
L&I	473	700	670	0	670	(30)
Medical Benefits	18,392	19,200	12,900	0	12,900	(6,300)
Unemployment Comp.	0	0	3,500	0	3,500	3,500
Dental Benefits	1,349	1,900	1,420	0	1,420	(480)
Vision Benefits	584	200	610	0	610	410
Life Insurance	380	500	480	0	480	(20)
Long Term Disability Ins.	841	1,000	1,070	0	1,070	70
Medical Opt-Out Incentive	947	1,000	1,000	0	1,000	0
	<u>42,436</u>	<u>45,300</u>	<u>43,180</u>	<u>0</u>	<u>43,180</u>	<u>(2,120)</u>
SUPPLIES						
Office Supplies	187	250	250	0	250	0
Reference Material	211	300	300	0	300	0
Operating Supplies	464	200	200	0	200	0
Clothing/Boots	318	250	250	0	250	0
Motor Fuel	1,007	700	1,000	0	1,000	300
Small Items Of Equipment	269	300	300	0	300	0
	<u>2,456</u>	<u>2,000</u>	<u>2,300</u>	<u>0</u>	<u>2,300</u>	<u>300</u>
OTHER SERVICES & CHARGES						
Engineering & Architect Svcs.	7,930	13,000	7,000	0	7,000	(6,000)
Other Professional Svcs.	0	3,000	3,000	0	3,000	0

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City of Mukilteo, Washington

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PW - ADMIN & ENGINEERING...continued

	2011 Actuals	2012 Amended Budget	2013 Baseline	2013 Department Requests	Total 2013 Requests	\$ Increase/ (Decrease)
OTHER SERVICES & CHARGES...continued						
Telephone	1,328	1,500	1,500	0	1,500	0
Postage	369	350	350	0	350	0
Cell Phone	1,829	2,000	2,000	0	2,000	0
Travel & Subsistence	216	900	900	0	900	0
Legal Publications	88	400	400	0	400	0
Motor Pool Charges	15,100	8,520	11,320	0	11,320	2,800
Vehicle R&M	1,156	1,000	1,000	0	1,000	0
Computer System Maint. & Subscriptions	889	1,000	1,000	0	1,000	0
Assoc. Dues & Memberships	516	700	700	0	700	0
File, Recording Fees	267	400	400	0	400	0
Printing And Binding	0	200	200	0	200	0
Training & Registration Costs	137	2,400	2,400	0	2,400	0
	<u>29,825</u>	<u>35,370</u>	<u>32,170</u>	<u>0</u>	<u>32,170</u>	<u>(3,200)</u>
INTERGOVERNMENTAL SVCS.						
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>
CAPITAL OUTLAY						
Other Machinery & Equipment	11,244	0	0	0	0	0
	<u>11,244</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL PW - ADMIN & ENGINEERING	<u>226,553</u>	<u>223,270</u>	<u>222,600</u>	<u>0</u>	<u>222,600</u>	<u>(670)</u>



City of Mukilteo, Washington

Parks and Open Space

PURPOSE

The Parks and Open Space Division maintain all 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.

2012 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.

2013 GOALS & OBJECTIVES

Preserve existing park assets with an emphasis on Light House Park and 92nd Street Park. Lay out a plan for how to restore levels of service at all facilities.



City of Mukilteo, Washington

PERFORMANCE INDICATORS

	2011	2012	2013
	Actual	Est.	Est.
<u>Acreage</u>			
Parks	74	74	74
Open Space	357	357	357
Tidelands	84	84	84
Total Acreage	515	515	515
<u>Parks</u>			
Number of Parks	33	33	33
Recreation Trails	7	7	5
<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	24	24	24
Acres Maintained	125.3	125.3	125.3
Acres Mowed	21	21	21
Trees Planted	10	10	2
Shrubs/Flowers	250	250	150



City of Mukilteo, Washington

PW - PARKS

	2011 Actuals	2012 Amended Budget	2013 Baseline	2013 Department Requests	Total 2013 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES						
Full Time Employees	275,183	280,800	279,600	10,150	289,750	8,950
Part Time Employees	49,217	47,100	47,810	0	47,810	710
Acting Supervisor Pay	22	0	0	0	0	0
Overtime	1,712	4,000	4,000	0	4,000	0
Standby Pay	6,244	4,000	4,060	0	4,060	60
OT - Disaster Support/Severe Weather	1,708	0	0	0	0	0
	<u>334,086</u>	<u>335,900</u>	<u>335,470</u>	<u>10,150</u>	<u>345,620</u>	<u>9,720</u>
BENEFITS						
FICA	25,152	25,700	25,660	760	26,420	720
PERS	17,872	21,000	24,190	690	24,880	3,880
L&I	7,986	9,100	8,950	0	8,950	(150)
Medical Benefits	89,564	87,300	66,900	0	66,900	(20,400)
Teamsters Pension	7,475	7,800	7,800	0	7,800	0
Unemployment Comp.	5,610	0	0	0	0	0
Dental Benefits	12,805	13,700	11,600	0	11,600	(2,100)
Vision Benefits	2,008	3,700	3,130	0	3,130	(570)
Life Insurance	774	1,100	1,100	30	1,130	30
Long Term Disability Insurance	1,714	2,500	2,440	70	2,510	10
Medical Opt-Out Incentive	190	200	200	0	200	0
	<u>171,150</u>	<u>172,100</u>	<u>151,970</u>	<u>1,550</u>	<u>153,520</u>	<u>(18,580)</u>
SUPPLIES						
Operating Supplies	19,950	28,600	28,600	0	28,600	0
Vehicle R&M Tools/Eq.	147	0	0	0	0	0
Clothing/Boots	5,156	3,900	3,900	0	3,900	0
Building Maintenance Supplies	245	2,500	2,500	0	2,500	0
Signs	576	1,000	1,000	0	1,000	0
Landscape Materials	6,033	15,000	15,000	0	15,000	0
Flower Basket Program	3,807	10,000	6,000	0	6,000	(4,000)
Motor Fuel	8,176	7,200	7,650	0	7,650	450
Small Items Of Equipment	728	2,200	5,730	0	5,730	3,530
	<u>44,818</u>	<u>70,400</u>	<u>70,380</u>	<u>0</u>	<u>70,380</u>	<u>(20)</u>

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City of Mukilteo, Washington

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PW - PARKS...continued

	2011 Actuals	2012 Amended Budget	2013 Baseline	2013 Department Requests	Total 2013 Requests	\$ Increase/ (Decrease)
OTHER SERVICES & CHARGES						
Other Professional Svcs.	5,091	9,485	6,000	0	6,000	(3,485)
Telephone	2,352	2,400	2,400	0	2,400	0
Cell Phone	2,244	3,000	2,000	0	2,000	(1,000)
Travel & Subsistence	84	300	300	0	300	0
Legal Publications	242	250	250	0	250	0
Land Rental	1,967	2,000	2,000	0	2,000	0
Work Equip & Machine Rental	3,326	2,500	2,000	0	2,000	(500)
Motor Pool Charges	71,800	18,310	28,520	0	28,520	10,210
Natural Gas	1,853	2,300	2,560	0	2,560	260
Electricity	4,191	4,500	4,500	0	4,500	0
Sewer Service	9,243	5,000	9,800	0	9,800	4,800
Water Service	16,331	6,000	11,760	0	11,760	5,760
Storm Drainage Chrgs.	13,875	12,000	12,000	0	12,000	0
Equipment R&M	2,588	5,000	5,000	0	5,000	0
Other Maintenance & Repair	0	600	600	0	600	0
Vehicle R&M	8,193	5,500	3,000	0	3,000	(2,500)
Laundry Services	1,101	800	1,100	0	1,100	300
Training & Registration Costs	257	1,300	1,300	0	1,300	0
HP Maintenance Assn. Dues	2,432	5,000	5,000	0	5,000	0
	147,169	86,245	100,090	0	100,090	13,845
TOTAL PARKS	697,222	664,645	657,910	11,700	669,610	4,965



City of Mukilteo, Washington

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.

2012 ACCOMPLISHMENTS

- Completed preparing pavement areas for the 2012 chip seal program.
- Sidewalks and curbs were sprayed for weeds and 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.

2013 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.



City of Mukilteo, Washington

PERFORMANCE INDICATORS

	2011	2012	2013
	Actual	Est.	Est.
Miles of Street	67	67	67
Traffic Signals	2	2	2
Street Lights*	80	80	80
Potholes Repaired	100	100	50
Tons of Asphalt Used	200	50	150
Lane Lines Painted (miles)	70	70	67
Streets Swept (miles)	500	600	1,000
Snow/Ice Removed (hours)	300	500	300
Painted Markings (sf)	10,000	10,000	10,000
Sidewalk Repaired (sf)	300	600	1,200
Signs Installed/Replaced	200	200	85
Sign Posts Installed/Repl.	100	125	75
Miles of ROW mowed.	40	40	40

* work orders for repair processed.

STREET FUND

	2011	2012	2012 Y.E.	2013	\$ Increase/ (Decrease)
	Actual	Budget	Estimate	Budget	
Beginning Fund Balance	\$44,394	\$44,390	\$44,395	\$95,605	\$51,215
Revenues					
Grants	162	0	13,040	0	0
Commercial Parking Tax	0	15,500	42,500	42,500	27,000
Street Fuel Tax	289,272	295,000	290,350	291,800	(3,200)
Investment Interest	65	100	30	100	0
Operating Transfers In	426,100	469,500	442,500	430,800	(38,700)
Total Revenues	715,598	780,100	788,420	765,200	(14,900)
Total Resources	759,992	824,490	832,815	860,805	36,315
Expenditures					
Salaries & Wages	267,642	266,400	269,594	262,570	(3,830)
Personnel Benefits	103,429	108,600	105,693	108,720	120
Supplies	75,094	75,700	80,118	74,100	(1,600)
Other Services & Charges	303,651	256,030	241,805	282,750	26,720
Intergovernmental Svcs.	40,440	42,000	40,000	54,000	12,000
Total Expenditures	790,256	748,730	737,210	782,140	33,410
Ending Fund Balance	(\$30,264)	\$75,760	\$95,605	\$78,665	\$2,905



City of Mukilteo, Washington

PW - STREETS

	2011 Actuals	2012 Amended Budget	2013 Baseline	2013 Department Requests	Total 2013 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES						
Full Time Employees	62,133	62,300	63,180	0	63,180	880
Full Time Employees	195,237	195,800	190,965	0	190,965	(4,835)
Acting Supervisor Pay	362	300	305	0	305	5
Overtime	4,639	4,000	4,060	0	4,060	60
Standby Pay	3,192	4,000	4,060	0	4,060	60
OT - Disaster Supp/Severe Weather	2,079	0	0	0	0	0
	267,642	266,400	262,570	0	262,570	(3,830)
BENEFITS						
FICA	4,708	4,900	4,830	0	4,830	(70)
PERS	3,884	4,500	4,560	0	4,560	60
L&I	159	200	200	0	200	0
Medical Benefits	5,250	6,000	6,220	0	6,220	220
Unemployment Comp.	0	100	0	0	0	(100)
Dental Benefits	361	800	700	0	700	(100)
Vision Benefits	146	200	350	0	350	150
Life Insurance	174	200	210	0	210	10
Long Term Disability Insurance	385	500	500	0	500	0
Medical Opt-Out Incentive	1,550	1,700	1,700	0	1,700	0
FICA	15,608	15,600	15,250	0	15,250	(350)
PERS	12,824	14,800	14,400	0	14,400	(400)
L&I	4,979	5,800	5,800	0	5,800	0
Medical Benefits	40,217	39,200	40,700	0	40,700	1,500
Teamsters Pension	4,413	4,700	4,700	0	4,700	0
Unemployment Comp.	0	500	0	0	0	(500)
Dental Benefits	5,139	5,600	5,000	0	5,000	(600)
Vision Benefits	1,430	600	900	0	900	300
Life Insurance	549	700	700	0	700	0
Long Term Disability Insurance	1,214	1,500	1,500	0	1,500	0
Medical Opt-Out Incentive	439	500	500	0	500	0
	103,429	108,600	108,720	0	108,720	120
SUPPLIES						
Operating Supplies	9,504	18,000	18,000	(6,000)	12,000	(6,000)
Clothing/Boots	3,084	3,200	3,200	0	3,200	0
Aggregate	17,357	14,000	14,000	0	14,000	0
Traffic Control Device Supply	17,415	15,000	15,000	0	15,000	0
Motor Fuel	22,210	17,000	17,000	5,000	22,000	5,000
Small Items Of Equipment	5,524	3,500	3,500	(600)	2,900	(600)
Street Lighting Equipment	0	5,000	5,000	0	5,000	0
	75,094	75,700	75,700	(1,600)	74,100	(1,600)

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City of Mukilteo, Washington

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PW - STREETS...continued

	2011 Actuals	2012 Amended Budget	2013 Baseline	2013 Department Requests	Total 2013 Requests	\$ Increase/ (Decrease)
OTHER SERVICES & CHARGES						
Motor Pool Charges	85,500	49,960	73,000	0	73,000	23,040
Other Professional Svcs.	165	0	0	0	0	0
Hazardous Materials Testing	1,250	0	0	0	0	0
Contract Services	30,079	30,000	30,000	0	30,000	0
Telephone	2,352	2,400	2,400	0	2,400	0
Cell Phone	1,541	2,100	2,100	(800)	1,300	(800)
Travel & Subsistence	2	100	100	0	100	0
Work Equip & Machine Rental	2,906	6,000	6,000	0	6,000	0
Insurance	27,617	26,600	28,080	0	28,080	1,480
Hazardous Waste Disposal	20	600	600	0	600	0
Public Utility Solid Waste	472	500	500	0	500	0
Electricity Street Lights	115,831	114,070	114,070	0	114,070	0
Brush Disposal	1,952	4,000	4,000	0	4,000	0
Construction Debris Disposal	2,670	3,000	3,000	0	3,000	0
Equipment R&M	4,889	4,000	4,000	(1,000)	3,000	(1,000)
Vehicle R&M	24,869	11,000	11,000	4,000	15,000	4,000
Laundry Services	1,084	1,200	1,200	0	1,200	0
Training & Registration	452	500	500	0	500	0
	<u>303,651</u>	<u>256,030</u>	<u>280,550</u>	<u>2,200</u>	<u>282,750</u>	<u>26,720</u>
INTERGOVERNMENTAL SVCS.						
Lane Striping & Marking	26,748	25,000	25,000	7,000	32,000	7,000
Street Light Maintenance	13,086	14,000	14,000	5,000	19,000	5,000
Repairs In Row	0	1,000	1,000	0	1,000	0
Row Veg Maintenance	606	2,000	2,000	0	2,000	0
	<u>40,440</u>	<u>42,000</u>	<u>42,000</u>	<u>12,000</u>	<u>54,000</u>	<u>12,000</u>
TOTAL PW - STREETS	<u>790,256</u>	<u>748,730</u>	<u>769,540</u>	<u>12,600</u>	<u>782,140</u>	<u>33,410</u>



City of Mukilteo, Washington

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.

2012 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.

2013 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.



City of Mukilteo, Washington

- Minor improvements to the City and convenience system.
surface water collection, treatment

PERFORMANCE INDICATORS

	2011	2012	2013
	Actual	Est.	Est.
Drainage Basins	13	13	13
Miles of Pipe	35	35	35
Miles of Ditches	10	10	10
Catch Basins	2,614	2,616	2,616
Catch Basins Cleaned	500	1,000	600
Detention Ponds	96	96	34
Ponds Cleaned	11	4	7

SURFACE WATER MANAGEMENT FUND

	2011	2012	2012 Y.E.	2013	\$ Increase/
	Actual	Budget	Estimate	Budget	(Decrease)
Beginning Fund Balance	\$1,555,850	\$1,734,550	\$1,734,550	\$1,414,460	(\$320,090)
Revenues					
Grants	130,813	125,000	0	726,470	601,470
Storm Drainage Fees & Charges	1,248,608	1,250,000	1,250,000	1,250,000	0
Investment Interest	3,080	3,600	3,600	3,600	0
Misc Revenues	21	0	0	0	0
Interfund Transfers	0	0	0	0	0
Total Revenues	1,382,522	1,378,600	1,253,600	1,980,070	601,470
Total Resources	2,938,372	3,113,150	2,988,150	3,394,530	281,380
Expenditures					
Salaries & Wages	425,611	382,700	397,710	438,370	55,670
Personnel Benefits	169,099	169,900	164,300	192,770	22,870
Supplies	30,704	38,600	28,080	36,200	(2,400)
Other Services & Charges	217,904	219,350	238,650	382,190	162,840
Intergovernmental Svcs.	63,604	66,000	62,950	66,500	500
Capital Outlay	100,830	785,300	367,200	1,341,000	555,700
Payments For Svcs.	166,300	357,100	314,800	190,000	(167,100)
Total Expenditures	1,174,052	2,018,950	1,573,690	2,647,030	628,080
Ending Fund Balance	\$1,764,320	\$1,094,200	\$1,414,460	\$747,500	(\$346,700)



City of Mukilteo, Washington

PW - SURFACE WATER MANAGEMENT

	2011 Actuals	2012 Amended Budget	2013 Baseline	2013 Department Requests	Total 2013 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES						
Full Time Employees	92,809	91,700	93,050	50,000	143,050	51,350
Part Time Employees	5,261	5,500	5,630	0	5,630	130
Full Time Employees	251,619	251,600	255,390	0	255,390	3,790
Acting Supervisor Pay	1,063	400	410	0	410	10
Overtime	8,051	4,000	4,000	0	4,000	0
Standby Pay	7,056	4,000	4,000	0	4,000	0
OT - Disaster Support/Severe Weather	887	0	0	0	0	0
Full Time Employees	58,866	25,500	25,890	0	25,890	390
	425,612	382,700	388,370	50,000	438,370	55,670
BENEFITS						
FICA	7,438	7,400	7,120	3,800	10,920	3,520
PERS	6,119	7,200	6,710	3,600	10,310	3,110
L&I	272	400	1,600	300	1,900	1,500
Medical Benefits	8,954	9,900	10,250	8,120	18,370	8,470
Unemployment Comp.	0	100	0	0	0	(100)
Dental Benefits	838	800	1,150	900	2,050	1,250
Vision Benefits	256	300	570	300	870	570
Life Insurance	275	300	310	170	480	180
Long Term Disability Insurance	608	700	700	350	1,050	350
Medical Opt-Out Incentive	1,809	1,900	1,900	0	1,900	0
FICA	20,231	19,900	20,190	0	20,190	290
PERS	16,805	18,900	19,030	0	19,030	130
L&I	6,173	7,100	7,100	0	7,100	0
Medical Benefits	68,819	68,800	71,400	0	71,400	2,600
Teamsters Pension	4,855	5,500	5,460	0	5,460	(40)
Unemployment Comp.	0	400	400	0	400	0
Dental Benefits	5,929	7,100	7,950	0	7,950	850
Vision Benefits	1,427	1,300	1,450	0	1,450	150
Life Insurance	706	900	900	0	900	0
Long Term Disability Insurance	1,563	1,900	1,970	0	1,970	70
Medical Opt-Out Incentive	833	900	900	0	900	0
FICA	4,487	2,000	2,000	0	2,000	0
PERS	3,193	1,900	1,870	0	1,870	(30)
L&I	172	100	100	0	100	0
Medical Benefits	5,833	3,300	3,400	0	3,400	100
Dental Benefits	1,028	500	400	0	400	(100)
Vision Benefits	24	100	100	0	100	0
Life Insurance	141	100	100	0	100	0
Long Term Disability Insurance	312	200	200	0	200	0
	169,100	169,900	175,230	17,540	192,770	22,870
SUPPLIES						
Office Supplies	0	200	200	0	200	0
Operating Supplies	10,336	13,000	13,000	(3,000)	10,000	(3,000)
Vehicle R&M Tools/Equip.	0	250	250	0	250	0
Clothing/Boots	1,754	2,650	2,650	(400)	2,250	(400)
Radio Parts And Supplies	0	500	500	0	500	0
Aggregate	4,632	7,000	7,000	(2,000)	5,000	(2,000)
Motor Fuel	10,633	10,000	10,000	2,000	12,000	2,000
Small Items Of Equipment	3,836	5,000	5,000	1,000	6,000	1,000
	31,191	38,600	38,600	(2,400)	36,200	(2,400)

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City of Mukilteo, Washington

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PW - SURFACE WATER MANAGEMENT...continued

	2011 Actuals	2012 Amended Budget	2013 Baseline	2013 Department Requests	Total 2013 Requests	\$ Increase/ (Decrease)
OTHER SERVICES & CHARGES						
Other Professional Svcs.	58,223	100,000	100,000	104,000	204,000	104,000
Wetland Mitigation Services	14,842	5,000	5,000	0	5,000	0
City Atty. Other Svcs.	952	0	3,350	0	3,350	3,350
Hazardous Materials Testing	2,700	2,800	2,800	0	2,800	0
Contract Services	235	3,500	3,500	0	3,500	0
Telephone	2,352	2,700	2,700	0	2,700	0
Cell Phones	1,134	500	500	0	500	0
Travel & Subsistence	84	200	200	0	200	0
Work Equip & Machine Rental	1,957	4,000	4,000	0	4,000	0
Motor Pool Charges	49,500	24,800	40,080	0	40,080	15,280
Insurance	26,407	23,900	41,260	0	41,260	17,360
Hazardous Waste Disposal	23,413	13,400	13,400	16,600	30,000	16,600
Brush Disposal	2,258	2,000	2,000	0	2,000	0
Equipment R&M	5,670	500	500	1,250	1,750	1,250
Vehicle R&M	10,721	8,000	8,000	5,000	13,000	5,000
Laundry Services	1,039	1,050	1,050	0	1,050	0
Training & Registration	214	1,500	1,500	0	1,500	0
Taxes And Assessments	0	3,500	3,500	0	3,500	0
Vactor Service	16,203	22,000	22,000	0	22,000	0
	217,904	219,350	255,340	126,850	382,190	162,840
INTERGOVERNMENTAL SVCS.						
Mukilteo Water District	24,755	30,000	30,000	0	30,000	0
Snohomish County - ILA	0	2,000	2,000	0	2,000	0
WRIA ILA	6,965	9,000	9,000	0	9,000	0
Dept. of Ecology	10,010	10,000	10,000	500	10,500	500
Taxes and Assessments	21,874	15,000	15,000	0	15,000	0
	63,604	66,000	66,000	500	66,500	500
CAPITAL OUTLAY						
Overhead Costs	166,300	357,100	190,000	0	190,000	(167,100)
Capital Projects	228,721	785,300	0	1,341,000	1,341,000	555,700
	395,021	1,142,400	190,000	1,341,000	1,531,000	388,600
TOTAL PW - SWM	1,302,432	2,018,950	1,113,540	1,533,490	2,647,030	628,080



City of Mukilteo, Washington

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

2012 ACCOMPLISHMENTS

- Purchased and received all equipment slated for replacement in 2012.

2013 GOALS & OBJECTIVES

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



City of Mukilteo, Washington

EQUIPMENT REPLACEMENT RESERVE FUND

	2011 Actual	2012 Budget	2012 Y.E. Estimate	2013 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$1,052,780	\$1,614,470	\$1,459,930	\$2,639,615	\$1,025,145
<u>Revenues</u>					
Miscellaneous	2,770	11,170	2,500	10,060	(1,110)
Interfund Transfer	0	0	1,014,575	0	0
Equipment Replacement Charge	770,800	457,820	457,820	571,450	113,630
Total Revenues	773,570	468,990	1,474,895	581,510	112,520
Interfund Loan Repayments	0	109,000	0	0	(109,000)
<u>Total Resources</u>	1,826,350	2,192,460	2,934,825	3,221,125	1,028,665
<u>Expenditures</u>					
Vehicle Equip Removal	1,048	2,000	0	2,000	0
Small Items of Equipment	4,243	0	0	0	0
Capital Outlay	361,132	179,100	294,210	1,890,300	1,711,200
<u>Total Expenditures</u>	366,422	181,100	294,210	1,892,300	1,711,200
<u>Ending Fund Balance</u>	\$1,459,928	\$2,011,360	\$2,640,615	\$1,328,825	(\$682,535)

EQUIPMENT REPLACEMENT	2011 Actuals	2012 Budget	2013 Baseline	2013 Dept. Requests	2013 Budget	\$ Increase/ (Decrease)
Other Services & Charges	1,048	2,000	2,000	0	2,000	0
Capital Outlay	361,132	179,100	0	1,890,300	1,890,300	1,711,200
TOTAL	362,180	181,100	2,000	1,890,300	1,892,300	1,711,200



City of Mukilteo, Washington

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.

2013 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).



City of Mukilteo, Washington

PERFORMANCE INDICATORS

	2011	2012	2013
	Actual	Est.	Est.
Plumbing Repairs	20	10	10
Electrical Repairs	15	25	20
Painting (interior)	1	1	2
Painting (exterior)	0	1	2
Roof repairs	0	2	0
Security systems	1	3	1
Furniture Repairs	1	0	1
Interior remodels	0	0	10
Damage repair	100	50	35

FACILITIES MAINTENANCE FUND

	2011	2012	2012 Y.E.	2013	\$ Increase/
	Actual	Budget	Estimate	Budget	(Decrease)
Beginning Balance	67,448	101,700	100,143	121,160	19,460
Revenues					
Grants	0	42,930	38,797	0	(42,930)
Miscellaneous	86	0	0	0	0
Operating Transfers In	422,000	400,000	400,000	450,000	50,000
Total Revenues	422,086	442,930	438,797	450,000	7,070
Total Resources	489,534	544,630	538,940	571,160	26,530
Expenditures					
Salaries & Wages	70,026	81,700	83,830	87,890	6,190
Personnel Benefits	29,681	34,700	35,210	49,780	15,080
Supplies	30,621	39,500	34,240	40,300	800
Other Services & Charges	245,358	279,940	227,500	302,290	22,350
Capital Outlay	2,190	60,430	37,000	17,500	(42,930)
Total Expenditures	377,876	496,270	417,780	497,760	1,490
Ending Fund Balance	111,658	48,360	121,160	73,400	25,040



City of Mukilteo, Washington

PW - FACILITIES MAINTENANCE

	2011 Actuals	2012 Amended Budget	2013 Baseline	2013 Department Requests	Total 2013 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES						
Full Time Employees	70,026	79,400	85,590	0	85,590	6,190
Overtime	0	2,300	2,300	0	2,300	0
	<u>70,026</u>	<u>81,700</u>	<u>87,890</u>	<u>0</u>	<u>87,890</u>	<u>6,190</u>
BENEFITS						
FICA	5,376	6,300	6,730	0	6,730	430
PERS	4,271	5,900	6,340	0	6,340	440
L&I	1,619	2,600	2,620	0	2,620	20
Medical Benefits	13,566	14,500	28,300	0	28,300	13,800
Teamsters Pension	1,954	2,300	2,350	0	2,350	50
Unemployment Comp.	0	200	0	0	0	(200)
Dental Benefits	2,184	1,800	2,320	0	2,320	520
Vision Benefits	61	200	160	0	160	(40)
Life Insurance	202	300	300	0	300	0
Long Term Disability Insurance	448	600	660	0	660	60
	<u>29,681</u>	<u>34,700</u>	<u>49,780</u>	<u>0</u>	<u>49,780</u>	<u>15,080</u>
SUPPLIES						
Office Supplies	681	1,000	1,000	0	1,000	0
Operating Supplies	26,106	30,000	30,000	0	30,000	0
Clothing/Boots	532	500	500	800	1,300	800
Motor Fuel	2,164	7,000	7,000	0	7,000	0
Small Items Of Equipment	1,138	1,000	1,000	0	1,000	0
	<u>30,621</u>	<u>39,500</u>	<u>39,500</u>	<u>800</u>	<u>40,300</u>	<u>800</u>
OTHER SERVICES & CHARGES						
Contract Services	30	3,000	3,000	6,000	9,000	6,000
Cell Phone	379	500	500	0	500	0
Travel & Subsistence	50	0	0	0	0	0
Work Equip & Machine Rental	0	0	0	500	500	500
Insurance	652	700	440	0	440	(260)
Natural Gas	6,958	9,930	9,940	0	9,940	10
Electricity	6,096	8,310	8,310	0	8,310	0
Sewer Service	5,111	15,400	15,550	0	15,550	150
Water Service	1,913	1,980	2,000	0	2,000	20
Storm Drainage Chrgs.	468	670	670	0	670	0
Alarm System	12,510	15,000	15,000	5,000	20,000	5,000
Bldg. & Fixture M&R	59,040	16,090	16,090	10,000	26,090	10,000
Vehicle R&M	1,055	800	800	0	800	0
Janitorial Services	24,606	27,500	27,500	500	28,000	500

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City of Mukilteo, Washington

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PW - FACILITIES MAINTENANCE...continued

	2011 Actuals	2012 Amended Budget	2013 Baseline	2013 Department Requests	Total 2013 Requests	\$ Increase/ (Decrease)
OTHER SERVICES & CHARGES...continued						
Taxes And Assessments	766	2,900	2,900	0	2,900	0
	119,634	102,780	102,700	22,000	124,700	21,920
OTHER SERVICES & CHARGES - CITY HALL						
Electricity - City Hall	22,313	23,740	23,740	0	23,740	0
Sewer Service - City Hall	404	1,460	1,470	0	1,470	10
Water Service - City Hall	1,569	1,450	1,460	0	1,460	10
Storm Drainage Chrgs. - City Hall	433	460	460	0	460	0
Alarm System - City Hall	642	0	0	0	0	0
Bldg. & Fixture M&R - City Hall	4,357	4,140	4,140	0	4,140	0
	29,718	31,250	31,270	0	31,270	20
OTHER SERVICES & CHARGES - ROSEHILL						
Bldg. & Fixture M&R - Rosehill	196	5,470	5,470	0	5,470	0
	196	5,470	5,470	0	5,470	0
OTHER SERVICES & CHARGES - POLICE DEPT.						
Natural Gas - Police Dept.	4,142	4,960	4,970	0	4,970	10
Electricity - Police Dept.	32,669	35,620	35,620	0	35,620	0
Sewer Service - Police Dept.	5,278	11,870	11,980	0	11,980	110
Water Service - Police Dept.	2,135	1,220	1,230	0	1,230	10
Storm Drainage Chrgs. - Police Dept.	5,053	5,370	5,370	0	5,370	0
Alarm System - Police Dept.	1,548	0	0	0	0	0
Bldg. & Fixture M&R - Police Dept.	1,954	7,410	7,410	0	7,410	0
	52,779	66,450	66,580	0	66,580	130
OTHER SERVICES & CHARGES - FIRE DEPT.						
Natural Gas - Fire Dept.	9,866	13,210	13,220	0	13,220	10
Electricity - Fire Dept.	13,549	17,390	17,390	0	17,390	0
Sewer Service - Fire Dept.	7,880	24,770	25,010	0	25,010	240
Water Service - Fire Dept.	4,097	3,340	3,370	0	3,370	30
Storm Drainage Chrgs. - Fire Dept.	3,190	3,390	3,390	0	3,390	0
Alarm System - Fire Dept.	390	0	0	0	0	0
Bldg. & Fixture M&R - Fire Dept.	4,059	11,890	11,890	0	11,890	0
	43,031	73,990	74,270	0	74,270	280
CAPITAL OUTLAY						
Building Improvements	2,190	60,430	17,500	0	17,500	(42,930)
	2,190	60,430	17,500	0	17,500	(42,930)
TOTAL FACILITIES MAINTENANCE	377,876	496,270	474,960	22,800	497,760	1,490



City of Mukilteo, Washington

DECISION PACKAGE			
Department:	Public Works		Ranking: 1
Division:	Parks		
Decision Package Title:	Salaries		
Preparer:	Marc Larson		
Account Number:	011.38.576.810.1101		
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: Additional parks lead worker			
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: Due to the increased workload on the parks section an additional lead worker is necessary to effectively manage all aspects of the division.			
What Alternatives Are Available, if Any?			

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
Salaries	11	410,800	10,000	10,500	11,025	11,576	12,155
Overtime	12	0	0	0	0	0	0
Benefits	21	0	1,700	1,785	1,874	1,968	2,066
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		\$410,800	\$11,700	\$12,285	\$12,899	\$13,544	\$14,221

Sources of Payment			2013	2014	2015	2016	2017
Ending Cash			11,700	12,285	12,899	13,544	14,221
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			\$11,700	\$12,285	\$12,899	\$13,544	\$14,221



City of Mukilteo, Washington

DECISION PACKAGE		
Department:	Public works	Ranking: 1
Division:	Streets	
Decision Package Title:	Equipment Repair	
Preparer:	Marc Larson	
Account Number:	111.38.543.300.4815	
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"/>
<i>Item Description:</i> Equipment Repair		
<i>Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals:</i> Decrease baseline for equipment repair to reflect actual expenditures from 2012.		
<i>What Alternatives Are Available, if Any?</i>		

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
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
Equipment Repair	48	4,000	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)
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		\$4,000	(\$1,000)	(\$1,000)	(\$1,000)	(\$1,000)	(\$1,000)

Sources of Payment		2013	2014	2015	2016	2017
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)



City of Mukilteo, Washington

DECISION PACKAGE			
Department:	Public works	Ranking: 2	
Division:	Streets		
Decision Package Title:	Motor Fuel		
Preparer:	Marc Larson		
Account Number:	111.38.543.300.3206		
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: Motor Fuel			
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: Due to rising fuel costs and increased sweeping activity, the baseline needs to be increased.			
What Alternatives Are Available, if Any?			

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
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	17,000	5,000	5,000	5,000	5,000	5,000
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	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		\$17,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000

Sources of Payment		2013	2014	2015	2016	2017
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



City of Mukilteo, Washington

DECISION PACKAGE		
Department:	Public Works	Ranking: 3
Division:	Streets	
Decision Package Title:	Operating Supplies	
Preparer:	Marc Larson	
Account Number:	111.38.543.300.3112	
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost		
Ongoing Cost:	X	New Cost: <input type="text"/>
One-Time Cost:	<input type="text"/>	Increased Baseline: <input type="text"/>
Item Description: Reduce budget baseline from \$18,000 to \$12,000.		
Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: Budget baseline reduction based upon actual 2012 expenditures.		
What Alternatives Are Available, if Any?		

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
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	18,000	(6,000)	(6,000)	(6,000)	(6,000)	(6,000)
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	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
Vehicular Equipment		0	0	0	0	0	0
Total Expenses		\$18,000	(\$6,000)	(\$6,000)	(\$6,000)	(\$6,000)	(\$6,000)

Sources of Payment		2013	2014	2015	2016	2017
Ending Cash		(6,000)	(6,000)	(6,000)	(6,000)	(6,000)
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		(\$6,000)	(\$6,000)	(\$6,000)	(\$6,000)	(\$6,000)



City of Mukilteo, Washington

DECISION PACKAGE		
Department:	Public works	Ranking: 4
Division:	Streets	
Decision Package Title:	Small Items of Equipment	
Preparer:	Marc Larson	
Account Number:	111.38.543.300.3501	
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: Small Items of Equipment		
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: Need to replace leaking truck tool box \$500, Miscellaneous hand tools \$500, Replace hoses and spray gun for striping machine \$600.		
What Alternatives Are Available, if Any?		

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
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	2,200	(600)	(600)	(600)	(600)	(600)
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		\$2,200	(\$600)	(\$600)	(\$600)	(\$600)	(\$600)

Sources of Payment		2013	2014	2015	2016	2017
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)



City of Mukilteo, Washington

DECISION PACKAGE			
Department:	Public works	Ranking: 5	
Division:	Streets		
Decision Package Title:	Lane Striping and Marking		
Preparer:	Marc Larson		
Account Number:	111.38.543.300.5118		
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: Lane Striping and Marking			
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: Increased cost for intergovernmental labor by the county in conjunction with increased cost of materials require an increase in budget baseline for striping and marking.			
What Alternatives Are Available, if Any? Reduce frequency of striping by painting only center lines one year and edge lines the next year.			

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
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	51	25,000	7,000	7,000	7,000	7,000	7,000
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		\$25,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000

Sources of Payment		2013	2014	2015	2016	2017
Ending Cash		7,000	7,000	7,000	7,000	7,000
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		\$7,000	\$7,000	\$7,000	\$7,000	\$7,000



City of Mukilteo, Washington

DECISION PACKAGE			
Department:	Public works	Ranking: 6	
Division:	Streets		
Decision Package Title:	Vehicle R&M		
Preparer:	Marc Larson		
Account Number:	111.38.543.300.4820		
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: Vehicle Repair and Maintenance			
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: Baseline needs to be increased to better coincide with actual expenditures from 2012.			
What Alternatives Are Available, if Any?			

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
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
Vehicle R&M	48	11,000	4,000	4,000	4,000	4,000	4,000
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		\$11,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000

Sources of Payment		2013	2014	2015	2016	2017
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



City of Mukilteo, Washington

DECISION PACKAGE			
Department:	Public Works	Ranking: 7	
Division:	Streets		
Decision Package Title:	Street Light Maintenance		
Preparer:	Jim Niggemyer		
Account Number:	111.38.543.300.5154		
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: Streetlight Maintenance			
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: This is because the PUD will no longer be doing the maintenance (by State L&I), the County will do that.			
What Alternatives Are Available, if Any?			

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
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	51	14,000	5,000	5,000	5,000	5,000	5,000
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		\$14,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000

Sources of Payment		2013	2014	2015	2016	2017
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



City of Mukilteo, Washington

DECISION PACKAGE		
Department:	Public works	Ranking: 8
Division:	Streets	
Decision Package Title:	Cell Phones	
Preparer:	Marc Larson	
Account Number:	111.38.543.300.4209	
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="text"/>
One-Time Cost:	<input type="checkbox"/>	Increased Baseline: <input type="text"/>
Item Description: Cell Phone		
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: Decrease baseline by \$800 to reflect actual expenditures. During 2012, We were able to renegotiate our service contract for cellular service at a lower cost to the City.		
What Alternatives Are Available, if Any?		

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
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	2,100	(800)	(800)	(800)	(800)	(800)
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		\$2,100	(\$800)	(\$800)	(\$800)	(\$800)	(\$800)

Sources of Payment		2013	2014	2015	2016	2017
Ending Cash		(800)	(800)	(800)	(800)	(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		(\$800)	(\$800)	(\$800)	(\$800)	(\$800)



City of Mukilteo, Washington

DECISION PACKAGE			
Department:	Public Works	Ranking:	
Division:	Surface Water		
Decision Package Title:	Small Items of Equipment	Mandatory	
Preparer:	Marc Larson		
Account Number:	440.38.538.380.3501		
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: Increase Small Items of Equipment from \$5,000 to \$6,000.			
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: Replace 2 utility service pumps \$1,916, Replace existing 20+ year old jumping jack rammer \$3,050, Miscellaneous hand tools \$800, Steel stock for shop fabrication \$1,000.			
What Alternatives Are Available, if Any?			

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
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	5,000	1,000	1,000	1,000	1,000	1,000
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
Vehicle R&M	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		\$5,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000

Sources of Payment		2013	2014	2015	2016	2017
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



City of Mukilteo, Washington

DECISION PACKAGE			
Department:	Public Works	Ranking: Mandatory	
Division:	Surface Water		
Decision Package Title:	Hazardous Waste Disposal		
Preparer:	Marc Larson		
Account Number:	440.38.538.380.4705		
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: Increase hazardous waste deposal from \$13,400 to \$30,000.			
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: Due to increased street sweeping activity, following our yearly chip seal project, winter sanding, and disposal costs, the budget for disposal of this material needs to be increased to \$30,000.			
What Alternatives Are Available, if Any?			

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
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
Has Waste disposal	47	13,400	16,600	16,600	16,600	16,600	16,600
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		\$13,400	\$16,600	\$16,600	\$16,600	\$16,600	\$16,600

Sources of Payment		2013	2014	2015	2016	2017
Ending Cash		16,600	16,600	16,600	16,600	16,600
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		\$16,600	\$16,600	\$16,600	\$16,600	\$16,600



City of Mukilteo, Washington

DECISION PACKAGE		
Department:	Public Works	Ranking:
Division:	Surface Water	
Decision Package Title:	Motor Fuel	Mandatory
Preparer:	Marc Larson	
Account Number:	440.38.538.380.3206	
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: Increase Motor Fuel from \$10,000 to \$12,000.		
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: Due to increased cost of fuel the budget needs to be increased by \$2000.		
What Alternatives Are Available, if Any?		

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
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	10,000	2,000	2,000	2,000	2,000	2,000
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	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		\$10,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000

Sources of Payment		2013	2014	2015	2016	2017
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



City of Mukilteo, Washington

DECISION PACKAGE			
Department:	Public Works	Ranking: Mandatory	
Division:	Surface Water		
Decision Package Title:	Vehicle R&M		
Preparer:	Marc Larson		
Account Number:	440.38.538.380.4820		
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: Increase Vehicle R&M from \$8,000 to \$13,000.			
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: Based upon actual 2012 expenditures, and the age and condition of our vehicles, maintenance charges are increasing. The budget for vehicle R&M needs to be increased to \$13,000.			
What Alternatives Are Available, if Any?			

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
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
Vehicle R&M	48	8,000	5,000	5,000	5,000	5,000	5,000
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		\$8,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000

Sources of Payment		2013	2014	2015	2016	2017
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



City of Mukilteo, Washington

DECISION PACKAGE			
Department:	Public Works	Ranking: Mandatory	
Division:	Surface Water Management		
Decision Package Title:	DOE Fees		
Preparer:	Jim Niggemyer		
Account Number:	440.38.538.380.5169		
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: Fees for the Department of Ecology.			
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: The State says so.			
What Alternatives Are Available, if Any?			

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
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	51	0	500	500	500	500	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	\$500	\$500	\$500	\$500	\$500

Sources of Payment		2013	2014	2015	2016	2017
Ending Cash		500	500	500	500	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		\$500	\$500	\$500	\$500	\$500



City of Mukilteo, Washington

DECISION PACKAGE		
Department:	Public Works	Ranking:
Division:	Surface Water	
Decision Package Title:	Equipment R&M	Mandatory
Preparer:	Marc Larson	
Account Number:	440.38.538.380.4815	
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: Increase equipment maintenance budget from \$500 to \$1,750.		
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: Based upon past years experience, the cost of maintain the City's surface water management equipment requires an additional \$1,250 per year to reflect our actual costs.		
What Alternatives Are Available, if Any?		

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
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
Equipment Maintenance	48	500	1,250	1,250	1,250	1,250	1,250
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		\$500	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250

Sources of Payment	2013	2014	2015	2016	2017
Ending Cash	1,250	1,250	1,250	1,250	1,250
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	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250



City of Mukilteo, Washington

DECISION PACKAGE		
Department:	Public Works	Ranking:
Division:	Surface Water	
Decision Package Title:	Aggregate	Mandatory
Preparer:	Marc Larson	
Account Number:	440.38.538.380.3135	
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: Reduce aggregate budget from \$7000 to \$5,000.		
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: Based upon actual 2012 expenditures, the baseline for aggregate can be reduced from \$7000 to \$5000.		
What Alternatives Are Available, if Any?		

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
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	7,000	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)
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	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		\$7,000	(\$2,000)	(\$2,000)	(\$2,000)	(\$2,000)	(\$2,000)

Sources of Payment		2013	2014	2015	2016	2017
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)



City of Mukilteo, Washington

DECISION PACKAGE		
Department:	Public Works	Ranking: 1
Division:	Surface Water	
Decision Package Title:	Engineering Tech	
Preparer:	Jim Niggemyer	
Account Number:	440.38.532.200.1101	
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost		
Ongoing Cost:	<input type="checkbox"/>	New Cost: X
One-Time Cost:	X	Increased Baseline: <input type="checkbox"/>
Item Description:		
Hire a full time Engineering Technician to handle permit NPDES compliance, stormwater development review, mapping updates, and all other stormwater related work.		
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals:		
The requirements of the new NPDES permit will require a considerable amount of work. This will include inventory of private facilities and scheduling inspections and standard for those facilities. Development permits are increasing and the current staff cannot keep up with these reviews with their other work load.		
What Alternatives Are Available, if Any?		

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
Salaries	11	0	50,000	52,000	54,000	56,000	58,000
Overtime	12	0	0	0	0	0	0
Benefits	21	0	17,540	18,242	18,971	19,730	20,519
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	\$67,540	\$70,242	\$72,971	\$75,730	\$78,519

Sources of Payment		2013	2014	2015	2016	2017
Ending Cash		67,540	70,242	72,971	75,730	78,519
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		\$67,540	\$70,242	\$72,971	\$75,730	\$78,519



City of Mukilteo, Washington

DECISION PACKAGE			
Department:	Public Works	Ranking: 2	
Division:	Surface Water		
Decision Package Title:	Comprehensive Plan Update and Rate Study		
Preparer:	Jim Niggemyer		
Account Number:	440.38.538.380.4106		
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: Hire a consultant to update the Surface Water Comprehensive plan and prepare a rate study to determine the financial need of this division.			
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: This study is needed to determine the ongoing needs of the surface water division. The current plan was prepared in 2001. It is out of date and we need current information. This plan will provide input to the update of the City's <i>comprehensive plan</i> .			
What Alternatives Are Available, if Any?			

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
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	100,000	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	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		\$100,000	\$100,000	\$0	\$0	\$0	\$0

Sources of Payment		2013	2014	2015	2016	2017
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



City of Mukilteo, Washington

DECISION PACKAGE			
Department:	Planning & CD	Ranking: 1	
Division:	Community Development		
Decision Package Title:	Stream Monitoring		
Preparer:	Patricia Love		
Account Number:	SW 440.38.538.380.4106 Other Professional Services		
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:		Increased Baseline:	<input checked="" type="checkbox"/>
Item Description:			
The Planning Department would contract with Edmonds Community College for stream monitoring at both Big Gulch and Japanese Gulch Creeks to do water quality and fish inspections to help with our NPDES II permitting requirements.			
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals:			
The City needs to have data on stream flows and health as we move towards compliance under our DOE Stormwater NPDES II permit. Edmonds Community College students can perform this work as part of their Learn and Serve Environmental Anthropology Field (LEAF) program at a fraction of the cost to hire consultants.			
What Alternatives Are Available, if Any?			
Delay monitoring another year, but then any improvements would not be documented.			

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
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	3,000	3,000	3,000	3,000	3,000
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	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	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000

Sources of Payment		2013	2014	2015	2016	2017
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



City of Mukilteo, Washington

DECISION PACKAGE

Department:	Planning & CD	Ranking: 2
Division:	Community Development	
Decision Package Title:	Forest Management Plan Implementation	
Preparer:	Patricia Love	
Account Number:	SW 440.38.538.380.4106 Other Professional Services	

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:
The Planning Department would contract with an arborist to provide specific recommendations to reforest Big Gulch and Japanese Gulch. This effort targets erosion, invasive species and replanting with volunteer groups.

Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals:
This project would begin the implementation of the City's Forest Management Plan which identified areas where forest habitat is deficient and by planting native species these areas can progress to a mature forest more quickly in order to increase the value of these open spaces. The intent of this project would be to locate the best restoration site, select the correct plant types and then hold a tree planting volunteer event.

What Alternatives Are Available, if Any?
Delay implementation of the Forest Management Plan.

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
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	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	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000

Sources of Payment	2013	2014	2015	2016	2017
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



City of Mukilteo, Washington

DECISION PACKAGE			
Department:	Public Works	Ranking: 1	
Division:	Equipment Replacement		
Decision Package Title:	Replacement Patrol Vehicles PD		
Preparer:	Marc Larson		
Account Number:	510.38.594.480.6408		
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: Replace six existing patrol vehicles with new vehicles			
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: These vehicles to be replaced are the 2007 and 2008 Crown Victoria patrol cars that have met or exceeded their anticipated lifespan. The potential replacement vehicles are the new Ford Police Interceptor SUV's, two of which were purchased in 2012.			
What Alternatives Are Available, if Any?			

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
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	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
Vehicular Equipment	64	0	238,000	0	0	0	0
Total Expenses		\$0	\$238,000	\$0	\$0	\$0	\$0

Sources of Payment		2013	2014	2015	2016	2017
Ending Cash		238,000	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		\$238,000	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

DECISION PACKAGE			
Department:	Fire Department	Ranking: 2	
Division:	Equipment Replacement		
Decision Package Title:	Portable Radios		
Preparer:	Michael A. Springer, Fire Chief		
Account Number:	510.38.594.480.6408		
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:			
21 portable radios, 21 remote speaker microphones, 3 Multi-chargers and 25 Vertical Battery Chargers. Funded at Fire Suppression 25% and EMS Services 75%			
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals:			
All fire department portable radios are beyond their 7 year recommended user life and are no longer supported with maintenance and/or repairs as of 12/31/ 2012. New radios will have a useful life of 8 years and 2 year free maintenance policy. MFD will lower the current radio inventory (32 down to 21) and modify operational procedures along with assigning portable radios to individuals.			
What Alternatives Are Available, if Any?			

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
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	92,300	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	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	\$92,300	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016	2017
Ending Cash	92,300	0	0	0	0
Grants/Contributions	0	0	0	0	0
Transfer from General Fund	0	0	0	0	0
Transfer from EMS	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$92,300	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

DECISION PACKAGE			
Department:	Fire Department	Ranking: 3	
Division:	Equipment Replacement		
Decision Package Title:	Breathing Air compressor		
Preparer:	Michael A. Springer, Fire Chief		
Account Number:	510.38.594.480.6408		
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: Breathing Air Compressor funded Fire Suppression 75% & Emergency Medical Services 25%			
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: The fire department Breathing Air compressor is at the end of its operational life (10yrs) and is in need of major rebuilding or replacement. A new Breathing Air Compressor is capable of filling higher air pressures and this is needed with our newly acquired SCBA bottles. Future SCBA bottles will require even higher pressures that only a new unit can produce.			
What Alternatives Are Available, if Any?			

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
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	51	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Capital	64	0	90,000	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$90,000	\$0	\$0	\$0	\$0

Sources of Payment		2013	2014	2015	2016	2017
Ending Cash		90,000	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		\$90,000	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

DECISION PACKAGE			
Department:	Fire Department	Ranking: 4	
Division:	Equipment Replacement		
Decision Package Title:	Jaws of Life ensemble		
Preparer:	Michael A. Springer, Fire Chief		
Account Number:	510.38.594.480.6408		
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: Three (3) Jaws of Life ensembles, one per fire engine.			
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: The fire department is in need of replacing three (3) Jaws of Life ensembles. Each Mukilteo fire engine has a Jaws of Life ensemble that is composed of a motor, power hoses, spreader, cutter, ram device and other hydraulic rescue components. All current Jaws of Life are beyond their recommended life and two of the units do not have all working components. Jaws of Life ensembles are used during vehicle collisions to force entry and rescue patients.			
What Alternatives Are Available, if Any?			

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
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	51	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Capital	64	0	150,000	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$150,000	\$0	\$0	\$0	\$0

Sources of Payment		2013	2014	2015	2016	2017
Ending Cash		150,000	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		\$150,000	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

DECISION PACKAGE		
Department:	Fire Department	Ranking: 5
Division:	Equipment Replacement	
Decision Package Title:	Fire Engine(s)	
Preparer:	Michael A. Springer, Fire Chief	
Account Number:	510.38.594.480.6408	
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"/>
<i>Item Description:</i> Two (2) Fire Engines, each with equipment and at a cost of \$660,000 including delivery and taxes. General Fund 75% and EMS Fund 25%.		
<i>Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals:</i> The fire department is in need of two frontline fire engines to staff fire station 25 and station 24. Existing fire engines have reached their lifetime of 20 years and are in need of replacement or major rebuilding. New fire engines will meet current emergency response needs, meet modern day vehicle safety requirements and provide updated Federal and State vehicle emissions requirements for diesel engines.		
<i>What Alternatives Are Available, if Any?</i>		

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
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	51	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Capital	64	0	1,320,000	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$1,320,000	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016	2017
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	1,320,000	0	0	0	0
Total Sources	\$1,320,000	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

DECISION PACKAGE		
Department:	Public Works	Ranking: 1
Division:	Facilities	
Decision Package Title:	Alarm System	
Preparer:	Marc Larson	
Account Number:	518.38.539.500.4712	
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: Increase alarm system budget.		
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: Based upon 2012 expenditures, increase budget baseline from \$15,000 to \$20,000. This increase is necessitated by numerous service calls and repairs to the various systems located throughout the City owned buildings.		
What Alternatives Are Available, if Any?		

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
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
Alarm system	47	15,000	5,000	5,000	5,000	5,000	5,000
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		\$15,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000

Sources of Payment		2013	2014	2015	2016	2017
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



City of Mukilteo, Washington

DECISION PACKAGE		
Department:	Public Works	Ranking: 2
Division:	Facilities	
Decision Package Title:	Building and Fixture R&M	
Preparer:	Marc Larson	
Account Number:	518.38.539.500.4808	
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: Increase building and fixture M&R budget.		
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: Due to the aging of several City owned buildings it is anticipated that the costs associated with maintaining the structures will begin to rise significantly.		
What Alternatives Are Available, if Any?		

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
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
Alarm system	47	0	0	0	0	0	0
building and fixture M&R	49	45,000	10,000	10,000	10,000	10,000	10,000
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		\$45,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000

Sources of Payment		2013	2014	2015	2016	2017
Ending Cash		10,000	10,000	10,000	10,000	10,000
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		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000



City of Mukilteo, Washington

DECISION PACKAGE		
Department:	Public Works	Ranking: 3
Division:	Facilities	
Decision Package Title:	Janitorial Services	
Preparer:	Marc Larson	
Account Number:	518.38.539.500.4924	
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: Increase janitorial services budget.		
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: The Police holding cells are not under the current city contract for cleaning, and should be included as an additional service.		
What Alternatives Are Available, if Any?		

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
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
Alarm system	47	0	0	0	0	0	0
Miscellaneous	49	27,500	500	500	500	500	500
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		\$27,500	\$500	\$500	\$500	\$500	\$500

Sources of Payment		2013	2014	2015	2016	2017
Ending Cash		500	500	500	500	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		\$500	\$500	\$500	\$500	\$500



City of Mukilteo, Washington

DECISION PACKAGE		
Department:	Public Works	Ranking: 4
Division:	Facilities	
Decision Package Title:	Contract Services	
Preparer:	Marc Larson	
Account Number:	518.38.539.500.4125	
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: Increase contract services budget.		
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: Based upon 2012 expenditures, and the addition of a gate service contract which will provide preventative maintenance for our 18 roll up doors at police, fire, and public works as well as our three automated gate systems at police and public works facilities increase budget baseline from \$3000 to \$9000.		
What Alternatives Are Available, if Any?		

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
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	3,000	6,000	6,000	6,000	6,000	6,000
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
Vehicle R&M	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		\$3,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000

Sources of Payment		2013	2014	2015	2016	2017
Ending Cash		6,000	6,000	6,000	6,000	6,000
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		\$6,000	\$6,000	\$6,000	\$6,000	\$6,000



City of Mukilteo, Washington

DECISION PACKAGE			
Department:	Public Works	Ranking: 5	
Division:	Facilities		
Decision Package Title:	Work Equipment Rental		
Preparer:	Marc Larson		
Account Number:	518.38.539.500.4503		
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: Initiate a line item for equipment rental.			
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: The facilities section needs a budget for rental equipment used during the normal course of maintaining City owned buildings such as painting two story buildings requiring a rental man-lift.			
What Alternatives Are Available, if Any?			

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
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	500	500	500	500	500
Alarm system	47	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	\$500	\$500	\$500	\$500	\$500

Sources of Payment		2013	2014	2015	2016	2017
Ending Cash		500	500	500	500	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		\$500	\$500	\$500	\$500	\$500



City of Mukilteo, Washington

DECISION PACKAGE		
Department:	Public Works	Ranking: 6
Division:	Facilities	
Decision Package Title:	Clothing / Boots	
Preparer:	Marc Larson	
Account Number:	518.38.539.500.3112	
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: Increase clothing & boots budget.		
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: Based upon 2012 expenditures, and anticipated additional staff, increase budget baseline from \$500 to \$1300.		
What Alternatives Are Available, if Any?		

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
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	500	800	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
Vehicle R&M	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		\$500	\$800	\$0	\$0	\$0	\$0

Sources of Payment		2013	2014	2015	2016	2017
Ending Cash		800	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		\$800	\$0	\$0	\$0	\$0



City of Mukilteo, Washington



City of Mukilteo, Washington

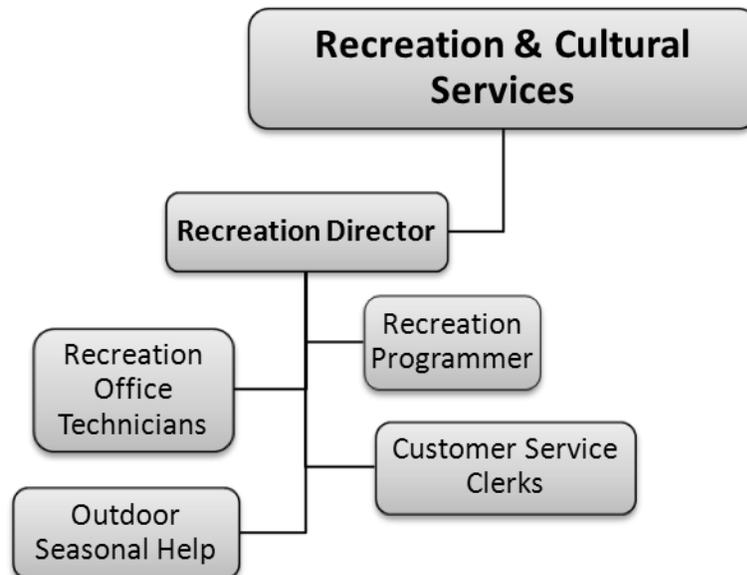
RECREATION AND CULTURAL SERVICES DEPARTMENT

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 balanced and meaningful program. The Department strives to provide our youth 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.

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

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.





City of Mukilteo, Washington

POSITION SUMMARY

Position Title	2012	2013
Recreation Director	1.0	1.0
Office Technician	2.0	2.0
Customer Service Clerk - (4 PT 50%)	2.0	2.0
Recreation Programmer	1.0	1.0
Outdoor Seasonal	0.5	0.5
Total	6.5	6.5

**Recreation & Cultural Services Department
Expenditure Summary**

	2011 Actuals	2012 Budget	2013 Baseline	2013 Dept. Requests	2013 Budget	\$ Increase/ (Decrease)
Recreation and Cultural Services	560,301	624,310	633,815	50,385	684,200	59,890
TOTAL	560,301	624,310	633,815	50,385	684,200	59,890



City of Mukilteo, Washington

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.

2012 ACCOMPLISHMENTS

- Held first Lottery for the Point Elliott Room on Sunday, April 1, 2012. Twelve dates were booked.
- Held a Chamber after Hours event on April 12, 2012 with about 80 people in attendance and Wii bowling.
- Implemented the Art Gallery program at the Rosehill Community Center with 4 different shows being hung in 2012.
- Prepared three Recreation Guides in combination with the City Views.
- Held 2 outdoor movies in August on the plaza at the Rosehill Community Center.
- Held 3 free Summer Brown Bag Lunch concerts and 2 free Music on the Plaza events in the evening.
- The Recreation Department sponsored 4 free community events at the Rosehill Community Center in 2012, (Valentine Dance, Touch A Truck, Boo Bash, and Community Garage Sale).
- Planned and coordinated city special events, and assisted with co-sponsored events.
- Developed and launched a Facebook page for the Rosehill Community Center.

- Processed 25 special event applications for the City of Mukilteo.

2013 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 new programs and activities to add to the city recreation programming and events in a variety of mediums to a variety of age ranges.
- Research, plan and implement specific programming for the older adult population.
- Develop and implement a marketing plan for the Recreation Department to bring customers to the community center to participate in activities, events and rentals.
- Through collaboration with Theatre Groups further develop the performing arts components into the community center use.
- Act as city liaison and work with community groups such as the Arts Guild, Farmers Market, Chamber and Lighthouse Festival to integrate event



City of Mukilteo, Washington

- 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 to provide the most efficient and effective methods of operations.

PERFORMANCE INDICATORS

	2011 Actual	2012 Est.	2013 Est.
Recreation Program Offerings	319	382	400
Registration Transactions	4,389	4,433	4,500
City Co-Sponsored Events**	6	6	6
Community Center Rentals	256	405	400
Wedding Circle Rentals	10	11	10
Picnic Shelter Rentals	175	180	175
Lightstation Grounds Rentals	19	25	22

Co-Sponsored Events for 2012 Include:

Farmers Market, Lighthouse Festival, Tree Lighting, Holiday Art Mart, Waterfront Art Festival, Kamiak Performing Arts Spring Showcase

Recreation & Cultural Services Department Decision Package Summary

Ranking	Division	Title	Amount
1	Recreation and Cultural Services	Recreation Programmer to full-time	26,185
2	Recreation and Cultural Services	Instructors Professional Services	10,000
3	Recreation and Cultural Services	Security Alarm Monitoring Fee	2,200
Mandatory	Recreation and Cultural Services	Recreation & Registration Software Fees	12,000
Total			50,385



City of Mukilteo, Washington

RECREATION & CULTURAL SERVICES FUND

	2011 Actual	2012 Budget	2012 Y.E. Estimate	2013 Budget	\$ Increase/ (Decrease)
<u>Beginning Fund Balance</u>	\$48,310	\$208,930	\$208,932	\$245,807	\$36,877
<u>Revenues</u>					
Rec Program Fees	108,760	100,000	120,000	130,000	30,000
Farmers Market Booth Fees	693	650	600	650	0
Off Hour Staffing Fees	0	0	0	0	0
Set Up/Clean Up Fees	0	0	0	0	0
Theater Technician Fees	900	1,000	1,600	1,500	500
Special Event Permits	275	300	600	500	200
Investment Interest	303	200	300	200	0
Community Center Room Rental	240,256	201,810	280,125	305,810	104,000
RHCC Outdoor Rentals	0	3,500	4,500	4,500	1,000
Weight Room Fees	5,315	4,000	8,000	8,000	4,000
Parking Rental - Long Term	7,320	6,500	11,250	11,250	4,750
Picnic Shelter Rental	11,595	11,500	11,500	11,500	0
Other Misc. Revenues	(65)	0	210	0	0
Light Station Wedding Rentals	6,495	4,500	4,000	4,500	0
Operating Transfers In	242,300	234,400	234,400	150,000	(84,400)
Total Revenues	624,147	568,360	677,085	628,410	60,050
<u>Total Resources</u>	672,457	777,290	886,017	874,217	96,927
<u>Expenditures</u>					
Salaries & Wages	260,008	284,000	293,100	299,190	15,190
Personnel Benefits	89,976	106,820	112,200	113,600	6,780
Supplies	13,616	16,280	13,310	15,100	(1,180)
Other Services & Charges	196,701	217,210	222,100	256,310	39,100
Total Expenditures	560,300	624,310	640,710	684,200	59,890
<u>Ending Fund Balance</u>	\$112,157	\$152,980	\$245,307	\$190,017	\$37,037



City of Mukilteo, Washington

RECREATION

	2011 Actuals	2012 Amended Budget	2013 Baseline	2013 Department Requests	Total 2013 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES						
Full Time Employees	195,846	215,700	220,220	22,450	242,670	26,970
Part Time Employees	63,640	67,800	56,020	0	56,020	-11,780
Overtime	522	500	500	0	500	0
	<u>260,008</u>	<u>284,000</u>	<u>276,740</u>	<u>22,450</u>	<u>299,190</u>	<u>15,190</u>
BENEFITS						
FICA	20,028	27,520	21,130	1,720	22,850	-4,670
PERS	16,227	18,900	19,750	1,620	21,370	2,470
L&I	1,510	1,500	1,500	145	1,645	145
Unemployment Comp.	0	5,800	0	0	0	-5,800
Medical Benefits	39,606	41,400	51,290	0	51,290	9,890
Vehicle Allowance	2,400	2,400	2,400	0	2,400	0
Dental Benefits	4,760	3,100	6,520	0	6,520	3,420
Vision Benefits	441	800	1,415	0	1,415	615
Life Insurance	629	700	730	80	810	110
Long Term Disability Ins.	1,393	1,600	1,630	170	1,800	200
Medical Opt-Out Incentive	2,982	3,100	3,500	0	3,500	400
	<u>89,976</u>	<u>106,820</u>	<u>109,865</u>	<u>3,735</u>	<u>113,600</u>	<u>6,780</u>
SUPPLIES						
Office Supplies	6,957	8,100	8,100	(2,000)	6,100	-2,000
Operating Supplies	5,451	5,180	4,000	2,000	6,000	820
Clothing/Boots	0	500	500	0	500	0
Motor Fuel	0	200	200	0	200	0
Small Items Of Equipment	1,208	2,300	2,300	0	2,300	0
	<u>13,616</u>	<u>16,280</u>	<u>15,100</u>	<u>0</u>	<u>15,100</u>	<u>(1,180)</u>
OTHER SERVICES & CHARGES						
Other Professional Svcs.	3,166	7,310	12,575	0	12,575	5,265
Instructors Professional Services	66,246	70,000	70,000	10,000	80,000	10,000
WSU Beach Watchers - Oth Prof Svcs.	6,800	6,800	6,800	0	6,800	0
Telephone	6,990	6,400	5,500	0	5,500	-900
Postage	1,287	2,000	2,000	0	2,000	0
Cell Phone	444	500	500	0	500	0
Comcast	4,245	4,800	4,800	0	4,800	0

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City of Mukilteo, Washington

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RECREATION...continued

	2011 Actuals	2012 Amended Budget	2013 Baseline	2013 Department Requests	Total 2013 Requests	\$ Increase/ (Decrease)
OTHER SERVICES & CHARGES...continued						
Travel & Subsistence	384	1,100	1,100	0	1,100	0
Advertising	3,737	3,900	3,900	0	3,900	0
Community Advertising - Rec. Guide	31,565	34,500	34,500	0	34,500	0
Work Equip & Machine Rental	1,301	1,500	1,500	0	1,500	0
Short-Term Facility/Field Rental	338	0	300	0	300	300
Insurance	2,172	15,400	17,780	0	17,780	2,380
Natural Gas	1,888	5,000	2,775	0	2,775	-2,225
Electricity	29,656	25,000	25,000	0	25,000	0
Sewer Service	4,128	8,000	15,680	0	15,680	7,680
Water Service	4,948	2,500	4,900	0	4,900	2,400
Storm Drainage Chgs.	3,864	7,800	7,800	0	7,800	0
Alarm System	2,221	0	0	2,200	2,200	2,200
Office Equipment M&R	5,080	8,500	8,500	0	8,500	0
Other Maintenance & Repair	709	900	900	0	900	0
Vehicle R&M	26	100	100	0	100	0
Assoc. Dues & Memberships	653	700	700	0	700	0
Printing And Binding	485	500	500	0	500	0
Contractual Services	13,452	3,000	3,000	12,000	15,000	12,000
Training & Registration	334	400	400	0	400	0
Miscellaneous	582	600	600	0	600	0
	<u>196,701</u>	<u>217,210</u>	<u>232,110</u>	<u>24,200</u>	<u>256,310</u>	<u>39,100</u>
TOTAL RECREATION	<u>560,301</u>	<u>624,310</u>	<u>633,815</u>	<u>50,385</u>	<u>684,200</u>	<u>59,890</u>



City of Mukilteo, Washington

DECISION PACKAGE		
Department:	Recreation and Cultural Services Dept.	Ranking:
Division:	Recreation and Cultural Services Dept.	
Decision Package Title:	Recreation & Registration Software Fees	Mandatory
Preparer:	Jennifer Berner	
Account Number:	114.71.575.500.4911	
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: Recreation class and facility registration software fees		
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: The Recreation & Cultural Services Dept. uses ActiveNet Software to process all the revenue received at Rosehill. There is a fee associated with the use of the software, the office transaction service charge fee was 1.5% for check or cash and it has been increased to 2.0% as of April 2012. There is also a fee of 3.75% for credit card office transactions. There has been an increase in recreation class registrations and facility rentals which also increases the fees paid to ActiveNet. Due to these increases this line item needs to be increased to cover the added processing fees.		
What Alternatives Are Available, if Any?		

Item Description	Obj	2012 Baseline Budget	2013	2014	2015	2016	2017
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
Contractual Services	4911	3,000	12,000	12,000	12,000	12,000	12,000
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		\$3,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000

Sources of Payment		2013	2014	2015	2016	2017
Ending Cash			0	0	0	0
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
Comm Ctr Rental Fees		12,000	12,000	12,000	12,000	12,000
Other		0	0	0	0	0
Total Sources		\$12,000	\$12,000	\$12,000	\$12,000	\$12,000



City of Mukilteo, Washington

DECISION PACKAGE		
Department:	Recreation and Cultural Services Dept.	Ranking: 1
Division:	Recreation and Cultural Services Dept.	
Decision Package Title:	Recreation Programmer to full-time	
Preparer:	Jennifer Berner	
Account Number:	114.71.575.500.1101	
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: Recreation Programmer to full-time in the 114 account		
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: Currently the Recreation Programmer position is funded half in 114 Recreation and half from the Lodging Tax account with the duties being split between programming and marketing for the Community Center. With the increase in recreation classes this position needs to be a full-time recreation programming position. This will continue to grow and expand the recreation offerings to the community at Rosehill.		
What Alternatives Are Available, if Any? Keep the position as is and decrease the number of recreation classes offered at the community center.		

Item Description	Obj	2012 Baseline Budget	2013	2014	2015	2016	2017
Salaries	11	21,900	22,450	22,200	22,200	22,200	22,200
Overtime	12	0	0	0	0	0	0
Benefits	21	8,170	3,735	3,675	3,675	3,675	3,675
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		\$30,070	\$26,185	\$25,875	\$25,875	\$25,875	\$25,875

Sources of Payment		2013	2014	2015	2016	2017
Ending Cash						
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue - RHCC Revenues		26,185	25,875	25,875	25,875	25,875
Other		0	0	0	0	0
Total Sources		\$26,185	\$25,875	\$25,875	\$25,875	\$25,875



City of Mukilteo, Washington

DECISION PACKAGE		
Department:	Recreation and Cultural Services Dept.	Ranking: 2
Division:	Recreation and Cultural Services Dept.	
Decision Package Title:	Instructors Professional Services	
Preparer:	Jennifer Berner	
Account Number:	114.71.575.500.4107	
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: Recreation Classes Instructor payments		
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: Recreation class offerings are expanding therefore payout expenses to recreation instructors will continue to increase. The additional expense is off-set by the revenue received by the recreation classes. Classes are not offered unless they cover their expenses. When an instructor offers a class through the Recreation Department there is a percentage split of the revenue. If the class is offered on site at the Community Center or a city facility the split is 30% to the City and 70% to the instructor. If the class is offered off-site the split is 25% to the city and 75% to the instructor.		
What Alternatives Are Available, if Any?		

Item Description	Obj	2012 Baseline Budget	2013	2014	2015	2016	2017
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	4107	70,000	10,000	10,000	10,000	10,000	10,000
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	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		\$70,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000

Sources of Payment	2013	2014	2015	2016	2017
Ending Cash					
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
Rec. Program Revenue	10,000	10,000	10,000	10,000	10,000
Other - Revenue from Class registrations	0	0	0	0	0
Total Sources	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000



City of Mukilteo, Washington

DECISION PACKAGE		
Department:	Recreation and Cultural Services Dept.	Ranking: 3
Division:	Recreation and Cultural Services Dept.	
Decision Package Title:	Security Alarm Monitoring Fee	
Preparer:	Jennifer Berner	
Account Number:	114.71.575.500.4712	
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: Monitoring of Community Center Alarm System.		
Brief Explanation Why Your Department Needs This Item and how this item will help your dept. achieve its goals: The Rosehill Community Center has an alarm system on the building This request is to pay for the monthly monitoring fee associated with the alarm system.		
What Alternatives Are Available, if Any?		

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
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
Electricity	4702	0	2,200	2,200	2,200	2,200	2,200
Software Maintenance	48	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	\$2,200	\$2,200	\$2,200	\$2,200	\$2,200

Sources of Payment		2013	2014	2015	2016	2017
Ending Cash		2,200	2,200	2,200	2,200	2,200
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 Recreation Revenues		0	0	0	0	0
Total Sources		\$2,200	\$2,200	\$2,200	\$2,200	\$2,200



City of Mukilteo, Washington



City of Mukilteo, Washington

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 2013 Capital Improvement budget. On subsequent pages are descriptions of the proposed capital improvement projects for 2013. 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.



City of Mukilteo, Washington

Capital Decision Package Summary

Fund	Title	Amount
011	Ped Bike Bridge	15,000
	General Fund Total	15,000
112	2013 Chip Seal Project	150,000
	Arterial Street Fund Total	150,000
322	Replacement fence at Pioneer Cemetery	16,000
322	Byers Family Marine View Park	25,000
322	92nd Street Park Retrofit	10,000
322	Japanese Gulch	15,000
	Park Acquisition & Development Fund Total	66,000
331	Interpretive Signage	1,500
331	Park St. Bulkhead Phase I - Construction & Design	30,000
331	Council Chamber Renovations	7,500
331	61st Place Retaining Wall Failure	82,500
331	47th Place W and Harbour Pointe Blvd Crosswalk Flasher	12,000
331	Lighting Retrofit	15,000
331	School Zone Flashers	15,000
331	Street Light Replacement at 3rd and Lincoln	15,000
331	Shared-Use Path to Everett	225,500
	REET Fund Total	404,000
332	Park St. Bulkhead Phase I - Construction & Design	200,000
332	Annual Chip Seal	295,000
332	92nd Street Park Retrofit	10,000
332	92nd Street Sidewalk Repair	25,000
332	76th Sidewalk Construction	115,000
	REET 2 Fund Total	645,000
440	Smuggler's Gulch Stormwater Project	928,000
440	61st St Culvert Replacement	210,000
440	92nd Street Park Retrofit	30,000
440	Decant Station Roof	35,000
440	2nd Street Storm System Realignment	30,000
440	Naketa Beach Area Storm Extension	25,000
440	Decant Vault	83,000
	Surface Water Management Fund Total	1,341,000
	Total Capital Funds	2,621,000



City of Mukilteo, Washington

ARTERIAL STREET FUND

	2011 Actual	2012 Budget	2012 Y.E. Estimate	2013 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$155,522	\$153,920	\$153,920	\$123,958	(\$29,962)
Revenues					
Arterial Street Fuel Tax	135,254	136,400	130,000	131,300	(5,100)
Grant Revenue	253,958	0	7,292		0
Investment Interest	298	250	250	370	120
Total Revenues	389,510	136,650	137,542	131,670	(4,980)
Total Resources	545,032	290,570	291,462	255,628	(34,942)
Expenditures					
Capital Outlay	391,113	165,000	167,504	150,000	(15,000)
Total Expenditures	391,113	165,000	167,504	150,000	(15,000)
Ending Fund Balance	\$153,919	\$125,570	\$123,958	\$105,628	(\$19,942)

PARK ACQUISITION & DEVELOPMENT

	2011 Actual	2012 Budget	2012 Y.E. Estimate	2013 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$111,362	\$149,870	\$6,828	\$131,051	(\$18,819)
Revenues					
Grant Revenues	257,472	220,000	390,537	0	(220,000)
Park Mitigation Fees	29,256	25,000	90,500	30,000	5,000
Investment Interest	125	100	100	200	100
Total Revenues	286,853	245,100	481,137	30,200	(214,900)
Total Resources	398,215	394,970	487,965	161,251	(233,719)
Expenditures					
Capital Outlay	0	270,000	356,914	66,000	(204,000)
Total Expenditures	0	270,000	356,914	66,000	(204,000)
Ending Fund Balance	\$398,215	\$124,970	\$131,051	\$95,251	(\$29,719)



City of Mukilteo, Washington

TRANSPORTATION IMPACT FEE FUND

	2011 Actual	2012 Budget	2012 Y.E. Estimate	2013 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$92,046	\$131,880	\$131,883	\$226,803	\$94,923
Revenues					
Street Mitigation Fees	39,617	98,600	214,720	120,000	21,400
Investment Interest	220	100	200	170	70
Total Revenues	39,837	98,700	214,920	120,170	21,470
Total Resources	131,883	230,580	346,803	346,973	116,393
Expenditures					
Capital Outlay	0	100,000	120,000	0	(100,000)
Transfer Out	0	0	0	250,000	250,000
Total Expenditures	0	100,000	120,000	250,000	150,000
Ending Fund Balance	\$131,883	\$130,580	\$226,803	\$96,973	(\$33,607)

REAL ESTATE EXCISE TAX I FUND

	2011 Actual	2012 Budget	2012 Y.E. Estimate	2013 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$5,093,991	\$4,582,770	\$4,582,770	\$4,341,836	(\$240,934)
Revenues					
Local Real Estate Excise Tax	410,309	350,000	305,500	320,775	(29,225)
Grants	0	2,079,500	59,500	281,000	(1,798,500)
Savings on Community Center Const	0	0	391,520	0	0
Transfers In	0	0	0	250,000	250,000
Interest on Interfund Loans	154	0	100,832	0	0
Investment Interest	9,626	7,500	7,500	7,030	(470)
Total Revenues	420,089	2,437,000	864,852	858,805	(1,578,195)
Total Resources	5,514,080	7,019,770	5,447,622	5,200,641	(1,819,129)
Expenditures					
Services and Charges	0	1,500	0	0	(1,500)
Transfer to LTGO Bond Fund	839,300	835,500	835,500	836,050	550
Capital Outlay	96,887	2,444,245	270,286	404,000	(2,040,245)
Total Expenditures	936,187	3,281,245	1,105,786	1,240,050	(2,041,195)
Ending Fund Balance	\$4,577,893	\$3,738,525	\$4,341,836	\$3,960,591	\$222,066



City of Mukilteo, Washington

REAL ESTATE EXCISE TAX II FUND

	2011 Actual	2012 Budget	2012 Y.E. Estimate	2013 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$366,566	\$296,290	\$327,644	\$314,520	\$18,230
Revenues					
Local Real Estate Excise Tax	410,309	350,000	305,500	320,775	(29,225)
Grants	7,350	65,000		98,000	33,000
Investment Interest	676	500	660	630	130
Total Revenues	418,335	415,500	306,160	419,405	3,905
Total Resources	784,901	711,790	633,804	733,925	22,135
Expenditures					
Capital Outlay	408,054	379,500	249,484	645,000	265,500
Transfer to LTGO Bond Fund	70,050	69,800	69,800	69,800	0
Total Expenditures	478,104	449,300	319,284	714,800	265,500
Ending Fund Balance	\$306,797	\$262,490	\$314,520	\$19,125	(\$243,365)

MUNICIPAL FACILITIES FUND

	2011 Actual	2012 Budget	2012 Y.E. Estimate	2013 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$170	\$18,570	\$18,570	\$183,690	\$165,120
Revenues					
Investment Interest	0	0	220	276	276
Proceeds from Gain/Loss	18,400	0	164,900	0	
Total Revenues	18,400	0	165,120	276	276
Total Resources	18,570	18,570	183,690	183,966	165,396
Expenditures					
Transfers Out	0	0	0	183,000	183,000
Capital Outlay	0	0	0	0	0
Total Expenditures	0	0	0	183,000	183,000
Ending Fund Balance	\$18,570	\$18,570	\$183,690	\$966	(\$17,604)



City of Mukilteo, Washington

LIMITED TAX GENERAL OBLIGATION BOND FUND

	2011 Actual	2012 Budget	2012 Y.E. Estimate	2013 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$7,370	\$7,120	\$7,164	\$6,960	(\$160)
Revenues					
Investment Interest	26	10	10	10	0
Transfers In	909,350	1,299,968	1,296,820	1,088,850	(211,118)
Total Revenues	909,376	1,299,978	1,296,830	1,088,860	(211,118)
Total Resources	916,746	1,307,098	1,303,994	1,095,820	(211,278)
Expenditures					
Administration Fee	300	400	302	400	0
Bond Principal	470,000	480,000	486,960	495,000	15,000
Bond Interest	439,313	425,250	425,212	410,820	(14,430)
Total Expenditures	909,613	905,650	912,474	906,220	570
Ending Fund Balance	\$7,134	\$401,448	\$391,520	\$189,600	(\$211,848)

COMMUNITY CENTER PROJECT FUND

	2011 Actual	2012 Budget	2012 Y.E. Estimate	2013 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$3,354,210	\$521,670	\$495,658	\$0	(\$521,670)
Revenues					
Interest Earnings	2,169	0	607	0	0
Total Revenues	2,169	0	607	0	0
Total Resources	3,356,379	521,670	496,265	0	(521,670)
Expenditures					
Capital Outlay	2,097,040	99,040	104,745		(99,040)
Transfers Out	0	394,668	391,520	0	(394,668)
Total Expenditures	2,097,040	493,708	496,265	0	(493,708)
Ending Fund Balance	\$1,259,339	\$27,962	\$0	\$0	(\$27,962)



City of Mukilteo, Washington

DECISION PACKAGE			
Department:	Finance	Ranking: 1	
Division:	Accounting		
Decision Package Title:	Repayment of REET Funds		
Preparer:	Scott James		
Account Number:	Fund 323 Transportation Impact Fee Fund		
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:	
Item Description:			
In 2008, the City completed a purchase of land for the Harbour Reach Extension road project. The \$1.6 million land purchase was made possible in part by using \$882,874 of REET funds. This decision package is treating use of Real Estate Excise Tax 1 (REET) funds as a loan to the Transportation Impact Fee Fund and would commence repayment of \$250,000 to REET.			
Brief Explanation Why Your Department Needs This Item and How This Item Will Help Your Dept. Achieve its Goals:			
Repayment of \$882,874 to the REET fund could further the fund's flexibility to support bond payments and other projects as needed.			
What Alternatives Are Available, if Any?			
Leave funds in the Transportation Impact Fee Fund.			

Item Description	Obj	Baseline Budget	2013	2014	2015	2016	2017
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	51	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Loan Repayment	84	0	250,000	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		2013	2014	2015	2016	2017
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		\$0	\$250,000	\$0	\$0	\$0



City of Mukilteo, Washington

2013 Capital Budget Request

Project Name:

Mukilteo Multimodal Pedestrian-Bike Bridge to ST & P&R

Is the Project a Carry Forward or New Project?

Partial carryforward of 15,000 with additional funding of \$5,000 (\$20,000) from General fund in order to complete the site location study. The remaining funding of \$2.5million is contingent on receiving grant funding for design and construction (includes permitting).

Project Description:

The City initiated in 2012 Phase 1 of the project design, permitting, & potential construction of the Multimodal pedestrian-bicycle shared-use path and bridge crossing 4 BNSF railroad tracks & 2 lanes of roadway with the ramp connecting to the Sound Transit Station. The City received a \$1 Million Dollar grant to do this project. As part of the grant award the City is required to provide a match of \$30,000.00. Nearly \$1 million in funding comes from FTA Grant WA-03-0227, which originated in Federal Earmark # E2004-BUSP-484, entitled "Mukilteo Lane Park and Ride." The City is also in the process of seeking other grants to help fund the construction of the project.

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 listed as P18 in the City's Capital Facilities Plan & Comprehensive Plan, page

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

The 1995 Mukilteo Multimodal Terminal and Access Study prepared for the planned relocation of the Mukilteo Ferry Terminal and the Sound Transit Sounder Station envisioned a pedestrian overpass that safely connects the waterfront to the upland residential and commercial neighborhood of Old Town Mukilteo.

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

If the project is deferred, the City will have to return the \$1 Million Dollar grant and risk losing the opportunity to make a safe pedestrian connection from Old Town to the Waterfront by removing pedestrian access from SR525.

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

The pedestrian bridge is part of the larger Multimodal project which includes the Mukilteo/Clinton Ferry, Sound Transit Commuter Rail Station, a three transit agency Bus Terminal and a commuter parking garage. The second-level separated bridge and walkway system creates a completely safe pedestrian access between all modes. The Sound Transit Access Study lists' this improvement as being of highest importance to improving safety and



City of Mukilteo, Washington

Project Costs Estimates for the Capital Budget						
Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.						
Project Title:	Pedestrian - Bike Bridge to ST P&R and Waterfront - Phase 1				Project Ranking:	
Department:	Planning & PW					
Preparer:	Heather McCartney, Patricia Love & Jim Niggemyer				Carry Forward w/additional Request	
Fund Name(s)	General Fund & Transportation Grants					
Fund Account Number(s):	011.90.595.650.6312 - \$10,000 carryforward w/5,000 additional funding					
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>	5,000	15,000	0	0	0	
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0	
<i>Buildings</i>	0	0	0	0	0	
<i>Sewer Hook Up</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>	0	0	0	0	0	
<i>Contingency</i>	0	0	0	0	0	
<i>Sales Tax</i>	0	0	0	0	0	
Total Expenses	\$5,000	\$15,000	\$0	\$0	\$0	
Sources of Payment	2012	2013	2014	2015	2016	
<i>Ending Cash</i>	\$5,000	\$10,000	\$0	\$0	\$0	
<i>Grants/Contributions</i>	0	5,000	0	0	0	
<i>Fund Match: REET I</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	\$5,000	\$15,000	\$0	\$0	\$0	



City of Mukilteo, Washington

Capital Project Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	Pedestrian-Bike Bridge to ST Park & Ride & Waterfront			
Funding Source 1 (List only one source)	Grant Funds	x	Amount	\$1,000,000
	Other		Amount	
<i>Description:</i>				
Does Resource Type 1 Require a City Match?		Yes	x	No
If Yes, Match Dollar Amount:	\$30,000			
Does Resource Type 1 Allow In Kind Match?		Yes	x	No
If Yes, In Kind Match Estimate	\$25,000 staff time			
Funding Source Type 2 Other Grant Applications	Grant Funds	x	Amount	\$1,500,000
	Other		Amount	
<i>Description:</i>				
Does Resource Type 2 Require a City/State/Federal Match?		Yes	x	No
If Yes, Match Dollar Amount:	See Grant/Federal/ST Funding Above			
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		\$30,000		
Real Estate Excise Tax 2 Fund		\$0		
Park Acquisition & Development Fund		\$0		
Subtotal City Funds Match		\$30,000		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$25,000		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$25,000		
Does Project Require The Issuance of Debt?		Yes		No x
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilitized & Amount				



City of Mukilteo, Washington

Ongoing O & M Expenses Related to Capital Decision Package	
Project Title:	Ped-Bike Bridget to ST Pk&Ride and Waterfront
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:	111.38.532.200/300.1101

Item Description	Obj	2012	2013	2014 to 2018	2018 to 2023	2024 to 2028	Remaining Life
<i>Personnel Costs</i>	11	0	9,600	9,600	9,600	9,600	9,600
<i>Supplies</i>	31	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>Insurance</i>	46	0	0	0	0	0	0
<i>Natural Gas</i>	4701	0	0	0	0	0	0
<i>Electricity</i>	4702	0	500	500	500	500	500
<i>Sewer</i>	4703	0	0	0	0	0	0
<i>Garbage</i>	4704	0	0	0	0	0	0
<i>Water</i>	4709	0	0	0	0	0	0
<i>Large Item Pickup</i>	4723	0	0	0	0	0	0
<i>Miscellaneous</i>	49	0	0	0	0	0	0
<i>Intergovtl</i>	51	0	0	0	0	0	0
Total Expenses		\$0	\$10,100	\$10,100	\$10,100	\$10,100	\$10,100

Sources of Payment	2012	2013	2014 to 2018	2018 to 2023	2024 to 2028	Remaining Life
<i>Ending Cash</i>	0	10,100	10,100	10,100	10,100	10,100
<i>Grants/Contributions</i>	0	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0	0
<i>Other</i>	0	0	0	0	0	0
Total Sources	\$0	\$10,100	\$10,100	\$10,100	\$10,100	\$10,100



City of Mukilteo, Washington

2013 Capital Budget Request

Project Name:

Annual Chip Seal

Is the Project a Carry Forward or New Project?

Annual

Project Description:

The 2013 Street Chip Seal Program encompasses most of “Old Town” Mukilteo. The streets to be chip sealed include all streets north of 5th Street located east of SR 525 and all streets west of SR 525 from 9th Street northward, with the exception of the following streets:

- Front Street
- First Street
- Park Ave between Front and First Streets
- Mukilteo Lane Streets included in the 2013 Street Chip Seal Program outside of “Old Town” Mukilteo include:
 - Goat Trail road from SR 525 to its intersection with 8th Drive, and
 - Washington Ave from Clover Lane to SR 525 County supplied Preparation Costs: \$70,000

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 comprehensive plan includes pavement preservation.

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

This project is part of the ongoing pavement program to assure permanently acceptable pavement

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

Pavement would deteriorate and the goal of preserving all streets on a regular schedule would be

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

There are none.

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

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?

na



City of Mukilteo, Washington

2013 Capital Budget Request - Annual Chip Seal...continued

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?

na

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

na



City of Mukilteo, Washington

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:	Annual Chip Seal	Project Ranking: 1			
Department:	Public Works				
Preparer:	Jim Niggemyer				
Fund Name(s)	Arterial Street Fund and REET				
Fund Account Number(s):	112.90.595.606.6520 - \$150,000 331.90.595.606.6520 - \$295,000				
Item Description	2013	2014	2015	2016	2017
<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>	445,000	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>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	\$445,000	\$0	\$0	\$0	\$0
Sources of Payment	2013	2014	2015	2016	2017
<i>Ending Cash</i>	\$445,000	\$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	\$445,000	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:		Annual Chip Seal		
Resource Type 1 (List only one source)	Grant Funds		Amount	
	Other		Amount	
Does Resource Type 1 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	
(Write in Fund Name)			\$0	
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	
Yes			No	
List Date Council				
Approved Issuance of Debt, Type of Debt To Be Utilitized & Amount				



City of Mukilteo, Washington

2013 Capital Budget Request

Project Name:

92nd Street Park Retrofit

Is the Project a Carry Forward or New Project?

New

Project Description:

An area of 92nd Street Park is constantly soggy and this makes it difficult to use for park users. It also make routine maintenance very difficult. This project will put down fabric, rock, fabric and soil to allow for drainage and stabilization of the 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?

na

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

Improvement in park conditions.

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

Lack of access to a portion of the park in wet periods.

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

None can 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?

This will be developed if the budget item is approved.

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

The location is to be determined.

Is the capital project in compliance with land use laws?

SEPA will be required.

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?

na

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

na



City of Mukilteo, Washington

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 Street Park Retrofit	Project Ranking:
Department:	Public Works	
Preparer:	Jim Niggemyer	1
Fund Name(s)	Park Aquisition & Devel. REET Surface Water Management	
Fund Account Number(s):	322.90.594.310.6114 - \$10,000 331.90.594.310.6114 - \$10,000 440.90.594.310.6114 - \$30,000	

Item Description	2013	2014	2015	2016	2017
<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>	50,000	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>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	\$50,000	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016	2017
<i>Ending Cash - Park A&D</i>	\$10,000	\$0	\$0	\$0	\$0
<i>Ending Cash - REET</i>	10,000	0	0	0	0
<i>Ending Cash - SWM</i>	30,000	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	\$50,000	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	92nd Street Park Retrofit			
Resource Type 1 (List only one source)	Grant Funds		Amount	
	Other		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		
(Write in Fund Name)		\$0		
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				



City of Mukilteo, Washington

2013 Capital Budget Request

Project Name:

Park at 4th Street and SR 525

Is the Project a Carry Forward or New Project?

New

Project Description:

The City has received a new park property at 4th Street and SR 525. This will allow the city to demolish the house including asbestos evaluation and abatement. Clean up the grounds and make repairs/improvements to the fence.

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?

na

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

na

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

The house would have to be secured and property protected to prevent people from accessing the property and have the potential for injury.

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

There are none.

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

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?

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?

na

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

na



City of Mukilteo, Washington

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:	Byers Family Park	Project Ranking:
Department:	Public Works	
Preparer:	Jim Niggemyer	2
Fund Name(s)	Park Acquisition & Development	
Fund Account Number(s):	322.90.594.310.6113	

Item Description	2013	2014	2015	2016	2017
<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>	25,000	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>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	\$25,000	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016	2017
<i>Ending Cash</i>	\$15,000	\$0	\$0	\$0	\$0
<i>Contributions</i>	10,000	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	\$25,000	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

Project Title:		Park at 4th Street and SR 525		
Resource Type 1 (List only one source)	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 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			\$0	
Real Estate Excise Tax 2 Fund			\$0	
Park Acquisition & Development Fund			\$0	
(Write in Fund Name)			\$0	
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 <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"/>		



City of Mukilteo, Washington

2013 Capital Budget Request

Project Name:

Japanese Gulch Trail

Is the Project a Carry Forward or New Project?

New

Project Description:

This will fund City contributions for trail building in Japanese Gulch. This will consist mostly of supplies like pin piles to be used in construction.

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?

na

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

Allow for improvement and extension of the trail system in Japanese gulch.

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

na

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

None can 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?

This will be developed if the budget item is approved.

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

The location is to be determined.

Is the capital project in compliance with land use laws?

There are no land use implications.

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?

na

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

na



City of Mukilteo, Washington

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:	Japanese Gulch Trail	Project Ranking:
Department:	Public Works	
Preparer:	Jim Niggemyer	3
Fund Name(s)	Park Acquisition & Development	
Fund Account Number(s):	322.90.594.800.6560	

Item Description	2013	2014	2015	2016	2017
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	0	0	0	0	0
<i>Supplies</i>	15,000	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>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	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016	2017
<i>Ending Cash</i>	\$5,000	\$0	\$0	\$0	\$0
<i>Prior Year Contributions</i>	10,000	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	\$15,000	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

2013 Capital Budget Request

Project Name:

Replace Fence at Pioneer Cemetery

Is the Project a Carry Forward or New Project?

New

Project Description:

The perimeter fence at Pioneer cemetery has become rotten with age and exposure to the elements and needs to be replaced. The estimated cost of replacement is \$16,000. It is anticipated that the new fence should have an approximate 25 year lifespan.

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?

Maintenance of City facilities.

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

Safety and appearance of City facility.

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

Continued deterioration and possible safety hazard.

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

There are none.

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

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?

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?

na

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

na



City of Mukilteo, Washington

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:	Replace Fence at Pioneer Cemetery	Project Ranking:
Department:	Public Works Parks	
Preparer:	Marc Larson	4
Fund Name(s)	Park Acquisition & Development	
Fund Account Number(s):	322.90.594.310.6110	

Item Description	2013	2014	2015	2016	2017
<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>	16,000	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>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	\$16,000	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016	2017
<i>Ending Cash</i>	\$16,000	\$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	\$16,000	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:		Replace Fence at Pioneer Cemetery		
Resource Type 1 (List only one source)	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 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	
Real Estate Excise Tax 2 Fund			\$0	
Park Acquisition & Development Fund			\$0	
(Write in Fund Name)			\$0	
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 <input type="checkbox"/> No <input checked="" type="checkbox"/>				
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilitized & Amount				



City of Mukilteo, Washington

2013 Capital Budget Request

Project Name:

Interpretive Signs

Is the Project a Carry Forward or New Project?

Carry Forward

Project Description:

This is a carry forward request for an interpretative sign that did not get completed in 2012. Each sign costs approximately \$ 2,000 with design costs. The design and text for the Native American sign was completed in 2012, but the review by the Tribes has taken more time than anticipated. Because of the delay the \$1,500.00 needed to fabricate the sign needs to be carried forward to the 2013 budget.

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?

na

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

na

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

na

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

na

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?

na

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?

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?

none

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

na



City of Mukilteo, Washington

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:	Interpretive Signs	Project Ranking:
Department:	Capital	
Preparer:	Patricia Love	Carry Forward
Fund Name(s)	REET	
Fund Account Number(s):	331.90.594.207.6336	

Item Description	2013	2014	2015	2016	2017
<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>	1,500	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>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	\$1,500	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016	2017
<i>Ending Cash</i>	1,500	\$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	\$1,500	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

2013 Capital Budget Request

Project Name:

Park Street Bulkhead Phase I Report

Is the Project a Carry Forward or New Project?

Continuing Project - no funds will be carried forward

Project Description:

The bulkhead at the end of Park Avenue is failing. The design and permitting will be complex as it is adjacent to the beach. There will be a number of City, State and Federal permits required. The design will have to address the needs of each of those permits. This also includes construction costs.

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?

Yes. The service level is to prevent damage to a public street and reduce potential damage to adjacent private property.

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

We have a failing facility and this will correct that.

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

The facility may fail reducing access to a popular diving beach and reducing downtown parking. This failure would require some immediate clean-up action and trigger the need to proceed. It is difficult to determine the probability of the timing of a failure.

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

None can 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?

Planning and design are underway. Scheduling will be determined by the design investigation. Permitting is an essential component of this project. Staff has been in contact with the Silver Cloud Inn and NOAA. They are the adjacent property owners. The Silver Cloud is effected by the current damage and both entities could be effected by future damage.

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

The location is set.

Is the capital project in compliance with land use laws?

This is a repair/replacement and permitting will address land use.



City of Mukilteo, Washington

2013 Capital Budget Request - Park Street Bulkhead Phase I Report...continued

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

This is a one time item.

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

There will be no new expenses.

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

na



City of Mukilteo, Washington

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 I Report	Project Ranking:
Department:	Public Works	
Preparer:	Jim Niggemyer	Carry Forward w/add'l Funding
Fund Name(s)	REET & REET 2	
Fund Account Number(s):	332.90.595.100.6100 - 200,000 331.90.595.100.6100 - 30,000	

Item Description	2013	2014	2015	2016	2017
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	70,000	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>	160,000	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	\$230,000	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016	2017
<i>Ending Cash</i>	\$230,000	\$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	\$230,000	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:		Park Street Bulkhead Phase I Report		
Resource Type 1 (List only one source)	Grant Funds		Amount	
	Other		Amount	
Does Resource Type 1 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	
(Write in Fund Name)			\$0	
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	
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilitized & Amount		X		



City of Mukilteo, Washington

2013 Capital Budget Request

Project Name:

61st Place Retaining Wall Project

Is the Project a Carry Forward or New Project?

This Project is a Carry Forward with additional funding. The original funding was \$150,000 which was all expensed in 2012.

Project Description:

The soldier pile retaining wall on 61st Place is failing. The City is applying for a FEMA grant to cover a portion of the cost of replacing this wall. With or without the grant the replacement is needed. We have 30% design and costs estimated, these are needed for the grant application. The cost estimates include:

	2012	2013
Engineering Design	120,000	80,000
Inspections		20,000
Construction Management		15,000
Construction		800,000
Totals	120,000	915,000

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?

Yes

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

We have a failing facility and this will correct that.

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

The facility may fail which will result in a more costly repair and a loss of access for residents and the Water and Wastewater District to their Lift Station.

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

None can 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?

Planning and design are underway. Scheduling will be determined after completion of design.



City of Mukilteo, Washington

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

The location is set.

Is the capital project in compliance with land use laws?

This is a repair/replacement and permitting will address land use.

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

This is a one time item.

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

There will be no new expenses.

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

na



City of Mukilteo, Washington

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 Project	Project Ranking:
Department:	Public Works	
Preparer:	Jim Niggemyer	Carry Forward w/additional funding
Fund Name(s)	REET	
Fund Account Number(s):	331.90.595.605.6510	

Item Description	2013	2014	2015	2016	2017
<i>City Staff Personnel Costs</i>	\$2,500	\$12,500	\$0	\$0	\$0
<i>Project Design</i>	80,000	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>Construction</i>	0	800,000	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>Alternate Construction</i>	0	0	0	0	0
<i>Project Management</i>	0	20,000	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$82,500	\$832,500	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016	2017
<i>Ending Cash</i>	\$0	\$0	\$0	\$0	\$0
<i>Grants/Contributions</i>	82,500	717,500	0	0	0
<i>Fund Subsidy</i>	0	102,500	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	12,500	0	0	0
Total Sources	\$82,500	\$832,500	\$0	\$0	\$0



City of Mukilteo, Washington

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	61st Place Retaining Wall Project			
Resource Type 1 (List only one source)	Grant Funds	FEMA	Amount	\$800,000
	Other		Amount	
Does Resource Type 2 Require a City Match? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				
If Yes, Match Dollar Amount: \$115,000				
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		
Real Estate Excise Tax 2 Fund		\$0		
Park Acquisition & Development Fund		\$0		
Surface Water Fund		\$102,500		
Subtotal City Funds Match		\$102,500		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$12,500		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$12,500		
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				



City of Mukilteo, Washington

Ongoing O & M Expenses Related to Capital Decision Package								
Project Title:	61st Place Retaining Wall Project							
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	2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	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	100	100	100	100	100	100	100
<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		\$100	\$100	\$100	\$100	\$100	\$100	\$100
Sources of Payment		2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	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



City of Mukilteo, Washington

2013 Capital Budget Request

Project Name:

Shared-Use Path to Everett

Is the Project a Carry Forward or New Project?

Carry Forward

Project Description:

This project started in the 2012 budget as "SR 526 Bike-Ped Path to Boeing". It is renamed to conform to WSDOT terminology for this type of path and to reflect a change in the end point. The original path design was to be along the north side of SR 526 and terminate at the Boeing exit road. Boeing had objections to that configuration and the alignment was shifted to the south side of SR 526 and terminated at Airport road. This package is for design only. In 2012 the City received a CMAQ grant of \$59,500 and that money is being spent on design in 2012. The City has received an additional CMAQ grant of \$195,000 to complete the new longer design. The City match for the grant will be \$30,500.

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?

Yes

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

Part of City Plans

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

Loss of Grant funding

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

None can 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?

Planning and design are underway.

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

The location is set.



City of Mukilteo, Washington

Is the capital project in compliance with land use laws?

Permitting will address land use.

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

This is a one-time item.

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

There will be no new expenses.

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

na



City of Mukilteo, Washington

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:	Shared-use Path to Everett	Project Ranking: Carry Forward w/additional Funding
Department:	Public Works	
Preparer:	Jim Niggemyer	
Fund Name(s)	REET	
Fund Account Number(s):	331.90.595.650.6312	

Item Description	2013	2014	2015	2016	2017
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	225,500	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>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	\$225,500	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016	2017
<i>Ending Cash</i>	\$30,000	\$0	\$0	\$0	\$0
<i>Grants/Contributions</i>	195,000	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	\$225,000	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:		Shared-use Path to Everett		
Resource Type 1 (List only one source)	Grant Funds	CMAQ	Amount	\$195,000
	Other		Amount	
Does Resource Type 1 Require a City Match? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				
If Yes, Match Dollar Amount:		\$30,500		
Does Resource Type 1 Allow In Kind Match? Yes <input checked="" 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	
Real Estate Excise Tax 2 Fund			\$0	
Park Acquisition & Development Fund			\$0	
(Write in Fund Name)			\$0	
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 <input type="checkbox"/> No <input checked="" type="checkbox"/>				
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilitized & Amount				



City of Mukilteo, Washington

2013 Capital Budget Request

Project Name:

School Zone Flashers

Is the Project a Carry Forward or New Project?

New

Project Description:

There are a number of intersections in the City where a side street enters an arterial in a school zone. These school zones are only active "when flashing" or "when children are present" and drivers have no way of knowing if flashers are active when entering a school zone. We can install scaled down flashers, with appropriate signage, to correct this deficiency. This budget amount will not correct all intersections. Staff will prioritize the intersections. This budget item will be repeated for several years until all intersections are covered.

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?

na

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

Improvement to safety and ability for school zone enforcement.

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

Difficulty with school zone enforcement.

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

None can 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?

This will be developed if the budget item is approved.

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

The location is to be determined.

Is the capital project in compliance with land use laws?

na



City of Mukilteo, Washington

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:	School Zone Flashers			Project Ranking: 1	
Department:	Public Works				
Preparer:	Jim Niggemyer				
Fund Name(s)	REET				
Fund Account Number(s):	331.90.594.640.6319				
Item Description	2013	2014	2015	2016	2017
<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>	15,000	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>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	\$0	\$0	\$0	\$0
Sources of Payment	2013	2014	2015	2016	2017
<i>Ending Cash</i>	\$15,000	\$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	\$15,000	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:		School Zone Flashers		
Resource Type 1 (List only one source)	Grant Funds		Amount	
	Other		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	
(Write in Fund Name)			\$0	
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				



City of Mukilteo, Washington

Ongoing O & M Expenses Related to Capital Decision Package								
Project Title:		School Zone Flashers						
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	2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	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	100	100	100	100	100	100	100
<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		\$100	\$100	\$100	\$100	\$100	\$100	\$100
Sources of Payment		2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	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



City of Mukilteo, Washington

2013 Capital Budget Request

Project Name:

Street Light Replacement at 3rd and Lincoln

Is the Project a Carry Forward or New Project?

New

Project Description:

This project will remove the current street light and power outlet on the northwest corner of 3rd Street and Lincoln Avenue and install a new (downtown) fixture on Lincoln Avenue north of 3rd Street at the straight in parking. The new lights installed as part of the Community Center Project provide adequate light to the intersection and this will provide lighting for pedestrians and those people parking in this 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?

na

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

Improvement to safety.

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

Continued poor lighting in the area.

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

None can 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?

This will be developed if the budget item is approved.

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

The location is to be determined.

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?

na

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

na



City of Mukilteo, Washington

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:	Street Light Replacement at 3rd and Lincoln				Project Ranking: 2
Department:	Public Works				
Preparer:	Jim Niggemyer				
Fund Name(s)	REET				
Fund Account Number(s):	331.90.595.630.6301				
Item Description	2013	2014	2015	2016	2017
<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>	15,000	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>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	\$0	\$0	\$0	\$0
Sources of Payment	2013	2014	2015	2016	2017
<i>Ending Cash</i>	\$15,000	\$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	\$15,000	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	Street Light Replacement at 3rd and Lincoln			
Resource Type 1 (List only one source)	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 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		
Real Estate Excise Tax 2 Fund		\$0		
Park Acquisition & Development Fund		\$0		
(Write in Fund Name)		\$0		
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		<input type="checkbox"/>		
No		<input checked="" type="checkbox"/>		
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilitized & Amount				



City of Mukilteo, Washington

2013 Capital Budget Request

Project Name:

Lighting Retrofit

Is the Project a Carry Forward or New Project?

New

Project Description:

This will retrofit a number of downtown decorative lights and/or acorn light fixtures. The retrofit will change the current high pressure sodium lights to LED or some other energy efficient lamp. Staff will research the availability of retrofit item for the particular fixtures. PUD estimates that conversions of this type generally repay themselves in 4 to 6 years. After that time there is a lower ongoing expense. An LED lamp offers 3 monetary advantages: 1.) the energy consumption of the lamp is less, from 1/4 to 1/2 of the energy consumption, 2) Longer life, therefore less labor for replacement, life expected to be 2.5 times, 3) rebate for PUD, we will apply for a PUD rebate on any retrofits. This project will allow the City to evaluate lamp performance and determine an ongoing course of action.

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 will be a test/demonstration to determine long range policy for lighting upgrades.

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

Reduce long range costs and improved lighting.

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

None

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

None can 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?

This will be developed if the budget item is approved.

Is the capital project in compliance with land use laws?

There are no land use implications.



City of Mukilteo, Washington

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

This project will provide data to determine a future path.

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

On-going operating & maintenance costs will be reduced.

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

na

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

The location is to be determined.



City of Mukilteo, Washington

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:	Lighting Retrofit	Project Ranking:
Department:	Public Works	
Preparer:	Jim Niggemyer	3
Fund Name(s)	REET	
Fund Account Number(s):	331.90.595.630.6329	

Item Description	2013	2014	2015	2016	2017
<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>	15,000	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>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	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016	2017
<i>Ending Cash</i>	\$15,000	\$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	\$15,000	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:		Lighting Retrofit		
Resource Type 1 (List only one source)	Grant Funds		Amount	
	Other	PUD Rebate	Amount	\$5,000
Does Resource Type 2 Require a City Match?				
Yes			No	
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		
(Write in Fund Name)		\$0		
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	
Yes			No	
X				
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilitized & Amount				



City of Mukilteo, Washington

Ongoing O & M Expenses Related to Capital Decision Package								
Project Title:		Lighting Retrofit						
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	2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	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	100	100	100	100	100	100	100
<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		\$100	\$100	\$100	\$100	\$100	\$100	\$100
Sources of Payment		2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	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



City of Mukilteo, Washington

2013 Capital Budget Request

Project Name:

Council Chamber Renovations

Is the Project a Carry Forward or New Project?

New

Project Description:

This project will provide a built-in "desk" for the City Clerk. The Clerk will be relocated from the current position to the opposite side of the Council dais. This will secure the Clerk's work station and minimize tampering. The podium will be tied to the now case work to prevent it from being moved. The Clerk's station will be moved this year, with its current configuration. The electronic changes will be done with this relocation.

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 does not meet the level to need Comprehensive Plan inclusion.

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

na

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

na

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

na

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?

na

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?

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?

na

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

na



City of Mukilteo, Washington

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:	Council Chamber Renovations	Project Ranking: 4
Department:	Public Works	
Preparer:	Jim Niggemyer	
Fund Name(s)	REET	
Fund Account Number(s):	331.90.594.320.6211	

Item Description	2013	2014	2015	2016	2017
<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>	7,500	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>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	\$7,500	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016	2017
<i>Ending Cash</i>	\$7,500	\$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	\$7,500	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	Council Chamber Renovations			
Resource Type 1 (List only one source)	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 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		\$0		
Real Estate Excise Tax 2 Fund		\$0		
Park Acquisition & Development Fund		\$0		
(Write in Fund Name)		\$0		
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 <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"/>			



City of Mukilteo, Washington

2013 Capital Budget Request

Project Name:

47th Place W and Harbour Pointe Blvd. Crosswalk Flashers

Is the Project a Carry Forward or New Project?

New

Project Description:

The in pavement crosswalk flashers at this intersection are no longer functioning. Staff Recommends replacing these with pole mounted flashers.

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?

na

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

Improved safety.

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

Lack of a safe crossing at a busy intersection.

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

None can 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?

This will be developed if the budget item is approved.

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?

na

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

na



City of Mukilteo, Washington

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:	47th Place W and Harbour Pointe Blvd. Crosswalk	Project Ranking:
Department:	Public Works	
Preparer:	Jim Niggemyer	5
Fund Name(s)	REET	
Fund Account Number(s):	331.90.595.640.6324	

Item Description	2013	2014	2015	2016	2017
<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>	12,000	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>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	\$12,000	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016	2017
<i>Ending Cash</i>	\$12,000	\$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	\$12,000	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

2013 Capital Budget Request

Project Name:

92nd Street Sidewalk Repairs

Is the Project a Carry Forward or New Project?

Carry Forward

Project Description:

An area of 92nd Street Sidewalk is sinking. We intend to construct a wall behind the sidewalk and “slabjack” the sidewalk to level.

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?

na

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

na

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

na

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

None can 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?

na

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

na

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?

na

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

na



City of Mukilteo, Washington

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 Street Sidewalk Repairs	Project Ranking:
Department:	Public Works	
Preparer:	Jim Niggemyer	Carry Forward
Fund Name(s)	REET	
Fund Account Number(s):	331.90.595.610.6100	

Item Description	2013	2014	2015	2016	2017
<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>Construction</i>	25,000	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>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	\$25,000	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016	2017
<i>Ending Cash</i>	\$25,000	\$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	\$25,000	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

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	
	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 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	
Real Estate Excise Tax 2 Fund			\$0	
Park Acquisition & Development Fund			\$0	
(Write in Fund Name)			\$0	
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 <input type="checkbox"/> No <input checked="" type="checkbox"/>				
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilitized & Amount				



City of Mukilteo, Washington

2013 Capital Budget Request

Project Name:

76th Street Sidewalk Construction

Is the Project a Carry Forward or New Project?

Carry Forward

Project Description:

This was budgeted in the 2012 budget with the hope that we could get a "safe routes to school" grant. We have determined the probability of that grant is slight. Staff has applied for two other grants for this project. To qualify for these we will need to finish the design. We will fund the design out of the 2012 funds and construct only if we have success obtaining

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?

Yes

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

Part of City Plans

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

Loss of Grant funding

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

None can 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?

Planning and design are underway.

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

The location is set.

Is the capital project in compliance with land use laws?

Permitting will address land use.

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

This is a one-time item.

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

There will be no new expenses.

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

na



City of Mukilteo, Washington

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 Construction	Project Ranking:
Department:	Public Works	
Preparer:	Jim Niggemyer	Carry Forward
Fund Name(s)	REET 2	
Fund Account Number(s):	332.90.595.610.6200	

Item Description	2013	2014	2015	2016	2017
<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>	115,000	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>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	\$115,000	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016	2017
<i>Ending Cash</i>	17,000	\$0	\$0	\$0	\$0
<i>Grants/Contributions</i>	98,000	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	\$115,000	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	76th Street Sidewalk Construction			
Resource Type 1 (List only one source)	Grant Funds	TIB	Amount	\$98,000
	Other		Amount	
Does Resource Type 1 Require a City Match? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				
If Yes, Match Dollar Amount: \$17,000				
Does Resource Type 1 Allow In Kind Match? Yes <input checked="" 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		
Real Estate Excise Tax 2 Fund		\$17,000		
Park Acquisition & Development Fund		\$0		
(Write in Fund Name)		\$0		
Subtotal City Funds Match		\$17,000		
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				



City of Mukilteo, Washington

0

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

Yes; Smuggler's Gulch Drainage Basin

2013 Capital Budget Request - Smuggler's Gulch LID Improvement Project...continued

Is the capital project in compliance with land use laws?

Yes, Environmental and Cultural Resources review have been completed.

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

Yes, we expect the project to take up to 2 to 3 years to fully complete. In the future other LID projects may be proposed in other drainage basins.

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

The City's Stormwater Crew will maintain the facilities as they currently maintain the City's detention ponds.

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

Yes; see above



City of Mukilteo, Washington

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	Project Ranking:
Department:	Public Works	
Preparer:	Jim Niggemyer	Carry Forward w/add'l funding
Fund Name(s)	Surface Water Management	
Fund Account Number(s):	440.90.594.305.6203	

Item Description	2013	2014	2015	2016	2017
<i>City Staff Personnel Costs</i>	\$30,000	\$10,000	\$0	\$0	\$0
<i>Project Design</i>	295,000	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>Public Education</i>	3,000	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>	500,000	362,000	0	0	0
<i>Project Management</i>	100,000	33,333	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$928,000	\$405,333	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016	2017
<i>Ending Cash</i>	\$288,000	\$5,333	\$0	\$0	\$0
<i>Grants/Contributions</i>	600,000	400,000	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>	40,000	0	0	0	0
Total Sources	\$928,000	\$405,333	\$0	\$0	\$0



City of Mukilteo, Washington

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	Smuggler's Gulch LID Retrofit Project			
Resource Type 1 (List only one source)	Grant Funds	DOE	Amount	\$1,000,000
	Other		Amount	
Does Resource Type 2 Require a City Match? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				
If Yes, Match Dollar Amount: \$333,333				
Does Resource Type 1 Allow In Kind Match? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				
If Yes, In Kind Match Estimate \$40,000				
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		
Real Estate Excise Tax 2 Fund		\$0		
Park Acquisition & Development Fund		\$0		
Surface Water Fund		\$293,333		
Subtotal City Funds Match		\$293,333		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$40,000		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$40,000		
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				



City of Mukilteo, Washington

Ongoing O & M Expenses Related to Capital Decision Package								
Project Title:		Smuggler's Gulch Retrofit Project						
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:		Stormwater						
Fund Account Number:		440.90.594.305.6203						
Item Description	Obj	2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	Remaining Life
<i>Salaries</i>	11	1,500	1,500	1,500	1,500	1,500	1,500	1,500
<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	150	150	150	150	150	150	150
<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		\$1,650	\$1,650	\$1,650	\$1,650	\$1,650	\$1,650	\$1,650
Sources of Payment		2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	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



City of Mukilteo, Washington

2013 Capital Budget Request

Project Name:

61st Place Culvert Replacement Project

Is the Project a Carry Forward or New Project?

Carry Forward

Project Description:

The culvert on 61st Place at Smuggler's Gulch Creek is inadequate. The City has 60% design on the culvert replacement. We have not proceeded until certain legal matters can be resolved. We are carrying these funds from the 2012 budget.

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?

Yes

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

Maintenance/repair of an existing facility.

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

We could lose access with a road failure in a storm that the culvert cannot handle.

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

None can 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?

Planning and design are underway.

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

The location is set.

Is the capital project in compliance with land use laws?

Permitting will address land use.

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

This is a one-time item.

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

There will be no new expenses.

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

na



City of Mukilteo, Washington

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 Culvert Replacement Project	Project Ranking:
Department:	Public Works	
Preparer:	Jim Niggemyer	Carry Forward
Fund Name(s)	Surface Water Management	
Fund Account Number(s):	440.90.594.306.6203 - Carry	

Item Description	2013	2014	2015	2016	2017
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	20,000	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>	190,000	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>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	\$210,000	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016	2017
<i>Ending Cash</i>	\$210,000	\$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	\$210,000	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	61st Place Culvert Replacement Project			
Resource Type 1 (List only one source)	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: \$25,000				
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		
Real Estate Excise Tax 2 Fund		\$0		
Park Acquisition & Development Fund		\$0		
(Write in Fund Name)		\$0		
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 <input type="checkbox"/> No <input checked="" type="checkbox"/>				
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilitized & Amount				



City of Mukilteo, Washington

2013 Capital Budget Request

Project Name:

Decant Station Roof

Is the Project a Carry Forward or New Project?

Carry Forward

Project Description:

Construct a building over the decant station.

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 necessary to have the MWWWD accept our decant. Ecology regulations require that the decant go to Sanitary sewer.

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

na

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

na

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

na

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?

na

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

na

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?

na

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

na



City of Mukilteo, Washington

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	Project Ranking: Carry Forward			
Department:	Public Works				
Preparer:	Jim Niggemyer				
Fund Name(s)	Decant Roof				
Fund Account Number(s):	440.90.594.392.6210				
Item Description	2013	2014	2015	2016	2017
<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>Construction</i>	35,000	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>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	\$35,000	\$0	\$0	\$0	\$0
Sources of Payment	2013	2014	2015	2016	2017
<i>Ending Cash</i>	\$35,000	\$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	\$35,000	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

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	
	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 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		
Real Estate Excise Tax 2 Fund		\$0		
Park Acquisition & Development Fund		\$0		
Surface Water		\$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 <input type="checkbox"/> No <input checked="" type="checkbox"/>				
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilitized & Amount				



City of Mukilteo, Washington

2013 Capital Budget Request

Project Name:

2nd Street Storm System Realignment

Is the Project a Carry Forward or New Project?

Carry Forward

Project Description:

This is a carry forward from 2012. We will not get the work done this year. The design has been complicated with Corps of Engineers requirements

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?

na

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

na

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

Lack of a safe crossing at a busy intersection.

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

na

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?

None can be identified.

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?

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?

na

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

na



City of Mukilteo, Washington

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	Project Ranking:			
Department:	Public Works				
Preparer:	Jim Niggemyer	Carry Forward			
Fund Name(s)	Surface Water Management				
Fund Account Number(s):	440.90.594.932.6310				
Item Description	2013	2014	2015	2016	2017
<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>	30,000	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>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	\$30,000	\$0	\$0	\$0	\$0
Sources of Payment	2013	2014	2015	2016	2017
<i>Ending Cash</i>	\$30,000	\$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	\$30,000	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

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	
	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 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		\$0		
Real Estate Excise Tax 2 Fund		\$0		
Park Acquisition & Development Fund		\$0		
(Write in Fund Name)		\$0		
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 <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"/>			



City of Mukilteo, Washington

2013 Capital Budget Request

Project Name:

Naketa Beach Area Storm Pipe Extension

Is the Project a Carry Forward or New Project?

Carry Forward

Project Description:

This is a carry forward from 2012. We may not get the work done this year. Therefore we are requesting the funds be carried forward.

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?

na

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

na

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

na

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

None can 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?

na

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?

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?

na

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

na



City of Mukilteo, Washington

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	Project Ranking:			
Department:	Public Works				
Preparer:	Jim Niggemyer	Carry Forward			
Fund Name(s)	Surface Water Management				
Fund Account Number(s):	440.90.594.932.6310				
Item Description	2013	2014	2015	2016	2017
<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>	25,000	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>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	\$25,000	\$0	\$0	\$0	\$0
Sources of Payment	2013	2014	2015	2016	2017
<i>Ending Cash</i>	\$25,000	\$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	\$25,000	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

2013 Capital Budget Request

Project Name:

PW Shop Decant Vault

Is the Project a Carry Forward or New Project?

Carry forward with added funding

Project Description:

There is a “decant station” at the PW shop. Street sweeping debris is discharged into the station, the liquid is decanted and the solids removed for disposal. The liquid should be decanted into the sanitary sewer system; it currently is discharged into the storm system. The vault for final settling does not have adequate capacity. The design of a proper vault is in progress and will be completed this year (2012). We will construct the new vault in early 2013.

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 necessary to meet existing DOE regulations.

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

We need to meet regulatory standards.

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

We will be out of DOE compliance.

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

None can 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?

Yes

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

There are no alternatives.

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?

This is part of routine operations.

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

na



City of Mukilteo, Washington

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:	PW Shop Decant Vault	Project Ranking: Carry Forward w/add'l funding
Department:	Public Works	
Preparer:	Jim Niggemyer	
Fund Name(s)	Decant Vault	
Fund Account Number(s):	440.90.594.392.6313	

Item Description	2013	2014	2015	2016	2017
<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>Construction</i>	83,000	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>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	\$83,000	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016	2017
<i>Ending Cash</i>	\$83,000	\$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	\$83,000	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

Capital Resource Plan			
Resource listed below includes all resources amount & types required			
Project Title:	PW Shop Decant Vault		
Resource Type 1 (List only one source)	Grant Funds		Amount
	Other		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		\$83,000	
Subtotal City Funds Match		\$83,000	
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			